



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*

Tuesday, January 8, 2019

6:00 PM

Assembly Chambers

WORK SESSION 5:00 PM

The Greater Sitka Chamber of Commerce / Visit Sitka

[19-011](#)

Work Session: The Greater Sitka Chamber of Commerce / Visit Sitka

Attachments: [WORK SESSION Visit Sitka](#)

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[19-010](#)

Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars](#)

[Public Works Update](#)

[Sopow Service Award](#)

V. CEREMONIAL MATTERS

[19-001](#)

Service Award - Martha Pearson

Attachments: [Pearson Service Award](#)

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

[19-002](#) Special Report: SCH / SEARHC Strategic Affiliation Process - Sarah Cave and Sandy Johnson
Attachments: [Special Report](#)

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 [19-003](#) Approve the minutes of the December 20, 2018 Assembly meeting
Attachments: [Consent and Minutes](#)

B [19-009](#) Approve liquor license renewal applications for: 1) BPO Elks Lodge #1662 at 412 Sawmill Creek Road, 2) Hector Barragan dba Pizza Express at 1321 Sawmill Creek Road, Suite H & I, and, 3) Triple C Ventures Inc. dba Watson Point Liquors at 1867 Halibut Point Road
Attachments: [Motion and Memo Liquor License Renewals](#)
[Elks Lodge](#)
[Pizza Express](#)
[Watson Point](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

C [19-004](#) Appoint Holly Marban to a three-year term on the Heath Needs and Human Services Commission and reappoint James Mellema to a three-year term on the Police and Fire Commission
Attachments: [Motion Marban and Mellema](#)
[Marban Application](#)
[Mellema Application](#)

- D [19-005](#) Appoint two to terms on the Sitka Community Hospital Board: Mary Ann Hall, David Lam (incumbent), Connie Sipe (incumbent)

Attachments: [Nomination Sheet Hospital Board](#)

[Hall Application](#)

[Lam Application](#)

[Sipe Application](#)

XI. **UNFINISHED BUSINESS:**

- E [RES 18-26](#) Submitting City and Borough of Sitka FY2020 State Legislative Priorities (postponed at the 12/20/18 meeting)

Attachments: [Motion and Memo Res 2018-26](#)

[Res 2018-26](#)

[Legislative Priorities](#)

[Draft Minutes December 20 for Legislative Priorities](#)

XII. **NEW BUSINESS:**

New Business First Reading

- F [ORD 19-01](#) Making supplemental appropriations for Fiscal Year 2019 (Harrigan Centennial Hall Staffing and Security Monitoring Video Equipment)

Attachments: [Motion Ord 2019-01](#)

[Ord 2019-01](#)

[Memo Brady Ord 2019-01](#)

[Camera Diagrams and Data Drops](#)

[Memo Kluting HCH Staff Request](#)

[Memo Kluting Security Video Equipment](#)

Additional New Business Items

- G [RES 19-01](#) Supporting Alaska Arts Southeast's application under the FY19 Historic Preservation Fund Grant program for Certified Local Governments

Attachments: [Motion and Memo Res 2019-01](#)

[Res 2019-01](#)

[HPC 18-28 CLG Fraser Alaska Arts Southeast Application](#)

- H [19-006](#) Discussion / Direction of the Investment Committee recommendation to formulate a Municipal Fiscal Policy

Attachments: [Disc Dir Fiscal Policy](#)

- I [19-007](#) Discussion / Direction of the Investment Committee recommendation to amend the Municipal Investment Policy to prohibit loans from the Permanent Fund as authorized investments

Attachments: [Disc Dir Loans from Permanent Fund](#)

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

- J [19-008](#) Financial / Legal Matters - Phase 3 of the CBS / SCH-SEARHC Affiliation Process (if requested / needed)

Attachments: [Exec Session](#)

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: January 4*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-011 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 1/3/2019 **In control:** City and Borough Assembly
On agenda: 1/8/2019 **Final action:**
Title: Work Session: The Greater Sitka Chamber of Commerce / Visit Sitka
Sponsors:
Indexes:
Code sections:
Attachments: [WORK SESSION Visit Sitka](#)

Date	Ver.	Action By	Action	Result
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WORK SESSION:

Sitka VISIT

The Greater Sitka Chamber of Commerce / Visit Sitka



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-010 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/3/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Reminders, Calendars and General Correspondence

Sponsors:

Indexes:

Code sections:

Attachments: [Reminders and Calendars](#)
[Public Works Update](#)
[Sopow Service Award](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, January 8	Work Session: Visit Sitka	5:00 PM
Tuesday, January 8	Regular Meeting	6:00 PM
Thursday, January 10	Work Session <i>General Fund Overview</i>	6:00 PM
Thursday, January 17	Joint Work Session <i>with the School Board: overview of SSD FY20 budget at the Sitka High School Library</i>	6:00 PM
Tuesday, January 22	Work Session <i>CAFR / Audit</i>	5:00 PM
Tuesday, January 22	Regular Meeting	6:00 PM



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
	Eisenbeisz	Eisenbeisz	Eisenbeisz 6:00pm School Board	Eisenbeisz 12:00pm SEDA Board Meeting 6:00pm Assembly Visioning Session	Eisenbeisz	Eisenbeisz Paxton
6	7	8	9	10	11	12
Paxton	Paxton	Paxton 12:00pm Parks & Rec 5:00pm Work Session: Visit Sitka 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 Nelson 6:00pm Joint Work Session with School Board: introductory overview of SSD FY20 budget (at Sitka High School library)	Paxton Nelson	Paxton Nelson
20	21	22	23	24	25	26
Paxton Nelson	Paxton Nelson	Paxton Nelson 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 Eisenbeisz
27	28	29	30	31	1 Feb	2
Knox Eisenbeisz	Eisenbeisz	Eisenbeisz 6:00pm Special Meeting: SCH / SEARHC Affiliation Project	Eisenbeisz	Eisenbeisz 6:00pm Special Meeting - Enterprise Budget (if needed)	Eisenbeisz	

Assembly Calendar

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

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 Jan	28	29	30	31	1 Feb	2
Knox Eisenbeisz	Eisenbeisz	Eisenbeisz	Eisenbeisz	Eisenbeisz 6:00pm Special Meeting - Enterprise Budget (if needed)	Eisenbeisz	
3	4	5	6	7	8	9
			6:00pm Library Commission 6:00pm School Board 7:00pm Planning Commission	12:00pm SEDA Board Meeting		
10	11	12	13	14	15	16
		12:00pm Parks & Rec 5:00pm Work Session: Housing 6:00pm Regular Assembly Mtg	6:00pm Historic Preservation 6:15pm Port & Harbors Commission	Knox 12:00pm LEPC 1:30pm Health Needs & Human Services Commission	Knox	Knox
17	18	19	20	21	22	23
Knox	Knox Paxton	Paxton 12:00pm Tree/Landscape	Paxton 7:00pm Planning Commission	Paxton	Paxton	Paxton
24	25	26	27	28	1 Mar	2
Paxton		6:00pm Regular Assembly Mtg	Knox 6:00pm Police and Fire Commission	Knox 6:00pm Hospital Board Meeting	Knox	Knox

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED THROUGH DECEMBER 2018

East DeGroff Water, Sewer and Street Repairs (CONSTRUCTION PHASE)

Milestones This Period

- Construction activities are on hold until April 2019. Negotiations are under way to finalize construction schedule for 2019. Dates shown below are preliminary.

Future Milestones

- Install approximately 400 linear feet of water and sewer main, 13 water and 13 sewer services, and 750 linear feet of storm infrastructure between Baranof and SMC by May 21, 2019.
- Install 750 linear feet of sidewalk, 1,500 linear feet of curb and gutter, and pave DeGroff from Baranof to SMC by June 28, 2019.

Background

The project includes replacement of aging, failing water, sewer and storm drainage infrastructure in DeGroff Street from Hollywood Way to Sawmill Creek Road. The project will replace all pavement, curb, gutter and sidewalk. Scope will also include utility trenching work in Sawmill Creek Road, ahead of an Alaska Department of Transportation project to re-pave SMC in 2019 or 2020. Funding for the project is provided by the following sources: \$2.24 million from FY2015 ADEC Water and Sewer Loans, \$175,000 from the FY17 Water Enterprise Fund and \$45,000 from the FY17 Wastewater Enterprise Fund and \$300,000 from the FY18 General Fund.

Current Contracts: PND Engineers	\$144,747
K&E Alaska	\$1,976,544

Nelson Logging Road Upgrades (CONSTRUCTION PHASE)

Milestones This Period

- Placed Type B material on base fill up to 6" below finish grade between arch culvert and Station 150+00 (located approx. 2,000 feet east of the bridge).
- Final base fill material placed between Arch Culvert and Station 150+00
- Revise alignment to match existing road between Station 150+00 and end of project at Range.

Future Milestones.

- Build roadway up to finish grade between Station 150+00 and end of project at Range, January 18, 2019.
- Complete trail from beginning of project to Muskeg trail, January 18, 2019..
- Substantial Completion is January 31, 2019.

Background

The project includes replacing both inadequate bridges, realignment at HPR intersection to raise the road elevation out of the stream floodplain, upgrading Nelson Logging Road to include drainage improvements, resurfacing, pedestrian amenities and widening. Funding for the project is provided by a \$2,343,000 State of Alaska Department of Commerce Community and Economic Development Grant.

Current Contracts: LEI Engineers & Surveying	\$415,390
K&E Alaska, Inc.	\$1,544,280

O'Connell Lightering Float Pile Replacement (CONSTRUCTION PHASE)

Milestones This Period

- Permitting ongoing.
- Project Submittals received and reviewed.

Future Milestones

- Procurement of materials by January 31, 2019.
- IHA permitting to be completed April 30, 2019.
- Ship materials to Sitka April 2019, arrival scheduled May 1, 2019.
- Mobilize equipment and personnel May 2, 2019.
- Construction scheduled for May 3-16, 2019.
- Substantial Completion by June 30, 2019.

Background

With lightering traffic reduced due to cruise ships mooring at Old Sitka Dock, and what lightering remains shifting to the Crescent Lightering Facility near Harrigan Centennial Hall, Harbor Staff have found O'Connell to be a popular moorage location for yacht owners. However, the existing piling at the O'Connell Lightering Float were installed too shallow to support yacht moorage as evidenced by several piles being displaced during a storm event. This project will replace all piling at the facility with new rock-socketed piling specifically designed to support large yachts. The Assembly approved an appropriation of \$280,000 from the Harbor Fund Undesignated Working Capital on September 12, 2017, on 2nd reading. This amount was insufficient given regulatory agency feedback and timeframes. An additional \$290,000 appropriation from the Harbor Fund Undesignated Working Capital was approved by the Assembly on March 27, 2018, on 2nd reading.

Current Contracts: PND Engineers	\$35,380
Turnagain Marine	\$483,800

Sitka Wayfinding Signage (CONSTRUCTION PHASE)

Milestones This Period

- Working to finalize one permanent easement, which is taking longer than anticipated as the Grantors of the easement are out of town in a remote location with limited internet access. Currently, finalization of the easement is anticipated by the end of January 2019.
- Amend the DOT Right of Way (ROW) encroachment for Wayfinding Signs located on SMCR, by adding two signs to the permit- work in progress.

Future Milestones

- Remove old signs via a separate 'On Call' small Contract.

Background

Wayfinding signage was identified as one of the key projects in the 2010 Sitka Passenger Fee Fund Implementation Plan. On June 25, 2013, the Assembly approved a request from the Tourism Commission and Destination Sitka Working Group to move the Wayfinding Signage Project forward by funding the project utilizing Commercial

Passenger Excise Tax (CPET) proceeds. The Sitka Convention & Visitors Bureau (SCVB) was tasked to manage the project at that time. Later, the Sitka Chamber of Commerce managed the project while the Consultant, Great Destinations Strategies (GDS), completed the design intent drawings and general specifications. With these complete, the project management has shifted to Public Works to oversee the fabrication and installation of the signage. The Assembly approved a budget appropriation of \$282,300 from CPET Funds, General Capital Projects Fund, for the purpose of designing and constructing Wayfinding signs.

Current Contracts:	Axia Creative	\$ 25,910
	CBC Construction	\$158,309

Lincoln Street Paving – Harbor Way to Harbor Drive (DESIGN PHASE)

Milestones This Period

- Project manager transition underway.
- No significant progress this month.
- 99% plan review in progress.
- Evaluating ADA accessibility at all crosswalks.

Future Milestones

- Final Review of plans and advertise for construction, April 2019.
- Acquire construction easements, February 2019.
- Construction anticipated Fall 2019 – Spring 2020.

Background

The project includes replacing non-ADA compliant curb ramps, failing storm drain, and limited curb, gutter and sidewalk and all asphalt pavement on Lincoln Street from Harbor Way to Harbor Drive. Red concrete crosswalks are planned to be bid as an additive alternate. Currently, funding for the project is provided by:

\$1,760,000 – General Fund
\$20,000 – Water Fund
\$20,000 – Sewer Fund
<u>\$105,000 – CPET Funding</u>
\$1,905,000 – Total Available Project Funding

Current Contracts:	Professional and Technical Services, Inc.	\$306,198
	(Lincoln & Katlian project combined)	
	Anderson Land Planning	\$5,000

Katlian Street (DESIGN PHASE)

Milestones This Period

- No significant progress this month.
- Preparing construction-slope-storm drain easements and letters to owners.
- Preparing final review comments.

Future Milestones

- Final Review of plans and advertise for construction, January 31, 2019.
- Acquire construction easements, January 15, 2019.

- Construction anticipated Winter 2018 – Spring 2019.

Background

The project includes replacing non-ADA compliant curb ramps, failing storm drain, and limited curb, gutter and sidewalk and all asphalt pavement on Katlian Street from Halibut Point Road to Currently, funding for the project is provided by:

Total Available Project Funding: \$747,868 (General Fund)

Current Contracts: Professional and Technical Services, Inc. \$306,198
(Lincoln & Katlian project combined)

Wastewater Treatment Plant (WWTP) Rehabilitation (DESIGN PHASE)

Milestones This Period

- 65% Design construction cost estimate was received from Cost Estimator and was used to develop the estimated Project Cost and Project Budget.

Future Milestones

- Complete the Bidding Documents early March 2019 for a March/April 2019 bid.
- Award construction contract and begin construction of the WWTP rehabilitation project May 2019, assuming sufficient funding is available.
- Anticipated project completion late spring 2020.

Background

The Wastewater Treatment Plant was built in the early 1980s and most of the building systems, especially the HVAC (ventilation air) systems have failed or are past their useful life and require replacement. The air quality within the building is inadequate and corrosive and the exposed piping and metal within the building are corroded. The building's envelope leaks air and does not allow for proper pressurization of the office areas and other clean rooms. Corrosive air in these spaces results in electronics regularly becoming dysfunctional within months, in addition to creating an unhealthy air quality for the WWTP operators. It is the intent of Public Works to move this project forward as quickly as possible as there are life safety issues that need to be addressed in the existing facility. It is anticipated that the current project funding will be insufficient to rehabilitate the building, correct the life safety, code compliance and non-functional existing conditions. The preliminary total project cost is estimated at \$10 - \$11 million. Funding for this project is provided by the following sources: \$263,000 in Wastewater fund Working Capital and DEC loans with \$2,832,500 (secured) and \$1,825,000 (approved and pending signed agreement), which totals \$4,920,500, leaving an estimated funding shortfall of roughly \$5 - \$6 million to be funded through a third DEC loan, if approved.

Current Contracts: McCool Carlson Green \$806,321

Davidoff & Peterson Storm Sewer Rehabilitation (DESIGN PHASE)

Milestones This Period

- Davidoff: Hosted pre-bid meeting for potential bidders on December 11, 2018.
- Peterson: Secured Assembly approval to apply for Alaska Fish and Wildlife Fund grant on December 20, 2018.

Future Milestones

- Open Davidoff construction bids January 15, 2019. Award construction contract February 1, 2019.
- Rehabilitate or replace where appropriate Davidoff storm infrastructure Spring 2019 (Substantial Completion date June 3, 2019).
- Apply for Peterson grant funding from AFWF by January 3, 2019.
- Bid Peterson construction project August 15, 2019. Complete Peterson construction work March 13, 2020.

Background

The project includes rehabilitation and/or replacement of deteriorated storm drain infrastructure to include: a 60" corrugated metal culvert crossing under Peterson Street, and two 30" and two 36" metal culverts and two metal storm structures adjacent to Davidoff Street, between Charteris and HPR. Funding for the project is provided in the FY18 General Fund at \$350,000, in the FY19 General Fund at \$150,000, and from a \$60,000 grant from the U.S. Fish and Wildlife Service for a total of \$560,000.

Current Contracts: Stephl Engineering (Davidoff design)

\$37,500

Cross Trail (Granite Creek to Ferry) (DESIGN PHASE)

Milestones This Period

- Sitka Trail Works received \$117,000 grant from the Rasmuson Foundation to serve as match for Western Federal Lands (WFL) construction grant (see Background section).
- Learned that \$50,000 of CPET funds budgeted to this project might not meet program eligibility guidelines. Due to match requirements, this would also reduce amount of WFL grant available to CBS by \$550,000.

Future Milestones

- Construction start date pending finalization of project funding, design drawings and permitting. Potential funding shortfall and proposed relocation of trailhead will delay start of construction, originally slated for February 2019.
- Construction completion estimated April 2020.

Background

The City and Borough of Sitka was awarded a \$250,000 MAP-21 Federal Lands Access Program (FLAP) Grant for planning, design and permitting of Phase 6 Cross Trail multimodal pathway – a connector from Kramer Drive to Alaska Marine Ferry Terminal – by Western Federal Lands. The Assembly approved submission of the grant in Resolution 2014-06 in April 2014. Sitka Trail Works (STW) is overseeing the design work alongside CBS via a Memorandum of Agreement. Received a \$1.93M construction grant from Western Federal Lands (WFL) in October 2017. STW received \$117,000 grant from Rasmuson Foundation to serve as partial match for the WFL grant. Assembly approved use of \$50,000 in CPET funding for connector to Old Sitka Dock on FY19 budget, but CPET funds may be determined to be ineligible for this purpose.

Airport Terminal Improvements (DESIGN PHASE)

Milestones This Period

- Internal plan review of 35% design submittal in progress.
- TSA review of 30% Design TSA Baggage Screening Upgrades submittal.

Future Milestones

- Continue to await news from ADOT regarding potential FAA AIP funding.
- TSA 30% review consultation tele-com meeting with design team, TSA planners, & staff January 25, 2019.
- Other funding sources for terminal improvements beyond the PFC/Bonding and AIP grant requests are being developed for consideration, including airport terminal user fees and TSA grants for screening/security improvements.
- It is anticipated that the first phase of construction will bid June 2019, but this may be delayed due to funding procurement schedule.
- Phased construction that was anticipated to begin October- April (winter seasons) 2019 through 2022, may get pushed back to 2020 for first construction phase.
- Still anticipating the State of Alaska DOT sending the CBS information about the upcoming parking lot management changes and options.

Background

The Airport Terminal Improvement Project is intended to remedy some of the existing critical problems identified in the Airport Terminal Master Plan 2008-2011, including working conditions in the baggage make-up area and TSA baggage screening area, as well as problems with congested passenger queuing, screening, baggage, fish boxes, waiting areas and passenger flow. CBS accepted a TSA design grant in the amount of \$158,569.25 to design specific improvements to the TSA Baggage Screening Area. Other areas impacted by these design changes are ineligible for the TSA design funding. The Assembly approved moving forward to the 65% Schematic Design Milestone for the preferred concept plan that was presented in the Assembly work-session August 8, 2017. Passenger Facility Charges (PFC) were applied for and approved by ADOT and FAA. Collection of the PFCs began May 1, 2018 and will. The total anticipated revenue collection over the 20-year period of collection is \$6,840,000.00, which is anticipated to finance the \$4,025,000 revenue bond along with its fees and debt service.

The current estimated cost for the project as identified is approximately \$15-million.

The current funding plan outlines the following components:

- | | | |
|-------------------------------------|--------------|--------------------------------|
| • Passenger Facility Charge Revenue | \$4,025,000 | Bond in progress |
| • TSA Funding | \$3,397,500 | Unsecured |
| • Eligible AIP Grant Request | \$10,283,954 | Unsecured |
| • Potential User Fees & Airline | TBD | – dependent on securing grants |

Current contracts: MCG Architects

\$449,069

Crescent Harbor Float Replacement – Phase I (DESIGN PHASE)

Milestones This Period

- Selected Jacobs Engineering Group, Inc. to assist CBS in Design Build procurement process December 14, 2018.
- Received fee proposal from Jacobs to prepare Design-Build contract documents December 21, 2018 – proposal analysis now underway.

Future Milestones

- Review proposal and negotiate with Jacobs to prepare contract for Design-Build contract bridging documents. Planned Notice to Proceed January 31, 2019.
- Advertise for Design-Build Team to construct harbor February 28, 2019.
- Construct Harbor Fall 2019 to Spring 2020.

