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# Port & Commerce Advisory Board

## Agenda Packet

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Photo by Ashleigh Lipsey

## Wednesday, October 2, 2024

City Council Chambers

12:00 p.m.

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The City of Seward, Alaska
PORT AND COMMERCE ADVISORY BOARD
MEETING AGENDA



City Council Chambers, 410 Adams Street

Please silence all cell phones and devices during the meeting

Chair Bruce Jaffa Board Member Melissa Schutter Deputy City Manager Jason Bickling
Vice Chair Benjamin Smith Board Member Norm Regis Harbormaster Tony Sieminski
Board Member Dwayne Atwood Board Member Jesse Groom City Clerk Kris Peck
Board Member Tom Miller Executive Assistant Ashleigh Lipsey

Wednesday, October 2, 2024 at 12:00 p.m.

- 1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZEN COMMENTS ON ANY SUBJECT
5. APPROVAL OF AGENDA AND CONSENT AGENDA
A. Minutes of Preceding Meeting
1)\* Approve September 4, 2024 PACAB Meeting Minutes...4
B. Resolutions – None
C. Other Items – None
6. SPECIAL ORDERS, PRESENTATIONS, AND REPORTS
A. Proclamations and Awards – None
B. City Administration Report...8
C. Other Reports and Announcements
1) Alaska Railroad Report...15
2) Seward Chamber of Commerce Report...16
D. Presentations
1) Presentation by City Clerk on City Website and E-Notifications
2) Presentation on City Manager Newsletter

- 7. UNFINISHED BUSINESS
  - A. Resolutions – None
  - B. Other Items
    - 1) Discuss Alaska Municipal League Conference Attendance..... 18
    - 2) Discuss Community Communications
- 8. NEW BUSINESS
  - A. Resolutions
    - 1) Resolution 2024-002, Recommending City Council Reinstate the Allocation of 50% of the Previous Year’s Bed Tax to the Seward Chamber of Commerce for Marketing Services.....20
  - B. Other New Business – None
- 9. INFORMATIONAL ITEMS AND REPORTS *(No action required.)*
  - A. Reminder of Meetings
    - 1) Work Session on Wednesday, October 16, 2024 on Harbor Uplands Development
    - 2) Regular Meeting on Wednesday, November 6, 2024
  - B. Other Items – None
- 10. CITIZEN COMMENTS *(There is no sign in for this comment period. Time is limited to five (5) minutes per speaker.)*
- 11. BOARD AND ADMINISTRATION COMMENTS AND RESPONSES TO CITIZEN COMMENTS
- 12. ADJOURNMENT

## CALL TO ORDER

The September 4, 2024, regular meeting of the Port and Commerce Advisory Board was called to order at 12:00 p.m. by Chair Bruce Jaffa.

## OPENING CEREMONY

Vice Chair Benjamin Smith led the Pledge of Allegiance to the flag.

[New members Norm Regis and Jesse Groom were sworn in by Deputy City Clerk Jodi Kurtz]

## ROLL CALL

There were present:  
Bruce Jaffa, presiding, and  
Benjamin Smith  
Dwayne Atwood  
~~Tom Miller~~  
Melissa Schutter  
Jesse Groom  
Norm Regis

comprising a quorum of the Council; and

Jason Bickling, Deputy City Manager  
Tony Sieminski, Harbormaster  
Jodi Kurtz, Deputy City Clerk

Excused – Miller  
Absent – None

**CITIZEN COMMENTS ON ANY SUBJECT - None**

## APPROVAL OF AGENDA AND CONSENT AGENDA

**Motion (Atwood/Smith)**

**Approval of Agenda and Consent Agenda**

Regis noted the U.S. Coast Guard boat in the meeting minutes was a “Fast Response Cutter” and not the *Mustang*.

