

Seward City Council Agenda Packet



Photo by Kris Peck

Monday, August 26, 2024

City Council Chambers

Beginning at 7:00 p.m.

1963 1965 2005



The City of Seward, Alaska

CITY COUNCIL MEETING AGENDA

City Council Chambers, 410 Adams Street



Please silence all cell phones and devices during the meeting

Mayor Sue McClure	Council Member Kevin Finch	City Manager Kat Sorensen
Vice Mayor John Osenga	Council Member Robert Barnwell	Deputy City Manager Jason Bickling
Council Member Mike Calhoon	Council Member Julie Crites	City Clerk Kris Peck
Council Member Randy Wells		City Attorney Sam Severin

Monday, August 26, 2024 at 7:00 p.m.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZEN COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING *(Those who have signed in will be given the first opportunity to speak. Time is limited to 3 minutes per speaker and 36 minutes total time for this agenda item.)*
5. APPROVAL OF AGENDA AND CONSENT AGENDA *(Approval of Consent Agenda passes all routine items listed under Item 7. Consent Agenda items are not considered separately unless a council member requests an item be returned to the Regular Agenda.)*
6. SPECIAL ORDERS, PRESENTATIONS, AND REPORTS
 - A. Proclamations and Awards
 - 1) Founder’s Day Proclamation.....Pg. 4
 - B. City Manager Report.....Pg. 5
 - C. City Clerk Report.....Pg. 12
 - D. City Attorney Report -None
 - E. Other Reports and Announcements
 - 1) Chamber of Commerce Report by Executive Director Sam Allen
 - F. Presentations *(Presentations are limited to ten minutes each, excluding Q&A, and are limited to two per meeting unless increased by council.)*
 - 1) Presentation of the City 2023 Financial Audit Report by Altman, Rogers & Co.
7. CONSENT AGENDA *(also marked with an asterisk *)*
 - A. Minutes of Preceding Meeting
 - 1)* Approval of the August 12, 2024 City Council Minutes.....Pg. 13
 - B. Introduction of Ordinances

- 1)* **Introduction of Ordinance 2024-013:** Amending Seward City Code 15.10.226 - Land Uses Allowed to Standardize Language and Clarify Where Marijuana Establishments Are Allowed in Each Zoning District.....Pg. 21
- C. Resolutions -None
- D. Other Items -None
- 8. PUBLIC HEARINGS - None
- 9. UNFINISHED BUSINESS -None
- 10. NEW BUSINESS
 - A. Ordinances for Introduction -None
 - B. Resolutions
 - 1) **Resolution 2024-043:** Authorizing the City Manager to Purchase Remote Sensing Software from Overstory for \$50,000 for Vegetation Management in the City’s Power Line Right of Way.....Pg. 38
 - 2) **Resolution 2024-044:** Amending the City Council Rules of Procedures, Rule 16, to Reflect Changes Made to the Annual Evaluations of Appointed City Officials.....Pg. 47
 - C. Other New Business -None
- 11. INFORMATIONAL ITEMS AND REPORTS *(No action required.)*
 - A. Boards and Commissions Minutes -None
 - B. Other Items
 - 1) Upcoming City Council Meetings
 - a. Monday, September 9, 2024 at 7:00 p.m.
- 12. CITIZEN COMMENTS *(There is no sign in for this comment period. Time is limited to five (5) minutes per speaker.)*
- 13. COUNCIL AND ADMINISTRATION COMMENTS AND RESPONSES TO CITIZEN COMMENTS
- 14. EXECUTIVE SESSION -None
- 15. ADJOURNMENT

PROCLAMATION

WHEREAS, ON AUGUST 28, 1903, 83 MEN, WOMEN, AND CHILDREN, ARRIVED AT RESURRECTION BAY ON THE STEAMER, THE *SANTA ANA*; AND

WHEREAS, ABOARD THIS STEAMER WERE TWO BROTHERS, JOHN AND FRANK BALLAINE, WHO ARRIVED ON THE LOWELL HOMESTEAD; AND

WHEREAS, THE BALLAINE BROTHERS ENVISIONED A RAILROAD TO THE INTERIOR OF ALASKA WITH A COASTAL HEADQUARTERS; AND

WHEREAS, THE SETTLERS CLEARED THE TOWNSITE, ERECTED BUILDINGS, AND BEGAN THE CONSTRUCTION OF THE ALASKA CENTRAL RAILROAD, LATER TO BECOME THE ALASKA RAILROAD; AND

WHEREAS, JOHN BALLAINE BESTOWED UPON THE NEW TOWN THE NAME SEWARD, IN HONOR OF WILLIAM H. SEWARD; PRESIDENT LINCOLN'S SECRETARY OF STATE WHO NEGOTIATED THE PURCHASE OF ALASKA FROM RUSSIA IN 1867, AND WAS LATER PRESIDENT ANDREW JOHNSON'S SECRETARY OF STATE; AND

WHEREAS, THE LANDING DATE OF AUGUST 28, 1903 IS REMEMBERED AS SEWARD'S FOUNDER'S DAY.

NOW THEREFORE, I SUE MCCLURE, MAYOR OF THE CITY OF SEWARD, ALASKA, DO HEREBY PROCLAIM WEDNESDAY, AUGUST 28, 2024 AS:

FOUNDER'S DAY

DATED THIS 26TH DAY OF AUGUST, 2024

THE CITY OF SEWARD, ALASKA

SUE MCCLURE, MAYOR

City Manager Report

With the Silver Salmon Derby and most of August behind us, the weather is cooling, and it definitely feels like Autumn in Seward.

I recently had the chance to visit Kodiak for the Alaska Municipal League conference from Aug 13 to Aug 15. The conference brought together City Managers and Mayors from across the state. We were also joined by Senator Murkowski and her staff. I was able to meet with them to discuss many of the issues going on in Seward, as well as touch base with colleagues from across the state about the similarities and differences in issues facing our cities and municipalities. It was a great week, and wonderful to visit Kodiak!

Back in Seward, the admin team is hard at work after the August 12 council meeting prepping for the variety of work sessions we tentatively planned.

We're also prepping the 2025/2026 budget for presentation in late September. We've been meeting with each department and planning out the upcoming budget cycle. Our first work session on the budget will be in mid-October.

Jason has been tackling the city's Emergency Action Plans and finalizing the revised EAPs for each city facility. We will be putting those into place and getting staff trained and refreshed on those policies and practices.

We've also been moving forward with the Public Safety Feasibility Studies and working with the police and fire departments to move that information forward toward 15% design.

If you have any questions or thoughts, feel free to email me at ksorensen@cityofseward.net.

Community Development

- The Planning and Zoning Commission held a work session on August 20. Topics discussed included public engagement surveys for the Comprehensive Plan, Rules of Procedure for the Commission, and Sign Code
- There will be three public hearings at the next Planning and Zoning Commission Meeting. Please check out the meeting packet for more specific information and attend the meeting if you'd like to speak on any of these items. The three public hearings will be on the following items:
 - Conditional Use Permit for a hotel on the downtown property where the old Oriental Garden restaurant is located
 - Conditional Use Permit for a new Major Marine Tours bunkhouse behind the old Ace Hardware store
 - Preliminary plat for The Point Subdivision on the east side of the bay to split up a parcel of land to distinguish which land lies inside city limits and which land lies outside city limits

Finance

- Welcome to Karie Soule, our newest addition to the Finance team. She is an Accounting Tech II, but she has been filling in at the Utility and Finance Counter
- The autopay error that affected customers for the June billing cycle has been resolved, and Finance is watching this closely for the next cycle
- Budget meetings have begun with departments

Police Department

- Chief Nickell and Deputy Chief Schaefermeyer, along with Seward Pride Coalition members and other community stakeholders had a meeting with representatives from the FBI to follow up on the recent bomb threat to the Seward Library in response to Pride Month activities. We appreciate the FBI sending down Special Agent in Charge Rebecca Day, Supervisory Special Agent Andy Smith, and Agent Chloe Martin to meet with us and give what details they could regarding their findings and national trends

- The Animal Shelter has some really adorable husky puppies looking for a home, and there's always plenty of cats needing someone to take care of them
- Don't forget there's a spay/neuter clinic coming up on Sep 9 at the Seward Animal Shelter. For more information call (907) 422-7150. Shelli or Katja will be able to help you out. You can also reserve your spot by going to alaskaspc.org, select "request application" in the right top click "spay/neuter". In the last question please put Seward outreach. They will be accepting SOS (Save Our Seward Pets) vouchers for \$100 off dog surgeries and \$75 off cat surgeries; the vouchers are available at the shelter

Fire Department

- Fire Calls for the Year: 336
- Building Permits Issued for the Year: 38 with building valuation of \$3,900,701
- The Explorers continue to learn new Fire and EMS skills and are eager for school to start so they can begin to recruit new members!
- SFD's historic Engine 42 is running!
- Two new volunteers have joined the department; this week they were introduced to the art of deploying preconnected crosslays and manipulating hose streams.
- **Fun Fact: Firefighting was an Olympic sport**
We are told never to play with fire, yet, during the 1900 Summer Olympics in Paris, firefighting was part of the competitive games that took place. Both professional and volunteer firefighters participated in the event. Even though it wasn't officially on the list of Olympic games, the firefighting competition was heavily featured in the official reports of the Olympics that year
- Crews swiftly responded to an RV fire at the Essential One propane filling station, narrowly avoiding a potentially disastrous conflagration