Background

The physical condition of Crescent Harbor has deteriorated to point where in-house repairs are no longer sufficient to adequately maintain the facility. Harbor Department staff and Public Works Department engineers have determined that the harbor now presents an operational and safety risk due to floats sinking, decay of wooden beams, corrosion of metal fixtures and failure of walk-down ramps to meet ADA accessibility requirements. The project has estimated total cost of \$14,025,000. Of this, the harbor grant will provide \$5,000,000. The Harbor Fund working capital has allocated \$1,000,000 for the project. The remaining \$9,025,000 is planned to be provided with \$8,025,000 in harbor revenue bond proceeds and the use of the Harbor Fund working capital in the amount of \$1,000,000 noted above.

Current Contracts: PND

\$73,612.00

Gary Paxton Industrial Park Access Ramp (PLANNING PHASE)

Milestones This Period

- No significant progress this month.
- Notified Garry White that the scope of work requested by the GPIIP board to complete the ramp study exceeds the current budget.

Future Milestones

- Prepare Change Order to add revision to potential cruise ship dock plan.
- Receive GPIIP recommendation to either increase the budget or reduce their requested scope at January GPIIP Board meeting.
- If additional funding is recommended by the GPIIP board, a budget adjustment ordinance will go to Assembly for approval.
- Upon clear direction of scope and budget, an updated completion schedule will be provided.

Background

The project includes planning and design for a multipurpose boat ramp for the Gary Paxton Industrial Park. The ramp is to be associated with the new existing barge ramp constructed adjacent to the Boat Building Lot. Project funding of \$40,000 provided in Gary Paxton Industrial Park Budget.

Current Contracts: PND Engineers Inc.

\$18,550

Critical Secondary Water Supply (PLANNING PHASE)

Milestones This Period

- Secured Assembly approval to enter into Compliance Order By Consent at December 11, 2018, meeting, and to proceed with design and construction of secondary water source.
- Investigated potential of receiving partial subsidy of \$18 million ADEC loan.

Future Milestones

- Receive and execute \$18 million loan offer from Alaska Department of Environmental Conservation (ADEC) State Revolving Loan Program in January 2019.
- Award design contract to CRW Engineering, January 2019.
- Solicit construction bids, February 2020.
- Substantial Completion for secondary water source project anticipated in Spring 2021.

Background

The project is for design and construction of a secondary water source, for when the primary water source – Blue Lake water treated with ultraviolet (UV) radiation – is unavailable. Blue Lake water will not be available when the Electric Department inspects and maintains the penstock providing water from the dam to the power plant. Blue Lake water may also require filtration – not just UV treatment – if turbidity levels continue to exceed regulatory thresholds. Total project cost is estimated at \$18 million. The budget presently consists of \$75,000 in working capital. Operating funds have augmented the \$75K in working capital to pay for the consultant's services to date.

Current Contracts: CRW Engineering Group, L.L.C.

\$105,147

Police Station Planning Study (PLANNING PHASE)

Milestones This Period

- No significant progress this month.
- Reviewed preliminary report draft submitted by consultant.

Future Milestones

- Staff to compile a list of the amenities and deficiencies of the existing Police Station facility & City/State Building infrastructure and building systems, along with an estimated cost (assumed to exceed \$1 million) to refurbish/replace deficient systems. January 31, 2019.
- Final draft study completion, February 28, 2019
- Completed study to be presented to Assembly in Spring 2019.

Background

The Sitka Police Department and Jail occupies one-third of the first floor in the City/State Court/Office Building. The Sitka Police Offices and jail do not meet current industry standards. It is nonfunctional, unsafe, and severely inhibits the effective delivery of police service to Sitka. The City/State Building was built in 1974-76 in partnership with the State of Alaska. The City owns the land including the parking lot and is joint owner with the State of the building. Expenses for maintenance and operations per agreement December 1993, are split 34% CBS and 66% State based on

the occupancy remaining within the building. Maintenance of the facility and its building systems, along with replacement of non-functional and obsolete infrastructure, has not kept pace with facility needs. Repairs to the facility to address its deferred maintenance are conservatively estimated to exceed \$1 million. How these costs are to be shared is to be determined, and is complicated by the shared ownership of the facility with the State of Alaska. Given Alaska's current fiscal status, reaching a timely cost-sharing agreement is a point of significant concern.

Current Contracts: Stantec

\$57,558

Sitka Seaplane Base (SPB) (PLANNING PHASE)

Milestones This Period

- Prepared basic project information sheet for Administrator to share with Mount Edgecumbe High School and Alaska Dept. of Education (regarding potential land acquisition).

Future Milestones

- Obtain a letter of commitment for the purchase of the property from the State.
- Apply for the formal Planning (Environmental Analysis, permitting, land FMV appraisal, design) AIP grant Spring 2019. NOTE: This is contingent on procurement of land letter of commitment.

Background

Assembly Resolution supporting the acquisition of the preferred location/land parcel for the Seaplane Base, October 9, 2018. The Assembly approved Supplemental Appropriations for FY19, Ordinance 2018-49, for the SPB. Finance Dept. submitted project information to FAA by October 31, 2018 – required step in order to be considered to receive any of the \$1 billion AIP Supplemental funding.

Improvement or replacement of the seaplane base has been discussed on and off for the past two decades. The Assembly has made it a priority to look into the development of a new seaplane base for the economic development of Sitka, a key component to making this happen is land acquisition. Part of the due diligence that staff is doing for the Assembly is working on what staffing, money, and land acquisition we need for adequate maintenance, operations and reporting. The seaplane base study, which included an Economic Impact Study, showed that property on Japonski Island was the preferred site for the seaplane base. The AIP grants that the CBS submitted the preliminary required FAA paperwork for could help fund planning, design, land acquisition, and construction costs.

\$16 million is the estimated Project Cost submitted to FAA for AIP grant funding, which may require (6.25%) matching funds from CBS unless the project wins a grant from the Supplemental AIP funding, which funds 100% without any required match.

Eagle Way Lift Station Rehabilitation (PLANNING PHASE)

Milestones This Period

- Received preliminary extension of State of Alaska grant to June 30, 2020. Critical Secondary Water project may change the amount of wastewater this lift station is

expected to pump (disposal of filter backwash), so final pump sizing will need to await treatment plant design.

Future Milestones

- Design lift station upgrade to convert existing wet well/dry well scheme to submersible lift station with a valve vault, October 2019.
- Procure pumps and control/electrical equipment, October 2019.
- Procure construction contractor, November 2019.
- Rehabilitate lift station, Spring 2020.

Background

The original Eagle Way – Old Harbor Mountain Road project included new pavement, storm drainage, water main and services, and a pedestrian pathway within Eagle Way, and new pavement and storm drain improvements within Old Harbor Mountain Road. Funding for the project consists of a \$1,500,000 State of Alaska Department of Commerce Community and Economic Development Grant, of which \$250,000 remains. DCCED approved these remaining funds being used for the lift station rehabilitation work. This funding was combined with \$135,000 in FY2018 working capital and \$85,000 in FY2019 working capital for a total project budget of \$470,000.

Current Contracts: Boreal Controls, Inc.

\$87,700

MAINTENANCE ACTIVITIES

STREETS

- 29.7% of Streets Time was in Snow removal which equates to approx. 124.5 man hours for three days of work.
- 38.7 % of our time was Regular Streets Maintenance with Grading Roads, Brushing, and Cold Patching taking up most of our time.
- Repaired a catch basin up at Kimsham and fixed a ditch line on Jarvis Street.
- Buried approximately 80yds of Bio Solids from Waste Water Treatment Plant.

CENTRAL GARAGE

- Had over 30 repairs which equated to more than 156 man hours in repair time. Mostly minor repairs.
- Manufactured some chain link fence gates for grounds.

SCRAPYARD

- We have sent out 6 gondolas with 163,770 pounds of scrap metal and 2 gondolas with 23,480 pounds of aluminum, outboards, and rims for a total of 8 gondolas and 187,250 pounds. Which equals 93.62 Tons.
- Preparing to Ship approximately 17, 55 Gal. Drums of old gas to be recycled.

GROUNDS MAINTENANCE

- Snow/Ice mitigation/removal/plowing
- Seasonal rotation including holiday prep
- Moller Field Security Gates installed on dugouts and backstop and netting removed
- COMPLETED 7 down tree removed from cross trail system, whale park (damaged to stair 1), and path of hope due to high wind events
- Cross trail drainage work due to washouts - ongoing
- COMPLETED Kimsham drainage system updated, new catch basin installed in parking lot 2.
- Working on updates to policy and procedures – training, rotation plans, an asset accentuals/work management for next seasons crew.

BUILDING MAINTENANCE

- Normal preventive maintenance
- Snow/ice mitigation
- COMPLETED Airport touchup Paint interior Terminal
- COMPLETED Airport holiday decor
- COMPLETED Airport Art and Cultural Property Report/Audit for FAA
- COMPLETED Airport Terminal Carts – Rebuilt (6) this month
- COMPLETED Lake & Lincoln Restroom Facility – Remove all graffiti from walls and partitions. Painted interior entrance walls and resealed concrete floors
- Transfer station Building project continuation by Sitka High school
- City Hall Security Lock Hardware installed on Utility Office Door issue with hardware, waiting on replacement
- COMPLETED City Hall Rear door lock hardware change due to building security concerns
- City Hall Utility counter demo and installation – waiting on contractors
- COMPLETED City/State Men's restroom plumbing repairs and new countertop/sink installed. Restroom fully painted.
- City/State Women's Restroom – prep work began on replacing counter top and sinks
- COMPLETED - Fire Hall Emergency Genset had to bring in tech from Chase.
- COMPLETED Gutter cleaning for the Library, Harrigan Hall and the Fire Hall.
- Gutter Cleaning for Public Service Center (Currently In Process), Turnaround Complex – Skate Park Structure and Animal Shelter.
- Library in floor heating problem, currently under investigation.
- Marine Service Center – Condenser– Engineering firm onsite, working on scope for replacement

- MONITORING - WWTP Boiler Circulation Pump 1 flanges leaking (we are going to monitor due to renovations). Pump can be isolated if needed. We have back up Circulation Pump 2.
- MONITORING - WWTP Fan Unit 2 failed. Fan unit is for storage area exhaust. Temporary fan installed (we will continue to monitor until renovation).
- Senior Center Kitchen Hood Suppression RFQ
- UV plant heat pumps – problem with refrigeration pump/circuit

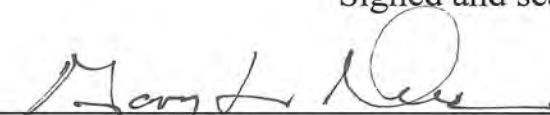
Service Award

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


Kitty Sopow

*this expression of grateful acknowledgment for your almost two years of
valued service rendered in the public interest while serving on the
Historic Preservation Commission. Thank you!*

Signed and sealed this 8th day of January, 2019



Mayor, Gary L. Paxton



ATTEST: Municipal Clerk, Sara Peterson





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-001 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Service Award - Martha Pearson

Sponsors:

Indexes:

Code sections:

Attachments: [Pearson Service Award](#)

Date	Ver.	Action By	Action	Result
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Service Award

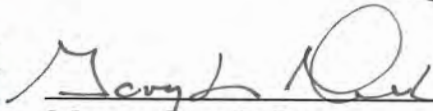
On behalf of the City and Borough of Sitka is hereby awarded to

Martha Pearson

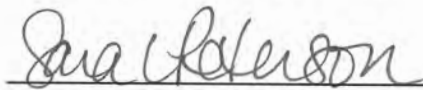
*this expression of grateful acknowledgment for your over one year of
valued service rendered in the public interest while serving on the
Health Needs and Human Services Commission. Thank you!*

Signed and sealed this 8th day of January, 2019





Mayor, Gary L. Paxton



ATTEST: Municipal Clerk, Sara Peterson



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-002 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Special Report: SCH / SEARHC Strategic Affiliation Process - Sarah Cave and Sandy Johnson

Sponsors:

Indexes:

Code sections:

Attachments: [Special Report](#)

Date	Ver.	Action By	Action	Result
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Scheduled Special Report

- Update on the SCH / SEARHC Strategic Affiliation Process – Sarah Cave and Sandy Johnson



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-003 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Approve the minutes of the December 20, 2018 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 ITEMS A & B**

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 20 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*

Thursday, December 20, 2018

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Nelson joined at 7:00pm after having technical difficulties trying to join by phone earlier.

Present: 5 - Eisenbeisz, Knox, Wein, Paxton, and Mosher

Absent: 1 - Bean

Telephonic: 1 - Nelson

IV. CORRESPONDENCE/AGENDA CHANGES

18-242 Reminders, Calendars and General Correspondence

No agenda changes.

V. CEREMONIAL MATTERS

None.

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

Investment Committee Chair Mike Reif briefed the Assembly on the December 17 Committee meeting. Reif noted self funding had been discussed and relayed the Committee was recommending internal loans be excluded as an approved investment. In addition, the Committee discussed the need for a fiscal policy and recommended

the Assembly direct one to be created and appropriate the necessary funds for completion.

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

Chamber President Chris McGraw and Chamber of Commerce Executive Director Rachel Roy provided a historical overview of the visitor services request for proposal, funding sources, and contract values.

Consultant Sarah Cave and outside legal counsel Sandy Johnson provided an update on the SCH / SEARHC Affiliation process. A progress report was distributed for work occurring since the December 11 Assembly update.

VII. PERSONS TO BE HEARD

Jeff Kinnan spoke to the importance of reflective gear for service animals.

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

Mayor - Paxton noted his attendance at the recent Investment Committee and Gary Paxton Industrial Park (GPIP) Board of Director meetings.

Administrator - Brady reported on continued conversations with Mt. Edgecumbe High School regarding the Seaplane Base, attended a lunch meeting with US Coast Guard Admiral Matthew Bell and Commander Frawley, and reminded of City Hall office closures over the holidays.

Liaison Representatives - Knox spoke to recent discussions at the Port and Harbors Commission meeting; Wein reported on the Planning Commission, Investment Committee, and Health Needs and Human Services Commission; and Mosher noted his attendance at the GPIP Board of Director's meeting.

Clerk - Peterson reminded of the next visioning session on January 3, regular meeting January 8, and budget work session January 10.

IX. CONSENT AGENDA

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

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

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

Absent: 1 - Bean

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B 18-237** Reappoint Liz McKenzie to a three-year term on the Tree and Landscape Committee
- A motion was made by Mosher that this Item be APPROVED. The motion PASSED by the following vote.**
- Yes:** 6 - Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson
- Absent:** 1 - Bean

XI. UNFINISHED BUSINESS:

- C ORD 18-55** Making supplemental appropriations for Fiscal Year 2019 (*Senior Citizen Van Match Donation*)
- Knox wondered how many vans were budgeted for maintenance. Public Works Director Michael Harmon noted two were budgeted, however, reminded there were currently three vans. With the purchase of another making four. Knox suggested the overall budget be adjusted to accurately reflect true numbers.
- 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, Wein, Paxton, Mosher, and Nelson
- Absent:** 1 - Bean

XII. NEW BUSINESS:

- D RES 18-26** Submitting City and Borough of Sitka FY2020 State Legislative Priorities
- Dr. Jennifer McNichol, President of the Sitka School Board, thanked the Assembly for including the School District in the CBS Legislative Priorities and offered alternative language for the base student allocation section.
- Assembly members commented on different aspects of the priorities. Support was noted for the alternative language suggested by Dr. McNichol. In addition, Eisenbeisz suggested wording be added to the critical secondary water treatment section indicating the project was needed due to regulatory requirements. Nelson suggested a priority be added for Green Lake infrastructure. Upon hearing these suggestions, the Assembly wished to postpone the item to allow staff to rework the document and bring back for Assembly review.
- A motion was made by Wein to POSTPONE this Item to the January 8, 2019 Assembly meeting. The motion PASSED by the following vote.**
- Yes:** 6 - Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson
- Absent:** 1 - Bean
- 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

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

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

Absent: 1 - Bean

- 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*)

Mosher disclosed his employer, Shee Atika Inc., owned Balance Accounting Solutions who in turn handled bookkeeping for the Chamber and Visit Sitka. It was determined there was no conflict.

At the suggestion of Administrator Brady an amendment was made to the reporting requirements in Exhibit A of the contract currently written as such: "...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...".

A motion was made by Wein to amend the language in Exhibit A (4) Reporting to read: "...to provide a staff prepared summary describing activities from the quarter and financial reports including the statement of operations semi annually, and the profit and loss quarterly, prepared..." The motion to AMEND PASSED by the following vote.

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

Absent: 1 - Bean

Wein preferred to postpone approval until after the scheduled January 8 work session with the Chamber / Visit Sitka when more could be learned of overall funding needs (e.g. marketing) which appeared to be greater than the \$300,000 they would receive with approval of the contract. Brady relayed Visit Sitka would have \$300,000 upon approval of the contract. Eisenbeisz reminded the \$300,000 had been approved by the previous Assembly. Nelson, too, wished to have more information. Mosher believed Visit Sitka provided an important service and desired to proceed. Knox spoke to the need for concrete metrics to ensure the City was getting best value.

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

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

No: 1 - Nelson

Absent: 1 - Bean

- 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

Municipal Administrator Brady reviewed correspondence from 1) Department of

Education and Early Development Commissioner Michael Johnson outlining the recommended process to follow, and, 2) Mt. Edgecumbe High School (MEHS) Advisory Board supporting the concept to use current MEHS land for a Seaplane Base project. The Advisory Board was in support contingent upon: 1) the sale of the land at fair market value, 2) funds from the sale of the land remain with the school, to be used for projects that will benefit current or future MEHS 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, and, 3) the proposed access road is pursued as the preferred traffic route to the site. The Advisory Board further requested the City remain in contact as the project progressed and asked for submission of a formal proposal after an appraisal was complete. Brady noted lobbying funds were available from a \$50,000 appropriation previously approved for the Seaplane Base project. Wein spoke to a deed restriction on the property. Brady noted he would be working with the Assistant Attorney General's Office to determine if the Seaplane Base would satisfy conditions of the deed restriction. In response to a question regarding fair market value, Brady stated City Assessor Wendy Lawrence had assessed the property at \$650,000. Brady noted an appraisal would need to be completed.

A motion was made by Knox to approve support of the Municipal Administrator lobbying on behalf of Mt. Edgecumbe High School for the potential land sale proceeds of the Seaplane Base. The motion PASSED by the following vote.

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

Absent: 1 - Bean

XIII. PERSONS TO BE HEARD:

None.

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

A motion was made by Knox 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. The motion PASSED by the following vote.

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

Absent: 1 - Bean

The Assembly was in executive session from 8:00pm to 8:45pm.

A motion was made by Knox to reconvene as the Assembly in regular session. The motion PASSED by the following vote.

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

Absent: 1 - Bean

Mayor Paxton noted the Assembly had been advised and provided appropriate direction to staff.

A motion was made by Knox 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. The motion PASSED by the following vote.

Yes: 6 - Mosher, Nelson, Knox, Eisenbeisz, Paxton, Wein

Absent: 1 - Bean

The Assembly was in executive session from 8:50pm to 10:00pm.

A motion was made by Knox to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote. (Nelson was not present having left the meeting after the conclusion of the SCH / SEARHC affiliation executive session was complete.)

XV. ADJOURNMENT

A motion was made by Eisenbeisz to ADJOURN. Hearing no objections, the meeting ADJOURNED at 10:00pm.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-009 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Approve liquor license renewal applications for: 1) BPO Elks Lodge #1662 at 412 Sawmill Creek Road, 2) Hector Barragan dba Pizza Express at 1321 Sawmill Creek Road, Suite H & I, and, 3) Triple C Ventures Inc. dba Watson Point Liquors at 1867 Halibut Point Road

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Memo Liquor License Renewals](#)
[Elks Lodge](#)
[Pizza Express](#)
[Watson Point](#)

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

POSSIBLE MOTION

I MOVE TO approve liquor license renewal applications for 1) BPO Elks Lodge #1662 at 412 Sawmill Creek Road, 2) Hector Barragan dba Pizza Express at 1321 Sawmill Creek Road, Suite H & I, and, 3) Triple C Ventures Inc. dba Watson Point Liquors at 1867 Halibut Point Road and forward these approvals to the Alcoholic Beverage Control Board without objection.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Sara Peterson, Municipal Clerk

Date: January 2, 2019

Subject: Approve liquor license renewal applications for the Elks Lodge, Pizza Express and Watson Point Liquors

Our office has received notification of the following liquor license renewal applications:

Lic #: 363
DBA: BPO Elks Lodge #1662
License Type: Club
Licensee: BPO Elks Lodge #1662
Premises Address: 412 Sawmill Creek Road

Lic #: 5204
DBA: Pizza Express
License Type: Restaurant / Eating Place
Licensee: Hector Barragan
Premises Address: 1321 Sawmill Creek Road, Suite H & I

Lic #: 202
DBA: Watson Point Liquors
License Type: Package Store
Licensee: Triple C Ventures Inc.
Premises Address: 1867 Halibut Point Road

Memos were circulated to the various departments who may have a reason to protest the renewal of these licenses. No departmental objections were received.

