



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
1332 Seward Ave.
Room 229
Sitka, AK
(907)747-1811

Meeting Agenda

City and Borough Assembly

*Mayor Mim McConnell
Deputy Mayor Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato
Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Bob Potrzuski*

*Municipal Administrator: Mark Gorman
Acting Municipal Attorney: Brian Hanson*

Tuesday, May 24, 2016

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[16-105](#) Reminders, Calendars and Correspondence

Attachments: [Reminders and Calendars.pdf](#)

[Commercial Passenger Vessel Excise Tax.pdf](#)

[Alaska Harbor Rates.pdf](#)

V. CEREMONIAL MATTERS

[16-102](#) Service Award - Curt Ledford

Attachments: [Service Award Ledford..pdf](#)

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

VII. PERSONS TO BE HEARD

Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.

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** [16-101](#) Approve the minutes of the May 2, 3, 5, 10 Assembly meetings

Attachments: [Consent and Minutes.pdf](#)

- B** [16-104](#) Approve a liquor license transfer of ownership, transfer of location, and restaurant designation permit for Alejandro Vazquez dba Agave Restaurant

Attachments: [Liquor License Agave Restaurant.pdf](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- C** [16-103](#) Reappoint Melissa Greenhalgh to a three-year term on the Port and Harbors Commission

Attachments: [Greenhalgh.pdf](#)

XI. UNFINISHED BUSINESS:

- D** [ORD 16-16](#) Adjusting the FY16 Budget (Airport baggage and TSA project)

Attachments: [Motion Ord 2016-16.pdf](#)

[Memo and Ord 2016-16.pdf](#)

XII. NEW BUSINESS:

- E** [ORD 16-15](#) Amending Title 15 of the Sitka General Code by adding a new Chapter 15.15 entitled "Community Assisted Utility Subsidization Effort" (first reading)

Attachments: [Motion Ord 2016-15.pdf](#)

[Ord 2016-15.pdf](#)

[Community Options for Utility Assistance.pdf](#)

- F** [ORD 16-19](#) Amending Sitka General Code Title 19 "Building and Construction" by amending Chapter 19.01 "Building Code" by adding a new Section 19.01.105 entitled, "The International Building Code Chapter 18 Amended" (first reading)
Attachments: [Motion Ord 2016-19.pdf](#)
[Memo and Ord 2016-19.pdf](#)
- G** [ORD 16-17](#) Adjusting the FY16 Budget (first reading - disaster declaration work/PERS funding)
Attachments: [Motion Ord 2016-17.pdf](#)
[Ord 2016-17.pdf](#)
- H** [ORD 16-18](#) Adjusting the FY16 Budget (first reading - Sitka Seaplane Base repairs, second reading 5/31/16)
Attachments: [Motion Ord 2016-18.pdf](#)
[Memo and Ord 2016-18.pdf](#)

XIII. PERSONS TO BE HEARD:

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

XIV. EXECUTIVE SESSION

- I** [16-091](#) Legal matter - Baranof Island Brewing Company loans
Attachments: [Motion Executive Session.pdf](#)

XV. ADJOURNMENT

*Sara Peterson, CMC
Municipal Clerk
Publish: May 20*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-105 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 5/18/2016 **In control:** City and Borough Assembly
On agenda: 5/24/2016 **Final action:**
Title: Reminders, Calendars and Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars.pdf](#)
[Commercial Passenger Vessel Excise Tax.pdf](#)
[Alaska Harbor Rates.pdf](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, May 24	Regular Meeting	6:00 PM
Tuesday, May 31	Special Meeting FY17 Budget Ordinance at Sealing Cove Business Center	6:00 PM
Tuesday, June 14	Special Meeting Municipal Attorney Candidate Selection	5:00 PM
Tuesday, June 14	Regular Meeting	6:00 PM



Assembly Calendar

[2015](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [2017](#)

June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 May	30	31	1 Jun	2	3	4
Hunter	Hunter MEMORIAL DAY	Hunter Potrzuski 6:00pm Special Meeting: FY17 Budget Ordinance - Sealing Cove Business Center	Hunter Potrzuski 7:00pm Library Board	Hunter Potrzuski 12:00pm - 1:30pm SEDA Board Meeting	Hunter Potrzuski	Potrzuski
5	6	7	8	9	10	11
Potrzuski	Potrzuski Hunter	Potrzuski Hunter 7:00pm Planning	Potrzuski Hunter 12:00pm Health Needs & Human Services Commission 6:00pm Historic Preservation	Potrzuski Hunter 12:00pm LEPC 12:00pm Parks & Rec	Potrzuski Hunter	Potrzuski Hunter
12	13	14	15	16	17	18
Potrzuski Hunter	Potrzuski	Potrzuski 5:00pm Special Meeting - candidate selection Municipal Attorney 6:00pm <u>Regular Assembly Mtg</u>				
19	20	21	22	23	24	25
Guevin	Guevin	Guevin 12:00pm <u>Tree/Landscape</u> 7:00pm <u>Planning</u>	Guevin 6:00pm Police and Fire Commission - Fire Hall	Guevin		
26	27	28	29	30	1 Jul	2
		5:00pm Worksession: Millage Rate 6:00pm <u>Regular Assembly Mtg</u>				

Assembly Calendar

[2015](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [2017](#)
May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 May	2	3	4	5	6	7
Potrzuski Eisenbeisz	Potrzuski Eisenbeisz 6:00pm Board of Equalization - Sealing Cove Business Center	Potrzuski 6:00pm Special Meeting: FY17 Budget - Sealing Cove Business Center 7:00pm Planning	Potrzuski 7:00pm Library Board	Potrzuski 12:00pm - 1:30pm SEDA Board Meeting	Potrzuski	Swanson
8	9	10	11	12	13	14
Swanson	Swanson	Swanson 5:00pm Assembly Worksession: Municipal Lands 6:00pm Regular Assembly Mtg	Swanson 12:00pm Health Needs & Human Services Commission 6:00pm Port and Harbors 6:00pm Historic Preservation 6:00pm Govt to Govt Dinner - Westmark Banquet Room	Swanson 12:00pm LEPC 12:00pm Parks & Rec	Swanson Miyasato	Swanson Miyasato
15	16	17	18	19	20	21
Swanson Miyasato	Swanson Miyasato Guevin	Swanson Miyasato Guevin McConnell 12:00pm Tree/Landscape 7:00pm Planning	Miyasato Guevin McConnell	Miyasato Guevin 3:00pm Assembly Tour: UV Disinfection Facility 6:00pm Special Meeting: FY17 Hospital Budget - Sealing Cove Business Center	Miyasato Guevin	Guevin
22	23	24	25	26	27	28
Guevin	Hunter	Hunter 6:00pm Regular Assembly Mtg	Hunter 6:00pm Police and Fire Commission - Fire Hall	Hunter	Hunter	Hunter
29	30	31	1 Jun	2	3	4
Hunter	Hunter MEMORIAL DAY	Hunter Potrzuski 6:00pm Special Meeting: FY17 Budget Ordinance - Sealing Cove Business Center	Hunter Potrzuski 7:00pm Library Board	Hunter Potrzuski 12:00pm - 1:30pm SEDA Board Meeting	Hunter Potrzuski	Potrzuski



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

May 17, 2016

The Honorable Anna MacKinnon
Co-Chair, Senate Finance Committee
Alaska State Legislature
120 4th Street, Room 516
Juneau, Alaska 99801-1182

Dear Senator MacKinnon:

I am writing to express the City and Borough of Sitka's (CBS) deep concern that the May 12th action by the Senate and House Conference Committee on House Bill 256 to remove the appropriation of \$15.7 million for distribution of the State's Commercial Passenger Vessel (CPV) Excise Tax proceeds next fiscal year.

The current terms for allocating CPV funds were approved by the Legislature in 2010 and signed into law by the Governor. These terms were supported by the cruise industry and incorporated into a settlement agreement dated April 11, 2010. The CBS has consistently utilized these funds to the benefit of the cruise ship passengers improving access to services and public safety.

CBS receives a small portion of cruise ship passengers coming to our Southeast communities. The CPV funds have been critical to our ability to provide an enhanced and safer experience. We have worked in partnership with the cruise industry to ensure that our CPV funds are used appropriately and for the maximum benefit of our visitors.

Recent use of CPV funds in Sitka include; Harrigan Centennial Hall, Sitka Sea Walk from Crescent Harbor Park to Sitka National Historical Park, Sitka Public Library, and transportation of cruise ship passengers from Old Sitka Dock to downtown Sitka.

CBS implores the Finance Committee to appropriate CPV revenues to all eligible municipal governments. Not to do so will have significant and lasting impacts to our economies and partnerships with the cruise industry.

Sincerely,

Mark Gorman
Municipal Administrator

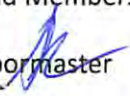
cc: Senator Bert Stedman
Representative Jonathan Kreiss-Tomkins
Mayor McConnell and Members of the Assembly

Providing for today ... preparing for tomorrow

MEMORANDUM

To: Mark Gorman, Administrator

Cc: Mayor McConnell and Members of the Assembly

From: Stan Eliason, Harbor Master 

Date: May 17th 2016

Subject: Alaska Harbor Rates

Yearly stall rate based upon a 40' vessel

City	Annual rate	Increase notes
Juneau (Statter Harbor)	\$4,054.05	no increase
Juneau (Douglas, Harris and Aurora Harbors)	\$2,409.75	no increase
Homer	\$2,157.58	no increase
Seward	\$2,136.15	no increase
Kodiak	\$1,937.25	7% increase this year
Petersburg	\$1,812.60	no increase
Valdez	\$1,792.25	no increase
<i>Sitka- proposed 5%</i>	<i>\$1,780.38</i>	
Ketchikan-outside city limits	\$1,717.63	7% increase this year
Cordova	\$1,716.30	no increase
Dutch Harbor	\$1,650.60	no increase
Wrangell	\$1,485.00	no increase
Ketchikan-within city limits	\$1,446.38	7% increase this year
Haines	\$1,260.00	increase this fall
Hoonah	\$1,134.00	no increase

MEMORANDUM

Daily rate based upon a 40' vessel

Homer	\$52.00
Wrangell	\$44.00
Cordova	\$39.60
Sitka	\$37.20
Valdez	\$30.80
Kodiak	\$30.00
Hoonah	\$24.00
Petersburg	\$24.00
Juneau	\$22.00
Haines	\$22.00
Dutch Harbor	\$14.85



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-102 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 5/17/2016 In control: City and Borough Assembly
On agenda: 5/24/2016 Final action:
Title: Service Award - Curt Ledford
Sponsors:
Indexes:
Code sections:
Attachments: [Service Award Ledford..pdf](#)

Date	Ver.	Action By	Action	Result
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Service Award

On behalf of the City and Borough of Sitka is hereby awarded to

Curt Ledford

*this expression of grateful acknowledgment for your almost 15 years of
valued service rendered in the public interest while serving on the
Library Commission. Thank you!*

Signed and sealed this 24th day of May 2016

Sara Peterson

ATTEST: Municipal Clerk, Sara Peterson

Mim McConnell

Mayor Mim McConnell





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-101 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 5/17/2016 In control: City and Borough Assembly
On agenda: 5/24/2016 Final action:
Title: Approve the minutes of the May 2, 3, 5, 10 Assembly meetings
Sponsors:
Indexes:
Code sections:
Attachments: [Consent and Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

**I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS A & B**

I wish to remove Item(s) _____

**REMINDER – Read aloud a portion of each item being
voted on that is included in the consent vote.**

Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve the minutes of the May 2, 3, 5, and 10 Assembly meetings.



