



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

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

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

Thursday, April 11, 2019

6:00 PM

Assembly Chambers

REGULAR MEETING

*** The April 9 regular Assembly meeting was cancelled and rescheduled to April 11 due to the lack of a quorum. ***

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[19-072](#) Reminders, Calendars, and General Correspondence

Attachments: [Reminders and Calendars.pdf](#)
[PW Update.pdf](#)
[GPIP Update.pdf](#)

V. CEREMONIAL MATTERS

[19-069](#) Service Award - Allison Massey (Parks and Recreation Committee) and Dan Jones (Gary Paxton Industrial Park Board of Directors)

Attachments: [Service Awards.pdf](#)

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

[19-070](#) SCH / SEARHC Affiliation Project - Sarah Cave

Attachments: [Special Report.pdf](#)

VII. PERSONS TO BE HEARD

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

VIII. REPORTS

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

IX. CONSENT AGENDA

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

- A** [19-071](#) Approve the minutes of the March 14, 19, and 26 Assembly meetings

 Attachments: [Consent and Minutes.pdf](#)
- B** [19-068](#) Approve a liquor license renewal application for Halibut Point Crab & Brew at 4513 Halibut Point Road

 Attachments: [Motion and Memo.pdf](#)
 [Halibut Point Crab & Brew Application.pdf](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

- C** [19-066](#) Discussion / Direction / Decision on the selection of a Police Department third party investigator

 Attachments: [PD third party investigator.pdf](#)
- D** [ORD 19-10](#) Making supplemental appropriations for Fiscal Year 2019 (Police Department Third Party Investigation)

 Attachments: [Motion Ord 2019-10.pdf](#)
 [Ord 2019-10](#)
 [rptBudgetaryBudgetAmendments \(2\)](#)
- E** [ORD 19-06](#) Making supplemental appropriations for Fiscal Year 2019 (Fair Market Value Appraisal Airport Subleases)

 Attachments: [Motion Ord 2019-06.pdf](#)
 [Memo and Ord 2019-06.pdf](#)

- F [ORD 19-07](#) Making supplemental appropriations for Fiscal Year 2019 (GPIP Utility Dock)
 Attachments: [Motion Ord 2019-07.pdf](#)
 [Memo and Ord 2019-07](#)
- G [ORD 19-08](#) Making supplemental appropriations for Fiscal Year 2019 (GPIP Access Ramp)
 Attachments: [Motion Ord 2019-08.pdf](#)
 [Memo and Ord 2019-08](#)

XII. NEW BUSINESS:

New Business First Reading

- H [ORD 19-13](#) Making supplemental appropriations for Fiscal Year 2019 (Shepard vs CBS) 1st reading
 Attachments: [Motion Ord 2019-13.pdf](#)
 [Ord 2019-13.pdf](#)
- I [ORD 19-14](#) Making supplemental appropriations for Fiscal Year 2019 (City's Datacenter Storage upgrade) 1st reading
 Attachments: [Motion Ord 2019-14.pdf](#)
 [Ord 2019-14.pdf](#)
- J [ORD 19-15](#) Amending Title 22 "Zoning" of the Sitka General Code by modifying Chapters 22.08 "Definitions", Chapter 22.12 "Zoning Maps and Boundaries", Chapter 22.16 "District Regulations", Chapter 22.20 "Supplemental District Regulations and Development Standards" and adding new Section 22.16.180 "C Cemetery District" to create a Cemetery District (1st reading)
 Attachments: [Motion Ord 2019-15.pdf](#)
 [Memo Ord 2019-15.pdf](#)
 [Ord 2019-15.pdf](#)
 [Ord 2019-15 planning documents.pdf](#)

Additional New Business Items

- K [19-067](#) Discussion / Direction / Decision on the liquor license renewal application for Baranof Island Brewing Company, LLC (possible executive session)
 Attachments: [Motion BIBCO.pdf](#)
 [BIBCO Application.pdf](#)

- L [19-073](#) Approve hire offer for Bruce Wall as Planning Director

Attachments: [Motion and Memo Planning Director.pdf](#)

XIII. PERSONS TO BE HEARD:

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

XIV. EXECUTIVE SESSION

- M [19-075](#) Legal/Financial Matters - CBS/SEARHC Affiliation Process (due diligence compliance analysis)

Attachments: [Executive Session](#)

XV. ADJOURNMENT

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

*Sara Peterson, MMC, Municipal Clerk
Publish: 4/10/2019*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-072 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 4/9/2019 **In control:** City and Borough Assembly
On agenda: **Final action:**
Title: Reminders, Calendars, and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars.pdf](#)
[PW Update.pdf](#)
[GPIP Update.pdf](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, April 9	Regular Meeting	6:00 PM
Thursday, April 11	Special Meeting <i>Budget</i>	6:00 PM
Monday, April 15	Special Meeting SCH/SEARCH Affiliation Project	6:00 PM
Tuesday, April 16	Special Meeting <i>Administrator/Attorney Evaluations</i>	5:30 PM
Thursday, April 18	Work Session <i>BOE Training with State Assessor Teleconference City Hall 3rd Floor Conference Room</i>	5:30 PM
Monday, April 22	Special Meeting <i>GPIP Board Appeal</i>	6:00 PM
Tuesday, April 23	Regular Meeting	6:00 PM



Assembly Calendar

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

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Mar	1 Apr	2	3	4	5	6
Paxton	Paxton 6:00pm School Board	Paxton	Paxton 6:00pm Library Commission 6:00pm School Board 7:00pm Planning Commission	Paxton 12:00pm SEDA Board Meeting 6:00pm Special Meeting - School District Budget	Paxton Knox	Paxton Knox
7	8	9	10	11	12	13
Paxton Knox	Paxton Eisenbeisz 3:00pm GPIP	Paxton Eisenbeisz 12:00pm Parks & Rec 6:00pm Regular Assembly Mtg	Eisenbeisz 6:00pm Historic Preservation 6:00pm Port & Harbors Commission	Eisenbeisz 12:00pm LEPC 12:00pm SEDA 1:30pm Health Needs & Human Services Commission 6:00pm Special Meeting: Budget	Eisenbeisz 6:00pm School Board/SSD work session 7:00pm School Board budget hearing	
14	15	16	17	18	19	20
	6:00pm Special Meeting: SCH / Affiliation Project	12:00pm Tree/Landscape 5:30pm Special Meeting: Evaluations of Municipal Administrator and Municipal Attorney (Harrigan Centennial Hall)	Nelson 6:00pm School Board 7:00pm Planning Commission	Nelson 5:30pm Work Session: BOE training with State Assessor via teleconference at City Hall 3rd floor conference room	Nelson Knox	Nelson Knox
21	22	23	24	25	26	27
Nelson	Nelson 6:00pm Special Meeting: GPIP Board Appeal	Nelson 6:00pm Regular Assembly Mtg	Nelson 6:00pm Police and Fire Commission	Nelson Knox 6:00pm Hospital Board Meeting 6:00pm Special Meeting: Budget	Nelson Knox	Nelson Knox
28	29	30	1 May	2	3	4
Knox		6:00pm Special Meeting: Water Delivery (bulk water and NSRAA)	6:00pm Library Commission 6:00pm School Board 7:00pm Planning Commission	Mosher 12:00pm SEDA Board Meeting	Mosher	Mosher

Assembly Calendar

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

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 <u>Apr</u>	29	30	1 May	2	3	4
Knox		6:00pm Special Meeting: Water Delivery (bulk water and NSRAA)	6:00pm Library Commission 6:00pm School Board 7:00pm Planning Commission	Mosher 12:00pm SEDA Board Meeting	Mosher	Mosher
5	6	7	8	9	10	11
Mosher			6:00pm Historic Preservation 6:15pm Port & Harbors Commission	12:00pm LEPC 1:30pm Health Needs & Human Services Commission		
12	13	14	15	16	17	18
		12:00pm Parks & Rec 6:00pm Regular Assembly Mtg	7:00pm Planning Commission	Knox	Knox	Knox
19	20	21	22	23	24	25
Knox	Knox	Knox 12:00pm Tree/Landscape	Knox 6:00pm Police and Fire Commission	Knox 6:00pm Hospital Board Meeting	Knox	Knox
26	27	28	29	30	31	1 <u>Jun</u>
Knox	HOLIDAY	6:00pm Regular Assembly Mtg				

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED THROUGH MARCH 2019

Wastewater Treatment Plant (WWTP) Rehabilitation (DESIGN PHASE)

Milestones This Period

- Multiday 95% Design Submittal review meetings in Sitka with Consultants and CBS staff.
- Working on completion of the bid documents.

Future Milestones

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

Background

The Wastewater Treatment Plant was built in the early 1980s and most of the building systems, especially the HVAC (ventilation air) systems have failed or are past their useful life and require replacement. The air quality within the building is inadequate and corrosive and the exposed piping and metal within the building are corroded. The building's envelope leaks air and does not allow for proper pressurization of the office areas and other clean rooms. Corrosive air in these spaces results in electronics regularly becoming dysfunctional within months, in addition to creating an unhealthy air quality for the WWTP operators. It is the intent of Public Works to move this project forward as quickly as possible as there are life safety issues that need to be addressed in the existing facility. It is anticipated that the current project funding will be insufficient to rehabilitate the building, correct the life safety, code compliance and non-functional existing conditions. The preliminary total project cost is estimated at \$10 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 \$5,079,500 million to be funded through a third DEC loan, if approved.

Current Contracts: McCool Carlson Green \$806,321

O'Connell Lightering Float Pile Replacement (CONSTRUCTION PHASE)

Milestones This Period

- Permitting is ongoing by U.S. Army Corps of Engineers.
- Reviewed and approved contractor submittals.

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

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

Milestones This Period

- Hosted design review meeting with consultant the week of March 11.
- Solicited proposal from consultant establishing fee and scope needed to complete the design effort.

Future Milestones

- Issue design change order to allow for June 13 completion of bid documents.
- Bid period: June 20 to July 18, 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
<u>\$20,000 – Sewer Fund</u>
\$1,800,000 – Total Available Project Funding

Current Contracts:	Professional and Technical Services, Inc.	\$323,695
	(Lincoln & Katlian design projects, combined)	
	Anderson Land Planning	\$5,000

Katlian Street (DESIGN PHASE)

Milestones This Period

- Final plans received from consultant.
- Preparing construction-slope-storm drain easements and letters to property owners.

Future Milestones

- Finalize easements by April 30, 2019
- Final Review of plans and advertise for construction, April - May, 2019.
- Construction anticipated May - June 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)

Sitka Seaplane Base (SPB) (PLANNING PHASE)

Milestones This Period

- Presentation to Alaska Board of Education on March 30, 2019 to educate on the need for a new SPB and to request a letter of commitment to purchase property on Japonski Island owned by AK Dept. of Education.

Future Milestones

- Obtain a letter of commitment for the purchase of the property from the State of Alaska Department of Education.
- 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.

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

Milestones This Period

- Construction activities are on hold until April 2019.
- Issued construction change order to account for project delays due to contaminated soil and project over-winter phasing, and to extend the project's substantial completion date to July 1, 2019.

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 (design)	\$144,747
	K&E Alaska (construction)	\$2,170,978

Nelson Logging Road Upgrades (CONSTRUCTION PHASE)

Milestones This Period

- Project resumed mid-March as the weather has warmed up.
- Placed fill and compaction on roadside pedestrian trail from HPR to foot bridge.
- Completed fill and grading from Station 116+00 to end of project

Future Milestones.

- Complete trail from foot bridge to Forest & Muskeg Trail, April 15, 2019.
- Complete fill and grading, April 15, 2019.
- Reinstall Stop Sign, April 30, 2019.
- Place seed mixture on disturbed areas, April 30, 2019.
- Contract Substantial Completion date is April 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

Davidoff Storm Sewer Rehabilitation (CONSTRUCTION PHASE)

Milestones This Period

- Reviewed and approved material submittals from the contractor, K&E Alaska.

Future Milestones

- Remove and replace 70 linear feet of corroding 30" culvert, May 2019.
- Remove and replace 2 corroding metal storm manholes, May 2019.
- Rehabilitate 261 linear feet of corroding 36" culvert with fiberglass slip-line pipe, May 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)	\$289,172

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

- Jacobs Engineering Group, Inc. kick-off meeting held March 3, 2019.

Future Milestones

- Advertise for Design-Build Team, April - May, 2019.
- Construct project Fall 2019 to March 15, 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
	Jacobs	\$90,090

Peterson Storm Sewer Rehabilitation (DESIGN PHASE)

Milestones This Period

- Received grant (\$55,000) from Alaska Fish and Wildlife Fund grant
- Notice to Proceed to DOWL for design contract
- DOWL performed site visit March 21, 2019

Future Milestones

- Project survey April, 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:	DOWL	\$78,072
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Critical Secondary Water Supply (DESIGN PHASE)

Milestones This Period

- Researched filtration options with design consultant, CRW Engineering Group.

Future Milestones

- CRW to provide training to CBS water operators to test coagulants for water treatment design, week of April 1, 2019.
- CRW to evaluate Sawmill Creek water intake options with Engineering staff, week of April 1, 2019
- Solicit construction bids, August 2020.
- Substantial Completion for secondary water source project anticipated in September 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.

\$362,780

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

Bio-solids Municipal Landfill Expansion (PLANNING & DESIGN PHASE)

Milestones This Period

- Completed negotiations with Stantec for cost proposal.

Future Milestones

- Sign contract by April 15, 2019.
- COE permit expected June 2019.
- Construction planned to start July 2019.

Background

The project is required because the existing limits of the Bio-Solids Landfill are nearing available storage limits. A COE permit is required to expand the limits of the landfill to the current DEC permit. The project is funded in fiscal year 2018 for \$500,000.00.

Current Contracts: Pending Stantec

\$48,019

Gary Paxton Industrial Park Access Ramp (PLANNING PHASE)

Milestones This Period

- GPIB Board approved change order to add work for Task 3 that continues with a scoping study report to analyze and design various components of an Access Ramp on February 27, 2019.
- Project facility map prepared for GPIB Board showing proposed ram, Utility dock & Floating dock with cruise ship.
- Assembly Approved Change Order funding increase for Task 3 on March 26, 2019.

Future Milestones

- Change order for Task 3 in process.
- Prepare Task 3 work.

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. Additional funding approved by Assembly March 3, 2019 for \$21,960 for a total of \$61,960.

Current Contracts: PND Engineers Inc.

\$26,050

Pending CO PND

\$23,660

Total

\$49,710

Police Station Planning Study (PLANNING PHASE)

Milestones This Period

- Completed final edits to draft Planning Study.
- Completed report section with existing building information and estimated costs to rehabilitate the building and its building systems, which are nearing 'end of lifecycle'.

Future Milestones

- Print a copies of the completed draft planning study.
- Completed study to be presented to Assembly at Administrator's direction.

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

MAINTENANCE ACTIVITIES

STREETS

- Winter held on, 4.1% of our time was spent De-icing Roads and Glacier Areas.
- 10.1% of our time Grading Gravel Roads.
- 6.3% of our time was spend Filling Potholes, this expended over 8,000 LBS of Cold Patch Material.
- 10.4% of our time was assisting the Water Department with waterline breaks on Etolin, Verstovia and Wachusett Streets.
- Demolished and disposed of a barge for the Harbor Department
- Removed two junk cars and brought them out to the Scrapyard.
- Buried approximately 80 yards of Bio Solids out at the Bio Solid Pit.

CENTRAL GARAGE

- Over 30 Repairs to our fleet, mostly minor repairs.
- Manufactured some Portable No Parking Signs for use at Harrigan Centennial Hall.
- Refitted a tank for use of Dust Control.

SCRAPYARD

- Shipped out 8 Gondalas which is equal to 181,730 pounds of Scrap Iron
- Shipped one container with 10,610 pounds of Copper Wire and Pipe and Brake Rotors.
- The Scrapyard is the emptiest it has been since I've been here. Staff is ready for spring clean-up.

GROUNDS MAINTENANCE

- Seasonal rotation, spring preparation
- COMPLETED Opening and spring preparation of park facilities for athletic season – Keet, Moller Complex, Kimsham and Pioneer Park
- COMPLETED Harrigan Hall, canoe sign base made and installed.
- Working on updates to policy and procedures – training, rotation plans, an asset accentual/work management for next seasons crew.
- Compost/Mulch redistribution (generating more than needed for operations)
- Kimsham Complex fill in area of settling at Krugger Field (D)
- Fire Hall removed leaning tree.
- Fire Hall retaining wall blocking modification – researching option with products available.