Recommendation:

Approve the liquor license renewal applications for 1) BPO Elks Lodge #1662 at 412 Sawmill Creek Road, 2) Hector Barragan dba Pizza Express at 1321 Sawmill Creek Road, Suite H & I, and, 3) Triple C Ventures Inc. dba Watson Point Liquors at 1867 Halibut Point Road and forward these approvals to the Alcoholic Beverage Control Board without objection.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Utility Billing Clerk – Diana
Collections - Sunni
Municipal Billings – Lindsey
Sales Tax/Property Tax - Laurie
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: December 14, 2018

Subject: Liquor License Renewal Application – BPO Elks Lodge #1662

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following liquor license renewal application submitted by:

Lic #: 363
DBA: BPO Elks Lodge #1662
License Type: Club
Licensee: BPO Elks Lodge #1662
Premises Address: 412 Sawmill Creek Road

Please notify no later than **noon on Friday, December 21** of any reason to protest this renewal request. This request is scheduled to go before the Assembly on January 8.

Thank you.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 13, 2018

City and Borough of Sitka

Attn: Sara Peterson, Municipal Clerk

Via Email: sara.peterson@cityofsitka.org
melissa.henshaw@cityofsitka.org

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Club	License Number:	363
Licensee:	BPO Elks Lodge #1662		
Doing Business As:	BPO Elks Lodge #1662		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell, Director
amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	BPO Elks Lodge #1662	License Number:	363
License Type:	Club		
Examiner:	Johns	Transaction #:	978124 ✓

Document	Received	Completed	Notes
AB-17: Renewal Application	11/26/18	12/7/18	
App and License Fees	11/26/18	11/26/18	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

☐

Waive

☐

Protest

☐

Lapsed

LGB 2 Response:

☐

Waive

☐

Protest

☐

Lapsed



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	BPO Elks Lodge #1662	License #:	363
License Type:	Club	Legal Ref.:	AS 04.11.110
Doing Business As:	BPO Elks Lodge #1662		
Premises Address:	412 Sawmill Creek Blvd		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		
Mailing Address:	412 Sawmill Creek RD		
City:	Sitka	State:	AK
		ZIP:	99835

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	Jon Shennett	Contact Phone:	907-747-6822
Contact Email:	sitka1662@outlook.com		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:		Contact Phone:	
Contact Email:			



Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

Section 2 - Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>. General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:

16209 D

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

[Signature]

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	Amy Nelson		
Title(s):	Director	Phone:	907-742-6822
Mailing Address:	410 Sawmill Creek RD		
City:	Sitka	State:	AK
		ZIP:	99835

[Signature]

Name of Official:	Lisa Lange-Feld		
Title(s):	Director	Phone:	907-742-6822
Mailing Address:	410 Sawmill Creek RD		
City:	Sitka	State:	AK
		ZIP:	99835

[Signature]

Name of Official:	Michael Coleman		
Title(s):	Director	Phone:	907-742-6822
Mailing Address:	410 Sawmill Creek RD		
City:	Sitka	State:	AK
		ZIP:	99835

[Signature]

[Form AB-17] (rev 09/17/2018)
License #363 DBA BPO EEs Lodge #1662

AMCO

Page 2 of 4

NOV 26 2018





Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

Section 2 – Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:

16209 P

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.



This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	Rafe Allensworth		
Title(s):	Director	Phone:	907-247-6832
Mailing Address:	414 Sawmill Creek RD		
City:	Sitka	State:	AK
		ZIP:	99835
Name of Official:	Kelly Pearson		
Title(s):	Director	Phone:	907-247-6832
Mailing Address:	414 Sawmill Creek RD		
City:	Sitka	State:	AK
		ZIP:	99835
Name of Official:	James Dunnivant		
Title(s):	President	Phone:	907-247-6832
Mailing Address:	414 Sawmill Creek RD		
City:	Sitka	State:	AK
		ZIP:	99835

(Form AB-17) (rev 09/17/2018)
License #363 DSA BPO Ehs Lodge #1662

AMCO

Page 2 of 4

NOV 26 2018





Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

Section 2 – Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	16209 0
-----------------------	---------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.



This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	DUSTIN COLLIER				
Title(s):	Vice-President	Phone:	907-747-6802	% Owned:	
Mailing Address:	412 Sawmill Creek RD				
City:	Sitka	State:	AK	ZIP:	99835

Name of Official:	JAN SHENNETT				
Title(s):	Secretary	Phone:	907-247-6800	% Owned:	
Mailing Address:	412 Sawmill Creek RD				
City:	Sitka	State:	AK	ZIP:	99835

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate (spouse)

Name:		Contact Phone:	
Mailing Address:			
City:		State:	
Email:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate (spouse)

Name:		Contact Phone:	
Mailing Address:			
City:		State:	
Email:		ZIP:	

Section 4 – Alcohol Server Education

This section must be completed only by the holder of a beverage dispensary, club, or pub license or conditional contractor's permit. The holders of all other license types should skip to Section 5.

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

2017 2018

The license was regularly operated continuously throughout each year.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
-------------------------------------	-------------------------------------

The license was regularly operated during a specific season each year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.



Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

☐ Yes ☒ No

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2017 or 2018?

☐ Yes ☒ No

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

☐ Yes ☒ No

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control Board.

☐ Yes ☒ No

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

☐ Yes ☒ No

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

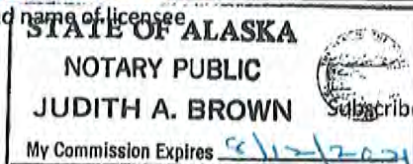
Signature of licensee

Signature of Notary Public

Printed name of licensee

Notary Public in and for the State of ALASKA

My commission expires: 8/12/2021



Subscribed and sworn to before me this 23 day of November, 2018.

Seasonal License? ☐ Yes ☒ No

If "Yes", write your six-month operating period: _____

License Fee:	\$ 1200.00	Application Fee:	\$ 300.00	TOTAL:	\$ 1500.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					1500

Department of Commerce, Community, and Economic Development
**CORPORATIONS, BUSINESS &
PROFESSIONAL LICENSING**

[State of Alaska](#) / [Commerce](#) / [Corporations, Business, and Professional Licensing](#) / [Search & Database](#)
[Download](#) / [Corporations](#) / [Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	SITKA, ALASKA LODGE NO. 1662, BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE U S OF AMERICA

Entity Type: Nonprofit Corporation

Entity #: 16209D

Status: Good Standing

AK Formed Date: 10/20/1976

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 7/2/2020

Entity Mailing Address: 412 SAWMILL CREEK RD, SITKA, AK 99835-7446

Entity Physical Address: 412 SAWMILL CREEK RD, SITKA, AK 99835-7446

Registered Agent

Agent Name: Jon E Shennett

Registered Mailing Address: 412 SAWMILL CREEK ROAD, Sitka, AK 99835

Registered Physical Address: 412 SAWMILL CREEK ROAD, Sitka, AK 99835

Officials

AK Entity #	Name	Titles
	AMY NELSON	Director
	BRANDY PEER	Treasurer
	DAVID ALEXANDER	Director



AK Entity #	Name	Titles	Owned
	DUNNAVANT JAMES	President	
	DUSTIN COLLIER	Vice President	
	JON SHENNETT	Secretary	
	LISA LANGENFELD	Director	
	MICHAEL COLEMAN	Director	
	Rafe Allensworth	Director	

Filed Documents

Date Filed	Type	Filing	Certificate
10/20/1976	Creation Filing		
5/27/1986	Biennial Report		
5/09/1988	Biennial Report		
1/04/1991	Biennial Report		
6/30/1992	Biennial Report	Click to View	
8/25/1994	Biennial Report		
5/24/1996	Biennial Report	Click to View	
7/13/1998	Biennial Report	Click to View	
6/28/2000	Biennial Report	Click to View	
11/15/2002	Biennial Report	Click to View	
6/02/2004	Biennial Report	Click to View	
6/08/2006	Biennial Report	Click to View	
2/24/2009	Agent Change	Click to View	
2/24/2009	Biennial Report	Click to View	
11/29/2010	Biennial Report	Click to View	
4/17/2012	Biennial Report	Click to View	
6/02/2014	Biennial Report	Click to View	
8/30/2016	Biennial Report	Click to View	
12/02/2016	Change of Officials	Click to View	
10/06/2017	Change of Officials	Click to View	
3/28/2018	Change of Officials	Click to View	
4/30/2018	Biennial Report	Click to View	

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City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Utility Billing Clerk – Diana
Collections - Sunni
Municipal Billings – Lindsey
Sales Tax/Property Tax - Laurie
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: December 20, 2018

Subject: Liquor License Renewal Application – Pizza Express

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following liquor license renewal application submitted by:

Lic #: 5204
DBA: Pizza Express
License Type: Restaurant / Eating Place
Licensee: Hector Barragan
Premises Address: 1321 Sawmill Creek Road, Suite H & I

Please notify no later than **noon on Monday, December 31** of any reason to protest this renewal request. This request is scheduled to go before the Assembly on January 8.

Thank you.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 20, 2018

City and Borough of Sitka

Attn: Sara Peterson, Municipal Clerk

Via Email: sara.peterson@cityofsitka.org
melissa.henshaw@cityofsitka.org

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Restaurant/Eating Place	License Number:	5204
Licensee:	Hector Barragan		
Doing Business As:	Pizza Express		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell, Director
amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Pizza Express	License Number:	5204
License Type:	Restaurant/Eating Place		
Examiner:	JOHN	Transaction #:	991040

Document	Received	Completed	Notes
AB-17: Renewal Application	12/10/18	12/10/18	
App and License Fees	12/11/18	12/11/18	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	12/10/18	12/10/18	
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

☐ Waive ☐ Protest ☐ Lapsed

LGB 2 Response:

☐ Waive ☐ Protest ☐ Lapsed



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Restaurant or Eating Place License

Form AB-17a: 2019/2020 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing restaurant or eating place liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Hector Barragan	License #:	5204
License Type:	Restaurant or Eating Place	Statute:	AS 04.11.100
Doing Business As:	Pizza Express		
Premises Address:	1321 Sawmill Creek Road, Suite H & I		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		

Mailing Address:	1321 Sawmill Creek Rd, Suite H & I		
City:	Sitka	State:	AK
		ZIP:	99835

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Contact Licensee:	Hector Barragan	Contact Phone:	907-738-2030
Contact Email:	hbspecklaw@ptialaska.net		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:	Brita Speck, Esq.	Contact Phone:	(907) 747-3750
Contact Email:	specklaw@ptialaska.net		

**Form AB-17a: 2019/2020 Restaurant Renewal License Application****Section 2 – Entity or Community Ownership Information**

This top subsection must be completed by any licensee that is a **corporation** or **LLC**. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. **You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>**
General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	
-----------------------	--

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

--

This subsection must be completed by any **community** or **entity**, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a **corporation**, the following information must be completed for each **stockholder who owns 10% or more** of the stock in the corporation, and for each **president, vice-president, secretary, and managing officer**.
- If the applicant is a **limited liability organization**, the following information must be completed for each **member with an ownership interest of 10% or more**, and for each **manager**.
- If the applicant is a **partnership**, including a limited partnership, the following information must be completed for each **partner with an interest of 10% or more**, and for each **general partner**.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an individual or multiple individuals and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☒ applicant ☐ affiliate (spouse)

Name:	Hector Barragan	Contact Phone:	907-738-2030
Mailing Address:			
City:	Sitka	State:	AK
ZIP:	99835		
Email:	c/o specklaw@ptalaska.net		

This individual is an: ☐ applicant ☐ affiliate (spouse)

Name:		Contact Phone:	
Mailing Address:			
City:		State:	
ZIP:			
Email:			

Section 4 – Alcohol Server Education

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

HB

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

2017 2018

The license was regularly operated continuously throughout each year.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
-------------------------------------	-------------------------------------

The license was regularly operated during a specific season each year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.



Alaska Alcoholic Beverage Control Board

Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

☐ ☒

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2017 or 2018?

☐ ☒

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

HB

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

HB

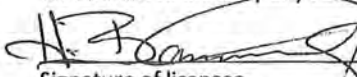
I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

HB


I am submitting as part of this application a completed copy of Form AB-33: Restaurant Receipts Affidavit, to provide evidence to the ABC Board that this establishment met the food sales requirement set forth in AS 04.11.100(e).

HB

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.


Signature of licensee
Hector Barragan
Printed name of licensee




Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 1-18-22

Subscribed and sworn to before me this 4th day of December, 2018.

Seasonal License? ☐ Yes ☒ No

If "Yes", write your six-month operating period: _____

License Fee:	\$ 600.00	Application Fee:	\$ 300.00	TOTAL:	\$ 900.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Utility Billing Clerk – Diana
Collections - Sunni
Municipal Billings – Lindsey
Sales Tax/Property Tax - Laurie
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: December 21, 2018

Subject: Liquor License Renewal Application – Watson Point Liquors

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following liquor license renewal application submitted by:

Lic #: 202
DBA: Watson Point Liquors
License Type: Package Store
Licensee: Triple C Ventures Inc.
Premises Address: 1867 Halibut Point Road

Please notify no later than **noon on Monday, December 31** of any reason to protest this renewal request. This request is scheduled to go before the Assembly on January 8.

Thank you.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 21, 2018

City and Borough of Sitka

Attn: Sara Peterson, Municipal Clerk

Via Email: sara.peterson@cityofsitka.org
melissa.henshaw@cityofsitka.org

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Package Store	License Number:	202
Licensee:	Triple C Ventures Inc		
Doing Business As:	Watson Point Liquors		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Handwritten signature of Erika McConnell in cursive.

Erika McConnell, Director
amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Watson Point Liquors	License Number:	202
License Type:	Package Store		
Examiner:	<i>John</i>	Transaction #:	959663 ✓

Document	Received	Completed	Notes
AB-17: Renewal Application	11/16/18	12/12/18	
App and License Fees	11/16/18	11/16/18	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

☐ Waive ☐ Protest ☐ Lapsed

LGB 2 Response:

☐ Waive ☐ Protest ☐ Lapsed



Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2019/2020 Renewal License Application

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing package store liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Triple C Ventures Inc	License #:	202
License Type:	Package Store	Statute:	AS 04.11.150
Doing Business As:	Watson Point Liquors		
Premises Address:	1867 Halibut Point Road		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		

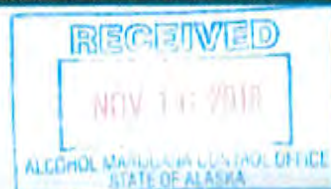
Mailing Address:	208 Lake St STE B				
City:	Sitka	State:	AK	ZIP:	99835

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Contact Licensee:	Roger L. Hames	Contact Phone:	907-747-6044
Contact Email:	roger.hames@hamescorp.com		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg. legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:	Maxwell S. Rule	Contact Phone:	907-747-3459
Contact Email:	maxwell.rule@hamescorp.com		





Alaska Alcoholic Beverage Control Board

Form AB-17b: 2019/2020 Package Store Renewal License Application

Section 2 – Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a **corporation** or **LLC**. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by using the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #: 84974D

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

ML

This subsection must be completed by any **community** or **entity**, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a **corporation**, the following information must be completed for each **stockholder who owns 10% or more** of the stock in the corporation, and for each **president, vice-president, secretary, and managing officer**.
- If the applicant is a **limited liability organization**, the following information must be completed for each **member with an ownership interest of 10% or more**, and for each **manager**.
- If the applicant is a **partnership**, including a limited partnership, the following information must be completed for each **partner with an interest of 10% or more**, and for each **general partner**.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	Hames Corporation				
Title(s):	Shareholder	Phone:	907-747-3663	% Owned:	100
Mailing Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Name of Official:	Mary W Hames				
Title(s):	Director, Vice President, Secretary	Phone:	907-747-6044	% Owned:	0
Mailing Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Name of Official:	Roger L. Hames				
Title(s):	Director	Phone:	907-747-6044	% Owned:	0
Mailing Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835



Alaska Alcoholic Beverage Control Board

Form AB-17b: 2019/2020 Package Store Renewal License Application

Section 2 – Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a **corporation** or **LLC**. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	84974D
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You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

This subsection must be completed by any **community** or **entity**, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a **corporation**, the following information must be completed for each **stockholder who owns 10% or more** of the stock in the corporation, and for each **president, vice-president, secretary, and managing officer**.
- If the applicant is a **limited liability organization**, the following information must be completed for each **member with an ownership interest of 10% or more**, and for each **manager**.
- If the applicant is a **partnership**, including a limited partnership, the following information must be completed for each **partner with an interest of 10% or more**, and for each **general partner**.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	Maxwell S. Rule				
Title(s):	President	Phone:	907-747-3459	% Owned:	0
Mailing Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	





Alaska Alcoholic Beverage Control Board

Form AB-17b: 2019/2020 Package Store Renewal License Application

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate (spouse)

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: ☐ applicant ☐ affiliate (spouse)

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – Alcohol Server Education

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.



Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated.

2017 2018

The license was regularly operated continuously throughout each year.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
-------------------------------------	-------------------------------------

The license was regularly operated during a specific season each year

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years

If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------





Alaska Alcoholic Beverage Control Board

Form AB-17b: 2019/2020 Package Store Renewal License Application

Section 6 - Written Orders

Written orders in calendar years 2019 and 2020:

Yes No

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2019 and/or 2020?

☐ ☒

Section 7 - Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

☐ ☒

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04 21 010 in the calendar years 2017 or 2018?

☐ ☒

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 8 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04 11 260) and affiliates have been listed on this application, and that in accordance with AS 04 11 450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business



I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board



I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued



As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete

Signature of licensee

Maxwell S. Ruus

Printed name of licensee

Signature of Notary Public

Notary Public in and for the State of

Alaska

My commission expires:

June 17, 2022

Subscribed and sworn to before me this 12 day of November, 2018

Seasonal License? ☐ Yes ☒ No

If "Yes", write your six-month operating period:

License Fee:	\$ 1500.00	Application Fee:	\$ 300.00	TOTAL:	\$ 1800.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					\$1800.00



Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	TRIPLE C VENTURES, INC.

Entity Type: Business Corporation**Entity #:** 84974D**Status:** Good Standing**AK Formed Date:** 2/11/2004**Duration/Expiration:** Perpetual**Home State:** ALASKA**Next Biennial Report Due:** 1/2/2020**Entity Mailing Address:** 208 LAKE STREET , SUITE B, SITKA, AK 99835**Entity Physical Address:** 208 LAKE STREET , SUITE B, SITKA, AK 99835

Registered Agent

Agent Name: John Peterson**Registered Mailing Address:** 307 BAWDEN ST, KETCHIKAN, AK 99901**Registered Physical Address:** 307 BAWDEN ST, KETCHIKAN, AK 99901

Officials

AK Entity #	Name	Titles	Show Former Owned
8451D	Barbara Hames	Director, Treasurer	100
	HAMES CORPORATION	Shareholder	
	Mary W Hames	Director, Vice President, Secretary	
	Maxwell S Rule	President	
	Roger L Hames	Director	

Filed Documents

Date Filed	Type	Filing	Certificate
2/11/2004	Creation Filing	Click to View	



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-004 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Appoint Holly Marban to a three-year term on the Heath Needs and Human Services Commission and reappoint James Mellema to a three-year term on the Police and Fire Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Marban and Mellema](#)
[Marban Application](#)
[Mellema Application](#)

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

POSSIBLE MOTION

I MOVE TO appoint Holly Marban to a three-year term on the Health Needs and Human Services Commission and reappoint James Mellema to a three-year term on the Police and Fire Commission.



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

Board/Commission/Committee: Health Needs and Human Services
Name: Holly Marban Preferred Phone: [REDACTED]
Address: [REDACTED] Alternate Phone: [REDACTED]
Email Address: [REDACTED] Fax Number: N/A
Length of Residence in Sitka: 8 years (minus 1 year away in the middle for school) Registered to vote in Sitka? ☒ Yes ☐ No
Employer: SEAPHC

Organizations you belong to or participate in:

• SEAPHC

Explain your main reason for applying:

I am interested in being involved in discussions & action related to making Sitka a healthier place to live. I believe policy change is one of the most impactful ways of addressing public health. What background, experience or credentials will you bring to the board, commission, or committee membership? In my work as a Health Educator at SEAPHC, I have gained experience creating and implementing policy, systems, and environmental changes to support public health. I have work experience

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

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

No conflicts of interest exist at this time.

in the fields of nutrition and mental health as well.

