



# Municipality of Skagway

## MEMO

<b>TO:</b>	Mayor and Borough Assembly
<b>FROM:</b>	Cody Jennings, Port Director; and Brad Ryan, Borough Manager
<b>DATE:</b>	April 4, 2022
<b>SUBJECT:</b>	Approval of Draft Requests for Proposals (RFPs) for Port of Skagway Leases

At its meeting of March 3, 2022, the Assembly voted to direct staff to develop an uplands lease request for proposals (RFP) process.

In an effort to establish this public process as a mechanism to lease municipal property in the Port of Skagway, staff worked with legal counsel to develop the RFP process. The MOS objectives in issuing these RFPs are to ensure:

- The best and highest use of the lease site to maximize revenues and return on investment;
- That the lease creates business opportunities and private sector jobs by developing a strong, mutually beneficial working relationship with private industry;
- That the lease includes safety enhancements to the area, where applicable; and
- That proposals conform to the Municipality's zoning code for the Waterfront District pursuant to SMC 19.06.080.

Included in your packet, you will find draft RFPs for:

- Lease of Real Property for Fuel Facility
- Lease of Real Property General

We expect to bring forward a draft RFP for lease of real property for an intermodal freight facility for Assembly review at its April 21, 2022 meeting.

Staff recommends that the Assembly consider a motion **to approve the RFPs as the mechanism for leasing waterfront real property for a fuel facility and general use.**