



Parks and Recreation Committee Agenda

Tuesday, March 12, 2024 12:00 PM

Harrigan Centennial Hall, 330 Harbor Drive

Members: Chair – James Poulson, Ben Hughey, Brandon Marx
Rich Krupa, Katherine Prussian, Steve Black
Assembly Liaison: Kevin Mosher

I. CALL TO ORDER

II. ROLL CALL

III. AGENDA CHANGES

IV. APPROVAL OF MINUTES

A. February 13, 2024

V. REPORTS

Chair:

Members:

City Staff:

Assembly Liaison:

Other(s): Sitka Trail Works

VI. PERSONS TO BE HEARD (For items OFF the agenda - not to exceed 3 minutes)

VII. UNFINISHED BUSINESS

B. Update on Parks and Rec Plan

VIII. NEW BUSINESS

C. Commercial Use Permit Applications

- Sitka Sunshine Kayaks
- Tongass Treks
- Sitka Bike & Hike LLC

D. Discussions on the FY25 Budget

E. Review of Facility rates and fees

F. Update of the Crescent Harbor Restroom project

IX. PERSONS TO BE HEARD (For items ON or OFF the agenda – not to exceed 3 minutes)

X. ADJOURNMENT



Parks and Recreation Committee Minutes Tuesday, February 13, 2024, 12:00 p.m. Harrigan Centennial Hall

Members: Chair – James Poulson, Ben Hughey, Brandon Marx
Rich Krupa, Steve Black, Katherine Prussian
Assembly Liaison: Kevin Mosher

I. CALL TO ORDER

Chair James Poulson called the meeting to order at approximately 12:00 p.m.

II. ROLL CALL

Present: James Poulson, Ben Hughey, Rich Krupa, Katherine Prussian and Steve Black

Absent: Brandon Marx

Assembly Liaison: Kevin Mosher

Staff Present: Jess Earnshaw, Deputy Clerk, Kevin Knox, Parks and Recreation Coordinator, and Connor Dunlap Buildings, Grounds & Parks Supervisor

Others: None.

III. AGENDA CHANGES

None.

IV. APPROVAL OF MINUTES

A. November 14, 2023

Hughey moved to approve the November 14, 2023, minutes as written. Motion passed 5-0 by a roll call vote.

V. REPORTS

Chair: None.

Members: None.

City Staff: Kevin Knox, the Parks and Recreation Coordinator, announced the arrival of Elle Campbell as the new Recreation Activities Specialist for the Parks and Recreation Department. He highlighted their ongoing efforts in crafting Spring break programs and discussed recent mid-year appropriations, notably including funding for trail counters. These counters will enhance our ability to track trail usage and visitor origins effectively. Furthermore, Knox mentioned the high utilization of the Blatchley facility, nearly reaching full booking capacity.

Connor Dunlap, Supervisor of Buildings, Grounds & Parks, updated on recent efforts, stating that their team has been diligently clearing trails post recent windstorms. He highlighted a resource proposal in the budget aimed at essential repairs and maintenance for the Whale Park boardwalk, emphasizing its critical need. Additionally, Dunlap mentioned awaiting parts for lighting installations along the boardwalk and sea walk. He also addressed a lighting warranty replacement underway at Moeller Field.

Assembly Liaison: None.

Other(s): Ben Hughey of Sitka Trail Works provided an update, confirming that the memorandum of understanding for the trail plan has been officially signed by all involved agencies.

VI. PERSONS TO BE HEARD (For items OFF the agenda - Not to Exceed 3 Minutes)

Barb Morse expressed gratitude to the Parks and Recreation Committee for their hard work over the years.

VII. UNFINISHED BUSINESS

B. Update on Parks and Rec Plan

Dunlap noted that the project was progressing. Public Works had partnered with a firm from Anchorage which would soon have a consultant to Sitka within the next couple of weeks to gather additional information concerning the identified assets.

VIII. NEW BUSINESS

C. Recognition-Barb Morse

Chair Poulson, presented Barb Morse with a Citation, extending the Parks and Recreation Committee's gratitude for her efforts in reestablishing the recreation program for Sitka.

D. Commercial Use Permit Applications

Sitka Tundra Tours

Anna-Marie Parker provided an outline of their operations that would include short stops on their van tours. She stated they have over 28 years of experience out in the wilderness and amongst bears. Hughey inquired about the anticipated number of tour participants and the projected start date for operations.

Hughey moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Sitka Tundra Tours at Whale Park, Thimbleberry, Heart Lake, and Cross Trail as it has been determined that the use as proposed: 1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and 2. Will not endanger the public health, safety, and welfare; and 3. Will not significantly interfere with the use and enjoyment of the area by other members of the public. Motion passed 5-0 by a roll call vote.

Sitka Sunshine Kayaks

The Committee raised concerns about the jurisdiction of Starrigavin, questioning whether this property falls under the State of Alaska's authority. They sought clarification regarding the city's jurisdiction over the ramp and its surrounding area.

Prussian moved to postpone this item to the next Parks and Recreation regular meeting on March 12, 2024. Motion passed 5-0 by roll call vote.

Alpenglow Adventures Sitka, LLC

Laura Tierman, owner and guide provided a outline of her business. She explained the proposed locations, number of participants, transportation, time of desired usage, and training requirements. Hughey spoke about the concerns of non-permit users.

Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Alpenglow Adventures Sitka, LLC at Herring Cove to Beaver Lake, Gavan Hill to Sitka Cross Trail, Indian River , Heart Lake/Thimbleberry Trails, Sitka Cross Trails, and Medvejeje as it has been determined that the use as proposed: 1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and 2. Will not endanger the public health, safety, and welfare; and 3. Will not significantly interfere with the use and enjoyment of the area by other members of the public. Motion passed 5-0 by a roll call vote.

Bumble Expeditions

The representative of Bumble Expeditions, Sara Hadad-Dembs, provided a summary of the business activity. She outlined their business proposal, detailing the trails to be utilized, expected number of clients per day, necessary training, and a breakdown of fees. Additionally, she mentioned that the business would use three hybrid minivans capable of accommodating up to seven individuals each.

Hughey moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Bumble Expeditions LLC at Thimbleberry/ Heart Lake, Herring Cove, and Indian River Trail as it has been determined that the use as proposed: 1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and 2. Will not endanger the public health, safety, and welfare; and 3. Will not significantly interfere with the use and enjoyment of the area by other members of the public. Motion passed 5-0 by a roll call vote.

Sitka Walking Tours

Andrew Hinton, the operator of Sitka Walking Tours, reviewed their business operations and outlined their intended offerings. He elaborated on the starting location for their tours, provided estimates for participant numbers and group sizes, and specified the desired usage times.

Krupa moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Sitka Walking Tours at Baranof Cross Trail and 1 Block of the Sea walk as it has been determined that the use as proposed: 1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and 2. Will not endanger the public health, safety, and welfare; and 3. Will not significantly interfere with the use and enjoyment of the area by other members of the public. Motion passed 5-0 by a roll call vote.

E. Nominations for Chair / Vice Chair

Krupa moved to nominate James Poulsen as Chair and Ben Hughey as Vice Chair for the Parks and Recreation Committee. Motion passed unanimously by a voice vote.

XI. PERSONS TO BE HEARD (For items on or off the agenda - Not to Exceed 3 Minutes)
None.

VIII. ADJOURNMENT

The next meeting would be on December 12, 2023, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Poulson called the meeting adjourned at 1:05 p.m.

