



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

*Mayor Matthew Hunter
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Bob Potrzuski,
Aaron Bean, Kevin Knox, Dr. Richard Wein,
Benjamin Miyasato*

*Municipal Administrator: Keith Brady
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, October 9, 2018

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[18-197](#) Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars.pdf](#)
[Assembly Update 9.30.2018 final.pdf](#)

V. CEREMONIAL MATTERS

[18-185](#) Sitka Community Hospital Long Term Care - Quality Achievement Award

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

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

[18-188](#) Sitka Community Hospital - Rob Allen, CEO

Attachments: [Special Report SCH.pdf](#)

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** [18-189](#) Approve the minutes of the September 20, 25, and 27 Assembly meetings

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

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

See New Business Item G

XI. UNFINISHED BUSINESS:

- B** [ORD 18-43](#) Making Supplemental Appropriations for Fiscal Year 2018 (Personnel PERS, Solid Waste Fund Operations, MIS Operations)

Attachments: [Motion and Ord 2018-43.pdf](#)

- C** [ORD 18-44](#) Making Supplemental Appropriations for Fiscal Year 2019 (Legal Department - Legal Fees)

Attachments: [Motion and Ord 2018-44.pdf](#)

- D** [18-191](#) Approve the Municipal Clerk's Certificate of Election

Attachments: [Certificate of Election 2018..pdf](#)

- E** [18-192](#) Recognize outgoing Assembly members - followed by a short recess

Attachments: [Recognize Outgoing Members.pdf](#)

XII. NEW BUSINESS:

- F** [18-193](#) Oath of Office - Newly Elected Officials

Attachments: [Oath of Office.pdf](#)

- G** [18-190](#) Reappoint Loyd Platson to a three-year term on the Police and Fire Commission
Attachments: [Motion and Platson Application.pdf](#)
- H** [RES 18-21](#) Supporting the State of Alaska Department of Transportation and Public Facilities pursuing funding for the Sitka Rocky Gutierrez Airport Terminal Building Improvements Project
Attachments: [Motion Memo and Res 2018-21.pdf](#)
[SIT Terminal Improvements.pdf](#)
- I** [RES 18-22](#) Authorizing the Administrator to procure a letter of commitment from the State of Alaska for the acquisition of Parcel 1-9208-000 for a new Sitka Seaplane Base Facility on Japonski Island eligible for an Airport Improvement Program Grant from the Federal Aviation Administration (FAA)
Attachments: [Motion Memo and Res 2018-22.pdf](#)
- J** [ORD 18-49](#) Making supplemental appropriations for Fiscal Year 2019 (Seaplane Base Project) 1st reading
Attachments: [Motion Memo and Ord 2018-49.pdf](#)
- K** [ORD 18-50](#) Amending Title 3 "Procurement Policy" of the Sitka General Code by modifying Chapter 3.16 "Procurement Policy" Section 3.16.060 "Exceptions to Competitive Requirements" 1st reading
Attachments: [Motion Memo and Ord 2018-50.pdf](#)
- L** [18-195](#) Rescheduling: November 13 meeting to November 8 due to Assembly and Staff attendance at the Alaska Municipal League Conference
Attachments: [November Calendar..pdf](#)
- M** [18-196](#) Scheduling: Assembly Visioning Session
Attachments: [Schedule Visioning Session.pdf](#)
- N** [18-194](#) Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons
Attachments: [Appoint Deputy and Vice Deputy Mayor.pdf](#)
[LIAISONS 2017-2018.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

- O [18-187](#) Update on the Sitka Community Hospital RFP phase 3 process and due diligence

Attachments: [Exec Session Phase 3.pdf](#)

XV. ADJOURNMENT

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 747-1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Assembly meetings are aired live on KCAW FM 104.7 and via video streaming from the City's website. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
Publish: October 5*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-197 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 10/4/2018 **In control:** City and Borough Assembly
On agenda: 10/9/2018 **Final action:**
Title: Reminders, Calendars and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars.pdf](#)
[Assembly Update 9.30.2018 final.pdf](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, October 9	Regular Meeting	6:00 PM
Tuesday, October 23	Work Session <i>Insurance</i>	5:00 PM
Tuesday, October 23	Regular Meeting	6:00 PM



Assembly Calendar

2017 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2019

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>30</u> <u>Sep</u>	<u>1</u> <u>Oct</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Eisenbeisz	Eisenbeisz	Eisenbeisz MUNICIPAL ELECTION	6:00pm Library Commission	12:00pm SEDA Board Meeting		
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
		Knox 12:00pm Parks & Rec 6:00pm Regular Assembly Mtg	6:00pm Historic Preservation 6:15pm Port & Harbors Commission	12:00pm LEPC 1:30pm Health Needs & Human Services Commission 7:00pm Planning Commission		
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
		12:00pm Tree/Landscape		HOLIDAY		
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
		6:00pm Regular Assembly Mtg	6:00pm Police and Fire Commission	6:00pm Hospital Board Meeting 7:00pm Planning Commission		
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u> <u>Nov</u>	<u>2</u>	<u>3</u>
				12:00pm SEDA Board Meeting	Eisenbeisz	Eisenbeisz

Assembly Calendar

2017 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2019

November 2018

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<u>28</u> <u>Oct</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u> <u>Nov</u>	<u>2</u>	<u>3</u>
				12:00pm SEDA Board Meeting	Eisenbeisz	Eisenbeisz
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
Eisenbeisz	Eisenbeisz	Eisenbeisz GENERAL ELECTION	Eisenbeisz 6:00pm Library Commission	Eisenbeisz 12:00pm LEPC 1:30pm Health Needs & Human Services Commission 5:00pm Work Session: Self Funded Health Insurance 6:00pm Regular Meeting 7:00pm Planning Commission	Eisenbeisz	Eisenbeisz
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
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		6:00pm Regular Assembly Mtg	6:00pm Police and Fire Commission			

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED THROUGH SEPTEMBER 2018

East DeGroff Water, Sewer and Street Repairs (CONSTRUCTION PHASE)

Milestones This Period

- Installed 400 linear feet of sewer main and one manhole.
- Imported and installed road sub-base material on DeGroff Street from Hollywood Way to Baranof Street in preparation for paving.
- Worked with contractor to secure cooperation from their insurance company to address damages resulting from electrical short-circuit at DeGroff and Sawmill Creek Road.

Future Milestones

- Continue utility installation on DeGroff Street from Baranof to SMC. Contractor expected to have completed 675 feet of sanitary sewer, water and storm sewer installation by late October 2018.
- Substantial Completion date has been extended to October 18, and Public Works is considering an additional extension to November 2, 2018 due to unanticipated underground work.

Background

The project includes replacement of aging, failing water, sewer and storm drainage infrastructure in DeGroff Street from Hollywood Way to Sawmill Creek Road. The project will replace all pavement, curb, gutter and sidewalk. Scope will also include utility trenching work in Sawmill Creek Road, ahead of an Alaska Department of Transportation project to re-pave SMC in 2019 or 2020. Funding for the project is provided by the following sources: \$2.24 million from FY2015 ADEC Water and Sewer Loans, \$175,000 from the FY17 Water Enterprise Fund and \$45,000 from the FY17 Wastewater Enterprise Fund and \$300,000 from the FY18 General Fund.

Current Contracts:	PND Engineers	\$144,747
	K&E Alaska	\$1,932,376

Nelson Logging Road Upgrades (CONSTRUCTION PHASE)

Milestones This Period

- Road embankment fill placed between new bridge and arch culvert. Culverts installed between bridge and arch culvert.
- Additional clearing and grubbing.
- Installed culverts between large arch culvert and shooting range

Future Milestones.

- Additional clearing and grubbing and tree felling.
- Additional culvert installation and road fill placement between Sawmill Creek Road and the new bridge.
- Contract Substantial Completion date is January 2019.

Background

The project includes replacing both inadequate bridges, realignment at HPR intersection to raise the road elevation out of the stream floodplain, upgrading Nelson Logging Road to include drainage improvements, resurfacing, pedestrian amenities and

widening. Funding for the project is provided by a \$2,343,000 State of Alaska Department of Commerce Community and Economic Development Grant.

Current Contracts:	LEI Engineers & Surveying	\$415,390
	K&E Alaska, Inc.	\$1,544,280

O'Connell Lightering Float Pile Replacement (CONSTRUCTION PHASE)

Milestones This Period

- Project Schedule received.

Future Milestones

- Permitting to be completed Fall 2018.
- Substantial Completion anticipated by May 30, 2019.

Background

With lightering traffic reduced due to cruise ships mooring at Old Sitka Dock, and what lightering remains shifting to the Crescent Lightering Facility near Harrigan Centennial Hall, Harbor Staff have found O'Connell to be a popular moorage location for yacht owners. However, the existing piling at the O'Connell Lightering Float were installed too shallow to support yacht moorage as evidenced by several piles being displaced during a storm event. This project will replace all piling at the facility with new rock-socketed piling specifically designed to support large yachts. The Assembly approved an appropriation of \$280,000 from the Harbor Fund Undesignated Working Capital on September 12, 2017, on 2nd reading. This amount was insufficient given regulatory agency feedback and timeframes. An additional \$290,000 appropriation from the Harbor Fund Undesignated Working Capital was approved by the Assembly on March 27, 2018, on 2nd reading.

Current Contracts:	PND Engineers	\$35,380
	Turnagain Marine	\$483,800

Sitka Wayfinding Signage (CONSTRUCTION PHASE)

Milestones This Period

- Fabrication of signage is complete. Wayfinding signage installation in progress.

Future Milestones

- Substantial Completion of signage installation was delayed due to sign fabrication/shipping delays and is now anticipated in early October 2018.

Background

Wayfinding signage was identified as one of the key projects in the 2010 Sitka Passenger Fee Fund Implementation Plan. On June 25, 2013, the Assembly approved a request from the Tourism Commission and Destination Sitka Working Group to move the Wayfinding Signage Project forward by funding the project utilizing Commercial Passenger Excise Tax (CPET) proceeds. The Sitka Convention & Visitors Bureau (SCVB) was tasked to manage the project at that time. Later, the Sitka Chamber of Commerce managed the project while the Consultant, Great Destinations Strategies (GDS), completed the design intent drawings and general specifications. With these complete, the project management has shifted to Public Works to oversee the fabrication and installation of the signage. The Assembly approved a budget

appropriation of \$282,300 from CPET Funds, General Capital Projects Fund, for the purpose of designing and constructing Wayfinding signs.

Current Contracts:	Axia Creative	\$25,910
	CBC Construction	\$166,018

Lincoln Street Paving 2018 & Katlian Sitka Paving 2017 (DESIGN PHASE)

Milestones This Period

Lincoln Street

- Completion of 95% plans.

Katlian Street

- Completion of 99% plans.

Future Milestones

Lincoln Street

- Final Review of 95% plans.
- Bid project April 2019.
- Construction has been rescheduled to Fall 2019 – Spring 2020 in order to take advantage of a more favorable construction window that will help minimize impacts to downtown businesses outside of the tourist season.

Katlian Street

- Final Review of 99% plans.
- Bid project December 2018
- Construction anticipated to start February 2019 through the summer 2019.

Background

The project includes replacing non-ADA compliant curb ramps, failing storm drain, and limited curb, gutter and sidewalk and all asphalt pavement on Lincoln Street from Harbor Way to Harbor Drive. Red concrete crosswalks are planned to be bid as an additive alternate. Currently, funding for the project is provided by:

Lincoln Street

\$950,000 – General Fund

\$1,300,000 – 2019 General Fund Budget Allocation

\$20,000 – Water Fund

\$20,000 – Sewer Fund

\$2,290,000 – total available project funding

Katlian Street

\$747,870 2016 – General Fund budget Sitka Paving 2016 – 2017

Current Contracts:	Professional and Technical Services, Inc.	\$225,978
	Anderson Land Planning	\$5,000

Wastewater Treatment Plant (WWTP) Rehabilitation (DESIGN PHASE)

Milestones This Period

- The design team is working with CBS staff to develop the 50% design, which is expected early October 2018.

Future Milestones

- The cost estimate of the design submitted to the estimator 10/5/18 is due 11/1/2018.
- Bid and begin construction of the WWTP rehabilitation project, assuming sufficient funding is available, Spring 2019.

Background

The Wastewater Treatment Plant was built in the early 1980s and most of the building systems, especially the HVAC (ventilation air) systems have failed or are past their useful life and require replacement. The air quality within the building is inadequate and corrosive and the exposed piping and metal within the building are corroded. The building's envelope leaks air and does not allow for proper pressurization of the office areas and other clean rooms. Corrosive air in these spaces results in electronics regularly becoming dysfunctional within months, in addition to creating an unhealthy air quality for the WWTP operators. It is the intent of Public Works to move this project forward as quickly as possible as there are life safety issues that need to be addressed in the existing facility. The total project cost is estimated at \$11 million. Funding for this project is provided by the following sources: \$263,000 in Wastewater fund Working Capital and DEC loans with \$2,832,500 (secured) and \$1,825,000 (approved and pending signed agreement). The existing budget will be insufficient to rehabilitate the building, correct the life safety, code compliance and non-functional existing conditions. It is anticipated that an additional DEC loan will fund the shortfall,

Current Contracts: McCool Carlson Green

\$806,321

Davidoff & Peterson Storm Sewer Rehabilitation (DESIGN PHASE)

Milestones This Period

- None.

Future Milestones

- Finalize design and bid package for Davidoff improvements, November 2018.
- Award Davidoff construction contract, December 2018.
- Rehabilitate or replace where appropriate Davidoff storm infrastructure, February 2019.
- Select design consultant for Peterson Street storm sewer replacement, October 2018.

Background

The project includes rehabilitation and/or replacement of deteriorated storm drain infrastructure to include: a 60" corrugated metal culvert crossing under Peterson Street, and two 30" and two 36" metal culverts and two metal storm structures adjacent to Davidoff Street, between Charteris and HPR. Funding for the project is provided in the FY18 General Fund at \$350,000, in the FY19 General Fund at \$150,000, and from a \$60,000 grant from the U.S. Fish and Wildlife Service for a total of \$560,000.

Current Contracts: StephI Engineering

\$37,500

Eagle Way Lift Station Rehabilitation (DESIGN PHASE)

Milestones This Period

- None.

Future Milestones

- Design lift station upgrade to convert existing wet well/dry well scheme to submersible lift station with a valve vault, November 2018.
- Bid project December 2018.
- Procure construction contractor, December 2018.
- Procure pumps and control/electrical equipment, January 2019.
- Rehabilitate lift station, May 2019.

Background

The original Eagle Way – Old Harbor Mountain Road project included new pavement, storm drainage, water main and services, and a pedestrian pathway within Eagle Way, and new pavement and storm drain improvements within Old Harbor Mountain Road. Funding for the project consists of a \$1,500,000 State of Alaska Department of Commerce Community and Economic Development Grant, of which \$250,000 remains. DCCED approved these remaining funds being used for the lift station rehabilitation work. This funding was combined with \$135,000 in FY2018 working capital and \$85,000 in FY2019 working capital for a total project budget of \$470,000.

Current Contracts: Boreal Controls, Inc.

\$87,700

Cross Trail (Granite Creek to Ferry) (DESIGN PHASE)

Milestones This Period

- U.S. Army Corps of Engineers issued permit for Cross Trail 6 construction in regulated wetlands.
- Sitka Trail Works (STW) received a request from the Rasmuson Foundation to submit a full grant proposal for approximately \$180,000, which would serve as a match for the Federal Lands Access Program (FLAP) grant funding the project.

Future Milestones

- Select final alignment and finalize design drawings by October 2018.
- Construction anticipated in early 2019, provided CBS has secured sufficient funds to match 9.03% of the construction fund grant amount. Rasmuson Foundation to consider STW grant request in November 2018.