IT Dept

- Cycle through open windows: Pressing Alt + Tab allows you to cycle through currently open windows (Alt + Shift + Tab will cycle backwards). This makes switching back and forth between running processes quick and painless. In macOS the shortcut is Cmd + Tab

Harbor Department

Small Boat Harbor

- Between Aug 1 – Aug 15 one vessel sank and one vessel was saved that was taking on water
- Continuing to discuss design options for the Z Float Expansion Project
- Seasonal lifts are increasing with the 50-ton Travelift
- The Seward Silver Salmon Derby started on Aug 7 and ended Aug 18; it was a slow derby this year, but the Harbor’s own Rick B. took 5th Place
- Chrystal Cowen will officially join the Harbor crew on Aug 20 as our newest member
- Fall is quickly approaching, and the Harbor will switch to our winter schedule starting Sep 8

SMIC

- North Dock schedule is slowing with vendors on schedule till Oct; at that time we will switch gears to winter lay-ups and work
- Between Aug 1 – Aug 15 no major incidents were reported within the SMIC Yard/Basin

Electric Department

- Installation Projects are ongoing: The Line crew has been performing exceptionally well in advancing electric installation projects across the city. There has been a significant increase in the number of new services and line extensions, reflecting the ongoing development and growth in the area.
- We expect to receive proposals for the Power Purchase Agreement by Aug 31; this is a critical step in securing reliable and cost-effective power for the city’s future energy needs.
- The development of an Integrated Vegetation Management (IVM) plan is underway to enhance the sustainability and efficiency of vegetation management around power lines
- The approval of the Overstory resolution will be instrumental in initiating the necessary data collection to support the implementation of the IVM plan



Seward Parks and Recreation Department

Campgrounds:

- Working on Williams day use area
- Continued campground improvements and shower house plumbing repairs

Park Maintenance and Parking:

- Painted Lewi Field and Waterfront restrooms
- Improvements to Two Lakes Park

- Fertilizing and seeding green spaces
- Continued work on Boy Scout steps leading up to the Two Lakes Park trail
- Accomplishing as many projects as possible making the most of the short summer season
- Parking enforcement ends Sep 30 – operations have been running smoothly

Sports & Recreation:

- Aug 7, we had a solid, sold out pickleball tourney with over 24 participants!
- Our gym is back open after our contractual July closure - just in time for late summer rain!
- Our Youth Soccer League ends this week with over 90 kids participating - we hosted a goodbye BBQ for the kids and families.
- The Senior Adventure Social, Aug 12 – 14, was a resounding success! With \$1,000 dollars donated by Providence Hospital we were able to take out active seniors (aged 60 and up) packrafting, ziplining, hiking and more! With the success of the camp, we hope to make this a yearly program with plans to grow.



Library & Museum Department

- The Summer Reading Program has wrapped up with a picnic at Branson Pavilion. We received positive feedback from participants as well as the businesses and organizations that participated
- Thinking Money for Kids is still in the planning process and will begin in September
- The Curator and Resurrection Bay Historical Society's Collections Committee are updating the Museum Collections Management Policy, exploring new accession and deaccession processes. A meeting with the RBHS Board to discuss the new policies will be held early September

Americans and the Holocaust Exhibition

- Exhibition begins Aug 27
- Opening ceremony is 2 p.m. on Aug 30
- This FREE exhibit will be open to the public during regular library hours
- Our first program, "The Alaska Plan" is 12 p.m. on Sep 5, presented by Dr. Rebecca Erbelding, historian and education initiatives for the United States Holocaust Memorial Museum in Washington D.C.
- As Nazi persecution increased in the late 1930s, hundreds of thousands of German Jews joined the waiting list for immigration to the United States. With the number of visas issued by the State Department restricted by law, some Americans sympathetic to the plight of Jewish people got creative. What if Jewish refugees could escape to the US territory of Alaska instead? This presentation will explore the immigration system, the Jewish refugee crisis, and the hope and ultimate failure of the "Alaska Plan."

Upcoming Exhibitions

- ***Alaska's Response to the Holocaust & WWII:*** Mirroring the "Americans and the Holocaust" exhibition, this window display exhibit will showcase a collection of Seward magazines and Alaska newspapers from the WWII Era that portray the propaganda and information Alaskan civilians and soldiers received in the 1930s & 1940s.
- ***From Injustice to Legacy - The Story of Harry Kawabe and Japanese American Internment:*** This exhibit will aim to honor and tell the story of Harry Kawabe and other Japanese Alaskans who were arrested in December of 1941 after the attack on Pearl Harbor. This display will provide a broader context for understanding the impact of Japanese internment during WWII. (*On Display August 27 – October 19*)

Public Works

- We are recovering from last week's high rainwater that flooded through Lowell Canyon and the tunnel. Public works crews are working normal hours now after two days of 24-hour efforts at the Lowell Creek bridge. Gravel debris piles are being hauled away to make room for future rain events
- The Army Corp of Engineers group is working on the intake design for the new tunnel in Lowell Canyon. Meetings to continue online as they progress to a final design with a bypass plan to divert water to the old tunnel when necessary for full inspections and repairs

- The Street Department is upgrading alleyways with a lift of gravel throughout town and will continue as time allows. Pavement patching should commence next week for street repairs. Employee on-hands training is progressing well with the Street Department now fully staffed



- The Building Maintenance Custodians are doing a great job at the city buildings and surrounding grounds at each site. We appreciate their efforts to keep city buildings looking nice!
- The Water and Wastewater Utilities continue with their testing requirements and preventive maintenance tasks. This group is also training two new employees and working on DEC Certification programs
- The Maintenance Shop is doing well with vehicle repairs and shop organization to help streamline equipment maintenance for all vehicles

**City of Seward - Human Resources Manager Report
Staffing Information**

Department	Job Title	# of Positions	Filled
Administration	City Manager	1	1
	Deputy City Manager	1	1
	Human Resources Manager	1	1
	Executive Assistant	1	1
	TOTAL:	4	4
Finance	Director	1	1
	Deputy Finance Director	1	1
	Senior Accountant	1	1
	Accounting Technician III	1	1
	Accounting Technician II	1	1
	Accounting Technician - Utilities	2	0
	Accounting Tech Payroll	1	1
	Accounting Tech Accounts Payable	1	1
	TOTAL:	9	7
Public Works	Director	1	1
	Street Foreman	1	1
	Maintenance Mechanic	3	3
	Public Works Technician	1	1
	Shop Foreman	1	1
	Water and Wastewater Foreman	1	1
	Water and Wastewater Operator	3	3
	Building Maintenance Technician	2	2
	TOTAL:	13	13
Community Development	Director	1	1
	Planner	1	1
	Executive Assistant	1	1
	TOTAL:	3	3
Electric	Director	1	0
	Operations Supervisor	1	0
	Field Engineer	1	1
	Executive Assistant	1	1
	Lineman	4	3
	Plant Operator	2	2
TOTAL:	10	7	
Fire Department	Chief	1	1
	Deputy Chief	1	1
	Executive Assistant	1	1
	Building Official	1	1
	Fire Marshal	1	1
	Firefighter/EMT	1	1
	Seasonal - Summer Laborer	1	1
	TOTAL:	7	7
Harbor	Harbor Master	1	1
	Deputy Harbor Master	1	1
	Office Manager	1	1
	Executive Assistant	2	2
	Harbor Worker II	6	6
	Harbor Worker III	1	1
	Seasonal - Summer Laborer Part-Time	1	0
	Seasonal - Summer Laborer Full-Time	1	1
	TOTAL:	14	13
IT	Director	1	1
	Senior IT Tech	1	1
	IT Technician	1	1
	TOTAL:	3	3
Library	Director	1	1
	Deputy Library Director	1	1
	Library Technician	1	1
	Curator	1	1
	Library Aide	1	1
	Seasonal - Aides	2	2
TOTAL:	7	7	
Police	Chief	1	1
	Deputy Chief	1	1
	Sergeant	1	1
	Patrol Officer	7	5
	Patrol Officer not funded	1	0
	Executive Assistant	1	1
	Corrections Sergeant	1	0
	Corrections Officer	4	0
	Corrections Officer not funded	1	0
	Dispatch Supervisor	1	1
	Dispatcher	5	5
	Animal Control Officer	1	1
	Animal Control Officer Assistant	1	1
	DMV Clerk	1	1
	TOTAL:	27	18
	Parks & Recreation	Director	1
Deputy Director		1	1
Executive Assistant		1	1
Campground Coordinator		1	1
Program Coordinator		1	1
Recreational Assistant		1	1
Maintenance Technician		1	1
Seasonal - Summer		14	12
Seasonal - Winter		3	0
TOTAL:		24	19
City Clerk's Office	City Clerk	1	1
	Deputy City Clerk	1	1
	Executive Assistant	1	1
	TOTAL:	3	3

Total number of authorized positions: 124

Total number of filled positions: 104

CITY CLERK REPORT
August 26, 2024 City Council Meeting

Kris Peck

August 21, 2024 Update on the Seward group in Obihiro, Japan

In mid-August, Typhoon Ampil caused all flights in/out of Tokyo to be cancelled, which resulted in our group staying an additional week. The support network of host-families in Obihiro has gone above-and-beyond to show hospitality for our stranded group. With the extra time, the Seward group also visited the nearby cities of Kushiro and Sapporo.

