



# CITY AND BOROUGH OF SITKA

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

## Meeting Agenda

### City and Borough Assembly

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

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

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Thursday, April 18, 2024

6:00 PM

Assembly Chambers

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#### **SPECIAL MEETING**

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. RECITAL OF LANDS ACKNOWLEDGEMENT
- IV. ROLL CALL
- V. CORRESPONDENCE/AGENDA CHANGES
- VI. 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.*

- VII. NEW BUSINESS:

- A      [24-054](#)      Discussion/ Direction/ Decision of the FY2025 Draft Administrator's Budget with focus on the Enterprise Funds, Internal Service Funds, Special Revenue Funds, and updates to the General Fund (Assembly action may be taken)

**Attachments:** [Cover DDD](#)

[Slide Presentation Enterprise Internal Service Other Governmental Funds and C  
Changes to initially published draft budgets 4-11-2024](#)

[FY25 Budget Draft-All funds as of 4-11-2024\\_r](#)

[Resource proposals all funds-FY2025](#)

[Visit Sitka annual Budget Request](#)

**VIII.      PERSONS TO BE HEARD:**

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

**IX.        EXECUTIVE SESSION**

*Not anticipated.*

**X.        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 907.747.1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular and Special Assembly meetings are livestreamed through the City's website and YouTube channel, and aired live on KCAW FM 104.7. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.*

*Sara Peterson, MMC, Municipal Clerk  
Publish: April 15*



# CITY AND BOROUGH OF SITKA

## Legislation Details

<b>File #:</b>	24-054	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Item	<b>Status:</b>		AGENDA READY	
<b>File created:</b>	4/10/2024	<b>In control:</b>		City and Borough Assembly	
<b>On agenda:</b>	4/18/2024	<b>Final action:</b>			
<b>Title:</b>	Discussion/ Direction/ Decision of the FY2025 Draft Administrator's Budget with focus on the Enterprise Funds, Internal Service Funds, Special Revenue Funds, and updates to the General Fund (Assembly action may be taken)				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Cover DDD</a> <a href="#">Slide Presentation Enterprise Internal Service Other Governmental Funds and GF review</a> <a href="#">Changes to initially published draft budgets 4-11-2024</a> <a href="#">FY25 Budget Draft-All funds as of 4-11-2024_r</a> <a href="#">Resource proposals all funds-FY2025</a> <a href="#">Visit Sitka annual Budget Request</a>				

Date	Ver.	Action By	Action	Result
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## **Discussion/ Direction/ Decision**

of the FY2025 Draft Administrator's Budget with focus on the Enterprise Funds, Internal Service Funds, Special Revenue Funds, and updates to the General Fund.

*(Assembly action may be taken)*

# Enterprise, Internal Service, and Other Governmental Funds

With review of changes to General Fund

April 18, 2024





## TODAY—REVIEW

Review budgets/impact on working capital-review capital projects for:

- Enterprise Funds
- Internal Service Funds
- Other Governmental funds



## TODAY—REVISIT

Review impact approved changes to the General Fund.

Discuss any further changes to be incorporated into final budget.

Pending decisions—how to budget Visitor Enhancement Fund

Determine if any other meetings are needed



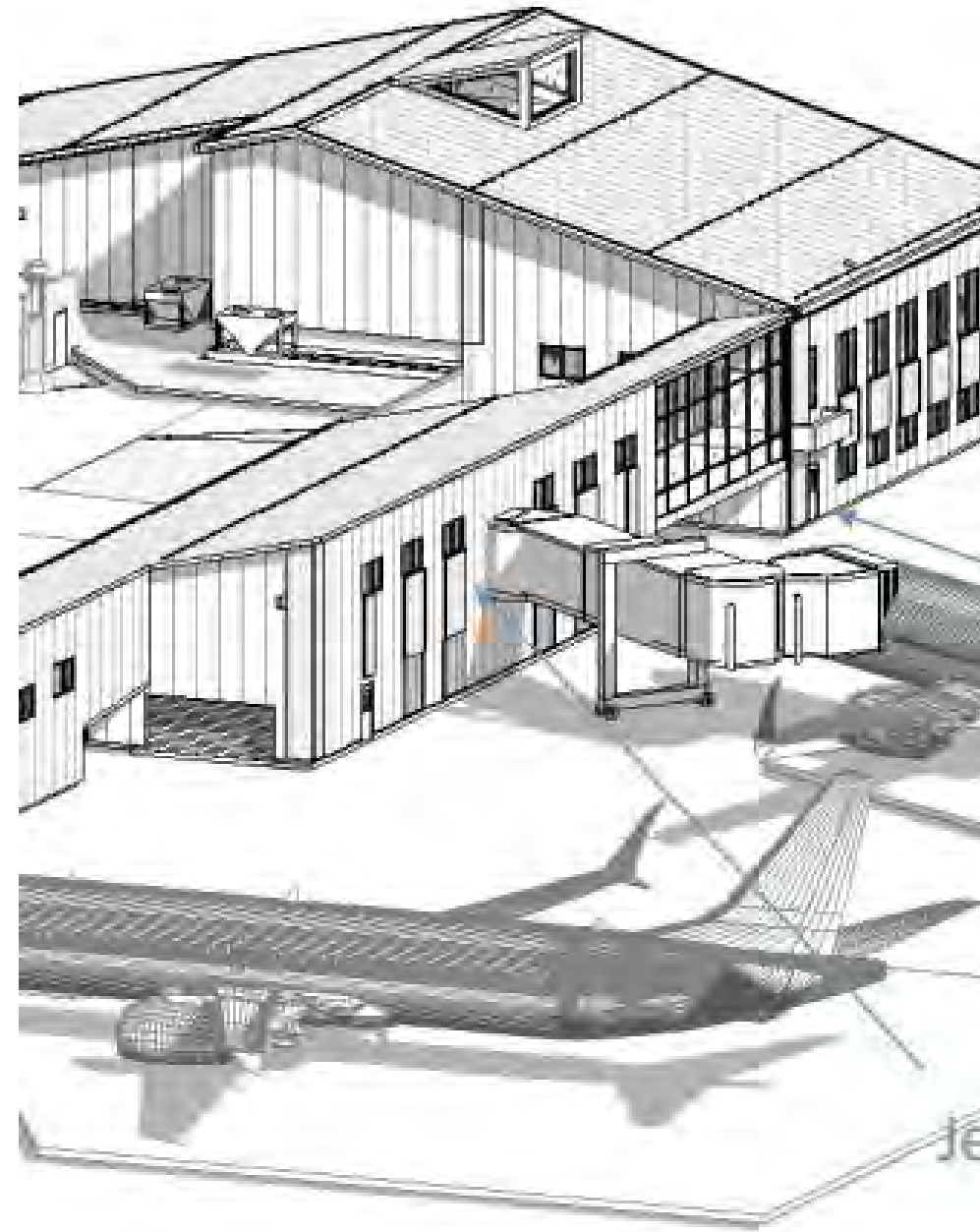
## Adopt Budget

First Reading May 14<sup>th</sup>

Second Reading May 28th

# Meeting Goals & Next steps

# Enterprise Funds







ELECTRIC FUND



WATER FUND



WASTEWATER  
FUND



SOLID WASTE  
FUND



HARBOR FUND



AIRPORT FUND



MARINE SERVICE  
CENTER



GARY PAXTON  
INDUSTRIAL  
PARK

# Enterprise Funds

## Analysis focuses on:

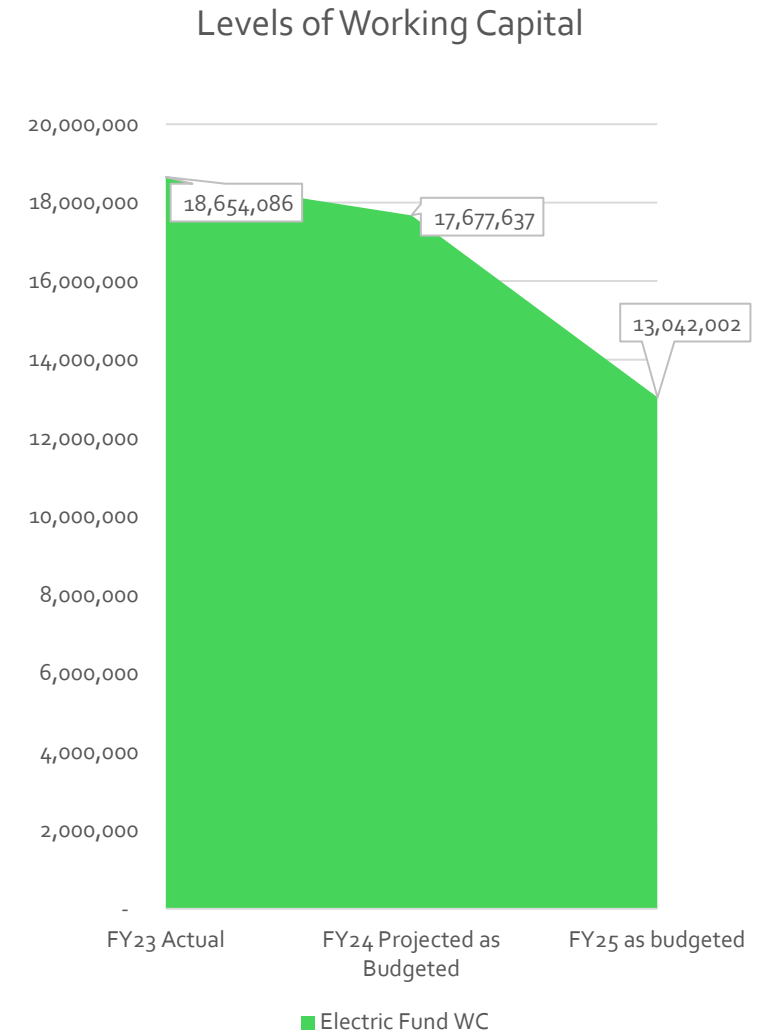
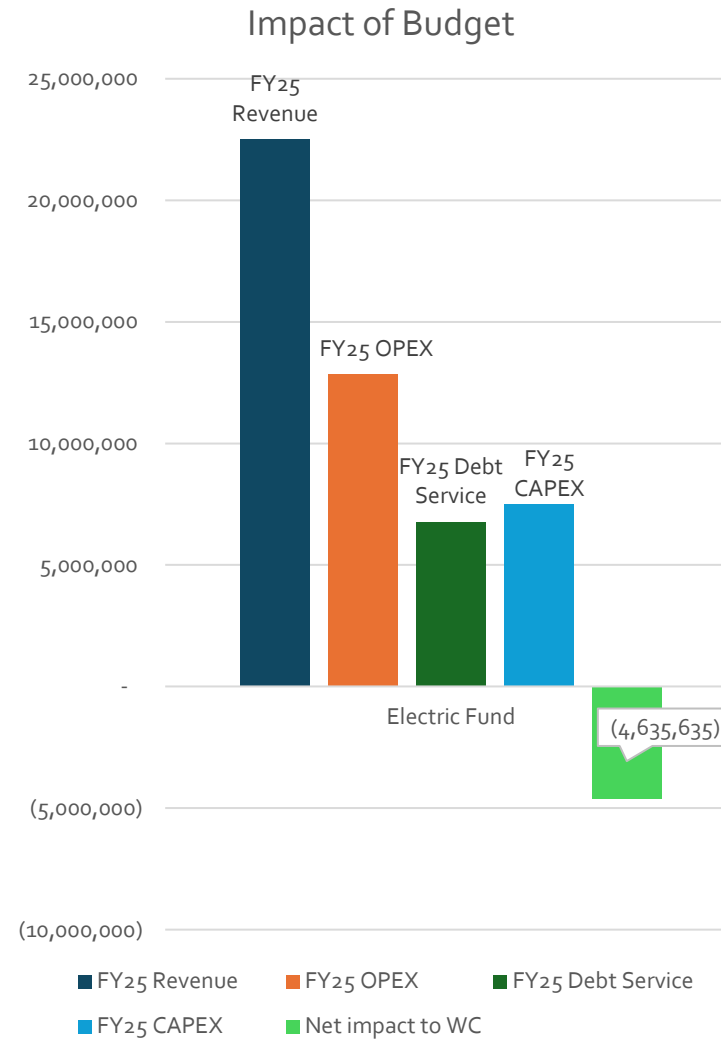
**Impact of budget on working capital (WC)**—the resources immediately available for use, including those appropriated for CAPEX/capital projects.

**Long range outlook** (fiscal models) how does the FY2025 budget impact the longer-term financial health of the fund?



# Electric Fund

- Significant capital needs in upcoming years-general plan under development
- Incentive payments not included in revenue for FY2025 or FY2024
- Reduced debt service
- Increase to customer fee projected rates at or under inflation based on current assumptions
- Long-term continued generation of working capital is needed to invest in fund's infrastructure



Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/ Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bonding	Source - Contingent Other	Source- Total authorized (approved + contingent)
New FY25	90261	Island Improvements	-	-	300,000	-	-	-	-	300,000
New FY25	90777	Metering	-	-	131,446	-	-	-	-	131,446
New FY25	90868	69 kv Thimbleberry Trans Line Bypass	-	-	500,000	-	-	-	-	500,000
New FY25	TBD	Hydro-power Generation	-	-	500,000	-	-	-	-	500,000
New FY25	90972	Green Lake Phase 2/3	-	-	4,133,015	-	-	-	-	4,133,015
New FY25	90973	Regulatory/FERC	-	-	640,000	-	-	-	-	640,000
New FY25	90975	Diesel Generation upgrades	-	-	500,000	-	-	-	-	500,000
New FY25	90976	Transmission and Distribution (Feeder Improvements)	-	-	750,000	-	-	-	-	750,000
New FY25 Total			-	-	7,454,461	-	-	-	-	7,454,461
FY25 Reallocation	90610	Blue Lake FERC License Mitigation	-	-	(50,000)	-	-	-	-	(50,000)
FY25 Reallocation	90777	Metering	-	-	148,573	-	-	-	-	148,573
FY25 Reallocation	90823	Marine St. N-1 Design to New HPR	-	-	(145,528)	-	-	-	-	(145,528)
FY25 Reallocation	90829	Harbor Meters	-	-	(148,573)	-	-	-	-	(148,573)
FY25 Reallocation	90839	Green Lake Power Plant 35 Year Overhaul-Phase 1	-	-	(79,899)	-	-	-	-	(79,899)
FY25 Reallocation	90884	Blue Lake Dam Completion	-	-	(37,515)	-	-	-	-	(37,515)
FY25 Reallocation	90970	Blue Lake upgrades	-	-	37,515	-	-	-	-	37,515
FY25 Reallocation	90971	Green Lake upgrades	-	-	(287,059)	-	-	-	-	(287,059)
FY25 Reallocation	90972	Green Lake Phase 2/3	-	-	366,958	-	-	-	-	366,958
FY25 Reallocation	90973	Regulatory/FERC	-	-	50,000	-	-	-	-	50,000
FY25 Reallocation	90977	Substation upgrades	-	-	145,528	-	-	-	-	145,528
FY25 Reallocation Total			-	-	-	-	-	-	-	-

## Fy2025 Capital Projects

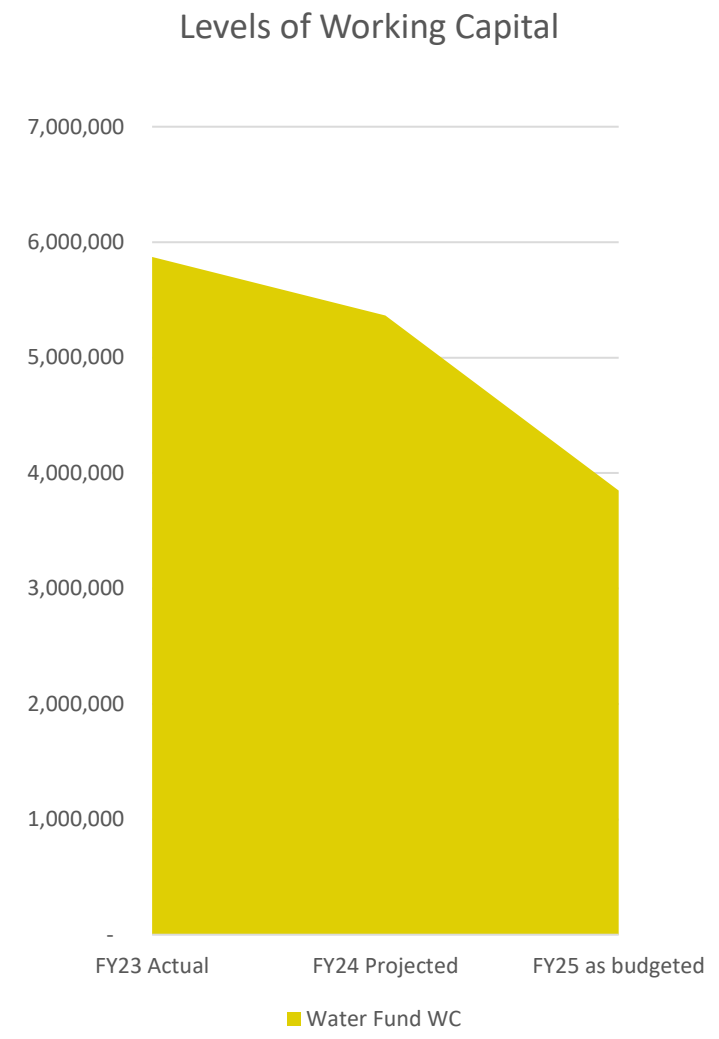
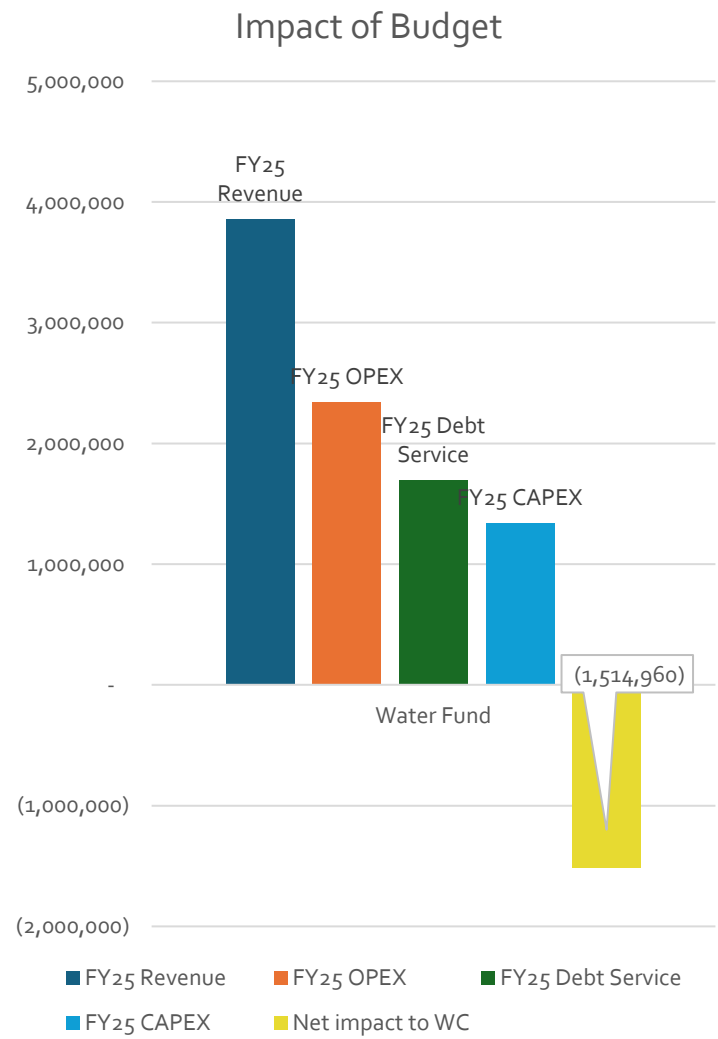


--\$7.5M from working capital. Some is intended to be saved for future use (Diesels, Hydro, Bypass).

-Reallocations from older project totaling ~\$750K

# Water Fund

- Debt service payments on Secondary Water Filtration project expected
- Relying on grants for some capital projects that are further out
- Rate increase of 4%
- More WC for CAPEX this year



Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bonding	Source - Contingent Other	Source - Total authorized (approved + contingent)
New FY25	90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	-	-	340,000	-	-	-	-	340,000
New FY25	90913	Tank Cleaning and Inspection	-	-	200,000	-	-	-	-	200,000
New FY25	TBD	Lifting HVAC Heat Pumps HCH, Library and UV	-	-	5,000	-	-	-	-	5,000
New FY25	TBD	Repaint Tanks	-	-	495,000	-	-	-	-	495,000
New FY25	TBD	Maksoutoff Galvanized Water Line Replacement	-	-	260,000	-	-	-	-	260,000
New FY25 Total			-	-	1,300,000	-	-	-	-	1,300,000

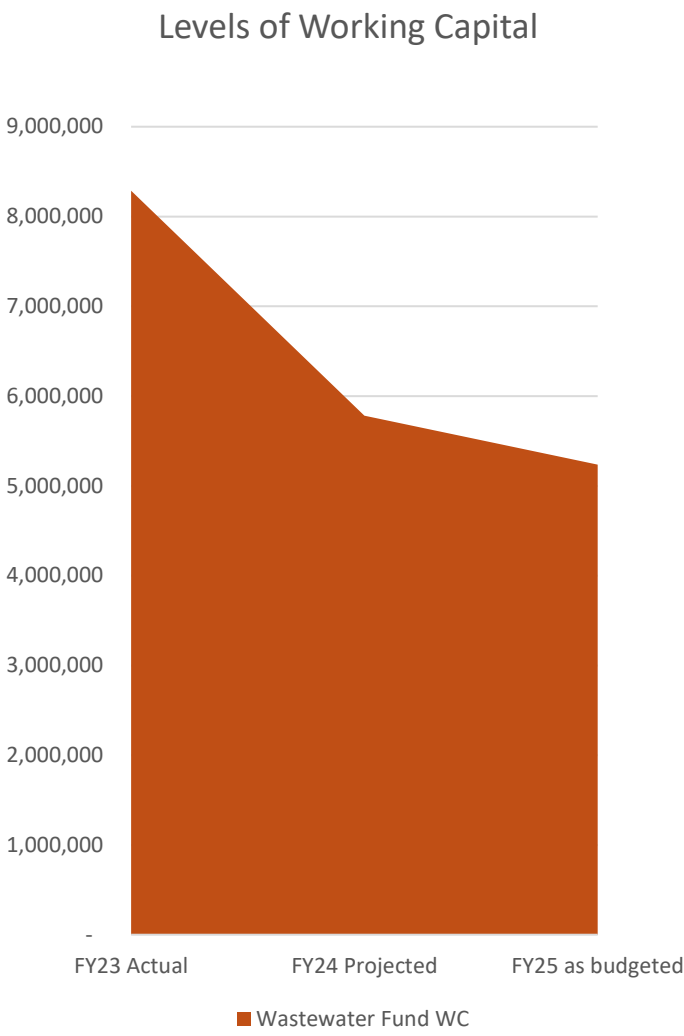
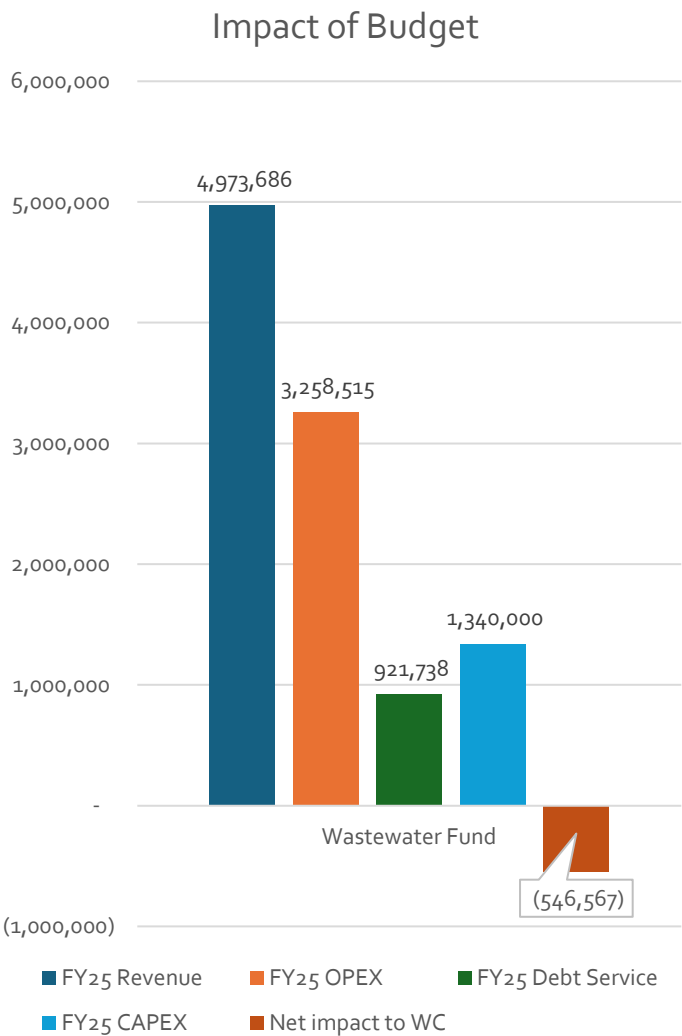


## FY25 Water Fund Capital Projects

- Capital expenses continue to escalate-additional funding for Lake St./Hirst Utility improvements
- More capital project funding coming from WC

# Wastewater Fund

- Older loans/WWTP in repayment
- Effluent disinfection system-funded with WC and loans
- Rate increase of 8.25%
- More WC for CAPEX this year



Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/ Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bonding	Source - Contingent Other	Source- Total authorized (approved + contingent)
New FY25	90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	-	-	670,000	-	-	-	-	670,000
New FY25	TBD	Sludge Dewatering Assessment and Design	-	-	175,000	-	-	-	-	175,000
New FY25	TBD	WWTP Pipe Replacement	-	-	20,000	-	-	-	-	20,000
New FY25	90983	SCADA Communications Upgrades	-	-	75,000	-	-	-	-	75,000
New FY25	91009	Lake & Lincoln Lift Station Rehabilitation	-	-	400,000	-	-	-	-	400,000
New FY25	91011	Sewer Force Main Replacement	-	-	-	-	-	6,000,000	-	6,000,000
New FY25 Total			-	-	1,340,000	-	-	6,000,000	-	7,340,000

