



CITY AND BOROUGH OF SITKA

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

Meeting Agenda City and Borough Assembly

*Mayor Mim McConnell
Deputy Mayor Pete Esquiro,
Phyllis Hackett, Matthew Hunter, Mike Reif, Benjamin Miyasato
and Aaron Swanson*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Koutchak
Municipal Clerk: Colleen Ingman, MMC*

Tuesday, October 22, 2013

6:00 PM

Assembly Chambers

REGULAR MEETING

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. ROLL CALL
- IV. CORRESPONDENCE/AGENDA CHANGES
- V. CEREMONIAL MATTERS
- VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (time limits apply)
- VII. PERSONS TO BE HEARD

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

VIII. REPORTS

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

IX. CONSENT AGENDA

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

- A [13-207](#) Approve the minutes of the October 7, 2013 Assembly meeting
Attachments: [Minutes](#)
- B [13-204](#) Approve a transfer of the remaining eight street projects that are either complete or inadequately funded to Edgecumbe Drive Project
Attachments: [Street Projects Transfer Memo](#)
- C [13-206](#) Approve award for a preliminary design contract to McCool Carlson Green for the Sitka Rocky Gutierrez Airport Terminal Improvements - \$65,818.00
Attachments: [Preliminary Design Contract Airport](#)
- D [13-205](#) Approve a design contract award to DOWL HKM for the Hollywood Way & New Archangel Streets Water and Sewer Improvements - \$104,804.00
Attachments: [Hollywood Way New Archangel doc](#)
- E [13-203](#) Approve offer of employment and terms for a T&D Manager for the Electrical Department
Attachments: [Hire offer T&D Manager Electric Dept](#)
- X. **UNFINISHED BUSINESS:**
- F [ORD 13-40](#) Amending SGC Title 11 entitled "Vehicles and Traffic" to repeal SGC 11.12.080 entitled "Fine Schedule and Required Appearances," repeal Chapter 11.13 entitled "Alaska Administrative Code Adopted" Chapter 11.28 entitled "Alaska Statutes Adopted," and Chapter 11.48 entitled "Miscellaneous Offenses," and re-enact SGC Chapter 11.28 to be entitled "State Traffic Laws Adopted," to make CBS traffic ordinances consistent with state traffic statutes and regulations and their penalties
Attachments: [ORD 2013-40](#)

XI. **NEW BUSINESS:**

New Business First Reading

- G [ORD 13-41](#) Repealing SGC 6.16.010 entitled "Sales-Permit, Fees and Regulations"
Attachments: [ORD 13-41](#)

Additional New Business Items



Legislation Details

File #: 13-207 **Version:** 1 **Name:**
Type: Minutes **Status:** AGENDA READY
File created: 10/16/2013 **In control:** City and Borough Assembly
On agenda: 10/22/2013 **Final action:**
Title: Approve the minutes of the October 7, 2013 Assembly meeting
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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CITY AND BOROUGH OF SITKA

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

Minutes - Draft City and Borough Assembly

*Mayor Mim McConnell
Deputy Mayor Pete Esquiro,
Phyllis Hackett, Matthew Hunter, Mike Reif, Benjamin
Miyasato and Aaron Swanson*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Koutchak
Municipal Clerk: Colleen Ingman, MMC*

Monday, October 7, 2013

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

Present: 5 - Christianson, Hunter, McConnell, Miyasato, and Swanson

Excused: 3 - Esquiro, Reif, and Hackett

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

13-198 Correspondence 10072013 Packet

V. CEREMONIAL MATTERS

Mayor read Bullying Awareness Month Proclamation it was later presented to Betty Jo Moore.

VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (time limits apply)

Sitka High School students Debra Yearwood and Xeviar Lysons, and Ben Clark Student Counselor gave an update on the happenings at Sitka High.

Government-to-Government Vice Chairman of Sitka Tribe of Alaska noted that this would be his last time reporting on behalf of the Tribe as he will be seated to the Assembly. STA will hold their election November 12th. Still looking for a Transportation Committee member can be Tribal or non-Tribal. That committee meets again October 14th. He again expressed the Tribe's gratitude to Putz and Christianson.

VII. PERSONS TO BE HEARD

Utility Director Chris Brewton drew attention to the 3 D final Bathymetric Report for Takatz located in the back room and encouraged folks to look at it.

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

Mayor - Attended the AML Mayors teleconference to plan mayors panel with legislators in November in hopes to get them to better understand topics important to municipalities; the USCG Base pinning ceremony and learned how they are dealing with the government shut down. SARS will continue until further notice; the Chamber luncheon where Governor Sean Parnell spoke and then met with him and his Deputy Chief of Staff Sims immediately following. They discussed Sitka's request for 18.2 million for Blue Lake, the Alaska Marine Transpiration issues, and also drug use and sex trafficking. She also attended the Police & Fire Commission meeting re: Community Ride. In closing noted that Salvation Army needs help they have been serving over 50 people lunches recently.

Acting Administrator Harmon - Informed that the Sitka Fire Department responded to a boat fire at Eliason. The Police and Fire Commission are making a recommendation on Community Ride that will come forward to the Assembly. Ports & Harbors detailed discussion on the Sea Walk celebration on Alaska Day. Several projects are substantially complete Sea Walk, Pacific High School, Baranof Street, and Crescent Harbor.

Attorney - Koutchak attended the International Municipal Attorneys Law Conference where many legal updates were discussed. There is a requirement for attorneys to have continuing education. She also appreciated the opportunity to network with other municipal attorneys.

Liaisons - Hunter thanked Mayor for attending Police and Fire Commission meeting on his behalf. He attended the Port and Harbors and reported that Harmon, Tadic and Sweeney all went above and beyond on their presentations. Putz Parks and Recreation Committee, Sea Walk and Library. Historic Preservation needs one more person - a Tribal member.

Clerk - Mentioned that the Municipal Attorney and the Clerk's office will be putting on municipal board and committee training next Tuesday, October 15 at 5:30 PM.

Other - Christianson spent volunteer time at Hames Center trying to get ready for the ATIA conference.

IX. CONSENT AGENDA

A 13-189 Approve the Assembly minutes of the September 24, 2013 meeting

This item was APPROVED ON THE CONSENT AGENDA.

- B 13-192 Appointments: 1) Appoint Clara Whitehead and Chris Whitehead to terms on the Parks and Recreation Committee, 2) Reappoint Don Jones to a term on the Police and Fire Commission, and 3) Appoint Mary Ann Peterson on a term on the Port and Harbors Commission

This item was APPROVED ON THE CONSENT AGENDA.

- C 13-187 Authorize spending a portion of the Fire Departments fixed assets budget for: 1) Instruction Expenses; 2) Four Regulators; 3) Multi-Gas Monitors; and 4) Turnout Gear.

A motion was made by Christianson to APPROVE the Consent Agenda consisting of Items A, B, & C. The motion CARRIED by a unanimous vote.

X. UNFINISHED BUSINESS:

- D 13-178 Discussion/Direction on "Buy Local" and Preferential Procurement Policies

Karen Parker of Alaska Computer Center and her husband Rob would like to see the city adopt "buy local" for smaller purchases say those under \$5,000 to benefit all Sitka Businesses. She added for significant purchases locals should have an opportunity to meet or beat. Additionally, they felt that local non-profit organizations applying for grants through the City should demonstrate local purchases.

Hunter and Mayor are willing to sponsor an Ordinance being drafted. Putz spoke to some sort of compromise similar to Madison, Wisconsin. Christianson passed on the convenience of local purchasing and that you get your products immediately.

- E 13-179 Climate Action Plan Status and Future

Harmon gave an overview of where the City is to date with regard to this topic through various improvements to city's infrastructure.

- F 13-197 Approve the Municipal Clerk's Certification of Election

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

Yes: 4 - Christianson, Hunter, Putz, and McConnell

Non-voting: 2 - Miyasato, and Swanson

- G 13-194 Recognizing outgoing Assembly members - followed by a short recess

Thor Christianson and Michelle Putz were applauded for their service. Plaques were presented and cake served during a short recess to express the municipalities' gratitude. Both Christianson and Putz commented on their time on the Assembly and what it meant to them to serve.

XI. NEW BUSINESS:

H 13-193 Swearing in of Newly Elected Officials

Municipal Clerk Colleen Ingman swore in the newly elected officials Aaron Swanson and Benjamin Miyasato immediately following the swearing in they took seats at the Assembly table.

I ORD 13-40 Amending SGC Title 11 entitled "Vehicles and Traffic" to repeal SGC 11.12.080 entitled "Fine Schedule and Required Appearances," repeal Chapter 11.13 entitled "Alaska Administrative Code Adopted" Chapter 11.28 entitled "Alaska Statutes Adopted," and Chapter 11.48 entitled "Miscellaneous Offenses," and re-enact SGC Chapter 11.28 to be entitled "State Traffic Laws Adopted," to make CBS traffic ordinances consistent with state traffic statutes and regulations and their penalties

Chief Schmitt gave an overview of the Ordinance. He went on to explain the State of Alaska is making some changes to the state law and they want the local municipality to adopt their codes rather than reflect their laws as it is today. There will not be a significant impact. Hunter further clarified that now the laws will get automatically updated.

A motion was made by Hunter that this Ordinance be APPROVED on first reading. The motion PASSED by the following vote.

Yes: 4 - Hunter, McConnell, Miyasato, and Swanson

Non-voting: 2 - Christianson, and Putz

J 13-186 Discussion/Direction concerning a potential Memorandum of Agreement with the Alaska Energy Authority - Wind Program for installation of a tower to provide assessments and potential for future utility-grade wind turbine installations.

Brewton explained that it may be a good resource consideration for Sitka and it might help to use the maximum capacity our hydro. It works as a turbo charger to maintain water in the lake. He envisions two to three towers near transmission facilities. Miyasato wondered if the company would share their data? Brewton responded "data yes, but not equipment." Putz encourages this renewable energy, yet cautioned that one also needs to look at the biological aspects. Hunter spoke to the successfulness of the wind tower erected for Mt. Edgecumbe High School adding there had not been any adverse impacts on birds.

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

Yes: 4 - Hunter, McConnell, Miyasato, and Swanson

Non-voting: 2 - Christianson, and Putz

- K 13-190** Authorize the Interim Municipal Administrator to amend a Professional Services Agreement between Currents Consulting and the CBS for engineering services for the Takatz Lake Hydroelectric Feasibility project - \$50,000

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

Yes: 4 - Hunter, McConnell, Miyasato, and Swanson

Non-voting: 2 - Christianson, and Putz

- L 13-188** Authorize the Interim Administrator to approve a Professional Services Agreement between TS&H Automation and the CBS for technical services for Blue Lake Hydroelectric Expansion Project, Jarvis St. Diesel Capacity Increase Project and other Supervisory Control and Data Acquisition Support - not to exceed \$150,000

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

Yes: 4 - Hunter, McConnell, Miyasato, and Swanson

Non-voting: 2 - Christianson, and Putz

- M 13-195** Board of Adjustment: Bulk Fuel Facility operated by Delta Western Inc - 5309 Halibut Point Road

A motion was made by Hunter that the Assembly convene as the Board of Adjustment. The motion PASSED by an unanimous vote.

Hunter apprised that this seems like a straightforward request. Miyasto queried if they had a spill response plan and Mayor answered yes.

A motion was made by Hunter to approve a Bulk Fuel Facility operated by Delta Western Inc. at 5309 Halibut Point Road and further adopt the conditions and findings as recommended by the Planning Commission and request that they are listed in their entirety as they appear attached hereto as part of the official record.

Conditions:

- 1. The project be completed in conformance with the plans submitted in the conditional use application to the Planning Commission;**
- 2. Prior to the activation of the conditional use permit, the operator of the facility shall certify to the Municipality, in writing, that all necessary permits have been received including but not limited to:**

- a. State of Alaska driveway permits for the configuration shown in the application;
- b. All Alaska Department of Environmental Conservation permits;
- c. State Fire Marshall approval;
- d. City and Borough of Sitka Building permits;
- e. Any other permits considered necessary by the Planning Department;
3. In addition, prior to the activation of the conditional use permit, the Planning Director shall indicate, in writing, that all permits have been received that the municipality considers necessary;
4. The applicant recognizes that other permits, not specifically mentioned by the municipality, may be required by state or federal agencies;
5. The applicant shall provide a narrative on the status of the operations nine months after the activation of the conditional use permit;
6. The Planning Commission has an annual review of the first nine to twelve months of operation of the facility within one year of the activation of the conditional use permit. The purpose of the annual review is to determine what, if any impacts of the operation need to be mitigated. The Planning Commission, by its own motion, may undertake a second annual review if the board considers it to be necessary;
7. The Assembly, at its discretion, may complete an annual review if any issues are not satisfactorily resolved at the Planning Commission level.
8. That the project will be completed in conformance to the plans submitted; and
9. That the project be operated in conformance with the narrative;
10. The applicant shall provide by September 27, 2013, a narrative that clarifies the request and includes; an updated timetable, list of the range of uses for the fuel facility, and amended to add that fuel distribution will be to a range of residential and commercial locations;
11. The municipality recognizes the offices for the facility will be shared with Samson Tug and Barge, Inc. in a facility that is not shown on the site plan.