Background

The City and Borough of Sitka was awarded a \$250,000 MAP-21 Federal Lands Access Program (FLAP) Grant for planning, design and permitting of Phase 6 Cross Trail multimodal pathway – a connector from Kramer Drive to Alaska Marine Ferry Terminal – by Western Federal Lands. The Assembly approved submission of the grant in Resolution 2014-06 in April 2014. Sitka Trail Works is overseeing the design work alongside CBS via a Memorandum of Agreement. Received a \$1.93M construction grant from Western Federal Lands in October 2017, which cannot be spent until CBS and Sitka Trail Works secure the required match funding.

Airport Terminal Improvements (DESIGN PHASE)

Milestones This Period

- The pre-35% design submittal was sent to ADOT with a request to have the SIT Terminal Improvements Project added to the State of Alaska 'Aviation Projects Evaluation Board' (APEB) meeting scheduled this fall for AIP Grant Funding for the eligible portions of the SIT Terminal Improvements Projects. PFC funds count as matching funds for AIP Grants.
- Collection of PFCs began May 1, 2018. Total anticipated revenue collection over the 20-year period of collection is \$6,840,000.00.
- Revenue Bond approved for \$4,025,000 by CBS Assembly. It is anticipated that it will be funded, along with its fees and debt service by the collection of PFCs, which began May 1, 2018.

Future Milestones

- The design team is working on completion of the 35% design milestone, which is anticipated at the end of September or early October 2018.
- The 35% design and cost estimate will be sent to the ADOT for the APEB meeting along with a Resolution (if approved) requesting AIP grant funding from the ADOT (pass through from FAA) for the SIT Terminal Improvements Project.
- AIP grant application materials to be submitted to ADOT-PW by Oct. 31, 2018.
- Other funding sources for terminal improvements beyond the PFC/Bonding and AIP grant requests are being developed for consideration, including airport terminal user fees and TSA grants for screening/security improvements.
- It is anticipated that the first phase of construction will be Oct. 2019- April 2020.
- Still anticipating the State of Alaska DOT sending the CBS information about the upcoming parking lot management changes and options.

Background

The Airport Terminal Improvement Project is intended to remedy some of the existing critical problems identified in the Airport Terminal Master Plan 2008-2011, including working conditions in the baggage make-up area and TSA baggage screening area, as well as problems with congested passenger queuing, screening, baggage, fish boxes, waiting areas and passenger flow. CBS accepted a TSA design grant in the amount of \$158,569.25 to design specific improvements to the TSA Baggage Screening Area. Other areas impacted by these design changes are ineligible for the TSA design funding. The Assembly approved moving forward to the 65% Schematic Design Milestone for the preferred concept plan that was presented in the Assembly work-session August 8, 2017. The current estimated cost for the project as identified is approximately \$15-million. The current funding plan outlines the following components:

- | | | |
|-------------------------------------|--------------|------------------------------------------------|
| • Passenger Facility Charge Revenue | \$4,025,000 | Bond in progress |
| • TSA Funding | \$3,397,500 | Unsecured |
| • Eligible AIP Grant Request | \$10,283,954 | Unsecured |
| • Potential User Fees & Airline | TBD | – funding dependent on securing grant funding. |

Current contracts: MCG Architects

\$449,069

Crescent Harbor Float Replacement – Phase I (PLANNING PHASE)

Milestones This Period

- Phase one design report completed by PND.
- Public meeting held on Sept. 4, 2018.
- Port & Harbor Commission approved the project as proposed on September 5, 2018.
- Assembly approved \$8 million bond ordinance on September 25, 2018.

Future Milestones

- Evaluate and select appropriate project delivery method.
- Tentative construction Fall 2019 depending on project delivery method selected.

Background

The physical condition of Crescent Harbor has deteriorated to point where in-house repairs are no longer sufficient to adequately maintain the facility. Harbor Department staff and Public Works Department engineers have determined that the harbor now presents an operational and safety risk due to floats sinking, decay of wooden beams, corrosion of metal fixtures and failure of walk-down ramps to meet ADA accessibility requirements. The project has estimated total cost of \$14,025,000. Of this, the harbor grant will provide \$5,000,000. The Harbor Fund working capital has allocated \$1,000,000 for the project. The remaining \$9,025,000 is planned to be provided with \$8,025,000 in harbor revenue bond proceeds and the use of the Harbor Fund working capital in the amount of \$1,000,000 noted above.

Current Contracts: PND

\$73,612

Gary Paxton Industrial Park Access Ramp (PLANNING PHASE)

Milestones This Period

- Draft plan completed.

Future Milestones

- Final Report due November 2018.
- Determine future schedule and funding requirements for Ramp construction.

Background

The project includes planning and design for a multipurpose boat ramp for the Gary Paxton Industrial Park. The ramp is to be associated with the new existing barge ramp constructed adjacent to the Boat Building Lot. Project funding of \$40,000 provided in Gary Paxton Industrial Park Budget.

Current Contracts: PND Engineers Inc.

\$18,550

Critical Secondary Water Supply (PLANNING PHASE)

Milestones This Period

- Submitted a loan application to the ADEC State Revolving Loan program for \$18.5 million.
- Scheduled meeting with EPA and Alaska Congressional Delegation to discuss possible waiver of certain water treatment requirements.

Future Milestones

- Once ADEC loan is received, Public Works to request Assembly approval to proceed with the project.
- Design complete October 2019.
- Construction begins November 2019.
- Construction complete November 2020.

Background

The project is for design and construction of a secondary water source, for when the primary water source – Blue Lake water treated with ultraviolet (UV) radiation – is unavailable. Blue Lake water will not be available when the Electric Department inspects and maintains the penstock providing water from the dam to the power plant. Blue Lake water may also require filtration – not just UV treatment – if turbidity levels continue to exceed regulatory thresholds. The budget consists of \$75,000 in working capital. The FY2019 budget authorizes the expenditure of \$10 million in grant funding and \$18.49 million in loan funding, if it is secured. Operating funds have augmented the \$75K in working capital to pay for the consultant's services to date.

Current Contracts: CRW Engineering Group, L.L.C.

\$105,147

Police Station Planning Study (PLANNING PHASE)

Milestones This Period

- Consultant work sessions were held the last week of September. Draft adjacency diagrams and preferred site selection alternatives were presented and discussed with the Police & Fire Commission and Steering Committee.

Future Milestones

- The top three potential siting locations will be selected and ranked for further development of space adjacencies and site access diagrams.
- Final study completion anticipated December 31, 2018.
- Completed study to be presented to Assembly in early 2019.

Background

The Sitka Police Department and Jail occupies one-third of the first floor in the City/State Court/Office Building. The Sitka Police Offices and jail do not meet current industry standards. It is nonfunctional, unsafe, and severely inhibits the effective delivery of police service to Sitka. The City/State Building was built in 1974-76 in partnership with the State of Alaska. The City owns the land including the parking lot and is joint owner with the State of the building. Expenses for maintenance and operations per agreement December 1993, are split 34% CBS and 66% State based on the occupancy remaining within the building. Maintenance of the facility and its building systems, along with replacement of non-functional and obsolete infrastructure, has not kept pace with facility needs. Repairs to the facility to address its deferred maintenance are conservatively estimated to exceed \$1 million. How these costs are to be shared is to be determined, and is complicated by the shared ownership of the facility with the State of Alaska. Given Alaska's current fiscal status, reaching a timely cost-sharing agreement is a point of significant concern.

Current Contracts: Stantec

\$57,558

Sitka Seaplane Base (SPB) (PLANNING PHASE)

Milestones This Period

- The Assembly provided direction to proceed with the SPB Project as a priority at the August 30, 2018 meeting.
- Submitted the Pre-application/CIP Data Sheet to FAA showing intent to apply for an AIP Planning Grant.

Future Milestones

- In preparation for Oct. 9 Assembly meeting, prepare Resolution supporting the acquisition of the preferred location/land parcel for the Seaplane Base.
- Obtain a letter of commitment for the purchase of the property from the State.
- Prepare AIP grant requests prior to October 31, 2018. It is anticipated the CBS will apply for the \$1 billion Supplemental AIP grants, which provides 100% funding, prior to 10/31/2018 for Seaplane Base. Per FAA representative, Mike Edelman, the construction and land acquisition costs have a reasonably good chance of competing nationally against the other projects and winning an AIP supplemental funding grant. The planning portion of the project is less likely to be funded by this grant as the grant is targeting 'shovel ready projects'. Therefore, it is anticipated that CBS will concurrently seek a separate AIP grant (also due Oct. 31) for the planning portion of the project.

Background

Improvement or replacement of the seaplane base has been discussed on and off for the past two decades. Beginning with this funding cycle, more FAA funding in the form of Airport Improvement Project (AIP) grants (traditional and Supplemental AIP funding) has been made available through FY2020 than has been in a long time. As the Assembly has made it a priority to look into the development of a new seaplane base for the economic development of Sitka, a key component to making this happen is land acquisition. Part of the due diligence that staff is doing for the Assembly is working on what staffing, money, and land acquisition we need for adequate maintenance, operations and reporting. The seaplane base study, which included an Economic Impact Study, showed that property on Japonski Island was the preferred site for the seaplane base. The upcoming AIP grants could help planning, land acquisition and eventual design and construction costs.

MAINTENANCE ACTIVITIES

STREETS

- Grading Roads 21.8 man hrs. = 21.8% of work
- Grader Training with DOT. (2) Crew Members 43 man hrs. = 13.4% of work
- Dust Control 54 man hrs. = 16.8% of work
- Numerous other maintenance Items from repairing storm drains to fixing numerous pot holes with spray patch and cold patch material and vegetation control.

BIO-SOLID PIT

- Burying bio-solid material 20 man hrs. = 6.2% of work this is prepping cells moving material

SCRAPYARD

Since taking over the scrapyard on 1 July the new scrapyard crew has processed 85 vehicles which combined with other scrap equals 578,000 LBS of material. Which equates to 289 Tons. 30 gondolas had been shipped out to date with an average of 9.63 tons a gondola increasing our load average by 41% on track to save us \$58,000.00 in shipping fees for the year. Simon Metals has even complemented us on how better the loads are. Also the crew were trained and certified for Freon recovery. We encourage you to go to the scrapyard and look around and talk to the crew.

GROUNDS MAINTENANCE

- 3 summer temp crew returned to college. Two on until end of the month.
- Continue mow rotations – had to adapt due to school starting and athletic event schedules
- Updating and adding to maintenance rotation of weeding outline beds, and removing unwanted/unpliant tree's (like alders) from city properties around buildings, and grounds.
- Library CIP landscape project has begun. CBS staff crew and stock being provided to cut project costs.
- Winterizing beds and plans for bulbs.
- Working on landscape beds master plan. Continuity.

BUILDING MAINTENANCE

- All boiler PMs completed.
- Scrap yard- lighting upgrades for vehicle processing areas in progress
- Prep on winterization of Recreational Facilities
- Senior Center Painting project has started.
- Senior Center, due to muskeg retraction front porch is being removed.
- Senior Center, Due to muskeg retraction main waste line 4' section replaced.
- Public Service Center boiler seal emergency repair
- City Hall, Pneumatic Controls air leak being investigate and repair to the system are underway. Most of main issues resolved, still following up on other misc.
- Annual Fire and Life Safety inspection of City buildings and facilities. Necessary repairs made, additional parts on orders, emergency repairs in progress.

CENTRAL GARAGE

- Repaired or Serviced or Repaired 133 Vehicles or Equipment.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-185 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 9/21/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Sitka Community Hospital Long Term Care - Quality Achievement Award

Sponsors:

Indexes:

Code sections:

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

Date	Ver.	Action By	Action	Result
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Certificate of Appreciation

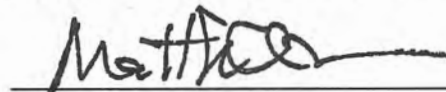
is hereby presented to

Paul Norwood

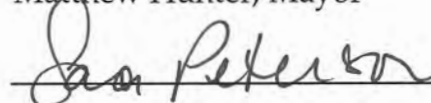
The City & Borough of Sitka hereby recognizes your outstanding work in providing quality care to our Sitka Community Hospital residents. Your dedication, caring support, and compassion for our community hospital residents has been recognized two years in a row with the Alaska Nursing Home Excellence in Quality Award.

Thank you for your dedication and service to Sitka.

Signed and sealed this 9th day of October, 2018



Matthew Hunter, Mayor



ATTEST:

Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-188 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Sitka Community Hospital - Rob Allen, CEO

Sponsors:

Indexes:

Code sections:

Attachments: [Special Report SCH.pdf](#)

Date	Ver.	Action By	Action	Result
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Special Report

Sitka Community Hospital – Rob Allen, CEO





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-189 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Approve the minutes of the September 20, 25, and 27 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 ITEM A**

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
September 20, 25, and 27 Assembly
meetings.



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Matthew Hunter
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Bob Potrzuski,
Aaron Bean, Kevin Knox, Dr. Richard Wein,
Benjamin Miyasato*

*Municipal Administrator: Keith Brady
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Thursday, September 20, 2018

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - Miyasato, Eisenbeisz, Hunter, Knox, Bean, and Wein

Absent: 1 - Potrzuski

IV. PERSONS TO BE HEARD

None.

V. NEW BUSINESS:

A 18-175 Award FY19 General Fund Non-Profit Grants

Mayor Hunter reviewed the grant award process. It was noted in order for an applicant to receive funding, a majority (4) of the Assembly needed to recommend some level of funding. For Assembly members that had allocated funds to an applicant that got less than a majority, the member was allowed to redistribute that allocation to other applicants within that category during the meeting. Hunter stated in the Community Development category that the Sitka Community Land Trust (SCLT) had not received funding from a majority of the Assembly. Those members awarding funding to the SCLT were Hunter (\$2500), Potrzuski (\$7000), and Miyasato (\$4000). Knox reminded that in previous years members had been allowed to redistribute outside of the category. Potrzuski, although absent, had notified the Clerk's Office he desired to redistribute his amount for SCLT to Sitka Trail Works. Hunter chose to redistribute his allocation to Sitka Trail Works and Miyasato redistributed his amount for SCLT to the

Salvation Army Alaska Sitka Corp.

Assembly members Wein, Eisenbeisz, and Hunter offered explanations for their award amounts in the Human Services category.

A motion was made by Miyasato to award the following FY19 General Fund Non-Profit Grants in the category of Human Services:

**Brave Heart Volunteers \$9,071
Salvation Army Alaska Sitka Corp \$6,357
Sitka Counseling and Prevention Services \$4,714
Southeast Alaska Independent Living \$6,500**

The motion PASSED by the following vote.

Yes: 6 - Miyasato, Eisenbeisz, Hunter, Knox, Bean, and Wein

Absent: 1 - Potrzuski

Assembly members Wein and Hunter offered thoughts on their respective allocations in the Cultural & Educational Services category.

A motion was made by Miyasato to award the following FY19 General Fund Non-Profit Grants in the category of Cultural & Educational Services:

**Alaska Arts Southeast \$3,619
Betty Eliason Child Care Center \$2,584
Greater Sitka Arts Council \$3,440**

The motion PASSED by the following vote.

Yes: 6 - Miyasato, Eisenbeisz, Hunter, Knox, Bean, and Wein

Absent: 1 - Potrzuski

Mim McConnell expressed her disappointment at the lack of funding to the Sitka Community Land Trust.

Assembly member Wein shared the reason behind his allocation in the Community Development category.

A motion was made by Miyasato to award the following FY19 General Fund Non-Profit Grants in the category of Community Development:

Sitka Trail Works \$8,714

The motion PASSED by the following vote.