BUILDING MAINTENANCE

- Normal preventive maintenance.
- COMPLETED Animal Shelter CIP soffit replacement and reroofing project.
- COMPLETED City Hall Security Lock Hardware installed on Utility Office Door issue with hardware, waiting on replacement.
- COMPLETED City Hall Rear door lock hardware change due to building security concerns.
- COMPLETED City/State Women's Restroom – prep work began on replacing counter top and sinks.
- COMPLETED Vilandre Clubhouse window replacement due to rot.
- COMPLETED UV plant heat pumps – problem with refrigeration pump/circuit.
- Marine Service Center – Condenser– engineering firm onsite, working on scope for replacement of units.
- Harrigan Centennial Hall – Dishwasher problem.
- Transfer station Building project continuation by Sitka High School.
- City Hall Utility counter demo and installation – waiting on contractors.
- Fire Hall bay lighting, bad ballast replacement.
- Gutter Cleaning at the Turnaround Complex – Skate Park Structure
- Harrigan Centennial Hall Gutter membrane installation.

- Senior Center Kitchen Hood Suppression - scheduling work with contractor.
- MONITORING - WWTP Boiler Circulation Pump 1 flanges leaking (we are going to monitor due to renovations). Pump can be isolated if needed. We have back up Circulation Pump 2.
- MONITORING - WWTP Fan Unit 2 failed. Fan unit is for storage area exhaust. Temporary fan installed (we will continue to monitor until renovation).
- MONITORING - Harrigan Centennial Hall Heating in room 117.
- MONITORING - Harrigan Centennial Hall – tile floor cracking common areas.

Water/Wastewater Highlights

PW crews responded to seven water leaks in the first quarter of 2019.

1. Viking Way- 6 inch ductile iron water main. Cause of leak: Corrosion
2. Spruce St- 6 inch ductile iron water main. Cause of leak: Corrosion
3. 1700 block SMC Rd.- Copper water service. Cause of leak: Corrosion
4. Verstovia- 10 inch ductile iron water main. Cause of leak: Stress Crack
5. Wachusett- Copper water service. Cause of leak: Corrosion
6. GPIP- 10 inch ductile iron fire line. Cause of leak: Corrosion
7. Etolin- Copper water service. Cause of leak: Corrosion



GPIP Repair



Viking Repair



Verstovia Break



Spruce Repair

GPIP Action Item Update

Leases awaiting Legal Review and Execution

1. 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 GPIP Enterprise fund.

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

Update

The CBS received two bids to purchase the Administrative Building. A formal purchase and sales agreement is being prepared for the Assembly's review at its April 23rd meeting.

2. Utility Dock RFP

<i>GPIP Board Approved</i>	12/18/2018	<i>Assembly Approved</i>	NA
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<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.

Update

The GPIIP Board approved recommending selling the Utility Dock to Hanson Maritime. The Assembly approved allocating \$20,000 for outside legal counsel to research potential navigation issues and prepare a purchase and sales agreement for Assembly approval.

CBS Projects

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.

UPDATE

The GPIIP Board approved a location for the establishment of a water loading station at its February meeting.

2. Rock removal

<i>GPIP Board Approved</i>	9/24/2018	<i>Assembly Approved</i>	NA
<i>Submitted to CBS</i>	9/24/2018	<i>Suggested Completion</i>	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 GPIP 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. GPIP Dock Camera/Phone

<i>GPIP Board Approved</i>	11/22/2017	<i>Assembly Approved</i>	12/12/2017
<i>Submitted to CBS</i>	3/06/2018	<i>Completion</i>	03/21/2019

Background

The GPIP Board and Assembly approved the installation of security cameras at the GPIP 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.

UPDATE

The GPIP Dock Camera was installed on 03/21/2019. The CBS Harbor Department now has access to the view vessels using the GPIP Dock and can bill more accurately.

4. Bulk Water Delivery Infrastructure

<i>GPIP Board Approved</i>	3/29/2018	<i>Assembly Approved</i>	4/10/2018
<i>Submitted to CBS</i>	3/29/2018	<i>Suggested Completion</i>	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 received the CBS Electrical Department's 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.

UPDATE

The Assembly approved funding at its March 26th meeting to continue with the design and engineering for a phase development of the GPIIP Access Ramp.

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.

7.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-069 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 4/9/2019 In control: City and Borough Assembly
On agenda: Final action:
Title: Service Award - Allison Massey (Parks and Recreation Committee) and Dan Jones (Gary Paxton Industrial Park Board of Directors)
Sponsors:
Indexes:
Code sections:
Attachments: [Service Awards.pdf](#)

Date	Ver.	Action By	Action	Result
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Service Award

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

Allison Massey

*this expression of grateful acknowledgment for your almost three years of
valued service rendered in the public interest while serving on the
Parks & Recreation Commission. Thank you!*

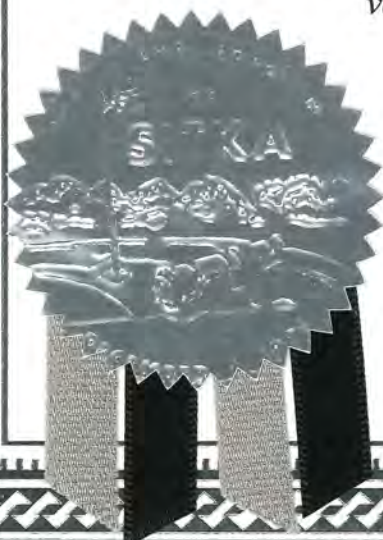
Signed and sealed this 9th day of April, 2019

Valorie Nelson

Vice Deputy Mayor Valorie Nelson

Sara Peterson

ATTEST: Municipal Clerk, Sara Peterson



Service Award

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

Dan Jones

*this expression of grateful acknowledgment for your over seven years of
valued service rendered in the public interest while serving on the
Gary Paxton Industrial Park Board of Directors. Thank you!*

Signed and sealed this 9th day of April, 2019

Valorie Nelson
Vice Deputy Mayor Valorie Nelson

Sara Peterson
ATTEST: Municipal Clerk, Sara Peterson





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-070 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/9/2019 In control: City and Borough Assembly

On agenda: 4/11/2019 Final action:

Title: SCH / SEARHC Affiliation Project - Sarah Cave

Sponsors:

Indexes:

Code sections:

Attachments: [Special Report.pdf](#)

Date	Ver.	Action By	Action	Result
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Scheduled Special Report

SCH / SEARHC Affiliation Project

Sarah Cave



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-071 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/9/2019 In control: City and Borough Assembly

On agenda: Final action:

Title: Approve the minutes of the March 14, 19, and 26 Assembly meetings

Sponsors:

Indexes:

Code sections:

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

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

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

I wish to remove Item(s) _____

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

If this item is pulled from the consent agenda the following motion would be in order:

POSSIBLE MOTION

I MOVE TO approve the minutes of the March 14, 19, and 26 Assembly meetings.



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

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

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

Thursday, March 14, 2019

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 4 - Eisenbeisz, Knox, Wein, and Mosher

Absent: 2 - Paxton, and Nelson

Telephonic: 1 - Bean

IV. PERSONS TO BE HEARD

Eric VanCise School Board Clerk reported on the Sitka School District budget meeting noting they chose to use flat funding.

V. NEW BUSINESS:

- A 19-053** Approve a liquor license renewal application for JL Totem, Inc. dba Totem Square Inn at 201 Katlian Street

A motion was made by Knox to approve a liquor license renewal application for JL Totem, Inc. dba Totem Square Inn at 201 Katlian Street, with the condition that the applicant must satisfy the note/payment plan entered into with the City and Borough of Sitka, and forward this approval to the Alcoholic Beverage Control Board without objection. The motion PASSED by the following vote.

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

Absent: 2 - Paxton, and Nelson

B 19-054**Discussion / Direction / Decision of the General Fund**

Eisenbeisz outlined that the Finance Department would present on the General Fund and there would be opportunity for staff direction. Municipal Administrator Keith Brady noted the city budgeted as though the Governor's budget would pass and the presentation took into account what could be done with Raw Fish Tax, school bond debt reimbursement, and the contribution to the School District which would take money from capital projects. Chief Finance and Administrative Officer Jay Sweeney noted the budget proposed was to maintain current levels of service with deferred maintenance that included worst case state budget cuts with one exception of the contribution to the School District. Sweeney noted that State Statute did not appear to have guidance for possible changes at a later date of contribution to the school.

Controller Melissa Haley gave an overview of future budget meetings. She told of four budget decisions that needed to be made: General Fund services, support to the School District, repair of infrastructure, and subsidization to other funds/transfers. She gave the forecast of the major sources of revenue. Assessor Wendy Lawrence gave an assessment of trends in property tax noting that senior exemptions had increased. Haley told of unknown revenues and went over assumptions and decisions that needed to be made with regards to revenue to the General Fund. Sweeney went over school bond debt service that included the Performing Arts Center. Haley told of budget expenditures detailing current level of service, school support, and health care costs. She gave details on subsidies and/or transfers out to other funds. She went over the core services of the General Fund noting a 2.4% reduction from FY2019 budget. She told of new and growth of deferred capital projects.

Wein commented on the small surplus in the presented budget and suggested that we need a much larger surplus to be earmarked for infrastructure and deferred maintenance. He stated the need to prioritize projects. He felt that items such as the five new vehicles slated for purchase be re-evaluated. He noted that cuts in the budget should not be across the board, but should be creatively and strategically made in areas such as the Police Department, Education, Engineering, and Legal for example. Bean commented that 10% cut should be made and the city should be operating at a bare minimum. Mosher agreed that cuts needed to be made, gave the suggestion of increasing the sales tax to 6% year round, increase in the vacancy factor, and have the assembly involved in new hires. He stated his concern of labor cost. Knox didn't feel the assembly should be involved in hiring decisions. He felt that staff had done a lot of work to prepare the budget with a worst case scenario with removal of state funding. He was not in support with an overall cut.

Haley finished presenting on school funding highlighting decision points of what level of funding to set, instructional vs non-instructional, the Performing Arts Center, and Community Schools.

Eisenbeisz thanked staff and felt that the budget presented was with cuts by assuming the worst case scenario from the state.

Knox relayed a possible conflict and disclosed that his wife works at Pacific High School although her position was grant funded this year and that he was the year round head coach with regards to the Blatchley pool. Deputy Mayor Eisenbeisz ruled no conflict at this time.

A motion was made by Bean to suspend all capital projects for FY2020 with the exception of the Wastewater Treatment Plant, the Secondary Water Source,

and Marine Street Substation. The motion FAILED by the following vote.

Yes: 2 - Bean, and Mosher

No: 3 - Eisenbeisz, Knox, and Wein

Absent: 2 - Paxton, and Nelson

Knox clarified that the projects that would be stopped would not include projects already in progress or that have had appropriations. Brady noted that suspending all but those projects would be approximately 10% of the budget. Sweeney asked for clarification with regards to grant funded projects for example the Sea Plane Base. Knox mentioned the ADA ramp and felt it may need to be done and wondered what other impacts the suspension would create. Sweeney told that some appropriations may be critical and that department heads should speak to the projects. Wein was not in support.

Bean brought up the idea to direct staff to bring back a 10% cut from all funds. Sweeney noted that equaled almost \$3 million. Eisenbeisz would prefer to see a certain dollar amount rather than a percentage.

Brady noted that removal of \$2 million would create an impact to the citizens. Knox was not in support, felt the budget should not be cut any further, and that revenue should be addressed with regards to how the city was collecting it. Eisenbeisz reminded that Enterprise Funds were services, and if staffing was cut, it would affect the economy. Brady informed that staff was overworked and had concerns of impacts to the public. Eisenbeisz was in support in order to see what the impacts would be. Brady stated a new budget could be drafted by March 28th.

A motion was made by Wein to remove \$2 million from the FY2020 budget in aggregate. The motion PASSED by the following vote.

Yes: 4 - Eisenbeisz, Bean, Wein, and Mosher

No: 1 - Knox

Absent: 2 - Paxton, and Nelson

VI. PERSONS TO BE HEARD:

None.

VII. EXECUTIVE SESSION

None.

VIII. ADJOURNMENT

A motion was made by Knox to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:29 p.m.

ATTEST: _____
Melissa Henshaw, CMC
Acting Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

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

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

Tuesday, March 19, 2019

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

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

Absent: 2 - Bean, and Paxton

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A 19-055 Chamber of Commerce/Visit Sitka presentation and Discussion/Direction/Decision of approval of additional funding for marketing regarding CVB contract

Municipal Administrator Keith Brady reviewed the two possible motions for FY19/FY20 funding and spoke to the financial forecast for the Visitor Enhancement Fund. Brady stressed the need for passage of the FY19 funding and stated FY20 funding could be addressed during the budget process, if needed.

Rachel Roy, Executive Director of Greater Sitka Chamber of Commerce and Visit Sitka, explained the additional funding request for FY19 was \$83,072 and for FY20 \$200,200. Roy reviewed the Visit Sitka FY19/FY20 Supplemental Budget and

answered questions regarding funding needs, metrics used to evaluate advertising methods, newly funded seasonal positions at Harrigan Centennial Hall and training provided, website statistics, development of relationships with yachts, and a possible opportunity with the Alaska Fellows Program for marketing. Nelson noted not all businesses were listed on the Visit Sitka website. Roy explained the membership program. Wein stressed the need to promote and recognize all of Sitka. He believed it important for Visit Sitka to reach out to businesses. Eisenbeisz wondered of the target demographic and was disappointed to not have solid projects before the body to see and better understand what the City was spending its money on. Mosher felt Roy had provided a clear and concise budget. He believed the additional funding requests should be granted. Wein stressed the importance of tourism, was supportive of the funding requests, and spoke to representation of all Sitka businesses. Knox desired additional information such as metrics and statistics. Nelson suggested the funding requests be postponed to March 26 for further discussion.

Wein disclosed he was a member of the Chamber. Eisenbeisz ruled there was no conflict.

A motion was made by Nelson to POSTPONE the decision to increase FY19/FY20 funding to the March 26 meeting. The motion FAILED by the following vote.

Yes: 1 - Nelson

No: 4 - Eisenbeisz, Knox, Wein, and Mosher

Absent: 2 - Bean, and Paxton

Eisenbeisz wished to see the FY19 budget project based and was unsupportive of the full amount \$200,200. Wein wondered what the alternative plan was. Eisenbeisz suggested one possibility was for individual projects to come forward for approval.

A motion was made by Mosher to direct the Administrator to increase the funding with the Greater Sitka Chamber of Commerce for an additional \$83,072 for the FY19 budget for marketing. The motion PASSED by the following vote.

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

No: 1 - Nelson

Absent: 2 - Bean, and Paxton

A motion was made by Knox to POSTPONE the decision to increase the funding for FY20 to the April 23 meeting. The motion PASSED by the following vote.

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

Absent: 2 - Bean, and Paxton

VII. PERSONS TO BE HEARD:

None.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

A motion was made by Knox to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:37pm.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

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

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

Tuesday, March 26, 2019

6:00 PM

Assembly Chambers

WORK SESSION 5:00 PM - CBS FINANCIAL STATEMENTS

19-063 Work Session Materials - Financial Statements

Chief Finance and Administrative Officer Jay Sweeney and Controller Melissa Haley reviewed 1st quarter FY2019 financial statements with the Assembly.

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 5 - Knox, Bean, Wein, Mosher, and Nelson

Absent: 2 - Eisenbeisz, and Paxton

IV. CORRESPONDENCE/AGENDA CHANGES

19-049 Reminders, Calendars and General Correspondence

None.

V. CEREMONIAL MATTERS

19-056 National Service Recognition Day

Vice Deputy Mayor Nelson read and presented a proclamation to AmeriCorps participants in recognition of National Service Recognition Day April 2. William Ortiz and Mary Elizabeth Hommel spoke to their experience as AmeriCorps members.

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

None.

VII. PERSONS TO BE HEARD

Speaking as a member of the public, Richard Wein, spoke to the importance of a seaplane base in Sitka. He noted the FAA had earmarked funds for the project and reminded only the preapplication documents had been filed. He urged staff to move forward and complete the application process.

Garry White of the Sitka Economic Development Association (SEDA) reported on the stakeholder meeting SEDA hosted regarding the fate of the cold storage building. White reported representatives from fish processing plants and other stakeholders attended. Of note was the cost and repairs to the seawall.

VIII. REPORTS

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

Administrator - Brady reported he and Deputy Mayor Eisenbeisz had met with the US Coast Guard and spoke of the Governor's budget, stated interim Police Chief Robert Baty had been hired and would begin April 1, and noted he and Deputy Mayor Eisenbeisz had traveled to Juneau earlier in the month for lobbying purposes.

Liaison Representatives - Knox reported on the meetings for the Parks and Recreation Committee and the Port and Harbors Commission. Wein briefed the Assembly on the meetings of the Local Emergency Planning Committee, Tree and Landscape Committee, and the Health Needs and Human Services Commission.

Clerk - Peterson reminded of upcoming meeting dates.