Findings:

1. The Planning Commission finds that the site topography is suitable for the project as proposed and that the necessary slope and soil stability issues have or will be taken into account by the mandatory permitting;
 2. That the conditions are in place to ensure that adequate utilities for the proposed use will be in place;
 3. The lot characteristics including the size are suitable for the proposed conditional use permit;
 4. That the proposed operation of the facility will be sufficient to ensure that adjacent uses are adequately protected;
 5. Community appearance and screening is handled by the layout of the proposed use;
-
1. That the proposed use will not be detrimental to public health or welfare;
 - a. That the proposed use will not adversely affect the established character of the surrounding vicinity;
 - b. That the proposed use will not be injurious to adjacent improvements;
 - c. That the granting of the proposed conditional use permit is consistent and compatible with the goals and policies of the Sitka 2007 comprehensive plan 2.1.1 The City and Borough of Sitka sill strive to contribute to a stable, long-term, local economic base and 2.5.2 That encourages commercial and

industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas and encourages sensitive master planning;

2. That all conditions necessary to lessen impacts of the conditional use are in the conditions and are monitored and forced specifically by permits by agencies that governs the use and the requirement for at least one annual review by the Planning Commission;

3. That the proposed use will not adversely affect hazardous conditions that cannot be mitigated and that those proposed conditions will be monitored through the Department of Environmental Conservation and other building codes;

4. That the conditional use will be supported by, and not adversely affect, adequate public facilities and services; specifically the presence of the proposed facility being adjacent to Halibut Point Road;

5. That the Applicant has met the burden of proof;

1. That the Planning Commission further finds that the following criteria have been considered in determining the impacts of the proposed bulk fuel facility on adjacent properties:

a. The Planning Commission has considered the amount of vehicular traffic to be generated and that amount of traffic was covered in the narrative;

b. The Planning Commission has considered the amount of noise to be generated and the impact of adjacent land uses and anticipates that amount of noise to be generated by the facility to be fairly moderate in to the adjacent waterfront uses;

c. The Planning Commission recognizes that some odors may be generated by the facility but that those will be regulated by the Alaska Department of Conservation and the building code;

d. The Planning Commission has recognized that the facility will be operated during business hours;

e. The Planning Commission has considered the location of the facility along a major collector street and has specifically required in the condition the driveway DOT permit;

f. The potential use is not adjacent to a substandard street;

g. It is not anticipated to have effect on vehicular or pedestrian safety;

h. It is the finding of the Planning Commission that there is adequate ability of the police, fire, EMS personnel to respond to emergency calls on site since the property is located adjacent to the State highway;

i. The Planning Commission has reviewed the traffic layout and considers it to be adequate;

j. The Planning Commission recognizes that the signs on the property comply with the sign ordinance section of the Sitka Zoning Code;

k. The Planning Commission recognizes that there are going to be buffers on site provided in the outline plan and described in the narrative;

l. The Planning Commission has previously addressed the relationship to the Comprehensive Plan in the conditional use permit and that there have not been any public comments that have surfaced.

The motion to include the condition and findings listed above PASSED on the following vote.

Yes: 4 - Hunter, McConnell, Miyasato, and Swanson

Non-voting: 2 - Christianson, and Putz

A motion was made by Hunter that the Board of Adjustment reconvene as the Assembly in regular session. The motion PASSED by an unanimous vote.

XII. PERSONS TO BE HEARD:

Shirley Robards attended the Police and Fire Commission meeting last Wednesday they seem to want to take the Harbor Drive side of Stereo North for Community Ride. She believes that it should be half the year on Harbor Drive and the other half of year by the shelter at Crescent Boat Harbor in the winter time.

XIII. EXECUTIVE SESSION

A motion was made by Swanson to ENTER EXECUTIVE SESSION to be advised by the Municipal Attorney regarding purported litigation regarding sales on municipal property which may have legal and financial impacts for the City and Borough of Sitka. The motion PASSED by the following vote.

Yes: 4 - Hunter, McConnell, Miyasato, and Swanson

Non-voting: 2 - Christianson, and Putz

XIV. ADJOURNMENT

A motion was made by Hunter to ADJOURN. The motion passed by a unanimous voice vote. The meeting ADJOURNED at 7:50 pm.

ATTEST: _____
Colleen Ingman, MMC
Municipal Clerk



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

CERTIFICATE OF ELECTION

THIS IS TO CERTIFY THAT the results of the Regular Election held on October 1, 2013, has been certified by the Municipal Clerk and accepted by the Assembly on October 7, 2013 at a regular meeting.

The total number of ballots issued was 1337 and the number of ballots counted was 1308. 1232 ballots were cast and counted Election Day. An additional 76 question, absentee and special needs ballots were counted on October 3, 2013. A total of 24 ballots were spoiled, ineligible or not returned, broken down as follows: 20 spoiled, 4 ineligible and zero not returned. The results are tabulated below:

# ISSUED	BALLOT TYPE/DISPOSITION	COUNTED/CAST	REMARKS
1251	REGULAR	1232	Of regular ballots issued <19 were spoiled on election day
81	QUESTION, ABSENTEE AND SPECIAL NEEDS	76	Of the Q, A, & SN ballots issued: < 4 eligible < 1 spoiled
1332	←ISSUED		< 24 total ballots not counted for the reason(s) indicated above.
	COUNTED→	1308	

The following are the final results:

For Assembly two to be elected: 2- three-year terms:

Aaron Swanson 714 ELECTED

Benjamin J. Miyasato 676 ELECTED

Assembly candidates Continued:

Steven Eisenbeisz (write-in) 622

For School Board – one to be elected - three year term:

Lon D. Garrison 877 ELECTED

Other school board candidate:

Stephen Courtright 337

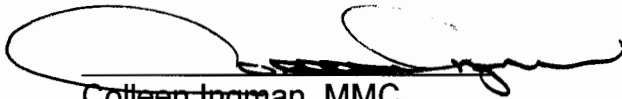
Providing for today ... preparing for tomorrow

Proposition No. 1 – Shall the City and Borough of Sitka pay its remaining General Obligation Bonds authorized by the voters in 1996 for Baranof Elementary and Sitka High School improvements through the 1% additional seasonal sales tax collected from April 1 to September 30 instead of from the General Fund, estimated to be approximately \$380,000/year?

YES	918	PASSED
NO	367	

Dated this 7th day of October, 2013

ATTEST



Colleen Ingman, MMC
Municipal Clerk

Attachments

MUNICIPAL REGULAR ELECTION - OFFICIAL RESULTS OCTOBER 1, 2013

CANDIDATES	ABSENTEE//			PERCENTAGES	
	COUNT 10/3	TOTALS		%	
PROPOSITION NO. 1					
Pay School Bonds through 1% additional seasonal Sales Tax for additional two years					
Yes	396	463	59	918	71.4%
No	180	170	17	367	28.6%
ASSEMBLY (2 - THREE YEAR TERMS)					
AARON SWANSON	333	335	46	714	34.8%
BENJAMIN J. MIYASATO	292	347	37	676	32.9%
STEVEN EISENBEISZ <small>WRITE IN</small>	283	300	39	622	30.3%
Write-ins	16	24	1	41	2.0%
SCHOOL BOARD (1 - THREE YEAR TERM)					
LON D. GARRISON	396	428	53	877	71.3%
STEPHEN COURTRIGHT	141	177	19	337	27.4%
Write-ins	2	13	1	16	1.3%



Legislation Details

File #: 13-204 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/16/2013 In control: City and Borough Assembly

On agenda: 10/22/2013 Final action:

Title: Approve a transfer of the remaining eight street projects that are either complete or inadequately funded to Edgumbe Drive Project

Sponsors:

Indexes:

Code sections:

Attachments: [Street Projects Transfer Memo](#)

Date	Ver.	Action By	Action	Result
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MEMORANDUM

To: Mayor McConnell and Members of the Assembly
Jay Sweeney, Interim Municipal Administrator

From: Michael Harmon, P.E., Public Works Director *MH*
Stephen Weatherman, P.E., Municipal Engineer *SLW*
David Longtin, P.E., Senior Engineer *ALL*

Reviewed: Mellissa Cervera-Bean, Contract Coordinator

CC: Mike Middleton, Interim Finance Director *JAM*

Date: October 1, 2013

Subject: Transfer of selected street project balances to Edgecumbe Drive Project

Background:

At the September 24, 2013, Assembly meeting, the Assembly gave the City and Borough of Sitka Interim Municipal Administrator approval to transfer \$653,219 from the FY13 rollover funds identified for the FY14 Infrastructure Sinking Fund Appropriation (ISFA) to the Edgecumbe Drive Project, and to transfer the current ISFA balance of approximately \$827,325 to the Edgecumbe Drive Project. In so doing, the budget for that project was increased from \$2.9 million to \$4.4 million.

This increase will greatly improve the quality and quantity of the work CBS can afford, but the budget still falls short of our estimate to complete the whole project, defined as a complete rebuild of the road section from Kimsham to Cascade Creek to include paving, curb and gutter, sidewalk and storm drain. The estimated cost of this work is \$5.5 million.

There are currently eight street projects for which funding is available, but are either complete or inadequately funded. The combined value of that funding is approximately \$360,000. The projects are as follows:

- Spruce Street Drainage: Completed in Spring 2013, this project replaced a failed storm drain pipe.
- Viking and Valhalla Street Repairs: Funding for this work came from road resurfacing funding from previous years. However, as the design of the road was completed, it became apparent the work needed to upgrade the roadway is more extensive than just resurfacing. Viking-Valhalla serves 19 lots with approximately 9 homes, where Edgecumbe Drive serves considerably more. For this reason, we recommend the transfer of the available funding to Edgecumbe Drive.

- Wortman Loop Paving: Completed in Spring 2012, this project consisted of milling pavement and providing an overlay, and paving driveway approaches.
- Oja Street Paving: Completed in Spring 2012, this project provided funding to complement ADEC funding to complete grant-ineligible sidewalk, curb and gutter work.
- Smith Street Paving: Completed in Fall 2012, this project consisted of milling pavement and providing an overlay, as well as lengthening the paved portion of the road.
- Etolin Street Paving: Completed in Fall 2011, this project provided funding to complement ADEC funding to complete grant-ineligible sidewalk, curb and gutter work.
- Monastery Sidewalk and Paving: Completed in Fall 2011, this project provided funding to complement ADEC funding to complete grant-ineligible sidewalk, curb and gutter work.
- Katlian Street Sidewalk Repair: Completed in Summer 2012, this project constructed a retaining wall and replaced sidewalk where the subgrade had eroded away at 479 Katlian Street.

Analysis:

The Finance Department had planned on closing out the eight listed projects, which would have returned the funding balances to the General Fund. The Public Works Department would prefer to see this funding stay within the 700 Fund to supplement the budget for the Edgumbe Drive Project.

Edgumbe Drive is by far the most heavily used and expensive section of roadway in the CBS inventory and is reaching the end of its useful life. There will be up to three different paving companies in town in 2014, performing work for DOT projects. Any cost savings due to reduced mobilization and/or competitive bidding could be significant. To best position this project to meet this tight schedule, all available funding should be dedicated soon to allow Public Works to begin the design process.

Fiscal Note:

If this transfer is approved, the project budget would total \$4.75 million. The Engineering Division would begin procurement for design work immediately. There are no restrictions on the balance of funding from the eight completed projects.

If the transfer is not approved, the budget would remain at \$4.4 million. Engineering would initiate procurement immediately, but the quality or quantity of the construction work we could expect would be reduced.

Recommendation:

Approve the transfer of the remaining balance from the projects listed above to the Edgumbe Drive Project.



Legislation Details

File #: 13-206 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/16/2013 In control: City and Borough Assembly

On agenda: 10/22/2013 Final action:

Title: Approve award for a preliminary design contract to McCool Carlson Green for the Sitka Rocky Gutierrez Airport Terminal Improvements - \$65,818.00

Sponsors:

Indexes:

Code sections:

Attachments: [Preliminary Design Contract Airport](#)

Date	Ver.	Action By	Action	Result
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MEMORANDUM

To: Mayor McConnell and Members of the Assembly
Jay Sweeney, Interim Municipal Administrator

From: Michael Harmon, P.E., Public Works Director *MH*
Stephen Weatherman, P.E., Municipal Engineer *S*
David Longtin, P.E., Senior Engineer *DLL*

Reviewed: Mellissa Cervera-Bean, Contract Coordinator *MC*

CC: Mike Middleton, Interim Finance Director *MM*

Date: October 4, 2013

Subject: Sitka Rocky Gutierrez Airport Terminal Improvements
Approval to Award Preliminary Design Contract

Background:

On September 13, 2011, the Assembly of the City and Borough of Sitka (CBS) approved and adopted the conclusions of the Sitka Rocky Gutierrez Airport Terminal Master Plan: a two-phase approach that provides immediate short-term modifications to correct the most critical terminal deficiencies first, and develops a long-term financial plan to construct a new terminal building next. Public Works now has the funding to undertake the design of this project.

A Request for Qualifications (RFQ) for the design of terminal improvements was published in accordance with City and Borough procurement policy. Statements of Qualification (SOQs) were received from McCool Carlson Green (MCG) and design2 LAST Inc. SOQ reviewers agreed that MCG is the more qualified firm to do this work.

MCG has provided a fee proposal for a not-to-exceed time-and-materials cost of \$65,818 for preliminary design services for terminal improvements. A copy of that proposal is attached.

Analysis:

One of the recommendations made in the master plan was to construct restrooms in the "holding area" after the TSA screening area. This has already taken place. The preliminary design work will verify the desire of the Assembly and users group to expand the Alaska Airlines baggage make-up area and the TSA baggage screening area, and to complete terminal reorganization to allow for these expansions. The design team will travel to Sitka to meet with the users group and to collect design information. Once the design goals and criteria are established and agreed upon,

CBS will award a change order to the contract to complete the design of the selected improvements.

Fiscal Note:

The CBS FY2014 budget has allotted \$275,000 for this project. Most of this funding comes from Passenger Facility Charges (PFCs) collected from ticketed passengers flying into or out of the Sitka Rocky Gutierrez airport.

There is no funding currently identified for construction. These funds are expected to result in large part from future PFC charges. A member of the MCG design team will be responsible for leading the PFC application process, based on the cost of the desired project.

Recommendation:

Approve award of a preliminary design contract for the Sitka Rocky Gutierrez Airport Terminal Improvements to McCool Carlson Green with a not-to-exceed amount of \$65,818.



McCOOL CARLSON GREEN

ARCHITECTURE - INTERIOR DESIGN - PLANNING

421 W 1st Ave. Suite 300 ANCH., AK 99501 (907) 563-8474

September 17, 2013

Dave Longtin, P.E., Senior Engineer
City and Borough of Sitka Department of Public Works
100 Lincoln Street, Sitka, AK 99835

Subject: Fee Proposal - CBS Airport Upgrade Design Services - Scoping Phase (Rev. 2)

Dear Mr. Longtin:

Per your request we have prepared a Scoping Phase fee proposal for Upgrade Design Services at the Rocky Gutierrez Airport. Our proposal is based on our August 2013 phone conversation, discussing the project and scope. Due to the fact that there are varying potential design solution(s) to satisfy the needs outlined under Phase I, page 50 of the 2011 Master Plan, and in an effort to reduce both design and construction costs for CBS we agreed to first complete a Scoping Phase to be invoiced on a Time and Expense (T&E) contract. The scoping phase is the first phase in a multi-phase project what we believe will also include 50% Design Development following the scoping phase and Construction Drawings, as well as consulting for passenger facility charges (PFC). This fee proposal only includes scoping phase, which we believe is necessary to efficiently achieve the remaining phases of the project. The enclosed information outlines our understanding of scope, deliverables, and schedule.