Yes: 6 - Miyasato, Eisenbeisz, Hunter, Knox, Bean, and Wein

Absent: 1 - Potrzuski

B ORD 18-48 Making supplemental appropriations for Fiscal Year 2019 (*legal fees phase 3 of Sitka Community Hospital RFP process*)

Municipal Attorney Brian Hanson reminded he had requested the amount and it was not to exceed \$150,000.

A motion was made by Knox that this Ordinance be APPROVED on FIRST

READING. The motion **PASSED** by the following vote.

Yes: 5 - Miyasato, Eisenbeisz, Hunter, Knox, and Bean

No: 1 - Wein

Absent: 1 - Potrzuski

VI. PERSONS TO BE HEARD:

None.

VII. EXECUTIVE SESSION

None.

VIII. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:32pm.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Matthew Hunter
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Bob Potrzuski,
Aaron Bean, Kevin Knox, Dr. Richard Wein,
Benjamin Miyasato*

*Municipal Administrator: Keith Brady
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, September 25, 2018

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

IV. CORRESPONDENCE/AGENDA CHANGES

18-182 Reminders, Calendars and General Correspondence

None.

V. CEREMONIAL MATTERS

18-177 Proclamation - Domestic Violence Awareness Month

Mayor Hunter read a proclamation recognizing the month of October as Domestic Violence Awareness Month.

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

None.

VII. PERSONS TO BE HEARD

Tim Fulton thanked the Assembly for their service. Executive Director of the Chamber of Commerce, Rachel Roy, briefed the Assembly on recent activities of the Chamber.

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

Mayor - Hunter relayed the final draft of the "letter of intent" between SEARHC and the City would be released to the public soon.

Administrator - Brady reminded electric rates decreased to \$0.12 per KWh starting in October, sales tax decreased to 5% October 1, reminded citizens who had experienced damage from the September 15 electrical outage of the process for filing claims, noted the Fall Household Hazardous Waste event on October 6 and 7, and clarified his statements from a previous meeting regarding legal fees for phase 3 of the SCH RFP.

Liaison Representatives - Potrzuski reported on the tree topping ordinance that had gone to the Tree and Landscape Committee for review. In addition, he spoke to the recent Gary Paxton Industrial Park Board meeting. Hunter noted the next Library Commission meeting was October 3 and reminded the new Library Director started employment October 1.

Clerk - Peterson reminded of absentee/advanced voting opportunities for the October 2 Municipal Election and spoke to the polling locations/hours on October 2.

IX. CONSENT AGENDA

A motion was made by Potrzuski that the Consent Agenda consisting of items A, B, and C be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

- | | | |
|----------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | 18-180 | Approve the minutes of the August 28, September 11, and September 13 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA. |
| B | RES 18-19 | Supporting the Alaska Salmon Hatchery Program

This item was APPROVED ON THE CONSENT AGENDA. |
| C | RES 18-20 | Supporting the Sitka Trail Works, Inc. grant application to the State of Alaska Recreational Trails Program for repairs to the Sea Lion Cove Trail

This item was APPROVED ON THE CONSENT AGENDA. |

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- D 18-179** Appoint Charlie Woodcock to an unexpired term on the Health Needs and Human Services Commission and appoint Vaughn A. Morrison to a two-year term on the Gary Paxton Industrial Park Board of Directors

Knox thanked the applicants for their willingness to serve.

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

Yes: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

XI. UNFINISHED BUSINESS:

- E 18-171** Approve the proposed adjustments to the Gary Paxton Industrial Park Port Tariff Fee Schedule (Port Tariff #3)

Garry White, Director of the Gary Paxton Industrial Park, noted adjustments were being proposed based off of conversations with users of the facility.

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

Yes: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

- F 18-170** Approve moving forward with the sale of Lot 23 (Administration Building) at the Gary Paxton Industrial Park by the invitation to bid process

Wein noted a portion of the building had been damaged by the 2015 landslides, spoke to the disrepair of the building, liabilities to the City, and the possibility of negative value. Garry White, Gary Paxton Industrial Park Director, noted the intent was to advertise the bid and see what response was received. To accept or reject the highest bid offered would be for the Assembly to decide at a future date. White stated while it was a possibility to demolish the building, the funds didn't exist to do so.

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

Yes: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

- G ORD 18-45** Authorizing the issuance of an airport terminal revenue bond in a principal amount not to exceed \$4,500,000 to finance the cost of certain capital improvements to the terminal building at the Sitka Rocky Gutierrez Airport; authorizing the sale of the bond to the Alaska Municipal Bond Bank on the terms and conditions provided in this ordinance and in a loan agreement authorized to be entered into with the Bond Bank; providing for the date, terms, and covenants of the bond; and providing the terms and conditions for issuing additional revenue bonds on a parity with the bond authorized by this

ordinance (*second and final reading*)

Mayor Hunter read through the TEFRA hearing script. Richard Doland suggested to delay the project. Robin Schmid spoke to the need for improvements at the airport.

Assembly members asked questions of David Thompson, CBS Bond Counsel. Wein suggested the City explore self funding. Bean spoke to rate covenants. Knox reminded of the need for improvements.

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

Yes: 4 - Miyasato, Potrzuski, Hunter, and Knox

No: 2 - Bean, and Wein

Absent: 1 - Eisenbeisz

H ORD 18-46

Authorizing the issuance of a harbor facilities revenue bond in a principal amount not to exceed \$8,600,000 to finance a portion of the cost of certain capital improvements to Sitka's harbor facilities; authorizing the sale of the bond to the Alaska Municipal Bond Bank on the terms and conditions provided in this ordinance and in a loan agreement authorized to be entered into with the Bond Bank; providing for the date, terms and covenants of the bond; and amending a provision of Ordinance No. 2013-01 (*second and final reading*)

Mayor Hunter read through the TEFRA hearing script.

Wein reminded of the need for creative financing. Bean questioned the need for repair and was not in support of the funding mechanism. Hunter and Knox spoke in support of the project and reminded future harbor rate increases were necessary for Eliason Harbor repairs.

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

Yes: 4 - Miyasato, Potrzuski, Hunter, and Knox

No: 2 - Bean, and Wein

Absent: 1 - Eisenbeisz

I ORD 18-43

Making Supplemental Appropriations for Fiscal Year 2018 (*Personnel PERS, Solid Waste Fund Operations, MIS Operations*)

Chief Finance and Administrative Officer, Jay Sweeney, provided an explanation of items in the ordinance and noted they had no effect on the current fiscal year.

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

Yes: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

J ORD 18-44

Making Supplemental Appropriations for Fiscal Year 2019 (*Legal Department - Legal Fees*)

A motion was made by Knox that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

K ORD 18-47

Amending Title 4 "Revenue and Finance" of the Sitka General Code by adding Chapter 4.15 "Single-Use Carryout Bag Fee", by charging a per-bag fee on single-use carryout bags provided by a vendor to a customer at a check-out stand or counter (*second and final reading*)

Public testimony on the motion to postpone the ordinance indefinitely:

Opposed to postponement were Beth Kindig, Alicia Witherspoon, Roxanne Newell, Perry Edwards, Robin Schmid, Renee Trafton, Judy Kearns- Steffen, Chola Moll, Naomi Bargmann, Leah Mason, Math Trafton, Serenity Standifer, Katie Riley, and Eric Jordan.

In support of postponement were Andy Coykendall, David Lam, Karen Parker, Donna Coykendall, Linda Anderson, Charles Bingham, Lydia McGraw, Rob Parker, Darrell Windsor, Shirley Robards, Ariel Coykendall, and Richard Doland.

Assembly members stated this was not the correct legislation for Sitka at this time. Members stated the need for further work and suggested an ordinance to ban bags entirely may have been a better discussion.

A motion was made by Knox that this Ordinance be POSTPONED INDEFINITELY. The motion PASSED by the following vote.

Yes: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

L ORD 18-41

Amending Title 4 "Revenue and Finance" of the Sitka General Code by modifying Chapter 4.09 "Sales Tax" at Section 4.09.020 "Collection of Tax" (*products not authorized for sales tax exemptions on sales tax free days*) *second and final reading*

Bean, a business owner in the marijuana industry, recused himself.

Municipal Attorney, Brian Hanson, stated he had researched the question about this ordinance requiring a public vote. He noted this ordinance made a change to exemptions, not sales tax, and therefore a public vote was unnecessary and recommended proceeding. A change to sales tax would require a public vote.

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

Yes: 5 - Miyasato, Potrzuski, Hunter, Knox, and Wein

Absent: 1 - Eisenbeisz

Recused: 1 - Bean

M 18-165

Decision on whether to allow sales tax free day(s) following the Thanksgiving holiday and set date(s)

Charles Bingham suggested the Assembly look at alternative dates during the holiday season. Rachel Roy and Shirley Robards spoke in support of sales tax free days November 23 and 24.

Assembly members believed this to be an incentive to encourage citizens to shop local.

A motion was made by Knox to authorize November 23 and 24 as sales tax free days for 2018 noting the sales tax free days will not be applicable to any sales of fuel, alcoholic beverage, tobacco products, and marijuana, nor affect any sale which is part of a continuing obligation of the buyer to pay the seller over time. The motion PASSED by the following vote.

Yes: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

N 18-176 Update from the Municipal Attorney on the Nugget Restaurant Lease

Municipal Attorney Brian Hanson relayed his deadline of replying to the State was November 1. He suggested an update with the Assembly be scheduled for the first meeting in November.

XII. NEW BUSINESS:

O 18-181 Discussion / Direction / Decision of the Administrator's annual recommended transfer to the Public Infrastructure Sinking fund

Administrator Brady recommended there be no transfer to the Public Infrastructure Sinking Fund (PISF). Instead he recommended leaving the amount (\$679,320) in the Unrestricted Fund balance and track the balance by setting up a line item in the General Fund Interim Financial Statements for internal tracking. Brady noted there was the potential for a FY19 deficit budget due to unforeseen expenses relating to the hospital sale and potential reinstatement of the senior sales tax exemption.

Some members stated the transfer would in effect recognize the existence of the fund. Others expressed concern over the need for a super majority vote when funds were transferred out of the PISF.

A motion was made by Wein to transfer \$679,320 to the Public Infrastructure Sinking Fund. The motion PASSED by the following vote.

Yes: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

XIII. PERSONS TO BE HEARD:

None.

XIV. EXECUTIVE SESSION

P 18-178 Legal matter: contract with the Greater Sitka Chamber of Commerce to provide Convention and Visitor Bureau Services

A motion was made by Miyasato to go into executive session to discuss financial and legal matters affecting the municipality with respect to the municipality's contractual relationship with the Greater Sitka Chamber of Commerce, Inc., the immediate knowledge of which would adversely affect the finances of the municipality, and/or communications with the Municipal Attorney concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions. The motion PASSED by the following vote.

Yes: 6 - Miyasato, Hunter, Knox, Bean, Wein, and Potrzuski

Absent: 1 - Eisenbeisz

The Assembly was in executive session from 9:35pm to 10:10pm.

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

XV. ADJOURNMENT

A motion was made by Potrzuski to ADJOURN. Hearing no objections the meeting ADJOURNED at 10:15pm.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Matthew Hunter
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Bob Potrzuski,
Aaron Bean, Kevin Knox, Dr. Richard Wein,
Benjamin Miyasato*

*Municipal Administrator: Keith Brady
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Thursday, September 27, 2018

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - Miyasato, Potrzuski, Hunter, Knox, Bean, and Wein

Absent: 1 - Eisenbeisz

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

Dr. Jennifer McNichol, President of the School Board, thanked the Assembly for their support. Cheri Hample of Brave Heart Volunteers expressed appreciation to the Assembly for non profit grant funding.

VI. UNFINISHED BUSINESS:

A ORD 18-48 Making supplemental appropriations for Fiscal Year 2019 (*legal fees phase 3 of Sitka Community Hospital RFP process*)

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

Yes: 5 - Miyasato, Potrzuski, Hunter, Knox, and Bean

No: 1 - Wein

Absent: 1 - Eisenbeisz

VII. NEW BUSINESS:

B 18-183 Discussion / Direction / Decision on Phase 3 of the Sitka Community Hospital RFP process - specifically the Letter of Intent with SEARHC (*executive session anticipated*)

Municipal Attorney Brian Hanson introduced Healthcare Law Attorney Sandy Johnson from the Seattle firm Schwabe, Williamson & Wyatt. Johnson shared of her background as a hospital CEO and current work as an attorney. Johnson relayed the Letter of Intent (LOI) was not intended to be a binding agreement but merely a starting point to proceed with the next step - negotiation. She spoke to the importance of a broad LOI and stressed confidentiality in the negotiating process. Municipal Administrator Keith Brady reviewed each section of the LOI and in turn Brady, Hanson, and Johnson answered questions of the Assembly.

Rob Allen spoke in support of the LOI, David Lam noted Appendix B was not included, Carin Adickes, Dr. Marilyn Coruzzi, Valorie Nelson, Tone Jackson, and Sheila Finkenbinder spoke in opposition to the signing of the LOI.

A motion was made by Potrzuski to direct the Administrator to sign the Letter of Intent to enter into negotiations with SEARHC. The motion PASSED by the following vote.

Yes: 5 - Miyasato, Potrzuski, Hunter, Knox, and Bean

No: 1 - Wein

Absent: 1 - Eisenbeisz

VIII. PERSONS TO BE HEARD:

None.

IX. EXECUTIVE SESSION

A motion was made by Potrzuski to go into executive session to discuss communications with outside legal counsel, Sandy Johnson, the Municipal Attorney and Municipal Administrator regarding phase 3 of the Sitka Community Hospital RFP process, specifically roles in the phase 3 process and due diligence, matters the immediate knowledge of which would adversely affect the finances of the municipality and invite in Chief Finance and Administrative Officer, Jay Sweeney, and invite Sitka Community Hospital RFP Consultants Sarah Cave and Steve Huebner to participate telephonically. The motion PASSED by a unanimous voice vote.

The Assembly was in executive session from 8:50pm to 9:50pm.

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

Mayor Hunter relayed the Assembly had discussed elements of the negotiation strategy. Municipal Administrator Keith Brady noted the negotiation team was

comprised of: Keith Brady, Brian Hanson, Sarah Cave, Steve Huebner, and Sandy Johnson. In addition, they hoped to add a member from the Sitka Community Hospital management team and a member of the Sitka Community Hospital medical staff.

X. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:55pm.

ATTEST: _____

**Sara Peterson, MMC
Municipal Clerk**



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 18-43 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 9/6/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Making Supplemental Appropriations for Fiscal Year 2018 (Personnel PERS, Solid Waste Fund Operations, MIS Operations)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Ord 2018-43.pdf](#)

Date	Ver.	Action By	Action	Result
9/25/2018	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2018-43
on second and final reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2018-43

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
 MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2018
 (PERSONNEL PERS, SOLID WASTE FUND OPERATIONS, MIS OPERATIONS)

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 make supplemental appropriations for Fiscal Year 2018.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY18 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, 2017 and ending June 30, 2018 is hereby adjusted as follows:

<u>FISCAL YEAR 2018 EXPENDITURE BUDGETS</u>
GENERAL, ENTERPRISE AND INTERNAL SERVICE FUNDS
Overall Funds – Personnel: Increase appropriations in each Fund for the Employer On-Behalf Funding – PERS ER120. General Fund - \$207,685; Justice Assistance Grant - \$3,379; Electric Fund - \$87,642; Water Fund - \$8,040; Wastewater Fund - \$21,187; Harbor Fund - \$15,385; Management Information Systems Fund - \$8,952; Central Garage Fund - \$3,938; Building Maintenance Fund - \$6,882.
Solid Waste Fund – Operations: Increase appropriations in interdepartmental services for the amount of \$3,217 to cover the Fund's overage.
Management Information Systems – Operations: Increase appropriations in Telephone Services for the amount of \$34,501 to cover the Fund's overage.

