



# CITY AND BOROUGH OF SITKA

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

## Meeting Agenda

### City and Borough Assembly

*Mayor Matthew Hunter  
Deputy Mayor Steven Eisenbeisz,  
Vice Deputy Mayor Bob Potrzuski,  
Aaron Bean, Kevin Knox, Dr. Richard Wein,  
Benjamin Miyasato*

*Municipal Administrator: Keith Brady  
Municipal Attorney: Brian Hanson  
Municipal Clerk: Sara Peterson*

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Tuesday, November 7, 2017

6:00 PM

Assembly Chambers

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#### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[17-182](#) Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars.pdf](#)  
[Library Director Report October 2017.pdf](#)  
[Letter Commissioner Ridle.pdf](#)

V. CEREMONIAL MATTERS

[17-178](#) Service Award recognizing Clara Gray and Proclamations for Native American Heritage Month and Veteran's Day

Attachments: [Gray Certificate.pdf](#)  
[Native American Heritage Proclamation.pdf](#)  
[Veteran's Day Proclamation.pdf](#)

VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Sitka Community Hospital, Municipal Departments, School District, Students and Guests (five minute time limit)

**VII. PERSONS TO BE HEARD**

*Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.*

**VIII. REPORTS**

**a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other**

**IX. CONSENT AGENDA**

*All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A**     [17-179](#)     Approve the minutes of the October 24 Assembly meeting

**Attachments:**   [Consent and Minutes.pdf](#)

**X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS**

- B**     [17-181](#)     Reappoint Loyd Platson to a three-year term on the Health Needs and Human Services Commission and appoint Martha Pearson to an unexpired term on the Health Needs and Human Services Commission

**Attachments:**   [Motion appointments.pdf](#)  
                         [Platson application.pdf](#)  
                         [Pearson application.pdf](#)

**XI. UNFINISHED BUSINESS:**

- C**     [ORD 17-35](#)     Adjusting the FY18 Budget (Reappropriations and Harbor Meter Project)

**Attachments:**   [Motion Ord 2017-35.pdf](#)  
                         [Finance Memo.pdf](#)  
                         [Electric Dept Memo.pdf](#)  
                         [Ord 2017-35.pdf](#)

- D**     [ORD 17-36](#)     Adjusting the FY18 Budget (CPET Funds Sitka History Museum)

**Attachments:**   [Motion Ord 2017-36.pdf](#)  
                         [Memo Ord 2017-36.pdf](#)  
                         [Ord 2017-36.pdf](#)  
                         [Informational Ord 2017-11 and minutes.pdf](#)

**XII. NEW BUSINESS:****New Business First Reading**

- E**      [ORD 17-37](#)      Adjusting the FY18 Budget (Donation to St. Michael's Cathedral renovation project)  
   **Attachments:** [Motion, Memo, Ord 2017-37.pdf](#)
- F**      [ORD 17-38](#)      Adjusting the FY18 Budget (Display cabinets for the William Stortz Gallery)  
   **Attachments:** [Motion, Memo, Ord 2017-38.pdf](#)  
   [80350 - Grant Agreement - William Stortz Gallery.pdf](#)
- G**      [ORD 17-39](#)      Amending Sitka General Code Chapter 15.01 "Electric Utility Policies" at Section 15.01.020 "Electrical Rates" by adding Subsection P "Commercial Electric Rate Temporary Incentive Program"  
   **Attachments:** [Motion and Ord 2017-39.pdf](#)

**XIII. PERSONS TO BE HEARD:**

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

**XIV. EXECUTIVE SESSION**

- H**      [17-180](#)      Update from legal counsel regarding the defense of the litigation arising out of the August 18, 2015 landslide events  
   **Attachments:** [Motion Executive Session.pdf](#)

**XV. 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. Assembly meetings are aired live on KCAW FM 104.7 and via video streaming from the City's website. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.*

*Sara Peterson, CMC, Municipal Clerk  
Publish: November 3*



# CITY AND BOROUGH OF SITKA

## Legislation Details

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**File #:** 17-182      **Version:** 1      **Name:**

**Type:** Correspondence      **Status:** AGENDA READY

**File created:** 11/2/2017      **In control:** City and Borough Assembly

**On agenda:** 11/7/2017      **Final action:**

**Title:** Reminders, Calendars and General Correspondence

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Reminders and Calendars.pdf](#)  
[Library Director Report October 2017.pdf](#)  
[Letter Commissioner Ridle.pdf](#)

Date	Ver.	Action By	Action	Result
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# **REMINDERS**

## **DATE**

## **EVENT**

## **TIME**

Tuesday, November 7

Regular Meeting

6:00 PM

Tuesday, November 28

Regular Meeting

6:00 PM



# Assembly Calendar

2016 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2018

November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Oct	30	31	1 Nov	2	3	4
			6:30pm Library Commission	12:00pm SEDA Board Meeting		
5	6	7	8	9	10	11
		6:00pm <u>Regular Assembly Mtg</u> 7:00pm Planning	6:00pm Historic Preservation	12:00pm LEPC 6:00pm Port & Harbors Commission	HOLIDAY	
12	13	14	15	16	17	18
	Alaska Municipal League Conference Eisenbeisz Miyasato Wein	Alaska Municipal League Conference Eisenbeisz Miyasato Wein 12:00pm Parks & Rec	Alaska Municipal League Conference Eisenbeisz Miyasato Wein	Alaska Municipal League Conference Eisenbeisz Miyasato Wein Potrzuski	Alaska Municipal League Conference Eisenbeisz Miyasato Wein Potrzuski	Potrzuski
19	20	21	22	23	24	25
Potrzuski	Potrzuski	Potrzuski 12:00pm <u>Tree/Landscape</u> 7:00pm <u>Planning</u>	Potrzuski 6:00pm Police and Fire Commission	Potrzuski 6:00pm Hospital Board Meeting HOLIDAY	Potrzuski	Potrzuski
26	27	28	29	30	1 Dec	2
Potrzuski	Potrzuski	Potrzuski 12:00pm Health Needs & Human Services Commission Eisenbeisz 6:00pm <u>Regular Assembly Mtg</u>	Eisenbeisz	Eisenbeisz Knox	Eisenbeisz Knox CBS Holiday Party	Knox



# Assembly Calendar

2016 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2018

December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Nov	27	28	29	30	1 Dec	2
Potrzuski	Potrzuski	Potrzuski 12:00pm Health Needs & Human Services Commission Eisenbeisz 6:00pm Regular Assembly Mtg	Eisenbeisz	Eisenbeisz Knox	Eisenbeisz Knox CBS Holiday Party	Knox
3	4	5	6	7	8	9
Knox		7:00pm Planning	6:30pm Library Commission	12:00pm SEDA Board Meeting		9:00am - 12:00pm Assembly Visioning Session - Harrigan Centennial Hall
10	11	12	13	14	15	16
		12:00pm Parks & Rec 6:00pm Regular Assembly Mtg	2:00pm Health Needs & Human Services Commission 6:00pm Historic Preservation	12:00pm LEPC 6:00pm Port & Harbors Commission		
17	18	19	20	21	22	23
		12:00pm Tree/Landscape 7:00pm Planning				
24	25	26	27	28	29	30
	HOLIDAY	6:00pm Regular Assembly Mtg	6:00pm Police and Fire Commission	6:00pm Hospital Board Meeting		
31	1 Jan	2	3	4	5	6
		Eisenbeisz 7:00pm Planning	Eisenbeisz 6:30pm Library Commission	Eisenbeisz 12:00pm SEDA Board Meeting	Eisenbeisz	Eisenbeisz



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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November 1, 2017

## **Library Director Report: October 2017**

**Highlights:** The Friends of the Library hosted the annual Alaska Day Book Sale on Oct. 18 from 10am-3pm raising almost \$2500. Hundreds of people attended the event, 20-30 people volunteered at the event and members of the Friends of the Library removed the remainder of unusable items to the recycling center the following day. The Babies & Books Halloween event on 10/28 attracted over 100 attendees. The Film Noir Club event and author event with Lizbeth Meredith each drew over 30 people.

**Facility Update:** A door count device was installed at the Library on October 24. The device has been owned by Sitka Public Library for years but was deactivated when the building moved during the Library Expansion Project. The device is functional and Sitka Public Library has begun collecting accurate counts of customer use each day. Contracted work has begun on the floor repair in foyer and is pending completion with additional retiling.

### **Stats:**

8047 materials checked out  
857 renewed items, 937 in-house used items  
165 attendees at 7 Adult Programs  
256 attendees at 4 Youth Programs  
412 total public computer sessions  
95 combined hours of public computer time usage  
1 policy violation  
26 Meeting Room uses  
20 Teen Lab uses  
37 Study Room uses  
5 tests proctored





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

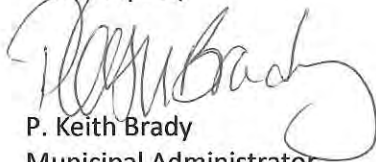
Department of Administration  
Commissioners Office  
550 W. 7<sup>th</sup> Avenue, Suite 1970  
Anchorage, AK 99501

Dear Commissioner Ridle,

The City and Borough of Sitka respectfully makes comment on SB 74, directing the State of Alaska to study whether a state Health Care Authority is feasible and/or cost effective. After reviewing the Health Care Authority Feasibility Study, it is the City and Borough of Sitka's recommendation that this plan be optional for municipal governments to join.