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: 12/18/18 Signature: [Signature]

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

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

Return to:

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

Holly K. Marban

HIGHLIGHTS

- Over five years of experience providing wellness services to individuals and families
- Strong skills in health coaching, food relationship coaching, creative recipe development, nutritional assessment, and community outreach
- Professionally trained as a Certified Holistic Health Coach
- Professionally trained as a Postpartum Doula

EDUCATION

Master of Science in Nutrition June 2016
National University of Natural Medicine Portland, OR

Bachelor of Arts in Human Services, *magna cum laude* May 2010
Minors: Psychology, Sociology, and Business Villanova, PA
Villanova University

EXPERIENCE

Health Educator June 2017-present
SEARHC Sitka, AK

- Manages the action plan and \$100,000 annual budget of a grant by planning and implementing policy, systems, and environmental changes to prevent chronic disease in Southeast Alaska
- Supervises one employee and oversees SEARHC fitness center
- Organizes community health events, such as Doc Talks and other health promotion campaigns
- Effectively builds relationships with community partners in order to collaborate together to meet grant objectives

Owner and Nutrition Coach November 2016-June 2017
Holly Marban Wellness, LLC Sitka, AK

- Performed nutritional assessment, listened to each client's nutritional health concerns, and supported clients in creating and implementing holistic plans for achieving their health goals
- Offered a safe, empathetic, nonjudgmental space for clients to be open and honest about their health concerns, eating habits, and emotions regarding their relationship with food
- Taught culinary nutrition classes in the community and as a guest teacher at Pacific High School

Assistant Manager October 2016-October 2017
Sitka Food Co-op Sitka, AK

- Organized, managed, and trained volunteers for each co-op delivery day, ensuring the co-op had enough help to operate in all capacities
- Organized, managed, and submitted the fresh produce order twice per month for 100-200 co-op members for over \$3000 worth of produce
- Organized and deposited all cash and checks from members immediately following delivery days, sometimes totaling over \$15,000

Baker/Barista November 2016-June 2017
Backdoor Cafe Sitka, AK

- Responsibly opened and closed the café in accordance with opening and closing protocol
- Kindly and personably waited on customers by filling their food order, making espresso drinks, and accurately operating the cash register and electronic point-of-sale system
- Attentively baked treats and lunch items from scratch for the current or following day

- Communicated effectively and respectfully with co-workers in order to efficiently operate together within a very small shared workspace

Nutrition Intern

April 2016-June 2016

Earth Source Medicine with Carolyn Nygaard, ND, Midwife

Portland, OR

- Completed over 50 hours of clinical observation with a focus on prenatal and postnatal maternal health, infancy, hormonal balance, and primary care for women and families
- Created individualized meal plans for clients
- Crafted several herbal monographs related to women's health for use as educational materials

Cooking Class Assistant

January 2016-March 2016

Food As Medicine Institute/National University of Natural Medicine

Portland, OR

- In collaboration with a Naturopathic Doctor, taught cooking skills to community class participants in 12-week Food As Medicine Everyday cooking class series
- Offered supplemental nutrition information regarding the recipes when appropriate
- Organized and completed the *mis en place*, prep work, and cleanup of the cooking class
- Tended to class participants' needs during class

Nutrition Intern

January 2016-March 2016

Snow Crane Healing Arts

Portland, OR

- Created and tested recipes that integrated western nutrition science with Traditional Chinese Medicine
- Wrote blog posts for the business' website regarding nutrition and women's health
- Supported Snow Crane Healing Arts' owner in creating an online program for blood sugar regulation using nutritional interventions

Owner and Holistic Health Coach

October 2014 – October 2015

Holly Marban Health Coaching

Sitka, AK

- Conducted one-on-one holistic health and wellness coaching sessions to empower client toward behavior change
- Supported client in working toward individualized health goals, integrating information about nutrition, exercise, cooking, relationships, career, and spirituality
- Employed active listening skills and motivational interviewing skills

Case Manager/Therapeutic Program Coordinator

January 2015-June 2015

Brave Heart Volunteers

Sitka, AK

- Communicated effectively with community members seeking volunteer visiting, respite, and/or grief and bereavement services and facilitated intake process to begin services at Brave Heart
- Supported Therapeutic Care Manager in care coordination for multiple care receivers

Personnel and Client Intake Coordinator

March 2013-October 2014

Youth Advocates of Sitka

Sitka, AK

- Promoted from Case Manager after over two years of work at Youth Advocates of Sitka
- Communicated effectively with interested employment applicants and client referral sources, including parents and community partners
- Facilitated client referral process for admission into Youth Advocates of Sitka services with efficiency, attention to detail, and great sensitivity to clients and their families
- Coordinated and oversaw the hiring, orientation, and training for new employees, as well as the exiting process for employees leaving the agency
- Served as member of the organization's Management Team

Case Manager

February 2011-March 2013

Youth Advocates of Sitka

Sitka, AK

- Promoted from Skills Trainer after one year of full-time volunteer work at same agency
- Coordinated the timely flow of mental health treatment services for youth ages five through 21
- Ensured prompt completion of treatment documentation, in compliance with State regulations
- Scheduled, organized, and facilitated quarterly treatment team meetings for up to 19 clients

Skills Trainer

August 2010-July 2011

Youth Advocates of Sitka/Jesuit Volunteer Corps Northwest/AmeriCorps

Sitka, AK

- Provided over 1700 volunteer hours of direct client care
- Taught social, emotional, and behavioral skills to teens with severe emotional disturbances, in school setting and at Level III Inpatient Residential Facility
- Built rapport, actively listened to, and employed therapeutic interventions with clients while maintaining unconditional positive regard for all clients and their family members
- Completed required confidential documentation of mental health services in expected time frame

Nutrition and Client Services Intern

January 2010 - May 2010

Metropolitan Area Neighborhood Nutrition Alliance (MANNA)

Philadelphia, PA

- Surveyed and interviewed clients receiving meals and nutrition therapy services to assess their level of satisfaction and overall impact of the service
- Created video for community outreach to express how MANNA has impacted its clients
- Supported kitchen staff and volunteers in cooking condition-specific meals for clients, offering 11 different dietary modifications

Cooking Class Assistant

November 2009 - June 2010

Viking Culinary Center

Bryn Mawr, PA

- Assisted cooking class instructors with preparation, *mis en place*, facilitation, and cleanup of weekend and evening cooking and baking classes for adults and children
- Welcomed class participants to the Culinary Center and gave introductory presentation to class

ADDITIONAL TRAINING/CERTIFICATION

Postpartum Doula Training

July 2016

Mother Tree Doula Services, DONA International

Portland, OR

Certification as Holistic Health Coach

December 2013

Institute for Integrative Nutrition

New York, NY



Health Needs and Human Services Commission

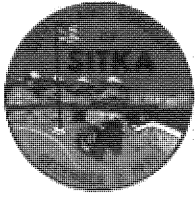
NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
DOUG OSBORNE 209 Moller Avenue	747-0373 dosborne@sitkahospital.org	1/27/15	10/14/17 10/24/20	CHAIR
LOYD PLATSON 805 Charles Street	747-3636 x226 w 623-7560 c lplatson@scpsak.org	8/25/15	10/28/17 11/7/20	VICE CHAIR
JEFF ARNDT 207 Cedar Heights	738-2025 queenmab@gci.net	11/11/15	11/11/18 10/23/21	
BARBARA KENDALL 206 Park Street	738-1808 bekendall40@yahoo.com	8/23/16	8/23/19	
VERA GIBSON 107 Rudolph Walton Circle	747-3636 x224 w 738-0812 c vgibson@scpsak.org	10/24/17	11/22/19	<i>Treas term</i>
MARTHA PEARSON 814 Charles Street	738-2534 marthap@searhc.org	11/7/17	12/8/18	<i>Gray's term</i>
CHARLIE WOODCOCK PO Box 115	747-2910 606-224-9958 charlie.woodcock@sitkayouth.org	9/25/18	9/13/19	<i>Herrera's term</i>
Melissa Henshaw Deputy Clerk/Records Specialist	747-1826 melissa.henshaw@cityofsitka.org			Secretary
Richard Wein PO Box 2424	738-0577 assemblywein@cityofsitka.org			Assembly Liaison

Established by Ordinance 2013-23

7 members, 3-year terms. A vacancy on the commission shall be filled by appointment by the Assembly for any remainder of an unexpired term.

Meeting schedule: 2nd Thursday of the month; 1:30 p.m. at Harrigan Centennial Hall, 330 Harbor Drive
– Meetings are to be held no less than four times per year.

Revised: December 19, 2018



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

Board/Commission/Committee: Police & Fire

Name: James Mellema Preferred Phone: [REDACTED]

Address: [REDACTED] Alternate Phone: _____

Email Address: [REDACTED] Fax Number: _____

Length of Residence in Sitka: 18 Years Registered to vote in Sitka? ☒ Yes ☐ No

Employer: Retired U.S. Navy, SEARHC Mt Edgecumbe Hospital

Organizations you belong to or participate in:

Assoc. of Military Surgeons of the US, American Assoc. of Nurse Anesthetists (Emeritus)
Military Officers Assoc. of America, American Legion
Sitka Sound Science Center (Docent)

Explain your main reason for applying:

Reapply for second term. I wish to continue my community service as a member of this commission.

What background, experience or credentials will you bring to the board, commission, or committee membership?
22 years active service as a Naval Officer, 14 years as a field grade officer, 8 years at the department head level.

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.

Adult daughter is employed by SPD as a dispatcher.

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: 2018/12/17 Signature: James Mellema

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

James Mellema



December 18, 2018

I respectfully request consideration for reappointment to the Police and Fire Commission of the City and Borough of Sitka. I am a retired healthcare provider at Mt Edgecumb Hospital and have been a resident of Sitka for 18 years. I have served one term as vice chair of the Police & Fire Commission and have been involved in the stakeholders committee looking into obtaining a more appropriate facility for the Police Department.

As a retired field grade Naval Officer I have extensive experience in policy making and leadership positions as well as holding a department level position in my military and civilian careers. My education includes Diploma in Nursing, B.S. in Health Sciences, Masters level Certificate in Nursing Anesthesiology, and Master of Arts in Computer Resources Management.

Enclosed please find for you review Application for Appointment and a brief Curriculum Vitae. Thank you for your consideration.

Sincerely yours,

A handwritten signature in cursive script that reads "James Mellema".

James Mellema, CRNA (Emeritus), MA

Curriculum Vitae

James H. Mellema, CRNA MA
Commander, Nurse Corps, U.S. Navy Retired

Personal Data



Last Position

Chief, Anesthesia Services, Mt Edgecumbe Hospital, South East Alaska Regional Health Consortium, Sitka, Alaska
(Retired August 2014)

Educational Experience

Graduated June 1965, Grandville High School, Grandville Michigan

Attended Michigan State University 1965, 1966

Diploma in Nursing, June 1970, Butterworth Hospital School of Nursing, Grand Rapids, Michigan

Diploma in Nursing Anesthesiology, January 1974, Navy Nurse Corps School of Anesthesia,
The George Washington University, and Naval Hospital, Camp Pendleton, California.

Bachelor of Science with Honors, 1986, Chapman College, Orange, California

18 Masters level units in Human Resources Development with emphasis on training & development, Chapman
University Extension Program. Unable to complete MS studies due to military commitments. 1988-1990

Master of Arts (With Distinction) Computer Resources and Information Management, Webster University, San Diego
Campus,.

Basic Instructors School, Naval Training Center, San Diego, California 1984

Medical Effects of Nuclear Weapons, Nuclear Radiation Biology Research Facility, August 1985

Combat Advanced Trauma Life Support, October 1987

Combat Casualty Care Course, Advanced, July 1988

Advanced Cardiac Life Support Instructor

Navy Senior Officers Legal Course 1993

PROFESSIONAL & MILITARY HISTORY

Commissioned Ensign Nurse Corps June 1970

Staff Nurse, Naval Regional Medical Center, Charleston, South Carolina August 1970- December 1971

Nurse Corps Anesthesia Program January 1992-January 1974

Staff Anesthetist and Affiliate Instructor Naval Regional Medical Center, Camp Pendleton, California January 1974-July 1974

Independent Duty Anesthetist, Naval Hospital, Port Hueneme, California, July 1974-January 1977

Locum Tenens Anesthetist, Worldwide Anesthesia Services January 1977-August 1977

Private Practice Anesthetist, Monticello Medical Center, Longview, Washington August 1977-September 1982

U.S. Naval Reserve (inactive) January 1977-February 1982

Ship's Anesthetist, USS Constellation CV 64 March-May 1982

Ship's Anesthetist, USS Midway CV 41 January-August 1983

Chief Anesthetist, Naval Hospital, Oakland, California October 1983-July 1984

Head, Hospital Corps Education Department, Naval Hospital Oakland, California July 1984-August 1985

Head, Critical Care Nursing, Naval Hospital Oakland, California August 1985-October 1986

Chief Anesthetist, U.S. Naval Hospital, Okinawa, Japan May 1987-July 1990

Chief Anesthetist, U.S. Naval Hospital, Yokosuka, Japan July 1990-July 1994

Chief Anesthetist, Naval Medical Center, San Diego, California July 1994-June 1996

Clinical Instructor, Navy Nurse Corps Anesthesia Program, Naval School of Health Sciences
Naval Medical Center, San Diego, CA June 1996-July 1998

Staff Anesthetist, Keweenaw Memorial Medical Center, Laurium, Michigan September 1998-September 2000

Chief Anesthetist, SEARHC Mt Edgecumb Hospital, Sitka, Alaska, October 2000-August 2014 (Department Head July 2006 to September 2012)

Publications & Presentations

"Drug Interactions" Journal of the American Association Nurse Anesthetists, June 1975

"US Naval Hospital, Okinawa" Navy Anesthesia Society Newsletter. Spring 1992

"Operation Fiery Vigil" Admiral's Update, January 1994

August 1974 -"Major Drug Interactions in Anesthetized Patients" , American Association of Nurse Anesthetists Annual Meeting, Chicago, Illinois

February 1981 -" Regional Anesthesia in Private Practice" Washington Association of Nurse Anesthetists, Winter Meeting, Tacoma Washington

April 1992-"Computers and the Nurse Executive, The Role of Electronic Record Keeping" Okinawa Nurses Society

November 1995-" Desflurane and Ambulatory Anesthesia" USC Nurse Anesthesia Program

Memberships

American Association of Nurse Anesthetists (Emeritus)

Association of Military Surgeons of the United States (Life Member)

Navy Anesthesia Society

Military Officers Association of America (Life Member)

American Legion

Disabled American Veterans (Life Member)

Outside Interests

Master Scuba Diver Trainer, Professional Association of Diving Instructors

Sailing

Docent, Sitka Sound Science Center

C&B of Sitka Police and Fire Commission, Vice Chairman



POLICE AND FIRE COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
LOYD PLATSON 805 Charles Street	747-3636 ext 226 623-7560 lplatson@scpsak.org	9/22/15	9/22/18 10/9/21	CHAIR
JAMES MELLEMA 2304 A Halibut Point Rd	752-0412 nitejazz@mac.com	1/12/16	1/12/19	VICE CHAIR
AUBREY VAUGHAN 315 Seward Street	623-0403 ellenvaughan68@gmail.com	10/11/16	10/11/19	
NEIL AKANA 2220 Sawmill Creek Rd	747-8960 808-960-3238 npakana@hotmail.com	11/8/18	11/8/21	
LORRAINE LIL 105 Austin Street	738-1350 c 747-3309 committeework@outlook.com	6/13/17	6/13/20	Resigned 10/26/18
Jeff Ankerfelt Police Chief	747-3349 jeff.ankerfelt@sitkapd.org			Ex Officio
Lance Ewers Lieutenant	966-5703 lance.ewers@sitkapd.org			Alternate Ex Officio
Dave Miller Fire Chief	747-1861 dave.miller@cityofsitka.org			Ex Officio
Valorie Nelson 107 Littlebyrd Way	747-5689 assemblynelson@cityofsitka.org			Assembly Liaison
Kevin Mosher 100 Lincoln Street	738-9075 assemblymosher@cityofsitka.org			Alternate Assembly Liaison
Serena Wild Police Dept. Staff	747-3349 serena.wild@sitkapd.org			Secretary

Established by Ordinance 83-579

Meet fourth Wednesday of each month at 6:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive
5 members from public 3-year terms

OATH OF OFFICE REQUIRED

Revised: November 9, 2018



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-005 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Appoint two to terms on the Sitka Community Hospital Board: Mary Ann Hall, David Lam (incumbent),
Connie Sipe (incumbent)

Sponsors:

Indexes:

Code sections:

Attachments: [Nomination Sheet Hospital Board](#)
[Hall Application](#)
[Lam Application](#)
[Sipe Application](#)

Date	Ver.	Action By	Action	Result
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APPOINTMENTS: Hospital Board

STEP 1

I NOMINATE Mary Ann Hall, David Lam (incumbent), and Connie Sipe (incumbent) to serve on the Sitka Community Hospital Board.

STEP 2

Discussion if desired

STEP 3

Be prepared to vote for two.

Assembly Member	Mary Ann Hall	David Lam	Connie Sipe
DEPUTY MAYOR EISENBEISZ			
DR. WEIN			
MS. NELSON			
MR. BEAN			
MR. KNOX			
MR. MOSHER			

Assembly Member	Mary Ann Hall	David Lam	Connie Sipe
DEPUTY MAYOR EISENBEISZ			
DR. WEIN			
MS. NELSON			
MR. BEAN			
MR. KNOX			
MR. MOSHER			

Assembly Member	Mary Ann Hall	David Lam	Connie Sipe
DEPUTY MAYOR EISENBEISZ			
DR. WEIN			
MS. NELSON			
MR. BEAN			
MR. KNOX			
MR. MOSHER			

Assembly Member	Mary Ann Hall	David Lam	Connie Sipe
DEPUTY MAYOR EISENBEISZ			
DR. WEIN			
MS. NELSON			
MR. BEAN			
MR. KNOX			
MR. MOSHER			



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

Board/Commission/Committee: HOSPITAL cell phone [REDACTED]
Name: MARY ANN J HALL Daytime Phone: [REDACTED]
Address: [REDACTED] Evening Phone: [REDACTED]
Email Address: [REDACTED] Fax Number: [REDACTED]
Length of Residence in Sitka: 23 1/2 yrs Registered to vote in Sitka? ☒ Yes ☐ No
Employer: Retired
Organizations you belong to or participate in: LEPC

Explain your main reason for applying: have prior experience on hospital board

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

6 yrs hospital exp board experience

30 yrs medical experience

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: 12/13/18 Signature: Mary Ann J. Hall

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



Hospital Board Roster

Board Member	Phone	Address, E-mail	Seat	First Appointed	Term Expires
Connie Sipe President	966-4232 w	102 Kelly Street csipe@cfc.org	Financial	1/12/16	1/12/19
Carin Adickes Vice President	747-1078 738-5667	1401 Edgecumbe Drive alaskaseapeople@yahoo.com	At-Large	1/23/18	1/23/20
David Lam Secretary	738-4068	PO Box 1324 dave@shamanmedicalconsulting.com	Healthcare	1/12/16	1/12/19
Robert Hattle	738-2230	PO Box 2676 rhattle@mac.com	At-Large	10/24/17 1/23/18	1/12/18 1/23/20
Carolyn Evans	747-8707 406-579-2666	PO Box 902 lcevens@gci.net	At-Large	1/23/18	1/23/20
<u>CBS Staff Liaison*</u> John P. (Jay) Sweeney	747-1836 w	100 Lincoln Street jay.sweeney@cityofsitka.org	Chief Finance and Administrative Officer	12/12/17	
<u>Alternate</u> Keith Brady	747-1808 w	keith.brady@cityofsitka.org	Municipal Administrator		
<u>Chief Medical Staff Liaison*</u> Kimberly Bakkes	747-3241 w	Sitka Community Hospital 209 Moller Avenue kbakkes@sitkahospital.org		December of each year
<u>Vice Chief Medical Staff Liaison*</u> Debra Brushafer	747-3241 w	Dr.Brushafer@sitkahospital.org			
<u>Assembly Liaison*</u> Richard Wein	738-0577 c	PO Box 2424 assemblywein@cityofsitka.org			October (each year after election)
<u>Alternate</u> Steven Eisenbeisz	738-9075 c	208 Lincoln Street assemblyeisenbeisz@cityofsitka.org			
<u>Hospital Staff</u> Rob Allen Denise DenHerder	747-1738 w 747-1725 w	CEO Exec Asst/Recording Secretary	rallen@sitkahospital.org ddenherder@sitkahospital.org		

* Non-Voting – Alternates to fill in when the Liaison is not in attendance.

Hospital Board meets the fourth Thursday of each month at 6:00 p.m. in the Hospital Classroom.

All voting members will be approved by the Assembly. Five Members from Public:

- | | |
|---------------------------------------------|-------------|
| 1 Member Professional Financial Experience | 3-year term |
| 1 Member Professional Healthcare Experience | 3-year term |
| 3 Members At-Large | 2-year term |

Non-Voting:

- | | |
|-------------------------------------------------------|---------------------------------------------|
| 1 Member Sitka Community Hospital Chief Medical Staff | Elected each December by SCH medical staff |
| 1 Member from the Assembly | Appointed each October |
| 1 Member from CBS Senior Staff | Approved by the Assembly with No Expiration |
- Re-Established by Ordinance 2015-37A

OATH OF OFFICE REQUIRED

Revised: October 10, 2018

P.O. Box 1324
Sitka, Alaska 99835
9 December 2018

Melissa Henshaw,
Deputy Clerk/Records Specialist
100 Lincoln Street
Sitka, Alaska 99835

Subject: Application for Re-appointment to the Sitka Community Hospital Board of Directors

Ms. Henshaw,

Good morning.

Attached to this letter you will find:

- 1) A completed Application Form
- 2) A copy of my resumé

I would like to take this opportunity to apply for re-appointment to the Sitka Community Hospital Board of Directors. I have found the past three years on the Board most interesting and rewarding; I feel that I have been able to use my previous experience to make the Board a more effective one; and believe that I have contributed to the turnaround which the Hospital has been able to manage. My major interests on the Board have been in the areas of Quality Improvement and Medical Staff Affairs, and I served as the Chairman of the CEO Search Committee which developed a good roster of candidates for the position prior to our success in encouraging Mr. Allen to agree to remain until the transition is finalized. I currently serve as the Board Secretary. Although the Board has only a limited role in the development of the transition plan, it does have the ability to make the transition smoother and in many ways easier than otherwise. I think such a re-appointment would allow me to so contribute, and would be for the good of the hospital, the Board, and the City.