**Motion Passed**

**Unanimous**

The clerk read the following approved consent agenda items:

Approve the May 1, 2024, Port and Commerce Advisory Board Meeting Minutes

## **SPECIAL ORDERS, PRESENTATION, AND REPORTS**

### **City Administration Report**

**Deputy City Manager Jason Bickling** referred to the report in packet and noted that the most recent City Manager Report would be included in each PACAB packet.

PACAB and administration discussed the Lowell Creek flooding and removal of the gravel and debris. They also discussed the partnership with the U.S. Army Corps of Engineers on similar Lowell Canyon projects.

Jaffa asked about the proposed Public Works Facility and completion percentage. Discussion ensued about the requirement for an approved 15% design plan in order to obtain funding for the projects.

### **Other Reports and Announcements**

#### **Alaska Railroad Report**

**Alaska Railroad Port Manager Dwayne Atwood** summarized from his written report in the packet. He also followed up on the Lowell Creek gravel discussion and said the waterfall deposits on the area were useful as fill material. Lastly, Atwood reported the railroad freight numbers were good and the cruise ship activity was winding down for the season.

Groom added that most of the pipe shipments were for the Willow Project. He noted the 2026 cruise ship season would result in a loss of cruise ships that would be sailing to Whittier instead. Groom said the only cruise ship companies still visiting Seward would be the Royal Caribbean and Viking.

#### **Seward Chamber of Commerce Report**

**Chamber of Commerce Executive Director Sam Allen** welcomed the board back from their summer hiatus. She provided an update on upcoming events and projects involving the Chamber of Commerce.

Allen explained the partnership between the Chamber of Commerce and the City of Seward. She asked PACAB for assistance to schedule a work session with the city council to discuss the funding source for the chamber's budget.

## **NEW BUSINESS**

### **Other New Business**

### **Discuss Alaska Municipal League Conference Attendance**

Bickling said the AML conference was a gathering of municipalities in Anchorage during the first week of December. There would be a lot of discussion and workshops on how other Alaskan communities were addressing issues and solving problems.

PACAB discussed AML attendance and requested the topic come back at the next meeting.

### **Discuss Community Communications**

PACAB discussed various ways to get information out to public through newsletters, newspapers, public notices, website, radio, and more.

Jaffa praised city administration for their efforts in sending information out to the public. He requested this topic on communication be brought back to the next meeting.

### **INFORMATIONAL ITEMS AND REPORTS**

Work Session on Wednesday, September 18, 2024 – Legislative Priorities

Regular Meeting on Wednesday, October 2, 2024

**CITIZEN COMMENTS** -None

### **BOARD AND ADMINISTRATION COMMENTS & RESPONSE TO CITIZEN COMMENTS**

**Groom** said he appreciated everyone and thanked the board for showing him the way during his first meeting.

**Regis** said he enjoyed being a part of the board and stated how he missed being part of the action since he retired from being the harbormaster. Regis attended some meetings with the U.S. Army Corps of Engineers regarding the Lowell Canyon Tunnel Project. It was important for the Army Corps to witness the flooding events and so they could be better prepared for it. On another topic, Regis thanked Sam Allen for her Chamber of Commerce report. Regis said council was gradually reducing the funding to the chamber. Regis felt the chamber was doing a great job for this community.

**Schutter** said it was good to be back after the summer hiatus. She supported more city funding for the Chamber of Commerce for their marketing.

**Atwood** spoke in support of the Chamber of Commerce. He addressed the 2026 cruise ship season and predicted what it might look like on a day with four ships. The Alaska Railroad planned to double the size of the freight dock and replace the current cruise ship dock.

**Smith** echoed previous sentiments supporting the Chamber of Commerce. He noted that PACAB received regular chamber reports that were very informative. The city needed to support the chamber and continue to grow. On another topic, Smith praised the Seward Electric Department for all the remarkable improvements they had made. Lastly, Smith welcomed Regis and Groom to the board.

