



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, February 12, 2019

6:00 PM

Assembly Chambers

WORK SESSION 5:00 PM: Housing - ADU, Tiny Home, Cluster and Cottage Neighborhood Development

[19-035](#)

Work Session Materials

Attachments: [Memo Assembly Member Knox](#)

[Community Land Trust One Page](#)

[clt-infographic](#)

[SCLT brochure](#)

[SCLT Homebuyer brochure](#)

[Pages from Sitka Comprehensive Plan 2030 Housing](#)

[Pages from Sitka Comprehensive Plan 2030-2 Land Use](#)

REGULAR MEETING

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. ROLL CALL
- IV. CORRESPONDENCE/AGENDA CHANGES

[19-032](#) Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars](#)

[PW Assembly Update](#)

[GPIP Update Feb 2019](#)

[Chamber Financial Report FY2019-Q1](#)

[Letter to Murkowski requesting federal funds signed](#)

[Letter to Sullivan requesting federal funds signed](#)

[Letter to Young requesting federal funds signed](#)

V. CEREMONIAL MATTERS

none anticipated

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

[19-028](#) Special Reports: 1) U.S. Census Bureau - Barbara Miranda, Partnership Specialist 2) Sitka Community Hospital - Rob Allen, CEO

Attachments: [Special Reports](#)

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 [19-029](#) Approve a new liquor license application and restaurant designation permit application for Allen Marine Tours, Inc. dba Allen Marine Tours at Lot 6 Finn Island

Attachments: [Consent motion](#)

[Motion and memo](#)

[Allen Marine new license app](#)

[Allen Marine restaurant designation](#)

- B** [RES 19-03](#) Adopting the City and Borough of Sitka Local Multi-Hazard Mitigation Plan

Attachments: [Motion and memo](#)
[Res 2019-03](#)
[Final Draft Sitka HMP](#)

- C** [RES 19-04](#) Affirming the 2020 Census Partnership and Complete Count Committee

Attachments: [Motion and Res 2019-04](#)
[2020 Census Partnership Letter](#)
[Municipal Complete Count Committee](#)

- D** [RES 19-06](#) Authorizing a \$163,000 grant application to the Department of Homeland Security and Emergency Management (DHS&EM)

Attachments: [Motion Memo and Res 19-06](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- E** [19-030](#) Appoint Tyler Green to an unexpired term on the Port and Harbors Commission

Attachments: [Motion appointment](#)
[Green application redacted](#)
[Roster](#)

XI. UNFINISHED BUSINESS:

- F** [ORD 19-02](#) Making supplemental appropriations for Fiscal Year 2019 (PERS On-Behalf Payments)

Attachments: [Motion Ord 2019-02](#)
[Memo Ord 2019-02](#)
[Ord 2019-02](#)
[Letter from State of Alaska](#)

- G** [ORD 19-03](#) Making supplemental appropriations for Fiscal Year 2019 (Utility Subsidization)

Attachments: [Motion Ord 2019-03](#)
[Memo Ord 2019-03](#)
[Ord 2019-03](#)

XII. NEW BUSINESS:

- H** [RES 19-05](#) Authorizing the Municipal Administrator to execute a loan application with the Alaska Department of Environmental Conservation (ADEC) for the estimated funding shortfall of \$5,079,500 for the Sitka Wastewater Treatment Plant Rehabilitation Project ("the project") for the completion of the design and construction of the project in accordance with the FY2019 budget
Attachments: [Motion Memo and Res 2019-05](#)
- I** [ORD 19-04](#) Authorizing the vacation and sale of a 1,660 square foot portion of the right-of-way adjacent to 1318 Sawmill Creek Road (1st reading)
Attachments: [Motion Ord 2019-04](#)
[Memo Ord 2019-04](#)
[Ord 2019-04](#)
[Maps](#)
[Staff Memo July 26 Planning Commission Meeting](#)
[Minutes July 26 Planning Commission Meeting](#)
- J** [19-033](#) Approve Amendment No. 6 to lease between City and Borough of Sitka and Sitka Animal Hospital
Attachments: [Motion Memo and Lease Amendment](#)
[Historical info Sitka Animal Hospital Lease](#)
- K** [19-031](#) Approve a Letter of Intent between the City and Borough of Sitka and Northern Southeast Regional Aquaculture Association for water delivery
Attachments: [Administrator Memo and Letter of Intent](#)
[Memo from Utility Director](#)
[Memo from GPIIP Director](#)
- L** [19-027](#) Approve a Memorandum of Understanding between Sitka Tribe of Alaska, Sitkans Against Family Violence, and the City and Borough of Sitka Police Department to provide services and enhanced safety to victims of domestic violence and sexual assault
Attachments: [Motion MOU](#)
[Memo from STA](#)
[MOU STA SAFV SPD](#)
[Contract](#)
- M** [19-036](#) Approve Consents of Assignment, for security purposes, from Sitka Tribe of Alaska to First National Bank of Alaska regarding tidelands leases, seaward of the uplands property located at 204 Siginaka Way
Attachments: [Motion Consent of Assignment](#)
[Consents of Assignment](#)

- N** [19-034](#) Discussion / Direction on amending the seasonal electric rates

Attachments: [Cosponsors memo](#)
[Administrator memo](#)
[Finance Director memo](#)

- O** [19-026](#) Discussion / Direction of the Investment Committee recommendation to add infrastructure exchange-traded funds as an authorized investment asset class

Attachments: [Finance Director Memo](#)

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

not anticipated

XV. ADJOURNMENT

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

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



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-035 **Version:** 2 **Name:**

Type: Item **Status:** AGENDA READY

File created: 2/7/2019 **In control:** City and Borough Assembly

On agenda: 2/12/2019 **Final action:**

Title: Work Session Materials

Sponsors:

Indexes:

Code sections:

Attachments: [Memo Assembly Member Knox](#)
[Community Land Trust One Page](#)
[clt-infographic](#)
[SCLT brochure](#)
[SCLT Homebuyer brochure](#)
[Pages from Sitka Comprehensive Plan 2030 Housing](#)
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Date	Ver.	Action By	Action	Result
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City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Assembly Member Kevin Knox

Cc: Randy Hughes, Andrew Thoms, Mike Vieira

Date: February 6, 2019

Subject: Housing - ADU, Tiny Home, Cluster and Cottage Neighborhood
Development

It is my intention with this work session to have an opportunity to discuss one sector of housing development that the community through the Comprehensive Plan and community dialog has identified as a priority.

Affordable housing is a complex issue to deal with and defining what is affordable is a relatively subjective issue to grapple with. While the US Housing and Urban Development has a somewhat simple definition - Affordable housing is no more than 30% of a households income, where a "low-income" household is defined as making less than 80% of the Area Median Income.

As we know household expenses and spending has a great number of variables from family size, age, medical or other special needs, childcare needs, etc. These variabilities make the term affordable extremely dependent on the who, where and when of anyone's housing needs.

With that in mind I would suggest that this work session focus on this one sector, small home, starter home development with the following outline as a guide. Focusing on these smaller homes or this market is in no means a comment on a singular priority, rather just an attempt to address one of many housing needs in our community.

February 12 Work Session
ADU, Tiny Home, Cluster and Cottage Neighborhood Development

1. Cluster and Cottage Neighborhoods
 - a. Sitka Community Land Trust
 - i. higher density cluster neighborhoods – parking on the edges
 - ii. initial affordability through no land cost and small house size
 - iii. affordability preserved through limitations on profit taking at resale
 - iv. selection criteria – who we serve
 - b. Development incentives
 - i. inclusionary zoning
 - ii. base percentage square footage for difficult lots
 - iii. zone developments
2. ADU
 - a. Allow for by right in certain zones
 - b. Parking requirement reduction or administrative allowance for variance
 - c. Lot setback reductions for detached and attached ADUs
3. Tiny Homes
 - a. Tiny Homes by code:
 - i. are PERMITTED
 - ii. as small as 230 sq. ft.
 - iii. can be primary dwelling lot on a residential lot
 - b. Tiny Homes on Wheels:
 - i. currently considered temporary
 - ii. in many places are considered to be similar to RV's, allowing them to be inhabited for temporary occupancy or less than 180 days
 - iii. chassis system typically does not hold up to weather conditions or meet requirements for earthquake/snow loads
 - iv. concern from neighborhood regarding quality and surrounding property values
 - v. possibility of no safety standards/inspections performed
 - c. Possible code changed to increase tiny homes, including:
 - i. zoning code residential lot sizes (in works per Sitka Comprehensive Plan 2030)
 - ii. adoption of IRC 2018 Building Codes
 - iii. chapter 6 Mobile and Manufactured homes – allow tiny home placement on semi/permanent foundation within mobile/manufactured home parks

Community Land Trusts: Creating Permanently Affordable Housing

Community land trusts (CLTs), a type of shared-equity homeownership, are nonprofit organizations developed by communities or public entities to create and preserve long-term, affordable housing for low- to moderate-income residents. CLTs purchase or build homes and create a long-term ground lease under which families can become homeowners, paying an affordable monthly ground rent. The ground lease includes provisions that require the continued use of the property for low- to moderate-income households in the future.



**GROUND
SOLUTIONS
NETWORK**



**Using one time public investments to build
transformational wealth through homeownership.**

How do Community Land Trusts Work?



A one-time investment makes a home affordable for purchase by a working family with modest means, and the home remains affordable for family after family into the future.



In return for being able to buy a home below its market-rate value, the family agrees to limit their proceeds when they sell so another family with a modest income can afford to purchase the home.



The first family builds wealth and then “pays it forward.” The affordable house is self-sustaining, and the use of public funds is prudent since that one-time public investment serves an endless number of families.

What are the Benefits of a Community Land Trust?



Provides greater likelihood of attaining and sustaining homeownership.



Builds wealth among lower income and families of color.



Ensures public investments go further and do more.



Builds stronger, safer and higher-quality neighborhoods.



Contributes to greater educational and job attainment.



Creates jobs through the construction and rehab of housing.

How Prevalent are these Models?



250,000 (approximate)
families and individuals own shared equity homeownership units.



200,000 (approximate)
rental units with lasting affordability in inclusionary housing programs and community land trusts.

What is Grounded Solutions Network?

Grounded Solutions Network is a national nonprofit membership organization, representing over 170 nonprofit and government programs (in 44 states, the District of Columbia and Puerto Rico) that provide shared equity homes and rentals with lasting affordability.

Shared equity models go by many names: community land trusts, inclusionary zoning/housing programs, deed-restricted housing, below market-rate programs, limited equity housing cooperatives, and permanently affordable housing.

Community Land Trusts

How does a community land trust work?

Various sources of public and philanthropic capital...

...are used by community land trusts...

...to acquire homes in a geographic focus area.

- Private donors
- Federal housing subsidies
- City-owned property
- Community foundations
- Anchor institutions

CLT



Community land trusts tweak the normal process of homebuying...

A new resident buys their house outright...



...but leases the land underneath from the CLT.



They pay an annual fee to the CLT to support its operations...

CLT

...and the CLT retains permanent ownership of the land.

Why CLTs Matter

Although the first community land trust in the US was started in rural Georgia in 1970 by civil rights leaders to help poor black farmers, today, the majority of the country's nearly 250 community land trusts are today located in urban areas.

CLTs create affordable housing while still allowing low-income residents to build equity as homeowners. Moreover, because the CLT retains ownership of the underlying land, this housing remains permanently affordable, even as the original beneficiaries of an affordable home price sell and move on. This long-term, continuing benefit makes CLTs an especially efficient use of affordable housing subsidies.

By locking in permanent access to affordable housing, CLTs can play an important role in countering the market-driven displacement associated with gentrification. And by stewarding neighborhood land for the public good, not speculative profit, CLTs have played an equally important role in stabilizing communities by preventing unnecessary foreclosures.

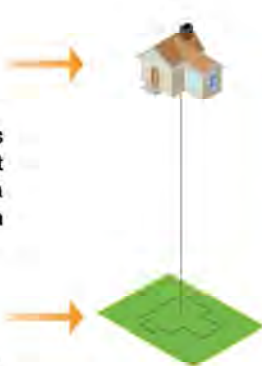
...to make housing permanently affordable.

Current resident sells their house at a price set by the CLT, earning a portion of the increase in value of their home...



CLT

...while the CLT retains the land.



A new resident buys the house at a price that's been kept affordable...



...and agrees to the same requirements around resale.

CLTs are typically governed by:



CLT residents



Other community residents



Experts and stakeholders

CLT

The CLT's geographic focus allows it to not only provide affordable housing, but to play an important role in stabilizing neighborhoods.

As it diversifies its portfolio, the CLT can also own land in trust for permanently affordable rental housing or community-focused commercial developments.



SCLT Makes It Possible for People of Low to Medium Sitka Incomes to Thrive

Stable, affordable housing, whether it is owned or rented, is essential to the health of any community. It affects our community's ability to attract and retain skilled workers, supports the success of local schools and other institutions (for instance, medical care, fisheries, and the arts), and contributes to a sense of belonging that encourages residents to put down roots.

SCLT offers an alternative path to homeownership in answer to Sitka's need for housing that is affordable for local wage earners.

Who Are SCLT's Potential Homeowners?

They're our friends, neighbors, and co-workers. They're professionals and laborers. They're our educators, health care providers, and artists. They teach our children, care for our elders, manage our businesses, run our non-profits, and work in our grocery stores and restaurants. They may be disabled or retired. They're Sitkans, and they all contribute to our community's economy and well-being. Without affordable housing, many will have to leave Sitka.

Creating community-supported, sustainable, affordable home ownership for people of low and moderate income.

NOW SEEKING APPLICANTS!
more information at
www.sitkaclt.org



2 Bedroom home



Halibut Point Cottages - 1306 HPR

Executive Director: Mim McConnell
SITKA COMMUNITY LAND TRUST
P.O. Box 6461, Sitka, Alaska 99835
907-747-2860, sitkaclt@gmail.com
www.sitkaclt.org

Sitka Community Land Trust (SCLT) FACTS

What is a Community Land Trust?

A community land trust (CLT) is a private non-profit community organization that safeguards land in order to provide affordable housing opportunities.



SITKA COMMUNITY LAND TRUST
**COMMUNITY-SUPPORTED, SUSTAINABLE,
AFFORDABLE HOME OWNERSHIP**

SCLT Overview

Sitka Community Land Trust (SCLT) is a local non-profit started by private citizens to promote and develop affordable housing for persons of low and moderate income in Sitka and surrounding Southeast Alaska communities.



To accomplish this mission, the SCLT:

- Acquires land and develops higher density neighborhoods
- Builds affordable, healthy, durable, energy efficient houses
- Constructs or renovates buildings that are healthy, durable and energy efficient
- Educates and counsels homebuyers and rental tenants
- Stewards what it creates for current and future generations

It is the SCLT's vision to sustain a healthy, economically diverse community by providing permanently affordable homes and support for our neighbors whose housing needs are not met by the traditional market.

SCLT homebuyers must meet certain income requirements. The Household income must not exceed these guidelines, based on household size. For up-to-date guidelines, check the web at www.sitkacilt.org or call or text us at (907) 738-2888.



What makes SCLT houses affordable?

1. They are intentionally small, efficient and durable.
2. The land is owned in trust by SCLT and leased to each homeowner.
3. Qualified homebuyers purchase only the house.
4. Low-interest mortgages are often available with little or no money down.
5. Owners agree to a resale formula that keeps their house affordable for future buyers.

SCLT Is a Community Asset That Benefits Sitkans in Perpetuity

Permanent affordability is what makes SCLT's efforts – and our supporters' contributions – especially valuable. The houses and apartments that are created will remain affordable into the future, stewarded by SCLT – a lasting legacy for the benefit of the Sitka community.

What is a community land trust?

It is an innovative model that has flourished over the past 40 years. CLTs acquire land through purchase or donation and then lease that land for a nominal fee to individuals, families, cooperatives, community organizations, or businesses. The CLT retains ownership in perpetuity – the land is never resold. Leaseholders own buildings or other improvements, secured by a renewable 99-year lease. When leaseholders sell their home or improvement, the sales price is limited to insure affordability for future generations, while also providing some equity gain for the seller.

Work Is Sustained by Our Community and Our Supporters

Will You Help? Become an SCLT supporter. Volunteer. Consider donating land, a house or other resources. Leave a legacy gift.

YES, I/we want to help support permanently affordable housing to benefit the Sitka community by donating:

___ \$25 ___ \$50 ___ \$100 ___ \$250 \$ ___
___ Cash ___ Check ___ Credit Card

Visa/MasterCard Number: _____

Expiration Date: _____

Signature: _____

To donate online: www.sitkacilt.org

Please make checks payable to SCLT.
Mail to Sitka Community Land Trust,
P.O. Box 6461, Sitka, AK 99835.

Name _____

Address _____

City/State/ZIP _____

Telephone _____

Email _____

Sitka Community Land Trust is a registered 501(c)(3) corporation, tax id #35-2292107. Donations are tax deductible to the full extent of the law.



SCLT makes it possible... Future SCLT Homes

SCLT acquires property and builds homes for limited income households. We are constantly refining the designs of one, two, and three bedroom houses to make them better and more affordable.

Building Tomorrow Today

Sitka Community Land Trust

When a SCLT home is initially sold, the land and the improvements are separated. As a homebuyer, you purchase and own the home and all improvements.

The SCLT retains ownership of the land and leases it to you for 99 years (and you can pass it along to your children and it can be renewed for an additional 99-year term.) Homeowners will receive all the equity they have earned and one quarter the increased appreciation of the home, which will help to ensure a permanent supply of starter homes in Sitka.

How is a SCLT home similar to a market-rate home?

As a SCLT homeowner, you control the use of the home you own and the land you lease. As long as you own the home, you will have the same responsibilities as any homeowner, including maintaining your home, keeping it insured, and paying property taxes. You can stay in your home as long as you wish. Should you ever decide to sell your home, you will be able to keep the equity that is yours but there will be a price restriction in order to make sure the home remains affordable to the next limited-income homebuyer.

Income Limit: SCLT restricts its permanently affordable homes to households within incomes below 120% of Sitka median income, adjusted for family size but will give preference to households with incomes below 80% AMI – consistent with its IRS designation as a tax-exempt, “charitable” organization.

FY18 Income Limit Category	Number of Individuals in Family	1	2	3	4
120% AMI:		\$77,050	\$88,050	\$99,050	\$110,050
80% AMI:		\$50,350	\$57,550	\$64,750	\$ 83,450



Halibut Point Cottages - 1306 HPR



SITKA COMMUNITY LAND TRUST

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Sitka Community Land Trust

Homebuyer's Guide



SITKA COMMUNITY LAND TRUST
COMMUNITY-SUPPORTED, SUSTAINABLE,
AFFORDABLE HOME OWNERSHIP

Families are often surprised to find that monthly mortgage payments for homeownership are comparable to what they were paying for rent.

Sitka Community Land Trust (SCLT) is a local non-profit started by private citizens to

promote and develop affordable housing for persons of low and moderate income in Sitka and surrounding Southeast Alaska communities.



Many working families in Sitka are renting but would prefer to become homeowners. If you think you don't earn enough money to own a home, think again.

The Sitka Community Land Trust program was established to make home ownership available to working families in Sitka.

How does it work? You own the house and the Sitka CLT owns the land on which your home sits.



Sitka CLT homebuyers must meet certain income requirements. The Household income must not exceed these guidelines, based on household size. For up-to-date guidelines, check the web at www.sitkacilt.org or call or text us at (907) 738-2888.

Own a home in Sitka using this homebuying step-by-step process:

1

Pickup/Download a SCLT Application

After reviewing the application, make an appointment with a lender. The application is available online at www.sitkacilt.org or at our office, 606 Sawmill Creek Rd. Local lenders are: First Bank, First National Bank Alaska, ALPS Federal Credit Union, Wells Fargo, Northrim, and USDA Rural Development.

2

Meet with Lender

The lender will help you determine whether you meet the SCLT income requirements; determine whether you qualify for a mortgage; provide information on financial assistance available; and provide information on the Sitka Community Land Trust home.

3

AHFC HomeChoice™ Certification

This is a free 8-hour Home Buyer Education Class. It can also be a home study course if classes are not available. **Pre-register for class** online at: www.ahfc.us/classes. For more information call 1-800-459-2921 or 907-330-8437. **A complete application includes a HomeChoice™ certificate.**

4

Meet with SCLT Staff

After completing the SCLT application, an interview is held to determine your understanding of the program and your expectations of homeownership. Applications are reviewed on a first-come/first-served basis by the Resident Selection Committee. Submit application with \$25 fee.

5

Close on Your Home

The selection process will conclude with a lottery. Sign the SCLT Ground Lease and the deed to the home is transferred to you. Congratulations, you are a homeowner!



HOUSING

GOAL:

Expand the range, affordability, and quality of housing in Sitka while maintaining attractive, livable neighborhoods

Sitka has a broad range of diverse neighborhoods that contribute to the City's community feel and residential character. As primary places of residence, neighborhoods and housing units have significant impact on resident's daily activities and are the foundation of a safe, enjoyable community in which to live. Providing high quality, affordable, and diverse housing choices throughout the City is essential to the future prosperity of Sitka.

The Comprehensive Plan chapter on housing provides detailed data and analysis of current conditions, challenges, and opportunities. The action plan summarizes those and provides the Goals, Objectives and Action to implement the vision of the Comprehensive Plan.



CURRENT HOUSING STATUS

The current best estimate for housing units is approximately 4,246 dwelling units. Figures provide data trends for 2000–2016. Occupied units are estimated at 3,472. Further, there are breakdowns of dwelling units by housing type. The data shows a trend of dwelling units increasing by 596 units over that time.

160 units were constructed between 2010 and 2016. During this period, housing stocks outpaced population growth by 3.5%. The overall trend for new units has been trending down, though 2015 show a unique peak that had not occurred since 2008.

The vacancy rate for 2017 was estimated at 7.5%, which fell from the year prior from 8.3% before creating a tighter market. A 5-year survey and estimate for 2011–2015 put rental vacancy rates at 6.1% and non-rentals at 3.6%. Compared to the state and national averages Sitka has slightly more vacant housing stock (.2 to 1.1% more).

The median value of an owner-occupied home was \$338,600 in 2015, which is the highest in Alaska by 35%. The multi-listing service recorded

an average price of \$359,866 for 54 single-family homes in 2016. The national median value is \$178,000 and the median state value is \$250,000. The section provides more data on Southeast Alaska median home values for various communities, distribution of housing price ranges, and data for single-family homes sold from 2011 through 2016.

The median adjusted rent which includes utilities was \$1,227 for Sitka in March 2017. This is 7% higher than the state and southeast Alaska, except for Juneau. The HUD Fair Market Rent estimates for 2017 were \$989 for 1 bedroom, and \$1,984 for a 4 bedroom. Since 2014, the FMR has risen. Further data is provided for median rent measurements for Sitka as well as select locations; FMR data for southeast Alaska; and FMR trends for Sitka from 2010 through 2017.

The general rule of thumb for the percentage of income a household should devote to housing costs is 30%, which is supported by the HUD, US Census Bureau, and AHFC. This applies more so to households with lower incomes as compared to households with more disposable income. Since 2006 through 2015, the percentage of homeowners over-burdened by costs rose from 37% to 47% and during that same time span the percentage of renters over-burdened by costs

decreased from 66% to 44%. Further data and calculations are provided to consider what Sitkans can afford based on Fair Market Rent estimates, wages, various housing types, median home value, mortgage and rent estimates across housing types.

There is a need for low cost housing, transitional housing, temporary housing and shelters to meet the needs of low-income families, and those experiencing homelessness and other life challenges that includes providing for all potential populations especially those at risk or in need.

KEY CHALLENGES AND OPPORTUNITIES FOR THE FUTURE

- Highest median home value.
- Higher median rent than most places.
- Lack of diverse housing options.
- Lack of incentives and market drive to provide lower cost housing.
- Housing conditions and quality.
- Aging population.
- Lack of transitional housing and homeless shelter.
- Critical need for more affordable housing for sale and rent.
- Monitor and regulate short-term rentals.
- Increase land supply for affordable housing.
- Offer incentives for affordable housing for sale and rent.
- Reduce lot size requirements to reduce cost of land and facilitate smaller homes.
- Reduce parking requirements.
- Code changes to encourage small construction options.
- Streamline ADU permits through administrative process.
- Encourage more long-term rentals and track.
- Mobile home park study to address options to improve housing quality.
- Explore how to meet needs of senior population for housing, transportation, and various living options.
- Explore housing options and cooperative programs for at-risk populations.

The City and Borough of Sitka has a vibrant residential life, but a decreasing stock of diverse available housing opportunities. Though housing is generally adequate and suitable of current and future needs, the plan presents several issues which may be critical for long term housing adequacy. These issues involve housing affordability, and housing availability.

HOUSING

CHAPTER OBJECTIVES



Increase Range of
Housing and
Affordability



Promote
Housing Quality



Share Housing
Information

Sitka is located among the forests of Southeast Alaska nestled between mountains and ocean. It offers land and water with profound beauty and bountiful harvests. Its isolation offers pristine scenery and unique geographical challenges. Its history and future are dependent upon working together.

Based on public input, a preferred growth scenario was selected, one that reverses the trend of spreading out in a disconnected or "unharmonious" fashion, and instead focuses on growth and development infill. These infill corridors will provide greater access to transit, jobs, walkable neighborhoods and parks and recreation. The "preferred scenario" also uses less land, reduces costs associated with road, water and sewer extensions, and encourages walkable, mixed-use development patterns, which can lend to more affordable development.




LAND USE

GOAL:

Guide the orderly and efficient use of private and public land in a manner that:

- **Fosters economic opportunity**
- **Maintain's Sitka's small town atmosphere and rural lifestyle**
- **Recognizes the natural environment and**
- **Enhances the quality of life for present and future generations**

CURRENT LAND USE STATUS



Sitka is the largest City in the United States when measured by total land area and total area combining land and water, including 1,300 miles of coastline. Comparatively, the land area is about the size of the state of Delaware. Sitka is located on Baranof Island (10th Largest Island in the United States) in the northern part of the Alexander Archipelago in the Alaska Panhandle; and is partially sheltered from the Gulf of Alaska by Kruzof Island, which hosts the iconic dormant volcano Mount Edgecumbe.

On Baranof Island are the highest mountains of the archipelago. Most of municipal boundaries of land are found within the Tongass National Forest, which is comparable to most of Southeast Alaska.

The United States Forest Service recently updated its Tongass Land Management Plan including various Land Use Designations (LUD), which are primarily focused on recreation, tourism, and natural resource management. In addition to the Tongass National Forest, there are several congressionally designated wilderness areas within the boundaries of Sitka.

Land ownership is broad. The main public ownership includes various governmental entities including the City and Borough of Sitka, the United States Forest Service, State of Alaska, (generally managed by DNR and ADFG), the University of Alaska, the Alaska Mental Health Trust, the National Park Service, and US Geodetic Survey. Major private land owners include Coastal Development Company, Baranof Island Housing Authority, Andrew Jack, Benjamin Rindge, Dixie McClintock, Haida Corporation, Charlie Bower, Bert Stedman, Avrum Gross, Alaska Arts Southeast, Inc., William Goertzen, Paul White, and SEARHC.

Current mapping of natural hazards is occurring through several programs. The Federal Emergency Management Agency (FEMA) is currently updating the National Flood Insurance Program's Flood Insurance Rate Maps and Base Flood Elevations. Adoption of the maps would be required to continue to be a part of the NFIP, and this is anticipated for a decision around spring/summer of 2019.

FEMA is also sponsoring the updating of a Multi-Hazard Risk Report, in addition to Sitka's update to the Local Multi-Hazard Mitigation Plan, as well as partnering with the Alaska Division of Geological and Geophysical Survey to further study and map landslide risks along the road system that should be completed at the end of

2018. All of these mapping projects could have positive impacts by providing the best information to date on known multi-hazard risks, but could also have unintended consequences such as impacts to mortgages and insurance policies as well as decreased value of land or increased costs for safe development.












KEY CHALLENGES AND OPPORTUNITIES FOR THE FUTURE

- Declining population and demographic shift will pose numerous challenges and opportunities. Conservative residential land development may be best considering projected population decline and costs of infrastructure expansion. Quality, accessible, and affordable housing options that meets the changing needs of older populations and the next generation should be the focus.
- Promoting economic growth and job growth that is sustainable will be critical to meeting the future needs. Sustainable, living wage jobs and industries that attract young families and younger demographics should be a focus.
- Infrastructure development should consider maximizing most efficient use within current footprint, and best return on investment including economic growth opportunities when deciding to expand infrastructure.
- Current residential zoning districts have a wide mix of existing residential and commercial uses. Often, current code and current conditions are not inline. New residential zoning districts should be considered that best preserve neighborhood character and promote affordable and quality housing options. Mixed-use zones should be used to buffer single family residential from heavier commercial uses. Other design and development standards should be considered in rezoning to promote harmony of use between heavy commercial/industrial uses from more sensitive residential uses.
- Many existing developed lots do not meet existing development standards for lot size, setbacks, or use. Consider new development standards inline with existing conditions and desire for more affordable development.
- Residential and light commercial mixed-uses are located adjacent to heavy commercial and industrial uses creating disharmony of uses and affecting both residential uses and business uses. A master plan for key areas such as Jarvis, Price, and Smith streets that addresses options to protect industrial heavy commercial uses while protecting residential and residential/light commercial uses should be pursued.
- Dilapidated mobile home parks along prime waterfront offer the opportunity to seek creative solutions to improve quality of park housing and best use of developed land.
- Commercial freight and barge operations are not centrally located and are inefficiently spread out.
- Rock source is needed for current and future development.
- Water-dependent Uses are at risk of not having land to develop.
- Develop vacant and underutilized property. Affordable housing and development costs are challenges that need a variety of approaches to reduce costs and provide creative solutions.

LAND USE

Chapter Objectives

- Strategically Manage Municipal Land
- Maintain downtown's Central Business District's compact, walkable charm
- Enhance development in Greater Downtown and Future Growth Focus Areas
- Promote Social Interaction
- Maintain Environmental Quality
- Prevent Incompatible Land Use
- Strategically Plan for Future Growth
- Maximize Efficient use of existing infrastructure before building new
- Enhance Resilience
- Special Focus on Waterfront

LAND USE AND FUTURE GROWTH ACTION		Responsible Agency	Time Frame	Funds Needed	Completed
LU 1.1	Prepare a municipal land management plan to include an inventory of municipal land and make recommendations to retain, lease or dispose. <i>Cross reference with ED 2.1.</i>		MT	L	<div> PRIORITY LAND USE ACTIONS </div>
LU 2.1	Promote multi-story development in the CBD with retail and commercial uses on lower floors and residential or office uses upstairs.		OG	L	
LU 3.1	Support light commercial-professional services development along Halibut Point Road and Lake Street, from Marine Street to DeGroff Street.		MT	L	
LU 3.2	In the former Sheldon Jackson Campus area, encourage uses that support Sitka’s education, arts and sciences economy, while preserving and enhancing the historic character.		ST	L	
LU 3.5	Develop a Master Plan for the Katlian/Kaagwaantaan area in collaboration with Sitka Tribe of Alaska, Alaska Native Brotherhood and Sisterhood, property owners, local business owners and other interested parties. <i>Cross reference HCA 1.1i</i>		LT	M	
LU 6.1	Transition to a more harmonious land use in the Price/Smith Street area and Granite Creek/No Name Mountain Area.		LT	L	
LU 6.2	Prevent future incompatible land use between residential, light commercial, heavy commercial and industrial uses.		MT	L	
LU 7.8	Review zoning code to explore changes to allow urban horticultural and agricultural uses more broadly in existing zoning districts.		ST	L	
LU 8.2	Amend development standards to promote affordable development including increasing height, decreasing minimum lot size and width, establishing lot and structure maximums in specific zones, and reducing parking requirements as appropriate. <i>Cross reference H 1.1a-H1.1e</i>		MT	U	
LU 9.2	Maintain an up-to-date Hazard Mitigation Plan that identifies response plans for a variety of disasters and emergencies such as earthquake, tsunami, flood, landslide and other.		OG	L/GF	<div> <div>Responsible Agency</div> <div>City and Borough of Sitka</div> <div>Collaboration</div> </div> <div> <div>Time Frame</div> <div>ST Short-term (0-2 years)</div> <div>MT Mid-term (3-5 years)</div> <div>LT Long-term (5-10 years)</div> <div>OG Ongoing</div> </div> <div> <div>Funds Needed</div> <div>L Low (\$0-99,999)</div> <div>M Mid (\$100,000-\$999,999)</div> <div>H High (\$1,000,000+)</div> <div>U Unknown</div> <div>GF Grant Funded</div> </div>
LU 9.6	Consider how to best address development in moderate to high risk areas via means such as increased geotechnical analysis, mitigation, and other risk allocation or mitigation measures.		OG	U	

FUTURE GROWTH AND FOCUS AREAS





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-032 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 2/6/2019 In control: City and Borough Assembly
On agenda: 2/12/2019 Final action:
Title: Reminders, Calendars and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)

[PW Assembly Update](#)

[GPIP Update Feb 2019](#)

[Chamber Financial Report FY2019-Q1](#)

[Letter to Murkowski requesting federal funds signed](#)

[Letter to Sullivan requesting federal funds signed](#)

[Letter to Young requesting federal funds signed](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, February 12	Work Session: Housing – ADU, Tiny Home, Cluster and Cottage Neighborhood	5:00 PM
Tuesday, February 12	Regular Meeting	6:00 PM
Monday, February 18	Special Meeting: Chamber / Visit Sitka	6:00 PM
Tuesday, February 26	Work Session: Assembly Action Plans	5:00 PM
Tuesday, February 26	Regular Meeting	6:00 PM
Thursday, February 28	Special Meeting: SCH / SEARHC Affiliation Project	6:00 PM



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 3:00pm GPIP 6:00pm Special Meeting: SCH / SEARHC Affiliation Project	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 Nelson 12:00pm LEPC 1:30pm Health Needs & Human Services Commission	Knox Nelson	Knox Nelson
17		18	19	20	21	22	23
Knox Nelson		Knox Paxton 6:00pm Special Meeting: Chamber / Visit Sitka	Paxton 12:00pm Tree/Landscape	Paxton 7:00pm Planning Commission	Paxton	Paxton	Paxton
24		25	26	27	28	1 Mar	2
Paxton			5:00pm Work Session: Assembly Action Plans 6:00pm Regular Assembly Mtg	Knox 6:00pm Police and Fire Commission	Knox 6:00pm Hospital Board Meeting 6:00pm Special Meeting: SCH / SEARHC Affiliation Project	Knox	Knox

Assembly Calendar

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

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 Feb	25	26	27	28	1 Mar	2
Paxton		5:00pm Work Session: Assembly Action Plans 6:00pm <u>Regular Assembly Mtg</u>	Knox 6:00pm Police and Fire Commission	Knox 6:00pm Hospital Board Meeting 6:00pm Special Meeting: SCH / SEARHC Affiliation Project	Knox	Knox
3	4	5	6	7	8	9
Knox	Knox	5:30pm Govt to Govt Dinner - location to be announced	6:00pm Library Commission 6:00pm School Board 7:00pm Planning Commission	12:00pm SEDA Board Meeting		
10	11	12	13	14	15	16
Paxton	Paxton	Paxton 12:00pm Parks & Rec 6:00pm <u>Regular Assembly Mtg</u>	Paxton 6:00pm Historic Preservation 6:15pm Port & Harbors Commission	Paxton 12:00pm LEPC 1:30pm Health Needs & Human Services Commission	Paxton	Paxton
17	18	19	20	21	22	23
Paxton	Paxton	Paxton 12:00pm <u>Tree/Landscape</u>	Paxton 7:00pm Planning Commission	Paxton	Paxton	Paxton
24	25	26	27	28	29	30
Paxton	Paxton	Paxton 6:00pm <u>Regular Assembly Mtg</u>	Paxton 6:00pm Police and Fire Commission	Paxton 6:00pm Hospital Board Meeting	Paxton	Paxton
31	1 Apr	2	3	4	5	6
Paxton	Paxton	Paxton	Paxton 6:00pm Library Commission 6:00pm School Board 7:00pm Planning Commission	Paxton Knox 12:00pm SEDA Board Meeting 6:00pm Special Meeting - School District Budget	Paxton Knox	Paxton Knox

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED THROUGH JANUARY 2019

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

- Change order for additional time approved.
- Final base fill material placed between Station 150+00 and end of project.
- Guardrail for bridge installed.

Future Milestones.

- Build roadway up to finish grade between Station 150+00 and end of project at Shooting Range, February 28, 2019.
- Complete trail from beginning of project to Muskeg trail, February 28, 2019.
- Substantial Completion is March 30, 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	\$471,120
	K&E Alaska, Inc.	\$1,544,280

O'Connell Lightering Float Pile Replacement (CONSTRUCTION PHASE)

Milestones This Period

- Permitting ongoing but U.S. Army Corps of Engineers review delayed due to Federal government shutdown.
- Project Schedule likely delayed due to Government shutdown's effect on permits

Future Milestones

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

- Awaiting paperwork to finalize one permanent easement from the Grantors of the easement. Finalization of the easement is anticipated any day.
- Awaiting paperwork from ADOT amending the DOT Right of Way (ROW) encroachment permit for the 2 added Wayfinding Signs located on SMCR.

Future Milestones

- CBS Maintenance to handle removal of old signs in-house.

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	\$166,019

Davidoff Storm Sewer Rehabilitation (CONSTRUCTION PHASE)

Milestones This Period

- Separated Davidoff and Peterson storm drain rehab projects. Peterson update is below.
- Construction bid opening on January 15, 2019.
- Sent Notice of Intent to Award and (after completion of bid protest period) Notice of Award letters to K&E Alaska, Inc.

Future Milestones

- Award construction contract February 8, 2019.
- Rehabilitate or replace where appropriate Davidoff storm infrastructure Spring 2019 (Substantial Completion date June 3, 2019).

Background

The project includes rehabilitation and/or replacement of deteriorated storm drain infrastructure including 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 by:

\$350,000 – General Fund FY2018
+\$150,000 – General Fund FY2019
- \$100,000 – transferred to Peterson Street Sewer Rehab project
\$400,000 – Total Available Project Funding

Current Contracts:	Stephl Engineering (design)	\$37,500
	K&E Alaska, Inc. (construction, pending)	\$289,172

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

Milestones This Period

- No significant progress this month.
- Continued evaluation of ADA compliance at all crosswalks.

Future Milestones

- Issue design change order to allow for April 30 completion of bid documents.
- Bid period: May 15 to June 20, 2019.
- Construction anticipated Fall 2019 to Spring 2020.

Background

The project includes replacing non-ADA-compliant curb ramps, failing storm drain, 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. Funding for the project is provided by:

\$1,760,000 – General Fund
 \$20,000 – Water Fund
\$20,000 – Sewer Fund
 \$1,800,000 – Total Available Project Funding

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

Katlian Street (DESIGN PHASE)

Milestones This Period

- Final review comments submitted to consultant,
- Change Order extending time and increased costs submitted for approval.
- Preparing construction-slope-storm drain easements and letters to owners.

Future Milestones

- Final Review of plans and advertise for construction, April, 2019.
- Acquire construction easements, March, 2019.
- Construction anticipated 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

- 95% Design Drawings and Specification Submittal was received for CBS review and comment for the 100% bid documents.

Future Milestones

- Assembly to consider ADEC loan application approval on February 12.
- 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.
- Listed schedule dates assume Assembly loan approval on February 12.

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

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 holding pattern.
- TSA review of 30% Design TSA Baggage Screening Upgrades submittal in holding pattern due to Federal Government Shutdown.

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 scheduled for January 25, 2019 was cancelled due to Federal Government Shutdown - *still trying to reschedule 30% Design review meeting with TSA.*
- 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 - contract now in review for signatures.

Future Milestones

- Jacobs contracts planned Notice to Proceed February, 2019.

- Advertise for Design-Build Team to construct harbor March, 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

Peterson Storm Sewer Rehabilitation (DESIGN PHASE)

Milestones This Period

- Separated Davidoff and Peterson storm drain rehab projects.
- Submitted grant application (\$55,000) to Alaska Fish and Wildlife Fund grant on December 20, 2018. Will learn whether project has been selected for funding by the second week of March 2019.

Future Milestones

- Award design contract by February 28, 2019.
- Bid construction project August 15, 2019.
- Complete construction work March 13, 2020.

Background

The project includes replacement of deteriorated 60" corrugated metal culvert crossing under Peterson Street, allowing for fish passage. Funding for the project is provided by:

\$150,000 – General Fund FY2019
 - \$ 50,000 – transferred to Davidoff Street Sewer Rehab project
\$ 60,000 – U.S. Fish and Wildlife Service Fish Passage Program grant
 \$160,000 – Total Available Project Funding

Current Contracts: None

Critical Secondary Water Supply (DESIGN PHASE)

Milestones This Period

- Reviewed design proposal for preliminary design services from CRW Engineering.
- Executed \$17,620,000 loan offer from Alaska Department of Environmental Conservation (ADEC) State Revolving Loan Program.

Future Milestones

- Award design contract to CRW Engineering February 11, 2019.
- Solicit construction bids, March 2020.

- Substantial Completion for secondary water source project anticipated in May 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. Funding for the project is provided by:

\$150,000 – Working Capital
 + \$380,000 – transferred from UV Disinfection project Working Capital
 + \$17,620,000 – Alaska Clean Water Fund loan
 \$18,150,000 – Total Available Project Funding

Current Contracts: CRW Engineering Group, L.L.C. \$105,147

Eagle Way Lift Station Rehabilitation (DESIGN PHASE)

Milestones This Period

- None. Project is temporarily on hold until CBS knows the amount of filter backwash the proposed critical secondary filtration plant the lift station will have to pump. This information is needed for CBS to select the appropriate pumps.

Future Milestones

- Determine the flow of filter backwash added to the system by the critical secondary filtration plant, July 2019
- 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

Gary Paxton Industrial Park Access Ramp (PLANNING PHASE)

Milestones This Period

- No significant progress this month.

- Was scheduled on GPIIP Board meeting agenda. Meeting exceeded time limit and presentation was postponed.

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 upcoming February 25 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.

\$21,050

Police Station Planning Study (PLANNING PHASE)

Milestones This Period

- Edits and submittals for the 100% draft Planning Study report, which is expected early February 2019 for final review and comment prior to Final 100% issue.

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. February 28, 2019.
- Final draft study completion, March 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

- No work this period.

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.

GPIP Action Item Update

Leases awaiting Legal Review and Execution

1. PNW Civil Inc.

<i>GPIP Board Approved</i>	10/30/2018	<i>Assembly Approved</i>	NA
<i>Submitted to CBS</i>	11/9/2018	<i>Suggested Completion</i>	ASAP

Background

Lease of 34,863 SF of lot 6 of the GPIP to process rock and other materials and to stage construction equipment on a month to month basis. Lot will be cleared of rock and left as a level concrete and rock pad for future use to support the marine service sector.

- Revenue - \$1,626/month – ability for lease credits for the removal of unwanted concrete foundations in the GPIP.

2. Alaska Bulk Water Inc.

<i>GPIP Board Approved</i>	12/3/2018	<i>Assembly Approved</i>	NA
<i>Submitted to CBS</i>	01/17/2019	<i>Suggested Completion</i>	ASAP

Background

Lease or MOU between CBS and ABWI for the storage of 1,800 feet of 24" HDME water pipeline that ABWI had formerly installed as a floating bulk water pipeline in the CBS tidelands of the Sawmill Cove on Block 4, Lot 1. Allows option for future bulk water exporters to purchase water line from ABWI to facilitate bulk water export.

- Revenue - \$125/month.

Bid projects

1. Administration Building ITB.

<i>GPIP Board Approved</i>	1/25/2018	<i>Assembly Approved</i>	9/25/2018
<i>Submitted to CBS</i>	3/02/2018	<i>Completion</i>	12/20/2018
<i>Bid Due Date</i>	03/20/2018		

Background

The Administration Building ITB will allow the CBS to divest itself from the former APC building. The building is a non-performing asset and generates negative cash flow to the GPIIP Enterprise fund.

- Revenue - ~\$45,000/annually.

2. Utility Dock RFP

<i>GPIIP Board Approved</i>	12/18/2018	<i>Assembly Approved</i>	NA
<i>Submitted to CBS</i>	12/18/2018	<i>Completion</i>	1/11/2019
<i>Bid Due Date</i>	01/25/2019		

Background

The Utility Dock RFP will allow the CBS to divest itself from the former APC Utility Dock. The dock is a non-performing asset. Private industry has expressed interest in obtaining facility to repair and create local jobs.

- Revenue – The Utility dock has never been in adequate condition to lease. Private Job creation is possible with dock being repaired for use.

CBS Projects	GPIIP Approval	Assembly approval	Submitted
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1. Eckert Water Line Installation

<i>GPIIP Board Approved</i>	07/31/2017	<i>Assembly Approved</i>	09/12/2017
<i>Submitted to CBS</i>	9/27/2018	<i>Suggested Completion</i>	ASAP

Background

Eckert Fine Beverages established a water purchase agreement with the CBS in September 2017. Eckert needs infrastructure to fill containers with raw water to be shipped south to a bottling location. Per the water purchase agreement, Eckert is to design, fund, and construct a water loading station by tapping into the CBS raw water pipeline. The CBS has the right to approve the water line design and construction. The CBS will take over ownership of the water line to allow for future water exports.

- Eckert's Engineer is in need of direction from the CBS.
- Revenue is unknown at this time.

2. Rock removal

<i>GPIIP Board Approved</i>	9/24/2018	<i>Assembly Approved</i>	NA
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Submitted to CBS

9/24/2018

Suggested Completion

3/24/2019

Background

Rock from the Blue Dam Expansion project has been stored on Lots 16b, 19, & 20 since the project began in 2013 without an established lease or lease fee. The GPIIP Board set a 6 month deadline for 09/24/2018 for the CBS Electric Department to have the rock removed from the site and have the lots brought to the original topography level before the lots were used.

- Rock removal from lots or a lease be established with market rate rent.
- Revenue – Potential loss of \$16,785 annually in lease rents from not having the lots available to lease.

3. GPIIP Dock Camera/Phone

GPIIP Board Approved

11/22/2017

Assembly Approved

12/12/2017

Submitted to CBS

3/06/2018

Suggested Completion

ASAP

Background

The GPIIP Board and Assembly approved the installation of security cameras at the GPIIP Dock. The CBS IT Department is working with a private internet company to bring internet connectivity to the dock location.