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1332 Seward Ave.
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Minutes - Draft

City and Borough Assembly

*Mayor Mim McConnell
Deputy Mayor Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato
Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Bob Potrzuski*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Schmid*

Monday, May 2, 2016

6:00 PM

Assembly Chambers

Meeting to be held at the Sealing Cove Business Center 601 Alice Loop

SPECIAL MEETING

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. ROLL CALL

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

Absent: 2 - Eisenbeisz, and Potrzuski

- IV. NEW BUSINESS:

Board of Equalization

Attorney Schmid reviewed the legal procedures for the Board of Equalization hearings.

- A **16-084** Hear an appeal, and reach findings and decision, filed by Christine McGraw in regard to Lot One (1), North Woodbury Subdivision - Parcel 2-4909-130

Assembly member Swanson recused himself stating his sister owned two lots near the McGraw property.

Mayor McConnell outlined the process for the hearing. The Appellant and Assessor would each be afforded 3 minutes to make their presentation, then each would be given 3 minutes for rebuttal, followed by a 3 minute time period for each to make closing arguments. McConnell stated the hearing would then be closed and the Board would determine whether the assessment was unequal, excessive, improper, or undervalued and clearly state the findings of fact relied on to reach the decision.

Appellant presentation - Chris McGraw, agent for Christine McGraw, stated the property had development restrictions that occurred from the August 18, 2015 landslide event. McGraw added that if construction wasn't allowed on a residential lot then one would assume the property had a zero value.

Assessor presentation - Wendy Lawrence, City and Borough of Sitka (CBS) Assessor, provided property details and reminded the Assembly of the January 1, 2016 assessment date. She stated that information gathered in 2015 was used for this assessment and reminded only information prior to January 1, 2016 could be considered. Lawrence stated the subject property was purchased in 2014 for \$110,000. The landslide impacted the property in August 2015 and at that time was reassessed according to the disaster exemption. The property was taken to a 50% value and that was based upon an analysis of past practices for the CBS and best practices around the state. Lawrence stated any of the geotechnical information from 2016 would be taken into account for the next year.

Appellant rebuttal - McGraw reiterated there was no value to the property. Hunter asked McGraw if he felt there was any value in the property even to use it for parking or storage. McGraw replied no. Assembly members questioned whether or not Ms. McGraw had tried to sell the property to which McGraw also replied no.

Assessor rebuttal - Lawrence reviewed evidence that could be submitted such as an insurance appraisal, cost secure insurance estimate, or a bank statement indicating a bank wouldn't lend on the property. Lawrence stated in the absence of evidence and in the absence of market sales she felt her method was a standardized way to value the impacted area and urged the Assembly to uphold the valuation. Hunter reviewed, and Lawrence further clarified, the factors for determining whether the assessment was unequal, excessive, improper, or undervalued.

Appellant closing argument - McGraw stated he didn't disagree with the method used but reminded the Board there were three pieces of property in the subject area that were unique and different. He stated that without a comparison, cutting the value in half didn't give it the proper value.

Assessor closing argument - none.

Mayor McConnell announced the hearing was closed and the Board would determine whether the assessment was unequal, excessive, improper, or undervalued and clearly state the findings of fact relied on to reach the decision.

A motion was made by Guevin to UPHOLD the appeal value of \$52,700 for Lot One (1), North Woodbury Subdivision – Parcel 2-4909-130. The motion PASSED by the following vote.

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

Absent: 2 - Eisenbeisz, and Potrzuski

Recused: 1 - Swanson

Members stated no factual evidence had been submitted by the appellant and no alternate valuation to counter the Assessor's valuation.

A motion was made by Miyasato to APPROVE the following findings of fact and conclusions of law based upon the evidence and argument presented at the hearing of May 2, 2016 for Lot One (1), North Woodbury Subdivision - Parcel 2-4909-130.

- 1) No factual or written evidence was presented by the appellant that appellant's property had zero value.
- 2) Find the Assessor's calculations were accurate and used best practices and best information available whereby appellant offered no alternative method of valuation.

The conclusion of law for the assessment is that the value was upheld. The motion PASSED by the following vote.

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

Absent: 2 - Eisenbeisz, and Potrzuski

Recused: 1 - Swanson

A motion was made by Guevin to RECONVENE as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

B 16-086

Hear an appeal, and reach findings and decision, filed by Dal Global Services, LLC dba Delta Airlines in regard to personal property referenced within appeal packet 2016-03 by reference

This appeal was resolved prior to the Board of Equalization and no action was required.

V. PERSONS TO BE HEARD:

Administrator Mark Gorman recognized Assessor Wendy Lawrence and her staff for their work.

VI. EXECUTIVE SESSION

None.

VII. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:45pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



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City and Borough Assembly

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Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Bob Potrzuski*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Schmid*

Tuesday, May 3, 2016

6:00 PM

Assembly Chambers

Meeting to be held at the Sealing Cove Business Center 601 Alice Loop

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Assembly member Potrzuski attended telephonically.

Present: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Potrzuski

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

Public Works Director, Michael Harmon introduced Michael Colliver the new Public Works Building, Grounds and Parks Supervisor.

VI. NEW BUSINESS:

A 16-089 Administrative report on the Internal Service, Special Revenue, and Trust Funds

Chief Finance and Administrative Officer, Jay Sweeney, provided an overview of the evening's budget agenda and explained the subject Funds.

B 16-085 Discussion/Direction/Decision on proposed Internal Service, Special Revenue, and Trust Funds operating outlays

Chair of the Investment Committee, Mike Reif, stated the Sitka Permanent Fund had not been inflation proofed. He noted since 2000, the take out had been 6% and added the outside management firm, Alaska Growth Capital, recommended a take out of 4%. Based on this recommendation, the Investment Committee urged the Assembly to begin scaling back each year on the percentage. Reif offered a take out of 6% was unsustainable.

A motion was made by Hunter to APPROVE the proposed Internal Service, Special Revenue, and Trust Funds operating outlays of \$5,308,596. The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Potrzuski

C 16-087 Discussion/Direction/Decision on proposed Internal Service, Special Revenue, and Trust Funds capital outlays

Maintenance and Operations Superintendent, Nick Kepler, offered an overview and analysis of the Central Garage vehicle and equipment replacement.

A motion was made by Hunter to APPROVE the proposed Internal Service, Special Revenue, and Trust Funds capital outlays of \$821,200. The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Potrzuski

D 16-088 Discussion/Direction/Decision of the FY2017 Internal Service, Special Revenue, Trust Funds, Enterprise Funds or General Fund and as they relate to other Funds, the School District, and the Sitka Community Hospital

Assembly members Eisenbeisz and Hunter asked questions of Chief Finance and Administrative Officer, Jay Sweeney, on the Sitka Community Hospital loans.

VII. PERSONS TO BE HEARD:

None.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:20pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



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Minutes - Draft

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Deputy Mayor Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato
Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Bob Potrzuski*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Schmid*

Thursday, May 5, 2016

2:00 PM

Assembly Chambers

Meeting to be held at the Sealing Cove Business Center 601 Alice Loop

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Potrzuski

IV. PERSONS TO BE HEARD

None.

V. NEW BUSINESS:

A 16-096

Discussion/Direction/Decision on the employment and termination of Robin Schmid (*executive session anticipated*)

Administrator Gorman noted that at approximately 3:40pm on May 4, 2016, City Hall received correspondence from Keene & Currall representing Municipal Attorney Robin Schmid. Gorman stated he felt the content of the correspondence necessitated a special meeting of the Assembly.

Clay Keene, representing Robin Schmid, stated he had worked with Schmid over the past few years and at all times found Schmid to be professional and an exceptional advocate for the City and Borough of Sitka. Keene hoped this meeting would provide the Assembly an opportunity to make better what he would call a rush decision in asking Schmid for her resignation. He indicated Schmid was willing to continue through the term of her contract or at least January 5, 2017 - the date on which she

would be vested with PERS. He urged the Assembly not vote in favor of the motion and instead consider what opportunities would be available in the interim to allow Schmid to serve out the remainder of her term or until at least January 5, 2017. Keene indicated he was available to assist the Assembly in fashioning an agreement with Schmid which would benefit both parties. Keene asked that the Assembly hold conversations related to Mr. Hanson and Ms. Schmid's employment/termination in public rather than executive session to ensure transparency.

Eisenbeisz stated that based on the content of the letter the municipality would no longer be best served by having Schmid as Municipal Attorney.

A motion was made by Miyasato to appoint Brian Hanson as the Acting Municipal Attorney. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Potrzuski

Mayor McConnell asked Robin Schmid to step down as Municipal Attorney. Schmid stated she hadn't received anything in writing from the City and Borough of Sitka regarding the April 19, 2016 meeting and hadn't been given a chance to speak. She noted that what was in the letter was a request for conciliation. Mayor McConnell again asked Schmid to step down.

Guevin stated the decision being made was the Assembly's legal fiduciary responsibility to the citizens of Sitka. Eisenbeisz stated it would be difficult for Schmid to act in the best interest of the City given the circumstances. Miyasato thanked Schmid for her service to the community of Sitka.

A motion was made by Miyasato to place former Municipal Attorney Robin Schmid on administrative leave with pay, not beyond May 31, 2016. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Potrzuski

A motion was made by Miyasato to go into Executive Session with Acting Municipal Attorney Brian Hanson to discuss legal correspondence received from Keene & Currall, the law firm representing Robin Schmid and invite in Mark Danielson, Human Resources Director; Jay Sweeney, Chief Finance and Administrative Officer; and Maegan Bosak, serving in the capacity of Public Relations. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Potrzuski

A motion was made by Miyasato to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

Mayor McConnell and the Assembly acknowledged Ms. Schmid's service to the community and looked forward to a prompt resolution regarding the concerns she had presented to the Assembly.

A motion was made by Miyasato to direct Acting Municipal Attorney, Brian Hanson to resolve the issues raised by law firm Keene & Currall on behalf of Robin Schmid. The motion PASSED by the following vote.

Yes: 5 - McConnell, Hunter, Swanson, Miyasato, and Guevin

No: 1 - Eisenbeisz

Absent: 1 - Potrzuski

VI. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 3:20pm.

ATTEST:

**Sara Peterson, CMC
Municipal Clerk**



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Tristan Guevin, and Bob Potrzuski*

*Municipal Administrator: Mark Gorman
Acting Municipal Attorney: Brian Hanson*

Tuesday, May 10, 2016

6:00 PM

Assembly Chambers

WORKSESSION 5:00 PM - Municipal Lands

Maegan Bosak, Planning and Community Development Director, and Michael Scarcelli, Senior Planner, presented an overview of Municipal lands and potential land to be sold.

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - McConnell, Hunter, Miyasato, Eisenbeisz, Guevin, and Potrzuski

Absent: 1 - Swanson

IV. CORRESPONDENCE/AGENDA CHANGES

Mayor McConnell announced item E was pulled from the agenda.

16-097 Reminders, Calendars and General Correspondence

V. CEREMONIAL MATTERS

16-095 Arbor Day Proclamation

Mayor McConnell read and presented a proclamation for the 144th anniversary celebration of Arbor Day. Members of the Tree and Landscape Committee received the proclamation.

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

Robb Farmer, Library Director, reported on activities and programs at the Sitka Public Library.

VII. PERSONS TO BE HEARD

None.

VIII. REPORTS

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

Mayor - McConnell attended the Health Summit Leadership luncheon, Mt. Edgecumbe High School Aquatic Center soft ground breaking and two Chamber activities. McConnell also reported on the State Vocational Rehabilitation Committee meeting where she spoke on the economy.

Administrator - Gorman announced a tentative agreement had been reached with the ASEA union. He added the Employment Relations Board approved a decertification election for non-exempt staff employed at the Fire Department to be held May 26. Gorman anticipated a fourth union would be formed. In addition, Gorman announced: FEMA was funding the risk mapping project for Sitka, the City would be invoicing the State for approximately \$700,000 of emergency work done as a result of the August 2015 landslides, and noted the Gary Paxton Industrial Park Board would meet to review and discuss bulk water proposals.