Scoping Phase: Scope

Our work will focus on modifications to the Rocky Gutierrez Airport terminal, for the following: expansions to correct operational efficiencies in the Alaska Airlines Baggage make-up areas and in the TSA baggage screening area. MCG and the design team will:

1. Analyze Phase I on page 50 of the 2011 Master Plan
2. Review feasibility of PFC's
3. For approximately 1.5 days visit with CBS project managers and User Groups at Rocky Gutierrez Airport:
 - a. Discuss and validate current airport needs as presented in the 2011 Master Plan.
 - b. Collect information
 - c. Investigate operations and equipment
 - d. Inspect the existing facility
 - e. Verify that provided drawings are accurate
 - f. Conduct HAZMAT inspection and Sample Analysis

The work does not include Cost Estimates or Structural Analysis at this phase. To conserve project funding, we have also excluded Structural and Civil from the scoping phase, as we do not feel their input will assist in helping develop the correct course of action.

Following the site visit, back at our offices, we will prepare a plan (course of action) for achieving design criteria established during our visit and present that information in a letter to CBS for approval. Upon approval we will provide a fee proposal for the remaining project phases and will then move into the design.

Conducting the scope phase is aimed to save CBS money in design fees and also better equip the team with facility information. We believe that following this phase we will have enough information to skip a schematic phase and go straight to design development (50%).

John E. McCool
Michael P. Carlson
Douglas G. Green
John T. Weir
421 W. 1st Ave, Suite 300.
Anchorage, Alaska 99501
(907) 563-8474
FAX (907) 563-4572
www.mcgalaska.com

Scoping Phase: Team

McCool Carlson Green (Architectural)

Will facilitate the project and manage the design team. During the site visit, we are responsible for interviewing user groups and verifying existing infrastructure. MCG will be collecting data from the consultant team and preparing a recommendation to CBS.

AMC Engineers (Mechanical and Electrical)

Will attend the kick off meeting and site visit to Sitka Airport, Tour/As-Built Facility, Meet w/User Groups, assess mechanical/electrical project scope based on extent of facility upgrades, develop a report outlining required mechanical/electrical upgrades to support proposed facility upgrades.

Landrum & Brown (Airport Planning Specialist)

Mark Heusinkveld, our financial expert, meet with the stakeholders. Mr. Heusinkveld will assess eligibility for PFC funding and discuss other funding options. L&B will also be reviewing the master plan and coordinating work with URS.

URS (Baggage Processing Specialist)

Will be attending the site visit and meetings. URS will develop a narrative base on the site investigation. Meet with the team, badging, receive drawings/specs, review drawings and specs, review equipment at existing locations and photograph existing conditions, they will also confirm passenger loads and flights information, determine EDS requirements, and submit draft BOD report to MCG for review by CBS.

WEC (Environmental Engineer)

They will be on sight with the team, to coordinate developing scope of work and perform inspections and material sampling, for possible HAZMAT, in the areas where we intend to be working. Following their survey they will prepare a report to submit along with the scoping phase report.

Scoping Phase: Schedule

Arrival on evening of 10.15.13

Overnight stay on 10.15.13

Conduct meetings and complete site investigations on 10.16.13 (between 8am-5pm)

Depart on the evening of 10.16.13

Draft Deliverable Date (anticipated) – 11.01.13

CBS Review (anticipated) – 11.04.13 to 11.08.13

Final Deliverable Date (anticipated) – 11.15.13

CBS Approval / prepare Design Services Proposal – 11.20.13

Scoping Phase: Fee Estimate (T&E)

Fee: \$57,358

Expenses: \$8,460

Prepared By:



Jason A Gamache, MCG Architect





McCOOL CARLSON GREEN

ARCHITECTURE - INTERIOR DESIGN - PLANNING

421 W 1st Ave. Suite 300 ANCH., AK 99501 (907) 563-8474

September 17, 2013 for Dave Longtin, P.E., Senior Engineer, City and Borough of Sitka, Department of Public Works (Rev 2.)

Fee Proposal: CBS Airport Upgrade Design Services - Scoping Phase

Refer to the attached MCG proposal cover letter for detailed project information related to the fee breakdown below. Consultant fee breakdown's are attached for your reference.

<u>MCG Travel Time R/T</u>					
Project Architect	13	hours x	\$140.00	=	\$1,820
Project Assistant	13	hours x	\$105.00	=	\$1,365
<u>MCG Project / Consultant Management</u>					
Project Architect / Manager	6	hours x	\$140.00	=	\$840
<u>MCG Site Visit (Survey and Meetings)</u>					
Project Architect (User Group Meetings)	8	hours x	\$140.00	=	\$1,120
Project Assistant (Asbuilt Verification)	8	hours x	\$105.00	=	\$840
<u>MCG Scope Preparation</u>					
Principal Architect (Peer Review)	6	hours x	\$199.00	=	\$1,194
Project Architect (Production)	18	hours x	\$140.00	=	\$2,520
Project Assistant (Technician)	12	hours x	\$105.00	=	\$1,260
Administration (Clerical)	1	hours x	\$65.00	=	\$65
MCG (Architectural)					\$11,024
AMC (Mechanical & Electrical)	\$23,030	sub-profit x	1.10	=	\$25,333
L&B (PFC & Airport Planner)	\$7,520	sub-profit x	1.10	=	\$8,272
URS (Baggage Consultant)	\$5,072	sub-profit x	1.10	=	\$5,579
(Civil) n/a for this phase	\$0	sub-profit x	1.10	=	\$0
(Structural) n/a for this phase	\$0	sub-profit x	1.10	=	\$0
(Environmental) Includes HAZMAT inspection and sample analysis	\$6,500	sub-profit x	1.10	=	\$7,150
(Cost Estimator) n/a for this phase	\$0	sub-profit x	1.10	=	\$0
Total					\$57,358

Station	Office	Air Fare	Hotel	Allowance	Travelers	
MCG	\$100	+ (\$700.00 +	\$190.00 +	\$120.00)	x	2 \$2,120
AMC	\$100	+ (\$700.00 +	\$190.00 +	\$120.00)	x	2 \$2,120
L&B	\$100	+ (\$900.00 +	\$400.00 +	\$180.00)	x	1 \$1,580
URS	\$100	+ (\$850.00 +	\$400.00 +	\$180.00)	x	1 \$1,530
WEC	\$100	+ (\$700.00 +	\$190.00 +	\$120.00)	x	1 \$1,110
Total						\$8,460

1. Allowance is \$60/day per diem.
2. Travel includes Full Flex ticket arrival on evening of 10.15.13, an overnight, meetings on 10.16.13 (between 8am-5pm) with return
3. L&B and URS will stay (1) extra night due to long distance travel.

TOTAL LSFF	\$57,358
TOTAL Expenses	\$8,460

If you have any questions or require any revisions please feel free to call.
McCOOL CARLSON GREEN

Approved by John E McCool, Principal
 Prepared by Jason A. Gamache, Project Manager

APPROVED-PROCEED:
 DATE:
 SIGNATURE:



Legislation Details

File #: 13-205 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/16/2013 In control: City and Borough Assembly

On agenda: 10/22/2013 Final action:

Title: Approve a design contract award to DOWL HKM for the Hollywood Way & New Archangel Streets
Water and Sewer Improvements - \$104,804.00

Sponsors:

Indexes:

Code sections:

Attachments: [Hollywood Way New Archangel doc](#)

Date	Ver.	Action By	Action	Result
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MEMORANDUM

To: Mayor McConnell and Members of the Assembly
Jay Sweeney, Interim Municipal Administrator

From: Michael Harmon, P.E., Public Works Director *MH*
Stephen Weatherman, P.E., Municipal Engineer *S*
David Longtin, P.E., Senior Engineer *OLL*

Reviewed: Mellissa Cervera-Bean, Contract Coordinator

CC: Mike Middleton, Interim Finance Director *MM*

Date: October 1, 2013

Subject: Hollywood Way & New Archangel Street water and sewer improvements
Approval to Award Design Contract

Background:

On October 23, 2012, the City and Borough of Sitka Assembly participated in a work session based on the CBS Municipal Sanitary Sewer Master Plan. While the plan itself has not been officially approved by the Assembly, the sewer rate increase schedule proposed by the study (Ordinance 2012-37) was approved at the Assembly meeting that night.

The master plan, finalized in October 2012, compiled a prioritized list of short-term capital improvement projects. The two highest-ranked sewer pipe projects on the list are for New Archangel Street and Hollywood Way.

A Request for Qualifications for the design of sewer, water, storm drain and associated improvements for these streets was published in accordance with CBS procurement policy. Statements of Qualification (SOQs) were received from DOWL HKM and R&M Engineering. SOQ reviewers unanimously agreed that DOWL HKM is the more qualified firm to do this work.

DOWL HKM has submitted a fee proposal for a not-to-exceed time-and-materials cost of \$104,804 to provide design services for this project. A copy of that proposal is attached.

Analysis:

Poor subsurface conditions under the road sections of Hollywood and New Archangel are the cause of frequent operation and maintenance problems. The sewers have backed up at both of these locations due to “bellies” or misalignments in the pipes. Also, there are surface-drainage related problems at Hollywood Way, as well as a poorly defined road right-of-way. The water

main at Hollywood Way is performing adequately, but it is undersized relative to the local demands on the system.

The CBS Public Works Department has secured loan funding from the Alaska Department of Environmental Conservation (ADEC) to complete design and construction of improvements to the sewer system at New Archangel and the water and sewer systems at Hollywood Way.

Fiscal Note:

Design and construction costs for the ADEC-eligible sewer work are estimated at \$500,000. ADEC-eligible water improvements are estimated at \$250,000. State loan commitments totaling \$750,000 (\$500,000 from the Alaska Clean Water Fund and \$250,000 from the Alaska Drinking Water Fund) are currently available. The Public Works Department has applied for ADEC grant funding that would replace a portion of the loan.

Construction of certain elements of the project, such as sidewalks, curb and gutter in areas unaffected by the utility trenching, are not eligible for reimbursement from ADEC. CBS has \$80,000 in working capital set aside for this project in the FY2014 budget.

Recommendation:

Approve award of a design contract for the Hollywood Way & New Archangel Street water and sewer improvements project to DOWL HKM with a not-to-exceed amount of \$104,804.



September 25, 2013

David Longtin, P.E., Senior Engineer
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

RE: **DESIGN OF ROAD, WATER and SEWER SYSTEMS FOR HOLLYWOOD WAY AND NEW ARCHANGEL STREET**
REVISED Fee Proposal and Schedule

Dear David:

Thank you for selecting our firm to provide design services for the Hollywood Way and New Archangel Street projects. We understand that this work will be conducted on a time and materials basis, with a not-to-exceed contract limit. Following is our understanding of the Scope of Services based on our discussions with CBS Public Works staff and our recent work with several other city street improvement projects.

SCOPE OF SERVICES

Geotechnical Exploration

- Based on the regional geology and previous geotechnical explorations in the general vicinity of your site, we assume the site soils will consist of soft fill and peat to depths of 8 to 12 feet, followed by medium dense sands and gravels along Hollywood Way. We anticipate fill and peat to depths of at least 15 feet along New Archangel Street. A previous boring on New Archangel also revealed an ash layer at a depth of about 15 feet, followed by sands. If the soil conditions vary significantly from those anticipated, we will contact you to discuss further investigation options.
- Along each project corridor, we propose to drill two to three test borings to depths of about 20 feet to supplement the existing geotechnical data. The test borings will be drilled using a truck-mounted GeoProbe N8 drill rig fitted with 2" macro-core, direct push tooling. Samples are anticipated to be obtained continuously in four-foot lengths. The drilling services will be performed by Cuff Blakeley of Sitka, Alaska and the test borings will be logged by a DOWL HKM geologist/engineer.
- A slotted three-quarter inch PVC standpipe will be placed in most of the bore holes to monitor the groundwater level. That level will be checked once before leaving Sitka and the standpipes will remain in place after the investigation is complete.
- Selected samples recovered from the borings will be tested in our laboratory to classify the soils and to determine their basic engineering properties. The specific testing program will depend on the soil conditions and the samples recovered, but will typically include water content and particle-size analyses. A proposed lab testing program will be submitted to CBS for approval before beginning testing.
- The field work is expected to take one day, and we plan to perform the work in mid-October. The report will be available approximately three to four weeks after completion of the field exploration.
- The findings of the field and laboratory testing will be analyzed and interpreted. A single report will be issued that presents:
 - The data obtained from the field exploration and laboratory testing,
 - Our analysis and interpretation of the data,

907-780-3533 ■ 907-780-3535 (fax) ■ 5368 Commercial Boulevard ■ Juneau, Alaska 99801 ■ www.dowlhkm.com

Alaska - Anchorage, Juneau, Kodiak, Palmer ■ Arizona - Tucson, Tempe ■ Montana - Billings, Bozeman, Butte, Great Falls, Helena, Miles City
North Dakota - Dickinson ■ Washington - Redmond ■ Wyoming - Gillette, Lander, Laramie, Sheridan

- Recommended geotechnical design parameters for installation of the water and sewer lines, and
- Recommendations for associated construction earthwork and construction inspection and testing.
- **Assumptions** - The fee is based on the anticipated soil conditions, scope of work described above, and the following assumptions. If you have any additional information regarding the site conditions, if you would like the scope expanded, or if any of the assumptions are incorrect, please contact us so revisions can be made.
 - The client will assist with legal entry and access onto the site for DOWL HKM to perform the exploration.
 - The geotechnical investigations for Hollywood Way and New Archangel Street will be performed concurrently, under a single mobilization.
 - The site is accessible with a truck-mounted GeoProbe drill rig.
 - Traffic control consisting of signs and cones will be sufficient; no flagging will be required.
 - Test borings will be backfilled with cuttings and capped with cold patch pavement.
 - Cold patch will be provided by the City and Borough of Sitka, at no cost to DOWL HKM.

Survey and Mapping

- DOWL HKM will provide as-built survey and mapping with assistance from O'Neill Surveying and Engineering. Survey and mapping will be performed by the DOWL HKM survey crew during an approximate three day site visit. O'Neill will assist with establishing property lines and survey control.
- A thorough topographic survey of existing features will be performed on Hollywood Way in anticipation of a full road re-construction and the need for fine detail during design. The topographic survey for New Archangel will be more limited and will focus more narrowly on the sewer trench and key features required for the base map.
- In addition to a ground-based survey, we will as-built existing sewer and storm structures. This work will be done in tandem with a condition assessment of the structures by the engineer.