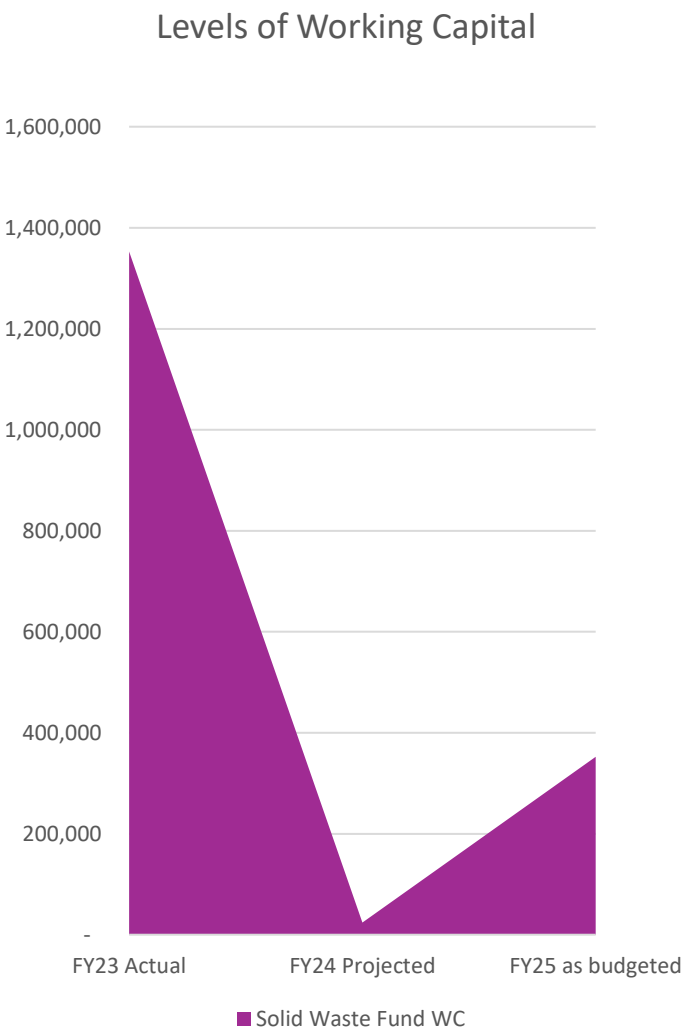
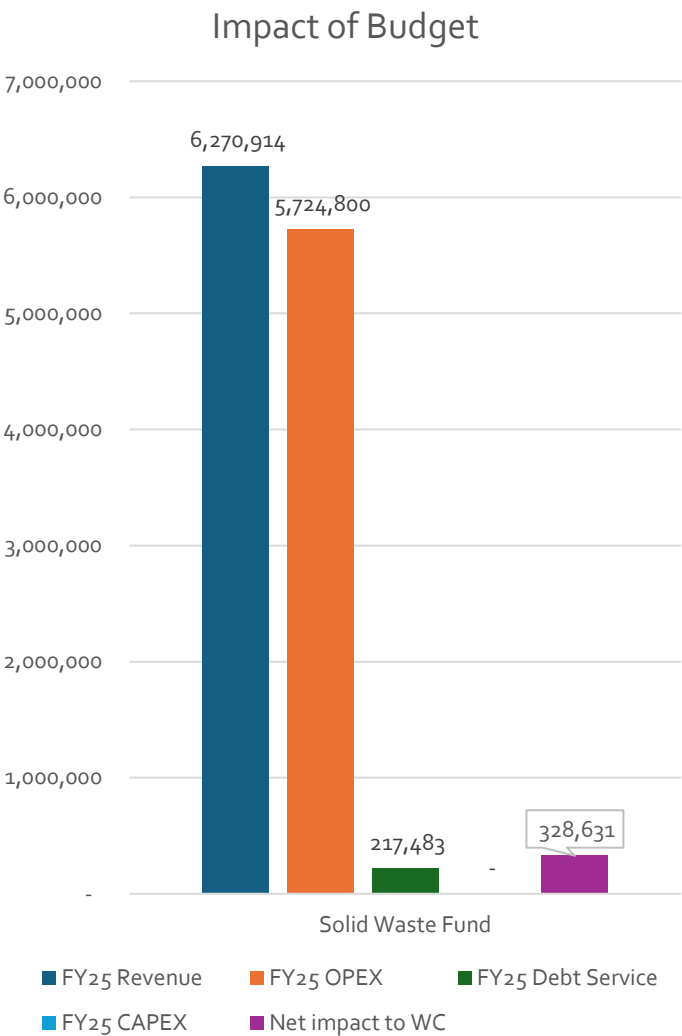


# Wastewater Capital Projects

- New loan funding for Sewer Force Main Replacement
- Additional WC for Lake St./Hirst Utility improvements

# Solid Waste Fund

- Refining operation of compactor– primary savings from achieving higher weight per container/shipping fewer containers.
- No new capital projects for FY2025
- Rate increase of 4%
- Working capital projected to be positive, but this includes PY capital appropriations.



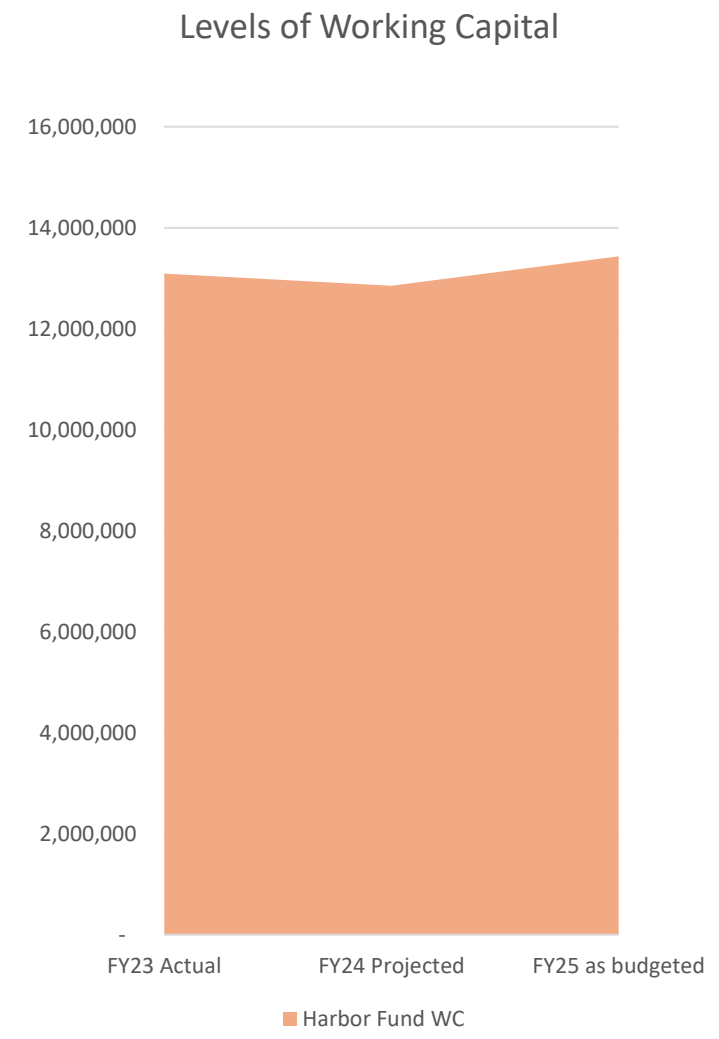
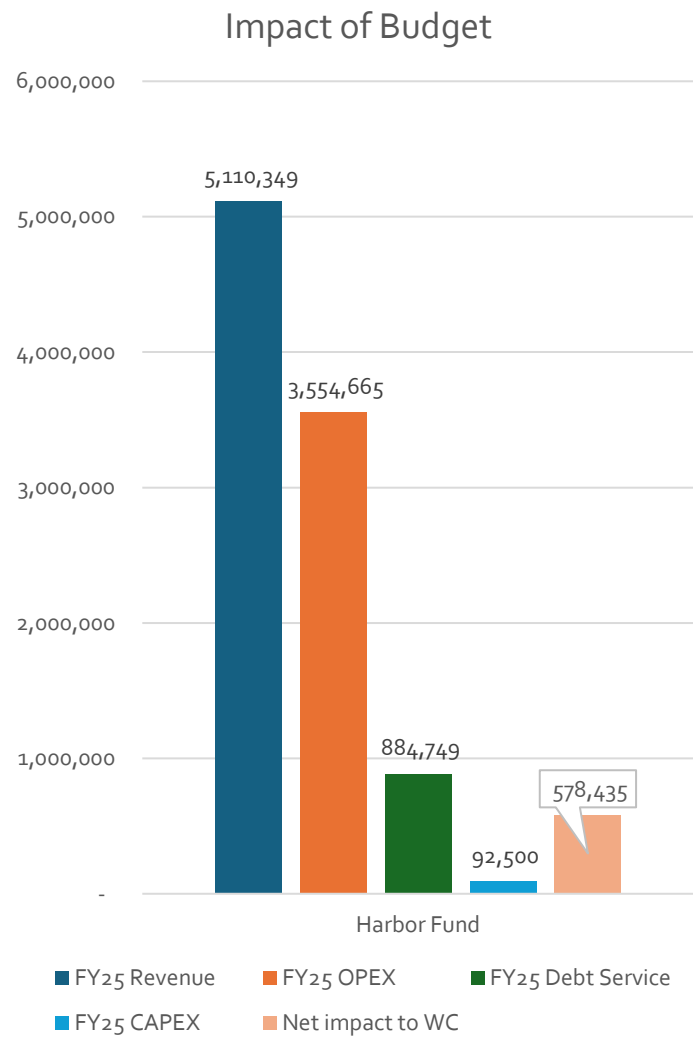


		Current (FY25) rates				Proposed FY25 rates					Monthly Increase	Season Increase
Winter Rates (November-April)	Use	Rate	Fees	Sales tax	TOTAL	Increase	Rate	Fees	Sales tax	TOTAL		
Electric (family/electric heat)	2835	0.134	401.5	20.08	421.58	0.00%	0.134	402.2	20.11	422.33	0.75	4.5
Water	Flat	57.26	57.26	2.86	60.12	4.00%	59.55	59.55	2.98	62.53	2.41	14.46
Wastewater	Flat	76.72	76.72	3.84	80.56	8.25%	83.05	83.05	4.15	87.2	6.64	39.84
Solid Waste (96-gallon bin)	Flat	74.61	74.61	3.73	78.34	4.00%	77.59	77.59	3.88	81.47	3.13	18.78
Total Winter bill		\$640.60				\$653.53					\$12.93	\$77.58
Summer Rates (May-October)	Use	Rate	Fees	Sales tax	TOTAL		Rate	Fees	Sales tax	TOTAL		
Electric (family/electric heat)	1581	0.215	360.4	21.62	382.02	0.00%	0.215	361.1	21.67	382.79	0.77	4.62
Water	Flat	57.26	57.26	3.44	60.7	4.00%	59.55	59.55	3.57	63.12	2.42	14.52
Wastewater	Flat	76.72	76.72	4.6	81.32	8.25%	83.05	83.05	4.98	88.03	6.71	40.26
Solid Waste (96-gallon bin)	Flat	74.61	74.61	4.48	79.09	4.00%	77.59	77.59	4.66	82.25	3.16	18.96
Total Summer bill		\$537.29				\$616.19					\$13.06	\$78.36
Total annual impact											\$155.94	

Impact of rate increases for utilities

# Harbor Fund

- Revenue has 4% increase- some areas may have higher/lower depending on rate study.
- Long-term outlook helped by extending the life of key assets.
- Seeking grants where possible.
- Nearly \$10M of working capital in CAPEX at end of FY23



Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/ Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bonding	Source - Contingent Other	Source- Total authorized (approved + contingent)
New FY25	TBD	Sealing Cove Fish Cleaning Station Rehabilitation	-	- 35,000		-	- -			- 35,000
New FY25	90987	MSC Anode Replacement Phase I/II	-	- 50,000		-	- -			- 50,000
New FY25	90984	ANB Security Camera Replacement	-	- 7,500		-	- -			- 7,500
New FY25 Total			-	- 92,500		-	- -			- 92,500