Liaisons - Hunter reported the last Port and Harbors Commission meeting was May 11 and goals for their next meeting in September would be discussed. Eisenbeisz attended the recent Hospital Board meeting and reported on the patient centered medical home focus and continued discussions of the possible lease/purchase of the Totten building.

Clerk - Peterson listed the current vacancies on Boards, Commissions, and Committees.

Other - Hunter shared information on the Blue Lake Road closure. He reminded the road was owned by the U.S. Forest Service and they had direct control over when the road was open or closed to the public. Under a lease agreement, the City was granted access for the Blue Lake dam. Currently, significant safety issues left the road closed. Funding had been secured from the Department of Homeland Security with the hope of having public access restored in the next six months.

IX. CONSENT AGENDA

A motion was made by Hunter that the Consent Agenda consisting of items A & B be APPROVED. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Miyasato, Eisenbeisz, Guevin, and Potrzuski

Absent: 1 - Swanson

- A 16-094 Approve the minutes of the April 19, 21, 25, 26 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

- B ORD 16-16 Adjusting the FY16 Budget

This Ordinance was APPROVED ON THE CONSENT AGENDA - FIRST READING.

X. UNFINISHED BUSINESS:

- C ORD 16-13 Adjusting the FY16 Budget

A motion was made by Miyasato that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Miyasato, Eisenbeisz, Guevin, and Potrzuski

Absent: 1 - Swanson

- D ORD 16-14 Amending Sitka General Code Title 22.16.015 "Permitted, Conditional and Prohibited Uses" to allow short-term rentals in the public zone as a conditional use

Kevin Knox, Chair of the Port and Harbors Commission, suggested if the ordinance passed, it would be helpful to revisit the floathome ordinance to consider allowing floathome short-term rentals. Administrator Gorman concurred and noted the floathome ordinance could be amended in the future to allow floathome short-term rentals.

Guevin stated it was important to ensure there weren't adverse affects on harbor sanitation and hoped the short-term rentals wouldn't affect long-term housing opportunities.

A motion was made by Miyasato that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Miyasato, Eisenbeisz, Guevin, and Potrzuski

Absent: 1 - Swanson

XI. NEW BUSINESS:

- E ORD 16-15 Amending Title 15 of the Sitka General Code by adding a new Chapter 15.15 entitled "Community Assisted Utility Subsidization Effort" (first reading)

This item was pulled from the agenda.

F 16-090 Sitka School District Budget Funding for FY17

Guevin recognized the School Board and Sitka School District for their work.

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

Yes: 6 - McConnell, Hunter, Miyasato, Eisenbeisz, Guevin, and Potrzuski

Absent: 1 - Swanson

G 16-092 Discussion/Direction/Decision on other Citizens' Taskforce recommendations including: a millage rate increase, vehicle registration tax and the elimination of sales tax on groceries

Administrator Gorman reviewed the three pending recommendations from the Citizens' Taskforce: a millage rate increase, vehicle registration tax and the elimination of sales tax on groceries.

Assessor Wendy Lawrence, provided an overview of the mill rate and property taxbase. She explained the mill rate was not a tax bill but instead a tool used to equitably distribute the taxation burden for general government core services such as police, fire, schools, public works, and administration. Lawrence further explained there were two types of mill rates (rate driven and budget driven) and identified the pros and cons of each. She recommended the Assembly explore a budget driven mill rate.

Gorman suggested if the Assembly was interested in a mill rate increase, to hold a special election rather than rush trying to meet the deadlines for the October 4 regular election. He expressed the need for a well thought out process and one that engaged the community. The Assembly concurred with the recommendation of a methodical approach and a special election if needed. Assembly members Guevin and Potrzuski volunteered to meet with staff and develop a preliminary plan to present to the Assembly.

Municipal Clerk Sara Peterson, outlined the requirements for a special election and indicated a minimum of a three month prep period was required.

Guevin and Hunter expressed a desire for future discussions on a vehicle registration tax and elimination of sales tax on groceries.

Tom Conley, School Board member, thanked the Assembly for their continued support of the School District budget.

H 16-093 Municipal Attorney recruitment update - Discussion/Direction/Decision on interim legal services

Administrator Gorman stated Acting Municipal Attorney Brian Hanson was interested in supporting the municipality during the transition period and was able to offer approximately 10 hours per week. Gorman said Hanson would be present at Assembly meetings on an as needed basis. During the interim, Legal Assistant Reuben Yerkes, would coordinate legal services and outline pending critical issues. Gorman also noted he had spoke with Mark Scheer of Williams Kastner, a Seattle law firm, which could serve as an additional resource if needed.

XII. PERSONS TO BE HEARD:

Ken Sprague, new to Sitka, stated his business provided support to small businesses. Sprague planned to present at the Sitka Economic Forum on May 17.

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:28pm.

ATTEST:

Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-104 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/17/2016 In control: City and Borough Assembly

On agenda: 5/24/2016 Final action:

Title: Approve a liquor license transfer of ownership, transfer of location, and restaurant designation permit for Alejandro Vazquez dba Agave Restaurant

Sponsors:

Indexes:

Code sections:

Attachments: [Liquor License Agave Restaurant.pdf](#)

Date	Ver.	Action By	Action	Result
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Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve a liquor license transfer of ownership, transfer of location, and restaurant designation permit for Alejandro Vazquez dba Agave Restaurant and forward this approval to the Alcoholic Beverage Control Board without objection.



City & Borough of Sitka
Municipal Clerk's Office
100 Lincoln Street, Sitka AK 99835
Telephone: 907-747-1811 Fax: 907-747-4004



Memorandum

To: Mayor and Assembly Members
From: Sara Peterson, Municipal Clerk
Date: May 18, 2016
Subject: Liquor License Transfer of Ownership (#4854), Transfer of Location, and Application for Restaurant Designation Permit

This office has received notification of the following liquor license transfer of ownership and transfer of location for:

Type: Restaurant/Eating Place
Owner: Juan C. Macias
DBA: Agave Restaurant
Location: 236 Lincoln Street Suite 106

To: Alejandro Vazquez
DBA: Agave Restaurant
Location: 236 Lincoln Street Suite 107

This office has also received a restaurant designation permit application for:

Licensee: Alejandro Vazquez
DBA: Agave Restaurant
Location: 236 Lincoln Street Suite 107

The granting of this permit allows:

- Persons 16-20 years of age may dine unaccompanied
- Persons under 16 may dine accompanied by a person 21 years of age or older
- Persons between 16 and 20 years of age may be employed

A notice was published in the local newspaper and posted to the establishment as required by Sitka General Code. A memo was circulated to the various departments who may have a reason to protest. To date, no protests have been received.

Recommendation: Approve the liquor license transfer of ownership, transfer of location, and restaurant designation permit.



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

2400 Viking Drive
Anchorage, Alaska 99501
Main: 907.263.5900
TDD: 907.465.5437
Fax: 907.263.5930

May 3, 2016

City and Borough of Sitka
Attn: Sara Peterson & Melissa Henshaw

VIA Email: **Municipal Clerk:** sara.peterson@cityofsitka.org
Deputy Clerk: melissa.henshaw@cityofsitka.org

Restaurant/Eating Place License #4854 DBA: Agave Restaurant

- New Application Transfer of Ownership Transfer of Location
 Restaurant Designation Permit DBA Name Change

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

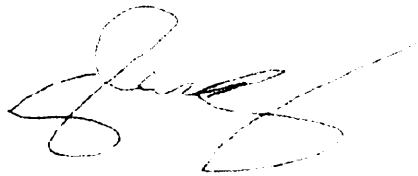
Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 304.145, Local Governing Body Protest.

Note: Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

Sincerely,

A handwritten signature in black ink, appearing to read "Shilo Senquiz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Shilo Senquiz
Business Registration Examiner
Direct line: 907-334-0892
Email: shilo.senquiz@alaska.gov

Transfer Liquor License

License is: Full Year OR Seasonal List Dates of Operation: _____

SECTION A - LICENSE INFORMATION			FEE'S
License Year: 2016 - 2018	License Type: RESTAURANT EATING PLACE	Statute Reference Sec. 04.11.100	13948
License #: 4854	Local Governing Body: (City, Borough or Unorganized) CITY AND BOROUGH OF SITKA	Community Council Name(s) & Mailing Address: N/A	Filing Fee: \$100.00
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): ALEJANDRO MACIAS VAZQUEZ	Doing Business As (Business Name): AGAVE RESTAURANT	Business Telephone Number: 907 966 3333	Rest. Desig. Permit Fee: (\$50.00) 1 \$ 50.00
Mailing Address: P.O. BOX 693	Street Address or Location of Premises: 236 LINCOLN ST SUITE #107	Fax Number: 907 747 7385	Fingerprint: 2 \$ 99.50 (\$49.75 per person)
City, State, Zip: SITKA ALASKA 99835	Is any shareholder related to the current owner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email Address: HERMANOSSITKA@G4HCO.COM	TOTAL 249.50 ✓
If "yes" please state the relationship: BROTHER			
SECTION B - TRANSFER INFORMATION			
<input checked="" type="checkbox"/> Regular Transfer <input type="checkbox"/> Transfer with security interest: Any instrument executed under AS 04.11.670 for purposes of applying AS 04.11.360(4)(b) in a later involuntary transfer, must be filed with this Application. Real or personal property conveyed with this transfer must be described. Provide security interest documents. <input type="checkbox"/> Involuntary Transfer. Attach documents which evidence default under AS 04.11.670.		Name and Mailing Address of CURRENT Licensee: JUAN C MACIAS P.O. BOX 693 SITKA AK 99835 Business Name (dba) BEFORE transfer: _____ Street Address or Location BEFORE transfer: 236 LINCOLN ST #106 SITKA AK 99835 NO PREMISES.	
SECTION C - PREMISES TO BE LICENSED			
Distance to closest school grounds: 746 FT.	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No.	<input type="checkbox"/> Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input type="checkbox"/> Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input checked="" type="checkbox"/> Not applicable	
Distance to closest church: 285 FT.	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No.		
Premises to be licensed is: <input type="checkbox"/> Proposed building <input checked="" type="checkbox"/> Existing facility <input type="checkbox"/> New building		<input type="checkbox"/> Plans submitted to Fire Marshall (required for new & proposed buildings) <input checked="" type="checkbox"/> Diagram of premises attached	

Transfer Liquor License

SECTION D - LICENSEE INFORMATION

1. Does any individual, corporate officer, director, limited liability organization member, manager or partner named in this application have any direct or indirect interest in any other alcoholic beverage business licensed in Alaska or any other state?

Yes No If Yes, complete the following. Attach additional sheets if necessary.

Name	Name of Business	Type of License	Business Street Address	State
N/A				

2. Has any individual, corporate officer, director, limited liability organization member, manager or partner named in this application been convicted of a felony, a violation of AS 04, or been convicted as a licensee or manager of licensed premises in another state of the liquor laws of that state?

Yes No If Yes, attach written explanation.

SECTION E - OWNERSHIP INFORMATION - CORPORATION

Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an Individual ownership):		Telephone Number:	Fax Number:
Corporate Mailing Address:		City:	State:
		State:	Zip Code:
Name, Mailing Address and Telephone Number of Registered Agent:		Date of Incorporation OR Certification with DCED:	State of Incorporation:

Is the Entity in "Good Standing" with the Alaska Division of Corporations? Yes No

If no, attach written explanation. Your entity *must* be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.

Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)

Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth
N/A					

Alcoholic Beverage Control Board
550 West 7th Ave. Suite 1600
Anchorage, AK 99501

Transfer Liquor License

(907) 269-0350
Fax: (907) 334-2285
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

NOTE: If you need additional space, please attach a separate sheet.

SECTION F - OWNERSHIP INFORMATION - SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

Individual Licensees/Affiliates (The ABC Board defines an "Affiliate" as the spouse or significant other of a licensee. Each Affiliate must be listed.)

Name: ALEJANDRO MACIAS VAZQUEZ Address: P.O. BOX 693 SITKA AK 99835 Home Phone: 907 747 3842 Work Phone: 907 966 3333	Applicant <input checked="" type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth: 04-22-1977	Name: FERMINA CHAVEZ RIVERA Address: P.O. BOX 693 SITKA AK 99835 Home Phone: 907 747 3842 Work Phone:	Applicant <input type="checkbox"/> Affiliate <input checked="" type="checkbox"/> Date of Birth: 07-07-1980
Name: Address: Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth:	Name: Address: Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth:

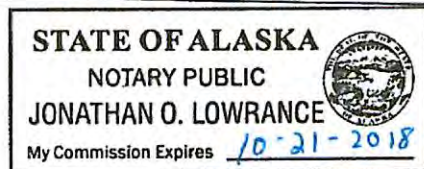
Declaration

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and this application is not in violation of any security interest or other contracted obligations.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

Signature of Current Licensee(s) Signature:	Signature of Transferee(s) Signature:
Signature:	Signature:
Name & Title (Please Print) JUAN MACIAS OWNER	Name & Title (Please Print) ALEJANDRO MACIAS VAZQUEZ OWNER
Subscribed and sworn to before me this 3rd day of March , 2014.	Subscribed and sworn to before me this 18 day of April , 2014.
Notary Public in and for the State of Alaska Florida 	Notary Public in and for the State of Alaska
My commission expires: 10/28/2019	My commission expires: 10-21-2018



Demi Peelo
Notary Public
State of Florida
My Commission Expires 10/20/19
Commission No. FF 931809



STATE OF ALASKA
NOTARY PUBLIC
JONATHAN O. LOWRANCE
My Commission Expires **10-21-2018**

STATE OF ALASKA
ALCOHOLIC BEVERAGE CONTROL BOARD
APPLICATION FOR RESTAURANT DESIGNATION PERMIT
AS 04.16.049 & 3 AAC 304.715 - 794

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and persons between the ages of 16 - 20 for employment. If for employment, please indicate in detail what the employment duties will be in question #3.

License Number: 4854 Type: RESTAURANT EATING PLACE

This application is for designation of premises where: (Please check the appropriate items below)

- 1. Bona fide restaurant pursuant to 3 AAC 304.305 & 3 AAC 304.715-794.
- 2. Persons 16 - 20 years of age may dine unaccompanied.
- 3. Persons under 16 may dine accompanied by a person 21 years of age or older.
- 4. Persons between 16 - 20 years of age may be employed. *(See note below)

Licensee's Name: ALEJANDRO MACIAS VAZQUEZ

Name of Business: AGAVE RESTAURANT

Business Address: 236 LINCOLN ST #107 City: SITKA

1. Hours of operation 11 AM to 10 PM. Telephone Number: 907 966 3333

2. Have police been called to your premises for any reason? Yes No
(If you answered yes, please explain below).

3. * Duties of employment: TAKE PHONE AND COUNTER ORDERS, CLEAN RESTOCK PIZZA BOXES

4. Are video games available to the public on your premises? Yes No

5. Do you provide live entertainment, such as live music, pool tables, karaoke, dancing, sports or pin-ball?
 Yes No NOTE I HAVE VIDEO GAMES AND 2 PIN-BALL GAMES

6. How is food served? Table Service Buffett Service Counter Service Other _____

7. Is an owner, manager or supervisor 21 years of age or older always present during business hours? Yes No

*** A MENU AND DETAILED PREMISES DIAGRAM MUST ACCOMPANY THIS APPLICATION ***

*Employees 16 and 17 years of age must have a valid work permit and a letter maintained in your files from a parent or guardian authorizing employment at your establishment.

**Please attach additional sheets of paper if more space is needed to describe food service, entertainment, etc.

Licensee Signature

Local Governing Body Approval

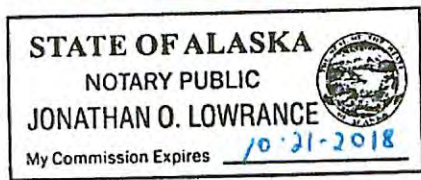
Subscribed and sworn to before me this 18 day of April 2016

Jonathan O. Lowrance
Notary Public in and for Alaska

Date

My Commission expires; 10-31-2018

Director, ABC Board



Date

SALADS

CHEF SALAD.....	\$11.45
Sliced turkey, ham Swiss, American cheese, hard boiled egg and black olives	
MEXICAN CHEF SALAD.....	\$12.45
Fresh diced: jalapeños, lemon slices, avocado, turkey, ham, swiss & american cheeses, hard boiled egg, black olives & tomatoes	
CAESAR SALAD...\$8.45	CHICKEN CAESAR...\$10.95
TACO SALAD.....	\$10.95
A deep-fried flour tortilla bowl filled with beans, your choice of meat, lettuce, sour cream, guacamole and cheese	
CHICKEN DELIGHT.....	\$10.95
Tossed green salad with cold chicken breast, tomatoes, black olives and cheese	
SHRIMP LOUIE.....	\$11.45
GREEN SALAD..	\$5.95

HOT SANDWICHES

Served with fries, jojos or salad

A. BEEF OR CHICKEN PHILLY SUB.....	\$11.45
Grilled onions, mushrooms, green peppers and cheese. (Lettuce and tomatoes upon request)	
B. STEAK SUB.....	\$11.45
Mayonnaise, Swiss cheese and avocado. (Lettuce and tomatoes upon request)	
C. TURKEY SUB.....	\$10.45
Mayonnaise, cheese, tomatoes and lettuce	
D. SUBMARINE SUB.....	\$10.45
Mayonnaise, Canadian bacon, pepperoni, cheese, lettuce and tomatoes	
E. FRENCH DIP... ..	\$10.45
E. CLUB SUB.....	\$10.95
Bacon, ham, turkey, mayonnaise, cheese, lettuce and tomatoes	
F. MEATBALL SUB.....	\$10.45
G. CHICKEN BURGER, grilled or crispy.....	\$10.45
H. SUPER BURGER.....	\$11.95
Ham, bacon, Swiss and American cheese	
I. MUSHROOM, JALAPEÑO, GUACAMOLE OR BACON CHEESEBURGER.....	\$10.45
J. CHEESEBURGER...\$9.95	DOUBLE.....\$10.95
K. DOUBLE BACON CHEESEBURGER.....	\$11.45
L. HAMBURGER.....	\$9.45
M. GYRO.....	\$10.45

PIZZA

Toppings

Ground Beef	Onions	Artichoke Hearts
Chicken	Tomatoes	Jalapeños
Shrimp	Green Peppers	Anchovies
Pepperoni	Mushrooms	Feta Cheese
Italian Sausage	Black Olives	Ricotta Cheese
Canadian Bacon	Pineapple	Bacon Bitz
	Pesto	

	SMALL	MEDIUM	LARGE	X-LARGE
TOPPING:	12 inch	14 inch	16 inch	18 inch
CHEESE	\$12.50	\$14.00	\$17.00	\$21.75
One	\$13.50	\$15.25	\$18.25	\$22.00
Two	\$14.25	\$16.25	\$19.25	\$24.00
Three	\$15.25	\$17.25	\$20.25	\$24.75
Four	\$15.75	\$18.25	\$21.50	\$26.25
Five	\$16.50	\$19.00	\$22.25	\$29.00

HAWAIIAN	\$14.25	\$16.25	\$19.25	\$22.50
Canadian Bacon and Pineapple				
ALL MEAT	\$14.95	\$18.75	\$22.75	\$26.95
Ground beef, Canadian bacon, pepperoni, Italian sausage, bacon bitz				
GREEK	\$14.95	\$18.75	\$22.25	\$26.00
Garlic and butter base, bacon bitz, pepperoni, mushrooms, onions and Feta cheese				
VEGETARIAN	\$14.95	\$18.50	\$22.25	\$26.00
Onions, tomatoes, green peppers, mushrooms, black olives				
GARLIC CHICKEN	\$14.95	\$19.35	\$22.25	\$26.00
Creamy garlic sauce, chicken breast, garlic, mushrooms and tomatoes				
TACO	\$14.95	\$18.75	\$22.25	\$26.00
Beans, ground or shredded beef topped with lettuce, tomatoes and cheddar cheese				
BBQ CHICKEN	\$14.95	\$18.75	\$21.25	\$26.00
Smoky BBQ sauce and chicken breast				
CHICKEN FAJITA	\$16.25	\$18.75	\$25.75	\$29.00
Cream white sauce, chicken fajita meat, bell peppers, mush- rooms and onions				
HOUSE SPECIAL	\$16.25	\$20.00	\$25.75	\$29.00
Pepperoni, Canadian bacon, black olives, mushrooms, green peppers, tomatoes and extra cheese				
TEXMEX	\$14.95	\$18.75	\$22.25	\$26.00
Refried beans, shredded beef, feta cheese, jalapeños and cheese				
VEGETABLE GREEK	\$14.95	\$18.75	\$22.25	\$26.00
Creamy white sauce, Feta, onions, green peppers, mushrooms, black olives, tomatoes				
EXTRA TOPPING:	\$2.25	\$2.75	\$3.25	\$3.75

CALZONE

All Meat.....	\$17.25
Pocket pizza with ricotta cheese, pizza sauce, mozzarella cheese, Italian sausage, pepperoni, Canadian bacon and chicken	
Vegetarian.....	\$16.45
Ricotta cheese, pizza sauce, mozzarella cheese, black olives, mushrooms, green peppers, onions and artichoke hearts	
Combo Calzone.....	\$18.25
All meat and vegetarian in one.	

SIDE ORDERS

Rice.....	\$4.50
French Fries.....	\$4.50
Guacamole.....	\$3.75
Sour Cream.....	\$1.50
Salad Dressing.....	\$1.50
Jalapeños.....	\$1.50
Beans.....	\$4.50
Fried Jalapeños.....	\$1.00
Chips & Salsa.....	\$5.00

DESSERTS

Mud Pie.....	\$6.95
Deep-Fried Ice Cream.....	\$6.95
Sopapillas.....	\$6.95
Choice of honey, caramel syrup, or sweetened condensed milk	

DRINKS

Canned Soda Selection:
Coke, Diet Coke, Cherry Coke, Dr.
Pepper, Root Beer, Sprite, Pepsi,
Diet Pepsi, Mountain Dew and
Fanta (Mexican Glass Bottle Soda)

Vitamin Water(orange/triplex)....	\$2.25
Green Tea (Bottle)	\$2.25
Juice (Bottle)	\$2.30
Orange, apple, cranapplesraspberry	

These other drinks are available in-house only:
Fountain Soda, Milk, Coffee,
Hot Tea, Hot chocolate



236 Lincoln Street #106
Next to St. Michael's Cathedral

966-3333

Free Delivery (\$10 min.)

