



CITY AND BOROUGH OF SITKA

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

Minutes - Final

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

Thursday, March 15, 2018

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 5 - Miyasato, Eisenbeisz, Potrzuski, Hunter, and Wein

Absent: 2 - Knox, and Bean

IV. PERSONS TO BE HEARD

Representatives of the RIDE asked the Assembly to consider a funding request of \$25,000.

V. NEW BUSINESS:

A [18-041](#)

Executive Summary of the FY19 General Fund budget from Chief Finance and Administrative Officer, decrementing, decrementing process, and unbudgeted items (*Assembly may take action*)

Administrator Keith Brady reviewed the timeline for the evening. He noted initially there was a \$1.5 million deficit in the General Fund, however, with the work of staff the deficit had been reduced. Jay Sweeney, Chief Finance and Administrative Officer, spoke to the FY19 budget approval timeline and review plan. In addition, Sweeney reviewed the process for making changes to the budget from this point forward. Controller, Melissa Haley, presented a powerpoint presentation of the FY19 General Fund budget. Topics covered were: the schedule and process for the FY19 budget, FY19 General Fund budgeted revenues, expenditures over the last 10 years, decrements to date, undesignated working capital and total fund balance, revenue from sales and property taxes in addition to other General Fund revenue sources, revenue from Federal and

State grants (operating and capital improvements), transfers in from other funds, management fees, personnel changes from FY18 to FY19, salary and benefits by department, travel/training and equipment, transfers out of the General Fund, FY19 General Fund capital projects, and local support for school funding.

B [18-042](#)

Discussion/Direction of the FY19 Municipal Budget and as it relates to the General Fund, other Funds, the School District and the Sitka Community Hospital (*Assembly may take action*)

A motion was made by Wein to eliminate the contracted lobbyist and any associated costs with the lobbyist contract.

Yes: 5 - Miyasato, Eisenbeisz, Potrzuski, Hunter, and Wein

Absent: 2 - Knox, and Bean

After the vote to remove the lobbyist funding, it was determined the funding for the lobbyist existed in the Electric Fund budget not the General Fund as previously thought. With the current information, Eisenbeisz expressed concern with his vote to remove the lobbyist funding without hearing from the Utility Director. Wein gave notice to reconsider the motion and revisit the item at the next budget meeting on March 22.

Speaking from the public, Hugh Bevan wondered if the air pack purchases could be made over several budget cycles. Fire Chief, Dave Miller, explained air packs were purchased on the same day and expired at the same time. He commented it was best practice to have them all with the same expiration date. Without air packs, firefighters would not be able to enter into buildings. Administrator Brady commented it was his decision to remove the air packs from the FY19 budget. The Fire Department was currently in the process of applying for a group grant for the air packs however clarified an appropriation would be needed if the grant was not received.

A motion was made by Eisenbeisz to remove the Fire Department air packs from the General Fund decrement list and add them back to the FY19 budget. The motion PASSED by the following vote.

Yes: 5 - Miyasato, Eisenbeisz, Potrzuski, Hunter, and Wein

Absent: 2 - Knox, and Bean

VI. PERSONS TO BE HEARD:

Rebecca Himschoot wondered if there were areas within the City budget where savings could be made to in turn help the School District. Himschoot stated she served on the State Board of Education and communities across the state were facing cuts.

Hugh Bevan applauded staff for their work. He suggested holding off on the fire truck and ambulance purchases and also reexamining management fees.

Eric Vancise, a member of the School Board, thanked the Assembly and staff, and found the presentation to be very informative.

VII. EXECUTIVE SESSION

None.

VIII. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:35pm.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk