




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members
Thru: John Leach, Municipal Administrator 
From: Sara Peterson, Municipal Clerk
Date: January 6, 2025
Subject: Supplemental Appropriation for Special Election

Background

On December 16, 2024, a citizen initiative application to limit cruise visitation in Sitka was certified. On December 30, 2024, the Clerk's Office issued petition booklets to 20 initiative sponsors. Sponsors have 90 days to collect at least 613 valid signatures to trigger a special election.

Under Section 6.01, "Initiative and Referendum," of the Home Rule Charter of the City and Borough of Sitka, a special election must be held 40–90 days after a petition containing signatures from at least one-third of the voters in the most recent regular election is certified as sufficient.

Analysis

The Clerk's Office currently lacks appropriated funds for a special election. To prepare for the possibility of a special election, the Clerk's Office seeks to have funds appropriated in advance. This proactive approach ensures readiness if the petition is certified as sufficient.

Fiscal Note

Projected costs are outlined below:

Personnel (overtime)	\$1500
Contracted Services	\$7530
• Programming \$1530	
• Election Officials – stipends \$6000	
Supplies – ballots	\$4000
Advertising	\$4800
Total	\$17,830

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2025-01
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2025
(Special Election)

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 Operation and Capital appropriation for FY2025.

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 appropriation for the budget period beginning July 1, 2024 and ending June 30, 2025.

Table with 5 rows detailing fiscal year 2025 expenditure budgets for the General Fund, including items like Clerks - Personnel, Clerks - Contract/Purchased Services, Clerks - Supplies, and Clerks - Advertising.

EXPLANATION

A citizen initiative to limit cruise visitation in Sitka was certified. Should valid signatures be submitted, a special election will need to take place 40-90 days after submission. The cost of the special election was not included in the FY2025 budget. The total estimated cost is \$17,830.

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 28th day of January 2025.

ATTEST:

Timothy Pike, Deputy Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading: 1/14/2025
2nd and final reading: 1/28/2025

Sponsor: Administrator