IX. CONSENT AGENDA

- A 19-057** Approve the minutes of the February 26, 28 and March 14 Assembly meetings
- Wein wished to have corrections made to the March 14 minutes. Vice Deputy Mayor Nelson requested Wein work with the Clerk's Office to make those changes.
- A motion was made by Knox to approve the minutes of the February 26 and 28 Assembly meetings. The motion PASSED by a unanimous voice vote.**

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B 19-051** Reappoint: 1) Sheila Finkenbinder to a two-year term on the Gary Paxton Industrial Park Board of Directors in the category of At-Large, and, 2) Barbara Morse to a three-year term on the Parks and Recreation Committee
- Assembly members thanked applicants for their willingness to serve.

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

Yes: 5 - Knox, Bean, Wein, Mosher, and Nelson

Absent: 2 - Eisenbeisz, and Paxton

- C 19-058** Appoint: 1) Tamy Stevenson to a three-year term on the Port and Harbors Commission, and, 2) Rob Parrish to a two-year term on the Gary Paxton Industrial Park Board of Directors

Assembly members extended thanks to the applicants for their willingness to serve.

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

Yes: 5 - Knox, Bean, Wein, Mosher, and Nelson

Absent: 2 - Eisenbeisz, and Paxton

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

- D 19-050** Approve signing a joint letter to Governor Michael Dunleavy in opposition to the repeal of school bond debt reimbursement

Wein offered this was a lesson and reminder to municipalities in where funding comes from, that funding from outside sources wouldn't always be available, and that there could be issues in paying back debt. Bean noted it was time to have a conversation with the public to increase the millage rate in order to have an alternative funding plan.

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

Yes: 5 - Knox, Bean, Wein, Mosher, and Nelson

Absent: 2 - Eisenbeisz, and Paxton

- E RES 19-08** Supporting the Alaska Arts Southeast and Sitka Maritime Heritage Society application under the FY18 Historical Revitalization Subgrant Program (1st and final reading)

Chief Finance and Administrative Officer Jay Sweeney stated information had been brought to light with regards to the administrative responsibilities associated with the grant. Controller Haley noted the resolution was incorrectly written, it was a complicated grant program, and while the City was not technically applying for the grant, it would come to the City. Haley noted the City would need to issue a request for proposal and then ensure subgrantees could meet the federal procurement requirements. Sweeney and Haley said in order to administer the grant, additional staff resources would be needed, stated those resources could be paid for with grant monies - however, the costs to administer were unknown. In addition, Haley informed the grant was large enough that it could put the City into a situation where a single audit was triggered. Interim Planning Director Scott Brylinsky reiterated it was an

unusually structured grant program in the fact that either a statewide non profit or certified local government needed to apply and then once funding was received the City would subgrant, through a competitive process, to other entities.

Speaking from the public, applicant Rebecca Poulson, stated it was an unusual program in that the City would be running a competitive subgrant program for historic preservation open to any projects fitting the grant criteria. Poulson said the grant award would not be announced until September and felt this would give the City time to hire a temporary employee to create the program. Anne Pollnow stated this type of program was not new, Sitka had been a part of the certified local government process since 1992 and many properties had benefitted. She reminded historic preservation grants were an economic opportunity, offered jobs, and were an investment in the community. Pollnow stated the Historic Preservation Commission had approved the application and would be the ones to take on the subgrant.

Haley and Sweeney clarified previous historic preservation grants had been different and more along the lines of pass through grants and because they were often smaller projects, federal procurement rules were simpler.

Municipal Attorney Brian Hanson stated there was a substantive problem if the recitals in the resolution were incorrect and thus amendments were required.

Assembly members suggested a special meeting be held prior to the April 1 deadline to further clarify the process and correct the resolution as there were substantive changes. A recess was taken to review the resolution and once reconvened Municipal Attorney Brian Hanson offered amendments.

Knox, while supportive of the grant, expressed concern for the additional burden this would place on the Planning Department and Finance Department. Wein believed there was ample time to fine tune how this would work, however, wished to hear reports back from staff if it were problematic. Knox and Nelson noted if the grant were awarded to the City, before accepting, assurances would be needed so that staff was comfortable and there were adequate resources to administer the grant.

A motion was made by Bean to AMEND the resolution as noted by Municipal Attorney Brian Hanson. The amendment PASSED by the following vote.

Amend the following:

Line 8 - strike "Alaska Arts Southeast and Sitka Maritime Heritage Society's" and replace with "City and Borough of Sitka"

Line 20 - strike "through the grant application"

Line 26 - insert "competitively" before the words "subgranted to more than"

Line 29/30 - strike "are requesting \$375,000 each from the Historic Revitalization Subgrant Program" and replace with "have historic preservation projects eligible for the subgrants."

Line 32 - strike "Alaska Arts Southeast and the Sitka Maritime Heritage Society" and replace with "subgrantees"

Line 37 - strike "of the Alaska Arts Southeast and the Sitka Maritime Heritage"

Society"

Yes: 5 - Knox, Bean, Wein, Mosher, and Nelson

Absent: 2 - Eisenbeisz, and Paxton

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

Yes: 4 - Knox, Bean, Wein, and Nelson

No: 1 - Mosher

Absent: 2 - Eisenbeisz, and Paxton

F ORD 19-06 Making supplemental appropriations for Fiscal Year 2019 (*Fair Market Value Appraisal Airport Subleases*)

Municipal Attorney Brian Hanson stated most of the tenants had been advised of the potential adjustments to their leases, in particular, the aeronautical tenants. It was noted a current appraisal was required to update current leases and comply with FAA regulations as the last appraisal for the specialized market was completed in 2003.

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

Yes: 5 - Knox, Bean, Wein, Mosher, and Nelson

Absent: 2 - Eisenbeisz, and Paxton

G ORD 19-09 Making supplemental appropriations for Fiscal Year 2019 ("The Ride" Bus Relocation Area at HCH) 1st reading

Harrigan Centennial Hall (HCH) Building Manager Don Kluting explained the planned improvements to reduce congestion, improve traffic flow and ensure safety in the Crescent Harbor parking lot. Kluting spoke to site locations for vendors, taxis, tourist buses, and proposed relocation of the RIDE buses to Harbor Drive in front of HCH. Bean believed the current location of the RIDE was most safe. Wein wondered if trial runs had been made using the location.

Connie Sipe, Center for Community Transit Program Administrator, and Gerry Hope, Sitka Tribe of Alaska Transportation Manager, spoke to the proposed new location for the RIDE buses. Sipe and Hope noted time trials had been conducted using the new location. Both expressed safety concerns with the new location and wished to stay in the current location in the Crescent Harbor parking lot.

A discussion ensued among Assembly members. Mosher and Wein commented the safest location was for the buses to remain in the Crescent Harbor parking lot. Nelson suggested the funding for relocation come from commercial passenger excise tax funds.

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

No: 5 - Knox, Bean, Wein, Mosher, and Nelson

Absent: 2 - Eisenbeisz, and Paxton

H 19-061**Discussion / Direction on the sale of the Gary Paxton Industrial Park Utility Dock to Hanson Maritime Company**

Gary Paxton Industrial Park Board (GPIP) Director Garry White stated this item, and the next, were related. The GPIP Board was recommending sale of the utility dock, however, wished to determine if the Assembly was interested in the sale. The next item was for a request to hire outside counsel to develop a purchase/sale agreement for the sale of the utility dock to Hanson Maritime. Lee Hanson, of Hanson Maritime, concurred and added he had already invested a significant amount of time and money into the project and wanted to receive some direction from the Assembly before investing more.

Wein stated the business was a good fit for the Industrial Park. The utility dock was a non productive asset and Hanson had the ability and desire to turn it into something productive. Knox, while supportive of the project, reminded the political hurdle could be the tidelands that were a premium to the City given not many tidelands remained in City hands.

Municipal Attorney Brian Hanson speaking as the risk manager for the City stated the utility dock was a condemned structure and could not be utilized until properly studied and remediated. He reminded the GPIP Board had filed an appeal opposing the condemning of the dock and therefore the appeal would need to be heard and resolved prior to making a decision on the sale of the dock. Hanson noted, in addition to the condemnation, there were risks associated with the dock that needed to be considered referencing a 19 year old study in which it was stated the dock should not be used. He noted if the City were to transfer a dock with known risk that in turn equated to known litigation. In addition, Hanson commented on issues relating to traffic on the dock and tidelands use, hence the request for outside legal assistance in developing easements and agreements to address use concerns.

Bean suggested the Assembly hold delay on making a decision to sell until after the April 22 appeal date. Wein questioned why a request for proposal was issued if there were known issues.

No action was taken.

I ORD 19-07**Making supplemental appropriations for Fiscal Year 2019 (*GPIP Utility Dock*)**

Mosher spoke in support and expressed the need for issues to be resolved. Bean spoke in support of discussing after the appeal was heard. Wein desired a legal opinion and the development of necessary language and ground work in order for a decision to be made. Mosher stated the condemnation was immaterial and reminded Lee Hanson was aware of the condemnation and was still interested in moving forward.

Garry White, Gary Paxton Industrial Park Board Director, stated there were marine navigational issues and supported moving forward with outside legal counsel.

Speaking from the public, Eric Van Cise and Dave Nelson spoke in support of the Hanson Maritime project.

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

Yes: 5 - Knox, Bean, Wein, Mosher, and Nelson

Absent: 2 - Eisenbeisz, and Paxton

J ORD 19-08 Making supplemental appropriations for Fiscal Year 2019 (*GPIP Access Ramp*)

Garry White, Director of the Gary Paxton Industrial Park (GPIP), stated the GPIP Board was hoping to complete the overall plan of management for the Park. White stated the appropriation was being requested to continue an analysis of the GPIP dock access ramp to determine different design components. The City had hired PND Engineering last summer to complete analysis and design of an access ramp to support the marine services industry. Cost estimates ranged from \$6.8 and \$6.1 million. The Board however, had now requested PND look at a phased development project. Wein spoke in support of the appropriation if the ultimate goal was to be achieved.

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

Yes: 5 - Knox, Bean, Wein, Mosher, and Nelson

Absent: 2 - Eisenbeisz, and Paxton

K 19-048 Update from Assembly Subcommittee Members Bean, Wein, and Mosher followed by Discussion / Direction / Decision on the selection of a Police Department third party investigator

Knox desired to go into executive session to discuss concerns related to moving forward. Bean believed a majority of the discussion could be held in public without putting the City at risk or defaming character. Knox was agreeable to discussion however wished to hear from the Municipal Attorney first. Wein wondered of the concerns and how they would rise to the level of executive session.

Noah Shepard, a litigant, understood the need to discuss communications in executive sessions prior to discussion of the investigation.

A motion was made by Knox to go into executive session to discuss communications with the Municipal Attorney or other legal advisors concerning legal matters affecting the City and Borough of Sitka and the ongoing litigation of the Sitka Police Department and the selection of a third party investigator. The motion PASSED by the following vote.

Yes: 5 - Mosher, Nelson, Knox, Bean and Wein

Absent: 2 - Paxton and Eisenbeisz

The Assembly was in executive session from 9:20pm to 9:30pm.

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

Update from subcommittee

Wein stated his motivation was related to the inaction of the City to get closure to the events at the Police Department and the problem could not be allowed to fester and create an unhealthy working environment. A subcommittee was formed and during the course of their work the Administrator had hired interim Police Chief Robert Baty.

While Wein was supportive of interim Police Chief Robert Baty he believed the hiring of Baty by the Administrator usurped and undermined the authority of the Assembly. Wein wished to be provided written plans from Baty on how he would approach the problem at the Police Department, prior to his arrival on April 1. In addition, Wein stated he was in support of holding off on choosing an investigator for now, however, wished to approve the appropriation in the event an investigation was warranted. Bean stated the intent was to bring forward recommendations for the body to consider and wished to proceed with the investigation. Mosher spoke in support of moving forward with the appropriation.

No formal action was taken, however, the Assembly stated they would like this item to come back at the April 9 meeting for discussion / direction / decision.

L ORD 19-10

Making supplemental appropriations for Fiscal Year 2019 (*Police Department Third Party Investigation*)

Wein noted inclusion of a budget amendments report with the ordinance. Municipal Administrator Keith Brady explained the report listed what had been appropriated during the fiscal year. Chief Finance and Administrative Officer Jay Sweeney stated total supplemental appropriations to date for the General Fund in FY2019 totaled \$1,861,395 not including this supplemental appropriation.

From the public, Noah Shepard, stated the course of action was reasonable, however, expressed concern and told he had information the Assembly did not have and wished to speak with them.

Wein, appreciative of Shepard's concerns, was hopeful Baty would come in and revitalize the department or the Assembly would address the matter. Knox spoke in support of Baty's arrival, however, was not comfortable holding this over Baty. He wished to revisit at a later date.

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

Yes: 4 - Bean, Wein, Mosher, and Nelson

No: 1 - Knox

Absent: 2 - Eisenbeisz, and Paxton

M 19-062

Discussion / Direction on the "assembly@cityofsitka.org" group email address

Bean desired to have all department heads removed from the Assembly group email address and noted if the address was to the Assembly those members should be the only recipient. Wein believed it to be a breach of confidentiality, not transparent, and disingenuous. He offered people sending emails to that address were under the impression the only recipients were the duly elected Assembly members. Municipal Administrator Keith Brady stated department heads had been on the email group address for over a decade in an effort to possibly help answer questions. Brady noted there was a disclaimer online stating the department heads were included on the Assembly group email address. Wein reminded the Assembly should have the right to refer those emails to the Administrator or department heads at their discretion, not without their consent.

A motion was made by Bean to direct the Administrator to remove all department heads from the Assembly group email address. The motion

PASSED by the following vote.

Yes: 5 - Knox, Bean, Wein, Mosher, and Nelson

Absent: 2 - Eisenbeisz, and Paxton

XIII. PERSONS TO BE HEARD:

Ken Buxton expressed the need for leadership at the Police Department.

Mary Ferguson stated the need for a new Police Chief and wondered why an interim Police Chief was being brought in before the current issues were resolved.

XIV. EXECUTIVE SESSION

N 19-059 Update from legal counsel regarding the status of the litigation arising out of the August 18, 2015 landslide events

A motion was made by Knox to EXTEND to 10:45pm. The motion PASSED by the following vote.

Yes: 5 - Wein, Knox, Mosher, Nelson and Bean

Absent: 2 - Paxton and Eisenbeisz

A motion was made by Knox to go into executive session to receive and discuss an update from legal counsel, David Bruce, regarding the status of litigation arising out of the August 18, 2015 landslide events. The motion PASSED by the following vote:

Yes: 5 - Nelson, Mosher, Wein, Bean and Knox

Absent: 2 - Paxton and Eisenbeisz

The Assembly was in executive session from 10:15pm to 10:44pm.

XV. ADJOURNMENT

The meeting **ADJOURNED** at 10:45pm.

ATTEST: _____

**Sara Peterson, MMC
Municipal Clerk**



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-068 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/9/2019 In control: City and Borough Assembly

On agenda: Final action:

Title: Approve a liquor license renewal application for Halibut Point Crab & Brew at 4513 Halibut Point Road

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Memo.pdf](#)
[Halibut Point Crab & Brew Application.pdf](#)

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

POSSIBLE MOTION

I MOVE TO approve a liquor license renewal application for Trinity Business Services, LLC DBA Halibut Point Crab & Brew at 4513 Halibut Point Road and forward this approval 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: March 29, 2019

Subject: Approve a liquor license renewal application for Halibut Point Crab & Brew

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

Lic #: 5510
DBA: Halibut Point Crab & Brew
License Type: Restaurant/Eating Place
Licensee: Trinity Business Services, LLC
Premises Address: 4513 Halibut Point Road

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

Recommendation:

Approve a liquor license renewal application for Trinity Business Services, LLC dba Halibut Point Crab & Brew and forward this approval 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: March 4, 2019

Subject: Liquor License Renewal Application – Halibut Point Crab & Brew

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

Lic #: 5510
DBA: Halibut Point Crab & Brew
License Type: Restaurant/Eating Place
Licensee: Trinity Business Services, LLC
Premises Address: 4513 Halibut Point Road

Please notify no later than **noon on Tuesday, March 19** of any reason to protest this renewal request. This request is scheduled to go before the Assembly on March 26.

Thank you.