The flight from Tokyo to USA was finally rebooked to Wednesday, August 22!

We are looking forward to having our Seward group back home!



CALL TO ORDER

The August 12, 2024, regular meeting of the Seward City Council was called to order at 7:00 p.m. by Mayor Sue McClure.

OPENING CEREMONY

Police Chief Alan Nickell led the Pledge of Allegiance to the flag.

ROLL CALL

There were present:
Sue McClure, presiding, and
John Osenga
Mike Calhoon
Kevin Finch
Randy Wells
Robert Barnwell
Julie Crites

comprising a quorum of the Council; and

Kat Sorensen, City Manager
Jason Bickling, Deputy City Manager
Kris Peck, City Clerk
Sam Severin, City Attorney

Excused – Crites
Absent – None

CITIZEN COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING

Becky Dunn, inside city limits, provided information on how to tune into City Council meetings on YouTube and the radio. Dunn asked for council's support for her application to be on the Port and Commerce Advisory Board (PACAB). She noted council had two vacancies coming up in October.

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion (Osenga/Wells)

Approval of Agenda and Consent Agenda

McClure removed the two PACAB applicants from the consent agenda because there were now three applicants for the two vacancies.

Motion Passed as Amended

Unanimous

The clerk read the following approved consent agenda items:

Approval of the July 22, 2024, City Council Meeting Minutes

No grounds for protest to the renewal of liquor license for the Alaska Seafood Grill

No grounds for protest to the renewal of liquor license for the Gateway Liquor & Food Mart

No grounds for protest to the renewal of liquor license for the Seward Alehouse

SPECIAL ORDERS, PRESENTATIONS, AND REPORTS

City Manager Report

City Manager Kat Sorensen thanked the whole Public Works team for their dredging efforts by the waterfall during the heavy rain. On another topic, Sorensen said she and Mayor McClure had visited the House and Senate Committee and also talked with top budgetary people from the U.S. Coast Guard. Tomorrow, she would be flying to Kodiak for the Alaska Municipal League Summer Conference. She introduced Brian Hickey and Taylor Crocker from the Electric Department to speak to council.

Electric Operations Supervisor Taylor Crocker introduced himself to council and told the story of how he made his way back to Alaska. Crocker expressed his admiration for the Seward Electric Department employees for their dedication to this community. Crocker said he was always available for questions.

Electric Department General Manager Brian Hickey said he was glad to have Crocker back in Alaska.

Calhoon thanked administration for the Development Reimbursement Program (DRP) information in the City Manager's Report. However, he wanted more clarification about what money was available in the DRP fund. **Deputy City Manager Jason Bickling** explained how some of the money was coming back into the DRP fund.

Calhoon brought up the laydown regarding the electric funds. One thing he hoped to see at the next meeting was a little simpler explanation of the funds so council could plan the budget.

McClure said she had received several compliments about the Public Works Department for their dredging work at the waterfall. She had also been hearing many nice things about the new City Manager Newsletter. Sorensen said her Executive Assistant Ashleigh Lipsey had been working hard on the newsletters and utilizing the City Clerk's new e-notification system.

City Clerk Report

City Clerk Kris Peck updated council on the high school exchange program with Obihiro, Japan. The four Obihiro students along with their chaperone had a whirlwind time in Seward jam-packed

with activities. Currently, the Seward group of four students plus Deputy City Clerk Jodi Kurtz were now in Obihiro. There would be a more complete report of the exchange in the next council packet. On another topic, Peck noted council candidacy filing period was still open until Thursday, August 15, 2024 at 5:00 p.m.

City Attorney Report

City Attorney Sam Severin provided an update on the Chugach Rate Case. In personnel matters, Severin noted that Alaska Occupational Safety and Health (AKOSH) investigations were not unique to Seward. His approach was to quickly provide AKOSH all the information upfront that they needed for their investigation. Lastly, Severin provided an update on the McDonald lawsuit and said it was progressing along as it should. There would be another month or two before the lawsuit was settled.

Presentations -None

PUBLIC HEARINGS

Ordinances for Enactment

Ordinance 2024-011: Amending Seward City Code 8.05.045 Hours of Sale for Alcoholic Beverages

Motion (Osenga/Calhoon)

Enact Ordinance 2024-011

Sorensen said this ordinance would change the hours of sale for alcoholic beverages to begin at 8:00 a.m. instead of 10:00 a.m.

Calhoon said he had received feedback from business owners who said there was a demand for early morning service. Businesses would not be required to change their schedules, but rather it would be an option. This ordinance would also meet the morning demand for football games that start at 9:00 a.m. in Alaska.

Notice of the public hearing being posted and published as required by law was noted and the public hearing was opened.

Norm Regis, outside city limits, said he had seen a lot of cruise ship passengers wandering around town in the early morning looking for a place to relax and enjoy a drink. He thought it was a good ordinance.

Becky Dunn, inside city limits, spoke in support of locals who worked nightshifts and might want to enjoy a drink after their shift ended.

No one else appeared and the public hearing was closed.

Barnwell said he was not a big fan of this ordinance. He was opposed to Seward encouraging more alcohol consumption early in the morning. The ordinance sent a message to our kids about our culture that he didn't approve of.

McClure noted that Anchorage had recently passed something similar that allowed for alcoholic beverage service in the early morning.

Motion Passed 5-1

Yes: Finch, Wells, Osenga, Calhoon, McClure

No: Barnwell

Ordinance 2024-012: Amending Seward City Code Title 3 Personnel Anniversary Date Definition

Motion (Osenga/Calhoon)

Enact Ordinance 2024-012

Sorensen read an example of how this ordinance would apply to real-life employee scenarios. She said the current city code was not flexible to an employee changing departments because it threw off the cycle for evaluations. This ordinance would change the anniversary date to correlate with the current job position of the employee.

Notice of the public hearing being posted and published as required by law was noted and the public hearing was opened. No one appeared and the public hearing was closed.

Wells asked if the anniversary date change would discourage people from changing positions. Sorensen explained the anniversary date would reset to stay on the same cycle. Being promoted to a higher position would outweigh a step increase at the current position.

Wells asked for a negative example how it could impact an employee. Sorensen said any employees who would be negatively impacted would be given the option to stick with their previous anniversary date.

Finch asked why the anniversary date was based on completing the 180 days of probation rather than the date the employee started. Sorensen clarified that the employee start date was different than the anniversary date.

Motion Passed 5-1

Yes: Barnwell, Wells, Osenga, Calhoon, McClure

No: Finch

Resolution 2024-041: Authorizing the City Manager to Negotiate a Land Swap for a Portion of City Property at 1000 Hemlock Avenue in Exchange for a Portion of Private Property at 2405 Seward Highway

Motion (Osenga/Calhoon)

Approve Resolution 2024-041

Public Works Director Doug Schoessler said the city owned a sliver of land that was not usable. His idea was to do a land swap acre-for-acre for an adjacent sliver of land. The swap would provide the city with more access to the city snow dump area. The private landowners were excited about the swap idea and it was a win-win situation.

Notice of the public hearing being posted and published as required by law was noted and the public hearing was opened. No one appeared and the public hearing was closed.

Motion Passed

Unanimous

UNFINISHED BUSINESS - None

NEW BUSINESS

Resolution 2024-042: Authorizing the City Manager to Upgrade the Exterior Doors on Main Entrance of the Seward Community Library & Museum With ADA-Compliant Sliding Doors, Using a Combination of Donated and Appropriating Funds

Motion (Osenga/Wells)

Approve Resolution 2024-042

Sorensen said the current ADA doors were difficult to use because they required the person to push the button on the hinge side of the door and then navigate around the door to enter. Winter conditions and windy weather added an additional layer of difficulty to using the swing-out door. The replacement doors would instead be sliding doors and would be impervious to the high winds. Sorensen thanked the City Clerk for providing a diagram in the packet of the current door situation. Lastly, Sorensen noted the majority of the funding came from a generous donation to the library.

Wells asked about the fate of the old doors at the library since they could be re-utilized at a different location.

McClure said this sliding door would be a great improvement. There had been complaints in the past about the difficulty of navigating around this particular door.

Motion Passed

Unanimous

Other New Business

Discuss wells and septic tanks within city limits

Sorensen said there would be a work session coming up on this topic and she was looking for feedback on what exactly to discuss during the work session.

Finch would like to see what Soldotna and Anchorage city codes have to say on wells and septic.

McClure noted that Seward had no water tanker truck. She also wanted to know how many lots would be affected by the wells and septic.

Osenga would like to know more about safety protocols that would need to be followed. Sorensen added the Seward Fire Department was concerned about lack of fire hydrants.

Barnwell wanted more information on if wells and septic could be in a separate zone rather than being opened up to the whole city. He wanted to know more about septic tanks being located in a flood zone. Lastly, Barnwell wanted to hear Bear Creek Fire Department having some input on the topic.

Wells wanted to know the city attorney's opinion on the city's responsibility and liability.

Public discussion and input was also welcome on this topic.

Discuss Work Session calendar

Sorensen mentioned a couple possible topics were the Seward Airport update, and a city-owned apartment complex. She was looking for feedback on adding more topics for future work sessions.

