CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

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

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

Thursday, December 20, 2018 **6:00 PM** **Assembly Chambers**

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

18-242 Reminders, Calendars and General Correspondence

Attachments: Reminders and Calendars

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)

18-236 Special Reports: 1) Greater Sitka Chamber of Commerce / Visit Sitka - Rachel Roy, and, 2) SCH / SEARHC Strategic Affiliation Process - Sarah Cave, Steve Huebner, Sandy Johnson

Attachments: Special Reports Page

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 18-241 Approve the minutes of the December 11 Assembly meeting

Attachments: Consent and minutes

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

B 18-237 Reappoint Liz McKenzie to a three-year term on the Tree and Landscape Committee

Attachments: Motion McKenzie

McKenzie Application

XI. UNFINISHED BUSINESS:

C ORD 18-55 Making supplemental appropriations for Fiscal Year 2019 (Senior Citizen Van Match Donation)

Attachments: Motion Memo and Ord 2018-55

Sitka - Van Match Request for Assembly 12.11.18

Sitka Van Match to Mayor & Assembly for Nov 8 10.29.18 ewt

XII. NEW BUSINESS:

D RES 18-26 Submitting City and Borough of Sitka FY2020 State Legislative Priorities

Attachments: Motion Memo and Res 2018-26

DRAFT FY20 Legislative Priorities

E RES 18-27 Authorizing the Municipal Administrator to apply for and execute a grant from the Alaska Fish and Wildlife Fund for construction of the Peterson Street Storm Sewer Rehabilitation Project

Attachments: Motion Memo and Res 2018-27

Attachment Res 2018-10 Signed

F 18-239 Approve the contract between the City and Borough of Sitka and the Greater Sitka Chamber of Commerce to provide Convention and Visitors Bureau Services (possible executive session)

Attachments: Motion and Memo Chamber

Chamber Contract

Chamber Exhibit A

Chamber Exhibit B

Greater Sitka Chamber of Commerce Letter of Interest CVS Contract 2018.0.._

G 18-238 Discussion / Direction supporting the Municipal Administrator to lobby on behalf of Mt. Edgecumbe High School for the potential land sale proceeds of the Seaplane Base

Attachments: Motion and Memo Seaplane Base

MEHS ASB letter

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

H 18-240 Executive Sessions: 1) Financial Matter: Baranof Island Brewing Company Forbearance Agreement 2) Financial / Legal Matters - Phase 3 of the CBS / SCH-SEARHC Affiliation Process

Attachments: Exec Session BIBCO forbearance

Exec Session Hospital Affiliation Process

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: December 14

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	18-242	**Version:**	1	**Name:**	
Type:	Item			**Status:**	AGENDA READY
File created:	12/14/2018			**In control:**	City and Borough Assembly
On agenda:	12/20/2018			**Final action:**	
Title:	Reminders, Calendars and General Correspondence				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Reminders and Calendars				

Date	Ver.	Action By	Action	Result

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REMINDERS

DATE	EVENT	TIME
Thursday, December 20	Regular Meeting	6:00 PM
Thursday, January 3	Visioning Session	6:00 PM
Tuesday, January 8	Regular Meeting	6:00 PM

Assembly Calendar

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

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Nov	26	27	28	29	30	1 Dec
		6:00pm Regular Assembly Mtg	Nelson 6:00pm Police and Fire Commission	Nelson	Nelson	
2	3	4	5	6	7	8
Nelson	Nelson	Nelson 6:00pm Work Session: Blue Lake Infrastructure & Critical Secondary Water	6:00pm Library Commission Nelson 6:00pm School Board 7:00pm Planning Commission	12:00pm SEDA Board Meeting		9:00am - 11:00am Assembly Visioning Session: HCH meeting room 7
9	10	11	12	13	14	15
		12:00pm Parks & Rec 6:00pm Regular Assembly Mtg	6:00pm Historic Preservation 6:15pm Port & Harbors Commission	12:00pm LEPC 1:30pm Health Needs & Human Services Commission		
16	17	18	19	20	21	22
	4:00pm Investment Committee	12:00pm Tree/Landscape 3:00pm GPIP	Nelson 7:00pm Planning Commission	Nelson Bean 6:00pm Regular Assembly Mtg	Nelson Bean	Nelson
23	24	25	26	27	28	29
		HOLIDAY	6:00pm Police and Fire Commission	6:00pm Hospital Board Meeting		
30	31	1 Jan	2	3	4	5
			6:00pm School Board 7:00pm Planning Commission	12:00pm SEDA Board Meeting 6:00pm Assembly Visioning Session		Paxton

Assembly Calendar

2018 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2020

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Dec	31	1 Jan	2	3	4	5
			6:00pm School Board 7:00pm Planning Commission	12:00pm SEDA Board Meeting 6:00pm Assembly Visioning Session		Paxton
6	7	8	9	10	11	12
Paxton	Paxton	Paxton 12:00pm Parks & Rec 6:00pm Regular Assembly Mtg	Paxton 6:00pm Historic Preservation 6:00pm Library Commission 6:15pm Port & Harbors Commission	Paxton 12:00pm LEPC 1:30pm Health Needs & Human Services Commission 6:00pm Work Session - General Fund Overview	Paxton	Paxton
13	14	15	16	17	18	19
Paxton	Paxton	Paxton 12:00pm Tree/Landscape	Paxton 7:00pm Planning Commission	Paxton 6:00pm Joint Work Session with School Board: introductory overview of SSD FY20 budget (location to be announced)	Paxton	Paxton
20	21	22	23	24	25	26
Paxton	Paxton	Paxton 5:00pm Work Session: CAFR / Audit 6:00pm Regular Assembly Mtg	Paxton 6:00pm Police and Fire Commission	Knox 6:00pm Hospital Board Meeting 6:00pm Special Meeting - Enterprise Budget	Knox	Knox
27	28	29	30	31	1 Feb	2
Knox				6:00pm Special Meeting - Enterprise Budget (if needed)		

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	18-236	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	12/12/2018			In control:	City and Borough Assembly
On agenda:	12/20/2018			Final action:	
Title:	Special Reports: 1) Greater Sitka Chamber of Commerce / Visit Sitka - Rachel Roy, and, 2) SCH / SEARHC Strategic Affiliation Process - Sarah Cave, Steve Huebner, Sandy Johnson				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Special Reports Page				

Date	Ver.	Action By	Action	Result

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Scheduled Special Reports

- Greater Sitka Chamber of Commerce / Visit Sitka – Rachel Roy

- Update on the SCH / SEARHC Strategic Affiliation Process – Sarah Cave, Steve Huebner, Sandy Johnson

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	18-241	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	12/13/2018			In control:	City and Borough Assembly
On agenda:	12/20/2018			Final action:	
Title:	Approve the minutes of the December 11 Assembly meeting				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Consent and minutes				

Date	Ver.	Action By	Action	Result

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CONSENT AGENDA

POSSIBLE MOTION

I MOVE TO APPROVE THE CONSENT AGENDA CONSISTING OF ITEM A

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 December 11 Assembly meeting.

CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

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

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

Tuesday, December 11, 2018 **6:00 PM** **Assembly Chambers**

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - Eisenbeisz, Knox, Bean, Wein, Paxton, and Mosher

Absent: 1 - Nelson

IV. CORRESPONDENCE/AGENDA CHANGES

Mayor Paxton announced item M, an executive session, was not necessary. In addition, he requested item I be moved to the beginning of New Business.

18-235 Calendars, Reminders and General Correspondence

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)

School Board member, Eric Van Cise, provided a board update.

18-224 Special Report: SCH/SEARHC Strategic Affiliation Process - Steve Huebner

Steve Huebner provided a progress report on activity since the November 27 Assembly update.

VII. PERSONS TO BE HEARD

None.

VIII. REPORTS

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

Administrator - Brady reported on his attendance at recent hospital negotiations between CBS and SEARHC, served at the Honoring Tribal Elders Luncheon, met with Pioneer Home staff regarding the senior sales tax exemption, and in light of the recent earthquake in Anchorage, encouraged citizens to take precautions and be prepared for natural disasters.

Attorney - Hanson spoke to the recent CPET lawsuit ruling (Cruise Line Agencies v. City and Borough of Juneau) and how the ruling may affect CBS use of funds and projects.

Liaison Representatives - Mosher noted his attendance at the School Board meeting, Wein reported on the Police and Fire Commission meeting and Hospital Board meeting, and Bean spoke to the recent Planning Commission meeting.

Clerk - Peterson reviewed the vacancies of boards, commissions, and committees and reminded the December 25 regular meeting had been rescheduled to December 20.

IX. CONSENT AGENDA

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

Yes: 6 - Eisenbeisz, Knox, Bean, Wein, Paxton, and Mosher

Absent: 1 - Nelson

A 18-227 Approve the minutes of the November 27 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

B 18-225 Approve liquor license renewal applications for: 1) House of Liquors, Inc. dba Salty Sal's Liquor Cabinet at 321-B Lincoln Street and 2) Triple C Ventures, Inc. dba Cascade Convenience Center at 1211-A Sawmill Creek Road

This item was APPROVED ON THE CONSENT AGENDA.

C 18-226 Approve an application for a new marijuana concentrate manufacturing facility license for Justin Brown dba AKO Farms, LLC at 1210 Beardslee Way

This item was APPROVED ON THE CONSENT AGENDA.

D 18-229 Approve the Acting Administrator list for 2019

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

Yes: 5 - Eisenbeisz, Knox, Bean, Wein, and Paxton

No: 1 - Mosher

Absent: 1 - Nelson

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

E 18-230 Appoint Becky Meiers to a three-year term on the Local Emergency Planning Commission

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

Yes: 6 - Eisenbeisz, Knox, Bean, Wein, Paxton, and Mosher

Absent: 1 - Nelson

XI. UNFINISHED BUSINESS:

F ORD 18-52S Amending Title 13 "Port and Harbors" of the Sitka General Code by adding Chapter 13.16 "Commercial Marine Trade Permit" and amending Chapter 13.04 "Definitions"

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 - Eisenbeisz, Knox, Wein, Paxton, and Mosher

No: 1 - Bean

Absent: 1 - Nelson

G ORD 18-54 Making supplemental appropriations for Fiscal Year 2019 (City Hall Customer Service Counter)

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

Yes: 6 - Eisenbeisz, Knox, Bean, Wein, Paxton, and Mosher

Absent: 1 - Nelson

XII. NEW BUSINESS:

I RES 18-25 Authorizing the City and Borough of Sitka Municipal Administrator to develop and execute a Compliance Order by Consent with the Alaska Department of Environmental Conservation (ADEC) to promote design and construction of a secondary water treatment plant

A discussion ensued among members. Some believed it important to move forward with the secondary water treatment plant, others believed it was not necessary at present time and further research was needed.

Public Works Director Michael Harmon and Environmental Superintendent Shilo Williams spoke to the project, recent turbidity levels, and the importance of retaining the filtration waiver for Blue Lake.

A motion was made by Knox that this Resolution be APPROVED ON FIRST AND FINAL READING. The motion PASSED by the following vote.

Yes: 4 - Eisenbeisz, Knox, Paxton, and Mosher

No: 2 - Bean, and Wein

Absent: 1 - Nelson

New Business First Reading

H ORD 18-55 Making supplemental appropriations for Fiscal Year 2019 *(Senior Citizen Van Match Donation)*

Erin Walker-Tolles Executive Director of Catholic Community Services (CSS) and Board Member Charles Horan explained the match request to the Assembly. She noted, in partnership with the City, CSS provided transportation to Sitka seniors with limited access to personal transportation. Walker-Tolles stated the aging fleet consisted of four vans, three of which were operational. Assembly members spoke in support of the request and expressed appreciation to CSS for the services provided.

A motion was made by Knox that this Ordinance be APPROVED ON FIRST READING. The motion PASSED by the following vote.

Yes: 6 - Eisenbeisz, Knox, Bean, Wein, Paxton, and Mosher

Absent: 1 - Nelson

Additional New Business Items

J 18-232 Approval of the 2019-2021 Sitka Fire Fighters Union, International Association of Fire Fighters, Local 5168 Collective Bargaining Agreement

Eisenbeisz disclosed he was a volunteer at the fire hall and had spoke with the Municipal Attorney to determine if there was a conflict of interest. It was determined there was not.

Jay Sweeney Chief Finance and Administrative Officer explained expenses ($17,000)

resulting from implementation of the bargaining agreement would come from increased revenues or operational cuts.

Wein spoke to, and inquired of, Article 3 (Union Dues) and Article 10.03 (Indemnification). He wondered if it was possible to add further clarification stating if allegations were found to be true, the employee would be required to pay back the employer. Outside counsel, Kimberly Geariety, suggested an option would be to move forward with a Letter of Understanding with the union that clarified in the event any costs were incurred, and the allegations later found to be true, that the employee would be responsible for reimbursement of legal fees.

A motion was made by Wein to direct the Administrator to request outside counsel Kimberly Geariety to craft a Letter of Understanding regarding wording in Article 10.03 Indemnification to assure that if allegations of misconduct are found to be true, and that the City has expended funds, the City would be reimbursed. The motion FAILED by the following vote.

Yes: 3 - Bean, Wein, Paxton

No: 3 - Eisenbeisz, Knox, Mosher

Absent: 1 - Nelson

A motion was made by Knox to APPROVE the 2019-2021 Collective Bargaining Agreement between the City and Borough of Sitka and the Sitka Fire Fighters Union, International Association of Fire Fighters, Local 5168 and authorize the Municipal Administrator to execute the document. The motion PASSED by the following vote.

Yes: 4 - Eisenbeisz, Knox, Bean, and Paxton

No: 2 - Wein, and Mosher

Absent: 1 - Nelson

K 18-233 Discussion / Decision on sending an Assembly member or the Municipal Administrator to attend the Seatrade Cruise Global event in Miami, FL April 8-11

Rachel Roy, Executive Director of the Chamber of Commerce and Visit Sitka, voiced support for sending an Assembly member.

A motion was made by Knox to APPROVE sending Assembly member Eisenbeisz to the Seatrade Cruise Global event in Miami, FL with expenses to be paid from the Visitor Activities Enhancement Fund. The motion PASSED by the following vote.

Yes: 6 - Eisenbeisz, Knox, Bean, Wein, Paxton, and Mosher

Absent: 1 - Nelson

L 18-234 Update / Discussion on the December 8, 2018 Assembly Visioning Session and scheduling of next Visioning Session

Mayor Paxton provided an overview of the December 8 visioning session. He noted actions plans for the following were reviewed: No Name/Granite Creek Development Master Plan, Seaplane Base, lobbying plan for critical infrastructure, and affordable

housing.

A follow-up visioning session for January 3 at 6pm was scheduled.

XIII. PERSONS TO BE HEARD:

None.

XIV. EXECUTIVE SESSION

M 18-231 Financial / Legal Matters - Phase 3 of the CBS / SCH-SEARHC Affiliation Process (*if needed*)

An executive session on this item was not needed.

XV. ADJOURNMENT

A motion was made by Bean to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:08pm.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	18-237	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	12/12/2018			In control:	City and Borough Assembly
On agenda:	12/20/2018			Final action:	
Title:	Reappoint Liz McKenzie to a three-year term on the Tree and Landscape Committee				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion McKenzie McKenzie Application				

Date	Ver.	Action By	Action	Result

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POSSIBLE MOTION

I MOVE TO reappoint Liz McKenzie to a three-year term on the Tree and Landscape Committee.

010.26

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

Board/Commission/Committee: TREE AND LANDSCAPE COMMITTEE

Name: LIZ MCKENZIE Daytime Phone: [redacted]

Address: [redacted] Evening Phone: [redacted]

Email Address: [redacted] Fax Number: —

Length of Residence in Sitka: [redacted] 20 YEARS Registered to vote in Sitka? ✓ Yes ___ No

Employer: SELF EMPLOYED

Organizations you belong to or participate in:

Explain your main reason for applying:

LOVE OF PLANTS & SITKA

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

DEGREE IN FORESTRY, NATURAL HISTORY OF ALASKA, PARK RANGER

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

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

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

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

Date: 12/1/2018 [redacted] Signature: [redacted] Liz McKenzie

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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

Liz McKenzie

[redacted] [redacted]

Education

Master of Fine Arts, Creative Writing, University of Miami, 1995.
Bachelor of Science, Forestry, Virginia Polytechnic Institute, 1982.

Relevant Professional Experience

Digital Media Producer, 2008 to present. Filmmaker, writer, photographer of natural, cultural and scientific subjects of Alaska for various organizations, including NOAA, SalmonWorld, The Salmon Project, Gates of the Arctic National Park, Alaska Sustainable Salmon Fund (USDA), Sitka Sound Science Center, the North Pacific Research Board, and Encounters: Radio Experiences of the North.

Director and Web Content Developer: *Encounters: Radio Experiences of the North* Website and *Encounters Wild Explorer* Multimedia Educational Web Content 2009-present. Development of written, visual, audio and video content focusing on the natural history, science and Traditional Native Knowledge of the circumpolar regions, particularly Alaska and Canada.

Nature, Science and Cultural Website Content Developer: Gates of the Arctic National Park, Alaska, 2008-2010. Development of written and visual content for both the "Science and Nature" and the "History and Culture" sections of the national park website.

Researcher: *Encounters Radio*, 2008-2010. Provided natural history research for *Encounters* Radio programs, including polar bears, gray whales, boreal forest, and bird migration.

Associate Professor of English, University of Alaska Southeast, 1998-2013. Creation and delivery of online, audio and face-to-face creative writing courses, including memoir writing, nature writing, environmental literature, fiction, poetry, creative nonfiction, technical writing, writing for the web, and women's writing on the Alaska experience.

Park Ranger, National Park Service, Wyoming and Colorado, 1988-90. Presented interpretive talks and performed ranger duties including backcountry patrol, search and rescue, fire suppression, fire rehabilitation, and law enforcement.

Forester, Continental Augusta Woodlands, Clinton, SC, 1982-84. Assisted in the management of 40,000 acres of timberlands; duties included timber cruising, site preparation, land management, supervision of four employees, payroll, property taxes and other administrative duties.

Films

"Why the Little Fish Matter: The Arctic Coastal Ecosystem Survey" https://vimeo.com/139047910
"Salmon-Swan Connection" https://vimeo.com/119926072
"It Takes a Watershed to Raise a Salmon" https://vimeo.com/107546630
"Winter's Cache" https://vimeo.com/116037380
"Any Fool Can Do This Cooking School" https://vimeo.com/109300934
"Hidden Treasure" https://vimeo.com/118536168
"Life from Clay: The Art of Robert Rose" http://vimeo.com/102433806
"Salmon Saturdays" http://vimeo.com/102683649
"Salmon: The Hidden Migration" http://vimeo.com/102795473
"The Gulf of Alaska Integrated Ecosystem Research Program" https://vimeo.com/107310131
"The Gulf of Alaska Project: Coastal Groundfish Nurseries" https://vimeo.com/107312274
"The Gulf of Alaska Project: Science at Sea" https://vimeo.com/116796211
"Making Connections: Seabirds and Alaska's Groundfish" https://vimeo.com/107315125
"Secrets of a Winter Salmon Stream" http://youtu.be/M64c6s7iN4w
"The Salmon Forest with Richard Nelson" http://youtu.be/g00fAKG31lw
"The Miracle of Salmon" http://youtu.be/dxUESmgaU4A
"Nicolas Blouin: 2012 Scientist in Residence SSSC" http://youtu.be/OAhwtOyV_Rc
"Getting Started with Recording Natural Sounds with Richard Nelson" http://youtu.be/JYLMpHSWo2M
"Encountering Moose with Richard Nelson" http://youtu.be/xpaDqLMreEc

Readings, Talks, and Publications

Writers Read, sponsored by the Island Institute, invited reader to the first Writers Read Public Event, Sitka, 2012. Poetry.

"Nature Writing", Public Lecture, *Pedagogy of Place* Conference, University of Alaska Southeast, Juneau, 2013.

Connotations, The Island Institute Journal, Winter 2012. Poems: "Bird", "Elderberries", and "Eleven" (invited submissions).

Listen to Me: Writing Life into Meaning, by Lynn Lauber, (2004). Untitled prose poem in the chapter, "The Magic of Automatic Writing" (invited submission).

Online, Gates of the Arctic National Park, (viewable at nps.gov/gaar). "Caribou and People", "Common Loon", "Wood Frog", "Muskox", "Beaver", "Nature and Science", "Animals", "Plants")

Online, *Encounters* Radio, (viewable at encounternorth.org) "Wild Explorer" education section topics (Salmon, Polar Bears, Caribou, Humpback Whales, Bird Migration, Boreal Forest, Moose, Wild Sounds, Beaver, Cold, Grizzly Bears)

Grants and Contracts

NOAA (2014, 2015) Arctic video production
Skaggs Foundation (2015) Estuaries video production
The Salmon Project (2014, 2015) digital content (written, video, photo), Salmon
North Pacific Research Board, (2013), video production, Gulf of Alaska Project
Sustainable Salmon Fund (2012), Video and written content, Salmon
Educational Foundation of America (2010), Encounters Wild Explorer Website, (video, photography, articles)
Gates of the Arctic National Park and Preserve (2008, 2009) Web Content
Title III (2005, 2004), Online Course Development

Other Training

* Documentary Film Editing in Premiere Pro CS6, 2012, Lynda online training
* Photoshop CS6 for Videographers, 2012, Lynda online training
* Premiere Pro CS6 Effects Workshop, 2012, Lynda online training
* Prelude CS6, 2012, Lynda online training
* Premiere Pro CS6 Color Enhancement, 2012, Lynda online training
* Foundations of Video: The Art of Editing, 2012, Lynda online training
* Adobe Audition Essentials, 2012, Lynda online training
* Web Design, HTML and CSS, University of Alaska, 2011.
* Dreamweaver, Wordpress, PowerPoint, Adobe Presenter, iMovie Skills Workshops, University of Alaska, 2008-2012.
* iTeach Online Course Development, University of Alaska, 2007, 2012.
* Dreamweaver CS4 Workshop, University of Alaska, 2008
* Web Site Design Workshop, University of Alaska, 2008
* UCLA Writing Program, "Sojourns Through Memory: Writing Out of Your Life. Online course, 2002.
* Port Townsend Writer's Conference, five-day intensive writing workshop with poet, Dorianne Laux, 2011
* "Desktop Management" Workshop, University of Alaska Southeast, 2002.
* Alaska Naturalist Program Course, University of Alaska Southeast, 1999.
* Alaska Naturalist Advanced Course, University of Alaska, Southeast, 1999.

TREE AND LANDSCAPE COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
JOE D'ARIENZO 2219 SMC	747-7448 delsenzo@live.com		7/24/04 7/13/07 7/10/10 6/22/13 11/12/16 11/22/19	**CHAIR**
LISA MOORE Box 2943	747-5534 moorelisa@aol.com		7/24/04 7/13/07 9/25/10 10/26/13 11/12/16 11/22/19	SECRETARY
DEB MILLER 708 Lake St.	738-1175 c sitkadjm@gmail.com	10/22/13 10/25/16	10/22/16 10/25/19	
CORA NISBET *722 Lake St.*	*738-5147* *coranisbet@gmail.com*	*11/10/14*	*11/10/17*	
LIZ MCKENZIE PO Box 144	752-7046 c liz.creativeworks@gmail.com	12/8/15	12/8/18	
MAT TURNER *112 Shotgun Alley*	*747-7205 h* *matthew.g.turner@uscg.mil*	*1/12/16*	*12/9/17*	*Hennessy's term*
KIM KIRKNESS 1205 Georgeson Loop	738-1569 c kimalyn@alaskan.com	2/28/17	2/28/20	
STEVEN EISENBEISZ 208 Lincoln Street	738-9075 assemblyeisenbeisz@cityofsitka.org			Assembly Liaison
RICHARD WEIN PO Box 2424	738-0577 assemblywein@cityofsitka.org			Alternate Assembly Liaison

MUNICIPAL STAFF SUPPORT

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

Established by Ord. 01-1625; revised by Ord. 03-1718
7 members 3-year terms
Meets: 3rd Tuesday, Noon, Sitka Public Library

Revised: October 15, 2018

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	ORD 18-55	Version: 1	Name:		
Type:	Ordinance		Status:	AGENDA READY	
File created:	12/4/2018		In control:	City and Borough Assembly	
On agenda:	12/20/2018		Final action:		
Title:	Making supplemental appropriations for Fiscal Year 2019 (Senior Citizen Van Match Donation)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion Memo and Ord 2018-55 Sitka - Van Match Request for Assembly 12.11.18 Sitka Van Match to Mayor & Assembly for Nov 8 10.29.18 ewt				

Date	Ver.	Action By	Action	Result
12/11/2018	1	City and Borough Assembly		

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Sponsors: Knox, Paxton, Bean

POSSIBLE MOTION

I MOVE TO approve Ordinance 2018-55 on second and final reading.

City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Assembly Members
Keith Brady, Municipal Administrator

From: Kevin Knox, Mayor Paxton and Aaron Bean

Date: December 4, 2018

Subject: Approval of Budget Appropriation supporting Senior Care-A-Van

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In partnership with the City of Sitka, Catholic Community Services (CCS) has provided transportation to Sitka seniors who have limited access to personal transportation. Over the past several years CCS has been working to replace its aging fleet of vans with funding from an Alaska DOT grant and matching funds including appropriations from the CBS. The Alaska DOT grant requires a 20% match for each vehicle and CCS has secured $8,500 of the required $16,500 match for the final purchase.

Alaska DOT and matching funding for replacements of three of the aging vans:

- 2016 $93,800
- 2017 $75,000
- 2019 Final delivery planned for March $82,500

The Senior Care-A-Van provided over 8,600 rides last year to seniors throughout our community.

- Care-A-Van provides transportation for people with disabilities who are unable to ride the public bus and for anyone age 60 or older.
- Care-A-Van takes passengers anywhere they would like to go: to the doctor's office, the store, friend's house, post office, prescription pickup, grocery store and the bank.
- Drivers are trained and offer assistance to riders from door to bus and bus to door.

City of Sitka contribution to repairs, maintenance, and fuel are major components of making this operation viable for our community. CBS budget line items for Senior Transportation and Maintenance:

- 2015 Total spending $32,637
- 2016 Total spending $27,800
- 2017 breakdown- Fuel $23,966, Parts/Labor/oil $10,725

- 2018 Budget- Transportation/vehicles $38,000 (initial overview will reflect a larger need for service for those older vans over 2017 service).

As vehicles age the frequency of maintenance intervals increase, many times regardless of how big or small the fix may be, though the frequency of larger fixes obviously increases with age. As vehicles age the availability of parts sometimes becomes an issue, as these vehicles are specially built year by year. Older vehicle parts are often only available as non-OEM and are many times not covered under any warrantee.
CBS standards are to plan to replace vehicles at 10-year /100k miles and only allow vehicles to extend to 15-years if they show no major maintenance issues and are low mileage light duty use.
Industry Standards on mileage/years for fleet replacement generally ranges from 8 to 10 years and 100k miles. Beyond that on average you will be paying more in maintenance per year than the value of the vehicle. It is better to have a more sophisticated replacement approach that tracks cost including fuel relative to deprecating value and advancements in technology that yield reduced cost/fuel.

The following is an overview from Public Works and Central Garage:

Big Picture:

- The subject third replacement vehicle should be #934 (2011) with 64,254 miles which has about four more years until it reaches 100k mikes (@9,000 miles per year)
- The cost to central garage to maintain the same level of service is not projected to change in a meaningful way in terms of this agenda item. This is based on a comparison of CBS maintaining the subject vehicle until it is red-tagged (increased cost in a few years from now) or CBS paying upfront capital of $8,000 to avoid this scenario.
- There has only been one vehicle replaced at this point and we will be well into 2019 before the second vehicle is replaced (#982) which has elevating maintenance problems. This is the biggest risk to rising cost right now.
- Based on the prior vehicles long lead time, it seems unlikely the third vehicle will be replaced in the FY19 budget.
- Central Garage would benefit from vehicle replacement prior to 100k miles to avoid tying up the shop for constant repairs. We need to focus on the CBS fleet especially emergency vehicles.
- Timely replacing the vehicle would improve reliability of service for senior programs.
- If the vehicle is not replaced and ultimately red tagged that may lead to a long-term loss of service for seniors

Sponsors: Knox, Paxton, Bean

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2018-55
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019 (SENIOR CITIZEN VAN MATCH DONATION)

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 make a supplemental capital appropriation for Fiscal Year 2019.

4. **ENACTMENT.** In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriations for the budget period beginning July 1, 2018 and ending June 30, 2019.

FISCAL YEAR 2019 EXPENDITURE BUDGETS
GENERAL FUND
Other Expenditures – Donations: Increase appropriations in the amount of $8,000 to help fund a Grant match to the Catholic Community Services to purchase a Senior Citizen Van.