Preliminary Engineering (35%)

- **Mid-October 2013** – As lead designer, I will perform on-site research and reconnaissance in conjunction with the geotechnical exploration and topographic survey. This 2-3 day site visit will also include meeting with you and CBS Public Works staff to review existing conditions; maintenance issues; and desired improvements for the roadway, water, sewer, and storm drainage systems. I will also plan to meet with residents of each street to gather information about individual properties.
- **Mid-November 2013** - DOWL HKM will provide the following deliverables:
 1. Geotechnical Report
 2. Completed base mapping
 3. Preliminary design (35%)
 - New Archangel:**
 - Design a new sanitary sewer system between the manhole in Marine Street and the manhole adjacent to Halibut Point Road
 - Evaluate the condition of the aforementioned manholes to determine the need for rehabilitation or replacement
 - Address the potential for settlement of the new sanitary sewer line, and differential movement between the sewer trench and the remainder of the road section
 - Drawings:
 - Plan & Profile Drawing

- Typical Section
- Engineer's estimate

Hollywood Way:

- Design a new sanitary sewer system for both the north end (including a short section up De Groff), and the south end of the project. Replace existing cleanouts at the high end of each system with manholes. Replace associated service laterals to the property lines
- Design a new water system the length of the block between DeGroff and Sawmill Creek Road
- Make recommendations for a limited storm drainage system
- Provide alternatives for better delineation of pedestrian and vehicular traffic, private and public property, and investigate the potential for a sidewalk
- Drawings:
 - Three Plan & Profile alternatives
 - For example: With and Without Sidewalk, different curb lines, etc.
 - Water, sewer, and storm drain layouts
 - Associated Typical Sections
- Engineer's estimate for each alternative

Final Design (65% through Bid-ready Documents)

- **65%** design plans and updated engineer's estimate will be submitted electronically by **mid-December, 2013**. Most of the plan sheets will be included with some of the proposed Special Provisions and an updated engineer's estimate.
- **95%** design plans and Special Provisions will be submitted electronically by **mid-January, 2014**. This submittal will have all plan sheets, Special Provisions, and engineer's estimate. This plan set, with the DEC check list, will also be submitted to the Alaska Department of Environmental Conservation (DEC) for their "approval to construct" review. CBS will submit fees for this review directly to the DEC.
- **100%** bid-ready contract documents with final engineer's estimate will be submitted in CBS format by **mid-February, 2014**. This submittal will include a full set of bid documents to include the drawings, special provisions, and final engineer's construction cost estimate. The final civil plan set for both Hollywood Way and New Archangel will include the following sheets:
 - a. Cover sheet
 - b. General notes, abbreviations, and symbols
 - c. Survey control map
 - d. Sheet key map
 - e. Three to four sheets for typical sections and details
 - f. Three sheets for demolition plans
 - g. Three sheets for painted traffic markings (if appropriate) and signage
 - h. Two to three sheets for grading plans
 - i. Three sheets for sewer and water plans
 - j. One to two sheets for storm drain plans
 - k. Two sheets for profile views
 - l. Additional sheets as necessary

Following is our estimated fee proposal based on the preceding scope of work and a rough construction estimate of approximately \$700,000:

Geotechnical Exploration	-	18,306.00
Survey and Mapping	-	15,697.00
Civil Design	-	<u>70,801.00</u>

TOTAL ESTIMATED NOT-TO-EXCEED FEE: \$104,804.00

Please contact me if you have questions, or require additional information.

Sincerely,
DOWL HKM



Toby Lockhart, P.E.
Project Manager

**DOWL HKM - Final Design - Civil
ESTIMATE FOR PROFESSIONAL SERVICES**

PROJECT: HOLLYWOOD WAY + NEW ARCHANGEL STREET

PROPOSAL

CLIENT: CBS

9/26/2013
TAL

Final Design Fee Summary

35% Design Submittal - Hollywood	\$16,600.00
35% Design Submittal - New Archangel	\$7,440.00
65% Design Submittal	\$14,000.00
95% Design Submittal	\$21,520.00
100% Design Submittal	\$9,890.00
TOTAL ESTIMATED FEES FOR FINAL DESIGN PROFESSIONAL SERVICES	\$69,450.00

	Labor Category	Senior Engineer	Proj Manager	Proj Engineer	CAD Tech	Admin Asst.	TOTALS
	Hourly Rate	\$180.00	\$135.00	\$105.00	\$100.00	\$85.00	
35% Design Submittal - Hollywood	Hours						
Project Management			20			10	30
Conceptual Design Development		4	40				44
Drawing Preparation			20	8	24		52
Engineers Estimate		4	2				6
	Subtotal - Hours	8	82	8	24	10	132
	Subtotal - Costs	\$1,440.00	\$11,070.00	\$840.00	\$2,400.00	\$850.00	\$16,600.00
35% Design Submittal - New Archangel Street							
Project Management			4			22	26
Conceptual Design Development		4	16				20
Drawing Preparation			8		8		16
Engineers Estimate			2				2
	Subtotal - Hours	4	30	0	8	22	64
	Subtotal - Costs	\$720.00	\$4,050.00	\$0.00	\$800.00	\$1,870.00	\$7,440.00
65% Design Submittal							
Project Management			8				8
Grading Plan		2	20				22
Utilities Layout		2	12				14
Drawing Preparation			8		16		24
Engineer's Estimate		2	10				12
Special Provisions		2	16			4	22
Quality Control		2					2
65% CBS Review Meeting			2				2
	Subtotal - Hours	10	76	0	16	4	106
	Subtotal - Costs	\$1,800.00	\$10,260.00	\$0.00	\$1,600.00	\$340.00	\$14,000.00
95% Design Submittal							
Project Management			8				8
Grading Plan		2	16				18
Utilities Layout		2	8	8			18
Drawing Preparation			16	8	16		40
Engineer's Estimate		2	8		16	14	40
Special Provisions		4	16			12	32
Quality Control		4	8	8			20
95% CBS Review Meeting			2				2
	Subtotal - Hours	14	82	24	32	26	178
	Subtotal - Costs	\$2,520.00	\$11,070.00	\$2,520.00	\$3,200.00	\$2,210.00	\$21,520.00
100% Design Submittal							
Project Management			8				8
Drawing Revisions		4	4	2	8		18
Engineer's Estimate Revisions			4			4	8
Special Provisions Revisions		4	4			4	12
Quality Control		4	4				8
Assistance During Bidding		8	4	4	4		20
	Subtotal - Hours	20	28	6	12	8	74
	Subtotal - Costs	\$3,600.00	\$3,780.00	\$630.00	\$1,200.00	\$680.00	\$9,890.00
	Design Total - Costs	\$9,360.00	\$18,090.00	\$3,990.00	\$8,400.00	\$4,080.00	\$69,450.00
SUB-TASK NO.	ITEM(S)	Quantity	Unit Price	Total Price	EXPENSES		
Expense	Airfare	2	\$352.00	\$704.00	TOTAL =		
	Per Diem	4	\$68.00	\$272.00	\$70,801.00		
	Lodging	3	\$125.00	\$375.00			
				TOTAL EXPENSES:	\$1,351.00		



Legislation Details

File #: 13-203 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/16/2013 In control: City and Borough Assembly

On agenda: 10/22/2013 Final action:

Title: Approve offer of employment and terms for a T&D Manager for the Electrical Department

Sponsors:

Indexes:

Code sections:

Attachments: [Hire offer T&D Manager Electric Dept](#)

Date	Ver.	Action By	Action	Result
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Memorandum

October 16, 2013

To: Mark Gorman, Municipal Administrator
From: Christopher Brewton, Utility Director
Subject: **Offer of Employment – T&D Manager**

Request

This is to request Assembly approval to authorize the hiring of Mr. Stephen Gordon as Transmission and Distribution Manager for the Electric Department.

Analysis:

On May 31, 2012, our System Engineer, Robert Dryden formally retired. On February 21, 2013, our T&D Manager, David Hawkins resigned. To date both of these positions have remained unfilled.

We subsequently received 3 applications for the T&D Manager position. Two of the applicants did not meet basic job requirements and were not considered. On April 25, 2013, the HR Director and I conducted an interview with Mr. Gordon. Mr. Gordon has the commensurate qualifications for the job and would be a welcome addition to our team. As you can imagine, with 2 of 3 engineer positions vacant the department has an enormous amount of work to be done and I'm excited to have Steve onboard.

Fiscal Note:

Both vacant engineer positions are funded in the existing FY2014 department budget.

Recommendation:

I recommend the Assembly approve the hiring of Mr. Stephen Gordon as the T&D Manager with a starting pay rate of \$52.88 per hour, including a moving allowance of up to \$15,000 subject to submittal of receipts for moving costs, 40 hours of accrued vacation hours, and a vacation accrual rate of 16.67 hours per month.

Cc: Jay Sweeney, Finance Director
Mark Danielson, HR Director



Legislation Details

File #: ORD 13-40 Version: 1 Name:

Type: Ordinance Status: SECOND READING

File created: 9/17/2013 In control: City and Borough Assembly

On agenda: 10/22/2013 Final action:

Title: Amending SGC Title 11 entitled "Vehicles and Traffic" to repeal SGC 11.12.080 entitled "Fine Schedule and Required Appearances," repeal Chapter 11.13 entitled "Alaska Administrative Code Adopted" Chapter 11.28 entitled "Alaska Statutes Adopted," and Chapter 11.48 entitled "Miscellaneous Offenses," and re-enact SGC Chapter 11.28 to be entitled "State Traffic Laws Adopted," to make CBS traffic ordinances consistent with state traffic statutes and regulations and their penalties

Sponsors:

Indexes:

Code sections:

Attachments: [ORD 2013-40](#)

Date	Ver.	Action By	Action	Result
10/7/2013	1	City and Borough Assembly		

CITY AND BOROUGH OF SITKA

ORDINANCE 2013-40

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA TO MODIFY SITKA GENERAL CODE TITLE 11 ENTITLED "VEHICLES AND TRAFFIC" TO REPEAL SGC 11.12.080 ENTITLED "FINE SCHEDULE AND REQUIRED APPEARANCES," REPEAL CHAPTER 11.13 ENTITLED "ALASKA ADMINISTRATIVE CODE ADOPTED," CHAPTER 11.28 ENTITLED "ALASKA STATUTES ADOPTED," AND CHAPTER 11.48 ENTITLED "MISCELLANOUS OFFENSES" AND RE-ENACT SGC CHAPTER 11.28 TO BE ENTITLED "STATE TRAFFIC LAWS ADOPTED" TO MAKE CITY AND BOROUGH OF SITKA TRAFFIC ORDINANCES CONSISTENT WITH STATE TRAFFIC STATUTES AND REGULATIONS AND THEIR PENALTIES

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code ("SGC").

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

3. **PURPOSE.** On March 27, 1984, City and Borough of Sitka ("CBS") Assembly passed, approved and adopted by reference certain traffic offenses and penalties as provided in the Alaska Statutes and Alaska Administrative Code. Many of the ordinances still exist as originally written in SGC and have not been modified to be consistent with state traffic laws that have been revised, repealed or adopted by Alaska state legislation.

In addition, the Alaska Court System's computerized case management system (CourtView) and the new citation forms required by the court system's new Minor Offense Rules allow municipalities to receive fines paid when individuals are charged state offenses as long as the state offenses have been adopted by reference. Through this ordinance, CBS will be adopting state offenses in the SGC.

The purpose of this ordinance is to make SGC consistent with state traffic laws by removing SGC 11.12.080 and Chapters 11.13, 11.28 and 11.48 and re-enacting Chapter 11.28 to be entitled "State Traffic Laws Adopted." A further purpose is to make it possible for CBS to receive fines paid when Sitka Police Department ("SPD") officers charge state traffic offenses. This amendment would remove the individual traffic offenses as originally copied from the state laws and ensure that SGC will remain current with all traffic laws, violations and infractions that have been modified, added and repealed by Alaska State legislation. SGC would have all motor vehicle and traffic offenses located in one chapter (SGC 11.28) instead of the three chapters (SGC 11.13; 11.28 and 11.48) now existing in SGC. The amendment will also keep Sitka's traffic offense fine schedule consistent with the Alaska Supreme Court's bail forfeiture schedules for traffic offenses.

48 SPD issues citations for both CBS and the State. The new citation forms required by court
49 rules allow police officers to indicate on the citation that state statutes and regulations have been
50 “adopted by reference” by a local government. Once SGC 11.28 has been re-enacted to conform to
51 Alaska Statutes and Alaska Administrative Code, Sitka officers can indicate on the citation form that
52 CBS has adopted state traffic law by reference. Sitka will then receive any fines defendants pay the
53 court.

54
55 For traffic offenses other than violations and infractions, the State of Alaska and CBS have a
56 longstanding agreement in which CBS enforces and prosecutes first-time misdemeanor offenses for
57 Driving While Under the Influence, Reckless Driving and Driving While License
58 Suspended/Revoked/Cancelled/In Limitation. This ordinance will not change current CBS
59 prosecution of misdemeanor cases.

60
61 This ordinance has been reviewed by the Police and Fire Commission on September 18, 2013
62 and will become effective the date after passage.

63
64 4. **ENACTMENT. NOW, THEREFORE, BE IT ENACTED** by the Assembly of the City
65 and Borough of Sitka that SGC 11.12.080 entitled “Fine Schedule and Required Appearances” is
66 repealed. In addition, SGC Chapters 11.13, 11.28 and 11.48 are repealed and SGC 11.28 is re-
67 enacted with the new title “State Traffic Laws Adopted.” For less confusing presentation of this
68 ordinance, all new language for SGC 11.28 will follow directly under “Title 11 Vehicles and Traffic”
69 index and all removed language from SGC 11.13, original language in 11.28 and 11.48 will follow
70 after the proposed new language as follows (new language underlined; deleted language stricken):

71

72 **Title 11**
73 **VEHICLES AND TRAFFIC**

74 **Chapters:**

- 75 **11.04 Definitions**
- 76 **11.08 Enforcement**
- 77 **11.12 Administration**
- 78 ~~**11.13 Alaska Administrative Code Adopted**~~
- 79 **11.16 Obedience to Regulations**
- 80 **11.17 Vehicle Weight and Load Limitations**
- 81 **11.24 Traffic-Control Devices**
- 82 **11.28 State Traffic Laws Adopted ~~Alaska Statutes Adopted~~**
- 83 **11.32 Turning Movements**
- 84 **11.36 One-Way Streets and Alleys**
- 85 **11.40 Stopping, Standing and Parking**
- 86 **11.44 Miscellaneous Driving Rules**
- 87 ~~**11.48 Miscellaneous Offenses**~~
- 88 **11.52 Vehicle Safety and Accessory Equipment**
- 89 **11.54 Truck Routes**
- 90 **11.56 Taxicabs**
- 91 **11.60 Impounding Vehicles**
- 92 **11.64 Pedestrians**

- 137 11.28.10.121 — Vehicles of nonresidents.
- 138 11.28.10.171 — Display of registration plates.
- 139 11.28.10.261 — Evidence.
- 140 11.28.10.321 — New owner to secure transfer of registration and new title.
- 141 11.28.10.451 — Unlawful to violate provisions requiring registration and title.
- 142 11.28.10.461 — Driving vehicle without evidence of registration.
- 143 11.28.10.471 — Driving vehicle when registration suspended or revoked or permit expired.
- 144 11.28.11.010 — Abandonment unlawful.
- 145 11.28.15.011 — Licenses.
- 146 11.28.15.131 — License to be carried and exhibited on demand.
- 147 11.28.15.281 — Unlawful use of license — Permitting unauthorized person to drive.
- 148 11.28.15.291 — Driving while license suspended, revoked or in violation of a limitation.
- 149 11.28.22.019 — Proof of insurance to be carried and exhibited on demand.
- 150 11.28.35.015 — Tampering with or damaging a vehicle.
- 151 11.28.35.040 — Reckless driving.
- 152 11.28.35.045 — Negligent driving.
- 153 11.28.35.050 — Action of operator immediately after accident.
- 154 11.28.35.060 — Duty of operator to give information and render assistance.
- 155 11.28.35.080 — Immediate notice of accident.
- 156 11.28.35.110 — Penalty for giving false information in report or failing to report.
- 157 11.28.35.130 — False report or destruction of evidence.
- 158 11.28.35.140 — Unlawful obstruction or blocking of traffic.
- 159 11.28.35.155 — Operation of vehicle with certain tires prohibited.
- 160 11.28.35.180 — Disobedience to signals of officer regulating traffic unlawful.
- 161 11.28.35.230 — Penalty for violations of law, regulations, and municipal ordinances.
- 162 11.28.35.240 — Fines for offenses committed within highway work zones doubled.