As local governments continue to feel constrained by annual healthcare increases and struggle with the balance of personnel costs versus services, we appreciate the State of Alaska looking to reduce the hardship on local municipalities. However, it is essential that any Health Care Authority should be an optional program and not mandated.

With respect,



P. Keith Brady  
Municipal Administrator



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 17-178      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 11/1/2017      In control: City and Borough Assembly

On agenda: 11/7/2017      Final action:

Title: Service Award recognizing Clara Gray and Proclamations for Native American Heritage Month and Veteran's Day

Sponsors:

Indexes:

Code sections:

Attachments: [Gray Certificate.pdf](#)

[Native American Heritage Proclamation.pdf](#)

[Veteran's Day Proclamation.pdf](#)

Date	Ver.	Action By	Action	Result
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# Service Award

*On behalf of the City and Borough of Sitka is hereby awarded to*

**Clara Gray**

*this expression of grateful acknowledgment for your almost two years of  
valued service rendered in the public interest while serving on the  
Health Needs and Human Services Commission. Thank you!*

Signed and sealed this 7<sup>th</sup> day of November, 2017



*Matthew Hunter*

Mayor, Matthew Hunter

*Sara Peterson*

ATTEST: Municipal Clerk, Sara Peterson



OFFICE OF THE MAYOR  
City & Borough of Sitka

# Proclamation

## RECOGNIZING NATIVE AMERICAN HERITAGE MONTH

**WHEREAS,** the purpose of Native American Heritage Month is to honor and recognize the indigenous people of our Nation; and

**WHEREAS,** the Tlingit, Haida, Tsimshian and Eyak cultures of Southeast, Alaska have much to celebrate in their varied and rich cultures; and

**WHEREAS,** it is important that honor is bestowed on our State's indigenous ancestors -and today's tribal elders - because if not for the survival and adaptive skills of those who have come before us, Alaska's tribal cultures may not be as strong as they are today; and

**WHEREAS,** by continuing to teach the next generation to employ and respect their cultural and spiritual heritage, indigenous languages, oral narratives and traditional foods our state's local, regional and statewide tribal leadership is nurtured and inspired to serve; and

**NOW, THEREFORE, BE IT RESOLVED** by the Assembly of the City and Borough of Sitka that the citizens of Sitka honor our Native peoples and recognize them for strengthening the diversity of our society.

**BE IT FURTHER RESOLVED** as Mayor of the City and Borough of Sitka that I do hereby proclaim November 2017 as Native American Heritage Month and call upon Sitkans to commemorate this month with appropriate programs, activities, and celebrations.

*Signed and sealed on this 7<sup>th</sup> day of November, 2017.*



Matthew Hunter, Mayor

ATTEST:

Sara Peterson, CMC  
Municipal Clerk



OFFICE OF THE MAYOR  
City & Borough of Sitka

# Proclamation

## Honoring Veteran's Day

**WHEREAS,** America is the land of freedom, preserved and protected willingly and freely by citizen soldiers; and

**WHEREAS,** through generations, their courage has allowed our Republic to flourish; and

**WHEREAS,** a Nation acknowledges its profound debt of gratitude to those who have served and died in war; and

**WHEREAS,** with respect for and in recognition of the sacrifices and contributions of those who serve in the U.S. military who are deserving of commemoration, honor, and recognition.

**NOW, THEREFORE, BE IT RESOLVED,** that the Assembly of the City and Borough of Sitka, Alaska, does hereby call upon the citizens of Sitka to observe the 11<sup>th</sup> day of November, 2017 as

### Veteran's Day


**AND** commend, honor, and recognize the valor and sacrifices of our veterans for defending and protecting our country, our freedom, and our way of life.

*Signed and sealed on this 7<sup>th</sup> day of November, 2017.*



  
Matthew Hunter, Mayor

ATTEST:

  
Sara Peterson, CMC  
Municipal Clerk





# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: 17-179 Version: 1 Name:  
Type: Item Status: AGENDA READY  
File created: 11/1/2017 In control: City and Borough Assembly  
On agenda: 11/7/2017 Final action:  
Title: Approve the minutes of the October 24 Assembly meeting  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Consent and Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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## **CONSENT AGENDA**

### **POSSIBLE MOTION**

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**I MOVE TO APPROVE THE CONSENT AGENDA  
CONSISTING OF ITEM A**

**I wish to remove Item(s) \_\_\_\_\_**

**REMINDER – Read aloud a portion of each item being  
voted on that is included in the consent vote.**

Should this item be pulled from the Consent Agenda the following motion is suggested:

## **POSSIBLE MOTION**

**I MOVE TO** approve the minutes of the  
October 24<sup>th</sup> Assembly meeting.



# CITY AND BOROUGH OF SITKA

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

## Minutes - Draft

### City and Borough Assembly

*Mayor Matthew Hunter  
Deputy Mayor Steven Eisenbeisz,  
Vice Deputy Mayor Bob Potrzuski,  
Aaron Bean, Kevin Knox, Dr. Richard Wein,  
Benjamin Miyasato*

*Municipal Administrator: Keith Brady  
Municipal Attorney: Brian Hanson  
Municipal Clerk: Sara Peterson*

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Tuesday, October 24, 2017

6:00 PM

Assembly Chambers

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#### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

IV. CORRESPONDENCE/AGENDA CHANGES

17-177 Reminders, Calendars and General Correspondence

None.

V. CEREMONIAL MATTERS

None.

VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Sitka Community Hospital, Municipal Departments, School District, Students and Guests (five minute time limit)

Dr. McNichol, President of the Sitka School Board, briefed the Assembly. She announced the Board had appointed new officers at their recent meeting, set goals for the upcoming year, and spoke to Resolution 2017-01 (Tobacco 21). McNichol thanked the Assembly for its support.



**VII. PERSONS TO BE HEARD**

Alene Henning stated people continued to use their cellphones while operating vehicles. She reminded the police were issuing tickets for the offense.

Sharon Sullivan spoke to the Sitka Community Hospital Board meeting scheduled for October 26th and the potential impacts to obstetric services. She expressed the desire for a birthing center and announced she was facilitating a public meeting on the topic October 25th at Harrigan Centennial Hall.

**VIII. REPORTS****a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other**

Mayor - Hunter announced City staff had received an email from the out of state recycling contractor stating China would no longer be accepting plastics and mixed paper in the very near future.

Administrator - Brady spoke of the Alaska Day festivities including the recertification ceremony for USCG City status, invited citizens to bid on the surplus vehicles, announced the annual audit was in progress, and relayed he had met with the Sitka School District to discuss heavy rain protocols.

Liaisons - Mayor Hunter reminded Assembly members if they were unable to attend their appointed Liaison commission meetings to notify the alternate liaison or contact the Municipal Clerk's office. Dr. Wein reported on the following meetings: Port and Harbors Commission, Local Emergency Planning Committee, Historic Preservation Commission, Planning Commission, and Health Needs and Human Services Commission. Potrzuski reported on the Tree and Landscape Committee meeting and Gary Paxton Industrial Park Board meeting.

Clerk - Peterson reminded the November 14th Assembly meeting had been moved to November 7th due to Assembly attendance at the Alaska Municipal League Annual Conference November 13-17.

Other - Dr. Wein offered comments regarding the recent Gary Paxton Industrial Park Board meeting. Bean clarified that per the Charter, Assembly members had the right to make inquiries. He invited staff to approach him at anytime about Assembly or Administrative matters. In addition, Bean announced he had received an email from Captain Davis of the United States Air Force regarding the Northern Edge Exercise. Bean suggested the Assembly be debriefed on the exercise, environmental impacts, and record of any king salmon being killed.

**IX. CONSENT AGENDA**

**A motion was made by Bean that the Consent Agenda consisting of Item A be APPROVED. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**A 17-174** Approve the minutes of the October 10 Assembly meeting



This item was **APPROVED ON THE CONSENT AGENDA**.

- B 17-175** Approve a standard marijuana cultivation facility license for Justin Brown dba AK O Farms LLC at 1210 Beardslee Way

Wein asked for an explanation of the application process.

Planning Director, Michael Scarcelli, spoke to the rigorous standards in the Sitka General Code and stated the applicant had gone through the conditional use permitting process. He noted the applicant was in compliance with conditions of approval and that City staff had no concerns with the license.

**A motion was made by Knox that this Item be APPROVED. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS**

- C 17-176** Reappoint Doug Osborne to a three-year term on the Health Needs and Human Services Commission and Appoint: 1) Vera Gibson to an unexpired term on the Health Needs and Human Services Commission and, 2) Robert Hattle to an unexpired term on the Sitka Community Hospital Board

Miyasato thanked the applicants for their interest in serving. Dr. Wein and Bean asked questions of Sitka Community Hospital Board applicant, Robert Hattle.

**A motion was made by Potrzuski that this Item be APPROVED. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**XI. UNFINISHED BUSINESS:**

None.