EXPLANATION

Necessary revisions in the FY2019 budget were identified. These changes involve the increase of expenditure accounts. A short explanation 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 20th Day of December, 2018.

ATTEST: **Gary L. Paxton, Mayor**

Sara Peterson, MMC
Municipal Clerk

1st reading 12/11/18
2nd and final reading 12/20/18

Sponsors: Knox, Paxton, Bean

Catholic Community Service

Southeast Senior Services

Swan Lake Senior Center

Sitka "Care-a-Van" Request for Matching Capital Funds

December 3, 2018

The Care-a-Van, operated by the Swan Lake Senior Center and in partnership with many others, provides door-to-door rides for seniors and individuals with disabilities in Sitka. It ensures access to medical services and nutrition, Senior Center services, socialization, continued involvement in community, independence, and quality of life.

Additional Information for City & Borough of Sitka Assembly

Please also refer to letter to the Assembly dated October 29, 2018

Partners: Sitka Care-a-Van is a partnership between Center for Community, the City & Borough of Sitka, the State of Alaska, Sitka Tribe of Alaska and many generous businesses and individuals including the White Elephant Gift Shop and many others.

- Center for Community provides a contract to CCS to operate the Care-a-Van
- State of Alaska and Sitka Tribe of Alaska both provide funding for operations of paratransit and the Senior Center in Sitka
- City & Borough of Sitka provides in-kind funding for Swan Lake Senior Center operations, including vehicle maintenance, repairs and gasoline for vans
- Catholic Community Service operates, manages, and raises funds to operate Care-a-Van in Sitka, including applying for and soliciting for capital funding to allow for purchase of new vans to replace aging ones in the fleet

Sitka Care-a-Van Service: Provides paratransit door-to-door accessible rides for individuals with a disability (ADA-card holders) and seniors who are not able to use buses on the fixed route. Care-a-Van is often the only way seniors and individuals with disability can get around town and to vital services such as the doctor, grocery store, Swan Lake Senior Center, post office, church, airport, ferry, community events, friends and family.

Seniors ride free (as required by grant funding) but are encouraged to make a voluntary contribution. Individuals under-60 with an ADA-card pay a small fee per ride.

Last year (FY18) the Swan Lake Senior Center served 283 individual seniors, and provided over 8600 rides.

Cost & Benefit to the City & Borough: The fleet includes some vans that are past their "lifetime". As these vans have aged, it has cost the city more in both parts and labor as they maintain and repair them each year. Looking at the bottom line, it's our belief that providing $8,000 in capital funds to CCS

to allow for purchase of the "last" new Care-a-Van, would actually result in a cost-saving to the municipality and borough in reduced maintenance and repairs, as well as free up shop and staff time.

The Vans: CCS has been able to get Alaska Department of Transportation funding to replace three of the four vans in the Care-a-Van fleet in the past 3 years (in 2016, 2017, and 2018). DOT requires a 20% match in order to use the grant funds and purchase the vehicles. The 20% match for two of the three vehicles has already been raised. Generous Sitka businesses and individuals donated funds for them.

A portion of the match needed for the 3rd (and final van) has already been raised through an appeal to Sitka businesses and individuals, and we are requesting the final $8,000 needed to make the match and purchase the van from the City & Borough of Sitka.

We have been told this final van will be delivered to Alaska in March, 2019 and will need to have the outstanding $8,000 in order to finalize purchase the month before (February if it is ready on schedule).

Van Ordered in	Total Cost of Van	Match Required	Remaining Funds Needed
2016	$93,800	$18,700	$0
2017	$75,000	$15,000	$0
2018	$82,500	$16,500	$8,000

On behalf of the Swan Lake Senior Center and the citizens of Sitka, Catholic Community Service thanks the Mayor, Assembly and staff of the City & Borough of Sitka for considering our request for $8,000 in matching funds. These funds are the final amount to be raised to allow for the purchase of a third new "cutaway" handicapped accessible "Care-a-Van" in as many years, to be used to provide paratransit and senior rides in Sitka.

Erin Walker-Tolles
CCS Executive Director

Charles Horan
CCS Board Member

Catholic Community Service, Inc.
Dignity • Care • Compassion
Diocese of Juneau
Southeast Senior Services · Children & Family Services · Hospice & Home Care of Juneau

October 29, 2018

Mayor Gary Paxton
and Assembly Members
City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835

Dear Mayor Paxton and Assembly Members:

Last year our staff operating out of the Swan Lake Senior Center provided 8,617 rides to Sitka's senior citizens and citizen with disabilities. On behalf of the staff and clients, I would like to request $8,000 from the City and Borough of Sitka to contribute toward the required local match for a new paratransit vehicle.

You may have heard the City Shop has been working diligently to keep the aging fleet of paratransit vehicles going. I am pleased to let you know that we have received one new paratransit vehicle and another is on its way, thanks to two grants we were awarded from Alaska DOT. Last year, we conducted an appeal to the citizens of Sitka which allowed us to pay the local match required by DOT. These new vehicles will go a long way to recouping the costs of maintaining and repairing the aging fleet

Also, Center for Community has received a grant from the Alaska Department of Transportation (DOT) to help purchase a wheelchair accessible paratransit vehicle for the Senior Center to use. This third vehicle is the last to complete replacement of the fleet. We estimate the vehicle will cost $82,500 and the required local match will cost $16,500. Fortunately, we have raised $8,500 toward the match and it was recommended we turn to you for assistance with the remainder.

Keeping public transportation going for Sitka's citizens has certainly been a model in community partnerships: Center for Community, the City and Borough of Sitka, Sitka Tribe of Alaska, Catholic Community Service, and the citizens of Sitka have all played a part in this effort.

I hope to have a chance to address any questions you may have at your November 8th Assembly meeting. Thank you for your consideration of my request.

Sincerely,

Erin Walker-Tolles
Executive Director

Keith Brady, Municipal Administrator

United Way
419 6th St. Juneau, AK 99801 • Telephone: (907) 463-6100 • Fax: (907) 523-6207 • www.ccsjuneau.org
Find us on Facebook@CatholicCommunityServiceInc
COA

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	RES 18-26	Version: 1	Name:		
Type:	Resolution		Status:	AGENDA READY	
File created:	12/12/2018		In control:	City and Borough Assembly	
On agenda:	12/20/2018		Final action:		
Title:	Submitting City and Borough of Sitka FY2020 State Legislative Priorities				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion Memo and Res 2018-26 DRAFT FY20 Legislative Priorities				

Date	Ver.	Action By	Action	Result

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POSSIBLE MOTION

I MOVE TO approve Resolution 2018-26 on first and final reading.

City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Mayor Paxton and Members of the Assembly

From: Keith Brady, Municipal Administrator
Maegan Bosak, Community Affairs Director

Subject: Resolution 2018-26 - Fiscal Year 2020 CBS Legislative Priorities

Date: December 4, 2018

Enclosed are the draft Fiscal Year 2020 CBS Legislative Priorities for Assembly review. Most of these requests for state initiatives are from previous years or centered on community priorities. In meeting with Sitka's legislators, they recommended requesting funding for one high priority capital project need, rather than many.

The capital project request outlined in the draft fiscal year 2020 Legislative Priorities focuses on the capital project of developing a Critical Secondary Water Treatment System, which if not funded by the state will have to be completed with CBS enterprise funds. If legislative funding was awarded, CBS does not accept any grant monies without Assembly approval and authorization.

The capital project funding request has previously been approved many times by the Assembly, including the "Shovel Ready Project" list (Resolution 17-12) which was approved on June 27, 2017 and FY19 Legislative Priorities (Resolution 17-25) on December 12, 2017.

This year's Legislative Priorities approach is streamlined and similar to prior years. Having spoken with CBS Lobbyist Larry Markley and Legislators, they continue to recommend a one sheet to help keep information top of mind for state officials. In addition, a full report and necessary engineering attachments for the project will be submitted into the Alaska Division of Legislative Finance Capital Projects database (CAPSIS) in early 2019. The Legislative Priority initiatives and project will be the primary focus of lobbying meetings between the Mayor, Administrator and various state officials in February 2019.

Our goal is to focus on projects and state initiatives that create long term stability and gives direction as we develop future budgets. Strategically, staff believes it is important to continue to make Legislative Priority requests. At some point in the future, funding will resume and we want to make sure Sitka's projects are top priority.

Sponsor: Administrator

CITY AND BOROUGH OF SITKA
RESOLUTION NO. 2018-26
A RESOLUTION BY THE CITY AND BOROUGH OF SITKA
SUBMITTING CITY AND BOROUGH OF SITKA
FY 2020 STATE LEGISLATIVE PRIORITIES
TO STATE OF ALASKA AND 2019 LEGISLATURE

WHEREAS, the City and Borough of Sitka advocates cooperating and sharing resources with the State of Alaska to maximize public infrastructure and services for the citizens of Alaska in the most efficient, cost effective manner; and

WHEREAS, the attached City and Borough of Sitka FY 2020 Legislative Requests will enable the municipality and State of Alaska to continue to cooperate to make our communities and State more sustainable; and

WHEREAS, City and Borough of Sitka continues to support cooperation between cities and State of Alaska to achieve our common goals.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka, Alaska, adopts the attached FY 2020 City and Borough of Sitka State Legislative Priorities and urges the Alaska State Legislature to support them to the maximum extent possible.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, on this 20th day of December, 2018.

_____
Gary L. Paxton, Mayor

ATTEST:

_____
Sara Peterson, MMC
Municipal Clerk

1st and final reading 12/20/18

Sponsor: Administrator

CITY AND BOROUGH OF SITKA

2019 LEGISLATIVE PRIORITIES

CBS

HIGHWAY TO SITKA...

PROVIDE EQUITABLE ALASKA MARINE HIGHWAY SERVICE

CBS requests the AMHS provide adequate and consistent service to our 9,000 residents and the visitors of our community. The AMHS acts as Sitka's highway, providing core service critical to our economy. Ferry service needs to be increased to the same level as other mainline ports in Southeast Alaska.

STATE FUNDING FOR STATE FACILITIES...

SUPPORT FOR STATE SERVICES AT SITKA JAIL FACILITIES

CBS requests the State of Alaska to fund the Community Jail Contract at its previous level of $695,000. By law, the State is responsible for caring for persons charged under State law: 89% of our inmates fall into this category. Costs for personnel, food and laundry services have all risen sharply. Sitka's contract is not sufficient to sustain jail operations.

ADOPTION OF A SUSTAINABLE BUDGET...

WORK TOGETHER TO PROVIDE A LONG TERM FISCAL POLICY

CBS requests that Alaska Legislators work together to develop a sustainable and balanced budget that allows municipalities to plan for the future. Lack of a comprehensive budget plan has adversely impacted public safety, infrastructure maintenance, education and other key services.

CONTINUED STATE SUPPORT TO MUNICIPALITIES...

LONG TERM FUNDING SOURCE TO SUSTAIN COMMUNITY ASSISTANCE REVENUE

CBS requests the State of Alaska continue the current level of the Community Assistance Program and develop a long term funding source on which municipalities can rely. Prolonged budget level uncertainties are causing severe difficulties for Sitka and other local governments.

MANAGING THE LOCAL GOVERNMENT WORKFORCE...

NO INCREASE TO PUBLIC EMPLOYEES RETIREMENT SYSTEM CONTRIBUTIONS

CBS requests the State of Alaska maintain the current level of 22% of the PERS/TRS unfunded liability. Municipalities currently pay the amount set by the State but requiring a larger percentage could drastically impact already stressed municipal budgets.

LANDS NEEDED FOR COMMUNITY DEVELOPMENT...

STATE PARCELS SELECTED FOR FUTURE GROWTH

CBS requests the State of Alaska transfer ownership of four land parcels located adjacent the Sitka road system. These parcels have been identified as prime areas for community development. The parcels are known as Millersville, DOE parcel at the end of Seward Avenue, Indian River Valley parcel and Starrigavan/Katlian Bay parcel.

FUNDING FOR SITKA SCHOOLS...

SCHOOL BOND DEBT REIMBURSEMENT

CBS requests the State of Alaska resume fully funding the School Bond Debt reimbursement program. The drastic decrease has left many communities, including Sitka, struggling to come up with revenue to balance the general obligation bonded debt.

ECONOMIC DEVELOPMENT IN COASTAL COMMUNITIES...

SUPPORT FOR THE MUNICIPAL HARBOR GRANT PROGRAM

CBS requests the State of Alaska fully fund the Municipal Harbor Facility Grant Program in the FY 2020 State Capital Budget to ensure enhanced safety and economic prosperity for coastal communities. Municipalities have committed significant match for projects of local importance.

QUALITY EDUCATION IS OUR FUTURE...

FULLY FUND BASE STUDENT ALLOCATION

CBS requests the State of Alaska fully fund base student allocation (BSA). Sitka's schools are struggling economically and BSA is critical in determining future staffing, class size and curriculum.

HIGH PRIORITY STATE INITIATIVES

PREPARING ESSENTIAL WATER SERVICE FOR TIMES OF MAINTENANCE OR EMERGENCY ...

CRITICAL SECONDARY WATER TREATMENT
BLUE LAKE PENSTOCK SYSTEM INFRASTRUCTURE

CBS obtains 100% of its drinking water and 60% of its electricity from Blue Lake. The Blue Lake Dam is one of the most essential pieces of infrastructure within the community and it is crucial that we maintain the dam penstock system infrastructure and the water conveyance system. In order to provide water when the Blue Lake penstock system is being maintained or Blue Lake water quality does not meet the standards of the CBS filtration avoidance waiver, CBS is planning to install a critical secondary water treatment system. The proposed project would draw water from Sawmill Creek and treat it in a new filter plant located adjacent to the existing Ultraviolent Radiation (UV) Water Treatment Plant.

In 2013 and 2014, CBS spent $145,000,000 to raise the height of the Blue Lake Dam from 145 feet to 228 feet and increase renewable power generation by 16 megawatts. To protect this investment in the hydroelectric project, CBS will at 5-year intervals shut down the penstock system for maintenance and cleaning. During these maintenance periods, CBS will be without a source of raw water.

As Blue Lake is a surface water source, in order for CBS to maintain filtration avoidance, State and Federal water quality regulations must be met. Since the dam elevation was raised, CBS has experienced several high source water turbidity readings during large storm events. Future high turbidity readings may necessitate filtration of Blue Lake water to meet State and Federal drinking water requirements.

CBS has completed an analysis outlining various alternative water source solutions including an alternative water transmission line, a permanent treatment facility or a groundwater secondary water supply.

Funding for this critical infrastructure project ensures that the citizens of Sitka will have access to water in times of necessary infrastructure maintenance or emergency.

CBS requests $18,000,000 to develop the critical secondary water treatment.

Total Project Cost...$18,000,000 (100%)
FY 2020 State Funding Request...$18,000,000(100%)

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	RES 18-27	Version: 1	Name:		
Type:	Resolution		Status:	AGENDA READY	
File created:	12/12/2018		In control:	City and Borough Assembly	
On agenda:	12/20/2018		Final action:		
Title:	Authorizing the Municipal Administrator to apply for and execute a grant from the Alaska Fish and Wildlife Fund for construction of the Peterson Street Storm Sewer Rehabilitation Project				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion Memo and Res 2018-27 Attachment Res 2018-10 Signed				

Date	Ver.	Action By	Action	Result

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POSSIBLE MOTION

I MOVE TO approve Resolution 2018-27 on first and final reading.

City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members
Keith Brady, Municipal Administrator

From: Michael Harmon, P.E., Public Works Director
Melissa Haley, Controller

Reviewed: Cliff Richter, P.E., Municipal Engineer
David Longtin, P.E., Senior Engineer

Date: December 12, 2018

Subject: Application for grant funding to support
Davidoff & Peterson Storm Sewer Rehabilitation Project

Requested Action

Approve Resolution 2018-27 authorizing the City and Borough of Sitka (CBS) Municipal Administrator to apply for and execute a grant from the Alaska Fish and Wildlife Fund (AFWF) to construct the Peterson Street Storm Sewer Rehabilitation project, which is paired with the Davidoff Street Storm Sewer Rehabilitation project (Project No. 90820) in the CBS Budget. The grant has a 50:50 match requirement.

Summary

The AFWF is soliciting grant applications for fish conservation projects. The Peterson Street project would replace a corroding culvert that does not comply with fish passage requirements. This project has been identified as a good candidate for this grant opportunity by the U.S. Fish and Wildlife Service (USFWS). The grant application deadline is January 3, 2019. Staff recommends a request ranging from $50,000 to $150,000. Any amount of funding received would offset future requirements to the General Fund to fully fund this needed project. If we were awarded $150,000, it would fully fund the project without the need for additional General Funds from the FY2020 budget.

On May 22, 2018, the Assembly authorized CBS to apply for two grants to complement the General Fund budget for Project 90820. See attached Resolution 2018-10. Public Works submitted applications for the design of the Peterson Street project from the USFWS, and for construction of the project from the Alaska Department of Fish and Game (ADF&G). CBS received a $60,000 grant from USFWS, but was not awarded the $156,200 it requested from ADF&G. At this point, the available budget is not sufficient to fund the project.

Fiscal Note

This grant would augment working capital currently available for the construction of the Peterson Street culvert replacement. As additional funds are required to complete this project, obtaining grant funding would minimize the amount of additional working capital that is needed. There is sufficient funding in the project budget to provide the required 50 percent match.

The $230,000 budget available for the Peterson Street project consists of $170,000 in General Funds, and $60,000 in a design grant. Staff estimates the project cost is $380,000.

Attachment: CBS Resolution No. 2018-10

Sponsor: Administrator

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2018-27

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO APPLY FOR AND EXECUTE A GRANT FROM THE ALASKA FISH AND WILDLIFE FUND FOR CONSTRUCTION OF THE PETERSON STREET STORM SEWER REHABILITATION PROJECT

WHEREAS, the City and Borough of Sitka (CBS) seeks to obtain financial assistance to construct stormwater improvements; and

WHEREAS, the Alaska Fish and Wildlife Fund is able to offer funds; and

WHEREAS, the Municipality wishes to apply for grants for this important capital project.

NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka that the Municipal Administrator is authorized to apply to the Alaska Fish and Wildlife Fund for funding to construct the Peterson Street Storm Sewer Rehabilitation Project and to execute the loan agreement if a grant offer is made.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 20th day of December, 2018.

_____
Gary L. Paxton, Mayor

ATTEST:

_____
Sara Peterson, MMC
Municipal Clerk

1st and final reading 12/20/18

Sponsor: Administrator

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2018-10

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA 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

WHEREAS, the City and Borough of Sitka (CBS) seeks to obtain financial assistance to construct stormwater improvements; and

WHEREAS, the Alaska Department of Fish and Game (ADFG) and United States Fish and Wildlife Service (USFWS) are able to offer funds through the Alaska Sustainable Salmon Fund and the Fish Passage Program, respectively; and

WHEREAS, the Municipality wishes to apply for grants for this important capital project.

NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka that the Municipal Administrator is authorized to apply to the ADFG and USFWS for funding to design and construct the Peterson Street Stormwater Rehabilitation Project and to execute the loan agreements if the grants are awarded.

PASSED, APPROVED AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 22nd day of May, 2018.

Matthew Hunter, Mayor

ATTEST:

Melissa Henshaw, CMC
Acting Municipal Clerk

1st and final reading 5/22/18

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	18-239	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	12/12/2018			In control:	City and Borough Assembly
On agenda:	12/20/2018			Final action:	
Title:	Approve the contract between the City and Borough of Sitka and the Greater Sitka Chamber of Commerce to provide Convention and Visitors Bureau Services (possible executive session)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion and Memo Chamber Chamber Contract Chamber Exhibit A Chamber Exhibit B Greater Sitka Chamber of Commerce Letter of Interest CVS Contract 2018.0.._				

Date	Ver.	Action By	Action	Result

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POSSIBLE MOTIONS

I MOVE TO approve the contract between the City and Borough of Sitka and the Greater Sitka Chamber of Commerce to provide Convention and Visitors Bureau Services.

EXECUTIVE SESSION – if needed

I MOVE to go into executive session* to discuss financial and legal matters affecting the municipality with respect to the municipalities contractual relationship with the Greater Sitka Chamber of Commerce, Inc., the immediate knowledge of which would adversely affect the finances of the municipality, and/or communications with the Municipal Attorney concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.

I MOVE to reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.

City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: Keith Brady, Municipal Administrator

Date: 12-12-18

Subject: Visit Sitka (Convention Visitors Services) Contract

Summary

The contract with the Greater Sitka Chamber of Commerce (Chamber) for Convention and Visitor Services (CVS) expired on June 30, 2018. In response to the issuance of the Request for Proposal (RFP) to provide CVS in Sitka, CBS received one proposal. The proposer was the Chamber. We have negotiated the contract which is before you.

The contract will be for 3 years starting January 1, 2019, with a mutual option to renew for five one year periods after that.

Fiscal Note

$300k a year, with an option for more based on the need expressed in the annual presentation to and approval by the Assembly. This money comes from the Visitor Enhancement Fund.

Details

The direction from the Assembly was, in parenthesis is where the item is in the contract:

- $300k a year, with an option for more based on the need expressed in the annual presentation to and approval by the Assembly. The presentation will include the marketing plan, budget, stats and expectations/plans for the future. The budget should be itemized, and include positions and salaries/wages, marketing costs and cost share amounts. (Exhibit B)
- 50% of cost share on building lease, utilities, and improvements (Exhibit B)
- Separate bank accounts and accounting for the CVB and the Chamber, with an annual audit by CBS staff with a balance sheet, income and cash flow statement provided by CVB. (Exhibit A, Section 4: Reporting, a)
- Annual marketing strategy will have stakeholder input. (Exhibit A, Section 1: Marketing and Promotion, a)
- More marketing emphasis on conventions, convention facilities, and shoulder seasons. (Exhibit A, Section 1: Marketing and Promotion, a)
- HCH will be one of the primary locations for information and marketing material. Marketing material shall be filled, maintained and presentable by CVB. (Exhibit A, Section 2: Visitors Services, c)
- Every business will be part of the CVB organization and may market their own materials with the CVB. Enhanced marketing and services for a fee will be offered through CVB marketing

materials. (Exhibit A, Section 2: Visitors Services, g)

- It is desired that CVB shall be open on the weekends from May through September (Exhibit A, Section 2: Visitors Services, b)

We were able to negotiate the use of the building and cost share at 75% with the justification of Chamber versus CVS use. Separate bank accounts was taken off the table if a balance sheet was able to be provided, with the income and cash flow statements, to show if there were returned earnings (savings). With HCH as one of the primary locations for information and marketing material, we will be asking for an appropriation and including in the FY20 budget for summer seasonal temps at HCH from the Visitor Enhancement Fund.

CONTRACT BETWEEN OWNER AND CONTRACTOR
TO PROVIDE CONVENTION AND VISITORS BUREAU SERVICES
TO THE CITY AND BOROUGH OF SITKA, ALASKA

City and Borough of Sitka ("Owner" or "CBS") desires the GREATER SITKA CHAMBER OF COMMERCE, INC., ("Contractor") to Provide Convention and Visitors Bureau Services. This Contract to Provide Convention and Visitors Bureau Services (together with all exhibits and attachments hereto to and all amendments and modification to such contract or exhibits, collectively the "Contract") to the City and Borough of Sitka is made and entered into by and between Owner and Contractor in consideration of the mutual promises contained in this Contract. This Contract describes Sitka Convention and Visitors Bureau duties and obligations, which include effective marketing and promotion of Sitka's visitor attractions and tourism related services. The primary goal is to increase the level of visitor traffic to enhance the economy and maintain tourism related businesses in Sitka.

This Contract also consists of the following which are incorporated into and made a part of the Contract.

- Statement of Interest
- Exhibit A - Scope of Services (2 pages)
- Exhibit B - Compensation and Payment (1 page)

SECTION 1. DEFINITIONS

For the purpose of this Contract, the terms used in this Contract shall have the following meaning:

A. "Owner" shall mean the CITY AND BOROUGH OF SITKA, Alaska.

B. "Contractor" shall mean the GREATER SITKA CHAMBER OF COMMERCE**,** INC, an Alaska non-profit corporation**,** and any **partner, associate,** or any other person acting for and/or in behalf of the GREATER SITKA CHAMBER OF COMMERCE, INC.

C. "Owner's authorized representative" shall mean the person set forth in Section 20 (B)(2) of this Contract.

D. "Days" shall mean calendar days.

SECTION 2. CONTRACT TIME

A. This Contract becomes effective when signed and dated by both Parties.

B. Contractor shall commence performance of the work identified in Section 4 immediately following receipt of the Notice to Proceed.

C. Except as expressly allowed under this Contract, Owner need not grant Contractor any extension in the time provided to complete the work under this Contract. If Contractor's progress falls behind the project schedule, Contractor shall commit additional resources to the prosecution of the work, or take such other additional steps as are reasonably necessary to assure the completion of the work on schedule, all at no additional cost to Owner.

SECTION 3. <u>CONTRACTOR QUALIFICATIONS</u>

A. The Contractor expressly represents and warrants it is now and shall continue to be at all times during the performance of this Contract, the holder of all required or necessary professional, business or other licenses or permits and is qualified and capable of performing all of the work covered or called for by this Contract and is presently ready, able and willing to undertake and perform all of such work and services, and to supply all necessary materials and equipment at the times, and in a professional and workmanlike manner and pursuant to the terms, conditions and provisions, and for the compensation and payments as herein provided.

B. All actions taken by Contractor under this Contract shall comply with all applicable statutes, ordinances, rules and regulations. Contractor shall timely pay all federal, state and local sales, excise or other taxes or assessments incurred by the Contractor.

SECTION 4. <u>SCOPE OF SERVICE</u>

A. The services to be performed by Contractor shall include all services required to complete the tasks set forth and described on Exhibit A, and shall be in accordance with all applicable statutes, Sitka General Code provisions, ordinances, rules, and regulations.

B. The Statement of Interest provider by the Contractor, and incorporated into this Contract, shall be treated as a broad general intent of Contractor as to how the Scope of Services under this Contract shall be performed, and, Contractor shall not be held to strict performance of elements of the Statement of Interest which are not specifically contained within Exhibit A. Both parties mutually agree, however, that a gross deviation by the Contractor from the intent set forth in the Statement of Interest, especially in regards to governance and management accountability, shall potentially form a reason for Termination for Cause as outlined in Section 6.

SECTION 5. <u>CONTRACT TIME PERIOD</u>

A. The term of this Contract shall commence on **<u>January 1, 2019</u>** and end at the end of the business day **<u>December 31, 2021</u>**.

If the Contractor complies with all terms and conditions of this Contract at all times until December 31, 2021, Owner shall have the right (hereafter "Renewal Option") to renew this contract for the period Jan. 1, 2022 to December 31, 2022; and if Contractor complies

with all the terms and conditions of the Contract at all times thereafter, Contractor and Owner may agree to a Renewal Option for subsequent one-year periods up to 5 one-year periods subject to Owner's approval for each new Renewal Option. In order to exercise these Renewal Options, Owner shall give Contractor written notice on or before August 1, 2021, or on or before August 1st of any subsequent year, of its intent to renew this Contract whereupon Contractor will have 10 days to accept or reject Renewal Option. If the Owner fails to exercise a Renewal Option, this Contract shall terminate on December 31st of that year.

SECTION 6. TERMINATION

This Contract may be terminated:

A. By mutual consent of the Parties.

B. For the convenience of Owner or Contractor, provided that Owner or Contractor notifies the other of its intent to terminate under this paragraph at least 6 months prior to the effective date of the termination.

C. For cause, by either Party where the other Party fails in any material way to perform its obligation under this Contract; provided, however, that as a condition of the exercise of its right of termination under this subsection the terminating Party shall notify the other Party of its intent to terminate this Contract and state with reasonable specificity the grounds, and the defaulting Party shall have failed, within 60 days of receiving the notice, to cure the default.

D. Termination pursuant to this section shall not affect the Parties' continuing obligations under this Contract.

SECTION 7. DUTIES UPON TERMINATION

A. If either Owner or Contractor terminates this Contract for convenience, either shall pay the other, the reasonable value of all expenses incurred and services rendered prior to actual termination date. Payment under this section shall never exceed the total compensation possible under Section 10. All finished and unfinished reports and materials prepared by Contractor shall become the property of Owner.

B. If this Contract is terminated for cause, Owner shall pay Contractor reasonable value of the services satisfactorily rendered prior to termination less any damages suffered by Owner because of Contractor's failure to perform its contractual obligations. Any finished or unfinished documents or materials shall become the property of Owner at its option. Under no circumstances shall payment under this section exceed the percentage value of work completed as defined by Exhibit Band under Section 9. Under no circumstances shall payment under this section exceed the total compensation possible under Section 9.

C. If Contractor has received payments prior to termination in excess of the amount to which it is entitled under Subsection A or B of this section, Contractor shall remit such excess to Owner within 60 days after receipt of notice to that effect.