I am a physician, licensed since the late 1970s in Alaska, but I am retired currently and do not maintain a clinical practice in Sitka; I have no family employed at either hospital, so I have no potential conflicts of interest. I know Alaska, having lived in Fairbanks for extended periods in the past, and in Sitka for 4 years. Of most importance, I have served successfully at various times as the Commander (Chief Executive Officer) of three different military hospitals (probably more than any other Army officer in recent decades). I took over two of those hospitals at times they were in crisis due to CEO malfeasance, and successfully brought them into the mainstream of Army medicine. Additionally, I served as an ex-officio member of the Fairbanks Hospital Board of Directors for a period in the 1980s, and I also served on one of the Governor's medical

advisory panels at the same time (Emergency Medical Services).

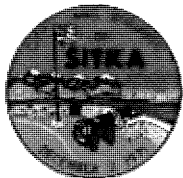
My resumé should give the Assembly an understanding of my training, background, and qualifications for this position. If there are any questions, I would be happy to answer them.

I look forward to hearing from you in the near future.

Sincerely,

A handwritten signature in black ink that reads "David M. Lam". The signature is written in a cursive style with a large, stylized 'D' and 'L'.

David M. Lam MD, MPH



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

Board/Commission/Committee: Sitka Community Hospital Board
Name: David M. Lam Preferred Phone: [REDACTED]
Address: [REDACTED] Alternate Phone:
Email Address: [REDACTED] Fax Number: None
Length of Residence in Sitka: 4 years Registered to vote in Sitka? XX Yes No
Employer: None-- Retired
Organizations you belong to or participate in: Rotary, Historical Society, Civil Air Patrol, Sitka Sportsmen,
Pioneers of Alaska

Explain your main reason for applying: I want to continue work on the Board to maintain the progress we have made, and to assist in a smooth transition for whatever the Assembly decides as regards the Agreement with SEARHC.

What background, experience or credentials will you bring to the board, commission, or committee membership?
3 years experience on the Board, Chairman of the new CEO Search Committee, Licensed MD, I have been the CEO of three hospitals previously. Service on the FBKS hospital board and Governor's Advisory Committee on EMS.

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

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

NONE

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

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

Date: 9 December 2018 Signature: David M. Lam

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

**Résumé of
David M. Lam, M.D., M.P.H.**

Mailing Address:



Email:



Objective: Highly experienced medical manager looking for a volunteer community support position

Summary of Experience:

- *Physician (M.D.). Primary experience in Command, Staff, and Management.
- *Colonel, United States Army Medical Corps, (Retired).
- *Associate Professor, University of Maryland School of Medicine (Retired).
- *Medical Staff experience at Battalion, Brigade, Corps, Joint Command (USEUCOM), and International levels (NATO International Military Staff and United Nations).
- *Hospital Command (CEO) at Lieutenant Colonel and Colonel (x2) levels.
- *Demonstrated expertise in Hospital management, operational planning, personnel management, budgeting, quality assurance, clinical care, policy development, medical logistics, humanitarian relief operations, Research & Development management.
- *Previous experience as member of the Board of Directors for two civilian hospitals.
- *Responsibility for development and acceptance of much of current NATO policy on multinational medical support during operations, medical support of humanitarian/ disaster assistance programs, and the medical portions of generic NATO logistics policy documents. This includes planning for the management of hospitals and other medical care organizations in distant and austere environments.
- *Experience in medical and logistic force development programs in Albania, Croatia, Czech Republic, Slovenia, Romania, and Former Yugoslav Republic of Macedonia.
- *Outstanding skills in team-building, coaching, and maintaining positive cooperative working relationships with personnel of various backgrounds, national origins, and levels of experience.
- *Personal experience in disaster relief/ humanitarian aid missions in the Soviet Union, Tunisia, Rwanda, and Turkey/Iraq border areas.
- *Experience in all aspects of health care delivery, from on-scene delivery in the third world to management of fixed base hospitals. Most recent position entailed development of policies and procedures to govern the maintenance of medical quality during the provision of care in austere and hazardous multinational environments and required achievement of consensus of 44 nations at the highest levels.
- *Two years experience as research manager with approximately US\$ 24 million annual budget.
- *Research Associate Professor tasked with carrying out research, development, and implementation of multinational telemedicine systems.

Qualifications:

- *Doctor of Medicine (M.D.) degree 1972
- *30 years of military service, culminating with five years as the only physician on the staff at NATO Headquarters, and including serving as the NATO liaison to the United Nations in New York during the War in Kosovo.
- *Master of Public Health (M.P.H.) degree 1979 (emphasis on Medical Administration and Occupational Medicine)
- *Fully licensed as a physician (state of Alaska), and registered in the United Kingdom)
- *Board Certified as a specialist in Aerospace Medicine/ On UK Specialists' Register in Aerospace Medicine
- *Fellow, Aerospace Medical Association
- *Fellow, International Academy of Aviation and Space Medicine
- *Fellow, American Academy of Family Practice
- *Fellow, American College of Physician Executives
- *Army Master Flight Surgeon
- *Graduate, U.S. Army Command and Staff College
- *Graduate, U.S. Army War College
- *Graduate of multiple NATO training courses, including logistics, medical planning, emergency procedures and operations, and civil-military co-operation.
- *Trained by World Health Organization and International Committee of the Red Cross on provision of health care in large scale humanitarian emergencies.
- *Military awards include Defense Superior Service Medal (2), Legion of Merit (2), Meritorious Service Medal (6), Bronze Star Medal, Army Commendation Medal, as well as numerous service medals including Armed Forces Expeditionary Medal, the Humanitarian Service Medal (2), and the Kuwait Liberation Medals.

Detailed curriculum vitae and references are available upon request.



Hospital Board Roster

Board Member	Phone	Address, E-mail	Seat	First Appointed	Term Expires
Connie Sipe President	966-4232 w	102 Kelly Street csipe@cfc.org	Financial	1/12/16	1/12/19
Carin Adickes Vice President	747-1078 738-5667	1401 Edgecumbe Drive alaskaseapeople@yahoo.com	At-Large	1/23/18	1/23/20
David Lam Secretary	738-4068	PO Box 1324 dave@shamanmedicalconsulting.com	Healthcare	1/12/16	1/12/19
Robert Hattle	738-2230	PO Box 2676 rhattle@mac.com	At-Large	10/24/17 1/23/18	1/12/18 1/23/20
Carolyn Evans	747-8707 406-579-2666	PO Box 902 lcevens@gci.net	At-Large	1/23/18	1/23/20
<u>CBS Staff Liaison*</u> John P. (Jay) Sweeney	747-1836 w	100 Lincoln Street jay.sweeney@cityofsitka.org	Chief Finance and Administrative Officer	12/12/17	
<u>Alternate</u> Keith Brady	747-1808 w	keith.brady@cityofsitka.org	Municipal Administrator		
<u>Chief Medical Staff Liaison*</u> Kimberly Bakkes	747-3241 w	Sitka Community Hospital 209 Moller Avenue kbakkes@sitkahospital.org		December of each year
<u>Vice Chief Medical Staff Liaison*</u> Debra Brushafer	747-3241 w	Dr.Brushafer@sitkahospital.org			
<u>Assembly Liaison*</u> Richard Wein	738-0577 c	PO Box 2424 assemblywein@cityofsitka.org			October (each year after election)
<u>Alternate</u> Steven Eisenbeisz	738-9075 c	208 Lincoln Street assemblyeisenbeisz@cityofsitka.org			
<u>Hospital Staff</u> Rob Allen Denise DenHerder	747-1738 w 747-1725 w	CEO Exec Asst/Recording Secretary	rallen@sitkahospital.org ddenherder@sitkahospital.org		

* Non-Voting – Alternates to fill in when the Liaison is not in attendance.

Hospital Board meets the fourth Thursday of each month at 6:00 p.m. in the Hospital Classroom.

All voting members will be approved by the Assembly. Five Members from Public:

- | | |
|---------------------------------------------|-------------|
| 1 Member Professional Financial Experience | 3-year term |
| 1 Member Professional Healthcare Experience | 3-year term |
| 3 Members At-Large | 2-year term |

Non-Voting:

- | | |
|-------------------------------------------------------|---------------------------------------------|
| 1 Member Sitka Community Hospital Chief Medical Staff | Elected each December by SCH medical staff |
| 1 Member from the Assembly | Appointed each October |
| 1 Member from CBS Senior Staff | Approved by the Assembly with No Expiration |
- Re-Established by Ordinance 2015-37A

OATH OF OFFICE REQUIRED

Revised: October 10, 2018

Connie J. Sipe



December 13, 2018

Mayor Gary Paxton
and Members of Assembly
City and Borough of Sitka

Dear Mayor Paxton:

Please find enclosed my resume and an application for a second term on the Sitka Community Hospital Board.

I will bring to the SCH Board my knowledge gained from the three year term that is just coming to a close. I believe I have significantly assisted the hospital by working to guide both SCH management and board members in good governance and wise policy and operational decisions.

I also bring over 37 years of management experience in large budgetary units of state government or private agencies, 29 of those years being in the field of health and social services programs. I most recently retired (2/1/18) after 16 years as director of Center for Community, with its 140+ employees in five communities, and an annual operating budget averaging \$5.2million. In state government, I served as Deputy Commissioner of Health & Social Services for 2 years (which included chairing the Medicaid rate-setting commission for hospitals and nursing homes), and as Director of Senior Services (under two different agency names) for ten years.

I have extensive past and current experience and knowledge of health care trends both nationally and in Alaska, especially with the major payor of state Medicaid. I am experienced in the creation, implementation, trend-monitoring, and analysis of large agency budgets.

Although I am now on inactive, retired status, I am still a member of the Alaska Bar, to which I was admitted in 1975. I am now "mostly" retired, working about one-fifth time as the transit program administrator managing the public transit system at Center for Community. I have lived in Sitka for 18 years, Alaska for 43.

At this time of a possible transition for Sitka Community Hospital, I believe it would be prudent of the Assembly to retain the current SCH board in its current composition, so as to benefit the hospital and the community from the cumulative experience of current board members. I hope my service would be of benefit.

I welcome any questions. Thank you for your consideration. Please note that depending upon which date this matter comes up at an Assembly meeting, I may not be able to attend, as I scheduled some months ago a week-long stay in Anchorage in January 2019 for a medical matter.

Sincerely,

A handwritten signature in blue ink that reads "Connie J. Sipe".

Connie J. Sipe



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

Board/Commission/Committee: Board of Sitka Community Hospital
Name: Connie J. Sipe Preferred Phone: [REDACTED]
Address: [REDACTED] Alternate Phone: None
Email Address: [REDACTED] Fax Number: None
Length of Residence in Sitka: 18 years Registered to vote in Sitka? XXYes No
Employer: Part time employee of Center for Community, as Transit Program Administrator.
Organizations you belong to or participate in: Greater Sitka Legacy Foundation

Explain your main reason for applying: To offer assistance and smooth continuation of hospital board's duties during time of possible transition in hospital's status. To offer governance guidance to management at SCH.

What background, experience or credentials will you bring to the board, commission, or committee membership?
Now in retirement status as an attorney in Alaska, nevertheless I bring my legal background, as well as over 36 years of management of large state and private agencies, including extensive experience with State Medicaid functions and policy. I was director of Center for Community (\$5mill.budget annually) for 16 years. At the State, I was Dep. Commissioner of Health & Social Services two years, and Director of Senior Services for 10 years. Accustomed to managing large budgetary units of program services.

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.

I do not believe I have any conflicts at this time.

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: 12/12/2018 Signature: Connie J. Sipe

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

CONNIE J. SIPE

PROFESSIONAL MANAGEMENT EXPERIENCE

February 2018
February 2002 to present: CENTER FOR COMMUNITY, INC.

Executive Director: Executive Director representing Board of community non-profit agency, providing services to more than 600 clients: persons with developmental or physical disabilities, home-bound senior citizens, public assistance clients seeking jobs, and managing public transit for Sitka.

1998 – February 2002 INFORMALASKA, Inc.

President and principal: Principal of small company doing research, consulting and regulation and report writing projects for State agencies.

1994 – 1997 DIVISION OF SENIOR SERVICES, Department of Administration, State of Alaska

Director: Served as first director of a new division, where all state services to senior Alaskans were consolidated for the first time. Brought online the HCB Waivers, Assisted Living Licensing, Adult Protective Services, and Personal Care expansion.

1987 – 1994 Older Alaskans Commission, Dept. of Administration, State of Alaska

Executive Director: Served the Commission in its advocacy & planning roles, administered all NTS, Adult Day, and other grants, chaired Taskforce to create HCB waivers.

1984 – 1987 Office of the Commissioner, Department of Health & Social Services, State of Alaska

Deputy Commissioner: As Deputy Commissioner, supervised the Divisions of Medicaid, Public Assistance, and Family & Youth Services.

**1976 – 1984 Consumer Protection Office, Office of the Attorney General
State of Alaska**

Chief of Consumer Protection and Assistant Attorney General

EDUCATION AND CREDENTIALS

1975 to present: Member, Alaska Bar Association (Attorney)

1975: Juris Doctor, Harvard Law School

1972: Bachelor of Arts, English, Indiana University



Hospital Board Roster

Board Member	Phone	Address, E-mail	Seat	First Appointed	Term Expires
Connie Sipe President	966-4232 w	102 Kelly Street csipe@cfc.org	Financial	1/12/16	1/12/19
Carin Adickes Vice President	747-1078 738-5667	1401 Edgecumbe Drive alaskaseapeople@yahoo.com	At-Large	1/23/18	1/23/20
David Lam Secretary	738-4068	PO Box 1324 dave@shamanmedicalconsulting.com	Healthcare	1/12/16	1/12/19
Robert Hattle	738-2230	PO Box 2676 rhattle@mac.com	At-Large	10/24/17 1/23/18	1/12/18 1/23/20
Carolyn Evans	747-8707 406-579-2666	PO Box 902 lcevens@gci.net	At-Large	1/23/18	1/23/20
<u>CBS Staff Liaison*</u> John P. (Jay) Sweeney	747-1836 w	100 Lincoln Street jay.sweeney@cityofsitka.org	Chief Finance and Administrative Officer	12/12/17	
<u>Alternate</u> Keith Brady	747-1808 w	keith.brady@cityofsitka.org	Municipal Administrator		
<u>Chief Medical Staff Liaison*</u> Kimberly Bakkes	747-3241 w	Sitka Community Hospital 209 Moller Avenue kbakkes@sitkahospital.org		December of each year
<u>Vice Chief Medical Staff Liaison*</u> Debra Brushafer	747-3241 w	Dr.Brushafer@sitkahospital.org			
<u>Assembly Liaison*</u> Richard Wein	738-0577 c	PO Box 2424 assemblywein@cityofsitka.org			October (each year after election)
<u>Alternate</u> Steven Eisenbeisz	738-9075 c	208 Lincoln Street assemblyeisenbeisz@cityofsitka.org			
<u>Hospital Staff</u> Rob Allen Denise DenHerder	747-1738 w 747-1725 w	CEO Exec Asst/Recording Secretary	rallen@sitkahospital.org ddenherder@sitkahospital.org		

* Non-Voting – Alternates to fill in when the Liaison is not in attendance.

Hospital Board meets the fourth Thursday of each month at 6:00 p.m. in the Hospital Classroom.

All voting members will be approved by the Assembly. Five Members from Public:

- | | |
|---------------------------------------------|-------------|
| 1 Member Professional Financial Experience | 3-year term |
| 1 Member Professional Healthcare Experience | 3-year term |
| 3 Members At-Large | 2-year term |

Non-Voting:

- | | |
|-------------------------------------------------------|---------------------------------------------|
| 1 Member Sitka Community Hospital Chief Medical Staff | Elected each December by SCH medical staff |
| 1 Member from the Assembly | Appointed each October |
| 1 Member from CBS Senior Staff | Approved by the Assembly with No Expiration |
- Re-Established by Ordinance 2015-37A

OATH OF OFFICE REQUIRED

Revised: October 10, 2018



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: 1/8/2019 Final action:

Title: Submitting City and Borough of Sitka FY2020 State Legislative Priorities (postponed at the 12/20/18 meeting)

Sponsors:

Indexes:

Code sections:

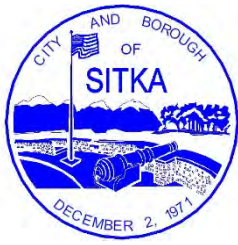
Attachments: [Motion and Memo Res 2018-26](#)
[Res 2018-26](#)
[Legislative Priorities](#)
[Draft Minutes December 20 for Legislative Priorities](#)

Date	Ver.	Action By	Action	Result
12/20/2018	1	City and Borough Assembly		

POSSIBLE MOTION

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

Note: Resolution 2018-26 was postponed at the December 20, 2018 Assembly meeting. See included minutes for details.



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: January 2, 2019

Update 1/2/19- Alternative wording proposed by Sitka School Board President, Dr. Jennifer McNichol, was added to the base student allocation section. The Critical Secondary Water Treatment summary was edited for more emphasis on indicating that the project was needed due to State and Federal regulations. Staff discussed many other priorities such as Green Lake Dam Infrastructure, and opted to follow legislator's direction of listing the most imminent funding need or largest priority item. Other projects may/will be added in future years.

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.

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 8th day of January, 2019.

Steven Eisenbeisz, Deputy Mayor

ATTEST

Sara Peterson, MMC
Municipal Clerk

12/20/18 postponed
1/8/19 first and final reading

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

2019 LEGISLATIVE PRIORITIES CBS

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.

STATE FUNDING FOR STATE FACILITIES...

SUPPORT FOR STATE SERVICES AT SITKA JAIL FACILITIES

Sitka's contract is not sufficient to sustain jail operations. 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.

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.

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.

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...

SUPPORT OUR PUBLIC SCHOOLS

CBS requests the State of Alaska recognize the increasing costs facing our schools and maintain the funds allotted for FY 2020, with consideration of further forward-funding for the future. Sitka's schools are struggling economically, which affects staffing and student instruction.

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 Ultraviolet 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 and in accordance with FERC requirements, 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.

Blue Lake surface water is the source for the community's drinking water, and CBS has experienced several high source water turbidity readings during recent large storm events. Future high turbidity readings would require filtration to ensure State and Federal water quality regulations are met.

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 various State and Federal regulations will be met and 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%)



X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B 18-237** Reappoint Liz McKenzie to a three-year term on the Tree and Landscape Committee
- A motion was made by Mosher that this Item be APPROVED. The motion PASSED by the following vote.**
- Yes:** 6 - Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson
- Absent:** 1 - Bean

XI. UNFINISHED BUSINESS:

- C ORD 18-55** Making supplemental appropriations for Fiscal Year 2019 (*Senior Citizen Van Match Donation*)
- Knox wondered how many vans were budgeted for maintenance. Public Works Director Michael Harmon noted two were budgeted, however, reminded there were currently three vans. With the purchase of another making four. Knox suggested the overall budget be adjusted to accurately reflect true numbers.
- 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, Wein, Paxton, Mosher, and Nelson
- Absent:** 1 - Bean

XII. NEW BUSINESS:

- D RES 18-26** Submitting City and Borough of Sitka FY2020 State Legislative Priorities
- Dr. Jennifer McNichol, President of the Sitka School Board, thanked the Assembly for including the School District in the CBS Legislative Priorities and offered alternative language for the base student allocation section.
- Assembly members commented on different aspects of the priorities. Support was noted for the alternative language suggested by Dr. McNichol. In addition, Eisenbeisz suggested wording be added to the critical secondary water treatment section indicating the project was needed due to regulatory requirements. Nelson suggested a priority be added for Green Lake infrastructure. Upon hearing these suggestions, the Assembly wished to postpone the item to allow staff to rework the document and bring back for Assembly review.
- A motion was made by Wein to POSTPONE this Item to the January 8, 2019 Assembly meeting. The motion PASSED by the following vote.**
- Yes:** 6 - Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson
- Absent:** 1 - Bean
- 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



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 19-01 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Making supplemental appropriations for Fiscal Year 2019 (Harrigan Centennial Hall Staffing and Security Monitoring Video Equipment)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2019-01](#)
[Ord 2019-01](#)
[Memo Brady Ord 2019-01](#)
[Camera Diagrams and Data Drops](#)
[Memo Kluting HCH Staff Request](#)
[Memo Kluting Security Video Equipment](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-01
on first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2019-01

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(HARRIGAN CENTENNIAL HALL STAFFING AND
SECURITY MONITORING VIDEO EQUIPMENT)

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 supplemental appropriations for temporary labor and security monitoring video equipment for Harrigan Centennial Hall.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka makes supplemental appropriations in the General Fund for temporary labor, and, in the General Governmental Capital projects Fund for the acquisition of security monitoring video equipment. The Assembly also authorizes the transfer of funds from the Visitor Enhancement Fund to be used as the source of funding for both purchases, a transaction which does not require an additional appropriation. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the following supplemental appropriations are hereby made:

<u>FISCAL YEAR 2019 EXPENDITURE BUDGETS</u>
GENERAL FUND
Temporary Wages: A supplemental appropriation is hereby made in the General Fund, Centennial Building Department in the amount of \$20,000. This appropriation is for temporary seasonal labor.
GENERAL GOVERNMENTAL CAPITAL PROJECTS FUND (FUND 700)
Fixed Asset Acquisition: A supplemental appropriation is hereby made in General Governmental Capital Projects Fund (Fund 700) in the amount of \$30,000. This appropriation is for the acquisition of security monitoring video equipment.