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. 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

March 1, 2019

City and Borough of Sitka

Attn: Sara Peterson, Municipal Clerk

Via Email: sara.peterson@cityofsitka.org

melissa.henshaw@cityofsitka.org

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Restaurant/Eating Place	License Number:	5510
Licensee:	Trinity Business Services, LLC.		
Doing Business As:	Halibut Point Crab & Brew		

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

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

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

Sincerely,

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

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



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

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Halibut Point Crab & Brew	License Number:	5510
License Type:	Restaurant or Eating Place		
Examiner:	<u>John</u>	Transaction #:	1004146

Document	Received	Completed	Notes
AB-17: Renewal Application	12/28	2/28/19	
App and License Fees	12/28	12/28/18	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	12/28	2/28/19	
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

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

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

LGB 1 Response:

☐ Waive ☐ Protest ☐ Lapsed

LGB 2 Response:

☐ Waive ☐ Protest ☐ Lapsed



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

Alaska Alcoholic Beverage Control Board

Restaurant or Eating Place License

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

What is this form?

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

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

Section 1 – Establishment and Contact Information

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

Licensee:	Trinity Business Services, LLC.	License #:	5510
License Type:	Restaurant or Eating Place	Statute:	AS 04.11.100
Doing Business As:	Halibut Point Crab & Brew		
Premises Address:	4513 Halibut Point Rd		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		

Mailing Address:	PO BOX 816		
City:	SITKA	State:	AK
		ZIP:	99835

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

Contact Licensee:	BEN HILBERG	Contact Phone:	253 405 0389
Contact Email:	bhilberg@msn.com		

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

Name of Contact:		Contact Phone:	
Contact Email:			

DEC 28 2018



Alaska Alcoholic Beverage Control Board

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

Section 2 - Entity or Community Ownership Information

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

Alaska CBPL Entity #: 10027855

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

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

MM

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

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

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

Name of Official:	<u>BENJAMIN HILBERT</u>		
Title(s):	<u>MEMBER</u>	Phone:	<u>253 4050389</u> % Owned: <u>100</u>
Mailing Address:	<u>P.O. Box 816</u>		
City:	<u>SITKA</u>	State:	<u>AK</u> ZIP: <u>99835</u>

Name of Official:	<u>ANDREW FARR</u>		
Title(s):	<u>SEE</u>	Phone:	<u>907 777 7777</u> % Owned: <u>100</u>
Mailing Address:	<u>3004 PEARL STREET</u>		
City:	<u>SITKA</u>	State:	<u>AK</u> ZIP: <u>99835</u>

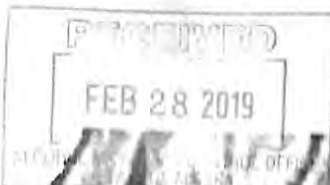
Name of Official:	<u>DAVID KATON</u>		
Title(s):	<u>MANAGER</u>	Phone:	<u>907 777 7777</u> % Owned: <u>100</u>
Mailing Address:	<u>3004 PEARL STREET</u>		
City:	<u>SITKA</u>	State:	<u>AK</u> ZIP: <u>99835</u>

[Form AB-17a] (rev 09/17/2018)

License #5510 DBA Halibut Point Crab & Brew

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Alaska Alcoholic Beverage Control Board

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

Section 3 – Sole Proprietor Ownership Information

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

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

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

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

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

Section 4 – Alcohol Server Education

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

Initials

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

Section 5 – License Operation

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

2017 2018

The license was regularly operated continuously throughout each year.

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

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

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

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

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

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

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

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

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



Alaska Alcoholic Beverage Control Board

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

Section 6 - Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

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

☐ ☒

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

☐ ☒

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

Section 7 - Certifications

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

Initials

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

☐

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

☐

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

☐

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

☐

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

Signature of licensee
BT HILBERG

Printed name of licensee

Notary Public
State of Washington
Thong L. Lu
Commission Expires 10-13-2021

Signature of Notary Public

Notary Public in and for the State of Washington

My commission expires: 10-13-2021

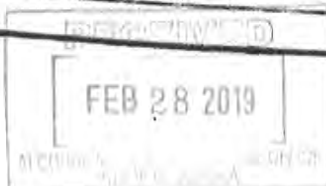
Subscribed and sworn to before me this 24 day of December, 2018.

Seasonal License? ☒ Yes ☐ No

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

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

(Form AB-17a) (rev 09/17/2018)
License #5510 DBA Halibut Point Crab & Brew



AMCO Page 4 of 4
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Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Trinity Business Services, LLC

Entity Type: Limited Liability Company

Entity #: 10027855

Status: Good Standing

AK Formed Date: 3/13/2015

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2021

Entity Mailing Address: PO BOX 816, SITKA, AK 99835-1234

Entity Physical Address: 1293 SEWARD AVE, SITKA, AK 99835-1234

Registered Agent

Agent Name: Benjamin Hilberg

Registered Mailing Address: PO BOX 816, SITKA, AK 99835-1234

Registered Physical Address: 485 KATLIAN UNIT A, SITKA, AK 99835-1234

Officials

AK Entity #	Name	Titles	Show Former Owned
	Benjamin Hilberg	Member, Manager	100

Filed Documents

Date Filed	Type	Filing	Certificate
3/13/2015	Creation Filing	Click to View	Click to View
7/03/2016	Initial Report	Click to View	
11/23/2016	Biennial Report	Click to View	
12/23/2018	Biennial Report	Click to View	



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-066 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/9/2019 In control: City and Borough Assembly

On agenda: Final action:

Title: Discussion / Direction / Decision on the selection of a Police Department third party investigator

Sponsors:

Indexes:

Code sections:

Attachments: [PD third party investigator.pdf](#)

Date	Ver.	Action By	Action	Result
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Discussion / Direction / Decision

on the selection of a Police Department third party investigator.

Rich Schardan
Former Chief of Police, Marysville, IL
Marion City Police Dept., IL (25 years)
Chief Mentor
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Stan Crowder, PhD
Ret. Colonel, US Army, Office of Inspector General
CJ Professor, Kennesaw State Un.
Published Author, CJ Ethics
Board Member, GA POST (Peace Officer Standards and Training)
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Private Investigator
Former Lead Investigator, CBS 48 Hours
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Last Frontier Consulting & Investigations LLC
Michael Holman
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Soldotna, AK 99669
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CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 19-10 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 3/20/2019 In control: City and Borough Assembly
On agenda: 3/26/2019 Final action:
Title: Making supplemental appropriations for Fiscal Year 2019 (Police Department Third Party Investigation)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2019-10.pdf](#)
[Ord 2019-10](#)
[rptBudgetaryBudgetAmendments \(2\)](#)

Date	Ver.	Action By	Action	Result
3/26/2019	1	City and Borough Assembly		

Sponsors: Bean / Mosher / Wein

POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-10 on
second and final reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2019-10
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(Police Department Third Party Investigation)

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 operating 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>
GENERAL FUND
Administrator – Operations: Increase appropriation in the amount of \$35,000 to conduct a third party investigation of the Sitka Police Department.

EXPLANATION

Necessary revisions in the FY2019 budget were identified. These changes involve the increase of expenditure accounts. A short explanation is included.

Total supplemental appropriations to date for the General Fund in FY2019 total \$1,861,395, not including this supplemental appropriation. Increases of operating budgets in the amount of \$133,998.10, to comply with Charter provisions pertaining to non-lapsing of encumbered funds at the end of a fiscal year ("Year-end soft close"), are not included in this amount.

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 9th Day of April, 2019.

ATTEST:

Valorie Nelson, Vice Deputy Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 3/26/19

2nd and final reading 4/9/19

City of Sitka
Budget Amendments Report
 From Date: 7/1/2018 - To Date: 3/31/2019

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 100 General Fund						
Division: 300 Revenue						
Department: 310 State Revenue						
3101.017 - PERS Relief				Amended Balance as of: 7/1/2018		\$300,000.00
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$356,000.00	\$0.00	\$656,000.00
				\$356,000.00	\$0.00	\$656,000.00
3101.030 - Grant Revenue Pass Thru				Amended Balance as of: 7/1/2018		\$15,000.00
	11/09/2018	2019-00001477	Ord #2018-51 Assembly meeting 11/8/18	\$39,222.00	\$0.00	\$54,222.00
				\$39,222.00	\$0.00	\$54,222.00
Department: 310 State Revenue Totals:				\$395,222.00	\$0.00	
Department: 315 Federal Revenue						
3151.003 - Grant Revenue				Amended Balance as of: 7/1/2018		\$42,000.00
	11/09/2018	2019-00001477	Ord #2018-51 Assembly meeting 11/8/18	\$386,938.00	\$0.00	\$428,938.00
				\$386,938.00	\$0.00	\$428,938.00
Department: 315 Federal Revenue Totals:				\$386,938.00	\$0.00	
Department: 390 Cash Basis Receipts						
3950.320 - Transfer In Bldg Maint				Amended Balance as of: 7/1/2018		\$0.00
	07/01/2018	2019-00000680	Ordinance No. 2018-37 Assembly Mtg 8/30/18	\$25,000.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$25,000.00
Department: 390 Cash Basis Receipts Totals:				\$25,000.00	\$0.00	
Division: 300 Revenue Totals:				\$807,160.00	\$0.00	
Division: 500 Administrative						
Department: 001 Administrator & Assembly						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$54,667.07
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$13,500.00	\$0.00	\$68,167.07
				\$13,500.00	\$0.00	\$68,167.07
5212.000 - Contracted/Purchased Serv				Amended Balance as of: 7/1/2018		\$9,000.00
	07/01/2018	2019-00000680	Ordinance No. 2018-37 Assembly Mtg 8/30/18	\$65,000.00	\$0.00	\$74,000.00
	11/28/2018	2019-00001629	Ordinance # 2018-53 on 11/27/18	\$150,000.00	\$0.00	\$224,000.00
				\$215,000.00	\$0.00	\$224,000.00

City of Sitka
Budget Amendments Report
 From Date: 7/1/2018 - To Date: 3/31/2019

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 100 General Fund						
Division: 500 Administrative						
Department: 001 Administrator & Assembly						
Sub-Department: 900 Human Resources						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$35,119.00
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$8,673.00	\$0.00	\$43,792.00
				\$8,673.00	\$0.00	\$43,792.00
Sub-Department: 900 Human Resources Totals:				\$8,673.00	\$0.00	
Department: 001 Administrator & Assembly Totals:				\$237,173.00	\$0.00	
Department: 002 Attorney						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$41,607.28
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$10,275.00	\$0.00	\$51,882.28
				\$10,275.00	\$0.00	\$51,882.28
5225.000 - Legal Expenditures				Amended Balance as of: 7/1/2018		\$30,000.00
	09/28/2018	2019-00000992	Ord 2018-48 Assembly 09/27/18	\$150,000.00	\$0.00	\$180,000.00
	10/10/2018	2019-00001129	Ordinance No. 2018-44 Assembly Mtg 10/9/18	\$110,000.00	\$0.00	\$290,000.00
				\$260,000.00	\$0.00	\$290,000.00
Department: 002 Attorney Totals:				\$270,275.00	\$0.00	
Department: 003 Municipal Clerk						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$32,618.30
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$8,055.00	\$0.00	\$40,673.30
				\$8,055.00	\$0.00	\$40,673.30
Department: 003 Municipal Clerk Totals:				\$8,055.00	\$0.00	
Department: 004 Finance						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$191,523.00
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$47,296.00	\$0.00	\$238,819.00
				\$47,296.00	\$0.00	\$238,819.00

City of Sitka
Budget Amendments Report
 From Date: 7/1/2018 - To Date: 3/31/2019

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 100 General Fund						
Division: 500 Administrative						
Department: 004 Finance						
5206.000 - Supplies				Amended Balance as of: 7/1/2018		\$14,100.00
	07/01/2018	2019-00000514	Year End Soft Close	\$1,814.70	\$0.00	\$15,914.70
				\$1,814.70	\$0.00	\$15,914.70
5212.000 - Contracted/Purchased Serv						
				Amended Balance as of: 7/1/2018		\$117,200.00
	07/01/2018	2019-00000514	Year End Soft Close	\$12,000.00	\$0.00	\$129,200.00
				\$12,000.00	\$0.00	\$129,200.00
Department: 004 Finance Totals:				\$61,110.70	\$0.00	
Department: 005 Assessing						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$41,613.00
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$10,276.00	\$0.00	\$51,889.00
				\$10,276.00	\$0.00	\$51,889.00
5212.000 - Contracted/Purchased Serv						
				Amended Balance as of: 7/1/2018		\$15,000.00
	07/01/2018	2019-00000514	Year End Soft Close	\$24,412.50	\$0.00	\$39,412.50
	07/01/2018	2019-00000680	Ordinance No. 2018-37 Assembly Mtg 8/30/18	\$26,735.00	\$0.00	\$66,147.50
				\$51,147.50	\$0.00	\$66,147.50
5223.000 - Tools & Small Equipment						
				Amended Balance as of: 7/1/2018		\$1,000.00
	07/01/2018	2019-00000514	Year End Soft Close	\$1,990.00	\$0.00	\$2,990.00
				\$1,990.00	\$0.00	\$2,990.00
Department: 005 Assessing Totals:				\$63,413.50	\$0.00	
Department: 006 Planning						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$28,868.38
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$7,129.00	\$0.00	\$35,997.38
				\$7,129.00	\$0.00	\$35,997.38
Department: 006 Planning Totals:				\$7,129.00	\$0.00	

City of Sitka
Budget Amendments Report
 From Date: 7/1/2018 - To Date: 3/31/2019

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 100 General Fund						
Division: 500 Administrative						
Department: 008 Other Expenditures						
5228.000 - Donations				Amended Balance as of: 7/1/2018		\$125,000.00
	12/21/2018	2019-00001925	Ordinance 2018-55 Assembly meeting 12/20/18	\$8,000.00	\$0.00	\$133,000.00
				\$8,000.00	\$0.00	\$133,000.00
5228.001 - Pass through grants				Amended Balance as of: 7/1/2018		\$0.00
	11/09/2018	2019-00001477	Ord #2018-51 Assembly meeting 11/8/18	\$39,222.00	\$0.00	\$39,222.00
				\$39,222.00	\$0.00	\$39,222.00
Department: 008 Other Expenditures Totals:				\$47,222.00	\$0.00	
Division: 500 Administrative Totals:				\$694,378.20	\$0.00	
Division: 520 Public Safety						
Department: 021 Police						
Sub-Department: 800 Administration						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$33,881.00
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$8,367.00	\$0.00	\$42,248.00
				\$8,367.00	\$0.00	\$42,248.00
Sub-Department: 800 Administration Totals:				\$8,367.00	\$0.00	
Sub-Department: 803 Patrol						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$274,173.33
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$67,707.00	\$0.00	\$341,880.33
				\$67,707.00	\$0.00	\$341,880.33
Sub-Department: 803 Patrol Totals:				\$67,707.00	\$0.00	
Sub-Department: 804 Services						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$64,336.47
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$15,888.00	\$0.00	\$80,224.47
				\$15,888.00	\$0.00	\$80,224.47
Sub-Department: 804 Services Totals:				\$15,888.00	\$0.00	

City of Sitka
Budget Amendments Report
 From Date: 7/1/2018 - To Date: 3/31/2019

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 100 General Fund						
Division: 520 Public Safety						
Department: 021 Police						
Sub-Department: 805 Animal Control						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$10,289.24
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$2,541.00	\$0.00	\$12,830.24
				\$2,541.00	\$0.00	\$12,830.24
Sub-Department: 805 Animal Control Totals:				\$2,541.00	\$0.00	
Sub-Department: 806 Jail						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$53,200.75
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$13,138.00	\$0.00	\$66,338.75
				\$13,138.00	\$0.00	\$66,338.75
Sub-Department: 806 Jail Totals:				\$13,138.00	\$0.00	
Department: 021 Police Totals:				\$107,641.00	\$0.00	
Department: 022 Fire Protection						
Sub-Department: 800 Administration						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$25,884.56
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$6,392.00	\$0.00	\$32,276.56
				\$6,392.00	\$0.00	\$32,276.56
5212.000 - Contracted/Purchased Serv				Amended Balance as of: 7/1/2018		\$16,000.00
	07/01/2018	2019-00000514	Year End Soft Close	\$2,575.00	\$0.00	\$18,575.00
				\$2,575.00	\$0.00	\$18,575.00
5223.000 - Tools & Small Equipment				Amended Balance as of: 7/1/2018		\$60,500.00
	07/01/2018	2019-00000514	Year End Soft Close	\$10,312.00	\$0.00	\$70,812.00
				\$10,312.00	\$0.00	\$70,812.00
Sub-Department: 800 Administration Totals:				\$19,279.00	\$0.00	