D. Contractor shall not be entitled to compensation under this section until Contractor has delivered to Owner all documents, records, work products, materials, and equipment owned by City and Borough of Sitka, related to this Contract and requested by Owner.

E. If Contractor's services are terminated, for whatever reason, Contractor may not claim any compensation under this Contract other than allowed under this section.

F. The Owner need not recognize any claim by Contractor for reimbursable expenses or costs incurred after the 60 day notice of termination period under section 7C.

SECTION 8. <u>INDEMNIFICATION</u>

A. Each Party (the "Indemnitor Party") shall indemnify, defend, save, and hold the other Party (the "Indemnitee Party") harmless from any claims, lawsuits, or liability, including attorney's fees and costs, arising from any wrongful or negligent act, error or omission of the Indemnitor Party occurring during the course of or as a result of the Indemnitor Party's performance pursuant to this Contract.

B. The Indemnitor Party shall is required to indemnify, defend, save, and hold the Indemnitee Party harmless from any claims, lawsuits, liability, or attorney's fees and costs, arising in wrongful or negligent acts, errors or omissions solely of the Indemnitee Party occurring during the course of or as a result of the performance of this Contract.

C. Where claims, lawsuits, or liability, including attorney's fees and costs, arise from wrongful or negligent acts of both Parties, Contractor shall indemnify, defend, save and hold Owner harmless from only that portion of claims, lawsuits or liability, including attorney's fees and costs, which result from Contractor's wrongful or negligent acts occurring during the course of or as a result of Contractor's performance pursuant to this Contract.

SECTION 9. <u>PAYMENT</u>

A. For Contractor's Contract Services and Expenses, as described in Section 4 of this Contract, compensation will be paid as set forth and described on Exhibit B, subject to Contractor's satisfactory performance, unless mutually agreed upon by both Parties prior to commencing additional work.

B. Each year, the Assembly of the City and Borough of Sitka will have a worksession with the Contractor. During this worksession the contractor will include the marketing plan, budget, visitor statistics and plans for the future.

C. Either party to this contract may request that the compensation to Contractor be

renegotiated. Any renegotiated contract amount must be approved by the Assembly of the City and Borough of Sitka. If a request for renegotiation is not initiated by either party, the existing contract compensation amount and payment schedule shall remain in place.

D. Contractor shall submit invoice(s) to Owner's authorized representative, as set forth and described on Exhibit B.

E. Owner shall make payment on invoices as set forth and described on Exhibit B with approval by Owner's authorized representative.

F. Contractor shall be entitled to no compensation under this Contract beyond the amount of Owner's express obligation under subsection A above.

G. The amount to be paid for additional services, at the option of Owner, shall be negotiated by the Parties prior to the execution of amendments to this Contract for this work.

SECTION 10. <u>AUDIT: ACCESS TO RECORDS</u>

A. Contractor shall maintain records of performances, communications, documents, correspondence and costs pertinent to this Contract. The Owner's authorized representatives shall have the right to examine such records and accounting procedures and practices.

B. The Owner's authorized representative shall have the right to examine all books, records, documents and other data of Contractor related to the pricing and performance of the Contract, and any change or modification for the purpose of evaluating the accuracy, completeness, and currency of the data submitted. The right of examination shall extend to all documents necessary to permit adequate evaluation of the data, computations, and projections used.

C. The materials described in this section shall be made available at the business office of Contractor at all reasonable times for inspection, audit or reproduction, for a minimum of 3 years from the date of final payment under this Contract and for such longer period, if any, as may be required by applicable statute or other provisions of this Contract.

D. Records which relate to claims or litigation or the settlement of claims arising out of the performance of this Contract shall be made available to Owner by Contractor until such claims or litigation have been concluded.

SECTION 11. <u>INDEPENDENT CONTRACTOR</u>

A. The parties hereto expressly agree that the Contractor shall be and is an independent contractor and is not an employee or agent of the Owner and is, therefore, entitled to no insurance coverage, whether worker's compensation or otherwise and no other benefits accorded to Owner's employees. No withholding, FICA or other taxes (whether income,

sales or otherwise) or other amounts will be withheld from the payments due to the Contractor, it being understood that the Contractor is solely responsible therefore, provided Owner shall be entitled to withhold such retainage or other amounts from any progress or other payments as have been provided for elsewhere in this Contract.

B. Contractor shall perform its obligations under this Contract as an independent Contractor of Owner. Owner may administer the Contract and monitor Contractor's compliance with its obligations. Owner shall not supervise or direct Contractor as provided in this section.

C. The parties hereto agree that the Contractor is not and shall not be construed to be a partner, joint venture, employee or agent of the Owner, and shall not and is not authorized to enter into or make any contracts, agreements to into any understanding with any other person, corporation, partnership, joint venture or other entity, in the name of or for the benefit of the Owner.

SECTION 12. <u>CONTRACTOR RESPONSIBLE FOR PERSONNEL</u>

The Contractor has or will secure, all personnel required to perform this Contract in a timely and proper manner. The parties hereto agree and understand that such personnel shall in no event be deemed to be and are not employees, agents, or representatives of the Owner, and the Owner shall have no responsibility or liability whatsoever to any of said persons or for the acts or omissions of any such persons.

SECTION 13. <u>ASSIGNMENTS</u>

Unless otherwise allowed by this Contract or in writing by Owner, any assignment by Contractor of its interest in any part of this Contract shall be void.

SECTION 14. <u>CONFLICT OF INTEREST</u>

The Contractor covenants, warrants and represents that the Contractor has no interest and shall not acquire any interest, direct or indirect which would conflict in any manner with the subject matter or the performance of this Contract. The Contractor further covenants, warrants and represents that in the performance of this Contract, no person having any such interest shall be employed.

SECTION 15. NONDISCRIMINATION

A. Contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The Contractor shall post in a conspicuous place, available to employees and applicants for employment, a notice setting out the provisions of this paragraph.

B. Contractor shall state, in all solicitations or advertisements for employees to work on jobs relating to this Contract, that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood.

C. Contractor shall include the provisions of Subsection A in every subcontract or purchase order under this Contract, so as to be binding upon every such subcontractor or vendor of Contractor under this Contract.

D. Contractor shall comply with all applicable Federal, State and City laws concerning the prohibition of discrimination.

SECTION 16. COPYRIGHTS AND RIGHTS IN DATA

A. All documents produced under this Contract are the property of Owner, including notes, drawings, reports and other technical information referred to as work products, except items which have pre-existing copyrights. Payments to Contractor for services include full compensation for all work products produced by Contractor and its subcontractors.

B. All such subject data furnished by Contractor pursuant to this Contract are instruments of its services in respect to this particular project. It is understood that Contractor does not represent such subject data to be suitable for reuse on any other project or for any other purpose. If Owner reuses the subject data without Contractor's specific written verification of adaption, such reuse will be at the risk of Owner, without liability to Contractor. Any such verification of adaption requested in writing by Owner at Owner's sole option will entitle Contractor to further compensation at rates agreed upon by the Parties.

SECTION 17. NOTICES

A. Regular Communications. For communications between the Parties on personnel issues or on matters of a confidential nature the Parties' respective points of contact shall exclusively be the Municipal Administrator of CBS and the President of Contractor, or their respective designees. For all other regular or routine communications with respect to this Contract the Parties designate the following persons as their respective primary points of contact:

OWNER Point of Contact:
Name: Community Affairs Director
Telephone: 1.907.747.1824
Email: maegan.bosak@cityofsitka.org

CONTRACTOR Point of Contact:
Name: Executive Director
Telephone: 1.907.747.8604
Email: director@sitkachamber.com

B. Formal Notices. Any notice required under this Contract shall be in writing and either personally delivered or mailed by prepaid, first class, registered or certified mail, return receipt requested, to the following addresses:

OWNER:

City and Borough of Sitka
Attn: Community Affairs Director
100 Lincoln Street
Sitka, AK 99835

CONTRACTOR:

Greater Sitka Chamber of Commerce Inc.
Attn: Board President
104 Lake Street
Sitka, AK 99835

SECTION 18. CLAIMS AND DISPUTES

If Contractor becomes aware, or reasonably should have become aware, of any act or occurrence which may form the basis of a Claim outside of this contract by a third party or outside entity, Contractor shall immediately notify in writing Owner's authorized representative. If the matter cannot be resolved within seven (7) days, Contractor shall, within the next fourteen (14) days, submit a written notice of the Claim. Contractor shall, in presenting the Claim, include the facts and circumstances surrounding the claim, the specific relief requested including any additional compensation claimed and the basis upon which it was calculated, and the provisions of this Contract under which the Claim is made.

SECTION 19. SUCCESSORS AND ASSIGN

The Parties bind themselves, partners, successors, assigns and legal representatives to the other Party to this Contract and to partners, affiliates, successors, assigns and legal representatives of such other Party with respect to all covenants of this Contract.

SECTION 20. AMENDMENT

A. This Contract shall only be amended, modified or changed by a written amendment, executed by authorized representatives of the Parties, and such amendment shall be attached to this Contract as an appendix.

B. For the purposes of any amendment, modifications or change to the terms and conditions of this Contract, the only authorized representatives of the Parties are:

1. President of the Board - For Contractor
2. Municipal Administrator - For Owner

C. Any attempt to amend, modify or change this Contract by either an unauthorized representative or unauthorized means, shall be void.

SECTION 21. INSURANCE

A. Contractor shall at all times during the term of this Contract, maintain in good standing the insurance described in Subsection B. Before rendering any services under this Contract, Contractor shall furnish Owner with proof of insurance in accordance with Subsection B in a form acceptable to the Risk Manager for Owner; such proof of insurance shall be incorporated into this Contract.

B. Type of coverage:

1. Comprehensive General Liability	
Occurrence Limit	$1,000,000
Products and Completed Operations Aggregate	$2,000,000
General Aggregate	$2,000,000
2. Workman's Compensation	Alaska Statutory
Employers Liability	
3. Comprehensive Automobile Liability	$1,000,000
Including all owned, hired and non-owned vehicles	

C. Insurance Notes

1. Owner shall be named as an additional named insured on the required general liability and automobile insurance policies. The Owner shall also be granted a full waiver of any rights of subrogation by endorsement under all required policies with the exception of Professional Errors and Omissions. These requirements extend to all subcontractors.

2. Contractor is required to notify Owner if any policy is to be canceled, materially changed, or renewed, at least thirty days prior, by written notice sent by certified mail.

SECTION 22. CHANGES OR MODIFICATIONS

Any change in any regulations or requirements applicable to the work called for herein, made, caused or imposed by, or as a result of the action of any state, federal or other governmental agency that has or will provide all or any portion of any funds for payment for the work or project which is the subject of this agreement, shall automatically become a part of, and amendment to this agreement and the Contractor shall comply there with.

SECTION 23. NON-WAIVER

The failure of either Party at any time to enforce a provision of this Contract shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Contract or any part, or the right of such Party to enforce each and every provision.

SECTION 24. SEVERABILITY

Any provision of this Contract decreed invalid by a court of competent jurisdiction shall not invalidate the remaining provisions of the Contract.

SECTION 25. JURISDICTION - CHOICE OF LAW

Any civil action rising from this Contract shall be brought in the Alaska Superior Court at Sitka. The laws of the State of Alaska shall govern the rights and obligations of the Parties under this Contract.

SECTION 26. INTEGRATION

This instrument and all appendices and amendments embody the entire Contract of the Parties. There are no promises, terms, conditions or obligations other than those contained in this Contract. This Contract shall supersede all previous communications, representations, or Contracts, either oral or written, between the Parties.

IN WITNESS, the parties execute this agreement through their duly authorized representatives, and represent that their duly authorized representatives are authorized to sign this agreement between Owner and Contractor to provide Convention and Visitor Bureau Services to the City and Borough of Sitka, on behalf of the party they represent.

CITY AND BOROUGH OF SITKA	**GREATER SITKA CHAMBER OF COMMERCE. INC.**
_____	_____
Municipal Administrator	President of the Board
Date:_____	Date: _____
	IRS TAX I.D. NO._____

ATTEST:

_____
Municipal Clerk

Date:_____

LEGAL REVIEW:

_____
Municipal Attorney

Date: _____

ACKNOWLEDGMENTS

STATE OF ALASKA)
)ss.
FIRST JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this_____day of _____ _____20____by_____, **Municipal Administrator** of the City and Borough of Sitka, an Alaska municipal corporation, for the corporation on behalf of the corporation.

WITNESS my hand and official seal the day and year in this certificate above written.

_____
Notary Public for State of Alaska
(SEAL) My Commission Expires:_____

STATE OF ALASKA)
)ss.
FIRST JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this_____day of _____ 20____by_____, the (title of office)_____of (name of organization)_____for and on behalf of the organization.

WITNESS my hand and official seal the day and year in this certificate above written.

_____
Notary Public for State of Alaska
(SEAL) My Commission Expires:_____

Exhibit A

Scope of Service – Sitka Convention and Visitors Bureau

The Greater Sitka Chamber of Commerce (SCVB) will be responsible for providing all Convention and Visitor Bureau services for the municipality. SCVB's work under this contract will market and sell Sitka as a premier business and leisure destination, enriching Sitka's hospitality industry and the community's overall quality of life. This work includes:

1) Marketing and Promotion:

a) Develop and implement a 3-year strategic marketing plan to be presented annually to the Assembly during a work session. During this work session the contractor will include the marketing plan, budget, stats and plans for the next year. The goals should be to effectively increase the number of revenue generating functions, increase the number of independent travelers visiting, increase the number of convention center reservations and support the growth of tourism in Sitka. Emphasis should be placed on targeted marketing to maximize the return on investment, to sell destination strengths and reach specific high-growth visitor audiences. The marketing plan shall be consistent with the policy that the primary role of the Convention and Visitors Services Contract is to promote travel to Sitka through marketing and development, focusing on convention sales, tourism marketing and services, with an emphasis on shoulder and winter seasons. The plan will be continually evaluated for success and updated and revised as necessary, and work to have visitor industry stakeholder input into the marketing plan.
b) Collaborate with State and local tourism related groups, committee's, and commissions.
c) Design and publish annual visitors guide, place ads in a variety of media based on best ROI research available.
d) Maintain promotional social media pages.
e) Develop and maintain a promotional website.
f) Host media members and group tour operators, cruise line visits and public relations.

2) Visitor Services:

a) Provide telephone and email contacts for information requests and inquiries by the public.
b) Provide timely and accessible visitor bureau services which address the informational needs of visitors via first person assistance, telephone, and internet access. First person assistance to be limited to normal business hours at the central business district Visitor Information Center and on weekends during high traffic hours determined by the contractor.
c) Provide an accessible and visible Visitor Information Center in Sitka's central business district and supply Harrigan Centennial Hall Visitor's Desk with visitor information materials as requested by City and Borough of Sitka staff.
d) Staff seasonal visitor information desks at port facilities during cruise days utilizing the facility. Staffing will be 30 minutes after port arrival to two

hours prior to last tender. No seasonal visitor desk staffing required for hospitality suites.

e) Create and distribute printed information pieces for use by visitors while in Sitka. Provide information and/or brochures about lodging, restaurants, excursion's, tours, fishing charters, wildlife tours, trips and other attractions in the Sitka area

f) Provide knowledgeable information about local goods and services, as well as cultural and historical information about Sitka thru both internet based portals, as well as physical information rack(s) located at strategic locations within Sitka.

g) Annually, the Contractor will put out notice to Sitka businesses to take part in a directory of tourism related businesses and services. During the 30 day period, responding businesses will provide contact information and descriptions of their services. This information will be compiled and made available on the promotional website and for viewing at the visitor desks or kiosks. Notice will go out January 1st and responses will be due January 31st. The list will be updated by the Contractor and made available by February 28th.

3) Convention Sales and Services:

a) Market Sitka as a year-round meeting, conference, and convention destination. Highlight Sitka's marketable features and services in a variety of media, based on best return on investment research available.

b) Collaborate and strategize with venue managers and the business community to attract conventions.

c) Assist groups with conference planning (securing locales and assist with contracts, bids, printed collateral, etc.)

d) Provide information on all support services offered in the community, create and distribute convention delegate welcome folders and welcome signs in downtown businesses.

e) Follow up with groups, and venue and service providers to ensure customer satisfaction.

4) Reporting

a) Meet with City and Borough staff quarterly, to provide a staff prepared summary describing activities from the quarter and financial reports including balance sheet, profit and loss statement and income statement, prepared by an external bookkeeper. Reports should be submitted within 60 days of the quarter's completion. Meeting will also review operations as needed.

b) Provide an annual State of the Sitka Convention and Visitor Industry report to the Assembly.

5) Other Services:

a) Regularly update a marketing and promotional website and the annual visitor guide, as well as brochure displays.

b) Develop and regularly communicate through a variety of media including newsletter formats, email blasts, push notifications, text, etc. to visitor industry businesses and providers in Sitka.

c) Research cruise industry information and maintain an up-to-date summer cruise ship calendar on the promotional website.
d) Manage additional contracts for the CBS as negotiated.

6) Metrics:

The performance of the contractor shall be based on its effectiveness to reach potential visitors, secure convention bookings, and increase tourism in Sitka. In measuring performance of marketing efforts, there is no single statistic that can be utilized to determine the effectives, however looking at the trends of a wide range of metrics on an annual basis can provide information regarding marketing efforts and the effectiveness of those efforts. The following metrics shall be tracked on an annual basis with FY17 being the baseline year.

a) Convention Metrics – These metrics will track the contractor's effectiveness at generating interest for conventions in Sitka and its ability to sell organizations on Sitka as a convention destination.
   1. Convention RFP Requests
   2. Convention Bookings
   3. Total Number of Convention Attendees
   4. Number of Room Nights
   5. Estimated direct attendee spending (Economic Impact)

b) Visitor Inquiries – The goal of visitor marketing is to generate interest in Sitka. Effective marketing campaigns should generate additional inquiries. In addition, by tracking the number of inquiries as a ratio to marketing costs, it will provide an indicator of performance vs. cost.
   1. Number of E-mail Inquiries
   2. Number of visitors to the Visitor Information Center
   3. Number of Unique Website Visits
   4. Ratio of total number of inquiries to direct and indirect visitor services marketing costs

c) Economic Indicators – Increased tourism will benefit the economy of Sitka. The key economic indicators will show the financial impact of increased tourism. However, global factors not relating to marketing performance can also affect the visitor industry.
   1. Transient Lodging Tax Revenue
   2. Potential on Investment (POI)
   3. Net Promoter Score
   4. Total Visitors to Sitka
   5. Sales Tax Revenue

Exhibit B

Compensation and Payment – Sitka Convention and Visitors Bureau Services Contract

In consideration of Contractor's responsibilities under this agreement, Owner agrees to pay Contractor according to the payment schedule provided below:

The annual contract amount shall be a minimum of $300,000. Annual budget to be determined by the Sitka Assembly following an annual work session, with first payment in next fiscal year. If the contribution is increased by Assembly action, the annual contract amount will be adjusted to accordingly. The Contractor is encouraged to request additional funding for specific projects above and beyond those included in this contract, pursuant to approval by the Assembly.

For all contract years, twenty five percent of the contract amount will be paid at the start of each quarter.

Payment schedule:

January 1 – 25% of the annual contract amount
April 1 – 25% of the annual contract amount
July 1 – 25% of the annual contract amount
October 1 – 25% of the annual contract amount

The Owner agrees to allow Contractor use of all physical and intellectual property related to providing convention and visitor services and marketing for the term of the contract period.

Payment includes cost share on Contractor's building lease, utilities and improvements. Annual budget funds may be used to pay up to 75% percent of the associated expenses.

THE GREATER SITKA chamber OF COMMERCE

LETTER OF INTEREST

Convention and Vistors Services Contract

Submitted April 20th, 2018

April 20, 2018

Keith Brady
Municipal Administrator
City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835

Dear Mr. Brady:

The Greater Sitka Chamber of Commerce is pleased to submit a Statement of Interest to continue to provide Convention and Visitor Services in Sitka. The Sitka Chamber of Commerce was founded in 1903 and continues today as a voluntary organization of business and community leaders who promote, support, and facilitate commerce and economic growth in our great community.

Applicant Status:

The Greater Sitka Chamber of Commerce is a not for profit organization, 501(c)6 managed by a volunteer board of local business and community leaders.

Vision:

Upon receiving the Convention & Visitor Services Contract in September 2015, the Chamber developed Visit Sitka as an organization for marketing Sitka. One of the Chamber's top priorities is to "Increase Tourism Based Visitor Traffic to Sitka through promotion and marketing" securing and fulfilling the contract is well aligned with its mission. The Sitka Chamber has made a success of this program a priority by moving offices to a centrally accessible location, opening a walk-up visitor center, not formerly available to visitors, and strategically hiring well-placed tourism experts.

Visit Sitka is a highly trusted brand, offering a consistently satisfying and enjoyable experience to our customers. We are the single best resource for thoughtfully curated information about Sitka. Visit Sitka enjoys supporting our community and connecting them with their best customers.

Our brand is on the rise around the state and with the traveling public. We are authentic and approachable, and truly Alaskan. Visit Sitka is the best source of inspiration for travelers and planners looking to discover the magic of a Sitka getaway. We provide easy access to information on every aspect of a Sitka visit, always showcasing the accessibility of Sitka as both a destination and a community. We are an expert connector. Whether the customer is an art and culture fan, a weekend adventurer or a discerning convention planner, we have the breadth and knowledge to customize recommendations to many different types of travelers.

Experience:

The Sitka Chamber puts people at the very heart of all its community efforts. From large scale, city-wide events like our 10th Annual Seasons End Celebration for tourism and fishing activities to sole proprietor ribbon cuttings; Sitka Chamber, its board of directors and staff pay attention to even the smallest details that make our community and industries feel appreciated. Showing up after hours to celebrate entrepreneurs' dreams with fancy ribbon and giant scissors to washing the burger-flippers after serving 1,500 free meals at Seasons End, Sitka Chamber lives its beliefs. When hosting Annual Sidewalk Sales, Moonlight Madness Shopping, Downtown Trick or Treating, Sales Tax Holidays, Local Discount

Shopping Card, 4th of July Parade and Schedule plus many other activities every detail is undertaken with the sole purpose of promoting Sitka's businesses and local economy. While we are fortunate to have many service groups in town Sitka Chamber is the only group that looks at both the macro as well as the micro.

The Chamber is viewed as both a link between business and the wider community, and a reliable resource for information on a range of topics for members and non-members alike. Well attended political Candidate Forums showcase a focus on all of Sitka's citizens regardless of their opinions by facilitating a public marketplace of ideas. Locals know they can trust the Chamber to shoot straight. Sitka Chamber also actively maintains a great working relationship with the City of Sitka – most recently leading a city-wide Branding and Wayfinding effort. By building consistent communications through weekly emails, luncheons, newsletters, open committees and useable websites; Sitka Chamber is the first call for answers, support and ideas throughout the community and beyond. Consistently delivering on promises and requests builds trust that both 'big and small' will receive the same high level of effort and service. The recent implementation of a city-sponsored pilot shuttle project for downtown businesses happened after Sitka Chamber members had a challenge, sought Chamber committee support coming up with a solution and got reliable staff support for their advocacy.

Most importantly, the Chamber understands the importance of marketing Sitka as a destination and the effects the industry has on the Sitka economy.

The Chamber also draws on the experience of its Board of Directors. The Chamber has a very experienced board that represents a wide range of Sitka's business stakeholders including a number of individuals directly related to the visitor industries.

- Ashley Eisenbisz – Russell's – Owner
- Chris McGraw – Halibut Point Marine Services / Old Sitka Dock – Owner
- Mandy Odenheimer – Alaska Airlines – Station Manager
- Lillian Owens – Northrim Bank – Commercial Lender
- Alana Peterson – Backdoor Café – Owner
- Markos Scheer – Williams Kastner – Attorney At Law
- Travis Vaughan – RE/Max Baranof Realty – Owner
- Caitlin Way – Fisheye Coffee – Owner

The Greater Sitka Chamber of Commerce received the Local Chamber of Commerce of the Year award for Alaska while hosting the Alaska Chamber of Commerce Annual Meeting in Sitka. The award recognizes consistent community involvement and excellent business reputation, specifically noting that the Sitka Chamber excels at the traditional training, networking and seasonal events that communities rely on chambers to perform. Additionally, the organization takes a direct, hands-on roll in growing visitation and the tourism engine that drives the city economy.

Governance:

The Chamber is governed by a board of directors made up of business professionals from its membership. These directors are elected by the Chamber membership and represent a diverse group of local businesses and community organizations. The Chamber currently has a membership base of over 230 members.

The Board of Directors formed a Convention and Visitor Committee with two members who serve on the committee as Chair and Chamber Liaison. The committee allows for a forum for visitor industry discussions and collaboration. Meetings are held monthly throughout the visitor season and as needed during the winter months. Staff actively seek attendance and involvement from convention and visitor industry businesses. Chamber membership is not required to

participate in the committee as it has been made open to the public and meetings are advertised via local media and community calendar.

Transition:

When the Contract is awarded to the Sitka Chamber our forward trajectory will continue with no loss of marketing or visitor services continuity. The Chamber will renew its lease for its downtown centrally located offices and Visitor Information Center.

Community Engagement:

Visit Sitka is highly engaged within the Sitka Community. Providing support and industry knowledge at event and festival planning meetings. Whenever possible we help local planners realize how accessible everything is in Sitka and how best to communicate whether the focus is culture or fishing or outdoor adventure.

Visit Sitka offers Sitka residents a chance to share their passion for Sitka. Through training warm ambassadors, our services are centered around connecting people to the experiences and logistics that maximize their adventure or visit. We train our volunteers to be relatable and approachable with the highest standards of professionalism. We frequently mention the experiences that make Sitka a unique destination or our personal favorites, so customers get excited about having an adventure. We talk with passion, sincere enthusiasm and pride in the quality of time well spent in Sitka.
Visit Sitka enjoys encouraging our community through our youth. We give our time, support and branded promotional items to traveling groups allowing them to showcase our community on their adventures. Often, young people can also volunteer to be greeters. We have had greeters as young as 6, exposing them to the world through the travelers they interacted with.

Visit Sitka strives to participate and interact with a diverse array of local organizations, projects and initiatives. Our involvement may be as tourism industry experts or engaged collaborators. Recent areas of interest include the Lincoln Street Rehabilitation, Sitka Airport Terminal Improvements Project, Sitka Comprehensive Plan 2020, Sitka Health Summit, Sitka Economic Forum, Sitka Seafood Festival, Paths Across the Pacific, Sitka Economic Development Association, Youth Advocates of Sitka, US Coast Guard Spouses, CHARR, Downtown Sitka Revitalization Group, Sitka National Historical Park, Sitka Trail Works, etc.

Statewide and Federal Engagement:

Visit Sitka collaborates with State and Federal tourism related groups, committees & commissions including the following: Alaska Travel Industry Association (ATIA), Cultural & Heritage ATIA Chapter (Sherry Aitken-Chapter President), ATIA Tourism Policy & Planning Committee, ATIA Community Relations Committee, ATIA Tourism Improvement District Committee, Southeast Alaska Tourism Council (SATC), a variety of Destination Marketing Organizations (DMOs) throughout the state including Anchorage, Fairbanks, Juneau and Ketchikan, AK Department of Economic Development, State of Alaska Tourism Office, Juneau Economic Development Council-Visitor Products Cluster Group, Southeast Alaska Guides Organization, Southeast Conference- Visitor Industry Committee, and US Department of Commerce.

Marketing:

Visit Sitka believes a multi-year strategic marketing plan serves as an overarching guide for destination promotion (see 2016 3-Year Strategic Marketing Plan). We develop tactical annual marketing plans based on available funds, setting spending priorities and making course adjustments as needed. Visit Sitka looks forward to continuing to increase the number of independent travelers and the growth of the cruise industry in Sitka. We are currently in the process of developing our next multi-year strategic marketing plan.

Visit Sitka's 2018 marketing strategy will maximize the impact of a brand realignment and target high-potential audiences. The final strategy will: identify ad placements, formulate an effective digital media strategy, and point to PR and trade show or event opportunities.

2019 and beyond…

Visit Sitka has the following priority action items planned.

- Brand Realignment-reposition Sitka's offer as a travel destination, creating appeal to new target audiences, and injecting fresh life into existing audiences.
- Continue to advance the VisitSitka.org website technical components and brand content (launched in Nov. 2017)
- Create Visit Sitka branded content including promotion video stories, photography, blogs, newsletters, and collateral pieces.
- Further social media development- using platform tools to their full potential and adding additional channels.
- Travel / Trade Show Booth Redesign- booth keystone will be an "out of the box" audience experience.

Ongoing Strategies

Visit Sitka will continue to include the following as part of the overall promotional strategy. Samples of promotional materials, media relations, and formal paid marketing are included in the Exhibit 2. Samples of Promotional Materials.