**XII. NEW BUSINESS:**

**New Business First Reading**

- D ORD 17-35** Adjusting the FY18 Budget (*Reappropriations and Harbor Meter Project*)

Chief Finance and Administrative Officer, Jay Sweeney explained the Ordinance 1) reappropriated encumbered funds which were unexpended in FY17 and 2) appropriated \$75,000 for an Electric Department capital project. The project was intended to be included in the FY18 budget and was not.

**A motion was made by Miyasato that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

- E ORD 17-36** Adjusting the FY18 Budget (*CPET Funds Sitka History Museum*)



Mayor Hunter noted the money had been appropriated last year, however, the project to complete the interior of Sitka History Museum wasn't finished and a new appropriation for FY18 was necessary. Eisenbeisz and Dr. Wein expressed concern regarding risk to the City. Eisenbeisz wondered of competitive bidding requirements. Municipal Attorney, Brian Hanson, stated he was unaware of a competitive bidding process for CPET (Commercial Passenger Excise Tax) funding. Mayor Hunter reminded there were no clear guidelines in the use of the CPET funds as was seen with the Sea Walk project. Hanson added that inquiries were made of State auditors to determine guidelines, however, he was instructed the City would need to make its own determinations. Hanson requested the Historical Society complete a cost approach methodology analysis to try and eliminate risk. Through the analysis, it was determined the project benefitted cruise ship passengers and Hanson and the Chief Finance and Administrative Officer, Jay Sweeney, recommended support.

**A motion was made by Miyasato that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

#### **Additional New Business Items**

**F RES 17-21** Supporting Sitka Sound Science Center's application under the FY18 Historic Preservation Fund Grant Program for Certified Local Governments

Mayor Hunter reminded agenda items F, G, H, and I were pass-through grants from the State.

Lisa Busch of the Sitka Sound Science Center explained the grant request. Administrator Keith Brady clarified that the grant request was for \$25,000; for a total project cost of \$50,000.

**A motion was made by Potrzuski that this Resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**G RES 17-22** Supporting Sitka Historical Society's application under the FY18 Historic Preservation Fund Grant Program for Certified Local Governments

Mayor Hunter clarified that the grant request was for \$6,147; for a total project cost of \$10,246.

**A motion was made by Potrzuski that this Resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**H RES 17-23** Supporting Alaska Arts Southeast's application under the FY18 Historic Preservation Fund Grant Program for Certified Local Governments

Rebecca Poulson of Alaska Arts Southeast explained the project and thanked the Assembly and City staff for their support. Mayor Hunter reminded the grant request was for \$25,000; for a total project cost of \$41,667.

**A motion was made by Potrzuski that this Resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**I RES 17-24**

Supporting Sitka Maritime Heritage Society's application under the FY18 Historic Preservation Fund Grant Program for Certified Local Governments

Sitka Maritime Heritage Society board member, Rebecca Poulson, explained the project and thanked the Assembly and City staff.

Knox thanked the applicant, and other grant applicants on the agenda, for their work in preserving Sitka's history. Knox recognized the Finance Department staff for their work and implementation of changes associated with federal guidelines. It was noted the grant request was for \$25,000; for a total project cost of \$41,667.

**A motion was made by Miyasato that this Resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**XIII. PERSONS TO BE HEARD:**

None.

**XIV. EXECUTIVE SESSION**

None.

**XV. ADJOURNMENT**

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:22pm.

ATTEST: \_\_\_\_\_

Sara Peterson, CMC  
Municipal Clerk



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 17-181      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 11/1/2017      In control: City and Borough Assembly

On agenda: 11/7/2017      Final action:

Title: Reappoint Loyd Platson to a three-year term on the Health Needs and Human Services Commission and appoint Martha Pearson to an unexpired term on the Health Needs and Human Services Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion appointments.pdf](#)  
[Platson application.pdf](#)  
[Pearson application.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** reappoint Loyd Platson to a three-year term on the Health Needs and Human Services Commission and appoint Martha Pearson to an unexpired term on the Health Needs and Human Services Commission.





## Application for Appointment to Boards, Committees, and Commissions City and Borough of Sitka

Board/Commission/Committee: Health Needs and Human Services Commission

Name: Loyd Platson Daytime Phone: 907-747-3636

Address: 805 Charles Street, Sitka AK 99835 Evening Phone: 907-623-7560

Email Address: lplatson@scpsak.org Fax Number: 907-747-2702

Length of Residence in Sitka: 2.5 years Registered to vote in Sitka? ☒ Yes ☐ No

Employer: Sitka counseling

Organizations you belong to or participate in: Health Needs and Human Services Commission, Police and Fire Commission, Sprinkler Variance Hearing Board, Sitka Health Summit, ANS and ANB, St. Peters Episcopal Church, HOPE Coalition, Pathways Coalition.

Explain your main reason for applying: I want to continue to contribute to the overall health and wellbeing of our community. Having received the Strategic Prevention Framework Grant and the Drug Free Communities Grant through Sitka Counseling, it makes sense to be involved with the commission and other organizations so as to build a strong network.

What background, experience or credentials will you bring to the board, commission, or committee membership? I have an MS in Guidance and Counseling with substance abuse and family systems concentrations. I am a Certified Prevention Specialist and an International Certified Prevention Specialist. I have been in prevention for over 35 years.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

NONE

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 10-19-2017 Signature: Loyd E Platson

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ☐ Yes ☐ No

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street  
Fax: 907-747-7403 Email: [melissa.henshaw@cityofsitka.org](mailto:melissa.henshaw@cityofsitka.org)

**LOYD E. PLATSON**  
**805 Charles St.**  
**Sitka AK, 99835**  
**lplatson@scpsak.org**  
**907-747-3636 ext 224**

**HIGHLIGHTS OF PROFESSIONAL EXPERIENCE:**

Employee Development Coordinator/Director of Prevention Services ,  
Sitka Counseling and Prevention Services Inc., Sitka, Alaska, June 2015 to present.

Community Education/Coalition Building/Staff Development/Youth Development  
Director, NyE Communities Coalition, Pahrump, Nevada, April 2009 to April 2015.

CSAP Fellow-State of Nevada, United States Department of Health and Human Services,  
Center for Substance Abuse Prevention, Washington DC, March 2006 to March 2009.

Founder and Executive Director, Wind Raven Edventures, October 1987 to Present.

Director, Experiential Learning Center, Stevens Point Area Public School District,  
Stevens Point, Wisconsin. February 1994 to June 1995.

Instructor, Off Campus Graduate Level Coursework, Aurora University, Aurora,  
Illinois. January 1989 to May 1994.

Prevention and Intervention Specialist, Community Alcohol and Drug Abuse Center,  
Stevens Point, Wisconsin. August 1990 to April 1992.

Director of Residence Life/Assistant to the Vice President of Student Services,  
Sheldon Jackson College, Sitka, Alaska. July 1984 to July 1987.

**SKILLS AND EXPERIENCE (Annotated)**

Developed and taught graduate level courses in the areas of: the development and  
perpetuation of addictive and compulsive behaviors, group development and facilitation,  
enhancing learning environments, adventure based counseling and education and personal  
healing.

Developed and provided Server/ Seller Training to alcohol vendors.

Taught rock climbing, ropes course facilitation and low impact camping.

Developed and provided DUI and Traffic Safety Schools for State of Nevada.

Presented at numerous local, state and national conferences including the International  
Wellness Conference in the areas of student assistance programs, leadership development,  
group facilitation, adventure based strategies, management enhancement and  
organizational development.

Provided “Core Team” training, Group Facilitation and “Advanced Core Team” training to School District staff and consultation to school districts wishing to develop and implement AODA and Student Assistance Programs.

Coordinated school and community AODA and Student Assistance Programs.

Developed, implemented and facilitated numerous school and community AODA and personal awareness/growth workshops and presentations. Supervised and trained school district psychologists, social workers and school counselors.

Developed and managed all aspects of School District Experiential Learning Center including: budget, scheduling, facilitation, facilities inspection, use documentation and client recruitment as well as directing and facilitating a comprehensive adventure based counseling, activities and programs curriculum.

Designed and provided Management Enhancement, Leadership and Organizational Development programs for major corporations. (Miller Brewing Company, Heines VA, Deloitte and Touche Consulting, Arthur Anderson and Associates, Pennsylvania Energy Company, Commonwealth Edison , First Energy, Blistex, Baxter Health Care and others)

Facilitated programs for diverse student and non-student groups-including Special Education Students (Cognitively Disabled, Attention Deficit/Hyper Active Disorder, Students with physical disabilities and students enrolled in the Alternative High School Program.), Student Leadership, Native American Youth at Risk and more. Provided workforce development programs for at risk youth ages 14-21 through the Workforce Investment Act.

Adjudicated student misconduct cases for the University of Wisconsin System Schools and provided counseling services to students experiencing issues with alcohol and other drugs.

Directed the Residence Life Program for Sheldon Jackson College in Sitka Alaska. Hired, trained and supervised a staff of approximately 10-15 peer and professional staff members. Managed budget for Residence Life Division and College Nurse. Taught mountain hiking/camping and sea kayaking. Facilitated Early College Incentive Program.

## **EDUCATION**

M.S. Guidance and Counseling, Alcohol and Other Drug Abuse and Family Systems Counseling, University of Wisconsin-Stout, Menomonie, Wisconsin. August 1984.