**Jaffa** noted how AVTEC was continuing to provide excellent services and training programs. AVTEC was critically important to Seward and entire state of Alaska. Jaffa praised the Chamber of Commerce for being such an important part of the community. It was important to understand the synergy between the local government and the Chamber of Commerce. Jaffa also said the Seward Electric Department was doing a great job. Lastly, Jaffa expressed concern about the current lack of funding for libraries around the state of Alaska.

### **ADJOURNMENT**

The meeting was adjourned at 1:07 p.m.

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Jodi Kurtz  
Deputy City Clerk

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Bruce Jaffa  
Chair

(City Seal)

## City Manager Report

September 23, 2024

### **Administration**

Fall has arrived and lots of exciting things are happening at the City. Electric Department staff are training as management of the electric billing is being transferred. Budget work sessions are on the calendar, and Kat is out of town to attend the annual International City Management Association Meeting in Pittsburgh, PA. This is a great opportunity to connect with communities across the world and share strategies for tackling some of our biggest challenges.

The Deputy City Manager attended an Emergency Operations Center (EOC) Operations and Planning for All Hazards Events in Anchorage on September 11th and 12th. The training was excellent, and the knowledge and experience gained will help the City as we prepare and practice for different hazard events we could encounter.

### **Finance Department**

- The Finance Department is undergoing some internal reorganization.
- Staff are being cross-trained within internal areas.
- Budget discussions with department directors continue.

### **Fire Department**

- Emergency Responses for the Year: 373
- Building Permits Issued for the Year: 38 with building valuation of \$3,900,701
- September 11<sup>th</sup> was remembered by the Seward and Bear Creek Fire Department with a 1.5-mile patriotic walk in gear.
- Fun Fact: The original patent for the cast iron fire hydrant was burned in a fire.

It is widely believed that the patent for the first cast iron fire hydrant was lost in the Great Patent Office Fire of 1836. This calamity consumed thousands of patent documents, leaving historians to speculate and manufacturers to claim the title of “first.” It’s an ironic twist of fate that a device designed to mitigate fires was itself a victim of one.



### **IT Department**

QR codes are everywhere, but how can you be sure they are safe to use?



- Does the text or message around the code appear appropriate? Does the code design match the brand's colors and specifications?
- All smartphones today come with a native QR code scanning capability within the camera app itself. Some bad actors will try to convince users to use a malicious scanner.
- Whenever you scan a QR code with the camera app on your smartphone, you'll get a notification pop-up on the screen. The confirmation prompt shows the URL you'll visit. You should check and verify the URL for malicious signs and only click through if all seems legit.

## **Community Development**

- Community Development is finalizing four public engagement surveys related to the Comprehensive Plan. Surveys will be made available to the public starting in October.
- The Planning and Zoning Commission recently held three public hearings:
  - The Conditional Use Permit (CUP) for a hotel on the downtown property where the former Oriental Garden restaurant is located was denied. The main reason the Commission denied this CUP was due to the lack of onsite parking provided in the development plan.
  - The CUP for a new Major Marine Tours bunkhouse was approved.
  - The preliminary plat for The Point Subdivision was approved.
- Staff attended the KPB Comprehensive Safety Action Plan workshop on September 10<sup>th</sup>. The team spearheading this project developed an interactive dashboard that shows crash data analysis from the five-year period of 2018-2022. The link to that site is included below:
  - [KPB Safety Plan \(arcgis.com\)](#)
- The Planning & Zoning Commission held a work session on September 17<sup>th</sup> with the topic of discussion being the housing concerns in Seward. If you missed the work session, you can find the video on the City's YouTube page.