Attest:
Jess Earnshaw, Deputy Clerk

14.10.040 Commercial recreational use permit fees.

The applicant for a commercial recreational use permit shall pay a fee established by the city and borough assembly that will give the city and borough a fair and reasonable return in light of the cost of administering the activity permitted under the permit, the impact of the proposed activity on the area, the cost of any improvements required, and the value of the benefit conferred upon the user. The fee shall be paid prior to the commencement of the permitted activity and should be based on the applicant's best estimate of the number of clients and number of days of permitted activity that he/she expects for that season. Reconciliation is done at the end of the season and can result in a credit being carried over to the following season or additional charges. The minimum fee is \$100.00, regardless of whether a commercial operator's service days add up to that amount. (Ord. 06-14 § 4, 2006; Ord. 04-39 § 4, 2004; S.G.C. § 23.20.040.)

The Sitka General Code is current through Ordinance 24-04, passed February 13, 2024.

Disclaimer: The city and borough clerk's office has the official version of the Sitka General Code. Users should contact the city and borough clerk's office for ordinances passed subsequent to the ordinance cited above.

[City and Borough Website: www.cityofsitka.com](http://www.cityofsitka.com)

[Hosted by Code Publishing Company, A General Code Company.](#)

I MOVE to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for

Sitka Sunshine Kayaks

at Back Beach, Herring Cove, Blue Lake, Swan Lake, and Sitka Harbors

as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka



Commercial Use of Lands

ANNUAL PERMIT APPLICATION

APPLICANT INFORMATION:

Today's Date: 2/13/24

Business Name: SITKA SUNSHINE KAYAKS

Commercial Use Location: MOBILE

Contact: PAT SWANSON

Phone: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.



In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 50

of Clients X \$2.00: 100 = Total Client Fee

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

+

 Estimated Client Fee exceeding \$100

=

350.00 SUBTOTAL

17.50 CITY SALES TAX

367.50 TOTAL

Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: 

Date: 2/13/24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: _____ Signature _____ Date _____

COMMERCIAL USE OF LANDS
ANNUAL PERMIT APPLICATION

Business Name: Sitka Sunshine Kayaks

Date: 2/14/2024

Description checklist:

- a. Location: Kayak rentals will be delivered to proposed launch sites such as Back Beach, Herring Cove, Blue Lake, Swan Lake, and less seldomly to Sitka harbors.
- b. Description of transportation site: Mode of transportation will be truck and trailer. Clients will be instructed to park vehicles in designated parking areas.
- c. Estimated group size: Maximum ten (10) clients per group.
- d. Time of desired usage: Daytime hours.
- e. Restroom, litter, emergency evac. & safety briefing: Clients will be instructed to use restroom before arrival to the launch site; they will be instructed to pack all refuse and return to landing for proper disposal at launch site; prior to kayak launch, clients will confirm their ability to swim, watch safety videos and demonstrate use of knowledge, file a float plan, and sign a liability waiver prior to kayak rental.
- f. Training requirements: n/a other than owner (self); no personnel.
- g. Schedule of fees/charges: 1/2 day (up to 5 hours): \$60/tandem kayak; Full day (5 hours or more): \$100/tandem kayak.
- h. Physical descriptions and license #'s of vehicles: 1997 White Toyota T-100, AK License plate #GVT815; EzLoader Trailer, AK License plate #6068RZ.

Alaska Business License # 2179100

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

sitka sunshine kayaks



owned by

patrick swanson

is licensed by the department to conduct business for the period

December 29, 2023 to December 31, 2024
for the following line(s) of business:

48-49 - Transportation and Warehousing; 53 - Real Estate, Rental and Leasing



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner

Named insured

PATRICK SWANSON
SITKA SUNSHINE KAYAK

Policy number: 00591624-0

Underwritten by:
United Financial Casualty Company
April 29, 2023
Policy Period: Apr 27, 2023 - Apr 27, 2024
Page 1 of 2

progressive.com

Online Service

Make payments, check billing activity, print policy documents, or check the status of a claim.

1-800-895-2886

For customer service and claims service,
24 hours a day, 7 days a week.

Commercial Auto Insurance Coverage Summary

This is your Declarations Page

Your coverage began the later of April 27, 2023 at 12:01 a.m. or at the time your application is executed on the first day of the policy period. This policy period ends on April 27, 2024 at 12:01 a.m.

Your insurance policy and any policy endorsements contain a full explanation of your coverage. The policy limits shown for an auto may not be combined with the limits for the same coverage on another auto, unless the policy contract allows the stacking of limits. The policy contract is form 6912 AK (01/21). The contract is modified by forms 2852AK (01/21), 4757AK (01/21), 5701AK (01/21), 4852AK (01/21), 4881AK (01/21) and 2228AK (11/12).

The named insured organization type is a sole proprietorship.

Outline of coverage

Description	Limits	Deductible	Premium
Liability To Others			\$351
Bodily Injury and Property Damage Liability	\$1,000,000 combined single limit		
Uninsured/Underinsured Motorist	\$100,000 each person/\$300,000 each accident		86
Uninsured Motorist Property Damage	\$25,000 each accident	\$250	19
Medical Payments	\$10,000 each person		20
Comprehensive			58
See Auto Coverage Schedule	Limit of liability less deductible		
Collision			82
See Auto Coverage Schedule	Limit of liability less deductible		
Total 12 month policy premium			\$616

Rated driver

1. PATRICK SWANSON

Auto coverage schedule

1. **1997 Toyota T100** Actual Cash Value (plus \$2,000.00 Permanently Attached Equip)
VIN: JT4UN24D3V0034582 Garaging Zip Code: 99835 Radius: 50

Liability Premium	Liability	UM/UM BI	UM PD	Med Pay	
	\$342	\$86	\$19	\$20	
Physical Damage Premium	Comp Deductible	Comp Premium	Collision Deductible	Collision Premium	Auto Total
	\$1,000	\$50	\$1,000	\$74	\$591

2. **2023 EZ Loader Trailer** Stated Amount: *\$2,000 (including Permanently Attached Equip)
 VIN: 1ZEAAKA85A022677 Garaging Zip Code: 99835 Radius: 50

**Liability
 Premium**

Liability
 \$9

**Physical Damage
 Premium**

Comp Deductible	Comp Premium	Collision Deductible	Collision Premium	Auto Total
\$1,000	\$8	\$1,000	\$8	\$25

*A vehicle's stated amount should indicate its current retail value, including any special or permanently attached equipment. In the event of a total loss, the maximum amount payable is the lesser of the Stated Amount or Actual Cash Value, less deductible. Be sure to check stated amount at every renewal in order to receive the best value from your Progressive Commercial Auto policy.

Premium discount

Policy
 00591624-0 Paid In Full

Company officers

Patrick M. Swanson

Secretary



PPACA01A 001516 008 C 007 002 < 1781 AK (01/21) >

Your ID Cards

Keep these cards handy—in your wallet or glove compartment—and contact us anytime you have a question or need to report a claim.

If you have a claim, we'll get you back on the road as soon as possible. And while you'll always have a choice where to repair your vehicle, when you use a shop in our preapproved network, we'll guarantee the repairs for as long as you own or lease your vehicle.

Thank you for choosing Progressive.