B.S. Sociology and Anthropology, University of Wisconsin-Stevens Point, Stevens Point, Wisconsin. June 1977.

## **CERTIFICATIONS/SKILLS**

Certified Prevention Specialist  
ServSafe Food Manager Certification  
Certified DUI School Instructor (Nevada)  
Instructor Alcohol Server/Seller Training

Internationally Certified Prevention Specialist  
Certified Mental Health First Aid Instructor  
Certified Traffic Safety School Instructor (Nevada)  
Court Appointed Special Advocate for Children



## Health Needs and Human Services Commission

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
DOUG OSBORNE 209 Moller Avenue	747-0373 dosborne@sitkahospital.org	1/27/15 10/24/17	10/14/17 10/24/20	CHAIR
LOYD PLATSON 805 Charles Street	747-3636 x226 w 623-7560 c lplatson@scpsak.org	8/25/15	10/28/17	VICE CHAIR <i>Zanuzoski's term</i>
JEFF ARNDT 207 Cedar Heights	738-2025 queenmab@gci.net	11/11/15	11/11/18	
BARBARA KENDALL 206 Park Street	738-1808 bekendall40@yahoo.com	8/23/16	8/23/19	
MELISSA VIATOR PO Box 2298	845-667-9552 melissaviator1@gmail.com	9/13/16	9/13/19	
VERA GIBSON 107 Rudolph Walton Circle	747-3636 x224 w 738-0812c vgibson@scpsak.org	10/24/17	11/22/19	<i>Treas term</i>
Melissa Henshaw Deputy Clerk/Records Specialist	747-1826 melissa.henshaw@cityofsitka.org			Secretary
Richard Wein PO Box 2424	738-0577 assemblywein@cityofsitka.org			Assembly Liaison

Established by Ordinance 2013-23

7 members, 3-year terms. A vacancy on the commission shall be filled by appointment by the Assembly for any remainder of an unexpired term.

Meeting schedule: 2<sup>nd</sup> Wednesday of the month; noon at Harrigan Centennial Hall, 330 Harbor Drive – Meetings are to be held no less than four times per year.

Revised: October 25, 2017

## **Martha Pearson**

814 Charles Street Sitka, Alaska 99835  
907/738-2534 [marthap@searhc.org](mailto:marthap@searhc.org)

**SEARHC (SouthEast Alaska Regional Health Consortium)** Sitka, AK 99835  
Health Promotion Division Director May 2014 – present

- Oversees chronic disease and injury prevention efforts for a regional tribal healthcare consortium that covers a 600 mile service area including 32 employees and ~\$4.5 million in grant funding
- Administers all aspects of SEARHC Health Promotion programs including strategic planning, responding to grant funding opportunities, continuation applications, evaluation, data analysis, budget management, staff supervision and program dissemination
- Aligns SEARHC clinical practice and public health goals
- Leads community based networks and coalitions to fulfill public health goals

**SEARHC (SouthEast Alaska Regional Health Consortium)** Sitka, AK 99835  
Grant Program Manager July 2009 – May 2014

- Lead and facilitated region wide Advisory Team and public health policy efforts
- Supervised SEARHC staff and multiple contractors' work to implement region wide policy and evaluation initiatives
- Liaison to Centers for Disease Control and Administration for Native Americans for SEARHC grant objectives
- Administered all aspects of WISEWOMAN and Community Transformation grant programs including grant report writing, data analysis, budget management and staff supervision
- Elected to represent WISEWOMAN national program directors on special advisory committee to Centers for Disease Control Leadership

*WISEWOMAN Program Health Educator* July 2002 to July 2009

- ♦ Implemented evidence based skill-building activities for women in nutrition, physical activity, tobacco cessation and stress reduction
- ♦ Provided one-on-one counseling in tobacco cessation and Motivational Interviewing
- ♦ Delivered strength training group sessions using Tufts University's "StrongWomen" program
- ♦ Developed social marketing for WISEWOMAN program
- ♦ Facilitated WISEWOMAN activities at five, remote, SEARHC sites
- ♦ Supervised community wellness advocate workers in the remote villages of Haines, Kake, Wrangell and Angoon

**Center for Community** Sitka, AK 99835  
*Program Coordinator* March 2002 to July 2002

- ♦ Sitka Public Transit Project – coordinating local providers to develop public transit
- ♦ Perform payroll, human resources and grant administration duties



**Alaskan AIDS Assistance Association** Anchorage, AK 99503

*Education and Prevention Coordinator* August 1997 – February 2002

*Executive Director (acting)* September 2000 – December 2000

*Jesuit Volunteer: Education & Outreach* August 1996 – July 1997

- ♦ Administrator for HIV Prevention programs: staffing, budgeting, implementation, evaluation and service delivery; supervised eight staff members and a \$175,000 budget
- ♦ Facilitator and designer of HIV/AIDS Prevention and Community Awareness programs as classroom, media, and individual interventions
- ♦ Grant writer for HIV/AIDS Prevention programs; successfully bringing in over \$310,000 since 1999
- ♦ Completed Needs Assessment for HIV/AIDS related education and training for entire Alaska Department of Corrections Staff
- ♦ Designed Multi-session training for substance abuse treatment centers and correctional facilities
- ♦ Trained agency staff on communication skills, goal setting and team building
- ♦ Developed and implemented agency Client Health Program
- ♦ Certification in:
  - ⇒ Graduate of the Alaska Humanities Forum “Leadership Anchorage” program – June 2001
  - ⇒ HIV Prevention/Counseling: A Client Centered Approach – December 1998
  - ⇒ Community Health Outreach Worker Training - October 1997
  - ⇒ Partners in Prevention: Center for AIDS Intervention Research Intervention Models

**Computer Sciences Corporation - Human Resources** Falls Church, VA 22042

August 1991 - June 1996

- ♦ Responsible for technical, quality and inter-personal skills training for 2,000 Washington, DC area employees and 2,200 off site employees worldwide
- ♦ Coordinated and coached 30+ facilitators for classes and training at off-site locations
- ♦ 60 hour Zenger-Miller facilitator certification, 20 hour internal consulting skills certificate, member – Association for Training and Development (ASTD)
- ♦ Facilitated monthly classes on management, inter-personal and quality skills
- ♦ Developed and supported university partnerships with Strayer University and the University of Maryland for technical training

**Kirkland and Ellis – Legal Assistant, Litigation** Washington, DC

May 1989 – July 1991

**Academic History:**

**Master of Public Administration**, 2011, magna cum laude  
University of Alaska Southeast Sitka, AK

**Master of Arts**, 1993 - English Literature, magna cum laude  
George Mason University Fairfax, VA

**Bachelor of Arts**, 1989 - Government  
College of William & Mary Williamsburg, VA



Application for Appointment to Boards, Committees, and Commissions  
City and Borough of Sitka

Board/Commission/Committee: Health Needs and Human Services  
Name: Martha Pearson Daytime Phone: 907-8783  
Address: 814 Charles St Evening Phone: 747-4551  
Email Address: marthap@searhc.org Fax Number: \_\_\_\_\_  
Length of Residence in Sitka: 15 years Registered to vote in Sitka? ☒ Yes ☐ No  
Employer: SEARHC

Organizations you belong to or participate in:

St. Peter's Church, New Anshang Dancers  
Sitka Fine Arts Camp

Explain your main reason for applying:

Hope for healthy Sitka

What background, experience or credentials will you bring to the board, commission, or committee membership?

job skills in public health; graduate degrees

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

Husband works for Alaska Marine Safety Education Assoc;  
no anticipated conflict.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 10-23-17 Signature: MPearson

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ☒ Yes ☐ No

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street  
Fax: 907-747-7403 Email: [melissa.henshaw@cityofsitka.org](mailto:melissa.henshaw@cityofsitka.org)



## Health Needs and Human Services Commission

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
DOUG OSBORNE 209 Moller Avenue	747-0373 dosborne@sitkahospital.org	1/27/15 10/24/17	10/14/17 10/24/20	<b>CHAIR</b>
LOYD PLATSON 805 Charles Street	747-3636 x226 w 623-7560 c lplatson@scpsak.org	8/25/15	10/28/17	<b>VICE CHAIR</b> <i>Zanuzoski's term</i>
JEFF ARNDT 207 Cedar Heights	738-2025 queenmab@gci.net	11/11/15	11/11/18	
CLARA GRAY 222 Tongass Drive 310	866-8836 w 752-7880 c clarag@sealife.org	12/3/15	12/3/18	<i>Treas term</i>
BARBARA KENDALL 206 Park Street	738-1808 bekendall40@yahoo.com	8/23/16	8/23/19	
MELISSA VIATOR PO Box 2298	845-667-9552 melissaviator1@gmail.com	9/13/16	9/13/19	
VERA GIBSON 107 Rudolph Walton Circle	747-3636 x224 w 738-0812c vgibson@scpsak.org	10/24/17	11/22/19	<i>Treas term</i>
Melissa Henshaw Deputy Clerk/Records Specialist	747-1826 melissa.henshaw@cityofsitka.org			Secretary
Richard Wein PO Box 2424	738-0577 assemblywein@cityofsitka.org			Assembly Liaison

Established by Ordinance 2013-23

7 members, 3-year terms. A vacancy on the commission shall be filled by appointment by the Assembly for any remainder of an unexpired term.