City of Sitka
Budget Amendments Report
 From Date: 7/1/2018 - To Date: 3/31/2019

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 100 General Fund						
Division: 520 Public Safety						
Department: 022 Fire Protection						
Sub-Department: 807 Fire Station						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$111,206.42
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$27,462.00	\$0.00	\$138,668.42
				\$27,462.00	\$0.00	\$138,668.42
5223.000 - Tools & Small Equipment						
				Amended Balance as of: 7/1/2018		\$0.00
	07/01/2018	2019-00000514	Year End Soft Close	\$5,976.85	\$0.00	\$5,976.85
				\$5,976.85	\$0.00	\$5,976.85
Sub-Department: 807 Fire Station Totals:				\$33,438.85	\$0.00	
Department: 022 Fire Protection Totals:				\$52,717.85	\$0.00	
Department: 023 Ambulance						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$21,701.96
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$5,359.00	\$0.00	\$27,060.96
				\$5,359.00	\$0.00	\$27,060.96
5202.000 - Uniforms						
				Amended Balance as of: 7/1/2018		\$3,000.00
	07/01/2018	2019-00000514	Year End Soft Close	\$510.00	\$0.00	\$3,510.00
				\$510.00	\$0.00	\$3,510.00
5206.000 - Supplies						
				Amended Balance as of: 7/1/2018		\$23,000.00
	07/01/2018	2019-00000514	Year End Soft Close	\$550.00	\$0.00	\$23,550.00
				\$550.00	\$0.00	\$23,550.00
Department: 023 Ambulance Totals:				\$6,419.00	\$0.00	
Department: 024 Search and Rescue						
5201.000 - Training and Travel				Amended Balance as of: 7/1/2018		\$6,000.00
	07/01/2018	2019-00000514	Year End Soft Close	\$278.00	\$0.00	\$6,278.00
				\$278.00	\$0.00	\$6,278.00
Department: 024 Search and Rescue Totals:				\$278.00	\$0.00	
Division: 520 Public Safety Totals:				\$167,055.85	\$0.00	

City of Sitka
Budget Amendments Report
 From Date: 7/1/2018 - To Date: 3/31/2019

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 100 General Fund						
Division: 530 Public Works						
Department: 031 Administration						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$72,328.07
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$17,861.00	\$0.00	\$90,189.07
				\$17,861.00	\$0.00	\$90,189.07
Department: 031 Administration Totals:				\$17,861.00	\$0.00	
Department: 032 Engineering						
Sub-Department: 800 Administration						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$112,280.90
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$27,727.00	\$0.00	\$140,007.90
				\$27,727.00	\$0.00	\$140,007.90
5212.000 - Contracted/Purchased Serv				Amended Balance as of: 7/1/2018		\$75,000.00
	07/01/2018	2019-00000514	Year End Soft Close	\$73,000.00	\$0.00	\$148,000.00
				\$73,000.00	\$0.00	\$148,000.00
Sub-Department: 800 Administration Totals:				\$100,727.00	\$0.00	
Department: 032 Engineering Totals:				\$100,727.00	\$0.00	
Department: 033 Streets						
Sub-Department: 800 Administration						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$43,411.99
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$10,720.00	\$0.00	\$54,131.99
				\$10,720.00	\$0.00	\$54,131.99
Sub-Department: 800 Administration Totals:				\$10,720.00	\$0.00	
Sub-Department: 812 Street Repair						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$10,466.56
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$2,585.00	\$0.00	\$13,051.56
				\$2,585.00	\$0.00	\$13,051.56
Sub-Department: 812 Street Repair Totals:				\$2,585.00	\$0.00	

City of Sitka
Budget Amendments Report
 From Date: 7/1/2018 - To Date: 3/31/2019

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 100 General Fund						
Division: 530 Public Works						
Department: 033 Streets						
Sub-Department: 815 Snow Removal						
5206.000 - Supplies				Amended Balance as of: 7/1/2018		\$260,000.00
	07/01/2018	2019-00000680	Ordinance No. 2018-37 Assembly Mtg 8/30/18	\$20,000.00	\$0.00	\$280,000.00
				\$20,000.00	\$0.00	\$280,000.00
Sub-Department: 815 Snow Removal Totals:				\$20,000.00	\$0.00	
Department: 033 Streets Totals:				\$33,305.00	\$0.00	
Department: 034 Recreation						
Sub-Department: 800 Administration						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$31,147.33
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$7,692.00	\$0.00	\$38,839.33
				\$7,692.00	\$0.00	\$38,839.33
Sub-Department: 800 Administration Totals:				\$7,692.00	\$0.00	
Department: 034 Recreation Totals:				\$7,692.00	\$0.00	
Department: 035 Building Officials						
Sub-Department: 800 Administration						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$26,778.70
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$6,613.00	\$0.00	\$33,391.70
				\$6,613.00	\$0.00	\$33,391.70
5201.000 - Training and Travel				Amended Balance as of: 7/1/2018		\$14,000.00
	07/01/2018	2019-00000680	Ordinance No. 2018-37 Assembly Mtg 8/30/18	\$3,000.00	\$0.00	\$17,000.00
				\$3,000.00	\$0.00	\$17,000.00
Sub-Department: 800 Administration Totals:				\$9,613.00	\$0.00	
Department: 035 Building Officials Totals:				\$9,613.00	\$0.00	
Division: 530 Public Works Totals:				\$169,198.00	\$0.00	

City of Sitka
Budget Amendments Report
 From Date: 7/1/2018 - To Date: 3/31/2019

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 100 General Fund						
Division: 540 Public Service						
Department: 041 Library						
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$77,422.02
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$19,119.00	\$0.00	\$96,541.02
				\$19,119.00	\$0.00	\$96,541.02
5201.000 - Training and Travel				Amended Balance as of: 7/1/2018		\$1,800.00
	07/01/2018	2019-00000680	Ordinance No. 2018-37 Assembly Mtg 8/30/18	\$5,000.00	\$0.00	\$6,800.00
				\$5,000.00	\$0.00	\$6,800.00
5206.000 - Supplies				Amended Balance as of: 7/1/2018		\$20,000.00
	07/01/2018	2019-00000514	Year End Soft Close	\$356.94	\$0.00	\$20,356.94
				\$356.94	\$0.00	\$20,356.94
5226.000 - Advertising				Amended Balance as of: 7/1/2018		\$200.00
	07/01/2018	2019-00000680	Ordinance No. 2018-37 Assembly Mtg 8/30/18	\$3,000.00	\$0.00	\$3,200.00
				\$3,000.00	\$0.00	\$3,200.00
5240.000 - Books & Publications				Amended Balance as of: 7/1/2018		\$66,850.00
	07/01/2018	2019-00000514	Year End Soft Close	\$222.11	\$0.00	\$67,072.11
				\$222.11	\$0.00	\$67,072.11
Department: 041 Library Totals:				\$27,698.05	\$0.00	
Department: 043 Centennial Building						
5110.010 - Temp Wages				Amended Balance as of: 7/1/2018		\$0.00
	01/23/2019	2019-00002307	Ordinance 2019-01 Assembly Meeting 1/22/19	\$20,000.00	\$0.00	\$20,000.00
				\$20,000.00	\$0.00	\$20,000.00
5120.004 - PERS				Amended Balance as of: 7/1/2018		\$47,076.25
	02/13/2019	2019-00002571	Ordinance No. 2019-02 on 2/12/19	\$11,625.00	\$0.00	\$58,701.25
				\$11,625.00	\$0.00	\$58,701.25
Department: 043 Centennial Building Totals:				\$31,625.00	\$0.00	
Division: 540 Public Service Totals:				\$59,323.05	\$0.00	

City of Sitka
Budget Amendments Report
 From Date: 7/1/2018 - To Date: 3/31/2019

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 100 General Fund						
Division: 550 Other						
Department: 670 Fixed Assets						
7106.021 - Fixed Assets-Police Dept				Amended Balance as of: 7/1/2018		\$0.00
	11/09/2018	2019-00001477	Ord #2018-51 Assembly meeting 11/8/18	\$386,938.00	\$0.00	\$386,938.00
				\$386,938.00	\$0.00	\$386,938.00
7106.047 - Fixed Assets-Sr Citizen B				Amended Balance as of: 7/1/2018		\$0.00
	07/01/2018	2019-00000680	Ordinance No. 2018-37 Assembly Mtg 8/30/18	\$25,000.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$25,000.00
Department: 670 Fixed Assets Totals:				\$411,938.00	\$0.00	
Department: 680 Transfer to Other Funds						
7200.000 - Interfund Transfers Out				Amended Balance as of: 7/1/2018		\$3,960,325.00
	07/01/2018	2019-00000680	Ordinance No. 2018-37 Assembly Mtg 8/30/18	\$120,000.00	\$0.00	\$4,080,325.00
	07/25/2018	2019-00000210	Ord #2018-30 Assembly meeting 7/24/18	\$285,000.00	\$0.00	\$4,365,325.00
	10/24/2018	2019-00001280	Ordinance No, 2018-49 Assembly Mtg 10/23/18	\$50,000.00	\$0.00	\$4,415,325.00
	12/12/2018	2019-00001812	Ordinance No. 2018-54 Assembly Mtg 12/11/18	\$8,500.00	\$0.00	\$4,423,825.00
	01/23/2019	2019-00002307	Ordinance 2019-01 Assembly Meeting 1/22/19	\$30,000.00	\$0.00	\$4,453,825.00
				\$493,500.00	\$0.00	\$4,453,825.00
Department: 680 Transfer to Other Funds Totals:				\$493,500.00	\$0.00	
Division: 550 Other Totals:				\$905,438.00	\$0.00	
Fund Totals: General Fund				\$2,802,553.10	\$0.00	
Grand Totals:				\$2,802,553.10	\$0.00	



CITY AND BOROUGH OF SITKA

Legislation Details

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

Type: Ordinance Status: AGENDA READY

File created: 3/6/2019 In control: City and Borough Assembly

On agenda: 3/26/2019 Final action:

Title: Making supplemental appropriations for Fiscal Year 2019 (Fair Market Value Appraisal Airport Subleases)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2019-06.pdf](#)
[Memo and Ord 2019-06.pdf](#)

Date	Ver.	Action By	Action	Result
3/26/2019	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-06 on
second and final reading.




City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

Thru: Keith Brady, Municipal Administrator

To: Mayor Gary Paxton and Assembly Members

From: Jay Sweeney, Chief Financial and Administrative Officer 

Reviewed: Brian E. Hanson, Municipal Attorney
Michael Harmon, P.E., Public Works Director

Date: March 6, 2019

Subject: Budget Appropriation for a Fair Market Airport Rental Rates Professional Appraisal for the Sitka Rocky Gutierrez Airport (SIT) Terminal

Requested Action

Approve a budget appropriation up to \$10,000 for a 'Fair Market Airport Rental Rates Professional Appraisal' for the SIT Terminal.

Summary

The Municipal Attorney has identified a need for additional expenditures in the Rocky Gutierrez Airport Terminal Fund to pay for a specialized real estate appraisal, and, the Administrator is requesting a supplemental operating appropriation in the Airport Terminal Fund to pay for them.

The CBS owns and operates the SIT Terminal located at the State of Alaska owned and operated SIT Airport. A Land Use Inspection of the SIT Airport Terminal was performed by the Federal Aviation Administration (FAA) Compliance Program Manager May 31, 2018.

CBS compliance with FAA Regulations at the SIT Airport Terminal is required. There are specific requirements for terminal lease rates, per square foot, for aeronautical and non-aeronautical uses. In order to comply with the FAA Regulations and to also update and standardize the SIT Terminal leases a fair market airport rental rate appraisal is required.

The last appraisal for this specialized market was completed by Horan, Corak & Company in 2003. This appraisal is outdated; a current appraisal is required to update current leases and comply with FAA regulations.

Fiscal Note

The Administrator is requesting that the amount required be appropriated from the Airport Terminal Fund undesignated fund balance. As of September 30, 2018, the undesignated fund balance in the Airport Terminal Fund was \$681,943. This additional appropriation will reduced the budgeted increase in working capital for FY2019 in the Airport Terminal Fund by \$10,000, from \$85,316 to \$75,316.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2019-06
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(Fair Market Value Appraisal Airport Subleases)

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 operating 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
Airport Terminal Fund – Operations: Increase appropriation in the amount of \$10,000 to conduct a fair market value appraisal regarding the subleases at the Airport Terminal Building.

EXPLANATION

The Administrator has determined that additional expenditures are necessary to conduct a fair market appraisal of leases at the Rocky Gutierrez Airport Terminal facility. The fair market appraisal is necessary to ensure operation within applicable Federal and State regulatory guidelines. As a result, the Administrator is requiring an additional operating appropriation of \$10,000.

There have been no supplemental appropriations to date in FY2019 in the Rocky Gutierrez Airport Terminal Fund.

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 9th Day of April, 2019.

ATTEST:

Valorie Nelson, Vice Deputy Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 3/12/19 – meeting cancelled due to lack of quorum

1st reading 3/26/19

2nd and final reading 4/9/19



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 19-07 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 3/6/2019 In control: City and Borough Assembly
On agenda: 3/26/2019 Final action:
Title: Making supplemental appropriations for Fiscal Year 2019 (GPIP Utility Dock)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2019-07.pdf](#)
[Memo and Ord 2019-07](#)

Date	Ver.	Action By	Action	Result
3/26/2019	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-07 on
second and final reading.



Tuesday, March 19th, 2019

MEMORANDUM

To: Keith Brady, CBS Administrator
From: Garry White, Director
Subject: GPIP Enterprise Fund Budget Adjustment – Utility Dock outside legal work

Introduction

The Gary Paxton Industrial Park (GPIP) Board of Directors met on February 27, 2019 and approved a motion to recommend that a budget adjustment be made to the FY19 budget to allow for outside legal work.

The Board is recommending that \$20,000 be moved from GPIP Undesignated Working Capital to provide outside legal support to develop a purchase/sale agreement for the sale of the Utility Dock to Hanson Maritime. The purchase agreement needs to include easement language to address multiple users of the waterfront area.

Utility Dock Purchase/Sale Agreement

The CBS released an RFP for the sale of the Utility Dock at the beginning of January. The CBS received one response to the RFP from Hanson Maritime Company (Attached). Hanson Maritime is offering no cash for the Utility Dock, but is offering to remove the Utility Dock and tidelands from the CBS Inventory due to the associated liability to the CBS. The Utility Dock has not been used since the CBS took over ownership of the GPIP properties in 1999. The CBS received a bid of \$90,000 to demolish the Utility Dock during the GPIP Multipurpose Dock construction project by Turnagain Marine. Turnagain later asked to be let out of its obligation to demolish dock as it had substantially under bid the task. The CBS used this opportunity to trade the demolish task of the Utility Dock to provide a substantially better transfer bridge for the GPIP Multipurpose Dock.

The GPIP Board had discussions at its January and February meetings on how to dispose of the Utility Dock and associated tidelands without hindering the ability to continue with potential future development in the central waterfront portion of the park. The Board's goal is to have the CBS divest itself of the non-performing Utility Dock, but

to also allow for development of an Access Ramp and potential expansion of the GPIIP Multipurpose Dock without future user conflicts. The Board is recommending that an outside legal team with experience marine navigation and tideland easement issue be contracted to complete a purchase/sale agreement to outline potential user conflict issues. A legal team has been identified by the GPIIP Director.

Utility Dock Fiscal Note

The GPIIP Board is recommending that up to \$20,000 be allocated from GPIIP Undesignated Working Capital to contract outside legal help.

The GPIIP Undesignated Working Capital fund has a balance of \$598,835 as of September 30, 2018 per the Finance Director.

Action

Assembly Approval of the budget adjustments to allow the project to move forward.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2019-07

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(GPIP Utility Dock)

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 operating 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 FUND
Gary Paxton Industrial Park Fund – Operations: Increase appropriation in the amount of \$20,000 to hire an outside attorney to write a purchase agreement regarding the GPIP Utility Dock. These funds will come from the Gary Paxton Industrial Park working capital.

EXPLANATION

The Gary Paxton Industrial Park Board has determined that additional operating expenditures for the utility dock are necessary, and, has requested that additional operating appropriations be made by the Assembly.

The Gary Paxton Industrial Park Fund has not had any supplemental appropriations to date in FY2019.

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 9th Day of April, 2019.

ATTEST:

Valorie Nelson, Vice Deputy Mayor

Sara Peterson, MMC
Municipal Clerk

Sponsor: Administrator

1st reading 3/12/19 – meeting cancelled due to lack of quorum

1st reading 3/26/19

2nd and final reading 4/9/19



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 19-08 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 3/20/2019 In control: City and Borough Assembly
On agenda: 3/26/2019 Final action:
Title: Making supplemental appropriations for Fiscal Year 2019 (GPIP Access Ramp)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2019-08.pdf](#)
[Memo and Ord 2019-08](#)

Date	Ver.	Action By	Action	Result
3/26/2019	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-08 on
second and final reading.



Tuesday, March 19th, 2019

MEMORANDUM

To: Keith Brady, CBS Administrator
From: Garry White, Director
Subject: GPIIP Enterprise Fund Budget Adjustment – Access Ramp Project

Introduction

The Gary Paxton Industrial Park (GPIIP) Board of Directors met on February 27, 2019 and approved a motion to recommend that a budget adjustment be made to the FY19 budget to allow for the Access Ramp Project to move forward.

