



CITY AND BOROUGH OF SITKA

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

Meeting Agenda City and Borough Assembly

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

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

Tuesday, May 27, 2014

6:00 PM

Assembly Chambers

Worksession: 5:00PM to 5:50PM

[14-119](#) Bus Tour of Edgecumbe Drive Reconstruction Project

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[14-128](#) Reminders and Correspondence

Attachments: [Reminders Calendars](#)
[Linda Speerstra Service Award](#)
[Alaska Clean Harbors Certification](#)
[Port and Harbors Commission Letter](#)

V. CEREMONIAL MATTERS

None anticipated.

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

VII. PERSONS TO BE HEARD

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

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

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

- A** [14-120](#) Approve the minutes of the May 13, 2014 Assembly meeting

Attachments: [Motion Minutes](#)
 [Minutes](#)
- B** [14-121](#) Appoint Dan Littlefield to a three year term on the Building Department Appeals Board

Attachments: [Motion Board appointment](#)
 [Board appointment](#)
- C** [RES 14-07](#) Authorizing municipal matching grant applications to the Alaska Department of Environmental Conservation for Hollywood Way water and sewer/ New Archangel Street sewer improvements, Monastery Street and Baranof Street water and sewer improvements - Sawmill Creek Road to Degroff Street, and Jeff Davis Street water and sewer improvements

Attachments: [Motion Res 2014-07](#)
 [Memo Res 2014-07](#)
 [Res 2014-07](#)
- D** [RES 14-09](#) Setting the millage rates for the fiscal year July 1, 2014 through June 30, 2015

Attachments: [Motion Res 2014-09](#)
 [Res 2014-09](#)
 [Memo Cert of Assess Rolls](#)
- E** [14-126](#) Award a janitorial contract to Malo's Janitorial for a three year contract at Sitka Rocky Gutierrez Airport for \$70,872 per year

Attachments: [Motion Janitorial Contract](#)
 [Memo Janitorial Contract](#)
- F** [14-122](#) Authorize the Municipal Administrator to hire a Tax Accountant at Grade 29 Step L and approve a moving allowance of \$5,000

Attachments: [Motion Tax Accountant](#)
 [Memo Tax Accountant](#)

- G** [14-125](#) Approve the Health Needs and Human Services Commission proposed goals for 2014-2015

Attachments: [Motion Health Needs Commission](#)
[Memo Health Needs Commission](#)

- H** [14-127](#) Adopt the Finance Director's interpretation of SGC 4.09.270 eliminating the requirement for persons engaged in long-term residential rental business activity to file sales tax returns

Attachments: [Motion Finance Director interpretation SGC 4.09.270](#)
[Memo Finance Director interpretation SGC 4.09.270](#)

X. UNFINISHED BUSINESS:

- I** [ORD 14-13A](#) Amending SGC Chapter 4.12 entitled "Property Tax" to add SGC 4.12.045 entitled "Exemptions - Disaster Damage" to Allow Reassessment of Property Damaged by Disaster

Attachments: [Motion Ord 2014-13A](#)
[Memo Ord 2014-13A](#)
[Ord 2014-13A](#)

- J** [ORD 14-14](#) Adjusting the FY 2014 Budget for known changes

Attachments: [Motion Ord 2014-14](#)
[ORD 2014-14 Budget Adjust](#)

XI. NEW BUSINESS:

New Business First Reading

- K** [RES 14-08](#) Renaming the Sawmill Cove Industrial Park to "Gary Paxton Industrial Park"

Attachments: [Motion Res 2014-08](#)
[Memo Res 2014-08](#)
[Res 2014-08](#)

- L [ORD 14-17](#) Authorizing the transfer/sale of City and Borough of Sitka's pocket lot as depicted in the Turney Burkhart Planned Unit Development and located in the Turney Burkhart Subdivision to Sitka's Community Land Trust (CLT)

Attachments: [Motion Ord 2014-17](#)
 [Memo Ord 2014-17](#)
 [Ord 2014-17](#)
 [Plat Turney Burkhart PUD](#)
 [Images PUD](#)
 [SCLT Prelim Bus Plan](#)
 [SCLT Operating Budget](#)
 [SCLT Grounds Lease](#)
 [SCLT Stewardship Policies and Procedures](#)
 [SCLT Home Repair and Replacement](#)
 [SCLT Home Buyer Selection Policies](#)
 [SCDC Business License](#)
 [Internal Revenue Service](#)
 [SCDC bylaws](#)
 [SCDC Articles of Amendment](#)

- M [ORD 14-15](#) Adopting budgets for the fiscal year July 1, 2014 through June 30, 2015

Attachments: [Motion Ord 2014-15](#)
 [Ord 2014-15](#)

- N [ORD 14-16](#) Amending Chapter 15 of the Sitka General Code at Section 15.05.204A entitled "Service Connection Charge" and increase water rates at Sections 15.05.620 entitled "Rates and Fees" and 15.05.625A entitled "Water Service - Sawmill Cove Industrial Park"

Attachments: [Motion Ord 2014-16](#)
 [Ord 2014-16](#)

Additional New Business Items

- O [14-124](#) Award a design-build contract for the Edgecumbe Drive Reconstruction Project to S&S General Contractors for \$4,636,500

Attachments: [Motion Edgecumbe Drive](#)
 [Memo Edgecumbe Drive](#)
 [Handout Edgecumbe Drive](#)

P [14-123](#) Award a contract to Municipal Solutions, LLC to conduct and complete a comprehensive management plan for the City and Borough of Sitka

- Attachments:** [Motion Municipal Solutions](#)
 [Memo Municipal Solutions](#)
 [Letter of Engagement & Scope of Work](#)
 [Contract to Provide Professional Services](#)

XII. PERSONS TO BE HEARD:

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

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

*Sara Peterson, CMC
Acting Municipal Clerk
Publish: May 23*