- IT Department to install cameras and work with internet provider.
- Revenue – camera system will allow to dock to be monitor to ensure all revenue opportunities are captured.

4. Bulk Water Delivery Infrastructure

GPIIP Board Approved

3/29/2018

Assembly Approved

4/10/2018

Submitted to CBS

3/29/2018

Suggested Completion

ASAP

Background

The CBS is conducting an analysis of the operational capabilities of the existing bulk water delivery system. The GPIIP Board recommended and the Assembly approved a transfer of \$100,000 from the Raw Water Fund to complete the analysis.

- The GPIIP Board awaiting CBS Electrical Department report on operational capabilities of high pressure water delivery system (Completed 1/29/2019).
- A joint special meeting between the GPIIP Board and Assembly is needed as soon as possible to determine water delivery options.
- Revenue – unknown at this time.

5. GPIIP Access Ramp

<i>GPIIP Board Approved</i>	WIP	<i>Assembly Approved</i>	WIP
<i>Submitted to CBS</i>	1/9/2017	<i>Suggested Completion</i>	ASAP

Background

The GPIIP Board's strategic plan calls for the establishment of an Access Ramp to allow for vessels to be haul out at the GPIIP. The GPIIP Board recommended that the Assembly approve \$40,000 in the GPIIP FY18 capital budget for the design and engineering of an access ramp. The GPIIP Board recommended that the \$40,000 be rolled over into the FY19 budget and that another \$20,000 be included for wash-down pad design and engineering. The CBS hired PND Engineering to conduct conceptual design of access ramp and associated water treatment and wash-down facilities. PND met with the GPIIP Board in June and July 2018 to discuss cost of entire facility (\$6.8 million) and a phased development.

- CBS is working with PND for a cost estimate on phase development conceptual design.
-

6. Industrial Public Water Supply

<i>GPIIP Board Approved</i>	WIP	<i>Assembly Approved</i>	WIP
<i>Submitted to CBS</i>	12/13/2017	<i>Suggested Completion</i>	ASAP

Background

The GPIIP Board met with NSRAA at its December 2017 meeting to approve a lease of Lot 3 at the GPIIP to NSRAA to increase salmon production. NSRAA requested an increase of industrial water for hatchery operations. CBS Electric Department staff suggested that additional water allocations would need to be investigated in relation to water flow restrictions. The GPIIP Board requested that the CBS work with NSRAA on a new water agreement.

- The GPIIP Board is awaiting direction on allocation of industrial water for NSRAA hatchery operations and other industrial public water supply potential. (Completed 1/29/2019).
- A joint special meeting between the GPIIP Board and Assembly is needed as soon as possible to determine future of the remaining Public Industrial Water supply.



MISSION STATEMENT

THE GREATER SITKA CHAMBER OF COMMERCE IS A VOLUNTARY ORGANIZATION OF BUSINESS AND COMMUNITY LEADERS WHO PROMOTE, SUPPORT, AND FACILITATE COMMERCE AND ECONOMIC GROWTH IN THE COMMUNITY.

Financial Report: FY2019- Q1

The financials reflect income and expenses for the first three quarters of 2018. The Greater Sitka Chamber of Commerce utilized bookkeeping services from Balance Accounting Solutions. The Chamber operates on a calendar year with budgets and financials reviewed and approved by the Finance Committee and the Board of Directors.

Attachment: The Greater Sitka Chamber of Commerce, Inc.
Statement of Operations Visit Sitka, January 1, 2018 through September 30, 2018

Income: 7/1-9/30

In the Income section of the Statement of Operations, find receipts for contract, membership and advertising. The Contracted payment from CBS for September of 35,166.67 was not received until October 1st so it is not reflected in this financial statement. In addition to contract funds of \$206,946, the financial statement shows revenues for Visit Sitka Partnerships and sales for Visitor Guide advertisements totaling \$56,448. The remainder of ad sales will be reflected in the next quarters with the guide being printed for distribution in early 2019.

Expense Updates: 7/1-9/30

The expenses reflected in the statement show operations for the first three quarters of the calendar year. Previous calendar year contingency funds were utilized to cover the expense for this quarter and with the final quarter revenues, the budget will balance out. The areas that had increase investment included promotion of conventions, tourism and travel writers and media.

General Overview of Sitka Travel Industry – Outlook to 2019

The 2019 “Draft” Cruise Ship schedule has been released by Cruise Line Agencies of Alaska. Currently the draft shows appx. 193,000 berths into Sitka on ships serviced by CLAA. Estimates for the small ship overnight vessels originating departures in Alaska and Sitka should add between 5-7,000 additional berths. According to Cruise Lines International Association while cruise business looks to see 6% additional growth in Alaska 2019, world market share is down to 4%. Locally Sitka sees 9% of the cruise market in Alaska. Both air and road/ferry are flat to down with ferry travel. Affordable access to Sitka remains a challenge for all visitation and economic growth. Continued issues with seafood segment look to possibly impact destination guided fishing packages with 91% of our air visitors coming to Sitka for package tours (guided fishing).

Marketing & Promotion Updates: 7/1-9/30

Visit Sitka made **47 PR contacts** (7/1-9/30) via email and phone that ranged from providing content (written + photo) to providing editing of Sitka focused stories, blogs and guide book information. We hosted **6 travel media** locally with our hotel, restaurant, activity and visitor site partners. A wide breadth of mediums and platforms supported travel media interest in Sitka including: MSN Travel, Cruise Maven, AARP, USAToday, Fodor's Travel, AAA Via & Journey, Jeana Travels Instagram Influencer/Blog/Twitter.

Visit Sitka website had 20,299 visits with 17,000 unique visitors during the quarter. We had a bounce rate of 48.21% which is not unusual for a site that gets 49% of its traffic through mobile/tablet. DMO sites function as information gathering portals which also drive bounce rates. Visit Sitka Facebook page has 64.5K followers compared to Travel Juneau 44k and Travel Ketchikan 1600 – an increase for Visit Sitka FB of 285 followers from the previous quarter. We continue to build Visit Sitka's Instagram presence with #visitsitka and #mysitka. As of Sept. 30, @Visit Sitka had 2500 followers (vs. Travel Juneau 3k, Visit Ketchikan 1k).

Meeting & Convention Updates: 7/1-9/30

During this period Sitka hosted Sitka Fine Arts Camp Sessions, Paths X the Pacific, Alpine Adventure Run, Alaska Assoc. of Housing Authorities, Sitka Arts & Science Festival, National Business Economic Issues Council, Alaska Board of Fish, Sitka Seafood Festival, Mermaid Festival, Change Your Latitude – Open Water Swim, Mudball Classic Tourney, CHARR (Alaska Hotel, Restaurant & Retailers Assoc.) and Birth Doula Workshop.

Remaining meetings & conventions expected in 2018: Alaska Day Festival, Sitka Whale Festival, SE Alaska Subsistence Regional Advisory Council and Alaska Travel Industry Assoc. (ATIA) Fall Board Retreat.

Executive Dir., Rachel Roy and Dir. of Tourism, Sherry Aitken formally presented and confirmed Sitka as award bid winner for Southeast Conference 2019 Annual Meeting at the 2018 Annual Meeting in Ketchikan Sept. 12-14.

Visitor Services Updates

From 7/1-9/30: Appx. 6,000 in-person and phone contacts at Visit Sitka Information Center (104 Lake St.) plus 100 online inquiries through website. Seasonal Harrigan Visitor Info desk had appx. 5,900 inquiries. Roughly 15,000 downtown Sitka Walking Maps were distributed at a variety of locations and 2,800 Visitor Guides mailed out.

Industry Partner Updates

From 7/1-9/30: Sherry participated in 7 different boards and committees including ATIA (4 groups), Southeast Alaska Tourism Council, SE Conference and Juneau Economic Development Assoc. Cluster Project-Visitor Products Working Group. Convention and Visitor Services Contract Committee had meetings in July, Aug. and Sept. from retail, activity, lodging, cruise, sites and event groups travel segments in Sitka.

Please feel free to contact me if you have any questions or need additional information.

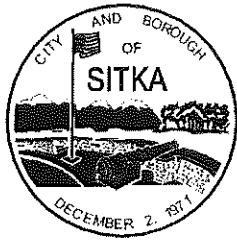
Thank you for your time.

Respectfully,

Rachel Roy, Executive Director
Greater Sitka Chamber of Commerce

**Visit Sitka
Statement of Operations
September 30, 2018**

	Actuals YTD	2018 Budget	% of Budget
REVENUE			
Income			
Membership Dues	\$ 38,630	\$ 32,000	120.72%
CBS contract revenue	\$ 277,279	\$ 425,690	65.14%
Cooperative Marketing		\$ 10,000	0.00%
Lease Income		\$ 4,000	0.00%
Planning Advertisement	\$ 17,818	\$ 45,000	39.60%
Fundraising	\$ -	\$ -	
Total Income	\$ 333,727	\$ 516,690	64.59%
Offset to Income			
Planner Printing	\$ 429	\$ 13,000	3.30%
Planner Graphic Design	\$ -	\$ 9,000	0.00%
Planner Photo Usage	\$ -	\$ 2,000	0.00%
Commission-Planner		\$ 5,000	0.00%
Fundraising Expense	\$ -	\$ -	
Total Offset to Income	\$ 429	\$ 29,000	1%
Gross Profit	\$ 333,298	\$ 487,690	68%
Operating Expenses			
Special events expense	\$ 65		
Salaries	\$ 165,718	\$ 208,000	79.67%
Advertising	\$ 49,732	\$ 50,000	99.46%
Alaska Co-op Marketing	\$ 6,000	\$ 6,000	100.00%
Website/Digital Media	\$ 14,992	\$ 19,000	78.90%
Webpage (2018 Brand Voice)	\$ 27,739	\$ 30,000	92.46%
Dues & subscriptions	\$ 1,289	\$ 2,500	51.56%
Insurance: Liability	\$ 710	\$ 2,930	24.22%
Insurance: worker's comp	\$ 237	\$ 300	78.87%
Accounting Services	\$ 2,294	\$ 5,700	40.25%
Professional Services	\$ 1,487	\$ 1,000	148.70%
Postage & freight (Planner)	\$ 8,422	\$ 10,000	84.22%
Office supplies	\$ 2,892	\$ 3,860	74.93%
Office Equipment	\$ 8		
Telephone & internet	\$ 5,205	\$ 3,500	148.71%
Office Technology	\$ 1,665	\$ 3,500	47.57%
Rent	\$ 19,160	\$ 24,570	77.98%
Utilities	\$ 4,410	\$ 4,600	95.87%
Leasehold improvements	\$ 4,787	\$ 5,000	95.74%
Payroll tax expense	\$ 14,558	\$ 18,000	81%
Professional Development/Training	\$ 1,634	\$ 5,000	32.67%
Promotion: Cruise	\$ 6,644	\$ 8,000	83.05%
Promotion: Conventions	\$ 22,596	\$ 18,000	125.54%
Promotion: Tourism	\$ 20,587	\$ 19,000	108.35%
Travel Writers & FAM Tours	\$ 9,511	\$ 5,000	190.22%
Travel/Training	\$ 10		
Membership/Volunteer Events	\$ 788	\$ 1,000	78.77%
Membership/Volunteer Training: CVS	\$ -	\$ 1,000	0.00%
Misc Expense	\$ -		
Total Visit Sitka Expenses	\$ 393,139	\$ 455,460	86.32%
TOTAL NET INCOME (LOSS)	\$ (59,841)	\$ 32,230	185.67%
	\$ (59,841)	\$ 32,230	-185.67%



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

February 4, 2019

Senator Lisa Murkowski

522 Hart Senate Office Building
Washington, DC 20510

800 Glacier Ave Suite 101
Juneau, AK 99801

Dear Senator Murkowski,

The City and Borough of Sitka (CBS) is facing many hurdles in the future including securing funding for our long list of failing infrastructure and capital projects.

Top of the community priority list is installing an \$18,000,000 critical secondary water treatment facility to remain in compliance with federal guidelines for water quality and protecting the Blue Lake FERC licensing which requires inspections of the penstock every five years. We have initiated the loan process but seek any federal funding available.

CBS spent over \$145,000,000 to raise the height of the Blue Lake Hydroelectric Dam from 145 feet to 228 feet and increase renewable power generation by 16 megawatts. To protect this investment and in accordance with requirements, CBS will be without a source of raw water during times of penstock system maintenance required every five years by federal guidelines.

In addition, Blue Lake surface water is the source for the community's drinking water and we have experienced several high source turbidity readings during recent large storm events. Future high turbidity readings will require filtration to ensure federal and state water quality regulations are met.

Both of these result in closure of our community's water source and push us to develop an additional source to ensure schools, hospitals, restaurants, etc. have potable water at all times. As a regulated and approved source of drinking water is vital to the community, CBS is seeking funding, to offset the cost of this unplanned expense. We request your assistance in securing \$18,000,000 of federal funding for the construction of the critical secondary water treatment facility.

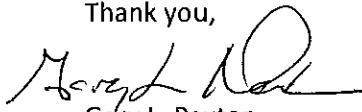
Other capital requests include Green Lake Hydroelectric Dam overhaul. Green Lake Dam will undergo relicensing after 40 years, including FERC costs and major capital investment like turbine upgrades which will further stress the cost of electricity to our citizens and business community.

We are looking forward to meeting with you and staff in May as we will travel to Washington D.C. to relay the urgency of the need. Please let us know your recommendations on agency contacts to meet with in regards to securing federal funding.

During my term as Mayor, I look forward to working with you and your staff on a number of different issues essential to Sitkans. Please let me know if I can answer any questions or provide additional information.

Providing for today...preparing for tomorrow

Thank you,



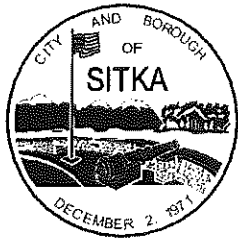
Gary L. Paxton

Mayor

assemblypaxton@cityofsitka.org

LISA

WE NEED your
HELP - See you
in May. GOD BLESS
Rox



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

February 4, 2019

Senator Dan Sullivan

702 Hart Senate Office Building
Washington, DC 20510

800 Glacier Ave Suite 101
Juneau, AK 99801

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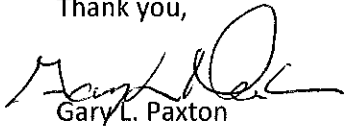
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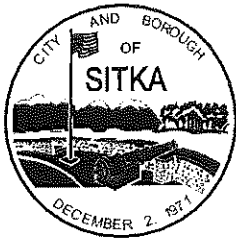


Gary L. Paxton

Mayor

assemblypaxton@cityofsitka.org

Sir - We Need
Your HELP - see
you in May —
God Bless
Rox



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

February 4, 2019

Congressman Don Young
2314 Rayburn House Office Building
Washington, DC 20510

471 W. 36th Avenue, Suite 201
Anchorage, AK 99503

Dear Congressman Young,

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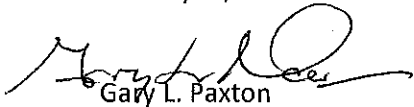
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Providing for today...preparing for tomorrow

Thank you,



Gary L. Paxton

Mayor

assemblypaxton@cityofsitka.org

Don.

We need you
here - See you
in May.

God Bless





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-028 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 2/6/2019 In control: City and Borough Assembly
On agenda: 2/12/2019 Final action:
Title: Special Reports: 1) U.S. Census Bureau - Barbara Miranda, Partnership Specialist 2) Sitka
Community Hospital - Rob Allen, CEO
Sponsors:
Indexes:
Code sections:
Attachments: [Special Reports](#)

Date	Ver.	Action By	Action	Result
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Scheduled Special Reports

- 1) U.S. Census Bureau – Barbara Miranda, Partnership Specialist**
- 2) Sitka Community Hospital – Rob Allen, CEO**



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-029 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 2/6/2019 In control: City and Borough Assembly

On agenda: 2/12/2019 Final action:

Title: Approve a new liquor license application and restaurant designation permit application for Allen Marine Tours, Inc. dba Allen Marine Tours at Lot 6 Finn Island

Sponsors:

Indexes:

Code sections:

Attachments: [Consent motion](#)
[Motion and memo](#)
[Allen Marine new license app](#)
[Allen Marine restaurant designation](#)

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, C, & D**

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 a new liquor license application and restaurant designation permit application for Allen Marine Tours, Inc. dba Allen Marine Tours at Lot 6 Finn Island 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: February 6, 2019

Subject: Approve liquor license application and restaurant designation permit application

The Municipal Clerk's office has received notification of the following new liquor license for:

Lic #: 5746
DBA: Allen Marine Tours
License Type: Restaurant / Eating Place – Public Convenience
Licensee: Allen Marine Tours, Inc.
Premises Address: Lot 6, Finn Island

Our office has also received a **restaurant designation permit application** for:

Lic #: 5746
Licensee: Allen Marine Tours, Inc.
DBA: Allen Marine Tours
Premises Address: Lot 6, Finn Island

The granting for the restaurant designation permit allows:

- Dining by persons 16-20 years of age: AS 04.16.049(a)(2)
- Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- Employment for persons 16 or 17 years of age: AS 04.16.049(c) Under AS 04.16.049(d), this permit is not required to employ a person 18-20 years of age.

A memo was circulated to the various departments who may have a reason to protest the approval of these applications. No departmental objections were received.

Recommendation:

Approve a new liquor license application and restaurant designation permit application for Allen Marine Tours, Inc. dba Allen Marine tours at Lot 6 Finn Island 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 – Sunni / Amber
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: January 15, 2019

Subject: New Liquor License Application / Restaurant Designation Permit Application – Allen Marine Tours

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

Lic #: 5746
DBA: Allen Marine Tours
License Type: Restaurant / Eating Place – Public Convenience
Licensee: Allen Marine Tours, Inc.
Premises Address: Lot 6, Finn Island

Our office has also received a **restaurant designation permit application** for:

Lic #: 5746
Licensee: Allen Marine Tours, Inc.
DBA: Allen Marine Tours
Premises Address: Lot 6, Finn Island

The granting for this permit allows:

- Dining by persons 16-20 years of age: AS 04.16.049(a)(2)
- Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- Employment for persons 16 or 17 years of age: AS 04.16.049(c) Under AS 04.16.049(d), this permit is not required to employ a person 18-20 years of age.

Please notify no later than **noon on Friday, February 1** of any reason to protest these requests. These requests are scheduled to go before the Assembly on February 12.

Thank you.



THE STATE
of ALASKA
GOVERNOR MICHAEL I. 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

January 14, 2019

City and Borough of Sitka

Attn: Sara Peterson, Municipal Clerk

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

License Type:	Restaurant/Eating Place – Public Convenience	License Number:	5746
Licensee:	Allen Marine Tours, Inc.		
Doing Business As:	Allen Marine Tours		
Premises Address:	Lot 6, Finn Island		

☒ New Application

☐ Transfer of Location Application

☐ Transfer of Ownership Application

☐ Transfer of Controlling Interest Application

We have received a completed 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 protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

What is this form?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to be licensed.

Licensee:	Allen Marine Tours, Inc.		
License Type:	Restaurant/Eating Place - Public Convenience	Statutory Reference:	AS 04.11.400(g)
Doing Business As:	Allen Marine Tours		
Premises Address:	Lot 6, Finn Island		
City:	Sitka	State:	AK
		ZIP:	99835
Local Governing Body:	City and Borough of Sitka		
Community Council:			

Mailing Address:	PO Box 1049		
City:	Sitka	State:	AK
		ZIP:	99835

Designated Licensee:	David Allen		
Contact Phone:	907-747-8100	Business Phone:	907-747-8100
Contact Email:	dallen@allenmarine.com		

Seasonal License? ☒ Yes ☐ No If "Yes", write your six-month operating period: 5/1 - 10/31

OFFICE USE ONLY			
Complete Date:		License Years:	
Board Meeting Date:		Transaction #:	5746
Issue Date:		BRE:	989683



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application**Section 2 – Premises Information**

Premises to be licensed is:

☐

an existing facility

☒

a new building

☐

a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

Section 3 – Sole Proprietor Ownership InformationThis section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 4 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- 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*.

Entity Official:	David Allen				
Title(s):	Director, President, Secretary, Treasurer	Phone:	907-747-8100	% Owned:	100
Address:	PO Box 1049				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	50333D	AK Formed Date:	9/24/1992	Home State:	AK
Registered Agent:	David Allen	Agent's Phone:	907-747-8100		
Agent's Mailing Address:	PO Box 1049				
City:	Sitka	State:	AK	ZIP:	99835

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒☐

Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses: Yes No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☒☐

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

David Allen -
See attached list of seasonal tourism businesses, vessels, and liquor license numbers

Section 6 – Authorization

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☒☐

If "Yes", disclose the name of the individual and the reason for this authorization:

Susan Ginn - Senior Account - preparer of license documentation



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

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 proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

DA

I certify that all proposed licensees have been listed with the Division of Corporations.

DA

I certify 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.

DA

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

DA

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

DA

As an applicant for a liquor license, 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.

Signature of licensee

David C. Allen

Printed name of licensee

Carol J. Benton

Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires

June 18, 2019

Subscribed and sworn to before me this

30 day of October

20 18

AMCO

Liquor Licenses

Allen Marine Tours, Inc. - Alaska DOC Entity #50333D - EIN: 92-0142464

Restaurant/Eating Place - Seasonal

	<u>DBA</u>	<u>Statutory Reference: AS 04.11.100</u>
4194	Allen Marine Tours	Tract "D" Colt Island (Orca Point Lodge)

Allen Marine Tours, Inc. - Alaska DOC Entity #50333D - EIN: 92-0142464

Common Carrier - Seasonal

	<u>DBA</u>	<u>Statutory Reference: AS 04.11.180</u>
5062	American Eagle	Alaskan Waters
5061	Baranof Wind	Alaskan Waters
5055	Kalinin Express	Alaskan Waters
5071	Katlina Express	Alaskan Waters
5538	Sea Lion Express	Alaskan Waters
5537	Sea Otter Express	Alaskan Waters
5540	St. Anastasia	Alaskan Waters
5063	St. Aquilina	Alaskan Waters
5057	St. Eugene	Alaskan Waters
5070	St. Gregory	Alaskan Waters
5109	St. Herman	Alaskan Waters
5539	St. Innocent	Alaskan Waters
5060	St. John	Alaskan Waters
5069	St. Juvenaly	Alaskan Waters
5064	St. Maria	Alaskan Waters
5056	St. Michael	Alaskan Waters
5238	St. Nadezhda	Alaskan Waters
5065	St. Nicholas	Alaskan Waters
5059	St. Nona	Alaskan Waters
5066	St. Peter	Alaskan Waters
5068	St. Phillip	Alaskan Waters
5058	St. Tatiana	Alaskan Waters
5067	St. Yakov	Alaskan Waters
5536	33' Cat 2	Alaskan Waters

AMCO

DEC 07 2018

Alaska Catamaran, LLC Vessels - Alaska DOC Entity #82230D - EIN: 47-0933044

Common Carrier - Seasonal

	<u>DBA</u>	<u>Statutory Reference: AS 04.11.180</u>
5073	Alaskan Dream	Alaskan Waters
5075	Admiralty Dream	Alaskan Waters
5074	Baranof Dream	Alaskan Waters
5492	Chichagof Dream	Alaskan Waters



Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.



Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Allen Marine Tours, Inc.	License Number:	5746
License Type:	Restaurant/Eating Place - Public Convenience		
Doing Business As:	Allen Marine Tours		
Premises Address:	Lot 6, Finn Island		
City:	Sitka	State:	AK
		ZIP:	99835



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

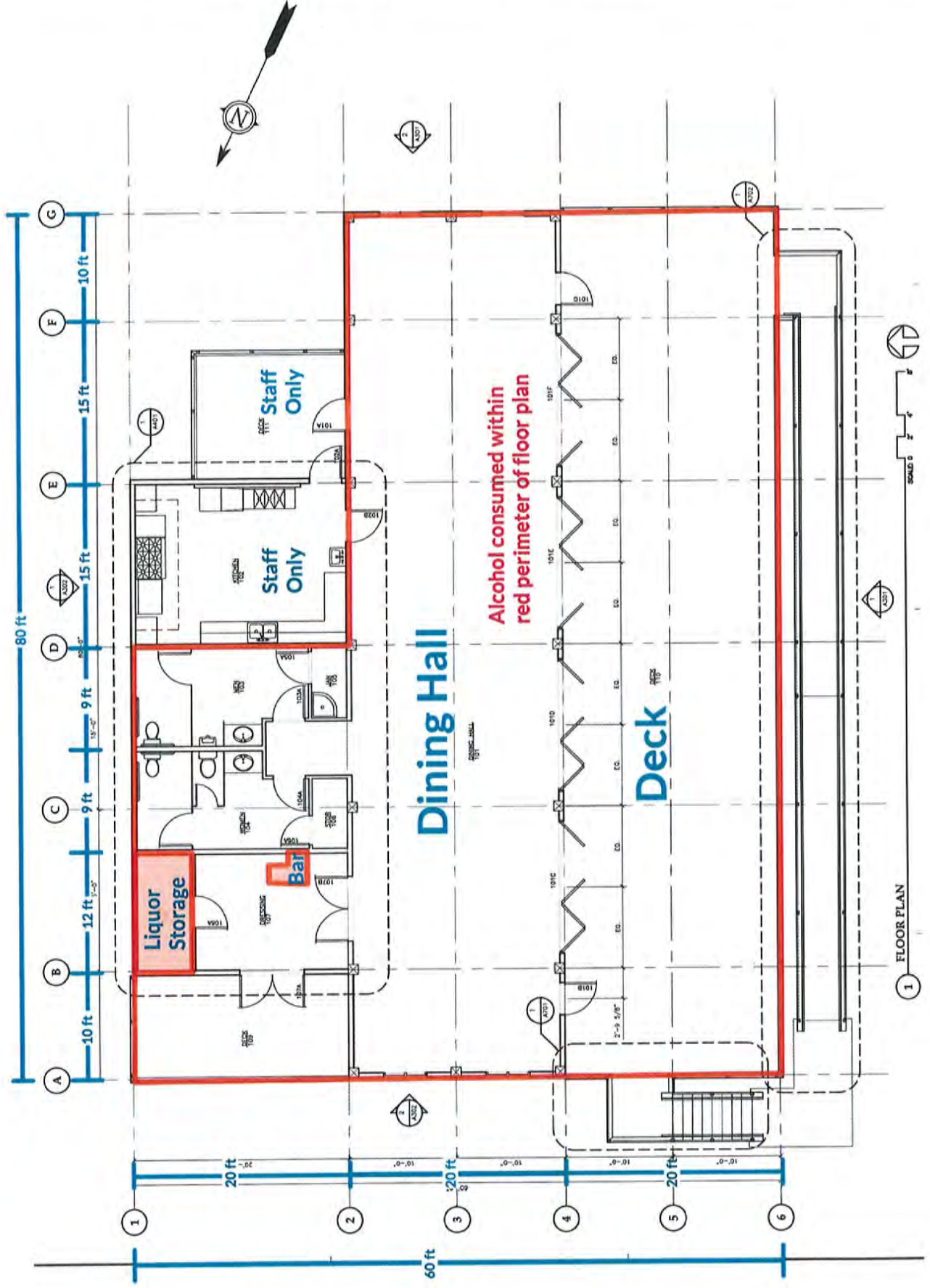
Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

Diagram 1



Jensen
Yorba
Lott
Inc.

522 West 10th Street
Sitka, Alaska 99801
Phone: 907-586-1070
Fax: 907-586-3959
jensenyorbalo@comcast.net



ALLEN MARINE TOURS
FINN ISLAND LODGE
SITKA, ALASKA



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DATE: MARCH 2019
FILE: 1003

A201

Diagram #2

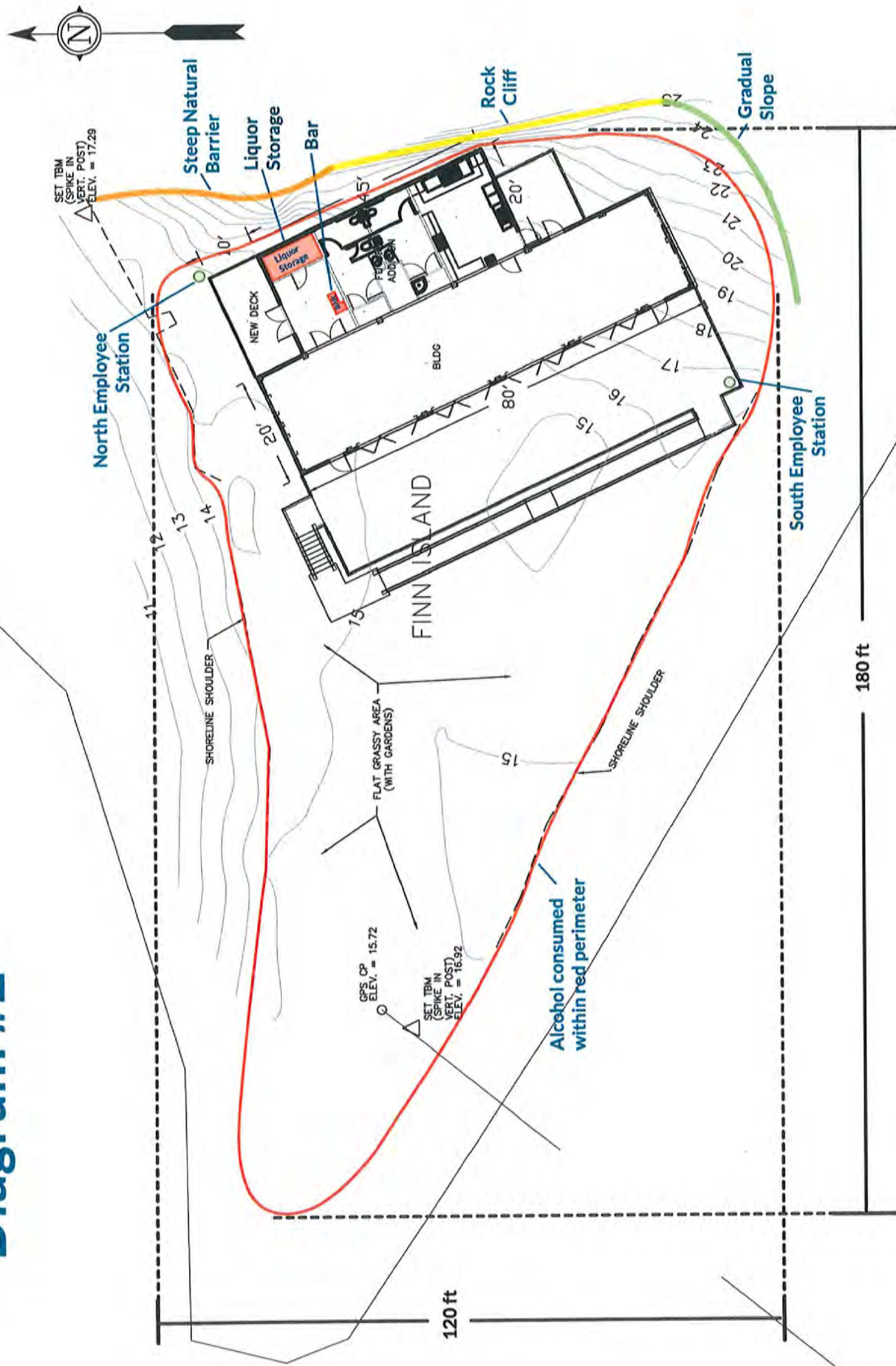


Diagram 3



Steep Natural
Barrier

North Employee
Station

Liquor
Storage

Bar

Rock Cliff

Gradual
Slope

South Employee
Station

Lot 6,
Finn Island

Alcohol consumed
within red perimeter



Allen Marine Tours

P.O. Box 1049, Sitka, Alaska 99835 | 1512 Sawmill Creek Road, Sitka, Alaska 99835

AB-02 Security Plan for Alcohol Control in Outdoor Areas at Finn Island

Finn Island is only accessible via boat, and only Allen Marine Tours' vessels will be allowed to use the private dock to disembark guests onto the island. The lodge itself is nestled against a rock cliff covered in trees and brush and faces a small finger of the island with a flat grassy area that will be used for a fire pit where guests can roast s'mores after their meal.

The meal is served buffet-style, and there is only one bar where guests will be able to purchase alcohol. Experience shows that most guests will eat and drink inside the lodge, however, they will be allowed to take their food and beverages outside the front of the lodge onto the flat, grassy area or along the shoreline of the point if they desire.

Allen Marine Tours will have employees present that work at the lodge full-time as well as the employees that disembark with the guests from our boat. This will allow for employees to be stationed both inside the lodge and out on the grounds whenever guests are present on the island.

There is a steep natural barrier of rocks and vegetation that blocks guests from going around the northeast side of the lodge (see Diagram 2 and Exhibits A and B). East, behind the lodge, is a rock cliff and southeast is a gradual sloping area (see Diagram 2 and Exhibits A-E). Prior to our season opening this spring, we will install a chain fence barrier with a sign that reads, "No Alcohol Beyond This Point" on the southeast edge of the lodge to keep guests from moving beyond the licensed area of the premises in the gradual slope area (see Exhibit D).

We will station employees at both the north and south corners of the lodge (see Diagram 2) to ensure our guests do not wander outside the licensed area. These employee stations provide optimal views of the side and back area of the lodge, specifically the south station has an unobstructed view of the gradual slope area where we will install a chain fence barrier as mentioned above (see Exhibit D). Additional employees are scattered throughout the area as well. Our employees will monitor the guests to ensure they are safe, not drinking to excess, and are not sharing their alcohol with minors.

Diagram #2

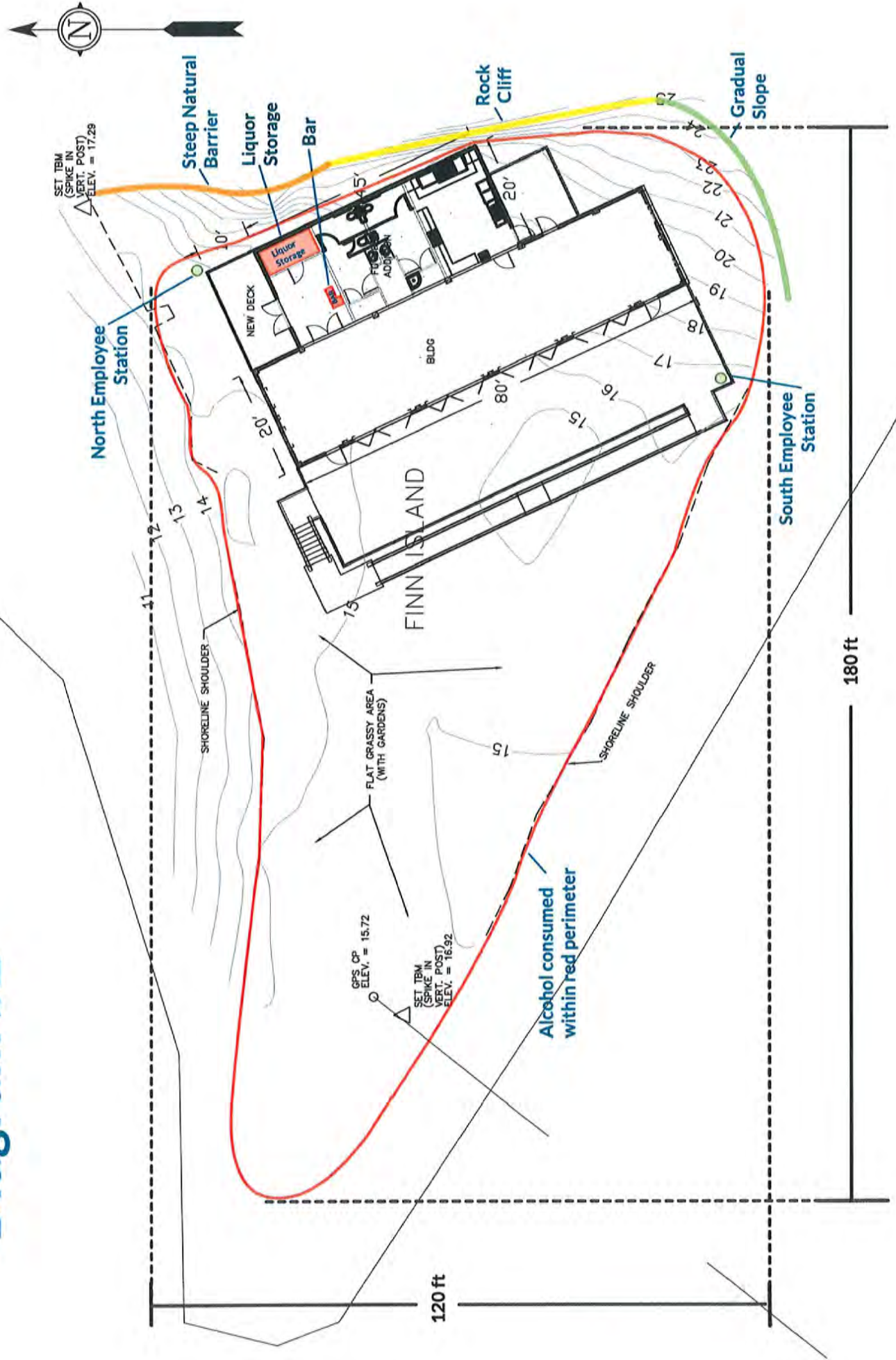


Exhibit A



Exhibit B

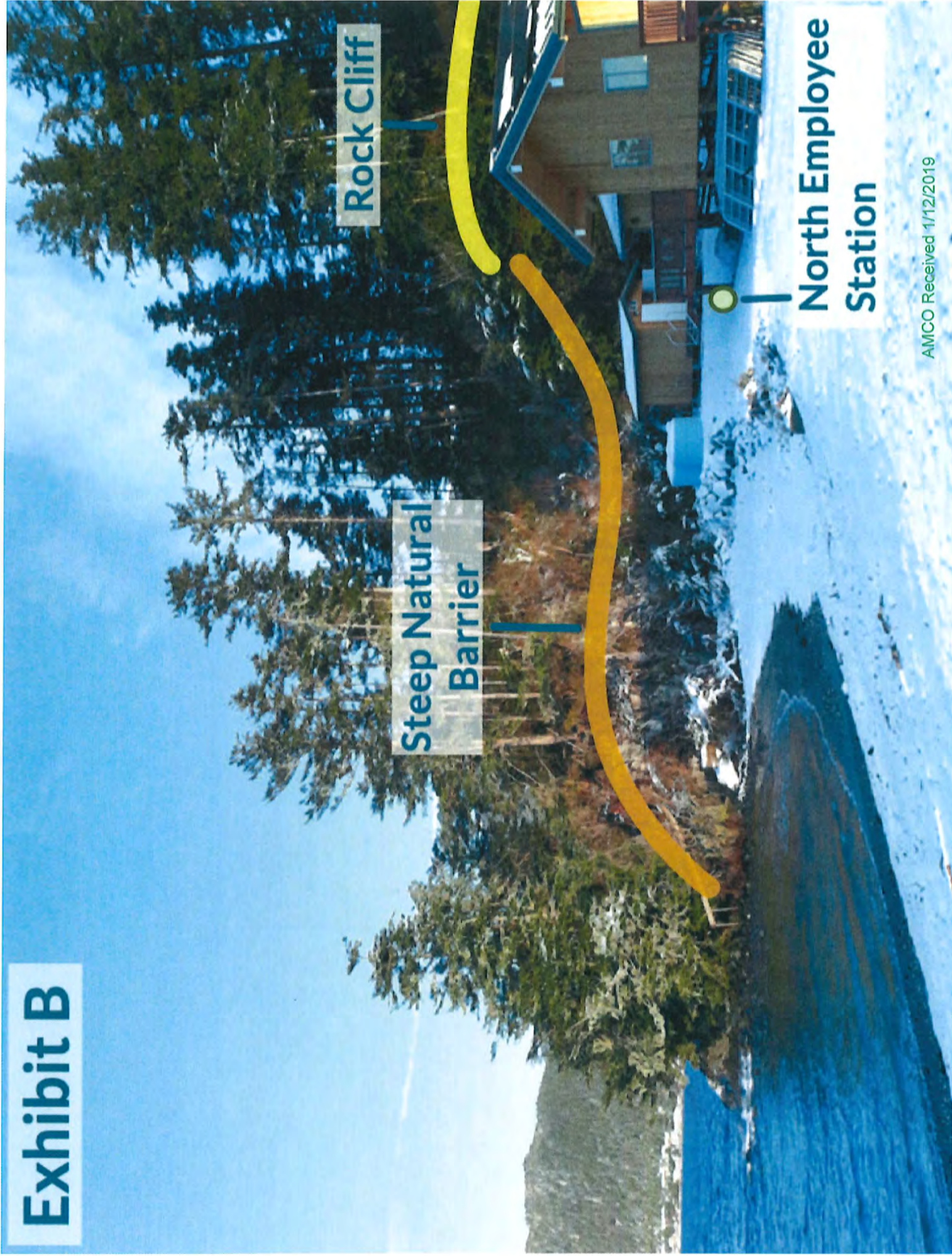


Exhibit C

Rock Cliff



North Employee
Station

AMCO Received 1/12/2019



Exhibit D

South Employee
Station

Gradual Slope

Exhibit E

Gradual Slope

South Employee
Station



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-03: Restaurant Designation Permit Application

What is this form?

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A **detailed floor plan** of the proposed designated and undesignated areas of the licensed business and a **menu** or expected menu listing the meals to be offered to patrons must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

Section 1 – Establishment Information

Enter Information for licensed establishment.

Licensee:	Allen Marine Tours, Inc.				
License Type:	Restaurant/Eating Place - Public Convenience	License Number:	5746		
Doing Business As:	Allen Marine Tours				
Premises Address:	Lot 6, Finn Island				
City:	Sitka	State:	AK	ZIP:	99835
Contact Name:	Susan Ginn	Contact Phone:	907-747-8100		

Section 2 – Type of Designation Requested

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

- ☐ Dining after standard closing hours: AS 04.16.010(c)
- ☒ Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
- ☒ Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- ☒ Employment for persons 16 or 17 years of age: AS 04.16.049(c)

NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY					
Issue Date:		Transaction #:	989678	BRE:	



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-03: Restaurant Designation Permit Application

Section 3 – Additional Information

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

8:00 am - 12:00 am (midnight)
7 days per week

Are any forms of entertainment offered or available within the licensed business or on the proposed designated portions of the premises?

Yes

☐

No

☒

If "Yes", describe the entertainment offered or available:

Food and beverage service offered or anticipated is:

☒

table service
Beverage

☒

buffet service
Food

☒

counter service
Beverage

☐

other

If "other", describe the manner of food and beverage service offered or anticipated:

Food will be served buffet style
Beverages will be sold at the bar or served at the table

Is an owner, manager, or assistant manager 21 years of age or older always present on the premises during business hours?

Yes

☒

No

☐

Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the third page of this form.

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the third page of this form that meet the requirements of this form.

Yes

☒

No

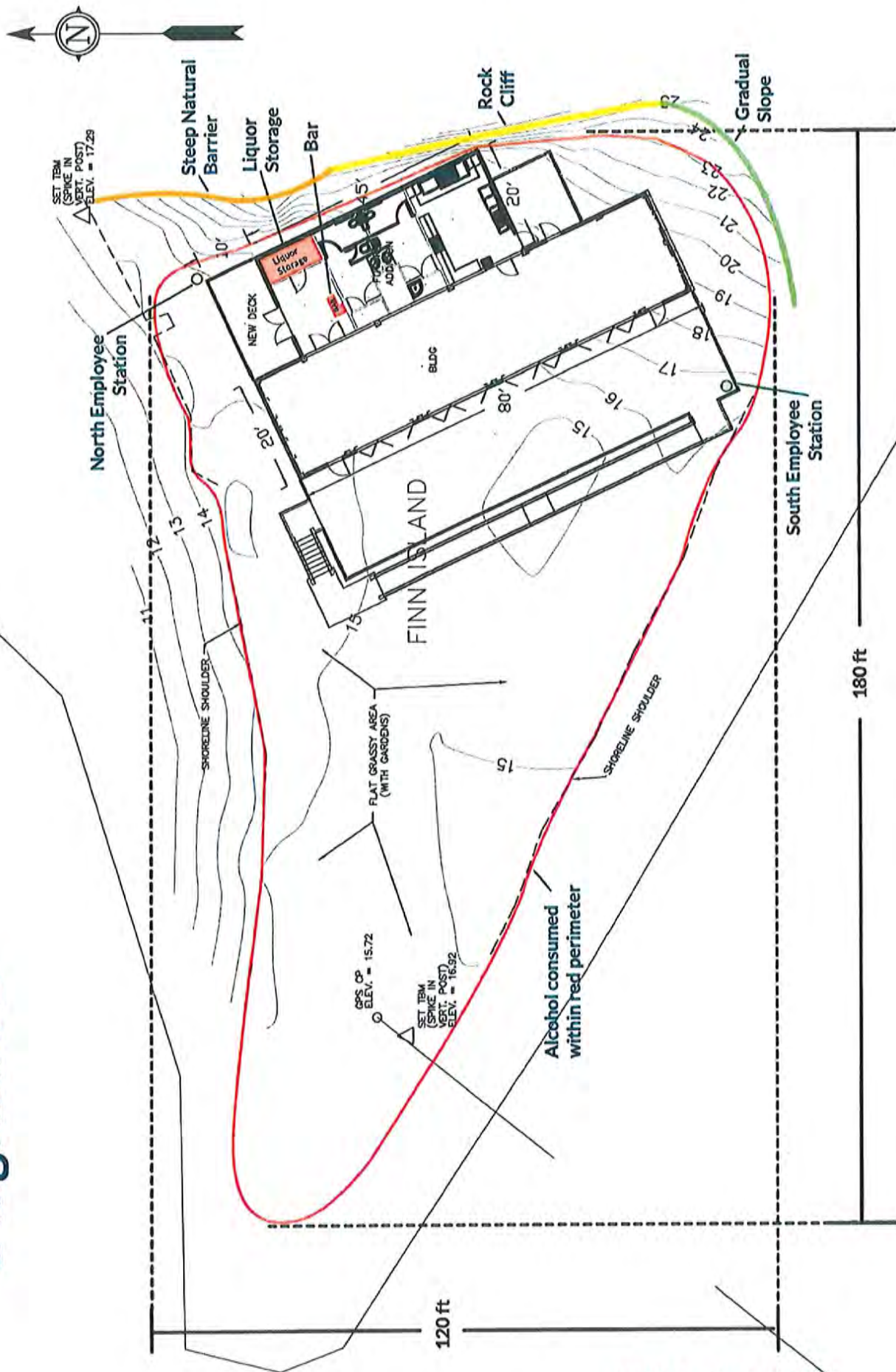
☐

The floor plan shows a rectangular building layout with a grid system. The horizontal axis is labeled A through G, and the vertical axis is labeled 1 through 6. Key areas include:

- Liquor Storage:** Located in the top left corner, adjacent to the wall between grid lines A and B.
- Bar:** Located in the top center, between grid lines C and D.
- Staff Only:** Two designated areas in the top right, between grid lines E and F.
- Dining Hall:** The central area, outlined in red, spanning from grid line B to G and from grid line 1 to 5.
- Deck:** Located at the bottom of the plan, spanning from grid line B to G.
- Alcohol consumed within red perimeter of floor plan:** A note indicating the red-outlined area is for alcohol consumption.