163
164 **11.28.010 Traffic Code - adoption of state traffic laws. Basic speed.**

165 City and borough of Sitka adopts all statutes and regulations of the state of Alaska, as they
166 presently exist and as they may be revised in the future as the traffic code for the city and borough
167 of Sitka.

168 A. ~~Except as otherwise provided by state law, or municipal ordinance, no person shall drive a~~
169 ~~vehicle upon a street or highway at a speed greater than twenty-five miles per hour and fifteen~~
170 ~~miles per hour at nonposted intersections.~~

171 B. ~~The driver of a vehicle shall at all times drive the same so as to be able to control it, and with~~
172 ~~due regard for traffic, pedestrians, road surface, weather conditions, street or highway width. In~~
173 ~~no event shall a vehicle be driven at a speed which endangers, or is likely to endanger the safety~~
174 ~~of the driver, the vehicle, or other persons or property.~~

175
176 **11.28.020 Adoption of state penalties. Definition of prima facie speed limits.**

177 City and borough of Sitka adopts as its traffic fine schedule the “Traffic Bail Forfeiture Schedule”
178 and the “Oversize Vehicle Bail Forfeiture Schedule” in Administrative Rules 43.1 and 43.6 of the
179 Alaska Rules of Court and any other bail forfeiture schedules relating to vehicles adopted by the
180 Alaska Supreme Court. In addition, city and borough adopts all amendments of those schedules
181 that become effective after the effective date of this ordinance. Citations for offenses listed on

182 these schedules may be disposed of as provided in AS 12.25.195 – 230, without a court
 183 appearance, upon payment of the amounts listed plus the state surcharge required by AS
 184 12.55.039 and AS 29.25.074. If a person charged with one of these offenses appears in court and
 185 is found guilty, the penalty imposed for the offense may not exceed the amount listed for that
 186 offense on the schedule. Citations charging these offenses must meet the requirements of Minor
 187 Offense Rule 3 of the Alaska Rules of Court. If an offense is not listed on the fine schedule, the
 188 defendant must appear in court to answer to the charges.

189 ~~The speed of any vehicle not in excess of the limit specified in this, or established as authorized in~~
 190 ~~this title, is lawful unless proved to be in violation of the basic rule declared in Section 11.28.010~~
 191 ~~hereof.~~

192
 193 **11.28.030 Violation – Infraction. Maximum speed limits.**

194 A violation of the traffic code of the city and borough of Sitka is an infraction within the terms of
 195 AS 28.90.010 and is punishable by a fine not to exceed three hundred dollars (\$300.00).

196
 197 ~~Speed limits are as follows and the same shall be applicable unless changed as authorized in this~~
 198 ~~title and, if so changed, then only when signs have been erected giving notice thereof, in which~~
 199 ~~event the speed designated on the signs shall be the speed limit:~~

200 ~~A. Ten Miles Per Hour.~~

201 ~~1. In any alley,~~

202 ~~2. When crossing any marked school crossing during school hours, or while within any marked~~
 203 ~~school zone, such zone to extend one hundred fifty feet in either direction from any marked~~
 204 ~~school crossing;~~

205 ~~B. Fifteen miles per hour when properly signed as required by this title, in curves, corners, or at~~
 206 ~~intersections where traffic and engineering studies indicate such limit is advisable;~~

207 ~~C. Twenty Miles Per Hour.~~

208 ~~1. Through any business district or residential district except on arterial streets and except as~~
 209 ~~otherwise provided herein;~~

210
 211 *(SGC 11.28.040 through SGC 11.28.35.240 is repealed in its entirety)*

212 * * *

213
 214 **Chapter 11.48**

215 **MISCELLANEOUS OFFENSES**

216 *(SGC 11.48 is repealed in its entirety)*

217 * * *

218
 219
 220 5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after
 221 the date of its passage.

222
 223
 224 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
 225 Sitka, Alaska this 22nd day of October, 2013.

227
228
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ATTEST:

Colleen Ingman, MMC
Municipal Clerk

Mim McConnell, Mayor



Legislation Details

File #: ORD 13-41 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 10/16/2013 In control: City and Borough Assembly
On agenda: 10/22/2013 Final action:
Title: Repealing SGC 6.16.010 entitled "Sales-Permit, Fees and Regulations"
Sponsors:
Indexes:
Code sections:
Attachments: [ORD 13-41](#)

Date	Ver.	Action By	Action	Result
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**CITY AND BOROUGH OF SITKA
ORDINANCE NO. 2013-41**

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA REPEALING SITKA
GENERAL CODE 6.16.010 ENTITLED “SALES – PERMIT, FEES AND
REGULATIONS”**

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to become part of the Sitka General Code (“SGC”).

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

3. **PURPOSE.** The purpose of this ordinance is to repeal SGC 6.16.010 entitled “Sales – Permit, fees and regulations” in which the constitutionality of this provision is being called into question.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC 6.16.010 entitled “Sales – Permit, fees and regulations” is repealed to read as follows (new language underlined; deleted language stricken):

**Chapter 6.16
SALES ON PUBLIC PROPERTY**

Sections:

- ~~6.16.010 Sales Permit, fees and regulations.~~
- 6.16.015 Retail sales of food from mobile, nonmotorized vehicles.
- 6.16.020 Determination of time and place of sale of raw fish for purposes of this code.
- 6.16.030 Sale of raw fish at the city and borough-owned hoist.

6.16.010 Sales Permit, fees and regulations.

~~Except as allowed in this section, outdoor sales of goods or articles, including solicitation for certain services or activities, are prohibited outdoors on public property in the CBD district, public use zone and public boat harbors. This prohibition includes, but is not limited to, sales on public sidewalks, parking lots and streets, except as allowed below:~~

~~A. The following sales will be allowed in areas designated on an annual permit issued by the municipality for a fee of ten dollars:~~

- ~~1. Incidental sales by juveniles of Alaskan items made by the juveniles, or natural items collected by the juveniles, to tourists in the Crescent Harbor area;~~
- ~~2. Traditional sales of Alaskan items by Alaska Natives;~~
- ~~3. Sales of personally made arts and crafts items by senior citizens for charitable purposes;~~

- 46 ~~4. a. Sales of items by juveniles, the proceeds from which will primarily benefit a~~
47 ~~recognized charitable organization dedicated to providing programs for youth;~~
48 ~~b. Sales will be limited to unique items that are not available commercially;~~
49 ~~e. Such permits shall be limited to no more than three groups at any one given time;~~
50 ~~B. Retail sales of food prepared by vendors in compliance with all applicable state, federal~~
51 ~~and/or municipal agency requirements, as well as other food items which are prepackaged by~~
52 ~~the manufacturer and do not require further processing, such as gum, candy, juice, chips and~~
53 ~~soft drinks, from a mobile, nonmotorized food cart as designated on a two-year permit issued~~
54 ~~by the municipality for a fee of fifty dollars, under the conditions set out in Section 6.16.015;~~
55 ~~C. Retail sales of seafood to the ultimate consumer by the actual fisherman from their~~
56 ~~vessels in the assigned stalls;~~
57 ~~D. By prior arrangement with the administrator, sales may be authorized for special events~~
58 ~~such as the Salmon Derby, the Fourth of July and Alaska Day;~~
59 ~~E. Solicitation by musicians shall be allowed in areas designated on a musician permit~~
60 ~~issued by the municipality for an annual fee of ten dollars, under the following conditions:~~
61 ~~1. Musician may perform and will be issued a musician permit during hours designated by~~
62 ~~the harbormaster, and~~
63 ~~2. No electrical amplification of any instrument will be allowed;~~
64 ~~F. On-site supervision by an adult is required for all juveniles under the age of ten who~~
65 ~~participate in permitted sales and other activities allowed under this section. The permit may~~
66 ~~be revoked for misconduct;~~
67 ~~G. Failure to follow the rules of this chapter may result in the loss of a permit.~~

68 * * *

69
70
71 5. **EFFECTIVE DATE.** This Ordinance shall become effective the day after the
72 date of its passage.

73
74 PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of
75 Sitka, Alaska this 12th day of November, 2013.

76
77
78
79 _____
Mim McConnell, Mayor

80
81 ATTEST:

82
83
84 _____
85 Colleen Ingman, MMC
86 Municipal Clerk
87



Legislation Details

File #: 13-202 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/16/2013 In control: City and Borough Assembly

On agenda: 10/22/2013 Final action:

Title: Approval of the proposed letter with regards to lightering of cruise ship visitors during the 2014 cruise season

Sponsors:

Indexes:

Code sections:

Attachments: [Draft ltr downtown merchants lightering](#)
[Letter from Downtown West End Merchants](#)

Date	Ver.	Action By	Action	Result
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City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

October 22, 2013

Various Merchants

Ladies and Gentlemen,

On behalf of Mayor McConnell and the City and Borough of Sitka Assembly, I wanted to reply to your correspondence of October 2.

In response to the various points raised in your letter, it is the intention of the City and Borough of Sitka to take the following actions in regards to the lightering of cruise ship visitors during the 2014 cruise season:

- 1) To the greatest degree possible and barring unforeseen circumstances, the Sitka Harbormaster will strive to ensure that cruise passengers who are lightered into Sitka are equitable distributed for the entire 2014 season between the Centennial Building facility and the O'Connell Bridge facility.
- 2) Given the clear superiority of the Centennial Building facility for the embarkation and disembarkation of bus passengers, visitors who are bused into downtown Sitka from the Halibut Point dock will utilize the Centennial Building facility exclusively.
- 3) The Harbormaster will make every effort to devise a facility usage schedule in advance which is not deviated from, barring unforeseen changes and difficulties.
- 4) The Municipality will consider ideas for better movement of visitors throughout downtown Sitka. At this time, however, the Municipality can not commit to the concept of a trolley or shuttle bus funded through passenger excise tax funding.

The dialogue that took place between Mr. Borland and the Interim City Administrator and Harbormaster on October 11 was an excellent starting point for opening a channel of communication on these important issues. It is my hope that we can continue discussing these issues further in the months to come.

Regards,

Mark Gorman
Administrator

October 2, 2013

via Email

TO:

Honorable Mim McConnell, Mayor

assemblymccconnell@cityofsitka.com

City Assembly:

Pete Esquiro

assemblyesquiro@cityofsitka.com

Thor Christianson

assemblychristianson@cityofsitka.com

Phyllis Hackett

assemblyhackett@cityofsitka.com

Mike Reif

assemblyreif@cityofsitka.com

Matthew Hunter

assemblyhunter@cityofsitka.com

Michelle Putz

assemblyputz@cityofsitka.com

City Administrator:

Jay Sweeney

jay@cityofsitka.com

REGARDING: DOWNTOWN BUSINESS CONCERNS

Dear all:

We are writing as concerned Lincoln Street business owners and operators of retail stores that depend on a viable downtown Sitka business environment. Together we represent an important economic engine for our community through sales tax revenues generated, through the dozens of employees that depend upon us for their livelihoods, and through the support and contributions that we make everyday to the great town of Sitka.

Historically, the summer tourism industry in general, and the cruise-ship passengers specifically, have contributed the majority of our sales revenues enabling us to stay in business and continue to add to an attractive and vibrant Lincoln street. For the last few years, we have seen our lifeblood, the influx of tourists to Sitka, gradually decrease due to multiple economic and logistical factors in the Sitka environment and in the tourism industry as a whole. Many main street businesses are closing, multiple retail spaces are for sale or rent with no takers, and the "revitalization" of our downtown area has become a major issue.

Any further deterioration or disruption in the shrinking tourism "pie" could push many other heretofore successful, contributing business over the edge into failure, adding to what is already a difficult situation that should be of real concern to our elected officials and City administrators whose budgets depend upon our contributions.

(we are thinking maybe San Francisco style trolley cars), that would run continuously throughout the day from Crescent Harbor down Lincoln St and back on Harbor drive; a continuous circle where passengers could jump on or off at will at 4-5 designated stops. This could be funded, staffed and maintained with the head-tax monies that apparently the City has had a difficult time finding the best ways to spend.

In conclusion, we the undersigned are concerned that the recent and proposed upgrades to the Centennial building area is pressuring the City Administration and Assembly leaders to advocate for making the Centennial Hall area the "center" of town regarding tourism. If you focus ship offloading and pickup solely on Crescent Harbor, in our opinion the unintended consequences may be quite grave: first, it would deal a death knoll to many of the already struggling retail businesses west of the Russian Orthodox Church due to serious decreases in foot traffic. Secondly, it would again create major conflicts in Crescent Harbor due to conflicts with commercial and charter operators who are berthed there, causing disruption, disagreement and political fallout just like it was before we built the O'Connell Bridge dock. Again, as in the past, ***we suggest and insist on a fair and equitable distribution of passengers utilizing both docks, as the City should not be responsible for adversely affecting so many businesses, their owners, and their workers who have contributed so much to the City all of these years.***

We would be available to discuss this issue with any of you personally at any time. Thank you for your consideration, and we await your answers to our grave concerns.