Dine In - Take Out

Beer & Wine (available in-house)

VISA

Open 7 Days a Week

Mon-Sat 11am-10pm • Sunday 12pm-9pm

Also check out our menu
and specials at:

www.agavesitka.com



LUNCH SPECIALS

(UNTIL 3:30 PM)

Served with Beans and Rice

Choice of (1) \$9.95 Choice of (2) \$10.95

Choice of (3) \$11.95

Enchilada • Burrito • Taquito • Quesadilla
Taco • Flauta

Chimichanga (1)	\$10.95	Beef Fajitas	\$10.95
Chile Relleno (1)	\$10.95	Chicken Fajitas	\$10.95
Tamale (1)	\$9.95	Shrimp Fajitas	\$12.45
Tostada (1)	\$9.95	Chile Verde	\$10.95

APPETIZERS

NACHOS \$9.95

Tortilla Chips covered with melted cheese and jalapeños

EXTREME NACHOS \$13.95

Tortilla chips covered with beans, meat and topped with cheese, Pico de Gallo, sour cream and guacamole

TOSTADITAS \$14.25

Same as Extreme Nachos, but with shredded lettuce on top and served with mild or hot salsa

SAMPLER PLATE \$14.95

Nachos with a combination of flautas, quesadillas, taquitos filled with meat, topped with Pico de Gallo & served with sour cream & guacamole

QUESADILLA:

Cheese \$9.45 with Steak Meat \$12.95

with chicken, ground beef or shredded beef \$11.95

Two 10" flour tortillas filled with cheese, grilled until crispy and served with sour cream and guacamole

BUFFALO WINGS

(6) \$6.95 (12) \$12.50 (24) \$18.95 (48) \$33.95

Mild, hot or BBQ sauce served with celery and dressing

BREAD STICKS \$8.50

Sprinkled with parmesan cheese and served with marinara sauce

BREADED SHRIMP (8) \$7.95

MOZZARELLA STICKS (8) \$7.95

JALAPENO POPPERS (8) \$7.95

CHICKEN TENDERS (5) \$9.95

Served with fries or salad

DINNERS

1. **BISTEK RANCHERO** \$15.95

Thin cut beef cooked in a tasty red sauce with onions, mushrooms, bell peppers.

2. **COMARONES RANCHEROS** \$17.45

Prawns cooked in a homemade red sauce with onions, mushrooms and bell peppers

3. **CAMARONES ALA DIABLA** \$16.45

Sautéed Shrimp cooked in a red semi-spicy sauce with onions and avocado slices.

4. **ARROZ CON POLLO** ** \$16.45

Chicken fajitas on a bed of rice, covered with enchilada sauce and melted cheese.

5. **FAJITAS****

Chicken or Beef \$15.95

Prawns \$17.45

Vegetable \$11.95

Marinated in a house sauce with onions, mushrooms and bell peppers

6. **CARNE AZADA**** \$15.95

Thin cut beef grilled and served with pico de gallo

7. **CHILE VERDE** \$14.45

Chunks of pork simmered in a green tomatillo sauce

8. **HALIBUT TACOS**** \$14.45

In soft flour tortillas served with pico de gallo

9. **BURRITO SUPREME** \$13.45

Filled with your choice of meat, beans, covered with enchilada sauce and melted cheese

10. **BURRITO VERDE**** \$14.45

Filled with beans, chunks of pork, covered with green sauce and cheese

11. **BURRITO RANCHERO**** \$13.45

Filled with beans and your choice of meat, covered with ranchera sauce and cheese

12. **CARNE AZADA BURRITO** \$14.45

Filled with beans, steak meat, pico de gallo, guacamole and sour cream

13. **CHIMICHANGA**** \$13.95

Deep-fried burrito filled with beans and your choice of meat, covered with enchilada sauce and cheese

14. **ENCHILADAS RANCHERAS (2)**** \$13.95

Filled with your choice of meat, covered with sauce, cheese and (1) fried egg on top

15. **ENCHILADAS (2)** \$12.95

Filled with your choice of meat, covered with enchilada sauce and cheese

16. **TACOS (2) CRISPY OR SOFT** \$12.95

17. **TACO AND ENCHILADA** \$12.95

18. **TAQUITOS (3)**** \$13.95

Rolled corn tortilla filled with your choice of meat and grilled until crispy

19. **FLAUTAS (2)**** \$13.95

Burritos filled with your choice of meat and grilled until crispy

20. **CHILE RELLENOS (2)** \$14.25

Stuffed with cheese, dipped in egg batter, deep-fried and covered with ranchera sauce and cheese

21. **TAMALES (2)** \$13.75

Pork wrapped in a corn masa dough, covered with enchilada sauce and melted cheese

22. **CHILE RELLENO & ENCHILADA OR TACO** \$14.25

23. **TOSTADA**** \$12.25

Flat, crispy corn tortilla layered with beans, your choice of meat and lettuce

24. **QUESADILLAS** \$12.95

Grilled flour tortillas filled with cheese and meat.

25. **CHILE RELLENO, TACO, ENCHILADA** \$15.45

26. **BURRITO COLORADO **** \$14.45

27. **WHITE ENCHILADAS (2)** \$13.95

Filled with your choice of meat, covered with white sauce and sour cream.

28. **CHILE COLORADO** \$14.45

Chunks of pork simmered in a semi-spicy sauce.

(** Served with sour cream and guacamole)

A LA CARTE BURRITOS

BURRITO CHILE VERDE \$12.45

Filled with beans, chunks of pork, covered with green sauce and melted cheese and sour cream and guacamole

CHICKEN FAJITA BURRITO \$12.45

Filled with beans, chicken fajita meat, guacamole, sour cream and pico de gallo and cheese

BURRITO SUPREME \$11.95

Filled with beans, your choice of meat, topped with enchilada sauce, melted cheese, sour cream and guacamole

SIMPLE BURRITO \$10.95

Large burrito filled with beans, your choice of meat, sour cream, guacamole, cheese and pico de gallo

STEAK BURRITO \$12.45

Filled with beans, carne azada meat, guacamole, sour cream, cheese, lettuce and pico de gallo

BURRITO RANCHERO \$12.45

Filled with beans, your choice of meat, covered with ranchera sauce, melted cheese, served with sour cream and guacamole

CHIMICHANGA \$12.45

KIDS & SENIORS

(Under 10, over 65 - No Exceptions)

Served with Fries

MEXICAN

Hamburger \$6.45 Served with Beans & Rice

Cheeseburger \$6.95 Choice of (1) \$6.95

Chicken Tenders \$6.95 Quesadilla • Taco

Fish Basket \$6.95 Burrito • Enchilada

Spaghetti \$6.95 Taquito

(no salad or bread)

(1) Topping Mini Pizza \$9.45

A LA CARTE FAJITAS

Chicken Fajitas \$11.95

Beef Fajitas \$11.95

Shrimp Fajitas \$13.95

Vegetable Fajitas \$10.45

A LA CARTE ORDERS

Tamale (1) \$3.00

Flauta (1) or Taquito \$2.95

Chile Relleno (1) \$3.75

Taquito (1) \$2.95

Taco (1) or Enchilada (1) \$2.95

Tostada (1) \$6.95

Fish Taco (1) or Steak Taco (1) \$3.25

PASTA

Spaghetti with meatballs \$12.95

Fettuccini \$12.95

Chicken \$14.95 Prawns \$16.95 Combo \$17.95

Served with salad and garlic bread

FISH

Halibut Burger \$13.75

Halibut Basket \$14.75

Served with fries or a salad

STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

- VG = VIDEOGAME
- O = OFFICE
- T = TABLES
- C = COUNTERS
- UR = COOLER
- BS = BEER STORAGE
- FW = FULL AND PARTIAL WALLS
- B = BATHROOM

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: AGAVE RESTAURANT

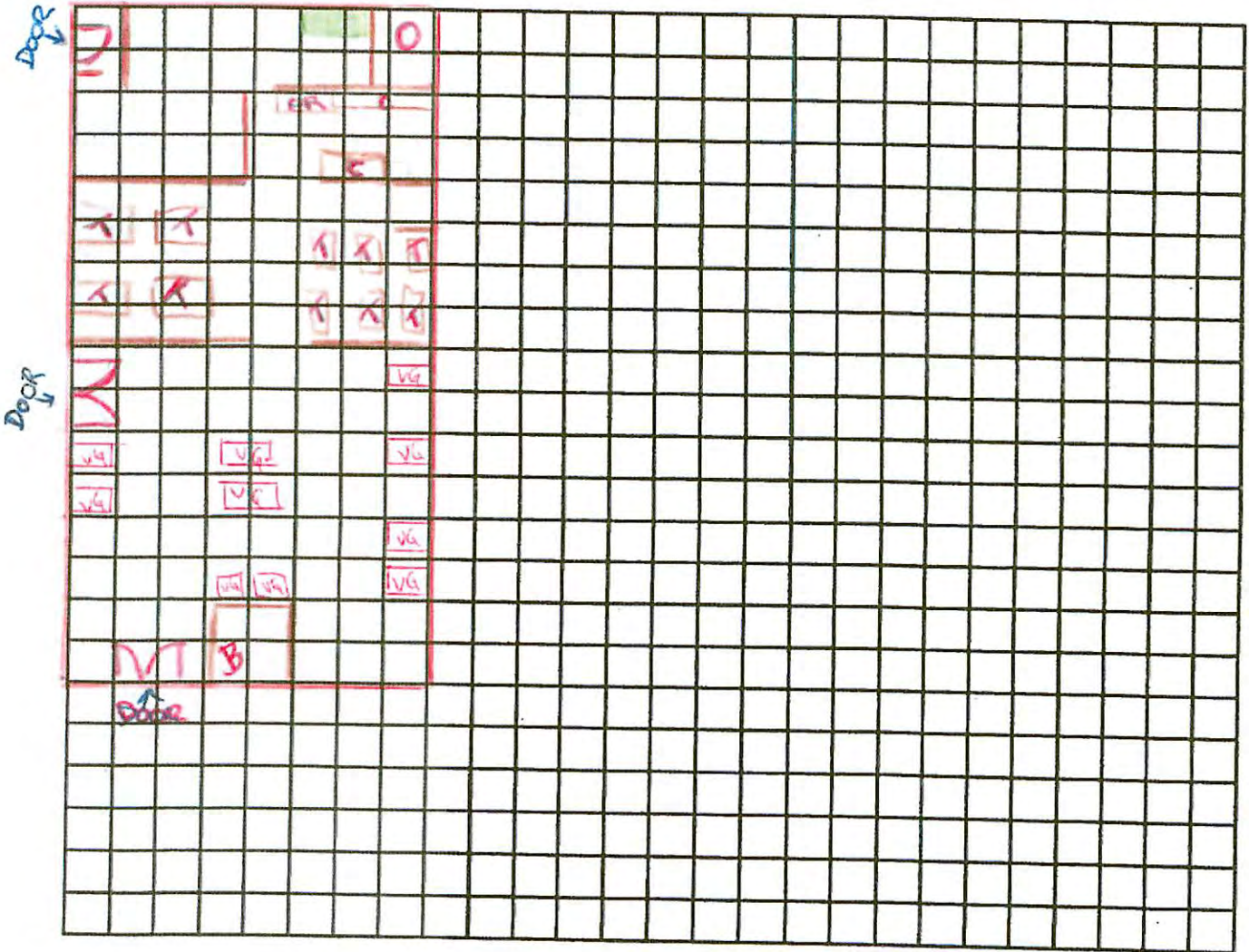
PREMISES LOCATION: 236 LINCOLN ST #107

Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: _____ 1 SQ. = 4 FT. SCALE B: _____ 1 SQ. = 1 FT. C 1 SQ. = 5 FT.

Length and width of premises in feet: 80 FT X 40 FT.

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.
DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-103 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 5/17/2016 In control: City and Borough Assembly
On agenda: 5/24/2016 Final action:
Title: Reappoint Melissa Greenhalgh to a three-year term on the Port and Harbors Commission
Sponsors:
Indexes:
Code sections:
Attachments: [Greenhalgh.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Melissa Greenhalgh to a three-year term on the Port and Harbors Commission.



**Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka**

Board/Commission/Committee: Port & Harbors

Name: Melissa Greenhalgh Daytime Phone: 738-1320

Address: PO box 75 Evening Phone: _____

Email Address: melissae1984@yahoo.com Fax Number: _____

Length of Residence in Sitka: 3 yrs Registered to vote in Sitka? Yes No

Employer: State of Alaska dept of Education NIEHS

Organizations you belong to or participate in:

4H - Sitka Veterans Association - port & Harbors commission

Explain your main reason for applying:

I have enjoyed my time on this commission and I would like to continue to help and serve this community and our harbor users.

What background, experience or credentials will you bring to the board, commission, or committee membership?

I worked at the harbor office so I have behind the scenes knowledge.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 5/12/2016 Signature: Melissa Greenhalgh

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Melissa Greenhalgh

PO Box 25 Sitka Ak

907-738-1320

Melissarae1984@yahoo.com

Education:

Sky View High School 1999-2003

USU – Logan Utah 2003

Concurrent enrollment classes – Accounting, AP History, AP Government

UAS – Sitka AK 2015

Customer service for ports and harbors

Work History:

Juniper Inn – Logan UT 1999-2003

Supervisor Tracy Hoth 435-563-1625

Cook and kitchen staff – 20 hrs per week

- Cooked all orders
- Prepped kitchen for daily use
- Catering and special events
- Cleaning and orders

Target – Portland Oregon 2003-2005

Supervisor Sandy (No longer works there) 503-205-9109

Health and Beauty department manager – 40 hours per week

- Ran entire health and beauty department
- Ordering and inventory
- Stocking and merchandising
- Sale promotions and signage

Kohls – Logan UT 2005-2007

Supervisor Bonnie Richards (No longer works there) 435-752-4195

Clothing sales supervisor – 40 hours per week

- Ran the womens, mens and teens clothing department
- Merchandising and promotions
- Seasonal changeover
- Sales and department maintenance

Big 5 sporting goods – Logan UT 2007-2013

Supervisor Ty Moss - (310) 536-0611

Store manager – 40 to 50 hours per week

- In charge of all store daily operations
- Hiring and human resources
- Money managing and book keeping
- Employee training and development
- Store merchandising and seasonal changeover
- Truck shipment manager
- Customer service
- In charge of up to 15 employees at a time
- Gun sales and federal firearms paperwork

First National Bank – Sitka AK Aug 2013- Aug 2014

Supervisor Karen Boyd – 907-747-7000

Teller – 40 hours per week

- Handled all customer transactions
- Drive through and ATM teller
- Handled up to \$50,000 at a time

City of Sitka Harbor Dept – Sitka AK Aug 2014- Feb 2015

Supervisor Stan Eliason – 907-738-0832

Office assistant – 40 hours per week

- Assigned boat slips
- Customer service and payments
- Filing and writing certified letters
- Answering phones and emails
- Till balancing and deposits

State of Alaska – Mt Edgecumbe High School Sitka AK Feb 2015 – Present

Supervisor Caprice Pratt – 907-966-3205

Accounting Tech II – 40 hrs week

- Handle all accounts payable and receivable
- Payroll and HR
- Travel planning
- State credit card reconciliation
- Teacher and student account manager
- Deposits and cash handling

I have over 10 years of retail experience, 5 of those years I managed a sporting goods store. Since moving to Alaska I have held mostly office positions and I have learned a lot about the behind the scenes running of a business. I

have gained experience in accounting, human resources, budgets, grants and many other aspects of running a business. I love helping customers and working with people in a high paced environment. I am extremely reliable and always take pride in my work.



PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
KEVIN KNOX 324 Wachusetts Street	738-4664 c kevin@bluesteel.org	12/10/13 3/24/15	4/10/15 3/24/18	CHAIR
JOSH ARNOLD 106 Shotgun Alley	738-0854 c 747-0545 oceanlure@gmail.com	5/13/14	5/22/15	VICE CHAIR <i>Coleman's term</i>
MARY ANN PETERSON PO Box 593	752-3684 map3684@gmail.com	10/7/13	10/7/16	
MELISSA GREENHALGH PO Box 25	738-1320 c melissarae1984@yahoo.com	2/11/15	3/26/16	<i>Lawrie's term</i>
ERIC SKOUSEN 105 Burkhart Road B12	623-8003 skousenpride@hotmail.com	10/27/15	10/27/18	
MICHAEL NURCO Po Box 6443	738-0927 albatrossalaskacharters@gmail.com	11/11/15	7/8/17	<i>Davis term</i>
BRENDAN JONES PO Box 6265	738-8209 c brendanisaacjones@gmail.com	2/9/16	6/11/16	<i>Johnson's term</i>
Stan Eliason Office: 617 Katlian Street	747-3439 w 738-0832 stan.eliason@cityofsitka.org			Harbormaster Non-voting
Matthew Hunter 102 Remington Way	738-6851 c assemblyhunter@cityofsitka.org			Assembly Liaison
Renee Wheat Administrative Coordinator	747-1808 w renee.wheat@cityofsitka.org			Secretary

7 members from the public, 3-year terms
 Established by Resolution 88-375
 Nine meetings per year, September – May, 2nd Wednesday
 Sealing Cove Business Center, 601 Alice Loop 6:00 p.m.

Revised: April 4, 2016



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-16 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 5/4/2016 In control: City and Borough Assembly
On agenda: 5/24/2016 Final action:
Title: Adjusting the FY16 Budget (Airport baggage and TSA project)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2016-16.pdf](#)
[Memo and Ord 2016-16.pdf](#)

Date	Ver.	Action By	Action	Result
5/10/2016	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-16
on second and final reading.

MEMORANDUM

To: Mayor McConnell and Members of the Assembly
Mark Gorman, Municipal Administrator

From: Michael Harmon, P.E., Public Works Director *MH*
Dan Tadic, P.E., Municipal Engineer *DT*
Kelli Cropper, MPM, Project Manager *KC*

Reviewed: Tori Fleming, Contract Coordinator *TF*
Jay Sweeney, Chief Finance and Administrative Officer *JMS*

Date: April 29, 2016

Subject: Airport Baggage and TSA Project No. 90736 Budget Appropriation

Background:

The Transportation Security Administration (TSA) has offered CBS Other Transaction Agreement (OTA) funding through its Electronic Baggage Screening Program for the design services necessary to construct an inline Checked Baggage Inspection System (CBIS) utilizing Explosive Detection Systems (EDS) at the Sitka Airport. The Assembly approved the application for these funds and execution of the TSA OTA agreement in August 2014. The funding amount for TSA eligible design services is based on the design fee proposal from McCool Carlson Green (MCG), who was contracted in 2012 to help design improvements to the airport following recommendations from the current Airport Terminal Master Plan.

The Master Plan, adopted by the Assembly on September 13, 2011, lays out a two-phase process: (1) to complete immediate short-term terminal modifications to correct the most critical terminal deficiencies and (2) to develop a long-term financial plan to construct a new terminal building.

Analysis:

Since the initial application for these funds, Delta Airlines has become a tenant of the airport terminal and operates flights in and out of Sitka during the summer. The baggage and security screening was identified as a 'critical short term deficiency' before Delta Flights were added and the situation is exacerbated with two carriers. This situation moved Sitka's ranking up for funding improvements through the TSA Electronic Baggage Screening Program.

TSA covers 95% of the TSA security and screening system design costs. MCG has submitted a proposal to design the improvements to the TSA baggage screening room

for \$138,278 plus eligible Consultant and Owner expenses of \$28,637, for a total of \$166,915. 95% of that amount, or \$158,569.25, is reimbursable by the TSA OTA. When the design is complete and has been bid, CBS will need to submit a separate grant application for 95% construction funding. Public Works will seek separate Assembly approval for construction funding at a future date.

MCG also identified improvements to the "baggage bay" where TSA-screened luggage is loaded onto carts that carry luggage to the plane. The cost of the design services for the airline baggage bay is \$15,364.00 plus Consultant and Owner expense. This cost is not TSA-eligible.

Fiscal Note:

The TSA OTA will cover 95% of the \$166,915, or \$158,569.25, with CBS responsible for the remaining \$8,345.75. Non TSA-eligible costs are estimated at \$23,500 for a total estimated CBS cost of \$31,845.75. The CBS funds will come from Passenger Facility Charges (PFCs) which have been collected from travelers using the Sitka airport.

CBS has amassed a \$275,000 budget to design improvements to the terminal building through the PFC program. To date, CBS has paid out roughly \$133,000 for design services and improvements of critical terminal deficiencies. It is in the City's best interest to award a contract or a contract amendment to MCG to have them complete the design of the improvements described above.

Recommendation:

Increase the Airport Baggage & TSA Area project (#90736) budget by \$158,570 and authorize the additional expenditures of these funds.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-16

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY16 BUDGET

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

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

3. **PURPOSE.** The purpose of this ordinance is to adjust the FY16 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY16 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2015 and ending June 30, 2016 is hereby adjusted as follows:

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<u>FISCAL YEAR 2016 EXPENDITURE BUDGETS</u>			
<u>CAPITAL PROJECTS</u>			
Fund 760 - Airport Baggage and TSA Area Project #90736: The Public Works Director has requested to increase the appropriation in the amount of \$158,570 for designing improvements to the TSA baggage screening room and improvements to the "baggage bay". This amount will be reimbursed by the TSA OTA (Other Transaction Agreement) funding.			

EXPLANATION

Necessary revisions in the FY 2016 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 24th Day of May, 2016.

ATTEST:

Mim McConnell, Mayor

Melissa Henshaw
Acting Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-15 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 4/20/2016 In control: City and Borough Assembly

On agenda: 5/24/2016 Final action:

Title: Amending Title 15 of the Sitka General Code by adding a new Chapter 15.15 entitled "Community Assisted Utility Subsidization Effort" (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2016-15.pdf](#)
[Ord 2016-15.pdf](#)
[Community Options for Utility Assistance.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-15
on first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-15

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 15 OF THE SITKA GENERAL CODE BY ADDING A NEW CHAPTER 15.15 ENTITLED "COMMUNITY ASSISTED UTILITY SUBSIDIZATION EFFORT"

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

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. The purpose of this ordinance is to add a new chapter to Title 15 of the Sitka General Code providing a regulatory framework for the subsidization of utility costs for low income households. This ordinance shall set forth how and when utility costs subsidizations shall be authorized, implemented; how long such subsidizations shall continue for; when such subsidizations shall be terminated; and, penalties for obtaining subsidies under false pretenses.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 15 is amended by adding a new Chapter 15.15 entitled, "Community Assisted Utility Subsidization Effort" to read as follows (new language underlined; deleted language stricken):

Title 15
Public Utilities

- 15.01 Electric Utility Policies
15.02 Watershed Control Program
15.04 Sewer System
15.05 Water System
15.06 Solid Waste Treatment and Refuse Collection
15.07 Storm Drainage
15.08 Utility Poles
15.12 Private Extensions of Water, Wastewater, and Stormwater Utilities
15.15 Community Assisted Utility Subsidization Effort

Chapter 15.15
Community Assisted Utility Subsidization Effort

47 Sections:

48 15.15.010 Definitions.

49 15.15.020 Municipal Utility Cost Subsidization Policy.

50 15.15.030 Eligibility Criteria.

51 15.15.040 Determining Eligibility.

52 15.15.050 Program Administration.

53 15.15.060 Responsibilities Incumbent Upon Subsidized Households.

54 15.15.070 Penalties For Obtaining Subsidization Under False Pretenses.

55

56 **15.15.010 Definitions.**

57 A. "Uncollectable Accounts" refers to any account or debt owed the City which has become
58 overdue by more than one hundred twenty days.

59 B. "Collection" means any action taken by the City to attempt to collect a debt or account which
60 is overdue.

61 C. "Credit" means the extension of any services by the City to any person or entity for which a
62 charge or fee is levied, and, for which the charge or service is provided in advance of payment.