The Board is recommending that \$22,000 be moved from GPIIP Undesignated Working Capital to continue with a Scoping Study Report to analyze and design different components of an Access Ramp at the GPIIP to allow vessels and barges to be haul out.

GPIIP Access Ramp Project

The CBS has hired PND Engineering of Juneau to complete analysis and design of an access ramp at the GPIIP to support the marine services industry. PND provided different conceptual designs and cost estimates for the full project this past summer. The cost estimates ranged from \$6.8 and \$6.1 million to complete a full constructed project. The GPIIP Board requested that PND look at a phased development and prioritized the following phases to complete the ramp project.

1. EPA water treatment infrastructure
2. EPA approved wash down pad or water collection infrastructure.
3. Ramp infrastructure improvements, including installing a concrete ramp.
4. Upland improvements (Electric, water, lighting, etc.).
5. Timber float.
6. Potential CBS owned infrastructure to haul vessel (Hydraulic trailer or lift).

Access Ramp Fiscal Note

The approved budget for the Access Ramp Project - \$40,000

The preliminary report contract amount - \$18,550

CBS Labor and other costs - \$4,250

Floating Dock Revisions - \$7,500

Total project costs to date – 30,300

\$9,700 - Remaining to complete analysis

Further Scoping Study Report by PND - \$23,660 (Attached)

Potential additional conceptual drawings - \$5,000

Estimate CBS Labor - \$3,000

Total estimate needed to complete project - \$31,660

Remaining funds - \$9,700

Estimate funds needed to complete Project - \$21,960

The GPI Undesignated Working Capital fund has a balance of \$598,835 as of September 30, 2018 per the Finance Director.

Action

Assembly Approval of the budget adjustment to allow the access ramp project to move forward.

February 19, 2019

Scope of Services	PND Senior Engineer VII	PND Senior Engineer II	PND Staff Engineer V	PND Tech VI	PND Tech V	PND CAD Designer VI	Line Item Costs	Task Subtotal Costs
	\$195.00	\$130.00	\$115.00	\$130.00	\$115.00	\$115.00		
Task 2 Services								
2.1 Project Management: Client scope coord, contract amendment, invoicing, admin. & clerical	4				4		\$1,240	
2.2 Assess washwater usage projections and boatyard industry standard effluent loading prior to on site treatment	4		10		2		\$2,160	
2.3 Assess washwater on site treatment facility needs based on projected usage and effluent loading criteria pre and post treatment. Consult with CBS wastewater treatment plant operators on allowable influent criteria.	4		24		4		\$4,000	
2.4 Prepare schematic site plan and equipment catalog data/specifications illustrating and describing washwater facility requirements, lift station and discharge to CBS municipal sewer.	4		28		4	8	\$5,380	
2.5 Research temporary wash down pad product data and costs.	2		6				\$1,080	
2.6 Prepare scoping summary report in letter format with description of overall project, scoping meetings and specific element improvements identified by CBS for priority development with cost breakdowns for each. Identify anticipated operational permits required.	12		16		8		\$5,100	
2.7 Prepare cost estimate for Concept 3 - Combined barge and vessel haulout ramp per CBS 02.14.19 email directions.	2		2	4			\$1,140	
2.7 Telephonic work session, address CBS review comments and finalize drawings, equipment catalog data/specifications, budget and letter report.	10		8		2	4	\$3,560	
Total Estimated Manhours	42		94	4	24	12		\$23,660
Estimated Third Party Expenses								
Travel Expenses	No travel requested							
Admin Fee	10% Third party markup							
								\$23,660

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2019-08
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(GPIP Access Ramp)

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>
CAPITAL PROJECTS
Gary Paxton Industrial Park Fund – Dock Access Ramp Design Project #90837: Increase appropriation in the amount of \$22,000 to continue an analysis and design of the GPIP dock access ramp. These funds will come from the Gary Paxton Industrial Park working capital.

EXPLANATION

The Gary Paxton Industrial Park Board has determined that additional capital expenditures for the dock access ramp are necessary, and, has requested that additional capital appropriations be made by the Assembly.

The Gary Paxton Industrial Park Fund has not had any supplemental appropriations to date in FY2019.

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 9th Day of April, 2019.

ATTEST:

Valorie Nelson, Vice Deputy Mayor

Sara Peterson, Municipal Clerk

Sponsor: Administrator

1st reading 3/12/19 – meeting cancelled due to lack of quorum

1st reading 3/26/19

2nd and final reading 4/9/19



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 19-13 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 4/9/2019 In control: City and Borough Assembly
On agenda: Final action:
Title: Making supplemental appropriations for Fiscal Year 2019 (Shepard vs CBS) 1st reading
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2019-13.pdf](#)
[Ord 2019-13.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-13 on
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2019-13
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(Shepard vs CBS)

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 operating 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>
GENERAL FUND
Legal – Operations: Increase appropriation in the amount of \$50,000 for legal defense fees. These funds will come from the General Fund working capital.

EXPLANATION

The Administrator has determined that a supplemental operating appropriation is required to pay legal defense costs associated with ongoing litigation in the case Shepard vs. City and Borough of Sitka.

Total supplemental appropriations to date for the General Fund in FY2019 total \$1,861,395, not including this supplemental appropriation. Increases of operating budgets in the amount of \$133,998.10, to comply with Charter provisions pertaining to non-lapsing of encumbered funds at the end of a fiscal year (“Year-end soft close”), are not included in this amount.

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 23rd Day of April, 2019.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 4/9/19

2nd and final reading 4/23/19



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 19-14 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 4/9/2019 In control: City and Borough Assembly

On agenda: Final action:

Title: Making supplemental appropriations for Fiscal Year 2019 (City's Datacenter Storage upgrade) 1st reading

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2019-14.pdf](#)
[Ord 2019-14.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-14 on
first reading.

CITY AND BOROUGH OF SITKA

**ORDINANCE NO. 2019-14
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(City's Datacenter Storage Upgrade)**

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 authorize the transfer of unexpended Fiscal Year 2019 appropriations in the Management Information System Internal Service Fund from operations to capital expenditures.

4. **ENACTMENT.** In accordance with Section 11.11(b) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby directs the transfer for the budget period beginning July 1, 2018 and ending June 30, 2019.

<u>FISCAL YEAR 2019 EXPENDITURE BUDGETS</u>
ENTERPRISE AND INTERNAL SERVICE FUND
Management Information Systems Fund – Fixed Assets: Transfer unexpended appropriation in the amount of \$56,163.37 from Operations to Fixed Assets for the upgrade to the City's datacenter storage solution.

EXPLANATION

Staff has determined that an expansion of the data storage capacity in the Municipal data center is essential to maintain uninterrupted information technology operations. Staff anticipates that existing operating appropriations in the Management Information System Internal Service Fund will not be fully expended in FY2019 and, has requested that a portion of operating appropriations be transferred to capital expenditures to pay for the cost of additional data storage capacity.

Assembly approval by ordinance is required to transfer unexpended operating appropriations to capital expenditures, per Section 11.11 (b) (2) of the Home Rule Charter of the City and Borough of Sitka.

As of March 29, 2019, total unexpended operating appropriations in the Management Information Systems Internal Service Fund are \$282,439.

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 23rd Day of April, 2019.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, Municipal Clerk

1st reading 4/9/19

2nd and final reading 4/23/19



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 19-15 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 4/9/2019 In control: City and Borough Assembly

On agenda: Final action:

Title: Amending Title 22 "Zoning" of the Sitka General Code by modifying Chapters 22.08 "Definitions", Chapter 22.12 "Zoning Maps and Boundaries", Chapter 22.16 "District Regulations", Chapter 22.20 "Supplemental District Regulations and Development Standards" and adding new Section 22.16.180 "C Cemetery District" to create a Cemetery District (1st reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2019-15.pdf](#)
[Memo Ord 2019-15.pdf](#)
[Ord 2019-15.pdf](#)
[Ord 2019-15 planning documents.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2019-15 on
first 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:  Scott Brylinsky, Planning and Community Development Interim Director (part-time)

Subject: Ordinance creating a cemeteries district

Date: April 3, 2019

Background

The city zoning code currently lacks a designation for cemeteries. Historically, cemeteries have resided in varied zoning districts, including the residential zoning districts R-1 and R-2, and the public zoning district P. The intent of the cemetery district is to contain land used for cemeteries and limited accessory uses. All uses in the cemetery district are intended to be cemetery-related and conducted with reverence and respect for those interred. It is a highly restrictive district.

The proposed amendments to the use tables in the zoning code would provide that only cemeteries and mausoleums are allowed uses. Museums, churches, and parks would be conditional uses. No other uses would be allowed.

After creation of the cemetery district, cemetery owners and land owners will be invited to submit applications for zoning map amendments to include their cemeteries and associated lands in the cemetery district. This ordinance adds no lands to the cemeteries district.

The draft ordinance went before the Historic Preservation Commission March 13, 2019, where it was recommended for approval as proposed 6-0.

The draft ordinance went before the Planning Commission March 20, 2019, where it was recommended for approval as proposed 4-0. Prior to that meeting notice of the proposed ordinance was sent to cemetery owners of record.

No amendments have been made to the draft ordinance since its proposal before the Historic Preservation Commission. No written comments have been received.

Recommendation

Motion to approve the ordinance.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2019-15

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 22
“ZONING” OF THE SITKA GENERAL CODE BY MODIFYING CHAPTERS 22.08
“DEFINITIONS”, CHAPTER 22.12 “ZONING MAPS AND BOUNDARIES”, CHAPTER
22.16 “DISTRICT REGULATIONS”, CHAPTER 22.20 “SUPPLEMENTAL DISTRICT
REGULATIONS AND DEVELOPMENT STANDARDS” AND ADDING NEW SECTION
22.16.180 “C CEMETERY DISTRICT” TO CREATE A CEMETERY DISTRICT**

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

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

3. PURPOSE. The purpose of this ordinance is to create a cemeteries zoning district. The city zoning code currently lacks a designation for cemeteries. Historically, cemeteries have resided in varied zoning districts, including the residential zoning districts R-1 and R-2, and the public zoning district P. The intent of the cemetery district is to contain land used for cemeteries and limited accessory uses. All uses in the cemetery district are intended to be cemetery-related and conducted with reverence and respect for those interred. It is a highly restrictive district. This ordinance adds no lands to the newly created cemeteries zoning district.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 22, be amended by modifying chapters 22.08, entitled “Definitions”, chapter 22.12, entitled “Zoning Maps and Boundaries”, chapter 22.16, entitled “District Regulations”, chapter 22.20, entitled “Supplemental District Regulations and Development Standards” and adding new section 22.16.180, entitled “C cemetery district”, to read as follows (deleted language stricken, new language underlined):

**Title 22
ZONING**

Chapters:

- 22.04 Introduction and General Provisions**
- 22.08 Definitions**
- 22.12 Zoning Maps and Boundaries**
- 22.16 District Regulations**
- 22.20 Supplemental District Regulations and Development Standards**
- 22.24 Special Use Permits**
- 22.30 Zoning Code Administration**

* * *

**Chapter 22.08
DEFINITIONS**

Sections:

* * *

22.08.164 Cemetery.

* * *

22.08.164 Cemetery.

"Cemetery" means an area set apart for or containing graves, mausoleums, urns, or similar arrangements for the deceased.

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**Chapter 22.12
ZONING MAPS AND BOUNDARIES**

Sections:

- 22.12.010 District established.
- 22.12.020 Maps.
- 22.12.030 Maps-Changes.
- 22.12.040 Maps- Replacement.
- 22.12.050 District boundary- Interpretation when uncertainty exists.
- 22.12.060 District boundary- Interpretation when street/alley vacated.

22.12.010 District established.

The city and borough is divided into districts as shown on the zoning maps of the city and borough which, together with all explanatory matter, are adopted by reference to be a part of this title. The districts shall be as follows:

P	Public lands district
SF/SFLD	Single-family and single-family low density residential districts
R-1 LDMH	Single-family or duplex low density or single-family low density manufactured home district
R-1	Single-family and duplex residential district
R-1 MH	Single-family and duplex manufactured home district
R-2	Multifamily district

R-2 MHP	Multifamily and mobile home district
CBD	Central business district
C-1/C-2	General commercial and general commercial mobile home districts
WD	Waterfront district
I	Industrial district
GI	General island district
LI	Large island district
R	Recreation district
OS	Open space district
GP	Gary Paxton special district
<u>C</u>	<u>Cemetery district</u>

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Chapter 22.16 DISTRICT REGULATIONS

Sections:

- 22.16.010 Generally.
- 22.16.015 Permitted, conditional and prohibited uses.
- 22.16.016 Accessory uses.
- 22.16.020 P public lands district.
- 22.16.030 SF/SFLD single-family residential and single-family low density residential districts.
- 22.16.035 R-1 LDMH single-family or duplex low density or single-family low density manufactured home district.
- 22.16.040 R-1 single-family and duplex residential district.
- 22.16.045 R-1 MH single-family, duplex and manufactured home zoning district.
- 22.16.050 R-2 multifamily residential district.
- 22.16.060 R-2 MHP multifamily and mobile home district.
- 22.16.070 CBD central business district.
- 22.16.080 C-1 general commercial district or C-2 general commercial mobile home district.

Zones	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (11, 12)	C-1 (11)	C-2 (11)	WD (2, 11)	I	GI (3, 10)	LI (3)	R	OS	GP (13)	<u>C (16)</u>
• Hostel							C	C		P	P	P							
• Hotel/motel									P	P	P	P		PU/ CS	C	C			
• Bed and breakfast				C(7)	C(7)	C(7)	C(8)	C(8)	P	P	P	P		P	C				
• Short-term rental	C(15)			C	C	C	C	C	P	P(9)	P(9)	P(9)		P	C	P(9)			
• Rooming house							C	C	C	P	P	P		C	C				
• Lodge										P	P	P		PU/ CS	C				
• Limited storage				C(6)	C(6)	C(6)	C(6)	C(6)						P	C				

118

P: Public Lands District

SF: Single-Family District

SFLD: Single-Family Low Density District

R-1: Single-Family/Duplex District

R-1 MH: Single-Family/Duplex/Manufactured Home District

R-1 LDMH: Single-Family/Duplex and Single-Family/Manufactured Home Low Density Districts

R-2: Multifamily District

R-2 MHP: Multifamily/Mobile Home District

CBD: Central Business District

C-1/C-2: General Commercial and General Commercial/ Mobile Home Districts

WD: Waterfront District

I: Industrial District

GI: General Island District

LI: Large Island District

R: Recreational District

OS: Open Space District

GP: Gary Paxton Special District

C: Cemetery District

119

120 P—Permitted

121

122 C—Conditional Use Permit Required

123

124 PU/CS—Permitted on Unsubdivided Islands and Conditional Use on Subdivided Islands

125 C. Residential Uses Table 22.16.015-1 Footnotes.

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129 16. All uses in the cemetery district are intended to be cemetery-related and conducted130 with reverence and respect for those interred.