Calhoon wanted to schedule a work session about a sale of Providence assets to Providence and paying off the bond in 2026.

Finch wanted to see a work session on the ADA fishing improvements in regard to the budget.

Discuss City Manager 2025/2026 travel

Sorensen wanted to make sure everyone was on the same page for city manager travel. She confirmed that council still wanted her to attend the Seatrade cruise ship conference in Miami.

Three PACAB applicants for two vacancies with terms set to expire July 2027

Norm Regis applied for PACAB after the council packet was released and his application was considered as a laydown. The other two applicants were Elizabeth "Becky" Dunn and Jesse Groom.

The results of the paper vote sheets:

Elizabeth "Becky" Dunn: 1 vote
Jesse Groom: 5 votes
Norm Regis: 6 votes
Re-advertise the vacancy: 0 votes

Norm Regis and Jesse Groom were appointed to the Port and Commerce Advisory Board with a term set to expire July 2027

INFORMATIONAL ITEMS AND REPORTS

Planning & Zoning Commission Meeting Minutes from July 2, 2024

August 26, 2024 Work Session at 6:00 p.m. Topic: Discuss wells and septic tanks within city limits

August 26, 2024 Regular Meeting at 7:00 p.m.

Providence Financial Information

CITIZEN COMMENTS

Kevin Quitberg, inside city limits, provided information on the Anchorage's laws regarding septic systems and wells. He spoke in favor of having septic systems and wells inside city limits and said there was no chance of contaminating the city water supply. Quitberg said his property value had been diminished to worthless because he couldn't develop due to the city water requirement.

Doug Schoessler, inside city limits, wanted to take into account the streets in regard any new developments. He said it would be difficult for the city to provide maintenance if the streets weren't up to standards to accommodate the heavy equipment.

Jesse Groom, outside city limits, thanked the council for the appointment on PACAB. He said all three applicants were good candidates.

COUNCIL AND ADMINISTRATION COMMENTS & RESPONSE TO CITIZEN COMMENTS

Sorensen thanked council for all the great discussion. She thanked the Public Works team again for their efforts at the waterfall. Sorensen thanked the PACAB applicants and congratulated the new members.

Bickling said the new football field at the Seward High School looked amazing. It was a great thing to see the quality of the new field.

Sorensen also thanked Metco and their whole crew for their hard work on both the waterfall and the new high school track.

Barnwell said the new high school track and field was really impressive. He thanked Metco and the Public Works Department for the work. Barnwell anticipated the work sessions on Providence and the Seward Airport would be interesting. He noted that he had a fun time visiting the Obihiro group while they were in town. He thanked the clerk's office for all the work they put into the exchange program.

Peck especially wanted to thank clerk's office staff Karen Corrigan and Jodi Kurtz for all their work with the Obihiro exchange program.

Finch thanked Metco for their work and thanked everyone that applied for PACAB. He was excited about the new high school football field and Seward's rising star athletes.

Wells echoed previous comments. He welcomed Taylor Crocker back to Alaska. He was excited about the Obihiro exchange, and he knew it would be an unforgettable experience for the Seward students. Wells thanked all city employees for helping make such a strong community. He congratulated the new PACAB appointees and thanked all the applicants. Regarding the wells inside city limits, he expressed concern over lack of fire hydrants, liability and road access. Lastly, Wells knew how unfortunate it was to own property and have it devalued.

Calhoon announced it was his wife's birthday tonight.

Osenga thanked Public Works and Metco for their work on the waterfall. He thanked everyone who had donated to the library for the new door. He thanked Becky Dunn for her service on PACAB. Lastly, Osenga wished good luck to all the Silver Salmon Derby participants.

McClure echoed previous comments. She announced that Founder's Day was coming on August 28, 2024 and this year it fell on a Wednesday. She would be playing the pump organ at the Founder's Day festivities at the library. There would also be a surprise musician.

Calhoon also wanted to mention that early voting was happening for the Alaska Primary Election. There wasn't always a great percentage of turnout in the election and he hoped to see a higher turnout. He asked the clerk to clarify the hours of the early voting

Peck said the early voting was being held in council chambers on weekdays between 8:30 a.m. to 4:30 p.m. and would end on Monday, August 19, 2024.

ADJOURNMENT

The meeting was adjourned at 8:11 p.m.

Kris Peck
City Clerk

(City Seal)

Sue McClure
Mayor



ORDINANCE 2024-013

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA AMENDING SEWARD CITY CODE 15.10.226 – LAND USES ALLOWED TO STANDARDIZE LANGUAGE AND CLARIFY WHERE MARIJUANA ESTABLISHMENTS ARE ALLOWED IN EACH ZONING DISTRICT

Documents:

- Agenda Statement
- Ordinance 2024-013
- Attachments: None



City Council Agenda Statement

Meeting Date: August 26, 2024

To: City Council

Through: Kat Sorensen, City Manager

From: Planning and Zoning Commission

Subject: Ordinance 2024-013: Amending Seward City Code 15.10.226 – Land Uses Allowed to Standardize Language and Clarify Where Marijuana Establishments are Allowed in Each Zoning District

Background and justification:

On June 18 and July 16, 2024 the Planning and Zoning Commission held work sessions to discuss and review the regulations in Seward City Code regarding marijuana establishments. Due to the comments received by the public, the Commission determined that the regulations currently in code for marijuana establishments are not sufficiently clear. Prior to discussing and potentially recommending any changes to the current regulations, the Commission recommended that staff revise the formatting of the regulations to standardize the language and clarify where marijuana establishments are currently allowed in each zoning district.

On August 6, 2024 the Planning and Zoning Commission approved Resolution 2024-016 recommending the City Council amend Title 15.10.226, clarifying marijuana establishments in the Land Uses Allowed Table.

The code addresses marijuana establishments in Land Uses Allowed §15.10.226 (H). Within this section, each type of marijuana establishment is listed as well as the specific requirements and where the use is allowed in the Land Uses Allowed Table. The confusion is caused by the fact that each type of marijuana establishment is classified under another land use type that is already in the Table. For example, code states that *“a retail marijuana store meeting all other criteria in this Code and in Alaska Statutes and Administrative Codes is classified as a business – retail sales and service use.”* So, to determine which zoning districts a retail marijuana store is allowed in, one would need to look up ‘business – retail sales and service use’ on the Land Uses Allowed Table. Whatever zoning districts a ‘business – retail sales and service use’ is allowed, a retail marijuana store would also be allowed.

This format causes confusion as no other land uses are regulated in this way. Adding the various marijuana establishments directly to the Land Uses Allowed Table as their own categories is a much clearer way to present the information in code.

Creating standardized language and formatting that is easier to understand regarding marijuana establishments will provide for better future discussions and potential recommendations to the

current regulations. No new regulations are being added in this Resolution and no regulations are being removed.

The effect of this legislation would be to:

- Remove marijuana establishments from the current general categories in the Land Uses Allowed Table;
- Add each category of marijuana establishment to the Land Uses Allowed Table, and retain the same zoning districts that were previously allowed under the more general categories;
- Add “on-site consumption” to the Land Uses Allowed Table as a use that is associated by regulation with a retail marijuana store, subject to approval of an endorsement.

Comprehensive and Strategic Plan Consistency Information

This legislation is consistent with (citation listed):

Comprehensive Plan: Vol 1, 2.2.8 “Continue to review and update the city code.”
 Vol 1, 3.2.1.1 “Manage land use to facilitate economic development while maintaining the historic, small-town character of Seward.”

Strategic Plan: _____

Other: SCC 15.01.035(A) & SCC 15.01.035 (B)(1b.)

Certification of Funds

Total amount of funds listed in this legislation: \$ 0

This legislation (✓):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in amount of: \$ _____
- Creates a savings in the amount of: \$ _____
- Has no fiscal impact

Funds are (✓):

- Budgeted Line item(s): _____
- Not budgeted _____
- Not applicable

Fund Balance Information

Affected Fund (✓):

- | | | | |
|--------------------------------------|----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> General | <input type="checkbox"/> SMIC | <input type="checkbox"/> Electric | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Boat Harbor | <input type="checkbox"/> Parking | <input type="checkbox"/> Water | <input type="checkbox"/> Healthcare |
| <input type="checkbox"/> Motor Pool | <input type="checkbox"/> Other | _____ | |

Note: amounts are unaudited

Available Fund Balance \$ _____

Finance Director Signature: _____

Attorney Review

<input checked="" type="checkbox"/>	Yes	Attorney Signature: /s Kody George
<input type="checkbox"/>	Not applicable	Comments: _____

Administration Recommendation

<input checked="" type="checkbox"/>	Adopt Resolution
<input type="checkbox"/>	Other: _____

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SEWARD,
ALASKA, AMENDING SEWARD CITY CODE 15.10.226 – LAND USES
ALLOWED TO STANDARDIZE LANGUAGE AND CLARIFY WHERE
MARIJUANA ESTABLISHMENTS ARE ALLOWED IN EACH ZONING
DISTRICT**

WHEREAS, according to Seward City Code 15.01.035, the Planning and Zoning Commission (Commission) by its own motion may recommend amendments to Title 15 to City Council; and

WHEREAS, it is in the best interest of the community to periodically review and update the city zoning code to reflect community changes and needs; and

WHEREAS, the Commission held work sessions on June 18 and July 16, 2024, to review the regulations for marijuana establishments in city code; and