Dimensions are provided for various sections: 10 ft, 12 ft, 9 ft, 9 ft, 15 ft, 15 ft, 10 ft along the top; and 20 ft, 10 ft, 20 ft, 10 ft, 10 ft, 10 ft along the bottom. A north arrow is located in the upper right corner.

Diagram #2





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-03: Restaurant Designation Permit Application

Section 5 – Certifications and Approvals

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

Initials

I have included with this form a detailed floor plan of the proposed designated and undesignated areas of the licensed business for purposes of this application. I understand that this diagram is different than my licensed premises diagram.

Da

I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons.

Da

I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.

Da

I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.



Signature of licensee



Signature of Notary Public

David C. Allen

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: June 13, 2017

Subscribed and sworn to before me this 12 day of January, 2017

Local Government Review (to be completed by an appropriate local government official):

Approved Disapproved

☐☐

Signature of local government official

Date

Printed name of local government official

Title

**Form AB-03: Restaurant Designation Permit Application**



Allen Marine Tours

P.O. Box 1049, Sitka, Alaska 99835 | 1512 Sawmill Creek Road, Sitka, Alaska 99835

Fin Island Lodge Menu

Entreés

- Prime Rib (rub consists of salt, pepper, and granulated garlic)
Horseradish sauce (sour cream and horseradish)
- Coho salmon (brushed with butter, salt and pepper)
- King crab (previously cooked and frozen product. Steamed at Finn Island. Served with clarified butter)
- Vegetarian Option Portabella Mushrooms (Olive oil and balsamic, salt and pepper)

Sides

- Beef stew (beef stock, potatoes, celery, onions, carrots)
- Green salad (romaine, cherry tomatoes, cucumber, red onion. Balsamic salmonberry vinaigrette. Optional Croutons, parmesan and Kalamata olives)
- Vegetarian Stir Fry (zucchini, squash, snap peas, red onion, bell pepper and asparagus, water chestnuts)
- Mashed Potatoes (Golden Yukon, butter, milk, salt and pepper, granulated garlic)

Bread

- Store-bought Hawaiian Rolls

Dessert

- Blueberry tart (wild blueberries)



Allen Marine Tours

P.O. Box 1049, Sitka, Alaska 99835 | 1512 Sawmill Creek Road, Sitka, Alaska 99835

AB-02 Security Plan for Alcohol Control in Outdoor Areas at Finn Island

Finn Island is only accessible via boat, and only Allen Marine Tours' vessels will be allowed to use the private dock to disembark guests onto the island. The lodge itself is nestled against a rock cliff covered in trees and brush and faces a small finger of the island with a flat grassy area that will be used for a fire pit where guests can roast s'mores after their meal.

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Allen Marine Tours will have employees present that work at the lodge full-time as well as the employees that disembark with the guests from our boat. This will allow for employees to be stationed both inside the lodge and out on the grounds whenever guests are present on the island.

There is a steep natural barrier of rocks and vegetation that blocks guests from going around the northeast side of the lodge (see Diagram 2 and Exhibits A and B). East, behind the lodge, is a rock cliff and southeast is a gradual sloping area (see Diagram 2 and Exhibits A-E). Prior to our season opening this spring, we will install a chain fence barrier with a sign that reads, "No Alcohol Beyond This Point" on the southeast edge of the lodge to keep guests from moving beyond the licensed area of the premises in the gradual slope area (see Exhibit D).

We will station employees at both the north and south corners of the lodge (see Diagram 2) to ensure our guests do not wander outside the licensed area. These employee stations provide optimal views of the side and back area of the lodge, specifically the south station has an unobstructed view of the gradual slope area where we will install a chain fence barrier as mentioned above (see Exhibit D). Additional employees are scattered throughout the area as well. Our employees will monitor the guests to ensure they are safe, not drinking to excess, and are not sharing their alcohol with minors.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 19-03 Version: 1 Name:
Type: Resolution Status: AGENDA READY
File created: 2/5/2019 In control: City and Borough Assembly
On agenda: 2/12/2019 Final action:
Title: Adopting the City and Borough of Sitka Local Multi-Hazard Mitigation Plan
Sponsors:
Indexes:
Code sections:
Attachments: [Motion and memo](#)
[Res 2019-03](#)
[Final Draft Sitka HMP](#)

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

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

POSSIBLE MOTION

I MOVE TO approve Resolution 2019-03 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

From: Dave Miller, Fire Chief and Emergency Manager
Maegan Bosak, Community Affairs Director
Scott Brylinsky, Interim Planning and Community Development Director

Subject: Resolution 2019-03 Adoption of the Sitka Local Multi-Hazard Mitigation Plan

Date: February 4, 2019

The Sitka Local Multi-Hazard Mitigation Plan is on the Assembly agenda for consideration and approval. The Planning Commission approved the draft version of the plan update during the January 16, 2019 meeting on a 4-0 vote.

Background:

In order to be eligible for FEMA funding in times of emergency/disaster or with hazard mitigation assistance programs, the City and Borough of Sitka must have an approved Multi-Hazard Mitigation Plan. This Plan must be approved by both the State of Alaska Department of Homeland Security and Emergency Management (DHSEM) and the Federal Emergency Management Agency (FEMA). Sitka completed an approved plan in 2010 and received a grant in 2017 from FEMA to undergo an update as required on a five-year cycle. This update was written by Jill Missal of Missal, LLC.

The City and Borough of Sitka Local Multi-Hazard Mitigation Plan includes information to assist the borough government and residents with planning to avoid potential future disaster losses. The plan provides information on natural hazards that affect Sitka, descriptions of previous disasters, and lists projects that may help the community prevent disaster losses. The plan was developed to help the community of Sitka make future decisions regarding natural hazards that affect the City and Borough.

The 2018 plan update provides information on new development and population changes as well as highlights local and federal resources. The update reviews the status of past mitigation actions as well as identified new priorities such as Stormwater System Repair and Upgrade, Gavan Hill Landslide Mitigation Study, Gavan Hill Landslide Mitigation Implementation, All-Hazards Public Education Campaign, Data Collection Plans and Systems, Community Emergency Response Team Development, and Improving Food Security for Vulnerable Populations.

These priority projects were developed through public participation including multiple community meetings, community surveys, Planning Commission hearing and deliberation, Local Emergency Planning Commission hearing and deliberation, an Assembly Worksession, and Planning Commission hearing and recommendation of adoption.

The draft update was recently approved by DHSEM and FEMA, allowing final review and approval by the City and Borough of Sitka.

The City and Borough of Sitka HMP is intended to be a "living" document that will help inform all interested parties about the community's hazard mitigation policies and projects. It will be reviewed and updated on a regular basis, including an annual review by the Planning Commission. The mitigation strategy identified will act as a guide for City departments in determining projects for which to seek FEMA assistance and other mitigation funds from outside sources.

Fiscal Note:

After the plan is approved by the Assembly, the State of Alaska, and FEMA, there are a number of grants and funding programs that become available to Sitka to help in reducing the natural risks to our community. Adoption of this plan does not commit us to completing and/or funding the included mitigation actions. The City and Borough of Sitka must have an adopted Local Multi-Hazard Mitigation Plan in order to receive FEMA funding in times of emergency/disaster.

Recommendation:

The Planning Commission recommends that the Assembly takes action to approve Resolution 2019-03 Adopting the Sitka Local Multi-Hazard Mitigation Plan.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2019-03

**A RESOLUTION BY THE CITY AND BOROUGH OF SITKA
ADOPTING THE CITY AND BOROUGH OF SITKA LOCAL MULTI-HAZARD
MITIGATION PLAN**

WHEREAS, the City and Borough of Sitka recognizes the threat that local natural hazards pose to people and property; and

WHEREAS, undertaking hazard mitigation projects before disasters occur may reduce the potential for harm to people and property, and save taxpayer dollars; and

WHEREAS, an adopted Local Multi-Hazard Mitigation Plan is required as a condition of future grant funding for mitigation projects; and

WHEREAS, the Sitka Local Multi-Hazard Mitigation Plan has been sent to the Alaska Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for their review and preapproval.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka, Alaska, hereby adopts the City and Borough of Sitka Local Hazard Mitigation plan as an official plan; and

BE IT FURTHER RESOLVED, that the City and Borough will submit the adopted Local Multi-Hazard Mitigation Plan to the Alaska Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency officials for final review and approval.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, on this 12th day of February, 2019.

Gary L. Paxton, Mayor

ATTEST

Sara Peterson, MMC
Municipal Clerk

1st and final reading 2/12/19

Sponsor: Administrator

CBS Hazard Mitigation Plan

Draft

2018 UPDATE

JUNE 18, 2018

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City and Borough of Sitka All-Hazards Mitigation Plan

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City and Borough of Sitka All-Hazards Mitigation Plan

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City and Borough of Sitka All-Hazards Mitigation Plan

RECORD OF PLAN UPDATE AND APPROVAL

The City and Borough of Sitka All-Hazards Mitigation Plan is required to be updated once every five years and submitted to the Assembly for adoption, and to the Federal Emergency Management Agency for approval. The City may update the plan on a more frequent basis as needed.

More detailed information about plan updates and requirements is found throughout the document.

Date of Update	Date of City Adoption	Date of FEMA Approval
INITIAL PLAN DATES		INITIAL PLAN DATES
[INSERT DATE]	[INSERT DATE]	[INSERT DATE]

ACRONYMS

AEIC	Alaska Earthquake Information Center
AEIS	Alaska Economic Information System
AOR	Area of Responsibility
CFR	Code of Federal Regulations
DART	Deep Ocean Assessment and Reporting Tsunamis
DCCED	(Alaska) Department of Commerce, Community and Economic Development
DCRA	(DCCED) Division of Community and Regional Affairs
DGGS	(Alaska) Division of Geological and Geophysical Surveys
DHS&EM	(Alaska) Division of Homeland Security and Emergency Management
DNR	(Alaska) Department of Natural Resources
DOT&PF	(Alaska) Department of Transportation & Public Facilities
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
HMP	Hazard Mitigation Plan
HMPG	Hazard Mitigation Planning Grant
LEPC	Local Emergency Planning Committee
MHMP	Multi-Hazard Mitigation Plan
NFIP	National Flood Insurance Program
NOAA	National Oceanographic and Atmospheric Administration
NTHMP	National Tsunami Hazard Mitigation Program
NWS	National Weather Service
PDM	Pre Disaster Mitigation
SBA	Small Business Administration
SERC	State Emergency Response Commission
SMHMP	Sitka Multi-Mitigation Hazard Plan
UAF	University of Alaska, Fairbanks
USGS	U.S. Geological Survey
WCATWC	West Coast and Alaska Tsunami Warning Center

1 INTRODUCTION

Chapter 1 describes the authorities and principles that provide the basis for the City and Borough of Sitka's mitigation program as well as a description of the program's organization and how the plan is organized to support it.

1.1 Purpose

Hazard mitigation is any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards. Mitigation activities may be implemented prior to, during, or after an incident. However, it has been demonstrated that hazard mitigation is most effective when based on an inclusive, comprehensive, long-term plan that is developed before a disaster occurs (FEMA 386-8).

Federal regulations specify that local mitigation plans be designed to help jurisdictions identify specific actions to reduce loss of life and property from natural hazards. It is not intended to help jurisdictions establish procedure to respond to disasters or write an emergency operations plan. The goal of mitigation is to decrease the need for response as opposed to increasing response capability (FEMA 386-8).

The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Stafford Act), as amended by the Disaster Mitigation Act of 2000 (DMA 2000), Public Law 106-390, and its implementing Code of Federal Regulations (CFR) provisions, 44 CFR § 201, provide the legal authority for local hazard mitigation planning. The DMA 2000 requires state, local, and tribal governments to develop a hazard mitigation plan that identifies the jurisdiction's natural hazards, risks, vulnerabilities, and mitigation strategies. The planning process requirements mandated by the Federal Emergency Management Agency (FEMA) (outlined in 44 CFR §201.6) include the following activities:

- Document the planning process.
- Provide stakeholders with an opportunity to participate.
- Conduct and document public involvement.
- Incorporate existing plans and reports.
- Discuss continued public participation and plan maintenance.
- Provide a method for monitoring, evaluating, and updating the hazard mitigation plan.

Once complete, the hazard mitigation plan must be submitted to FEMA for approval. FEMA's approval of a hazard mitigation plan is a prerequisite for federal Hazard Mitigation Assistance grant program eligibility (outlined in 42 CFR §5165(a)).

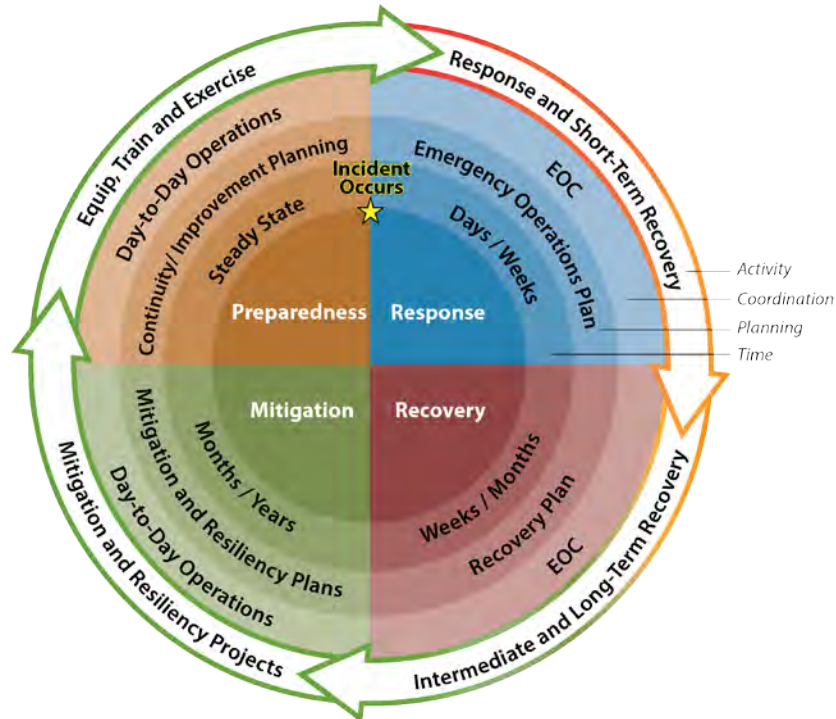
1.2 What is Hazard Mitigation?

Hazard mitigation is any sustained action taken to reduce or eliminate the long-term risk to human life and property posed by hazards (44 CFR §201.2). Hazard mitigation activities may be implemented prior to, during, or after an event. However, it has been demonstrated that mitigation is most effective when based on an inclusive, comprehensive, long-term plan that is developed before a disaster occurs.

Additionally, hazard mitigation planning is one of the five mission areas presented in the National Preparedness Goal: Mitigation, Prevention, Protection, Response, and Recovery. The City and Borough

of Sitka HMP is an integral piece of the City's comprehensive approach to emergency management and is designed to align and integrate with other existing plans and emergency management activities.

Figure 1-1 Emergency Management Cycle



Mitigation planning is important because it not only encourages communities to become more flexible and adapt to change more easily, but it also:

- Guides mitigation activities in a coordinated and efficient manner.
- Integrates mitigation into existing City plans/programs.
- Considers future growth and development trends.
- Makes the community more disaster resilient.
- Ensures eligibility for grant funding.

1.3 Scope

The City & Borough of Sitka is a unified city and borough, organized under a home rule charter. It was first adopted in October 1960 and has been amended eight times since that date, most recently in 2002. Any amendments to the Charter must be approved by a public vote. The Sitka Charter may be viewed on the City & Borough website at <http://www.cityofsitka.com/clerk/clerk.html>.

The boundaries of the municipality are the same as the boundaries of the Greater Sitka Borough. This plan is a multi-hazard single jurisdiction plan.


The scope of Sitka Multi-Hazard Mitigation Plan (SMHMP) is natural hazards: **flooding/erosion, earthquake, snow avalanche, tsunami, severe weather, and ground failure** hazards. However, some of

the mitigation projects for natural hazards would also mitigate impacts from manmade hazards, such as technological and economic hazards.

The City & Borough of Sitka Local Multi-Hazard Mitigation Plan (MHMP) includes information to assist the borough government and residents with planning to avoid potential future disaster losses. The plan provides information on natural hazards that affect Sitka, descriptions of previous disasters, and lists projects that may help the community prevent disaster losses. The plan was developed to help the community of Sitka make decisions regarding natural hazards that affect City & Borough.

1.4 Roles and Responsibilities

This section details the specific organization of plan maintenance tasks and assigns responsibilities and roles to City and Borough of Sitka departments.

 FEMA	Section §201.6(c)(4)(i) of the mitigation planning regulation requires that the plan maintenance process shall include a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
---	---

1.4.1 Plan Implementation

The City & Borough of Sitka Assembly will be responsible for adopting the Sitka MHMP and all future updates. This governing body has the authority to promote sound public policy regarding hazards. The Hazard Mitigation Plan will be assimilated into other Sitka plans and documents as they come up for review according to each plans' review schedule.

1.4.2 Monitoring the Plan

The City & Borough of Sitka Manager or designee is responsible for monitoring the plan. On an annual basis, the Borough Manager will request a report from the agencies and departments responsible for implementing the mitigation projects in Chapter 4 of the plan. The compiled report will be provided to the Planning Commission and Assembly as information and noticed to the public. A report outlining all five years of the plan monitoring will be included in the plan update.

1.4.3 Evaluating the Plan

The Borough Manager or designee will evaluate the plan during the five-year cycle of the plan. On an annual basis, concurrent with the report above the evaluation should assess, among other things, whether:

- The goals and objectives address current and expected conditions.
- The nature, magnitude and/or types of risks have changed.

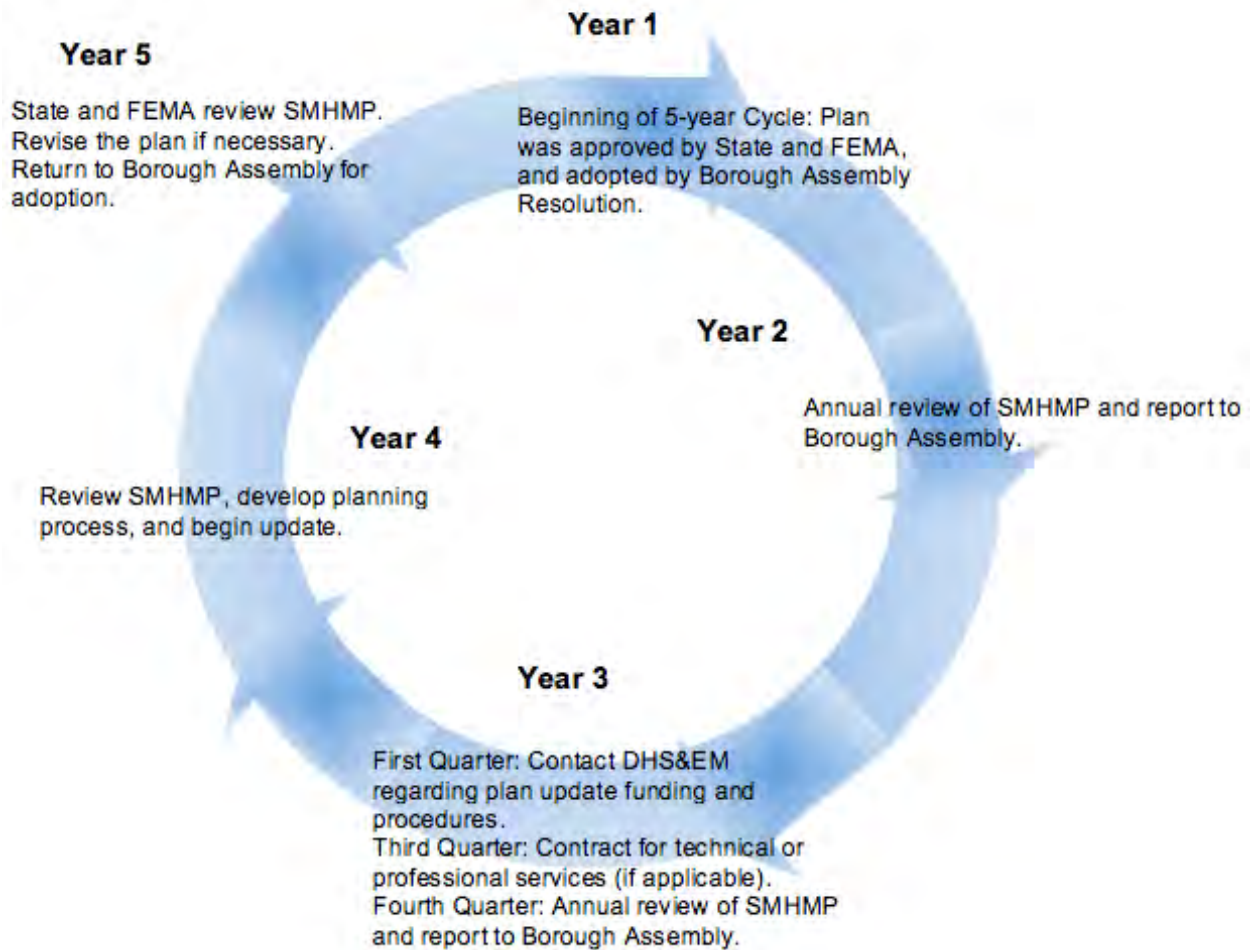
- The current resources are appropriate for implementing the mitigation projects in Chapter 4.
- There are implementation problems, such as technical, political, legal or coordination issues with other agencies.
- The outcomes have occurred as expected (a demonstration of progress).
- The agencies and other partners participated as originally proposed.

1.4.4 Updating the Plan

The mitigation planning regulations at §201.6(d)(3) direct the update of Mitigation Plans.

Plans must be updated and resubmitted to FEMA for approval every five years in order to continue eligibility for FEMA hazard mitigation assistance programs. Plan updates must demonstrate that progress has been made in the past five years to fulfill commitments outlined in the previously approved plan. This involves a comprehensive review and update of each section of the plan and a discussion of the results of evaluation and monitoring activities described above. Plan updates may validate the information in the previously approved plan or may involve a major plan rewrite. A plan update may not be an annex to this plan; it must stand on its own as a complete and current plan.

Figure 1 Plan Review Schedule



The Sitka MHMP will be further developed as funding and time allow. Additional hazards not currently covered in the plan, including technological and manmade hazards, will be added, if funding becomes available during the next five-year update cycle.

The plan will be updated every 5 years or as required by DHS&EM and FEMA.

The Planning Director will be responsible for updating and maintaining the plan by adding additional hazards and completing vulnerability assessments for existing hazard chapters.

1.5 Plan Organization

- **Chapter 1: Introduction**

This chapter identifies the authorities on which the plan is based, describes the plan's purpose and scope, describes the organization of the plan, and identifies changes to the plan in the newest update.

- **Chapter 2: Planning Process**

This chapter provides a narrative description of the planning process used to update the plan while utilizing input from key community members, stakeholders, Tribal members, agencies, community partners, and other sources.

- **Chapter 3: Community and Tribal Profile**

Provides key information and a community profile including the geographic, demographic, and economic characteristics that affect the community's capabilities and vulnerabilities.

- **Chapter 4: Hazard Profiles and Vulnerability Assessment**

Contains information about the hazards that affect the community, including their characteristics and a detailed description of the effects the community might experience. This chapter includes economic information about potential hazard damages.

- **Chapter 5: Capability Assessment**

Identifies the mitigation capabilities of the community's government agencies, and highlights mitigation accomplishments over the last planning cycle.

- **Chapter 6: Mitigation Goals and Strategy**

Provides updated goals and objectives for new mitigation actions, and mitigation actions identified in past efforts that have not yet been completed.

- **Chapter 7: Program Implementation**

Describes the community's plan for monitoring, evaluating, and updating the HMP over the next five-year period.

1.6 What's New in the 2018 Update?


In the years since the original release of the plan, Sitka has experienced a major disaster, made progress on its original mitigation strategies, and experienced some changes in its community. The update has documented these incidents and changes, and has incorporated both existing and new mitigation strategies.

Major revisions are:

- More accurate risk analysis in regards to individual hazards; removal of irrelevant hazard profiles
- Introduction of risk modeling that compares hazards to each other to assist with prioritization
- Comprehensive and focused mitigation strategy with highly prioritized mitigation actions
- Integration of hazard mitigation planning into existing mechanisms
- Update on progress on mitigation goals from original plan
- Format update to modernize the plan, make updates easier and more straightforward
- Addition of callouts of FEMA-required planning elements in text boxes throughout the plan, to make plan reviews and updates more straightforward.
- Addition of mitigation actions that build on past efforts and the 2010 mitigation plan
- Addition and inclusion of data that was not available for the 2010 original plan
- Updated demographic and development information

2 PLANNING PROCESS

Chapter 2 provides a narrative description of the planning process the City conducted to ensure that the City's mitigation strategy was informed by key City departments, community residents and partners, and stakeholders. The process was based on strategies for inclusive engagement and integration with existing planning efforts.

 FEMA	A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for [the City and Borough of Sitka]? (Requirement §201.6(c)(1))
---	---

The City hazard mitigation plan's organization is driven by the needs of the community. The following priorities were used to steer development of the HMP:

- Communicate City priorities and values through mitigation strategies.
- Build community through a comprehensive and inclusive planning process.
- Focus as much as possible on cost effective and feasible mitigation actions, including actions that are notably cross-beneficial between hazards, departments, agencies, and benefits.

FEMA recommends nine tasks for developing or updating hazard mitigation plans (see Figure 2-1). Tasks 1 through 3 involve the people and process involved in the all-hazards mitigation plan development or update; Tasks 4 through 8 focus on the analytical and decision steps that need to be taken; and Task 9 includes suggestions for plan implementation.

Figure 2 FEMA Recommended Mitigation Planning Tasks



Source: FEMA Local Mitigation Planning Handbook, March 2013

2.1 Planning Area

The City & Borough of Sitka is located off the mainland on Baranof Island, in Sitka Sound facing the Pacific Ocean. Located approximately 95 miles southwest of Juneau, and 185 miles northwest of Ketchikan; it lies approximately 57.053060° North Latitude and -135.330° West Longitude. Sitka is located in the Sitka Recording District. The area encompasses 2,874 square miles of land and 1,937.5 square miles of water. The Borough of Sitka is located on the west side of the Alexander Archipelago. The Borough encompasses Baranof Island and the southern half of Chichagof Island; an area of approximately 4,710 square miles. The Borough is completely within the Tongass National Forest.

2.2 Data Collection and Incorporation of Existing Plans

The primary source documents for this plan update were:

Table 1 Related Plans and Documents

Document	Completed	Updated
Sitka Comprehensive Plan	1999	2007, 2018
Sitka Legislative Priorities	FY2009	Annually
Sitka Emergency Operations Plan	2003	2012
Southeast Alaska Transportation Plan	2004	2012
Revised Sitka Coastal Management Plan	2007	2012
Sitka Non-Motorized Transportation Plan	2002	As needed
Sitka Trail Plan	2003	As needed
City and Borough of Sitka Land Management Program	1996	As needed
City and Borough of Sitka Debris Management Plan	2015	
Sitka Historic Preservation Plan	2017	
Sitka Debris Management Plan	June 2015	
Sitka Stormwater Plan	2013	

2.3 Coordination with Other Planning Efforts

The 2018 update was developed concurrently with the Comprehensive Plan Update and Landslide Hazard Mapping. While each effort was an individual one and not all stages aligned with those of other plans in update or development, the planning team considered issues and changes to each plan when making changes to one. It is hoped that all related plans will work together and continue to evolve and expand concurrently (when a change is made to one, reviews will be conducted of other plans to be sure all information is in concert).

2.4 Mitigation Planning Team

Table 2 Mitigation Planning Team

Name	Title	Department
Jill Missal	Consultant	Missal LLC
Samantha Pierson	Planner I	City and Borough of Sitka
Maegan Bosak	Community Affairs Director	City and Borough of Sitka
Dave Miller	Fire Chief and Emergency Manager	City and Borough of Sitka
Michael Scarcelli	Planning Director	City and Borough of Sitka
Keith Brady	Municipal Administrator	City and Borough of Sitka

2.5 Local Emergency Planning Committee

The Sitka Local Emergency Planning Committee (LEPC) reviewed the plan and provided revisions that were incorporated into the plan. The LEPC is a community wide group with the following composition:

Table 3 LEPC Roster

Name	Title	Department
Dave Miller (chair)	Fire Chief	Sitka Fire Department
George Bennett, JR		SEARHC
Shannon Freitas		SEARHC
Michael Sanders		SEARHC
Alan Stevens	Assistant Fire Chief	Sitka Fire Department (Retired)
Pat Hughes		Sitka Community Hospital
Donna Callistini	Public Education Liaison	
Gayle Hammons	Print Media	
Annabel Lund		American Red Cross
Carol Berge		Sitka Counseling and Prevention
Trish White		Harry Race Pharmacy
Scott Wagner		NSRAA
Mary Ann Hall	N/A	Public
Aubrey Vaughn	N/A	Public
Rose Miller	N/A	Public
Jeff Ankerfelt	Chief of Police	Sitka Police Department
Lance Ewers	Police Officer	Sitka Police Department
Craig Warren	LEPC Coordinator	
Bob Potrzuski	Assembly Liaison	City and Borough of Sitka
Gail Johansen	Secretary	

2.6 Outreach and Public Involvement

Public involvement on the 2018 update was conducted via public meetings, surveys, and mailings.

Two surveys were issued to the community and were open for comment and input for four weeks each. Two public meetings on the HMP were held on December 14, 2017 (LEPC and Planning Commission), and two on April 12, 2018 (LEPC and Planning Commission).

The planning team – the consultant, staff core team, and other interested city staff - met January 19, February 14, and March 15, 2018 to develop the mitigation strategy. Plan draft was presented to the Planning Commission on May 24, 2018. Public notice for the meetings were advertised in accordance with Sitka General Code requirements. Meeting agendas and minutes are in the Appendix, as is a comprehensive matrix detailing all public comments received, their disposition, and how they were

resolved or considered. All meetings were advertised and open to the public, using normal public notice procedures of the Borough.

Copies of the HMP draft were available for public perusal at the Fire Department and at the City Planning Department. The final plan will be available for public information on the Borough web site at <http://www.cityofsitka.com>.

3 COMMUNITY PROFILE

3.1 Community History

Originally called “Shee Atika,” Sitka was inhabited by a Tlingit tribe. Russian explorer Vitus Bering “discovered” Sitka in 1741. The site became known as “New Archangel” in 1799. During the 1802 Battle of Sitka, local Tlingits burned and looted St. Michael Redoubt fort and trading post built by Russian Alexander Baranof, manager of the Russian-American Company. In retaliation, the Russians destroyed the Tlingit Fort in 1804. The Battle of Sitka was the Tlingit’s last stand against the Russians, after which, Tlingits evacuated the area until about 1822. In 1808, Sitka was the capital of Russian Alaska and home to a major fur trade port on the north Pacific coast. Salmon, lumber and ice were also exported to Hawaii, Mexico and California.

In 1867, the U.S. purchased Alaska from Russia. Sitka remained the Territory’s capital until 1906, when the capital was moved to Juneau. The first canneries in Alaska were built in Sitka in 1878. That same year Presbyterian missionary, Sheldon Jackson, opened Sitka’s first school. In the early 1900s, gold mines spurred Sitka’s growth and in 1913 the City was incorporated.

World War II brought a naval air base and 30,000 military personnel to Japonski Island across the harbor from Sitka. The Bureau of Indian Affairs (BIA) converted some of the base’s buildings into Mt. Edgumbe High School, an Alaska Native boarding school, after the war. The U.S. Coast Guard now maintains the rest of the air station.

3.2 Culture and Demographics

Nearly a quarter of Sitka’s residents are Alaska Native. Tlingit and Russian culture still influence modern day Sitka.

The population of Sitka consists primarily of Caucasians. Approximately 25 percent of the residents are Alaska Native or partially Native. During the 2000 U.S. Census, total-housing units numbered 3,650, with 372 vacant housing units. Housing units vacant due to seasonal use totaled 169.

3.3 Economy

Fishing, tourism, government, transportation, retail and health care services drive Sitka’s economy. There are 586 residents who hold commercial fishing permits. Seasonal employees process fish. Over 200,000 tourists arrive in Sitka via cruise ships annually, helping to drive the economy. Regional health and government services employ a significant number of residents. Sitka’s potential work force is 6,700 of which 4,567 are employed, resulting in a 7.8 percent unemployment rate. The median household income is \$51,901; per capita income is \$23,622 and 7.8 percent of Sitka’s residents live below the poverty line.

3.4 Infrastructure

Water is drawn from a reservoir on Blue Lake. The water is treated, stored and piped to 95 percent of Sitka’s homes. The system has a maximum capacity of 8.6 million gallons per day, with a storage capacity of 197 million gallons. Refuse is collected by a city-contracted private firm and disposed of in a class 2, lined landfill. Sitka has an aggressive recycling program that covers common items such as tin,

aluminum, glass, and paper, as well as batteries, used oil, packing materials, film and printer cartridges. A public sewer system serves 89.5 percent of Sitka's residents. Electricity is generated by borough-owned hydroelectric facilities at Blue and Green Lakes.

3.5 Critical Facilities

A critical facility is defined as a facility that provides essential services to the general public, such as improving/preserving the quality of life and/or fulfilling important public safety functions including:

- Government facilities, such as city and tribal administration offices, departments, or agencies
- Emergency response facilities, including police, Village Public Safety Officer (VPSO) offices, fire departments, and emergency management facilities
- Educational facilities
- Care facilities such as medical clinics and residential care facilities
- Community gathering places
- Utilities, such as electric generation, communications, water and waste water treatment plants, sewage lagoons, landfills, etc.

The following maps and figures illustrate existing critical facilities, businesses, and infrastructure, and the FEMA flood overlay zone for Sitka (A tsunami inundation map is found in the Tsunami Inundation Study in the appendices):

Figure 3 NFIP Flood Insurance Rates

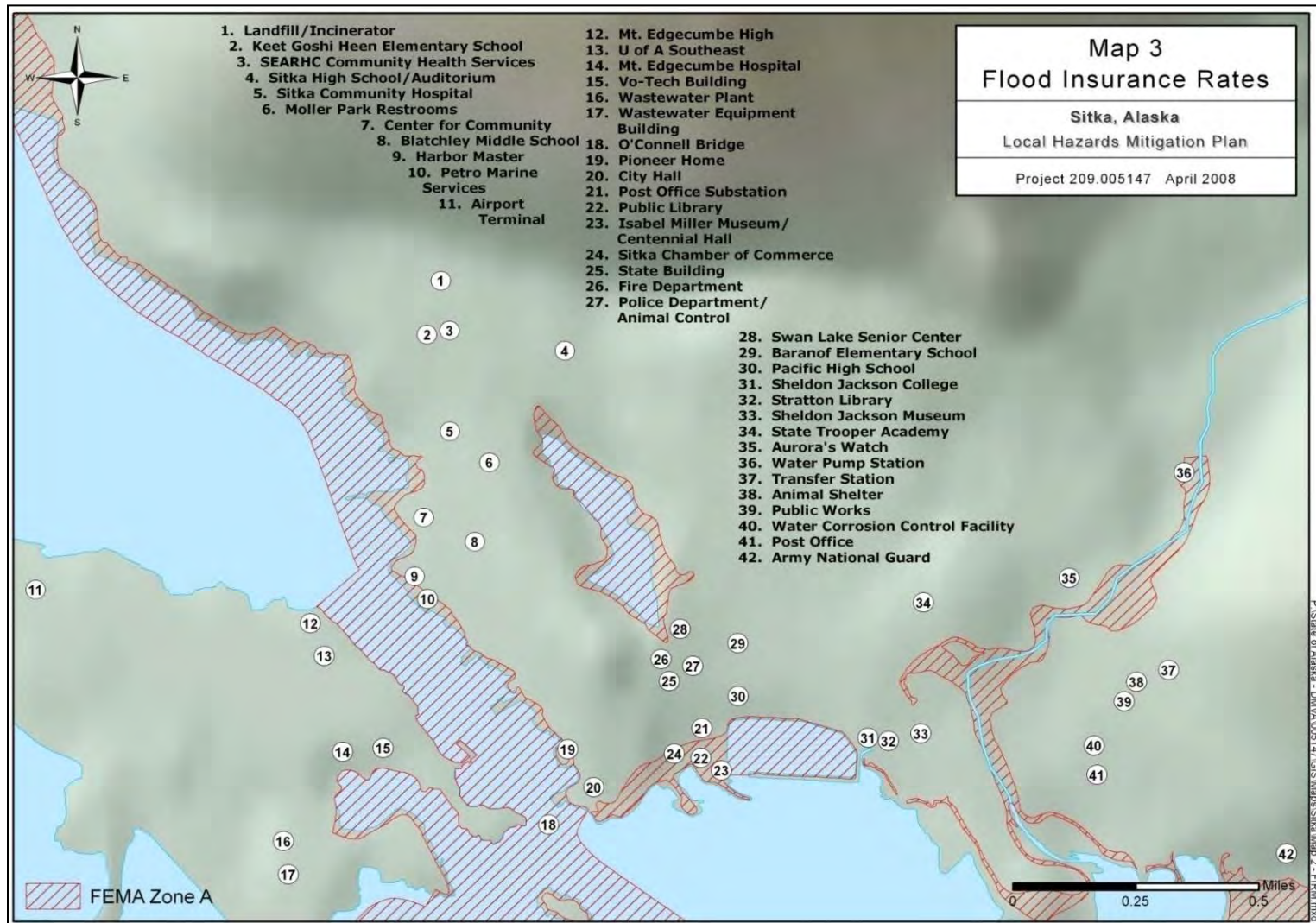
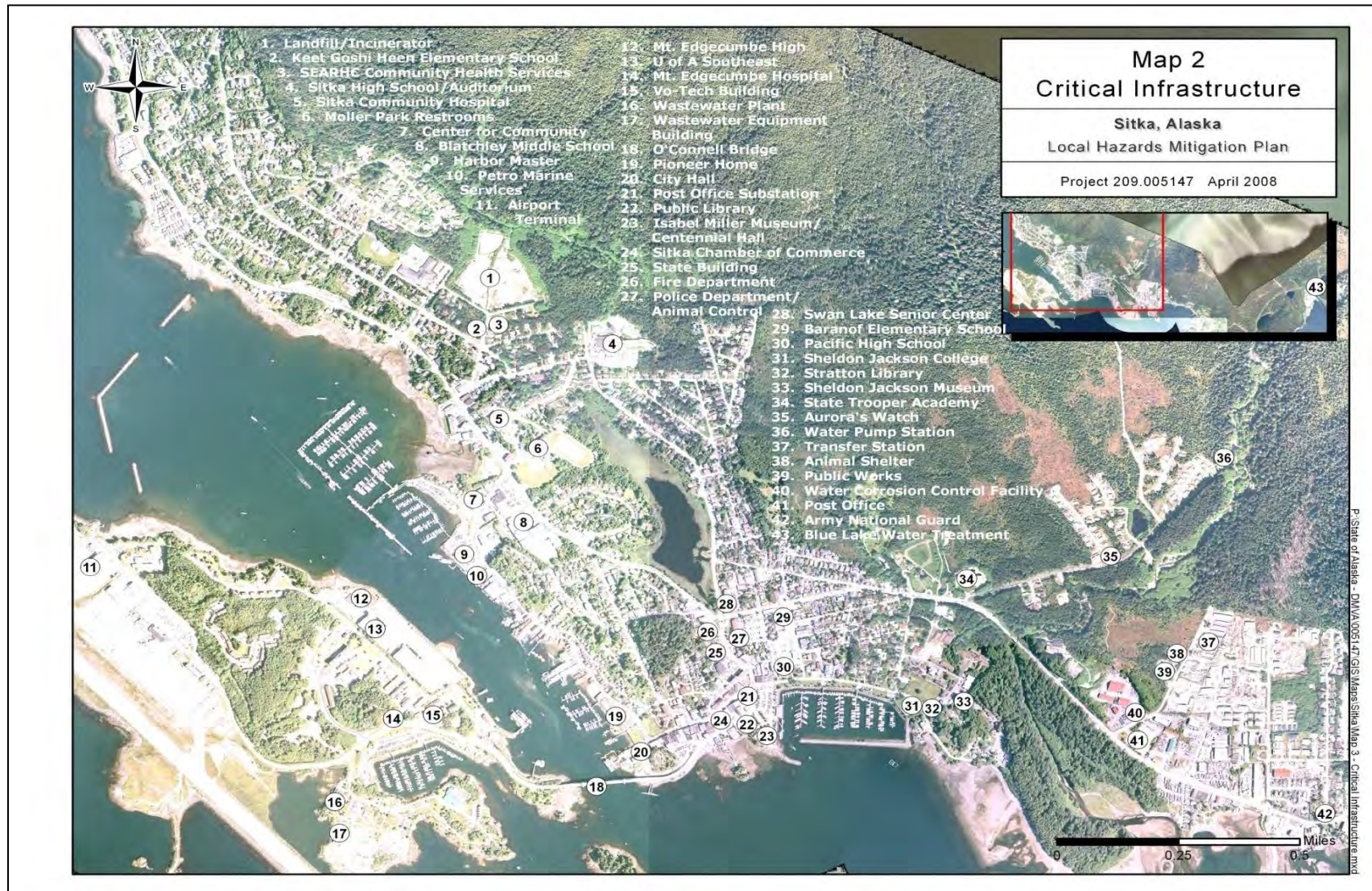


Figure 4 Critical Facilities



City and Borough of Sitka All-Hazards Mitigation Plan

The following table presents a basic analysis of the vulnerability of critical facilities in regards to each hazard. Assignment of risk is based on best available data at the time of this plan update.

Table 4 Hazard Asset Matrix

Structure/Facility	Flood	Earthquake	Tsunami	Severe Weather	Ground Failure
Airport Terminal Building		H		H	
O'Connell Bridge	L	H	H	H	
Public Library	L	H	H	H	
Stratton Library		H	H	H	
Centennial Hall	L	H		H	
Water Pump Station		H		H	
Sitka Chamber of Commerce	L	H	H	H	
Animal Shelter		H		H	
Animal Control Facility		H		H	
Marine Services Building		H		H	
Wastewater Plant		H	H	H	
Wastewater Equipment Building		H	H	H	
Fire Station		H		H	
City State Building		H		H	
City Hall		H	H	H	
Sitka Community Hospital		H		H	
Moller Park Restrooms		H		H	
Harbor Master Office	L	H	H	H	
SCIP Admin Building		H		H	
SCIP Dock & Warehouse		H		H	
SCIP Sewage Treatment Building		H		H	

MAPPING IN PROGRESS

City and Borough of Sitka All-Hazards Mitigation Plan

Structure/Facility	Flood	Earthquake	Tsunami	Severe Weather	Ground Failure
Public Works Shop & Warehouse		H		H	
Transfer Station		H		H	
Water Corrosion Control Building		H		H	
Baranof Elementary		H		H	
Keet Gooshi Heen Elementary		H		H	
Blatchley Middle School		H	H	H	
Sitka High School		H		H	
Votech Building		H	H	H	
Sitka High School Auditorium		H		H	
Petro Marine Services	L	H	H	H	
Mt. Edgecumbe/ SEARHC Hospital		H		H	
Sitka Pioneer Home	L	H	H	H	
Aurora's Watch		H		H	
Landfill/Incinerator		H		H	
Sheldon Jackson Museum		H		H	
Isabel Miller Museum		H	H	H	
AK Army National Guard		H	H	H	
US Post Office Main Office		H	H	H	
US Post Office Substation		H		H	
Blue Lake Water Treatment Facility		H		H	
Mt. Edgecumbe High		H	H	H	
Pacific High School		H	H	H	
Sheldon Jackson College		H	H	H	

City and Borough of Sitka All-Hazards Mitigation Plan

Structure/Facility	Flood	Earthquake	Tsunami	Severe Weather	Ground Failure
University of Alaska South East		H	H	H	
AK State Trooper Academy		H		H	
Center for Community		H	H	H	
Swan Lake Senior Center		H		H	

3.5.1 Estimating Potential Dollar Losses

The following table lists the replacement values, plus content values of municipal owned buildings. The Sitka Finance Department provided the Replacement Value column, which was obtained from the city insurance provider. The Content Value Percentage column is percentages of replacement value calculations that were recommended from the *Understanding Your Risks: Identifying Hazards And Estimating Losses (FEMA 386-2)*.