EXPLANATION

PERS is significantly underfunded; not enough assets are in the System to pay for the estimated future cost of retirement benefits to governmental employees. The State of Alaska has made a continued effort to reduce this underfunding by making payments into PERS on behalf of the various Municipal governmental entities that participate in PERS along with the State itself. These payments are made directly by the State into PERS; the actual funds do not pass through Sitka's bank account. Governmental accounting and reporting rules require that expenditures made by one entity on behalf of another be recorded as offsetting revenue and expenditures, even if the funds expended never pass through the supported entity's bank account.

Solid Waste went over budget at year end due to higher than anticipated cost of operating the Scrap Yard.

Management Information Systems went over budget at year end due to the cost of telephone service.

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 9th Day of October, 2018.

ATTEST:

Matthew Hunter, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading meeting ended prior to Assembly action 9/11/18

1st reading 9/25/18

2nd and final reading 10/9/18

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 18-44 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 9/6/2018 In control: City and Borough Assembly
On agenda: 10/9/2018 Final action:
Title: Making Supplemental Appropriations for Fiscal Year 2019 (Legal Department - Legal Fees)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion and Ord 2018-44.pdf](#)

Date	Ver.	Action By	Action	Result
9/25/2018	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2018-44
on second and final reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2018-44
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(LEGAL DEPARTMENT – OPERATIONS: LEGAL FEES)

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 make supplemental appropriations for Fiscal Year 2019 which is necessary to ensure that encumbered appropriations do not lapse at the end of a fiscal year, in accordance with Section 11.12 of the Home Rule Charter of the City and Borough of Sitka.

4. **ENACTMENT.** In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriations for the budget period beginning July 1, 2018 and ending June 30, 2019 is hereby adjusted as follows:

<u>FISCAL YEAR 2019 EXPENDITURE BUDGETS</u>
Legal Department – Operations: Increase appropriations in the amount of \$110,000 for Legal fees involving the personnel matter/lawsuit involving the Sitka Police Department.

EXPLANATION

At the August 30th Assembly meeting, the Assembly under Executive Session, approved a motion to pursue a \$10,000 supplemental appropriation for legal fees and \$100,000 for legal defense regarding the personnel matter/lawsuit involving the Sitka Police Department.

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 9th Day of October, 2018.

ATTEST:

Matthew Hunter, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading meeting ended prior to Assembly action 9/11/18

1st reading 9/25/18

2nd and final reading 10/9/18

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-191 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Approve the Municipal Clerk's Certificate of Election

Sponsors:

Indexes:

Code sections:

Attachments: [Certificate of Election 2018..pdf](#)

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

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

CERTIFICATE OF ELECTION

THIS IS TO CERTIFY THAT the results of the Regular Election held on October 2, 2018, have been audited and certified by the Municipal Clerk and accepted by the Assembly on October 9, 2018 at a regular meeting.

Total number of ballots issued: 3065

Total number of ballots NOT counted: - 75
(Not registered, registered elsewhere, not returned, spoiled etc.)

Total number of ballots counted: 2990

The following are the final results:

For Mayor (one to be elected: 1 – two year term):

Gary L Paxton 1721 ELECTED

Benjamin Miyasato 788

Aaron Bean 386

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

Kevin J Mosher 1278 ELECTED

Valorie Nelson 1155 ELECTED

Brinnen Carter 1127

Sheila Finkenbinder 996

Blossom Twitchell 969

For School Board (two to be elected: 2 - three year terms):

Eric Van Cise 1885 ELECTED

Amy Morrison 1729 ELECTED

Cass Karras Pook 1405

Proposition No. 1 (reinstate senior sales tax exemption):

Yes	1735
No	1217

Proposition No. 2 (exempt City and Borough of Sitka from State Statute smoking provisions relating to smoking in public places):

Yes	1269
No	1672

Dated this 9th day of October, 2018

ATTEST



Sara Peterson, MMC
Municipal Clerk

Attachment

MUNICIPAL REGULAR ELECTION - OFFICIAL RESULTS OCTOBER 2, 2018

CANDIDATES	PRECINCT	PRECINCT	ABSENTEE/ QUESTION	TOTALS	PERCENTAGES
	NO. 1	NO. 2	COUNT OCT. 5		%
MAYOR (1 - TWO YEAR TERM)					
AARON BEAN	164	157	65	386	13.2%
BENJAMIN MIYASATO	318	344	126	788	26.9%
GARY L PAXTON	692	680	349	1721	58.8%
Write-ins	15	13	5	33	1.1%
ASSEMBLY (2 - THREE YEAR TERMS)					
KEVIN J MOSHER	520	509	249	1278	23.0%
SHEILA FINKENBINDER	422	401	173	996	18.0%
VALORIE NELSON	505	441	209	1155	20.8%
BLOSSOM TWITCHELL	373	410	186	969	17.5%
BRINNEN CARTER	439	461	227	1127	20.3%
Write-ins	8	11	1	20	0.4%
SCHOOL BOARD (2 - THREE YEAR TERMS)					
ERIC VAN CISE	764	782	339	1885	37.5%
AMY MORRISON	706	705	318	1729	34.4%
CASS KARRAS POOK	568	559	278	1405	27.9%
Write-ins	6	6	2	14	0.3%
PROPOSITION NO. 1 (SENIOR SALES TAX)					
YES	747	666	322	1735	58.8%
NO	458	527	232	1217	41.2%
PROPOSITION NO. 2 (SMOKING EXEMPTION)					
YES	547	506	216	1269	43.1%
NO	654	685	333	1672	56.9%



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-192 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Recognize outgoing Assembly members - followed by a short recess

Sponsors:

Indexes:

Code sections:

Attachments: [Recognize Outgoing Members.pdf](#)

Date	Ver.	Action By	Action	Result
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**Recognize Outgoing Assembly Members –
followed by a short recess**

*Thank
You*

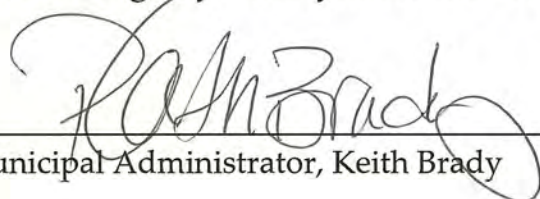
Service Award

is hereby awarded to

Matthew Hunter

On behalf of the citizens of Sitka we hereby express our sincere appreciation to Matthew Hunter for his diligence, dedication, and community service during his tenure as Assembly Member from 2012 to 2016 and as Mayor serving the City and Borough of Sitka from 2016 to 2018.




Municipal Administrator, Keith Brady

10/9/18
Date

Service Award

is hereby awarded to

Bob Potrzuski

On behalf of the citizens of Sitka we hereby express our sincere appreciation to Ben Miyasato for his diligence, dedication and community service during his tenure as an Assembly Member serving the City and Borough of Sitka from 2015 to 2018.



Mayor Matthew Hunter

09 October 2018

Date


Service Award

is hereby awarded to

Benjamin Miyasato

On behalf of the citizens of Sitka we hereby express our sincere appreciation to Ben Miyasato for his diligence, dedication and community service during his tenure as an Assembly Member serving the City and Borough of Sitka from 2017 to 2018.





Mayor Matthew Hunter

09 October 2018
Date



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-193 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Oath of Office - Newly Elected Officials

Sponsors:

Indexes:

Code sections:

Attachments: [Oath of Office.pdf](#)

Date	Ver.	Action By	Action	Result
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OATH OF OFFICE

I, _____, do solemnly affirm that I will support and defend the Constitution of the United States of America, the Constitution of the State of Alaska, and the Laws and Ordinances of the City and Borough of Sitka, and that I will faithfully discharge my duties as Mayor for the City and Borough of Sitka, Alaska, to the best of my ability.

Name

Subscribed and sworn to before me this 9th day of October, 2018.

*Sara Peterson, MMC, Municipal Clerk
City and Borough of Sitka*



OATH OF OFFICE

I, _____, do solemnly affirm that I will support and defend the Constitution of the United States of America, the Constitution of the State of Alaska, and the Laws and Ordinances of the City and Borough of Sitka, and that I will faithfully discharge my duties as Assembly Member for the City and Borough of Sitka, Alaska, to the best of my ability.

Name

Subscribed and sworn to before me this 9th day of October, 2018.

*Sara Peterson, MMC, Municipal Clerk
City and Borough of Sitka*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-190 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Reappoint Loyd Platson to a three-year term on the Police and Fire Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Platson Application.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Loyd Platson to a three-year term on the Police and Fire Commission.



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

Board/Commission/Committee: Police and Fire Commission

Name: Loyd Platson Daytime Phone: [REDACTED]

Address: [REDACTED] Evening Phone: [REDACTED]

Email Address: [REDACTED] Fax Number: [REDACTED]

Length of Residence in Sitka: 3+ years Registered to vote in Sitka? X Yes No

Employer: Sitka Counseling

Organizations you belong to or participate in: Police and Fire Commission (3yrs), Health Needs and Human Services Commission (4+ yrs), Sitka Health Summit Coalition(3yrs), Pathways Coalition (3yrs), Sitka Outreach and Support Lifeline Coalition (3yrs), St. Peters Episcopal Church, State of Alaska Opioid Task Force, Community Anti-Drug Coalitions of America, Sitka Local Foods Network, Sitka Summer Music festival

Explain your main reason for applying: I believe we all need to be engaged in the community we live in and help make it a healthy and safe place to live. I believe I have good judgment and insights that could benefit the community.

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

I have a MS in Guidance and Counseling with 45 plus years of prevention work at the community and university levels. I keep up on community issues and have extensive knowledge around coalition building and community engagement/organizing. I have served on the P&F and HNHS commissions for three+ years. I have taught 5 different Graduate level courses and provided local, state and national workshops/trainings on wellness, organizational and leadership development.

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.

No conflicts of interest

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: 10-03-2018 Signature: Loyd E Platson

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 X No

Return to:

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

LOYD E. PLATSON



HIGHLIGHTS OF PROFESSIONAL EXPERIENCE:

Director of Prevention Services ,
Sitka Counseling and Prevention Services Inc., Sitka, Alaska, June 2015 to present.

Community Education/Coalition Building/Staff Development/Youth Development Director, NyE
Communities Coalition, Pahrump, Nevada, April 2009 to April 2015.

CSAP Fellow-State of Nevada, United States Department of Health and Human Services, Center for
Substance Abuse Prevention, Washington DC, March 2006 to March 2009.

Founder and Executive Director, Wind Raven Edventures, October 1987 to Present.

Director, Experiential Learning Center, Stevens Point Area Public School District, Stevens Point, Wisconsin.
February 1994 to June 1995.

Instructor, Off Campus Graduate Level Coursework, Aurora University, Aurora,
Illinois. January 1989 to May 1994.

Prevention and Intervention Specialist, Community Alcohol and Drug Abuse Center, Stevens Point,
Wisconsin. August 1990 to April 1992.

Director of Residence Life/Assistant to the Vice President of Student Services,
Sheldon Jackson College, Sitka, Alaska. July 1984 to July 1987.

SKILLS AND EXPERIENCE (Annotated)

Developed and taught graduate level courses in the areas of: the development and perpetuation of addictive
and compulsive behaviors, group development and facilitation, enhancing learning environments, adventure
based counseling and education and personal healing.

Developed and provided Server/ Seller Training to alcohol vendors.

Taught rock climbing, ropes course facilitation and low impact camping.

Developed and provided DUI and Traffic Safety Schools for State of Nevada.

Presented at numerous local, state and national conferences including the International Wellness Conference
in the areas of student assistance programs, leadership development, group facilitation, adventure based
strategies, management enhancement and organizational development.

Provided “Core Team” training, Group Facilitation and “Advanced Core Team” training
to School District staff and consultation to school districts wishing to develop and implement AODA and
Student Assistance Programs.

Coordinated school and community AODA and Student Assistance Programs.

Developed, implemented and facilitated numerous school and community AODA and personal awareness/
growth workshops and presentations. Supervised and trained school district psychologists, social workers
and school counselors.

Developed and managed all aspects of School District Experiential Learning Center including: budget, scheduling, facilitation, facilities inspection, use documentation and client recruitment as well as directing and facilitating a comprehensive adventure based counseling, activities and programs curriculum.

Designed and provided Management Enhancement, Leadership and Organizational Development programs for major corporations. (Miller Brewing Company, Heines VA, Deloitte and Touche Consulting, Arthur Anderson and Associates, Pennsylvania Energy Company, Commonwealth Edison , First Energy, Blistex, Baxter Health Care and others)

Facilitated programs for diverse student and non-student groups-including Special Education Students (Cognitively Disabled, Attention Deficit/Hyper Active Disorder, Students with physical disabilities and students enrolled in the Alternative High School Program.), Student Leadership, Native American Youth at Risk and more. Provided workforce development programs for at risk youth ages 14-21 through the Workforce Investment Act.

Adjudicated student misconduct cases for the University of Wisconsin System Schools and provided counseling services to students experiencing issues with alcohol and other drugs.

Directed the Residence Life Program for Sheldon Jackson College in Sitka Alaska. Hired, trained and supervised a staff of approximately 10-15 peer and professional staff members. Managed budget for Residence Life Division and College Nurse. Taught mountain hiking/camping and sea kayaking. Facilitated Early College Incentive Program.

EDUCATION

M.S. Guidance and Counseling, Alcohol and Other Drug Abuse and Family Systems Counseling, University of Wisconsin-Stout, Menomonie, Wisconsin. August 1984.

B.S. Sociology and Anthropology, University of Wisconsin-Stevens Point, Stevens Point, Wisconsin. June 1977.

CERTIFICATIONS/SKILLS

Certified Prevention Specialist

Internationally Certified Prevention Specialist

Certified Mental Health First Aid Instructor for Youth and Adults

Court Appointed Special Advocate for Children

Certified DUI School Instructor (Nevada)

Certified Traffic Safety School Instructor (Nevada)

Instructor Alcohol Server/Seller Training (Nevada)

ServSafe Food Manager Certification



POLICE AND FIRE COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
LOYD PLATSON 805 Charles Street	747-3636 ext 226 623-7560 lplatson@scpsak.org	9/22/15	9/22/18	CHAIR
JAMES MELLEMA 2304 A Halibut Point Rd.	752-0412 nitejazz@mac.com	1/12/16	1/12/19	VICE CHAIR
DALE WILLIAMS PO Box 2885	738-2827 daleswilliams@hotmail.com	4/12/16	9/8/18	Baughers term
AUBREY VAUGHAN 315 Seward Street	623-0403 ellenvaughan68@gmail.com	10/11/16	10/11/19	
LORRAINE LIL 105 Austin Street	738-1350 c 747-3309 committeework@outlook.com	6/13/17	6/13/20	
Jeff Ankerfelt Police Chief	747-3349 jeff.ankerfelt@sitkapd.org			Ex Officio
Lance Ewers Lieutenant	966-5703 lance.ewers@sitkapd.org			Alternate Ex Officio
Dave Miller Fire Chief	747-1861 dave.miller@cityofsitka.org			Ex Officio
Benjamin Miyasato 405 B DeGroff Street	752-0163 assemblymiyasato@cityofsitka.org			Assembly Liaison
Steven Eisenbeisz 208 Lincoln Street	738-9075 assemblyeisenbeisz@cityofsitka.org			Alternate Assembly Liaison
Serena Wild Police Dept. Staff	747-3349 serena.wild@sitkapd.org			Secretary

Established by Ordinance 83-579

Meet fourth Wednesday of each month at 6:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive
5 members from public 3-year terms

OATH OF OFFICE REQUIRED

Revised: September 12, 2018



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 18-21 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Supporting the State of Alaska Department of Transportation and Public Facilities pursuing funding for the Sitka Rocky Gutierrez Airport Terminal Building Improvements Project

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Memo and Res 2018-21.pdf](#)
[SIT Terminal Improvements.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Resolution 2018-21 on
first and final reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Hunter and Assembly Members
Keith Brady, Municipal Administrator

From: Michael Harmon, P.E., Public Works Director
Cliff Richter, P.E., Municipal Engineer
Kelli Cropper, MPM, Project Manager

Reviewed: Jay Sweeney, Chief Finance & Administrative Officer
Melissa Haley, Controller

Date: September 24, 2018

Subject: Sitka Rocky Gutierrez Airport (SIT) Terminal Improvement Project, Airport Improvement Program (AIP) grant funding.