WHEREAS, during that work session the Commission agreed that the current language and formatting regulating marijuana establishments in code was not clear nor easy to understand; and

WHEREAS, the Commission recommended as a first step that city code be amended to standardize the language and clarify where marijuana establishments are currently allowed to make the current regulations for marijuana establishments easier to understand; and

WHEREAS, in the current Land Uses Allowed Table, marijuana establishments are classified under general categories such as “commercial greenhouse,” “business office,” “business retail sales and services,” and “heavy and light manufacture;” and

WHEREAS, the Commission recommended that each of the specific marijuana establishments currently listed in code be added to the Land Uses Allowed Table as their own categories; and

WHEREAS, the zoning districts in which the various marijuana establishments are allowed within the Land Uses Allowed Table remain in the same districts in which they were allowed under the more general categories; and

WHEREAS, a retail marijuana store meeting all other criteria in the city code and in Alaska Statutes and Administrative Codes is currently allowed outright in all the zoning districts where a “business, retail sales and services” is allowed; and

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

WHEREAS, under the Alaska Statutes and Administrative Codes, onsite marijuana consumption is an endorsement to a retail marijuana store subject to approval by the Alcohol and Marijuana Control Office; and

WHEREAS, the Commission recommended that a category for a retail marijuana store with onsite consumption, both indoor and outdoor, be added to the Land Uses Allowed Table to further clarify onsite consumption as a currently allowed use subject to an endorsement in the zoning districts where a retail marijuana store is allowed; and

WHEREAS, the proposed changes to code do not change the current regulations for marijuana establishments; and

WHEREAS, on August 6, 2024 the Planning and Zoning Commission approved Resolution 2024-016 recommending City Council amend Title 15.10.226, clarifying marijuana establishments in the Land Uses Allowed Table.

NOW, THEREFORE, THE CITY OF SEWARD ORDAINS that:

Section 1. Seward City Code Title 15.10.226 Land Uses Allowed Table is hereby amended to read as follows (new language is in ***bolded italics and underlined***, and deleted language is ~~stricken~~):

.....

H. Marijuana establishments as defined in section 15.10.140.B.55 are allowed in accordance with table 15.10.226 of this chapter subject to the following:

1. The facility owner or operator has submitted a license application to the State of Alaska for the corresponding type of marijuana establishment prior to operation, and maintains a current license from the state at all times the facility is in operation.
2. Marijuana establishments shall not ~~to~~ be located within 500 feet of the entrance of any building where religious ceremonies are regularly held, a correctional facility, recreational facility or youth center licensed by the state or local government, or within 1,000 feet of any school. The distance specified in this subsection must be measured by the shortest pedestrian route from the public entrance of the building in which the licensed premises would be located to the outer parcel boundaries of the school, recreation or youth facility or to the main public entrance of the building in which religious services are regularly held, or the correctional facility. The burden of proof demonstrating that the facility meets the required separation distances is the responsibility of the marijuana establishment owner or operator.

3 All marijuana establishments shall meet all other criteria in this Code and in Alaska Statutes and Administrative Codes.

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

- 3. ~~In this title, standard or limited marijuana cultivation facility meeting all other criteria in this Code and in Alaska Statutes and Administrative Codes are classified as a Greenhouse(s)/Commercial, except that a limited marijuana cultivation facility as an accessory use secondary to a residence may be classified as a Home Occupation use.~~
- 4. ~~In this title, a marijuana testing facility meeting all other criteria in this Code and in Alaska Statutes and Administrative Codes is classified as an Office – Business or Professional use.~~
- 5. ~~In this title, a marijuana product manufacturing facility or a marijuana concentrate manufacturing facility using hazardous materials in the manufacturing process and meeting all other criteria in this Code and in Alaska Statutes and Administrative Codes is classified as a Manufacturing – Heavy use. Facilities not using hazardous materials in the manufacturing process are classified as a Manufacturing, Light use.~~
- 6. ~~In this title, a retail marijuana store meeting all other criteria in this Code and in Alaska Statutes and Administrative Codes is classified as a Business – Retail Sales and Service use.~~

.....

TABLE
Zoning District Designations

The following zoning district abbreviations are provided for information and interpretation:

RR =	Rural, very low density single-family residential
R1 =	Single-family, low density residential
R2 =	Single and two-family, medium density residential
R3 =	Single, two and multi-family, high density residential
UR =	Urban residential, a mix of residential uses and low impact home professional offices
OR =	Office residential
AC =	Auto and neighborhood oriented, light commercial
HC =	Harbor commercial
CB =	Central business district - dense downtown commercial
I =	Industrial
RM =	Resource management - partially developable lands subject to floodplains and steep slopes
INS =	Institutional, public, quasi-public uses
P =	Parks

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

Table 15.10.226. Land Uses Allowed

Key:

O – Use Permitted Outright

H – Home Occupation

C – Use Requires Conditional Use Permit

P – Use Requires Administrative Permit

Blank – Use Prohibited

Zoning Districts	Principally Residential					Principally Commercial					Principally Public		
	RR	R1	R2	R3	UR	OR	AC	HC	CB	I	RM	INS	P
Accessory building	O	O	O	O	O	O	O	O	O	O	O	O	O
Adult entertainment	INTENTIONALLY LEFT BLANK												
Agency, i.e., travel, insurance, title, real estate, etc.					O	O	O	O	O				
Agriculture											O		
Airport and related services										O	C		
Amusement or recreation facility							O		O	O			
Animal shelter										O	C	C	
Antenna, personal TV, satellite dish	O	O	O	O	O	O	O	O	O	O	O	O	
Art gallery					O	O	O	O	O				
Assemblages, temporary large, i.e., circus, fair							P	P	P	P	P	P	P
Attraction, permanent major visitor							C	C	C			C	C
Auditorium							O		O			O	
Auto repair, i.e., mechanic, glass body, upholstery							C			O			
Auto service/gas station							O	O		O			

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

Zoning Districts	Principally Residential					Principally Commercial					Principally Public		
	RR	R1	R2	R3	UR	OR	AC	HC	CB	I	RM	INS	P
Auto/RV sales and rentals							O	O		O			
Boat sales							O	O		O			
Boat, commercial building/fabrication								O		O			
Boat, harbor/marina								C		C	C	C	C
Boat, repair and maintenance							O	O		O	C		
Boat, storage commercial							O	O		O	C		
Bulk material, i.e., concrete, gravel, sand, asphalt										C	C		
Business, marine retail sales and service							O	O	O	O	C		
Business, package liquor							O	O	O				
Business, retail sales and service						O	O	O	O				
Business, retail sales and service, industrial										O			
Campground, municipal								C/P		C/P		C/P	C/P
Campground, camper park, private										C/P	C/P	C/P	
Campground, employee										C/P			
Car/boat wash							O	O		O			
Cemetery											O	C	O
Center, community/civic							O		O			C	C
Center, mariner's							O	O	O	O			
Center, senior or teen				C	C	C	O		O			C	C
Child care, licensed center				C	C	O	O		O			C	
Child care, licensed home	O	O	O	O	O	O	O		O			O	

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

Zoning Districts	Principally Residential					Principally Commercial					Principally Public		
Uses	RR	R1	R2	R3	UR	OR	AC	HC	CB	I	RM	INS	P
Church	C	C	C	C	C	C	O	O	O			O	
Clinic, medical						O	O	O	O			O	
Clubs, fraternal/lodges/social/veterans						C	O		O	C			
Cluster subdivision	INTENTIONALLY LEFT BLANK												
Commercial Communications tower less than 16 feet diameter or 75 feet in height							C	C	C	C	C	C	
Commercial Communications tower 16 feet diameter or greater than 75 feet in height										C	C	C	
Correctional/prison facility									C	C	C	C	
Crematory										O			
Docks/wharves, industrial cargo								O		O	C	C	
Dock, passenger								O	O	O	C	O	
Drinking establishment, i.e., bar, nightclub, lounge							C	C	C				
Drive-in facility—Fast food, banking, etc.						C	C	C	C	C			
Dwelling, apartment in a commercial building (limited to one unit)						O	O	O	O	O	C		
Dwelling, apartment in a commercial building (two or more units)						O	O	C	C				
Dwelling, apartment, efficiency or accessory	O	O	O	O	O	O	O						

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

Zoning Districts	Principally Residential					Principally Commercial					Principally Public		
	RR	R1	R2	R3	UR	OR	AC	HC	CB	I	RM	INS	P
Dwelling, apartment, studio						C	C	C	C	C	C		
Dwelling, attached single-family, i.e., townhouse, row				C	C	C	C	C	C		C		
Dwelling, condominium				C	C	C	C	C	C		C		
Dwelling, detached single-family	O	O	O	O	O	O	O		C		C		
Dwelling, group home	O	O	O	O	O	O					C		
Dwelling, guest house	O	O									C		
Dwelling, multi-family (3 or more units)				C	C	C	C	C	C		C		
Dwelling, two-family or duplex			O	O	O	O	O		C		C		
Dwelling, watchman or caretaker										O	C		
Emergency services, pub/vol; i.e., fire, ambulance, rescue	C	C	C	C	C	C	O	C	O	O	C	O	
Financial institution, i.e., bank, S&L						C	O		O				
Flea market, open air retail other than occasional							C	C			C		
Fuels, bulk storage and sales										C			
Golf course											O	O	C
Golf driving range							O			O	O	O	C
Greenhouse/nursery —Commercial							O			O	O		
Grocery, convenience store				C	C	C	O	O	O	O			
Grocery, supermarket, foodmart							O		O				
Health club					C	C	O	O	O				

