



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

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

*Interim Municipal Administrator: Hugh Bevan
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Thursday, January 23, 2020

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

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

[20-014](#) Special Report: Blank Rome Government Relations, LLC

Attachments: [Special Report Blank Rome](#)

V. 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.

VI. NEW BUSINESS:

A [20-015](#) Review the planned budget process and dates for development of the FY21 operating and capital budgets

Attachments: [Item A](#)

B [20-016](#) Review Assembly decisions from the December 23, 2019 budget meeting

Attachments: [Item B](#)

- C [20-017](#) Review working capital balances in all funds
 Attachments: [Item C](#)
- D [20-018](#) Review debt structure in all funds including Electric Fund bonds
 Attachments: [Item D](#)
- E [20-019](#) Review estimated revenue projections for FY21 - all funds
 Attachments: [Item E](#)
- F [20-020](#) Discussion / Direction on new proposals to be included in FY21 budget
 Attachments: [Item F](#)

VII. PERSONS TO BE HEARD:

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

VIII. EXECUTIVE SESSION

Not anticipated.

IX. 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, MMC, Municipal Clerk
Publish: January 21*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-014 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 1/17/2020 **In control:** City and Borough Assembly

On agenda: 1/23/2020 **Final action:**

Title: Special Report: Blank Rome Government Relations, LLC

Sponsors:

Indexes:

Code sections:

Attachments: [Special Report Blank Rome](#)

Date	Ver.	Action By	Action	Result
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Special Report

Blank Rome Government Relations, LLC



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-015 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 1/17/2020 **In control:** City and Borough Assembly

On agenda: 1/23/2020 **Final action:**

Title: Review the planned budget process and dates for development of the FY21 operating and capital budgets

Sponsors:

Indexes:

Code sections:

Attachments: [Item A](#)

Date	Ver.	Action By	Action	Result
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Review the planned budget process and dates for development of the FY21 operating and capital budgets.

City and Borough of Sitka Proposed Fiscal Year 2021 Budget Preparation Planning Schedule (subject to change)		
Day of Week	Date	Action
Tuesday	10/23/2019	Budget Preparation Memo Distributed to Staff
Monday	12/18/2019	Municipal Department Budgets Due in computer
Monday	12/18/2019	Municipal FY 2020 Capital Program Finalized
Thursday	12/19/2019	Special Meeting with Assembly - General Fund/Utility Funds
Monday	1/13/2020	Rough Draft Budget to Finance Director/Administrator
Monday-Friday	1/13/2020-1/17/2020	Finance Director and Administrator review and finalized budget
Thursday	1/23/2020	Budget Special Meeting with Assembly - 6:00 p.m. - Revenue Projections (All Funds)
Thursday	2/6/2020	Assembly Special Meeting with School District - 6:00 p.m.
Thursday	2/20/2020	Budget Special Meeting with Assembly - 6:00 p.m. - All Funds
Thursday	3/5/2020	Budget Special Meeting with Assembly - 6:00 p.m. - General Fund
Thursday	3/19/2020	Budget Special Meeting with Assembly - 6:00 p.m. - Enterprise/Internal Funds
Thursday	4/2/2020	Budget Special Meeting with Assembly - 6:00 p.m. - All Funds
Monday	4/27/2020	Administrator's Budget Letter Input Due
Monday	5/4/2020	Final Budget to Assembly
Tuesday	5/12/2020	1st Reading Budget Ordinance
Tuesday	5/26/2020	2nd Reading Budget Ordinance
	7/5/2020	Taxpayer Notice Publication
Revised: 12/18/19		



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-016 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 1/17/2020 **In control:** City and Borough Assembly

On agenda: 1/23/2020 **Final action:**

Title: Review Assembly decisions from the December 23, 2019 budget meeting

Sponsors:

Indexes:

Code sections:

Attachments: [Item B](#)

Date	Ver.	Action By	Action	Result
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Review Assembly decisions from the December 23,
2019 budget meeting.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Gary Paxton and Assembly Members

From: Hugh Bevan, Interim Municipal Administrator *HB*

Date: January 8, 2020

Subject: Review of Decisions Points from Dec 23, 2020 Budget Meeting

I have listed below our understanding of direction given staff by the Assembly at the first budget meeting on December 23, 2019.