Respectively, from the owners and employees of the following Sitka businesses:

Agave
Baranof Jewelers
Brenner's
Chocolate Moose
Ernie's Old Time Saloon
Grandfather Frosts Russian Christmas Store
Harry Race Pharmacy
My Favorite Store
Robertson's Gallery
Russell's
Russian American Co / Random House
Sitka Bazaar
Sitka Fur Gallery
Sitka Hotel

Therefore, we are respectfully asking for your help and consideration of the following proposals that we feel could help to alleviate the current situation:

1) EQUITY AND CONSISTANCY IN CRUISE SHIP LIGHTERING ASSIGNMENT.

Most of us have been established retailers in Sitka for over 10 years at least; and we are well aware of the history of why a second dock was built at the O'Connell bridge. At that time, there was much pressure from the commercial and charter fleet based out of Crescent Harbor that the congestion from the cruise ship lightering process was extremely disruptive, caused safety issues, and was causing economic harm to our resident fishers. At that time the downtown retailers politically supported adding the second bridge dock only ***"as long as there was and equal distribution of numbers of passengers disembarking at each dock throughout the cruise ship season"***. Plainly speaking, any deviation from this policy, that which would favor one dock or another, could irrecoverably negatively impact the businesses that are more distant. Practically speaking, the Church in the middle of town becomes an outer limit past which many cruise-ship passengers (mostly elderly) will not walk. Thus no matter which dock, roughly only half of the passengers will make it past the church, no matter which direction they are walking. We are adamantly opposed to any changes in the historical equity in spreading the passengers by using both public docks. That was always supported by the downtown business community, and agreed upon by past elected officials, City Administrators, and the Harbormaster as being reasonable and fair.

2) SCHEDULED AND STRUCTURED DOCK ASSIGNMENTS.

This year has been trying for downtown retailers as many "scheduled" dock assignments have been changed without warning, causing us some real harm financially as we have to staff based upon knowing our traffic; there is a major difference between the traffic flow from Crescent or the walking traffic low from the bridge Dock. Once we have staff on hand, it costs us hundreds of dollars a day to have them in our stores; if we are not informed of a dock change well in advance, the necessity of adding or reducing staff cannot be made at the last minute. We urge you to develop the docking schedule well in advance, publish it, and then unless some kind of emergency, do not deviate, as changing it just kills us financially.

3) DOWNTOWN TROLLEYS ?

In the spirit of offering solutions, one way to distribute cruise ship passengers equitably throughout the downtown area regardless of which dock they are lightering to would be to have special free City tourist buses



Legislation Details

File #: 13-199 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/16/2013 In control: City and Borough Assembly

On agenda: 10/22/2013 Final action:

Title: Approve the location for the Community Ride Transit Stop as recommended by the Police and Fire Commission

Sponsors:

Indexes:


Code sections:

Attachments: [Community Ride Docs](#)

Date	Ver.	Action By	Action	Result
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POLICE

DEPARTMENT**MEMO**City and Borough of Sitka

To: Acting City Administrator John P. "Jay" Sweeney III
From: Chief Sheldon Schmitt 
Subject: Community RIDE Transit Stop
Date: October 14, 2013

Attached for consideration are documents in support of the proposed new permanent location for the Community RIDE Transit stop.

The information and documents attached were presented to the Police and Fire Commission who unanimously moved to support the recommended new location on Harbor Drive. The following documents are attached:

- Executive Summary: Police and Fire Commission by Chief Schmitt
- Summary of Discussions Regarding Transit Locations
- Transit Staging Area: by City Engineer Stephan Weatherman
- Map: Transit Spaces
- Map: Centennial Parking and Site Improvements
- Map: Crescent Harbor Parking Lot
- Map: Project Phasing Plan

It's my recommendation that we move forward with the suggested permanent Transit Stop on Harbor Drive.

Cc: Serena Wild

POLICE

MEMO

DEPARTMENTCity and Borough of Sitka

To: Police and Fire Commission
From: Chief Sheldon Schmitt
Subject: Community RIDE Transit Stop
Date: September 30, 2013

Advanced for your consideration is the new proposed location for the Community RIDE Transit stop.

Background:

The development of the Centennial Hall/ Crescent Harbor parking lot and the ensuing public process led to the stated need to move the Community RIDE Transit Stop from its previous location in Crescent Harbor to a new location. The primary reason for the move is the loss of parking that would result in keeping the Bus Stop in Crescent Harbor after the reconfiguration of the parking lot was completed. A variety of public meetings were held in which this topic was explored. A number of potential locations were considered. (See attached maps and documents)

Analysis:

Five potential sites were developed for consideration as possible acceptable new locations for the Community RIDE Transit Stop. Of those five locations ultimately one site emerged as the one recommended by the Police Department, the City Engineer, and R & M Consultants. The site recommended was on the one on the Northwest corner of the Lincoln Street and Harbor Drive intersection. A variety of factors were considered, the most important being Public Safety.

Recommendation:

I request a motion to support the recommended new location for the Community RIDE Transit stop.

Cc: Serena Wild

**Summary of discussions regarding the location
of the “all transfer” location for THE RIDE bus service**

Prepared: September 25, 2013

Introduction: The development of the Centennial Hall & Crescent Harbor parking design provided many opportunities for the public to provide input on a potential “all transfer” location for THE RIDE bus service.

First Public Meeting to discuss need and approve process and User Group list, March 30/31, 2011

User Group interviewed to identify “needs list,” April & June 2011

Draft “needs list” presented to public (two meetings each day), July 13/14, 2011

Assembly approves final “needs list,” July 26, 2011: Approval was based on a summary provided by MRV Architects, who summarized the public process to date. The Summary of General Comments lists the following “bus and transit use” deficiencies from the July 15, 2011, report:

- Explore a city bus stop off of Harbor Drive so that Crescent Harbor Parking is less impacted.
- Provide a waiting shelter that provides protection from the weather.

Other individual comments were recorded, but did not make the “Deficiencies List.”

Feasibility Committee reviews concepts based on “needs list,” September 7, 2011: Three parking lot concepts were developed. Only one of them showed public bus parking. That option showed it on the south side of Harbor Drive right in front of Centennial Hall, identified as “Possible City Bus Stop.”

Consultant presents revised concept drawings to Feasibility Committee, September 15, 2011: Three more parking lot options were developed, none of which showed public bus parking. These were presented at a September 19 public meeting.

Consultant presents revised concept drawings to Feasibility Committee, October 20, 2011: Did not find any record of this meeting in the file.

Public meeting to review and comment on Option C7, October 26, 2011: The outcome from the October 20 meeting was apparently Option C7. An article from the Sitka Sentinel about the 10/26 meeting said it was “lightly attended” and that the Public Works Department emphasized the “conceptual” nature of Option C7. “Possible Transit Stops” are identified on both the north and south side of Harbor Drive in front of Centennial Hall.

Feasibility Committee approves Option C7, November 17, 2011

Assembly approves Option C7, November 29, 2011: Meeting minutes emphasize that Option C7 is conceptual.

Some time between 11/29/11 and 8/14/12, other ideas of where the transit site should be located emerged. At the 8/14/12 Assembly meeting, R&M Consultants identified the area on the north side of Harbor Drive in front of Stereo North as “Transit Staging Area” for THE RIDE.

Transit Staging Area

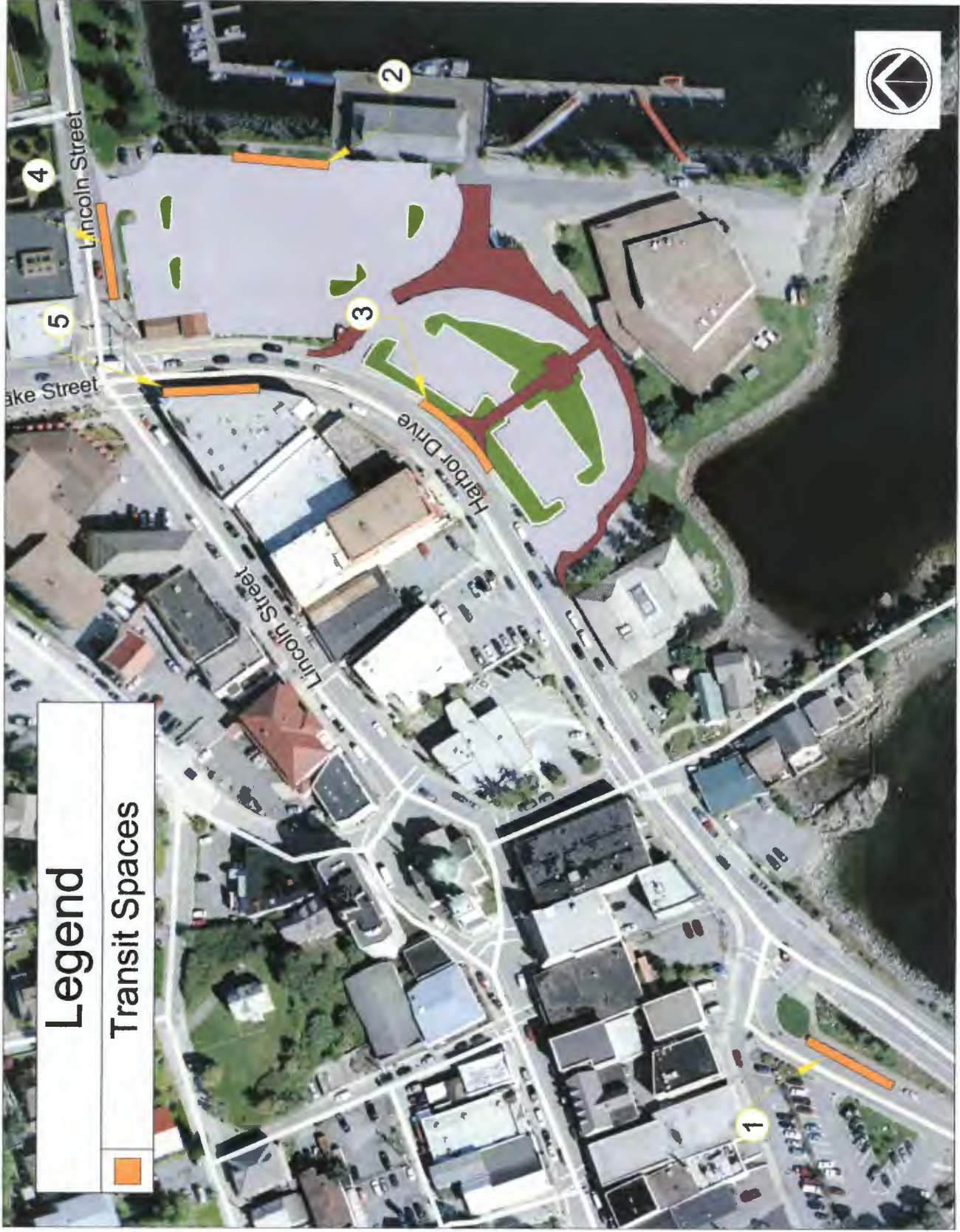
The Transit Staging Area had been located on the Lincoln Street side of the Net Shed within the Crescent Harbor Parking Lot. The site had the space for the 3 routes to park for passenger staging and transfer between buses. In March 2011 the Centennial Hall project began with a public meeting to discuss the overall Centennial Hall and Library campus. The Library was also undergoing a predevelopment process so the overall campus needed to be developed to incorporate both the Centennial Hall and the Library improvement project.

The public process included a Needs List which identified the Transit Staging Area being relocated outside of the Centennial Hall, Library and Crescent Harbor parking lots. The needs list also identified the need for improved pedestrian safety, access and walking surfaces. The requirement to maintain parking numbers was also an identified need. As the project progressed 7 options were prepared to accommodate the needs of the community and the cruise ship passengers. The final adopted plan was number 7. This plan was recommended by the Centennial Hall feasibility committee and approved by the Assembly.

In no case did any option presented include the Transit Staging Area being located within the Crescent Harbor parking lot. Those plans that included a Transit Staging Area showed it on Harbor Drive. The final design plans for the Centennial Hall and Crescent Harbor parking lot showed the Transit Staging Area on Harbor Drive on the northwest corner of Harbor Drive and Lincoln Street, which is site 5.

We developed 5 sites shown on the plan. Site one is located near the base of O'Connell Bridge near the Harbor Way and Harbor Drive intersection. The second location is within the Crescent Harbor parking lot. The third location is along Harbor Drive on the Centennial Hall side of the street at the terminus of the pedestrian walkway. The fourth location is on Lincoln Street at the south west corner of the Lincoln Street and Harbor Drive intersection. The fifth location is on the northwest corner of the Lincoln Street and Harbor Drive intersection.

From a traffic stand point, the fifth location at the northwest corner of the Lincoln Street and Harbor Drive intersection is the recommended location. This is recommended because the location is a typical bus stop location. It is located just after a signal controlled intersection. The bus parking does not interfere with traffic because the buses park off the traveled way. The buses can wait until the light is red in the through traffic lane to pull out into traffic without interference.