## **Parks and Recreation**

### **Sports & Recreation:**

- Puzzle battle is back every month and Otterly Puzzled claimed their third victory of the year as nine teams raced to finish a 500-piece puzzle.
- There were 10 participants in the Smash Bros Tourney and Kaleb Hutchinson took home the grand prize.
- School is back and monthly Kids Nights are as well. Boy was everyone excited as we hosted 50 kids for games of tag, dodgeball, crafts and a movie on September 7<sup>th</sup>
- The number of gym visitors is picking back up as the weather turns sour, particularly popular are Teen Hoops on Thursday, Open Pickleball on Saturdays, and Open Soccer on Sundays.
- Chris Fletcher is the winner of the Drive Less, Move More Emissions Challenge this summer as he biked 375 miles to help reduce his carbon footprint the past few months.
- Keep an eye out for the adult sports leagues starting up. Basketball, volleyball and racquetball all take place at least twice a week throughout the fall.

### **Campgrounds:**

- Williams day use area is complete. Created a new picnic area near Williams tent site come check it out and have a BBQ by the Bay!
- Prepping campgrounds for the winter. Stacking picnic tables, moving fire rings, winterizing bathrooms.
- Season ends Sept 30<sup>th</sup>.

### **Park Maintenance:**

- Shower house showers are getting a facelift thanks to P&R stellar Maig Kennedy!
- Improvements to Two Lakes Park – sign refurbishment, installed new railing on footbridge.
- Fertilizing/seeding green spaces.
- Painting bear-proof trash cans.
- Continued work on Boy Scout steps leading up to the Two Lakes Park trail.

### **Parking:**

- Making list of improvements to implement for next season
- Parking Enforcement ends Sept 30<sup>th</sup>

## **Library & Museum Department**

### **Library Operations:**

*Americans and the Holocaust Exhibit Draws Global Audience and Hosts Prestigious Programs:*

The *Americans and the Holocaust* exhibit has seen a remarkable response, drawing visitors from across Alaska and around the world. The exhibit has hosted more than five public programs and multiple school field trips, making a significant impact on local communities.

One of the highlights was a special presentation on “The Alaska Plan” by Dr. Rebecca Erbelding, a leading historian from the U.S. Holocaust Memorial Museum. Dr. Erbelding also graciously participated in a virtual field trip, which will soon be available to all school districts in Alaska, enhancing educational opportunities across the state.



This innovative initiative, spearheaded by Director Sue Drover, and proposed to exhibition trainers in Washington, D.C. this past May, captured the attention of the committee. As a result, the U.S. Holocaust Memorial Museum generously provided Dr. Erbelding’s expertise at no additional cost, further enriching the exhibit’s programming.

We would also like to thank the community for their support and informative feedback. Special thanks for local business, Seward Coffee Company, for providing all the coffee for the Opening Reception.

*Children's Story Time* continues weekly on Thursdays at 11:30 a.m. after Play N Chat. Each week has a different theme and craft. Duration is approximately 1 hour. We are looking for parent volunteers.

*Thinking Money for Kids* is still in the planning process and will begin soon.

### **Museum Operations:**

#### **Ongoing Library Atrium Exhibits:**

*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. (On Display August 24 – October 19)

*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 31 – October 19)

*Primary Sources & Museum Collections: September 18, 2024, at 3:00 p.m.*

This program will be a two-part approach to localize WWII history and understand the importance of local historic resources. The curator will take you through the museum's collections to showcase Seward magazines and newspapers from WWII. These publications offer a vivid snapshot of the period, capturing the propaganda and information soldiers and civilians received in Alaska. The discussions during this program intend to engage visitors with local archives and understand the importance of access to primary sources.

### **Exhibits Committee**

The Museum is seeking volunteers to join our 2025 Exhibits Committee! As a committee member, you will work with a team to help plan, design, and organize upcoming exhibits. This is a fantastic opportunity to contribute your ideas, learn behind-the-scenes of the museum, and engage with the community. If you're interested, please contact the Museum Curator for more information.