Table 5 Potential Dollar Losses of Municipal Structures

Municipal Owned Structures	Replacement Value	Content Value (%)	Total
Airport Terminal Building	\$3,300,000	150	\$8,250,000
ANB Harbor Restrooms	\$178,000	100	\$356,000
Crescent Harbor Shelter	\$429,000	100	\$858,000
Crescent Harbor Restrooms	\$178,000	100	\$356,000
Harbor Drive Restrooms	\$119,000	100	\$238,000
Library	\$1,800,000	100	\$3,600,000
Centennial Hall	\$5,800,000	100	\$11,600,000
Water Pump Station	\$466,000	100	\$932,000
Animal Shelter	\$423,000	100	\$846,000
Marine Services Building	\$3,000,000	100	\$6,000,000
Wastewater Plant	\$11,450,000	100	\$22,900,000
Wastewater Equipment Building	\$306,000	100	\$612,000

City and Borough of Sitka All-Hazards Mitigation Plan

Municipal Owned Structures	Replacement Value	Content Value (%)	Total
Fire Station	\$4,750,000	150	\$11,875,000
City State Building	\$5,000,000	100	\$10,000,000
Senior Center	\$625,000	100	\$1,250,000
City Hall	\$3,750,000	100	\$7,500,000
Sitka Community Hospital	\$17,000,000	150	\$42,500,000
Moller Park Restrooms	\$119,000	100	\$238,000
Sealing Cove Restrooms	\$178,000	100	\$356,000
Eliason Harbor Restrooms	\$178,000	100	\$356,000
Harbor Master Office	\$160,000	100	\$320,000
Whale Park Restrooms and Park	\$750,000	100	\$1,500,000
Lightering Facility Restrooms	\$178,000	100	\$356,000
Sandy Beach Restrooms	\$186,000	100	\$372,000
Thomsen Harbor Restrooms	\$178,000	100	\$356,000
SCIP Admin Building	\$4,160,000	100	\$8,320,000
SCIP Dock & Warehouse	\$4,935,000	100	\$9,870,000
SCIP Sewage Treatment Building	\$633,000	100	\$1,266,000
Public Works Shop & Warehouse	\$3,213,000	100	\$6,426,000
Transfer Station	\$1,425,000	100	\$2,850,000
Water Corrosion Control Building	\$950,000	100	\$1,900,000
Tom Young Cabin	\$164,000	100	\$328,000
Baranof Elementary	\$9,800,000	100	\$19,600,000
Keet Gooshi Heen Elementary	\$12,141,000	100	\$24,282,000
Blatchley Middle School	\$17,300,000	100	\$34,600,000
Sitka High School	\$21,800,000	100	\$43,600,000
Votech Building	\$1,000,000	150	\$2,500,000

City and Borough of Sitka All-Hazards Mitigation Plan

Municipal Owned Structures	Replacement Value	Content Value (%)	Total
Sitka High School Auditorium	\$16,000,000	100	\$32,000,000
Total Potential Dollar Losses	\$154,022,000		\$321,069,000

3.6 Transportation

Sitka Borough has a total of 35.2 miles of paved roads and 4.3 miles of unpaved roads. The national highway system within the borough covers 13.8 miles. Local paved roads account for the other 21.4 miles. The Rocky Gutierrez Airport is state owned and has a 6,500-foot-long by 150-foot-wide paved and lighted runway. The airport, located on Japonski Island, has an instrument landing system and a 24-hour FAA Flight Service Station. Daily jet service, air taxis, charters and helicopter services are available. The City & Borough operate five small boat harbors and a seaplane base. Larger cruise ships anchor in the Harbor and lighter visitors to shore, or tie up at a private dock in Halibut Point Marina and bus passengers into town. The Alaska Marine Highway System and the fast ferry M/V Fairweather also serve Sitka.

3.7 Environment and Topography

3.7.1 Climate

Mild temperatures and heavy precipitation characterize Sitka's climate. The average low temperature during the winter is 23° to 25° Fahrenheit (F); the average high during the summer is 48° to 61°F. Temperature extremes have been measured from 0° to 88°F. Snowfall averages 39 inches, with total precipitation of 96 inches per year.

3.7.2 Vegetation and Soil

Sitka sits atop soil that is stable when undisturbed but changes to a fluid or jelly when shaken or agitated. The soil contains a considerable amount of volcanic ash from an eruption of the Kruzof Island volcanoes about 10,000 years ago. In stream valleys where ash has been washed away Alluvium is present. Sitka also has several low, wet muskeg bogs.


3.8 Changes in Development Noted for 2018 Update

The demographic and development information remains mostly unchanged since 2010. Since the 2010 Sitka Hazard Mitigation Plan, Sitka has seen limited changes in development. Single-family home construction continues to expand with new residential neighborhoods on Charcoal Island- Alice Loop, on Kramer Avenue- Jacobs Circle, on Georgeson Loop or Hillside Subdivision, and continued infill throughout, though the population itself has not changed. New developments increased the vulnerability of the City and Borough of Sitka as since construction, new hazards, such as ground failure, have been discovered (specifically Kramer Avenue- Jacobs Circle Area). These hazards and associated incidents have been noted in Section 4 and taken into account as the Mitigation Strategy was developed.

Sitka's population has remained stagnant with just under 9,000 residents. Trends have noted an increase in part-time residents or those staying through the summer and leaving for warmer climates during the winter months. In recent years, school enrollment is dropping at approximately 5% per year.

4 HAZARD PROFILES AND RISK/VULNERABILITY ASSESSMENT

Chapter 4 contains hazard profiles and vulnerability assessments to determine the potential impact of hazard to the people, economy, and built and natural environments of the City and Borough of Sitka. They have been streamlined to increase the effectiveness and usability of the HMP.

	<p>B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect [the City and Borough of Sitka]? (Requirement §201.6(c)(2)(i))</p> <p>B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for [the City and Borough of Sitka]? (Requirement §201.6(c)(2)(i))</p> <p>B3. Does the plan include a description of each identified hazard's impact as well as an overall summary of the vulnerability of the tribal planning area? [44 CFR § 201.7(c)(2)(ii)]</p>
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4.1 General

A risk assessment typically consists of three components; hazards identification, vulnerability assessment and risk analysis.

1. **Hazard Identification** - The first step in conducting a risk assessment is to identify and profile hazards, and their possible effects on the jurisdiction. This information can be found in Chapter 3: Risk Assessment - Overview.
2. **Vulnerability Assessment** – The second step is to identify the jurisdiction's vulnerability; the people, infrastructure and property that are likely to be affected. It includes everyone who enters the jurisdiction including residents, employees, commuters, shoppers, tourists, and others.

Populations with special needs such as children, the elderly, and the disabled should be considered; as should facilities such as the hospital, health clinic, senior housing and schools because of their additional vulnerability to hazards.

Inventorying the jurisdiction's assets to determine the number of buildings, their value, and population in hazard areas can also help determine vulnerability. A jurisdiction with many high-value buildings in a high-hazard zone will be extremely vulnerable to financial devastation brought on by a disaster event.

Identifying hazard prone critical facilities is vital because they are necessary during response and recovery phases.

3. **Risk Analysis** – The third step is to calculate the potential losses to determine which hazard will have the greatest impact on the jurisdiction. Hazards should be considered in terms of their frequency of occurrence and potential impact on the jurisdiction. For instance, a possible hazard may pose a devastating impact on a community but have an extremely low likelihood of

occurrence. Such a hazard must take lower priority than a hazard with only moderate impact but a very high likelihood of occurrence.

For example, there might be several schools exposed to one hazard but one school may be exposed to four different hazards. A multi-hazard approach will identify such high-risk areas and indicate where mitigation efforts should be concentrated.

The purpose of a vulnerability assessment is to identify the assets of a community that are susceptible to damage should a hazard incident occur.

Facilities are designated in the plan as critical if they are: (1) vulnerable due to the type of occupant (children, disabled or elderly for example); (2) critical to the community's ability to function (roads, power generation facilities, water treatment facilities, etc.); (3) have a historic value to the community (museum, cemetery); or (4) critical to the community in the event of a hazard occurring (emergency shelter, etc.).

4.2 Hazard Ranking Methodology

The hazards identified in the HMP were initially ranked based on their original ranking in the first Sitka HMP. For this update, the hazards were re-evaluated based on the following criteria:

- **Probability:** Likelihood of the hazard occurring.
- **Magnitude:** Areas potentially impacted, the overall impacts, and the chance of one hazard triggering another hazard, thus causing a cascading effect.
- **Onset:** The time between recognition of an approaching hazard and when the hazard begins to affect the Tribe.
- **Duration:** The length of time the hazard remains active, the length of time emergency operations continue after the hazard event and the length of time that recovery will take.
- **Frequency:** How often a hazard has resulted in an emergency or disaster.

Following the individual hazard ranking activity, the results were added up and aggregated to show an average score. The aggregate results were shared with the Planning Team and the final rankings were adopted as the official rankings for the HMP.

Table 6 Hazard Ranking Results

Hazard	Probability (1=lowest, 5=highest)	Magnitude (1=lowest, 5=highest)	Onset (1=slower, 5=faster)	Duration (1=shorter, 5=longer)	Frequency (1= lowest, 5=highest)	Total	Average	Rank
Flood	2	1	3	3	1	10	2	5
Earthquake	2	5	5	5	1	18	3.6	2
Landslide	4	4	5	4	3	20	4	1
Severe Weather	5	2	2	1	5	15	3	4
Tsunami	2	5	5	4	1	17	3.4	3

4.3 Hazard-Specific Profiles and Risk Assessments

The following section profiles each hazard identified in Section 4.3 and assesses the risk associated with each. Each risk assessment considers the following attributes:

- **Hazard Description:** A brief introduction to the mechanisms behind the hazard.
- **Location:** An indication of geographic areas that are most likely to experience the hazard.
- **Past Occurrences/History:** Similar to location, a chronological highlight of recent occurrences of the hazard accompanied by an extent or damage cost, if available.
- **Potential Impacts from Future Climate Conditions:** A brief overview indicating ways in which the hazard profile may change over time due to a changing climate, if applicable.
- **Extent/Probability:** A description of the potential magnitude of the hazard, accompanied by the likelihood of the hazard occurring (or a timeframe of recurrence, if available).
- **Cascading Impacts:** A brief overview of secondary hazards often associated with the hazards.
- **Vulnerability:** A description of the potential magnitude of losses associated with the hazard. Vulnerability may be expressed in quantitative or qualitative values depending upon available data.

To enhance the usability of the HMP, risk assessments have been streamlined to provide only critical information within the body of this section

4.4 Flood

Flood hazards in Sitka include voluminous rainfall, snow and glacier melt and release of glacier-dammed lakes and coastal storms.

Floods occur in rivers as a result of a large input of water to the drainage basin in the form of rainfall, snowmelt, glacier melt, or a combination of these inputs. In the Sitka area, as well as most coastal areas of Southcentral and Southeast Alaska, the floods due to snowmelt are typically lower in magnitude than those due to rainstorms in late summer or fall. Glacier melt is typically largest in late summer; increasing the potential magnitude of late summer rainfall floods in glacial streams.

Deposition is the accumulation of soil, silt, and other particles on a river bottom or delta. Deposition leads to the destruction of fish habitat and presents a challenge for navigational purposes. Deposition also reduces channel capacity, resulting in increased flooding or bank erosion.

4.4.1 Flood Impact

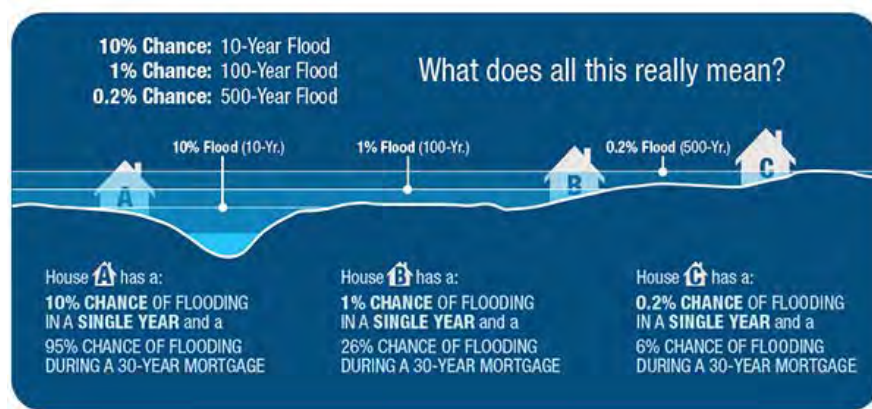
A flooding event in Sitka could damage the structures and infrastructure that are located along the shoreline in the community and within the flood zones described above. A flooding event in Sitka could isolate the community from other areas of the state and cause wide spread damage.

4.4.2 Flood Probability

Based on the *Alaska State All-Hazard Mitigation Plan, 2013*, NFIP, City & Borough records and previous historical events Sitka has a “**medium**” probability of flooding unrelated to tsunamis. As flooding in Sitka usually occurs within the defined parameters of known flood zones (described below), flooding is not

considered a major hazard in Sitka. The State of Alaska HMP states that Sitka has a one in ten chance of flooding every year.

Figure 5 Flood Probability



4.4.3 Flood History

The following record of flooding for Sitka was obtained from the *DHS&EM Disaster Cost Index*.

Southeast Alaska, November 26, 1984: A hurricane force windstorm and wind driven tides caused extensive damage to public and private property in five Southeast Alaskan communities. The State provided public and individual assistance grants and temporary housing in Juneau, **Sitka**, Kake, Angoon and Tenakee Springs. Small Business Administration (SBA) provided disaster loan assistance and the American Red Cross made grants to meet immediate needs of victims. The Governor's request for a Presidential declaration was denied.

Southeast Storm (AK-06-216) declared December 23, 2005 by Governor Murkowski: Beginning on November 18, 2005 and continuing through November 26, 2005, a strong winter storm with high winds and record rainfall occurred in the City/Borough of Juneau, the **City/Borough of Sitka**, the City/Borough of Haines, the City of Pelican, the City of Hoonah, and the City of Skagway, which resulted in widespread coastal flooding, landslides, and severe damage and threat to life and property, with the potential for further damage. The following conditions exist as a result of this disaster: severe damage to personal residences requiring evacuation and relocation of residents; to individuals personal and real property; to businesses; and to a marine highway system dock, the road systems eroded and blocked by heavy debris that prohibited access to communities and residents, and other public infrastructures, necessitating emergency protective measures and temporary and permanent repairs. The total estimated amount of assistance is approximately \$1.87 million. This includes Individual Assistance totaling \$500,000 for 52 applicants. There was no hazard mitigation.

4.4.4 National Flood Insurance Program Participation



C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3))

4.4.4.1 Repetitive Loss Properties

Repetitive loss properties are those with at least two losses in a rolling ten-year period and two losses that are at least ten days apart. Specific property information is confidential, but the State DCRA Floodplain Coordinator related that but within the City & Borough of Sitka there have been **zero** properties that meet the FEMA definition of repetitive loss.

4.4.5 Flood Location

The Flood Overlay map in the Community Profile section shows areas of the community that are located within the National Flood Insurance Rate Map (FIRM) “A” zone. The “A” zones are defined as areas of 100-year flood zones.

The FIRMs for Sitka are from mapping that was completed in 1982. Since that time, areas have been filled to above the Base Flood Evaluation in some cases. Until the FIRM has an official revision or a Letter of Map Revision is approved by FEMA, the designations stand but may not be accurate and do not necessarily reflect the current situation in the field.

The Emergency Operations Plan (EOP) states that the most probable source of flooding in Sitka is along Indian River. The EOP also states that homes located along the shoreline are also vulnerable from storm surges. The Coastal Management Plan (CMP) states that there is some potential for damage by local flooding, should an earthquake dislodge a snow avalanche or landslide that could dam a creek and later give way, sending a wall of water downstream.

Properties unaffected directly by flooding may suffer due to road closures, impacts to public safety (access and response capabilities), limited availability of perishable commodities, and isolation.

Indian River Floodway

The Indian River Floodway prohibits all development unless an engineer demonstrates no encroachment (zero rise in water surface elevation). The flood elevations for coastal flooding (flood having 1% chance of occurrence in any given year or “100-year-flood” in Sitka Sound in feet) are as follows: (CMP 2007)

- At Dove Island 14.8 ft
- At Marina 14.8 ft
- At Sitka Harbor 17.0 ft
- At Harbor Point 14.8 ft
- At Alice & Charcoal Islands 15.7 ft
- At Galankin Island 14.8 ft

4.4.6 Flood Vulnerability

The extent (i.e. magnitude or severity) of the flood/erosion hazard is measured in this plan by using statistics from the National Flood Insurance Program (NFIP), historical previous events and the *Alaska State All-Hazard Mitigation Plan, 2007*. Based on these factors and using the criteria established in the

City and Borough of Sitka All-Hazards Mitigation Plan

City & Borough of Sitka has a **limited** extent of flooding not due to tsunami, which is covered in Section 4 of this chapter.

The City & Borough of Sitka (CID 020006) participates in the NFIP. Only one critical facility complex, the Greater Sitka Chamber of Commerce buildings, is located in the “A” flood zone.

The function of the NFIP is to provide flood insurance to homes and businesses located in floodplains at a reasonable cost. In trade, the City & Borough of Sitka would agree to regulate new development and substantial improvement to existing structures in the floodplain, or to build safely above flood heights to reduce future damage to new construction. The program is based upon mapping areas of flood risk, and requiring local implementation to reduce flood damage primarily through requiring the elevation of structures above the base (100-year) flood elevations.

The table below describes the FIRM zones.

Table 7 FIRM Zones

Firm Zone	Explanation
A	Areas of 100-year flood; base flood elevations and flood hazard not determined.
AO	Areas of 100-year shallow flooding where depths are between one (1) and three (3) feet, average depths of inundation are shown but no flood hazard factors are determined.
AH	Areas of 100-year shallow flooding where depths are between one (1) and three (3) feet; base flood elevations are shown but no flood hazard factors are determined.
A1-A30	Areas of 100-year flood; base flood elevations and flood hazard factors determined.
B	Areas between limits of the 100-year flood and 500-year flood; or certain areas subject to 100-year flooding with average depths less than one (1) foot or where the contributing drainage area is less than one square mile; or areas protected by levees from the base flood.
C	Areas of minimal flooding.
D	Areas of undetermined, but possible, flood hazards.

Development permits for all new building construction, or substantial improvements, are required by the City & Borough in all A, AO, AH, A-numbered Zones. Flood insurance purchase may be required in flood zones A, AO, AH, A-numbered zones as a condition of loan or grant assistance. An Elevation Certificate is required as part of the development permit. The Elevation Certificate is a form published by FEMA required to be maintained by communities participating in the NFIP. According to the NFIP, local governments must maintain records of elevations for all new construction, or substantial improvements, in floodplains and must keep the certificates on file.

City and Borough of Sitka All-Hazards Mitigation Plan

Elevation Certificates are used to:

1. Record the elevation of the lowest floor of all newly constructed buildings, or substantial improvement, located in the floodplain.
2. Determine the proper flood insurance rate for floodplain structures.

Local governments must insure that elevation certificates are filled out correctly for structures built in floodplains. Certificates must include:

- The location of the structure (tax parcel number, legal description and latitude and longitude) and use of the building.
- The FIRM panel number and date, community name and source of base flood elevation date.
- Information on the building's elevation.
- Signature of a licensed surveyor or engineer.

Table 8 NFIP Statistics

NFIP Statistics	
Emergency Program Date Identified	11/8/1974
Regular Program Entry Date	6/1/1982
Map Revision Date	None
NFIP Community Number	0200006
CRS Rating Number	N/A
Total Number of Current Policies	92
Total Premiums	\$97,830
Total Loss Dollars Paid Since 1978	\$20,130
Average Value of Loss Since 1978	\$4,260
Number of Current Policies in the State of Alaska (10/13/09)	2,818
AK State Total Premiums (10/13/09)	\$2.2 Million
AK Total Loss Dollars Paid since 1978	\$97,830
Sitka Average Premium	\$1,063
AK State Average Premium	\$796
Sitka Repetitive Loss Claims	0

4.5 Earthquake

Approximately 11% of the world's earthquakes occur in Alaska, making it one of the most seismically active regions in the world. Three of the ten largest quakes in the world since 1900 have occurred here. Earthquakes of magnitude 7 or greater occur in Alaska on average of about once a year; magnitude 8 earthquakes average about 14 years between events.

Most large earthquakes are caused by a sudden release of accumulated stresses between crustal plates that move against each other on the earth's surface. Some earthquakes occur along faults that lie within these plates. The dangers associated with earthquakes include: ground shaking, surface faulting, ground failures, snow avalanches, seiches and tsunamis. The extent of damage is dependent on the magnitude of the quake, the geology of the area, distance from the epicenter and structure design and construction. A main goal of an earthquake hazard reduction program is to preserve lives through economical rehabilitation of existing structures and constructing safe new structures.

Ground shaking is due to the three main classes of seismic waves generated by an earthquake. Primary waves are the first ones felt, often as a sharp jolt. Shear or secondary waves are slower and usually have a side-to-side movement. They can be very damaging because structures are more vulnerable to horizontal than vertical motion. Surface waves are the slowest, although they can carry the bulk of the energy in a large earthquake. The damage to buildings depends on how the specific characteristics of each incoming wave interact with the buildings' height, shape, and construction materials.

Earthquakes are usually measured in terms of their magnitude and intensity. Magnitude is related to the amount of energy released during an event while intensity refers to the effects on people and structures at a particular place. Earthquake magnitude is usually reported according to the standard Richter scale for small to moderate earthquakes.

There are three general types of faulting. Strike-slip faults are where each side of the fault moves horizontally. Normal faults have one side dropping down relative to the other side. Thrust (reverse) faults have one side moving up and over the fault relative to the other side.

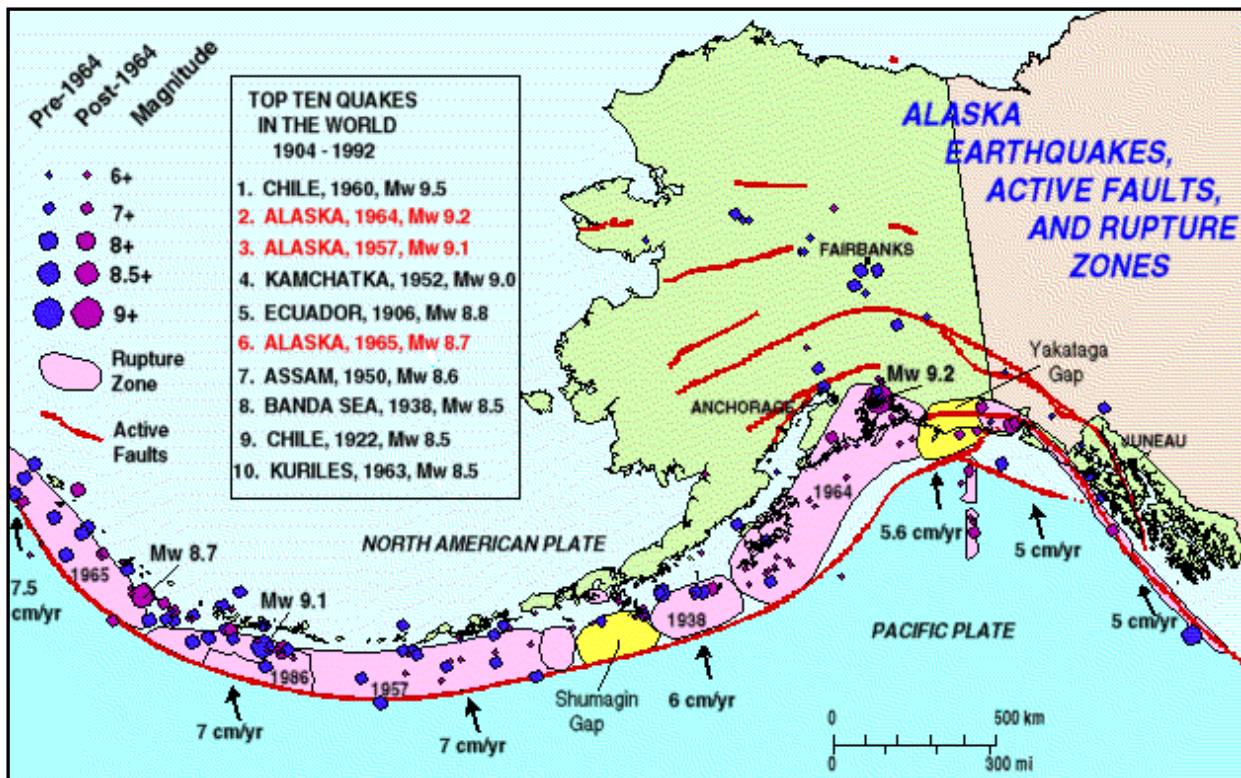
Earthquake-induced ground failure is often the result of liquefaction, which occurs when soil (usually sand and coarse silt with high water content) loses strength as a result of the shaking and acts like a viscous fluid.

Liquefaction causes three types of ground failures: lateral spreads, flow failures, and loss of bearing strength. In the 1964 earthquake, over 200 bridges were destroyed or damaged due to lateral spreads. Flow failures damaged the port facilities in Seward, Valdez and Whittier.

Similar ground failures can result from loss of strength in saturated clay soils, as occurred in several major landslides that were responsible for most of the earthquake damage in Anchorage in 1964. Other types of earthquake-induced ground failures include slumps and debris slides on steep slopes.

The following figure was obtained from the University of Alaska, Fairbanks (UAF), Alaska Earthquake Information Center (AEIC) website at: <http://www.giseis.alaska.edu/Seis/>

Figure 6 AEIC Earthquake Active Faults



Southeastern Alaska

Southeastern Alaska, also known as "the panhandle", includes the area of the state from Prince of Wales Island to Icy Bay. In 1904, the state's first seismic monitoring station was installed in southeastern Alaska at the Astronomical Observatory in Sitka. It was the only seismic station monitoring earthquakes in Alaska until 1935 when a second station was installed at College near Fairbanks. The Sitka station continues to operate today as part of a statewide network of seismograph stations (AEIC).

Major faults in the area include the Queen Charlotte fault, the Fairweather fault, and the Chatham Strait fault, described in further detail below. Minor faults in the area include the Clarence Strait fault and the Peril Strait fault. The eastern end of the Denali and Transition faults (main discussions in Interior and Southcentral seismicity sections) are also found in southeastern Alaska (AEIC).

The strongest shaking will occur in muskeg, man-made fills, modern alluvial and delta deposits, and volcanic ash deposits. The saturated muskeg and reworked volcanic ash would be subject to possible liquefaction during severe earthquake-caused ground shaking, and are thus unreliable as stable foundation materials.

An earthquake potentially could also cause other disastrous events to occur at the same time, including tsunamis, fires, release of hazardous materials, and energy shortages (EOP 2003).

4.5.1 Earthquake Impact

The greatest potential earthquake effects include compaction, settlement, liquefaction, subsidence and ground fracturing of poorly consolidated, water-saturated deposits, as well as sliding on steep slopes of fine grained plastic sediments and damage from waves induced by submarine sliding.

The impact on the community of Sitka of a high-magnitude earthquake could be extensive. Earthquake damage could be area-wide with potential damage to critical infrastructure. Limited building damage assessors are available in Sitka to determine structural integrity following earthquake damage. Priority would have to be given critical infrastructure to include: public safety facilities, health care facilities, shelters and potential shelters, and finally public utilities.

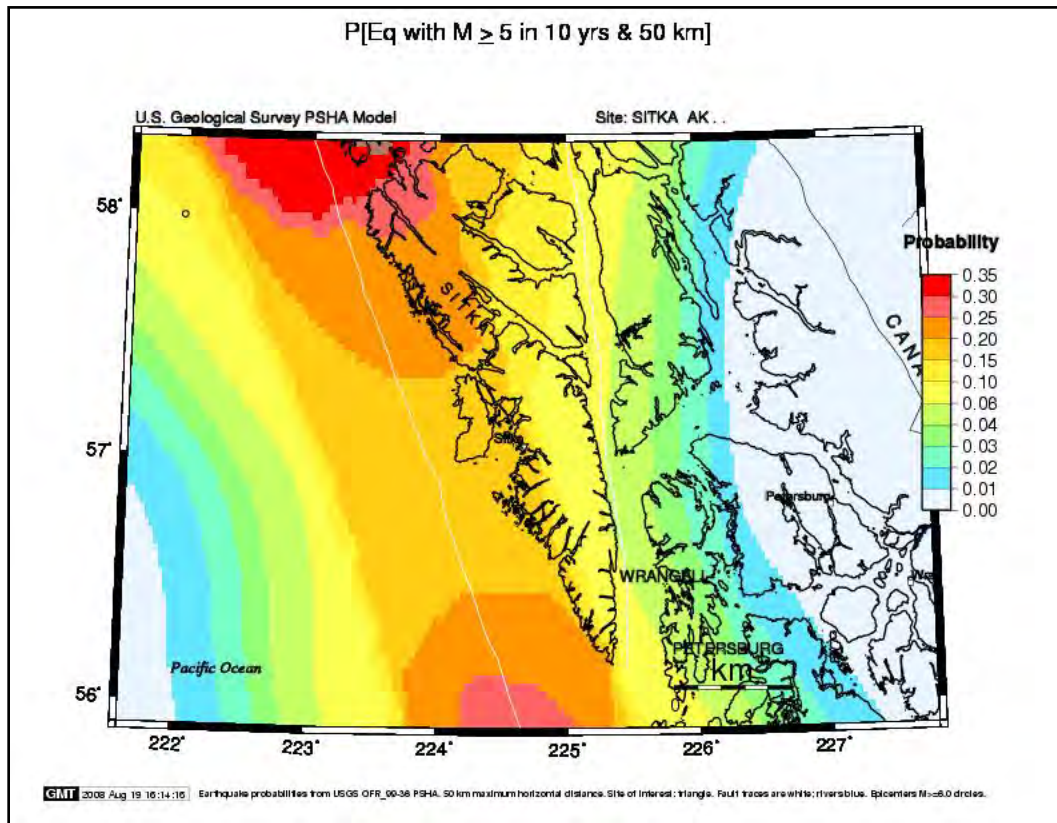
4.5.2 Earthquake Probability

Sitka has a significant risk of earthquake damages. It is generally accepted that a “high” probability of a large, damaging earthquake will occur in Sitka; however it is unknown how soon this will happen. One could occur in the next year or one might not occur for a hundred years.

While it is not possible to predict an earthquake, the USGS has developed Earthquake Probability Maps that use the most recent earthquake rate and probability models. These models are derived from earthquake rate, location and magnitude data from the USGS National Seismic Hazard Mapping Project.

Figure 4 was developed by using the USGS website (see source for web address). The figure indicates that the probability of an earthquake with an intensity of 5.0 or greater will occur within the next ten years within 50 kilometers (31 miles) of Sitka is 20 percent.

Figure 7 USGS Probability Map



Source: USGS Earthquake Probability Mapping; <http://eqint.cr.usgs.gov/eqprob/2002/index.php>

The *Alaska All-Hazard Mitigation Plan* Vulnerability Matrix, Table 10, page 24 of this plan, lists the probability of an earthquake occurring within one year in Sitka as high. Which is defined as the event has up to 1 in 1 year chance of occurring.

4.5.3 Earthquake History

Four major earthquakes have been linked to the Queen Charlotte-Fairweather fault system in the last century. In 1927, a magnitude 7.1 (M_s - surface wave magnitude) earthquake occurred in the northern part of Chichagof Island; in 1949, a magnitude 8.1 (M_w - moment magnitude) earthquake occurred along the Queen Charlotte fault near the Queen Charlotte Islands; in 1958, movement along the Fairweather fault near Lituya Bay created a magnitude 7.9 (M_s) earthquake; and in 1972, a magnitude 7.4 (M_s) earthquake occurred near Sitka. The 1958 Lituya Bay earthquake, which was felt as far away as Seattle, Washington, caused a large rockslide, which deposited the contents of an entire mountainside into the bay. The gigantic wave that resulted from this rockslide scoured the shores of the bay down to bedrock and uprooted trees as high as 540 meters above sea level. Fishing boats were carried on the wave at a reported height of at least 30 meters over the spit at the entrance to the bay and tossed into the open ocean.

Geologic evidence shows that the Chatham Strait fault was active as recently as the mid-Tertiary period and had total right lateral displacement up to 150 km.

City and Borough of Sitka All-Hazards Mitigation Plan

Although a 1987 magnitude 5.3 (mb - body wave magnitude) earthquake was located near the Chatham Strait fault, very few earthquakes in the area appear to have been directly related to the fault (AEIC).

Table 18 was developed from the AEIC Database, using the following search criteria:

- 56.0 <= latitude <=58
- -137 <= longitude >= -134
- 0 to 350 feet depth
- 01/01/1898 to 5/31/2008
- Earthquakes of over 5.0 magnitudes

Table 9 Historical Earthquake Events

Date	Depth (feet)	Mb	ML	MS
05/18/1919	0.0		6.0	
10/24/1927	80.0	7.1	7.1	7.1
9/18/1939	0.0		6.0	
10/31/1949	0.0		6.2	6.2
10/31/1949	0.0		5.0	6.2
7/30/1972	92.8	6.5	7.6	7.6
08/04/1972	57.6	5.1	5.0	5.0
08/04/1972	0.0	5.6	5.8	5.8
08/15/1972	0.0	5.6	5.4	4.8
11/17/1972	105.6	5.0	4.8	
01/06/2006	3.2	5.5	6.1	5.9

Mb - Body wave Magnitude - Based on the amplitude of P (compressional) body-waves. This scale is most appropriate for deep earthquakes.

ML - Local Magnitude - The original magnitude relationship defined by Richter and Gutenberg for local earthquakes in 1935. It is based on the maximum amplitude of a seismogram recorded on a Wood-Anderson torsion seismograph. Although these instruments are no longer widely used, ML values are calculated using modern instruments with appropriate adjustments.

MS - Surface wave Magnitude - A magnitude for distant earthquakes based on the amplitude of the Rayleigh surface wave.

Source: http://www.aeic.alaska.edu/html_docs/db2catalog.html

4.5.4 Earthquake Location

While earthquakes are large events that affect regions, rather than individual locations, the following information illustrates the specifics of Sitka's position relative to the nearest sources of damaging earthquakes:

Queen Charlotte - Fairweather Fault System

The Queen Charlotte and Fairweather faults are part of a long fault system that marks the eastern boundary of the Pacific plate and the western boundary of the North American plate. The Pacific plate moves in a northwestward direction relative to the North American plate, creating a transform boundary, the name given to the interface between two plates moving horizontally in opposite directions. The fault associated with a transform boundary is a strike-slip fault. The Queen Charlotte and Fairweather faults are very similar to California's San Andreas Fault system, some of the most well known strike-slip faults in the world.

At the northern end of the Queen Charlotte-Fairweather fault system is the Fairweather fault, a strike-slip fault with right lateral movement. The Fairweather fault is visible on land for about 280 kilometers from Cross Sound northwestward to its junction with the St. Elias fault in the vicinity of Yakutat Bay. Seismic exploration methods have projected the Fairweather fault just offshore of the Alexander Archipelago from Cross Sound to the mouth of Chatham Strait. At this point, the fault is believed to connect with the Queen Charlotte fault. The Queen Charlotte fault, which extends southeastward from Chatham Strait past the Queen Charlotte Islands, is also a strike-slip fault with right lateral movement (AEIC).

Chatham Strait Fault

The Chatham Strait fault is the second largest right lateral strike-slip fault in southeastern Alaska. Starting near Sitka, the fault follows Lynn Canal south into Chatham strait and is thought to be truncated by the Fairweather-Queen Charlotte fault system west of Iphigenia Bay (AEIC).

4.5.5 Earthquake Vulnerability

The hazards of earthquake could potentially impact any part of Sitka.

Earthquake damage would be area-wide with potential damage to critical infrastructure up to and including the complete abandonment of key facilities. Limited building damage assessors are available in Sitka to determine structural integrity following earthquake damage. Priority would have to be given critical infrastructure to include: public safety facilities, health care facilities, shelters and potential shelters, and finally public utilities. The extent of an earthquake in Sitka could be **critical**.

Intensity is a subjective measure of the strength of the shaking experienced in an earthquake. Intensity is based on the observed effects of ground shaking on people, buildings, and natural features. It varies from place to place within the disturbed region depending on the location of the observer with respect to the earthquake epicenter.

The "intensity" reported at different points generally decreases away from the earthquake epicenter. Local geologic conditions strongly influence the intensity of an earthquake; commonly, sites on soft ground or alluvium have intensities 2 to 3 units higher than sites on bedrock.

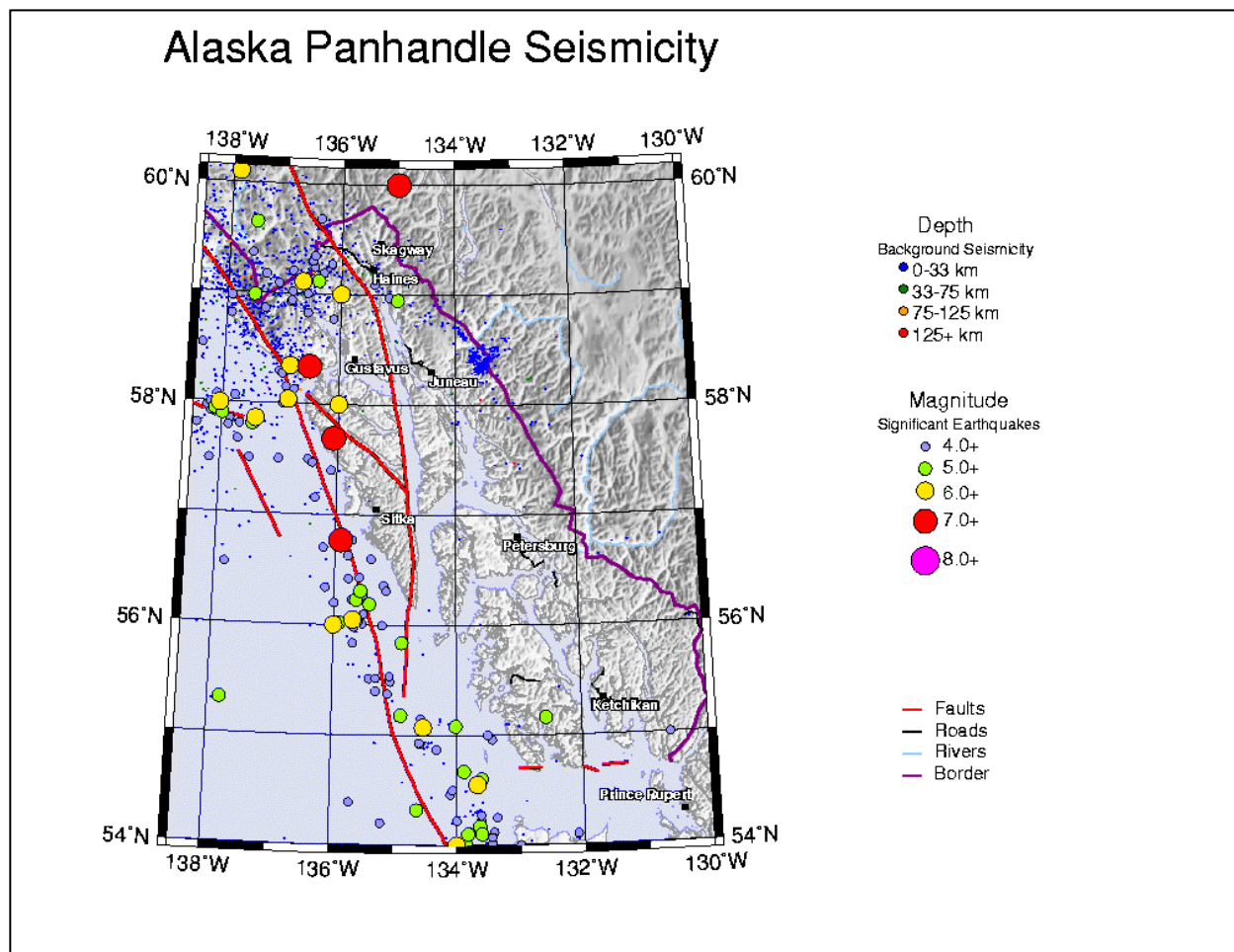
The Richter Scale expresses magnitude as a decimal number. A magnitude of 2 or less is called a microearthquake, they cannot even be felt by people and are recorded only on local seismographs. Events with magnitudes of about 4.5 or greater are strong enough to be recorded by seismographs all over the world. But the magnitude would have to be higher than 5 to be considered a moderate earthquake, and a large earthquake might be rated as magnitude 6 and major as 7. Great earthquakes (which occur once a year on average) have magnitudes of 8.0 or higher (British Columbia 1700, Chile 1960, Alaska 1964). The Richter Scale has no upper limit, but for the study of massive earthquakes the

moment magnitude scale is used. The modified Mercalli Intensity Scale is used to describe earthquake effects on structures.

The extent of a major earthquake in Sitka could be critical. Sitka is located near the Fairweather fault, which extends from south of Queen Charlotte Islands to Sitka. The fault moves right-laterally approximately 2.25 inches per year. A study by the U.S. Geological Survey predicts a magnitude 8 or greater earthquake will occur near Sitka in the future. from south of Queen Charlotte Islands to Sitka. The fault moves right-laterally approximately 2.25 inches per year. A study by the U.S. Geological Survey predicts a magnitude 8 or greater earthquake will occur near Sitka in the future. This could be especially devastating because ground shaking can cause liquefaction of Sitka's thixotropic soils.

Figure 3. AEIC Alaska Panhandle Seismicity, from the UAF AEIC, illustrates that a major earthquake has occurred near Sitka in the past and indicates that a fault is located near the Greater Sitka area.

Figure 8 AEIC Alaska Panhandle Seismicity



Source: http://www.aeic.alaska.edu/html_docs/information_releases.html

4.6 Tsunami

Note: The Sitka Borough Fire Department and Local Emergency Planning Committee wrote portions of this section, in 2003, as part of the Emergency Operation Plan. The 2003 Tsunami Plan has been reformatted to fit this plan.

4.6.1 Tsunami Description

A tsunami is a series of long waves generated in the ocean by a sudden displacement of a large volume of water. Underwater earthquakes, landslides, volcanic eruptions, meteor impacts, or onshore slope failures can cause this displacement. Most tsunamis originate in the Pacific "Ring of Fire," the area of the Pacific bounded by the eastern coasts of Asia and Australia and the western coasts of North America and South America that is the most active seismic feature on earth.

Tsunami waves can travel at speeds averaging 450 to 600 miles per hour. As a tsunami nears the coastline, its speed diminishes, its wavelength decreases, and its height increases greatly. Unusual waves have been known to be over 100 feet high. However, waves that are 10 to 20 feet high can be very destructive and cause many deaths and injuries.

After a major earthquake or other tsunami-inducing event occurs, a tsunami could reach the shore within a few minutes. From the source of the tsunami-generating event, waves travel outward in all directions in ripples. As these waves

approach coastal areas, the time between successive wave crests varies from 5 to 90 minutes. The first wave is usually not the largest in the series of waves, nor is it the most significant. One coastal community may experience no damaging waves while another may experience destructive deadly waves. Some low-lying areas could experience severe inland inundation of water and deposition of debris of more than 1000 feet inland.

The Alaska and Aleutian Seismic Zone that threatens Alaska has a predicted occurrence (84 percent probability between 1988 to 2008) of an earthquake with magnitude greater than 7.4 in Alaska. According to the West Coast and Alaska Tsunami Warning Center (WCATWC), if an earthquake of this magnitude occurs, Alaska's coastlines can be expected to flood within 15 minutes.



Types of Tsunami

Tele-Tsunami

Tele-tsunami is the term for a tsunami observed at places several thousand kilometers from their source. In many cases, tele-tsunamis can allow sufficient warning time for evacuation.

No part of Alaska is expected to have significant damage due to a tele-tsunami. Only one tele-tsunami has caused damage in Alaska; the 1960 Chilean tsunami. Damage occurred to pilings at MacLeod Harbor, Montague Island on Cape Pole, and Kosciusko Island where a log boom broke free.

Seismically generated local tsunami

Most seismically generated local tsunamis have occurred along the Aleutian Arc. Other locations include the back arc area in the Bering Sea and the eastern boundary of the Aleutian Arc plate. They generally reach land 20 to 45 minutes after starting.

Landslide-generated tsunami

Submarine and subaerial landslides can generate large tsunami. Subaerial landslides have more kinetic energy associated with them so they trigger larger tsunamis. An earthquake usually, but not always, triggers this type of landslide and they are usually confined to the bay or lake of origin. One earthquake can trigger multiple landslides and landslide generated tsunamis. Low tide is a factor for submarine landslides because low tide leaves part of the water-saturated sediments exposed without the support of the water.

Landslide generated tsunamis are responsible for most of the tsunamis deaths in Alaska because they allow virtually no warning time.

Seiches

A seiche is a wave that oscillates in partially or totally enclosed bodies of water. They can last from a few minutes to a few hours because of an earthquake, underwater landslide, atmospheric disturbance or avalanche. The resulting effect is similar to bathtub water sloshing repeatedly from side to side. The reverberating water continually causes damage until the activity subsides. The factors for effective warning are similar to a local tsunami. The onset of the first wave can occur in a few minutes, giving virtually no time for warning.

Characteristics of Tsunamis

Debris: As the tsunami wave comes ashore, it brings with it debris from the ocean, including man-made debris such as boats, and as it strikes the shore, creates more on-shore debris. Debris can damage or destroy structures on land.

Distance from shore: Tsunamis can be both local and distant. Local tsunamis cause more devastation and give residents only a few minutes to seek safety. Distant tsunamis originating in places like Chile, Japan, Russia, or other parts of Alaska can also cause damage.

High tide: If a tsunami occurs during high tide, the water height will be greater and cause greater inland inundation, especially along flood control and other channels.

Outflow: Outflow following inundation creates strong currents, which rip at structures and pound them with debris, and erode beaches and coastal structures.

Water displacement: When a large mass of earth on the ocean bottom impulsively sinks or uplifts, the column of water directly above it is displaced, forming the tsunami wave. The rate of displacement, motion of the ocean floor at the earthquake epicenter, the amount of displacement of the rupture zone, and the depth of water above the rupture zone all contribute to the intensity of the tsunami.

Wave runup: Runup is the height that the wave extends up to on steep shorelines, measured above a reference level (the normal height of the sea, corrected to the state of the tide at the time of wave arrival).

Wave strength: Even small wave heights can cause strong, deadly surges. Waist-high surges can cause strong currents that float cars, small structures, and other debris.

4.6.2 Tsunami Impact

A tsunami in Sitka could be of a ***catastrophic*** extent. Sitka has been designated by DHS&EM and DGGs as having a high potential both local and Pacific-wide tsunamis. Sitka is located directly on the Gulf of Alaska and is not protected by islands, as is much of Southeastern Alaska. It is possible for a catastrophic event that could cause multiple deaths, complete shutdown of facilities and severe property damage.