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

Zoning Districts	Principally Residential					Principally Commercial					Principally Public		
Uses	RR	R1	R2	R3	UR	OR	AC	HC	CB	I	RM	INS	P
Home occupation	O	O	O	O	O	O	O	O	O		O		
Hospital									C			C	
Housing, bunkhouse							C			C		C	
Housing, dormitory						O						O	
Housing, nursing, retirement, convalescent				C			C					C	
Kennel, commercial, musher or fancier	INTENTIONALLY LEFT BLANK												
Laundry, dry cleaning							O	C	O	O			
Library						O	O		O			O	
Livestock, excluding chickens and rabbits	P										P		
Livestock, chickens and rabbits	P	P	P	P	P	P	P		P		P		
Lodging, B&B	H/P	H/P	H/P	H/P	H/P	O/P	O/P	O/P	O/P				
Lodging, hostel				P	P	P	P	P	P				
Lodging, hotel, motel, lodge, inn				C			O	C	C				
Lodging, short-term rental	H/P	H/P	H/P	H/P	H/P	P	P	P	P				
Lumber yard/building supply							C			O	C		
Manufacturing—noxious, heavy										C			
Manufacturing, light fabrication, assembly							C		C	O			
<u>Marijuana establishment, cultivation facility</u>							<u>O</u>			<u>O</u>	<u>O</u>		
<u>Marijuana establishment, limited cultivation facility</u>	<u>H</u>	<u>H</u>	<u>H</u>	<u>H</u>	<u>H</u>	<u>H</u>	<u>H</u>	<u>H</u>	<u>H</u>		<u>H</u>		

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

Zoning Districts	Principally Residential					Principally Commercial					Principally Public		
Uses	RR	R1	R2	R3	UR	OR	AC	HC	CB	I	RM	INS	P
<u><i>Marijuana establishment, product manufacturing facility (hazardous materials)</i></u>										<u>C</u>			
<u><i>Marijuana establishment, product manufacturing facility (non-hazardous materials)</i></u>							<u>C</u>		<u>C</u>	<u>O</u>			
<u><i>Marijuana establishment, retail store</i></u>						<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>				
<u><i>Marijuana establishment, retail store with on-site consumption endorsement; indoor</i></u>						<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>				
<u><i>Marijuana establishment, retail store with on-site consumption endorsement; outdoor</i></u>						<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>				
<u><i>Marijuana establishment, testing facility</i></u>						<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>	<u>O</u>			
Merchant, transient							O	O	O	O			
Mobile home park							C/P						
Mobile home, residential, not in park	INTENTIONALLY LEFT BLANK												
Mobile home sales							O			O			
Mobile medical unit									O	O		O	
Mobile vendor	P	P	P	P	P	P	P	P	P	P			P
Mortuary/funeral home						O	O		O				

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

Zoning Districts	Principally Residential					Principally Commercial					Principally Public		
	RR	R1	R2	R3	UR	OR	AC	HC	CB	I	RM	INS	P
Museum					C	O	O	O	O			O	
Office, boat charter, guide						O	O	O	O	O	C		
Office, business or professional						O	O	O	O	O			
Office, government/quasi-government administration						O	O	O	O	O	O	O	
Office, mobile/temporary on construction site	P	P	P	P	P	P	P	P	P	P	P	P	P
Office, home, professional					O	O	O	O	O				
Parking lot				C	C	O	O	O	O	O	O	O	O
Personal services, i.e., beauty, shoe, tailor						O	O	O	O				
Planned unit development		C	C	C			C		C		C		
Playground, public tot lot	O	O	O	O	O	O	O		O		O	O	O
Railroad								C		C	C	C	
Recreation, commercial indoor, i.e., bowling, skating							O		O	O	C		
Recreation, outdoor, i.e., miniature golf							O		C		C		C
Recreation, shooting range										C	C	C	
Recycling center							C		C	O	C		
Recycling, self-service drop-off point						O	O	O	O	O	O	O	O
Rental, Long-term	O	O	O	O	O	O	O	O	O	O	C	C	
Repair service, i.e., large appliance							C		C	O			
Resource extraction, commercial										C	C	C	

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

Zoning Districts	Principally Residential					Principally Commercial					Principally Public		
	RR	R1	R2	R3	UR	OR	AC	HC	CB	I	RM	INS	P
subsurface, i.e., mining													
Resource extraction, commercial surface, i.e., gravel										C	C	C	
Resource extraction, commercial timber harvesting										C	C		
Restaurant, food service, catering, brew pub						O	O	O	O	O	C		
Rooming or boarding house				O/P	O/P	O/P	O/P						
Roving Vendor	P	P	P	P	P	P	P	P	P	P			P
Salvage—auto, wrecking, scrap, junkyard										C			
Sawmill or lumbermill										C	C		
School, college							C		C			C	
School, public/private elementary/secondary	C	C	C	C	C	C	C		C			C	
School, vocational						C	O	O	C	O		C	
Seafood processing, i.e., canning, rendering							C	C		C	C		
Shop, i.e., welding, sheetmetal, machine, steel fab.							C	C		O			
Shop, i.e., wood, signs, cabinet, upholstery					C	C	O	C		O			
Shopping center (mall)							C		C				
Solid waste disposal, i.e., baler, transfer, landfill										C	C	C	
Storage, container						P	P	P	P	O		P	

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

Zoning Districts	Principally Residential					Principally Commercial					Principally Public		
	RR	R1	R2	R3	UR	OR	AC	HC	CB	I	RM	INS	P
Storage, explosives										P			
Storage, outdoor, yard, material/equipment							C			O	O	C	
Storage, self service							O	O		O	O		
Storage, warehouse and distribution							O	O		O	C	C	
Studio, radio/television					C	O	O		O	O	C		
Tanks, aboveground associated with service station							C	C		O			
Taxidermy					O	O	O	O	O				
Terminal, i.e., bus, truck, freight							O		C	O	C		
Terminal, marine/boat passenger								O	C	O	O	C	
Theater, concert, movie							O		O				
Tool/equipment rental							O			O			
Temporary structure	P	P	P	P	P	P	P	P	P	P			
Utility facility, public electric, water, sewer, etc.	C	C	C	C	C	C	O	O	O	O	O	O	
Vehicle impound lot										O		O	
Vending machine repair, storage							O			O	C		
Veterinary hospital							C			C	C		

Section 3. This ordinance shall take effect ten (10) days upon enactment.

**CITY OF SEWARD, ALASKA
ORDINANCE 2024-013**

ENACTED BY THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA the
9th day of September 2024.

THE CITY OF SEWARD, ALASKA

Sue McClure, Mayor

AYES:
NOES:
ABSENT:
ABSTAIN:
VACANT:

ATTEST:

Kris Peck
City Clerk

(City Seal)



RESOLUTION 2024-043

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA AUTHORIZING THE CITY MANAGER TO PURCHASE REMOTE SENSING SOFTWARE FROM OVERSTORY FOR \$50,000 FOR VEGETATION MANAGEMENT IN THE CITY'S POWER LINE RIGHT OF WAY

Documents:

- Agenda Statement
- Resolution 2024-043
- Attachments:
 - Overstory Order Form
 - Frontier Precision Quote



City Council Agenda Statement

Meeting Date: August 26, 2024

To: City Council

Through: Kat Sorensen, City Manager

From: Taylor Crocker, Electric Operations Supervisor

Subject: Resolution 2024-043: Authorizing the City Manager to Purchase Remote Sensing Software from Overstory for \$50,000 for Vegetation Management in the City’s Power Line Right of Way

Background and justification:

The Electric Utility Department is modernizing its infrastructure and operations to enhance the safety, reliability, and efficiency of its power distribution network. A critical aspect of this modernization effort is the collection and use of accurate data for the management of vegetation within the City's power line right of way. Remote sensing data is an effective tool for vegetation mapping, which will allow the City to address vegetation overgrowth and begin regular maintenance.

Overgrown vegetation poses significant risks, including potential power outages, a heightened risk of wildfires, and increased maintenance costs, especially in areas where vegetation has not been properly maintained for several decades. Some sections of the power line right of way in Seward have not been trimmed or maintained for over thirty years. This lack of regular maintenance has created vulnerabilities in the network, which need to be addressed to prevent potential hazards and to maintain service reliability.

The Electric Department reached out to Overstory, Frontier Precision, and Alaska Remote Imaging for quotes. Frontier Precision provided a quote of \$214,500 for managing the transmission line vegetation alone, while no response was received from Alaska Remote Imaging. Overstory offered the best value within the City’s budget at a cost of \$50,000 for one year. Overstory software provides remote sensing data to create detailed heat maps of vegetation within the power line right of way. Overstory also offers a subscription service for their software if the City would like to continue using their product in the future.