63 D. "Debt" means any sum of money which a citizen of the City, or customer of the City in
64 some capacity, is legally obligated to pay to the City for any purpose.

65 E. "Good Standing" shall mean that any citizen, business, or other entity doing business with the
66 City does not have an account which is overdue.

67 F. "Overdue" refers to any debt owed to the City which has not been paid within thirty days of
68 the date the payment was due. As an exception, debts owed for utility services consumed are
69 considered overdue fifteen days after the date the payment was due.

70 G. "Write Off" refers to any debt for which collection action is no longer pursued.

71 **15.15.020 Municipal Utility Cost Subsidization Policy.**

72 A. It shall be the policy of the City and Borough of Sitka that households meeting certain
73 criteria shall be eligible for subsidization of their municipal utility costs from general
74 governmental sources.

75

76 B. Subsidization shall be in the form of general governmental subsidy payments to municipal
77 utilities on behalf of eligible households. Under no circumstances shall subsidization be in the
78 form of reduced utility rates or the provision of free utility services.

79

80 C. The amount of annual subsidization by the City shall be in the municipal Administrator's
81 annual Consolidated Operating Budget. The annual subsidization shall be further pro-rated
82 across the months of the fiscal year based on the historic amount of revenue for the month
83 divided by annual revenue. Applications for subsidization shall be processed on a first-come,
84 first-served basis for each month; once the monthly subsidization has been dispensed, no
85 additional subsidizations can be dispensed until the start of the next month.

86 D. Subsidization of utility costs, once extended by the City, shall not be a permanent entitlement
87 of receiving households. Subsidization for individual households may be revoked at any time by
88 the Assembly for any reason. Furthermore, failure of receiving households to adhere to program
89 requirements may be grounds for termination of subsidies.

90
91 E. Monies used for utility subsidization shall be accounted for in a separate fund and shall be
92 used for no other purpose than utility subsidization. The separate fund to be established shall be
93 funded at inception by a special appropriation from the Assembly.

94
95 **15.15.030 Eligibility Criteria.**

96 A. Any household will be eligible to apply which is receiving, or which has a pending
97 application for any one of the following:

- 98 1. Assistance from the State of Alaska under the Food Stamp Program administered by the
99 Division of Public Assistance, Alaska Department of Health and Social Services,
- 100 2. The General Assistance Program administered by Sitka Tribe of Alaska,
- 101 3. The Temporary Assistance to Needy Families Program administered by Central Council
102 Tlingit and Haida Indian Tribes of Alaska and the Alaska Department of Health and
103 Social Services Division of Public Assistance,
- 104 4. The Women Infant and Children (WIC) Program administered by Southeast Alaska
105 Regional Health Consortium,
- 106 5. Children in the household qualify for the Free-or-Reduced Lunch Program administered
107 by the Sitka School District.

108
109 B. Termination of assistance from any of the following programs shall discontinue eligibility for
110 subsidization of City Utility Costs:

- 111 1. The State of Alaska under the Food Stamp Program administered by the Division of
112 Public Assistance, Alaska Department of Health and Social Services,
- 113 2. The General Assistance Program administered by Sitka Tribe of Alaska,
- 114 3. The Temporary Assistance to Needy Families Program administered by Central Council
115 Tlingit and Haida Indian Tribes of Alaska and the Alaska Department of Health and
116 Social Services Division of Public Assistance,
- 117 4. The Women Infant and Children (WIC) Program administered by Southeast Alaska
118 Regional Health Consortium,
- 119 5. Children in the household cease to qualify for the Free-or-Reduced Lunch Program
120 administered by the Sitka School District.

121 C. An applying household will be deemed ineligible for assistance if it, or its constituents, have
122 any past due obligation owed to the City other than utility-related obligations. These other
123 obligations shall include all unpaid citations and billings for protective custody costs. On a case-
124 by-case basis, the Administrator may write off past due obligations in order for an applying
125 household to be eligible for assistance.

127 **15.15.040 Determining Eligibility.**

128 A. The City shall annually contract with an external entity or organization to administer the
129 utility cost subsidization program. The scope of the contract with the entity or organization will
130 specify how the program is to be administered and the compensation the contractor is to receive
131 for its services.

132 B. Any household meeting tentative eligibility criteria and desiring utility cost subsidization
133 must complete and submit an application, along with required documentation, to the entity or
134 organization engaged under contract by the City to manage the utility cost subsidization
135 program.

136 C. The contracting entity administering the utility cost subsidization program shall examine all
137 submitted applications, determine the eligibility of households requesting subsidization, and,
138 provide a recommendation to the City on all completed applications submitted to it under the
139 program.

140
141 **15.15.050 Program Administration.**

142 A. Upon determination of eligibility for an applying household, the contract entity administering
143 the utility cost subsidization program shall submit a recommendation to the City. The
144 recommendation shall contain the following elements:

145
146 (1) Determination of eligibility or ineligibility

147
148 (2) Length of subsidization

149 B. Upon receipt of a subsidization recommendation, the City shall credit the qualifying
150 household's utility account \$100, not including sales tax.

151 C. The Municipal Administrator shall have the authority to reject or modify any
152 recommendations submitted by the administering entity to the City.

153
154 **15.15.060 Responsibilities Incumbent On Households Receiving Utility Subsidization.**

155 A. To remain eligible for continued subsidization, a household must meet all other financial
156 obligations to the City in a timely basis. Having any obligation owed to the City become past
157 due while receiving subsidization shall be cause for termination of subsidization.

158 B. Households receiving subsidization which undergo changes in financial status causing them
159 to no longer be eligible for subsidization, such as no longer receiving Food Stamps, General
160 Assistance or Temporary Assistance to Needy Families or Women Infant and Children (WIC)
161 Program assistance, or if children in the household cease to qualify for the Free-or-Reduced
162 Lunch Program administered by the Sitka School District, shall immediately notify the
163 administering entity.

164

165 **15.15.070 Penalties For Obtaining Subsidization Under False Pretenses.**
166 **A. It will be unlawful for any citizen, or household, to obtain utility cost subsidization from the**
167 **City under false pretenses. It will also be unlawful for any citizen, or household, to continue to**
168 **accept subsidization from the City after experiencing a change in financial status which would**
169 **end eligibility.**

170 **B. Upon the determination that an unlawful act may have occurred in which utility cost**
171 **subsidization was obtained under false pretenses, the City will immediately notify the**
172 **appropriate law enforcement agency so that a criminal investigation can be initiated.**

173
174
175 **5. EFFECTIVE DATE.** This ordinance shall become effective 60 days after the
176 date of its passage.

177
178 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
179 Sitka, Alaska this 14th day of June, 2016.

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182

Mim McConnell, Mayor

183 ATTEST:
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Sara Peterson, CMC
187 Municipal Clerk
188

Community Options for Utility Assistance

What	How Much	How Often	Who	Notes
Salvation Army	Might pay for the past month, applicant is responsible for the next month. Salvation Army inquires as to the reason the applicant cannot pay.	Up to three times a year, housing only once a year.	Money comes from the State. Occasionally FEMA will contribute, in which case the money is earmarked for a specific demographic, such as people left without shelter.	
SOA General Assistance	Income based, emergent need only, if eligible for temporary cash assistance, would deny general relief. \$120 per person,	Can apply monthly, but that will eventually lead to being denied. Monthly is discouraged. Only toward current bill, not past due bills.	Emergent need, limited, are they eligible for other programs? If so, may be denied. Have they received funds from other programs, is so, may be denied. Must have less than \$500 in the bank and less than \$300 of income per month.	If they see that the \$120 isn't going to cover the past due amount, they will be denied. Based on income during the month of application. State funded.
Moose Lodge	Depends on situation, often around \$250	Once a year.	Anyone who can demonstrate need.	Simply a form that needs to be filled out.
Elks Lodge	Depends on how much Lodge has in their fund. Cut check to City directly for the minimum amount they can pay to keep the lights on. Each situation is different.	One time only. Never again.	Anyone who can demonstrate need.	Application. Social and Community Welfare Fund, contributions from members. For electricity, they will verify need with the City.
SOA Heating Assistance Program	Cost of heating home must exceed housing subsidy by over \$200.	Once a year.	Seniors have priority, followed by those with demonstrated need.	Based on income in month prior to application. If heating is provided in rent (in subsidized housing) they are denied.

What	How Much	How Often	Who	Notes
Tlingit and Haida	Based on gross income and "points" based on "as needed" points (must have minimum of 2 "as needed" points). Number of points determines how much you can receive, \$175 per point. Food stamps = automatic qualifier, elderly and disabled = automatic qualifier, children <5 years of age, number of people in household all add points.	Once per grant year, can reapply subsequent year.	Native American and Alaska Native, Elderly are prioritized.	Energy Assistance Program, State Grants, (likely facing some cuts), Federal Grants.
Catholic Church	see notes	see notes	per Salvation Army guidelines	The Catholic Church acts as an assisting revenue source for the Salvation Army if and when they are needed.
SEARHC	Don't receive money, receive food tailored to the needs of the client. Vouchers are given, for certain foods and farmers markets, then store brings back to get reimbursed. Strictly food stuffs.	Based on income, on Denali kid care, or food stamps automatically qualify. There are income caps, above which the applicant is precluded.	Anyone who can meet income guidelines and are pregnant, post partum, breast feeding or with a child <5 years of age.	WIC ultimately funded by USDA through the SOA
Sitka Tribe of Alaska	\$250, depending on household	Once a month	Tribal members who are enrolled in Sitka and have been enrolled for a minimum of six months.	General or emergency assistance. Can be used for any utility or groceries.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-19 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 5/17/2016 In control: City and Borough Assembly
On agenda: 5/24/2016 Final action:
Title: Amending Sitka General Code Title 19 "Building and Construction" by amending Chapter 19.01 "Building Code" by adding a new Section 19.01.105 entitled, "The International Building Code Chapter 18 Amended" (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2016-19.pdf](#)
[Memo and Ord 2016-19.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-19
on first reading.

CITY AND BOROUGH OF SITKA
ORDINANCE NO. 2016-19

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AMENDING SITKA
GENERAL CODE TITLE 19 "BUILDING AND CONSTRUCTION" BY AMENDING CHAPTER
19.01 "BUILDING CODE" BY ADDING A NEW SECTION 19.01.105 ENTITLED, "THE
INTERNATIONAL BUILDING CODE CHAPTER 18 AMENDED"

- 1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.
- 2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.
- 3. **PURPOSE.** The purpose of this ordinance is to establish a section in code that addresses the inherent risks and appropriate conduct required of anyone who seeks to develop land in a zone that has been designated as a critical risk zone or area.
- 4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 19 is amended by adding a new section 19.01.105 entitled, "The International Building Code Chapter 18 amended" to read as follows (new language underlined; deleted language stricken):

Title 19
Building and Construction

* * *

- Chapters:
 - 19.01 Building Code

* * *

- Sections:
 - 19.01.010 Adoption by reference.
 - 19.01.013 Adoption of excavation and grading standards.
 - 19.01.014 Adoption by reference of International Residential Code.
 - 19.01.015 Power of assembly to grant a variance or waiver by motion.
 - 19.01.016 International Building Code Chapter 1 amended.
 - 19.01.017 International Residential Code Chapter 1 amended.
 - 19.01.018 International Building Code Chapter 2 amended.
 - 19.01.020 Permit fees.
 - 19.01.021 International Building Code Section 109.4.
 - 19.01.030 International Residential Code Table R302.6 amended—Dwelling/garage separation.
 - 19.01.035 International Residential Code Section R313, Automatic Fire Sprinkler Systems, deleted.
 - 19.01.040 Table 508.2.5 amended—Incidental use areas.
 - 19.01.041 International Building Code Section 709.3 amended—Fire resistance rating.
 - 19.01.042 International Residential Code Section R320 deleted—Accessibility.
 - 19.01.050 International Residential Code Section 314.2 amended—Garage smoke.
 - 19.01.065 International Building Code amended to add new Section 110.2.1.