A tsunami event in Sitka could damage the structures and infrastructure that are located along the shoreline in the community, and within the flood zones described above. A tsunami event in Sitka could isolate the community from other areas of the state and cause wide spread damage.

The following factors will affect the severity of a tsunami:

Coastline configuration: Tsunamis impact long, low-lying stretches of linear coastlines, usually extending inland for relatively short distances. Concave shorelines, bays, sounds, inlets, rivers, streams, offshore canyons, and flood control channels may create effects that result in greater damage. Offshore canyons can focus tsunami wave energy, and islands can filter the energy. The orientation of the coastline determines whether the waves strike head-on or are refracted from other parts of the coastline. A tsunami wave entering flood control channels could reach a mile or more inland, especially if it enters at high tide.

Coral reefs: Reefs surrounding islands in the western North Pacific and the South Pacific generally cause waves to break, providing some protection to the islands.

Earthquake characteristics: Several characteristics of the earthquake that generates the tsunami contribute to the intensity of the tsunami, including the area and shape of the rupture zone, and:

Fault movement: Strike-slip movements that occur under the ocean create little or no tsunami hazard. However, vertical movements along a fault on the seafloor displace water and create a tsunami hazard.

Magnitude and depth: Earthquakes with greater magnitude cause more intense tsunamis. Shallow-focus earthquakes also have greater capacity to cause tsunamis.

Human activity: With increased development, property damage increases, multiplying the amount of debris available to damage or destroy other structures. Additionally, loading on the delta from added weight such as trains or a warehouse or added fill can add to an area's instability.

4.6.3 Probability

Sitka has a **high** probability of a tsunami event. However, like the earthquake hazard, it is impossible to predict how soon a damaging tsunami could occur.

Alaska has the greatest earthquake and tsunami potential in the entire United States. It is a very seismically active region where the Pacific plate is subducting under the North American plate. This subduction zone, the Alaska-Aleutian megathrust zone, creates high tsunami hazards for the adjacent coastal areas. The coseismic crustal movements that characterize this area have a high potential for producing vertical sea floor displacements, which are highly tsunamigenic (AEIC).

The Alaska and Aleutian Seismic Zone that threatens Alaska has a predicted occurrence (84 percent probability between 1988 to 2008) of an earthquake with magnitude greater than 7.4 in Alaska. If an earthquake of this magnitude occurs, Alaska's coastlines can be expected to flood within 15 minutes (WCATWC).

Since science cannot predict when earthquakes will occur, they cannot determine exactly when a tsunami will be generated. But, with the aid of historical records of tsunamis and numerical models, science can get an idea as to where they are most likely to be generated. Past tsunami height measurements and computer modeling help to forecast future tsunami impact and flooding limits at specific coastal areas. There is an average of two destructive tsunamis per year in the Pacific basin. Pacific wide tsunamis are a rare phenomenon, occurring every 10 - 12 years on the average (WCATWC).

4.6.4 Tsunami History

Earthquakes have generated local subaerial and subaqueous landslides, which have the potential to trigger local tsunamis. The largest tsunami to impact Sitka was 7.8-foot high wave, generated by the 1964 Prince William Sound earthquake. This tsunami caused the loss of one dock in Sitka. There was no other damage or loss of life (AEIC).

Historic tsunamis that were generated by earthquakes in the Alaska-Aleutian subduction zone, have resulted in widespread damage and loss of life along the Alaskan Pacific coast and other exposed locations around the Pacific Ocean. Seismic water waves originating in Alaska can travel across the Pacific and destroy coastal towns hours after they are generated. However, they are considered to be a near-field hazard for Alaska, and can reach Alaskan coastal communities within minutes after an earthquake. Therefore, saving lives and property depends on how well a community is prepared, which makes it essential to model the potential flooding area in a case of a local or distant tsunami (AEIC).

There has been at least one confirmed volcanically triggered tsunami in Alaska. In 1883, debris from the Saint Augustine volcano triggered tsunamis that inundated Port Graham with waves 30 feet high.

4.6.5 Tsunami Location

The State of Alaska Department of Natural Resources completed a Tsunami Inundation Study, complete with inundation mapping, for the City and Borough of Sitka in 2013. This study is included as an appendix to this plan, and contains detailed information about the specifics of tsunami hazard in Sitka.

4.6.6 Tsunami Vulnerability

See Appendix for detailed information regarding Tsunami Vulnerability for Sitka.

4.7 Severe Weather

In Alaska, there is great potential for weather disasters and, while weather events vary greatly region by region, Sitka is no exception to the potential for weather disasters. Weather extremes in Sitka are due to heavy rainfall and high winds, with winter storms producing record rainfall and wind-driven high tides. Emergencies could arise from a combination of events.

Winter storms originate as mid-latitude depressions or cyclonic weather systems. High winds, heavy snow, heavy rain, and cold temperatures usually accompany them.

What is considered an excessively cold temperature varies according to the normal climate of a region. In areas unaccustomed to winter weather, near freezing temperatures are considered "extreme cold". Extreme cold can bring transportation to a halt across interior Alaska for days or sometimes weeks at a time. Aircraft may be grounded due to extreme cold and ice fog conditions, cutting off access as well as the flow of supplies. This is of concern to Sitka, as water and air access are the only supply sources to the island.

4.7.1 Severe Weather Impact

Because of its remote location, Sitka must be very self-reliant. Severe weather can cut off air access limiting medevac availability and access to goods and services, including groceries and medical supplies. Severe wind and heavy snow can cause extensive damage to critical structures including residences and public facilities.

A severe weather event would create an area wide impact and could damage structures and potentially isolate Sitka from the rest of the state.

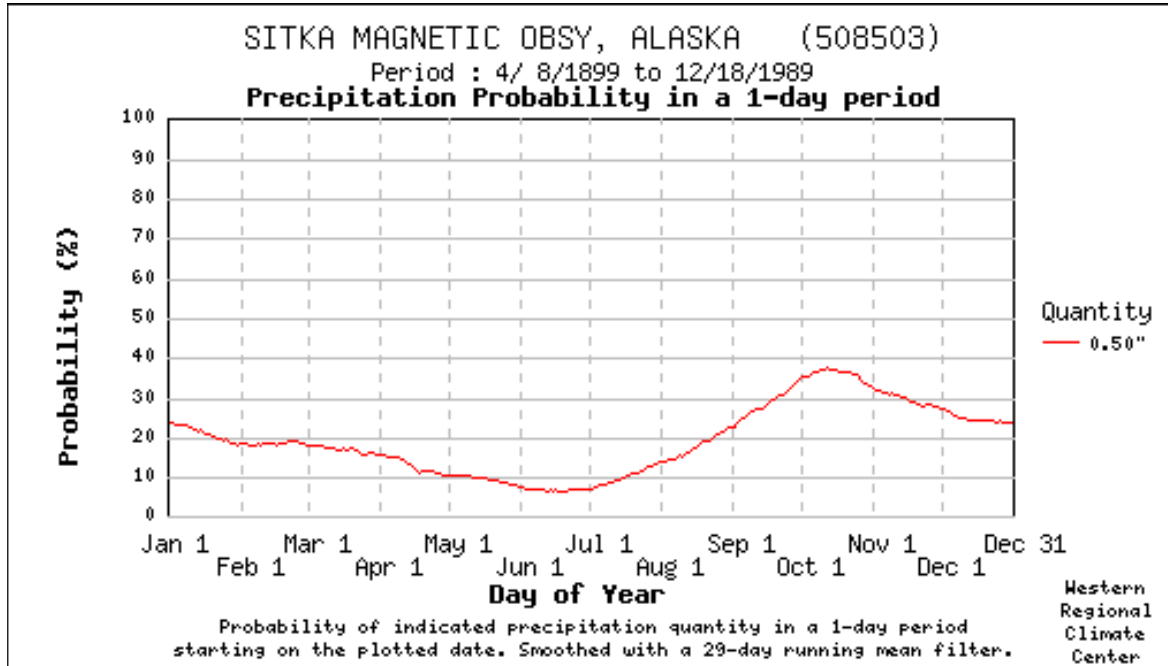
Severe weather events of the type that occur in Sitka can have implications that affect the likelihood of other hazards. Significant rainfall events can increase the risk of landslides as can high winds. High winds can also cause flooding from wind-driven high tides.

4.7.2 Severe Weather Probability

The past Sitka Fire Chief (S. Ulmer) related that severe weather is the highest natural hazard risk in Sitka, due to extreme rainfall and high winds. As noted on the table below, Sitka has a high probability of severe weather, which is defined, as the hazard is present with a high probability of occurrence within the calendar year. Event has up to 1 in 1 year chance of occurring.

Figure 7 from the Western Regional Climate Center shows that Sitka has a 10% to 40% chance of at least a half-inch of rainfall most days.

Figure 9 Precipitation Probability in a 1-day period



4.7.3 Severe Weather History

Severe weather is a yearly occurrence in Sitka. Most years the severe weather events do not result in disasters or incidents, but when the “perfect” combination of conditions exist, damages have resulted.

Southeast Alaska, November 26, 1984: A hurricane force windstorm and wind driven tides caused extensive damage to public and private property in five Southeast Alaskan communities. The State provided public and individual assistance grants and temporary housing in Juneau, Sitka, Kake, Angoon and Tenakee Springs. SBA provided disaster loan assistance and the American Red Cross made grants to meet immediate needs of victims. The Governor's request for a Presidential declaration was denied.

Southeast Storm (AK-06-216) declared December 23, 2005 by Governor Murkowski: Beginning on November 18, 2005 and continuing through November 26, 2005, a strong winter storm with high winds and record rainfall occurred in the City/Borough of Juneau, the City/Borough of Haines, the City/Borough of Sitka, the City of Pelican, the City of Hoonah, and the City of Skagway, which resulted in widespread coastal flooding, landslides, and sever damage and threat to life and property, with the potential for further damage. The following conditions existed as a result of this disaster: severe damage to personal residences requiring evacuation and relocation of residents; to individual's personal and real property; to businesses; and to a marine highway system dock, the road systems eroded and blocked by heavy debris that prohibited access to communities and residents, and other public infrastructures, necessitating emergency protective measures and temporary and permanent repairs. The total estimated amount of assistance is approximately \$1.87 million. This includes the following: Individual Assistance totaling \$500,000 for 52 applicants. There was no hazard mitigation (DHS&EM Disaster Cost Index).

Periods of heavy rains and high winds contributed to the cause of a **fatal landslide event on August 28, 2015**, causing three deaths and over \$1M in damage. At least six landslides occurred in that event that directly affected the town, including the one that killed three people. The landslide was declared a state-level disaster by Governor Bill Walker.

4.7.4 Severe Weather Location

All areas of Sitka are affected by severe weather. Of particular concern are flood zones, coastal storm surge zones, and areas that might be affected by rain-induced landslides (landslide zones are currently being mapped).

4.8 Landslide/Ground Failure

Landslides are described as downward movement of a slope and materials under the force of gravity. The term landslide includes a wide range of ground movement, such as rock falls, deep failure of slopes, and shallow debris flows. Landslides are influenced by human activity (mining and construction of buildings, railroads, and highways) and natural factors (geology, precipitation, and topography). They are common all over the United States and its territories.

Landslides occur when masses of rock, earth, or debris move down a slope. Therefore, gravity acting on an overly steep slope is the primary cause of a landslide. They are activated by storms, fires, and by human modifications to the land. New landslides occur as a result of rainstorms, earthquakes, volcanic eruptions, and various human activities.

Mudflows (or debris flows) are flows of rock, earth, and other debris saturated with water. They develop when water rapidly accumulates in the ground, such as during heavy rainfall or rapid snowmelt, changing the earth into a flowing river of mud or "slurry." Slurry can flow rapidly down slopes or through channels and can strike with little or no warning at avalanche speeds. Slurry can travel several miles from its source, growing in size as it picks up trees, cars, and other materials along the way. Mudflows/debris flows present the most significant landslide hazard to Sitka due to the heavy rains common to the region and the steep slopes that exist above the community.

Geology, precipitation, topography and cut and fill construction practices all influence landslide activity. They often are the result of seismic activity, flooding, volcanic activity, heavy precipitation, construction work, or coastal storms. Landslides can also trigger secondary hazards, such as tsunamis and flooding.

4.8.1 Landslide Probability

Due to the voluminous rainfall, soil type, and topography in Sitka, the probability of landslides is high.

4.8.2 Landslide History

Even before the devastating and fatal landslide of 2015 that killed three people and caused over a million dollars of damage to the community, numerous landslides have occurred in uninhabited areas of Sitka Borough. Blue Lake Road, Green Lake Road and powerline corridor all intersect avalanche chutes. Blue Lake Road is heavily traveled during winter months to access cross-country skiing, sledding, walking pets and mountain biking. Past landslides have destroyed remote sections of the powerline (EOP 2003).

4.8.3 Landslide Location/Landslide Vulnerability

The City and Borough of Sitka has commissioned two landslide studies which have been completed and are available to the public. Another study is currently underway. of this writing, a comprehensive landslide hazard mapping project is being completed by the State of Alaska DGGs through a grant from FEMA to, in part, help determine the specific areas of vulnerability throughout the community. This information will be added to the plan when it is completed.

4.9 Hazards Classified as “Negligible”

The following hazards have been identified as existing within Sitka, but having minor or negligible effects at this time.

4.9.1 Erosion

No known or significant erosion problems exist in Sitka.

4.9.2 Wildland Fire

The soil conditions and abundant rainfall combine to make wildland fire hazard unlikely.

4.9.3 Avalanche

Avalanche zones are present in the mountains surrounding Sitka, but no known avalanche paths present a hazard to infrastructure or to the community at large. Avalanche hazards are encountered only by individuals who venture into the mountains and should be managed appropriately by each recreational user.

4.9.4 Volcano

The responsibility for hazard identification and assessment for the active volcanic Centers of Alaska falls to the Alaska Volcano Observatory (AVO) and its constituent organizations.

The AVO, which is a cooperative program of the U.S. Geological Survey (USGS), DGGs, and the University of Alaska Fairbanks Geophysical Institute (UAF/GI), monitors the seismic activity at 23 of Alaska’s 41 active volcanoes in real time. In addition, satellite images of all Alaskan and Russian volcanoes are analyzed daily for evidence of ash plumes and elevated surface temperatures. Russian volcanoes are also a concern to Alaska as prevailing winds could carry large ash plumes from Kamchatka into Alaskan air space. AVO also researches the individual history of Alaska’s active volcanoes and produces hazard assessment maps for each center.

The AVO identifies the closest active volcano to Sitka at being over 300 miles away.
<http://www.avo.alaska.edu/>

4.10 Impacts of Global Climate Change

Earth’s 2015 surface temperatures were the warmest recorded since modern record keeping began in 1880. Climate change is a recognized phenomenon caused by human activity. The planet’s average surface temperatures has risen about 1.8 degrees Fahrenheit since the late 19th century, a change driven

by dramatically increased carbon dioxide and other human-made emissions into the atmosphere (NASA, 2017).

The nature of global climate change leads to more dramatic affects in the arctic region. Over the past 60 years, the average temperature across Alaska has increased by approximately 3 degrees Fahrenheit. This increase is more than twice the warming of the rest of the United States. Warming in the winter has increased by an average of 6 degrees Fahrenheit and has led to changes in ecosystems, such as earlier breakup of river ice in the spring. As the climate continues to warm, average annual temperatures in Alaska are projected to increase an additional two to four degrees by the middle of this century. Precipitation in Alaska is projected to increase during all seasons by the end of this century. Despite increased precipitation, the state is likely to become drier due to greater evaporation caused by warming temperatures (Chapin, et al., 2014) (EPA, 2017).

Rising temperatures are expected to exacerbate wildfire danger, erosion, and flooding.

5 CAPABILITY ASSESSMENT

This chapter identifies the community mitigation capabilities. These are the plans and policies, programs, and projects that are currently in place to reduce vulnerability to hazards. It includes key mitigation accomplishments that have been achieved since the last update. As mitigation actions identified in the mitigation strategy are completed, they become new mitigation capabilities.

5.1.1 Government

The City & Borough of Sitka is organized under a home rule charter. It was first adopted in October 1960 and has been amended eight times since that date, most recently in 2002. Any amendments to the Charter must be approved by a vote of the public. The Sitka Charter may be viewed on the City & Borough website.

The City & Borough of Sitka Assembly consists of a mayor and six council members, elected by the citizens in Sitka. The vice mayor is selected to serve a one-year term from among the council members shortly after the elections. Municipal elections are held the first Tuesday of October and each council member elected serves a three-year term. The Council meets for regularly scheduled meetings the first and third Tuesdays of each month.

5.1.2 Local Resources

Sitka has a number of planning and land management tools that will allow it to implement hazard mitigation activities. The resources available in these areas have been assessed by the Borough, and are summarized in Tables 4, 5 and 6.

Table 10 Local Planning Resources

Regulatory Tools	Local Authority?	Most Recent Update
Building code	Yes	
Zoning ordinance	Yes	2002
Subdivision ordinance or regulations	Yes	2002
Special purpose ordinances (floodplain management, stormwater management, hillside or steep slope ordinances, wildfire ordinances, hazard setback requirements)	Flood Plain Regulations 1982	Need new FIRMs
Growth management ordinances (also called “smart growth” or anti-sprawl programs)	No	
Site plan review requirements	No	
Comprehensive plan	Yes	2007, 2018
A capital improvements plan	Yes	Annually
An economic development plan	No	
An emergency response plan	Yes	2003
A post-disaster recovery plan	No	

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Regulatory Tools	Local Authority?	Most Recent Update
Real estate disclosure requirements	No	
Building code	Yes	
Zoning ordinance	Yes	2002
Subdivision ordinance or regulations	Yes	2002
Special purpose ordinances (floodplain management, stormwater management, hillside or steep slope ordinances, wildfire ordinances, hazard setback requirements)	Flood Plain Regulations 1982	Need new FIRMs

Table 11 Sitka Staff Resources

Resources on Staff	Dept/Agency and Position
Engineer(s) or professional(s) trained in construction practices related to buildings and/or infrastructure	One building official, one building inspector One building maintenance supervisor
Planners or Engineer(s) with an understanding of natural and/or human-caused hazards	City engineers
Floodplain manager	Building official
Surveyors	Private Sector
Staff with education or expertise to assess the community's vulnerability to hazards	None
Personnel skilled in GIS and/or HAZUS	Planning Director, Engineering Tech
Scientists familiar with the hazards of the community	None
Emergency manager	Fire Chief
Grant writers	None

Table 12 Fiscal Capability

Financial Resources	Accessible or Eligible to Use
Community Development Block Grants (CDBG)	Yes
Capital improvements project funding	Yes
Authority to levy taxes for specific purposes	Yes
Fees for sewer	Yes
Impact fees for homebuyers or developers for new developments/homes	No
Incur debt through general obligation bonds	Yes
Incur debt through special tax and revenue bonds	Yes

Financial Resources	Accessible or Eligible to Use
Incur debt through private activity bonds	No
Withhold spending in hazard-prone areas	No

5.1.3 State Resources

- **Alaska DHS&EM** is responsible for coordinating all aspects of emergency management for the State of Alaska. Public education is one of its identified main categories for mitigation efforts.

Improving hazard mitigation technical assistance for local governments is another high priority list item for the State of Alaska. Providing hazard mitigation training, current hazard information, and the facilitation of communication with other agencies encourages local hazard mitigation efforts. DHS&EM provides resources for mitigation planning on their website at <http://www.ak-prepared.com>.

- **DCCED/DCRA:** Provides training and technical assistance on all aspects of the National Flood Insurance Program (NFIP) and flood mitigation.
- **Division of Senior Services:** Provides special outreach services for seniors, including food, shelter and clothing.
- **Division of Insurance:** Provides assistance in obtaining copies of policies and provides information regarding filing claims.
- **Department of Military and Veterans Affairs:** Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits.

5.1.4 Federal Resources

The federal government requires local governments to have hazard mitigation plans in place to be eligible for funding opportunities through FEMA such as the Pre-Disaster Mitigation Assistance Program and the Hazard Mitigation Grant Program. The Mitigation Technical Assistance Programs available to local governments are also a valuable resource. FEMA may provide temporary housing assistance through rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs. The Disaster Preparedness Improvement Grant also promotes educational opportunities with respect to hazard awareness and mitigation.

FEMA, through its Emergency Management Institute, offers training in many aspects of emergency management, including hazard mitigation. FEMA has also developed a large number of documents that address implementing hazard mitigation at the local level. Five key resource documents are available from FEMA Publication Warehouse (1-800-480-2520) and are briefly described below:

- **How-to Guides:** FEMA has developed a series of how-to guides to assist states, communities, and tribes in enhancing their hazard mitigation planning capabilities. The first four guides mirror the four major phases of hazard mitigation planning used in the development of the Sitka Hazard Mitigation Plan. The last five how-to guides address special topics that arise in hazard mitigation planning such as conducting cost-benefit analysis and preparing multi-jurisdictional plans. The use of worksheets, checklists, and tables make these guides a practical source of guidance to address all stages of the hazard mitigation planning process. They also include special tips on meeting Disaster Mitigation Act (DMA) 2000 requirements (<http://www.fema.gov/fima/planhowto.shtm>).
- **Post-Disaster Hazard Mitigation Planning Guidance for State and Local Governments.** FEMA DAP-12, September 1990. This handbook explains the basic concepts of hazard mitigation and shows state and local governments how they can develop and achieve mitigation goals within the context of FEMA's post-disaster hazard mitigation planning requirements. The handbook focuses on approaches to mitigation, with an emphasis on multi-objective planning.
- **Mitigation Resources for Success CD.** FEMA 372, September 2001. This CD contains information about mitigation and is useful for state and local government planners and other stakeholders in the mitigation process. It provides mitigation case studies, success stories, information about Federal mitigation programs, suggestions for mitigation measures to homes and businesses, appropriate relevant mitigation publications, and contact information.
- **A Guide to Federal Aid in Disasters.** FEMA 262, April 1995. When disasters exceed the capabilities of state and local governments, the President's disaster assistance program (administered by FEMA) is the primary source of federal assistance. This handbook discusses the procedures and process for obtaining this assistance, and provides a brief overview of each program.
- **The Emergency Management Guide for Business and Industry.** FEMA 141, October 1993. This guide provides a step-by-step approach to emergency management planning, response, and recovery. It also details a planning process that businesses can follow to better prepare for a wide range of hazards and emergency events. This effort can enhance a business's ability to recover from financial losses, loss of market share, damages to equipment, and product or business interruptions. This guide could be of great assistance to Sitka businesses.

Other federal resources include:

- **Department of Agriculture.** Assistance provided includes: Emergency Conservation Program, Non-Insured Assistance, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service.
- **Department of Energy, Office of Energy Efficiency and Renewable Energy, Weatherization Assistance Program.** This program minimizes the adverse effects of high energy costs on low-income, elderly, and handicapped citizens through client education activities and weatherization services such as an all-around safety check of major energy systems, including heating system modifications and insulation checks.
- **Department of Housing and Urban Development, Office of Homes and Communities, Section 108 Loan Guarantee Programs.** This program provides loan guarantees as security for federal loans for acquisition, rehabilitation, relocation, clearance, site preparation, special economic development activities, and construction of certain public facilities and housing.
- **Department of Housing and Urban Development, Community Development Block Grants.** Administered by Alaska Department of Commerce, Community and Economic Development (DCCED) DCRA. Provides grant assistance and technical assistance to aid communities in planning activities that address issues detrimental to the health and safety of local residents, such as housing rehabilitation, public services, community facilities, and infrastructure improvements that would primarily benefit low-and moderate-income persons.
- **Department of Labor, Employment and Training Administration, Disaster Unemployment Assistance.** Provides weekly unemployment subsistence grants for those who become unemployed because of a major disaster or emergency. Applicants must have exhausted all benefits for which they would normally be eligible.
- **Federal Financial Institutions.** Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.
- **Internal Revenue Service, Tax Relief.** Provides extensions to current year tax return, allows deductions for disaster losses, and allows amendment of previous tax returns to reflect loss back to three years.
- **United States Small Business Administration.** May provide low-interest disaster loans to individuals and businesses that have suffered a loss due to a disaster. Requests for SBA loan assistance should be submitted to the Alaska Division of Homeland Security and Emergency Management.

Other resources: The following are websites that provide focused access to valuable planning resources for communities interested in sustainable development activities.

- **Federal Emergency Management Agency,** <http://www.fema.gov> – includes links to information, resources, and grants that communities can use in planning and implementation of sustainable measures.

- **American Planning Association**, <http://www.planning.org> – a non-profit professional association that serves as a resource for planners, elected officials, and citizens concerned with planning and growth initiatives.
- **Institute for Business and Home Safety**, <http://ibhs.org> – an initiative of the insurance industry to reduce deaths, injuries, property damage, economic losses, and human suffering caused by natural disasters. Online resources provide information on natural hazards, community land use, and ways citizens can protect their property from damage.

5.1.5 Other Funding Sources and Resources

- **Real Estate Business.** State law for properties within flood plains requires real estate disclosure.
- **American Red Cross.** Provides for the critical needs of individuals such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payment may be provided.
- **Crisis Counseling Program.** Provides grants to State and Borough mental health departments, which in turn provide training for screening, diagnosing and counseling techniques. Also provides funds for counseling, outreach, and consultation for those affected by disaster.


6 MITIGATION GOALS AND STRATEGIES

Chapter six details the community's goals and strategies. The strategies are made up of mitigation goals and objectives, mitigation actions, and a mitigation plan for implementation.

Figure 10 Mitigation Strategy Process



6.1 Mitigation Goals


 FEMA	C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))
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Mitigation goals represent what the community seeks to achieve through the mitigation plan. Goals are general guidelines providing a framework for more detailed objectives and actions. During the 2018 update, the planning team reviewed the goals and objectives from the original 2007 plan and re-evaluated them for effectiveness, relevance, and likelihood of achievement. The team added new goals focusing on cost-effectiveness and protection of the community from hazards that in recent years proved to be significant:

Table 13 Mitigation Goals

Goal	Description
1	Choose strategies and actions that are the most cost-effective for the community.
2	Identify the most substantial risks and choose the actions to mitigate those risks effectively
3	Increase public awareness about hazards and threats
4	Continue to reduce vulnerability to identified hazards through an ongoing and effective mitigation program that builds on past efforts
5	Prioritize mitigation actions that provide early warning and detection

6.2 Mitigation Actions

	C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for the [City and Borough of Sitka] being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure ? (Requirement §201.6(c)(3)(ii))
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Mitigation actions are specific projects that are meant to reduce or eliminate the damages from hazards and their impacts. Implementation of mitigation actions will help the community achieve mitigation goals and reduce vulnerability to threats and hazards identified in the plan, and will make Sitka more resilient to hazards and disasters. In compliance with mitigation planning regulations, the planning team identified and analyzed a comprehensive range of specific mitigation actions and projects to reduce the risks identified as affecting Sitka.

6.2.1 Review of 2007 Hazard Mitigation Actions

As a part of the 2018 update, all mitigation actions identified in the 2007 plan were evaluated to determine the status of the action, its current relevance, and whether or not it should be included in the update.

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Table 14 Status of Past Mitigation Actions

Mitigation Projects	Responsible Agency	Cost	Funding Sources	Estimated Timeframe	Project Status (during annual review)
Flood/Erosion (FLD)					
FLD-1. Identify Drainage Patterns and Develop a Comprehensive Drainage System	FEMA NFIP	N/A	PDM FMA	>1 year	A stormwater drainage plan was completed in 2013 and the projects from that plan are included in this mitigation plan update.
FLD-2. Structure Elevation and/or Relocation	FEMA DHS&EM	N/A	PDM FMA HMGP	>1 year	No structures were determined to require elevation or relocation.
FLD-3. Updated FIRM Sitka Maps	FEMA	>\$100,000	FMA	<1 year	FIRM maps are currently being updated as of this writing.
FLD-4. Public Education	Borough DHS&EM	Staff Time	Borough	Ongoing	Public education regarding flood hazards is ongoing as a part of CBS's public education efforts.
FLD-5. Pursue obtaining a CRS rating to lower flood insurance rates.	Borough DCRA	<\$1,500	Borough	<1 year	TBD
FLD-6. Continue to obtain flood insurance for all Borough structures, and continue compliance with NFIP.	Borough	<\$1,500	Borough	Ongoing	The City and Borough of Sitka remains in compliance with NFIP.
FLD-7. Require that all new structures be constructed according to NFIP requirements and set back from the shoreline to lessen future erosion concerns and costs.	Borough	Staff Time	Borough Budget	Ongoing	The City and Borough of Sitka remains in compliance with this requirement of NFIP.

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Mitigation Projects	Responsible Agency	Cost	Funding Sources	Estimated Timeframe	Project Status (during annual review)
Earthquake (E)					
E-1. Identify buildings and facilities that must be able to remain operable during and following an earthquake event.	City & Borough DHS&EM DCRA	Staff Time	State Grants	>1 year	This project was completed.
E-2. Contract a structural engineering firm to assess the identified bldgs and facilities.	City & Borough DHS&EM	>\$10,000	State/local funds	>5 years	This project was completed.
E-3. Nonstructural mitigation projects (i.e. assessing whether heavy objects are tied down)	Borough	Staff time	Borough	<1 year	This project was completed but remains active as regular assessments are necessary as offices are altered and/or moved.
E-4. Conduct mock emergency exercises to identify response vulnerabilities.	Borough DHS&EM	Staff/Volunteer time	Borough DHS&EM	>1 year	The City and Borough conducts regular exercises and drills as a part of its emergency management program.
Snow Avalanche (S/A)					
S/A-1. Prohibit new construction in avalanche areas.	Borough	Staff Time	Borough Budget	Ongoing	This project has been removed as there are no avalanche paths that affect the community.
S/A-2. Utilize appropriate methods of structural avalanche control.	FEMA	>\$25,000	PDM HMGP	>5 years	This project has been removed as there are no avalanche paths that affect the community
S/A-3. Enact buyout of homes in avalanche paths.	FEMA	>\$25,000	PDM HMGP	>5 years	This project has been removed as there are no avalanche paths that affect the community
S/A-4. Install warning signage in mapped avalanche areas.	State DOT	<\$10,000	State/local funds	Ongoing	This project has been removed as there are no avalanche paths that affect the community

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Mitigation Projects	Responsible Agency	Cost	Funding Sources	Estimated Timeframe	Project Status (during annual review)
S/A-5. Continue to educate public about avalanche hazards.	Borough	Staff Time	Borough Budget	Ongoing	Avalanche education is provided by avalanche education organizations and other resources. Avalanche risk reduction is the responsibility of recreational users when they enter avalanche-prone areas.
Tsunami (T)					
T-1: Continued Participation in the Tsunami Awareness Programs.	Borough DHS&EM	Staff Time	Borough DHS&EM	Ongoing	Sitka participates in Tsunami Awareness Programs.
T-2. Update Sitka Emergency Operations Plan, as needed, Conduct Emergency Operation Plan Exercises	Borough DHS&EM	>\$20,000	Borough DHS&EM	Ongoing	The EOP was updated in 2012 and the City and Borough continues to participate in EOP exercises and drills.
T-3. Inundation Mapping	NOAA NTHMP* DHS&EM	>\$150,000	NOAA - NTHMP	>5 years	A tsunami inundation study and mapping for the City and Borough of Sitka was completed in 2013 by the State of Alaska Department of Natural Resources. This paper is included as an appendix to this plan.
Severe Weather (SW)					
SW-1. Conduct special awareness activities, such as Winter Weather Awareness Week, Flood Awareness Week, etc.	Borough DCRA DHS&EM	Staff Time	Borough DCRA DHS&EM	<1 year	The City and Borough of Sitka continues to participate in special awareness activities for hazards that affect the community.
SW-2. Expand public awareness about NOAA Weather Radio for continuous weather broadcasts and warning tone alert capability	Borough	Staff Time	Borough NOAA	Ongoing	This is an ongoing/continuous project.
SW-3. Encourage weather resistant building construction materials and practices.	Borough	Staff Time	Borough	<1 year	This is an ongoing/continuous project.

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Mitigation Projects	Responsible Agency	Cost	Funding Sources	Estimated Timeframe	Project Status (during annual review)
Ground Failure (G/F)					
G/F-1. Prohibit removal of vegetation in areas prone to landslides.	City & Borough	Staff Time	City & Borough Budget	Ongoing	The efficacy of this action has yet to be determined so it has not yet been implemented. This is a potential action that may result from the landslide mitigation study proposed in this 2018 update.
G/F-2. Require public disclosure of risk linked to deed or title of property. Require owners notify renters of hazard prior to occupancy.	City & Borough	Staff Time	City & Borough Budget	Ongoing	Disclosure of known risks is required and future development is required to link risk status to deed/title.
G/F-3. Install warning signage in mapped landslide zones.	DHS&EM FEMA CBS	<\$10,000	State/local funds	Ongoing	Landslide hazard zones are currently being mapped and are expected to be completed in late 2018 or early 2019. The results of those efforts will be utilized to determine the efficacy of and need for warning signs.
G/F-4. Continue to educate public about avalanche and landslide hazards.	CBS	Staff Time	Borough DHS&EM	Ongoing	Public education campaigns continue and are included in this 2018 update as continuing mitigation actions.

6.2.2 Identification and Analysis of Mitigation Actions

In order to achieve its chosen mitigation actions, the community identified a series of mitigation objectives and supporting actions that are focused on cost effective ways to reduce vulnerability and improve sustainability and resilience throughout the community. The following types of actions were considered:

- **Plans and Regulations** – Regulatory actions or planning processes that help reduce vulnerability to hazards
- **Infrastructure** – Actions that involve modification of or repairs to the community’s infrastructure to make them more disaster resistant or protect them from a hazard in their area
- **Education and Awareness** – Actions to inform and educate residents and stakeholders about hazards and ways to mitigate them
- **Preparedness** – Actions that can help reduce response time during a disaster, improve capabilities, or improve community resilience during an incident or disaster event.
- **Information Gathering** – These actions bolster disaster resistance by providing information, filling information gaps, or collecting data related to the hazards that affect Sitka.

Table 15 Mitigation Actions By Category

Mitigation Category	Related Mitigation Actions
Plans and Regulations	1
Infrastructure/Capital Project	2, 3, 5
Natural System Protection	1, 2, 3
Education and Awareness	4, 6, 7
Preparedness and Response	4, 6, 7
Information Gathering	1, 5

Mitigation actions identified in the plan are addressed in the Mitigation Implementation Plan provided in section 6.5.

All mitigation actions included in the plan address at least three priority hazards outlined in Chapter 4:

Table 16 Mitigation Actions by Hazard

Hazard*	Related Mitigation Actions
All Hazards	4, 6, 7
Landslide/Ground Failure	1, 2, 3, 4, 5
Severe Weather	3, 5, 6, 7
Tsunami	4, 5, 6, 7
Flooding	3, 4, 5, 7
Earthquake	4, 6, 7

6.2.3 Evaluating and Prioritizing Mitigation Actions

The planning team, along with other key stakeholders, evaluated and prioritized each mitigation action to determine which actions were the most relevant for the Plan. A Mitigation Action Worksheet was developed for each proposed Mitigation Action that includes the following information:

- Description of the action
 - **Specific** – target a specific area for improvement
 - **Measurable** – quantify or at least suggest an indicator of progress
 - **Assignable** – specify who will do it
 - **Realistic** – state what results can be achieved realistically, given available resources
 - **Time-related** – specify when the result(s) can be achieved
- Action status
 - **New** – The action is new and will be included for the first time in the 2018 plan update.
 - **Existing** – The action was implemented prior to the 2018 plan update, but is ongoing and additional or ongoing action is required for completion.
 - **Complete** – The action has been completed.
- Type of action
 - **Plans and Regulations**
 - **Infrastructure/Capital Project**
 - **Natural Systems Protection**
 - **Education and Awareness**
 - **Preparedness and Response**
- Mitigation goals supported by the action
- Lead and supporting departments
 - **Tribal agencies**
 - **Local or County agencies**
 - **Others**
- Timeline for implementation and expected life of the action
 - **Less than 1 year**
 - **1 to 3 years**
 - **3 to 5 years**
- Hazards addressed by the action
- Anticipated cost and funding source

6.2.4 Mitigation Action Analysis

The planning team worked to analyze the proposed mitigation actions for the 2018 update to develop a more detailed vision of what the actions will look like as they are implemented. The following worksheets present each action in greater detail and discuss interactions between mitigation actions, potential benefits, estimated costs, and factors that might affect the results of the mitigation action.

6.2.4.1 Stormwater System Repair and Upgrade

Project: Stormwater System Repair and Upgrade
Problem Addressed: Drainage problems due to inadequate culverts have been reported by the public and discerned from maintenance history. Public works reports that 30% of maintenance time is spent clearing culverts.
Co-Benefits: Improved drainage from saturated soils, possibly reducing landslide risk, , reducing pollutant runoff, allowing for better drainage data collection, providing opportunities for road upgrades.
Estimated Costs: Study has been completed and is included in this plan as an appendix for reference. Costs have been broken down into individual projects ranging from \$20,000 to \$372,000. Total for all projects is \$1,877,000. Projects have been prioritized according to criteria detailed in the study and can be funded individually or all together.
Potential Funding: Capital Projects, DHS&EM, FEMA
Additional Factors to Consider: This project may be a good candidate for combining with other mitigation actions such as data collection.
Associated Activities: <div><div></div><div><div>1.</div><div>Prioritize sub projects based on criteria in study and available funding</div></div><div><div>2.</div><div>Engineering design phase(?)</div></div><div><div>3.</div><div>Partner agency involvement</div></div><div><div>4.</div><div>Strategize combined projects (data collection, etc)</div></div></div>
Measuring Success: Project will be considered successful when all identified repairs are complete.
Coordinating Agency: CBS Public Works
Lead Agencies: CBS Public Works
Supporting Agencies: <div><div></div><div><div>▪</div><div>USACE, ADFG</div></div></div>
Existing Groups to Support Project: <div><div></div><div><div>▪</div><div>TBA</div></div></div>
Project Phases: <div><div></div><div><div>1.</div><div>Prioritization of sub projects as funding becomes available</div></div><div><div>2.</div><div>Funding plan</div></div><div><div>3.</div><div>Implementation</div></div></div>
Other: This project is a high priority mitigation action as a comprehensive study has already been done, making this project cost effective.

6.2.4.2 Gavan Hill Landslide Mitigation Study

Project: Gavan Hill/Keet Gooshi Heen Landslide Mitigation Study
Problem Addressed: Project is Phase One in an effort to reduce potential damages from landslide to critical facilities adjacent to Gavan Hill including Keet Gooshi Heen elementary school, Sitka High School, a water standpipe, and CBS recreation fields.
Co-Benefits: This project might provide baseline information on landslide mitigation in general, which could be beneficial in other landslide zones. Even if study recommendations are not implemented, the information itself could be beneficial for landslide mitigation in the area.
Estimated Costs: Study to accomplish phase one (Desktop studies, Field Reconnaissance, Analyses and Report) has been estimated and the subsequent proposal is included in this plan as an appendix for more detailed information. Cost of Phase 1 is \$73,005. Cost of implementation is TBD and thus is included in this plan update as a separate project.
Potential Funding: Capital Projects, FEMA, DHS&EM
Additional Factors to Consider: The information gleaned from this study might be helpful in public education and public involvement activities in regards to landslide hazards.
Associated Activities: Phase Two: Implementation (Separate project)
Measuring Success: Project will be considered successful when the study is complete and alternatives for landslide mitigation have been identified.
Coordinating Agency: CBS Public Works
Lead Agencies: CBS Public Works
Supporting Agencies: <ul style="list-style-type: none">Sitka Fire DepartmentUSACE
Existing Groups to Support Project: <ul style="list-style-type: none">LEPC
Project Phases: 1. TBA
Other:

6.2.4.3 Gavan Hill Landslide Mitigation Implementation

Project: This project would seek to implement the preferred alternatives for Gavan Hill landslide mitigation based on the results of the Phase One study (above).
Problem Addressed: This project would mitigate landslide damages to the identified facility. Particular details regarding efficacy are unknown at this time and would be identified in the Phase One (above) study.
Co-Benefits: While the specifics of the type of mitigation that would be implemented have yet to be identified, this project could yield valuable information about landslide mitigation in general that might be applicable to the rest of the community.
Estimated Costs: Unknown
Potential Funding: TBA
Additional Factors to Consider: It may not be possible to structurally mitigation landslide hazard in this area.
Associated Activities: Phase One Keet Gooshi Heen/Gavan Hill Landslide Mitigation Study (above)
Measuring Success: This project will be deemed successful when the preferred alternative from Phase One is implemented, constructed, or installed.
Coordinating Agency: CBS Public Works
Lead Agencies: CBS Public Works
Supporting Agencies: <ul style="list-style-type: none">USACE, ADFG
Existing Groups to Support Project: <ul style="list-style-type: none">TBA
Project Phases: Phase One (above – separate project)
Other: It is important to note that many data gaps regarding this project will be filled once all relevant studies, public process, and planning have been completed.

6.2.4.4 Public Education Campaign

Project: All-Hazards Public Education Campaign
Problem Addressed: This project is an ongoing effort and may fill gaps in public awareness and education regarding hazards in Sitka, what can be done to prepare for them, and what is being done to mitigate them. Improving home and family preparedness throughout the community ensures that disaster response will be more organized and sustainable.
Co-Benefits: This project has a number of benefits, from promoting disaster preparedness to giving the community educational opportunities. This project can share benefits with the CERT team development project.
Estimated Costs: Can range from minimal on up. Public education and communication is already a part of the CBS day-to-day mission and this type of information could readily be incorporated into regular messaging. Additional/specialized activities in regards to public education can be funded as funds become available.
Potential Funding: City and Borough of Sitka, HMGP, PDM
Additional Factors to Consider: Sitka is already a community with a tight-knit social environment; this can be leveraged to improve preparedness.
Associated Activities: CERT team development
Measuring Success: This project will be considered successful when surveys indicate that Sitka’s populace feels an increase in preparedness and an increased confidence in their own ability to sustain themselves through a disaster or incident.
Coordinating Agency: City of Sitka
Lead Agencies: City of Sitka, PIO
Supporting Agencies: Local Media, State of Alaska, FEMA, Sitka Fire Department, LEPC, Sitka School District, Police Department, Fire Department, US Coast Guard
Existing Groups to Support Project: City of Sitka, KCAW, KIFW, Sitka Sentinel, LEPC
Project Phases: 1. Planning phase – decide what types of outreach should be done 2. Design phase – plan and develop outreach materials 3. Implementation
Other:

6.2.4.5 Data collection Plans and Systems

Project: Data Collection Plans and Systems
Problem Addressed: Currently a lack of data presents an issue for preparedness in the community. Monitoring systems for rainfall, weather, stream turbidity, and other data sets would improve the community’s ability to assess weather-related hazards (such as flooding and landslide hazards) and determine whether hazards are increasing or decreasing at any given time. Data collection systems are the first step to a robust early warning system.
Co-Benefits: The data can have benefits to other studies and can be shared when warranted. The systems may be used by students for research projects, benefitting the city by provisioning more uses for the data.
Estimated Costs: See “Project Phases” – costs to perform phased development of the data collection systems must be researched via RFQs and quotes from qualified vendors.
Potential Funding:
Additional Factors to Consider: Local conditions affecting lifespan of equipment, maintenance costs, cost sharing, information sharing
Associated Activities: Cataloguing current conditions
Measuring Success: This project will be deemed successful when data collection points are installed and functioning, and data is collected. Further success will be measured by application of the data to preparedness-related projects such as landslide hazard monitoring.
Coordinating Agency: CBS Planning Department
Lead Agencies: CBS Planning Department, Fire Department
Supporting Agencies: ADFG, University of Alaska, BLM, land owners, State of Alaska, NOAA
Existing Groups to Support Project: Weather Service, NOAA
Project Phases: <div>1. Feasibility study for individual weather stations/data collection points</div> <div>2. Project plan – develop plan for which stations/collection points will be installed</div> <div>3. Implementation/Installation</div> <div>4. Monitoring/Maintenance</div> <div>5. Data Collection</div>
Other:

6.2.4.6 CERT Team Development

Project: Community Emergency Response Team Development
Problem Addressed: Currently there is no organized volunteer disaster response team or function in Sitka. Implementing a CERT team would formalize the effort and allow access to CERT funding, training, and other benefits.
Co-Benefits: CERT can help improve disaster preparedness via public education and educational opportunities.
Estimated Costs: Minimal – CERT curriculum is already established and is a volunteer program. Grants are available to help teams with training and equipment. Providing some hours for City personnel to support the team would be helpful.
Potential Funding: FEMA/State of Alaska grants
Additional Factors to Consider: CERT is a volunteer program and can be of great benefit to a community. However, the community should be sure to utilize the team whenever possible to avoid volunteer burnout and boredom. CERT should be regularly involved in community events when possible.
Associated Activities: Public education
Measuring Success: This project will be successful when a CERT is established and functioning within the community.
Coordinating Agency: City of Sitka, State of Alaska
Lead Agencies: City of Sitka
Supporting Agencies: State of Alaska FEMA
Existing Groups to Support Project: City of Sitka Fire Department, Police Department, LEPC
Project Phases: 1. Establishing leadership 2. Supporting team development 3. Team development 4. Maintenance/sustainability
Other:

6.2.4.7 Improve food security for vulnerable populations

Project: Improve food security for vulnerable populations
Problem Addressed: Sitka is an isolated community with limited access (air and sea only). During times of disaster, Sitka may experience disruptions in supplies and services. Vulnerable populations, such as seniors and low-income families, may not be able to sustain a stockpile of food to get them through times of interrupted resupplies. Developing strategies and programs to fill this need will benefit the community’s vulnerable population and improve its disaster resilience as a whole.
Co-Benefits: This project presents possibilities that may improve sustainability of the community’s food supply as a whole. Projects such as community gardens, greenhouses, co-ops, chicken coops, and other food-producing programs can provide employment, community projects, youth programs, and other benefits.
Estimated Costs: Feasibility study costs; costs to acquire supplies, maintenance costs
Potential Funding: CBS, HMGP, PDM
Additional Factors to Consider: Stockpile-based activities require both space and maintenance; an adequate storage facility must be identified or constructed, the space must be monitored and maintained, and food supplies must be rotated on a regular basis. Another factor to consider is that food is just a part of the survival equation; water availability and water treatment is another important consideration.
Associated Activities: Outreach to community groups to identify potential co-benefits and partnerships, outreach to vulnerable populations to assess needs
Measuring Success: This project will be considered successful when sufficient food to feed Sitka’s vulnerable populations for seven days is available.
Coordinating Agency: CBS Planning Department
Lead Agencies: CBS Planning Department
Supporting Agencies: LEPC
Existing Groups to Support Project: Farmer’s Market, Community Garden, STA, local fish processors, CBS Planning and Community Development Department and CBS Planning Commission (consider zoning code amendments to enable more residents to grow/harvest food for personal use and local sale), Salvation Army, Swan Lake Senior Center, Sitka Local Foods Network, Sitka Kitsch/Sitka Conservation Society, Sustainable Southeast Partnership
Project Phases: 1. Study phase/development of alternatives 2. Public involvement/input 3. Selection of alternative 4. Planning/research 5. Funding 6. Implementation
Other:

6.2.5 STAPLEE Analysis

The planning team then evaluated each action using STAPLEE criteria as described below. As a group, the planning team discussed each action and assigned a rating to each STAPLEE criteria to determine the total score of the action.