### **Harbor Department**

#### **Seward Harbor**

- Met with Alaska Harbor Consulting and R&M on 9.12.24 to discuss permitting of Z, X and R Float Expansion Project. We are moving forward with permitting and an RFP.
- One vessel sank on September 14 – no other issues reported.
- The department is continuing to work on our upcoming budget and identify or near future needs for 2024 and moving into 2025.
- Seasonal lifts are increasing with the 50-ton Travelift and saw 32 for the month of August.
- Fall is quickly approaching and with that the Harbor has switched to our winter schedule.

### **SMIC**

- North Dock schedule is slowing with 2,162 tons of freight crossing that dock for the month of August. Freight Vendors are scheduled till October and then switching gears to winter lay-ups/work.
- No major incidents were reported within the SMIC Yard/Basin.
- With fishing closing early, we have experienced an early lift season on the 300-ton Travelift and saw 51 lifts for the month of August.
- Spoke with a Facilities Design and Construction Center team member on 9/12 to discuss their new facility within the SMIC Basin. They are investigating cost saving solutions for their project that will still meet their needs while trying to lessen the impact on our usable space.

### **Police Department**

- The Police Department would like to thank the community for making our spay/neuter clinic on Sept. 9<sup>th</sup> a great success. We will try to have another clinic after a while.
- Here's an update on the puppy formerly known as Taku. He was adopted by Chief Nickell's in-laws and is now living his best life in Palmer and is now known as Dutch after their time in Dutch Harbor. He has incredibly sharp puppy teeth and the whole family is covered in puncture wounds. Chief Nickell renamed him Osama bin Bitten' because of his way of sneaking up and biting everyone's fingers.
- Lastly, we are seeing an uptick in DUI's. As a reminder for the community, calling a friend is free, a cab ride is \$20 maximum, a DUI is \$20,000+. Take a cab or call a friend, please don't drink and drive.

### **Electric Department**

- Taylor Crocker attended the Alaska Power Association Annual Meeting in Fairbanks, Alaska, where he had the opportunity to network with other Alaskan utilities. The meeting provided valuable updates on large infrastructure projects across the state and ongoing legislation that may impact our utility operations.
- Crews have been steadily working on new service installations. Please note that the cutoff for applying for new services is September 20th, to ensure all applications are processed and receive power before the winter freeze-up.
- We have received our vegetation scan from Overstory. The scan identified some discrepancies in our GIS mapping, specifically in pole location accuracy. We are collaborating with Overstory to correct these locations and will then work to develop a vegetation risk profile. This profile will generate a heat map highlighting critical areas for vegetation management in 2025. Once this data is integrated into our Vegetation Management Plan (VMP), we will prepare an RFP for contractors to bid on for the necessary work.

### **Public Works**

- A drilling contractor for the Army Corp is working in Lowell Canyon through mid-October drilling soil samples and wells for future dewatering of the construction area near the inlet of the new tunnel. A temporary bridge is set up for foot traffic and heavy equipment is

working on the project. Once finished with the work in the canyon they will move down to the outlet area near the bridge to drill additional holes as required by the project.



- The Street Department continues with upgrading alleyways, pavement repairs, and grading of gravel roads.
- The Water and Wastewater Utilities are close to completing the rate study. Final numbers will come to council soon. Monthly testing requirements and preventive maintenance tasks are being completed.
- The Maintenance Shop is doing well with vehicle repairs and equipment maintenance.