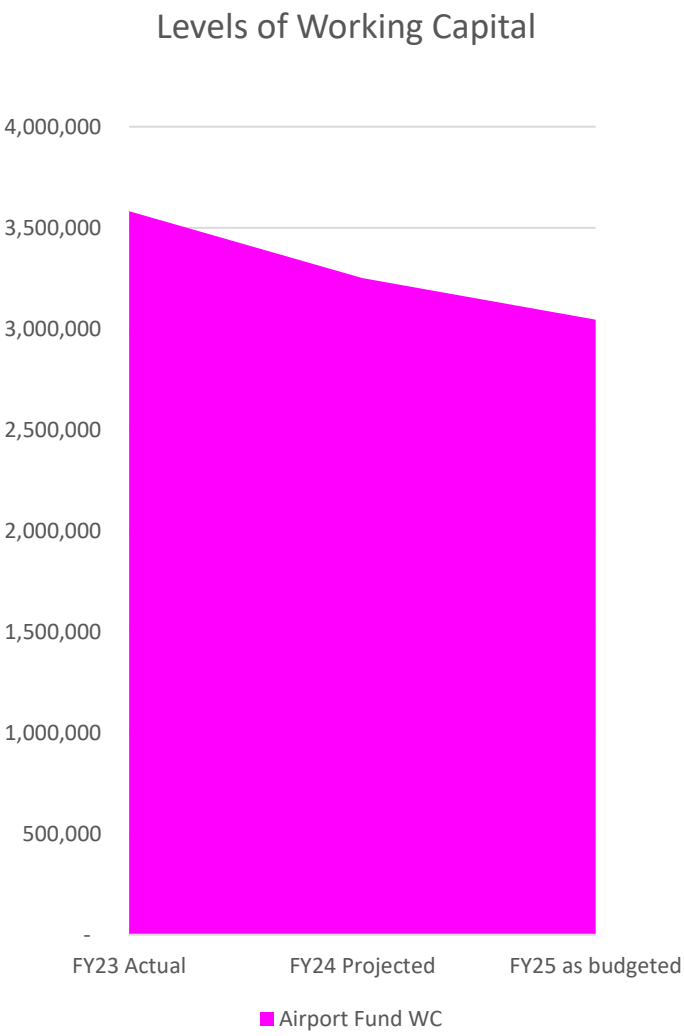
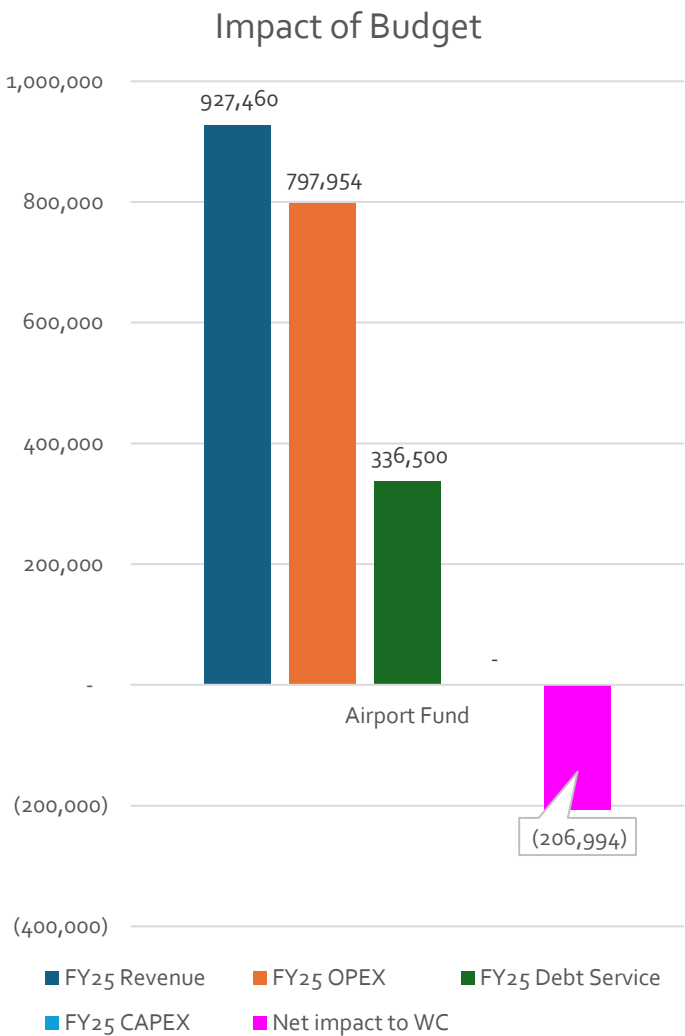
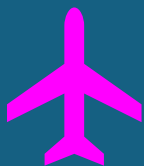
## Harbor Fund Capital Projects



- Working on options for reducing cost of some repairs (work float/Eliason electrical)
- Better information on long-range capital needs/timelines

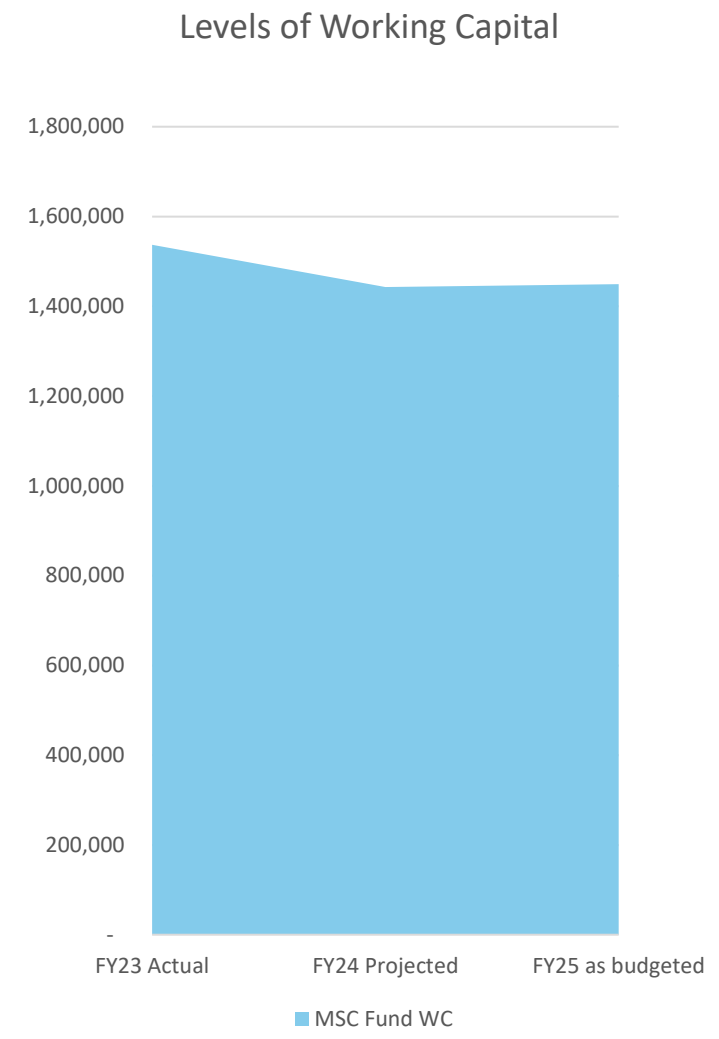
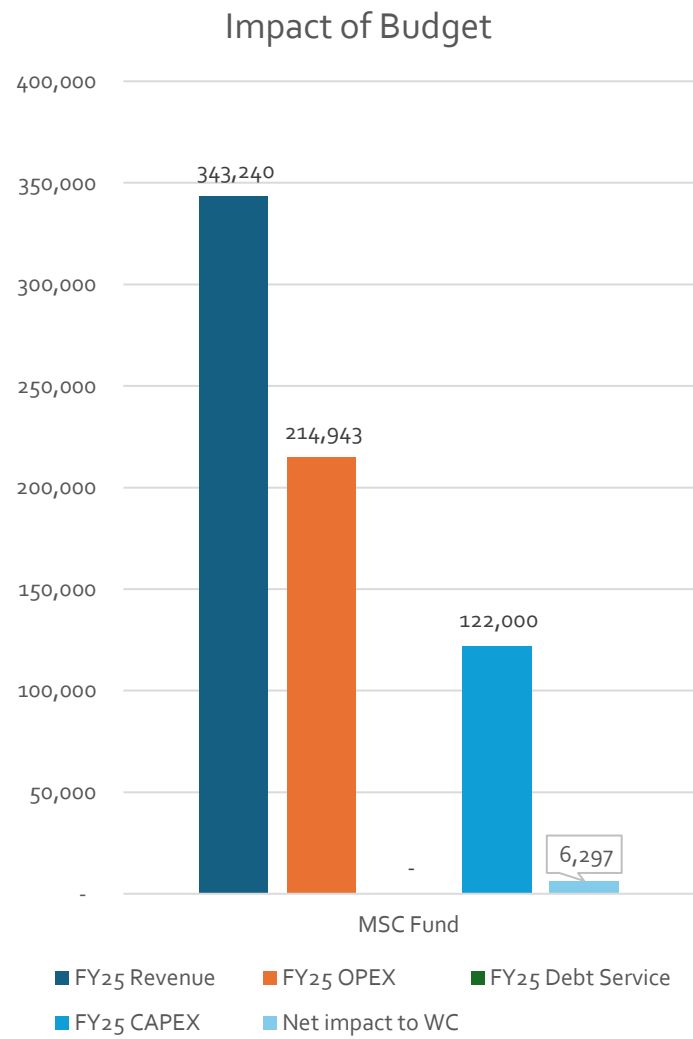
# Airport Fund

- Don't have full picture of how new lease will impact OPEX/where new revenue will come from
- Most working capital is dedicated to Terminal project
- Only new CAPEX to adjust expected grant levels
- Terminal project is underway



# Marine Service Center Fund

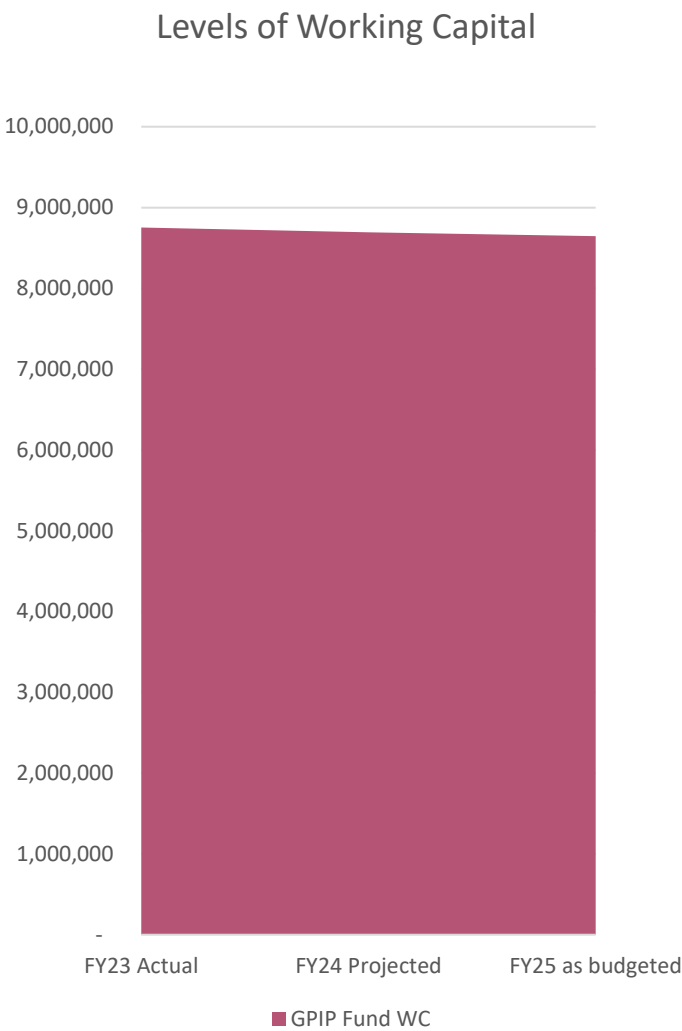
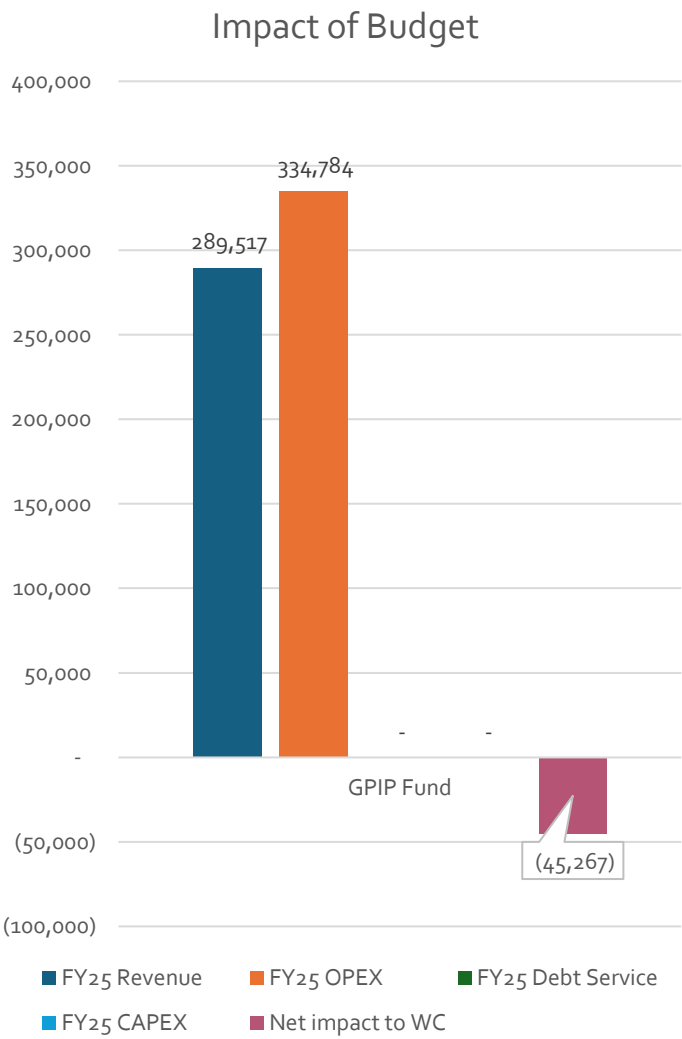
- Lighting replacement (\$32K) and replacement of remaining overhead doors (\$90K) FY25 CAPEX
- Shutdown planned, more work may be identified.