/ FOLD PAGE ALONG PERFORATION AND TEAR /

INSURANCE IDENTIFICATION CARD - Alaska

Policy Number: 00591624-0 NAIC Number: 11770
Effective Date: 04/27/2023 Expiration Date: 04/27/2024
Policy Type: Commercial
Insurer: United Financial Casualty Company 1-800-895-2886
 PO Box 94739 Cleveland, OH 44101

Named Insured(s):
PATRICK SWANSON
SITKA SUNSHINE KAYAK

Year	Make	Model	VIN
1997	Toyota	T100	JT4UN24D3V0034582

Manage your policy anytime
with just a few clicks at
progressive.com

THIS CARD LEFT BLANK INTENTIONALLY

/ FOLD PAGE ALONG PERFORATION AND TEAR /

I MOVE to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for

Tongass Treks

at Herring Cove, Beaver Lake, Gavan Hill, Cross Trail, and Indian River as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: 3/5/24

Business Name: Tongass Treks

Commercial Use Location: Herring Cove/Beaver Lake/Gavan/Cross Trail/Indian River

Contact: Alaina Brown

Address: _____

Phone: _____

Email: _____

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 150

of Clients X \$2.00: \$300 = Total Client Fee

<u>\$250.00</u>	Annual Application Fee
<u>\$100.00</u>	Minimum Client Fee
+	
<u>300</u>	Estimated Client Fee exceeding \$100
=	
<u>\$550</u>	SUBTOTAL
<u>33</u>	CITY SALES TAX
<u>\$580</u>	TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature:  _____

Date: 3/5/24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: Robert Bunker Signature 3-5-2024 Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER P-W Insurance Inc. PO Box 529 100 N. Nordic Petersburg AK 99833	CONTACT NAME: Katie Eddy PHONE (A/C, No, Ext): (907) 772-3858 E-MAIL ADDRESS: katie@p-wins.com	FAX (A/C, No): (907) 802-3225
	INSURER(S) AFFORDING COVERAGE INSURER A: Umialik Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** CL2411706298 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CPP 1305138 01	02/03/2024	02/03/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Cyber \$ 50,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE OTH-ER
							E.I. EACH ACCIDENT \$
							E.I. DISEASE - EA EMPLOYEE \$
							E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Permit # LAS34822
This Certificate is a representation of the named insured's coverage as of the renewal date shown. P-W Insurance Inc, makes no representation that these coverage's comply with or fully satisfy any insurance or indemnity requirement in any contract, written, oral or implied.

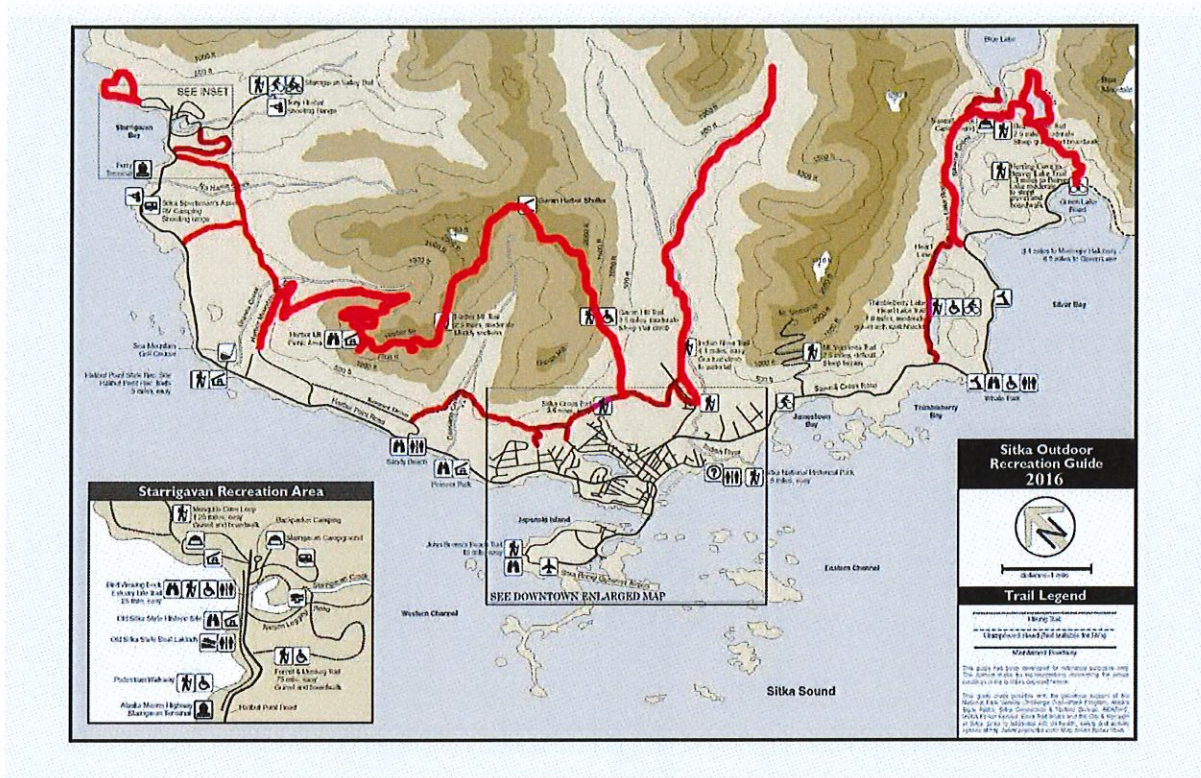
CERTIFICATE HOLDER State of Alaska Dept. Of Natural Resources Division of Parks and Outdoor 550 West 7th Ave., Suite 1380 Anchorage AK 99501	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Description checklist:

a. Location and explanation of proposed use, including maps.

- Tongass Treks is seeking the use of multiple locations including Thimbleberry, Heart Lake, Blue Lake, Beaver Lake, Harbor Mt., Gavan Hill, Sitka Cross Trail, and Indian River.



- Tongass Treks is permitted with the USFS and the State of Alaska for guiding and outfitting tours and is seeking a city permit to access and expand the use of those trails. The majority of Tongass Treks use will be on USFS and State of Alaska land. Tongass Treks is seeking the use of as many areas as possible to spread guests out on trails, lessen the environmental impact, and accommodate for maintenance and/or bear activity on trails this summer. Below are general descriptions of tours to be offered this year. These tours will be small groups with a variety of areas offered.

Tongass Treks is to offer a guided tour with hikes from 3-8 miles long. Transportation is provided to and from the trailhead and a guide will have bear spray, a radio, first-aid kit, and other hiking and safety equipment. A Guide will accompany participants on primarily Beaver Lake, Indian River, Harbor Mountain to the shelter, Gavan to Harbor Mt. trails. Max group size is 7 on all USFS land hikes.

The self-guided (outfitted) trip is designed for experienced hikers who want to explore the trails on their own. Transportation is provided to and from the trailhead and participants are outfitted with bear spray, maps, first-aid kits, and other hiking and safety equipment. These trips are 2-8 miles in length. These trips are customized to accommodate each group according to their ability. Max group size is 7.

b. Description of transportation to site, including mode of transportation and plan for client parking.

- Participants will be picked up at their accommodation or a communal location and transported in a 7-passenger vehicle to and from the trailhead.

c. Estimated number of participants and/or group size.

- Maximum 7 participants (most bookings will be capped at 6).

d. Time of desired usage.

- April 1st to September 30th.

e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.

- All guests are encouraged to use the restroom before the trip departs. Depending on the tour, some participants can utilize public restrooms to and from the trailhead. Waste disposal bags will be available if needed on the hike.
- Tongass Treks follows federal regulations of trail impact including "Leave No Trace Behind". No guests go off-trail and no guests leave anything behind.
- The company has evacuation policies for both landslide and tsunami emergency situations, tsunami routes are established for each trail and landslide locations are established as well.
- A safety briefing is provided at the beginning of each trip. This includes bear safety training. In addition, all guides are trained in bear and wildlife safety by US Forest Service standards and trained in CPR and First-aid.

f. Training requirements for personnel conducting transport and tour activities.