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

<b>Department</b>	<b>Job Title</b>	<b># of Positions</b>	<b>Filled</b>	
<b>Administration</b>	City Manager	1	1	
	Deputy City Manager	1	1	
	Human Resources Manager	1	1	
	Executive Assistant	1	1	
	<b>TOTAL:</b>	<b>4</b>	<b>4</b>	
<b>Finance</b>	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	1	0	
	Accounting Tech Payroll	1	1	
	Accounting Tech Accounts Payable	1	1	
	<b>TOTAL:</b>	<b>8</b>	<b>7</b>	
<b>Public Works</b>	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	
	<b>TOTAL:</b>	<b>13</b>	<b>13</b>	
	<b>Community Development</b>	Director	1	1
Planner		1	1	
Executive Assistant		1	1	
<b>TOTAL:</b>		<b>3</b>	<b>3</b>	
<b>Electric</b>	Director	1	0	
	Operations Supervisor	1	0	
	Field Engineer	1	1	
	Office Manager	1	1	
	Electric Utility Cashier	1	0	
	Lineman	4	3	
	Plant Operator	2	2	
	<b>TOTAL:</b>	<b>11</b>	<b>7</b>	
<b>Fire Department</b>	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	
	<b>TOTAL:</b>	<b>7</b>	<b>7</b>	
<b>Harbor</b>	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	
	<b>TOTAL:</b>	<b>14</b>	<b>13</b>	
<b>IT</b>	Director	1	1	
	Senior IT Tech	1	1	
	IT Technician	1	1	
<b>TOTAL:</b>	<b>3</b>	<b>3</b>		
<b>Library</b>	Director	1	1	
	Deputy Library Director	1	1	
	Library Technician	1	1	
	Curator	1	1	
	Library Aide	1	1	
	Seasonal - Aides	2	2	
<b>TOTAL:</b>	<b>7</b>	<b>7</b>		
<b>Police</b>	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	
	<b>TOTAL:</b>	<b>27</b>	<b>18</b>	
	<b>Parks &amp; Recreation</b>	Director	1	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	1	
<b>TOTAL:</b>		<b>24</b>	<b>20</b>	
<b>City Clerk's Office</b>	City Clerk	1	1	
	Deputy City Clerk	1	1	
	Executive Assistant	1	1	
	<b>TOTAL:</b>	<b>3</b>	<b>3</b>	

**Total number of authorized positions: 124**  
**Total number of filled positions: 105**

**Port Activity Update**

October 2, 2024

THE ALASKA RAILROAD'S MISSION -- *Through excellent customer service and sound business management practices, provide safe, efficient, and economical transportation and real estate services that support and grow economic development opportunities for the State of Alaska.*

**Port Traffic**

- The port logged more than 160 freight and non-cruise dockings through September. Upcoming traffic includes several foreign pipe ships with more than 20,000 tons of product bound for the North Slope, one frac sand ship and Spenard Builders Supply material barges this winter.
- Daily train service (the Coastal Classic) concluded on September 15.
- Two cruise ship dockings remain for the 2024 season – the Noordam on October 3 and the Regatta on October 14.

**Port Capital Projects**

- The proposed cruise dock replacement concept continues to move forward. The \$137 million construction project is scheduled to begin in the fall of 2025. Additional information is available at: <https://sewardcompany.com>
- Due to port project activity the terminal building will be closed to public events and club activities during the coning off season and winter. The public will be welcome to utilize the new terminal building, which will be approximately three times larger when completed.
- Removal of the coal dock conveyor belt and loading arm is finished. Upland conveyor removal and property clearing near Port Avenue is ongoing.
- Contractor Premier Construction is assembling a new depot luggage building, which will be approximately one-third larger than the membrane structure that was used during the past several seasons.
- The freight dock expansion project is currently moving through the permitting process. That dock project is scheduled to begin in late 2026 and most of the cost will be met by a \$19.8 million federal grant with \$5 million in ARRC matching funds and a gravel contribution by the City of Seward. ARRC has already amassed 30,000 cubic yards of fill material for the construction.