- 51 **19.01.070** International Building Code Section 903.2 amended—Automatic fire suppression
- 52 systems—Where required.
- 53 **19.01.071** Waivers to Section 19.01.070.
- 54 **19.01.072** Administrative waivers for minor additions or structures.
- 55 **19.01.081** International Residential Code amended—Stairways.
- 56 **19.01.082** International Residential Code amended—Gutters required.
- 57 **19.01.083** International Residential Code amended—Seismic engineering not required.
- 58 **19.01.085** International Residential Code amended—Grinder pumps to be accessible.
- 59 **19.01.088** International Building Code Section 1003 amended—General means of egress.
- 60 **19.01.092** Certificates of occupancy.
- 61 **19.01.095** The International Building Code Chapter 11 amended.
- 62 **19.01.100** Chapter 17 amended—Earth support and danger trees.
- 63 **19.01.105** **The International Building Code Chapter 18 amended.**
- 64 **19.01.125** Chapter 31, Section 3102, Membrane structures, modified.
- 65 **19.01.150** Chapter 34, Section 3401, Scope, modified.
- 66 **19.01.155** Chapter 34, Section 3409, Accessibility for existing buildings, modified.
- 67 **19.01.200** Chapter 35, Referenced Standards, modified.

* * *

19.01.105 The International Building Code Chapter 18 amended.

The International Building Code Chapter 18 “Soils and Foundations” in the sub-heading 1803 “Geotechnical Investigations” is amended at section 1803.5 “Investigated Conditions” to read as follows:

1803.5 Investigated conditions. Geotechnical investigations shall be conducted as indicated in Sections 1803.5.1 through 1803.5.13

1803.5.13 Landslide Risk Areas.

For any new development in a landslide risk area identified by the City and Borough of Sitka as a high- or moderate-risk zone, a geotechnical evaluation must be performed by a licensed engineer specializing in geotechnical practice or a professional geologist with experience with debris flows. All designs, reports and calculations associated with risk remediation must be stamped by a Civil Engineer licensed in the State of Alaska. Prior to issuance of any building permit or certificate of occupancy, the City and Borough of Sitka may require review and approval of the geotechnical evaluation by a designated professional. The cost associated with review and approval of the geotechnical evaluation shall be borne by the applicant.

* * *

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

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102
103 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka,
104 Alaska this 14th day of June, 2016.
105
106
107 _____
108 Mim McConnell, Mayor
109
110
111 _____
112 Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-17 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 5/17/2016 In control: City and Borough Assembly
On agenda: 5/24/2016 Final action:
Title: Adjusting the FY16 Budget (first reading - disaster declaration work/PERS funding)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2016-17.pdf](#)
[Ord 2016-17.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-17
on first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-17

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY16 BUDGET

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

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

3. **PURPOSE.** The purpose of this ordinance is to adjust the FY16 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY16 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2015 and ending June 30, 2016 is hereby adjusted as follows:

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<u>FISCAL YEAR 2016 EXPENDITURE BUDGETS</u>			
<u>CAPITAL PROJECTS</u>			
Contingency Fund – Operations: At the October 27th meeting, the Assembly approved to authorize a budget in the amount of \$1,500,000 for all costs related to the disaster declaration work and authorize the Municipal Administrator to award all bids and execute all contracts necessary to complete the remaining disaster remediation work with a total not to exceed budget of \$1,500,000. October 13th the Assembly approved a Budget Ordinance for \$1,000,000 of those funds. This Budget Ordinance will appropriate the remaining \$500,000. If funds are not fully expensed in FY16, a re-appropriation will be requested in the first Budget Adjustment in FY17.			
Overall Funds – Personnel: This entry will increase appropriations in each Fund for the Employer On-Behalf Funding – PERS ER120. General Fund - \$348,692; Electric Fund - \$128,527; Water Fund - \$11,527; Wastewater Fund - \$35,158; Solid Waste Fund – 2,306; Harbor Fund - \$24,207; Management Information Systems Fund - \$10,375; Central Garage Fund - \$5,188; Building Maintenance Fund - \$10,375.			

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EXPLANATION

Necessary revisions in the FY 2016 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 14th Day of June, 2016.

ATTEST:

Mim McConnell, Mayor

Sara Peterson, CMC
Municipal Clerk

**Materials from
October 27, 2015
Assembly meeting**

POSSIBLE MOTION

I MOVE to approve a total authorized budget of \$1,500,000 for all costs related to the disaster declaration work and authorize the Municipal Administrator to award all bids and execute all contracts necessary to complete the remaining disaster remediation work with a total not to exceed budget of \$1,500,000.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

To: Mayor McConnell and Members of the Assembly
From: Mark Gorman, Municipal Administrator *KG*
cc: Michael Harmon, P.E. Public Works Director
Jay Sweeney, Finance Director
Date: October 21, 2015
Subject: Authorization to Award Disaster Relief Projects

Background:

The State has completed their review of our accounting, bids, and overall paperwork related to the August 18th disaster work and declaration to fund these expenses. The total estimated cost for the past and future work is approximately \$1.5-million with a total State authorized budget of \$1-million. The State representatives will be working with us to authorize a budget increase to cover the total cost and have indicated that these are commonly approved. Additionally, the State has approved us to move forward with putting the additional work out to bid.

Analysis:

Following the State's program will generate several required contracts and procurement approvals for the various categories of work. Time is of the essence and the CBS needs to position itself to be efficient and expeditious in completing this work. For this reason, it is important for the Administrator to have the authority to award all necessary bids and contracts to ensure there is no further delay to these much needed repairs and debris removal work.

Fiscal Note:

The Assembly has authorized a CBS budget of \$1-million and the State declaration budget is an additional \$1-million. The State will be pursuing a budget increase to approximately \$1.5-million to match the current estimated total cost. It is important to note that these projects need to be completed regardless of the State's ability to increase their total budget.

Recommendation:

- Approve a total authorized budget of \$1,500,000 for all costs related to the disaster declaration work.
- Authorize the Administrator to award all bids and execute all contracts necessary to complete the remaining disaster remediation work with a total not to exceed budget of \$1,500,000.

CITY AND BOROUGH OF SITKA - Action Details

File #: 15-211 Version: 1

Type: Item

Title: Approve a total authorized budget of \$1,500,000 for all costs related to the disaster declaration work and authorize the Administrator to award all bids and execute all contracts necessary to complete the remaining disaster remediation work with a total not to exceed budget of \$1,500,000

Mover: [Benjamin Miyasato](#) Second: [Aaron Swanson](#)

Result: Pass

Agenda note:

Minutes note: Municipal Administrator, Mark Gorman, stated he was comfortable the \$1.5 million would be reimbursed as long as there was compliance with State procurement guidelines. Gorman and Public Works Director, Michael Harmon, noted the work needed to be done regardless of reimbursement from the State. Eisenbeisz requested that the Assembly receive regular updates throughout the process.

Action: APPROVED

Action text: A motion was made by Miyasato that this Item be APPROVED. The motion PASSED by the following vote.

Votes (7:0)

Person Name	Vote
Mim McConnell	Yes
Matthew Hunter	Yes
Aaron Swanson	Yes
Benjamin Miyasato	Yes
Steven Eisenbeisz	Yes
Tristan Guevin	Yes

7 records Group Export



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-18 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 5/17/2016 In control: City and Borough Assembly

On agenda: 5/24/2016 Final action:

Title: Adjusting the FY16 Budget (first reading - Sitka Seaplane Base repairs, second reading 5/31/16)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2016-18.pdf](#)
[Memo and Ord 2016-18.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-18
on first reading.

*Note: Second reading will occur at a special meeting on
May 31, 2016*

MEMORANDUM

To: Mayor McConnell and Members of the Assembly

Cc: Mark Gorman, Administrator
Jay Sweeney, Chief Finance Director

From: Stan Eliason, Harbormaster

Subject: Budget Adjustment Approval – Sitka Seaplane Base Rehabilitation Project

Date: May 17, 2016

Background

The Sitka Seaplane Base was originally constructed in 1952 by the Territory of Alaska with funding from the Civil Aeronautics Administration, FAA's predecessor agency. The facility was later improved several times by the State of Alaska and City of Sitka (later the City and Borough of Sitka), acting as co-sponsors. The City and Borough of Sitka became sole sponsor of this facility in 1977 and it was completely replaced in 1978 by WS Construction.

Analysis

While a 30 year useful life is typically used in Alaska communities for harbor facilities, Sitka's strong preventative maintenance program has extended marine facility life beyond 30 years. It should be noted that the Sitka Seaplane Base is approaching 40 years of age. Efforts to develop a replacement seaplane base is ongoing. On January 24th 2016, the piling supporting the marginal float to this facility failed. It was also noted that 4 out of the 5 remaining pilings are approaching failure. The facility was closed displacing 4 seaplanes.

PND Engineers of Juneau and CBS Harbor Staff performed an assessment of the facility. It was determined that many integral parts were actually in good condition, given its age. A repair plan has been developed to make this facility useable for based aircraft. By having a functional facility, this will also give the CBS a greater opportunity to obtain grant funding for a new seaplane base.

Fiscal Note

Time is of the essence given that the facility has failed which has essentially condemned the only dedicated public seaplane dock access in Sitka. The Harbor Department solicited local contractors qualified to perform pile driving and repair work of this magnitude. WS Construction was the only local pile driving contractor who responded and is available to do the work immediately. WS Construction's experience from building the float originally, having materials local that can be used and repurposed, and availability is unmatched. Through this solicitation process, and working with WS Construction, a budget of \$170,000 was developed for the project. The Harbor Working Capital has sufficient funds to cover this capital repair

cost. However, this is an unplanned expenditure that will reduce the planned reserves for future master plan capital needs.

It has been suggested that due to this unplanned cost and the additional pressure it places on the Harbor Enterprise Fund, that the Assembly consider providing a grant to the Fund from the Southeast Alaska Economic Development Fund. If the Assembly expresses interest in this approach, staff will prepare an ordinance for a future meeting to appropriate money from the Southeast Alaska Economic Development Fund for transfer to the Harbor Fund.

Recommendation

Approve the proposed FY-16 budget adjustment ordinance to fund the Sitka Seaplane Base Rehabilitation Project.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-18

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY16 BUDGET

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

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

3. **PURPOSE.** The purpose of this ordinance is to adjust the FY16 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY16 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2015 and ending June 30, 2016 is hereby adjusted as follows:

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<u>FISCAL YEAR 2016 EXPENDITURE BUDGETS</u>			
<u>CAPITAL PROJECTS</u>			
Fund 750 – Float Plane Dock Repairs Project #90817: The Harbor Master is requesting a new appropriation in the amount of \$170,000 for the Float Plane Dock Repairs. These funds will come from the Harbor Department Undesignated Working Capital.			

EXPLANATION

Necessary revisions in the FY 2016 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 31st Day of May, 2016.

ATTEST:

Mim McConnell, Mayor

Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-091 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 5/4/2016 In control: City and Borough Assembly
On agenda: 5/24/2016 Final action:
Title: Legal matter - Baranof Island Brewing Company loans
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Executive Session.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTIONS

EXECUTIVE SESSION

I MOVE to go into Executive Session with the Acting Municipal Attorney to discuss a legal matter affecting the municipality and the Baranof Island Brewing Company loans and invite in Chief Finance and Administrative Officer, Jay Sweeney.

I MOVE to reconvene as the Assembly in regular session.