Requested Action

Approve Resolution 2018 – 21 Supporting the State of Alaska Department of Transportation Public Facilities (ADOT-PF) to pursue AIP Grant funding for the SIT Terminal Improvements Project.

Summary

In Sitka, AIP grant funding is available to ADOT-PF to help fund eligible Airport Capital Improvement Projects (ACIP). ACIPs compete nationally against each other for AIP grant awards. Airside, or runway projects typically score higher than terminal building projects and thus, win the grants. However, currently there are additional AIP funds (Supplemental AIP funding) for FY18, FY19, & FY20, totaling \$1 billion for rural airports, which significantly increases the chance for the SIT Terminal Improvements Project to win AIP grant funding. A Resolution showing Assembly support for ADOT-PF to pursue AIP funding for the project will help to increase the scoring and ranking of the project.

Fiscal Note

The current estimated cost for the project as identified is approximately \$15-million. The current funding plan outlines the following components:

Passenger Facility Charge Revenue	\$4,025,000	Bond in progress
TSA Funding	\$3,397,500	Unsecured
Eligible AIP Grant Request	\$10,283,954	Unsecured
Potential User Fees & Airline	TBD	– funding dependent on securing grant funding

ADOT-PF AIP grant timeline to keep in mind:

- ADOT-PF will be evaluating and ranking for AIP grant funds at the fall Airport Project Evaluation Board (APEB) meeting to be held late October 2018.
- Project information, current design drawings, and estimated costs sent to ADOT-PF by September 1, 2018 dead-line to be considered for inclusion in the fall APEB scheduled to be near the end of October 2018. (Task Completed)
- Send ADOT a Resolution of Support to pursue AIP grant funds before the APEB meeting.
- October 31, 2018 ADOT-PF sponsors and requests AIP funding from FAA for its top ranked airport projects.
- Projects that do not win grants in FY19 (FY18 is already closed) will roll-over to the last year of AIP Supplemental Funding FY20.

Project Background

The existing terminal building was originally constructed in 1969 and modified several times in subsequent years. It is currently inadequate to meet security and passenger service requirements. A number of terminal building shortcomings were identified in earlier studies and Master Plans. The proposed improvements are supported by the Airlines, TSA, and local Stakeholders and will address critical inadequacies thereby increasing airport safety, security, and capacity.

A preferred concept plan that addresses critical inadequacies was chosen last fall by Stakeholders and presented to the Assembly where it was approved for the design and preliminary funding plan to move forward with further development. Developing the design was delayed longer than anticipated while the application to 'impose and use' Passenger Facility Charges, a key part of the preliminary funding plan, to help finance the terminal improvements was prepared. The SIT Airport received a Record of Decision from FAA March 27, 2018 approving its application to impose and use a Passenger Facility Charge (PFC) at the Airport.

Per the approved PFC application and the preferred concept plan the terminal improvements include the expansion of the gate hold-room; relocation of the jet bridge ramp; expansion of the TSA baggage screening area and the connected baggage makeup area; separation of the terminal building entry and exit points with a new direct exit from the baggage claim area; baggage claim area and the baggage claim belt modifications; installation of a new full-length terminal building canopy (roadside); and construction of new fish box handling/holding areas.

These improvements are intended to address existing terminal building inadequacies and thereby enhance the safety, security, and capacity of the SIT Airport.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2018-21

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA SUPPORTING THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES PURSUING FUNDING FOR THE SITKA ROCKY GUTIERREZ AIRPORT TERMINAL BUILDING IMPROVEMENTS PROJECT

WHEREAS, the State of Alaska Department of Transportation and Public Facilities (ADOT&PF) owns, operates, and maintains the Sitka Rocky Gutierrez Airport (SIT) and is the "Airport Sponsor"; and

WHEREAS, the City and Borough of Sitka (CBS) leases airport property on which is located the municipality owned and operated SIT Terminal building; and

WHEREAS, ADOT&PF has completed an airport master plan-2004 and an airport terminal plan-2011 that determined the terminal building should be improved in its current location; and

WHEREAS, the existing terminal building is in need of critical significant improvements to accommodate current and future air carrier operations, passenger flow and safety, security screening, and expanded areas for airport operations and added capacity; and

WHEREAS, the CBS has undertaken to plan and design the SIT Terminal Improvements which increase airport security, safety, and capacity; and

WHEREAS, the ADOT&PF has entered into a co-sponsorship agreement enabling the CBS to collect Passenger Facility Charges to help fund the SIT Terminal Improvements Project; and

WHEREAS, the collection of Passenger Facility Charges and other funding efforts undertaken by CBS are insufficient to complete all necessary improvements to the SIT Terminal; and

WHEREAS, Airport Improvement Program (AIP) grant funding is the normal funding source available to Airport Sponsors for eligible aviation improvement projects; and

WHEREAS, most of the planned SIT Terminal Improvements are AIP grant eligible to the ADOT-PF as the SIT Airport Sponsor.

NOW, THEREFORE, BE IT RESOLVED, that the City and Borough of Sitka, supports the Alaska Department of Transportation & Public Facilities, the Sitka Rocky Gutierrez Airport Sponsor, and encourages it to pursue funding for an Airport Improvement Program (AIP) project to provide necessary improvements to the Sitka Rocky Gutierrez Airport Terminal that exceed the financial capacity of the CBS.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 9th day of October 2018.

Gary L Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

First and final reading 10/9/18

CITY AND BOROUGH OF SITKA

Rocky Gutierrez Airport (SIT) Terminal Improvements Project

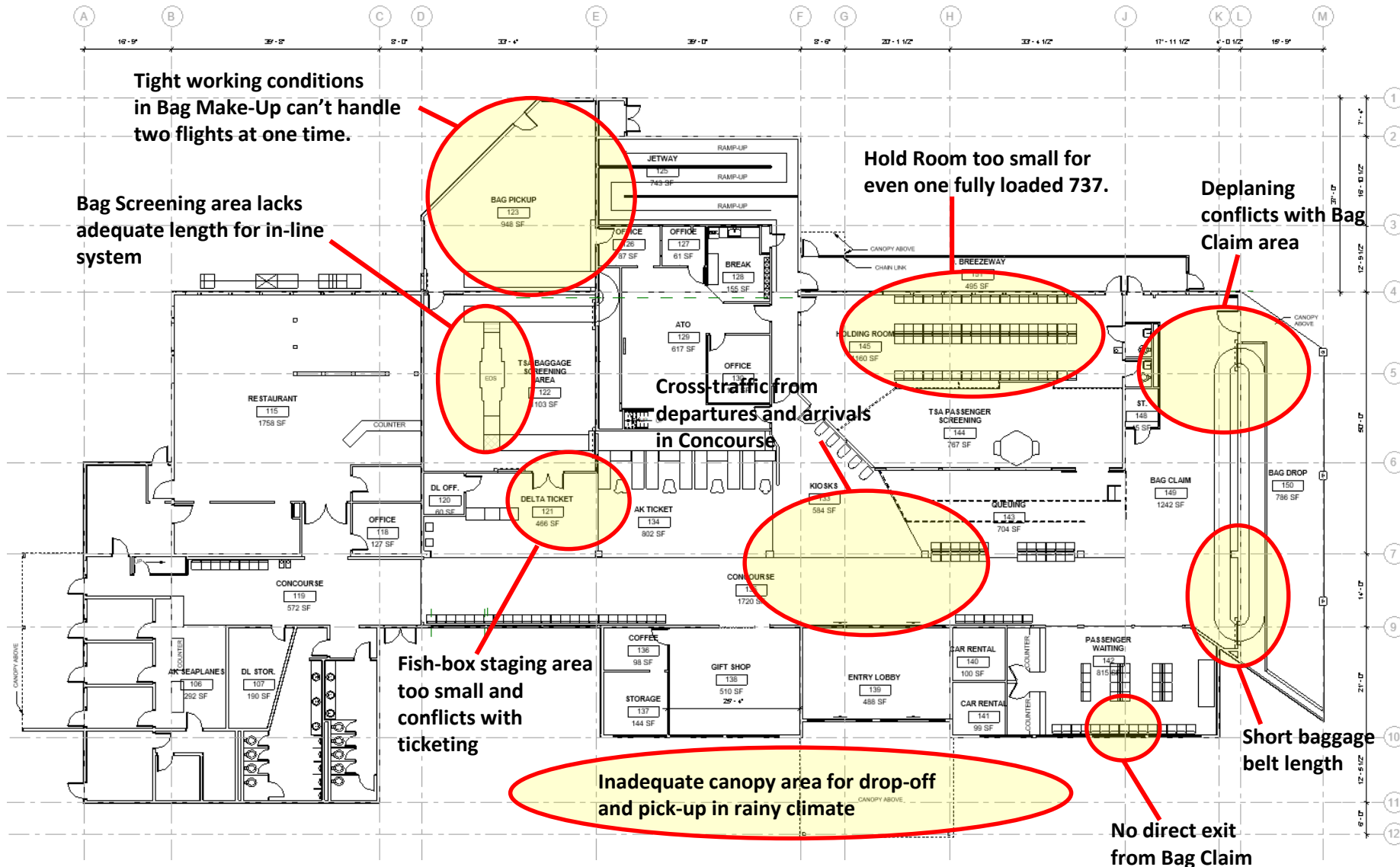
Schematic Design: August 31, 2018

Submittal to State of Alaska Department of Transportation (ADOT) &PF

- A design grant (OTA) from TSA was awarded to the City and Borough of Sitka (CBS) for an in-line baggage screening system which requires expansion of the existing TSA Bag Screening Area and impacts adjacent areas. A construction OTA from TSA will be required (& is anticipated) for construction of the new baggage screening system and eligible required modifications.
- The '*collection and use*' of Passenger Facility Charges (PFC), in cooperation between the ADOT and the CBS was approved by FAA in March 2018. This PFC revenue will fund a portion of the SIT Terminal Improvements Project.
- In order to keep the project moving forward, the CBS Assembly approved preparation of an application for a Revenue Bond to the Municipal Bond Bank of Alaska for the fall 2018 bond issue, in the amount of roughly \$4 million, which can be financed by PFC funds after the cost of debt service and fees.
- This funding (PFC/Revenue Bond) is not enough to complete the full SIT Terminal Improvements Project, but it counts as required matching funds for the Airport Improvement Program (AIP) Grants for eligible projects, issued by FAA to Airport Sponsors.
- It is the intent of the CBS, with a little help from our friends, to procure full funding and complete the SIT Terminal Improvements Project.
- The Improvements approved for the SIT PFC are AIP eligible improvements and are listed below.
 - Relocate the bridge ramp
 - Expansion of TSA Baggage Screening area and connected Baggage Make-up area (combined with TSA funding).
 - Expand the Gate Hold Room
 - Separate terminal building entry and exit points with a new direct exit from the baggage claim area
 - Modify the baggage claim area and baggage claim belt
 - Install a new full length terminal building canopy
 - Construct new fish box handling areas

Existing Deficiency Areas

- The projects are intended to address critical issues in the airport terminal:



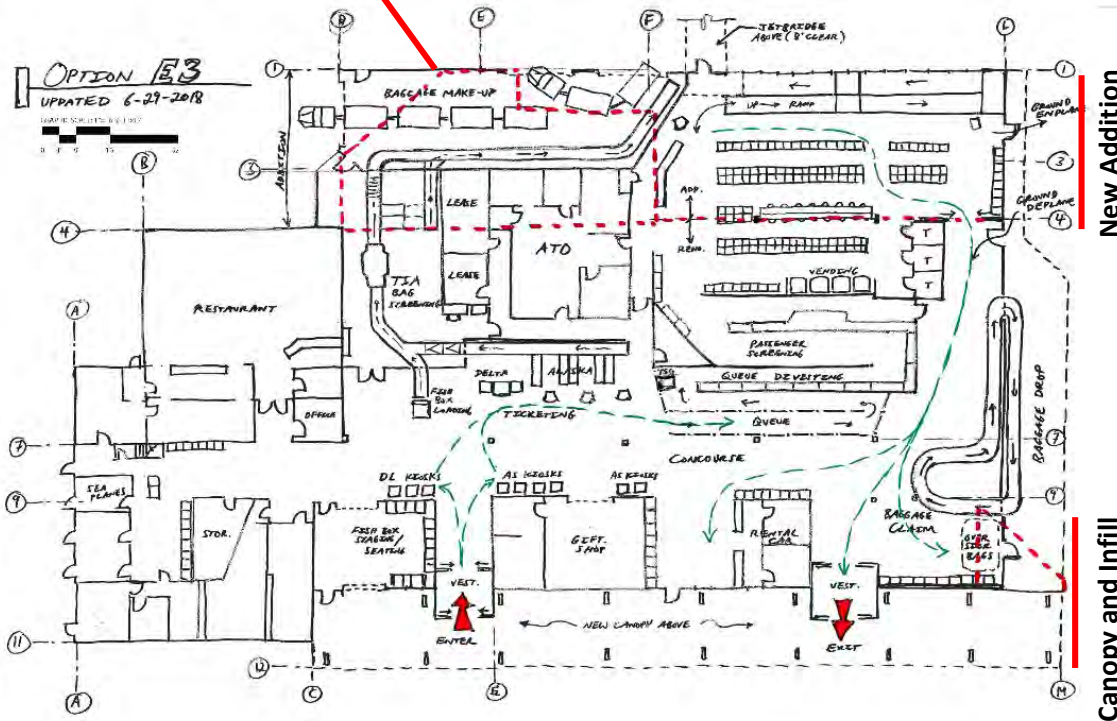
Existing Terminal Aerial Photo



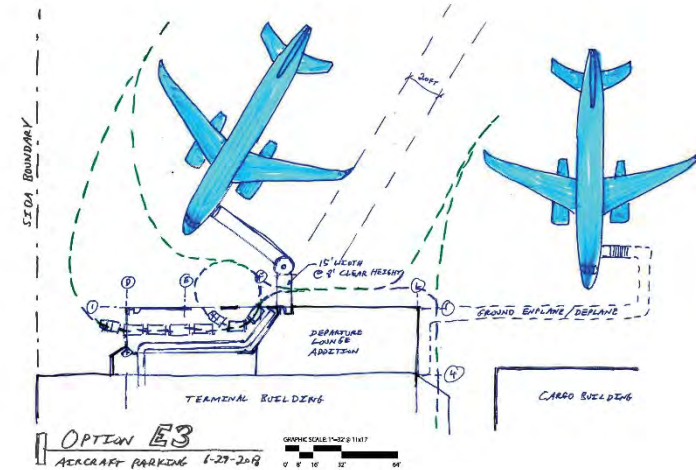
Concepts approved in Stakeholder meetings with Airlines, TSA, DOT and CBS are being developed to the 35% stage by end of September 2018.