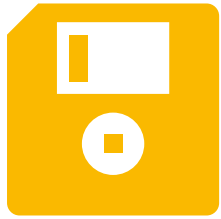


# GPIP Fund

Cash from haul out funding generating higher interest

- The more land is sold, the lower lease revenue
- Continues to lose WC every year, but slower than in past
- Haul out operations/ revenue are not budgeted





Information Technology  
Fund



Central Garage Fund



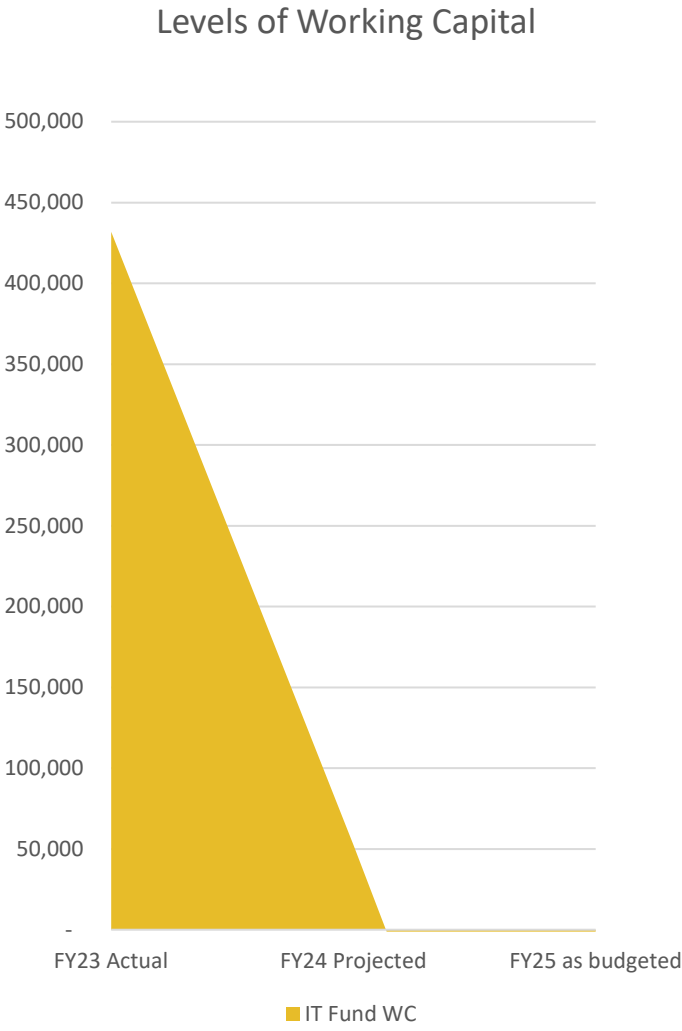
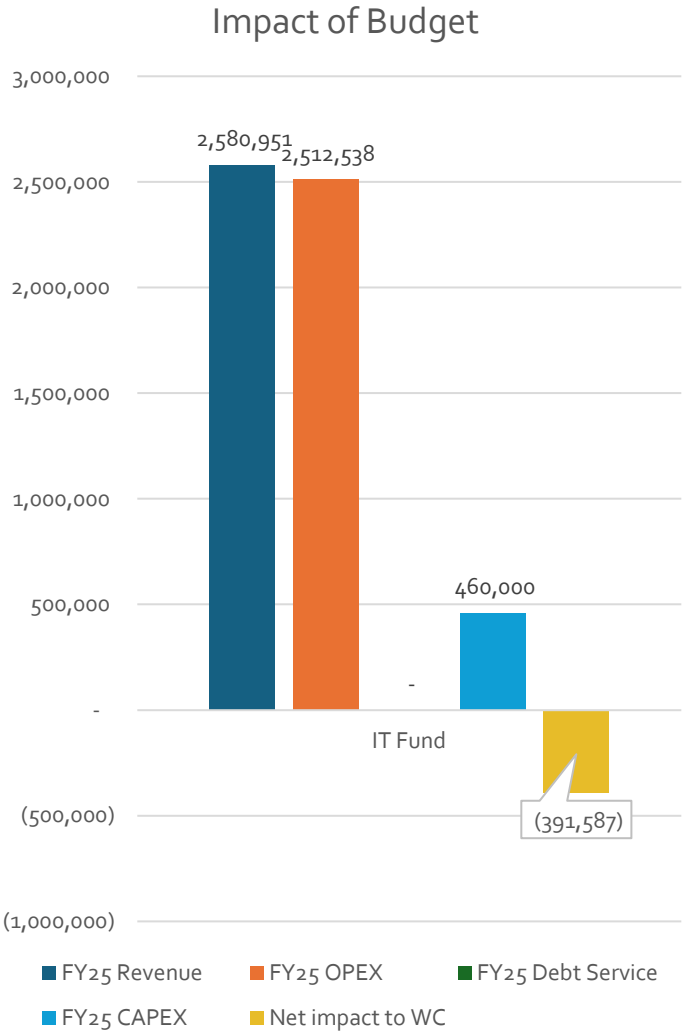
Building Maintenance  
Fund

## Internal Service Funds



# IT Fund

Funds transferred out for  
Fiber capital project

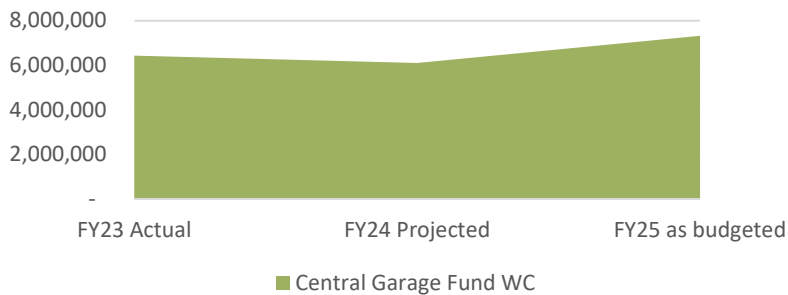


# Central Garage Fund

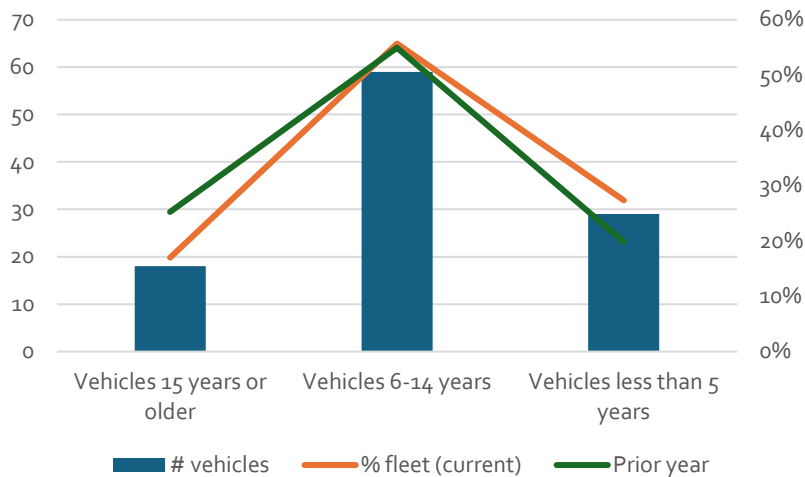
- Inflation still impacting fund/vehicle replacements-building sinking funds for all vehicles. Availability has improved and state contracts are more available.
- Staffed for preventative maintenance, so aging vehicles can be a problem



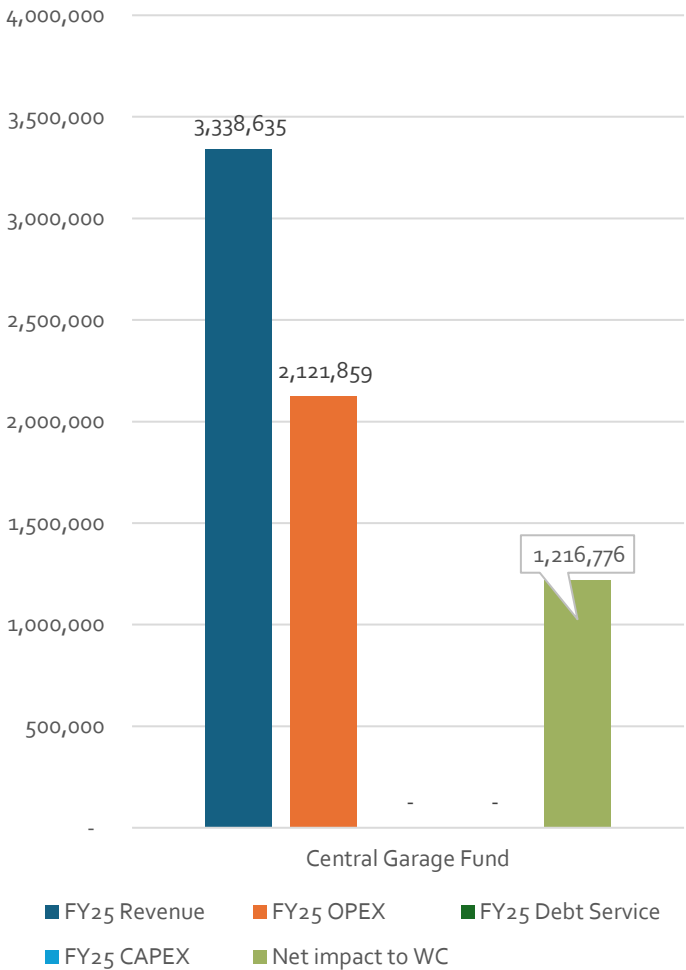
Levels of Working Capital



Fleet age



Impact of Budget

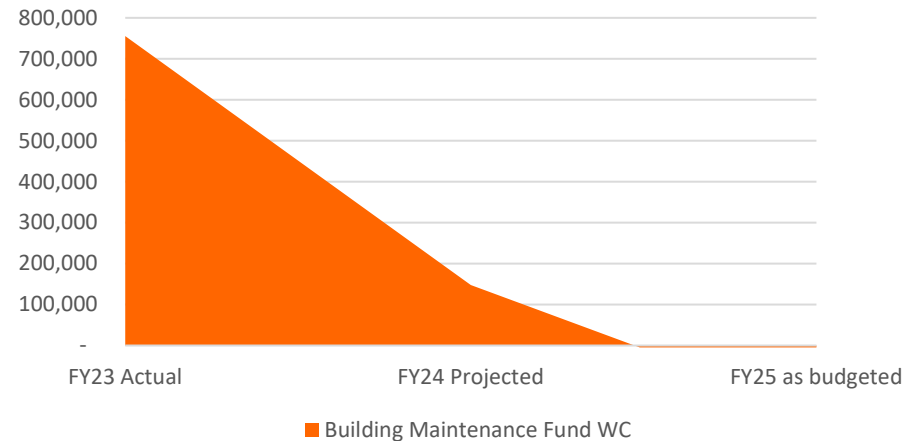


# Building Maintenance Fund

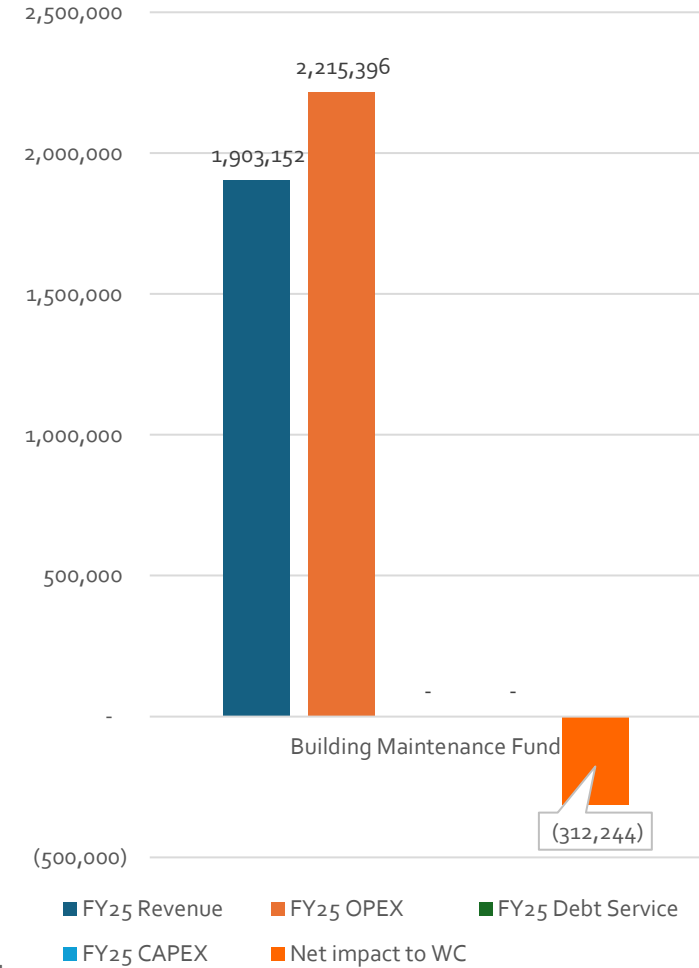


- School district maintenance included with funding from GF
- Asset management to help focus efforts—for both CBS and SSD
- Balancing revenue paid in with budget execution/ capacity to address everything that needs to be addressed
- Would increase charges to departments if execution increases

Levels of Working Capital



Impact of Budget



OTHER  
GOVERNMENTAL  
FUNDS—TRUST,  
AGENCY, DEBT  
SERVICE, CAPITAL &  
PERMANENT



# Agency Funds-Cemetery Agency (funds held on behalf of other entity)

➤ Purpose:

Interest generated on original \$100,000 investment to be transferred annually to the Sitka Cemetery Association, a non-profit that assumed ownership of the newly created municipal cemetery in 1981.