Meeting schedule: 2<sup>nd</sup> Wednesday of the month; noon at Harrigan Centennial Hall, 330 Harbor Drive – Meetings are to be held no less than four times per year.

Revised: October 25, 2017



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: ORD 17-35    Version: 1    Name:

Type: Ordinance    Status: AGENDA READY

File created: 10/17/2017    In control: City and Borough Assembly

On agenda: 11/7/2017    Final action:

Title: Adjusting the FY18 Budget (Reappropriations and Harbor Meter Project)

Sponsors:

Indexes:

Code sections:

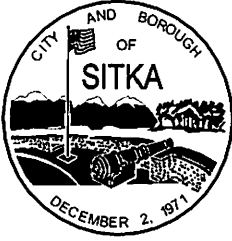
Attachments: [Motion Ord 2017-35.pdf](#)  
[Finance Memo.pdf](#)  
[Electric Dept Memo.pdf](#)  
[Ord 2017-35.pdf](#)

Date	Ver.	Action By	Action	Result
10/24/2017	1	City and Borough Assembly		

## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2017-35 on  
second and final reading.





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Jay Sweeney, Chief Finance and Administrative Officer

**Date:** October 17, 2017

**Subject:** Approve Re-appropriation (Roll-over) of Encumbered Balances as of June 30, 2017

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### Issue:

Per Section 11.12 of the Home Rule Charter (SHRC), appropriations for encumbered funds as of the end of the fiscal year do not lapse. To accomplish this Charter provision, a re-appropriation of encumbered funds in the new fiscal year is required. Such re-appropriation has historically occurred each year once fiscal year-end accounting has been finalized.

### Facts:

1. Per the SHRC Section 11.12, encumbered appropriations do not lapse at the end of the fiscal year:  
  
*"Every unencumbered surplus of the general fund or a service area shall lapse at the close of the fiscal year to the general fund or service area, respectively. An appropriation for a capital improvement shall not lapse until its purpose has been accomplished or abandoned."*
2. An encumbrance is a legally binding commitment by the Municipality for a purchase which has yet to be finalized by receipt of the good or service which has been ordered. Encumbered funds are normally documented by either a purchase order or a contract.
3. Under governmental accounting rules and guidelines, an expenditure is recorded in the fiscal year in which the expenditure transaction is completed, not the year in which the purchase commitment is made. Thus, purchase commitments made in a prior year (encumbrances) which are finalized in a later year (expenditures) will be recorded in the year of the expenditure.

4. The accounting system that the Municipality utilizes, New World Systems, during the soft close process, automatically created FY2018 budget adjustments for all encumbrances recorded in prior fiscal years, thus increasing the overall FY2018 expense budget to account for commitments (via purchase order or contract) made in prior years. All operating expenditures are measured against the current operating year's budget.
5. In the Municipality's Comprehensive Annual Financial report (Section F, Required Supplementary Information), expenditures during the fiscal year are reported against approved budgets for that fiscal year.

**Discussion:**

1. The SHRC, by setting forth the policy that unencumbered surpluses lapse at the end of the fiscal year, implies that encumbered funds do not lapse.
2. The Municipality has historically extended the interpretation on non-lapsing of encumbered funds to all funds, including enterprise funds, even though the Charter does not specifically mention them.
3. The manner in which the Municipality's accounting system, New World Systems, operates automatically adjusts the current fiscal year during the year-end close process, thus changing the current year's budget from the one approved by the assembly. For this reason, the Municipality has historically passed a supplemental budget ordinance to re-appropriate all encumbered fund at the end of each fiscal year. Even though it is not technically a re-appropriation (as the old appropriation does not lapse, per the Charter, for encumbered funds), a re-appropriation is the most efficient method to accomplish the guidelines of the Charter.
4. The re-appropriation of encumbered funds will have the effect of increasing the budgeted deficit for the fiscal year, as the expenditure budget will increase but there will be no matching revenue increase.
5. The amount of the encumbered funds was subtracted from the available amount of funds to be transferred to the Public Infrastructure Sinking Fund when that calculation was made; thus, the available cash to pay for the appropriations resides in the General Fund.
6. The similar Ordinance passed last year to re-appropriate encumbered funds was Ordinance 2016-33.

**Analysis of Alternatives (Pros and Cons):**

1. Approval of the re-appropriation ordinance has the following pros:

- a. The guidelines set forth in the Charter concerning encumbered funds are effectively carried out.
  - b. There is no adverse effect on the balance of the General Fund and other funds involved, as cash to pay for the encumbrances is contained in fund balances.
2. Non-approval of the re-appropriation ordinance would have the following pro and con:
- a. If the ordinance was not passed, the prior purchase commitments (many of which have already been executed since July 1) would squarely fall against this fiscal year's unadjusted budgets. Departments have planned for re-appropriation of encumbered funds to take place in the same fashion as prior years; changing the methodology would leave many with unanticipated budget shortfalls in key expenditure areas.
  - b. A possible pro is that non-approval of the ordinance would enact a type of forced expenditure reduction. While it would be a possible expenditure reduction (a possible pro), it would at the same time be unplanned and unevenly implemented, obvious cons.

**Recommendation:**

Administration recommends that Ordinance 2017-35 be approved by the Assembly.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Bryan J. Bertacchi, Electric Utility Director

**Cc:** Jay Sweeney, CFAO  
Janet Schwartz, Budget Officer

**Date:** 10/9/2017

**Subject:** Approval of \$75,000 Capital for Harbor Meters

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### Executive Summary

Harbor Meters (\$75,000/year): The capital project to repair the broken Harbor Meters was previously approved by the Assembly and is funded through an increase to the monthly harbor meter rates (and was additionally approved by the Harbor Commission). Although previously approved by the Assembly for FY17 the amount of \$75,000 in the FY18 capital project budget was erroneously missing. This request is to approve the addition of \$75,000 for the harbor meter repair project for FY18 (project code 90829).

### Analysis

The revised electric rates included an increase to the monthly rate for harbor meters (which was reviewed and supported by the Harbor Commission). This increase generates annual revenue of approximately \$75,000 per year to support the needed replacement of failed harbor meters (currently approximately 75 meters out of service out of the approximate 750 meter total). The initial stainless steel prototype power-head is due in Sitka in the next few weeks and will cost approximately \$2500 each. Total installed replacement cost is expected to be approximately \$225,000 which will be funded over three years of the increased monthly rates. Additional failures are expected as the old installed equipment deteriorates.



CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2017-35  
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA  
ADJUSTING THE FY18 BUDGET

**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 adjust the FY18 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY18 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, 2017 and ending June 30, 2018 is hereby adjusted as follows:

<b><u>FISCAL YEAR 2018 EXPENDITURE BUDGETS</u></b>
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, 2017 and ending June 30, 2018 is hereby adjusted as follows for the purchase orders open as of June 30, 2017.
General Fund – Amount of \$96,810.66; Electric Fund - \$167,865.96; Water Fund - \$66,788.12; Wastewater Fund - \$9,752.56; Harbor Fund - \$7,680; Central Garage Fund - \$56,604.00.
<b><u>CAPITAL PROJECTS</u></b>
Harbor Meter Project #90829: The Electric Utility Director has requested to increase appropriations in the amount of \$75,000 in his Capital Budget for the Harbor Meter Project. This project was missed in the FY18 budget and is part of his ten year plan.

**EXPLANATION**

Necessary revisions in the FY 2018 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

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 7<sup>th</sup> Day of November, 2017.

**ATTEST:**

\_\_\_\_\_  
Matthew Hunter, Mayor

\_\_\_\_\_  
Sara Peterson, CMC  
Municipal Clerk

1<sup>st</sup> reading 10/24/17  
2<sup>nd</sup> reading 11/7/17



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: ORD 17-36    Version: 1    Name:  
Type: Ordinance    Status: AGENDA READY  
File created: 10/17/2017    In control: City and Borough Assembly  
On agenda: 11/7/2017    Final action:  
Title: Adjusting the FY18 Budget (CPET Funds Sitka History Museum)  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Motion Ord 2017-36.pdf](#)  
[Memo Ord 2017-36.pdf](#)  
[Ord 2017-36.pdf](#)  
[Informational Ord 2017-11 and minutes.pdf](#)

Date	Ver.	Action By	Action	Result
10/24/2017	1	City and Borough Assembly		

## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2017-36 on  
second and final reading.





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Jay Sweeney, Chief Finance and Administrative Officer

**Date:** October 17, 2017

**Subject:** Approve re-appropriating \$50,000 from the CPET Fund to assist with the Completion of the Interior of the Sitka History Museum

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### Issue:

On May 23, 2017, the Assembly approved Ordinance 2017-11, appropriating \$50,000 from the Commercial Passenger Excise Tax Fund to assist with the completion of the interior of the Sitka History Museum. That appropriation, being a FY2017 operating appropriation, was not spent and expired June 30, 2017. The Sitka History Museum is now in need of the funding and, therefore, the amount needs to be re-appropriated within the FY2018 operating budget.