- Guides are trained in bear and wildlife safety by US Forest Service standards and trained in CPR and First-aid.

g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission, or similar arrangements with other tour brokers, agents, or cruise ship companies.

- Payment and taxes/fees will be made by the participants when booking occurs. These payments will include taxes and fees for each booking. All bookings are done directly with Tongass Treks and there are no outside booking arrangements or brokers.

h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

- Black Honda Pilot - LJN332



Vehicle Insurance Identification Card

UMIALIK
INSURANCE COMPANY

Umialik Insurance Company

Insured
ALAINA BROWN
DBA TONGASS TREKS

Agency
P-W INSURANCE INC
PO BOX 529
PETERSBURG, AK 99833-0529

907-772-3858

**LAW REQUIRES ID CARD TO BE CARRIED IN
VEHICLE AT ALL TIMES**
THE COVERAGE PROVIDED BY THIS POLICY MEETS THE
MINIMUM LIABILITY LIMITS PRESCRIBED BY LAW

Policy Number
Effective Date
FEBRUARY 3, 2024

50 CPP 130937701
Expiration Date
FEBRUARY 3, 2025

Vehicle Description
Year Make/Model
2013 HONDA PILOT SUV

Vehicle ID Number
5FNYP4H79DB019079

(Fold Here)



UMIALIK
INSURANCE COMPANY

IN THE EVENT OF AN ACCIDENT, PLEASE FOLLOW THESE STEPS:

- 1. Remain Calm. Protect your family members or passengers and your property.**
- 2. If someone is injured, obtain first aid by calling 911.**
- 3. Do not leave the scene of an accident.**
- 4. Always notify law enforcement.** They will let you know if an officer needs to be present at the scene.
- 5. Do not admit fault** or make any comment or statement regarding the accident except to the police or an identified representative of Umialik Insurance.
- 6. Complete the back portion of this form.** Get the full names, complete addresses, license numbers and phone numbers of each driver, passenger, and witness as well as license plate numbers of all involved vehicles.
- 7. Promptly notify your agent or Umialik Insurance** of all accidents, regardless of fault and even if damage is minor.

TO REPORT A CLAIM:

Call: (800)251-3563

Online: www.umialik.com

**Agent: P-W INSURANCE INC
(907)772-3858**

I MOVE to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for

Sitka Bike & Hike LLC

at Cross Trail, Gavin Hill, Thimbleberry, and Beaver Lake

as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: 2/26/24

Business Name: Sitka Bike & Hike LLC

Commercial Use Location: Cross Trail, Gavin Hill, Thimbleberry, Beaver Lake

Contact: Michelle Barker

Address: [REDACTED]

[REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

PAID

FEB 27 2024

CITY & BOROUGH OF SITKA

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 2000
of Clients X \$2.00: 4000.00 = Total Client Fee

\$250.00 Annual Application Fee
\$100.00 Minimum Client Fee

+

3900.00 to be paid upon approval Estimated Client Fee exceeding \$100

=

350.00 SUBTOTAL
17.50 CITY SALES TAX
367.50 Paid now TOTAL

Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature 

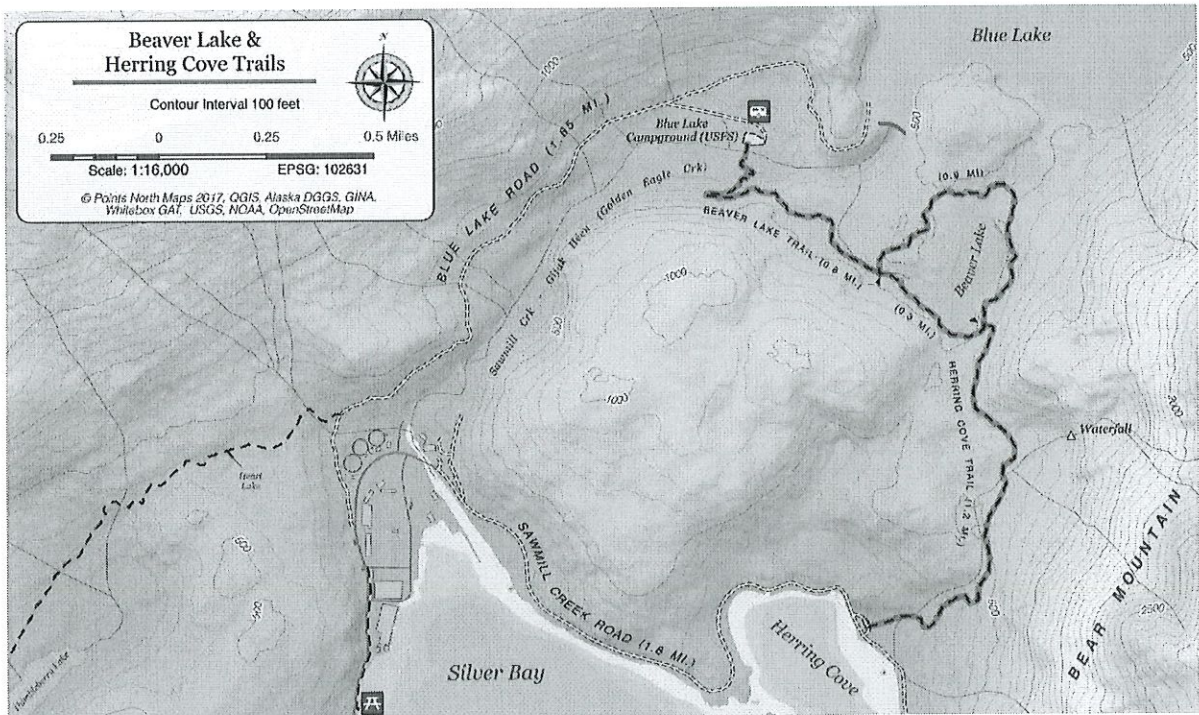
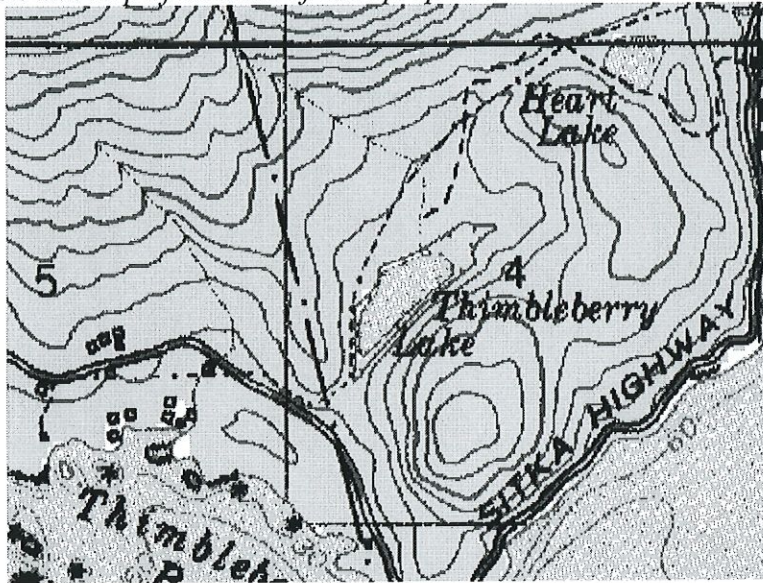
Date: 2/27/24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: Robert Bernhardt Signature 2-28-24 Date

Sitka Bike & Hike, LLC
City and Borough of Sitka
Parks and Recreation Division
Commercial Use Permits
II. Attachments

a) Description and map of location of each proposed use.