EXPLANATION

The Administrator has determined that additional temporary seasonal labor and equipment is essential to the operation of Harrigan Centennial Hall during the upcoming visitor season.

Additional temporary employees will be hired and used to ensure that all events and venues within Harrigan Centennial Hall are properly staffed. Security monitoring video equipment is to be acquired and installed in order to monitor vendor and visitor activity on the exterior of the building during peak times.

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

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54 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka,
55 **Alaska this 22nd of January, 2019.**

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60 _____
61 **Steven Eisenbeisz, Deputy Mayor**

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64 **ATTEST:**

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66 _____
67 **Melissa Henshaw, CMC**
68 **Acting Municipal Clerk**

69
70 **1st reading 1/8/19**
71 **2nd and final reading 1/22/19**

72
73 **Sponsor: Administrator**



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: Keith Brady, Municipal Administrator

Date: January 3, 2019

Subject: Harrigan Centennial Hall \$50,000 Appropriation from the Visitor Enhancement Fund

Summary

Harrigan Centennial Hall (HCH) is in need of additional seasonal temporary labor to properly staff the facility. There is, also, a need for security cameras to monitor community and building safety year round, vendor and tourist safety during the summer, and to monitor vagrancy. See additional memos from Don Kluting, HCH Building Manager.

Fiscal Note

From the Visitor Enhancement Fund: \$20,000 for the Seasonal Temporary Workers and \$30,000 for the video camera system.

Recommendation

Approve the appropriation of \$50,000 for the seasonal temporary workers and camera system.

Detail

HCH has essentially doubled in size and scope of duties to the public and visitors since renovation was completed in 2016. Current staffing is insufficient to properly support all activities during times of peak use in the summer and at other times of the year. As a result, some functions are unsupported and building security is compromised.

There is about \$20,000 left in the HCH Renewal Project budget for certain needs and warranties that are planned to be completed this year:

- Freezer door issue
- Entrance sign completion
- Crown Amplifier issue in Auditorium
- HVAC – fix access issue on office computers – down since power outage
- Purchase and install additional rest room sign
- Purchase portable stairs for stage access from house

- Visitor information, Brochure racks needed, compile local information etc.
- Gutter leaks – Have attempted repair three times
- Graffiti repair back of building that happened on 12/15/17

The camera system is primarily for the safety of the community members, building, and visitors to Sitka. However, the HCH Building Manager has observed and mediated continuous conflicts between a small number of vendors and taxi operators during the summertime over the last several years. Some of these conflicts which occur are reported but unseen by the HCH Building Manager for compliance action. When these types of conflicts are not seen, it is difficult for the HCH Building Manager to take enforcement action when an incident takes on the form of “he said – she said”. Video monitoring equipment would allow for the HCH Building Manager to observe what actually occurs and more effectively take necessary enforcement action.

Also, HCH staff has continuously encountered litter and damage from vagrants, especially on the northern corner of the building nearest Crescent Harbor. Video monitoring equipment would allow the HCH staff to more effectively deal with vagrancy, and, for the Sitka Police Department to pursue criminal action for damage to the facility.

Listed below is the estimate for a full installation of eleven fixed cameras, one Pan Tilt Zoom camera and all cabling. Please see the attached drawing.

Fixed Cameras	\$14,000
Pan Tilt Zoom	\$4,500
Installed Cable	\$11,800
Total	\$30,300

To install just the cameras to cover the vender locations this year including all the cabling above:

Fixed Cameras	\$5,000
Installed Cable	\$11,800
Total	\$16,800

The fiscal impact of the request can be detailed in three ways. The two stated above would require the supplemental budget ordinance for FY2019, which is before you; the other will be added into the FY2020 budget, if approved.

- 1) The Seasonal Temps will predominately work in the summer, but may also work on high capacity days other times during the year, such as Rainy Day Bazaar, Whale Fest, Christmas Bazaar, and Christmas party season. The cost for the temps for the remainder of FY2019 is estimated to be \$20,000, which includes employer taxes and SBS. The temps would be non-benefited.

- 2) The camera system is estimated to cost \$30,300, to include labor. It will be a capital project in order to ensure that the appropriation does not expire on June 30th.
- 3) The cost of such employees for the FY2020, a full fiscal year is estimated to be \$40,000, which includes employer taxes and SBS. The temporary employees would be non-benefited. If approved, this action would be included in the FY2020 budget.

Other things to consider:

Regarding Visitor Enhancement Funds:

- Additional needs of the Greater Sitka Chamber of Commerce for marketing
- Staff has prepared an RFP to market HCH, estimated amount is \$20,000
- The following projects were earmarked with CPET funds, however, due to the recent ruling in the Juneau CPET lawsuit we are looking at other ways to fund these budgeted items and projects:
 - Busing from Old Sitka Dock to HCH
 - Seawalk Phase 2
 - Cross Trail Phase 6

11 Fixed Cameras

1 Pan Tilt Zoom Camera

Maximum Lecture Layout

Auditorium = 384

Meeting 1 = 80

Meeting 2 = 62

Meeting 3 = 65

Meeting 5 = 67

Meeting 6 = 128

TOTAL Seating Chairs = 796

KI Strive Chair

Dolly Stack w/ Upholstery = 30 chairs

22.5" w x 45" h x 77" h

Dolly Stack w/ Upholstery = 15 chairs

23" w x 39" h x 69" h

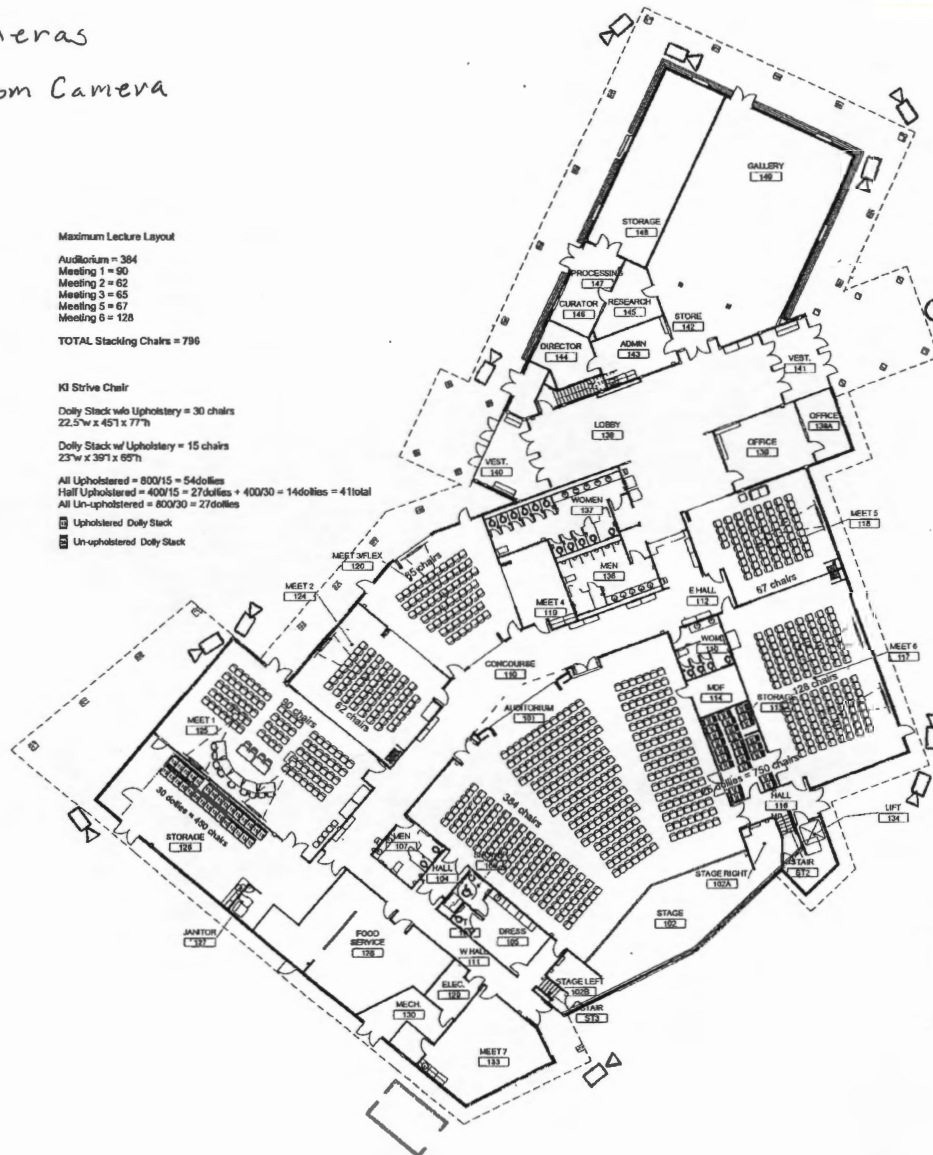
All Upholstered = 800/15 = 54 dolties

Half Upholstered = 400/15 = 27 dolties + 400/30 = 14 dolties = 41 total

All Un-upholstered = 800/30 = 27 dolties

Upholstered Dolly Stack

Un-upholstered Dolly Stack



Fixed Camera

Pan Tilt Zoom Camera

17 Total Cat6 Data Drops

Maximum Lecture Layout

Auditorium = 384
 Meeting 1 = 80
 Meeting 2 = 62
 Meeting 3 = 65
 Meeting 5 = 67
 Meeting 6 = 128

TOTAL Stacking Chairs = 796

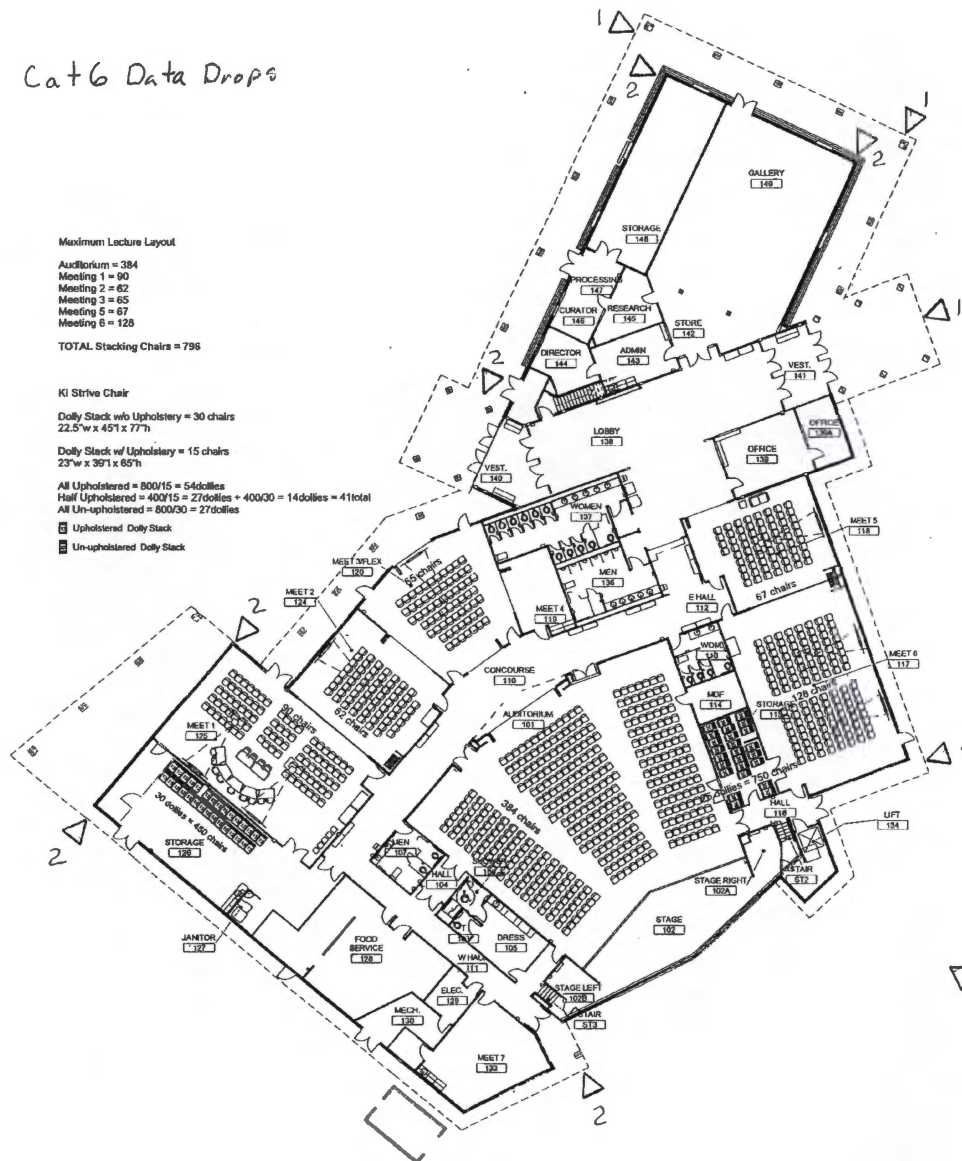
KI Strive Chair

Dolly Stack w/o Upholstery = 30 chairs
 22.5" w x 45" x 77" h

Dolly Stack w/ Upholstery = 15 chairs
 23" w x 39" x 65" h

All Upholstered = $800/15 = 54$ dollies
 Half Upholstered = $400/15 = 27$ dollies + $400/30 = 14$ dollies = 41 total
 All Un-upholstered = $800/30 = 27$ dollies

■ Upholstered Dolly Stack
 ■ Un-upholstered Dolly Stack



▽ Data Drop



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Don Kluting, Harrigan Centennial Hall Manager

Date: December 26, 2018

Subject: Staff Request / Visitor Enhancement Fund

HCH was renovated and enlarged to serve as a central hub for the visitor industry in Sitka and has set records for the amount of use since it's opening in September 2016. Additional staff are required to provide visitor services and sustain the operations accordingly from April 1st – November 30th each year. Operational duties and maintenance has increased due to the overall size of the building increasing from 18,000 to 32,000 square feet. Due to the increased demand, additional staff are also required to sustain the operations and maintenance at HCH. The summer cruise ship traffic has increased and is predicted to be over 200,000 passengers this upcoming 2019 season and more in the year after that.

The factors listed below contribute to the additional staffing requirement

- Lack of adequate staff for all events – record number of events the first full year of operation (2017) in the expanded building. Increased number of events results in more staff labor for room arrangements and maintenance, especially larger conferences and conventions.
- Increased summer visitor traffic – resulting in increased supplies, staff time and maintenance for HCH (from 80,000 a few years ago to over 200,000 predicted for 2019).
- Assuming additional visitor information services previously provided by the Chamber, per the negotiated and newly approved visitor service contract.
- Increased commercial vendors during summer season, more customer contact time – resulting in more complaints and staff time dealing with and resolving conflict situations.
- Increased technology from previous operation – resulting in more staff time for equipment set up and arrangements (record year in 2017 of 1698 events)
- HCH is the central hub for visitors (different from previous building when tendering operations were split between the bridge facility and HCH) - More staff labor dedicated to flow of traffic and maintenance.

I am respectfully requesting use of the visitor enhancement fund to fund two additional seasonal staff that are required to perform visitor information and facility operation and maintenance

duties for other events at HCH. This is easily justified by the huge impacts visitors have on our operation. Visitors should pay their fair share rather than locals incurring the expense for the impact on our operations at HCH.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Don Kluting, Harrigan Centennial Hall Manager

Date: December 26, 2018

Subject: Security Camera System

During the summer season Harrigan Centennial Hall (HCH) serves as a visitor center and is the main hub for visitor related businesses in downtown Sitka. Over 150,000 passengers transited through HCH last year and we anticipate over 200,000 in 2019. HCH staff respond to vendor conflicts every season. Resolving these conflicts is often difficult and ultimately affects the visitor satisfaction and Sitka's reputation. Security cameras are needed to monitor vendor traffic in the plaza area and ensure that conflicts are minimized and dealt with efficiently and effectively. Cameras will improve the safety and effectiveness of staff in enforcing the regulations.

As well, a security system will improve the safety for the public and staff during the many late night events that take place at HCH. The grounds around HCH has become a hangout at all hours of the day and night and often people are found sleeping on the benches around the perimeter of the building first thing in the morning. Panhandling and threatening behavior towards visitors has been reported. We have experienced an increase in vandalism over the past few years and HCH sustained significant damage due to being "tagged" in December 2017. A security system would have helped resolve that case. Police have also responded to intoxicated individuals, some of which were armed with knives that were being threatening to the public and staff. Ultimately, a security camera system will improve the safety of the area for all.

I respectfully request use of visitor enhancement funds to purchase and install security cameras at Harrigan Centennial Hall.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 19-01 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Supporting Alaska Arts Southeast's application under the FY19 Historic Preservation Fund Grant program for Certified Local Governments

Sponsors:

Indexes:

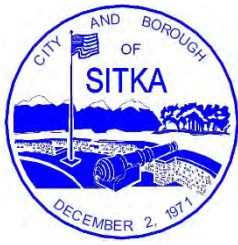
Code sections:

Attachments: [Motion and Memo Res 2019-01](#)
[Res 2019-01](#)
[HPC 18-28 CLG Fraser Alaska Arts Southeast Application](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Resolution 2019-01
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
Keith Brady, Municipal Administrator
Maegan Bosak, Community Affairs Director

From: Lauren Moore, Interim Planning Director

CC: Jay Sweeney, Chief Finance and Administrative Officer
Melissa Haley, Controller

Date: December 18, 2018

Subject: Certified Local Government Grant Application – Alaska Arts Southeast

Background

The Historic Preservation Commission is recommending approval of a Certified Local Government grant application submitted by Rebecca Poulson on behalf of Alaska Arts Southeast, a registered non-profit organization. The recommendation was made at their December 13, 2018 meeting.

The intent is to continue the historic restoration of Fraser Hall, which defines the eastern side of the formal campus quadrangle of the Sheldon Jackson School National Historic Landmark. The project will restore the large classroom on the main floor of Fraser Hall to create a space for year-round use with electric heat, storm windows, and blinds for showing films or slideshows. A public presentation will also be held to educate the public.

The State Historic Preservation Office announced the FY 19 grant on November 7, 2018. The Historic Preservation Commission considered the application on December 13, 2018 and voted 4-1 to support the project. The application deadline is January 11, 2019.

Analysis

Alaska Arts Southeast has received numerous private and government grants for the preservation and rehabilitation of the historic Sheldon Jackson Campus, and this application represents a continuation of that effort. The project is supported by Goal 6 of

the Sitka Comprehensive Plan, which is to “Celebrate Sitka’s historic, cultural, and arts resources, which are ethnically, religiously, and racially diverse; highly valued and essential to defining Sitka and local quality of life; and integral to the economic base of the community.”

The subgrantee must follow all applicable federal, state, and city requirements regarding procurement, entity status, and reporting. Qualified historic preservation professionals must be consulted throughout the project as directed by the State Historic Preservation Office. If awarded, a municipal subgrantee agreement must be signed prior to commencement of the project. An administrative fee will be charged to the grant in accordance with Finance Department policy.

Fiscal Note

The grant application is for a 60-40 match grant. Alaska Arts Southeast intends to contribute \$16,667 with in-kind and donated resources and requests \$25,000 from the Historic Preservation Fund for Certified Local Governments (Federal Share).

Recommendation

Approve the resolution supporting the grant application.

Sponsor: Administrator

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2019-01

**A RESOLUTION BY THE CITY AND BOROUGH OF SITKA
SUPPORTING ALASKA ARTS SOUTHEAST'S APPLICATION UNDER THE FY19 HISTORIC
PRESERVATION FUND GRANT PROGRAM FOR CERTIFIED LOCAL GOVERNMENTS**

WHEREAS, the mission of Alaska Arts Southeast is to build community in Alaska by providing opportunities in arts, culture, and recreation in an inclusive, educational, and inspirational environment; and

WHEREAS, the historic Sheldon Jackson Campus holds cultural significance for the community; and

WHEREAS, Alaska Arts Southeast's goal through this grant application is to continue the historic restoration of the interior of Fraser Hall, which defines the eastern side of the formal campus quadrangle of the of the Sheldon Jackson School National Historic Landmark; and

WHEREAS, Alaska Arts Southeast proposes to contribute \$16,667 of in-kind and donated resources to the project while requesting \$25,000 from the Historic Preservation Fund for Certified Local Governments.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka hereby supports the FY19 application of the Alaska Arts Southeast for a \$41,667 grant through the Historic Preservation Fund Grant program for Certified Local Governments.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 8th day of January, 2019.

Steven Eisenbeisz, Deputy Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading 1/8/19

Sponsor: Administrator

CLG GRANT APPLICATION: FY19

Office of History & Archaeology
Alaska Department of Natural Resources
550 West 7th Avenue, Suite 1310
Anchorage, Alaska 99501

Historic Preservation Fund: Grants for Certified Local Governments

Deadline: Applications are due by 12:00 noon on Friday, January 11, 2019.

The Certified Local Government (CLG) identified below is applying for a 60-40 Historic Preservation Fund (HPF) matching grant through the State of Alaska, Department of Natural Resources, Office of History and Archaeology.