Table 17 STAPLEE Criteria

STAPLEE Criteria	Evaluation Rating
S: Is it Socially acceptable?	Definitely YES = 3 Maybe YES = 2 Probably NO = 1 Definitely NO = 0
T: Is it Technically feasible and potentially successful?	
A: Does the responsible agency/department have the Administrative capacity to execute this action?	
P: Is it Politically acceptable?	
L: Is there Legal authority to implement?	
E: Is it Economically beneficial?	
E: Will the project have either a neutral or positive impact on the natural Environment? (score a 3 if positive impact, 2 if neutral impact)	
Will historic structures or key cultural resources be saved or protected?	
Could it be implemented quickly?	


The STAPLEE scores assigned by the planning team are as follows:

Table 18 STAPLEE Scores by Mitigation Action

Project	S	T	A	P	L	E	E	Total
Gavan Hill Landslide Mitigation Study	2	3	3	2	3	3	2	18
Landslide Mitigation Implementation (can include landslide mapping, land use regulations with upcoming landslide maps)	3	2	3	2	2	2	2	16
Stormwater System Upgrade and Repair	3	3	3	3	3	3	3	21
Public Education	3	3	3	3	3	3	2	20
Install Weather Stations/Data Collection Plan/Systems	3	3	3	3	3	3	3	21
Improve Food Security for Vulnerable Populations	3	3	3	3	3	2	2	19
CERT Team Development	3	3	3	3	3	3	2	20

Planning team members prioritized the mitigation actions based on the STAPLEE scores, with an emphasis on cost effectiveness. FEMA regulations do not require a formal cost-benefit analysis for hazard mitigation plans. However, a formal cost-benefit analysis is required in order to gain approval for Hazard Mitigation Grant Program funding. The community is prepared to conduct a more formal cost-benefit analysis for any future mitigation grant applications after approval of this plan update.

6.3 Mitigation Implementation Plan

	C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by [City and Borough of Sitka]?(Requirement §201.6(c)(3)(iii))
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The mitigation implementation plan lays the groundwork for how the mitigation plan will be incorporated into existing planning mechanisms and how the mitigation actions will be prioritized, implemented, and administered by the community.

Table 19 2018 Mitigation Implementation Plan


Action No.	Mitigation Action	Action Status	Type of Action	Goals Supported	Lead Department	Supporting Departments /Agencies	Timeline	Hazards Addressed	Anticipated Cost	Funding Available?	Funding Source	STAPLEE Score	Public Opinion	Priority
1	Gavan Hill Landslide Study	Ongoing	Plans and Regulations, Information Gathering	1, 2, 3, 4	Public Works	N/A	Complete	Landslide	\$73,205	Yes	CBS	18	Neutral	N/A
2	Landslide Mitigation Implementation	New	Infrastructure/Capital Project, Natural Systems Protection, Preparedness and Response, Information Gathering	1, 2, 3, 4	Public Works	Unknown	Unknown	Landslide	Unknown	Anticipated	PDM, HMGP	16	Neutral	TBD
3	Stormwater System Repair and Upgrade	Ongoing	Infrastructure/Capital Project, Natural Systems Protection	1, 2, 4	Public Works	N/A	Varies based on available funding	Flood, Landslide, Severe Weather	Up to \$1.8M	Anticipated	PDM, HMGP, Capital Projects	21	Neutral	High
4	Public Education	Ongoing	Preparedness and Response, Education and Awareness	3, 4	CBS Planning Department	Other CBS Departments, Local Radio, Community Groups, Fire Department	Ongoing	All Hazards	Varies	Yes	Operating budget, PDM, HMGP	20	Positive	High
5	Install Data Collection Systems	New	Infrastructure/Capital Project, Information Gathering	4, 5	CBS Public Works, Fire Department	Weather agencies, BLM/Forest Service/Public Land Administrators	1-5 years	Flood, Landslide, Severe Weather	Unknown	Anticipated	Capital projects, Cost-sharing, PDM, HMGP	21	Neutral	High
6	Improve food security for vulnerable populations	New	Preparedness and Response, Education and Awareness	1, 3, 4	CBS Planning Department	Community Advocates, Community Organizations, Senior Care Organizations	1-3 years	All-Hazards	Varies	Anticipated	Local fundraising, PDM, HMGP	19	Positive	High
7	CERT Team Development	New	Preparedness and Response, Education and Awareness	1, 3, 4	Fire Department and/or Police Department	Fire Department and/or Police Department	1 year	All Hazards	Minimal	Competitive	FEMA Grants	20	Positive	High

7 PROGRAM IMPLEMENTATION

Chapter 7 provides an overview of the overall strategy for plan maintenance and outlines the method and schedule for monitoring, updating, and evaluating the plan. The chapter also discusses incorporating the plan into existing planning mechanisms and how to address continued public involvement.

The City and Borough of Sitka HMP is intended to be a “living” document that will help inform all interested parties about the community’s hazard mitigation policies and projects. It will be reviewed and updated on a regular basis. The mitigation strategy identified will act as a guide for City departments in determining projects for which to seek FEMA assistance and other mitigation funds from outside sources.

7.1 Plan Adoption


	E1. Does the Plan include documentation that the plan has been formally adopted by the [City and Borough of Sitka]? (Requirement §201.6(c)(5))
---	---

44 CFR §201.6(c)(5) requires that the City and Borough of Sitka HMP be formally adopted by the Assembly which formally adopted the 2018 update of the HMP on [INSERT DATE].

This plan was approved by FEMA on [INSERT DATE].

See the front matter of this plan for adoption and approval materials.

7.2 Plan Monitoring and Evaluation

	A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))
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7.2.1 Annual Review

The Planning Department is responsible for coordinating annual review of the HMP and making appropriate revisions. On an annual basis, the Planning Director or designee will convene the planning team and conduct a review of the plan to ensure that all information is current. Considerations will include:

- Progress made on plan recommendations during the previous 12 months.
- Mitigation accomplishments in projects, programs, and policies.
- Actual losses avoided by implementation of mitigation actions.
- Emerging disaster damage trends and repetitive losses.
- Identification of new mitigation needs.
- Cancellation of planned initiatives, and the justification for doing so.
- Changes in membership to the planning team.

The Planning Director will request input from other departments and outside entities not represented on the planning team in regards to issues listed above. A special effort will be made to gather information on non-capital projects and programs important to mitigation.

7.2.2 Following a Major Disaster

After a major local, state, or national level disaster, the Planning Director will convene the planning team to conduct the same process as used for an annual update. The planning team will consider the implications of long-term recovery and may opt to establish regular meetings while the recovery process is taking place. In addition to the regular annual update process, post-disaster deliberations will also consider:

- “Lessons Learned” from the disaster and what new initiatives should be added to the plan to help reduce the likelihood of similar damage in the future
- Follow up required on any relevant mitigation items
- Action items from after-action reports from exercises or incidents
- Integration of mitigation into the recovery process and coordination with recovery efforts conducted by other agencies and jurisdictions.

7.2.3 Formal Plan Update

Every five years, the plan will be re-submitted for adoption to the Assembly. Prior to this, the Planning Director will use the following process to make sure that all relevant parties are involved:

- Conduct regular reviews of the plan as described above and incorporate feedback from those reviews into the planning document.
- Conduct public engagement activities and initiate meetings with identified groups of interested parties and outside organizations to gain input and feedback.
- Integrate relevant feedback and circulate revised plan to planning team for approval.
- Submit Plan to the Tribal Board of Directors for adoption by resolution.

Submit the revised plan to FEMA.

It is anticipated that the next full update of this plan will take place in 2023 for the planning period of 2022 through 2028.

7.2.4 Mitigation Action Status and Tracking Loss Reduction

All City Departments are tasked with tracking the ongoing status of the mitigation projects to which they are assigned the lead. Tracking includes:

- Project progress, including status of project funding and ongoing needs
- Actual losses mitigated by project implementation
- Project needs that may be addressed in the next mitigation planning cycle

7.2.5 Incorporation of Existing Planning Mechanisms

The Planning Department will coordinate with departments that have jurisdiction over mitigation action implementation areas to incorporate the plan into standard policies and procedures as well as long-term planning documents and budgets.

Short term operational changes that address and consider hazard mitigation may include job description updates, work plans, site reviews, and staff training. Long-term changes may include revisions to existing comprehensive plans, capital improvement plans, zoning and building codes, permitting, and other planning tools.

Additional considerations to long term strategy and to enhance cost effectiveness include ensuring that mitigation projects are present in annual departmental budgets rather than relying solely on grant programs, and integrating hazard mitigation into future land use and comprehensive and strategic planning.

7.2.6 Continued Public Involvement



A5. Is there discussion of how the [City and Borough of Sitka] will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))

Public involvement is a key component of the plan implementation and update process. As described above, the City will prepare and make available via the internet an Annual Mitigation Status Report providing an update on the implementation of the current mitigation plan. This report, along with specific reports for each mitigation measure being implemented and all stakeholder comments received, will be assessed to make improvements in the plan update released every five years

In addition to the ongoing input collected and compiled throughout implementation of the previous plan, planning team will review aspects of the draft update plan. Comments received from the public will also be considered and incorporated where appropriate into annual updates of the plan.

Copies of the HMP will be available at:

- Planning Department
- Fire Department
- Public Works Department
- City and Borough Clerk's Office
- Library

The Planning Commission will review the plan on an annual basis, which will be advertised to the public using the same method established under the public involvement section of this plan.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 19-04 Version: 1 Name:
Type: Resolution Status: AGENDA READY
File created: 2/5/2019 In control: City and Borough Assembly
On agenda: 2/12/2019 Final action:
Title: Affirming the 2020 Census Partnership and Complete Count Committee
Sponsors:
Indexes:
Code sections:
Attachments: [Motion and Res 2019-04](#)
[2020 Census Partnership Letter](#)
[Municipal Complete Count Committee](#)

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

POSSIBLE MOTION

I MOVE TO approve Resolution 2019-04 on
first and final reading.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2019 - 04

A RESOLUTION BY THE CITY AND BOROUGH OF SITKA
AFFIRMING THE 2020 CENSUS PARTNERSHIP AND
COMPLETE COUNT COMMITTEE

WHEREAS, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provide a historic opportunity to help shape the foundation of our society and play an active role in American democracy; and

WHEREAS, the City and Borough of Sitka is committed to ensuring that every resident is counted; and

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part on census data; and

WHEREAS, census data helps determine how many seats each state will have in the U.S. House of Representatives, as well as the redistricting of state legislatures, borough assemblies and city councils, and voting districts; and

WHEREAS, information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment; and

WHEREAS, the information collected by the census is confidential and protected by law; and

WHEREAS, the Census count requires extensive work, local involvement helps achieve a complete and accurate count; and

WHEREAS, a united voice from Sitka business, government, community-based and faith-based organization, educators, media and others will enable the 2020 Census message to reach more of our citizens; and

WHEREAS, Sitka Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community; and

WHEREAS, Sitka Complete Count Committee will work with the Census Bureau to strive for an accurate count.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka, Alaska establishes a 2020 Census Complete Count Committee. This committee will:

1. Bring together a cross section of community organizations and citizens whose focus is 2020 Census awareness.

2. Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to our community.

3. Strive to increase the self-response rate for households responding online, by phone or mailing back their questionnaire by building awareness through social media, newsletters, community events and other communications.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, on this 12th day of February, 2019.

Gary L. Paxton, Mayor

ATTEST

Sara Peterson, MMC
Municipal Clerk

1st and final reading 2/12/19

Sponsor: Administrator

February 5, 2019

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

Dear Mayor Paxton and Honorable City and Borough of Sitka Assembly Members,

With the 2020 Census fast approaching, we appreciate the opportunity to inform you of the importance of a full and accurate count for Sitka residents. As a U.S. Census Bureau partner, the City and Borough of Sitka plays a vital role in helping inform Sitka residents about the importance of being counted.

Census data determine representation in Congress and are used to redraw boundaries of congressional and (most importantly for Alaska) state legislative districts. They also inform the allocation of federal and state funding for public resources and services (e.g., roads, hospitals, schools, senior centers). In fact, more than \$675 billion in federal funding is distributed each year to state and local governments across the country based on census data. To help Sitka thrive, it's important that we encourage everyone to participate in the 2020 Census.

Conducting a census is a massive and vitally important undertaking—one the Census Bureau cannot do alone. You are trusted by your constituents and you have a direct line of communication with them. By getting the word out about the importance of the 2020 Census, you will help us ensure that they are fully represented and that the benefits of the Census flow to them via the many services that the City and Borough provides.

At the February 12th Assembly meeting, you will be considering a resolution in support of the Census and creating a Borough-wide Complete Count Committee. I look forward to providing a more in-depth overview of the Census and answering any questions with City staff and the Mayor earlier in the day, and during your assembly meeting the evening of the 12th.

The City and Borough of Sitka has been a strong supporter of the Census and conducted Census outreach activities in the 2010 Censuses. We look forward to continued collaboration on the 2020 Census.

Thank you for your ongoing support.

With Highest Regard,

Barbara Miranda, Partnership Specialist – Juneau, Alaska
Barbara.M.Miranda@2020census.gov

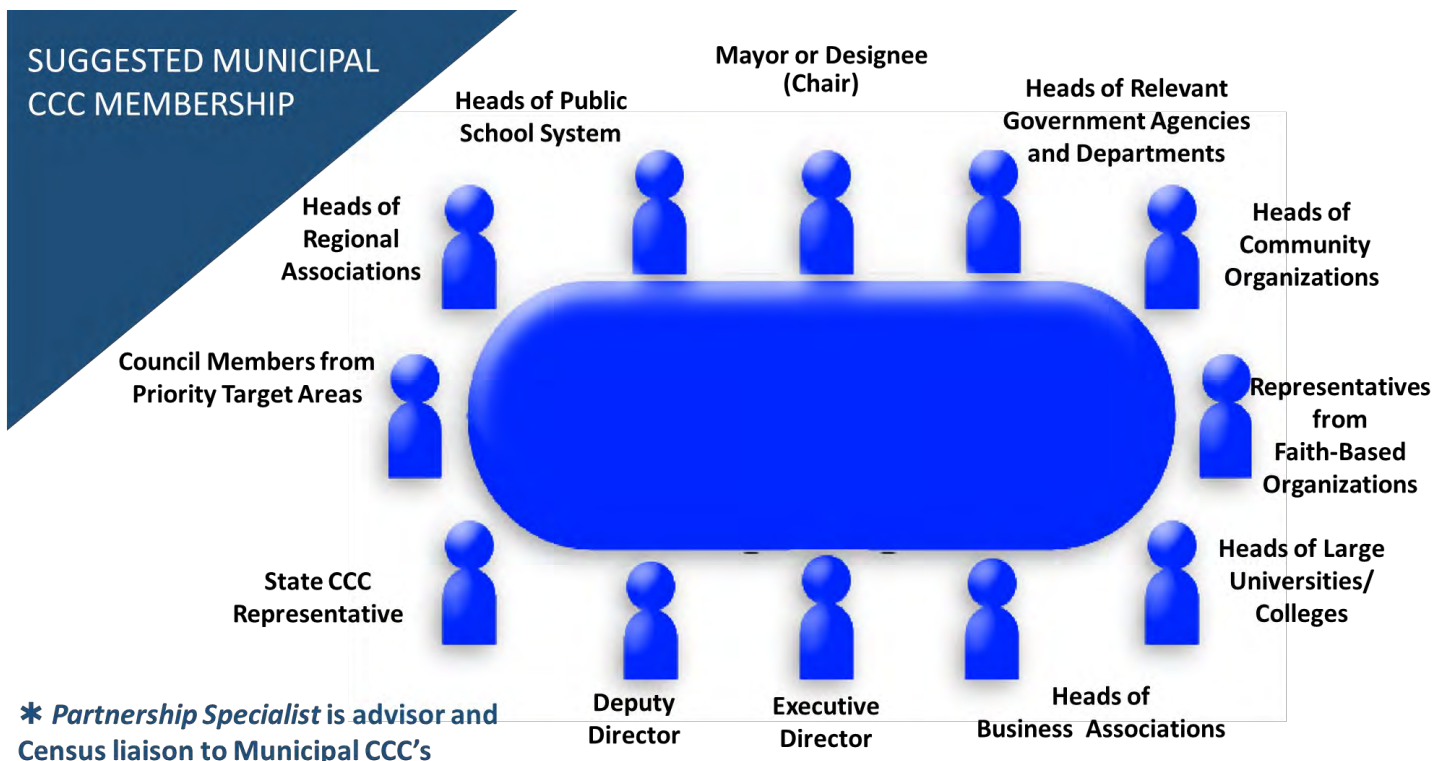
For the latest updates on the 2020 Census, visit 2020census.gov.

MUNICIPAL COMPLETE COUNT COMMITTEE

A **Municipal Complete Count Committee** is a mutually beneficial partnership – at the highest level—within each city. The mayor often appoints members of the Complete Count Committee (CCC). Committees consist of influential community leaders who are charged with developing a census awareness campaign that:

- ♦ Communicates the importance of the census through local messaging.
- ♦ Raises awareness of the census throughout the city.
- ♦ Motivates every household in the city to participate in the census by completing the questionnaire thoroughly and in a timely manner.
- ♦ Increases the city's self-response rate.

The size of the Complete Count Committee is determined by each city. In addition, mayors and city councils may allocate funding to support the activities of the CCC. Cities view this funding as a sound investment in the future. Failure to count residents could result in a substantial loss of revenue for the next decade.



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001



MUNICIPAL COMPLETE COUNT COMMITTEE



EDUCATION PHASE January 2018—September 2019

The education phase is often referred to as the “**Raising Census Awareness**” phase. The message to each community member is that the census is a civic activity that affects people of all ages, races, cultures, and ethnicities. This is the period to strongly emphasize the many uses of census data and highlight specific local examples of how census data benefits a community.

PROMOTION PHASE April 2019—January 2020

The promotion phase of the 2020 Census officially starts on April 1, 2019, a year out from Census Day. This phase overlaps with the education phase. The theme of this phase is “**The 2020 Census is Coming.**” During this period, CCCs implement activities through their government, faith- and community-based organization, business, media, and recruitment partners. An effective strategy guarantees that community residents will encounter census messages during times of work, play, leisure, school, and worship.

MOTIVATION/ ACTION PHASE February 2020—June 2020

The motivation/action phase starts in February 2020, intensifies in March 2020, and reaches its peak on Census Day—April 1st, 2020. The theme of this phase is “**Be Counted for Your Community**” and the focus is to motivate each household to take ownership of the census and make a conscious decision to participate. The non-response follow-up operation will be the focus toward the end of this phase, and the message to the community will change, encouraging households to “**Cooperate with Census Takers**”.

CCC SUBCOMMITTEE TYPES

BUSINESS	<ul style="list-style-type: none"> Involving a community's business sector creates a unifying element that touches every household within the community. 	EX-OFFENDER	<ul style="list-style-type: none"> The ex-offender population is sizeable and is often disenfranchised from the community and hard to track. 	LIBRARY	<ul style="list-style-type: none"> Urban Libraries Council says libraries are the “most trusted government entity”, poised to be pivotal for civic engagement.
COMMUNICATIONS, MEDIA AND TECHNOLOGY	<ul style="list-style-type: none"> Assists community organizations in utilizing census toolkit materials and enables them to innovate. 	FAITH-BASED	<ul style="list-style-type: none"> Faith-based organizations are found in every community and maintain interactive and ongoing communications with their members. 	RECRUITING	<ul style="list-style-type: none"> Reaching all members of the workforce community enhances the ability of the Census to plug into existing recruiting resources.
COMMUNITY ORGANIZATIONS	<ul style="list-style-type: none"> Community organizations provide outreach opportunities for a broad spectrum of residents of all ages, races and backgrounds. 	GOVERNMENT	<ul style="list-style-type: none"> Leveraging the ability of local government to provide knowledge of the population, organizations, and institutions is essential to an accurate count. 	SENIOR CITIZEN	<ul style="list-style-type: none"> Although a high responding group, the trend towards reduced home ownership may create enumerating challenges for field.
DATA AND MAPS	<ul style="list-style-type: none"> Understanding where hard-to-survey areas exist is important to direct subcommittee activities toward the correct populations and geographic areas. 	GROUP QUARTERS	<ul style="list-style-type: none"> Because of the limited access to most group quarters, cooperation from the institutions is vitally important to achieve an accurate count. 	SPECIAL HOUSING	<ul style="list-style-type: none"> The rental population will exceed a third of the entire U.S. population by 2020. No matter the housing type, access is vital for an accurate count.
EDUCATION (PRESCHOOL - GRADE 12)	<ul style="list-style-type: none"> Reaches U.S. households through schools and helps create a generation of future self-responders. 	HOMELESS	<ul style="list-style-type: none"> In the 2010 Decennial Census, the count was 209,325 for persons counted at shelters, outdoor locations, soup kitchens and mobile food vans. 	VETERANS	<ul style="list-style-type: none"> Over 22 million veterans living in the United States present a sizeable population distributed throughout the 50 states. Former military personnel can provide leadership and excellent recruiting assistance.
EDUCATION (POST SECONDARY)	<ul style="list-style-type: none"> Works with university housing to obtain administrative records for group quarters; educates off-campus students to participate accurately. 	IMMIGRANT	<ul style="list-style-type: none"> One of the serious challenges for a Census enumerator is encountering housing units where no one in the household speaks English. 	PHILANTHROPIC	



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001





CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 19-06 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 2/6/2019 In control: City and Borough Assembly

On agenda: 2/12/2019 Final action:

Title: Authorizing a \$163,000 grant application to the Department of Homeland Security and Emergency Management (DHS&EM)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Memo and Res 19-06](#)

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

POSSIBLE MOTION

I MOVE TO approve Resolution 2019-06 on
first and final reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Chief Jeff Ankerfelt and Serena Wild

Date: February 3, 2019

Subject: Grant Application to the Department of Homeland Security and Emergency Management

The Sitka Police Department is applying for a non-matching Department of Homeland Security and Emergency Management Grant (DHS&EMG) for the amount of \$163,000. This grant is used for helping fund our community's preparation for emergencies.

The part of the grant (\$83,000) would upgrade existing jail security cameras from analog to digital, upgrade video server storage and add digital recording device at Harrigan Centennial Hall.

The rest of the grant (\$80,000) would be used to replace outdated portable radios for both the Police Department and the Fire Department.

The solicitation for the grant was sent out at the end of December with a due date of January 31st. The application has been already submitted to DHS&EMG but can be pulled at any time if the Assembly does not approve the application. The reason for the late approval is in part due to the IT Department, who is vital in applying for these grants, has been shorthanded and been very busy with the phone system upgrade. Once the projects were identified, the IT Department had to research what all was needed and obtain quotes so the appropriate amount of funding could be requested.

The Police Department has annually applied for this grant from the Department of Homeland Security and Emergency Management since 2003. Items purchased with these grants greatly help improved the safety and security of Sitka and its residents. Some of the equipment purchased includes the Emergency Response Vessel (ERV), the repowering of the ERV, replacing the floatation on the ERV, the tsunami warning system towers, Life Scan Fingerprint System, upgraded camera security for the PD, Harbors and City Hall, new radio consoles for the PD, new portable radios for the PD & FD, Active Shooter Training, Forward Looking Infrared Radiation System for the ERV, alarm package for the hilltop joint communication site (ALMR), and emergency communications for the EOC.

Sponsor: Administrator

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2019-06

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA AUTHORIZING A \$163,000
GRANT APPLICATION TO THE DEPARTMENT OF HOMELAND SECURITY AND
EMERGENCY MANAGEMENT (DHS&EM)**

WHEREAS, the City and Borough of Sitka Police Department seeks to obtain a grant to cover the cost of vital security camera and server upgrades, as well as the purchase of new portable radios for both the Police Department and Fire Department; and

WHEREAS, the DHS&EM has a grant program available to cover the cost; and

WHEREAS, the grant will have no other costs associated with it.

NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka that the Administrator is authorized to apply to the DHS&EM Grant Program.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 12th day of February, 2019.

Gary L. Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading 2/12/19

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-030 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 2/6/2019 In control: City and Borough Assembly

On agenda: 2/12/2019 Final action:

Title: Appoint Tyler Green to an unexpired term on the Port and Harbors Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion appointment](#)
[Green application redacted](#)
[Roster](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO appoint Tyler Green to an unexpired term on the Port and Harbors Commission.



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

Board/Commission/Committee: Ports and Harbors
Name: Tyler Green Preferred Phone: [REDACTED]
Address: [REDACTED] Alternate Phone: Same
Email Address: [REDACTED] Fax Number: N/A
Length of Residence in Sitka: 8 years Registered to vote in Sitka? ☒ Yes ☐ No
Employer: Commercial Fisherman, Local 302
Organizations you belong to or participate in: Local 302, ATA, NSRAA.

Explain your main reason for applying: Voice of reason for the city and all port and harbor users.

What background, experience or credentials will you bring to the board, commission, or committee membership?
port and harbor user for 15 years. Construction Management for 8 years, I take pride in my work ethic and reputation to make things happen in a timely manner.

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: 2-2-19 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

TYLER GREEN

OBJECTIVE

Seeking a position to utilize my experience in the transportation and maritime industry

SKILLS AND QUALIFICATIONS

- Proficient in all aspects of the transportation industry from planning to troubleshooting and maintenance
- Hazardous material experience
- Excellent problem solving and relational skills concurrent with the ability to work in high stress situations
- CDL Class A License Holder
- Experienced in operating and maintaining wide variety of heavy machinery
- Has remained accident and injury free during career
- Experienced commercial fisherman, including captain, deckhand, and engineer
- Proficient in modern marine electronics including Rosepoint, Nobletec, Furuno, and ComNav
- AMSEA drill conductor certified
- Experienced within the North Slope Oilfield including comprehensive safety programs

EXPERIENCE

COMMERCIAL TROLLER/FISHING 2003-PRESENT
Various Fishing Vessels Sitka, AK
Broad experience within variety of commercial fishing vessels and fisheries. Captain experience on multiple vessels. Knowledgeable with diesel mechanical troubleshooting and maintenance.

CRUZ CONSTRUCTION/MARINE JANUARY 2014-OCTOBER 2018
Field Superintendent Prudhoe Bay, AK
Managed oilfield support and service division. Maintained client relations daily. Actively engaged in project proposals and bids. Operated a variety of equipment as needed. Planned and performed shallow draft barge loading and unloading.

LYNDEN TRANSPORT AUGUST 2010-JANUARY 2014
Dispatch/Truck Driver Prudhoe Bay, AK
Efficiently operates logistics in Prudhoe Bay with superior customer service and management skills. Experience as a hostler with extensive flat bed skills.

DRIVER/OPERATOR JULY 2008-AUG 2010
I.C.E. Services Prudhoe Bay, AK
Vacuum truck operator. Conducted daily maintenance of Waste Water Treatment Plant. Landfill operation provided experience in local regulations and state laws.

FRAMER SEPTEMBER 2006-JULY 2008
Rocket Scott LLC Tacoma, WA
General construction and custom home building. Assisted in all aspects of project, from planning to finish work, until completion.

TRUCK DRIVER/HOSTLER OCTOBER 1999-MAY 2006
Oak Harbor Freight Lines Auburn, WA
Hostler on outbound shift, pick-up and delivery, throughout Seattle area. Rapidly completed Oak Harbor's CDL training class successfully and efficiently.

EDUCATION

ASSOCIATE'S OF ARTS- Tacoma Community College, Tacoma, WA 1998-1999
General core requirements.

ASSOCIATE'S OF SCIENCE- Sheldon Jackson University, Sitka, AK 1997-1998
GPA of 3.0, No degree obtained. Studied Marine Science and Fisheries.

HIGH SCHOOL DIPLOMA- Peninsula High School, Gig Harbor, WA GRADUATED 1997



PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
MICHAEL NURCO PO Box 6443	738-0927 albatrossalaskacharters@gmail.com	11/11/15	7/8/17 12/12/20	CHAIR
MELISSA GREENHALGH 1402 Edgecumbe Drive	738-1320 melissarae1984@yahoo.com	2/11/15 5/24/16	3/26/16 5/24/19	VICE CHAIR Resigned 2/6/19
DAVE GORDON 717 Lake Street	738-0515 sitkadgordon@gmail.com	12/13/16	12/13/19	
KEN CREAMER 101 Sunset Drive	738-0223 747-8903 k.creamer@gci.net	9/12/17	10/27/18 10/23/21	
SHAUNA THORNTON PO Box 2156	598-1171 shaunat@gci.net	11/28/17 3/13/18	3/24/18 3/13/21	
CHRIS YSTAD 104 Chirikov Drive	738-1560 fathom99835@yahoo.com	5/22/18	5/22/21	
BRENDAN JONES PO Box 6265	738-8209 brendanisaacjones@gmail.com	2/9/16 6/14/16	6/11/16 6/14/19	Resigned 8/7/18
Stan Eliason Office: 617 Katlian Street	747-3439 w 738-0832 stan.eliason@cityofsitka.org			Harbormaster Non-voting
Kevin Knox PO Box 6415	738-4664 assemblyknox@cityofsitka.org			Assembly Liaison
Alicia Soto Harbor Office Manager	747-3439 w Alicia.soto@cityofsitka.org			Secretary

7 members from the public, 3-year terms
 Established by Resolution 88-375
 Nine meetings per year, September – May, 2nd Wednesday 6:15 p.m.
 Harrigan Centennial Hall, 300 Harbor Drive

Revised: February 6, 2019



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 19-02 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 1/16/2019 In control: City and Borough Assembly

On agenda: 2/12/2019 Final action:

Title: Making supplemental appropriations for Fiscal Year 2019 (PERS On-Behalf Payments)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2019-02](#)
[Memo Ord 2019-02](#)
[Ord 2019-02](#)
[Letter from State of Alaska](#)

Date	Ver.	Action By	Action	Result
1/22/2019	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-02 on second and final reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Jay Sweeney, Chief Finance and Administrative Officer

Date: January 15, 2019

Subject: FY2019 Supplemental Budget Ordinance For PERS On-Behalf Payments

Summary

The accompanying ordinance makes supplemental appropriations in FY2019 for payments made into the State of Alaska Professional Employee Retirement System (PERS) by the State of Alaska on behalf of the City and Borough of Sitka.

Background and Discussion

The State of Alaska Legislature appropriated funds in the FY2019 State budget for payments made into PERS by the State of Alaska on behalf of various participating political subdivisions, including Sitka.

On-behalf payments are made directly into the PERS system by the State of Alaska. Physical funds are neither received nor disbursed by the Municipality. Government accounting principles, however, require that such on-behalf payments be recorded as revenues and expenditures of the local government. As expenditures recorded in accordance with government accounting principles are reported against appropriations within the annual Comprehensive Annual Financial Report (CAFR), appropriations may be exceeded by on-behalf payments, even though no direct expenditures are made.

The amount and consistency of on-behalf payments is not known at the start of a fiscal year. A pattern and history of payments is needed before the extent of on-behalf payments can be estimated in order to prepare a supplemental budget adjustment. In prior fiscal years, supplemental appropriations have been made retroactively once the full amount of on-behalf payments have been made for a year. Staff feels that it is more appropriate to make supplemental appropriations mid-year, once the amount of support can be reasonably estimated, then adjust the appropriations at the end of the fiscal year, if necessary.

A recent PERS on-behalf statement is attached.

Fiscal Note:

The effect of passing this ordinance will be to increase operating appropriations in FY19 by the following amounts in the following funds:

General Fund – operating budget - \$356,000
Justice Assistance Grant Fund - \$6,000
Electric Fund - \$150,000
Water Fund - \$14,000
Wastewater Fund – \$37,000
Solid Waste Fund - \$6,000
Harbor Fund - \$27,000
MIS Fund - \$16,000
Central Garage Fund - \$8,000
Building Maintenance Fund - \$12,000

Forecasted revenues in each fund will also be increased in amounts matching the appropriations. As a result, this ordinance will have no effect on fund balances.

If passed, these new supplemental operating appropriations will lapse June 30, 2019.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2019-02
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(PERS On-Behalf Payments)

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 in fiscal year FY2019 for payments made into the State of Alaska Professional Employees Retirement System (PERS) by the State of Alaska on behalf of the City and Borough of Sitka.

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

<u>FISCAL YEAR 2019 EXPENDITURE BUDGETS</u>
GENERAL, SPECIAL REVENUE, ENTERPRISE AND INTERNAL SERVICE FUNDS
PERS: A supplemental appropriation is hereby made in each of the following funds for PERS on-behalf payments in the amounts listed: General Fund - \$356,000; Justice Assistance Grant Fund - \$6,000; Electric Fund - \$150,000; Water Fund - \$14,000; Wastewater Fund - \$37,000; Solid Waste Fund - \$6,000; Harbor Fund - \$27,000; MIS Fund - \$16,000; Central Garage Fund - \$8,000; Building Maintenance Fund - \$12,000.

EXPLANATION

The State of Alaska is providing on-behalf funding for PERS employer contributions for FY2019 (see attachment). On-behalf payments are made directly into PERS by the State of Alaska and are recorded in Municipal accounting records as a matching revenue and expense.

On-behalf payments made by the State of Alaska are in addition to required direct payments made by the City and Borough of Sitka, which are 22% of eligible employee wages. The purpose of the On-behalf payments made by the State of Alaska are to reduce the amount of the overall unfunded liability in the PERS system.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 12th day of February, 2019.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 1/22/19

2nd and final reading 2/12/19

Sponsor: Administrator



THE STATE
of ALASKA

Governor Mike Dunbar

Department of
Administration

DIVISION OF RETIREMENT AND BENEFITS

December 03, 2018

JOHN P SWEENEY, FINANCE DIRECTOR
CITY AND BOROUGH OF SITKA
100 LINCOLN ST
SITKA AK 99835

Sent via email to: JAY.SWEENEY@CITYOFSITKA.ORG

RE: FY19 Employer On-Behalf Funding - PERS ER 120

During the 2018 legislative session, House Bill HB286 (HB286) passed providing on-behalf funding for PERS employer contributions for Fiscal Year 2019 (FY 2019). HB286, Section 25 reads as follows:

*(b) The sum of \$135,219,000 is appropriated from the general fund to the Department of Administration for deposit in the defined benefit plan account in the **public employees' retirement system** as an additional state Contribution under AS 39.35.280 for the fiscal year ending June 30, 2019.*

HB286 at <http://www.akleg.gov/PDF/30/Bills/HB0286Z.PDF> (Section 25, page 89 & 90).

The Alaska Retirement Management Board approved the actuarially determined rate of 27.58% for FY19, with HB286 providing an on-behalf rate of 5.58% for each FY19 employer payroll. On-behalf funding is applied with the processing of each employer payroll with payroll end dates between July 1, 2018 and June 30, 2019 and fully received by the Division by July 15, 2019. A fully received and processable payroll must include payment, an employer summary, and any other required documentation (WIRE and ACH payments must have a corresponding Memo). Once all such payrolls have been processed we will true-up your account and make an adjusting entry, then send a final statement via email in early August 2019.

Included is a report detailing the Employer On-Behalf Funding allocated for fiscal year 2019 payrolls. Please work with your accountant or auditor to determine where to show this funding on your financial statements. Feel free to contact me via telephone at (907) 465-2279 or email at tamara.criddle@alaska.gov if you have questions or need additional information regarding HB286.

Sincerely,

Tamara Criddle, Accountant III

State of Alaska, Division of Retirement and Benefits
FY2019 - HB286 Employer On-Behalf Detail as of 11/30/2018
CITY AND BOROUGH OF SITKA - ER 120

Payroll Ending Date	On-Behalf		Total
	Pension	Other Post-employment Healthcare	
07/01/2018 B	22,987.49	0.00	22,987.49
07/15/2018 B	24,131.31	0.00	24,131.31
07/29/2018 B	23,591.04	0.00	23,591.04
08/12/2018 B	23,693.41	0.00	23,693.41
08/26/2018 B	23,362.50	0.00	23,362.50
09/09/2018 B	24,598.01	0.00	24,598.01
09/23/2018 B	24,237.57	0.00	24,237.57
10/07/2018 B	24,195.48	0.00	24,195.48
10/21/2018 B	24,572.45	0.00	24,572.45
11/04/2018 B	23,474.43	0.00	23,474.43
TOTALS FOR CITY AND BOROUGH OF SITKA			
	\$238,843.69	\$0.00	\$238,843.69

DISCLAIMER: The information contained in this letter is based on the specific facts and circumstances presented and cannot be applied to other facts and circumstances. This letter may contain a summary description of benefits, costs, rates, valuations, other calculations, policies or procedures for one or more pension or benefit plans administered by the Division of Retirement and Benefits, including but not limited to, the Public Employees' Retirement System, the Teachers' Retirement System, the Judicial Retirement System, the Supplemental Annuity Plan, the Deferred Compensation Plan, the AlaskaCare Employee Health Plan, or the AlaskaCare Retiree Benefit Plan. The Division of Retirement and Benefits has made every effort to ensure, but does not guarantee, that the information provided is accurate and up to date. Where this letter conflicts with the relevant Plan Document, the Plan Document controls.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 19-03 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 1/16/2019 In control: City and Borough Assembly
On agenda: 2/12/2019 Final action:
Title: Making supplemental appropriations for Fiscal Year 2019 (Utility Subsidization)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2019-03](#)
[Memo Ord 2019-03](#)
[Ord 2019-03](#)

Date	Ver.	Action By	Action	Result
1/22/2019	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-03 on second and final reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Melissa Haley, Controller

Date: 16 January 2019

Subject: Approval of Ordinance 2019-03

In 2018 the Utility Subsidization Program was implemented by the Assembly and slated to go into effect in January of 2019. In order to make use of existing software (part of our New World ERP) to administer the program, it is necessary for the expense to come out of the Electric Fund, rather than directly out of the Utility Subsidization Fund as originally intended. For that reason, an appropriation out of the Electric Fund for FY2019 is required. Using the existing appropriation from the Utility Subsidization Fund, funds will be transferred to the Electric Fund on a monthly basis to exactly cover the cost of that month's subsidies. Payments to subsidized accounts will then be made from the Electric Fund. The impact to the Electric Fund is \$0.

Ultimately, there is no change to how the Utility Subsidy Program works nor will any funds be impacted differently than originally budgeted, however as we budget at the fund level, a supplemental appropriation is necessary.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2019-03
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(Utility Subsidization)

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

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

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

3. **PURPOSE.** The purpose of this ordinance is to make a supplemental capital appropriation for Fiscal Year 2019.

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

<u>FISCAL YEAR 2019 EXPENDITURE BUDGETS</u>
ENTERPRISE AND INTERNAL SERVICE FUNDS
Electric Fund – Operations: Increase appropriations in the amount of \$43,800 in the Electric Fund.

EXPLANATION

Necessary revisions in the FY2019 budget were identified. These changes involve the increase of expenditure accounts and will be offset by transfers in from the Utility Subsidization Fund. A short explanation is included.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 12th Day of February, 2019.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 1/22/19
2nd and final reading 2/12/19

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 19-05 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 2/5/2019 In control: City and Borough Assembly

On agenda: 2/12/2019 Final action:

Title: Authorizing the Municipal Administrator to execute a loan application with the Alaska Department of Environmental Conservation (ADEC) for the estimated funding shortfall of \$5,079,500 for the Sitka Wastewater Treatment Plant Rehabilitation Project ("the project") for the completion of the design and construction of the project in accordance with the FY2019 budget

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Memo and Res 2019-05](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Resolution 2019-05 on
first and final reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Gary Paxton and Assembly Members
Keith Brady, Municipal Administrator *KB*

From: Michael Harmon, P.E., Public Works Director *MH*
Shilo Williams, Environmental Superintendent *SW*
Kelli Cropper, MPM, Project Manager *KE*

Reviewed: Cliff Richter, P.E., Municipal Engineer *CR*
Jay Sweeney, Finance Director *JS*

Date: February 5, 2019

Subject: Authorize ADEC Loan for the Sitka Wastewater Treatment Plant (WWTP) Rehabilitation Project.

Requested Action

Approve Resolution 2019-05 authorizing the City and Borough of Sitka (CBS) Municipal Administrator to execute a loan application with the Alaska Department of Environmental Conservation (ADEC) for \$5,079,500 to complete the \$10 million funding required for the design and construction of the Sitka Wastewater Treatment Plant (WWTP) Rehabilitation Project. Please note this loan will be appropriated with the FY2020 budget as previously presented in the recent FY2020 Enterprise Funds work sessions.

Summary

The estimated cost of the Sitka WWTP Rehabilitation Project is \$10 million. The current funding comprised of ADEC loans and working capital totals \$4,920,500, leaving an shortfall of \$5,079,500. There is an urgent need to complete the rehabilitation of the existing building and its building systems, as many of the deficiencies are life safety deficiencies and other code compliance deficiencies. Efforts are being made to 'fast track' the WWTP Rehabilitation Project in order to eliminate risk to WWTP operators and the CBS.

The WWTP was built in the early 1980s and the building systems are past their useful lives. The ventilation air system (HVAC) has failed, resulting in extremely poor, corrosive air quality within the WWTP, which has caused corrosion of the exposed metal, piping, electrical, and life safety systems within the building. The failed HVAC system also creates an unhealthy environment for the staff who breathe the

unwholesome air. The building's walls (building envelope) are not airtight due to age, moisture penetration, and dry rot, which prohibits proper pressurization of the spaces. As a result the computers and other electronics in the Clean Areas regularly become dysfunctional within months. The rehabilitation of the WWTP to remedy these conditions was identified as a critical project that urgently needs to be completed. The Needs Assessment for the WWTP and the WWTP Rehabilitation Project design have been pursued on a 'fast track' schedule in an effort to bid the project in the spring of 2019 with the anticipated completion of the construction mid-summer or fall 2020. Delaying approval of the loan needed to bid the project will delay its bidding and the correction of the current critical needs, which will extend and perhaps increase the risk to the CBS for not correcting these conditions.

Fiscal Note

To finance the proposed repairs to the wastewater treatment plant, the Wastewater Fund must take on additional debt. The amount of working capital in the fund is insufficient to pay for the cost of the repairs outright.

At the end of FY2018, the Wastewater Fund had undesignated and available working capital of \$4,597,880. This undesignated and available working capital is projected to grow by \$108,479 to \$4,706,359 by the end of FY2019. Thus, additional required project funding can't be funded through working capital even if the entire balance of undesignated and available working capital (i.e., reserves) is dedicated to the project, and, the project must either be funded through debt or postponed. Financing \$5,070,500 through a low-interest State of Alaska Clean Water Loan Program loan would result in increased annual debt service of \$295,335/year for a period of 20 years. \$295,335/year spread evenly across all rate payers (approximately 5,000 customers) amounts to \$4.92/customer/month.

Current rate structures and cash flow can absorb this increased debt service; however, future planned infrastructure projects beyond this WWTP repair project must be postponed unless user fees are increased. For example, in FY2021, the Wastewater Utility is planning to borrow an additional \$1,306,875 to finance the Lake Street (Degroff to Arrowhead) & Hirst Utility & Paving Project. Financing this project through debt without user fee increases would cause cash flow from operations to turn negative, meaning that the additional debt service to finance the project would need to be paid out of working capital. It is unlikely that the State of Alaska will lend Sitka additional money if the Wastewater Fund's cash flow is insufficient to cover the increased debt service. Thus, unless user fees are eventually increased or some form of subsidization is provided to the Wastewater Fund, future repair and renovation projects beyond the WWTP repairs would need to be postponed.

The Public Works Department may be able to mitigate the effect of negative cash flow brought about by user fee increases by restructuring projects or shifting capital project priorities. Eventually, however, some capital improvement will need to be postponed if financing can't be obtained.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2019-05

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO APPLY FOR AND EXECUTE A LOAN WITH THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) FOR THE FUNDING SHORTFALL OF \$5,079,500 FOR THE SITKA WASTEWATER TREATMENT PLANT REHABILITATION PROJECT ("THE PROJECT") FOR THE COMPLETION OF THE DESIGN AND CONSTRUCTION OF THE PROJECT IN ACCORDANCE WITH THE FY2020 BUDGET

WHEREAS, the existing Sitka Wastewater Treatment Plant (WWTP) is a critical facility and part of the City's core infrastructure built in 1984 on Japonski Island, Sitka, Alaska, where the sewage for the entire City of Sitka is processed and treated by the WWTP Operators; and

WHEREAS, the building's mechanical, electrical, and life safety systems, along with the building envelope, are past their useful life or have failed and require replacement; and

WHEREAS, the estimated Project cost of \$10,000,000 exceeds the current funding of \$4,920,500 comprised of (2) ADEC Loans and Working Capital by \$5,079,500; and

WHEREAS, there is an urgency for completion of the rehabilitation of the existing WWTP building and its building systems, which will reduce the risk to the CBS and the plant operators.

NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka to authorize the CBS Municipal Administrator to apply for and execute a loan with the Alaska Department of Environmental Conservation (ADEC) for the funding shortfall of \$5,070,500 for the design and construction of the Sitka WWTP Rehabilitation Project in accordance with the FY2020 budget.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 12th day of February, 2019.