Sitka Bike and Hike, LLC is seeking the use of multiple locations including Thimbleberry, Blue Lake, Beaver Lake, Herring Cove, Gavin Hill and Sitka Cross Trail. In years past, Sitka Bike & Hike has held these permits and in recent years has not due to slower seasons. As you know, 2022 is a very busy year and in an effort not to overwhelm a certain area Sitka Bike & Hike is seeking the use of as many areas as possible to spread guests out on trails an lessen the environmental impact to our city. Below are general descriptions of tours we will be offering this year. These tours will be small groups and we will use different areas for them.

The **Sitka Bike and Hike** is a guided tour which includes 4 miles of biking and 2 miles of hiking. Guides accompany guest biking an hiking local trails and explore exploring the flora and fauna of the temperate Rainforest. Max groups size is 14.

The **Advanced Mountain Biking Trip** is designed for the physically fit and experienced mountain biker. This trip includes 18-22 miles of biking and possibly some hiking depending on the group. Guides customize this route to accommodate each group according to their ability. Max group size is 10

The **Tongass Rainforest Hike** is designed for guests that want a 2 to 4 mile hike. This trip are groups of 8 to 16 people depending on which trail is utilized. Even groups of 16 are split into smaller groups once they are transported to the trail head.

b) *Description of transportation to site, including mode of transportation and plan for client parking.*

Sitka Tours provides for all transportation needs of Sitka Bike & Hike. They utilize a number of shuttle buses and vans depending on size of group and location.

Parking is not applicable as guests are transported to sawmill cove and arrive at the trail head on bicycles. Bicycles are locked up and covered during the hike.

c) *Estimate of participants and group size.*

Maximum group size varies depending on trip and is typically between 6 and 16. We anticipate accommodating 5,000 guests this season.

d) Times of desired usage.

Trips typically operate six days a week, during business hour 8:00 am to 5:00 pm. Trips are occasionally provided on weekends, and later in the evening.

e) Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.

All guests are encouraged to use the restroom prior to departure. Trips are 2 to 3 hours long so most guests are good before the trip departs. Depending on trail uses, some guest utilize the restroom at the trailhead.

All guides are trained on the federal regulations of trail impact including "Leave No Trace Behind", a policy that Sitka Bike & Hike has adopted as its own. No guests go off trail and no guests leave anything behind.

Sitka Bike & Hike has several Wilderness Responders on its staff. The company has evacuation policies for both landslide and Tsunami emergency situations, tsunami routes are established for each trail and Landslide waterfront pick up locations are established as well.

A safety briefing is provided at the beginning of each trip. This includes a bear safety training. For bike trips, bike training and rules of the road are also provided. In addition, Sitka Bike & Hike provides all routes utilized to The Sitka Police Department and The Sitka Fire Department incase of emergency so they know where we are operating in advance,

f) Training requirements of personnel conducting transport and tour activities.

All Guides are well trained in bear and wildlife safety by US Forest Service standards and materials each year. Sitka Bike & Hike staff include several wilderness first responders, a dive instructor, two dive masters, three rescue divers, three USCG licensed captains, several certified Alaska naturalists, and two certified emergency first responder instructors. This training is provided for all staff each year.

g) Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agent or cruise ship companies.

Sitka Bike & hike is in contract with all cruise lines that call on Sitka as a port including Holland America, Royal Caribbean, Princess, Carnival, Silverseas, Norwegian, Regent, Oceanic, Disney, and the World. All tours are sold aboard cruise ships, booked in advance and I am paid within 30 days of service. I receive \$38 to \$85 per guest, depending on the tour booked. I have Federal use permits which I pay \$5 per guest and state permits in which I pay \$2 per guests. I pay Sitka Tours 8.95 per person for guest transfers and I have many business partners in the Sitka Community that I pay per person fee to, again depending on which tour the guests in on.

h) Physical descriptions and license numbers of each vehicle to be used in the proposed commercial activity.

Again, Sitka Tours provides all transfers for my company. They are require to have all vehicles inspected by the Sitka Police Department and provide proof of insurance and licensing as well.

AK VEHICLE LIC. # FHG 914
OR VESSEL # 3
MAKE Blue Bird
MODEL Bus 1990
VIN # 1BAAGCSAILF038355
LENGTH 32 FT
SEATING CAPACITY 44
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # EYA 970
OR VESSEL # 5
MAKE Blue Bird
MODEL Bus 1994
VIN # 1BAAGCSA3RF058390
LENGTH 32 FT
SEATING CAPACITY 44
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # EBV 629
OR VESSEL # 13 -office-
MAKE FORD
MODEL E-SUPER DUTY 1996
VIN # 1FDLE40G5THB40727
LENGTH 25 FT
SEATING CAPACITY N/A
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # FCV 631
OR VESSEL # 24
MAKE FORD
MODEL E-SUPER DUTY 1998
VIN # 1FDXE4054WHD84261
LENGTH 24 FT
SEATING CAPACITY 7
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # F01 758
OR VESSEL # 4
MAKE Blue Bird
MODEL Bus 1992
VIN # 1BAAGCSA9NF048621
LENGTH 32 FT
SEATING CAPACITY 44
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # EF2 697
OR VESSEL # 6
MAKE Blue Bird
MODEL Bus 1991
VIN # 1BAAGSA4MF044331
LENGTH 32 FT
SEATING CAPACITY 44
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # EMC 869
OR VESSEL # 22
MAKE FORD
MODEL E-SUPER DUTY 1998
VIN # 1FDXE4054WHA69658
LENGTH 25 FT
SEATING CAPACITY 19
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # FCV 643
OR VESSEL # 25
MAKE THOMAS 1999
MODEL Bus
VIN # 1T7KL2F28X1159201
LENGTH 32 FT
SEATING CAPACITY 29
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # GQA 343
OR VESSEL # 78
MAKE Ford
MODEL E-450 2004
VIN # 1FDXE45584HA34500
LENGTH 24 FT
SEATING CAPACITY 25
INSPECTION DATE _____
PASS OF FAIL

AK VEHICLE LIC. # JHF 614
OR VESSEL # 99
MAKE Chevrolet
MODEL C5500 2007
VIN # 1G3E5V1217F413738
LENGTH 32 FT
SEATING CAPACITY 28
INSPECTION DATE _____
PASS OF FAIL

AK VEHICLE LIC. # _____
OR VESSEL # _____
MAKE _____
MODEL _____
VIN # _____
LENGTH _____
SEATING CAPACITY _____
INSPECTION DATE _____
PASS OF FAIL

AK VEHICLE LIC. # _____
OR VESSEL # _____
MAKE _____
MODEL _____
VIN # _____
LENGTH _____
SEATING CAPACITY _____
INSPECTION DATE _____
PASS OF FAIL

AK VEHICLE LIC. # _____
OR VESSEL # _____
MAKE _____
MODEL _____
VIN # _____
LENGTH _____
SEATING CAPACITY _____
INSPECTION DATE _____
PASS OF FAIL

AK VEHICLE LIC. # _____
OR VESSEL # _____
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MODEL _____
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SEATING CAPACITY _____
INSPECTION DATE _____
PASS OF FAIL

AK VEHICLE LIC. # _____
OR VESSEL # _____
MAKE _____
MODEL _____
VIN # _____
LENGTH _____
SEATING CAPACITY _____
INSPECTION DATE _____
PASS OF FAIL

AK VEHICLE LIC. # _____
OR VESSEL # _____
MAKE _____
MODEL _____
VIN # _____
LENGTH _____
SEATING CAPACITY _____
INSPECTION DATE _____
PASS OF FAIL