Comprehensive and Strategic Plan Consistency Information

This legislation is consistent with (citation listed):

Comprehensive Plan: 3.7.1.3, 3.8.1

Strategic Plan: _____

Other: _____

Certification of Funds

Total amount of funds listed in this legislation: \$ 50,000

This legislation (✓):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in amount of: \$ 50,000
- Creates a savings in the amount of: \$ _____
- Has no fiscal impact

Funds are (✓):

- Budgeted Line item(s): 15310 0000 7009 0000 00000
- Not budgeted _____
- Not applicable

Fund Balance Information

Affected Fund (✓):

- | | | | |
|--------------------------------------|----------------------------------|----------------------------------------------|-------------------------------------|
| <input type="checkbox"/> General | <input type="checkbox"/> SMIC | <input checked="" type="checkbox"/> Electric | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Boat Harbor | <input type="checkbox"/> Parking | <input type="checkbox"/> Water | <input type="checkbox"/> Healthcare |
| <input type="checkbox"/> Motor Pool | <input type="checkbox"/> Other | _____ | |

Note: amounts are unaudited

Available Fund Balance \$ _____

Finance Director Signature: *Sully Jusino*

Attorney Review

- Yes Attorney Signature: _____
- Not applicable Comments: _____

Administration Recommendation

- Adopt Resolution
- Other: _____

Sponsored by: Taylor Crocker

**CITY OF SEWARD, ALASKA
RESOLUTION 2024-043**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD,
ALASKA, AUTHORIZING THE CITY MANAGER TO PURCHASE
REMOTE SENSING SOFTWARE FROM OVERSTORY FOR \$50,000 FOR
VEGETATION MANAGEMENT IN THE CITY'S POWER LINE RIGHT
OF WAY**

WHEREAS, the City of Seward is committed to modernizing its electric utility department and enhancing the safety and reliability of its power distribution network; and

WHEREAS, the current vegetation management practices in the City's power line right of way are insufficient, with some areas not being trimmed in over thirty years; and

WHEREAS, the Electric Department will utilize remote sensing software to implement a data-driven vegetation management program that will optimize resources and improve decision-making processes; and

WHEREAS, the Electric Department requested quotes for remote sensing software and data services from Overstory, Frontier Precision and Alaska Remote Imaging and found Overstory to offer the best value within the department's budget; and

WHEREAS, Overstory's software will allow the City to create a detailed heat map of vegetation within the power line right of way, allowing the City to identify high-risk areas and prioritize them for trimming or other preventive measures.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA, that:

Section 1. The City Council hereby authorizes the City Manager to purchase remote sensing software from Overstory for vegetation management in the City's power line right of way.

Section 2. Funding in the amount of \$50,000 is hereby transferred and appropriated from the 15000-0000-3710 Transfers Out Electric Fund to 15310-0000-3700 Transfers in Transmission Line Fund to 15310-0000-7009 Transmission line Fund contracted services.

Section 3. This resolution shall take effect immediately upon adoption.

PASSED AND APPROVED by the City Council of the City of Seward, Alaska, this 26th day of the August 2024.

**CITY OF SEWARD, ALASKA
RESOLUTION 2024-043**

THE CITY OF SEWARD, ALASKA

Sue McClure, Mayor

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Kris Peck
City Clerk

(City Seal)

ORDER FORM

Overstory, Inc.
302 Washington St #150-8446
San Diego, CA 92103

CUSTOMER CONTACT INFORMATION

Customer Name: City of Seward Electric Dept.
Bill To Address: 238 5th Ave, Seward, AK
99664

Subscription Start Date: 09/01/2024
Subscription Term: 12 months
Payment Terms (Subscription): Net 30

Billing Contact: Taylor Crocker
Billing Email: tcrocker@cityofseward.net
Billing Phone: 907-795-5335

Account Executive: Madison Stebbins
Account Email: madison@overstory.com
Account Phone: 801 410 0769

OVERSTORY VEGETATION INTELLIGENCE PLATFORM SERVICES

Invoicing date	Description	Pricing	Total amount due
09/01/2024	Remote Sensing Vegetation Analysis	\$50,000	\$50,000

Package selected	Delivery frequency	Resolution	Line miles
Advanced Package	One time delivery	30cm	Full transmission and distribution overhead service territory

OPTIONAL ADD-ONS

- | | | |
|----------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Tree-type (deciduous vs coniferous) | <input checked="" type="checkbox"/> Wildfire risk analysis | <input type="checkbox"/> Reliability forecast (distribution only) |
| <input type="checkbox"/> Species (Advanced pkg only) | <input checked="" type="checkbox"/> Work prescriptions | <input type="checkbox"/> Flex territory scan (new AOI) |
| <input checked="" type="checkbox"/> Strike trees (Standard pkg only) | <input type="checkbox"/> Other (specify): | |

This Order Form is entered into between the customer identified above ("Customer") and Overstory, Inc. ("Overstory") as of the date last signed below and is subject to the Overstory General Terms (the "General Terms") (the Order Form and the General Terms, collectively, the "Agreement"). Customer acknowledges that it has reviewed and agrees to be bound by the General Terms.

ORDER FORM

Overstory, Inc.
302 Washington St #150-8446
San Diego, CA 92103

CUSTOMER

By: _____
Name: _____
Title: _____
Date: _____

OVERSTORY, INC.

By: _____
Name: Doug Perrygo
Title: COO / CFO
Date: _____

BILL TO:

City of Seward
 Taylor Crocker
 434 6th Avenue
 Seward, AK 99664
 United States
tcrocker@cityofseward.net
[907-795-5335](tel:907-795-5335)

SHIP TO:

City of Seward
 Taylor Crocker
 434 6th Avenue
 Seward, AK 99664
 United States
tcrocker@cityofseward.net
[907-795-5335](tel:907-795-5335)

Product Details	Qty	Price	Total
UAS-ON-SITE T-line LiDAR data acquisition: - TLine115kv 37.6 miles - TLine69kv 5.3 miles - 120' swath Yellowscan Voyager - 1.2M points/sec - .5cm accuracy Freely Alta X 2x Part 107 Pilot	1	\$ 65,000.00	\$ 65,000.00
UAS-SVC T-Line Vegetation Encroachment: - Georeferenced Pointcloud - Classified pointcloud (Vegetation, powerlines, poles) - Custom thresholds defined and depicted - Fieldmaps accepted serviceorders - 10 year clearing predictions and plan	1	\$ 27,500.00	\$ 27,500.00
UAS-ON-SITE Pole Visual Inspection: - 849 poles - Skydio X10 - Pix4d, Levatas - 3D mesh of each tower	1	\$ 70,000.00	\$ 70,000.00
UAS-SVC Pole Inspection Reporting - Inspection reporting - AI/ML model building for automation	1	\$ 47,500.00	\$ 47,500.00
TRAVEL EXPENSE Estimated travel expenses for quoting purposes	1	\$ 4,500.00	\$ 4,500.00

Sub Total:	\$ 214,500.00
Discount:	\$ 0.00
Tax:	\$ 0.00
Shipping:	\$ 0.00
Grand Total:	\$ 214,500.00

Shipping, handling, and applicable sales tax will be added to invoice

Terms and Conditions

All invoices are in U.S. Dollars. Prices are good for 30 days.

Payment terms are net 30 days upon approved credit. We also accept VISA, MasterCard and American Express. Returns may be accepted 30 days from invoice. A restocking fee of up to 25% may be charged for any return. Special orders are not returnable.

Shipping and handling charges are prepaid and added to invoice. Shipment will be made by UPS Ground unless otherwise specified, FOB Shipping Point.

{{Signature*}}

{{Signdate*}}

{{Fullname*}}



RESOLUTION 2024-044

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SEWARD, ALASKA,
AMENDING THE CITY COUNCIL RULES
OF PROCEDURES, RULE 16, TO REFLECT
CHANGES MADE TO THE ANNUAL
EVALUATIONS OF APPOINTED CITY
OFFICIALS

Documents:

- Agenda Statement
- Resolution 2024-044
- Attachments:
 - Rules of Procedure with amendments
 - Updated Evaluation Form



City Council Agenda Statement

Meeting Date: August 26, 2024

To: City Council

From: Kris Peck, City Clerk

Subject: Resolution 2024-044: A Resolution Of The City Council Of The City Of Seward, Alaska, Amending The City Council Rules Of Procedures, Rule 16, To Reflect Changes Made To The Annual Evaluations Of Appointed City Officials

Background and justification:

The City Manager, City Attorney, and City Clerk are city officials appointed by City Council. These three appointed city officials receive an annual evaluation from the council, typically held in executive session.

The current evaluation process outlined in the City Council Rules of Procedure contains several steps and involves a tabulation team that compiles the individual comments and ratings into one anonymous form to be used during the executive session.

However, since the employee is actively receiving feedback from all members of the council during the evaluation, the effort made to keep the comments anonymous becomes null. Council members have nothing to hide when it comes to providing feedback as they are not the ones being evaluated. Everyone involved in the evaluation process operates to a high degree of professionalism.

A minor change to the evaluation form has been made to include a N/A column if the evaluator feels that the category does not apply. The pre-fabricated definitions have been deleted and instead there is a small box to make comments or notes. Rather than turn the evaluation forms over to the tabulation team, the council member would bring the form with them to the executive session to use during the evaluation.

The other change being made with this resolution is the timing of the annual evaluations. Currently, in the Rules of Procedure, the evaluations are to take locked into place for January, February, or March of each year. This framework has led to inconsistent and truncated evaluation periods. This resolution would allow for the annual evaluation to coincide with the employee's start date.