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Table 22.16.015-2
Cultural/Recreational Uses

ZONES	P (1)	SF (7)	SFLD (7)	R-1 (7)	R-1 MH (7)	R-1 LDMH (7)	R-2 (7)	R-2 MHP (7)	CBD	C-1	C-2	WD (2)	I	GI(3)	LI (3)	R	OS	GP (9)	<u>C</u> (10)
CULTURAL																			
• Library	P								P	P	P			P	P				
• Museum	P								P	P	P			P	P				<u>C</u>
• Conference center							C	C	P	P	P			C	C				
• Church		C	C	C	C	C	C	C	P	P	P			PU/CS	C				<u>C</u>
• Art gallery	P			C(4)	C(4)	C(4)	C(4)	C(4)	P	P	P	C		C	C				
• Radio station												P							
RECREATIONAL																			
• Park and recreation														P	P				
• Park	P	P	P	P	P	P	P	P	P	P	P			P	P	P	P		<u>C</u>
• Trails	P	P	P	P	P	P	P	P	P	P	P			P	P	P	P		
• Campground	P													C	C		P		
• Resort										P	P			C	C	P			
• Marina	P									P	P	P		C	C	C	P		
• Travel trailer/recreational vehicle park	C									P	P	C		C	C				
• Ballpark/athletic field	P	C	C	C	C	C	C	C		P	P	P	P	P	C	P			
• Amusement and entertainment														PU/CS	C				
• Theater										P	P	P		C	C				
• Theater, drive-in										P	P			C	C				
• Outdoor amphitheater	P									P	P	P		PU/CS	C		P		

Table 22.16.015-2
Cultural/Recreational Uses

ZONES	P (1)	SF (7)	SFLD (7)	R-1 (7)	R-1 MH (7)	R-1 LDMH (7)	R-2 (7)	R-2 MHP (7)	CBD	C-1	C-2	WD (2)	I	GI(3)	LI (3)	R	OS	GP (9)	C (10)
• Bowling center									P	P	P			C	C				
• Sports club and yacht club	C									P	P	P		C	C		C (5)		
• Golf facility	P									P	P			C	C				
• Shooting range—indoor	C									C	C			PU/CS					
• Shooting range—outdoor										C	C			PU/CS					
• Arcades									P	P	P			C	C				
• Community center	C						C	C	P					C	C				
• Personal use docks—accommodating waterborne aircraft		C(6)	C(6)	C(6)	C(6)	C(6)	C(6)	C(6)				P		P(8)	P (8)	P (8)	P (8)		
• Personal use docks—perimeter of dock and float exceed 300 linear feet		C	C	C	C	C	C	C				P		P(8)	P (8)	P (8)	P (8)		
• Personal use docks—one lease slip, float houses permitted in accordance with the Sitka Coastal Management Program, no linear perimeter restriction, allowing liveaboards, and allowing float planes												P		P(8)	P (8)	P (8)	P (8)		
• Personal use docks—no perimeter restrictions, no restrictions on liveaboards and float planes. Float houses										P	P	P	P	P(8)	P (8)	P (8)	P (8)		

Table 22.16.015-2
Cultural/Recreational Uses

ZONES	P (1)	SF (7)	SFLD (7)	R-1 (7)	R-1 MH (7)	R-1 LDMH (7)	R-2 (7)	R-2 MHP (7)	CBD	C-1	C-2	WD (2)	I	GI(3)	LI (3)	R	OS	GP (9)	C (10)
allowed if permitted in accordance with Sitka Coastal Management Program																			
• Personal use docks—one nonfee liveaboard		P	P	P	P	P						P		P(8)	P(8)	P(8)	P(8)		
• Personal use docks—liveaboards, no more than 300-foot perimeter							P	P				P		P(8)	P(8)	P(8)	P(8)		
• Community personal use docks		C	C	C	C	C	C	C				P		P(8)	P(8)	P(8)	P(8)		
• Commercial use docks										P	P	P	P	C	C	C	C		

P: Public Lands District

SF: Single-Family District

SFLD: Single-Family Low Density District

R-1: Single-Family/Duplex District

R-1 MH: Single-Family/Duplex/Manufactured Home District

R-1 LDMH: Single-Family/Duplex and Single-Family/Manufactured Home Low Density Districts

R-2: Multifamily District

R-2 MHP: Multifamily/Mobile Home District

CBD: Central Business District

132

133 P—Permitted

134

135 C—Conditional Use Permit Required

136

137 PU/CS—Permitted on Unsubdivided Islands and Conditional Use on Subdivided Islands

C-1/C-2: General Commercial and General Commercial/ Mobile Home Districts

WD: Waterfront District

I: Industrial District

GI: General Island District

LI: Large Island District

R: Recreational District

OS: Open Space District

GP: Gary Paxton Special District

C: Cemetery District

138 D. Cultural/Recreational Uses Table 22.16.015-2 Footnotes.

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142 10. All uses in the cemetery district are intended to be cemetery-related and conducted

143 with reverence and respect for those interred.

Table 22.16.015-3

General Services Uses

ZONES	P(1)	SF	SFLD	R-1 (6)	R-1 MH (6)	R-1 LDMH (6)	R-2 (7)	R-2 MHP	CBD	C-1	C-2	WD (2)	I	GI(3)	LI (3)	R	OS	GP (8)	C (9)
PERSONAL SERVICES																			
• General services									P	P	P			C					
• Dry cleaning									P	P	P								
• Industrial laundry										C	C		P						
• Funeral home/crematorium									C	P	P			C					
• Cemeteries/mausoleum	P													C	C				P
• Day care/kindergartens	P			P(6)	P(6)	P(6)	P(5)	P(5)	C	P(5)	P(5)			P	P				
• Veterinary clinic							(7)		C	C	C		P	C					
• Automotive repair									C	P	P	P	P	C					
• Automotive service									C	P	P	P	P	C					
• Miscellaneous repair									P	P	P	P	P	C	C				
• Social service agencies									P	P	P	C		CU/*S	C				
• Stable	C									C	C			PU/CS		C			
• Kennel										C	C		C	P					
• Bank							C	C	P	P	P			C	C				
• Credit union							C	C	P	P	P			C	C				
• Massage treatments																C			

Table 22.16.015-3
General Services Uses

ZONES	P(1)	SF	SFLD	R-1 (6)	R-1 MH (6)	R-1 LDMH (6)	R-2 R-2 (6)	R-2 MHP	CBD	C-1	C-2	WD (2)	I	GI(3)	LI (3)	R	OS	GP (8)	C (9)
HEALTH SERVICES																			
• Offices/outpatient clinic							C	C	P	P	P			C	C				
• Hospital	C(4)								C	P	P			C	C				
• Medical/dental laboratory							C	C	P	P	P		P	C	C				
• Marijuana testing facility									C	C	C	C	C	C	C			C	
• Miscellaneous health facility							C	C	C	C	C			C	C				
EDUCATIONAL SERVICES																			
• Elementary school	P						C	C	C	C	C			C	C				
• Middle/junior high school	P						C	C	C	C	C			C	C				
• Secondary/high school	P						C	C	C	C	C			C	C				
• Vocational school	P						C	C	C	C	C			C	C				
• Specialized instruction school	P						C	C	C	C	C			C	C				
• College/university	P								C	C	C			C	C				
• School district support facility (excluding bus barns)	P						C	C	C	P	P		P	C	C				
• Auditorium	P																		

144

P: Public Lands District

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SFLD: Single-Family Low Density District

R-1: Single-Family/Duplex District

R-1 MH: Single-Family/Duplex/Manufactured Home District

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R-1 LDMH: Single-Family/Duplex and Single-Family/Manufactured Home Low Density Districts

R-2: Multifamily District

R-2 MHP: Multifamily/Mobile Home District

CBD: Central Business District

LI: Large Island District

R: Recreational District

OS: Open Space District

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C: Cemetery District

145

146 P—Permitted

147

148 C—Conditional Use Permit Required

149

150 PU/CS—Permitted on Unsubdivided Islands and Conditional Use on Subdivided Islands

151

152 CU/*S—Conditional Use on Unsubdivided Islands and Prohibited on Subdivided Islands

153

154 E. General Services Uses Table 22.16.015-3 Footnotes.

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157 9. All uses in the cemetery district are intended to be cemetery-related and conducted
 158 with reverence and respect for those interred.
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Table 22.16.015-4

Public Facilities Uses

ZONES	P (1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD	C-1	C-2	WD (2)	I	GI(3)	LI (3)	R	OS	GP (6)	<u>C</u> (8)
GOVERNMENT SERVICES										C									
• Public agency or utility office	P								P	C				PU/C S	C				
• Public agency or utility service yard	P									C		P	P	C	C				
• Public agency warehouse	P									C		P	P	C	C				
PUBLIC SERVICES																			
Courts	P								P					C	C				
Police station	P								P	P	P			C	C				

Table 22.16.015-4
Public Facilities Uses

ZONES	P (1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2 R-2	R-2 MHP	CBD	C-1	C-2	WD (2)	I	GI(3)	LI (3)	R	OS	GP (6)	C (8)
Fire station	P			C	C	C	C	C	P	P	P	C	C	PU/C S	C	C			
Utility facilities (transformers, pump stations, etc.)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Solid waste transfer facility	C(4)									C	C	C	C	C	C				
Landfill	P												C	C	C	C			
Land clearing landfills	C												C						
Wastewater treatment plant	C									C	C	P	P	C	C				
Public water supply facility	P									P	P	P	P	C	C	P			
Public transportation facility/airport	C								C	C	C	P(5)	P	C					
Animal shelter	P									C	C		C	C					
Recycling facility	C																		
Housing support facility (7)							C	C											

160

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R-1: Single-Family/Duplex District

R-1 MH: Single-Family/Duplex/Manufactured Home District

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LI: Large Island District

R: Recreational District

OS: Open Space District

R-2 MHP: Multifamily/Mobile Home District

CBD: Central Business District

GP: Gary Paxton Special District

C: Cemetery District

161

162 P—Permitted

163

164 C—Conditional Use Permit Required

165

166 PU/CS—Permitted on Unsubdivided Islands and Conditional Use on Subdivided Islands

167 F. Public Facilities Uses Table 22.16.015-4 Footnotes

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170 8. All uses in the cemetery district are intended to be cemetery –related and conducted
 171 with reverence and respect for those interred.

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Table 22.16.015-5
Manufacturing/Storage Uses

ZONES	P (1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD	C-1	C-2	WD (2)	I (3)	GI(4)	LI (4)	R	OS	GP (7)	<u>C (8)</u>
MANUFACTURING																			
• Food products include seafood processing										C	C	P	P	C	C	C			
• Mariculture												P		C	C				
• Winery/brewery, small scale									C	C	C	P	P	C	C				
• Textile mill products										C	C	P	P	C	C				
• Apparel and textile products										C	C	P	P	C	C				
• Wood products, except furniture										C	C	P	P	PU/CS	C				
• Furniture and fixtures										P	P	P	P	P	C				
• Paper and allied products										C	C	P	P	C	C				
• Petroleum refining and related products										C	C	P	P						
• Rubber and plastics products										C	C	P	P						
• Leather and										P	P	P	P	C	C				

ZONES	P (1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD	C-1	C-2	WD (2)	I (3)	GI(4)	LI (4)	R	OS	GP (7)	C (8)
leather goods																			
• Tannery										C	C								
• Stone, clay, glass and concrete products										C	C	P	P	C	C				
• Primary metal products										C	C	P	P	C	C				
• Asphalt plant/concrete batch plant													C						
• Fabricated metal products										C	C	P	P	C					
• Industrial and commercial machinery										C	C	P	P						
• Heavy machinery and equipment										C	C	P	P						
• Computer and office equipment										P	P	P	P	C	C				
• Electronic and electric equipment										P	P	P	P	PU/CS	C				
• Miscellaneous vehicle manufacturing										C	C	P	P	C					
• Boat building										C	C	P(5)	P	C					
• Tire retreading										C	C	P	P						
• Other manufacturing										C	C	P	P(6)	C	C				
• Marijuana cultivation facility									C	C	C	C	C	C	C			C	
• Marijuana cultivation facility, limited									C	C	C	C	C	C	C			C	
• Marijuana product manufacturing facility									C	C	C	C	C	C	C			C	
• Marijuana product manufacturing facility, extract									C	C	C	C	C	C	C			C	

ZONES	P (1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD	C-1	C-2	WD (2)	I (3)	GI(4)	LI (4)	R	OS	GP (7)	C (8)
only																			
STORAGE AND WAREHOUSING													P						
• Marine equipment/ commercial fishing gear/material storage										P	P	P	P	PU/CS	C				
• Boat storage										P	P	P	P						
• Construction materials storage									P	P	P	P	P	C	C	C			
• Trucking, courier and taxi service facilities									P	P	P	P(5)	P	C	C				
• Warehousing and wholesale trade									P	P	P	P(5)	P	C					
• Self-service storage									P	P	P	P	P	C					
• Log storage	C									C	C	P	P	C		P			
• Freight and cargo services									P	P	P	P(5)	P	C					
• Equipment rental services									P	C	C	P	P	C					
• Vehicle rental services									P	P	P	P	P	C					
• Natural resource extraction and mining support facilities												C	C	C	C			C	
• Storage of explosives													C						
• Bulk fuel storage												C							

176

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R-1 MH: Single-Family/Duplex/Manufactured Home

C-1/C-2: General Commercial and General
Commercial/ Mobile Home Districts

WD: Waterfront District

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GI: General Island District

District

R-1 LDMH: Single-Family/Duplex and Single-Family/Manufactured Home Low Density Districts

LI: Large Island District

R: Recreational District

R-2: Multifamily District

OS: Open Space District

R-2 MHP: Multifamily/Mobile Home District

GP: Gary Paxton Special District

CBD: Central Business District

C: Cemetery District

P—Permitted

C—Conditional Use Permit Required

PU/CS—Permitted on Unsubdivided Islands and Conditional Use on Subdivided Islands

G. Manufacturing/Storage Uses Table 22.16.015-5 Footnotes.

* * *

8. All uses in the cemetery district are intended to be cemetery-related and conducted with reverence and respect for those interred.

Table 22.16.015-6
Retail and Business Uses

ZONES	P (1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (8)	C-1	C-2	WD (2)	I (3)	GI (4)	LI (4)	R	OS	GP	<u>C</u> (10)
RETAIL USES																			
• Building, hardware and garden materials										P	P		P	C	C			P	
• Bulk forest products sales									P	P	P	P	P	P				P	
• Retail forest products sales										P	P	P	P					C	
• Art galleries and sales of art									P	P	P	P							
• Department and variety stores									P	P	P	P(5)		C	C				
• Food stores									P	P	P	P(5)		C	C	C(6)		C	
• Agricultural product sales										P	P		P	C	C			P	
• Motor vehicle and boat dealers									P(7)	P	P	P(5)		C				P	
• Auto supply stores									P	P	P			C	C			P	

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[illegible]

ZONES	P (1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (8)	C-1	C-2	WD (2)	I (3)	GI (4)	LI (4)	R	OS	GP	<u>C</u> (10)
souvenirs and promotional materials that bear the logo or trade name of a GPIP permitted use business																			
• Stand alone souvenir and gift shops									P	P	P	P							
• Bulk retail										P	P			C	C				
• Commercial home horticulture	P	C	C	C(9)	C(9)		C(9)	C(9)	P	P	P	P		PU/ CS(9)	C(9)	P	P		
• Horticulture and related structures	P								P	P	P	P						P	
• Marijuana retail facility									C	C	C	C	C	C	C			C	
BUSINESS SERVICES																		P	
• General business services									P	P	P	P(5)	P	C	C			C	
• Professional offices							C	C	P	P	P	P(5)		C	C			P	
• Communications services									P	P	P	P(5)		C	C			P	
• Research and development services									C	P	P	C(5)	P	C	C			P	

194

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SF: Single-Family District

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R-1: Single-Family/Duplex District

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R-2: Multifamily District

C-1/C-2: General Commercial and General Commercial/ Mobile Home Districts

WD: Waterfront District

I: Industrial District

GI: General Island District

LI: Large Island District

R: Recreational District

OS: Open Space District

R-2 MHP: Multifamily/Mobile Home District

GP: Gary Paxton Special District

CBD: Central Business District

C: Cemetery District

P—Permitted

C—Conditional Use Permit Required

PU/CS—Permitted on Unsubdivided Islands and Conditional Use on Subdivided Islands

H. Retail and Business Uses Table 22.16.015-6 Footnotes.

* * *

10. All uses in the cemetery district are intended to be cemetery-related and conducted with reverence and respect for those interred.

* * *

22.16.180 C cemetery district.

A. Intent. The Cemetery district is intended to contain land used for cemeteries and limited accessory uses. All uses in the cemetery district are intended to be cemetery-related and conducted with reverence and respect for those interred. This a highly restrictive district.