AK VEHICLE LIC. # JHF 613
OR VESSEL # 48
MAKE CHEVROLET
MODEL CSS00 2003
VIN # 1GBESV1287F413252
LENGTH 32 FT
SEATING CAPACITY 24
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # Kce 799.
OR VESSEL # 51
MAKE THOMAS
MODEL Bus 1989
VIN # 1T7M2V999K1451912
LENGTH 40 FT
SEATING CAPACITY 51
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # FCV 644
OR VESSEL # 54
MAKE THOMAS
MODEL Bus 1990
VIN # 1T7M4V876K1879277
LENGTH 40 FT
SEATING CAPACITY 54
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # ENM 860
OR VESSEL # 58
MAKE FORD
MODEL E-350 2003
VIN # 1FBNE31L03HB64926
LENGTH 17 FT
SEATING CAPACITY 8
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # EC2 387
OR VESSEL # 63
MAKE CHEVROLET
MODEL Van 30 HD 1996
VIN # 1GBKH37N2T3306841
LENGTH 24 FT
SEATING CAPACITY 20
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # EC2 420
OR VESSEL # 64
MAKE EL TORADO
MODEL Bus 1994
VIN # 4CDK57E27R2107317
LENGTH 28 FT
SEATING CAPACITY 31
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # DTK 786
OR VESSEL # 67
MAKE FORD
MODEL E-350 1998
VIN # 1FDWE3084WHA15038
LENGTH 24 FT
SEATING CAPACITY 2
INSPECTION DATE _____
PASS OF FAIL _____

AK VEHICLE LIC. # GAA 342
OR VESSEL # 68
MAKE FORD
MODEL E-350 2006
VIN # 1FB5331L56DA78261
LENGTH 19 FT
SEATING CAPACITY 15
INSPECTION DATE _____
PASS OF FAIL _____

City & Borough of Sitka Budget Worksheet Report

Account Number	Account Description	2024 Adopted Budget	2024 Actual Amount	2025 Level 2
Fund: 100 - General Fund				
EXPENSES				
Division: 500 - Administrative				
Department: 006 - Planning & Community Development				
Sub-Department: 818 - Parks & Recreation				
<i>400 - Salaries and Wages</i>				
5110.001	Regular Salaries/Wages	118,331.20	49,966.03	130,515.66
5110.002	Holidays	0.00	2,852.69	0.00
5110.003	Sick Leave	0.00	1,302.78	0.00
5110.004	Overtime	2,000.10	658.49	2,000.01
5110.010	Temp Wages	50,000.00	36,105.00	55,000.00
<i>Account Classification Total: 400 - Salaries and Wages</i>		\$170,331.30	\$90,884.99	\$187,515.67
<i>450 - Fringe Benefits</i>				
5120.001	Annual Leave	0.00	4,083.67	4,436.00
5120.002	SBS	10,422.11	5,828.72	11,766.72
5120.003	Medicare	2,469.91	1,378.76	2,783.29
5120.004	PERS	26,472.85	12,328.16	29,153.40
5120.005	Health Insurance	54,804.36	10,089.57	17,107.68
5120.006	Life Insurance	8.04	9.92	22.20
5120.007	Workmen's Compensation	6,677.35	3,727.39	4,781.48
<i>Account Classification Total: 450 - Fringe Benefits</i>		\$100,854.62	\$37,446.19	\$70,050.77
<i>500 - Operating Expenses</i>				
5201.000	Training and Travel	4,500.00	0.00	6,000.00
5202.000	Uniforms	600.00	596.82	800.00
5204.000	Telephone	400.00	0.00	0.00
5204.001	Cell Phone Stipend	720.00	250.00	720.00
5206.000	Supplies	15,800.00	9,696.89	18,500.00
5207.000	Repairs and Maintenance	0.00	0.00	4,000.00
5211.000	IT Fees	28,012.00	28,011.96	32,116.00
5212.000	Contracted Services	84,440.00	30,156.50	88,500.00
5221.000	Transportation/Vehicles	0.00	0.00	25,849.00
5224.000	Dues and Publications	0.00	0.00	940.00
5226.000	Advertising	0.00	0.00	1,000.00
5290.000	Other Expenses	0.00	1,987.32	0.00
<i>Account Classification Total: 500 - Operating Expenses</i>		\$134,472.00	\$70,699.49	\$178,425.00
Sub-Department Total: 818 - Parks & Recreation		\$405,657.92	\$199,030.67	\$435,991.44
Department Total: 006 - Planning & Community Development		\$405,657.92	\$199,030.67	\$435,991.44
Division Total: 500 - Administrative		\$405,657.92	\$199,030.67	\$435,991.44
EXPENSES Total		\$405,657.92	\$199,030.67	\$435,991.44
Fund REVENUE Total: 100 - General Fund				
Fund EXPENSE Total: 100 - General Fund		\$405,657.92	\$199,030.67	\$435,991.44
Fund Total: 100 - General Fund		(\$405,657.92)	(\$199,030.67)	(\$435,991.44)
REVENUE GRAND Totals:		\$0.00	\$0.00	\$0.00
EXPENSE GRAND Totals:		\$405,657.92	\$199,030.67	\$435,991.44
Grand Totals:		(\$405,657.92)	(\$199,030.67)	(\$435,991.44)



RESOURCE PROPOSAL

Requestor/Department	Kevin Knox/ Parks and Recreation
Proposed resource type	Other
Cost of resource	\$347,175

1. Brief description of resource:
 The Blatchley Pool, currently operated and maintained by SSD, would come under the management of CBS and the Parks and Recreation Division. Current community access has been very limited and the asset is under utilized. Maintenance support will come under the CBS as well under the CBS Asset Management framework.

2. What goal does will this resource help you achieve? Goal 4: Plan and invest in sustainable infrastructure for future generations

3. Is there a specific action that this resource is related to (under selected goal)? 4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4. How will this resource contribute to achieving the above strategic goals and actions?
 Blatchley Pool needs to be supervised under a program management structure rather than under maintenance. Professional Aquatic staff will expand program and facility access, increasing asset utilization. The asset and associated risk will also be better managed under CBS's Asset Management framework. Additionally, availability of a variety of recreation activities, including aquatics, is often cited by Sitkans as also captured in Strategic Plan Goal 1.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
 SSD will continue to operate the Blatchley Pool with reduced utilization until they are able to hire a pool manager and other staff. CBS will continue to directly contribute to pool operations estimated at a minimum of \$125k/year in FY25, nor partake in facility-generated revenue.

PENDING

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
 CBS maintenance increases the ability to track and assess the condition of the facility and risk score projects under CBS Asset Management framework. Increasing public access and programming will be the biggest short-term indicator of success. Moving pool management back into a program-focused office rather than maintenance may increase recruitment and retention of aquatics staff. Initial revenue of \$120-130k/year would be restored, with a potential to grow to previous highs of \$200k/year or more.

7. What are the future costs of this resource?
 The addition of 1.5 FTE (Pool Manager and Head Lifeguard) and part time temporary staff (lifeguards and swim instructors) will be ongoing costs in the future. Between FY18 and FY23, SSD has kept pool expenses relatively flat at ~\$250k/year, supported by 49% in CBS's direct Pool contribution, 37% revenue, and 14% transfers from school operating (which can be considered a CBS indirect contribution). So, between our direct and indirect contribution, CBS has annually provided ~\$157k. Therefore, the incremental additional cost of this RP is \$190k. In flat funding pool operations, SSD has had to decrease labor expenditures; hence, there was a significant decline in annual pool revenues realized by SSD in this same time period from a peak of \$136k to \$64k. Bringing pool expenditures up to a total ~\$350k/year will provide for staffing at adequate levels and pay/compensation, which in turn will restore annual pool revenues to ~120-130k/year, and as the program grows, potentially back up to previous highs of \$200k/year or more. While it cannot be guaranteed that running the pool will be a revenue positive or break-even operation, the net cost will be significantly lower than \$190k.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?