- Design and publish the annual Sitka visitors guide.
- Place ads online and in print media.
- Promote Sitka through trade shows- Cruise, Travel Trade, Tourism, and Convention.
- Host media members and group tour operators, cruise line visits and public relations.
- Provide live Google summer cruise ship calendar as well as updates.
- Provide Alaska Host customer service training and tourism related educational seminars
- Provide one-on-one marketing consultations.
- Develop marketing program for the Sitka Airport utilizing newly installed video monitor and new technologies.

Convention Sales and Support

Visit Sitka markets Sitka as a year-round destination by encouraging off-season events, meetings, conferences, and conventions. We provide support services with conference planning (securing locales and assist with contracts, bids, printed collateral, etc.).

- Solicit conventions and meetings to be held in Sitka through a variety of platforms.
- Collaborate and strategize with meeting facility mangers, caterers, and any entertainment groups or individuals or opportunities that Sitka has to offer.
- provide information on all support services offered in the community, create and distribute convention delegate welcome folders and welcome signs in downtown businesses.
- Follow up with groups, and venue and service providers to ensure customer satisfaction.
- Create and distribute convention delegate welcome packets and welcome signs in the downtown business community.

Additional City Projects

Recognizing the importance of the City's investment in the Branding and Wayfinding Projects, and outstanding contracts, the Chamber facilitated their completion. The Branding project development included a public process, stakeholder meetings and delivery of city-wide brand guideline to the Municipal Government and available to the community in September of 2016. After facilitating the completion of the design phase of the City's Wayfinding Project, including public involvement and stakeholder and Assembly presentations, the Chamber provided the bid documents to the Public Works Department in October 2016. The Chamber and Visit Sitka have continued as consultants to this project, participating in numerous planning meetings and boots on the ground support to City Staff. We are committed to seeing this project through installation.

The Sitka Chamber has enjoyed presenting our vision for destination marketing. We believe strongly in the Visit Sitka brand and its potential to support our community and strengthen our economy as demonstrated with the growth Sitka has enjoyed since 2015: 47% increase in Visitors to Sitka, 22% increase in bed tax revenues, and 12% increase in City Sales Tax. We ask you to award the bid for the Convention and Visitors Services Contract to the Greater Sitka Chamber of Commerce.

If there are any questions or if anyone with the City and Borough of Sitka would like to meet to discuss our Statement of Interest, please let us know.

Sincerely,

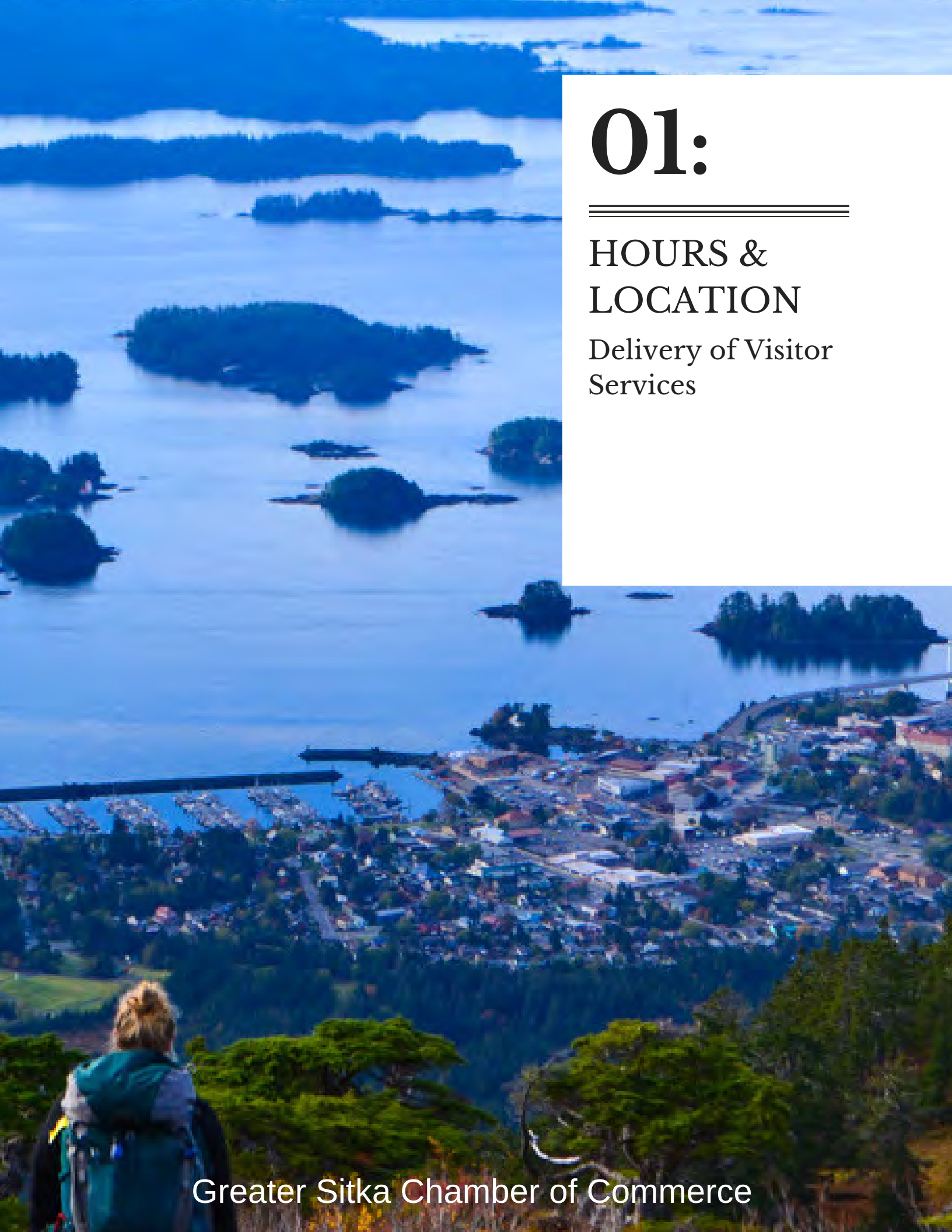
Rachel Roy

Executive Director

Greater Sitka Chamber of Commerce

Exhibits:

1. Visitor Services- Hours and Location of Operation
2. Samples of promotional materials
3. Quarterly financial reports
4. Qualifications of each person employed
5. References
6. Proposed budget/use of allocated funds



01:

HOURS & LOCATION

Delivery of Visitor Services

Greater Sitka Chamber of Commerce

Visitor Services Location and Hours

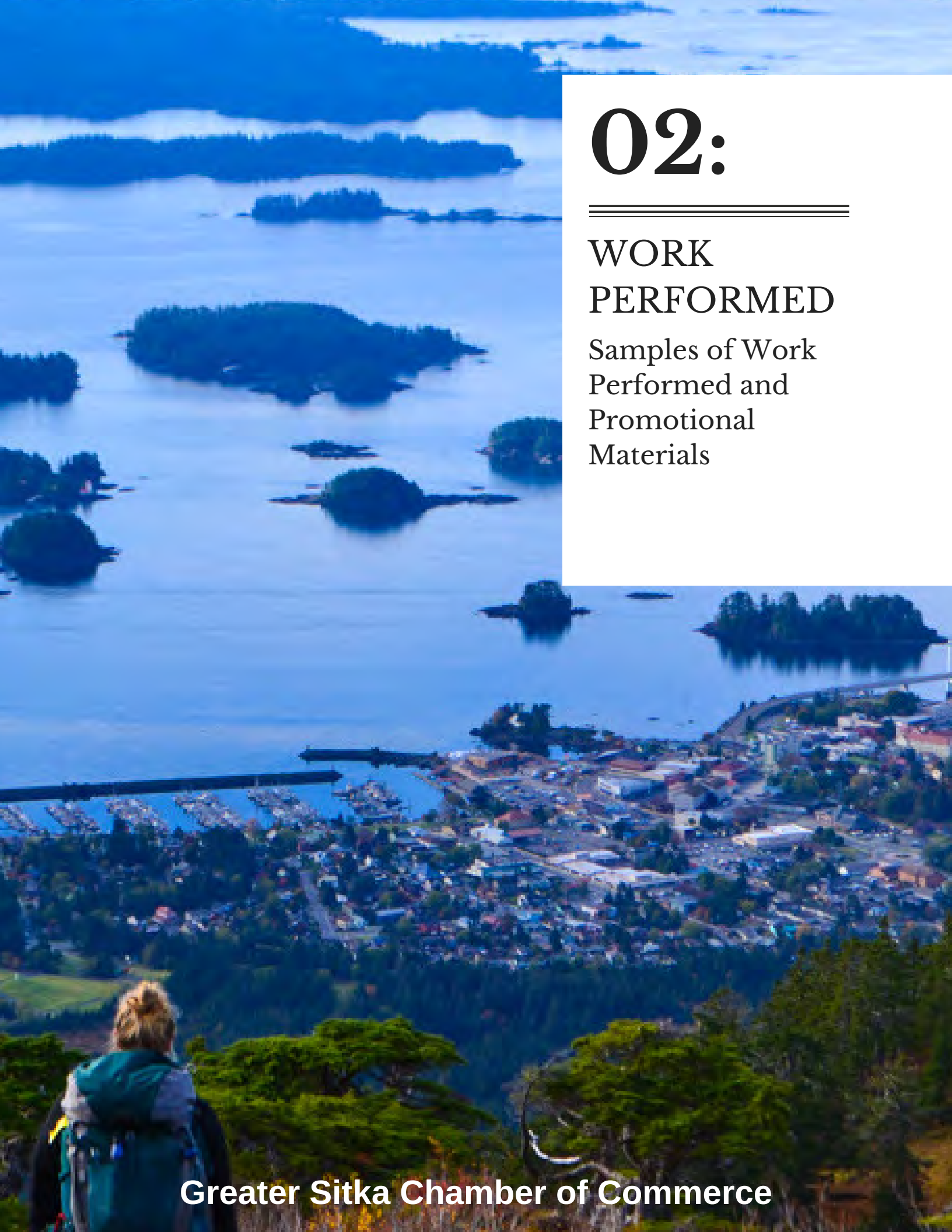
Upon receiving the original Convention & Visitors Services Contract, the Sitka Chamber immediately leased a visible, accessible location for our shared office and a visitor information center, 104 Lake Street. This full service, year-round location operates regular hours Monday through Friday from 9:00am-4:30pm. Seasonal adjustments are made as needed.

Visit Sitka's Visitor Information Center provides visitors with the following services:

- Provide information and/or brochures about lodging, restaurants, excursion's, tours, fishing charters, wildlife tours, trips and other attractions in the Sitka area.
- Provide knowledgeable information about local goods and services, as well as cultural and historical information about Sitka.
- Provide telephone and email contacts for information requests and inquiries by the public.
- Sitka Visitor Guides are distributed throughout the state at city visitor information centers and on-board ferry vessels and the Alaska Marine Highway Ferry Terminal in Bellingham Washington.

Visit Sitka provides the following seasonal visitor information services:

- Provide professional visitor information desk and brochure distribution at the Harrigan Centennial Hall.
- Sitka Visitor Guides are distributed locally at the following locations- Alaska Marine Highway Ferry Terminal, Old Sitka Dock, Sheldon Jackson Museum, Sitka Lutheran Church, Sitka Public Library, Sitka Airport, Sitka Harbor Department, all lodging: hotels, bed & breakfasts, vacation rentals, RV park, campgrounds and at various businesses throughout Sitka.



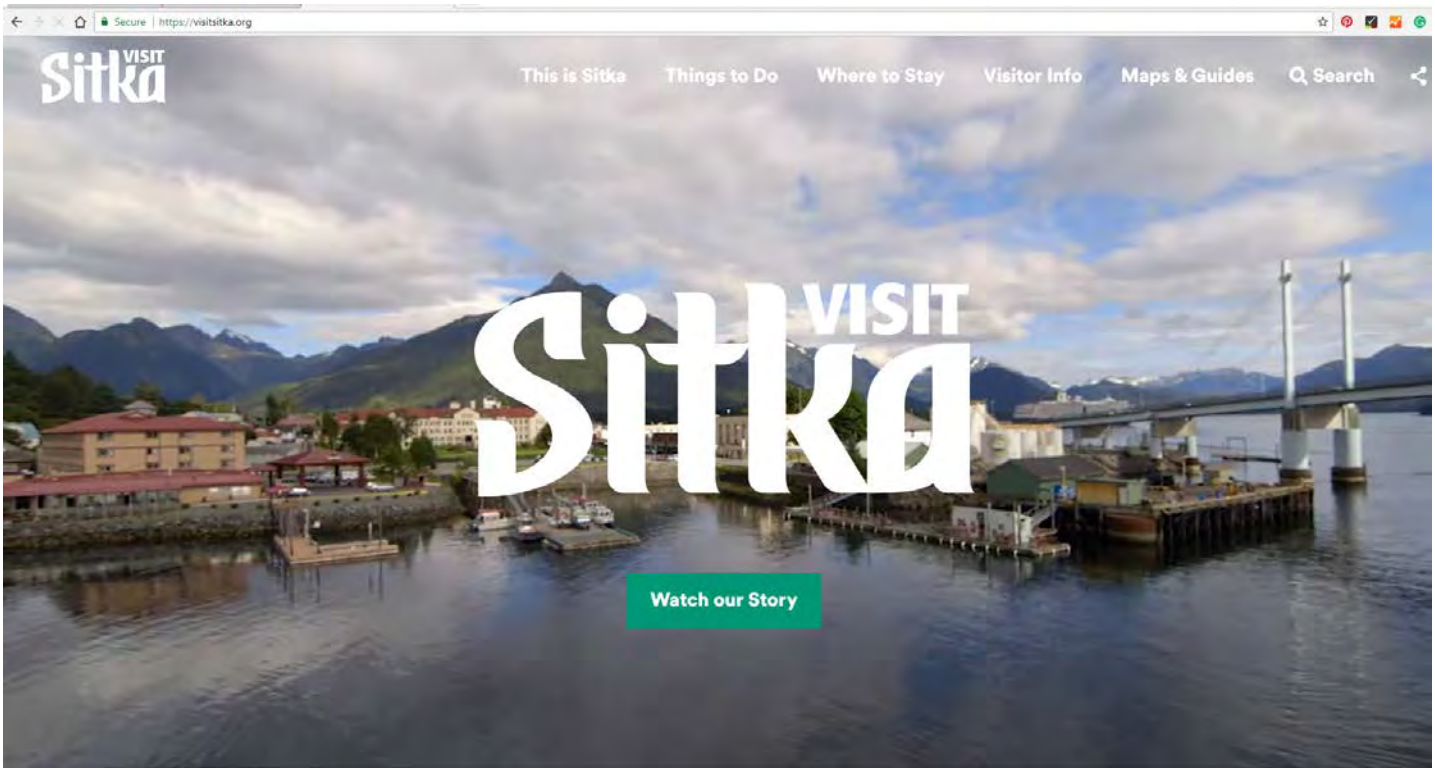
02:

WORK PERFORMED

Samples of Work Performed and Promotional Materials

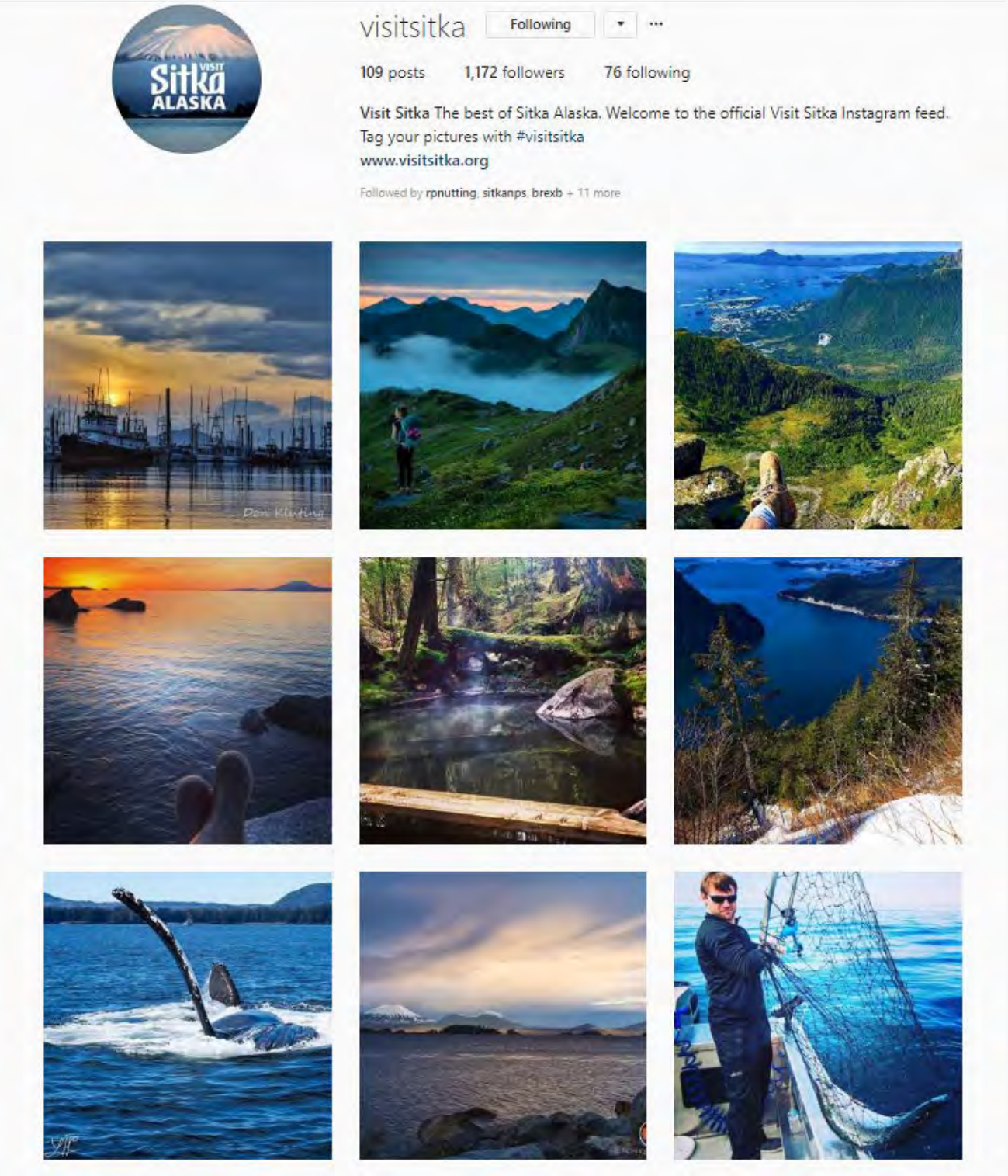
Greater Sitka Chamber of Commerce

Visit Sitka Website



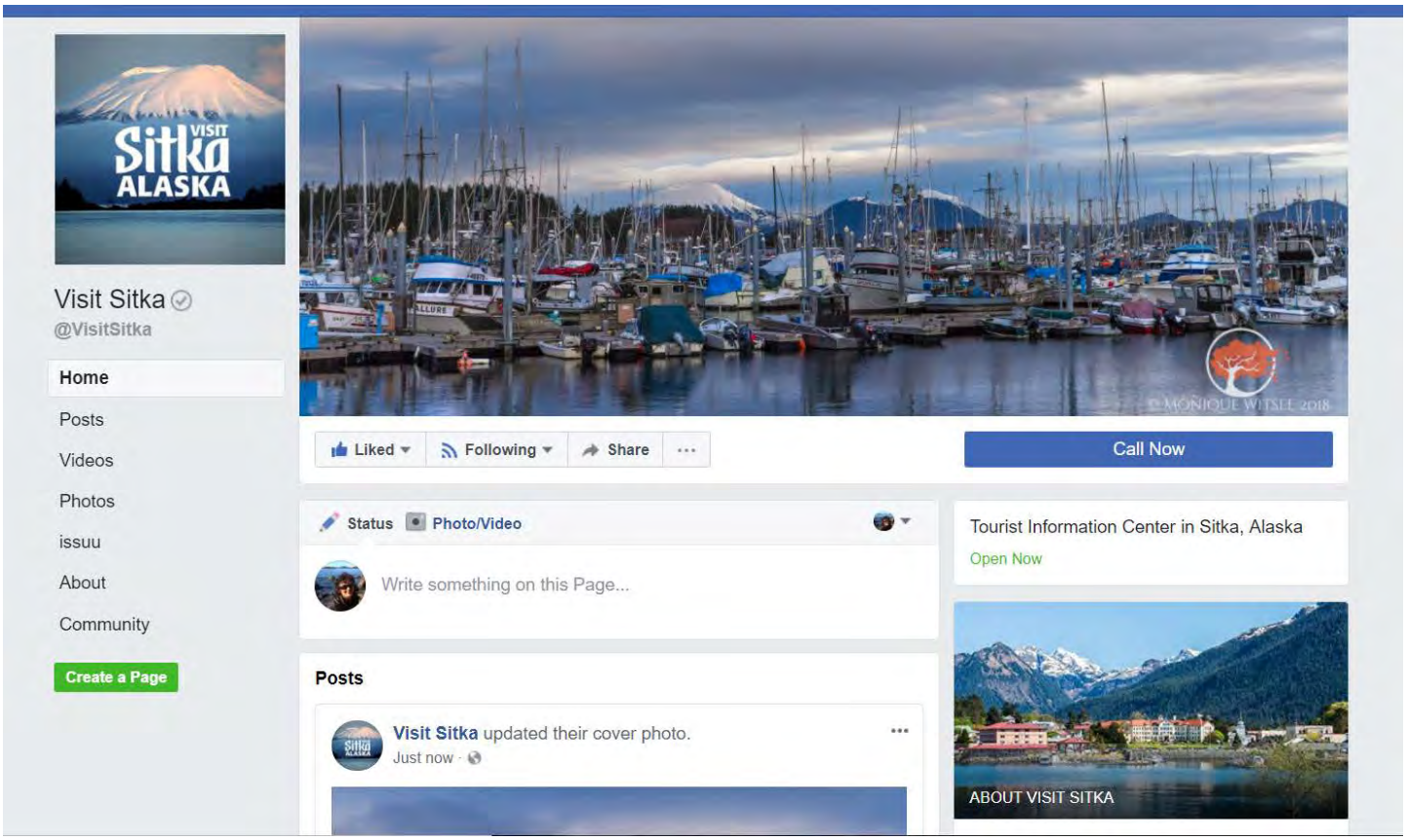
Visit Sitka Instagram Page

1,175 Instagram Followers since Oct 28, 2017



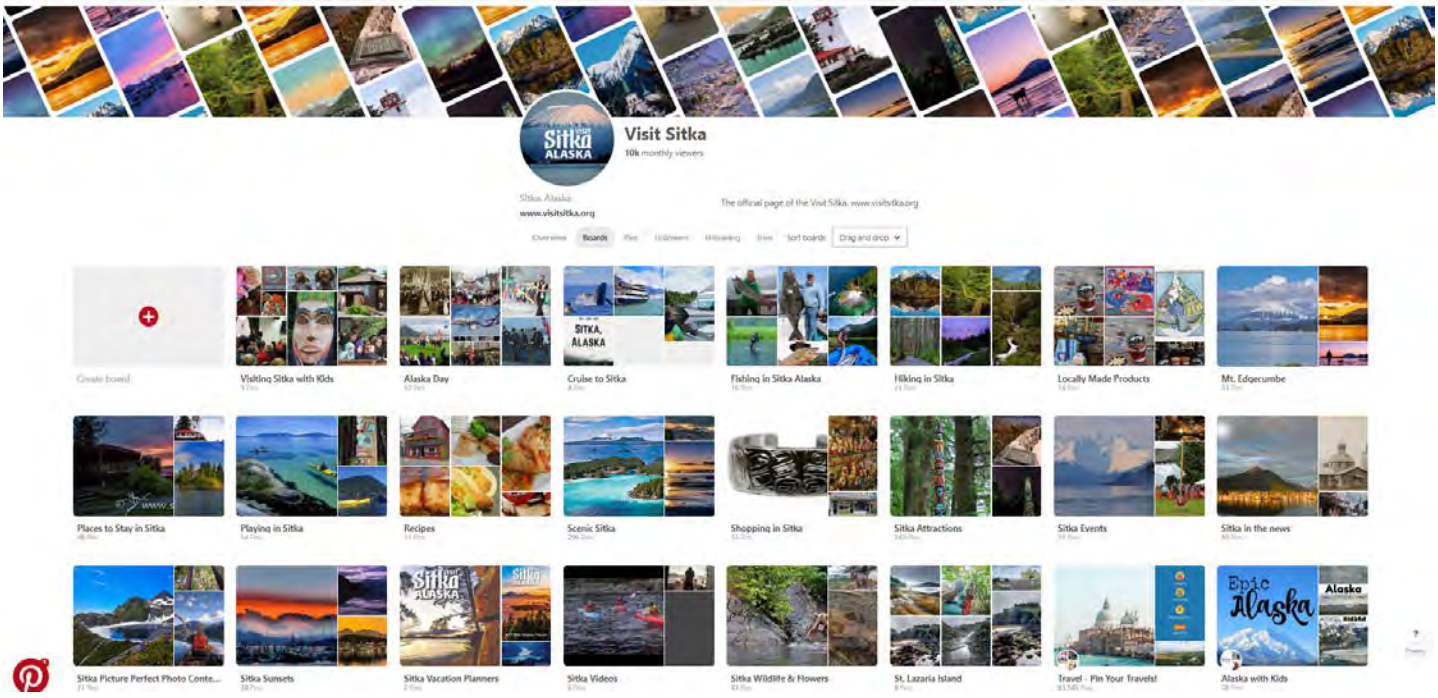
Visit Sitka Facebook Page

65,568
Facebook
Followers



10 000 Monthly Viewers

Visit Sitka Pinterest Page



NW Travel & Life
340 000
Distribution

Visit Sitka - NW Travel & Life Ad

56 | 52 Getaways 2018 | nwtravelmag.com

Sunset Magazine
320,000
Monthly
Subscribers

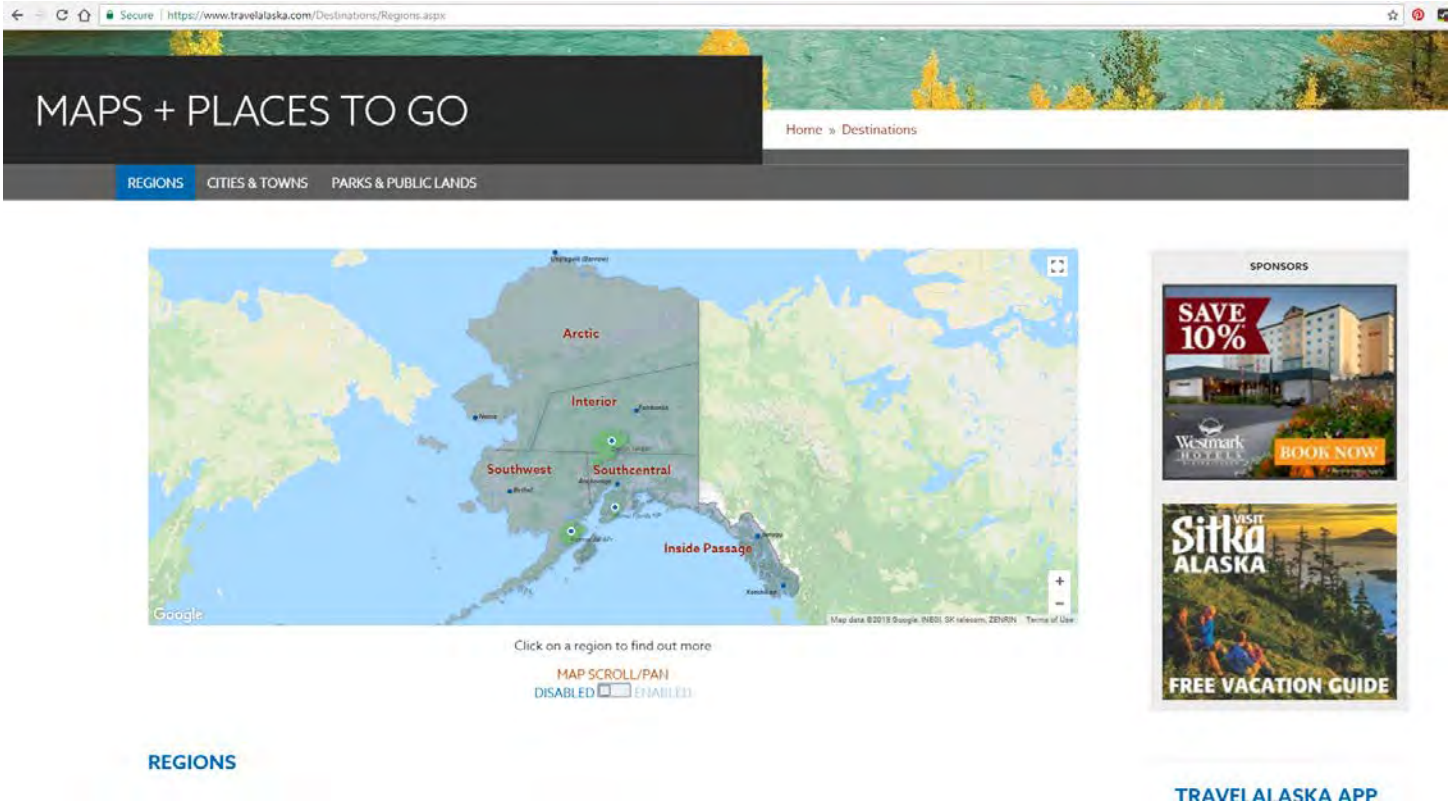
Visit Sitka – Sunset Magazine Ad

Over 600 Sitka Vacation Guides Distributed

Visit Sitka Booth at the San Diego Travel & Adventure Show

100,000
Impressions

Visit Sitka ATIA Banner Ad



Visit Sitka Centennial Hall Information Booth

75,000 Alaska Business Monthly Readers

Visit Sitka Convention Ad

ALASKA'S 100 LARGEST EMPLOYERS

Alaska Business MONTHLY April Digital Edition

CORPORATE

NANA REGIONAL CORPORATION, INC. | GH2M | BGI | PROVIDENCE HEALTH & SERVICES ALASKA | SCHLUMBERGER OILFIELD SERVICES | ARCTIC SLOPE REGIONAL CORPORATION | CARRS SAFEWAY | BP EXPLORATION (ALASKA), INC. | ALASKA AIRLINES | BRISTOL BAY NATIVE CORPORATION | FAIRBANKS MEMORIAL HOSPITAL | KINROSS FORT KNOX | ALASKA USA FEDERAL CREDIT UNION | PRINCESS ALASKA LODGES | ALASKA MARINE HIGHWAY SYSTEM | CONOCOPHILLIPS ALASKA, INC. | THE ALASKA CLUB | FREDMEYER | ALASKA COMMERCIAL CO. | LYNDEN, INC. | RAYN ALASKA | COSTCO WHOLESALE CORP. | WELLS FARGO BANK N.A. | ALYESKA PIPELINE SERVICE CO. | ALYESKA RESORT | WESTMARK HOTELS | SEARHC | CHUGACH ALASKA CORPORATION | ALASKA RAILROAD CORP. | FIRST NATIONAL BANK ALASKA | ALASKA COMMUNICATIONS | MAT-SU REGIONAL MEDICAL CENTER | LITHIA CHRYSLER JEEP DODGE RAM OF ANCHORAGE | SPENARD BUILDERS SUPPLY, INC. | FEDEX EXPRESS | BARTLETT REGIONAL HOSPITAL | UNITED PARCEL SERVICE | ESS SUPPORT SERVICES WORLDWIDE | THREE BEARS ALASKA, INC. | CROWLEY SOLUTIONS, INC. | TECK ALASKA-RED DOG MINE | THE ODOM CORPORATION | UKPEAGVIK INUPIAT CORPORATION (UIC) | CARLILE | HECLA GREENS CREEK MINING CO. | HOTEL CAPTAIN COOK | CREDIT UNION 1 | TED STEVENS ANCHORAGE INT'L AIRPORT | UDELHOVEN OILFIELD SYSTEM SERVICES | MTA, INC. | BERING STRAITS NATIVE CORPORATION | AT&T | BEACON OCCUPATIONAL HEALTH & SAFETY SERVICES | PENAIR | COEUR ALASKA, INC. | CHENEGA CORPORATION | AHTNA, INC. | SUMITOMO METAL MINING POGO LLC | MATSON, INC. | CHUGACH ELECTRIC ASSOCIATION, INC. | PRICE GREGORY INTERNATIONAL | NORTHRIM BANK | CRUZ CONSTRUCTION, INC. | AECOM | GENEVA WOODS PHARMACY, INC. | EVERTS AIR CARGO | SAMUEL SIMMONDS MEMORIAL HOSPITAL | N C MACHINERY | CONAM CONSTRUCTION CO. | GOLDBELT, INCORPORATED | MICROCOM | ADVANCED SUPPLY CHAIN INTERNATIONAL LLC | ALASKA SALES AND SERVICE | MUNICIPAL LIGHT & POWER | COLVILLE, INC. | ENSTAR NATURAL GAS CO. | BUILDERS CHOICE, INC. | BDO USA, LLP | GRANT AVIATION | MATANUSKA ELECTRIC ASSOCIATION, INC. | SOURDOUGH EXPRESS, INC. | VIGOR ALASKA | EXXONMOBIL | USIBELLI COAL MINE, INC. | AFOGNAK NATIVE CORPORATION / ALUTIIQ LLC | PRUHS CONSTRUCTION | ERA HELICOPTERS LLC | AMERICAN FAST FREIGHT, INC. | OLGOONIK CORPORATION | HOMER ELECTRIC ASSOCIATION, INC. | MATANUSKA VALLEY FEDERAL CREDIT UNION | SPAN ALASKA TRANSPORTATION, INC. | KEYBANK | REI | WATTERSON CONSTRUCTION CO. | FRANZ BAKERY | ALGAN ELECTRICAL & ENGINEERING, INC. | CONSTRUCTION MACHINERY INDUSTRIAL | BETHEL NATIVE CORPORATION | OFFSHORE SYSTEMS, INC.

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Visit Sitka Alaska

"Sitka, where business meets pleasure."

• Daily jet service from Anchorage and Seattle • Excellent meeting infrastructure • Vibrant local cuisine & art scene • Authentic Alaskan mainstreet • Sitka National Historical Park • Urban Seawalk

Visit Sitka.org or call 907-747-8604

"Our goal is to mitigate any types of slips and falls that could happen as a result of the harsh environment," he adds. "Like everything else on the North Slope, safety is paramount. Not only can a slip and fall cause an injury, but it can cost companies financially through lost time. Any way we can help to reduce that type of risk, we do it."

PenAir, one of the oldest family owned airlines in the United States and one of the largest regional airlines in Alaska and the Northeast United States, recently made a huge commitment toward serving its corporate and commercial customers. The company invested $27 million into revamping its fleet, replacing its thirty passenger aircraft with five forty-five-passenger aircraft that will get travelers to their destinations 30 percent faster.

"Last year, we provided sixteen thousand flights from Anchorage to Dutch Harbor to support the seafood industry and the people living there, and this year we expect to cut that number to nine hundred flights because our airplanes will be so much more efficient," explains PenAir CEO Danny Seybert. "Instead of it taking three hours from Anchorage to Dutch Harbor—four hours if we needed to stop for fuel—it will take two hours. The new aircraft will shave off one-third of the flight time without the need to refuel."

The new fleet, made up of Saab 2000s, began transporting passengers to Dutch Harbor, Dillingham/King Salmon, Sand Point, Cold Bay, the Pribilof Islands, Aniak, McGrath, and Unalakleet in March.

"We have tremendous faith in the seafood industry here," says Seybert of the company's decision to invest so much into the airline at a turbulent economic time. "I don't believe the economic downturn in our region will be as bad as in the rest of the state, especially in the areas that depend on the oil industry.

"I was born and raised in Bristol Bay and lived here my whole life, and my father, who started the airline, was also raised here," he adds. "We understand the region and understand the business environment, and we believe that the area is solid enough with the seafood industry to provide a viable economy for years to come."

While there are many challenges facing those flying for business in Alaska, the good news is that the airlines transporting them are always striving to provide a better customer experience. Not only can you get there from here, but you can do it safely in comfort and style.

Freelance writer Vanessa Orr is a former Alaskan.

84 Alaska Business Monthly | April www.akbizmag.com

VISIT Sitka

10,000 Qualified meeting planners

Visit Sitka Convention Ad

Bald eagle sightings are common in southeast Alaska.

VISIT Sitka
WHALE WATCH
PERFORMING ARTS CENTER SEATS 650
FISH 5 SALMON SPECIES
HIKE
LODGING ROOMS 500
TOUR 29 Totem Poles
±32,000 SF HARRIGAN CENTENNIAL HALL CONVENTION CENTER
EAGLES, BEARS & MILLION DOLLAR VIEWS
MEET WITH A SPIRIT OF ADVENTURE
FLY DIRECT FROM SEATTLE TO SITKA, ALASKA
SITKA.ORG

the Bear sanctuary provides up-close brown bear viewing.

"Outdoor activities span kayaking, flightseeing, ATV tours and golf," said director of tourism Sherry Aitken for Visit Sitka. "We have Alaska's highest salt-water catch rate for king salmon, plus world-class halibut and freshwater fishing."

Downtown Sitka will have 526 hotel rooms next summer after the Aspen Hotel opens with 70 suite-style rooms. Another 200 rooms lie outside the central district. The 105-room Westmark Sitka provides 2,750 square feet of flexible space for five meeting rooms, with banquet space for 100 and classroom seating for 75.

Located on Sitka's historic waterfront, the 72-room Totem Square Hotel and Marina offers airport shuttle service and meeting space for up to 25 attendees. Across the street is the Community House, a performance venue and meeting space modeled after a Tlingit clan house, with a stage and tiered or banquet-style seating for up to 500.

Sitka's 32,000-square-foot Harrigan Centennial Civic and Convention Center was completely renovated and reopened in October. It offers breathtaking mountain views from its 4,125-square-foot auditorium and seven meeting rooms. The experienced staff can help plan events, plus provide the latest in multimedia equipment and a commercial kitchen with approved caterers.

Off-site events at the modern Sitka Performing Arts Center have a 650-seat capacity or space for 150 for a lobby cocktail reception. For a unique site, catamarans moored in the downtown marina can accommodate up to 100 guests and offer full audiovisual and Wi-Fi capabilities.

Visit Sitka can assist with accommodations, group room rates, meeting facilities and local transportation contacts. Volunteers are available for delegate information, registration or room set-up support. Promotional assistance can include providing delegate bags, local visitor guides, walking maps and promotional items, depending on meeting size.

To build interest, a PowerPoint presentation, a video or a slide show can be provided for pre-meeting promotion. Discounts with local galleries, boutiques, coffee shops and restaurants can also be coordinated.

"Our staff is intimately involved with each event," said Aitken. "We treat everyone who comes here like a star."

"We're 90 minutes by air from Seattle, which makes our community very attainable from the lower 48," said Mackey. "Attendees can leave home in the morning and attend a cocktail reception in Ketchikan that evening."

Sitka: Historic Outpost

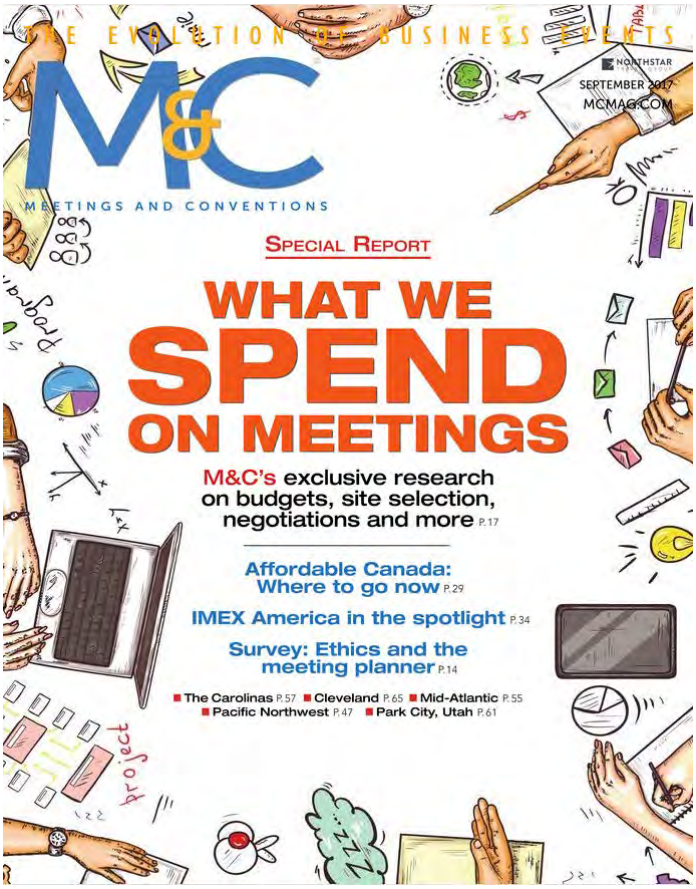
Located on Baranof Island, Sitka was also settled by the Tlingets before the Russians established a fur-trading colony in 1804. Today, Sitka boasts 21 National Historical Registry sites. The onion-domed St. Michael's Orthodox Cathedral still dominates downtown Sitka, and the story of Russian America comes alive at Sitka National Historic Park, which commemorates the last Tlingit-Russian battle. Also downtown are the restored Russian Bishop's House and Castle Hill, where Russian America was transferred to the United States in 1867. Former Sheldon Jackson College, Sitka's art mecca, offers a variety of meeting spaces: a state museum, festivals and a fine-arts camp that offers year-round, adult workshops. The Alaska Raptor Center features hand-in-hand programs for groups. The fortress of

26 Destination Showcase www.smallmarketmeetings.com

VISIT Sitka

50,000 Full-time meeting planners reached

Visit Sitka Convention Ad



PACIFIC NW

GROUP VENUE: The Boise River winds its picturesque way through four city parks, including **Boise Whitewater Park** and **Quinn's Pond.** Idaho River Sports brings groups to the water to learn about stand-up paddleboarding, kayaking and more right in the middle of town. boisewhitewaterpark.com

CONTACT: Boise Convention and Visitors Bureau, (208) 344-7777 or (800) 635-5240; boise.org

TACOMA, WASH.

Local Update

• Ground was broken in August on the 303-room **Marriott Tacoma Convention Center Hotel,** adjacent to the Greater Tacoma Convention Center. The property will feature a ballroom spanning 10,000 square feet, in addition to seven breakout rooms and a sixth-floor garden terrace.

MEETING HOTELS: Group properties include the 320-room Hotel Murano and 166-room Best Western Plus Tacoma Dome.

To find and compare hotels, and send RFPs, visit mcvenues.com.

CONVENTION CENTER: Greater Tacoma Convention Center; exhibit space, approximately 50,000 square feet; number of meeting rooms, 13. (253) 830-6601; bit.ly/2vGJqMO

AIRPORT TRANSIT: Sea-Tac International Airport, 18 miles from downtown; transfer cost by taxi, $68; Uber rides start at $45

TAXES: Room tax, 7.53%; sales tax, 6%; total tax on hotel rooms, 13.53%

GROUP VENUE: Built in 1907 to house horse-drawn fire trucks, this venerable red-brick structure has been transformed into the **Engine House Number 9 Tavern.** An upstairs area can host up to 65 people; hold a group tasting of premium suds from ENine Brewery, such as Nefelibata Flanders-style red ale or Verre Violet, fermented in wine barrels with black currants. (253) 272-3435; ehouse9.com

CONTACT: Travel Tacoma, (800) 272-2662; traveltacoma.com ■

52 Meetings & Conventions • mcmag.com September 2017

SeaTrade 2018
11,000 cruise professionals

Visit Sitka Cruise Promotion

Juneau meeting planner workshop

Visit Sitka Convention Promotion

Welcome to
Sitka ceremony

Visit Sitka Cruise Promotion

Visit Sitka Convention Promotion

Email Blast to 23,294 registered meeting planners from Northstar Meetings Group Media

---------- Forwarded message ----------
From: Meetings and Conventions Updates <Meetingsupdate@northstartravelmail.com>
To: "Rahman, Ashikur" <arahman@ntmllc.com>
Cc:
Bcc:
Date: Tue, 19 Dec 2017 19:49:36 +0000
Subject: Test Send - Meet Sitka, Alaska: Small Meetings Mecca on the OuterCoast of Alaska

Meet Sitka.

#MeetSitka - a small meetings mecca.

Alaska's Most Charismatic City! Nestled against lush, forested mountains, Sitka's historic Russian Cathedral spires still rise above this surprisingly cosmopolitan town perched on the "outside" of Alaska's Inside Passage. With a delightful fusion of art, culture and wilderness; Sitka promises more than just big nature and frontier activities for your next meeting.

After a quick 2-hour flight from the "lower 48", step into a community filled with unique restaurants, boutique shopping and historic sites all within walking distance of meeting facilities and lodging.

Plan your next meeting in Sitka

Alaska Raptor Center

Sheldon Jackson Campus Meeting Facility

To learn more about Sitka and our meeting amentities contact Sherry Aitken at tourism@visitsitka.org or at 907-747-8676.

3 day on board visitor information for cruise

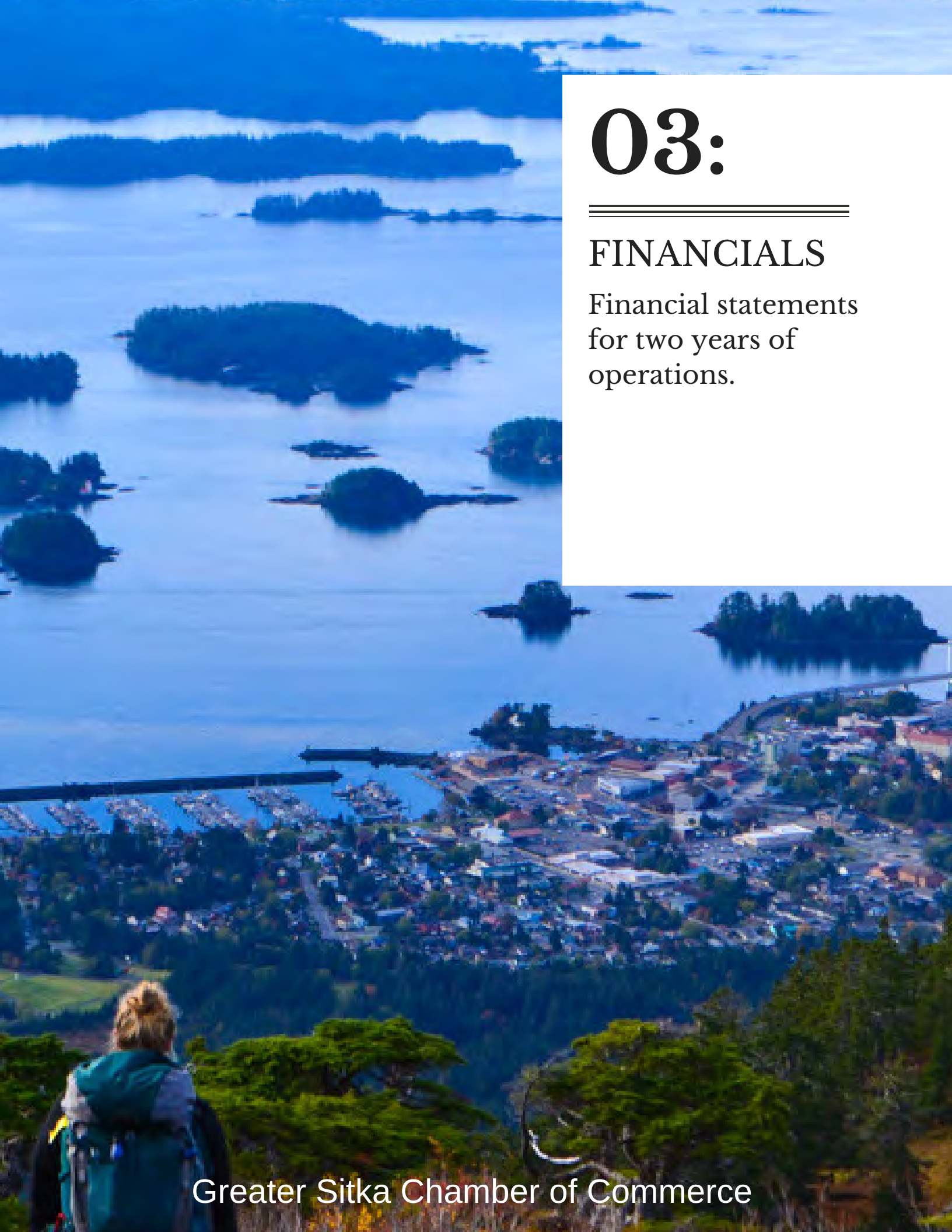
Visit Sitka Visitor Information Services

Local appreciation event

Visit Sitka Cruise Promotion

325 active sellers of cruise travel

Visit Sitka Travel Trade Cruise Promotion



03:

FINANCIALS

Financial statements for two years of operations.

Visit Sitka
Statement of Operations
January 1, 2016 - March 31, 2016

	Actuals YTD	2016 Budget	% of Budget
REVENUE			
Visit Sitka Revenue			
Membership Dues	$ 340	$ 27,000	1.26%
CBS contract revenue	$ 75,000	$ 300,000	25.00%
Planning Advertisement	$ -	$ 32,000	0.00%
Fundraising	$ -	$ 1,000	0.00%
Total Visit Sitka Revenue	**$ 75,340**	**$ 360,000**	**20.93%**
EXPENSE			
Visit Sitka Expenses			
Salaries	$ 35,478	$ 187,483	18.92%
Marketing & promotion	$ 3,578		
Print & promotional material	$ -	$ 35,000	0.00%
Alaska Co-op Marketing	$ -	$ 8,000	0.00%
Website/Digital Media	$ 67	$ 10,000	0.67%
Webpage	$ -	$ 10,000	0.00%
Dues & subscriptions	$ -	$ 4,000	0.00%
Insurance: worker's comp	$ 194	$ 1,400	13.86%
Accounting Services	$ 2,397	$ 3,300	72.63%
Postage & freight	$ 440	$ 21,000	2.10%
Office supplies	$ 436	$ 4,000	10.90%
Telephone & internet	$ 570	$ 2,000	28.50%
Office Technology	$ -	$ 2,000	0.00%
Rent	$ 4,860	$ 19,440	25.00%
Utilities	$ 1,475	$ 3,000	49.17%
Leasehold improvements	$ 10,883	$ 10,000	108.83%
Payroll tax expense	$ 2,461		
Travel/training ATIA	$ -		
Travel/training San Diego Boat Show	$ 800		
Travel/training Other	$ 1,158		
Professional Development/Training	$ -	$ 6,000	0.00%
Promotion: Cruise	$ 4,902	$ 8,000	61.27%
Promotion: Conventions	$ -	$ 6,000	0.00%
Promotion: Tourism	$ 13,516	$ 20,000	67.58%
Travel Writers & FAM Tours	$ -	$ 2,000	0.00%
Membership/Volunteer Events	$ -	$ 1,500	0.00%
Membership/Volunteer Training	$ -	$ 2,000	0.00%
Misc Expense	$ 2,373		
Total Visit Sitka Expenses	**$ 85,588**	**$ 366,123**	**23.38%**
TOTAL NET INCOME (LOSS)	***$ (10,248)***	***$ (6,123)***	
2015 Carry Forward		$ 30,000	
	$ (10,248)	***$ 23,877***	***-43%***

Visit Sitka
Statement of Operations
January 1, 2016 - June 30, 2016

	Actuals YTD	2016 Budget	% of Budget
REVENUE			
Visit Sitka Revenue			
Membership Dues	19,982	$ 27,000	74.01%
CBS contract revenue	125,000	$ 300,000	41.67%
Planning Advertisement	44,888	$ 32,000	140.28%
Fundraising	-	$ 1,000	0.00%
Total Visit Sitka Revenue	**189,870**	**$ 360,000**	**52.74%**
EXPENSE			
Visit Sitka Expenses			
Salaries	73,828	$ 187,483	39.38%
Golf Tournament Supplies	497		
Marketing & promotion	359		
Print & promotional material	19,329	$ 35,000	55.23%
Alaska Co-op Marketing	5,000	$ 8,000	62.50%
Website/Digital Media	425	$ 10,000	4.25%
Webpage	-	$ 10,000	0.00%
Dues & subscriptions	-	$ 4,000	0.00%
Insurance: Liability	1,737		
Insurance: worker's comp	194	$ 1,400	13.86%
Accounting Services	3,584	$ 3,300	108.62%
Postage & freight	$ 4,780	$ 21,000	22.76%
Office supplies	$ 8,355	$ 4,000	208.89%
Telephone & internet	$ 1,371	$ 2,000	68.54%
Office Technology	$ 2,884	$ 2,000	144.22%
Rent	$ 10,350	$ 19,440	53.24%
Utilities	$ 1,615	$ 3,000	53.84%
Leasehold improvements	$ 12,536	$ 10,000	125.36%
Payroll tax expense	$ 4,720		
Travel/training ATIA	$ -		
Travel/training San Diego Boat Show	$ 800		
Travel/training Other	$ 1,158		
Professional Development/Training	$ 25	$ 6,000	0.42%
Promotion: Cruise	$ 4,902	$ 8,000	61.27%
Promotion: Conventions	$ 1,631	$ 6,000	27.18%
Promotion: Tourism	$ 13,656	$ 20,000	68.28%
Travel Writers & FAM Tours	$ 1,290	$ 2,000	64.52%
Membership/Volunteer Events	$ 38	$ 1,500	2.53%
Membership/Volunteer Training	$ -	$ 2,000	0.00%
Misc Expense	$ 2,936		
Total Visit Sitka Expenses	**$ 177,998**	**$ 366,123**	**48.62%**
TOTAL NET INCOME (LOSS)	***$ 11,871***	***$ (6,123)***	
2015 Carry Forward		$ 30,000	
	$ 11,871	***$ 23,877***	***50%***

Visit Sitka
Statement of Operations
January 1, 2016 - September 30, 2016

	Actuals YTD	2016 Budget	% of Budget
REVENUE			
Income			
Membership Dues	$ 25,386	$ 27,000	94.02%
CBS contract revenue	$ 216,592	$ 333,183	65.01%
Planning Advertisement	$ 55,149	$ 32,000	172.34%
Fundraising	$ -	$ 1,000	0.00%
Total Income	**297,126**	**$ 393,183**	**75.57%**
Offset to Income			
Planner Printing	$ 18,445	$ 16,000	115%
Planner Graphic Design	$ 8,473	$ 8,500	100%
Planner Photo Usage	$ 1,866	$ 2,000	93%
Commission-Planner	$ 5,312	$ 3,200	166%
Fundraising Expense	$ -	$ 250	0%
Total Offset to Income	**$ 34,096**	**$ 29,950**	**114%**
Gross Profit	**$ 263,030**	**$ 363,233**	**72%**
EXPENSE			
Visit Sitka Expenses			
Salaries	$ 127,633	$ 170,824	74.72%
Banquet Advertising	$ 804		
Golf Tournament Supplies	$ 497		
Marketing & promotion	$ 359		
Print & promotional material	$ 34,255	$ 40,000	85.64%
Alaska Co-op Marketing	$ 6,000	$ 9,000	66.67%
Website Redesign	$ 1,140	$ 10,000	11.40%
Webpage	$ -	$ 10,000	0.00%
Dues & subscriptions	$ 1,870	$ 2,200	85.00%
Insurance: Liability	$ 1,737	$ 1,900	91.39%
Insurance: worker's comp	$ 194	$ 200	97.00%
Accounting Services	$ 4,672	$ 6,000	77.87%
Professional Services	$ 3,395		
Postage & freight	$ 9,024	$ 9,500	94.98%
Office supplies	$ 9,555	$ 10,000	95.55%
Office Equipment		$ 15,000	0.00%
Telephone & internet	$ 2,363	$ 3,500	67.50%
Office Technology	$ 3,291	$ 3,250	101.26%
Rent	$ 15,840	$ 19,440	81.48%
Utilities	$ 2,080	$ 3,000	69.35%
Leasehold improvements	$ 15,036		
Payroll tax expense	$ 8,621	$ 16,542	
Travel/training ATIA	$ 25		
Travel/training San Diego Boat Show	$ 800		
Travel/training Other	$ 4,166		
Professional Development/Training	$ 2,564	$ 5,000	51.28%
Promotion: Cruise	$ 4,962	$ 5,000	99.24%
Promotion: Conventions	$ 2,004	$ 7,000	28.64%
Promotion: Tourism	$ 16,413	$ 19,000	86.39%
Travel Writers & FAM Tours	$ 2,084	$ 2,000	104.20%
Membership/Volunteer Events	$ 350	$ 500	69.98%
Membership/Volunteer Training	$ -	$ 500	0.00%
Misc Expense	$ 3,195		
Total Visit Sitka Expenses	**$ 284,930**	**$ 369,356**	**77.14%**
TOTAL NET INCOME (LOSS)	***$ (21,900)***	***$ (6,123)***	**357.67%**
2015 Carry Forward		$ 30,000	
	$ (21,900)	***$ 23,877***	***-92%***