- Fund balance end of FY23: **\$98,363**
- Expected revenue FY25: **\$2,500**
- FY25 appropriation: **\$2,500**

C I T Y   A N D   B O R O U G H   O F   S I T K A  
ORDINANCE NO. 81-485

# Trust Funds-Rowe Trust Fund

➤ Purpose:

Fund created in 1995 from a bequest of a former Sitka School Teacher, Eleanor Rowe. Interest earned on fund balance to be used for the purchase of children's books and computer equipment to facilitate children's enjoyment of reading and other methods of promoting children's love of reading

- Fund balance end of FY23: **\$220,097**
- Expected revenue FY25: **\$3,000**
- FY25 appropriation: **\$3,000**



# Permanent Fund (fund type-permanent fund)

## ➤ Purpose:

As per Home Rule Charter, the purpose is to grow the principal of the Permanent Fund to provide an ever-increasing income stream to the Sitka general Fund in perpetuity **to reduce the tax burden on the citizens of Sitka.**

- Net proceeds of the sale of municipal real property shall be deposited into the Permanent Fund
- Must appropriate 6% of average market value of the permanent fund transfer into the General Fund.
- To ensure growth of the Permanent Fund, in 2016 an ordinance was passed to begin, in FY18, transferring back the equivalent of .25% of the average market value of the fund, increasing by .25% each subsequent fiscal year up to a maximum of 2% (FY25).
- For FY25 we are transferring back or reducing the amount transferred by 2%

Test to confirm compliance with charter		
	w/inflation proofing	w/o inflation proofing
Year-to-year change	-6.94%	-1.47%
not more than 115%	TRUE	TRUE
or less than 90%	TRUE	TRUE

➤ Fund balance end of FY23: **\$24,452,880**

➤ Expected revenue FY25: **\$450,000** (includes only revenue on fixed income/sale of investments, not gains/losses on investment of equity holdings of ~ 65%)

➤ FY25 appropriation: **\$1,041,233** (transfer to General Fund accounts for 2% ~ \$521K inflation proofing  
**\$49,500** Investment expenses)





# Special Capital Project Funds



## School Building Infrastructure Fund (Fund 706)

### ➤ Purpose:

*Created to track and distribute funds from newly instituted 1% seasonal sales tax dedicated to maintenance, repair, or replacement of schools.*

- Fund balance end of FY23: **\$0**
- Expected revenue FY25: **\$3,100**
- FY25 appropriation: **\$15,000**

## Public Infrastructure Sinking Fund (Fund 708)

### ➤ Purpose:

*Ensure available balances from the General fund are restricted for repair and replacement of General Fund infrastructure.*

- Fund balance end of FY23: **\$9,617,840**  
(less FY24 appropriation \$5M): **\$4,567,840**
- Expected revenue FY25: **\$75,000**
- FY25 appropriation: **\$3,978,748**
- PISF is funded after the end of the fiscal year to fund the next budget cycle. The transfer out to fund capital for FY25 was transferred in from FY23 surplus

**3. PURPOSE.** The purpose of this ordinance is to propose the adoption of a seasonal sales tax increase starting in 2024 of one additional percentage point, from five percent to six percent, from April 1 through September 30 of each year, and dedicate the revenue generated to fund either directly or by paying debt service on the maintenance, repair, replacement, and/or construction of school building infrastructure.

# Debt Service Fund-School Bonds (Fund 651)

➤ Purpose:

To track the debt service for the general obligation bonds, the state reimbursement of the debt services, and the revenue generated by the 1% sales tax dedicated to paying the debt service on these bonds

- Fund Balance end of FY23: **\$6,428,896**
- Total Debt end of FY23/FY25: **\$6.7 million/\$3.3 million**
- Budgeted Revenue FY25: **\$1,087,016** (state reimbursement of debt service)
- FY25 appropriations: **\$1,496,736**

**Seasonal sales tax dedicated to school bond debt sunset as of 7/1/2023**

- If the state maintains reimbursement, there will an excess of funds once debt service is fully paid back.



# Special Revenue Funds

## Pet Adoption Fund (Fund 113)

### ➤ Purpose:

*Use interest to provide donations for expenses related to pet adoption.  
Funded from donations and fees.*

- Fund balance end of FY23: **\$46,698**
- Expected revenue FY25: **\$3,100**
- FY25 appropriation: **\$15,000**

## Sitka Asset Forfeiture Fund (Fund 151)

### ➤ Purpose:

*Use to track funds generated when police department seizes/disposes of assets locally.*

- Fund balance end of FY23: **\$76,196**
- Expected revenue FY25: **\$1,000**
- FY25 appropriation: **\$75,000**



# Special Revenue Funds, continued

## Library Building Fund (Fund 165)

### ➤ Purpose:

*Fund created to manage donations for the library (building). \$530,000 was used for the Sitka Public Library renovation project.*

- Fund balance end of FY23: **\$18,037**
- Expected revenue FY25: **\$300**
- FY25 appropriation: **\$5,000**

## SE Alaska Economic Development Fund (Fund 171)

### ➤ Purpose:

*Created with funds directed to Sitka in 1997 after closure of the pulp mill. These funds have been used to provide grants and loans for economic development. Interest earned goes to the Building Maintenance Fund. Recently used only for new internal loans. The only allowable external use is "participation loans" that require going through a financial institution.*

- Fund balance end of FY23: **\$3.4 million (only \$285K available)**
- Loans (end of FY23):  
**\$2.7K internal /  
\$62K external/  
\$400K external-  
grants unless sold**
- Expected revenue FY25: **\$2,640**
- FY25 appropriation: **\$3,000**



# Special Revenue Funds, continued

## GPIP Contingency Fund (Fund 173)

### ➤ Purpose:

Management of funds set aside for environmental testing and cleanup of GPIP and nearby seabed-interest earned goes to GPIP Fund.

- Fund balance end of FY23: **\$338,810**
- Expected revenue FY25: **\$4,500**
- FY25 appropriation: **\$4,000**

## Sitka Community Hospital Fund (Fund 190)

### ➤ Purpose:

Originally used to track tax on tobacco products. Now, in addition to tobacco tax, it is used to track all revenues and expenditures relating to the Sitka Community Hospital legacy operations, including PERS, receivables, contract close outs, etc...

- Fund balance end of FY23: **(\$388,848)**
- Expected revenue FY25: **\$1,670,800**
- FY25 appropriation: **\$1,727,016**

- FY25 appropriation includes PERS liability payments as well as placeholder for remaining Stark liability (note that budget is in FY24 as well, but timing unknown).
- Note that liquid assets remain in escrow until final Stark liability determined.



# Special Revenue Funds, continued

## Student Activities Fund (Fund 191)

### ➤ Purpose:

Marijuana tax at 8% after CY23—revenue to be distributed to school district and “...restricted to the support of extracurricular student activities and associated travel costs.” Also tracks fees from state licenses and permits relating to the sale of marijuana that are dedicated to support for student travel

➤ Fund balance end of FY23:	<b>\$142,014</b>
➤ Expected revenue FY25:	<b>\$313,500</b>
➤ FY25 appropriation:	<b>\$305,000</b>

## Fisheries Enhancement Fund (Fund 192)

### ➤ Purpose:

Administration of 30% of the fish box tax proceeds for local grants to support fisheries

➤ Fund balance end of FY23:	<b>\$3,359</b>
➤ Expected revenue FY25:	<b>\$45,000</b>
➤ FY25 appropriation:	<b>\$50,000</b>



# Special Revenue Funds, continued

## Utility Subsidization Fund (Fund 193)

### ➤ Purpose:

*Tracking funds appropriated by the assembly to provide utility subsidies to qualifying utility account holders- Currently 195 people are receiving the subsidy*

- Fund balance end of FY23: \$195,439
- Expected revenue FY25: \$165,000
- FY25 appropriation: \$230,400

*\*Must transfer enough so the fund has enough available for full payment for the 2025 calendar year subsidy (½ of FY24 ½ FY25). The budget assumes fully funding the subsidy for all applicants up to \$100/month.*

## Comm. Pass. Vessel Tax (CPV) Fund (Fund 194)

### ➤ Purpose:

*The CPV fund tracks the portion of the per passenger fee remitted for cruise ship passengers that is distributed by the State. Use of funds limited by state and federal laws.*

- Fund balance end of FY23: **\$2,091,231**
- Expected revenue FY25: **\$2,540,000**
- FY25 appropriation: **\$1,591,300**

*Assumes reimbursement per allocation model/directly incurred costs for cruise passengers to the municipality.*





# Special Revenue Funds, continued

## Visitor Enhancement Fund (Fund 195)

### ➤ Purpose:

Administration of bed taxes collected. Significant portion of revenues are directed to Chamber/Visit Sitka.

➤ Fund balance end of FY23: **\$429,304**

➤ Expected revenue FY25: **\$716,500**

➤ FY25 appropriation: **\$16,750**

- Bed tax receipts trending down—based on current trends budget is lower than FY23.
- Pending decision of visitor services contract—current budget includes only audit fees as well as travel.



# Special Revenue Funds, continued

## Revolving Fund (Fund 410)

- Purpose:  
Working capital available to be used to finance costs of LIDs

➤ Fund balance end of FY23:	<b>\$1.1 million</b>
➤ Expected revenue FY25:	<b>\$22,000</b>
➤ FY25 appropriation:	<b>\$30,100</b>

## Guarantee Fund (Fund 420)

- Purpose:  
Fund to provide guarantee for debt service for any bond issuance for LIDs

➤ Fund balance end of FY23:	<b>\$267,016</b>
➤ Expected revenue FY25:	<b>\$4,000</b>
➤ FY25 appropriation:	<b>\$8,400</b>



# Special Revenue Funds, continued

## Library Donation Fund (Fund 500)

- Purpose:  
To track donations made to the Sitka Public Library.
- Fund balance end of FY23: **\$255,783**
- Expected revenue FY25: **\$5,500**
- FY25 appropriation: **\$5,500**

## Bulk Water Fund (Fund 540)

- Purpose:  
To be used to track revenue and expenses relating to the sale of bulk water. Significant portion of fund balance used for purchase of Haul Out building in FY24
- Fund balance end of FY23: **\$800,700**
- Expected revenue FY25: **\$4,200**
- FY25 appropriation: **\$4,850**

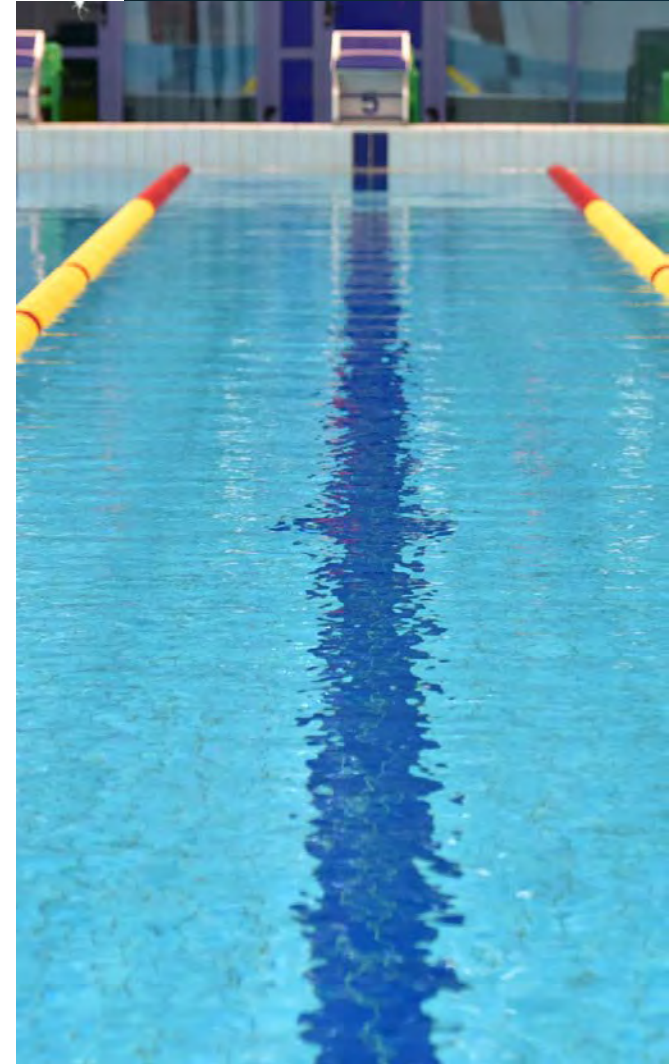


# General Fund budget review

Review and continue discussion of General Fund

# Review of General Fund changes from last meeting

- Net impact to General Fund from prior version of the budget of funding Blatchley swimming pool operations under the CBS Parks and Recreation program is \$125,212:
  - Total expense added \$374,408
  - Expense eliminated \$124,196 subsidy to SSD for pool operations
  - Revenue added \$125,000
  - Expense is under P&R, so while it should save some expense for SSD, it doesn't show under school funding in our budget.
- Added funding of up to \$125,000 for performing arts center operations.