***Dwayne Atwood, Accredited Maritime Port Executive***

***Seward Port Manager***

***907-265-2696 office | 907-362-6038 mobile***

***mailing: PO Box 95, Seward, AK 99664***

***physical: 913 Port Avenue***

**Community Event Support:**

- Winter Weekend
  - October Halloweek : Oct 26-Nov 2
  - Trunk or Treat : Oct 26, 4-530 pm @Seward Military Resort
  - Downtown & Harbor Trick or Treat : Oct 31, 3-5pm
- Chamber Luncheon
  - Seward Community Foundation : Oct 3, 12 noon @Breeze Inn

**Alaska Entrepreneurship Week:**

- InnoVision Monday Mixer : Oct 7, 5 pm @Tidewater Taphouse
- Choosing the Right Business Entity : Oct 8, 12 pm @Rowdy Radish
- Ladies Who Launch : Oct 9, 6 pm @Primrose Provisions
- Meet Your Local Lender : Oct 10, 6pm @First National Bank Alaska
- Buying or Selling a Small Business: Planning for a Successful Sale : Oct 11, 12 pm @Breeze Inn

**Hometown & Relocation Guide Reprint:**

- This publication is the go-to hometown resource, highlighting local businesses, services, and resources, ensuring that community-oriented businesses and organizations connect directly with locals.
- 5,000 copies of the 2025 Seward Hometown Guide are distributed locally via the Seward Chamber of Commerce, throughout the community, and the greater Seward area.
- Advertisement opportunities available to Seward local services and the City of Seward and its departments.

**Work Session Request:**

- For decades, the City of Seward and the Seward Chamber of Commerce have maintained a strong partnership through the execution of a marketing contract. Designated as the City's sole Marketing Organization in 1995, the Chamber has diligently worked to promote economic development, provide visitor services, and engage in destination marketing, as outlined in the agreement. We have consistently fulfilled these responsibilities with steady success. In addition to our role in marketing, we also function as a traditional Chamber of Commerce, supporting Seward's business community.
- The Seward Chamber of Commerce Board of Directors formally requests that the Council direct administration to schedule a work session during the FY25 budget cycle to discuss our partnership. We seek an open discussion to review the current marketing contract, explore whether there are any additional priorities or areas of focus the Council would like us to address, and ensure our efforts align with Council expectations. Despite a decrease in funding, the Chamber has consistently delivered high performance on the tasks assigned by the Council. We want to remain proactive and collaborative, ensuring continued alignment with Council objectives and satisfaction with our action plans.





# 2024 Annual Local Government Conference

Dec 9-13, 2024

Dena'ina Center, Anchorage



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## Registration

### Weeklong Schedule

**Sunday, December 8 – Wednesday, December 11:** Alaska Association of Municipal Clerks

**Monday, December 9 – Tuesday, December 10:** Alaska Municipal Management Association

**Monday, December 9 – Tuesday, December 10:** Alaska Municipal Attorneys Association

**Monday, December 9 – Tuesday, December 10:** Alaska Association of Assessing Officers

**Monday, December 9:** Newly Elected Officials Training

**Tuesday, December 10:** Alaska Conference of Mayors

**Wednesday, December 11 – Friday, December 13:** Alaska Government Finance Officers Association

**Wednesday, December 11 – Friday, December 13:** Alaska Municipal League Annual Conference

## Hotel and Travel

### Lodging

AML has a room block at both the Marriott Anchorage Downtown, the Hotel Captain Cook, and the Voyager Inn. Please note that if you choose to stay at the Hotel Captain Cook or the Voyager Inn, AML **will not** be providing a shuttle this year. Please see information below for each room block:

**Rooms are available December 4, 2024 to December 17, 2024 and must be booked by Saturday, November 2.**

#### Marriott Anchorage Downtown

820 W. 7th Avenue  
Anchorage, Alaska 99501  
Phone: (907) 279-8000

**Room Rate – \$159 USD per night**

[Room Block Link](#)

#### Hotel Captain Cook

939 West 5th Avenue  
Anchorage, AK 99501  
Phone: (907) 343-2279

**Room Rate – \$175 USD per night**

Booking Link: [Alaska Municipal League 2024](#)

Booking Code: AML24

#### Voyager Inn

Call the Hotel Captain Cook and ask for the AML room rate

Phone: (907) 343-2279

40 room available, **\$75 plus tax/night**

Receive Complementary use of Captain Cook Athletic Club and WIFI

### Airlines

**Alaska Airlines:** 7% discount is available on all regular Alaska Airlines fares to Anchorage.

Discount Fare Code: **ECMK748**

To use your Discount Code go online to [Alaska Airlines](#), and input the Discount Code when searching for flights.

By clicking the "?" next to the discount code box after entering the code you may view a detailed description of the rules. You may also use the Discount Code by calling Alaska Airlines Group Desk; however a \$15.00 per person ticketing fee will apply.



**CITY OF SEWARD, ALASKA  
PORT AND COMMERCE ADVISORY BOARD  
RESOLUTION 2024-002**

**A RESOLUTION OF THE PORT AND COMMERCE ADVISORY BOARD  
OF THE CITY OF SEWARD, ALASKA, RECOMMENDING CITY  
COUNCIL REINSTATE THE ALLOCATION OF 50% OF THE PREVIOUS  
YEAR'S BED TAX TO THE SEWARD CHAMBER OF COMMERCE FOR  
MARKETING SERVICES**

**WHEREAS**, beginning in 2001, the Seward City Council agreed to split half of the budgeted bed tax with the Chamber for the express purpose of providing marketing services on behalf of the community; and

**WHEREAS**, beginning in 2002, the Seward City Council began basing the contribution to the Chamber of half of the previous full year's actual bed tax collected; and

**WHEREAS**, since 2005, the City budget has included an appropriation to the Chamber from the second previous full year's bed tax revenue at 50%; and

**WHEREAS**, in 2013, Council reaffirmed its intent to have the Chamber continue as the lead marketing entity, and to continue its intent to annual fund with half of the actual Bed Tax Revenue from each second prior year ; and

**WHEREAS**, the City's Strategic Plan and Comprehensive Plan clearly state the City's desire to expand its business base and generate year-round employment; and

**WHEREAS**, marketing is an important effort that must take place to achieve the goals of attracting new business and industry, supporting and growing existing businesses, and increasing customers coming to Seward; and

**WHEREAS**, the Chamber has the experience, professional contacts, and ability to provide marketing services for the community, and the acumen to focus resources and target specific marketing groups to react to changing markets and demands more efficiently and expertly than PACAB of the City; and

**WHEREAS**, in 2021, the Seward City Council voted to allocate a flat rate of \$300,000 for the fiscal year 2023 and 2024 to the Chamber, to be reviewed at the next budget cycle; and

**WHEREAS**, the Chamber provides monthly updates on activities to PACAB and works collaboratively with the business community to promote Seward for year round travel, such as Seward Winter Weekends and the Seward Travel Guide and Seward Hometown Guide; and

**WHEREAS**, the Chamber financially supports and facilitates the Seward office of the Alaska Small Business Development Center located in the Chamber offices, and supports small

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RESOLUTION 2024-002**

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business growth and economic development by participating in the collaboration of Alaska Entrepreneurial Week; and

**WHEREAS**, PACAB recognizes that fully funding 50% of the bed tax to the Chamber supports a coordinated community-wide marketing effort and is critical to the success of the City's economy; and

**NOW, THEREFORE, BE IT RESOLVED** by the Port and Commerce Advisory Board, that:

**Section 1.** The Port and Commerce Advisor Board (PACAB) recommends the City Council reinstate the allocation of 50% of the previous year's bed tax to the Seward Chamber of commerce for Marketing Services.

**Section 2.** This recommendation shall be provided to City Council on the next available agenda.

**PASSED AND APPROVED** by the Port and Commerce Advisory Board this 2<sup>nd</sup> day of October, 2024.

**THE CITY OF SEWARD, ALASKA**

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**Bruce Jaffa, Chair**

AYES:

NOES:

ABSENT:

ABSTAIN:

**ATTEST:**

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Kris Peck  
City Clerk

(City Seal)

# October 2024

October 2024

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

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
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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
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December 2024

Su	Mo	Tu	We	Th	Fr	Sa
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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