1. Assume State revenue sharing will be the same as FY20
2. Assume Federal PILT will be \$600,000
3. Assume State fish tax revenue will be \$900,000
4. Assume State contribution to school bonds reimbursement will be the same percentage as FY20
5. Include the Community Affairs position in the FY21 budget and modify the job description to include grant writing.
6. Assume status quo for City staff levels
7. Assume a 2% increase in electric rates
8. Assume a 2% increase in water rates
9. Assume a 2% increase in sewer rates
10. Assume a 5.5% increase in solid waste rates
11. Assume a 3% increase in harbor rates

The Assembly also discussed school funding with a final decision to be made at a future meeting. A summary of the elements of school funding is shown on the attached page.

Allocation of CBS Funded by School Board

	State Cap	CBS Funded	Instructional	Non Instructional	Maintenance	Miscellaneous
FY20	7,029,231	7,285,700	6,719,941	358,759	150,000	57,000 (PAC electric power)
FY 21 Proposed	7,053,234	7,618,993	7,053,234	358,759	150,000	57,000

The proposed FY21 funding level provides 100% of State cap funding for instructional plus full funding for the same non-cap items as last year.

The net effect is an increase in CBS funding of \$333,293 (\$7,618,993 - \$7,285,700)

Our FY21 budget schedule shows a meeting between the Assembly and the School Board on February 6, 2020.

That budget meeting is dedicated to discussions with the School Board, ~~followed by a similar discussion with the Chamber of Commerce regarding their budget.~~



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-017 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 1/17/2020 **In control:** City and Borough Assembly

On agenda: 1/23/2020 **Final action:**

Title: Review working capital balances in all funds

Sponsors:

Indexes:

Code sections:

Attachments: [Item C](#)

Date	Ver.	Action By	Action	Result
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Review working capital balances in all funds.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-018 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 1/17/2020 **In control:** City and Borough Assembly

On agenda: 1/23/2020 **Final action:**

Title: Review debt structure in all funds including Electric Fund bonds

Sponsors:

Indexes:

Code sections:

Attachments: [Item D](#)

Date	Ver.	Action By	Action	Result
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Review debt structure in all funds including Electric Fund bonds.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-019 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 1/17/2020 **In control:** City and Borough Assembly
On agenda: 1/23/2020 **Final action:**
Title: Review estimated revenue projections for FY21 - all funds
Sponsors:
Indexes:
Code sections:
Attachments: [Item E](#)

Date	Ver.	Action By	Action	Result
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Review estimated revenue projections for
FY21 – all funds.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-020 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 1/17/2020 **In control:** City and Borough Assembly

On agenda: 1/23/2020 **Final action:**

Title: Discussion / Direction on new proposals to be included in FY21 budget

Sponsors:

Indexes:

Code sections:

Attachments: [Item F](#)

Date	Ver.	Action By	Action	Result
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Discussion / Direction on new proposals to be included in the FY21 budget.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Gary Paxton and Assembly Members
From: Hugh Bevan, Interim Municipal Administrator *HB*
Date: January 7, 2020
Subject: Discussion / Direction on new proposals to be included in the FY21 budget

- General Fund - \$25,000 for Assembly long range financial planning
- General Fund - \$10,000 to develop a plan for a homeless persons' shelter
- All Funds - \$17,000 to provide medivac insurance for all employees and families (must be employed at least one year to qualify)
- General Fund - \$117,000 to fund Assistant Fire Chief (position required by the City Code or change the Code)
- General Fund - \$8,000 for Planning Director (Was proposed when we hired our new Planning Director. She is pursuing a graduate degree)
- General Fund - \$9,000 online HR training for employees (safety, supervision, etc. This training qualifies CBS for a reduction in liability insurance expense)
- General Fund - \$15,000 to upgrade AED heart attack rescue devices in City buildings
- General Fund - \$12,000 to upgrade Library Director salary
- Harbor Fund - \$20,000 to haul derelict boats due to the closure of Halibut Point Marine haul out
- General Fund - \$5 million loan from USDA Rural Development to fund Phase 1 of Green Lake power plant renovation. Annual debt service is about \$300,000 for 20 years.
- General Fund - \$15,000 in Police Department budget for three, \$5,000 signing bonuses for new recruits. (A pre-hire agreement will be required that provides a payback provision if the recruit leaves within three years of hire)