# School funding with current budget

Funding source/type	Annual amount	Disbursement										
Local support-monthly:	\$7,669,562	Disbursed together monthly (the June disbursement will be made in early May) <table><tr><th colspan="2">Monthly transfer of base funding</th></tr><tr><td>Local support</td><td>639,130.17</td></tr><tr><td>Student activities</td><td>11,216.67</td></tr><tr><td>Marijuana tax proceeds</td><td>25,000.00</td></tr><tr><td>Total monthly</td><td>675,346.83</td></tr></table>	Monthly transfer of base funding		Local support	639,130.17	Student activities	11,216.67	Marijuana tax proceeds	25,000.00	Total monthly	675,346.83
Monthly transfer of base funding												
Local support	639,130.17											
Student activities	11,216.67											
Marijuana tax proceeds	25,000.00											
Total monthly	675,346.83											
Student activities (from General Fund):	\$134,600											
Funding from marijuana tax proceeds restricted to the support of extracurricular student activities and associated travel costs.	\$300,000											
Support of Performing Arts Center (PAC):												
<ul style="list-style-type: none"><li>Payment of utility account for the Performing Arts Center (5417-002)</li><li>Up to \$125,000 for operations as awarded under RFP</li></ul>	<div>\$66,000</div> <div>≤\$125,000</div>	<div>-Paid as billed-payments made directly to utility account up to \$66,000</div> <div>-To be disbursed upon award of RFP</div>										
Other funding: <ul style="list-style-type: none"><li>Transfer of School Building Maintenance responsibility to CBS</li></ul>	<div></div> <div>\$640,000</div>											
Disbursement of Secure Rural Schools federal funding up to \$360,000	≤\$300,000	Usually end of April/May.										
<b>Total (up to)</b>	<b>\$9,235,162</b>											

# Other changes to the General Fund

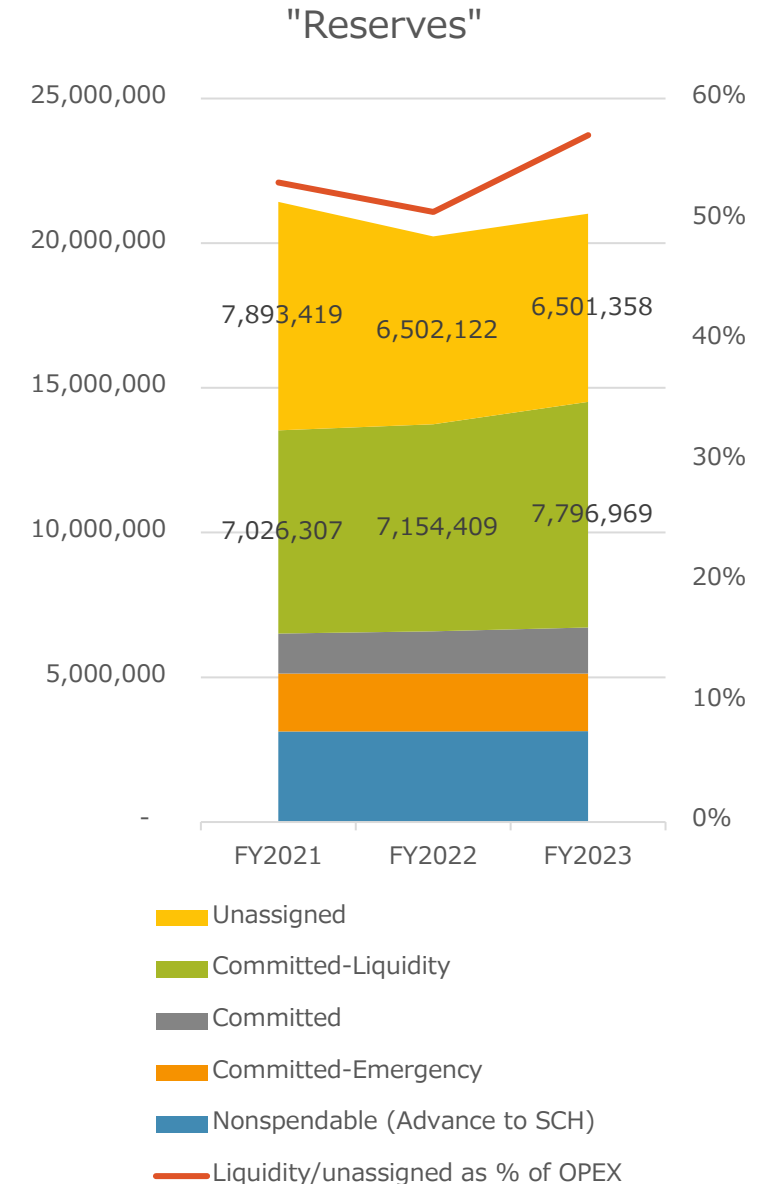
## Revisions to previously presented draft budgets:

		Increase (Decrease) to revenue	Increase (Decrease) to Expenditure	Revenue	Expenditure	Surplus/Deficit
General Fund	Original Draft-beginning totals			44,281,757	44,531,832	(250,075)
Correction	Correction-move \$25,000 for station alerting project from Fire Dept-supplies to capital (transfer out) net zero impact	-	-	44,281,757	44,531,832	(250,075)
Correction	Move transfer in from School Building Infrastructure Fund to 3950.000 from 3950.708	-	-	44,281,757	44,531,832	(250,075)
Newly identified	Tom Young Cabin deck repair	30,000	30,000	44,311,757	44,561,832	(250,075)
Assembly motion	Add funding for PAC	-	125,000	44,311,757	44,686,832	(375,075)
Assembly motion	CBS to take on Blatchley pool operations	125,000	250,212	44,436,757	44,937,045	(500,288)
Assembly motion	Reduce RP for 4 Fire Engineers by 1 FTE	-	(107,768)	44,436,757	44,829,277	(392,520)
Assembly motion	Remove RP for Circulations Services Librarian	-	(74,748)	44,436,757	44,754,529	(317,772)
Assembly motion	Remove purchase of 5-yard dump truck (replacing vehicle #413)		(77,409)	44,436,757	44,677,120	(240,363)
Ending totals with changes made as of 4/4/2024		155,000	145,287	44,436,757	44,677,120	(240,363)



# Any final changes to Draft General Fund Budget?

- Current deficit is (\$240,363)
- Need all changes to be made prior to first reading
- Can schedule an additional meeting if needed





# Visitor Enhancement Fund

Need to know what Assembly would like to have included in the FY25 budget

## Potential options:

- Option 1: Go out to RFP and wait to do a supplemental appropriation once the contractor has been selected (The base contract is on a calendar year and the amount needed through 12/31 has been encumbered). This option may be most appropriate if an RFP process is desired.
- Option 2: Fund the extension of the current contract including extending the base contract for 1 calendar year (appropriation for full year needed) in the amount of \$XXX and any additional services for the fiscal year 2025 in the amount of \$XXX.
- Option 3: Set an additional meeting to discuss prior to scheduled first reading of the budget ordinance on May 14th (any changes would be needed by May 3rd in order to incorporate them). Alternatively, there would be flexibility to push out the first reading by one meeting, in which case a decision would be needed by May 17th.
- Option 4: Delay the decision of funding or going to RFP-any further funding would need to be made through a supplemental appropriation once the Assembly has made a decision. The current base contract is funded through 12/31/24, supplemental funding is through 6/30/2024



# Wrap-up

Any further discussion/direction  
for FY2025 Draft Administrator's  
Budget?

**Revisions to previously presented draft budgets:**

		Increase (Decrease) to revenue	Increase (Decrease) to Expenditure	Revenue	Expenditure	Surplus/Deficit
General Fund						
Original Draft-beginning totals				44,281,757	44,531,832	(250,075)
	Correction-move \$25,000 for station alerting project from Fire Dept-					
Correction	supplies to capital (transfer out) net zero impact	-	-	44,281,757	44,531,832	(250,075)
	Move transfer in from School Building Infrastructure Fund to 3950.000					
Correction	from 3950.708	-	-	44,281,757	44,531,832	(250,075)
Newly identified	Tom Young Cabin deck repair	30,000	30,000	44,311,757	44,561,832	(250,075)
Assembly motion	Add funding for PAC	-	125,000	44,311,757	44,686,832	(375,075)
Assembly motion	CBS to take on Blatchley pool operations	125,000	250,212	44,436,757	44,937,045	(500,288)
Assembly motion	Reduce RP for 4 Fire Engineers by 1 FTE	-	(107,768)	44,436,757	44,829,277	(392,520)
Assembly motion	Remove RP for Circulations Services Librarian	-	(74,748)	44,436,757	44,754,529	(317,772)
Assembly motion	Remove purchase of 5-yard dump truck (replacing vehicle #413)		(77,409)	44,436,757	44,677,120	(240,363)
Ending totals with changes made as of 4/4/2024		155,000	145,287	44,436,757	44,677,120	(240,363)
Marine Service Center Fund				343,240	245,936	97,304
	Missed adding in Capital (overhead doors and lighting for FY2024					
Correction	(transfers out)	-	122,000	343,240	367,936	(24,696)
		-	122,000	343,240	367,936	(24,696)
Electric Fund				22,512,506	32,865,847	(10,353,341)
Funding needed	Eliminate transfer out to Harbors for new outboard-supplemental					
sooner	appropriation for FY24 in process	-	(17,500)	22,512,506	32,848,347	(10,335,841)
Harbor Fund				5,127,849	6,334,308	(1,206,459)
Funding needed	Transfer in from electric of 17,500 and fixed asset appropriation for new					
sooner	outboard FY24 in process	(17,500)	(35,000)	5,110,349	6,299,308	(1,188,959)

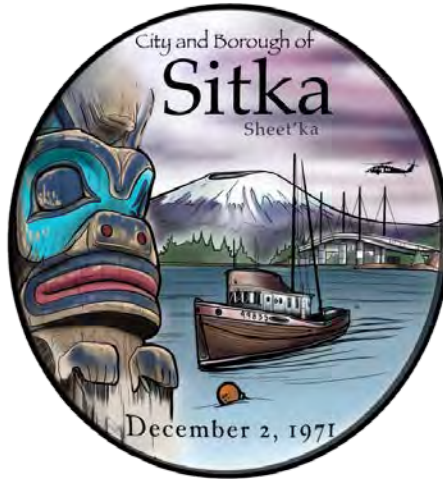


***DRAFT***

***April 11, 2024***

**FISCAL YEAR 2025**

**OPERATING BUDGET**



# GENERAL FUND

## ***DRAFT***

### FISCAL YEAR 2025

### OPERATING BUDGET

## City and Borough of Sitka

## General Fund - Summary by Organization

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
<b>Fund: 100 General Fund</b>					
<b>Revenue</b>					
100-300-301 - Property Tax	7,242,611.92	7,204,372.35	7,191,735.52	7,354,000.00	7,662,598.00
100-300-302 - Sales Tax	13,115,997.58	16,365,713.64	19,317,031.25	19,594,150.00	20,528,000.00
100-300-310 - State Revenue	935,594.60	989,808.94	779,905.64	1,037,000.00	960,022.00
100-300-315 - Federal Revenue	4,063,470.74	3,490,452.54	3,971,788.18	1,432,000.00	1,500,000.00
100-300-320 - Licenses & Permits	170,553.96	205,284.99	268,011.29	212,700.00	226,100.00
100-300-330 - Services	988,570.80	1,081,436.57	1,870,854.43	1,350,200.00	1,849,552.00
100-300-340 - Operating Revenue	337,763.05	322,150.15	252,261.30	700,000.00	450,000.00
100-300-360 - Uses of Prop & Investment	1,145,794.41	1,048,653.73	945,726.47	868,500.00	1,189,000.00
100-300-370 - Interfund Billings	2,705,560.08	2,784,693.72	2,861,120.04	2,902,413.00	3,129,204.00
100-300-380 - Miscellaneous	1,156,022.31	107,991.18	163,669.47	80,000.00	109,500.00
100-300-390 - Cash Basis Receipts	1,591,364.40	1,660,243.70	5,260,894.37	7,086,826.00	6,832,781.00
<b>Revenue Totals</b>	<b>33,453,303.85</b>	<b>35,260,801.51</b>	<b>42,882,997.96</b>	<b>42,617,789.00</b>	<b>44,436,757.00</b>
<b>Expenditures</b>					
100-500-001 - Administrator & Assembly	947,470.59	1,069,192.81	1,070,470.10	2,916,885.12	1,735,649.62
100-500-002 - Attorney	378,700.54	399,130.98	356,506.94	540,140.46	511,636.56
100-500-003 - Municipal Clerk	420,812.39	493,448.81	508,675.81	679,870.80	769,714.71
100-500-004 - Finance	2,165,907.11	2,376,008.23	2,610,455.23	3,079,653.86	3,362,411.85
100-500-005 - Assessing	414,720.95	388,837.61	425,295.04	499,600.46	539,030.48
100-500-006 - Planning & Community	263,256.80	267,549.26	473,789.82	1,059,597.59	1,639,358.74
100-500-007 - General Office	636,685.68	699,479.07	808,979.29	810,121.00	1,061,223.00
100-500-008 - Other Expenditures	273,233.00	327,907.19	349,220.00	421,080.00	395,000.00
100-520-021 - Police	4,589,548.78	4,382,133.07	3,862,806.42	5,815,358.04	6,137,399.59
100-520-022 - Fire Protection	1,716,812.27	1,855,966.54	2,116,061.85	2,459,060.67	2,844,655.33
100-520-023 - Ambulance	309,392.65	327,307.23	387,776.15	452,604.68	499,385.69
100-520-024 - Search and Rescue	28,563.15	21,260.08	27,795.99	37,026.50	41,623.12
100-530-031 - Administration	698,618.07	882,965.66	1,024,268.22	843,931.21	984,230.22
100-530-032 - Engineering	559,726.24	647,511.89	460,730.98	1,210,751.45	1,060,001.23
100-530-033 - Streets	1,162,117.32	1,324,154.29	1,341,778.93	2,063,293.64	2,640,660.42
100-530-034 - Recreation	661,753.27	795,762.96	1,019,124.56	1,080,698.01	1,252,725.40
100-530-035 - Building Officials	287,046.33	306,694.48	371,200.29	538,218.41	547,927.97
100-540-041 - Library	1,000,353.22	1,068,179.64	1,154,245.65	1,327,086.28	1,528,720.58
100-540-043 - Centennial Building	667,806.16	787,137.46	823,386.98	1,003,838.30	1,120,422.31
100-540-047 - Senior Citizens	86,144.84	84,108.53	57,572.26	69,965.00	81,516.00
100-545-050 - Contingency	87,153.90	0	0	0	0
100-550-650 - Debt Payments	28,608.31	27,070.65	25,532.01	25,199.00	24,864.00
100-550-660 - Support Payments	7,581,311.82	8,364,200.00	8,818,868.00	8,527,498.00	8,935,162.00
100-550-670 - Fixed Assets	127,965.04	5,799.00	15,158.96	82,971.30	88,500.00
100-550-680 - Transfer to Other Funds	4,117,708.82	8,421,989.62	13,826,436.30	8,871,249.00	6,875,301.00
<b>Expenditure Totals</b>	<b>29,211,417.25</b>	<b>35,323,795.06</b>	<b>41,936,135.78</b>	<b>44,415,698.78</b>	<b>44,677,119.82</b>
<b>Fund Total: General Fund</b>	<b>4,241,886.60</b>	<b>-62,993.55</b>	<b>946,862.18</b>	<b>-1,797,909.78</b>	<b>-240,362.82</b>

