



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

Mayor Gary Paxton
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson

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

Monday, March 16, 2020

6:00 PM

Assembly Chambers

EMERGENCY MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. NEW BUSINESS:

- A [RES 20-05](#) Continuing the Declaration by the Municipal Administrator of a Local Disaster Emergency in response to COVID-19 and a request for State and Federal assistance

Attachments: [Motion and Res 2020-05](#)

[2020-03-15 Administrator Declaration of Disaster Emergency](#)

- B [ORD 20-10](#) An Emergency Ordinance of the City and Borough of Sitka making a supplemental appropriation to the FY2020 budget per Section 11.10(a) of the Home Rule Charter of the City and Borough of Sitka

Attachments: [Motion and Ord 2020-10](#)

V. PERSONS TO BE HEARD:

Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.

VI. EXECUTIVE SESSION

Not anticipated.

VII. ADJOURNMENT

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 747-1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular Assembly meetings are livestreamed through the City's website, aired live on KCAW FM 104.7, and broadcast live on local television channel 11. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
Publish: March 16*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 20-05 **Version:** 1 **Name:**

Type: Resolution **Status:** AGENDA READY

File created: 3/15/2020 **In control:** City and Borough Assembly

On agenda: 3/16/2020 **Final action:**

Title: Continuing the Declaration by the Municipal Administrator of a Local Disaster Emergency in response to COVID-19 and a request for State and Federal assistance

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Res 2020-05](#)
[2020-03-15 Administrator Declaration of Disaster Emergency](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Resolution 2020-05 on first and final reading continuing the Declaration by the Municipal Administrator of a Local Disaster Emergency in response to COVID-19 and a request for State and Federal assistance.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2020-05

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA CONTINUING
THE DECLARATION BY THE MUNICIPAL ADMINISTRATOR OF A LOCAL
DISASTER EMERGENCY IN RESPONSE TO COVID-19 AND A REQUEST
FOR STATE AND FEDERAL ASSISTANCE.**

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is caused by the SARS-Cov-2 virus (“virus”), a new strain of the coronavirus that has not been previously identified in humans and is easily transmittable person to person; and

WHEREAS, on March 11, 2020, the World Health Organization (“WHO”) declared the virus a pandemic; and

WHEREAS, on March 11, 2020, the State of Alaska declared a public health emergency in response to the anticipated outbreak of the virus in Alaska, and since the declaration was announced, the State received confirmation of a positive case of the virus on March 12, 2020; and

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency in response to the virus pandemic; and

WHEREAS, on March 13, 2020, the State of Alaska Legislature announced initial actions to limit the spread of COVID-19, including limiting access to the State Capitol; and

WHEREAS, on the afternoon of March 13, 2020, Governor Michael J. Dunleavy closed all schools in Alaska for two weeks;

WHEREAS, a substantial number of the workforce in the City and Borough of Sitka (“CBS”) have children in the Sitka School District and are now desperately searching for childcare solutions;

WHEREAS, the economy generated from cruise ship travelers during the short summer months supports the year-round businesses, citizens, and governments in the CBS; and

WHEREAS, the CBS is a community of approximately 8,500 people that was forecasted to receive approximately 200 thousand cruise ship travelers in 2020; and

WHEREAS, the cruise ships that normally come to the CBS originate from Seattle, Washington, and Vancouver, Canada; and

WHEREAS, during the week of March 9, 2020, the local economy supported by cruise ship travelers suffered catastrophic news: the State Department and Centers for Disease Control and Prevention recommended travel restrictions on cruise ships, the Port of Seattle described it was closing its cruise ship terminals in two week increments; at least two cruise lines voluntarily halted all cruise travel for 60 days; and the Prime Minister of Canada closed all cruise ports in Canada until July; and

51
52 WHEREAS, COVID-19 poses an imminent threat to human health, safety and welfare to the
53 residents of the CBS; and

54
55 WHEREAS, due to the highly contagious nature of the virus, the available CBS infrastructure and
56 resources, including Mount Edgecumbe Medical Center, the Sitka Airport, the Sitka School District,
57 among others, will be likely inadequate to handle the consequences of a COVID-19 outbreak unless
58 the CBS implements emergency powers; and

59
60 WHEREAS, it is essential to implement local emergency powers given the potential ability of the
61 virus to cause injury or death to people, necessitating measures to protect the public health, safety, and
62 welfare; and

63
64 WHEREAS, in order to contain any potential harm that may be caused by the virus, State and
65 Federal assistance is needed to supplement local efforts to respond to this public health emergency;
66 and

67
68 WHEREAS, in accordance with AS 26.23.140 a local disaster emergency may be declared only by
69 the principal executive officer of a political subdivision, which in the case of the CBS is the Municipal
70 Administrator, and any such declaration may not be continued or renewed for a period in excess of
71 seven days, except by or with the consent of the governing board of the political subdivision, which in
72 the case of the CBS is the Assembly; and