CLG Name:

Federal Tax Identification Number:

DUNS:

Project Title :

Type of CLG Grant Project: (Check project type below, as applicable)

Survey

Inventory

National Register Nomination

Historic Preservation Planning

Public Preservation Education

Predevelopment

Development

Acquisition

Project budget required: (Use figures from shaded area on budget form)

- a. Estimated Total Project Cost (TPC) \$ _____
- b. Federal Share (60%) \$ _____
- c. Sponsor Share (40%) \$ _____

Source of applicant (sponsor) share: (Use figures from "Sources" box on budget form)

- a. Cash \$ _____
- b. In-kind Goods and Services \$ _____
- c. Donated Goods and Services \$ _____

Provide name, title and contact information for the following:

Grant Manager:

Mailing Address:

Telephone:

E-mail Address:

Preservation Commission Chair: _____
Mailing Address: _____

Telephone: _____
E-mail Address: _____

CLG Contact: _____
Mailing Address: _____

Telephone: _____
E-mail Address: _____

Signature: Authorized Local Government Official Date

Name and Title (Print or Type)

Community Name

Notary Seal

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary for the State of Alaska My commission expires _____

Willingness to Comply with Grant Requirements

1. I understand that this is a 60-40 matching grant application through the Historic Preservation Fund (HPF) administered by the State of Alaska Department of Natural Resources, Office of History and Archaeology.
2. Should this project be awarded, I understand that the State levies an indirect cost which may vary throughout the course of the grant period, but will not exceed the amount stated in the executed grant agreement.
3. If awarded an HPF grant, I understand that it is my responsibility to comply with all pertinent State and Federal regulations, the State-Local Grant Agreement, and requirements outlined in the *Historic Preservation Fund: Certified Local Government Grants Manual*.
4. Should this project be awarded, I understand that project records are subject to audit after project completion, and that if such an audit questions expenditures for which I have been reimbursed I will return an amount equal to the questioned expenditures.
5. I understand that no grant exists until the State Historic Preservation Officer (SHPO) signs the State-Local Grant Agreement, even if the Alaska Historical Commission recommends funds for my project. Any funds expended before the performance period specified on the fully executed grant agreement or before obtaining the SHPO's signature may not be reimbursed without specific approval.

Signature: Authorized Local Government Official

Date

Name and Title (Print or Type)

CLG GRANT APPLICATION: FY19

CLG:

Project Name:

PROJECT INFORMATION

See [*Applying for Certified Local Government Grants: Writing a Successful Application*](#) for more detail.

1. **PROJECT DESCRIPTION** – *If needed, use continuation pages provided at the end of this document.*
 - a. Provide a brief introduction to your project including the aim, scope, and significance of the project to your community?

b. List any previous HPF grants this project has received. *(Cite HPF number and grant name)*

c. Briefly describe the relationship of this project to past, present, or future preservation work.

a. How does the project relate to [annual CLG grant priorities](#) established for this fiscal year? (*Cite relevant grant priorities and explain how each relates to your project.*)

b. How does the project relate to the goals and objectives of the [State Historic Preservation Plan](#). (*Cite relevant goals and objectives and how your project would further them.*)

- c. Describe how the project meets an identified historic preservation priority of your community. Does the project contribute to the implementation of your local historic preservation plan? If so, how?

- 3. PROJECT PERSONNEL-** *The Project Manager must meet qualifications set forth in [36 CFR 61](#). If not identified in application, the Office of History and Archaeology must review selection of Project Manager prior to finalization of the contract with the individual.*
- a. Note who will act as Project Manager (PM). Attach their résumé showing the PM meets the professional qualifications. List any previous HPF Projects the PM has worked on. *(If planning to contract with PM after grant is awarded, outline the job qualifications that will be required.)*

- b. Identify the local government personnel who will act as Grants Manager for the project.

- c. Describe the local historic preservation commission's role in the project. Attach a resolution from the commission supporting the project.
- d. Identify volunteer personnel and their tasks.
- e. Identify any additional contractors to be used and expected duties. Attach résumé for all qualified historic preservation professionals working on the project.

4. **WORK PLAN-** *Ensure you thoroughly address all items necessary for your project type. See [Applying for Certified Local Government Grants: Writing a Successful Application](#) for more detail. Use continuation sheets if needed.*
- a. Explain how the project will be undertaken.

- b. Describe the geographic area encompassed by the proposed project. For survey, inventory, and National Register nomination projects, attach maps of the project area. Include the estimated number of buildings, structures, sites, square miles, etc., to be addressed.

- c. Cite any planning studies, condition assessments, design drawings, research reports, publications, or other sources of relevant information you plan to use for this project.

- d. Provide a work schedule showing months, expected activities, and benchmarks to achieve throughout the grant period of performance.

5. FINAL PRODUCTS

- a. Describe publications, workshops, audio-visual materials, reports, websites, brochures, survey materials, nominations, interpretive signs, etc., that will be produced as part of the proposed project. Identify the intended audience and where the public will be able to access these materials. Describe how you will inform your community about the project.

6. ADDITIONAL INFORMATION

- a. Attach letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others. (*Note attachments below.*)
- b. Attach any other relevant information, such as copies of photographs. (*Note attachments below.*)

7. BUDGET: Maximum Federal Request of \$25,000 (includes State indirect cost)

Your budget submittal shall consist of four parts: three tables and one narrative. *See example tables and blank form in Excel, and narrative portion to complete below.*

- a. Budget Details table showing how costs were estimated.
- b. Budget Summary table identifying planned cost share of 60% and 40%.
- c. Matching Share table showing sources of match.
- d. Narrative explaining costs in detail.

BUDGET NARRATIVE: Describe activities to be performed under Personal Services, Contractual Services, Supplies/Materials, Travel, and Other cost categories.

- a. Personal Services: describe work each position/person will perform for the proposed project.

b. Contractual Services: List contractor name(s), if known. Describe work each will perform.

c. Supplies/Materials: Describe types of materials and/or supplies required for this project, how they relate to the project, estimated quantities, etc.

d. Travel: Identify who will be traveling, how many trips are anticipated, trip purpose, and destination.

- e. Other: Identify other costs which do not fall into one of the above categories. Explain purpose and relevance to this proposed project.

CHECKLIST

Applicant, has your entity:

maintained current certification under the Certified Local Government program?
signed and notarized this application?
signed the form titled: *Willingness to Comply with Grant Requirements*?
provided the information requested on each page of the application package?
Include a public outreach component?
attached maps showing location of project?
attached photographs or clear photocopies showing overall character of properties for
survey, inventory, National Register nomination, predevelopment and development projects?
attached letters of support from the community and, if needed, property owners?
attached a resolution from the City or Borough's governing body (or indicate one has been
requested prior to the Alaska Historical Commission meeting to recommend awards.)
explained historic preservation commission involvement in the project, and addressed its role in
the review process?
checked your budget for accuracy.

Deadline: Applications are due by 12:00 pm on Friday, January 11, 2019.

Only complete, signed, dated, notarized applications will be considered.

Submit applications (and questions) to the following email: HPF.Grant.Applications@alaska.gov

CLG: City and Borough of Sitka
Shelaon Jackson School NHL Fraser Hall
Project: *Interior, Sitka Fine Arts Camn*

Tabular Budget
Historic Preservation Fund

Directions: First, complete the blue *Budget Details* table. If needed, add rows etc, to show calculations of proposed costs for your project.
 Second, totals for each cost category in the *Budget Details* table should auto-populate the "Totals" column in the yellow *Budget Summary* table.
 However, you will need to enter amounts in the 60% and 40% columns in the yellow *Budget Summary* table to show your planned 60-40 split by cost category. (See example.)
 Finally, enter amounts in the pink table: *Source of Sponsor's Matching Share* . The total should at least equal 40% of your Total Project Cost (TPC) as shown in this example, cell E23.

2. Budget Summary			
Cost Category	60% HPF Grant	40% Match	Totals
Personal Services		2,000	2,000
Contractual	14,550	14,667	29,217
Supplies & Materials	4,611		4,611
Other	2,575		2,575
Travel: Airfare			0
Travel: Meals			0
Travel: Lodging			0
Direct Costs	23,042	15,361	38,403

x State Indirect Rate 8.5% 3,264
Total Project Cost (TPC) 41,667
 Sponsor Matching Share 40% of TPC 16,667
 * HPF Federal Grant Share 60% of TPC 25,000
 Subtract pre-determined State Indirect 3,264
 Potential Reimbursement to Sponsor 21,736

3. Source of Sponsor's Matching Share	
Cash Expenditures	
In-Kind Contributions	16,667
Donations & Volunteerism	
Total \$ (40% of TPC)	16,667

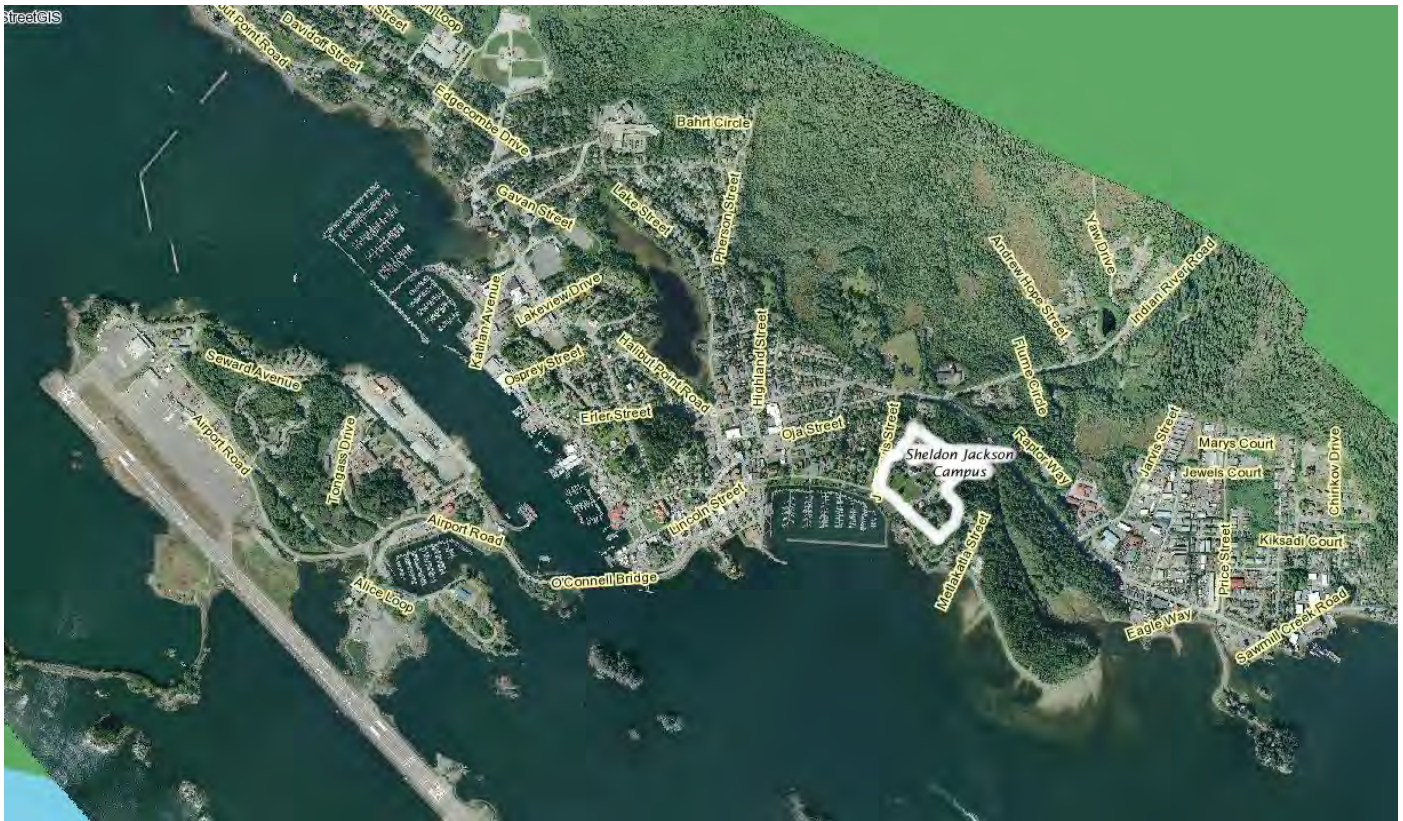
1. Budget Details by Cost Category															
Personal Services						Contract	Supplies & Materials			Other	Travel: Airfare	Travel: Meals *		Travel: Lodging	
Base	base unit	Time Spent	Total Base	Fringe	Total Personal Serv	Contractor leader	Total			CBS fee		Days	Total Me	Nites	Total Lodging
					0.00	2,000.00	10,450.00			4611	2125			0	0
					0.00	0.00	Electrical contractor			0	disposal, permit		0		0
					0.00	0.00	2,000.00			0	450				
					0.00	0.00	Project manager			0					
					0.00	2,100.00									
					0.00	historic restoration team									
					0.00	14667									
					0.00										
Totals			0.00	0.00	2,000.00	29,217.00			4,611.00	2,575.00	0.00		###		0.00

* (Do Not Exceed \$25,000 for HPF Federal Grant Share.)

Limitations: Per HPF Manual 13-1, compensation for consultants involving HPF grants is limited to no more than 120% of a GS-15 step 10. Currently, that ceiling for Alaska is \$94.42 an hour.

Volunteer time may be valued using the *Independent Sector* rate schedule for Alaska at the following site:
https://www.independentsector.org/volunteer_time

Sheldon Jackson School NHL, Fraser Hall Interior, Sitka Alaska



City of Sitka, showing location of Sheldon Jackson Campus
Below: Map of Alaska showing location of Sitka, Alaska



Sheldon Jackson School NHL, Fraser Hall Interior, Sitka Alaska

CONTRIBUTING BUILDINGS OF THE SHELDON JACKSON SCHOOL NATIONAL HISTORIC LANDMARK



Alaska Arts Southeast, Inc.

Alaska Arts Southeast, Inc. and its campus partners are dedicated to the mission of education, art, science and culture for the enhancement of our community.



Not to Scale
February 6, 2012

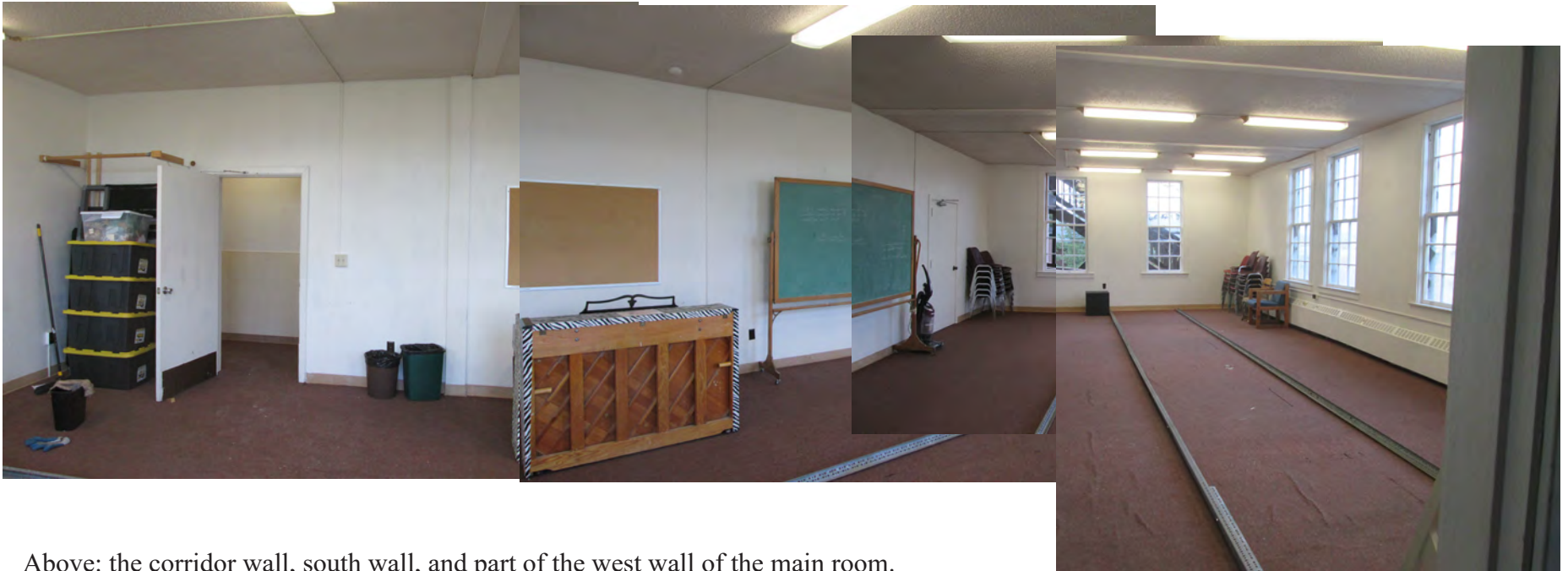
Sheldon Jackson School NHL, Fraser Hall Interior, Sitka Alaska



Above, the campus shortly after it was completed in 1911. Fraser Hall is the building on the right. Below, the Small Boys not long after the building was built. Photo above collection Rebecca Poulson, below, Merrill Collection, Sitka National Historical Park.



Sheldon Jackson School NHL, Fraser Hall Interior, Sitka Alaska



Above: the corridor wall, south wall, and part of the west wall of the main room.
Below: two views of the dividing wall between the small room and the big room.
Photos Rebecca Poulson, 11/28/18.



Sheldon Jackson School NHL, Fraser Hall Interior, Sitka Alaska

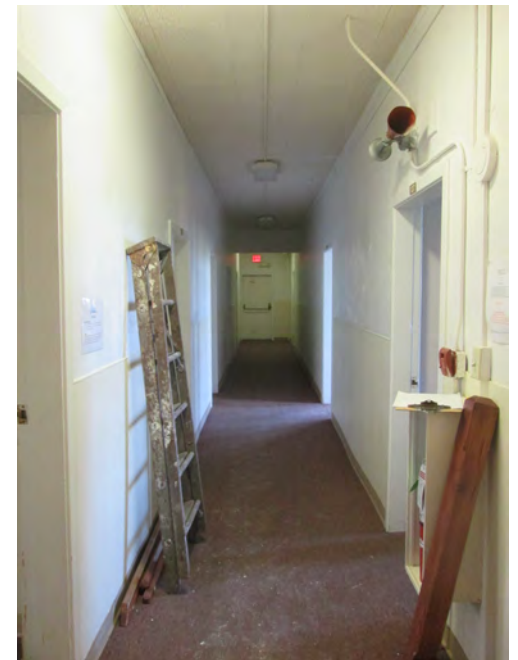
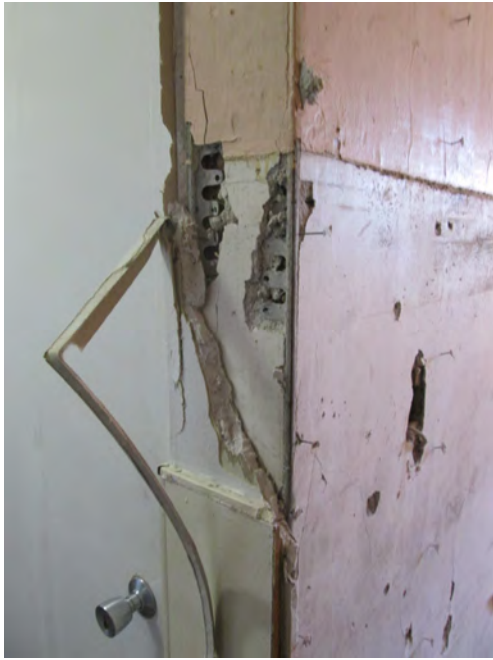


Above: the south wall, west (quadrangle) wall, and north wall, the partition between the two rooms.

Below: details of the window trim; most of it is still there, but covered or flush with the wallboard and marlite wainscoting. Center is view of the ceiling. (The metal track and the wood panel at the end of the room are part of an art project.) All photos Rebecca Poulson, 11/28/18.



Sheldon Jackson School NHL, Fraser Hall Interior, Sitka Alaska



Above Left: edge of wall between entry and main hallway, showing wallboard and marlite wainscoting over original plaster wall.

Above center: toilet and bedroom across the hall from project area.

Above right: the main hallway, with door to accessible ramp.

Below left: entry area, with main entry door on the left.

Below right: entry area, stairs. The entry door (and quadrangle) are on the right. The entry area is undergoing restoration, with the stairs restored to their original open railing, plaster repaired, and beadboard wainscoting replaced (where the plaster is unpainted in these photos).

All photos Rebecca Poulson, 11/28/18.



Original Blueprints of the first floor of Fraser Hall The project area is the three rooms on the west side of the main hallway.



