

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2010-27

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA IN SUPPORT OF SERVING AS HOST CITY FOR THE 2011 ALASKA MUNICIPAL LEAGUE/ALASKA CONFERENCE OF MAYORS/MANAGERS COMBINED SUMMER MEETING

WHEREAS, the City and Borough of Sitka recognizes the importance of efficient and effective communication between Municipalities and their respective municipal Leaders; and

WHEREAS, the City and Borough of Sitka maintains necessary facilities to accommodate the various needs of the conference; and

WHEREAS, the economic impact of such events is beneficial to the municipalities ability to provide invaluable services and security to its citizenry; and

WHEREAS, the Sitka Convention & Visitors bureau would like to publicly bid for the Alaska Municipal League/Alaska Conference of Mayors and Administrators combined summer meeting and act as liaison, by providing information on city organizations and businesses, to help the attendees experience a productive meeting and a traditional Alaskan community.

NOW, THEREFORE, BE IT RESOLVED, that the Assembly of the City and Borough of Sitka, Alaska by this resolution

PASSED, APPROVED AND ADOPTED by the assembly of the City and Borough of Sitka, Alaska on this 28th day of September 2010.

Scott McAdams, Mayor

ATTEST:

Colleen Ingman, MMC
Municipal Clerk



DRAFT

Alaska Municipal League Combined Summer Meeting

APPLICATION

The municipality of Sitka invites the Alaska Municipal League to hold the Year 2011 Combined Summer Meeting in our community.

- MEMBERSHIP:** We are an AML member in good standing (dues paid).
- FACILITIES:** We have the facilities and equipment necessary for Combined Summer Meeting

Name/location/floor plans of the facilities for Summer Meeting.

Harrigan Centennial Hall 330
Harbor Drive (see attached)

- SLEEPING ROOMS:** We have a minimum of 90 hotel and/or B & B rooms available for room blocking with the specified conference dates within walking distance to the meeting site or we will provide transportation for the delegates at no charge to the League. Please provide a map of the area showing each facility.

Name of hotels/motels and number of rooms:

SCVB to provide

Our transportation plan for getting delegates to and from the meeting site from hotels is as follows: It is in walking distance of all

downtown hotels. A shuttle can be ran
or added if need be.

- CATERING:** Names of local caterers capable of servicing 90 persons (please attach costs samples and other information if available):

Please see attached



Combined Summer Meeting Criteria

The AML Summer Meeting is a combined meeting of four groups, the Alaska Municipal League Board of Directors, the Alaska Conference of Mayor, the Alaska Municipal League Legislative Committee and the Alaska Municipal Management Association. The meeting is usually held in August and depending on the location, 70-100 people attend. The host municipality must be a member in good standing and pass a resolution of support to host the meeting.

The purpose of the meeting is to provide time and space for the AML Legislative Committee to complete draft work on the AML Policy Statement to present to the membership at the Annual Meeting in November. The AML Board, Alaska Conference of Mayors, and the Alaska Municipal Management Association use the opportunity to meet with elected officials around the state and conduct their business in person.

Hosting municipalities must be able to arrange and provide for the following:

- Staff person to assist AML with logistics
- Meeting space for 3-4 days (if not within walking distance of hotel, host must provide transportation)
- Meeting room/space for up to 100 people
- Breakout space for up to four groups
- A/V equipment (Microphone & Screen)

Accommodations:

AML always strives to find affordable hotel space, understanding that Alaska's unique summer tourism season provides challenges in securing space for up to 100 people, AML will work to secure space at the **first of the calendar year**, to insure competitive pricing and adequate space. If events are not held at one location, AML will work with the host municipality to ensure transportation throughout the meeting is provided.

Access to catering services:

- 2-3 continental breakfast/coffee service
- 2-3 luncheons

The municipality is invited, although not required, to host an evening reception for AML guests. The municipality may also provide options for evening activities or pre or post meeting activities.

Transportation to and from the municipality must be as inexpensive as possible, AML will work with local businesses and the local tourism or convention and visitors' office to ensure all options are considered for travel and accommodation. Transportation may include air, marine or automobiles, but must be reasonable in price and distance.

Please send a one-page letter of invitation to AML if you are interested in hosting the AML Combined Summer Meeting. Letters of invitation must include a description of community resources to address the requirements listed above and must be submitted to the Alaska Municipal League Office.