Legend

Transit Spaces



Lincoln Street
Lake Street

Harbor Drive

4

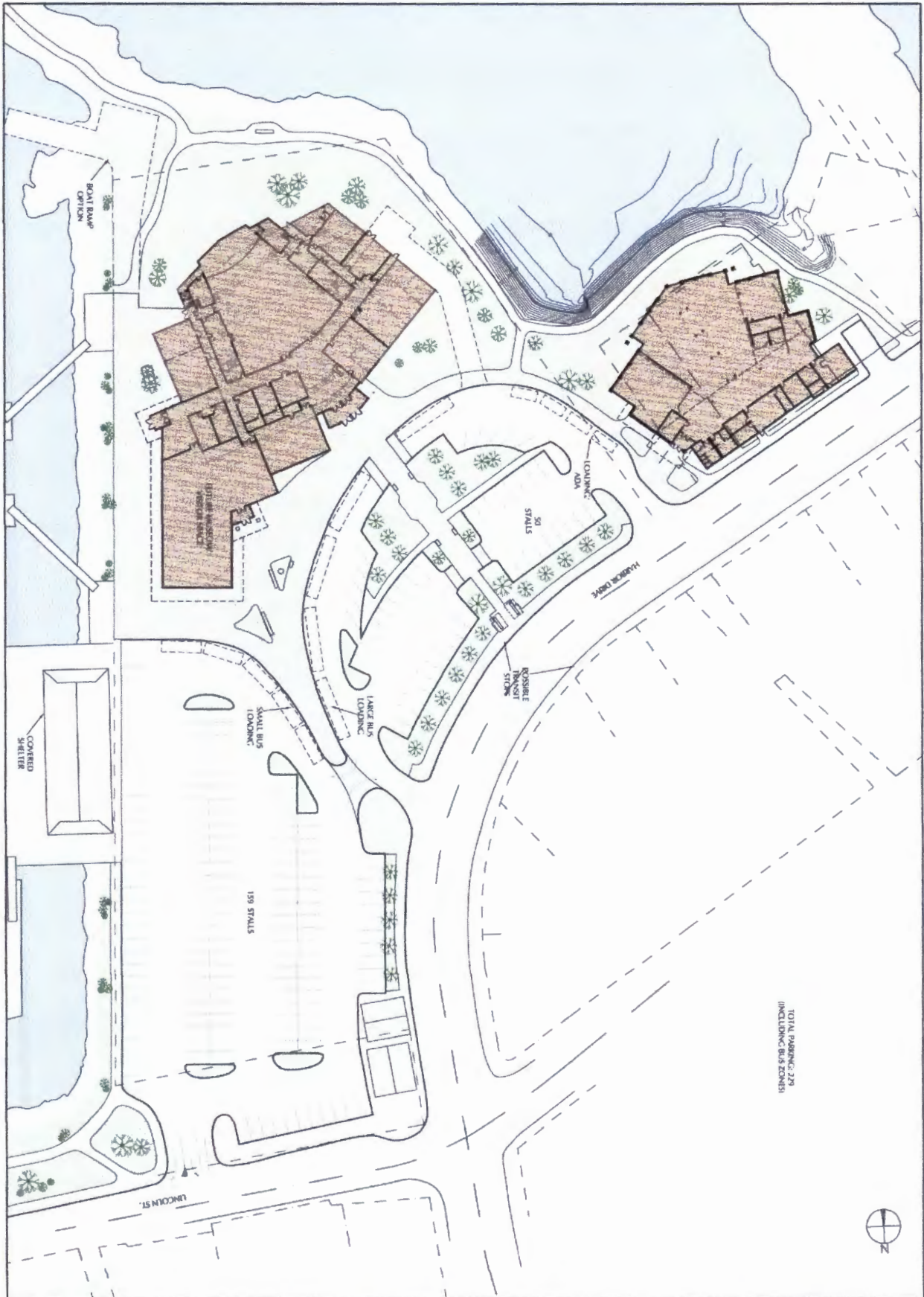
5

3

2

1





TOTAL PARKING: 209
(INCLUDING BUS SPACES)

SHEET NO.
C7

DATE: 08/27/08
SCALE: 1/32" = 1'-0"
DRAWN: [unintelligible]
CHECKED: [unintelligible]

SITE STUDY
CENTENNIAL PARKING AND SITE IMPROVEMENTS
FOR THE
CITY OF SITKA

MRV ARCHITECTS
1420 GLACIER AVENUE
JUNEAU, ALASKA 99801
907-586-1371
FAX 907-463-5544
mrv@mrvarchitects.com

MRV # 1107

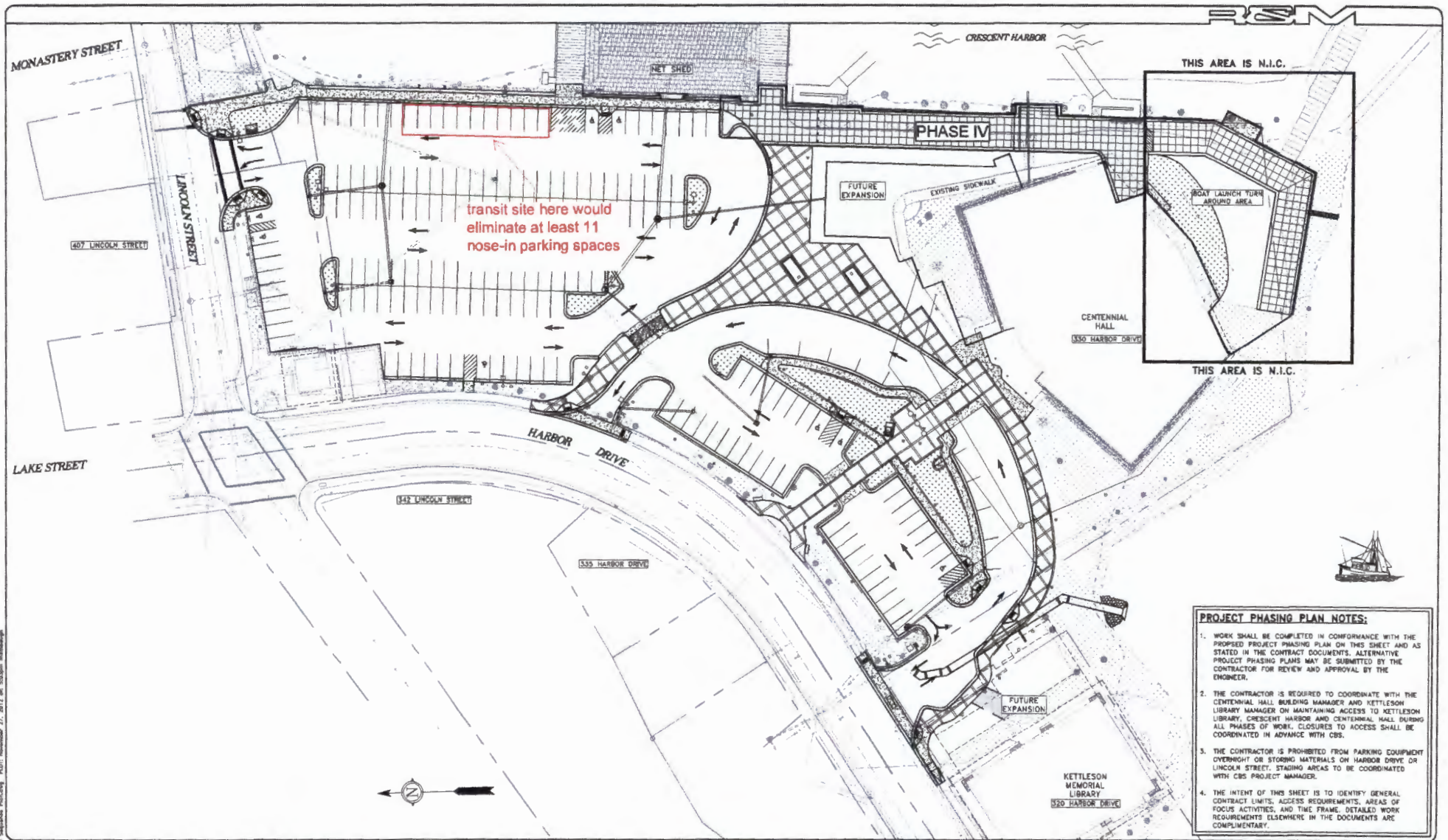
Crescent Harbor & Centennial Hall Parking Lot Improvements

Crescent Harbor Parking Lot



Features:

- Driveway – added a left turn lane onto Lincoln
- Stalls – 137 spaces (117 exist now)
- ADA – 5 spaces (4 exist)
- Bus – modified from 5 large bus to small van staging area
- Sidewalk – 8' wide (5' exist)
- Seasonal 'cut-through' between parking lots

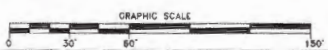


- PROJECT PHASING PLAN NOTES:**
1. WORK SHALL BE COMPLETED IN CONFORMANCE WITH THE PROPOSED PROJECT PHASING PLAN ON THIS SHEET AND AS STATED IN THE CONTRACT DOCUMENTS. ALTERNATIVE PROJECT PHASING PLANS MAY BE SUBMITTED BY THE CONTRACTOR FOR REVIEW AND APPROVAL BY THE ENGINEER.
 2. THE CONTRACTOR IS REQUIRED TO COORDINATE WITH THE CENTENNIAL HALL BUILDING MANAGER AND KETTLESON LIBRARY MANAGER ON MAINTAINING ACCESS TO KETTLESON LIBRARY, CRESCENT HARBOR AND CENTENNIAL HALL DURING ALL PHASES OF WORK. CLOSURES TO ACCESS SHALL BE COORDINATED IN ADVANCE WITH CBS.
 3. THE CONTRACTOR IS PROHIBITED FROM PARKING EQUIPMENT OVERNIGHT OR STORING MATERIALS ON HARBOR DRIVE OR LINCOLN STREET. STAGING AREAS TO BE COORDINATED WITH CBS PROJECT MANAGER.
 4. THE INTENT OF THIS SHEET IS TO IDENTIFY GENERAL CONTRACT LIMITS, ACCESS REQUIREMENTS, AREAS OF FOCUS ACTIVITIES, AND TIME FRAME. DETAILED WORK REQUIREMENTS ELSEWHERE IN THE DOCUMENTS ARE COMPLEMENTARY.

DESIGN	JMP			
DRAWN	WLL			
CHECK	MAJ			
APPROVED	JMP			
FILE				



**PROJECT PHASING PLAN
PHASE IV**



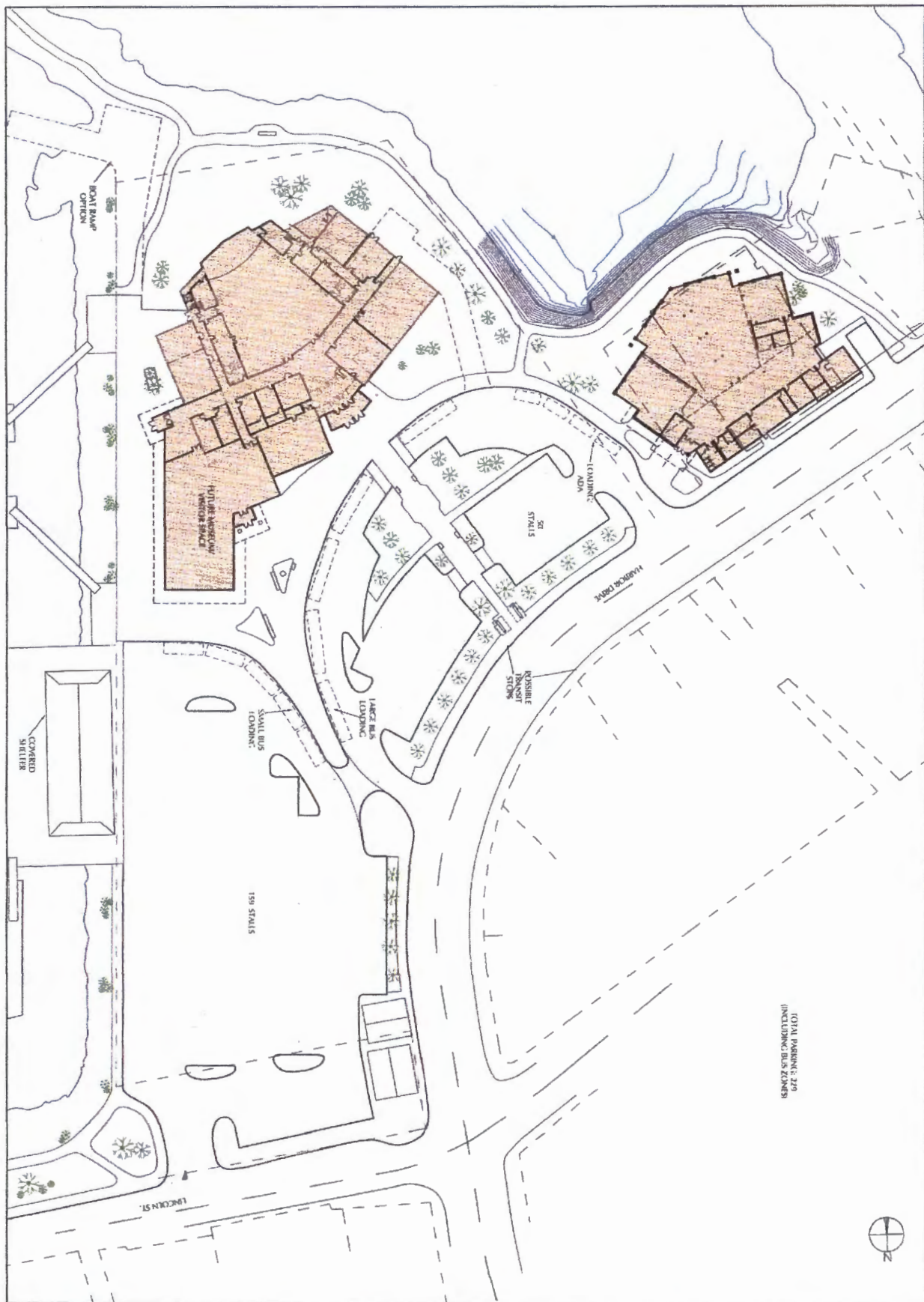
R & M ENGINEERING, INC.
 ENGINEERS GEOLGISTS SURVEYORS
 6205 GLACIER HIGHWAY Phone 907-780-6060
 JUNEAU, AK 99801 Fax 907-780-4611
 rreng@rsmeng.com

**CRESCENT HARBOR & CENTENNIAL HALL
PARKING LOT IMPROVEMENTS**
 CBS CIP PROJECT No. 90696
 CITY & BOROUGH OF SITKA, ALASKA

DATE: NOVEMBER 8, 2012
 RAN NO. 121359
 SHEET **C007**

ALASKA 213108 (R) (12/11/12) Sitka, Alaska
 R&M Engineering, Inc. 12/11/12 12:13:59