Current In-Process drawings are included on the following pages

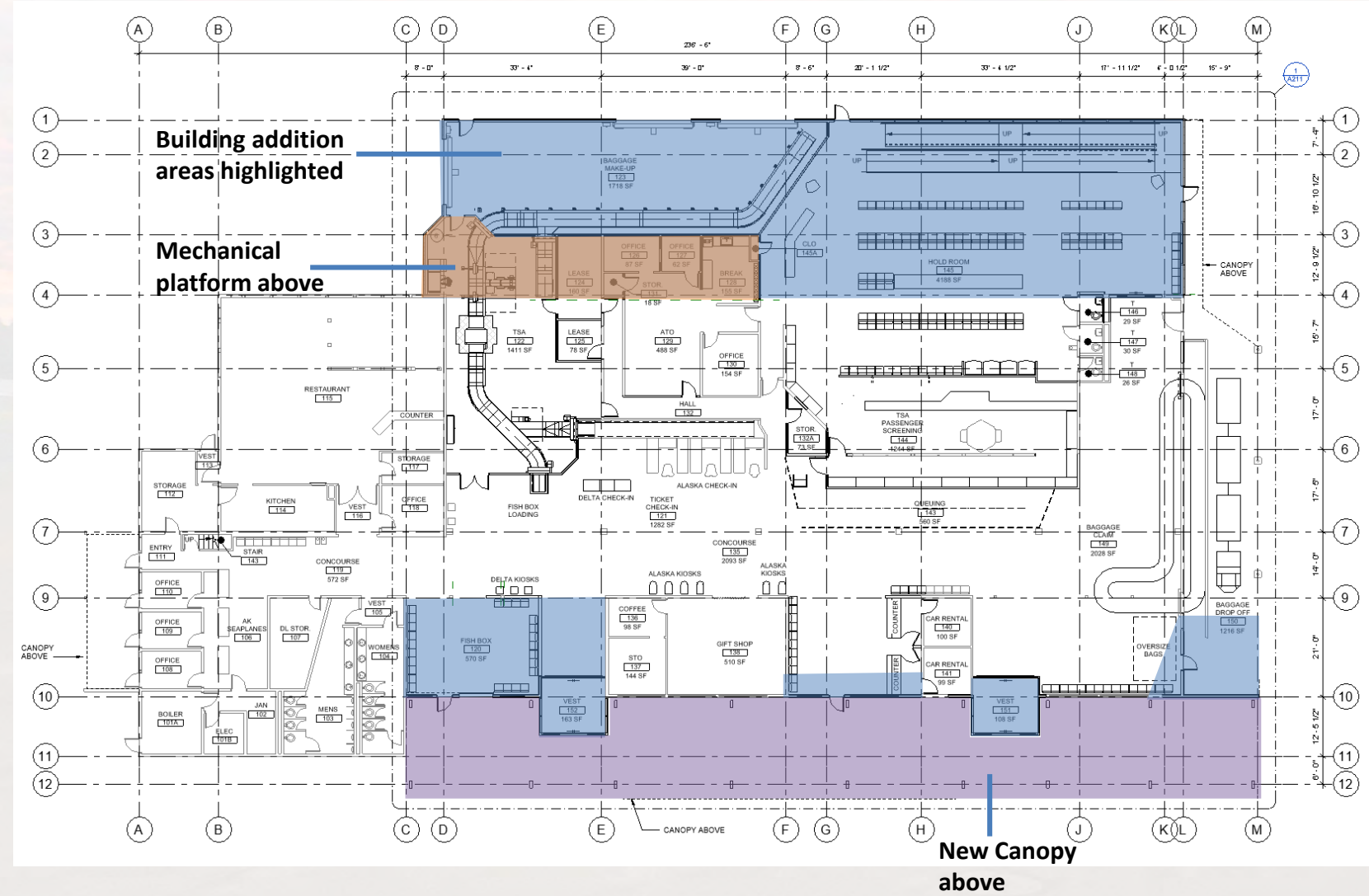
Red dashed lines indicate existing walls demolished



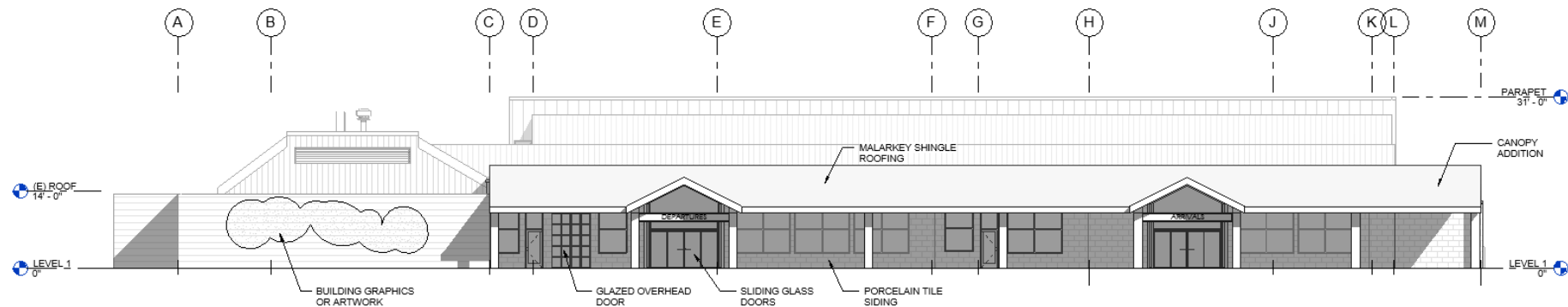
Jets shown parked on existing hard stands



