



# CITY AND BOROUGH OF SITKA

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

## Minutes - Draft

### City and Borough Assembly

*Mayor Steven Eisenbeisz,  
Deputy Mayor Kevin Mosher,  
Vice Deputy Mayor Crystal Duncan,  
Thor Christianson, Chris Ystad,  
Timothy Pike, JJ Carlson*

*Municipal Administrator: John Leach  
Municipal Attorney: Brian Hanson  
Municipal Clerk: Sara Peterson*

---

Thursday, February 2, 2023

6:00 PM

Assembly Chambers

---

#### SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

**Present:** 7 - Christianson, Mosher, Eisenbeisz, Duncan, Ystad, Pike, and Carlson

V. CORRESPONDENCE/AGENDA CHANGES

None.

VI. PERSONS TO BE HEARD

None.

VII. NEW BUSINESS:

A [23-013](#)

Discussion / Direction of the FY2024 Municipal Budget with focus on the General Fund (Assembly action may be taken)

Administrator Leach said the staff sought guidance from the Assembly on the General Fund budget, in particular the new initiatives. Finance Director Melissa Haley reviewed FY23 approvals, changes to the FY24 internal budget process to ensure the budget aligned with the strategic plan and asset management initiative. Haley provided an overview of each of the strategic plan goals and respective initiatives. No formal action was taken. However, the Assembly consensus to the Administrator was to move forward with drafting the General Fund budget to include the following initiatives:

**Goal 1 - Quality of Life**

\*Housing development study \$750,000

\*Don't fill the Code Enforcement Officer position (-\$108,695)

\*Nonprofit support \$255,000

**Total appropriations \$896,305**

**Total net new cost from prior year \$314,305**

**Goal 2 - Communication**

\*Record migration and digitization project \$90,000

\*Support of SAFV \$50,000 donation

**Total appropriations \$140,000**

**Total net new cost from prior year \$90,000**

**Goal 3 - Sustainability**

\*3rd party building plan review services \$70,000

\*Support of SEDA \$70,000 donation

\*Development of fiscal policies \$9,000

**Total appropriations \$149,000**

**Total net new cost from prior year \$16,000**

**Goal 4 - Infrastructure**

\*Fully shift asset management function to Administration \$0

\*Additional staff support in Engineering \$156,000

\*Additional contract support in Public Works \$100,000

\*Vehicle monitoring system \$20,000

\*Support of Sitka Trail Works \$8,000

**Total appropriations \$284,000**

**Total net new cost from prior year \$276,000**

**Goal 5 - Service**

\*Implementation of new time tracking system \$88,000

\*Voting tabulator replacement \$16,000

\*Work with vendors of various finance systems to improve service levels \$15,000

\*Accounting training for staff in Finance Department \$5,000

**Total appropriations \$124,000**

**Total net new cost from prior year \$124,000**

Eisenbeisz mentioned the Fire Department resource proposal request for additional personnel that had been denied. He believed the Fire Hall was close to a breaking point and more FTE's were needed. Christianson agreed. Mosher, while in agreement, reminded positions had been recently added. Eisenbeisz and Christianson requested the Fire Chief keep the Assembly updated on staffing needs.

**B**     [23-014](#)

Discussion / Direction of the FY2024 Municipal Budget, if needed, as it relates to the General Fund and other Funds (Assembly action may be taken)

Mosher thanked the staff for their work. Christianson stated he had been contacted by the Sitka Homeless Coalition and the Sitka Community Land Trust for financial support from the City. Eisenbeisz suggested considering a match for installing lights at the new community playground. Administrator Leach encouraged the Assembly to contact him with resource proposal requests.

**VIII. PERSONS TO BE HEARD:**

Fire Chief Craig Warren said former Fire Chief Dave Miller was scheduled for surgery Friday and asked that people keep him in their thoughts.

**IX. ADJOURNMENT**

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:50 p.m.

ATTEST: \_\_\_\_\_  
Sara Peterson, MMC  
Municipal Clerk