Gary L. Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading 2/12/19

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 19-04 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 2/6/2019 In control: City and Borough Assembly

On agenda: 2/12/2019 Final action:

Title: Authorizing the vacation and sale of a 1,660 square foot portion of the right-of-way adjacent to 1318 Sawmill Creek Road (1st reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2019-04](#)
[Memo Ord 2019-04](#)
[Ord 2019-04](#)
[Maps](#)
[Staff Memo July 26 Planning Commission Meeting](#)
[Minutes July 26 Planning Commission Meeting](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-04 on
first reading.




City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

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

From: Scott Brylinsky, Planning and Community Development Interim Director 

Subject: Ordinance for sale of portion of Eagle Way Right-of-Way, adjacent to 1318 Sawmill Creek Road, to Adam Chinalski

Date: February 5, 2019

Background

In April 2018 Adam Chinalski applied to purchase a 1660 square foot portion right of way on Eagle Way, adjacent to 1318 Sawmill Creek Road. The intended use is to provide additional parking for Grandma Tillie's Bakery.

The parcel has been determined to be surplus to city needs.

Consistent with established procedure for sale of small parcels of city lands, the request went before the Planning Commission for consideration. At its July 26, 2018 meeting, the Planning Commission voted to recommend approval of the sale subject to the following recommended conditions:

- 1) Approval of all existing and proposed utility easements by the Public Works Director, Electric Utility Director, and Municipal Attorney;
- 2) Maintaining access to Eagle Way Lift Station and associated force main (without paving over it until project is complete);
- 3) Applicant shall prepare a third party fair market appraisal to assist staff and the assembly in determining fair value for the purchase;
- 4) Applicant shall prepare a preliminary and final plat prepared by a licensed surveyor;
- 5) Portion of right of way to be purchased shall be unified with the existing lot (portion of US Survey 2355) and shall remain unified (should not be sold separate from main lot and this shall be noted on plat); and

- 6) Shall follow the appropriate process (see above for illustrative process, but note, process may change to meet needs and requirements of City).

Applicant shall provide a survey showing existing lot and proposed purchase that includes property lines (existing and proposed) and square footage of each area. As well as existing and proposed easements/utilities.”

All conditions have been met.

Valuation

A third party appraiser valued the property. The City Assessor confirmed the valuation at \$22,100.

Recommendation

RECOMMENDED ACTION: Pass a motion to approve the vacation and sale ordinance.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2019-04

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AUTHORIZING
THE VACATION AND SALE OF A 1,660 SQUARE FOOT PORTION OF THE RIGHT-OF-WAY
ADJACENT TO 1318 SAWMILL CREEK ROAD**

1. CLASSIFICATION. This ordinance is not of a permanent nature and is not intended to become a part of the Sitka General Code.

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

3. PURPOSE. To vacate and sell a portion of the Eagle Way right-of-way, not needed by the City and Borough of Sitka, to the adjacent property owners, Adam and Kris Chinalski, with the only realistic benefit of ownership.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka:

A. The vacation and sale of a 1,660 square foot portion of right-of-way adjacent to 1318 Sawmill Creek Road, generally described as a portion of Lot 1, US Survey 2355, and Lot 21, US Survey 3695 (the "parcel"), to Adam and Kris Chinalski, husband and wife, is hereby authorized.

B. The sales price of the parcel, as established by the Municipal Assessor, shall be \$22,100.

C. The Assembly finds that the vacated parcel is in excess of municipal needs.

D. The Assembly finds that competitive bidding is inappropriate and unnecessary due to the nature of the property since it can only realistically be used by the adjacent property owners, the Chinalskis.

E. The sale is conditional to the recording of the subdivision plat.

F. The transfer shall be by quitclaim deed.

G. The Chinalskis shall grant a utility easement to the City and Borough of Sitka upon the parcel for the purpose of operating, maintaining, repairing, and improving municipal utility infrastructure.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of
Sitka, Alaska, this 26th day of February, 2019.

Gary L. Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading 2/12/19

2nd reading 2/26/19

Sponsor: Administrator



City & Borough of Sitka, Alaska

Selected Parcel: 1318 Sawmill Creek Rd ID: 30441000

Printed 2/6/2019 from <http://www.mainstreetmaps.com/ak/sitka/public.asp>

10 m
50 ft



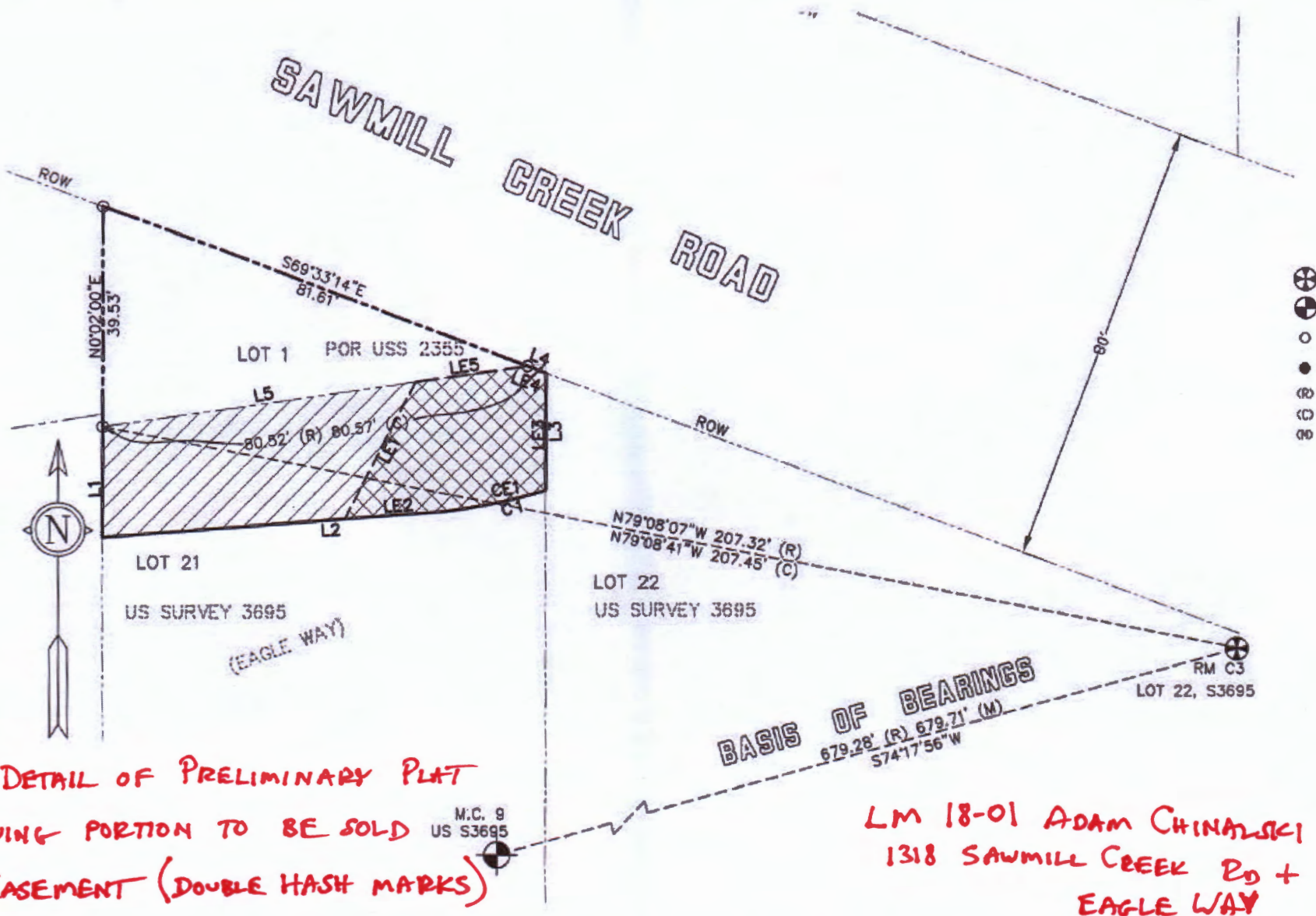
MainStreetGIS
MainStreetGIS, LLC
www.mainstreetgis.com

This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City & Borough of Sitka, Alaska and MainStreetGIS, LLC assume no legal responsibility for the information contained herein.

LM 18-01 ADAM CHINALSKI

VICINITY MAP

 Portion being sold



RECORD OF REVISIONS		DESIGNED: K. O'NEILL	SURVEYOR'S CERTIFICATE I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN _____ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.
		DRAWN: JCH/ACAD	
		CHECKED: KD	
		DATE OF PLAT: DATE/TIME	
		SCALE: 1" = 20'	DATE _____
		DRAWING NAME: 40052-03	KELLY O'NEILL
		PROJECT NO. 40052-03	LS 13311

CLI



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Chair Spivey and Planning Commission Members

From: Michael Scarcelli, Planning and Community Development Department Director

CC: Wendy Lawrence, Assessor
Brian Hanson, Municipal Attorney
Keith Brady, Municipal Administrator
Bryan Bertacchi, Electric Utility Director
Michael Harmon, Public Works Director

Subject: LM 18-01: Sale of Portion of Eagle Way Right-of-Way, 1318 SMC, adjacent to Grandma Tillies

Date: July 26, 2018

Request: Adam and Kris Chinalski are requesting to purchase an approximate 1,660 square foot portion of Eagle Way right-of-way (ROW) adjacent to their parcel at 1318 Sawmill Creek Road (Grandma Tillie's Bakery). They would like to develop this area for parking to support their business.

Background: This proposal is supported by the Comprehensive Plan in that it would support an existing business to grow (economic chapter). In addition, it would make best use of otherwise underutilized ROW (Land Use, Facilities, and Transportation chapters), while also preserving the community's interests in the infrastructure and utility of the usable ROW.

This ROW was deeded to the City and Borough of Sitka from the State Department of Transportation and Public Facilities (DOT&PF) and is subject to the following:

- 1) All rights reserved by the State, pursuant to Article 8, Section 9, of the Alaska State Constitution, AS 38.05.125, and AS 38.05.130;
- 2) Restrictions, easements, reservations, or rights noted on the DOT&PF Right of Way map, dated August 14, 2014; and
- 3) All existing legal or equitable rights, easements, reservations, or restrictions of third parties, including other state agencies, recorded or unrecorded.

The sale of municipal land that is a platted right of way must follow Sitka General Code 18.12. Staff envisions the following process:

- 1) Initial Planning Commission recommendation of approval to City Assembly with any specific conditions;

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- 2) City Assembly approval of purchase subject to conditions of approval such as official plat, deed restrictions, and value;
- 3) Planning Commission approval of formal plat;
- 4) Finalization and execution of Sales Agreement and Deeds contemporaneous with recording of final plat (with approval by City Assembly if needed)

Valuation: TBD by Assembly pursuant to SGC 18.12.015.C.3 (with assistance from Assessor or Third party Appraisal).

Recommendations: I move to recommend approval of a sale of an approximate 1,660 square foot portion of the Eagle Way Right of Way adjacent to 1318 Sawmill Creek Road (Portion of US Survey 2355) subject to the following recommended conditions:

- 1) Approval of all existing and proposed utility easements by the Public Works Director, Electric Utility Director, and Municipal Attorney;
- 2) Maintaining access to Eagle Way Lift Station and associated force main (without paving over it until project is complete);
- 3) Applicant shall prepare a third party fair market appraisal to assist staff and the assembly in determining fair value for the purchase;
- 4) Applicant shall prepare a preliminary and final plat prepared by a licensed surveyor;
- 5) Portion of right of way to be purchased shall be unified with the existing lot (portion of US Survey 2355) and shall remain unified (should not be sold separate from main lot and this shall be noted on plat); and
- 6) Shall follow the appropriate process (see above for illustrative process, but note, process may change to meet needs and requirements of City)

10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general admonition to respect the surrounding residential neighborhood.
11. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
12. Failure to comply with any of the above conditions may result in revocation of the conditional use permit. **Motion Carried 3-0.**

M/S Taylor Colvin/Randy Hughey to find that:

1. The granting of the proposed conditional use permit will not:
 - a. be detrimental to the public health, safety, and general welfare specifically, conditions of approval require responsible garbage management and noise monitoring;
 - b. adversely affect the established character of the surrounding vicinity specifically, the rental would make use of an already developed unit of a duplex with on-site owner-managers to monitor for concerns; nor
 - c. be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located, specifically, on-site parking is provided.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation, specifically, that the proposal provides owners with incentives to develop higher density and additional dwelling units. **Motion Carried 3-0.**

- J Public hearing and consideration for a request to purchase a portion of the municipal right of way, approximately 1660 square feet along Eagle Way adjacent to 1318 Sawmill Creek Road (Grandma Tillie's Bakery). The applicant proposes to use this portion of ROW to provide on-site parking for the bakery. The property is described as a portion of the Eagle Way rights-of-way and improvements from Eagle Intersection at Sawmill Creek Road (Quitclaim Deed 2015-000105-0).

Planning Director Scarcelli gave an overview of the process so far, and outlined the ensuing steps for the right-of-way sale. He reported that State officials stated the utility easements and maintenance agreements for this right-of-way were to be documented. He explained the difference between right-of-way versus tideland sales.

Applicant Adam Chinalski indicated a third party appraisal was acceptable, and he would provide a copy to the Planning Office.

No public comment.

M/S Randy Hughey/Taylor Colvin to recommend approval of a sale of an approximate 1,660 square foot portion of the Eagle Way Right of Way adjacent to 1318 Sawmill Creek Road (Portion of US Survey 2355) subject to the following recommended conditions:

1. Approval of all existing and proposed utility easements by the Public Works Director, Electric Utility Director, and Municipal Attorney;
2. Maintaining access to Eagle Way Lift Station and associated force main (without paving over it until project is complete);
3. Applicant shall prepare a third party fair market appraisal to assist staff and the assembly in determining fair value for the purchase;
4. Applicant shall prepare a preliminary and final plat prepared by a licensed surveyor;
5. Portion of right of way to be purchased shall be unified with the existing lot (portion of US Survey 2355) and shall remain unified (should not be sold separate from main lot and this shall be noted on plat); and
6. Shall follow the appropriate process (see above for illustrative process, but note, process may change to meet needs and requirements of City).
7. Applicant shall provide a survey showing existing lot and proposed purchase that includes property lines (existing and proposed) and square footage of each area. As well as existing and proposed easements/utilities.

Motion Carried 3-0.

I. Adjournment

The meeting was adjourned at 9:33 p.m.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-033 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 2/6/2019 In control: City and Borough Assembly
On agenda: 2/12/2019 Final action:
Title: Approve Amendment No. 6 to lease between City and Borough of Sitka and Sitka Animal Hospital
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Memo and Lease Amendment](#)
[Historical info Sitka Animal Hospital Lease](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Amendment No. 6 to the lease between the City and Borough of Sitka and Sitka Animal Hospital, approve the terms of exception from competitive bidding and authorize the Municipal Administrator to execute this document.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members
From: Keith Brady, Municipal Administrator *VB*
Date: 2-6-19
Subject: Approval of a lease extension with Dr Hunt

Summary

Dr. Hunt is a veterinarian and has been leasing part of the animal shelter building since 1996. He has requested an extension to his lease for 5 years for business purposes to bring on business partners.

Fiscal Note

The rent would be \$1100/month.

Recommendation

The Assembly should only approve the extension if they except it from "competitive bid" as "inappropriate." Dr. Hunt will give his reasons for exception at the Assembly meeting.

Detail

Since 1996, Dr Hunt has had five lease amendments to either change the lease amount or to extend the lease.

Agreement	Lease Start Date	Lease End Date	Rent per Month
Original	January 8, 1996	7 years	\$780
Amendment No. 1	February 28, 1997	to 2003	\$896 for the duration of the original lease
Amendment No. 2	February 28, 2003	February 28, 2009	\$1,400
Amendment No. 3	February 28, 2009	February 28, 2012	\$800 based on providing reception services for the Sitka Animal Shelter

Amendment No. 4	February 29, 2012	February 28, 2017	\$800
Amendment No. 5	February 29, 2017	February 28, 2022	\$800
Amendment No. 6 (proposed)	February 28, 2019	February 28, 2027	\$1100

The fair market value for the space the clinic uses, including kennels, minus shared space in a typical lease like this, based on the 9% fee simple model, should be about \$1400/month. The offer of \$1100 is due to the services Dr Hunt and his staff are providing the city while in the building, some of those services are:

- Front desk reception when Animal Control Director (ACD) is not in the building, take messages and Shelter donations.
- Take in animal surrenders when ACD is not in the building.
- Secure animals found at large when ACD is not in the building.
- When their work load permits, show animals available for adoption when ACD is not in the building.
- Vet Clinic staff does the majority of the laundry and puts it away.
- The Clinic provides some healthcare free of charge and some at discount according to severity.
- Clinic staff keeps lobby clean at all times including any transient messes.
- Assist with kenneled animals care when they see need.

One of the concerns is that Amendment 6 would violate Charter and Code in that it is not being done by "competitive bid" or excepted therefrom by the Assembly as "inappropriate". See the applicable Charter and Code sections below. The extended term of the current lease does not expire until 2/28/22. The Assembly could only approve another extension if it excepted the amendment from competitive bidding as "inappropriate" as defined in Charter and Code.

Sitka Charter, Section 11.14(b)

(b) Disposals. The municipality may sell, lease, or otherwise dispose of municipal property. Such disposal shall be by competitive bid and awarded to the highest qualified bidder, unless the assembly finds that competitive bidding is inappropriate due to the nature of the property or the circumstances surrounding its disposal, to include possible unjust results with regard to adjacent or neighboring property owners. The assembly shall enact ordinances governing property disposals.

SGC 18.12.010

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

E. Sale or lease of municipal real property, including tidelands, shall be by competitive bid, unless the assembly finds that competitive bidding is inappropriate, due to the size, shape, or location of the parcel, rendering it of true usefulness to only one party, or is waived by subsection C of this section. The assembly may also find that competitive bidding is inappropriate due to the nature of the property or the circumstances surrounding its disposal to include possible unjust results with regard to the existing lessee, or adjacent or neighboring property owners

**AMENDMENT NO. 6 TO LEASE
BETWEEN CITY AND BOROUGH OF SITKA
AND SITKA ANIMAL HOSPITAL**

City and Borough of Sitka ("CBS" or "Lessor"), 100 Lincoln Street, Sitka, Alaska 99835, and Dr. David J. Hunt, D.V.M., P.C., d/b/a Sitka Animal Hospital ("Lessee"), PO Box 1774, Sitka, Alaska 99835, agree to amend and modify the "Lease [Sitka Animal Hospital]" ("Lease"), dated January 8, 1996, including its amendments consisting of the first amendment by letter dated February 28, 1997, Sitka Animal Hospital Second Amendment to Lease (September 3, 2002), third amendment by CBS Assembly motion on August 12, 2003, Sitka Animal Hospital Third Amendment to Lease (April 30, 2009), Amendment No. 4 to Lease (September 23, 2011), approved by the CBS Assembly motion on September 13, 2011, and Amendment No. 5 to Lease (October 21, 2016), approved by the CBS Assembly motion on September 27, 2016. This Amendment No. 6 to Lease Agreement between City and Borough of Sitka and Sitka Animal Hospital ("Amendment No. 6") was approved by the CBS Assembly in accordance with the Lease at Section 24 by motion, adding a new Section 4.5, Section 4.6, and Section 4.7 (new language underlined; deleted language stricken):

4.5 Extension of Term. The term of the Lease as provided for in Section 4, and based on prior amendments, is extended for five (5) years, beginning February 29, 2022 until February 28, 2027. Such additional period of five (5) years is hereinafter referred to as the "Extension Period."

4.6 Rent During Extension Period. The monthly rent payable under Section 6 of the Lease shall be \$1,100 during the first year of the Extension Period. The monthly rent payable during the second (2nd), third (3rd), fourth (4th), and fifth (5th) years of the Extension Period shall be determined in accordance with the following provisions.

The monthly rent shall be adjusted during the second (2nd) and all subsequent years of the Extension Period, based on the Consumer Price Index, at a time when any adjustment could be made effective July 1st of the year applied. An adjustment shall be based on the prior year annual report for the municipality of Anchorage, Alaska, from the United States Department of Labor and Workforce Development, Consumer Price Index, and determined to be the percent change to the current year from the percent change of the prior year, and will be effective July 1st of any year applied. The first adjustment date shall be July 1, 2020. Following the availability of the Consumer Price Index necessary to make an adjustment for each year an adjustment is to be made, Lessee shall calculate and notify Lessor in writing of the amount of the adjusted monthly rent. Lessee shall pay the adjusted monthly rent to the Lessor from July 1st of the year of adjustment until the next adjustment of monthly rent. If Lessee fails to satisfy this obligation, Lessor may calculate and notify Lessee in writing of the amount of the adjusted monthly

rent. Lessor may then demand payment of any unpaid adjustments retroactive to the last adjustment date, which shall be considered past due if not paid within ten (10) days of written demand and, if not so paid, shall constitute a default under the Lease.

4.7 Reception Services. Sitka Animal Hospital shall continue providing reception services for the animal shelter.

All other sections of the Lease that are not modified by this Amendment No. 6 remain in full force and effect.

This Amendment No. 6 was approved by the City and Borough Assembly on [_____].

Amendment No. 6 becomes effective on February 28, 2022, which is when the current extension of the Lease expires, based on Sitka Animal Hospital Fifth Amendment to Lease.

CITY AND BOROUGH OF SITKA, ALASKA

Date

By: P. Keith Brady
Its: Municipal Administrator

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by P. Keith Brady, Municipal Administrator of the CITY AND BOROUGH OF SITKA, ALASKA, an Alaska home rule municipality, on behalf of the municipality.

Notary Public in and for the State of Alaska
My commission expires: _____

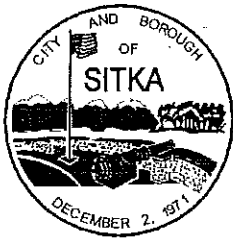
SITKA ANIMAL HOSPITAL

Date
By: David Hunt
Its: President

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by David Hunt, President of the Sitka Animal Hospital, an Alaska corporation, on behalf of the corporation.

Notary Public in and for the State of Alaska
My commission expires: _____



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Mayor McConnell and Members of the Assembly

From: Mark Gorman, Municipal Administrator
Maegan Bosak, Planning and Community Development Director *MB*

Subject: Amendment to Sitka Animal Hospital Lease for a 5 year extension

Date: September 19, 2016

Recently Dr. David Hunt DVM approached the Municipality with a request to extend his Sitka Animal Hospital lease for an additional 5 year term at the Sitka Animal Shelter.

Amendment No. 5 proposes to extend the lease for an additional 5 year term beginning February 29, 2017 (when the current extension expires) through February 28, 2022. The rental rate proposed remains the same at \$800 per month, based on continuing to provide reception services for the Sitka Animal Shelter.

In August 1995, the Sitka Animal Shelter was built by a group of volunteers. A portion of the building was designed to accommodate a veterinary hospital for shelter animals. Animal Control Officer Ken Buxton is also stationed in this facility.

The lease between Dr. David Hunt DVM and the City and Borough of Sitka was signed January 8, 1996 at a monthly rate of \$780.00, based on \$1 per sq. ft. Attached to the lease is Exhibit A outlining building and area usable by Sitka Animal Hospital.

The following amendments to the original lease were approved by the Assembly:

Amendment 1 – February 28, 1997- expansion of leased premises with revised rental rate of \$896 per month

Amendment 2 – September 3, 2002- extension for a 6 year period at \$1400.00 per month

Amendment 3 – April 30, 2009- extension for a 3 year period at \$1200.00 per month

Amendment 4 – September 23, 2011- extension for a 5 year period with revised rental rate of \$800 based on providing reception services for the Sitka Animal Shelter.

The proposed Amendment 5 was approved by Municipal Attorney Brian Hanson and is included in the packet.

RECOMMENDED ACTION: Pass a motion granting approval of the lease amendment.

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Landlord also provides utilities.

**AMENDMENT NO. 5 TO LEASE
BETWEEN CITY AND BOROUGH OF SITKA
AND SITKA ANIMAL HOSPITAL**

City and Borough of Sitka ("CBS" or "Lessor"), 100 Lincoln Street, Sitka, Alaska, 99835, and Dr. David Hunt, D.V.M., P.C., d/b/a Sitka Animal Hospital ("Leesee"), PO Box 1774, Sitka, Alaska 99835, agree to amend and modify the "Lease (Sitka Animal Hospital)" ("Lease"), dated January 8, 1996, including its amendments consisting of the first amendment by letter dated February 28, 1997, Sitka Animal Hospital Second Amendment to Lease (September 3, 2002), third amendment by CBS Assembly motion on August 12, 2003, Sitka Animal Hospital Third Amendment to Lease (April 30, 2009), and Amendment No. 4 to Lease (September 23, 2011), approved by the CBS Assembly motion on September 13, 2011. This Amendment No. 5 to Lease Agreement Between City and Borough of Sitka and Sitka Animal Hospital ("Amendment No. 5") was approved by the CBS Assembly in accordance with the Lease at Section 24 by motion, adding a new Section 4.5 (new language underlined; deleted language stricken):

4.5 Extension of Term. The term of the Lease as provided for in Section 4, and based on prior amendments, is extended for five years, beginning February 29, 2017, until February 28, 2022. The rent during this extension period shall be \$800 per month. Sitka Animal Hospital shall continue providing reception services for the animal shelter.

All other sections of the Lease that are not modified by this Amendment No. 5 remain in full force and effect.

This Amendment No. 5 was approved by the City and Borough Assembly on September 27, 2016.

Amendment No. 5 becomes effective on February 29, 2017, which is when the current extension of the Lease expires, based on Sitka Animal Hospital Fourth Amendment to Lease.

CITY AND BOROUGH OF SITKA

By:
Its:

[Signature]
ACTING
Administrator

STATE OF ALASKA)

)ss.

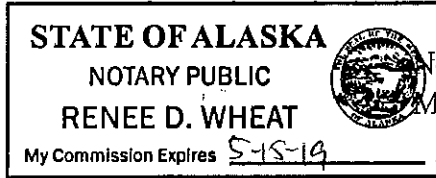
MUNICIPAL ACKNOWLEDGEMENT

FIRST JUDICIAL DISTRICT)

THIS CERTIFIES that on the 21st day of October, 2016 before me, a Notary Public in and for the State of Alaska, personally appeared Bryan Bertachei, ^{Acting} Municipal Administrator of the City and Borough of Sitka, Alaska, a municipality organized under the laws of the State of

Alaska, and by signing this document verifies that he is authorized to execute the document on its behalf, and he signs freely and voluntarily.

WITNESS my hand and official seal the date and year in this certification.



Notary Public for Alaska *Renee D. Wheat*
My Commission expires: 5-15-19

A handwritten signature of David J. Hunt.

SITKA ANIMAL HOSPITAL

David J. Hunt, D.V.M., P.C., President

STATE OF ALASKA

)

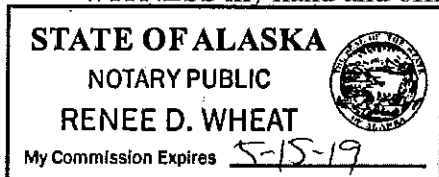
)ss. **ACKNOWLEDGEMENT**

FIRST JUDICIAL DISTRICT

)

THIS CERTIFIES that on this 20th day of October, 2016 before me, a Notary Public in and for the State of Alaska, personally appeared David J. Hunt, D.V.M., P.C., President of Sitka Animal Hospital, and by signing this document verifies that he is authorized to execute the document on its behalf, and he signs freely and voluntarily.

WITNESS my hand and official seal the date and year in this certification.



Notary Public for Alaska *Renee D. Wheat*
My Commission expires: 5-15-19

LEASE
[SITKA ANIMAL HOSPITAL]

THIS LEASE, dated Nov. 8, 1996, is made and entered into by and between the CITY AND BOROUGH OF SITKA, ALASKA ("Landlord") and DR. DAVID J. HUNT d/b/a SITKA ANIMAL HOSPITAL ("Tenant"). Landlord and Tenant hereby agree as follows:

1. Property and Improvements. Landlord is the owner of certain realty (the "Property") situated at 209 Jarvis Street in Sitka, Alaska. There is currently situated on the Property a building (the "Building") intended for use as an animal shelter and related office space, together with an associated vehicular parking area (the "Parking Area") and other improvements necessary to enable the Building to be so used (the Building, Parking Area, and other improvements are hereinafter collectively referred to as the "Improvements").

2. Leased Premises. Landlord hereby leases to Tenant, and Tenant rents from Landlord, that part of the Building which is outlined or cross-hatched on the floor plan attached hereto as Exhibit A and incorporated herein by this reference (such part of said Building is hereinafter referred to as the "Premises"). During the term of this Lease, Tenant shall also have such nonexclusive easements with respect to the Building as may be reasonably necessary for access to the Premises. The area of the Premises as shown on Exhibit A is approximately 180 square feet.

3. Finishing of Premises. Prior to January 1, 1996, Landlord shall make all improvements, installations, and items of finish concerning the Premises (hereinafter referred to as the "Tenant Finish") required to enable use and occupancy of the Premises for an animal hospital and clinic, including all interior and entrance doors; carpeting and related pad; ceiling tile; all wall finishes; all window coverings; the fire protection system; all heating ductwork; all lighting fixtures; all electrical outlets and light switches; all telephone outlets; all molding and trim; and any and all equipment and items of finish necessarily related to any of the foregoing. In designing and installing the Tenant Finish, Landlord shall comply with the reasonable directions and requirements of Tenant. Landlord shall supply the Tenant Finish at its own expense.

4. Term. The term of this Lease shall commence on the date on which Tenant opens its business in the Premises to the public. Unless Landlord otherwise agrees, Tenant shall not so open and shall not move its furniture, equipment, or personnel into the Premises before the date specified in Section 3, by which Landlord is required to complete the Tenant Finish. The date on which Tenant opens its business to the public shall hereinafter be referred to as the "Commencement Date." When the Commencement Date can be fixed, the parties shall, upon the written request of either, enter into a writing which memorializes such Date. Notwithstanding the foregoing provisions, if the Commencement Date has not arrived prior to the expiration of 6 months after the date of this Lease, this Lease shall thereupon automatically cease to be of any force or effect. Unless such term is prematurely terminated pursuant to the provisions of this Lease, the term hereof shall consist of the seven (7) year period following the

Commencement Date plus, if the Commencement Date falls on other than the first day of a month, the balance of such partial calendar month.

5. Option to Shorten Term. Tenant shall be entitled, at its option, to have the term of this Lease expire as of any date in advance of the expiration of the term set forth in Section 4 of this Lease, provided Tenant provides written notice to Landlord at least one calendar month prior to such date.

6. Rent. During the entire term hereof Tenant shall pay to Landlord as monthly rent, the sum of \$ 780.⁰⁰ per month. Rent shall be paid in advance on the first day of each month throughout the term hereof (if the Commencement Date of the term is other than the first day of a month, Tenant shall pay to Landlord, on such Date, a pro rata share of the monthly rent, as rent for the fractional calendar month with which the term hereof begins). Each rental payment required to be paid under this Lease shall be delivered to Landlord at such place as Landlord may from time to time designate in writing.

7. Parking. During the term of this Lease Tenant shall have an easement to use, as parking for itself, its employees, visitors, and business invitees, the Parking Area described in Section 1 of this Lease. Tenant may use the Parking Area as is necessary for the operation of Tenant's business in the Premises. Landlord at its expense shall maintain the Parking Area in good condition and repair and shall remove snow therefrom as soon as reasonably possible after each snowfall. Landlord shall take such actions as are necessary to ensure that the easement granted Tenant under this Section 7 is not impaired or violated by other parties, including other lessees, occupants, or users of the Improvements.

8. Shared Rooms. Located in the Building and identified on Exhibit A are a waiting room, restroom, storage room, and laundry room. Such rooms are not part of the Premises, but during the term of this Lease: (a) Tenant shall have an easement to use, for itself, its employees, visitors, and business invitees the waiting room and restroom; (b) Tenant shall have an easement to use for itself and its employees the storage room and laundry room (including use of the washer and dryer contained therein). (The waiting room, restroom, storage room and laundry room identified in this Section 8 are hereinafter referred to collectively as the "Shared Rooms.") Landlord at its expense shall maintain the Shared Rooms and keep them in a safe, clean, attractive and working condition. Landlord at its expense shall provide the janitorial services reasonably needed to keep the Shared Rooms clean and free of refuse.

9. Use. Tenant shall use the Premises as a veterinary clinic/animal hospital and for purposes ordinarily incidental to such use. Tenant shall not commit any waste upon the Premises and shall not conduct or allow any business, activity, or thing on the Premises which is or becomes unlawful, prohibited, or a nuisance.

10. Services and Utilities. Landlord agrees to furnish, at its own expense, electricity and heat to the Premises sufficient for Tenant's comfortable use and occupancy of the Premises.

Landlord shall maintain and keep lighted the Parking Area, Shared Rooms, and all common stairs, hallways, entries, and other rooms in the Building.

11. Alterations. Subsequent to the initial finishing that occurs pursuant to Section 3 of this lease, Tenant at its expense and with no right of reimbursement from Landlord, may make changes, additions, and improvements to the Premises to better adapt the Premises to its use and occupancy; provided, however, that any such change, addition, or improvement shall be in conformity with all applicable laws and ordinances.

12. Destruction. Both Landlord and Tenant shall have the right to terminate this Lease in the event the Building is destroyed or damaged by fire, earthquake, or other casualty to such an extent that it is untenable in whole or in part. Any such right of termination must be exercised through written notice given by Tenant to Landlord or Landlord to Tenant within 30 days following the date of destruction or damage.

13. Assignment and Subletting. Except as otherwise provided by the following provisions of this Section, Tenant shall not assign this Lease or any interest herein, or sublet the Premises or any part thereof, except upon the prior written consent of Landlord. Tenant shall not be required to obtain the prior written or any other consent of Landlord to assign this Lease to a corporation owned or controlled by Tenant. Assigning Tenant shall upon such assignment be relieved of all liability under this Lease, and all liability thereafter is on the assignee corporation.

14. Default by Tenant. Tenant shall not be in default under this Lease unless Tenant fails to perform an obligation required of it within 30 days after written notice by Landlord to Tenant specifying the respects in which Tenant has failed to perform such obligation; provided, however, that if the nature of Tenant's obligation is such that more than 30 days are reasonably required for performance or cure, then Tenant shall not be in default if Tenant commences performance within such 30-day period and thereafter diligently prosecutes the same to completion.

15. Remedies for Tenant's Default. In the event of any default or breach by Tenant, Landlord may pursue any remedy allowed by law.

16. Remedies for Landlord's Default. In the event of any default or breach by Landlord, Tenant may at any time, without waiving or limiting any other right or remedy available to it, terminate this Lease upon written notice to Landlord, or pay or perform the obligation as to which Landlord is in default (in which event Tenant's cost of so doing may be withheld and offset from rent), or initiate legal proceedings for recovery of Tenant's damages and costs, or pursue any combination of the foregoing remedies or remedy allowed by law.

17. Indemnification and Insurance

(a) Tenant releases Landlord from any liability for damage to property of, or personal injury to, Tenant's directors, officers, agents, employees, invitees, and guests arising out of, or in connection with, Tenant's use of the Premises, not including, however, liability resulting from the sole negligence or intentional acts or omissions of Landlord or its agents, employees, or contractors. Tenant shall indemnify, defend, and save harmless Landlord, its officers, employees and agents from any and all claims, suits, losses, damages, damages to property and injuries to persons, of whatever kind or nature arising from actions by Tenant in the conduct of its operations on the Premises or resulting from carelessness, negligence, or improper conduct of Tenant or any of its directors, officers, agents, employees, but not including any claims, suits, losses, damages, damages to property and injuries to persons, of whatever kind or nature, resulting from the negligent or intentional acts or omissions of Landlord or its agents, employees, or contractors.

(b) Tenant shall obtain and maintain continuously in effect at all times during the term hereof, at Tenant's sole expense, general liability insurance protecting against liability which may accrue by reason of Tenant's conduct incident to the use of the Premises, or resulting from any accidents occurring in or about the Parking Area, Shared Rooms, or other common areas available for use by Tenant. Such insurance shall provide liability limits of \$1,000,000 for personal injury, death, or property damage, combined single limit. Such insurance shall name Landlord as an additional insured thereunder. Such insurance shall require the insurance carrier to give Landlord at least thirty (30) days written notice prior to cancellation of the policy.

(c) No more than thirty (30) days after the signing of this Lease, Tenant shall deposit with the Landlord, a copy or copies of such insurance policy or policies, or a certificate of such insurance coverage as evidence that the coverage required herein has been obtained by the Tenant.

(d) Landlord agrees to notify Tenant in writing, as soon as practicable, of any claim, demand, or action rising out of an occurrence covered hereunder and to cooperate with Tenant in the investigation and defense thereof, unless Landlord believes its interests conflict with those of the Tenant.

18. Attorneys' Fees. If any action is brought because of any default under or to enforce or interpret any of the provisions of this Lease, the party prevailing in such action shall be entitled to recover from the other reasonable attorneys' fees (including those incurred in connection with any appeal), the amount of which shall be fixed by the court and made a part of any judgment rendered.

19. Notices. Any notice required or permitted hereunder to be given or transmitted between the parties shall be either personally delivered or mailed postage prepaid addressed, if to Landlord at 100 Lincoln Street, Sitka, Alaska 99835 (or at such other address for notice purposes as Landlord may hereafter designate in writing), and, if to Tenant, at P.O. Box 1774,

Sitka, Alaska 99835 (or at such other address for notice purposes as Tenant may hereafter designate in writing). Any notice which is mailed shall be effective upon delivery.

20. Rights Upon Termination. All alterations, additions and fixtures which are made or installed by Tenant in the Premises shall be considered and shall remain the personal property of Tenant and may be removed by Tenant upon termination of this Lease, provided such removal can be accomplished without damage to the Premises. In addition, all equipment and furnishings leased or purchased by Tenant for use in the Premises, including, but not limited to, X-ray machines, desks, tables, examining tables, shelving, chairs, and animal cages, shall be and remain Tenant's personal property and may be removed by Tenant upon termination of this Lease. Upon termination of this Lease, Tenant shall leave the Premises in good, tenantable condition.

21. Access to Premises. Tenant shall be entitled to have access to and to use the Premises and Shared Rooms 24 hours per day, 365 days per year.

22. Signs. Tenant at its own expense may install on the outside of the Building and/or Premises, or on any other portion of the Property upon which the parties mutually agree, signs or lettering which identifies the occupant of and/or business conducted in the Premises.

23. Waiver and Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, whenever possible, be cumulative with all other remedies at law or in equity.

24. Prior Agreements, Lease Amendments, and Time Effective. This Lease contains all of the agreements of the parties hereto with respect to any matter covered or mentioned in this Lease, and no prior agreements or understandings pertaining to any of such matters shall be effective for any purpose. No provision of this Lease may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest. This Lease shall not be effective or binding on either party until fully executed by both.

25. Miscellaneous. All Exhibits, addenda, riders, and provisions, if any, attached to this Lease are a part hereof. Any provision of this Lease which may prove to be invalid shall in no way affect or invalidate any other provision hereof, and such other provision shall be valid to the maximum extent permitted by law. The headings and titles of the various provisions of this Lease shall have no effect upon the construction or interpretation of any part hereof. As used in this Lease the singular shall include the plural, the plural shall include the singular, the whole shall include each part thereof, and any gender shall include both other genders. The covenants and conditions herein contained shall apply to and bind the heirs, personal representatives, successors, and assigns of the parties hereto. Time is of the essence of this Lease and of each and all of its provisions in which performance is a factor. This Lease shall be governed by the laws of the State of Alaska.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed on or as of the day and year first above written.

"Landlord":

THE CITY AND BOROUGH OF
SITKA, ALASKA

By: _____

Title: _____

Mary L. [Signature]
City Administrator

"Tenant":

DR. DAVID J. HUNT,
d/b/a SITKA ANIMAL HOSPITAL

David J. Hunt

EXHIBIT A

to

Lease

Here attach a copy of the floor plan(s) of the Building that: (a) shows (with a bold line or by cross-hatching) the location and configuration of the Premises (keeping in mind that the Premises do not include the Shared Rooms); and (b) identify by name each of the Shared Rooms.

L

B

Laundry

A

NO FINISHES REQUIRED
THIS AREA

Storage

Restroom

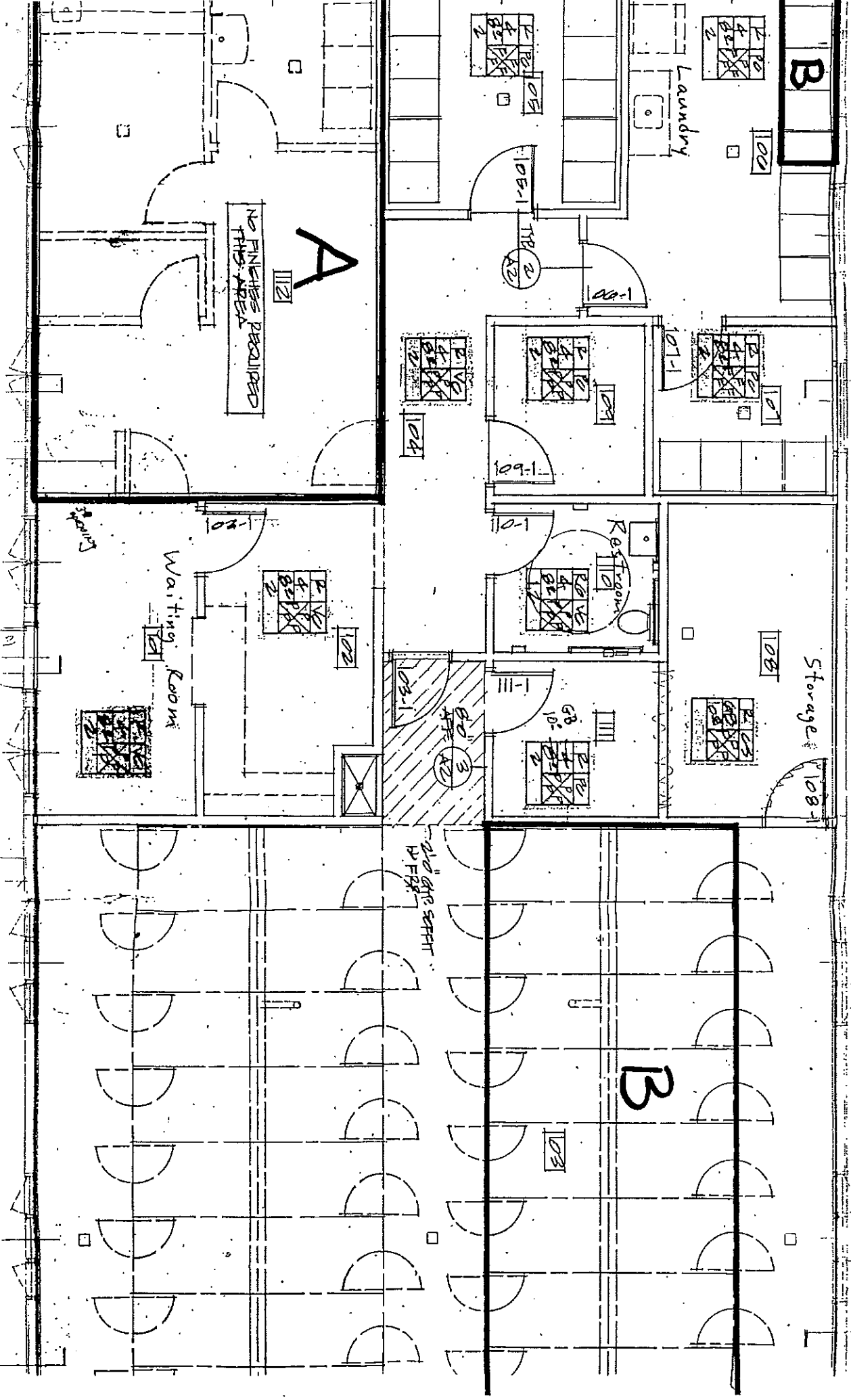
Waiting Room

B

20' GATE SEPT
BY FR

A: Veterinary Hospital

B: Boarding Facility





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-031 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 2/6/2019 In control: City and Borough Assembly

On agenda: 2/12/2019 Final action:

Title: Approve a Letter of Intent between the City and Borough of Sitka and Northern Southeast Regional Aquaculture Association for water delivery

Sponsors:

Indexes:

Code sections:

Attachments: [Administrator Memo and Letter of Intent](#)
[Memo from Utility Director](#)
[Memo from GPIIP Director](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve a Letter of Intent between the City and Borough of Sitka and Northern Southeast Regional Aquaculture Association for water delivery and authorize the Municipal Administrator to execute this document.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: Keith Brady, Municipal Administrator *KB*

Date: February 6, 2019

Subject: Approval of the Water Delivery Letter of Intent with NSRAA

Summary

NSRAA is planning and working to expand their operation out at GPIP. Part of their need is for more water. They are seeking approval from the CBS to increase water to a total of 20 cubic feet per second (cfs) from 10 cfs. With the approval of 20 cfs they could apply for a permit to increase eggs and their hatchery production. The application deadline is February 15. With that permit NSRAA can apply for money to build their expansion.

Recommendation

Approval of the Water Delivery Letter of Intent with NSRAA.

Details

There are many issues and concerns that both parties recognize and need to make decisions on (see the Electric Department Directors memo). If the LOI is approved, it is with the understanding for the need to finalize an agreement of water delivery from CBS to NSRAA. A special meeting has been tentatively set for March 14, 2019 to discuss this and the bulk water delivery study.

Water Delivery Letter of Intent

Between the City and Borough of Sitka (CBS)
and Northern Southeast Regional Aquaculture Association (NSRAA)

CBS intends to provide up to 14cfs per day of raw water to NSRAA. Water usage based on a calendar year average with a maximum continuous flow of 20cfs.

Both parties shall work out the technical details for water delivery from CBS to NSRAA in a finalized agreement before the need or use of the 20cfs. CBS and NSRAA will continue to abide by the 2012 agreement in the interim.