* * *

Chapter 22.20

SUPPLEMENTAL DISTRICT REGULATIONS AND DEVELOPMENT STANDARDS

Sections:

* * *

22.20.030 Classification of new and unlisted uses.

* * *

22.20.030 Classification of new and unlisted uses.

* * *

Table 22.20-1

Development Standards⁽²⁾

	MINIMUM LOT REQUIREMENTS	MINIMUM SETBACKS	MAXIMUM HEIGHTS (19)	MAXIMUM BUILDING COVERAGE	MAXIMUM DENSITY
--	-----------------------------	------------------	-------------------------	---------------------------------	--------------------

ZONES	Width	Area^(1, 18)	Front⁽³⁾	Rear	Side	Principal Structures	Accessory Structures		
P	(4)	(4)	20 ft.	15 ft.	10 ft.	40 ft.	16 ft.	35%	
SF ⁽¹⁶⁾	80 ft.	8,000 s.f.	20 ft. ⁽⁸⁾	10 ft. ⁽⁹⁾	8 ft.	35 ft. ⁽¹⁰⁾	16 ft.	35%	
SFLD	80 ft.	15,000 s.f.	20 ft. ⁽⁸⁾	20 ft. ⁽⁹⁾	15 ft.	35 ft. ⁽¹⁰⁾	16 ft.	35%	
R-1 ^(6, 16)	80 ft.	8,000 s.f.	20 ft. ⁽⁸⁾	10 ft. ⁽⁹⁾	8 ft.	35 ft. ⁽¹⁰⁾	16 ft.	35%	
R-1 MH ^(6, 16)	80 ft.	8,000 s.f.	20 ft. ⁽⁸⁾	10 ft. ⁽⁹⁾	8 ft.	35 ft. ⁽¹⁰⁾	16 ft.	35%	
R-1 LD/ LDMH	80 ft.	15,000 s.f. ⁽⁵⁾	20 ft. ⁽⁸⁾	20 ft. ⁽⁹⁾	15 ft.	35 ft. ⁽¹⁰⁾	16 ft.	35%	
R-2 ^(6, 16)	80 ft.	8,000 s.f. for the first two units and 1,000 s.f. for each additional unit	20 ft. (8)	10 ft. ⁽⁹⁾	8 ft.	40 ft.	16 ft.	50%	Maximum density = 24 DU/A
R-2 MHP ⁽⁶⁾	80 ft.	Same as R-2	20 ft. (8)	10 ft. (9)	8 ft.	40 ft.	16 ft.	50%	Same as R-2
CBD ⁽¹⁷⁾	None	None ⁽⁷⁾	(11)	(11)	(11)	50 ft.	16 ft.	None	
C-1 ⁽⁶⁾	60 ft.	6,000 s.f. ⁽⁷⁾	20 ft. ⁽⁸⁾	10 ft.	5 ft.	40 ft.	16 ft.	None, except for setback areas	
C-2 ⁽⁶⁾	60 ft.	6,000 s.f. ⁽⁷⁾	20 ft. ⁽⁸⁾	10 ft.	5 ft.	40 ft.	16 ft.	Same as C-1	
WD ⁽⁶⁾	60 ft.	6,000 s.f. ⁽⁷⁾	20 ft. ^(8, 12)	5 ft. ⁽¹²⁾	10 ft. ⁽¹²⁾	40 ft.	16 ft.	Same as C-1	
GP	50 ft.	5,000 s.f.	10 ft.	5 ft. ⁽¹²⁾	10 ft. ⁽¹²⁾	50 ft.	50 ft.	Same as C-1	

Table 22.20-1
Development Standards⁽²⁾

	MINIMUM LOT REQUIREMENTS		MINIMUM SETBACKS			MAXIMUM HEIGHTS ⁽¹⁹⁾		MAXIMUM BUILDING COVERAGE	MAXIMUM DENSITY
ZONES	Width	Area ^(1, 18)	Front ⁽³⁾	Rear	Side	Principal Structures	Accessory Structures		
I	100 ft.	15,000 s.f.	20 ft. ⁽⁸⁾	10 ft.	5 ft.	40 ft.	16 ft.	50% ⁽¹³⁾	
LI	None	1 acre ⁽¹⁴⁾	None ⁽¹⁵⁾	None ⁽¹⁵⁾	None ⁽¹⁵⁾	35 ft.	35 ft.	25%	
GI	None	1 acre	None ⁽¹⁵⁾	None ⁽¹⁵⁾	None ⁽¹⁵⁾	35 ft.	35 ft.	None	
R	⁽¹⁶⁾	⁽¹⁶⁾	20 ft.	10 ft.	5 ft.	35 ft.	20 ft.	50%	
OS	None	1 acre	None ⁽¹⁵⁾	None ⁽¹⁵⁾	None ⁽¹⁵⁾	35 ft.	35 ft.	None ⁽¹⁵⁾	
<u>C</u>	<u>None</u>	<u>None</u>	<u>15 ft.</u>	<u>10 ft.</u>	<u>10 ft.</u>	<u>35 ft.</u>	<u>35 ft.</u>	<u>None, except for setback areas</u>	

* * *

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

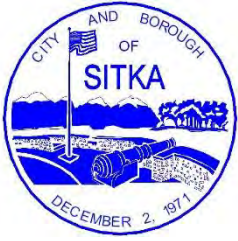
PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, this 23rd day of April, 2019.

Gary L. Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading 4/9/19
2nd and final reading 4/23/19



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Chair Spivey and Members of the Planning Commission

From: Scott Brylinsky, Interim Director, Planning and Community Development Department

Subject: ZA 18-06 Creating a Cemetery Zoning District

Date: March 14, 2019

Project description: The request is to amend the zoning code to create in the zoning code a cemetery district.

Background:

The city zoning code currently lacks a designation for cemeteries. Historically, cemeteries have resided in varied zoning districts, including the residential zoning districts R-1 and R-2, and the public zoning district P. The intent of the cemetery district is to contain land used for cemeteries and limited accessory uses. All uses in the cemetery district are intended to be cemetery-related and conducted with reverence and respect for those interred. It is a highly restrictive district.

The proposed amendments to the use tables in the zoning code would provide that only cemeteries and mausoleums are allowed uses. Museums, churches, and parks would be conditional uses. No other uses would be allowed.

After creation of the cemetery district, cemetery owners and land owners would be invited to submit applications for zoning map amendments to include their cemeteries and associated lands in the cemetery district.

This item was put before the Historic Preservation Commission at its March 13, 2019 meeting. The Commission voted 6-0 to approve creation of a cemetery zoning district as proposed.

forward. Windsor asked where the smoke would be ventilated out, Samman responded that the plan was to vent it out the back of the building. Nelson added that if it became a greater issue for neighbors, they would vent the smoke up through the top of the structure which would take care of odor concerns.

M-Hughey/S-Weaver moved to approve the conditional use permit for manufacturing of food products at 4610 Halibut Point Road in the C-2 zoning district, subject to the attached conditions of approval. The property is also known as Lot 4, Wyatt-Cox Resubdivision #2. The applicant was Issam Samman. The owners of record were Connor and Valorie Nelson. Motion passed 4-0 by voice vote.

M-Windsor/S-Hughey moved to adopt the findings as presented in the staff report. Motion passed 4-0 by voice vote.

D [ZA 18-06](#)

Discussion, direction, and decision on a proposed zoning text change to create a new zoning district for Cemeteries. The request is filed by the City and Borough of Sitka Planning and Community Development Department.

Attachments: [ZA 18-06 Cemetery District Staff Report](#)

[ZA 18-06 Cemetery District Code Amendment Draft](#)

[ZA 18-06 Cemetery District Mailing List](#)

Brylinsky presented the staff report. Brylinsky noted that the idea of a cemetery designation had been considered and requested for some time, and work that had been done by previous Planning Director, Mike Scarcelli, was used in the draft ordinance presented. Sitka's zoning code lack a designation for cemeteries, with most burial sites residing in public or residential zones. The creation of the zoning district would create a receptacle for lands used for cemeteries and limited accessory uses, the district was highly restrictive in nature. After passage of the ordinance creating a cemetery district, owners of properties containing cemeteries could then apply for zoning map amendments to designate their cemetery under the new district. The Historic Preservation Commission had reviewed the draft ordinance at their most recent meeting and voted in favor. Weaver asked if this was related to the SJ Overlay zone, Brylinsky answered that the two actions were related. STA did not want to see the SJ Overlay zone go forward until it had protections for its cemeteries nearby, and the applicant of the SJ Overlay zone was holding off further action until the cemetery issue was resolved.

Bob Sam provided public testimony. Sam reiterated that many cemeteries in Sitka were in residential zones which was going to become problematic with changes in the State of Alaska's requirements for burial transfer permits - this action would resolve that issue. Sam also noted that he was on the Historic Preservation Commission which voted unanimously in favor of the draft ordinance.

M-Hughey/S-Weaver moved to recommend approval of the draft ordinance including any minor changes that legal or staff may find necessary to amend Title 22 of the Sitka General Code to create a cemetery district. Motion passed 4-0 by voice vote.

E [ZA 18-08](#)

Discussion, direction, and decision regarding proposed revisions to Table 22.20-1 Development Standards, providing for reduced setbacks, decreased minimum lot sizes, and increased building coverage. The request is filed by the City and Borough of Sitka Planning and Community Development Department.

VII. NEW BUSINESS

D. Cemetery District Proposal

Brylinsky presented the draft ordinance, and noted that the idea of a cemetery designation had been considered and requested by community members and Commissioners for some time. Work that had been done by previous Planning Director, Mike Scarcelli, was used in the draft ordinance presented. Sitka's zoning code lack a designation for cemeteries, with most burial sites residing in public or residential zones. The creation of the zoning district would create a receptacle for lands used for cemeteries and limited accessory uses, the district was highly restrictive in nature. Dittmar asked if there was a map to show where the cemetery district was applied on the zoning map, Brylinsky answered that the ordinance was only to create the cemetery district in the zoning code, it did not designate any particular lands as cemeteries. Owners of land containing burial sites could apply for zoning map amendments after the district was created. The Commission discussed whether or not parks should be a conditional use in the proposed district, ultimately deciding to keep it as presented. Sam voiced his support for the proposal and thanked staff for bringing it forward. Sam also stressed the importance of updating the zoning code to have a cemetery designation given that the State of Alaska was going to update its protocols for burial transfer permits and would no longer issue permits for people to be buried in residential zones; this was a concern because most of Sitka's cemeteries resided in residential zones. **M-Poulson/S-Sam moved to approve the creation of a cemetery zoning district. Motion passed 6-0 by voice vote.**

Orthodox Diocese of Sitka and Alaska
7031 Howard Avenue
Anchorage, AK 99504

Orthodox Church in America
PO Box 210569
Anchorage, AK 99521

Bob Sam
456 Katlian Avenue
Sitka, AK 99835

Ana Dittmar
217 Marine St. Unit B
Sitka, AK 99835

Lutheran Church
c/o Harvey Brandt
PO Box 598
Sitka, AK 99835

Sitka Tribe of Alaska
c/o Jeff Feldpausch
456 Katlian Avenue
Sitka, AK 99835

Sitka ANB, Inc.
c/o George Chappell
PO Box 72
Sitka, AK 99835

State of Alaska
6860 Glacier Highway
Juneau, AK 99801

Sitka Cemetery Association, Inc.
c/o Roger Hames
221 Lincoln St.
Sitka, AK 99835

National Cemetery – Veterans Administration
c/o Virginia Walker
PO Box 149971
Austin, TX 78714



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-067 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/9/2019 In control: City and Borough Assembly

On agenda: Final action:

Title: Discussion / Direction / Decision on the liquor license renewal application for Baranof Island Brewing Company, LLC (possible executive session)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion BIBCO.pdf](#)
[BIBCO Application.pdf](#)

Date	Ver.	Action By	Action	Result
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Discussion / Direction / Decision of the liquor license renewal application for Baranof Island Brewing Company

EXECUTIVE SESSION

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

I MOVE to reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

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



THE STATE
of ALASKA

GOVERNOR MICHAEL J. 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

March 5, 2019

City and Borough of Sitka

Attn: Sara Peterson, Municipal Clerk

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

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Brewery	License Number:	4912
Licensee:	Baranof Island Brewing Company, LLC		
Doing Business As:	Baranof Island Brewing Company		

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

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

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

Sincerely,

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

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



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

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Baranof Island Brewing Company	License Number:	4912
License Type:	Brewery		
Examiner:	JOHN	Transaction #:	1012066 ✓

Document	Received	Completed	Notes
AB-17: Renewal Application	1/4/19	2/26/19	
App and License Fees	1/4/19	1/4/19	

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

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

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

LGB 1 Response:

☐ Waive ☐ Protest ☐ Lapsed

LGB 2 Response:

☐ Waive ☐ Protest ☐ Lapsed



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

Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

What is this form?

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

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

Section 1 – Establishment and Contact Information

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

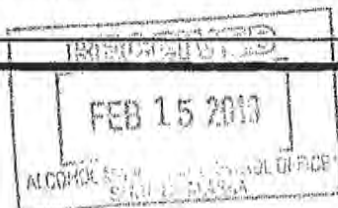
Licensee:	Baranof Island Brewing Company, LLC	License #:	4912
License Type:	Brewery	Legal Ref.:	AS 04.11.130
Doing Business As:	Baranof Island Brewing Company		
Premises Address:	1209 A Sawmill Creek Road		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		
Mailing Address:	1209 A Sawmill Creek Road		
City:	Sitka	State:	AK
		ZIP:	99835

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

Contact Licensee:	Rick Armstrong	Contact Phone:	747 2739
Contact Email:	rick@baranofislandbrewing.com		

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

Name of Contact:		Contact Phone:	
Contact Email:			



AMCO
JAN 04 2019

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

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

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

Alaska CBPL Entity #:	120647
-----------------------	--------

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

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



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

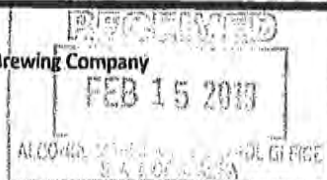
- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information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

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

Name of Official:	Rick Armstrong				
Title(s):	RA - member manager	Phone:	743 2737	% Owned:	51
Mailing Address:	104 Lance Drive				
City:	Sitka	State:	AK	ZIP:	99835

Name of Official:	Suzan E Hess				
Title(s):	member	Phone:	738-1659	% Owned:	41
Mailing Address:	104 Lance Drive				
City:	Sitka	State:	AK	ZIP:	99835

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



JAN 04 2019



Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

Section 3 – Sole Proprietor Ownership Information

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

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

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

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

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

Section 4 – Alcohol Server Education

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

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

Initials

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

RA

Section 5 – License Operation

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

2017 2018

The license was regularly operated continuously throughout each year.

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

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

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

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

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

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

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

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

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



Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

Section 7 – Certifications

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

Initials

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

RA

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

RA

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

RA

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

Signature of licensee

Rick Armstrong
Printed name of licensee

Signature of Notary Public

Reynolds
Notary Public in and for the State of Alaska

My commission expires: Oct. 17, 2019

Subscribed and sworn to before me this 31 day of December, 2018.

Seasonal License? Yes ☐ No ☒

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

License Fee:	\$ 1000.00	Application Fee:	\$ 300.00	TOTAL:	\$ 1300.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					

Details

ENTITY DETAILS

Name(s)

Type

Legal Name

Name

Baranof Island Brewing Company LLC

Entity Type: Limited Liability Company**Entity #:** 120687**Status:** Good Standing**AK Formed Date:** 2/23/2009**Duration/Expiration:** Perpetual**Home State:** ALASKA**Next Biennial Report Due:** 1/2/2021**Entity Mailing Address:** 1209 SAWMILL CREEK RD, SITKA, AK 99835**Entity Physical Address:** 1209 SAWMILL CREEK RD, SITKA, AK 99835

Registered Agent

Agent Name: Rick Armstrong**Registered Mailing Address:** 1209 SAWMILL CREEK RD, SITKA, AK 99835**Registered Physical Address:** 1209 SAWMILL CREEK RD, SITKA, AK 99835

Officials

AK Entity #	Name	Titles	Show Former
			Owned
	RICK ARMSTRONG	Member, Manager	51
	SUZAN HESS	Member	41

Filed Documents

Date Filed	Type	Filing	Certificate
2/23/2009	Creation Filing	Click to View	
10/03/2011	Biennial Report	Click to View	
12/31/2012	Biennial Report	Click to View	
10/07/2014	Biennial Report	Click to View	



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-073 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/9/2019 In control: City and Borough Assembly

On agenda: Final action:

Title: Approve hire offer for Bruce Wall as Planning Director

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Memo Planning Director.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve the hire offer for Bruce Wall as Planning Director with a starting salary of \$93,724.80 with the following conditions:

- opening balance of 40 hours annual leave and accrual thereafter at 12.67 hours per month,
- up to \$15,000 moving allowance.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: Keith Brady, Municipal Administrator

Date: April 3, 2019

Subject: Approval to Hire Planning Director

Summary

Sitka's Home Rule Charter 4.04(1) requires the Assembly to approve the hire of department heads. The Planning Director position has been vacant since August 2018.

Detail

The Planning Director position was advertised since August and we have gone through several rounds of applications and interviews. The applications were reviewed by Scott Brylinsky, Pat Swedeen, Matthew Lone and myself. Based on his qualifications and the results of his pre-screening interview, Scott, Pat, Matthew and I chose to interview Bruce Wall. We all agreed that his resume and interview showed that he has the experience to do the job well and would be a great asset to the City and Borough of Sitka.

The offer includes the following:

- Annual Salary: \$93,724.80 annually, paid bi-weekly
- Start Date: July 1, 2019
- Annual Leave Accrual: 12.67 hours per month (152 hours per year)
- Starting Annual Leave Bank: 40 hours
- Moving Expenses: Up to \$15,000 payable as reimbursement of expenses

Recommendation

Approval of Bruce Wall as the Planning Director.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 19-075 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/10/2019 In control: City and Borough Assembly

On agenda: 4/11/2019 Final action:

Title: Legal/Financial Matters - CBS/SEARHC Affiliation Process (due diligence compliance analysis)

Sponsors:

Indexes:

Code sections:

Attachments: [Executive Session](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE EXECUTIVE SESSION

Step 1

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

Step 2

I MOVE to reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

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