### Facts:

1. On May 23, 2017, the Assembly approved Ordinance 2017-11, appropriating \$50,000 from the Commercial Passenger Excise Tax Fund to assist with the completion of the interior of the Sitka History Museum.
2. The appropriation authorized by the passage of Ordinance 2017-11 was not spent by June 30, 2017, and therefore lapsed.
3. Federal law governing the use of CPET funds is contained in 33 USC S(b), and states that fees such as CPET taxes must be used for paying for the cost of a service to a vessel, and, enhancing the safety and efficiency of interstate commerce.
4. In 2016, the Division of Legislative Audit, Alaska State Legislature, conducted an audit of the use of CPET funds in accordance with Federal law, and, found that numerous Alaskan communities, including Sitka, were utilizing CPET funds to pay for expenditures not 100% attributable to services provided to cruise ship

passengers, or, which were not exclusively used to enhance the safety and efficiency of interstate commerce. In discussions with officials from the Division of Legislative Audit, Administration was informed that use of CPET funds for purposes that improve the visitation experience of cruise ship passengers, but, which also benefit local residents and visitors who are not arriving via cruise ship, were acceptable so long as the Municipality used some auditable criteria in determining the percentage of usage by cruise ship passengers and allocated costs henceforth on a pro rata percentage.

#### **Discussion:**

1. The request for an appropriation of CPET funds to assist with funding the completion of the interior of the Sitka History Museum falls in the category of being partially eligible for CPET funding. Clearly, cruise ship passengers benefit from the existence of the Sitka History Museum; thus the museum, as a key attraction for cruise ship visitors, meets the criteria for enhancement of interstate commerce. Also, CPET funds will fund a minor portion of the total costs of renovation; the majority of the costs will be funded through other sources.
2. Staff has also requested the Municipal Attorney to review the request, and, to also review whether the charging of admission to the museum creates any potential conflicts with the partial funding of the interior renovation of the Museum (a point raised in earlier Assembly deliberations on the matter). The Municipal Attorney has advised that the request reasonably falls within the intent of Federal law and can be justified to Legislative Auditors, if necessary.

#### **Analysis of Alternatives (Pros and Cons):**

1. If the funding request is re-appropriated, the Sitka History Museum will be able to complete its interior (a pro). It will be able to open on time, with no portion incomplete, and offer a popular attraction to visitors for the FY2017 visitor season.
2. The use of CPET funding for this purpose will, however, reduce the amount available for other future purposes (a con). Also, use of CPET funding for this purpose can't be guaranteed to be deemed an acceptable use of CPET funding during future Legislative audits, as the acceptability of the use is based on an interpretation of the intent of Federal law.

#### **Recommendation:**

Staff recommends that the Assembly pass ordinance 2017-36, thereby re-appropriating the amount of \$50,000 to assist with the completion of the interior of the Sitka History Museum.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2017-36  
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA  
ADJUSTING THE FY18 BUDGET

**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 adjust the FY18 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY18 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, 2017 and ending June 30, 2018 is hereby adjusted as follows:

<b><u>FISCAL YEAR 2018 EXPENDITURE BUDGETS</u></b>
<b>In accordance with Section 11.10 (a) of the Charter of the City and Borough of Sitka, Alaska, the operating budget for the fiscal period beginning July 1, 2017 and ending June 30, 2018 is hereby adjusted.</b>
<b>Special Revenue Funds</b>
<b>Fund 194 – Commercial Passenger Vessel Excise Tax – Operations: The amount of \$50,000 is hereby re-appropriated to partially fund the completion of the Sitka History Museum’s interior. This expenditure is deemed to enhance the efficiency of interstate and foreign commerce, in accordance with Federal law.</b>

**EXPLANATION**

Necessary revisions in the FY 2018 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

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 7<sup>th</sup> Day of November, 2017.

**ATTEST:**

\_\_\_\_\_  
Matthew Hunter, Mayor

\_\_\_\_\_  
Sara Peterson, CMC  
Municipal Clerk

1<sup>st</sup> reading 10/24/17  
2<sup>nd</sup> reading 11/7/17



**\*\*Informational\*\***

Ordinance 2017-11 and meeting minutes

**CITY AND BOROUGH OF SITKA**

**ORDINANCE NO. 2017-11  
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA  
ADJUSTING THE FY17 BUDGET**

**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 adjust the FY17 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY17 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, 2016 and ending June 30, 2017 is hereby adjusted as follows:

<b><u>FISCAL YEAR 2017 EXPENDITURE BUDGETS</u></b>
<b>GENERAL FUND</b>
<b>Fire Department – Operations:</b> This is to recognize revenue in the amount of \$6,570 from the State of Alaska Volunteer Fire Grant to purchase two blitz fire oscillating monitors.
<b>CAPITAL PROJECTS</b>
<b>Fund 700 – Crescent Harbor Playground Project #90834:</b> To re-appropriate the budgeted amounts of \$40,000 from the Donations account and \$124,999 from the Grants pass thru account to Capital Projects for the Crescent Harbor Playground Project.
<b>SPECIAL REVENUE FUNDS</b>
<b>Fund 194- Commercial Vessel Passenger Tax – Operations:</b> This is to set a budget for the appropriation of \$50,000 from the Commercial Passenger Excise Tax (CPET) Fund for the completion of the Sitka History Museum's interior that was approved at the April 11, 2017 Assembly Meeting.

**EXPLANATION**


Necessary revisions in the FY 2017 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

**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 23rd Day of May, 2017.

**ATTEST:**

  
Matthew Hunter, Mayor

  
Melissa Henshaw, CMC  
Acting Municipal Clerk

1<sup>st</sup> reading 4/25/17  
2<sup>nd</sup> reading 5/23/17

**XII. NEW BUSINESS:****New Business First Reading**

- F**     **ORD 17-12**     Authorizing the lease of 1000 square feet of US Survey 3377 Griffith Island also known as 725 Siginaka Way
- Mayor Hunter explained this was a lease ordinance for property at 725 Siginaka Way. Planning Director, Michael Scarcelli, spoke to the lease terms: the annual lease payment was \$6,000 (\$500/month) with a term of 5 years with the option to renew. Hunter stated this business was going to use the Eliason Harbor parking lot. He would be interested in a discussion to dedicate some or all of the revenue to the Harbor Enterprise Fund.

**A motion was made by Guevin that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.**

**Yes:** 5 - Guevin, Potrzuski, Hunter, Knox, and Bean

**Absent:** 2 - Swanson, and Eisenbeisz

- G**     **ORD 17-11**     Adjusting the FY17 Budget (*Fire Department Operations, Crescent Harbor Playground Project, Commercial Passenger Excise Tax*)

Administrator Gorman noted at the last meeting a question had been raised as to the legality of using CPET funds for the Sitka Historical Society if an admission fee was charged. Gorman stated staff had researched the issue. He reminded there were no black and white rules on the use of CPET funds but in speaking with other municipalities who had similar projects he felt the risk was low and confident in the use of CPET funds for this project.

**A motion was made by Knox that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.**

**Yes:** 5 - Guevin, Potrzuski, Hunter, Knox, and Bean

**Absent:** 2 - Swanson, and Eisenbeisz

**Additional New Business Items**

- H**     **17-081**     Discussion/Direction on Halibut Point Marine Services add-on proposal for downtown shuttle service

Mayor Hunter explained the add-on shuttle (Lincoln Street) was a topic of conversation at the last meeting when the award was made for shuttle services between Old Sitka Dock and Harrigan Centennial Hall. Administrator Gorman stated he had spoke with Chris McGraw of Old Sitka Dock and the minimum amount needed to pilot the project was \$6,000. Gorman noted Sitka Tribe of Alaska had contacted the Assembly stating they currently provide this service for a fee and would be interested in an RFP process. Gorman reminded the RFP process could take another month. He suggested the Assembly may want to delay action until the next tourist season allowing time for downtown merchants to weigh in and then issue an RFP in early 2018. Assembly members agreed and suggested a well thought out process would be better than a rushed one. Guevin offered there may be a possibility for a government to government collaboration with Sitka Tribe of Alaska.



Absent: 2 - Guevin, and Bean

**XI. UNFINISHED BUSINESS:**

**C** ORD 17-11 Adjusting the FY17 Budget (*Fire Department Operations, Crescent Harbor Playground Project, Commercial Passenger Excise Tax*)

A motion was made by Swanson that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 5 - Swanson, Eisenbeisz, Potrzuski, Hunter, and Knox

Absent: 2 - Guevin, and Bean

**XII. NEW BUSINESS:**

New Business First Reading

**D** ORD 17-13 Adjusting the FY17 Budget (*Electric Utility Subsidization*)

Mayor Hunter explained that this ordinance set aside up to \$400,000 to meet the bond obligation for the Electric Department due to low revenues. Chief Finance and Administrative Officer, Jay Sweeney came forward stating we would not know the exact amount of the subsidy needed without May electricity consumption figures, however it was estimated at \$250,000.

A motion was made by Potrzuski that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Swanson, Eisenbeisz, Potrzuski, Hunter, and Knox

Absent: 2 - Guevin, and Bean

**E** ORD 17-15 Adjusting the FY17 Budget (*Sitka Community Hospital Modular Unit*)

Sitka Community Hospital (SCH) Director of Operations, Steve Hartford came forward and stated that this project was a short-term project to address a critical space need that was approved by the Board at two separate meetings. He told of concerns with postponing it. They had the low vendor for this and it fit within the cash model in the FY18 budget as presented.

