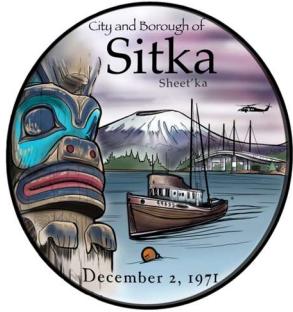


POSSIBLE MOTION

I MOVE TO approve a Memorandum of Agreement between the City and Borough of Sitka and the Sitka Recreation Foundation for creation of a Parks and Recreation Master Plan and authorize the Municipal Administrator to execute the document.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz & Assembly Members

Thru: John Leach, Municipal Administrator

John Branthwaite, Acting

From: Amy Ainslie, Planning & Community Development Director *AA*
Kevin Knox, Parks & Recreation Manager *KK*

Date: January 21, 2026

Subject: MOA – Master Plan

Background

In FY23, the Assembly appropriated funding (\$35K) for the development of a Parks and Recreation Master Plan to ensure the long-term sustainability of municipal assets, and assist with capital improvement planning. To date, significant technical milestones have been achieved, including the documentation of a comprehensive Parks & Recreation asset list, condition assessments, and risk assessment framework. There is currently ~14.9K left from this appropriation which has been carried into FY26.

However, the final phase of the project—which involves community visioning, prioritization, and formal adoption of the final plan—has stalled due to capacity and resource constraints. To regain momentum and ensure the plan reflects the needs of the public, the CBS seeks to leverage its partnership with the Sitka Recreation Foundation (SRF), with which CBS has an existing MOU. This MOA, which specifically focuses on the Master Plan, is necessary to define the collaborative roles and responsibilities required to finalize the Master Plan and deliver a strategic vision for Sitka's recreational future.

Analysis

Completion of the Master Plan is of mutual interest and benefit to both CBS and SRF. As outlined above, this Plan will help CBS better manage its assets and prioritize capital investments. Further, SRF's mission is to support the CBS Parks & Recreation Program, and per our partnership MOU with them, SRF aims to align its contributions with the program's priorities; completion of the Master Plan will also serve SRF's mission and aide in grant proposals, fundraising efforts, etc., and ensure that resource identification and use is aligned between our two organizations.

Completing the Master Plan now, and in partnership with SRF, has several benefits:

- **The need for a Parks & Recreation Master Plan is growing.** A Master Plan serves as a long-term guiding document for the management, enhancement, and development of our parks and recreational facilities. It ensures that future capital improvements and maintenance align with community needs and strategic goals rather than ad-hoc requests. This will become increasingly important given dedicated Parks & Recreation revenues expected to accrue in the coming years.
- **Having a completed Master Plan will serve as a guide, but not a bind.** The MOA contains a specific "General Provision" stating that the agreement does not obligate the CBS to fund, design, or construct any specific project or facility recommended in the plan. Like other master plans created by the CBS, the plan is a tool for guidance, not a binding construction contract. The MOA also includes language about CBS agreeing to "consult the completed Master Plan" regarding future budgets. This ensures the investment in the plan is not wasted and that the document is actually used. However, it does not strip the Assembly of its appropriation authority; rather, establishes the Master Plan as a common reference point for decision-making, planning, and budget considerations.
- **SRF is uniquely positioned to move this project forward.** The remaining funding for this Plan (~14.9K) is insufficient to finalize the Plan with robust public engagement with contracted support, and staff across both P&CD as well as Public Works (Ground Maintenance) have heavy project loads. SRF is positioned to raise additional funding for this project, and manage professional planning services. This allows the City to achieve a comprehensive study that might otherwise be unaffordable within the current budget. The Master Plan is also beneficial to SRF's mission, as it would serve as a guide for fundraising goals and priorities. They are uniquely positioned to manage the public engagement processes required for the Master Plan, ensuring that the final document reflects community priorities without overextending municipal staff/resources.
- **CBS & SRF are committed to creating an end product that is usable for municipal planning needs.** Per the draft MOA, SRF must provide the draft scope of work to the CBS for review. The intent for both SRF and CBS is to ensure that the plan is something that is usable for the CBS. SRF is obligated to ensure, and CBS will only approve the scope if the scope reflects CBS's requirements and strategic goals.

Fiscal Note

Remaining funds available from the FY23 appropriation will cover the \$14,900 contribution to SRF. This is a "seed" contribution to demonstrate municipal commitment, which SRF can leverage to secure larger grants and donations.

P&CD staff have consulted with the Legal & Finance Departments to review compliance with our procurement policy as well as financial protections for CBS and found/include the following:

- Given that CBS does not have sufficient funds to complete the project itself, "sole sourcing" this remaining funding to our partner, SRF, is permissible given that

SRF complies with necessary CBS procurement processes.

- CBS will not be “on the hook” for the full cost of the project, overages, etc. The MOA explicitly states that the CBS shall be held harmless and incurs no responsibility for obligations SRF enters into with third parties. SRF is solely responsible for paying for the Master Plan services in full.
- CBS is also protected through the MOA’s robust indemnification clause. SRF agrees to indemnify and hold harmless the CBS against all claims, losses, and liabilities arising from the procurement and creation of the Master Plan.
- The MOA includes a strict “clawback” provision to protect public funds. If SRF cannot secure the requisite funding to complete the Master Plan within one year (with some flexibility for extensions if mutually agreed), the “entirety of the funding provided by the CBS must be returned”.

Recommendation

Authorize the Administrator to execute the MOA with the Sitka Recreation Foundation to create a Parks and Recreation Master Plan for the City and Borough of Sitka.

Encl: DRAFT P&R Master Plan MOA SRF & CBS