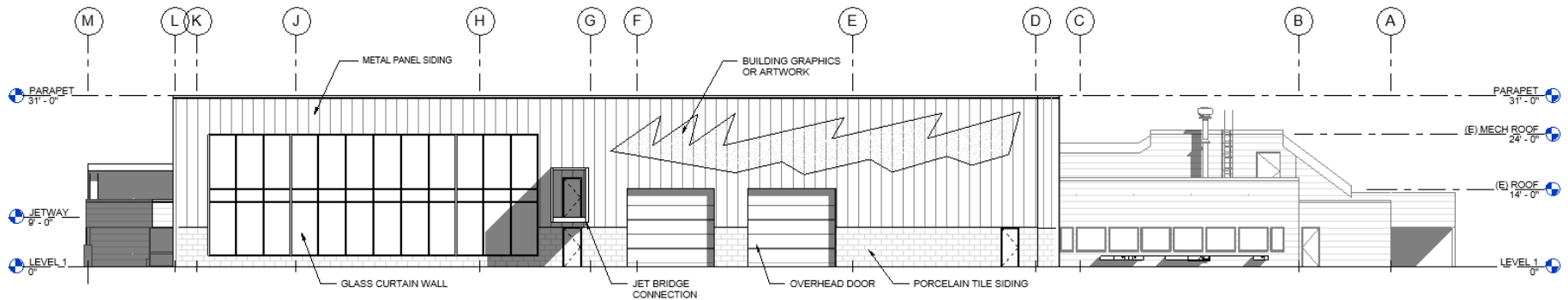
Remodel Floor Plan



Remodel Elevations

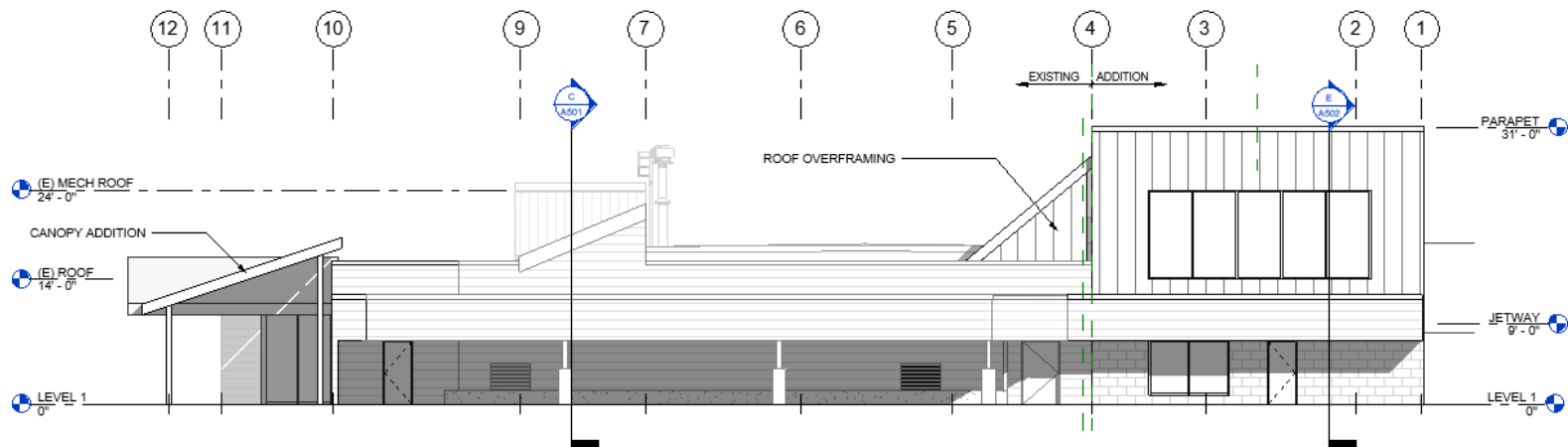


1 EXTERIOR ELEVATION - NORTH
A402 1" = 10'-0"

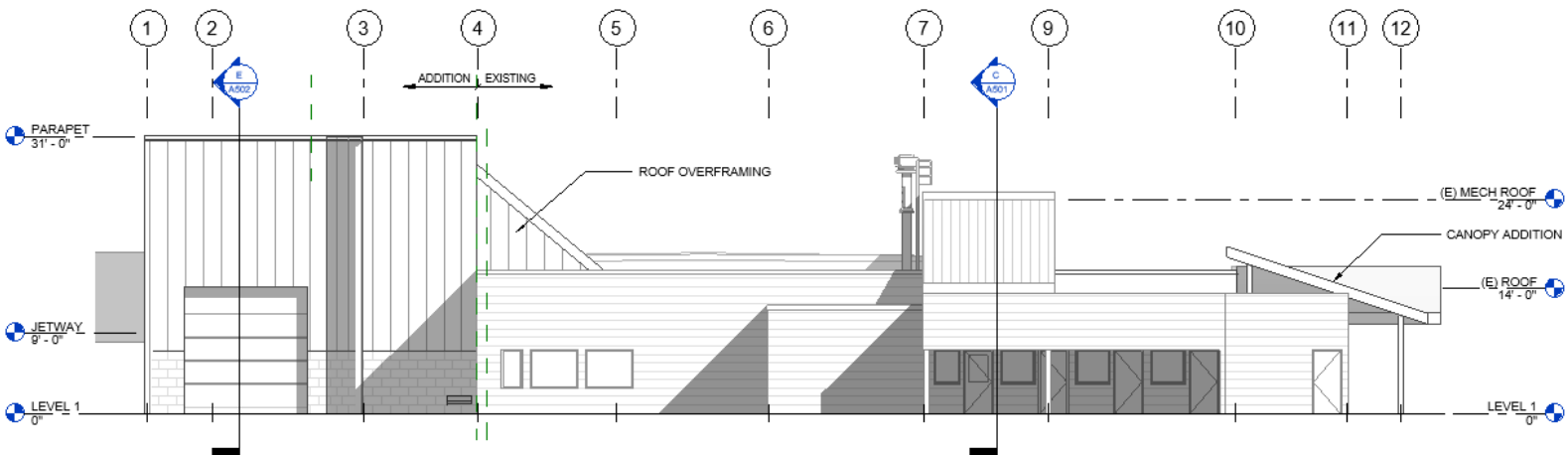


2 EXTERIOR ELEVATION - SOUTH
A402 1" = 10'-0"

Remodel Elevations

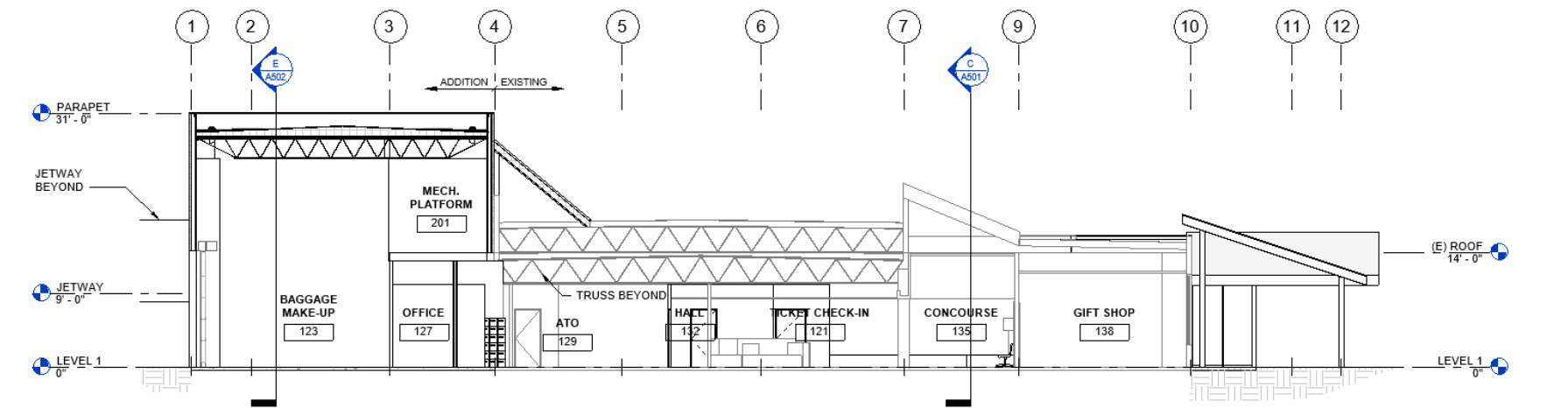


1 EXTERIOR ELEVATION - EAST
A401 1/8" = 1'-0"

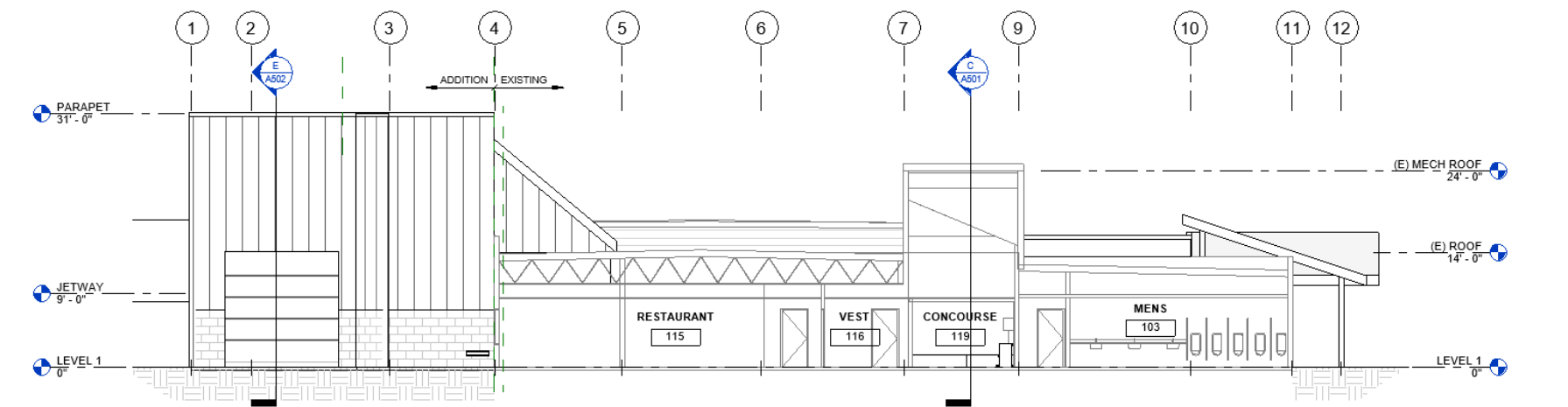


2 EXTERIOR ELEVATION - WEST
A401 1/8" = 1'-0"

Remodel Sections

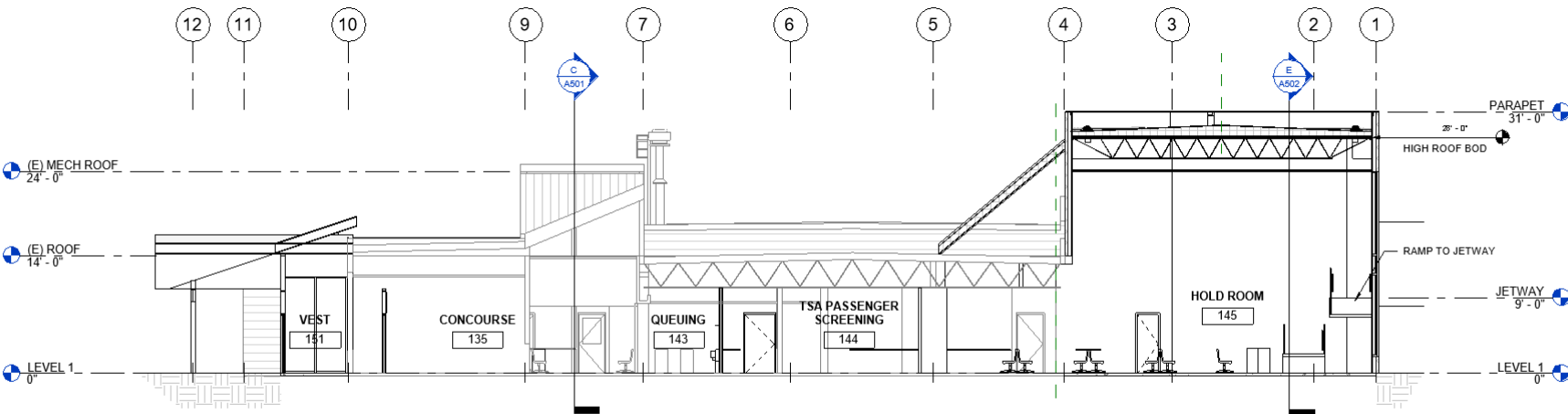


A BUILDING SECTION A
A501 1/8" = 1'-0"



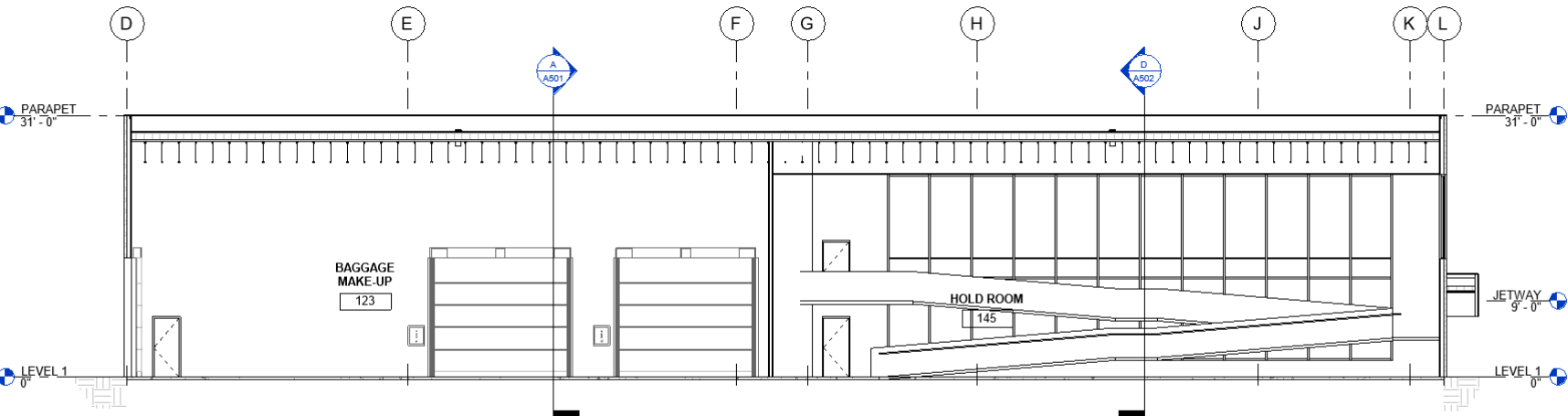
B BUILDING SECTION B
A501 1/8" = 1'-0"

Remodel Sections



D BUILDING SECTION D

A502 1/8" = 1'-0"



E BUILDING SECTION E

A502 1/8" = 1'-0"

Passenger Benefits

- Increased efficiency and flow of the baggage check-in & screening process will reduce lines and congestion at ticket counters
- Doubling the size of the Departure Lounge will accommodate a full plane load of passengers and reduce TSA passenger screening wait times
- Views to the airfield from the Nugget and Departure Lounge are preserved
- The full-length canopy expands the weather-protected sidewalk and creates a dynamic new entry façade



Passenger Benefits –Cont.

- Direct exit from bag claim will reduce cross traffic and congestions at the building entry
- Lengthening and reversing the direction of the bag claim belt will reduce congestion for deplaning passengers
- Separation of entry and exit points from the curbside reduce cross traffic and congestion in the concourse
- Providing staging areas for fish boxes allows for a more organized and orderly process, reducing congestion in the concourse and conflicts with seating areas
- Converting the existing entry vestibule to seating provides a quieter area for passengers



Building Systems Improvements

- Lighting replacement with all LED fixtures
- Updated Electrical Service
- Sub-metering of major tenants for cost reimbursement
- Upgraded ventilation and cooling to address overheating in Passenger Screening and Hold Room
- Additional restroom in Hold Room



Budget Estimates

Estimated Project Cost

• Gate Lounge Addition & Renovation	\$ 2,931,750
• Passenger Loading Bridge	\$ 1,575,000
• TSA Bag Screening Area Renovation, Addition, & Equipment	\$ 3,397,500
• Bag Makeup Area, Mech. Mezzanine, & Tenant Improvements	\$ 2,419,875
• Landside Additions – Entry, Exit, Fish Box Area & Bag Claim:	\$ 3,428,100
• <u>Mechanical, Electrical & Life Safety System Upgrades:</u>	<u>\$ 700,000</u>
• Total Estimated Project Cost	\$14,452,225

Estimated Cost/Funding Allocation

• Estimated cost of AIP grant eligible improvements	\$10,969,225
• Estimated TSA Construction Grant (OTA):	\$ 3,397,500
• <u>Estimated tenant improvements (Airlines)</u>	<u>\$ 85,500</u>
• Total	\$14,452,225

Estimated Cost of AIP eligible Improvements & Grant Request

• AIP grant request (93.75% of eligible cost)	\$10,283,954
• <u>Local matching funds (6.25%) PFC funds</u>	<u>\$ 685,271</u>
• Total estimated cost of eligible improvements	\$10,969,225



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 18-22 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Authorizing the Administrator to procure a letter of commitment from the State of Alaska for the acquisition of Parcel 1-9208-000 for a new Sitka Seaplane Base Facility on Japonski Island eligible for an Airport Improvement Program Grant from the Federal Aviation Administration (FAA)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Memo and Res 2018-22.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Resolution 2018-22 on
first and final reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Hunter and Assembly Members

From: Keith Brady, Municipal Administrator

Date: 9-28-18

Subject: Approval of Resolution Supporting the Land Purchase for a Seaplane Base

Summary

As the Assembly has made it a priority to look into the development of a new seaplane base for the economic development of Sitka, a key component to making this happen is land acquisition. Part of the due diligence that staff is doing for the Assembly is working on what staffing, money, and land acquisition we need for adequate maintenance, operations and reporting.

The seaplane base study, that included an Economic Impact Study, showed that the property on Japonski Island was the preferred site for the seaplane base. However, this land is owned by the Department of Education of the State of Alaska. We have had discussions with the state to potentially purchase this property. This resolution will help reiterate with the governor, the legislature, the Department of Education, and anyone else the need of the city to acquire this property for a seaplane base.

Recommendation

Approval of Resolution No. 2018 – 22

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2018-22

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA AUTHORIZING THE ADMINISTRATOR TO PROCURE A LETTER OF COMMITMENT FROM THE STATE OF ALASKA FOR THE ACQUISITION OF PARCEL 1-9208-000 FOR A NEW SITKA SEAPLANE BASE FACILITY ON JAPONSKI ISLAND ELIGIBLE FOR AN AIRPORT IMPROVEMENT PROGRAM GRANT from THE FEDERAL AVIATION ADMINISTRATION (FAA)

WHEREAS, the current Sitka seaplane base was originally constructed by the State of Alaska and transferred to CBS with no support funding and provides the only non-private seaplane access in Sitka, and

WHEREAS, the current Sitka seaplane base was recently condemned and then reopened with a 5-year remaining service life after a major emergency repair was required due to significant structural failures; and

WHEREAS, the Assembly has now declared the Sitka Seaplane Base Project as a community Legislative Priority for the last three years and has completed a detailed siting study to determine the preferred location of a new seaplane base in Sitka; and

WHEREAS, the preferred Sitka seaplane base location is on Japonski Island at the end of Seward Street, parcel # 1-9208-000 and is owned by the State of Alaska; and

WHEREAS, this location and project is critical to the safety of seaplanes in the area including access to support tourism, fishing, search and rescue, health care and much more; and

WHEREAS, the Economic Impact Study conducted in 2016 predicts significant positive economic impacts to Sitka and is projected to stimulate commercial activity, tourism, and positive job creation; and

WHEREAS, to move the project forward, the CBS is requesting a letter of commitment from the State of Alaska to convey the critical property needed to support this vitally important project which is eligible for up to 100% Federal Funding.

NOW, THEREFORE, BE IT RESOLVED the Assembly of the City and Borough of Sitka, Alaska, hereby authorizes the Administrator to procure a letter of commitment from the State of Alaska for the acquisition of Parcel #1-9208-000 for a new Sitka Seaplane Base facility on Japonski Island eligible for an Airport Improvement Program grant from the Federal Aviation Administration.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 9th day of October, 2018.

Gary L Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading 10/9/18

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 18-49 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Making supplemental appropriations for Fiscal Year 2019 (Seaplane Base Project) 1st reading

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Memo and Ord 2018-49.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2018-49
on first reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Hunter and Assembly Members
Keith Brady, Municipal Administrator

From: Jay Sweeney, Chief Finance and Administrative Officer

Date: October 2, 2018

Subject: Supplemental Capital Appropriation for Seaplane Base

Executive Summary

The purpose of ordinance 2018-49 is to make a supplemental capital appropriation from the General Fund for initial engineering work for the Seaplane Base.

Background and Discussion

Per direction of the Assembly, the City and Borough of Sitka is pursuing a grant from the Federal Aviation Administration (FAA) for the construction of a seaplane base. If the grant is obtained, up to 100% funding for eligible project costs could be possible. If there is a match required by the City and Borough of Sitka, it is likely to be less than 10% of the eligible expenses. Expenses that are not eligible for FAA funding will need to be limited to what funding the City and Borough of Sitka would like to contribute.

Some project costs are not eligible for grant funding. In particular, costs incurred in a project before the award date of a grant are not reimbursable from it. If such costs are incurred, they are borne by the grantee and usually do not qualify as grant match (the particular requirements of grantee match expenditures are set forth in each grants grant agreement).

In order to be able to complete and submit a grant agreement, as well as complete preliminary in-house planning work, preliminary project expenditures will be necessary. As such preliminary expenditures will not be eligible for grant funding or reimbursement, a supplemental capital appropriation is needed in order to properly account for preliminary project outlays. While using existing operating appropriations for engineer wages within the Public Works Department in combination with a project tracking number is an option, it is not optimal for two reasons: (1) per the

requirements of Article XI of the Charter, capital improvements are authorized and accounted for differently than operating outlays, and, (2) governmental accounting standards require that capital improvements be accounted for in a separate fund. For these two reasons, staff is recommending that the seaplane base capital project be established in the Governmental Capital Projects Fund (Fund 700) and funded from General Fund working capital.

The costs projected to be incurred on the seaplane base project prior to receipt of a grant will be predominantly composed of in-house wages. Other minor external costs necessary to complete a grant application and accomplish basic project planning work may also be incurred. If the State does not commit to providing land associated to the preferred location, this funding can be used to continue planning of an alternate site location.

General Fund versus Harbor Fund for Source of Funding

When FAA grant funding is accepted for construction of a facility, a grantee (in FAA parlance, "Project Sponsor") commits meeting to long-term financial and administrative requirements for the new facility. These requirements include specialized accounting requirements (detailed accounting for labor and maintenance costs), requirements for separation of collected revenue (co-mingling restrictions), and activity reporting to the FAA.

Staff is currently working to obtain full understanding of the scope of these responsibilities, and the amount of effort to accomplish them. Until a full understanding is obtained, a decision as to Departmental responsibility for the ultimate operation of the Seaplane Base is being deferred. All departments ultimately assigned responsibility for elements of the Seaplane Base must be provided adequate resources (people, money) to meet FAA requirements. Thus, while the Harbor Department is a strong choice to ultimately operate the facility, establishment of a new fund, or creation of a new Department within the General Fund, are also options which will be considered.

If it is ultimately decided that the Seaplane Base will be a managerial responsibility of the Harbor Department, the capital project will be transferred to the Harbor Fund. It is anticipated that staff would request that the Assembly approve reimbursement of the General Fund for any working capital outlays made during construction up to the point of transfer. Such a decision would rest both upon the recommendation of the Port and Harbors Commission as well as the financial condition and unrestricted fund balance (unassigned working capital) of the Harbor Fund.

Until a final decision is ultimately made on managerial responsibility for the Seaplane Base, staff feels the appropriate Fund to account for project outlays is the General Fund. The General Fund is the appropriate funding source for general governmental capital projects, which is what the Seaplane Base will be until its ultimate organizational destiny is decided.

Fiscal Note

By passing this supplemental budget ordinance, capital project expenditures from working capital for the Seaplane Base will be authorized in an amount not to exceed \$50,000. As this supplemental appropriation is capital in nature, it will not lapse until the project is either completed or abandoned.

When in-house engineering wages are expended towards a capital project, expenditures for such wages are recorded within the General Fund, Public Works Division, and Engineering Department. The General Fund then charges the Governmental Capital Projects Fund (Fund 700) for such wages, with the General Fund recording the charge as jobbing revenue (***FY2019 Budget, page 68, account 3491 000, jobbing labor***) and the capital projects fund recording the expenditure ultimately as a capital improvement asset.

While this may seem like a circular flow of accounting, it is necessary to ensure that the Charter is adhered to and proper accounting procedures followed. It is also the standard and traditional method for authorizing and accounting for in-house engineering labor expended on all General Fund capital projects. As a result, while overall expenditure appropriations will be increased, they will be offset by jobbing revenue, with a net increase in overall outlays attributable to just the external expenditures (permits, consultant charges, etc.)

At the present time, Municipal staff is researching what continuing administrative requirements it will commit to if it receives and accepts FAA Airport Improvement Program (AIP) grant funding. As a condition of accepting FAA funding, project sponsors (of which the CBS would become) are required to accomplish administrative reporting, accounting, financial reporting, and maintenance responsibilities for the life of the project.