Potrzuski was reluctant to move forward to spend \$400,000 and thought it prudent to wait until SEARHC's proposal. Eisenbeisz told that SCH's consultant for critical needs would be arriving soon and wondered if this should hold until those findings were available and was in support of postponing. Knox was in support of postponement.

Mayor thought that it would be important to know what would be in plan A and B in July, that this should be postponed until the strategic outlook was available before entering into any capital expenditures and was in favor of postponing rather than voting it down.

Gorman clarified the funding was obligating a total of \$400,000 in FY17 rather than the previous amount of \$200,00 for each FY17 and FY18. This would then create a reduction from the FY18 budget of \$200,000 as a correction.



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: ORD 17-37    Version: 1    Name:  
Type: Ordinance    Status: AGENDA READY  
File created: 11/1/2017    In control: City and Borough Assembly  
On agenda: 11/7/2017    Final action:  
Title: Adjusting the FY18 Budget (Donation to St. Michael's Cathedral renovation project)  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Motion, Memo, Ord 2017-37.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2017-37 on  
first reading.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Assembly Member Steven Eisenbeisz  
Assembly Member Bob Potrzuski

**Date:** October 31, 2017

**Subject:** Approval of appropriation for a donation to the St. Michael's Cathedral renovation project

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### Issue:

We are requesting a supplemental appropriation for a donation to help with the cost of renovating St. Michael's Cathedral.

### Facts:

1. St. Michael's Cathedral is undergoing renovation and repainting. Funds are being solicited from the public to help defray the cost.
2. The Municipality levies a 6% hotel, motel, and bed and breakfast transient room rental tax. The proceeds from the room rental tax are deposited in the Visitor Enhancement Fund.
3. The Visitor Enhancement Fund can be used, per SGC 4.24.070 (D), as follows:

*D. The proceeds contained in the visitor activities enhancement fund may be appropriated by the assembly for any purpose related to the enhancement of tourism and visitor-related activities in the municipality, to include but not be limited to contractual funding of a convention and visitor's bureau, funding of travel of municipal officials to travel-related conventions and trade shows, and procurement of tourism-related advertising. All such procurements shall be subject to municipal procurement regulations in accordance with Title 3.*



4. As of June 30, 2017, the Visitor Enhancement Fund ended the fiscal year with an unencumbered fund balance of \$304,039.

**Discussion:**

1. St. Michael's Cathedral is a significant historical and cultural landmark in downtown Sitka. The Cathedral figures prominently in many promotional materials for Sitka as a visitor destination.
2. Keeping St. Michael's Cathedral a well-maintained facility benefits all Sitkans. Its landmark status contributes to the attractiveness of Sitka as a visitor destination which, in turn, contributes to the vibrancy of the local economy.
3. As sufficient funds exist in the Visitor Enhancement Fund, a small donation to the St. Michael's Cathedral renovation project is appropriate.

**Recommendation:**

1. Approve the supplemental budget ordinance for a donation to the St. Michael's Cathedral renovation project.

## CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2017-37  
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA  
ADJUSTING THE FY18 BUDGET

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 adjust the FY18 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY18 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, 2017 and ending June 30, 2018 is hereby adjusted as follows:

<b><u>FISCAL YEAR 2018 EXPENDITURE BUDGETS</u></b>	
<b>SPECIAL REVENUE FUND</b>	
<b>Visitor Enhancement Fund - Operations: To make an appropriation in the amount of \$5,000 as a donation to St. Michael's Cathedral in assisting with the costs of their renovation project.</b>	

**EXPLANATION**

Necessary revisions in the FY 2018 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

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 November, 2017.

ATTEST:

Matthew Hunter, Mayor

Melissa Henshaw, CMC  
Acting Municipal Clerk

1<sup>st</sup> reading 11/7/17  
2<sup>nd</sup> reading 11/28/17



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: ORD 17-38    Version: 1    Name:

Type: Ordinance    Status: AGENDA READY

File created: 11/1/2017    In control: City and Borough Assembly

On agenda: 11/7/2017    Final action:

Title: Adjusting the FY18 Budget (Display cabinets for the William Stortz Gallery)

Sponsors:

Indexes:

Code sections:

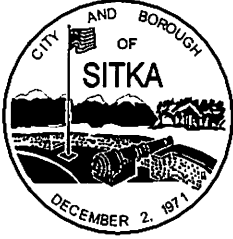
Attachments: [Motion, Memo, Ord 2017-38.pdf](#)  
[80350 - Grant Agreement - William Stortz Gallery.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2017-38 on  
first reading.





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Jay Sweeney, Chief Finance and Administrative Officer

**Date:** October 31, 2017

**Subject:** Approval of Appropriation for Display Cabinets to be Procured with Rasmuson Foundation Grant

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### Background

A new Rasmuson Foundation grant was awarded to the CBS during the unplanned transition of both the Grant Accountant and the Interim Municipal Administrator. During that transition, no supplemental appropriation was requested from the Assembly. To correct this previous discrepancy, a supplemental appropriation is now being requested. This grant and the associated appropriation is needed for display cases for the William Stortz Gallery which will be procured with these proceeds.

### Analysis

A grant application was submitted to acquire display cabinets for the William Stortz Gallery. At the time of the submission of the application, it was not fully understood by the grant application preparer that, even if the grant was received, an appropriation would still be required to expend it.

At the time of receipt of the grant, the Municipality was undergoing transition in multiple roles associated with this particular grant. Coordination of the application for the grant, its subsequent receipt, and planning for its expenditure was adversely impacted by personnel transition at the time.

Normally, a small procurement such as that for display cabinets could be covered by annual operating appropriations. As display cabinets are considered fixed assets (furniture & fixtures), however, a fixed asset appropriation is needed. No fixed asset appropriations were passed made in the FY2018 General Fund budget. Transfer of appropriations guidelines direct that fixed asset appropriations are an Assembly decision.

Procurement and installation of the display cabinets are a worthy endeavor and in the public's interest, but, can't be accomplished without a valid appropriation. It is important to emphasize that no taxpayer funds are being expended on this procurement; it is 100% grant funded.

If the Assembly does not approve the supplemental appropriation, the grant will be lost.

**Fiscal Note**

An application was made to the Rasmuson Foundation for a \$15,000 grant for display cases for the William Stortz Gallery. The grant was subsequently awarded (see attachment).

Display cases valued at \$15,000 are considered fixed assets. No appropriation for fixed assets is contained for the General Fund in the FY2018 budget.

Even if a grant will pay for 100% of the cost of a procurement, an appropriation is still required, per Section 11.13 of the Home Rule Charter.

Transfers of appropriations between classifications of expenditures for fixed assets require Assembly approval, per Section 11.11 (b) (1) of the Charter.

**Recommendation**

Approve the supplemental budget ordinance for procurement of display cases.

**CITY AND BOROUGH OF SITKA**  
**ORDINANCE NO. 2017-38**  
**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA**  
**ADJUSTING THE FY18 BUDGET**

**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 adjust the FY18 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY18 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, 2017 and ending June 30, 2018 is hereby adjusted as follows:

<b><u>FISCAL YEAR 2018 EXPENDITURE BUDGETS</u></b>	
<b>GENERAL FUND</b>	
General Fund – Fixed Assets: To appropriate \$15,000 to acquire display cabinets for the William Stortz Gallery. A grant from the Rasmuson Foundation will pay for all costs and grant revenue will be increased by \$15,000.	

**EXPLANATION**

Necessary revisions in the FY 2018 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

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 November, 2017.

**ATTEST:**

\_\_\_\_\_  
**Matthew Hunter, Mayor**

\_\_\_\_\_  
**Melissa Henshaw, CMC**  
**Acting Municipal Clerk**

1<sup>st</sup> reading 11/7/17  
2<sup>nd</sup> reading 11/28/17



December 28, 2016

301 W. Northern Lights Blvd.  
Suite 601  
Anchorage, AK 99503

907.297.2700 *tel*  
907.297.2770 *fax*  
877.366.2700 *toll-free in Alaska*  
rasmusonfdn@rasmuson.org *email*  
www.rasmuson.org

Mr. Mark Gorman  
Municipal Administrator  
City and Borough of Sitka  
100 Lincoln Street  
Sitka, AK 99835

Dear Mr. Gorman:

I am pleased to inform you that City and Borough of Sitka has been awarded a \$15,000 grant for installing lighted display cases in the William Stortz Gallery.

Please have one official from your organization acknowledge receipt of this award and its terms by signing and returning the attached agreement by January 31, 2017. By depositing the enclosed \$15,000 check, you are agreeing to the terms and conditions of the grant. Reference grant number 9875 on correspondence regarding this award. A final report is due January 31, 2018.

We are interested in keeping in touch with your organization. If you have a special event or a significant accomplishment, we would like to hear about it. We appreciate being included on your regular mailing list.

If you have any questions, contact Roy Agloinga by email at [ragloinga@rasmuson.org](mailto:ragloinga@rasmuson.org), or by phone at (907) 334-0502, or toll-free in Alaska (877) 366-2700.

Congratulations on your award.