The changes are reflected in an amendment to Rule 16 of the City Council Rules of Procedure, Evaluation of Appointed Officials.

Sponsored by: City Clerk

**CITY OF SEWARD, ALASKA
RESOLUTION 2024-044**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD,
ALASKA, AMENDING THE CITY COUNCIL RULES OF PROCEDURES,
RULE 16, TO REFLECT CHANGES MADE TO THE ANNUAL
EVALUATIONS OF APPOINTED CITY OFFICIALS**

WHEREAS, the City Manager, City Attorney, and City Clerk are city officials appointed by City Council; and

WHEREAS, the appointed city officials receive an annual evaluation from the council which are set to take place during an executive session; and

WHEREAS, the current evaluation process has several steps and involves a tabulation team that compiles the individual comments and ratings into one anonymous form to be used during the executive session; and

WHEREAS, the employee is actively receiving feedback from all members of the council during the evaluation, which defeats the purpose of trying to keep the comments anonymous, and;

WHEREAS, the timing of the annual evaluations is not based on the employee's start date, but rather locked into place for January, February, or March of each year, which has led to inconsistent and truncated evaluation period; and

WHEREAS, this resolution would instead base the timing of the annual evaluation to coincide with the start date of the employee; and

WHEREAS, the changes are reflected in an amendment to Rule 16 of the City Council Rules of Procedure, Evaluation of Appointed Officials.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA that:

Section 1. The City Council hereby amends Rule 16 of the City Council Rules of Procedures by deleting the existing evaluation form, and replacing it with new form as attached herein.

Section 2. The City Council hereby amends Rule 16 of the City Council Rules of Procedures by changing the timing of the annual evaluation to fall in close proximity of the employee's start date.

Section 3. The City Council hereby amends Rule 16 of the City Council Rules of Procedures by removing the tabulation team from the evaluation process.

Section 4. This resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by the City Council of the City of Seward, Alaska, this 26th day of August 2024.

THE CITY OF SEWARD, ALASKA

Sue McClure, Mayor

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Kris Peck
City Clerk

(City Seal)

Revisions to CCROP Rule 16
Additions in yellow
Deletions in grey

RULE 16. EVALUATION OF APPOINTED OFFICIALS

PURPOSE OF EVALUATION

The purpose of providing periodic evaluations of the City Attorney, City Clerk, and City Manager is:

- To give the employee timely feedback on their performance and to identify areas in which they are doing well, along with areas in which improvement may be needed. Evaluation should lead to positive action.
- To clarify and strengthen communication between the employee and the Council as it relates to their respective expectations for their position.
- ~~To serve as a method for gathering data relevant to subsequent personnel decisions.~~

STATEMENT OF CITY COUNCIL'S RESPONSIBILITIES

Evaluating the performance of the City Manager, the City Clerk, and the City Attorney is a significant responsibility of the City Council. ~~Conducting an effective evaluation is hard work, but it does not have to be a bad experience.~~ With a clear procedure and open lines of communication, chances are good that the experience will result in a more productive working relationship.

FREQUENCY AND TIMING OF EVALUATIONS

~~Evaluation is an ongoing process.~~ To be most beneficial, it is suggested that evaluation sessions be held at least annually. Nothing in these evaluation procedures precludes the Council from exercising its authority to appoint or terminate the services of the City Manager, the City Attorney, or the City Clerk; or to exercise its authority as set forth in any employment contract with said employees.

OVERVIEW OF STEPS INVOLVED IN EVALUATION PROCESS

Special Performance Evaluation Session: This ad hoc meeting may be scheduled at the will of the Council to provide feedback and address any areas needing improvement. There are no evaluation forms or standard processes defined for this evaluation since it is ad hoc.

Initial 6-Month Evaluation Session: This session should be scheduled for a council meeting roughly 6 months from the hire date. By default, this initial evaluation would be done in executive session. The goal is to provide feedback and address any areas needing improvement. There are no evaluation forms or standard processes defined for this evaluation. This evaluation pertains to newly hired City Manager or City Clerk. The City Attorney would receive an initial 6-month evaluation only if the firm itself was newly contracted with the city.

Annual Evaluation Session: ~~This annual meeting should be scheduled in January, February and March of each year, or as directed by Council. It also marks the beginning of the next evaluation cycle.~~ The annual evaluation should be scheduled at a council meeting that falls in close proximity to the anniversary date of the employee's first day of work. This evaluation is regularly scheduled and follows this process:

Self-Evaluation: The employee shall complete a self-evaluation using ~~his/her~~ the respective blank evaluation form as a guide. ~~He/she~~ The employee may write comments rather than use the rating system if ~~he/she~~ they so choose. It is the responsibility of the employee to complete and distribute ~~hard~~ copies of these self-evaluation reports to the council members no less than ~~two (2) weeks~~ 10 days prior to the actual Annual Evaluation Session.

Council Evaluation: No less than ~~two (2) weeks~~ 10 days prior to the employee's evaluation date, the City Clerk will provide the necessary blank evaluation forms to the City Council. ~~The tabulation of the council members' scoring and comments will be assigned to two appointed council members; these two people form the tabulation team. Completed evaluation forms should be turned in to the tabulation team no less than three (3) days prior to the Annual Evaluation Session.~~

Evaluation Tabulation: ~~The tabulation team will tally and average the scores, and combine all comments anonymously onto one tabulated evaluation form. This tabulated form should be made available for Council members at the Annual Evaluation Session.~~

Evaluation & Goal Setting In Executive Session: The Annual Evaluation Session will be held in Executive Session ~~and the time scheduled for the Evaluation Session should be sufficient to do the job in a professional manner. "Round Robin" comments by Council members are permitted.~~ Council members will bring their completed evaluation forms to the evaluation. It is also during the Annual Evaluation Session that the employee's goals are discussed and agreed upon by all parties.

~~Finalizing Evaluation & Goals With Employee: Within one (1) week of the Annual Evaluation Session, the tabulation team should create a final draft of the employee's tabulated evaluation form that also includes the agreed upon goals, tabulated score, and comments, and should meet with the employee to review. At this meeting, the tabulation team and the employee will sign the document as an acknowledgement of the understanding.~~

~~The final step will be for~~ Council to will determine any personnel decisions as a result of the evaluation, to conduct an assessment of the evaluation process and suggest amendments to the procedures, if necessary. ~~At the conclusion of the current evaluation, the next evaluation cycle automatically begins.~~

DISPOSITION OF EVALUATION FORMS

Certain information concerning the performance of an individual being evaluated under these procedures is not a public record, except as described in this section, and is not subject to disclosure under AS 40.25.

Individual Council evaluation forms and the employee's self-evaluation forms are to be destroyed after executive session by the ~~tabulation team~~ **evaluated employee**. These forms are not considered a public record. ~~Overall tabulation forms and criteria forms are considered a public record, as well as these procedures and shall be maintained in the employee's contract folder.~~



Annual Evaluation Form Appointed City Officials

Employee Name:	Position:	
Review Date:	Appraisal Period:	
	From:	To:

Evaluated Competencies	Excellent	Good	Poor	N/A	Comments
Job knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan & Organize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employee Name	Position	Appraisal Period Resolution 2024-044	
		From:	To:

(use separate sheet of paper as needed for the following questions)

Noteworthy accomplishments during this review period:

Action plan for areas needing improvement:

Professional development goals/plan:

DRAFT

This evaluation form is to be destroyed after the annual evaluation has taken place

September 2024

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 1	2 Labor Day	3 7:00pm P&Z Meeting	4 12:00pm PACAB Mtg	5	6	7
8	9 7:00pm CC Mtg (Council Chambers)	10	11	12 6:00pm HPC WS & Mtg (Rescheduled from Aug 8)	13	14
15	16	17 6:00pm P&Z Work Session (Council Chambers)	18 12:00pm PACAB WS 2:00pm PACAB Ad Hoc Heat Loop Mtg (Seward Community Library &)	19	20	21
22	23 7:00pm CC Mtg (Chambers)	24	25	26	27	28
29	30	Oct 1	2	3	4	5

October 2024

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 29	30	Oct 1 7:00am Municipal Election Day 7:00pm P&Z Meeting	2 12:00pm PACAB Mtg	3	4	5
6	7 1:00pm Canvass Board	8	9	10	11	12
13	14 7:00pm CC Mtg (Council Chambers)	15 6:00pm P&Z Work Session (Council Chambers)	16 12:00pm PACAB WS 2:00pm PACAB Ad Hoc Heat Loop Mtg (Seward Community Library &	17	18 Alaska Day	19
20	21	22	23	24	25	26
27	28 7:00pm CC Mtg (Chambers)	29	30	31	Nov 1	2

November 2024

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 27	28	29	30	31	Nov 1	2
3	4	5 7:00pm P&Z Meeting	6 12:00pm PACAB Mtg	7	8	9
10	11 Veteran's Day	12 7:00pm CC Mtg	13	14 6:00pm HPC WS & Mtg	15	16
17	18	19 6:00pm P&Z Work Session (Council Chambers)	20 12:00pm PACAB WS 2:00pm PACAB Ad Hoc Heat Loop Mtg (Seward Community Library &)	21	22	23
24	25 7:00pm CC Mtg (Chambers)	26	27	28 Thanksgiving Day	29 Day After Thanksgiving	30