Until the scope of ongoing required responsibilities is fully understood, the Administrator will be unable to determine if the responsibilities can be accomplished with existing staff, or, if additional staff will need to be hired. Compliance with FAA requirements will become part of the annual external audit once the facility is placed into service; audit findings could result if insufficient resources are made available to accomplish ongoing FAA requirements.

Accordingly, if the grant application is approved and a grant received, Municipal staff will advocate for adequate resources to ensure that all FAA requirements are complied with.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2018-49
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019
(SEAPLANE BASE PROJECT)

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 make a supplemental capital appropriation for Fiscal Year 2019.

4. **ENACTMENT.** In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriations for the budget period beginning July 1, 2018 and ending June 30, 2019.

<u>FISCAL YEAR 2019 EXPENDITURE BUDGETS</u>
CAPITAL PROJECTS
Fund 700 - Seaplane Base Project: Increase capital appropriations in the amount of \$50,000 for the initial stage of acquiring the Seaplane Base. These funds will come from the General Fund working capital.

EXPLANATION

At the August 30th Assembly meeting, the Assembly gave direction for the Administrator to pursue the seaplane base and land acquisition project. To accomplish this, an appropriation is required.

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 23rd Day of October, 2018.

ATTEST:

Gary L Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 10/9/18

2nd and final reading 10/23/18

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 18-50 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Amending Title 3 "Procurement Policy" of the Sitka General Code by modifying Chapter 3.16 "Procurement Policy" Section 3.16.060 "Exceptions to Competitive Requirements" 1st reading

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Memo and Ord 2018-50.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2018-50
on first reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Hunter and Assembly Members
Keith Brady, Municipal Administrator

From: Jay Sweeney, Chief Finance and Administrative Officer

Date: October 3, 2018

Subject: Change to Title 3 of the SGC Necessitated by Federal Revisions to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Grants)

Executive Summary

Portions of Federal revisions to 2 CFR Part 200 (*Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Grants*) have necessitated a wording change in the Municipality's procurement policy in order to comply with Federal law.

Background and Discussion

Portions of Federal revisions to 2 CFR Part 200 (*Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Grants*) became effective July 1, 2018, the start of the next fiscal year commencing after December 26, 2017). The applicable portions of 2 CFR Part 200 becoming effective July 1, 2018 include sections 200.317 thru 200.316, procurement standards.

The City and Borough of Sitka's external auditors, BDO USA LLP, have advised that the municipality's written procurement policy must explicitly state that it will comply with Federal procurement standards and guidelines outlined in 2 CFR Part 200 when expending Federal funds. Simply complying with Federal procurement standards in deed is insufficient.

The proposed wording change to Title 3 of the Sitka General Code is a policy commitment to adhere to Federal procurement guidelines when expending Federal funds. It is not applicable to all other procurements.

Sitka's procurement policy does differ from Federal procurement guidelines as set

forth in 2 CFR Part 200, in that Sitka's policy allows for greater exceptions to competitive bidding (notably, for professional services).

Failure to amend the procurement policy to include the proposed wording could possibly lead to a Federal Single Audit Act finding regarding internal controls over procurement with Federal funding.

Recommendation

Approve the proposed ordinance updating Title 3 of the Sitka General Code.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2018-50

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 3
"PROCUREMENT POLICY" OF THE SITKA GENERAL CODE BY MODIFYING
CHAPTER 3.16 "PROCUREMENT POLICY" SECTION 3.16.060 "EXCEPTIONS TO
COMPETITIVE REQUIREMENTS"

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 amend section 3.16.060 "Exceptions to competitive requirements" under Chapter 3.16 in Title 3 of the Sitka General Code. As recommended by the City and Borough Auditors, revisions to this section will ensure full compliance to federal regulations regarding procurement.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 3, Chapter 3.16, is amended by revising section 3.16.060, to read as follows (deleted language stricken, new language underlined):

**Title 3
PROCUREMENT**

Chapters:

3.16 Procurement policy

* * *

**Chapter 3.16
PROCUREMENT POLICY**

Sections:

<u>3.16.010</u>	Contract and purchase procedure.
<u>3.16.020</u>	Limitation on administrator's authority.
<u>3.16.025</u>	Purchase splitting.
<u>3.16.026</u>	Types of vendor solicitations.
<u>3.16.027</u>	Alternative contracting methods.
<u>3.16.030</u>	Purchases or contracts exceeding fifty thousand dollars.
<u>3.16.031</u>	Purchases or contracts from twenty-five thousand to fifty thousand dollars.
<u>3.16.032</u>	Purchases or contracts of less than twenty-five thousand dollars.
<u>3.16.040</u>	Advertising.
<u>3.16.050</u>	Processing of bids.
<u>3.16.060</u>	Exceptions to competitive requirements.
<u>3.16.070</u>	Lowest responsive and responsible bidder.

- 3.16.080 [Reserved.]
3.16.090 [Reserved.]
3.16.100 Change orders—Administrator authority.
3.16.110 [Reserved.]
3.16.120 Procurement procedure manual.

* * *

3.16.060 Exceptions to competitive requirements.

A. Unless otherwise authorized by law, all procurement actions shall follow a competitive process. The following is a list of authorized exceptions which can be approved by department heads based on approval authority describing situations in which a competitive process is not required:

- ~~A.~~ 1. Negotiated procurement following unsuccessful efforts to obtain a qualified bid through competitive bidding.
- ~~B.~~ 2. Small procurement, below two thousand five hundred dollars.
- ~~C.~~ 3. Emergency acquisitions approved by the administrator or department head based on authorization limits.
- ~~D.~~ 4. Procurement of consultant and technical services.
- ~~E.~~ 5. Procurement of real estate.
- ~~F.~~ 6. [Reserved].
- ~~G.~~ 7. Interagency agreements.
- ~~H.~~ 8. Utilization of state or local government contracts.
- ~~I.~~ 9. Specialized equipment where standardization is a primary criteria.
- ~~J.~~ 10. Sole-Source Procurement.
- ~~1.~~ a. [Reserved].
- ~~2.~~ b. Placement of insurance coverage as defined in this chapter.
- ~~3.~~ c. Contracts for electronic data processing and system control software and hardware systems and other software systems shall be by professional services contract; provided, however:
- ~~a.~~ i. To be exempt from competitive bidding the service in question must be truly a "system" which is professionally designed.

b. ii. The purchase of hardware which is not an inextricable part of the system and can be bid separately shall be competitively bid.

e. iii. Software and systems readily available to the open market (e.g., computer operating systems) are not subject to this exception. Competition will be sought to the maximum extent practicable.

4. d. Best interest of the city and borough.

B. The provisions of Section 3.16.060 (A) notwithstanding, all procurement actions utilizing federal support or funding, which are subject to the procurement standards outlined in applicable federal regulations, will comply with those procurement standards in all respects except in cases where city and borough procurement code is stricter than applicable federal regulations. In such a case, the code must be followed. The administrator shall ensure that sufficient documents and records required by applicable federal regulations are retained in order to detail all procurements utilizing federal support or funding.

* * *

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 23rd day of October, 2018.

Gary L Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading 10/9/18

2nd and final reading 10/23/18

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-195 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/3/2018 In control: City and Borough Assembly

On agenda: 10/9/2018 Final action:

Title: Rescheduling: November 13 meeting to November 8 due to Assembly and Staff attendance at the Alaska Municipal League Conference

Sponsors:

Indexes:

Code sections:

Attachments: [November Calendar..pdf](#)

Date	Ver.	Action By	Action	Result
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Reschedule November 13 meeting to
November 8 due to Assembly and Staff
attendance at Alaska Municipal League.

Assembly Calendar													
2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2019
November 2018													
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							
28 Oct	29	30	31	1 Nov	2	3							
				12:00pm SEDA Board Meeting	Eisenbeisz	Eisenbeisz							
4 Eisenbeisz	5 Eisenbeisz	6 Eisenbeisz GENERAL ELECTION	7 Eisenbeisz 6:00pm Library Commission	8 Eisenbeisz 12:00pm LEPC 1:30pm Health Needs & Human Services Commission 5:00pm Work Session: Self Funded Health Insurance 6:00pm Regular Meeting 7:00pm Planning Commission	9 Eisenbeisz	10 Eisenbeisz							
11	12 Alaska Municipal League Conference HOLIDAY	13 Alaska Municipal League Conference 12:00pm Parks & Rec	14 Alaska Municipal League Conference 6:00pm Historic Preservation 6:15pm Port & Harbors Commission	15 Alaska Municipal League Conference	16 Alaska Municipal League Conference	17							
18	19	20 12:00pm Tree/Landscape	21	22 6:00pm Hospital Board Meeting HOLIDAY 7:00pm Planning Commission	23	24							
25	26	27 6:00pm Regular Assembly Mtg	28 6:00pm Police and Fire Commission	29	30	1 Dec							



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-196 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/3/2018 In control: City and Borough Assembly
On agenda: 10/9/2018 Final action:
Title: Scheduling: Assembly Visioning Session
Sponsors:
Indexes:
Code sections:
Attachments: [Schedule Visioning Session.pdf](#)

Date	Ver.	Action By	Action	Result
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Schedule Assembly Visioning Session

Tentative Date: October 27, 2018

Assembly Calendar

2017 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2019

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>30</u> Sep	<u>1</u> Oct	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Eisenbeisz	Eisenbeisz	Eisenbeisz MUNICIPAL ELECTION	6:00pm Library Commission	12:00pm SEDA Board Meeting		
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
		Knox 12:00pm Parks & Rec 6:00pm <u>Regular Assembly Mtg</u>	6:00pm Historic Preservation 6:15pm Port & Harbors Commission	12:00pm LEPC 1:30pm Health Needs & Human Services Commission 7:00pm Planning Commission		
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
		12:00pm <u>Tree/Landscape</u>		HOLIDAY		
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
		6:00pm <u>Regular Assembly Mtg</u>	6:00pm Police and Fire Commission	6:00pm Hospital Board Meeting 7:00pm Planning Commission		
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u> Nov	<u>2</u>	<u>3</u>
				12:00pm SEDA Board Meeting	Eisenbeisz	Eisenbeisz

Assembly Calendar													
2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2019
November 2018													
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							
28 Oct	29	30	31	1 Nov	2	3							
				12:00pm SEDA Board Meeting	Eisenbeisz	Eisenbeisz							
4 Eisenbeisz	5 Eisenbeisz	6 Eisenbeisz GENERAL ELECTION	7 Eisenbeisz 6:00pm Library Commission	8 Eisenbeisz 12:00pm LEPC 1:30pm Health Needs & Human Services Commission 5:00pm Work Session: Self Funded Health Insurance 6:00pm Regular Meeting 7:00pm Planning Commission	9 Eisenbeisz	10 Eisenbeisz							
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Assembly Calendar

2017 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2019

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 <u>Nov</u>	26	27	28	29	30	1 Dec
		6:00pm <u>Regular Assembly Mtg</u>	6:00pm Police and Fire Commission			
2	3	4	5	6	7	8
			6:00pm Library Commission	12:00pm SEDA Board Meeting		
9	10	11	12	13	14	15
		12:00pm Parks & Rec 6:00pm <u>Regular Assembly Mtg</u>	6:00pm Historic Preservation 6:15pm Port & Harbors Commission	12:00pm LEPC 1:30pm Health Needs & Human Services Commission 7:00pm Planning Commission		
16	17	18	19	20	21	22
		12:00pm <u>Tree/Landscape</u>				
23	24	25	26	27	28	29
		HOLIDAY 6:00pm <u>Regular Assembly Mtg</u>	6:00pm Police and Fire Commission	6:00pm Hospital Board Meeting 7:00pm Planning Commission		
30	31	1 <u>Jan</u>	2	3	4	5
			6:00pm Library Commission	12:00pm SEDA Board Meeting		



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-194 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/3/2018 In control: City and Borough Assembly
On agenda: 10/9/2018 Final action:
Title: Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons
Sponsors:
Indexes:
Code sections:
Attachments: [Appoint Deputy and Vice Deputy Mayor.pdf](#)
[LIAISONS 2017-2018.pdf](#)

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

I nominate _____, _____, _____ for Deputy Mayor

DEPUTY				
EISENBEISZ				
MAYOR				
NEW MEMBER				
KNOX				
BEAN				
NEW MEMBER				
WEIN				

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

VICE DEPUTY				
NEW MEMBER				
WEIN				
EISENBEISZ				
BEAN				
MAYOR				
KNOX				
NEW MEMBER				

Municipal Boards/Commissions/Committees Monthly Meeting Schedule 2017-2018					
ENTITY	CHAIR	Day of Month	Time	Location	Liaisons
Animal Hearing	Susan Royce	Meets as needed			*NA
Building Department Appeals	Gary Smith	Meets as needed			*NA
Employment Relations Board	Leigh Kainulainen	Meets as needed	Varies	Harrigan Centennial Hall	*NA
Gary Paxton Industrial Park Board	Scott Wagner	Varies	3:00 PM	Sawmill Cove or SEDA	Potrzuski
Health Needs/Human Services	Doug Osborne	2nd Thursday	1:30 PM	Harrigan Centennial Hall	Wein
Historic Preservation	Roberta Littlefield	2nd Wednesday	6:00 PM	Harrigan Centennial Hall	Miyasato/Eisenbeisz
Sitka Community Hospital Board	Connie Sipe	4th Thursday	6:00 PM	Hospital Classroom	Eisenbeisz/Wein
Investment Committee	Mike Reif	Meets as needed	Varies	City Hall Conference Room	Miyasato/Bean
Library	Joshua Thomas	First Wednesday	6:00 PM	Library Meeting Room	Hunter
Local Emergency Planning	Dave Miller	2nd Thursday	Noon	Fire Hall	Potrzuski
Parks & Recreation	Allison Massey	2nd Tuesday	Noon	Harrigan Centennial Hall	Knox
Planning & Zoning	Chris Spivey	2nd & 4th Thursday	7:00 PM	Harrigan Centennial Hall	Knox/Bean
Police & Fire	Loyd Platson	4th Wednesday	6:00 PM	Harrigan Centennial Hall	Miyasato/Eisenbeisz
Port & Harbors (<i>no summer meetings</i>)	Michael Nurco	2nd Wednesday	6:15 PM	Harrigan Centennial Hall	Bean/Hunter
Tree & Landscape	Joe D'Arienzo	3rd Tuesday	Noon	Harrigan Centennial Hall	Potrzuski
Informational					
SEDA	Trevor Harang	1st Thursday	Noon	329 Harbor Drive	Bean /Miyasato
Sitka Tribe of Alaska (STA)	Kathy Hope-Erickson	3rd Wednesday	6:30 PM	Community House	Knox/Bean
School Board	Dr. Jennifer McNichol	1st Tuesday	6:00 PM	SHS Library	Potrzuski/Miyasato
		3rd Tuesday - work session	6:00 PM	District Office Board Room	
Bolded Boards/Commissions/Committees Liaison Required by Ordinance.					
*Don't meet often enough to need a liaison					Revised: September 14, 2018



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 18-187 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/1/2018 In control: City and Borough Assembly
On agenda: 10/9/2018 Final action:
Title: Update on the Sitka Community Hospital RFP phase 3 process and due diligence
Sponsors:
Indexes:
Code sections:
Attachments: [Exec Session Phase 3.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTIONS

EXECUTIVE SESSION

I MOVE to go into executive session to discuss communications with outside legal counsel, Sandy Johnson, the Municipal Attorney and Municipal Administrator regarding phase 3 of the Sitka Community Hospital RFP process, specifically roles in the phase 3 process and due diligence, matters the immediate knowledge of which would adversely affect the finances of the municipality and invite in Chief Finance and Administrative Officer, Jay Sweeney, and invite Sitka Community Hospital RFP Consultants Sarah Cave and Steve Huebner to participate telephonically.

I MOVE to reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.