Best regards,

Sammy Pokryfki  
Senior Vice President

Encl:  
Grant Agreement  
Check  
Tier 1 Final Report

BOARD of  
DIRECTORS  
Edward B. Rasmuson  
*Chairman*  
Jeff Cook  
Laura Emerson  
Adam Gibbons  
Jay Gibbons  
Lile R. Gibbons  
Matt Hirschfeld  
Linda Leary  
Jason Metrokin  
Kris Norosz  
Cathryn Rasmuson  
Judy Rasmuson  
Aaron Schutt  
Natasha von Imhof

PRESIDENT  
Diane Kaplan

RF grant number 9875 City and Borough of Sitka





## GRANT AGREEMENT

Grantee: City and Borough of Sitka  
Total Award Amount: \$15,000  
Project Title: Display cases for the William Stortz Gallery.  
Date Awarded: December 16, 2016  
Grant Number: 9875  
Grant Type: Tier 1  
Award Detail and Conditions: \$15,000 outright grant for installing lighted display cases in the William Stortz Gallery.  
Program Staff: Roy Agloinga

*By signing this document, the grantee agrees to accept any and all conditions of this grant award and to comply with the requirements of Rasmuson Foundation. Please provide a signature from an official who is authorized to sign contracts on behalf of the organization (for example, the Executive Director or Chair of the Board of Directors; the Mayor or City Manager; IRA Council President or Tribal Administrator; or Chancellor, Dean or Director).*

By: City and Borough of Sitka

Typed or printed Legal Name of Organization



Signature

Date

Mark Gorman, Administrator

Typed or printed Name and Title

*Please sign this Agreement and return it to the Foundation by the date indicated in the award letter. Retain a copy for your records.*

## **Rasmuson Foundation Grant Award and Conditions**

### **Grant Number**

The Grant Number for this award is 9875. Please refer to this number in all correspondence related to this award.

### **Grant Payments**

#### **Outright Portion**

By signing this agreement you acknowledge receipt of payment in full for this grant.

#### **Challenge Portion**

A grant with a challenge component will be paid only when those conditions have been met. The form titled Certification of Meeting Grant Conditions is to be used to explain how the challenge condition has been met. Challenges must be met by the grant end date.

Grant payments for challenges require receipt of a Payment Request form from the grantee a minimum of 30 days prior to payment.

### **Expenditure of Funds**

This grant is made based upon a specific proposal that contains a project description. It is expected that the entire amount of this grant will be applied to the described project and not used for any other purposes. If, at the end of the grant period, unspent funds remain, the balance of the grant funds must be returned to the Foundation.

### **Grant Duration**

As agreed during the grant proposal review process, the project has the following begin and end dates:

Project begin date: December 16, 2016  
Project end date: December 31, 2017

### **Reporting Requirements and Forms**

A final report is due within 30 days after the grant end date. In reporting, the grantee should describe the status of the project, and explain the project impact on the grantee organization.

A final report form is attached as an example. The form is available in a fillable PDF format on the Foundation's web site at [www.rasmuson.org/forms](http://www.rasmuson.org/forms).

### **Extension**

Extensions are not encouraged for small grants. Should you be unable to complete your project by the grant end date, you should contact your Program Officer prior to the grant end date.

### **Budget Reallocation or Project Revision**

Requests to substantially revise the scope of an award for activities not originally proposed, or inconsistent with the award's intent, are not permitted.

**Unspent Funds**

It is the policy of the Foundation that unspent funds are returned with the final report.

**Certification of IRS Status**

By signing this document, the grantee certifies that it is a tax-exempt agency under Section 501 (c) (3) of the Internal Revenue Code and is classified as not a private foundation under Section 509 (a) (1) or 509 (a) (2) of the Code or, a unit of government, or an officially recognized tribal organization.

**If the organization is required to file form 990 or any version thereof, the grantee certifies that these have been filed for the last three tax years (the most recent tax year may be on an unexpired extension).**

*Any change in IRS tax-exempt status must be promptly reported to the Foundation.*

**Change in Key Personnel or Contact Information**

Please notify your Program Officer, in writing, if the official who signs this document leaves office or changes, or with any other contact information change.

**Termination of Award**

Failure to fulfill the terms of this agreement may result in termination of the grant. If the grant is terminated, the Foundation may ask for return of grant funds. Also, the organization may be ineligible to apply for future funding from the Rasmuson Foundation.

If you have questions, please call or email:

Program Staff:	Roy Agloinga
Phone:	(907) 334-0502 or toll free in Alaska (877) 366-2700
Email:	ragloinga@rasmuson.org



## TIER 1 FINAL REPORT

**Organization Name:** City and Borough of Sitka

**Project Title:** Display cases for the William Stortz Gallery.

**Grant Number:** 9875

**Narrative:** Please attach a few paragraphs to tell us how your project went. Did you expend the grant funds as proposed? What worked, what were the challenges and how did the grant impact your organization?

By signing this document, the grantee certifies that it has met the conditions of this grant, as stated in the grant agreement. Please provide a signature from one official who is authorized to sign on behalf of the organization.

**By:** \_\_\_\_\_  
*Name and Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

Please complete and sign this Report by the date indicated in the grant agreement. Retain a copy for your records.

*For Rasmuson Use Only*

Roy Agloinga

Rasmuson Program Staff Name

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: ORD 17-39    Version: 1    Name:

Type: Ordinance    Status: AGENDA READY

File created: 11/1/2017    In control: City and Borough Assembly

On agenda: 11/7/2017    Final action:

Title: Amending Sitka General Code Chapter 15.01 "Electric Utility Policies" at Section 15.01.020 "Electrical Rates" by adding Subsection P "Commercial Electric Rate Temporary Incentive Program"

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Ord 2017-39.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2017-39 on  
first reading.

CITY AND BOROUGH OF SITKA  
ORDINANCE NO. 2017-39

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING SITKA GENERAL  
CODE CHAPTER 15.01 "ELECTRIC UTILITY POLICIES" AT SECTION 15.01.020  
"ELECTRICAL RATES" BY ADDING SUBSECTION P "COMMERCIAL ELECTRIC RATE  
TEMPORARY INCENTIVE PROGRAM"

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is 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 add a subsection to the Sitka General Code which would create a program that would offer reduced temporary electric rates as an incentive to large commercial customers for the purpose of reducing rates to all customers and promoting job growth and other economic benefits to the community.
4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Chapter 15.01 "Electric Utility Policies" is amended at section 15.01.020 "Electrical rates" by adding subsection P "Commercial Electric Rate Temporary Incentive Program" (new language underlined):

Chapter 15.01  
ELECTRIC UTILITY POLICIES

\* \* \*

Section:

15.01.020 Electrical rates.

P. Commercial Electric Rate Temporary Incentive Program – New Large Commercial Customers

1. The administrator may authorize and approve a temporary incentive electric rate for a new large commercial customer. The customer must submit an application and qualify for the rate.
2. To apply, the customer must submit an application to the electric department, on a form supplied by the electric department. The application must include a power system "one-line" diagram of the proposed new load, along with an estimate of the annual kWh for the proposed new load stamped by a certified Alaska engineer.
3. To qualify, the customer must meet the following requirements:
  - a. The load for the proposed new service must be new, not a conversion of an existing load;

b. The annual customer billings for the proposed new service, as estimated by the electric department under the existing general service rate service class, must exceed \$125,000 per year; and

c. The customer must be commercial.

4. Once the customer is qualified, the administrator must authorize the application by finding that granting a temporary incentive rate is in the best interests of the city and borough and that the rate does not create an unreasonable competitive advantage over existing commercial customers.

5. Once the application is authorized by the administrator, the electric department shall negotiate a temporary incentive electric rate agreement with the customer; and, when signed by the customer, it shall be submitted to the administrator for approval by signature. In no case will the rate be applied to a customer for more than three years. In all agreements, the customer shall be required, at the customer's expense, to provide a separate meter and a new service connection.

6. Once the agreement is approved by the administrator, the customer shall request a connection from the utility office, advise the attending utility officer that the new service is a "temporary incentive electric rate" class, and provide the attending utility officer a copy of the agreement. The electric department shall be responsible for terminating the rate pursuant to the terms of the agreement.

7. If the customer fails to install or operate the new service equipment according to the approved power system "on-line" diagram, or otherwise comply with the approved agreement, the temporary incentive electric rate may be revoked by the administrator upon thirty days prior written notice to the customer.

\* \* \*

5. **EFFECTIVE DATE.** This Ordinance shall become effective the day after the date of its passage.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska this 28<sup>th</sup> day of November, 2017.

\_\_\_\_\_  
Matthew Hunter, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Henshaw, CMC  
Acting Municipal Clerk

1<sup>st</sup> reading 11/7/17

2<sup>nd</sup> reading 11/28/17



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 17-180      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 11/1/2017      In control: City and Borough Assembly

On agenda: 11/7/2017      Final action:

Title: Update from legal counsel regarding the defense of the litigation arising out of the August 18, 2015 landslide events

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Executive Session.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTIONS**

### **Step 1:**

**I MOVE** to go into Executive Session to receive and discuss an update from legal counsel, David Bruce and Jim Wilkens, regarding the defense of the litigation arising out of the August 18, 2015 landslide events.

*\*Note: David Bruce and Jim Wilkens will attend telephonically.*

### **Step 2:**

**I MOVE** to reconvene as the Assembly in regular session.