73
74 WHEREAS, in accordance with AS 26.23.140, the CBS Municipal Administrator, John M. Leach,
75 on March 15, 2020, declared a local disaster emergency in response to COVID-19 (copy attached) and
76 he has requested a continuance of that declaration, by the Assembly, in accordance with AS 26.23.140;
77 and

78
79 WHEREAS, the Assembly deems it necessary to continue said declaration of a local disaster
80 emergency to protect the health, safety and welfare of the residents of the CBS; and

81
82 WHEREAS, the Assembly deems it necessary, through the Municipal Administrator, to request
83 the Governor of Alaska to provide State assistance to the CBS in its response to the virus, including
84 assistance for fire protection, law enforcement, and the provision of other funds, services, functions,
85 supplies, or materials determined by the Administrator, in consultation with local emergency agencies,
86 to be necessary to meet the public health, safety, and welfare needs arising from or incidental to
87 COVID-19 and to recover from the damages caused; and

88
89 WHEREAS, the Assembly deems it necessary to authorize and direct the Administrator to
90 implement any orders necessary to prevent the transmission of infectious disease and to take measures
91 to ensure that all cases of contagious disease are subject to proper control and treatment; and

92
93 WHEREAS, the Assembly deems it necessary to make all resources of the municipal government,
94 including CBS personnel, available as necessary to deal with the emergency, and municipal
95 departments, agencies, and/or personnel may be transferred or altered in function for the purpose of
96 performing or facilitating performance services responsive to this emergency; and

101
102 WHEREAS, while the potential extent and effect of COVID-19 cannot yet be known, it remains
103 vital for the CBS to be prepared and take all needed precautions throughout the entire timeframe of the
104 emergency related to COVID-19; and

105
106 WHEREAS, because of the ongoing nature of the emergency, the Assembly deems it necessary to
107 continue said declaration of a local disaster emergency until November 24, 2020, or until the virus is
108 no longer declared a federal or state emergency, whichever occurs first.

109
110 **NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND**
111 **BOROUGH OF SITKA, ALASKA:**

112
113 **Section 1.** The Assembly of the City and Borough of Sitka hereby continues the declaration of a
114 local disaster emergency by the Municipal Administrator, on March 15, 2020, with respect to the
115 COVID-19 virus. Said declaration shall remain in effect until November 24, 2020, or until the virus is
116 no longer declared a federal or state emergency, whichever occurs first. The Municipal Administrator
117 is hereby authorized and directed to give this Resolution prompt and general publicity and to file it
118 promptly with the Alaska Division of Homeland Security and Emergency Management.

119
120 **Section 2.** As authorized by AS 26.23.140, this Resolution is intended to activate the response and
121 recovery aspects of any and all applicable local or interjurisdictional disaster emergency plans, and to
122 authorize the furnishing of aid and assistance under those plans.

123
124 **Section 3.** The Municipal Administrator is hereby authorized and directed to request that the
125 Governor of Alaska provide such State assistance as may be available to meet the ongoing emergency
126 created by COVID-19 and to request additional assistance from Federal agencies where State
127 capability is not adequate. Further, the Municipal Administrator is hereby authorized and directed to
128 issue and implement any orders necessary to prevent the transmission of infectious disease and to take
129 measures to ensure that all cases of contagious disease are subject to proper control and treatment. In
130 addition, the Municipal Administrator is hereby authorized and directed to make all resources of the
131 municipal government, including CBS personnel, available as necessary to deal with this emergency,
132 and municipal departments, agencies, and/or personnel may be transferred or altered in function for the
133 purpose of performing or facilitating performance services responsive to this emergency.

134
135 **Section 4. Effective Date.** This resolution shall be effective immediately after its
136 adoption.

137
138 **SIGNED** in Sitka, Alaska this 16th day of March 2020

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140
141 _____
142 Gary L. Paxton, Mayor

143
144 ATTEST:

145 _____
146 Sara Peterson, MMC
147 Municipal Clerk

148 1st and final reading 3/16/2020



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

DECLARATION OF DISASTER EMERGENCY

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is caused by the SARS-Cov-2 virus (“virus”), a new strain of the coronavirus that has not been previously identified in humans and is easily transmittable person to person; and,

WHEREAS, on March 11, 2020, the World Health Organization (“WHO”) declared the virus a pandemic; Alaska Governor Dunleavy issued a declaration of public health disaster emergency in response to the anticipated outbreak of COVID-19 in Alaska; and on March 13, 2020, President Donald J. Trump declared a national emergency in response to the virus pandemic; and

WHEREAS, a positive case of COVID-19 has been identified within the State of Alaska; and

WHEREAS, on March 13, 2020, Governor Dunleavy closed all schools in Alaska for two weeks; and multiple other facilities and services in Sitka were suspended due to precautionary methods for protecting community from the COVID-19 virus; and

WHEREAS, on March 13, 2020, the Prime Minister of Canada closed all cruise ship ports in Canada until July 2020, which will dramatically impact the cruise ship calls into Sitka with a substantial effect to the Sitka economy; and

WHEREAS, a declaration of disaster emergency will alert the public to the seriousness of the risk, and provide direction to sources of information and other available public health resources, all while the City and Borough works in cooperation with other local and state agencies through the Sitka Emergency Operations Center to implement actions and responses to address the probable COVID-19 outbreak.

