

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2013-33

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA REENACTING SITKA
GENERAL CODE AT CHAPTER 2.32 ENTITLED “ STRATEGIC PLANNING
COMMISSION”**

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

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

3. **PURPOSE.** The Assembly has periodically established an economic development and planning commission over the past three decades (Ordinance No. 88-818, Ordinance No. 99-1538, Ordinance No. 01-1649, and dissolution by Ordinance No. 2011-05).

The purpose of this ordinance is to recreate SGC 2.32 to reenact this commission as the Sitka Strategic Planning Commission to assist the assembly in developing, planning, and implementing strategic and planning priorities as determined by the assembly. The newly formed commission will focus on strategic planning for the city rather than economic development. The Sitka Economic Development Association (SEDA), a non-profit organization established in 1997 by a committee of the Greater Sitka Chamber of Commerce, and other entities have taken on many of the economic development roles of the former Planning and Economic Development Commission.

4. **ENACTMENT.** **NOW, THEREFORE, BE IT ENACTED** by the Assembly of the City and Borough of Sitka that the former repealed SGC 2.32 is now reenacted to form the Strategic Planning Commission as follows (new language underlined; deleted language stricken):

**Title 2
ADMINISTRATION**

Chapters:

- 2.04 City and Borough Assembly**
- 2.08 City and Borough Departments**
- 2.12 City and Borough of Sitka Hospital Board**
- 2.13 Health Needs and Human Services Commission**
- 2.14 Historic Trust Board**
- 2.16 Library Commission**
- 2.18 Planning Commission**
- 2.19 Police and Fire Commission**
- 2.20 Fire Department**
- 2.25 Sitka Police Department**
- 2.32 Strategic Planning Commission**

2.34 Sitka Convention and Visitors' Bureau

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Chapter 2.32
Strategic Planning Commission

Sections:

2.32.010 Establishment.

2.32.020 Formation.

2.32.030 Organization.

2.32.040 Powers and duties.

2.32.050 Term.

2.32.010 Establishment.

There shall be a commission known as the strategic planning commission to assist the assembly in developing, planning, and implementing strategic and planning priorities; provide a public forum for strategic and community planning discussions and proposals; and, as determined by the assembly, review, comment, and assist on all referred issues for the purposes of strategic planning

2.32.020 Formation.

The commission shall be composed of five members appointed by the Assembly and, to the extent deemed advisable by the Assembly, include members active in roles from the major industries of Sitka: seafood, healthcare, tourism and education; along with members from the community at large. A member of the assembly will serve as a liaison for the commission. At least annually, the assembly and the commission shall meet jointly in a special session to discuss strategic planning priorities.

2.32.030 Term.

The term of a member shall be two years or until a successor is appointed; except, term of the Assembly Liaison shall be for one year. The first members appointed to the commission shall, upon appointment, determine the length of the terms so that the terms of two (2) members shall be for one year and the terms of three (3) members shall be for two years, resulting in staggered terms for members subsequently appointed. A vacancy on the commission shall be filled by appointment by the assembly for any remainder of an unexpired term.

2.32.040 Organization.

The commission shall organize itself, naming of the officers a chairperson, and vice chairperson, each of whom shall be elected by the members of the commission at the first meeting of the newly appointed commission and shall serve a term to expire upon election of officers at the first meeting of the following year.

2.32.050 Resignation.

Should an officer resign from their position prior to expiration of their term, or otherwise is unable or unwilling to perform duties as required of the office, the commission may elect an officer to serve out the remainder of that term. In addition to the above officers, the commission, by a majority vote of its members, may designate and elect or appoint such other officers, assistant officers and agents as it deems necessary at such time, in such manner, and upon and for such terms as it shall prescribe. All officers and agents shall serve at the pleasure of the commission, whenever in its judgment the best interest of the commission will be served.

2.32.060 Meetings.

A. Except during the summer, the commission shall meet at least quarterly.

B. Additional meetings may be held to provide a public forum for strategic planning priorities.

C. Give reasonable public notice of its meetings and shall comply in all respects with the Alaska Open Meetings Law.

D. At least once on an annual basis, the assembly and the commission shall meet jointly in a special session to discuss strategic planning priorities (see 2.32.020).

E. At least twice annually, representatives of the commission will provide an update to the assembly at a regular assembly meeting during "Special Reports" and will use assembly feedback to adjust the activities and annual goals of the commission.

2.32.070 Powers and duties.

A. The commission shall assist the assembly in developing, planning, and implementing strategic and planning priorities as determined through assembly visioning;

B. The commission shall, annually, draft its goals for the assembly to approve. These goals shall be based on the annual assembly/commission joint meeting (see 2.32.060) or the assembly's recent visioning or strategic planning sessions. Specific issues the commission may be directed to pursue include but are not limited to: sustainability of city infrastructure, sustainability/efficiency of city services, targeted actions to improve quality of life etc.

C. The commission shall provide a public forum for strategic and community planning discussions and proposals. In that role, the commission shall develop a process in which the public can participate in setting goals for future use of publicly owned resources;

D. The commission shall, with the direction of the assembly, take specific action to facilitate strategic and planning for the community;

E. As determined by the assembly, the commission shall review and comment on all referred issues for purposes of strategic planning;

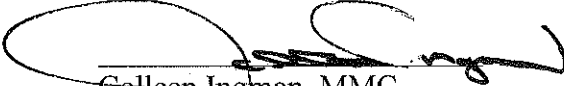
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5. **EFFECTIVE DATE.** This Ordinance shall become effective the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 10th day of September, 2013.


Mim McConnell, Mayor

ATTEST:


Colleen Ingman, MMC
Municipal Clerk