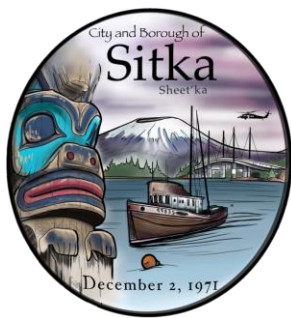
RESOURCE PROPOSAL

While the capital costs for the pool will be borne by CBS regardless of which entity manages it, fully bringing operations and maintenance into CBS will allow us to manage it under our Risk & Asset Management framework, decreasing unexpected and unplanned expenses. The additional investment in staffing resources will also expand pool access for the public.

Department Head

A handwritten signature in black ink, appearing to read "Amy Anderson", enclosed within a rectangular box.

PENDING



New Business E

CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION DIVISION MEMORANDUM

To: Parks and Recreation Committee
From: Kevin Knox- Parks and Recreation Coordinator
Date: 3/5/2024
Subject: Parks and Recreation Facilities Fee Schedule and Cancellation Policy

Background

As a part of the rebuilding of the Parks and Recreation software platform, staff are also reviewing the facility fees and policy use guidelines. The fee structure has been reset to make charges for City of Sitka sales tax less administratively burdensome. Previously in the MyRec platform sales tax was effectively “built into” the facility fee schedule due to software limitations. RecDesk has better abilities to charge for, track and report sales taxes. Removing the built-in factor and accounting for the City of Sitka’s seasonal rate will be more transparent to the public and easier for staff to manage.

All rates have been set to the closest \$5 increment from where they were previously set (i.e. previous -\$19.05, proposed -\$20). Sales tax, as per CBS Code 4.25.040 (B), will be considered separately in the completion of the final billing or invoice. To the best of our ability P&R programming will also need to consider the time of service when assessing sales taxes as per CBS Code 4.25.030 (D), i.e. if a program is offered in May but registration opens in March the 6% Seasonal Sales Tax will be administered.

A new CBS Overnight Facilities Use Application and Agreement has been developed, along with a \$10/youth/night plus tax fee proposed. Additional associated staff time and custodial fees can be applied when necessary. All facility uses will be coordinated and authorized with building administrators (generally school principals) when a school is requested for use.

Proposed Cancellation Policy for all facilities will read as follows:

Credit or refunds will only be given if notification is received no less than 72 hours prior to the reserved date. There is no service charge to reschedule. There is a \$10 service charge for refunds if requested at least 72 hours in advance of the scheduled date.

There currently is only a cancellation policy published for the reservation of CBS picnic facilities. Cancellations of other facilities managed by Parks and Rec are very infrequent, however when they occur a cancellation often reduces potential access and revenue generated. Currently there is a very high demand for facility space and ensuring commitment and accountability increases the community confidence and access to these spaces.

All fee changes and cancelation policies will be adopted within the implementation of the new Parks and Recreation RecDesk platform. Fees already paid by facility renters will be honored as current.

Request

The Parks and Recreation Division requests that the Parks and Recreation Committee support the implementation of the proposed fee schedule and the new cancelation policy.

CITY AND BOROUGH OF SITKA PARKS AND RECREATION RENTAL FEE SCHEDULE

SSD FACILITY RATES/HOUR	NON-PROFIT: YOUTH ORG	NON-PROFIT: ADULT ORG
SHS/BMS GYM	\$35.00	\$45.00
KEET GYM	\$20.00	\$30.00
SHS AUXILIARY GYM	\$20.00	\$30.00
BMS/KEET/BARANOF MPR	\$20.00	\$30.00
BMS COMMONS	\$20.00	\$30.00
SHS COMMONS	\$50.00	\$60.00
CLASSROOM	\$10.00	\$10.00

SSD FACILITY RATES/HOUR	GENERAL USE	COMMERCIAL
SHS/BMS GYM	\$70.00	\$100.00
KEET GYM	\$40.00	\$75.00
SHS AUXILIARY GYM	\$40.00	\$75.00
BMS/KEET/BARANOF MPR	\$40.00	\$75.00
BMS COMMONS	\$40.00	\$75.00
SHS COMMONS	\$75.00	\$100.00
CLASSROOM	\$10.00	\$25.00

- Overnight Use Fees - Fees, expenses, and insurance: \$10/youth/night plus tax. Additional costs associated with staff time and custodial expenses may be added. CBS Overnight Facilities Use Application and Agreement must be submitted to the Parks and Recreation office. Coordination and authorization with Facility Administrators will be negotiated by Parks and Recreation Coordinator.

CITY AND BOROUGH OF SITKA PARKS AND RECREATION SWAN LAKE SENIOR CENTER

SSD FACILITY RATES/HOUR	NON-PROFIT	GENERAL
MAIN ROOM/DINING	\$--/HOUR	\$--/HOUR
KITCHEN	\$--/HOUR	\$--/HOUR
CONFERENCE ROOM	\$--/HOUR	\$--/HOUR
WHOLE FACILITY	\$---/HOUR	\$---/HOUR

- \$150 CLEANING FEE FOR KITCHEN USE.
- DEPOSITS MAY APPLY DEPENDING ON PLANNED USE, ADDITIONAL \$75 FEE FOR EVENTS THAT SERVE ALCOHOL.

CITY AND BOROUGH OF SITKA PARKS AND RECREATION PICNIC AND OUTDOOR FACILITY FEE SCHEDULE

FACILITY RATES/HOUR	GENERAL USE
PIONEER PARK SHELTER	\$25/DAY
CRESCENT HARBOR PICNIC TABLE	\$25/DAY
MOLLER PARK SHELTER	\$25/DAY
WHALE PARK GAZEBOS	\$25/DAY
SWAN LAKE PENINSULA (OVER 75 HEAD COUNT)	\$200/DAY

- Rates do not include City Sales Tax, which is 5%/6%. Additional fees for building supervision and deposits may apply.
- For more information, contact Parks and Recreation at recreation@cityofsitka.org or 907.747.4031

**CITY AND BOROUGH OF SITKA PARKS AND
RECREATION ATHLETIC FIELD FEE SCHEDULE**

FACILITY RATES/PLAYER	PER PLAYER	
UPPER MOLLER FIELD	\$5	
LOWER MOLLER FIELD	\$5	
KIMSHAM FIELDS (A,B,C,D, PITCH)	\$5	
KEET FIELDS		
VILANDRRE FIELD		



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com

recreation@cityofsitka.org

907-747-4031

OVERNIGHT FACILITIES USE APPLICATION/AGREEMENT

Parks and Recreation contact information:

Address	601 Halibut Point Road #B, Sitka, Alaska 99835		
Phone number	9077474031	Email address	recreation@cityofsitka.org

Applicant/User information:

Organization name			
Contact person			
Phone number		Email address	
Mailing address			

Use information:

Facility requested			
Event/Purpose of use			
Date(s)			
Local Organization Contact			
On-Site Chaperone name(s)			
Youth to chaperone ratio			
# of overnight persons			

TO BE COMPLETED BY PROGRAM - Fees, expenses, and insurance: \$10/youth/night plus tax.

Additional costs associated with staff time and custodial may be added.

