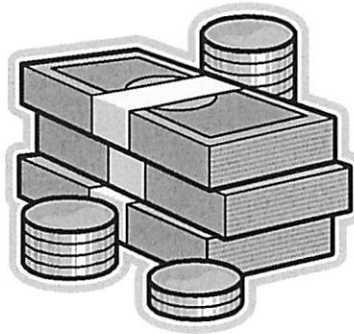


**Discussion/Direction** on the development of the  
FY17 budget including extraordinary requests.



# Memo

**Thru:** Mark Gorman, Municipal Administrator  
**To:** City and Borough of Sitka Assembly  
**From:** Jay Sweeney, Chief Finance and Administrative Officer  
**Date:** February 15, 2016  
**Re:** **FY2017 Extraordinary Budget Requests**

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Mayor McConnell and Assembly Members,

Staff is anticipating an extremely tight and difficult fiscal climate in FY2017, in which difficult decisions will need to be made as to the allocation of resources and funding of various services and acquisitions.

Given this climate, the Administrator has set forth his guidance as to how extraordinary, or non-reoccurring, funding requests will be handled in the upcoming FY2017 budget approval process.

All extraordinary FY2017 budget requests will be addressed at the 1<sup>st</sup> FY2017 budget work session with the Assembly, tentatively scheduled for April 21, 2016. The requests will be divided into two categories:

- Internal requests (i.e., requests within the existing CBS organizational structure)
- External requests (i.e., requests by external agencies or individuals)

This policy does not apply to FY2017 grants to non-profit agencies; that process will transpire as normal after the start of the fiscal year. The policy would, however apply to any agency making a request to be funded outside of, or in addition to, the non-profit grant process. An example is The RIDE. Information has already been provided to representatives of The RIDE that their request for direct funding will be considered on April 21.