Visit Sitka
Statement of Operations
January 1, 2016 - December 31, 2016

		Actuals YTD	$	2,016 Budget	% of Budget
REVENUE					
Income					
Membership Dues	$	25,909	$	27,000	95.96%
CBS contract revenue	$	308,184	$	333,183	92.50%
Planning Advertisement	$	54,959	$	32,000	171.75%
Fundraising	$	1,155	$	1,000	115.50%
Total Income	**$**	**390,206**	**$**	**393,183**	**99.24%**
Offset to Income					
Planner Printing	$	17,371	$	16,000	108.57%
Planner Graphic Design	$	8,473	$	8,500	99.69%
Planner Photo Usage	$	2,116	$	2,000	105.81%
Commission-Planner	$	5,312	$	3,200	165.98%
Fundraising Expense	$	-	$	250	0.00%
Total Offset to Income	**$**	**33,272**	**$**	**29,950**	**111%**
Gross Profit	**$**	**356,934**	**$**	**363,233**	**98%**
Operating Expenses					
Salaries	$	168,944	$	170,824	98.90%
Banquet Advertising	$	804			
Golf Tournament Supplies	$	497			
Marketing & promotion	$	359			
Print & promotional material	$	38,779	$	40,000	96.95%
Alaska Co-op Marketing	$	6,000	$	9,000	66.67%
Website Redesign	$	6,604	$	10,000	66.04%
Webpage	$	-	$	10,000	0.00%
Dues & subscriptions	$	2,343	$	2,200	106.48%
Insurance: Liability	$	1,737	$	1,900	91.39%
Insurance: worker's comp	$	194	$	200	97.00%
Accounting Services	$	6,233	$	6,000	103.88%
Professional Services	$	3,395			
Postage & freight	$	12,108	$	9,500	127.45%
Office supplies	$	10,501	$	10,000	105.01%
Office Equipment	$	-	$	15,000	0.00%
Telephone & internet	$	3,614	$	3,500	103.24%
Office Technology	$	3,324	$	3,250	102.26%
Rent	$	21,330	$	19,440	109.72%
Utilities	$	2,127	$	3,000	70.91%
Leasehold improvements	$	15,036			
Payroll tax expense	$	15,446	$	16,542	93%
Travel/training ATIA	$	25			
Travel/training San Diego Boat Show	$	800			
Travel/training Other	$	4,166			
Professional Development/Training	$	2,677	$	5,000	53.54%
Promotion: Cruise	$	4,962	$	5,000	99.24%
Promotion: Conventions	$	3,003	$	7,000	42.90%
Promotion: Tourism	$	17,190	$	19,000	90.47%
Travel Writers & FAM Tours	$	2,190	$	2,000	109.50%
Membership/Volunteer Events	$	1,041	$	500	208.21%
Membership/Volunteer Training: CVS	$	979	$	500	195.81%
Misc Expense	$	3,195			
Total Visit Sitka Expenses	**$**	**359,601**	**$**	**369,356**	**97.36%**
TOTAL NET INCOME (LOSS)	***$***	***(2,667)***	***$***	***(6,123)***	**-43.56%**
2015 Carry Forward			$	30,000	
	$	***(2,667)***	***$***	***23,877***	**-11.17%**

Visit Sitka
Statement of Operations
January 1, 2017 - March 31, 2017

		Actuals YTD		2017 Budget	% of Budget
REVENUE					
Income					
Membership Dues	$	30,605	$	27,000	113.35%
CBS contract revenue	$	91,592	$	378,963	24.17%
Planning Advertisement	$	-	$	50,000	0.00%
Fundraising	$	-	$	1,000	0.00%
Total Income	**$**	**122,197**	**$**	**456,963**	**26.74%**
Offset to Income					
Planner Printing	$	-	$	16,000	0.00%
Planner Graphic Design	$	-	$	8,500	0.00%
Planner Photo Usage	$	-	$	2,000	0.00%
Commission-Planner			$	5,000	0.00%
Fundraising Expense	$	-	$	250	0.00%
Total Offset to Income	**$**	**-**	**$**	**31,750**	**0%**
Gross Profit	**$**	**122,197**	**$**	**425,213**	**29%**
Operating Expenses					
Salaries	$	46,937	$	208,000	22.57%
Banquet Advertising	$	-			
Bannquet Decorations	$	146			
Golf Tournament Supplies	$	-			
Silver Saver Supplies	$	242			
Marketing & promotion	$	-			
Print & promotional material	$	25,666	$	40,000	64.17%
Alaska Co-op Marketing	$	-	$	6,000	0.00%
Website Redesign	$	-	$	15,000	0.00%
Webpage	$	630	$	7,500	8.41%
Dues & subscriptions	$	-	$	2,500	0.00%
Insurance: Liability	$	-	$	1,900	0.00%
Insurance: worker's comp	$	-	$	200	0.00%
Accounting Services	$	853	$	6,500	13.12%
Professional Services	$	-	$	2,000	0.00%
Postage & freight	$	4,158	$	12,000	34.65%
Office supplies	$	357	$	2,000	17.86%
Office Equipment	$	-			
Telephone & internet	$	383	$	3,500	10.93%
Office Technology	$	50	$	3,500	1.43%
Rent	$	5,490	$	21,330	25.74%
Utilities	$	1,055	$	3,000	35.18%
Leasehold improvements	$	5,808	$	16,000	36.30%
Payroll tax expense	$	3,935	$	13,000	30%
Travel/training ATIA	$	-			
Travel/training San Diego Boat Show	$	-			
Travel/training Other	$	-			
Professional Development/Training	$	682	$	5,000	13.64%
Promotion: Cruise	$	9,718	$	8,000	121.47%
Promotion: Conventions	$	908	$	18,000	5.05%
Promotion: Tourism	$	9,590	$	19,000	50.47%
Travel Writers & FAM Tours	$	-	$	5,000	0.00%
Membership/Volunteer Events	$	79	$	500	15.78%
Membership/Volunteer Training: CVS	$	91	$	500	18.21%
Misc Expense	$	-			
Total Visit Sitka Expenses	**$**	**116,777**	**$**	**419,930**	**27.81%**
TOTAL NET INCOME (LOSS)	***$***	***5,420***	***$***	***5,283***	**-102.60%**
	$	***5,420***	***$***	***5,283***	**102.60%**

Visit Sitka
Statement of Operations
January 1, 2017 - June 30, 2017

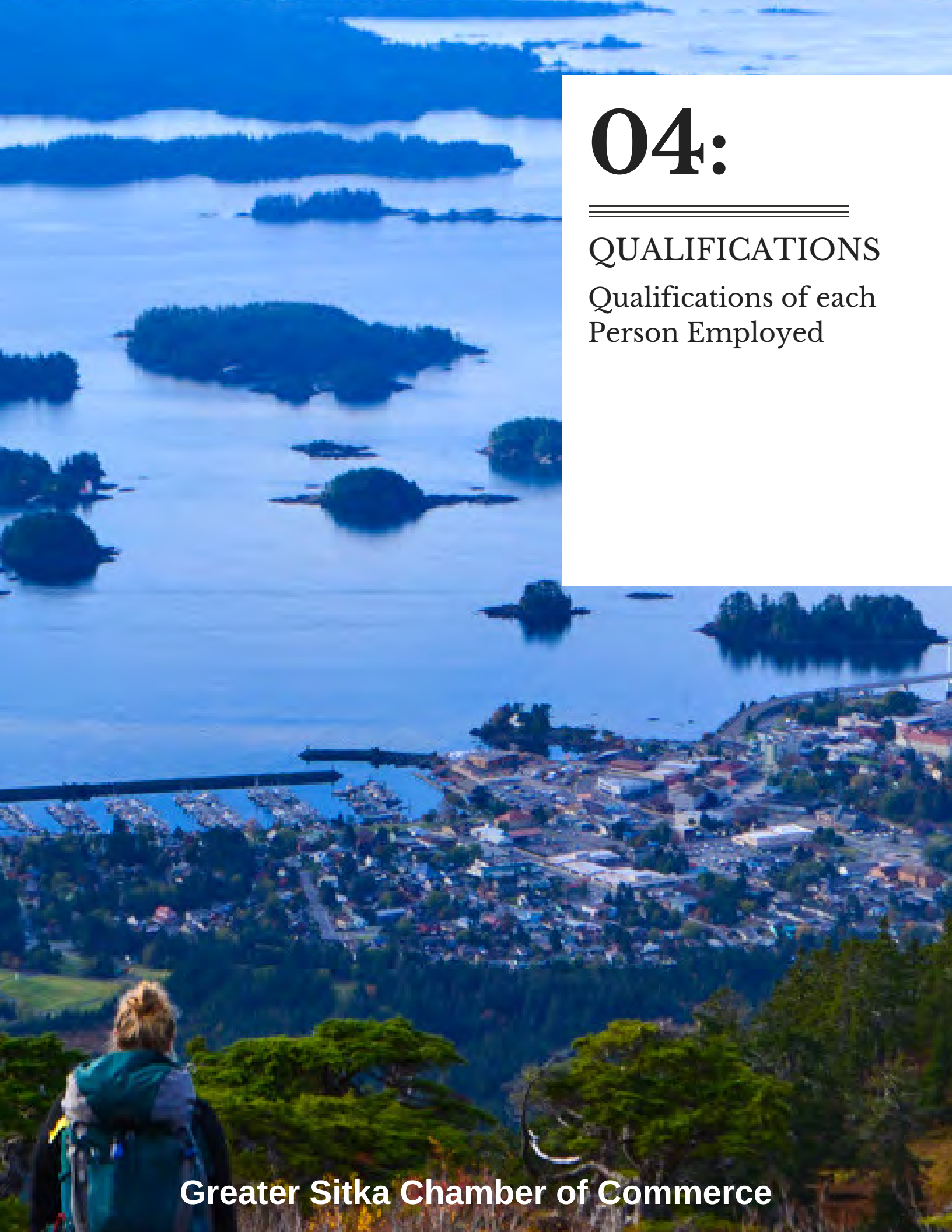
		Actuals YTD		2017 Budget	% of Budget
REVENUE					
Income					
Membership Dues	$	29,190	$	27,000	108.11%
CBS contract revenue	$	203,941	$	378,963	53.82%
Planning Advertisement	$	24,560	$	50,000	49.12%
Fundraising	$	-	$	1,000	0.00%
Total Income	**$**	**257,691**	**$**	**456,963**	**56.39%**
Offset to Income					
Planner Printing	$	579	$	16,000	3.62%
Planner Graphic Design	$	-	$	8,500	0.00%
Planner Photo Usage	$	-	$	2,000	0.00%
Commission-Planner			$	5,000	0.00%
Fundraising Expense	$	-	$	250	0.00%
Total Offset to Income	**$**	**579**	**$**	**31,750**	**2%**
Gross Profit	**$**	**257,111**	**$**	**425,213**	**60%**
Operating Expenses					
Salaries	$	79,407	$	208,000	38.18%
Golf Ads/Promo	$	-			
Silver Saver Supplies	$	-			
Print & promotional material	$	37,812	$	40,000	94.53%
Alaska Co-op Marketing	$	5,000	$	6,000	83.33%
Website Redesign	$	-	$	15,000	0.00%
Webpage	$	1,549	$	7,500	20.66%
Dues & subscriptions	$	275	$	2,500	11.00%
Insurance: Liability	$	1,953	$	1,900	102.76%
Insurance: worker's comp	$	-	$	200	0.00%
Accounting Services	$	2,200	$	6,500	33.85%
Professional Services	$	-	$	2,000	0.00%
Postage & freight	$	7,714	$	12,000	64.29%
Office supplies	$	1,133	$	2,000	56.64%
Telephone & internet	$	1,236	$	3,500	35.32%
Office Technology	$	2,824	$	3,500	80.69%
Rent	$	10,980	$	21,330	51.48%
Utilities	$	1,869	$	3,000	62.31%
Leasehold improvements	$	8,559	$	16,000	53.49%
Payroll tax expense	$	6,850	$	13,000	53%
Professional Development/Training	$	2,356	$	5,000	47.11%
Promotion: Cruise	$	9,720	$	8,000	121.50%
Promotion: Conventions	$	3,516	$	18,000	19.53%
Promotion: Tourism	$	12,225	$	19,000	64.34%
Travel Writers & FAM Tours	$	1,293	$	5,000	25.87%
Membership/Volunteer Events	$	264	$	500	52.86%
Membership/Volunteer Training: CVS	$	91	$	500	18.21%
Misc Expense	$	-			
Total Visit Sitka Expenses	**$**	**198,827**	**$**	**419,930**	**47.35%**
TOTAL NET INCOME (LOSS)	***$***	***58,284***	***$***	***5,283***	**-1103.24%**
	$	***58,284***	***$***	***5,283***	**1103.24%**

Visit Sitka
Statement of Operations
January 1, 2017 - September 30, 2017

	Actuals YTD	2017 Budget	% of Budget
REVENUE			
Income			
Membership Dues	$ 27,293	$ 27,000	101.08%
CBS contract revenue	$ 313,334	$ 383,454	81.71%
Planning Advertisement	$ 48,175	$ 50,000	96.35%
Fundraising	$ -	$ 1,000	0.00%
Total Income	**$ 388,802**	**$ 461,454**	**84.26%**
Offset to Income			
Planner Printing	$ 16,811	$ 16,000	105.07%
Planner Graphic Design	$ 3,184	$ 8,500	37.46%
Planner Photo Usage	$ 1,808	$ 2,000	90.40%
Commission-Planner		$ 5,000	0.00%
Fundraising Expense	$ -	$ 250	0.00%
Total Offset to Income	**$ 21,803**	**$ 31,750**	**69%**
Gross Profit	**$ 366,999**	**$ 429,704**	**85%**
Operating Expenses			
Salaries	$ 140,083	$ 208,000	67.35%
Golf Ads/Promo	$ -		
Silver Saver Supplies	$ -		
Season's End Entertainment	$ 5		
Season's End Food/Drinks	$ 27		
Print & promotional material	$ 41,516	$ 40,000	103.79%
Alaska Co-op Marketing	$ 5,842	$ 6,000	97.37%
Website/Digital Media	$ 24,784	$ 29,000	85.46%
Webpage	$ 1,940	$ 3,000	64.65%
Dues & subscriptions	$ 1,206	$ 2,500	48.22%
Insurance: Liability	$ 1,953	$ 1,900	102.76%
Insurance: worker's comp	$ 272	$ 200	136.00%
Accounting Services	$ 2,805	$ 6,500	43.15%
Professional Services	$ -	$ 2,000	0.00%
Postage & freight	$ 16,062	$ 12,000	133.85%
Office supplies	$ 2,316	$ 2,000	115.82%
Telephone & internet	$ 2,541	$ 3,500	72.61%
Office Technology	$ 3,259	$ 3,500	93.11%
Rent	$ 16,470	$ 21,330	77.22%
Utilities	$ 2,374	$ 3,000	79.15%
Leasehold improvements	$ 10,348	$ 16,000	64.68%
Payroll tax expense	$ 12,082	$ 13,000	93%
Professional Development/Training	$ 3,463	$ 5,000	69.26%
Promotion: Cruise	$ 7,920	$ 8,000	99.00%
Promotion: Conventions	$ 14,874	$ 18,000	82.63%
Promotion: Tourism	$ 19,886	$ 19,000	104.66%
Travel Writers & FAM Tours	$ 2,915	$ 5,000	58.31%
Membership/Volunteer Events	$ 474	$ 500	94.82%
Membership/Volunteer Training: CVS	$ 441	$ 500	88.21%
Misc Expense	$ -		
Total Visit Sitka Expenses	**$ 335,858**	**$ 429,430**	**78.21%**
TOTAL NET INCOME (LOSS)	***$ 31,141***	***$ 274***	**-11365.43%**
	$ 31,141	***$ 274***	**11365.43%**

Visit Sitka
Statement of Operations
January 1, 2017 - December 31, 2017

		Actuals YTD		2017 Budget	% of Budget
REVENUE					
Income					
Membership Dues	$	26,037	$	27,000	96.43%
CBS contract revenue	$	422,727	$	422,727	100.00%
Planning Advertisement	$	48,175	$	50,000	96.35%
Fundraising	$	-	$	1,000	0.00%
Total Income	**$**	**496,939**	**$**	**500,727**	**99.24%**
Offset to Income					
Planner Printing	$	16,811	$	16,000	105.07%
Planner Graphic Design	$	3,604	$	8,500	42.40%
Planner Photo Usage	$	1,808	$	2,000	90.40%
Commission-Planner			$	5,000	0.00%
Fundraising Expense	$	-	$	250	0.00%
Total Offset to Income	**$**	**22,223**	**$**	**31,750**	**70%**
Gross Profit	**$**	**474,716**	**$**	**468,977**	**101%**
Operating Expenses					
Salaries	$	202,223	$	208,000	97.22%
Print & promotional material	$	42,816	$	40,000	107.04%
Alaska Co-op Marketing	$	5,842	$	6,000	97.37%
Website/Digital Media	$	27,366	$	29,000	94.37%
Webpage	$	3,261	$	3,000	108.69%
Dues & subscriptions	$	1,870	$	2,500	74.82%
Insurance: Liability	$	1,953	$	1,900	102.76%
Insurance: worker's comp	$	272	$	200	136.00%
Accounting Services	$	5,653	$	6,500	86.96%
Professional Services	$	639	$	2,000	31.97%
Postage & freight	$	19,948	$	18,000	110.82%
Office supplies	$	3,468	$	2,000	173.39%
Telephone & internet	$	3,500	$	3,500	99.99%
Office Technology	$	3,478	$	3,500	99.37%
Rent	$	26,960	$	21,330	126.39%
Utilities	$	3,302	$	3,000	110.05%
Leasehold improvements	$	11,553	$	16,000	72.21%
Payroll tax expense	$	16,943	$	13,000	130%
Professional Development/Training	$	4,631	$	5,000	92.63%
Promotion: Cruise	$	10,784	$	12,000	89.87%
Promotion: Conventions	$	18,650	$	18,000	103.61%
Promotion: Tourism	$	22,506	$	19,000	118.45%
Travel Writers & FAM Tours	$	4,185	$	5,000	83.70%
Membership/Volunteer Events	$	474	$	500	94.82%
Membership/Volunteer Training: CVS	$	468	$	500	93.52%
Misc Expense	$	-			
Total Visit Sitka Expenses	**$**	**442,746**	**$**	**439,430**	**100.75%**
TOTAL NET INCOME (LOSS)	***$***	***31,970***	***$***	***29,547***	**-108.20%**
	$	***31,970***	***$***	***29,547***	**108.20%**



04:

QUALIFICATIONS

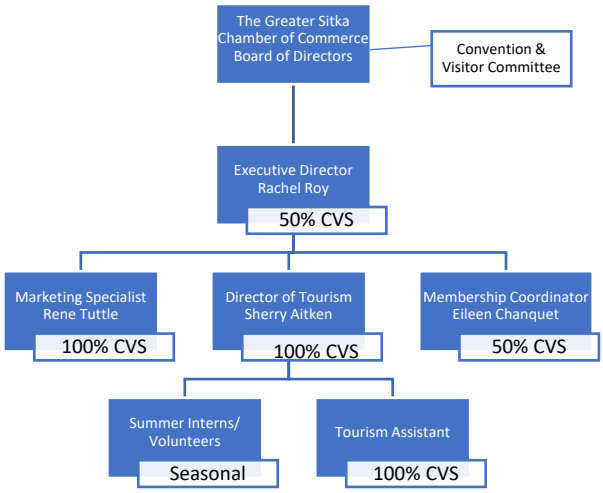
Qualifications of each Person Employed

Greater Sitka Chamber of Commerce

Administration/Management:

To manage the Convention & visitors Services contract the Chamber has built a team of business development and tourism industry experts with a combined **80 years** of visitor industry specific experience. The Executive Director and partnership positions are funded from a combination of the Chamber and contract funds. The Tourism Director, Marketing Specialist and Tourism Assistant positions are funded solely through independent Visit Sitka revenue and contract funds. The below organization chart shows the hierarchy of the positions.

Organizational Chart:



Executive Director: The Executive Director leads the Greater Sitka Chamber of Commerce and Visit Sitka, working directly with the Chamber Board of Directors, staff and partners and overseeing the entire operation. This position is currently split time between Chamber duties and responsibilities including fiscal matters associated with the Convention and Visitor Services Contract and strategic planning. The Executive Director with staff support is responsible for tracking and reporting deliverables relative to Convention and Visitor Services.

Director of Tourism: This position is responsible for tourism development, meeting & convention sales, public relations and partner management as well as the daily operations of the visitor and convention support services. This position works closely with the Executive Director as the senior leadership team overseeing all aspects of destination marketing and management for Sitka including the successful execution of conventions and signature events.

Membership Coordinator: This position collaborates with the Executive Director and Director of Tourism to make sure the Chamber is meeting the needs of existing members/partners, maintain customer relation management data and recruits new members within Sitka's business and visitor industry. This person would also play a vital role in organizing and planning Chamber events such as the Weekly Luncheons and Seasons' End Celebration. The partner coordinator also provides administrative assistance and visitor information phone services.

Marketing Specialist: This position promotes Sitka as a travel destination through print and digital advertising, promotional collateral piece creation, social media, website maintenance, attending trade shows, and working with partners to support their needs regarding paid marketing. Also sells advertising for Visit Sitka publications and marketing products.

Tourism Assistant: This position provides comprehensive administrative support to the other three staff members as related to Visit Sitka duties including answering phone calls, routing information requests to the appropriate staff member, data-base maintenance, visitor information services and helps to prepare and distribute board and committee meeting packets.

Biographies of Top Leadership:

Rachel Roy, Executive Director

Rachel's Tlingit name is Yak'wtsaá and is Kaagwaantaan of the Box House, Eagle/Bear. She is the grandchild of Master Carver Louis Minard and daughter of Steven and Denise Roy. Rachel grew up in Sitka graduating from Pacific High School. Rachel earned an Associates of Arts from the University of Alaska Southeast. She worked for Sitka Tribal Enterprises managing the meeting facility, coordinating conferences and events and the tourism programs from 2001-2007. She obtained a Bachelor of Arts in Business Administration in 2008 a part of the last graduating class of Sheldon Jackson College. Rachel holds a Masters of Business Administration from the University of Alaska Fairbanks. While in Fairbanks she worked at Fairbanks Memorial Hospital in the Administration- community relations and planning and Information Technology as a project manager.

Rachel returned to Sitka in 2013 as the Economic Development Director for the Sitka Tribe of Alaska. She has served on boards and commissions to include the Sitka Convention Visitor's Bureau Board of Directors, Greater Sitka Chamber Board of Directors, and is the current chair of the Sitka Native Education Parent Committee.

Rachel is currently the Executive Director of the Greater Sitka Chamber of Commerce |Visit Sitka since September of 2015. Rachel enjoys cooking, going to the beach, and spending time with her daughter Madison, 15 and her son Jacob who is 5. Rachel recently purchased her first home and plans to be in Sitka for many years to come.

Rachel D. Roy

P.O. Box 656 | Sitka, Alaska 99835 | 907.738.1186 | director@sitkachamber.com

EDUCATION AND RELEVANT COURSES:

Master, Business Administration, December 2009
University of Alaska Fairbanks | GPA 3.8.

Bachelors of Arts, Business Administration, May 2008
Sheldon Jackson College | Magna cum laude | GPA 3.78.

Associate of Arts, General Studies, May 2005
University of Alaska Southeast. GPA 3.14.

Human Resources Management-Graduate level
Organizational Behavior
Marketing Management- Graduate level
Current Topics in Marketing-Graduate level
Promotion Management
Marketing Research, Services Marketing
Public Relations
Training and Management Development

PROFESSIONAL EXPERIENCE:

Greater Sitka Chamber of Commerce, Executive Director **2015 to Present**
Sitka Chamber | Visit Sitka Sitka, Alaska

Accomplishments and responsibilities in the position include:

- Selected Local Chamber of the Year 2017 by the Alaska Chamber recognized for consistent community involvement and excellent business reputation.
- Responsible for the execution of the Convention and Visitor Services Contract with the City and Borough of Sitka.
- motivate and inspire volunteers to creative and fruitful action
- Established financial process for ensuring timely, accurate financial statements.
- Developed the Chamber budget and Convention & Visitor Services budget and relating budget to program goals
- Responsible for maintaining relationships with membership and assisting with any issues that arise
- Oversee a dynamic team staff personnel, the assignment of their duties, the supervision of their work, and the establishment,
- Created a professional, visable workspace and visitor center,,,,f an efficient operation and present an attractive “front door” for the Chamber and Visitor Industry members, the community and visitors.
- Through personal contacts with key community leaders, the Executive Director helps shape the community

Sitka Tribe of Alaska, Economic Development Director **2001- 2007 |2013 to 2015**
Sitka Tribal Enterprises (’01-’07 Administrative Manager) Sitka, Alaska

Accomplishments and responsibilities in the position include:

- Oversee the operations of the Economic Development Department including; tourism, cultural facility, manufacturing, and the start-up of gaming operation.
- Actively participate in creating a sound business structure for the Sitka Tribal Tannery to ensure its sustainability.
- Collaborate with enterprise managers and staff to ensure maximum returns, plan expansion and/or improvement of current and future enterprises.
- Oversee the design, marketing, promotion, delivery and quality of programs, products and services for current and future enterprises.
- Coordinate with Sitka Tribal Enterprises Board of Directors, GM and Tribal Council to established tribally chartered corporations, Sitka Tribal Sports, Inc; STE Environmental, Inc; and STE Government Services, Inc.
- Plan and prepare requests and proposals for support to fund training, workforce and enterprise development.
- Opened and managed Native arts gift shop including renovations, business planning, inventory purchasing as well as handling the recruitment and relations of consignment 30 artists and customers.
- Facilitated and taught Alaska Host Customer Service training program for groups of ten to fifty participants.
- Developed new tour products for Tribal Tours and negotiated with cruise line agencies and tour vendors receiving over eight contracts over a two-year period.

Fairbanks Memorial Hospital **September 2009 to September 2012**
IT Project Coordinator, Information Technology Fairbanks, Alaska

Accomplishments and responsibilities in the position include:

- Initiated and lead project implementations of objectives for American Recovery and Reinvestment Act (ARRA)-Meaningful Use to include successful execution of Computerized Provider Order Entry (CPOE).
- Project lead for the Alaska Health Information Exchange project as a primary pilot facility for the State of Alaska.
- Facility lead for ICD-10 planning and preparation and HIPPA 5010 conversion coordinating workflow and technology changes in Human Resources and Information Technology departments.
- Provided indirect supervision to I/T and project team staff based upon project requirements.
- Led work groups to manage project scope, quality, schedule and budget for individual projects.
- Supported the project initiation process including drafting documentation and identifying equipment requirements.
- Drafted planning documents, enters project schedule, updates project web site using the latest technological tools.
- Led project meeting preparation and execution, drafting agendas, minutes, and presentation materials.
- Supported the communication plans by creating communication materials to communicate project to many audiences including project team, stakeholders, providers and external customers.
- Provided support for the management and control and closure of projects. Drafted change requests, followed-up on open issues/risks and tracks individual task status, leading lessons learned discussion and documentation; issues transition; and project document management.

Administrative Assistant Senior, Administration

- Provided support for Chief Executive Officer (CEO), Chief Financial Officer (CFO), Associate Administrator of Community Relations and Planning, and other administrators on a regular, ad hoc basis.
- Represented employee relations at FMH/DC and assists in the planning and promotion of United Way and Heart Walk campaigns, including, but not limited to fundraising, coordinating special events and public notification with local advertising agencies.
- Acted as a Notary Public in Administration and started initiative for other staff in the facility to obtain their Notary increasing the number of notaries by 30. The goal of this initiative was to have a Notary in every area of the hospital to meet the needs of patients and their families and improve patient satisfaction.

CONFERENCE AND PLANNING EXPERIENCE:

Chamber of Commerce Annual Banquet	**2014-2018**
Alaska Travel Industry Assoc., Community Night Committee	**2013**
Alaska Hospital & Nursing Home Association Annual Meeting	**2010**
Arctic Innovation Competition- University of AK Fairbanks	**2008-2009**
Heritage and Cultural Tourism Conference	**2007**
WOW World of Work Job and Career Fair	**2005, 2006, 2007**
EPA Tribal Leaders' Summit, Conference Assistant	**2005**

- Participated in and led inter-departmental planning meetings involving several external organizations.
- Managed and created marketing pieces, registration forms and other forms of communication for event. Maintained registration database with information on payments and logistics for groups of 30-350 conference participants.
- Recruited vendors, participants and speakers for workshops, presentations and events.
- Organized career fair event and schedule for 1,000 high school age participants.
- Communicated with people outside the organization, representing the conference or event to customers, general public, government, and other external sources. Developed brochures, flyers, PSAs, performed radio and television/media interviews and presented during Chamber of Commerce meetings to build community support and recruit sponsors and participants. Competition

MEMBERSHIPS AND AFFILIAITONS:

Sitka Native Education Program- Parent Committee, Chair	**2013- Present**
Past Greater Sitka Chamber of Commerce Board of Directors	**2013-2015**

SHERRY M. AITKEN

415 Arrowhead Street ~ Sitka, Alaska, USA 99835

907-738-3451 **smaitken1867@gmail.com**

Business Development ~ Strategic Planning ~ Marketing & Communication

- Versatile, accomplished Business Development Professional with extensive background in marketing, business development, operational excellence, and client relations within the travel and tourism industry.
- In-depth understanding of the tour industry ecosystem, acquired through progressive career growth. Demonstrates a high level of business acumen and applies marketing strategies to secure new business.
- Proven skills in interacting with internal cruise line clients to design and recommend appropriate tour solutions, presenting the unique value proposition of different products and services.
- Detail-oriented with strong organizational and project management skills, and ability to perform multiple tasks effectively and concurrently.
- Proven skills in inspiring team members to exceed the expectations of guests accustomed to high standards of customer care, while handling customer service issues with discretion and professionalism.