Rental fees		Staff fees		Other	
Custodial		Deposit		TOTAL	
Insurance	Yes	No	Limits		

USE AGREEMENT:

This Overnight Facilities Use Agreement (the "Agreement"), which consists of this form and the attached terms and conditions, creates a legal contract between the Applicant/user and the City and Borough of Sitka Parks and Recreation Program (the "Program"). By signing below, the Applicant/user confirms that it understands and agrees to the terms and conditions of this Agreement and agrees to abide by the rules and regulations established by the Program, a copy of which are attached and incorporated by reference. Further by signing below Applicant/user certifies that he/she is of legal age (18 years or older) to enter into this Agreement.

City and Borough of Sitka

Applicant/User

Signature Date

Signature Date

Print name Title

Print name Title

Terms and Conditions

USE OF SITKA SCHOOL DISTRICT (SSD) FACILITIES: Users must be approved prior to facility occupation by both Parks and Recreation staff and the Building Administrator. A complete Parks and Recreation policy for use of SSD Facilities is available online and in City and Borough of Sitka (CBS) Parks and Recreation office.

Overnight users will generally be associated with a local Sitka organization and event. This local organization is the responsible party, will coordinate with supervising adults and must designate a single point of contact from their organization. The local organization will be responsible for paying any rental fees, staff cost, and custodial fees associated with the overnight use of facilities. Rates and fees will be documented on the facility use request form and fees may be passed on to visiting user groups. Areas of use will be strictly adhered to and no other areas of a building shall be used unless specifically authorized. The program reserves the right to deny requests or the request to a different school facility as appropriate.

INSURANCE: Certain facility rentals require liability and property damage insurance to protect the sponsor, patrons, CBS, and SSD. In the event an organization cannot provide a COI for \$1,000,000 they may purchase tenant event insurance through GatherGuard, CBS's third-party insurance vendor. This information will be provided to users by Parks and Recreation staff as necessary.

OBJECTIONABLE PERSONS: CBS, through its Parks and Recreation Coordinator, and its agents and employees, reserves the right to eject for cause any person or persons from SSD Facilities or any part thereof, and upon exercise of this authority through the Parks and Recreation Coordinator, its agents, or Sitka Police, User hereby waives any right and all claim for damages against CBS by exercise thereof.

INDEMNITY: User shall indemnify, defend, save, and hold the CBS and the SSD harmless from any losses, claims, lawsuits or liability, including attorneys' fees and costs, arising out of loss, damage or injury, including death, to persons or property occurring during the course of or as a result of the use under this agreement, including the user, its officials, employees, agents, representatives, and guests, except for damage caused by the CBS' or SSD own intentional conduct and/or negligence.

EXPIRATION OF OCCUPANCY: At the expiration of the occupancy contracted for herein, User shall quit the premises. The facilities and equipment used shall be returned in the same condition and repair as before User use thereof, except for ordinary wear and tear. The program reserves the right to terminate overnight usage for any reason, such as non-compliance with facility use policies and/or damage to persons or property.

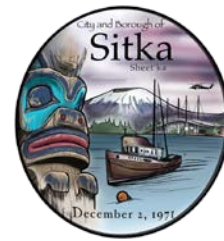
COMPLIANCE WITH LAWS: User shall secure all permits or licenses required by any agency having jurisdiction and shall otherwise comply with all laws of the United States and the State of Alaska, and all ordinances of the CBS and may not suffer of permit to be done anything on the premises in violation of any such statute, ordinance, regulation, or other applicable law.

ACCEPTANCE OF PREMISES: User agrees that it has inspected premises rented hereby and its equipment and that the same are in proper condition for the uses contemplated by the Tenant.

BINDING EFFECT OF RENTAL AGREEMENT: All terms and conditions this agreement shall be binding upon the parties, their heirs or representatives and assigns and cannot be varied or waived by any oral representation or promise of any agent or other person of the parties hereto unless the same be in writing and mutually signed by and duly authorized agent or agents of the parties who executed this Rental Agreement. The Parks and Recreation Coordinator may make additional rules to cover special uses.

GOVERNING LAWS: The parties to this agreement agree that the same was entered into in Sitka, Alaska and that the laws of the State of Alaska are applicable thereto.

City and Borough of Sitka Parks and Recreation



SPECIAL EVENTS & PICNIC SHELTER USE POLICY & GUIDELINES

The Parks & Recreation Division takes reservations, issues a permit and charges fees for the special events and reserved uses of City and Borough developed park and recreational facilities. These facilities may be reserved from April 15th through September 15th beginning the January 1st of any given year. **During the fall and winter months, the bathrooms may be closed with the water shut off.**

Reservations for park facility use are on a first-come, first-served basis and need to be made at least 48 hours in advance. You may make reservations and check the online calendar located at recreation.cityofsitka.com for picnic shelters (Pioneer Park, Crescent Harbor, Moller Park, Whale Park). Reservations are not accepted over the phone.

Fees are collected at the time of reservation online or can be paid in person at the Parks and Recreation office, at Blatchley Middle School, 601 HPR.

Credit or refunds will only be given if notification is received at least seven days prior to the reserved date. There is no service charge to reschedule. There is a \$10 service charge for refunds if requested at least seven days in advance of scheduled date.

Call Parks and Recreation (907) 747-4031 or email: recreation@cityofsitka.org for more information.

GENERAL GUIDELINES FOR PICNIC FACILITY USE

General Stipulations for Permitted SHELTER USE & SPECIAL EVENT ACTIVITIES:

1. **PLEASE leave the area Clean and Litter Free!** Receptacles are provided for a limited amount of garbage. Groups greater than 50 people are encouraged to rent a dumpster.
2. **Motorized vehicles prohibited.** No person shall operate a motor vehicle within any recreation area, except in the parking areas designated for such use.
3. **Electricity is not available at Pioneer Park and most other park sites.**
4. **Shelter fireplaces/grills. Contain and control fires within fireplaces/grills.** Make certain your fire is completely extinguished before leaving. Wood is not provided, never burn treated wood, plastics or wood with any nails or other metal objects. If private grills are used, charcoal coals and grease must not be dumped in the park or in park trashcans. Please remove and dispose of coals and grease from the premises. **Propane fueled grills are encouraged.**
5. **Please DO NOT nail or staple into picnic tables, benches or shelter structures.** Rusted nails and sharp staples create a hazard for you and other users. Duct tape works just as well as staples.
6. **Overnight camping** is not allowed.
7. **City Parks are open daily** from 6:00 a.m. to 10:00 PM.

City & Borough of Sitka - GENERAL GUIDELINES FOR PICNIC FACILITY USE

8. Please keep a copy of your permit with you during your scheduled use of the park area.
9. **Please protect Park Land or Property from Damage:** Permittee shall exercise diligence in protecting from damage the land, property and resources of the City and Borough of Sitka in the area covered by and used in connection with this permit and shall pay the City for any damage resulting from negligence or from the violation of the terms of this permit or any law or regulation applicable to the use of City parks by the permittee.
10. **Repair of Damage:** Permittee shall fully repair all damage, other than ordinary wear and tear, to CBS park facilities and trails.
11. **Non-obstruction of Public Use:** Permittee, employees, agents or clients shall not interfere with free public use of park facilities and trails in the area of their activities except as may be authorized by special stipulation in this permit.
12. **Geographic Limitation:** This permit is applicable only for the use areas described.
13. **Selling Prohibited:** It is expressly agreed and understood that this permit does not authorize the permittee to solicit business, advertise, collect any fee or sell any goods or services on state park lands or waters.
14. **No Preferential Right of Renewal:** No rights of renewal or preferential rights for renewal are attached to this permit.
15. **Natural Hazards:** The permittee recognizes and understands that natural hazards are likely to exist within the area. The permittee agrees to take all reasonable precautions to make himself/herself aware of these hazards and to avoid injury to persons or property.