NOW THEREFORE, in accordance with the recommendations of the Sitka Emergency Operations Center, I now declare a disaster emergency in the City and Borough of Sitka based on the risk to the public posed by the global COVID-19 pandemic and the substantial economic impacts to the City and Borough of Sitka. As provided by AS 26.23.140, the intent of this declaration is to activate the response and recovery aspects of any and all applicable local or interjurisdictional disaster or emergency plans, and to authorize the furnishing of aid and assistance under those plans. Further, I hereby request that the Assembly continue this declaration until November 24, 2020, or until the virus is no longer declared a federal or state emergency, whichever occurs first.

Signed this 15th day of March, 2020

ATTEST:

Sara Peterson

Municipal Clerk

John Leach

Municipal Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-10 **Version:** 1 **Name:**

Type: Ordinance **Status:** AGENDA READY

File created: 3/15/2020 **In control:** City and Borough Assembly

On agenda: 3/16/2020 **Final action:**

Title: An Emergency Ordinance of the City and Borough of Sitka making a supplemental appropriation to the FY2020 budget per Section 11.10(a) of the Home Rule Charter of the City and Borough of Sitka

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Ord 2020-10](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve emergency Ordinance 2020-10 on first reading making a supplemental appropriation to the FY2020 budget per Section 11.10(a) of the Home Rule Charter of the City and Borough of Sitka.

Note: 2nd reading, re-enactment/second reading, is pre-scheduled for May 12, 2020 to address and extend the 61-day expiration to the end of the Fiscal Year budget June 30, 2020.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-10

AN EMERGENCY ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING A SUPPLEMENTAL APPROPRIATION TO THE FY2020 BUDGET PER SECTION 11.10(a) OF THE HOME RULE CHARTER OF THE CITY AND BOROUGH OF SITKA

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 and application thereof to any person and circumstances shall not be affected thereby.
3. PURPOSE. The purpose of this ordinance is to adjust the FY20 budgets by appropriating additional funds from the Emergency Response designation of the General Fund balance to pay for expenses related to the COVID-19 emergency declaration which occurred on March 16, 2020 and the subsequent emergency response.
4. ENACTMENT. The Assembly of the City and Borough of Sitka hereby adjusts the FY20 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2019 and ending June 30, 2020 is hereby adjusted as follows:

Table with 1 column and 4 rows. Row 1: FISCAL YEAR 2020 EXPENDITURE BUDGETS. Row 2: GENERAL FUND. Row 3: Contingency-Personnel: Increase appropriations in the amount of \$150,000 for possible personnel expenditures that may be required as a result of the City and Borough of Sitka's response to the COVID-19 pandemic. Row 4: Contingency-Supplies: Increase appropriations in the amount of \$200,000 for supplies relating to the City and Borough of Sitka's response to the COVID-19 pandemic. Row 5: Contingency-Contract Purchased Services: Increase appropriations in the amount of \$150,000 for contracted and purchased services relating to the City and Borough of Sitka response to COVID 19 pandemic.

EXPLANATION. As a result of the COVID-19 pandemic it is anticipated the City and Borough of Sitka will need to expend previously unanticipated and unbudgeted funds. It is

30
31 anticipated that additional personnel, supplies, and contracted services will be required in
32 order to adequately respond. Should State and Federal funding become available the City
33 and Borough of Sitka will seek reimbursement and will follow applicable rules to ensure that
34 expenditures are eligible for reimbursement. A short explanation of each budget revision is
35 included above.

36
37 **5. EFFECTIVE DATE.** This emergency ordinance shall become effective on the day after the
38 date of its passage as an emergency exists as stated above. In accordance with Sitka’s Home
39 Rule Charter, Section 3.03 Emergency Ordinances expire within 61 days, therefore, this
40 ordinance is pre-scheduled for re-enactment under unfinished business at the May 12, 2020
41 Assembly meeting for the purpose of extending the 61-day expiration to the end of the Fiscal
42 Year Budget June 30, 2020.

43
44 **INITIALLY PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and
45 Borough of Sitka, Alaska this 16th day of March, 2020.

46
47
48 _____
49 Gary L. Paxton, Mayor

49 ATTEST:

50
51
52 _____
53 Sara Peterson, MMC
54 Municipal Clerk

55
56 1st reading - Emergency Ordinance 3/16/2020 in accordance with Home Rule Charter Section
57 3.03

58
59 2nd reading – Re-enactment/Second Reading pre-scheduled for 5/12/2020 to address and extend
60 the 61-day expiration to the end of the Fiscal Year budget June 30, 2020.