♦ Marketing Plans	♦ Planning/Forecasting	♦ Tour Operations
♦ Project Management	♦ Online & Print Marketing	♦ Team Management

PROFESSIONAL EXPERIENCE

SITKA CHAMBER OF COMMERCE – VISIT SITKA, Sitka, Alaska 2016 – Present
The destination marketing organization for Sitka Alaska

Director of Tourism

- Oversee a diverse portfolio that includes but is not limited to tourism development & sales, meeting/convention/event sales & service, communications, customer relations, strategic & budgetary planning, contract service and team management.
- Work with Sitka Chamber Executive Director as part of senior leadership team and serve as primary contact for many organizations, engaging in important marketing and political advocacy on local, state and federal level.
- Oversee daily operations of the destination marketing and management organization ensuring Visit Sitka brand and vision are fully implemented.

Tourism Development & Sales

- Market Sitka as a destination to cruise industry, travel agents, tour operators, leisure consumers and other travel professionals.
- Cultivate contacts with key influencers within the cruise and air industries to attract additional deployments and services.
- Participate in trade shows and conferences to showcase Sitka and all activities, attractions and amenities.

Meeting and Convention Sales & Service

- Attract meetings, conventions and events to Sitka through a variety of sales activities.
- Educate meeting planners and association leaders about Sitka's meeting spaces, lodging, dining and other activities through a variety of means including site visits.
- Respond to RFPs with attractive bid packages and supporting materials.
- Work to boost the number of attendees once booked through digital, print, media and in person visits.
- Provide delegate packets, staffing assistance and on the ground logistics support for conventions and major events. Create welcome signs for local businesses and delegate badge shopping programs.

- Collaborate with local associations, groups and governmental agencies to attract their own organizations to choose Sitka for meetings, board retreats, annual conventions and incentive travel.

Public Relations

- Create and pitch story ideas for national and international coverage of Sitka including social media, traditional media and television.
- Support media and social engagement through editing and image requests, content creation and press releases and coordination of media and familiarization tours.
- Strategize the development of website and email marketing to potential guests and cruise lines.
- Design and distribute digital newsletter, email blasts and other branded content.

Team Management – Visitor Services and Partner Development

- Tailor partner benefits and services to maximize travel industry business with special focus on small enterprise development support.
- Assist with local workforce development through targeted trainings and a variety of recruitment tools.
- Anchor all partnership activities including sales, outreach, invoicing, data-base management and services.
- Recruit, train and supervise 15-20 tourism and visitor information staff and volunteers.

SITKA TRIBE OF ALASKA – TRIBAL TOURS, Sitka, Alaska 2011 – 2015

The organization provides a variety of tours within Sitka to promote cultural heritage

Tour Operations Manager

- Manage a comprehensive workload that includes but is not limited to tour operations, business development, marketing, logistics, budgeting, financials/billing, contract management and team management.
- Responsible for preparation and timely submission of documentation required for compliance with applicable federal, state and local regulations.

Tour Operations

- Anchor all activities to ensure seamless tour operations for individual members of the group, in compliance with company policy and/or tour regulations.
- Prepare tour operations files for each tour and disseminate the appropriate documents to clients/vendors and tour guides, as required.
- Analyze guest reservations for accuracy and consistency, while continually monitoring reservation inaccuracies.

Business Development

- Cultivate contacts with key influencers within the cruise ship industry for new business development and growth.
- Participate in trade shows and conferences to market tour products and build new partnerships.
- Design a variety of tour products and interact with internal cruise line clients to promote the tours.
- Support pre-cruise, onboard, post-cruise marketing and lead efforts to effectively increase brand awareness through preparation of marketing collaterals including photos, videos and trip advisor pages.
- Collaborate with cruise lines to identify and execute optimized contact strategies, for timely promotion of tours. Ensures tour collateral effectively communicates to guests the tours/events, within brand guidelines.
- Tailor customized partnership contracts with cruise lines and other vendor partners including insurance liability, to protect the best interests of the organization, in close consultation with the attorney.

Online Marketing & Website Design

- Create tour content, and utilize online/digital marketing techniques as well as traditional print media, to institute and maintain marketing campaigns to promote excursions/tours and native performances.
- Create and maintain presence across social media portals such as Facebook and Twitter, to promote upcoming events, besides creation of web content.

- Strategize the development of website and email marketing to potential guests and cruise lines.

Team Management

- Responsible for hiring, training and managing a team comprised of 35-40 seasonal employees.
- Perform recruitment lifecycle activities including innovative sourcing, hiring, background checks, payroll, training/cultural sensitization and appraisals for a variety of roles.
- Schedule team members as required to ensure that all positions are staffed as needed

ALLEN MARINE TOURS, Sitka, Alaska 2001 – 2010
The company offers sightseeing tours in Juneau, Ketchikan, and Sitka Alaska

Sales and Service Manager (2004 – 2010)
Lead Tour Representative/Supply Coordinator (2001 – 2003)

- Designed tour packages, and oversaw seamless execution of tour operations, serving up to nine cruise lines (with multiple ships), in close collaboration with a team comprised of five tour representatives and 50 crew members.
- Served as primary liaison with cruise ship shore excursion staff supporting sales, customer service and logistics.
- Created marketing materials including rack cards, flip board signs, posters, comment cards, FAM books and DVDs, among others, to promote tour programs to independent, charter and cruise clients.
- Directly interacted with guests, and created tour itinerary and agendas for distribution to guests and staff, besides providing effective response to customer queries and concerns regarding reservations and tour feedback.
- Conducted tour audits to ensure compliance with brand standards as well as applicable regulations.
- Established simplified systems, procedures and processes for material procure and inventory control while exceeding compliance with internal service standards within budgetary constraints.
- Maintained tour guest/ridership databases along with other documentation for regulatory compliance.
- Hired staff and developed training programs to impart training in customer services and cultural awareness.
- Developed staff schedules and assigned staff to tours and backend support tasks.

UNITED EXPRESS, Steamboat Springs, Colorado 2000 – 2004
Passenger Service Agent

- Assisted passengers with ticketing, daily station sales, check-in, boarding and customer support including investigation of lost luggage claims.

ALASKA AIRLINES, Tempe, Arizona/Sitka, Alaska 1998 – 2000
Reservation Sales Agent/Ramp Agent

- Received multiple internal customer service awards based on positive customer feedback.
- Served as the "face of the airline" and created a positive impression and experience by delivering top quality service during phone reservation process and ticket sales. Generated sales worth $225,000 within a quarter.

EDUCATION

BAYLOR UNIVERSITY, Waco, Texas
Bachelor of Arts in Journalism and Foreign Service

RENE TUTTLE

Marketing Specialist

Professional Summary

My career in tourism began in 2003 with the Sitka Convention & Visitors Bureau. I am currently responsible for various sales, marketing, advertising, and social media duties including but not limited to: Sitka Vacation Planner design, coordination and oversight, ad sales, website updates and maintenance, social media management, processing Sitka visitor guide requests including mailing and distribution, and visitor trade show marketing and promotion.

Career

SITKA CHAMBER OF COMMERCE 9/2015 - Present
Marketing Specialist

- Design, plan and implement print and digital advertising campaigns to reach target audiences.
- Evaluate and quantify advertising effectiveness.
- Develop marketing materials and promotional items.
- Lead creative design and advertising sales of annual Sitka Vacation Guide.
- Develop and maintain good working relationships with photographers.
- Promote highly successful Visit Sitka photo contest.
- Update and maintain largest tourism website in Sitka, www.visitsitka.org, utilizing Google Analytics and Google AdWords to ensure consistent SEO.
- Online social media community manager for Facebook, Instagram and Pinterest.
- Fulfil visitor, travel agent, member requests for vacation planners.
- Represent Sitka at consumer trade/travel shows.
- Analyze marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies.
- Assist with visitor liaison at Visitor Information Center.

SITKA CONVENTION & VISITORS BUREAU 1/2003 - 9/2015
Marketing Specialist

- Designed, coordinated and oversaw the annual Sitka Vacation Planner project including ad sales.
- Developed marketing materials and print advertising.
- Updated and maintained website.
- Launched and managed Facebook page, growing following to over 40,000 fans.
- Launched and managed Pinterest page.
- Maintained visitor inquiry spreadsheet and fulfilled requests for vacation planners.
- Showcased Sitka at consumer trade/travel shows.

Academic Qualifications

HARTWELL BUSINESS INSTITUTE - PUBLIC RELATIONS DIPLOMA

1805B Alder Way, Sitka, AK 99835 | 208-409-1639 | fishman@ptialaska.net

Eileen Chanquet

1212A Halibut Point Road | Sitka, AK 99835 | echanquet@gmail.com | (907)738-0149

Work Experience

Membership Coordinator

Greater Sitka Chamber of Commerce/Visit Sitka - Sitka, AK June 2016 to Present

Maintain up-to-date database of the membership of the Chamber, incorporating the recently merged membership from the former Sitka Convention and Visitor's Bureau Develop monthly membership reports for the Membership Committee

Strive to retain current members and recruit additional members, communicating changes in membership to the Director

Document communications in the Chamber's internet-based software, ChamberMaster

Prepare and conduct a survey of membership to assess needs of members, program interests, compile data, and present results

Participate in planning and execution of regularly scheduled membership events and luncheons including securing speakers

Communicate, on a regular basis, to membership both in person, email, website, and utilizing social media

Collaborate with Executive Director in development of new member programs and events that attract new members and engage and retain existing members Other duties as assigned

Sales & Reservations Specialist

Alaskan Dream Cruises - Sitka, AK

April 2012 to May 2016

To ensure every cruise guest has a world class cruising experience!

Worked closely with Charters companies and groups, arranged their charter cruises, scheduled airport shuttles & hotel lodging accommodations, and banquets

Created manifests for every cruise with flight arrival time and pre-night hotel location and any special dietary or medical needs for their cruise

Provided all ports with itinerary times, passenger counts, scheduled bus pickups and drop offs Maintained constant ship communication with Hotel Managers of the ships in all ports as needed.

Office Administrator

Sitka Trail Works - Sitka, AK

May 2009 to December 2012

Oversaw all office operations, accounts payable, receivables

Prepared quarterly grant reports for nonprofit Grant Providers

Safety Officer - Held monthly safety meetings with crew

Trail Guide - Lead weekend trail hikes with groups

Provided support for other duties and projects which may be assigned or necessary Work with Quick Books Premiere Edition

Steward/Purser

State of Alaska Department of Transportation/Alaska Marine Highway System - Ketchikan, AK August 2009 to April 2012

Bid Position - Waiter # 1 on-board the State Ferry, Columbia in the dining room

Opened & prepared restaurant for opening and closing

Oversaw the port side operations of restaurant to ensure guests were well taken care of

Prior to bid position, performed Purser duties as needed aboard the Ferry Taku

Worked 10-hour minimum shifts one week on/one week off, 80 work hours per week

Education

License in Health and Life Insurance Producer

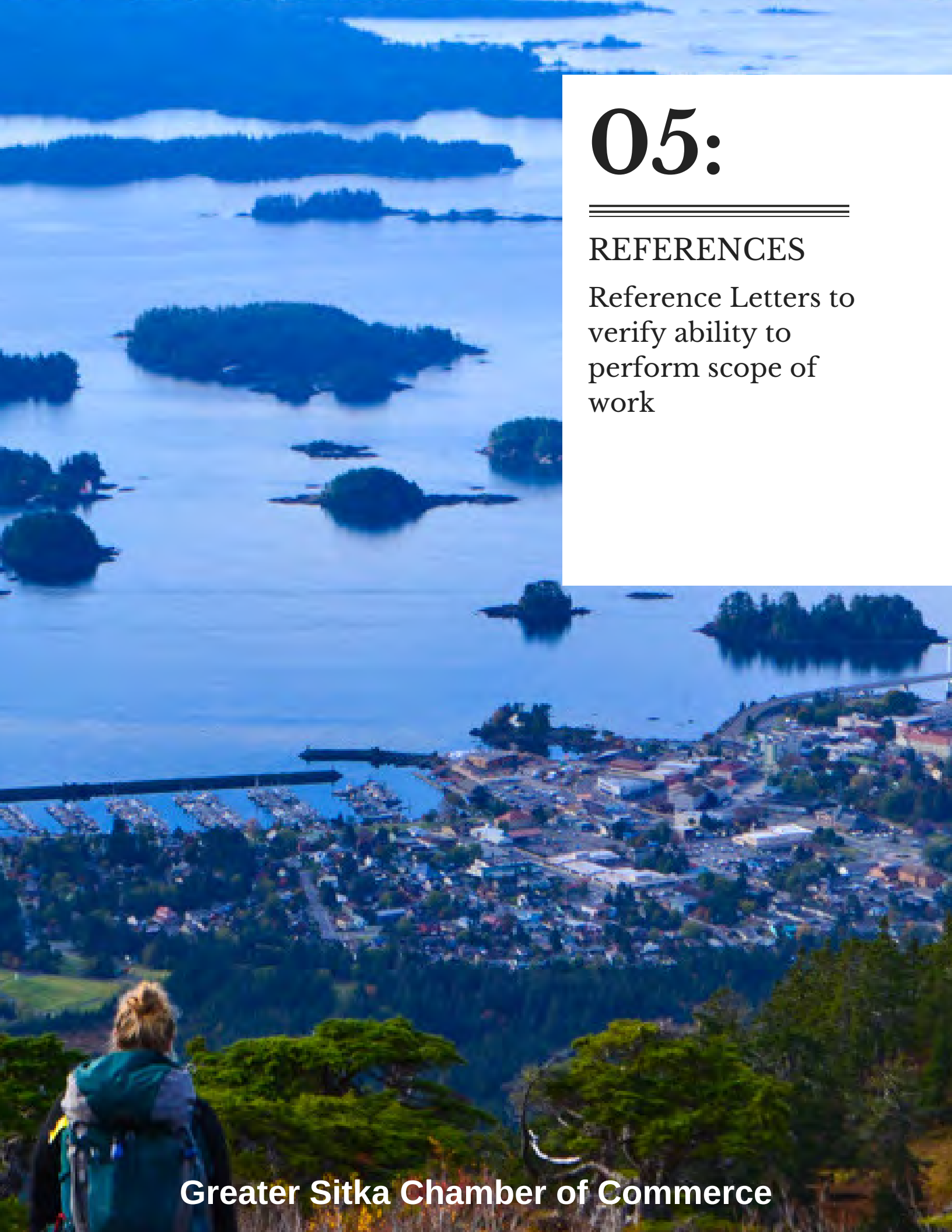
Proschool School of Insurance - Medford, OR

January 2006 to January 2007

LPN in Nursing

West Valley Occupational - Encino, CA

January 1975 to January 1976



05:

REFERENCES

Reference Letters to verify ability to perform scope of work

Greater Sitka Chamber of Commerce

ASPEN HOTELS OF ALASKA

April 19, 2018

Mr. Sweeny
Chief Finance and Administrative Officer
City of Sitka

Dear Mr. Sweeny;

I'd like to write this letter in support of the phenomenal work the Greater Sitka Chamber of Commerce does for the city of Sitka. I first met the team at the Chamber over a year ago before we opened the Sitka Aspen Suites Hotel. I joined as a member as we always do in the towns we build our hotels in, but after meeting the team, I quickly found them to be more than just a typical Chamber. We met often on ways I could market and fill my hotel rooms. They gave me convention leads, tourism leads, introduced me to the tourism leaders of the city and even offered me a speaking position at the weekly luncheon so I could tell our Aspen story.

We worked as a team to get the Alaska State Chamber of Commerce to hold their annual convention last year which not only brought a great economic benefit to Sitka but showed the many incredible venues and activities Sitka is known for to some of the key business leaders in our state.

Our company has seven hotels in six cities across Alaska. The team in Sitka are truly first class as they attend tourism conventions to represent the city as well as cruise ship conventions to help increase Sitka's cruise ship clientele in an extremely competitive global marketplace.

The Alaska Tourism Industry Association (ATIA) is the marketing organization that promotes Alaska to the world. Three years ago, ATIA had a budget of $19 million dollars which was a partnership of state and private sector revenue. These marketing dollars helped put Alaska on the map – where we compete with many other countries that have bigger mountains, wilder wildlife and more glaciers than we do. With the state's fiscal crisis, revenue from the state has dwindled to only $3 million this year which has resulted in ATIA closing their four international tourism offices, reduced public relations and eliminated television advertising. Now more than ever, the Sitka Chamber needs to continue their marketing, sales, and advertising opportunities for their members so we can still drive additional revenue to the city through higher occupancy in our hotels, more seats filled in restaurants and more convention travelers to our city.

I highly recommend the team at the Sitka Chamber and value their efforts as they have welcomed us and have become an invaluable part of our sales team.

Our first year wouldn't have been nearly as successful without the partnership and the opportunities they have allowed us.

I would be happy to talk in person if you would like more information or specific examples. I appreciate your time and look forward to continuing my partnership with the Greater Sitka Chamber of Commerce.

Best Regards,

Carol C Fraser
Regional Director of Sales/Marketing/Community Relations

Alaska
RAPTOR CENTER

Our mission is to rehabilitate injured bald eagles and other birds of prey, to educate the public and to conduct bald eagle research.

Board of Directors

Paula Scott
Board Chair
Vice President of
Employee Benefits
At USI
Silverdale, WA

Diana Fowler
Vice Chair
Volunteer Bird Handler
Gig Harbor, WA

Roger Hames
Secretary / Treasurer
Chairman/CEO
Hames Corporation
Sitka, AK

Jeff Davis
Chief Commercial Officer
Centricity Global
Wenatchee, WA

Sam Kito
President
Kito Inc.
Juneau, AK

Linda Huston
Director, Holland America
& Princess Land Excursions
Seattle, WA

Bill Pedlar
Knightly Tours
Bellevue, WA

Maxwell S. Rule, CPA
President, COO/CFO
Hames Corporation
Sitka, AK

Tim Thompson
Manager, Public Affairs
Alaska Airlines
Anchorage, AK

Tory Korn
General Manager
AK Rainforest Sanctuary
Ketchikan, AK

April 18 2018

City and Borough of Sitka
100 Lincoln St.
Sitka, AK 99835

To whom it may concern,

On behalf of the Alaska Raptor Center, I fully endorse Visit Sitka/Sitka Chamber as ideal candidates to lead Sitka's Convention and Visitors Services.

The Alaska Raptor Center has had numerous interactions with Visit Sitka/Sitka Chamber staff in a professional capacity since I came on as Executive Director of the Alaska Raptor Center in March 2017. These experiences have been exceedingly positive. They are very supportive of our organization and other Sitka businesses, providing individuals and groups with the information they need to achieve the best experience possible during their visit.

I attended the Alaska Tourism Industry Association Convention in Kodiak this past September and had the pleasure of spending a great deal of time with Rachel Roy and Sherry Aitken. I was very impressed with how respected and connected they are within the industry, and was thankful they took it upon themselves to help me integrate with their vast network of friends and colleagues.

The team at Visit Sitka/Sitka Chamber are extremely creative and enthusiastic. Their wealth of knowledge and extensive experience in tourism and event planning have earned them a reputation for completely transforming spaces to match any event theme, going above and beyond the call of duty, and attending to the finest of details. They are a cohesive, well respected team, able to engage participation from local businesses and garner supplemental volunteer support needed to make each one of their events a success.

The team at Visit Sitka/Sitka Chamber are truly passionate about Sitka being a foremost visitor attraction in Alaska and I have no doubt that they have the capacity to undertake Sitka's Convention and Visitor Services effectively.

I would be happy to provide further testimony of the value Visit Sitka brings to the Alaska Raptor Center. Please do not hesitate to contact me for additional information or clarification.

Sincerely,

Jennifer Cross
Executive Director
907-747-8662
Jennifer.Cross@alaskaraptor.org

Classic Casting Adventures
PO Box 6398
Sitka, AK 99835

April 20, 2018

City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835

Dear City and Borough of Sitka,

My wife and I have operated a fishing guide service here in Sitka for eleven years. We have been members of the Sitka Chamber and Visit Sitka for the past eight years. Visit Sitka has supported us through the years with keen marketing to our target audience. There are many facets to a good a marketing program for a tourism business including, print material, web presence and trade shows.

The annual visitor planners are always appreciated by our clients and really help to sell all the benefits of visiting Sitka. Visit Sitka has always provided us with planners to hand out at trade shows and represented our company while at travel shows they attend. Visit Sitka has directly sent prospective clients to us via email and phone. Additionally, the services they provide at the chamber building and kiosks around town with our brochures has increased our business.

In addition to specifically promoting our business, the work that Visit Sitka does to promote Sitka as a viable location for conventions has also benefited our business. When large organizations plan conventions in Sitka, attendees want to go on excursions and in turn book fishing trips with us.

In closing, I would highly recommend renewing the convention and visitor services contract with Sitka Chamber and Visit Sitka.

Sincerely,

Tad Kisaka

Gmail

Sherry Aitken <smaitken1867@gmail.com>

FW: April 18, 2018

sitkabazaar@alaska.net <sitkabazaar@alaska.net> Fri, Apr 20, 2018 at 9:51 AM
To: tourism@visitsitka.org

-----Original Message-----
From: Shannon Trierschield <sbtsitka@msn.com>
Sent: Thursday, April 19, 2018 9:45 PM
To: Chuck Trierschield <sitkabazaar@alaska.net>
Subject: April 18, 2018

April 18, 2018

To whom it may concern,

The Sitka Bazaar has enjoyed a positive working relationship with "Visit Sitka". Our business employs seasonal personnel traditionally hired from the local job force. As with many local businesses, finding employees for the summer visitor season has become increasingly more difficult.
In February of 2018, the Sitka Bazaar attended a national career/job fair to promote employment opportunities in Sitka - specifically with the Sitka Bazaar. A "point of sale" was needed to draw perspective applicants into the booth. Sheri at "Visit Sitka" provided pictures and literature promoting Sitka and its surrounding environs. "Visit Sitka" also furnished us with a professional backdrop specifically designed for just such use. The booth garnered much interest as a result!
The resources provided were instrumental in the success of our endeavor. We hope to see the contract with "Visit Sitka" renewed.

Chuck Trierschield
sitkabazaar@alaska.net

Sent from my iPad

Baranof Taxi & Tours llc

Sitka, Alaska
(907)738-4722 | baranof_tours@yahoo.com

4/19/2018

To whom it may concern,

Baranof Taxi & Tours llc was founded in May of 2012. Since then we have partnered with Visit Sitka and the Chamber. They have played a vital role in our continued success. With their advertising, as well as referrals, our business has been able to grow more rapidly. As the tourism industry continues to compete globally, making Sitka marketable is extremely important to all Sitka businesses as well its community; Visit Sitka and the Chamber are vital to this.

Sincerely,

Thaddeus Lara

Baranof Taxi & Tours llc

Sitka Fine Arts Camp

To Whom It May Concern;

I am writing in support of Visit Sitka to continue visitor promotion of Sitka. Having a strong visitors industry is important to Sitka. Diversifying to support independent travelers and shoulder season events are important. Visit Sitka has worked hard to expand the visitors industry in Sitka and to find creative ways to bring more visitors to Sitka.

Please support their proposal to continue services.

Sincerely,

Roger Schmidt
Executive Director
Sitka Fine Arts Camp

TRIBAL TOURS

April 20, 2018

RE: Sitka RFP for Convention and Visitors Services

Dear Evaluation Committee:

Sitka Tribal Enterprises / Sitka Tribal Tours values the commitment and service provided by the Visit Sitka-Sitka Chamber Team. Tribal Tours is one of the oldest tour companies in Sitka, but due to our seasonal nature, we and many other small operators depend on the marketing provided by Visit Sitka to promote our products and Sitka as a whole. We work closely with Visit Sitka as they help broadcast our products to cruiselines, other vendors, and independent travelers.

At Tribal Tours from time to time we field calls from independent travelers who have a multitude of questions on Sitka and want to plan their visit with us over the phone. For us to respond in detail and provide information about lodging, restaurants, excursions, tours, fishing charters, wildlife tours, trips and other attractions in the Sitka area would be impossible, as we are not well educated in the full scope of Sitka's offerings. We are fortunate to be able to refer these future visitors to our colleagues at "Visit Sitka," since their effective content driven dialogue with these future visitors is critical to the greater Sitka tour economy.

As a small company it is cost prohibitive for Tribal Tours to attend national cruise ship events, and we rely on Visit Sitka to represent us. We work with this team to plan capacity along with other local operators work to ensure that we provide adequate choice and availability to grow our industry.

We appreciate that the Visit Sitka team brings home and shares relevant and timely information learned at national events and statewide conferences. For example, last year Tribal Tours engaged the services of prominent tourism consultant to help plan for Tribal Tours expansion and to us help avoid costly growth mistakes. This only happened after the Visit Sitka-Chamber team shared information from a presentation at the ATIA annual meeting.

Should you have questions or require other information you may contact me directly at mary.miller@sitkatribe-nsn.gov, or Tonia Puletau-Lang at touroperations@sitkatribe-nsn.gov.

Sincerely,

Mary A. Miller
STE Director

Tribal Tours ~ 246 Katlian St. ~ Sitka, Alaska 99835 ~ www.sitkatours.com
touroperations@sitkatribe-nsn.gov

SITKA
TRAVEL
COME SEE WHAT IT'S ALL ABOUT

To Whom It May Concern:

I have had the pleasure of working with Visit Sitka/Sitka Chamber for the past year and a half. They were very helpful when I was just getting my business started last year in regards to promoting my business. They've assisted with web design for ads in addition they continue to be helpful with providing me yearly planners to give to my guests, sending me updated reports with visitor inquiries about my vacation rental properties in addition to providing advice and suggestions as needed. This team is friendly, easy to work with and has turned the visitors bureau into a complete success. They are a huge asset to the travel industry and they work very hard to market Sitka as a vacation destination in addition to bringing various conferences to town year round.

Kind Regards,

Christine McGraw

Sitka Travel

Greenling Enterprises LLC

Sitka Alaska Outfitters-Ocean Raft Adventures-Alaska ATV Tours

105B Monastery St., Sitka, AK 99835

907-966-2301-email: manager@sldtours.com

April 19, 2018

Visit Sitka – Chamber of Commerce
104 Lake St.
Sitka AK, 99835

Dear Team Sitka,

I am happy to write this endorsement letter for the hard-working team at Visit Sitka and the Chamber of Commerce. Sitka is going through some tough times, and the much-needed financial boost of the visitor industry is on the rise, thanks in part to the Visit Sitka and Chamber team.

The future has exciting prospects, Visit Sitka's new web site is integrated with the search engines, and its established the highest rank for searches! The location of Visit Sitka building is now front and center of downtown. This offers easy to find access to the visitors staying in hotels or just wandering in Sitka. I have many guests mention the friendly and informative stop at Visit Sitka and how they enjoyed the photos and one on one help with information available.

Sitka needs this team to continue their valuable work.

If you need more information on the value of the work towards our business, please give me a call.

Regards,

Deborah Younger-Rear
Member/Manger
Greenling Enterprises LLC
907-738-2301
manager@sldtours.com

NORTH STAR TELEVISION NETWORK

520 Lake Street, Sitka, Alaska 99835

(907) 747-8200 Cell (907) 738-0168 (800) 490-8488 danetulain@gmail.com

Community TV Channel, Sitka KACN-TV, Anchorage

April, 2018

Sherry Aitken
Director of Tourism
Visit Sitka - Sitka Chamber of Commerce
104 Lake Street
Sitka, Alaska 99835

Dear Sherry

It is with real pleasure that I endorse the application of the Sitka Chamber of Commerce to administrate the highly visible and productive Visit Sitka program. Both of these organizations have set high standards and are to commended for their services.

I am a current member of the Anchorage Chamber of Commerce and Visit Anchorage. Both are very professional and service their community well. Sitka Chamber of Commerce and Visit Sitka provides community benefits equally well. During the past several years, I have had opportunity to video record both services many times and to distribute their stories to Sitkans via community television. Both groups have demonstrated exceptional skills in developing annual guides, producing videos, visiting trade shows and using social media. WOW!