Rebecca Poulson
107 Jeff Davis Street
Sitka, Alaska 99835
Phone (907) 747-3448 email: Rebecca_Poulson@hotmail.com
www.theoutercoast.com sitkaartblog.wordpress.com

Education

M.F.A. Tyler School of Art, Temple University, 2000

Certificate Wooden Boatbuilding International Boatbuilding Training Centre, Lowestoft, U.K. 1989

B.A. Biology, Reed College, Portland, Oregon, 1986

Professional Experience

2018 Executive Director Sitka Maritime Heritage Society

1995 to present Self-employed printmaker, publisher *The Outer Coast* calendar of art and poetry

2017-2018 Director, public interpretation project *Voices of Sheldon Jackson School and College*

2017 Research, publication and public school curriculum "The Legacy of Sitka's First Ten Years Under the American Flag, 1867-1877" State of Alaska, Treaty of Cession Sesquicentennial

2004-present managing over a dozen federally-funded historic preservation projects on Japonski Island marine ways (Sitka Naval Operating Base and U.S. Coastal Defenses NHL) and Sheldon Jackson School National Historic Landmark

2012-present Conducting video and audio interviews with more than 40 individuals, documenting the history of Sheldon Jackson School and College, as well as commercial fishing, boatbuilding, and other aspects of Sitka's history. Several have aired on public radio station KCAW

2015 Author, Designer "Sheldon Jackson School National Historic Landmark, Sitka Alaska," history and architecture pamphlet, supported by federal Historic Preservation Fund

2001 – present Artist in the Schools, Instructor Sitka Fine Arts Camp, and (2000-2003) Adjunct Instructor, University of Alaska Southeast: Drawing, Printmaking, Graphic Novel, Watercolor

1983 to 1994 Commercial fisherman, longlining for halibut and blackcod, and trolling for salmon

1986 to 1995 Shipwright (repairing wood fishing boats), co-founder Sitka Shipwrights Cooperative

Community Service and Volunteer Activities

2016-2018 Alaska Historical Commission

2017 National History Day Alaska Judge

2011-present American History Independent Study (9th grade), 7th grade Literature Circle, 7th grade poetry performance, Young Performers Theater (children's theater)

2013- present Alaska Historical Society Board of Directors, President 2014-2016

2014-2015 "Celebrate Katlian Street" (Sitka's Historic Native Village) Steering Committee

2002-present Board Sitka Maritime Heritage Society, and organizing and recording live oral history panels for each year's Annual Meeting

Awards

2018 Certificate of Archival Excellence Award, Alaska State Historical Records Advisory Board for excellence in educating with archival materials through creation of place-based K-12 curriculums

2018 Alaska Historical Society Esther Billman Award, as part of team promoting and publishing historical materials for commemoration of Alaska's Sesquicentennial

2017 Grant awards from Alaska Humanities Forum and the Rasmuson Foundation for *Voices of Sheldon Jackson School and College* multimedia public interpretation project

2016 Research Grant award, State of Alaska Treaty of Cession Sesquicentennial

2014 Rasmuson Foundation Individual Artist Award

2013 Alaska Humanities Forum award Sheldon Jackson School and College Oral History Film Project

2013 Alaska State Council on the Arts Career Opportunity Grant for Sheldon Jackson School History interactive, multimedia site-based installation

Recent Exhibitions and Creative Work

December 2017 *International Wood Engraving Invitational 2017*, Davidson Galleries, Seattle

December 2017 "Recent Watercolors," Old Harbor Books, Sitka

2015-present Creating sets for nine plays and musicals, youth and community theater

November 2016 Director of live radio theater play with Sitka Community Theater

December 2015 Writer and director, live radio theater play *A Fairy Tale*

May 2014 *The Past Inspiring the Present* Sitka Historical Society and Museum, Sitka, Alaska

January 2014 *A Wood Engravers Menagerie* Zygote Press, Cleveland, Ohio

March 2013 *The Mission* interactive multimedia installation, Sheldon Jackson Campus, Sitka

March 2013 Solo show of wood engraving prints at Fireweed Gallery, Homer Alaska

Publications and Presentations

2010 to present: 2011, 2012, 2013, 2014, 2015, 2016 and 2017 Presentations at Alaska Historical Society conferences, 2010 Russian American History Conference (published in *Over the Near Horizon: Proceedings of the 2010 Russian American Conference*, NPS, 2012), 2015 and 2017 Sharing Our Knowledge Conference of Tlingit Clans, 2015 at Sheldon Jackson Museum (Alaska State Museums), and 2017 in Sesquicentennial Speakers Series. Nearly all my work has been on aspects of Sitka's 19th and early 20th Alaska Native history, primarily maritime and mission.

2014 Film *Surprises and Contradictions in Oral History of Sheldon Jackson School and College* (on YouTube at www.youtube.com/watch?v=yGZhYwflMsQ)

2011-Present *Sitka Art Blog* Posts on teaching art, public education, history, and literature (www.sitkaartblog.wordpress.com)

Permanent Collections

Rebecca Poulson's work is in the permanent collection of the Alaska State Museum and of the Glenbow Museum, Calgary, Alberta, Canada.

Weiland Construction, LLC

Peter H. Weiland

625 Degroff St., Sitka, AK 99835

907 966-3315 weilandconstruction@gsi.net

PROFESSIONAL EXPERIENCE

Peter H. Weiland

2007 - current

Owner/Managing Member

- General Contractor Residential & Light Commercial, New Construction, Foundation to Roof, Rough and Finish Carpentry
- Familiarity and compliance with The Secretary of the Interior's *Standards for the Treatment of Historic Properties*
- Historic Preservation experience
- Successfully working with and managing sub-contractors and up to 8 employees on multiple job-sites and projects
- Up -to-date knowledge of construction practices, code compliance, safety compliance and best practices for the rainy & humid climate of southeastern Alaska
- Successfully leading and teaching volunteers, both adult and youth, of all experience levels in doing quality work & historic preservation
- Successfully managing and designing projects to meet customer needs for quality, cost and time

PROJECTS – Historic Preservation

Sheldon Jackson School NHL Fraser Hall Facade *Owner Alaska Arts Southeast (2017)* Lead crew of volunteers (Historic Restoration Team) to restore facade and south wall, decorative corbels, and restore column cladding and railing on porch to *Standards for the Treatment of Historic Properties* Restoration standards.

Sheldon Jackson School NHL Whitmore Hall Facade *Owner Alaska Arts Southeast (2016)* Lead crew of volunteers (Historic Restoration Team) to restore facade, including placement of infiltration barrier and flashing to *Standards for the Treatment of Historic Properties*, Rehabilitation.

Sheldon Jackson School NHL North Pacific Hall Facade *Owner Alaska Arts Southeast (2015)* Lead crew of volunteers (Historic Restoration Team) to restore facade, including placement of infiltration barrier and flashing to *Standards for the Treatment of Historic Properties*, Rehabilitation..

Sheldon Jackson Campus Allen Auditorium/Odess Theater - *Owner: Alaska Arts Southeast (2012-2015)* Complete the rehabilitation of the historic (1911) auditorium and classroom building of the Sheldon Jackson School National Historic Landmark, from bare studs to finish including window & door repair or replacement, floor installation, stairway restoration, stage & entryway, and the restoration of the historic theater. At every point the work was guided by the Secretary of the Interior's *Standards for the Treatment of Historic Properties*: Rehabilitation to return this historic building to its historic appearance, while upgrading to modern building code and new uses, such as dance studios on the second floor.

Sheldon Jackson Campus Powerhouse - *Owner: Alaska Arts Southeast - (2014)* This beautiful 1911 structure is also part of the Sheldon Jackson School National Historic Landmark. The major project was repair and replacement of the roof, which had failed, leading a group of young historic preservation volunteers from colleges across the country. This work was done in accordance with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*: Rehabilitation. The original condition and all work was thoroughly documented.

Sheldon Jackson Campus Whitmore Hall - *Owner: Alaska Arts Southeast (2014-2015)* – Rehabilitation of a 10,000 sq. foot historic (1911) dormitory and office building, part of the Sheldon

Jackson School National Historic Landmark. Throughout this work, the Secretary of the Interior's Standards for Rehabilitation were the guide. All projects on the campus were vetted by historic preservation experts. Projects include restoring failed flooring under the old restroom, and rebuilding toilet and shower rooms to modern code (and functionality), while preserving the look and feel of the historic structure; restoring windows, doors, plaster walls, and historic flooring; and removing late 20th century drop ceilings wherever possible.

SELECTED GENERAL PROJECTS

Residential Remodel & Addition Wortman Loop - Owner: Kay & Grant Turner (2014) -

Reconfiguration of first floor two car garage with addition of second floor living room totaling 1,100 sq/ft. Addition included new exterior deck of 500 sq/ft. & stairs leading to second floor entry.

Installation of locally milled red cedar fencing to surround half of the residence property.

New Residential Home Wachusetts St. - Owner: Kara Knox (2013-2014) - Build new residential single family dwelling totaling 1,300 sq/ft. Two story home features two bedrooms, office/bedroom, laundry room, one & one half bath & two exterior decks overlooking property creek. First floor features 9ft. ceilings with an open kitchen, dining & living room floor plan. Home designed after historic American Foursquare of the early 19th century.

Hames Athletic Center Roof Replacement - Owner: Alaska Arts Southeast (2013) - Remove old asphalt shingles & rotten sheathing. Install new exterior insulation in accordance with Alaska Energy Efficiency designs. Install new sheathing layer and new architectural asphalt shingles. Approximately 6,000 sq/ft.

EDUCATION AND PROFESSIONAL DEVELOPMENT

B.S. Education	Clarion University	Clarion, PA	1993-1995
Teaching Certificate K-6	Clarion University	Clarion, PA	1995
B.A. Economics	Wake Forest University	Winston Salem, NC	1984-1988
High School Diploma	Madison High School	Madison, NJ	1980-1984
General Contractor License	State of Alaska		Exp. 2018
Residential Endorsement	State of Alaska		Exp. 2018

Building Seminar – Developments in Methods, Materials & Regulations in the Construction Industry
City & Borough of Sitka Oct. 2014

Building Seminar – New Building Energy Efficiency Standard
Alaska Craftsman Home Program Oct. 2013

Preventing & Investigating Accidents
Alaska State Home Building Association Oct. 2013

Energy Efficiency for Appraisals
Alaska State Home Building Association Oct. 2013

Navigating the World of Kitchens & Bathrooms
Alaska State Home Building Association Oct. 2013

Lead Safe Certified Firm – Toxic Substances Control Section 402, 40 CFR Part 745.89
United States Environmental Protection Agency Nov. 2011-16

Building Seminar - Developments in Methods, Materials & Regulations in the Construction Industry
City & Borough of Sitka Oct. 2010

Building Seminar – Developments in Methods, Materials & Regulations in the Construction Industry
City & Borough of Sitka Nov. 2008

Building Techniques for Cold Climates
Wisdom & Associates, Inc. July 2007



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-006 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Discussion / Direction of the Investment Committee recommendation to formulate a Municipal Fiscal Policy

Sponsors:

Indexes:

Code sections:

Attachments: [Disc Dir Fiscal Policy](#)

Date	Ver.	Action By	Action	Result
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Discussion / Direction

of the Investment Committee recommendation to formulate a Municipal Fiscal Policy.

After discussion, a possible motion if desired, is:

I MOVE TO instruct the Municipal Administrator work with staff to develop a concept and associated timeline for development of a Municipal Fiscal Policy along with required resources, and then report back to the Assembly.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Jay Sweeney, Chief Finance and Administrative Officer

Date: January 3, 2019

Subject: Investment Committee Recommendation to Formulate a Municipal Fiscal Policy for Assembly Consideration and Adoption

Summary

At its meeting on December 17th, the Investment Committee (IC) voted unanimously to recommend to the Assembly that it direct staff to develop a municipal fiscal policy for Assembly consideration and possible adoption. Staff requests discussion and direction from the Assembly on how to proceed.

Background and Discussion

Need

Over the course of the last two years, the IC has been discussing the need for a broad set of fiscal policies (Fiscal Policy) for the Municipality. This discussion has been in response to (1) Assembly and community concern over the amount of debt being taken on by the community, and, over the frequency and sizes of user fee increases for utilities and harbor moorage, and (2) staff concerns for long range financial plans which project when major infrastructure improvements will take place and how they will be paid for.

Quite often in the recent past, the two concerns have been at odds with each other, leading to much friction within the community. Staff feels a responsibility to financially plan for the maintenance of current infrastructure according to best practices, and barring the receipt of any major grants, sees consistent phased-in user fee increases as necessary. Citizens and some Assembly members have voiced concern, however, that the size and frequency of user fee increases are having an adverse impact on the local economy and are making the city unaffordable for many.

History

Chief Finance and Administrative Officer Jay Sweeney first developed the concept of a Fiscal Plan in 2016, in response to observations and recommendations made by the Citizens' Task Force. Mr. Sweeney envisioned that a well-crafted set of fiscal policies governing financial topics such as debt levels, reserve working capital

requirements, and financial leverage (the proportion of debt to equity) could assist in guiding the Municipality in achieving the mutual goals of financing infrastructure while maintaining the fiscal health of the municipality.

Former Municipal Administrator Mark Gorman, in 2016, asked the IC to accept the task of conducting an analysis of the feasibility of a Fiscal Plan. The IC has analyzed and discussed the concept for the last two years, examining formal fiscal policies of other communities, soliciting advice from financial professionals, and reviewing a draft "strawman" Fiscal Policy developed by Mr. Sweeney. At its last meeting, the IC voted to recommend development of a Fiscal Policy to the Assembly.

Concept

The concept of a Fiscal Policy would be to implement a series of flexible financial standards and guidelines which, if followed, would achieve the goal of maintaining a level of municipal infrastructure the Municipality can afford while, at the same time, maintaining the fiscal health and affordable cost of living of the community.

Staff, Assembly members, and citizens have recognized that, barring significant financial support from the Federal government and the State of Alaska, the level of current and desired municipal infrastructure and services is fiscally unsustainable. Citizens may desire the infrastructure but are unable to bear the full cost of it. The concept of a sustainable level of infrastructure has been broadly discussed in the recent past, but making solid decisions to forego new infrastructure or abandon existing infrastructure (i.e., to live within our means) have proven very difficult.

The Fiscal Policy concept, if adopted, would provide a framework of policies to assist in making the difficult infrastructure decisions that have proven so elusive. In addition to the traditional discussions of needs and facility condition assessments used to make decisions, the Assembly would have additional fiscal-based standards to apply. Examples of such standards are overall bonded debt levels, required working capital levels, and financing capital mixes; in addition, how the three interrelate is also a critical control.

An illustrative example of standards that a Fiscal Policy might contain and how they interrelate could be as follows (**NOTE: Staff are not proposing these; they are illustrative only**):

- a. Overall bonded debt of the Community may not exceed some percentage of the total assessed value of the real property in the community. The total bonded debt as of June 30, 2018 was \$146,640,000.
- b. Total long-term debt of the Municipality, which includes State loans, may not exceed some larger percentage of the total assessed value of the real property in the community.

- c. The general fund and each enterprise fund would be required to maintain cash reserves equal to some number of days of operating expenses, and, cash emergency reserve equal to some percentage of fixed assets.
- d. Any capital improvement project may not have more than some set percentage of the total cost financed through debt issuance.
- e. User fees may not increase by more than a set percentage in any fiscal year.

Once a Fiscal Policy has been adopted, staff would then use it as a guide to plan by, developing a long range capital improvement plan that lives within the boundaries set by the Fiscal Plan while also maintaining a level of core municipal infrastructure.

At first, a fiscal policy would force very, very difficult infrastructure decisions to be made, as critical needs could not be financed without moving outside the boundaries set by the plan. This would lead to either exceptions being made by the Assembly, or most likely, decisions made to either delay or abandon needed improvements. Even if the Assembly authorized exceptions for critical needs or emergencies, the Fiscal Policy would still set the fiscal boundaries the Municipality would need to return to in the future.

In the long term, however, if the Fiscal Policy were adhered to, the Community would reach a level of sustainable infrastructure and services which met the citizen's expectations along with their ability to pay for them.

Concept Execution Plan

If the Assembly votes to give guidance to the Administrator to develop a Fiscal Policy, the Administrator will work with staff to develop a concept and associated timeline, required resources, and then report back to the Assembly.

The Administrator may elect to assign the responsibility in-house, request that it be assigned to one or more Assembly Subcommittees, the Investment Committee, or engage a consultant to develop it, or any combination of the three.

It is quite likely that the Municipality would seek the advice of one or more financial professionals in development of the Fiscal Policy, even if the policy is ultimately developed in-house.

It is envisioned that the time line for development of a fiscal policy would be similar to the development of the Comprehensive Plan, i.e. approximately a year. The plan would be developed in stages, with periodic review, public input, and conditional approval by the Assembly as opposed to one review and adoption of a finished product.

At the end of the process, the Assembly would be ultimately presented with finished plan and asked to adopt it in some binding manner.

Fiscal Note

It is quite likely that once needed resources to develop a plan have been determined, the Administrator will request supplemental appropriation from the Assembly. The amount needed is not known at this time.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-007 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Discussion / Direction of the Investment Committee recommendation to amend the Municipal Investment Policy to prohibit loans from the Permanent Fund as authorized investments

Sponsors:

Indexes:

Code sections:

Attachments: [Disc Dir Loans from Permanent Fund](#)

Date	Ver.	Action By	Action	Result
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Discussion / Direction

of the Investment Committee recommendation to amend the Municipal Investment Policy to prohibit loans from the Permanent Fund as authorized investments.

After discussion, a possible motion if desired, is:

I MOVE TO instruct the Municipal Administrator work with staff to develop an ordinance to amend the Municipal Investment Policy to prohibit loans from the Permanent Fund as authorized investments.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Jay Sweeney, Chief Finance and Administrative Officer

Date: January 3, 2019

Subject: Investment Committee Recommendation to Amend the Investment Policy to Prohibit Loans from the Permanent Fund as Authorized Investments

Summary

At its meeting on December 17th, the Investment Committee (IC) voted to recommend to the Assembly that it direct staff to develop an ordinance to amend the Municipal investment policy prohibit loans from the Permanent Fund as authorized investments. Staff seeks Assembly discussion and direction on whether or not to proceed with the drafting of an ordinance.

Background and Discussion

Over the past several months, a proposal has been raised that the Municipality loan itself money from the Permanent Fund for project funding, as opposed to issuing revenue bonds. The supporters of the proposal have stated that they believe that the proposal could save the Municipality money, because it would pay itself interest as opposed to external investors who purchase the Municipality's bonds.

The IC is tasked with a primary responsibility to update the investment policy as needed (SGC 2.62.050 (a)). Given this responsibility and the requirement to amend the investment policy to permit investments in internal loans, the proposal was presented to the IC for evaluation and a potential recommendation to the Assembly.

At its meeting, the IC voted unanimously to recommend to the Assembly to update the investment policy to prohibit internal loans. The IC felt strongly that internal loans were not wise investments, for several reasons.

Reasons for the IC decisions were as follows:

- a. First, while the Municipality would pay interest to itself instead of external investors if it borrowed from itself, it would also lose the interest it receives from the entities whose equity securities (in the form of Exchange Traded Fund (ETF) shares) and debt it holds. Thus, the two need to be netted together and the IC believed that the difference, if any, that the Municipality would receive over the long run would amount to an arbitrage

play. The all-in true interest cost of the most recent harbor and airport terminal revenue bond issuances was 4.33%. Accordingly, an internal loan at the same interest rate, 4.33%, would need to exceed the dividend and interest yield on Permanent Fund investments over a 20-year span for the proposal to be positive for the municipality, a prospect the IC believed was risky and unlikely given a forecast of gradually increasing interest rates.

- b. Second, locking up a substantial portion of the Permanent Fund in a fixed interest rate internal loan would entail the liquidation of most of the equity portion of the Permanent Fund, the ETFs, eliminating the portion of the Permanent Fund which helps its value to grow. Even though the dividend and interest yield of the Permanent Fund is, at this time, below the recent 4.33% all-in true interest cost, the overall investment performance (which includes increases in the market value of equity investments) of the Permanent Fund has been, and is expected to continue to be, above 6%. It is the difference between the 6% investment performance over time and the annual transfer to the General Fund (now at 5.5% and scheduled to decline to 4.5% by FY2023) which helps the Fund to grow. The IC noted that Section 11.16 (a) states that one of the goals for the Permanent Fund is to grow in value, and, that internal loans would likely violate this Charter provision.
- c. Third, locking up a substantial portion of the Permanent Fund in a fixed interest rate internal loan would greatly reduce the diversification of investments in the Permanent Fund and increase risk. A loan to itself prior to maturity would be illiquid and very difficult to sell if the Municipality later decided to follow a different path for the Fund. The Municipality's professional advisor noted that it could not opine or advise on an illiquid private internal loan, and, that reducing the diversification of the Permanent Fund was not recommended. IC members also noted that internal loans would not carry the same binding provisions of municipal bonds. At some part in the future, if circumstances changed, there would not be any binding provision to keep future Assemblies from restructuring or forgiving internal loans.
- d. Fourth, selling the ETFs and debt securities at the current time could lock in unrealized losses, as current investments would need to be liquidated to raise the cash to finance the internal loans.

Fiscal Note

There is no immediate direct fiscal consequence of this recommended action. Future fiscal consequences would depend on future investment performance and investment market conditions.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-008 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/2/2019 In control: City and Borough Assembly

On agenda: 1/8/2019 Final action:

Title: Financial / Legal Matters - Phase 3 of the CBS / SCH-SEARHC Affiliation Process (if requested / needed)

Sponsors:

Indexes:

Code sections:

Attachments: [Exec Session](#)

Date	Ver.	Action By	Action	Result
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If requested / needed

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, and outside legal counsel Sandy Johnson and consultant Sarah Cave by phone.

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.