


City and Borough of Sitka

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A Coast Guard City

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Sara Peterson, Municipal Clerk

Date: September 1, 2021

Subject: Sitka General Code Title 2 "Administration" Clean Up

Background

Staff has identified several housekeeping revisions to boards, commissions, and committees, in Title 2 Administration of the Sitka General Code (SGC).

Two Boards and one Committee have been identified as inactive: the City and Borough of Sitka Hospital Board (SGC Chapter 2.12), Historic Trust Board (SGC Chapter 2.14), and Seafood Processing Economic Development Committee (SGC Chapter 2.64). In addition, the Library Commission (SGC Chapter 2.16) quorum requirement and number of affirmative votes needed for passage of a motion is incorrect.

In July 2019, the final meeting of the Sitka Community Hospital Board was held due to the sale of the Sitka Community Hospital business.

The Historic Trust Board was established in January 1991. At the time, the City and Borough of Sitka had entered into a lease with the United States Postal Service for the former Sitka Main Post Office; the building which City Hall currently occupies. It was anticipated further acquisitions of a similar nature may be made, and thus the Historic Trust Board was created to manage the former Sitka Main Post Office and other acquired properties. In October 1992, the Assembly established the Historic Preservation Commission to undertake historic preservation duties. The Clerk's office has no record of the Historic Preservation Board meeting after November 1992.

In October 2006, the Seafood Processing Economic Development Committee was established to provide community input regarding economic development funding for seafood processing operations. The Clerk's office has no record of member appointment or the Committee convening.

The Library Commission was established in January 1973 and initially comprised of five members. In June 2003, the Commission requested the membership size be increased to seven to allow the Commission to perform its functions more effectively. Currently, Sitka General Code states the quorum requirement and number of affirmative votes needed for passage of action is three. For a seven member body, the requirement is four. This detail was overlooked when the membership was increased in 2003. Although the code is incorrect, the Commission has been operating with the correct requirement of four for a quorum and affirmative votes.

Analysis

After reviewing these SGC sections along with our list of active boards, commissions, and committees, staff found these needed code revisions. Eliminating the Sitka Community Hospital Board, Historic Trust Board, and Seafood Processing Economic Development Committee does not dissolve any current active boards. In the case of the Library Commission, the proposed change is a solution to a previous oversight.

Fiscal Note

No fiscal notes are associated with this code amendment.

Recommendation

Approve Ordinance 2021-31.