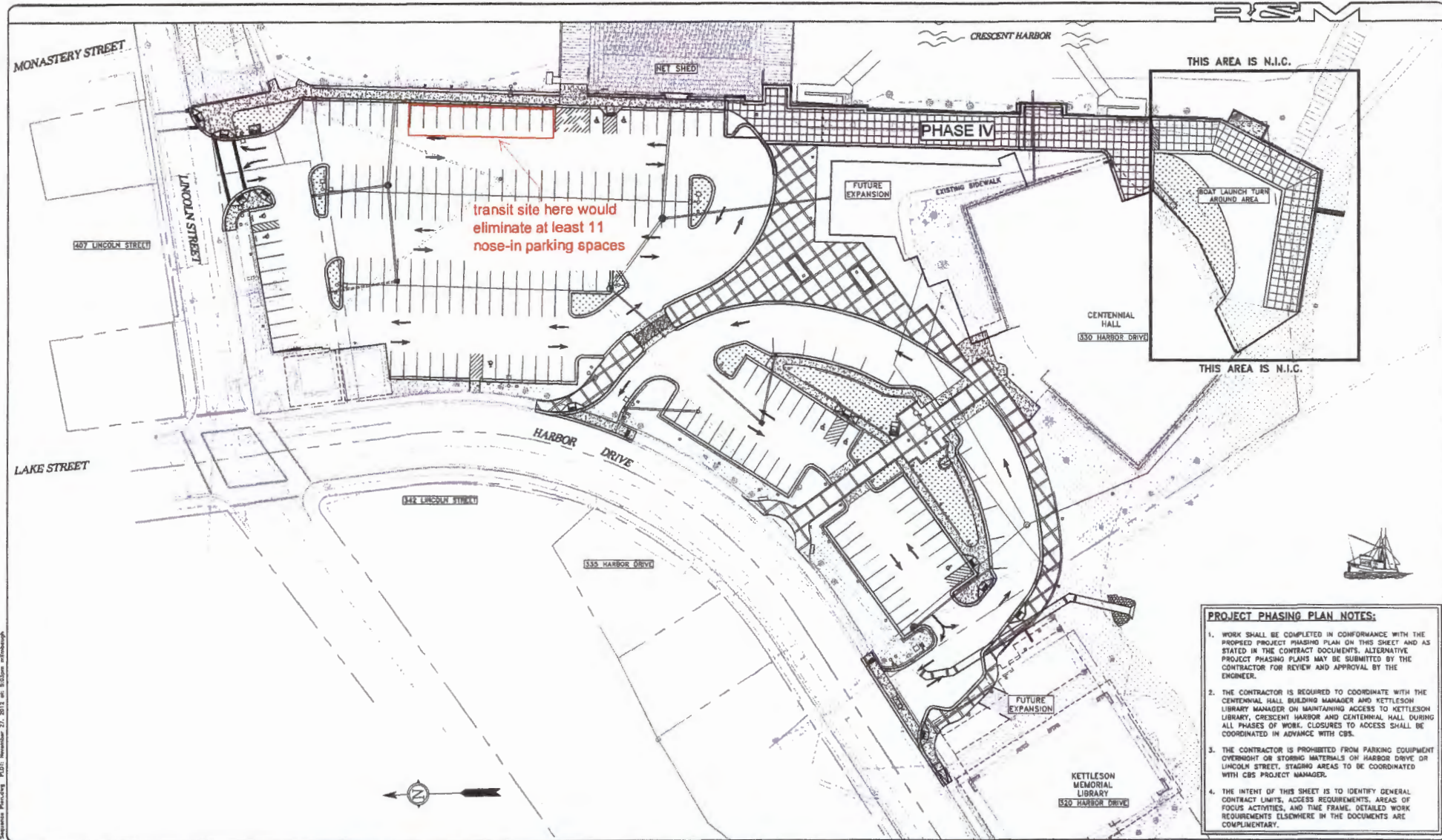
C7	SHEET NO.	CENTENNIAL PARKING AND SITE IMPROVEMENTS FOR THE CITY OF SITKA	MRV ARCHITECTS 1420 GLACIER AVENUE JUNEAU, ALASKA 99801 907-586-1371 FAX 907-463-5544 mrv@mrvarchitects.com
	DATE: 1/28/09, 2011 SCALE: 1/8" = 1'-0" DRAWN: J. BROWN CHECKED:		
SHEET TITLE: SITE PLAN OPTION		SITE STUDY	MRV # 1107

Crescent Harbor Parking Lot



Features:

- Driveway – added a left turn lane onto Lincoln
- Stalls – 137 spaces (117 exist now)
- ADA – 5 spaces (4 exist)
- Bus – modified from 5 large bus to small van staging area
- Sidewalk – 8' wide (5' exist)
- Seasonal 'cut-through' between parking lots



- PROJECT PHASING PLAN NOTES:**
1. WORK SHALL BE COMPLETED IN CONFORMANCE WITH THE PROPOSED PROJECT PHASING PLAN ON THIS SHEET AND AS STATED IN THE CONTRACT DOCUMENTS. ALTERNATIVE PROJECT PHASING PLANS MAY BE SUBMITTED BY THE CONTRACTOR FOR REVIEW AND APPROVAL BY THE ENGINEER.
 2. THE CONTRACTOR IS REQUIRED TO COORDINATE WITH THE CENTENNIAL HALL BUILDING MANAGER AND KETTLESON LIBRARY MANAGER ON MAINTAINING ACCESS TO KETTLESON LIBRARY, CRESCENT HARBOR AND CENTENNIAL HALL DURING ALL PHASES OF WORK. CLOSURES TO ACCESS SHALL BE COORDINATED IN ADVANCE WITH CBS.
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 4. THE INTENT OF THIS SHEET IS TO IDENTIFY GENERAL CONTRACT LIMITS, ACCESS REQUIREMENTS, AREAS OF FOCUS ACTIVITIES, AND TIME FRAME. DETAILED WORK REQUIREMENTS ELSEWHERE IN THE DOCUMENTS ARE COMPLIMENTARY.

1/20/2015 12:13:25 PM (Thursday) Project: Crescent Harbor Parking Plan 01/20/2015 12:13:25 PM 01/20/2015

DESIGN	ZMP
DRAWN	MC
CHECK	MAJ
APPROVED	ZMP
TITLE	

NO.	DATE	REVISION	BY	APPROVED



PROJECT PHASING PLAN
PHASE IV

GRAPHIC SCALE
 0 30 60 150



R & M ENGINEERING, INC.
 ENGINEERS GEOLOGISTS SURVEYORS
 6205 GLACIER HIGHWAY JUNEAU, AK 99801
 Phone 907-780-6060 Fax 907-780-4611
 rmeengineering@rmjuneau.com

CRESCENT HARBOR & CENTENNIAL HALL
PARKING LOT IMPROVEMENTS
 CBS CIP PROJECT No. 90696
 CITY & BOROUGH OF SITKA, ALASKA

DATE: NOVEMBER 8, 2014
 RSM NO.: 121352
 SHEET: C007



Legislation Details

File #: 13-201 Version: 1 Name:

Type: Appointment Status: AGENDA READY

File created: 10/16/2013 In control: City and Borough Assembly

On agenda: 10/22/2013 Final action:

Title: Appointments: 1) Appoint Deb Miller to a term on the Tree and Landscape Committee, 2) Reappoint Daniel Jones to a term on the Sawmill Cove Industrial Park Board; and 3) Appoint seven members to the Health Needs and Human Services Commission - Applicants are: 1) John Welsh; 2) Myron Fribush, MD; 3) Klaudia Leccese; 4) Vicki D'Amico; 5) Amy Zanuzuski; 6) Paul Bahua, MD, DPH; 7) Jeff Budd; 8) Willow Moore; 9) Cheri Hample; and 10) Galadriel Morales.

Sponsors:

Indexes:

Code sections:

Attachments: [Appontments Multiple](#)

Date	Ver.	Action By	Action	Result
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APPOINTMENTS
Tree & Landscape

I move to appoint Deb Miller to a term on the Sitka Tree & Landscape Committee.

Sawmill Cove Board

I move to reappoint Daniel Jones to a term on the Sawmill Cove Industrial Park Board.

Health Needs and Human Services Commission

I NOMINATE John Welsh, Myron Fribush, Klaudia Leccese, Vicki D'Amico, Amy Zanuzuski, Paul Bahua, Jeff Budd, Willow Morroe Cheri Hample and Galadriel Morales to terms on the Health Needs and Human Services Commission

Be prepared to vote on your 7 choices of the ten above:

<i>Welsh</i>	<i>Fribush</i>	<i>Leccese</i>	<i>D'Amico</i>	<i>Zanuzuski</i>	<i>Bahua</i>	<i>Budd</i>	<i>Moore</i>	<i>Hample</i>	<i>Morales</i>

Applications are available for viewing at the Municipal Clerk's Office



Legislation Details

File #: 13-200 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/16/2013 In control: City and Borough Assembly

On agenda: 10/22/2013 Final action:

Title: Approve contract award to Pacific Pile & Marine LP in the amount of \$3,639,319.00 for the completion of the ANB Harbor Float Replacement

Sponsors:

Indexes:

Code sections:

Attachments: [ANB Harbor Memo](#)

Date	Ver.	Action By	Action	Result
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MEMORANDUM

To: Mayor McConnell and Assembly Members
Jay Sweeney, Interim Municipal Administrator

From: Michael Harmon, P.E., Public Works Director *MH*
Dan Tadic, P.E., Senior Engineer *DT*
Stan Eliason, Harbormaster *SE*

Reviewed: Mike Middleton, Interim Finance Director *MM*
Stephen Weatherman, P.E., Municipal Engineer *S*
Mellissa Cervera-Bean, Contract Coordinator *MC*

Date: October 16, 2013

Subject: **ANB Harbor Float Replacement - Installation
Approval to Award Construction Contract**

Background

The Public Works Department advertised an Invitation to Bid for the ANB Harbor Float Replacement – Installation project in accordance with City and Borough of Sitka procurement policies. This second stage of the project includes installation of “Owner-supplied” fabrications to include floats, pilings, gangway, pedestals, luminaires and dock appurtenances among other improvements. These items will be supplied by Transpac Marinas, LLC under a separate Procurement Contract and be made available to an Installation Contractor in Seattle on November 8, 2013. The Assembly approved award of a Procurement Contract in the amount of \$2,698,870 to Transpac on June 25, 2013.

Bids were opened for this project on October 11, 2013. Three (3) responsive and responsible proposals were received, as indicated in the following table.

Bidder	Base Bid	Furnish & Install Pile Anodes	Rock Outcropping Removal	GRAND TOTAL
		Additive Alternate	Additive Alternate	
Pacific Pile & Marine, LP	\$3,434,040.00	\$120,404.00	\$84,875.00	\$3,639,319.00
Western Marine Construction, Inc.	\$4,728,450.00	\$136,400.00	\$100,000.00	\$4,964,850.00
ASRC McGraw Constructors, LLC	\$5,243,784.60	\$105,710.00	\$184,000.00	\$5,533,494.60
<i>Engineer's Estimate</i>	\$3,408,768.00	\$270,506.00	\$75,000.00	\$3,754,274.00

Analysis

Pacific Pile & Marine, LP (PPM) is an international heavy civil and marine contractor with offices in Seattle, Washington and Anchorage, Alaska. PPM has developed a solid reputation in the industry and recently completed the Rocky Gutierrez Airport Runway Safety Area Expansion here in Sitka for the Alaska Department of Transportation and Public Facilities. Other current and recent representative projects follow.

- Port Lions Small Boat Harbor (current), Port Lions, Alaska
- Robert E. Galovin Small Boat Harbor (current), Sandpoint, Alaska
- Hydaburg Small Boat Harbor Renovations (2013), Hydaburg, Alaska
- False Pass Harbor (2009), False Pass, Alaska

Public Works anticipates demolition of the existing harbor and limited uplands work beginning in November 2013 with pile driving beginning in December 2013. Substantial Completion is required by March 15, 2014.

Harbor Staff has provided temporary alternate slips throughout the harbor system for the displaced tenants of ANB Harbor for the duration of the work.

Fiscal Note

The ANB Harbor Replacement Project is funded by way of the following:

- | | |
|--|------------------|
| • FY 2013 State of Alaska Municipal Harbor Facility Matching Grant | \$4,250,000 |
| • Alaska Municipal Bond Bank | \$4,250,000 |
| • FY2013 Harbor Fund Capital Project #90674 | <u>\$500,000</u> |
| Total Project Funding | \$9,000,000 |

The estimated total cost for the ANB Harbor Float Replacement project (to include design, permitting, project/construction management, inspection, construction, and contingency) is approximately \$7,720,000.

Recommendation:

Approve award of a contract to Pacific Pile & Marine, LP in the amount of \$3,639,319.00 for completion of the ANB Harbor Float Replacement – Installation project base bid and additive alternates.



Legislation Details

File #: 13-208 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/16/2013 In control: City and Borough Assembly
On agenda: 10/22/2013 Final action:
Title: Assignments: Deputy, Vice-Deputy Mayor and Assembly Liaisons
Sponsors:
Indexes:
Code sections:
Attachments: [Deputys & Liaisons](#)

Date	Ver.	Action By	Action	Result
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Appoint Deputy and Vice-Deputy Mayor

I nominate _____, _____, _____ for Deputy Mayor

I nominate _____, _____, _____ for Vice-Deputy Mayor

DEPUTY				
ESQUIRO				
HUNTER				
HACKETT				
MCCONNELL				
MIYASATO				
SWANSON				
REIF				

VICE DEPUTY				
ESQUIRO				
HUNTER				
HACKETT				
MCCONNELL				
MIYASATO				
SWANSON				
REIF				

Municipal Boards/Commissions/Committees Monthly Meeting Schedule 2013-2014

ENTITY	CHAIR	Day of Month	Time	Location	Liaisons
Animal Hearing	Susan Royce	Meets as needed			NA
Building Department Appeals	Gary Smith	Meets as needed			NA
Convention & Visitors Bureau Board	Mary Stensvold	2nd Monday	Noon	Westmark	/ Alt.
Employment Relations Board	Leigh Kainulainen	Meets as needed	Varies	Harrigan Hall	NA
Historic Preservation	James Kinsman	2nd Wednesday	6:00 PM	Harrigan Hall	
Sitka Community Hospital Board	Celeste Tydingco	4th Thursday	6:30 PM	Hospital Classroom	/ Alt.
Investment Committee	Bert Stedman	Meets as needed			
Library	Curt Ledford	First Wednesday	7:00 PM	Library Office	
Local Emergency Planning	Dave Miller	2nd Thursday	Noon	Fire Hall	Mayor
Parks & Recreation	Hans Von Rekowski	1st Thursday	Noon	City Hall 3rd Floor	
Planning & Zoning	Richard Parmelee	1st & 3rd Tuesday	7:00 PM	Harrigan Hall	
Police & Fire	Don Jones	1st Wednesday	6:00 PM	Harrigan Hall	
Port & Harbors *	Stan Johnson	2nd Wednesday	6:00 PM	Harrigan Hall	
Sawmill Cove Board	Aaron Wilkinson	Varies	3:00 PM	Sawmill Cove or SEDA	
Tourism Commission	Jennifer Robinson	1st Monday	4:00 PM	Harrigan Hall	
Tree & Landscape	Joe D'Arienzo	2nd Tuesday	Noon	Harrigan Hall	
Health Needs/Community Services	TBD	TBD			
* No Summer Meetings					
Informational					
SEDA	<i>Nicchia Leamer</i>	<i>1st Thursday</i>	<i>Noon</i>	<i>329 Harbor Drive</i>	
<i>Sitka Tribe of Alaska (STA)</i>	<i>Michael Baines</i>	<i>3rd Wednesday</i>	<i>6:30 PM</i>	<i>Community House</i>	
<i>School Board</i>	<i>Lon Garrison</i>	<i>1st Tuesday</i>	<i>7:00 PM</i>	<i>SHS Library</i>	
Bolded Boards/Commissions/Committees Liaison Required by Ordinance.					
Don't meet often enough for liaison					