During our personal walks throughout downtown during the summer seasons, we have opportunity to talk with tourists/visitors. They often express a love for Sitka and all the services they receive. We observe the visitor centers be highly used by tourists at their various locations. These are often "manned" by volunteers – a really cost saver for Sitka.

I often have opportunity to video record conventions and other meetings scheduled for our community. Again our visitors express exceptional pleasure in being hosted here. They often mention they plan to return to their community and to provide a very positive report – possibly suggesting returning to Sitka for a subsequent conference/convention. I also have opportunity to record some of these events.

With many thousands more tourist scheduled to visit Sitka in the next few years, we need services of Visit Sitka staff under your leadership. Let me know how I can be helpful.

Again, thanks Sherry and your fellow staff for outstanding tourism services. Sitka needs you.

Best regards,

Dr. Dan Etulain, North Star Television Network

06:

BUDGET

Proposed use of allocated funds

Financial Strategy

The Sitka Chamber has sound financial policies and procedures for ensuring proper management of organizational and grant funds. The Chamber's Finance Committee is made up of two board members and two members from the banking community. During regular meetings of this committee, funds are closely monitored to ensure programs are staying on track throughout the year. The annual budget is created and reviewed in detail by the committee prior to the Chamber Board's approval. The Chamber has an experienced, outside accounting firm who handles the bookkeeping for the organization. The Convention and Visitor Services Contract funds are tracked as a separate department of the Chamber, keeping the program expenses clearly separated and detailed. The Chamber provides reports to the Municipal Administrator, Financial Officer and Contract Liaison on a quarterly basis. Included in the reports are marketing and visitor services activities during that period and quarterly financial statements.

The Sitka Chamber shares in the operating expenses of the combined agency. Fixed costs such as office rent, utilities, telephone and internet are all off-set by the Chamber revenues. Upon receiving the contract, the Chamber immediately implemented cost savings and expense sharing procedures thus maximizing the funds available for marketing and visitor services.

Additional Funding Sources

Visit Sitka has enhanced the partnership program to offer high value partnerships at a low cost to the visitor industry businesses and organizations. By partnering with us, businesses are making a commitment to Sitka's visitor industry and joint economic growth with the community. The program brings in nearly $30,000 in revenue each year which is applied to the Visit Sitka operational budget to off-set the expenses of these programs. The full list of benefits provided can be found in the Partner Application following the budget in this section.

Visit Sitka Partners are also given with opportunities to join in larger marketing and collateral pieces such as the Sitka Visitors Guide which brings in $50,000 in ad sales each year. The revenue generated funds the promotional pieces and frees up marketing dollars to use in other ways. Visit Sitka also anticipates future lease income that will enhance the visitor experience and offerings at the Visitor Information Center.

The Chamber and Visit Sitka have a large network of support within the business community and general Sitka public. Whenever possible, Visit Sitka partners with businesses to showcase their product or service to convention planners, travel writers and media, and business developers/investors. The Visit Sitka volunteer program has been nurtured to provide support to all aspects of visitor services. These in-kind donations are secured through years of relationship building within the industry and could not be easily duplicated. The financial gain of the in-kind and volunteer programs are priceless.

Proposed Budget

The Sitka Chamber has created two budgets that reflect services provided at different funding levels. The Proposed Visit Sitka Operating Budget #1 budget shows the 2018 funding level of current services and deliverables. In this budget you will see a wide spectrum of destination promotion.

In Optional Visit Sitka Operating Budget #2, the original RFP funding level of $300,000 shows a basic level of convention and visitor services and marketing programs. The areas that have been reduced to achieve this have been indicated with a red font coloring. The Chamber recognizes the temptation to scale back or reserve funds however, we encourage at least the current level of funding or an increase to unlock the maximum potential of travel for our businesses, our City and our community.

Proposed Visit Sitka Operating Budget #1

Category	Estimated Quantity	Estimated Cost per Unit	Estimated Subtotal	Notes
Income				
City Contract	1	$450,000.00	$450,000.00	
Advertising- Planner	1	$45,000.00	$45,000.00	
Cooperative Marketing	1	$10,000.00	$10,000.00	
Lease Income	1	$4,000.00	$4,000.00	
Partnership Dues	1	$32,000.00	$32,000.00	
Income Total			**$541,000.00**	
ESTIMATED REVENUE GRAND TOTAL			**$541,000.00**	

Category	Estimated Quantity	Estimated Cost per Unit	Estimated Subtotal	Notes
Travel Trade and Promotion				
Promotion- Cruise/Yacht	1	$8,000.00	$8,000.00	
Promotion- Conventions	1	$18,000.00	$18,000.00	
Promotion- Tourism	1	$19,000.00	$19,000.00	
Travel Trade Costs Total			**$45,000.00**	
Media and AK Co-op Marketing				
Travel Writers & Fam Tours	10	$1,000.00	$10,000.00	
SATC Membership	1	$5,000.00	$5,000.00	
Media and Co-op Costs Total			**$15,000.00**	
Partner Training and Events				
Partner/Volunteer Training	1	$1,000.00	$1,000.00	
Partner/Volunteer Events	1	$1,000.00	$1,000.00	
Partner Training & Event Costs Total			**$2,000.00**	
Advertising				
Adversing-Digital				
Digital Ads	10	$1,000.00	$10,000.00	
Visitor Lead Programs	7	$2,000.00	$14,000.00	
Google AdWords	8	$1,250.00	$10,000.00	
Adversitng-Digital Subtotal			$34,000.00	
Advertising-Print				
Ads placed in Magazines	3	$3,000.00	$9,000.00	
Ads placed in Magazines	2	$2,000.00	$4,000.00	
Co-op Listing and Narrative	4	$1,200.00	$4,800.00	
Adversitng-Print Subtotal			$17,800.00	
Advertsing-Social Media				
Facebook Ads	2	$3,000.00	$6,000.00	
Pinterest Pins	2	$500.00	$1,000.00	
Instagram	3	$1,000.00	$3,000.00	
Content Development	1	$10,000.00	$10,000.00	
Advertising-Social Media Subtotal			$20,000.00	
Printed Collateral				
Branded Collateral Pieces	1	$15,000.00	$15,000.00	
Printed Collateral Subtotal			$15,000.00	
Sitka Visitor Guide				
Printing		$16,000.00	$16,000.00	
Graphic Design		$5,000.00	$5,000.00	
Photo Usage		$2,000.00	$2,000.00	
Sales Commission		$5,000.00	$5,000.00	
Shipping		$18,000.00	$18,000.00	
Sitka Visitor Guide Subtotal			$46,000.00	
Advertising Costs Total			**$132,800.00**	
Website				
Website Development	1	$10,000.00	$10,000.00	

Category	Estimated Quantity	Estimated Cost per Unit	Estimated Subtotal	Notes
Website Maintenance	1	$9,000.00	$9,000.00	
Website Costs Total			**$19,000.00**	
Special Projects				
Branded Content Development	1	$30,000.00	$30,000.00	
Promotions Costs Total			**$30,000.00**	
Operating Expenses				
Accounting Services	1	$5,700.00	$5,700.00	
Professional Services	1	$1,000.00	$1,000.00	
Rent	1	$24,570.00	$24,570.00	
Leasehold Improvements	1	$4,500.00	$4,500.00	
Telephone/Internet	1	$3,500.00	$3,500.00	
Insurance	1	$3,300.00	$3,300.00	
Dues and Subscriptions	1	$2,500.00	$2,500.00	
Utilities	1	$5,000.00	$5,000.00	
Office Techonology	1	$3,500.00	$3,500.00	
Office Supplies	1	$3,500.00	$3,500.00	
Operating Costs Total			**$57,070.00**	
Administration				
Salaries	1	$208,000.00	$208,000.00	
Payroll Tax	1	$18,000.00	$18,000.00	
Professional Development/Training	1	$5,000.00	$5,000.00	
Administration Costs Total			**$231,000.00**	
ESTIMATED MARKETING GRAND TOTAL			**$512,870.00**	
ESTIMATED CONTINGENCY			**$28,130.00**	

Optional Visit Sitka Operating Budget #2

Category	Estimated Quantity	Estimated Cost per Unit	Estimated Subtotal	Notes
Income				
City Contract	1	$450,000.00	$300,000.00	
Advertising- Planner	1	$45,000.00	$45,000.00	
Cooperative Marketing	1	$10,000.00	$10,000.00	
Lease Income	1	$4,000.00	$4,000.00	
Partnership Dues	1	$32,000.00	$32,000.00	
Income Total			**$391,000.00**	
ESTIMATED REVENUE GRAND TOTAL			**$391,000.00**	

Category	Estimated Quantity	Estimated Cost per Unit	Estimated Subtotal	Notes
Travel Trade and Promotion				
Promotion- Cruise/Yacht	1	$8,000.00	$8,000.00	
Promotion- Conventions	1	$8,000.00	$8,000.00	Fewer Trade Shows
Promotion- Tourism	1	$6,000.00	$6,000.00	Fewer Trade Shows
Travel Trade Costs Total			**$22,000.00**	
Media and AK Co-op Marketing				
Travel Writers & Fam Tours	5	$1,000.00	$5,000.00	
SATC Membership	1	$5,000.00	$5,000.00	
Media and Co-op Costs Total			**$10,000.00**	
Partner Training and Events				
Partner/Volunteer Training	1	$500.00	$500.00	
Partner/Volunteer Events	1	$500.00	$500.00	
Partner Training & Event Costs Total			**$1,000.00**	
Advertising				
Adversing-Digital				
Digital Ads	10	$1,000.00	$10,000.00	
Visitor Lead Programs	7	$2,000.00	$14,000.00	
Google AdWords	8	$1,250.00	$10,000.00	
Adversitng-Digital Subtotal			$34,000.00	
Advertising-Print				
Ads placed in Magazines	2	$3,000.00	$6,000.00	
Ads placed in Magazines	1	$2,000.00	$2,000.00	
Co-op Listing and Narrative	3	$1,200.00	$3,600.00	
Adversitng-Print Subtotal			$11,600.00	
Advertsing-Social Media				
Facebook Ads	2	$3,000.00	$6,000.00	
Pinterest Pins	2	$500.00	$1,000.00	
Instagram	3	$1,000.00	$3,000.00	
Content Development	1	$2,000.00	$2,000.00	
Advertising-Social Media Subtotal			$12,000.00	
Printed Collateral				
Branded Collateral Pieces	1	$7,500.00	$7,500.00	
Printed Collateral Subtotal			$7,500.00	
Sitka Visitor Guide				
Printing		$8,000.00	$8,000.00	
Graphic Design		$2,500.00	$2,500.00	
Photo Usage		$1,000.00	$1,000.00	
Sales Commission		$2,500.00	$2,500.00	
Shipping		$9,000.00	$9,000.00	
Sitka Visitor Guide Subtotal			$23,000.00	
Advertising Costs Total			**$88,100.00**	
Website				
Website Development	1	$2,000.00	$2,000.00	Delays to maximize website performance

Category	Estimated Quantity	Estimated Cost per Unit	Estimated Subtotal	Notes
Website Maintenance	1	$4,500.00	$4,500.00	
Website Costs Total			**$6,500.00**	
Special Projects				
Branded Content Development	1	$15,000.00	$15,000.00	
Promotions Costs Total			**$15,000.00**	
Operating Expenses				
Accounting Services	1	$5,700.00	$5,700.00	
Professional Services	1	$1,000.00	$1,000.00	
Rent	1	$24,570.00	$24,570.00	
Leasehold Improvements	1	$5,000.00	$5,000.00	
Telephone/Internet	1	$3,500.00	$3,500.00	
Insurance	1	$3,300.00	$3,300.00	
Dues and Subscriptions	1	$2,500.00	$2,500.00	
Utilities	1	$5,000.00	$5,000.00	
Office Technology	1	$3,500.00	$3,500.00	
Office Supplies	1	$3,500.00	$3,500.00	
Operating Costs Total			**$57,570.00**	
Administration				
Salaries	1	$168,000.00	$168,000.00	Reduce one full-time staff position
Payroll Tax	1	$11,000.00	$11,000.00	
Professional Development/Training	1	$5,000.00	$5,000.00	
Administration Costs Total			**$184,000.00**	
ESTIMATED MARKETING GRAND TOTAL			**$377,670.00**	
ESTIMATED CONTINGENCY			**$13,330.00**	

THE GREATER SITKA chamber OF COMMERCE

VISIT Sitka

MEMBERSHIP APPLICATION

2018

The Greater Sitka Chamber of Commerce is a voluntary organization of business and community leaders who promote, support, and facilitate commerce and economic growth in the community

Promoting and supporting local business.

VISIT SITKA
2018 MEMBERSHIP APPLICATION

BUSINESS DIRECTORY INFORMATION

Company/Organization:		Title:
Contact Person:		
Mailing Address:		
Physical Address:		
City:	State:	ZIP Code:
Business Phone:	Fax:	Toll Free:

WEB DIRECTORY

Company Website:

Company Email:

Brief Business Description for Website:

MEMBER CONTACT INFORMATION

Main Contact:	Cell Phone:
Email Address:	
Alternate Contact:	Cell Phone:
Email Address:	

VISIT SITKA MEMBERSHIP ONLY

Basic Partnerships

- ☐ Business 0 Employees (home-based, owner only) $140
- ☐ Business 1-2 Employees $160
- ☐ Business 3-5 Employees $190
- ☐ Business 6-20 Employees $275
- ☐ Business 21-50 Employees $350
- ☐ Business 51-75 Employees $475
- ☐ Business 76-100 Employees $725
- ☐ Non-profit (all volunteer) & Church $50
- ☐ Non-profit 1-20 Employees $125
- ☐ Non-profit 21-49 Employees $175
- ☐ Non-profit 50+ Employees $275
- ☐ Government Agency (City, State, Federal) $150
- ☐ Individual Membership $50

Sustaining Partnerships

- ☐ Signature Partnership $750
- ☐ Premier Partnership $1,250
- ☐ Elite Partnership $2,500

TWO OR MORE BUSINESS LISTINGS: Pay 100% of the highest priced membership and get a 50% discount on all additional listings.

CHOOSE ONE OR MORE SERVICE CATEGORIES BELOW FOR YOUR LISTING

- ☐ Hotels & Inns
- ☐ Bed & Breakfast
- ☐ Lodges
- ☐ Vacation Rentals
- ☐ Camping/Hostels/RV Parks
- ☐ Reservations Services
- ☐ Fishing-Saltwater
- ☐ Fishing-Freshwater
- ☐ ATV Tours
- ☐ Bike Tours & Rentals
- ☐ Boat Rentals
- ☐ Driving Tours
- ☐ Cruising SE Alaska
- ☐ Events/Festivals
- ☐ Flightseeing Tours
- ☐ Golf
- ☐ Hunting
- ☐ Kayak Tours
- ☐ Walking/Hiking Tours
- ☐ Wildlife Boat Tours
- ☐ Outdoor Rentals & Equipment
- ☐ Attractions-Wildlife
- ☐ Attractions-Culture
- ☐ Attractions-Historic Sites
- ☐ Attractions-Museums
- ☐ Restaurant
- ☐ Coffee Shop
- ☐ Other Food & Drink
- ☐ Shopping-Shops
- ☐ Shopping-Galleries
- ☐ Shopping-Seafood
- ☐ Shopping-Other Retail
- ☐ Car Rental
- ☐ Taxi
- ☐ Ferry Shuttle
- ☐ Public Transit
- ☐ Water Taxi
- ☐ Specialty Transportation
- ☐ Banking/Financial
- ☐ Fishing/Marine Supplies
- ☐ Groceries
- ☐ Health & Wellness
- ☐ Spa
- ☐ Insurance
- ☐ Liquor Stores/Bars
- ☐ Media Organizations
- ☐ Pharmacies
- ☐ Port Services/Moorage
- ☐ Real Estate
- ☐ Travel Planning
- ☐ Getting Married - Caterers
- ☐ Getting Married - Venues
- ☐ Getting Married - Resources
- ☐ Getting Here-By Air
- ☐ Getting Here-By Cruise
- ☐ Getting Here-By Ferry
- ☐ Getting Here-By Small Cruise
- ☐ Getting Here-By Yacht

PAYMENT INFORMATION			
☐ Cash | ☐ Check | ☐ Invoice | ☐ Visa / MasterCard / Discover			Membership Total $
Credit Card Number:			Additional Category Listing $
Card Billing Address:			TOTAL $
Expiration Date:	Security Code:	Signature:	

VISITSITKA.ORG WEBSITE

FREE basic web listing and optional paid advertising on VISITSITKA.ORG - rated #1 on most search engines for Sitka travel planning.

COMMUNICATION

Summer cruise ship schedule in calendar form current to the minute as well as email blasts and newsletter updates on schedule changes, upcoming activities, community events and special advertising opportunities. Upcoming destination meeting and convention schedule in calendar format. Visit Sitka membership directory.

BROCHURE DISPLAY

FREE one space for 9x4 brochure display outside our Visitors Info Kiosk at O'Connell (open seasonally) and our "NEW" Visitors Information Center (open year-round). Limited paid rack card distribution program to various Sitka sites available.

CONVENTIONS & MEETINGS

Destination convention and meeting calendar. "Welcome" window signs distributed to downtown members with retail storefront to welcome delegates to Sitka and your place of business. FREE access to convention delegate folders for your promotional materials.

EDUCATION

Discounted rates for education seminars hosted by CVS including the state's AlaskaHost customer service program, an excellent resource for businesses seeking to provide customer service skills to their staff.

BUSINESS PROMOTION

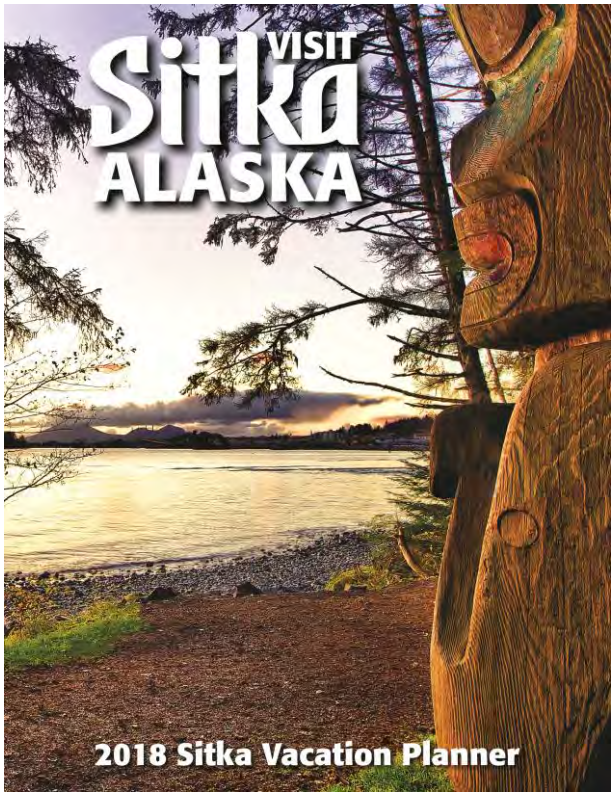
Visitor information center and kiosk referrals. Preferential access to travel writers, film crews, travel agents & tour operators. Exclusive opportunities to advertise in special publications. Access to Airport Phone Board advertising for direct dial connection to your business.

VISIT SITKA VACATION PLANNER

FREE basic business listing in the printed and digital vacation planner. Digital version posted on website for instant access. Optional paid advertising available.
FREE planners available for trade shows upon request from members.

GOVERNMENT RELATIONS FOR TOURISM

Representation as a group of tourism issues in front of the Sitka assembly, in trade organizations, at the state capitol and to other government entities. This provides a more powerful political voice than you have alone which works to maintain political support that allows the visitor industry to do its job.



For advertising opportunity in our Visit Sitka Vacation Planner go to visitsitka.org or email marketing@visitsitka.org

Rachel Roy
Executive Director
Sitka Chamber of Commerce/Visit Sitka
director@sitkachamber.com
907-747-8604

Sherry Aitken
Director of Tourism
Visit Sitka
tourism@visitsitka.org
907-747-8604

Rene Tuttle
Marketing Specialist
Visit Sitka
marketing@visitsitka.org
907-747-8604

Eileen Chanquet
Membership Coordinator
Sitka Chamber of Commerce/Visit Sitka
sitkachamber.membership@gmail.com
907-747-8604

Partner Benefits	Elite	Premier	Signature	Basic
	$2,500	$1,250	$750	$140-$725
	Elite Partner Level	Premier Partner Level	Signature Partner Level	Basic Partner
	Value: up to $9,000	up to $5,000	up to $2,900	
Profile page on visitsitka.org (1 category)	◆	◆	◆	◆
Listing in Sitka Visitor Guide Magazine	◆	◆	◆	◆
Listing in Sitka Pocket Guide	◆	◆	◆	◆
Listing in other collateral materials as appropriate	◆	◆	◆	◆
Additional category listings 50% of base rate	◆	◆	◆	◆
Display brochures at Visitor Info Center & kiosks	◆	◆	◆	◆
Access to Digital Cruise Ship Calendar & Exclusive email/text blast Updates	◆	◆	◆	◆
Referrals from Visitor Information Center/Kiosks & VS business office	◆	◆	◆	◆
Social media channels	◆	◆	◆	◆
Opportunity to participate in VS fam & site tours for media & meeting planners	◆	◆	◆	◆
Sales, convention, meetings and service leads	◆	◆	◆	◆
Access to Visit Sitka Partner Directory	◆	◆	◆	◆
Discounted trainings for customer service and other education seminars	◆	◆	◆	◆
Subscription to Visit Sitka partner communications	◆	◆	◆	◆
Discounted tickets for Visit Sitka events	◆	◆	◆	◆
Opportunity to participate in Sitka Convention and Services Committee	◆	◆	◆	◆
Advocacy for travel industry issues on local, state and federal levels	◆	◆	◆	◆
Access to Visit Sitka's "Sitka Stars" volunteer training events	◆	◆	◆	◆
Access to optional paid and co-op advertising opportunities	◆	◆	◆	◆
Opportunity to participate in Summer Expo	◆	◆	◆	◆
B2B networking mixers	◆	◆	◆	◆
Access to Meeting & Convention Delegate Bags for promotion	◆	◆	◆	◆
*VS Meetings & Conventions Calendar - this confidential publication lists the event dates, estimated attendance and meeting planner contact info.	◆	◆	◆	
*Printed Souvenir Quality Annual Cruiseship Calendar	◆	◆	◆	
*5 Category Listings - digital/online/print	◆	◆	◆	
*Partner Database Mailing Address Labels (1 Free)	◆	◆	◆	
*Add 3 Category Listings - digital/online/print (8 total)	◆	◆		
*Add 1 Partner Database Mailing Address Label (2 total)	◆	◆		
*2 Free entries for customer service or other education seminars	◆	◆		
*Partner to Partner Benefits Promotion	◆	◆		
*Enhanced Listing in Sitka Pocket Guide	◆	◆		
*Instagram Takeover @visitsitka for 1 Day	◆	◆		
*Add 2 Category Listings - digital/online/print (10 total)	◆			
*Logo Placement on "Sitka Star" Greeter Uniforms	◆			
*Add 2 Free entries for customer service or other education seminars (4 total)	◆			
*Partner Only Photo Library (rights vary)	◆			
*Invitations to attend tradeshows & sales missions with Visit Sitka staff	◆			
*Instagram & Facebook Takeover @visitsitka/visitsitka for 2 days	◆			

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	18-238	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	12/12/2018			In control:	City and Borough Assembly
On agenda:	12/20/2018			Final action:	
Title:	Discussion / Direction supporting the Municipal Administrator to lobby on behalf of Mt. Edgecumbe High School for the potential land sale proceeds of the Seaplane Base				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion and Memo Seaplane Base MEHS ASB letter				

Date	Ver.	Action By	Action	Result

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Discussion / Direction

supporting the Municipal Administrator to lobby on behalf of Mt. Edgecumbe High School for the potential land sale proceeds of the Seaplane Base

City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: Keith Brady, Municipal Administrator

Date: 12-13-18

Subject: Administrator to lobby for MEHS to retain proceeds of land sale for the Seaplane Base

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Summary

In order to move forward with the seaplane base, we need the land that is recommended according to the Seaplane Base Master Plan. This property is at the end of Seward Avenue on Japonski Island. The Department of Education owns the property.

The main concern from the MEHS Advisory Board was that the money from the sell the property would not be for the benefit of the children who attend MEHS. It would be mutually beneficial for the city to lobby for MEHS to retain the proceeds so the city can purchase the property for the seaplane base.

Fiscal Note

Up to $5000 for trips to Juneau for face to face meetings with the Governor's Office, State legislators, Department Commissioners and staffers. The appropriation has already been approved for $50k for the seaplane base project.

Recommendation

Approval to be able to lobby on behalf of MEHS to be able to retain the proceeds of the land sale for the seaplane base.

Details

Discussions have been started with the MEHS Advisory Board. We had a good discussion about the project and needs and concerns of the Advisory Board. The Board approved to move forward with the provisions that we pay full price for the property, and that MEHS is able to retain the proceeds of the sale of the property.

Next steps are to start discussions with the Assistant Attorney General over the Department of Education, Department of Education Commissioner, the State Board of Education, and others.

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Education & Early Development

MT. EDGECUMBE HIGH SCHOOL
Program Name

1330 Seward Avenue
Sitka, Alaska 99835
Main: 907.966.3200
Fax: 907.966.2442

December 12, 2018

Commissioner Michael Johnson
Department of Education & Early Development
801 W 10th St. Suite 200
Juneau, AK 99811-0500

Dear Commissioner Johnson,

The Mt. Edgecumbe High School Advisory Board met on December 12, 2018 at a regular meeting. The agenda included a special presentation by the City of Sitka regarding the concept of using current MEHS land for a Seaplane Dock project. The project was presented with a map and a summary of the project concept.

The advisory board supports the City of Sitka pursuing the Seaplane project. Continued support is contingent upon:

1. The sale of the land is at fair market value.
2. The funds from the sale of the land remain with the school, Mt. Edgecumbe High School, to be used for projects that will benefit current or future Mt. Edgecumbe High School students in a structure that may extend multiple fiscal years. A recommended structure is for the funds to be deposited in the MEHS Endowment fund.
3. The proposed access road is pursued as the preferred traffic route to the site.

The MEHS Advisory Board further requested the City of Sitka to remain in contact as the project progresses and to submit a formal proposal after an appraisal is complete.

Sincerely,

Dorothy Chase

Dorothy Chase
President
MEHS Advisory Board

cc: Keith Brady, City of Sitka

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	18-240	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	12/12/2018			In control:	City and Borough Assembly
On agenda:	12/20/2018			Final action:	
Title:	Executive Sessions: 1) Financial Matter: Baranof Island Brewing Company Forbearance Agreement 2) Financial / Legal Matters - Phase 3 of the CBS / SCH-SEARHC Affiliation Process				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Exec Session BIBCO forbearance Exec Session Hospital Affiliation Process				

Date	Ver.	Action By	Action	Result

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POSSIBLE MOTIONS

EXECUTIVE SESSION

I MOVE to go into executive session* with Chief Finance and Administrative Officer Jay Sweeney and Controller Melissa Haley to discuss subjects that tend to prejudice the reputation and character of any person and to discuss matters, the immediate knowledge of which, would adversely affect the finances of the City and Borough of Sitka and invite in if desired, and when ready, Rick Armstrong of Baranof Island Brewing Company and/or their Attorney, Brita Speck.

I MOVE to reconvene as the Assembly in regular session.

Note:

- At the March 13, 2018 Assembly meeting, a motion was made, and approved, to extend the forbearance agreement between Suzan Hess and/or Rick Armstrong of Baranof Island Brewing Company to the 1st of August, 2018. This is to be contingent upon parties providing a current balance sheet, profit and loss statement, two years tax returns, a complete audit by a third party of the City's choosing paid for by Suzan Hess and/or Rick Armstrong of Baranof Island Brewing Company by June 1, 2018 and direct staff to revisit and revise the Assembly of possible options at that time. Jay Sweeney, Chief Finance and Administrative Officer clarified it was not an audit that was needed but instead a compilation of independently produced financial statements.
- At the July 24, 2018 Assembly meeting, a motion was made, and approved, to extend the forbearance agreement between the City and BIBCO to December 31, 2018 with reporting requirements promulgated by the Finance Director.

*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.

POSSIBLE MOTIONS

I MOVE to go into executive session* to discuss communications with the Municipal Attorney and Municipal Administrator regarding phase 3 of the CBS/SCH-SEARHC affiliation process, matters the immediate knowledge of which would adversely affect the finances of the municipality, and invite in Chief Finance and Administrative Officer, Jay Sweeney, outside legal counsel Sandy Johnson and consultants Sarah Cave and Steve Huebner.

I MOVE to reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

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