Steve Reifenstuhl, NSRAA

Date

Keith Brady, City and Borough of Sitka

Date



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Bryan J. Bertacchi, Electric Utility Director

Cc: Brian Hanson, Municipal Attorney

Date: 2/4/2019

Subject: NSRAA Request for Additional Service

Executive Summary

NSRAA is a valued member of our Sitka Community and they have recently requested multiple additional services through the GPIIP and CBS. At the same time, much concern exists in the community over electric rates and electric costs. Embedded within this new NSRAA request, is a subsidization by electric customers for NSRAA activities. The CBS, and specifically the Electric Department and its Customers, would benefit from clear direction on a number of key issues from the Assembly with regard to NSRAA. This new request, by NSRAA and through GPIIP, should not be granted without resolution of these existing issues. These issues include but are not limited to:

1. **NSRAA has requested an additional 10CFS of water for a proposed new Hatchery at Sawmill Cove and has further proposed, through GPIIP for Assembly approval, terms favorable to NSRAA and unfavorable to the Electric Customers.** This water could:
 - a. Not be supplied.
 - b. Be supplied from the Blue Lake powerhouse after-bay
 - c. Be supplied from the Blue Lake high pressure penstock system.

Supplying this water from the Blue Lake Powerhouse after-bay creates a 2.5:1 ratio improvement for electric production over the energy required to pump the water to industrial customers such as NSRAA but could still result in a loss of annual electric sales of approximately \$120,000. Alternatively, supply of this water from the high pressure penstock system will require up to \$590,000 per year in supplemental diesel generation. Either option of supplying water will create associated high costs and risks. Direction is needed from the Assembly as to how the risks and costs should be allocated.

- d. **Supplying NSRAA from the existing pressure penstock** will require up to \$590,000 per year in diesel generation costs which will be, under existing city code, billed to the electric ratepayers as an additional surcharge above the current electric rates (see SGC 15.01.020 section I). This cost will occur annually during: a drought, an extended outage of the Green Lake project, or when additional new load is served such as USCG and the new SEARHC hospital expansion. This impact would occur during the planned outage of Green Lake in FY21.
- e. **Supplying NSRAA from the Blue Lake after-bay** would require the addition of a new pumping system and additional piping with an estimated 2018 initial capital cost of approximately \$965,000 (see TM04 from the Bulk Water Study). This pumping system would be for 20CFS, which is the new combined total requested by NSRAA. The annual cost of electricity for this system is estimated to be approximately \$120,000 per 10 CFS based on a 15 cent electric rate. As load grows, this \$120,000 per year of electricity would not be available to other paying customers. Annual operation and maintenance costs should be low.
- f. **The amount of water-** contractually should be capped by a CFS rate and a daily flow rate to reduce impacts to our isolated electric grid which is normally managed through the Blue Lake penstock flow.
- g. **Water Rights:** The CBS owns a number of specific water rights from the Blue Lake Watershed. CBS is able to manage and provide the best value to the community by structuring alternate uses from multiple delivery points.

Some of these water rights are for power generation, some for domestic water, and some for industrial water. During a drought or other conditions outlined above, the CBS will not have enough water to fully service all the imbedded water rights. This can be resolved if some customers take water from the Blue Lake after-bay. Customers which take water from the after-bay provide for efficient use of our water resource without negatively impacting our power generation. Alternatively, the CBS, during drought or other conditions, may have to selectively reduce water availability to customers. Some current customers may be considering intervening in our CBS water right permits. The potential negative impact for the community should be considered in our written agreements when contracting with these customers.

- h. **Conveyance System:** Separate and distinct from water rights, the Electric Department Customers have funded the water delivery system which provides water from the dam to other customers at Sawmill Cove. Presently, no water customers share in the cost of this delivery system. Again, this delivery system was funded by electric customers, not industrial water users.
2. **NSRAA has no Lease for Operating at the Green Lake Dam Site.** NSRAA operations on Green Lake Road and at the Green Lake dam are creating significant uncompensated and increasing costs to the electric ratepayers with significant liabilities

for the CBS. Additionally, a number of hazardous conditions need to be addressed. Further, the existing lease dated 2/19/1981 (section a. through c.) allows only for a single, marked vehicle. The current NSRAA road use far exceeds the use by CBS.

- a. **Road Maintenance**: The cost of road maintenance continues to increase and is presently at about \$100,000 per year. The use by NSRAA is significant and includes the section from the Medvejie hatchery to the Green Lake dam. Presently, NSRAA road use exceeds the limitations in the existing Medvejie Hatchery lease and no compensation to CBS for road maintenance is paid by NSRAA.
- b. **Snow Removal**: As the CBS owns the road and access by our lessee NSRAA and by CBS staff is required, the annual snow removal contract is approximately \$25,000. Presently, NSRAA does not share in this cost.
- c. **Access to the Dam Structure**: Presently, without CBS supervision, NSRAA utilizes a crane and other heavy equipment on the top of the dam to access their fish pens. The design of the dam structure, is susceptible to damage from untrained personnel operating heavy equipment. Eliminating or restricting access to the dam would significantly lower the risk to CBS for damage to the dam structure, damage to the turbines, lowering the risk of equipment falling off either side, and damage to the safety boom.
- d. **Access through the Safety Boom**: Presently, without CBS supervision, NSRAA is disconnecting sections of the CBS Electric Department safety boom to access their fish pens. This has created equipment damage, equipment risk, electric system outages, a high level of personnel risk for the public, and is an overall dangerous position for NSRAA personnel and the CBS personnel who make repairs in adverse conditions.
- e. **Access to the Lake**: Alternatively, the maintenance road (on the left as you approach the lake) could be cleaned, improved, and maintained. Additionally, a ramp and staging area could be constructed to allow NSRAA to access the lake outside of the safety boom and dam superstructure, eliminating their need to access the dam. This would significantly lower the risk to CBS for damage to the dam structure, damage to the turbines, lower the risk of equipment falling off either side, and significantly reduce damage to the safety boom.

Note: Estimates for the road work from a local contractor have been on the order of \$20,000. Annual maintenance would also be required.

3. **Existing 10 CFS to Sawmill Creek Hatchery**

- a. **Under the existing contract**, the CBS has the right to determine the source of water for NSRAA. Due to the near drought condition of 2018, and the impending outage of the Green Lake project. The electric department has given notice to NSRAA that they will need to begin taking water from the Blue Lake after-bay as early as the summer of 2019 (see the "Water Delivery Agreement" dated 10/11/2012). Field testing and engineering analysis, has determined that a change to the existing hatchery controls is required for the existing after-bay pumps to supply the 10CFS.

- b. **Backup System:** The backup system which will be available when water exists in the penstock and when Blue Lake power plant is shut down, will be the existing penstock high pressure system. This system is currently the primary system, but will be converted to the backup water system. The new NSRAA request to increase the size of this system should be modified to allow this system only as a back-up to the after-bay system.

4. **Summary of Questions:**

NSRAA NEW SUPPLY REQUEST –

- a. Should the CBS commit to supply NSRAA an additional 10CFS of industrial water?
- b. Should the supply come from the CBS Electric Department high pressure penstock or from the after-bay?
- c. Who should pay for the capital cost, ongoing maintenance, and operations?
- d. If pumped from the after-bay, who pays the electric meter cost of pumping?
- e. If diesel generation is required due to the NSRAA water source, who is responsible to pay?

NEED FOR A LEASE AT THE GREEN LAKE DAM SITE:

- f. Should a Lease with typical CBS terms and conditions including liability be implemented with NSRAA to allow them to continue to operate at the Green Lake dam site?
- g. How should road maintenance costs of the Green Lake Road be shared with NSRAA?
- h. How should the snow removal costs of Green Lake Road be shared with NSRAA?
- i. Should CBS allow NSRAA access to the dam superstructure?
- j. Should CBS allow NSRAA to disable the safety boom and pass through the safety boom?
- k. Should NSRAA access to the lake be off the dam and on the northern access road? If so, who pays the initial cost, and who provides the annual maintenance costs.

THE EXISTING NSRAA SUPPLY

- l. Should NSRAA operate primarily from the after-bay pumps for the existing 10CFS connection or should we subject the electric customers to the risk of the \$590,000 per year cost of diesel generation?
- m. Should the NSRAA request to increase the size of the existing penstock connection be restricted to emergency backup only (should the normal take for water be from the after-bay?).



Tuesday, February 5, 2019

MEMORANDUM

To: Keith Brady – CBS Administrator
From: Garry White, Director
Subject: NSRAA Water Request

Introduction

Northern Southeast Regional Aquaculture Association (NSRAA) is requesting to have its water delivery agreement amended.

The GPIP Board of Directors met on January 29th, 2018 and approved the following motion:

MOTION: M/S Finkenbinder/Unger moved to:

- Allow NSRAA to utilize water from ADL 43286 at an **annual average of 14cfs** (currently 6.4MGD/10cfs) with a maximum flow of 20cfs.
- Allow NSRAA to install necessary infrastructure and PRV upgrades (as per submitted drawing) (*Submitted to CBS Administration*) to the Raw Water Shed to allow for flows up to 20cfs.
- Approve updated water use agreement draft as submitted to GPIP board.
- Request Assembly direct Administrator to finalize Letter of Intent on technical issues of water delivery.

Background

The City and Borough of Sitka (CBS) and NSRAA entered into a lease agreement for Lot 2 of the GPIP in 2006. NSRAA developed the raw property and constructed a multi-million dollar fish hatchery on the property, including an outfall pipe that extends into the bay. The hatchery provides millions of Coho and Chum Salmon to the common property fishery in the Sitka area.

The initial lease in 2006 provided NSRAA with a water allocation for raising fish and required NSRAA to install water lines needed for operations. A Water Delivery Agreement was established in 2012 to more define water allocations and delivery methods. (Attached)

NSRAA approached the GPIP Board at its December 2017 meeting to request a lease of Lot 3 to expand hatchery operations and to amend its water delivery agreement with the CBS for additional water allocations to increase salmon production at its GPIP Hatchery. The GPIP

Board recommended and the CBS Assembly approved a lease for Lot 3, but the water delivery agreement was postponed at the request of CBS Electric Department staff.

The Board requested that the amendment of the water delivery agreement be brought back for discussion at some time in the future. NSRAA attended multiple meetings over the summer to request resolution to its amendment request. The GPIIP Board discussed the delivery agreement at its January 2019 meeting and made recommendation to the Assembly.

Additional Information

- Attached is the current Water Delivery Agreement between the CBS and NSRAA executed in 2012.
- Attached is the proposed amended Water Delivery Agreement requested by NSRAA.

Action

- Assembly discussion and approval of NSRAA's amended Water Delivery Agreement.

Water Delivery Agreement

**Between
City and Borough of Sitka (CBS) and Northern Southeast
Regional Aquaculture Association (NSRAA)**

CBS Shall:

1. Provide up to 6.4 million gallons per day of raw water to NSRAA at no charge.
2. Have the right to determine which method or water line is used to deliver raw water to NSRAA based on Blue Lake water levels.
3. Provide and maintain afterbay pumps to move up to 10 cfs of water via a water line from the afterbay to the bulk water pipeline.
4. Permit NSRAA to install a tap and isolation valve in the 42" bulk water line pending CBS approval.
5. Allow NSRAA to install a root valve, PRV, and controls after existing shut off valve on the 16" former filter plant backwash water line located in the plywood shed housing the 2 pulp mill 16" water lines pending CBS approval.
6. Allow NSRAA, at their own expense, to replace the existing shut off valve with their own shut off valve pending CBS approval.
7. Allow NSRAA access to the plywood shed housing the 2 pulp mill 16" water lines and control of valves and controls between the Industrial water penstock valve and the NSRAA

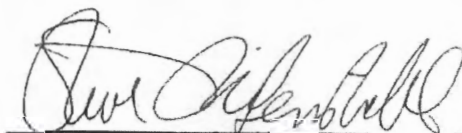
root valve controlling flow through the 16" former filter back flush water line.

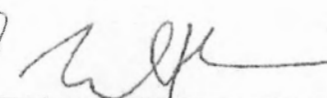
8. Notify NSRAA as soon as planned temporary suspension is known to CBS but at least 30 day prior to any planned temporary suspension of the supply of water.
9. Perform necessary actions to allow Sawmill Creek water to fill the afterbay in the event of a loss of supply of water via the penstock or hydro turbine outage. Note: This action could take up to a week depending on the state of Sawmill Creek and the tailrace bypass gate allowing water to back fill into the afterbay.
10. Maintain the 42" bulk water valve at the intake end of the bulk water line in the open position.
11. Maintain the two 36" bulk water loading valves at the discharge end of the bulk water line in the closed position under normal operation and will coordinate with NSRAA before these valves are to be opened for flushing, filling a ship or other activities.
12. Allow NSRAA's pumps to be connected to city back up power generation for hydro building.

NSRAA Shall:

1. Be responsible for all costs associated with construction of a 16" NSRAA Emergency water line and isolation valve.
2. Install NSRAA controls between the 16" industrial water penstock valve and the NSRAA root valve.
3. Provide and maintain NSRAA controls.

4. Provide and maintain all equipment at the NSRAA facilities.
5. Be responsible for purchase and maintenance of supplies e.g. batteries for valve controls.
6. During emergency penstock or electrical outages, NSRAA shall request CBS approval and perform necessary actions to allow Sawmill Creek to fill the afterbay.


Steve Reifensstuhl
NSRAA

 -ACTING
10/15/12
James Dinley
City and Borough of Sitka

Agreed Upon: October 11, 2012



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-027 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 2/6/2019 In control: City and Borough Assembly

On agenda: 2/12/2019 Final action:

Title: Approve a Memorandum of Understanding between Sitka Tribe of Alaska, Sitkans Against Family Violence, and the City and Borough of Sitka Police Department to provide services and enhanced safety to victims of domestic violence and sexual assault

Sponsors:

Indexes:

Code sections:

Attachments: [Motion MOU](#)
[Memo from STA](#)
[MOU STA SAFV SPD](#)
[Contract](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve a Memorandum of Understanding between Sitka Tribe of Alaska, Sitkans Against Family Violence, and the City and Borough of Sitka Police Department to provide services and enhanced safety to victims of domestic violence and sexual assault and authorize the Municipal Administrator to execute this document.

MEMORANDUM

TO: City and Borough of Sitka Assembly
CC: Lisa Gassman, General Manager
Naomi Palosaari, Tribal Attorney
FROM: Rachel Henderson, Grant Administrator
RE: MOU with the City of Sitka for CTAS Grant
DATE: February 6, 2019

Background of the Issue:

In 2017, the Department of Justice released a grant opportunity entitled "Coordinated Tribal Assistance Solicitation" (CTAS), which is a compilation of DOJ funding opportunities (called purpose areas) within one solicitation for which only tribes are eligible. Sheldon Schmitt, working on behalf of the Sitka Police Department to secure more funding, reached out to us to be included in our 2017 CTAS application. At the initial meeting to discuss project ideas, we settled on creating a Community Response Team (CCR) and sexual assault response team (SART) with STA, SAFV, and SPD, with additional partners to be added if funded. At the time of submittal, all the project partners had seen and provided input to the project and budget. The police department was written in for \$249,600 salary and fringe for a DV Investigator and \$8,310 for travel for training approved by DOJ Office of Violence Against Women.

We've met and exchanged emails with several representatives of the City of Sitka since January 2018. The Police Department have met with us multiple times for the CCR, but thus far haven't been compensated without a MOU/Contract in place. The current grant end date is 9/30/2020, but we could ask for a one year extension to complete our project tasks, if needed.

Request:

Sitka Tribe of Alaska is requesting the City of Sitka enter into an MOU with STA for our CTAS project. We want to increase collaboration throughout the organizations in Sitka in regards to Domestic Violence and Sexual Assault and compensate SPD for the time spent on the activities covered by the grant.

I am writing in support of the MOU between STA and the City and Borough of Sitka.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SITKA TRIBE OF ALASKA,
SITKANS AGAINST FAMILY VIOLENCE,
AND THE CITY AND BOROUGH OF SITKA POLICE DEPARTMENT**

Article I. PURPOSE

Sitka Tribe of Alaska, (“Sitka Tribe”), Sitkans Against Family Violence (“SAFV”), and the City and Borough of Sitka Police Department (“Sitka Police Department”) (collectively, the “Parties”) enter into this Memorandum of Understanding (“MOU”) in order to provide close communication and collaboration among agencies working together to provide services and enhanced safety to victims of domestic violence and sexual assault.

This MOU is entered into with the mutual knowledge and concern regarding the development of strategies to reduce the barriers that prevent tribal citizens from using police and other services in response to sexual assault and domestic violence, to increase the safety of tribal citizens at risk of sexual assault and domestic violence, and to improve and increase the number of cases brought for prosecution. By providing a Sexual Assault Response Team specific to investigation, prosecution, and conviction of sexual assault; a Coordinated Community Response to investigate, prosecute, and convict domestic violence cases; and SAFV’s Victim Advocate Program, this MOU will serve to enhance current services and increase and strengthen reporting practices among tribal citizens. These programs will enhance current services to work towards ensuring all victims of domestic violence and sexual assault receive the support they need to navigate the judicial system and access services available through local agencies including Sitka Tribe’s Social Services and SAFV.

The Parties aim to continue to identify and appropriately respond to victims of domestic violence and sexual assault by revitalizing the coordinated multi-disciplinary response (also called a coordinated community response team); providing transitional housing to victims of domestic violence, sexual assault, and stalking; centralizing and coordinating police investigation and prosecution of domestic violence cases in a culturally competent manner; and providing a safety net for victims with the Victim Services Advocate. One of the main objectives is to provide close communication and collaboration with other agencies working together to provide better access to services and enhanced safety to victims.

The Parties recognize that Sitka Tribe, a federally-recognized Indian Tribe, enters this MOU through the exercise of its sovereign rights and powers in order to preserve the integrity of tribal society and improve the lives of individual tribal members under its authority, and to provide for the protection and integrity of individuals and families within its jurisdiction.

Furthermore, the Parties recognize that SAFV has provided and will continue to provide services that significantly increase the safety and well being of tribal citizens who are victims of sexual assault and domestic violence. The Parties, however, recognize that better training for service providers and development and implementation of sexual assault and domestic violence specific protocols are all

necessary to address the needs of persons, in particular Alaska Natives and American Indians, who are victims of the crime of sexual assault or domestic violence. It is further understood that SAFV is key in providing that education and training. The parties further recognize that collaboration with SAFV to provide and strengthen legal advocacy services for victims of sexual assault, and domestic violence, including coordination with law enforcement, the State of Alaska Court system, and immigration services will benefit tribal citizens who are victims of sexual assault and domestic violence.

Furthermore, the Parties recognize that the Sitka Police Department has provided and will continue to provide services that significantly increase the safety and well-being of tribal citizens who are victims of sexual assault and domestic violence. The Parties, however, recognize that better coordination between all providers of services to sexual assault and domestic violence victims will result in better and more successful prosecutions of these offenders. Stronger and more consistent enforcement of Alaska's sexual assault and domestic violence laws will encourage more victims of sexual assault and domestic violence to seek assistance from Sitka Tribe, Sitka Police Department, and SAFV.

Article II. STATEMENT OF COMMITMENT

A. Responsibilities of Sitka Tribe

Sitka Tribe will:

1. Commit the Transitional Housing Program Manager to staff the Sexual Assault Response Team Committee and all duties associated with the necessary planning phase of the project;
2. Commit the Transitional Housing Program Manager to convene a Coordinated Community Response Team and all related duties;
3. Provide funds available through the CTAS Grant to Sitka Tribe from the Department of Justice, Award No. 2017-TW-AX-0070 ("Grant");
4. Work with all agencies to assure grant reporting requirements are properly met;
5. Strengthen the relationship of Sitka Tribe, SAFV and the Sitka Police Department to combat domestic violence and sexual assault;
6. Commit the Transitional Housing Program Manager to coordinate all training for police officers;
7. Provide funding to SAFV for a Victim Services Advocate;
8. Provide funding to Sitka Police Department for staff persons designated to and performing duties to the project;
9. Meet with project partners on a monthly basis.

B. Responsibilities of the Sitka Police Department

The Sitka Police Department will:

1. Guide and support victims to access the necessary services provided by local agencies, including Sitka Tribe's Social Services-Transitional Housing Program and SAFV.
2. Designate one or more staff persons to increase investigation and prosecution of crimes involving domestic violence and sexual assault as long as funds for those staff persons are provided under the Grant or other sources of funds available to the Parties;
3. Designate at least one staff person to participate as an active member on the Sexual Assault Response Team and the Transitional Housing Program advisory committee as long as sufficient funding is available under the Grant or other sources of funds;
4. Make any statistics collected under the Grant available to the Transitional Housing Program Manager in a timely manner;
5. Strengthen the relationship of Sitka Tribe, SAFV and the Sitka Police Department to combat sexual assault and domestic violence in our community.

C. Responsibilities of SAFV

SAFV will:

1. Employ a Victim Service Advocate;
2. Designate at least one staff person to participate as an active member of the Sexual Assault Response Team, Collaborative Coordinated Response Team, and the Transitional Housing Program advisory committee;
3. Designate appropriate staff to receive SART training;
4. Guide and support victims to access the necessary services provided by local agencies, including Sitka Tribe's Social Services-Transitional Housing Program, SAFV, and the Southeast Alaska Regional Health Consortium.
5. Make any statistics collected under this grant available to the Transitional Housing Program Manager in a timely manner;
6. Strengthen the relationship of Sitka Tribe, SAFV and the Sitka Police Department to combat sexual assault and domestic violence in our community;

Article III. Terms of MOU

A. Duration of MOU

The duration of this MOU is for the period of time beginning on the latest dated signature below until September 30, 2020.

B. Revision of MOU

This MOU may be revised as necessary with mutual consent of the Parties by issuance of a written amendment, signed and dated by the proper representative of each Party.

C. Termination of MOU

Any Party may terminate this MOU with thirty days written notice to the other signature Parties. Any termination of funding for activities specified in this MOU shall be subject to the terms of any agreement or contract between the Parties regarding Grant funds.

Article IV. Effective Date

In witness whereof, Sitka Tribe, the Sitka Police Department, and SAFV have executed this agreement as of the last written date below.

For Sitka Tribe of Alaska

For the Sitka Police Department

KathyHope Erickson
Tribal Chairman

Jeff Ankerfelt
Chief

For Sitkans Against Family Violence

Michelle Mahoney
Executive Director

**CONTRACT BETWEEN SITKA TRIBE OF ALASKA
AND THE CITY AND BOROUGH OF SITKA POLICE DEPARTMENT
FOR DOMESTIC VIOLENCE INVESTIGATOR**

This Contract For Services is made between *City and Borough of Sitka Police Department*, (hereinafter “SPD”), and *Sitka Tribe of Alaska*, a federally recognized Indian Tribe, (hereinafter “Sitka Tribe”).

I. AWARD DETAILS

Funding for this contract has been provided as a subaward to City and Borough of Sitka (DUNS No. 063373831) by US Department of Justice Office on Violence Against Women, Federal Award Number FAIN 2017-TW-AX-0070, awarded to Sitka Tribe October 1, 2017 (total award \$899,604). CFDA Number 16.587.

II. CONTRACT PERIOD

The contract period commences on the date the contract has been signed by all parties and ends on September 30, 2020. The contract may be extended for one year by mutual consent of the parties if funding is available.

II. SCOPE OF WORK

The SPD agrees to designate one or more staff persons to increase investigation and prosecution of crimes involving domestic violence and sexual assault, who would be primarily responsible for investigation, case follow-up and prosecutorial coordination for crimes involving domestic violence and sexual assault. The SPD’s primary responsibilities are:

- Monitoring and reviewing the domestic violence related cases reported to SPD
- Responding to serious felony domestic violence cases
- Tracking and monitoring compliance for Domestic Violence Protective Orders for the Sitka area
- Educating victims and providing referrals for coordination of services for domestic violence victims and their children for the Sitka area
- Tracking and monitoring the probation conditions of unsupervised misdemeanor and felony domestic violence offenders
- Assisting with the follow-up needs on at least 75% of domestic violence cases as funding and workload permit
- Following the progress of prosecution and assisting the District Attorney with additional follow-up requests
- Serving on an advisory committee with representatives from Sitka Tribe of Alaska and Sitkans Against Family Violence

- Developing and facilitating specialized training on Stalking, Strangulation, and Safety Planning for law enforcement, advocates, medical personnel, and other victim service agencies
- Collaborating with Sitka Tribe of Alaska and Sitkans Against Family Violence to create a sexual assault response team

III. POINT OF CONTACT AT SITKA TRIBE

The SPD's point of contact with Sitka Tribe is Alicia Gassman, General Manager, or in her absence, Melonie Boord, Social Services Director. All verbal or written communications regarding this contract should be made through this point of contact at Sitka Tribe. The designated point of contact is for communication purposes only. Any amendments to the contract must be approved by the signatory to this contract.

IV. METHOD OF PAYMENT

The SPD will be paid a maximum of \$249,600 for salary and benefits for an investigator and \$8,310 for OVW-allowed training and travel based on expenditures.

Sitka Tribe will pay the SPD by check upon receipt of a monthly invoice reflecting a detailed description of work performed during the period. No other compensation will be paid to the SPD.

V. SCHEDULED PAYMENT

Sitka Tribe will pay the SPD by check within thirty (30) days of receiving the SPD's invoices.

VII. RELATIONSHIP OF THE PARTIES

Under the terms of this contract, the SPD is an independent contractor. The provisions of this contract do not create, and shall not be construed to create, any relationship between the parties other than that of independent parties contracting with each other solely for the purpose of effecting the provisions of this contract. Neither party is the agent, employee, or representative of the other. The SPD is also responsible for health or accident insurance, any business license fees, liability or property damage insurance, professional insurance and all federal, state and local taxes associated with completing the provisions of this contract. Because the SPD is not an employee of Sitka Tribe, Sitka Tribe will not withhold income tax, make Social Security payments, pay unemployment benefits, provide workers compensation insurance, or pay any taxes for or on behalf of the SPD.

SPD shall provide Sitka Tribe of Alaska a copy of their Worker's Compensation Insurance Coverage Certificate upon signing of this contract.

VIII. MODIFICATION

This contract is the entire understanding between the parties with respect to the subject matter of this contract and may only be modified by executing a written addendum to this contract or a new written contract.

IX. NO ASSIGNMENT CLAUSE

This contract for services shall not be assigned or subcontracted to any other person or entity without the prior written consent of Sitka Tribe and the SPD.

X. TERMINATION OF THE CONTRACT

Notwithstanding anything in this contract to the contrary, Sitka Tribe may terminate this contract for cause upon seven days written notice to the SPD if the SPD has not performed in accordance with this contract. In the event of such termination initiated by STA, no compensation will be paid unless the services rendered are deemed sufficient for the purposes of this agreement.

Notwithstanding anything in this contract to the contrary, either party may terminate this contract, in whole or in part, upon ninety days written notice to the other party. In the event of such termination initiated by STA, SPD will be paid for all work performed up until the date the termination is effective, which shall be no less than ninety days.

XI. CONFIDENTIALITY

The SPD shall hold any information made available by Sitka Tribe pursuant to the provisions of this contract in strict confidence. The SPD shall also keep confidential any information acquired pursuant to the provisions of this contract.

XII. LIABILITY

The SPD agrees to fully defend, indemnify and hold harmless Sitka Tribe and its officers, employees and agents, from and against every claim, demand, or cause of action, and any liability, cost or expense (including but not limited to attorney's fees), arising out of, or incidental to, any act, omission, or negligence of the SPD.

XIII. SPD'S AND SITKA TRIBE REPRESENTATIONS

The SPD warrants and represents that it is qualified to perform the provisions of this contract and has obtained business licenses, permits or governmental approvals, or professional licenses required for the performance of this contract. SPD shall abide by the requirements of the grant award, including but not limited to compliance with the following federal laws and regulations:

- a. The Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).
- b. All applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- c. Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871).
- d. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).
- e. All applicable restrictions on the use of federal funds set out in federal appropriations statutes, including 2 C.F.R. 200.
- f. All applicable provisions of 41 U.S.C. 4712, which prohibits reprisals against employees for disclosure of information relating to gross mismanagement or violation of law relating to a federal grant.
- g. E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- h. The information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.
- i. Sitka Tribe warrants and represents that it is qualified to perform the provisions of this contract and has obtained business licenses, permits or governmental approvals, or professional licenses required for the performance of this contract. Sitka Tribe shall abide by the requirements of the grant award. To the extent that costs are disallowed by the granting agency and/or Sitka Tribe is required to repay grant funds as a result of an audit, Sitka Tribe shall indemnify and hold SPD harmless if SPD was fully compliant with grant requirements and applicable Federal law.

XV. ACCESS TO RECORDS AND RECORDS RETENTION

SPD shall provide access to Sitka Tribe, Department of Justice Office of Violence Against Women, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the SPD as necessary to meet the requirements of 2 C.F.R. §§ 200.330, 331, and federal and tribal audit requirements for the purpose of making audit, examination, excerpts, and transcriptions. Such access shall not include access to confidential police records, including personally identifiable information, reports about specific cases, or investigatory reports.

SPD is responsible for retention of all required records related to this contract for three years after the contract term, or longer if requested by Sitka Tribe.

XVII. NO OBLIGATION TO FEDERAL GOVERNMENT

Sitka Tribe and SPD acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to Sitka Tribe or SPD, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

XVIII. PROHIBITION ON USE OF FUNDS FOR LOBBYING

No funding made available under this contract may be used by SPD, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by Sitka Tribe and the federal granting agency. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

XIX. FALSE CLAIMS ACT

False statements or claims made in connection with this contract may result in fines, imprisonment, and debarment from participating in federal grants or contracts, and/or other remedy available by law. Sitka Tribe will notify any potential fraud, waste, abuse, or misconduct to the appropriate federal official.

XX. DISPUTE RESOLUTION

Sitka Tribe of Alaska is a federally recognized Indian Tribe that possesses sovereign immunity from suit. Nothing in this contract shall be construed to be a waiver of sovereign immunity by Sitka Tribe except to the limited extent necessary to permit SPD to pursue a dispute resolution mechanism permitted under this contract or to seek judicial review to enforce any binding decision or award issued in accordance with such dispute resolution mechanisms. Sovereign immunity is not waived as to any employee, Tribal Council member, or agent of Sitka Tribe, and Sitka Tribe hereby specifically reserves and retains its sovereign immunity, and all rights and privileges pertaining thereto except to the limited extent expressly stated in this Section and subject to the following specific conditions:

- A. The limited waiver of sovereign immunity by Sitka Tribe of Alaska is solely for the purpose of dispute resolution and is granted only to the City and Borough of Sitka and shall not be extended to any third party;

- B. The limited waiver of sovereign immunity will apply only to contractual claims arising out of or under this contract with City and Borough of Sitka and does not apply to any non-contractual claims or to claims under any other agreement between the parties. Furthermore, nothing contained in the limited waiver of sovereign immunity shall be construed to create a contractual relationship with or a cause of action in favor of any third party against Sitka Tribe of Alaska other than claims which might be asserted by City and Borough of Sitka;
- C. The limited waiver of sovereign immunity shall be effective as of the date of the contract with City and Borough of Sitka and shall continue until the completion, expiration, termination, or cancellation of that contract, plus the expiration of the statute of limitations on any cause of action or claim arising directly out of the contract except that the limited waiver of sovereign immunity shall remain effective for any dispute resolution proceeding then pending and until the conclusion of any enforcement action therefrom in court;
- D. An award from any dispute resolution proceeding or in court shall be limited to actual damages and shall not exceed the contract price specified in Section IV of this contract with City and Borough of Sitka; and
- E. Any enforcement or execution of an order or judgment in connection with enforcement of the contract with City and Borough of Sitka may be satisfied only from Sitka Tribe of Alaska's monetary funds. Nothing in this limited waiver of immunity shall be construed as a waiver or consent to the levy of any judgment, lien, attachment or encumbrance upon any other funds, assets or income or any real property or interest in any real property of Sitka Tribe of Alaska, whether held in trust for the benefit of Sitka Tribe of Alaska by the United States, as restricted fee land or in fee simple.

IN WITNESS WHEREOF, the parties have executed this contract for services on the last date of the signatures provided below.

KathyHope Erickson
Tribal Chairman
Sitka Tribe of Alaska

Keith Brady
Administrator
City and Borough of Sitka

DATED: _____

DATED: _____



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-036 Version: 2 Name:

Type: Item Status: AGENDA READY

File created: 2/8/2019 In control: City and Borough Assembly

On agenda: 2/12/2019 Final action:

Title: Approve Consents of Assignment, for security purposes, from Sitka Tribe of Alaska to First National Bank of Alaska regarding tidelands leases, seaward of the uplands property located at 204 Siginaka Way

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Consent of Assignment](#)
[Consents of Assignment](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Consents of Assignment, for security purposes, from Sitka Tribe of Alaska to First National Bank of Alaska regarding tidelands leases, seaward of the uplands property located at 204 Siginaka Way and authorize the Municipal Administrator to sign these documents.

CONSENT TO ASSIGNMENT FOR SECURITY

City and Borough of Sitka, Lessor in that certain lease dated May 1, 1994 and any amendments, assignments or supplements thereto between City and Borough of Sitka, Lessor and Sitka Tribe of Alaska Lessee, described as follows:

A parcel of tidelands lying within the First Judicial District, State of Alaska, in Sitka, Alaska and Seaward of Katlian Street and Siginaka Way, being more particularly as follows:

City Tidelands Lease Parcel No. 2. Seaward of Block 9, Replat No. 1 Dan Moller Subdivision

Beginning at the most southerly corner of Block 9, Replat No. 1 Dan Moller Subdivision, said corner also being the most easterly corner of this tidelands lease parcel, the true point of beginning and Corner No. 1 of this description: thence S 57° 10' W 9.67 feet to Corner No. 2; thence N 49° 57' 15" W 176.15 feet to Corner No. 3; thence N 40° 02' 45" E 13.00 feet to Corner No. 4; thence S 49° 57' 15" E 166.05 feet along the City Tidelands Lease Parcel No. 1 boundary, as previously described, to Corner No. 5; thence S 33° 45' E 13.48 feet to Corner No. 1, the true point of beginning, containing 2291 square ft. more or less.

hereby consents to the assignment for security purposes of the right, title and interest of the Lessee in the above referenced agreements to First National Bank Alaska as assigned by that certain Deed of Trust dated February 8, 2019 between Sitka Tribe of Alaska trustor, First American Title Insurance Company, trustee and First National Bank Alaska, beneficiary.

Lessor hereby agrees not to terminate said lease or take any action to enforce any claim with respect thereto without giving First National Bank Alaska 60 days prior written notice hereof and the right to cure such default within said period.

PROVIDED, that, if the Beneficiary should take possession of the property pursuant to Provision of said Deed of Trust, said Beneficiary shall keep and perform all terms, conditions, covenants and provisions of said leases and, PROVIDED further, that the Trustee's rights to sell the property pursuant to provision of said Deed of Trust shall be construed to mean the right to sell only the leasehold interest in the property and that right to sale is subject to approval by the CBS Assembly as required by said lease.

Assembly Consent: This Consent was approved by the CBS Assembly at its regular meeting of February 12, 2019, with authority given to the Municipal Administrator to sign this Consent.

Dated this day of , 2019.

CITY AND BOROUGH OF SITKA, ALASKA

Date

By: P. Keith Brady
Its: Municipal Administrator

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by P. Keith Brady, Municipal Administrator of the CITY AND BOROUGH OF SITKA, ALASKA, an Alaska home rule municipality, on behalf of the municipality.

Notary Public in and for the State of Alaska
My commission expires: _____

CONSENT TO ASSIGNMENT FOR SECURITY

City and Borough of Sitka, Lessor in that certain lease dated October 27, 1982 and any amendments, assignments or supplements thereto between City and Borough of Sitka, Lessor and Sitka Tribe of Alaska Lessee, described as follows:

A parcel of tidelands lying within the First Judicial District, State of Alaska, seaward of Katlian Street and Siginaka Way, being more particularly described as follows:

Beginning at Sitka Tidelands Monument Cor No. 4; thence S 33° 45' E, a distance of 225.49 feet to Cor No. 1 of this description, the true point of beginning; then S 33° 45' E, a distance of 179.17 feet to Corner No. 2; thence N 49° 57' 15" W, a distance of 172.05 feet to Corner No. 3; thence N 40° 02' 45" E, a distance of 50.00 feet to Corner No. 1, the true point of beginning.

Containing 4,300 square feet, more or less

hereby consents to the assignment for security purposes of the right, title and interest of the Lessee in the above referenced agreements to First National Bank Alaska as assigned by that certain Deed of Trust dated February 8, 2019 between Sitka Tribe of Alaska trustor, First American Title Insurance Company, trustee and First National Bank Alaska, beneficiary. Lessor hereby agrees not to terminate said lease or take any action to enforce any claim with respect thereto without giving First National Bank Alaska 60 days prior written notice hereof and the right to cure such default within said period.

PROVIDED, that, if the Beneficiary should take possession of the property pursuant to Provision of said Deed of Trust, said Beneficiary shall keep and perform all terms, conditions, covenants and provisions of said leases and, PROVIDED further, that the Trustee's rights to sell the property pursuant to provision of said Deed of Trust shall be construed to mean the right to sell only the leasehold interest in the property and that right to sale is subject to approval by the CBS Assembly as required by said lease.

Assembly Consent: This Consent was approved by the CBS Assembly at its regular meeting of February 12, 2019, with authority given to the Municipal Administrator to sign this Consent.

Dated this day of , 2019.

CITY AND BOROUGH OF SITKA, ALASKA

Date

By: P. Keith Brady
Its: Municipal Administrator

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by P. Keith Brady, Municipal Administrator of the CITY AND BOROUGH OF SITKA, ALASKA, an Alaska home rule municipality, on behalf of the municipality.

Notary Public in and for the State of Alaska
My commission expires: _____



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-034 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 2/6/2019 In control: City and Borough Assembly
On agenda: 2/12/2019 Final action:
Title: Discussion / Direction on amending the seasonal electric rates
Sponsors:
Indexes:
Code sections:
Attachments: [Cosponsors memo](#)
[Administrator memo](#)
[Finance Director memo](#)

Date	Ver.	Action By	Action	Result
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Sponsors: Mosher / Wein

Discussion / Direction
on amending the seasonal electric rates



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Assembly Members Kevin Mosher and Richard Wein

Date: February 6, 2019

Subject: Discussion/Direction RE: possible amendment to Ordinance 2017-06S
Seasonal Utility Rate Change

Background: In March 2017, the assembly approved Ord. 2017-06S, to adjust the utility rates, so that there would be a higher "Summer Rate," which applies from April-Sept, as well as a lower "Winter Rate," which applies Oct-Mar. Summer residential rates are 19.2 cents/kwhr. Winter rates are 12 cents/kwhr. This was done with the intention of raising utility rates, but doing so in a way that would "even out" people's utility bills, so to speak, so that their bills would not be too large in either season. The first time the summer rate took effect, in spring 2018, many people were shocked to see very large increases in their bills.

Analysis: It seems that the rate increase for the summer occurred too early, and therefore many people were hit with utility bills \$200 or more above their previous bills. This is most likely because it is still fairly cold in April. The thought here is to ease the burden so to speak, by effectively shifting the rate changes one month out.

Fiscal Note: Preliminary analysis by staff indicate that if we shift the change dates for the utility rates by one month, starting in Oct/Nov 2019 (FY2020), that the city will require a transfer from the general fund for the year of about \$80,000. Going forward, instead of increasing the rates in April every year, we will increase them in May. Likewise, instead of decreasing the rates in October, we would decrease them in November.

Recommendation: Rather than drafting legislation to make this change and bring to the assembly, we thought it better to bring this as a discussion/direction item first, to see if there is enough desire on the assembly for a change like this. We would like to know if the majority of the assembly would be interested to something to this effect. If so, we will work with the city attorney to draft appropriate legislation, and bring back to the assembly at a later date.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: Keith Brady, Municipal Administrator

Date: February 6, 2019

Subject: Seasonal Electric Rates

Summary

The seasonal electric rates were codified by the Assembly in FY17 and went into effect FY18. The ordinance proposed to save the citizens money during the winter with a lower rate, while tourists, visitors and summer businesses help offset the cost through higher summer rates. Some citizens experienced a "rate shock", especially the ones on the first and second utility billing cycle, as rates transient from lower winter kWh changes to higher summer kWh charges. There has been continued discussion on different rate scenarios that may alleviate the "rate shock" in the spring. Below are some options and implications of the seasonal electric rate scenarios we have run through.

Detail

1. Eliminate one month of the summer rate would be an average loss of \$450,000 for FY19 and each succeeding year.
2. Push back transition to summer rate a month in FY19: A change in a month to FY19 would be a loss of revenue of \$479,000.
3. Push back transition to summer rate a month starting in FY20, from April through the end of September to May through the end of October would be a loss of about \$80,000. This is due to the load variances between months of March/April versus October/November.
4. Push back the transition to summer rate time two weeks in FY20 would be a loss of about \$40,000.
5. Reduce the summer/winter seasonal delta from 19/12 cents to 18/13 or 17/14 cents. There would be revenue but it is more cost neutral if changed for FY20.
 - a. FY19 changes to 18/13 cents is \$162,000
 - b. FY19 changes to 17/14 cents is \$325,000

These numbers are variable due to load variances associated with weather, etc. Maintaining the 125% debt service bond covenant with inflation and no increase to the rates puts pressure on the Electric Enterprise Fund. The Finance Director has an attached memo that lays out the consequences of not meeting our bond covenants.



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: February 6, 2019

Subject: Effect of Extending Seasonal Electric Rates on Debt Coverage Ratio Covenants for Electric Revenue Bonds

Issue

Extending low seasonal electric rates by one month, from March 31 to April 30, 2019, may place the Municipality at risk of a technical default on its debt service coverage ratio in fiscal year 2019 unless a subsidization transfer to the Electric Fund is accomplished by June 30, 2019.

Facts

1. The loan agreements with the Alaska Municipal Bond Bank Authority (AMBBA) governing the Electric Fund's outstanding revenue bonds stipulate that the City and Borough of Sitka will annually meet a debt service coverage ratio ("Rate Covenant") equal to 125% of the annual debt service of all revenue bonds.
2. If the 125% debt service coverage ratio is not met, the Municipality would be in a technical event of default. The Municipality's bond ordinances detail the lender's remedies in instances of an event of default.
3. An event of default due to failure to meet the minimum Rate Covenant can be cured if, within 180 days after the end of the fiscal year, the Municipality:
 - a. Employs a consultant to recommend changes in the Electric System rates that are estimated to produce Revenue of the System sufficient to satisfy the rate covenant, and
 - b. Imposes Electric System rates at least as high as those recommended by the consultant that will become effective at the time or times so recommended.
4. Even if an Event of Default is avoided through engagement of a consultant and imposition of electric rate increases, disclosure may still be required in the Municipality's Comprehensive Annual Financial report (CAFR).
5. An Event of Default, whether cured or uncured, will impact the Municipality's ability to issue future revenue bonds through the Alaska Municipal Bond Bank Authority.

6. For fiscal year 2018, the Electric Fund met the Rate Covenant by achieving a debt service coverage ratio of 126.87%, with excess revenue of the system of \$136,544 above the minimum requirement of \$9,127,141. In fiscal year 2019, with user fees not being increased and some elements of operating costs increasing due to inflation and wage increases, the Electric Fund is projected to achieve the bare minimum 125% debt service coverage ratio.
7. To avoid an Event of Default, the Municipality may subsidize the Electric Fund by transferring in funds from another source, such as the General Fund. If this is accomplished before June 30, the end of the fiscal year, an event of default will not occur. If the seasonal electric rate is extended for one additional month as proposed, and, staff projects that the minimum Rate Covenant will not be met, staff will recommend to the Assembly that a subsidization transfer be made.
8. Finance Department analysis projects that extending seasonal low electric rate charges for one additional month, through April 30th, would result in a shortfall of \$497,300 from planned electrical user fee revenue for FY19. This estimate is based on 8,673,500 kWh projected to be sold during April, 2019 at an average low season user fee of \$0.1246/kWh versus the planned average high season user fee of \$0.1819/kWh. The exact amount of a shortfall would be dependent on weather and electricity usage and could vary from the Finance staff estimate.

Analysis

If the Finance staff analysis of the potential revenue shortfall due to extending seasonal low electric rate charges for one additional month prove to be valid, the Municipality will likely not meet the minimum Rate Covenant of 125% and, unless the Electric Fund receives significant subsidization from another source before June 30, 2019.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-026 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 2/6/2019 In control: City and Borough Assembly

On agenda: 2/12/2019 Final action:

Title: Discussion / Direction of the Investment Committee recommendation to add infrastructure exchange-traded funds as an authorized investment asset class

Sponsors:

Indexes:

Code sections:

Attachments: [Finance Director Memo](#)

Date	Ver.	Action By	Action	Result
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Discussion / Direction

of the Investment Committee recommendation to add
infrastructure exchange-traded funds as an authorized
investment asset class



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Jay Sweeney, Chief Finance and Administrative Officer

Date: February 6, 2019

Subject: Addition of Infrastructure Exchange-Traded Funds as Authorized Investment for the Sitka Permanent Fund

Issue

The City and Borough of Sitka Investment Committee is requesting that the Assembly approve its decision to allow investment of Permanent Fund assets in an additional asset class, infrastructure exchange-traded funds (ETFs).

Facts

1. At its meeting on December 17, 2018, the Investment Committee viewed a presentation by its investment manager, Alaska Permanent Capital Management (APCM), wherein APCM recommended the Permanent Fund portfolio be diversified by allowing investment in infrastructure equities through exchange-traded funds (ETFs).
2. Infrastructure ETFs invest in large privately-owned companies with large infrastructure assets such as railroads, electric utilities, pipelines, toll bridges, toll roads, and high speed railways which generate well-defined cash flows.
3. After hearing the presentation, the Investment Committee has determined that an additional asset class, exchange traded funds (ETFs) investing in infrastructure, will diversify the Permanent Fund, reduce risk, and increase portfolio performance over the long run.
4. The Investment Committee voted unanimously at its meeting on December 17, 2018, to recommend to the Assembly that investment in infrastructure ETFs, be approved.
5. Per SGC 4.28.120 c, sub-allocations of investments within asset classes shall be determined by the investment committee, as necessary and appropriate, and shall be recommended to the assembly for adoption by resolution.

Recommendation

Staff recommends that the Assembly approve the recommendation of the Investment Committee to allow investment in infrastructure ETFs.