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Fund: 100 - General Fund						
REVENUES						
301 - Property Tax						
3011.001	Property Tax Levy	7,553,189.86	7,550,835.65	7,590,720.92	7,775,000.00	8,085,098.00
3011.002	Auto Tax	81,529.48	89,366.04	79,900.16	80,000.00	86,500.00
3011.004	Penalty and Interest	77,072.54	65,891.82	55,824.31	70,000.00	70,000.00
3011.006	Taxes Paid Voluntarily	48,189.04	44,138.84	52,179.13	60,000.00	50,000.00
3012.000	Less Sr Citizen Exemption	(517,369.00)	(545,860.00)	(586,889.00)	(631,000.00)	(629,000.00)
Account Classification Total: 301 - Property Tax		\$7,242,611.92	\$7,204,372.35	\$7,191,735.52	\$7,354,000.00	\$7,662,598.00
302 - Sales Tax						
3021.001	1st Qtr Calendar Yr Sales	2,213,417.43	2,473,182.98	2,580,417.14	2,624,000.00	2,600,000.00
3021.002	2nd Qtr Calendar Yr Sales	4,349,786.04	5,616,410.21	6,070,336.26	5,958,000.00	6,190,000.00
3021.003	3rd Qtr Calendar Yr Sales	4,018,430.44	5,305,363.48	7,372,190.96	7,575,000.00	8,413,000.00
3021.004	4th Qtr Calendar Yr Sales	2,181,035.71	2,587,801.50	2,926,608.74	3,080,000.00	2,925,000.00
3021.005	Previous Quarters Tax	171,232.98	121,701.83	131,812.29	120,000.00	150,000.00
3021.006	Penalty & Interest	97,436.44	144,290.79	115,715.16	125,000.00	120,000.00
3021.007	Discount	(13,033.01)	(14,100.34)	(28,218.96)	(15,000.00)	(15,000.00)
3021.008	Home Construction Refund	(10,938.45)	(1,086.81)	0.00	(5,000.00)	(5,000.00)
3021.009	Other Sales Tax Revenue	0.00	0.00	(360.34)	0.00	0.00
3021.010	Fish Box Tax	108,630.00	132,150.00	148,530.00	132,150.00	150,000.00
Account Classification Total: 302 - Sales Tax		\$13,115,997.58	\$16,365,713.64	\$19,317,031.25	\$19,594,150.00	\$20,528,000.00
310 - State Revenue						
3101.003	Community Assistance/Revenue Sharing	377,870.39	411,662.94	573,549.64	500,000.00	376,539.00
3101.007	Liquor Licenses	19,550.00	27,275.00	25,450.00	25,000.00	25,000.00
3101.012	Public Library Assistance	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
3101.016	Miscellaneous	4,795.56	0.00	0.00	5,000.00	1,000.00
3101.017	PERS Relief	526,378.65	543,871.00	173,906.00	500,000.00	550,483.00
Account Classification Total: 310 - State Revenue		\$935,594.60	\$989,808.94	\$779,905.64	\$1,037,000.00	\$960,022.00
315 - Federal Revenue						
3151.001	Secure Rural Schools-National Forest Reprints	417,174.76	647,308.09	622,757.87	533,000.00	600,000.00
3151.002	Payment in Lieu of Taxes	807,410.00	877,397.00	817,985.00	799,000.00	800,000.00
3151.003	Grant Revenue	2,014,052.98	109,584.82	63,793.87	100,000.00	100,000.00
3151.006	Federal Relief Funding	824,833.00	1,856,162.63	2,467,251.44	0.00	0.00
Account Classification Total: 315 - Federal Revenue		\$4,063,470.74	\$3,490,452.54	\$3,971,788.18	\$1,432,000.00	\$1,500,000.00
320 - Licenses & Permits						
3201.001	Building Permits	154,358.81	169,946.90	110,934.58	150,000.00	150,000.00
3201.002	Planning & Zoning Permits	2,978.78	5,855.72	2,775.00	5,000.00	3,000.00
3201.003	Parking Permits	865.00	3,045.00	556.65	3,000.00	1,000.00
3201.004	Public Vehicle/Drivers	3,460.00	5,705.00	758.33	5,700.00	500.00
3201.006	Animal Licenses	983.12	958.87	1,146.81	1,000.00	1,100.00
3201.007	Itinerant Business Licens	25.00	55.00	67.00	0.00	0.00
3201.008	Miscellaneous	100.00	680.00	400.00	500.00	500.00
3201.010	Buiding Dept Fees	0.00	100.00	100.00	0.00	0.00
3201.011	Park & Rec. Fees	5,783.25	13,618.50	19,393.74	15,000.00	20,000.00
3201.012	Centennial Permit Fees	2,000.00	5,320.00	131,879.18	32,500.00	50,000.00
Account Classification Total: 320 - Licenses & Permits		\$170,553.96	\$205,284.99	\$268,011.29	\$212,700.00	\$226,100.00
330 - Services						
3301.002	Police Contracts	0.00	0.00	22,916.66	0.00	0.00
3301.003	Jail Contracts	391,194.00	391,194.00	587,052.30	391,200.00	587,052.00
3301.006	Impound/Storage Fees	11,485.00	8,974.00	3,573.75	10,000.00	5,000.00
3301.007	Police Other	(5,759.08)	5,371.70	6,304.18	8,000.00	7,000.00
3301.010	E911 Surcharge	171,856.46	167,347.11	175,931.66	180,000.00	180,000.00
3302.000	Police Medical Billings	450.00	0.00	0.00	0.00	0.00
3321.001	Ambulance Fees	413,941.09	501,436.23	980,652.87	700,000.00	840,000.00
3331.001	Library	379.65	2,914.85	9,178.33	5,000.00	8,000.00
3331.002	Library Lost Book Replace	336.00	1,192.50	1,468.50	1,000.00	1,500.00
3331.004	Library-Network	4,687.68	3,006.18	2,950.32	5,000.00	3,000.00
3334.000	Parks and Recreation Programs	0.00	0.00	80,825.86	50,000.00	218,000.00
Account Classification Total: 330 - Services		\$988,570.80	\$1,081,436.57	\$1,870,854.43	\$1,350,200.00	\$1,849,552.00
340 - Operating Revenue						
3491.000	Jobbing-Labor	337,249.05	322,150.15	252,261.30	700,000.00	450,000.00
3492.000	Jobbing-Materials/Parts	430.00	0.00	0.00	0.00	0.00
3493.000	Jobbing-Equipment	84.00	0.00	0.00	0.00	0.00
Account Classification Total: 340 - Operating Revenue		\$337,763.05	\$322,150.15	\$252,261.30	\$700,000.00	\$450,000.00
360 - Uses of Property & Investments						
3601.000	Rent - Land	226,262.71	288,034.14	303,709.80	325,000.00	325,000.00
3601.001	Interest Income-Leases	0.00	65,926.57	71,494.49	0.00	0.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
3602.000	Rent - Building	10,400.00	9,409.92	9,625.96	5,000.00	0.00
3603.000	Rent-Centennial Building	35,708.62	83,650.00	118,476.40	85,000.00	120,000.00
3606.000	Rent-Tom Young Cabin	10,980.00	10,816.00	8,900.00	10,500.00	9,000.00
3610.000	Interest Income	283,038.60	262,812.71	621,464.33	300,000.00	600,000.00
3615.000	Gain(Loss)on Investments	388,258.20	94,439.69	(368,465.66)	0.00	0.00
3620.000	Sale of Fixed Assets	25,327.00	1.00	0.00	0.00	0.00
3621.000	Cost of Fixed Assets Sold	0.00	33,010.40	0.00	0.00	0.00
3635.000	Gravel & Rock Royalties	63,238.05	46,623.75	2,760.00	20,000.00	2,000.00
3636.000	Waste Area Royalties	0.00	32,693.00	0.00	0.00	0.00
3640.000	Library-Special Sales	806.02	3,815.25	3,765.40	3,000.00	3,000.00
3650.000	City/State Building Cost Reimbursement	101,775.21	117,421.30	173,995.75	120,000.00	130,000.00
<i>Account Classification Total: 360 - Uses of Property &amp; Investments</i>		\$1,145,794.41	\$1,048,653.73	\$945,726.47	\$868,500.00	\$1,189,000.00
<i>370 - Interfund Billings</i>						
3701.200	Electric Interfund Bill	888,246.96	944,703.00	1,002,440.04	1,048,324.00	1,114,128.00
3701.210	Water Interfund Bill	304,247.04	303,904.92	253,506.96	264,765.00	298,248.00
3701.220	WWater Interfund Bill	426,092.04	386,583.00	360,879.96	358,020.00	350,268.00
3701.230	SWaste Interfund Bill	381,828.00	418,737.00	398,721.00	408,508.00	444,852.00
3701.240	Harbor Interfund Bill	287,624.04	316,399.92	328,364.04	312,287.00	343,512.00
3701.250	Air Term Interfund Bill	91,065.00	82,854.00	91,437.96	101,035.00	118,296.00
3701.260	MSC Interfund Bill	19,418.04	21,213.96	24,002.04	24,435.00	26,880.00
3701.270	GPIP Interfund Bill	59,943.96	65,184.96	89,246.04	79,194.00	83,808.00
3701.300	IT Interfund Bill	84,174.96	92,406.96	156,860.04	147,449.00	162,192.00
3701.310	Garage Interfund Billing	83,312.04	77,547.00	70,752.00	73,185.00	80,508.00
3701.320	Maint Fund Interfund Bill	79,608.00	75,159.00	84,909.96	85,211.00	106,512.00
<i>Account Classification Total: 370 - Interfund Billings</i>		\$2,705,560.08	\$2,784,693.72	\$2,861,120.04	\$2,902,413.00	\$3,129,204.00
<i>380 - Miscellaneous Revenue</i>						
3801.000	Fines and Forfeits	45,401.01	62,873.67	45,702.15	25,000.00	25,000.00
3804.000	Return Check Fee (NSF)	275.00	325.00	200.00	500.00	500.00
3805.000	Cash, (Short)/Long	(43.24)	(100.13)	(10.96)	0.00	0.00
3807.000	Miscellaneous	39,315.49	9,631.31	6,739.28	20,000.00	15,000.00
3807.100	Miscellaneous Grant Revenue	3,000.00	3,000.00	0.00	0.00	0.00
3808.000	Salary Reimbursement	275.00	150.00	1,150.00	0.00	0.00
3809.000	Donations	1,004,000.00	57.75	0.00	500.00	0.00
3811.000	Property Damage Reimburse	10,145.22	2,375.00	518.75	0.00	0.00
3820.000	Bad Debt Collected	2,833.30	4,487.19	9,564.64	9,000.00	9,000.00
3850.000	Pcard Rebate	50,820.53	25,191.39	99,805.61	25,000.00	60,000.00
<i>Account Classification Total: 380 - Miscellaneous Revenue</i>		\$1,156,022.31	\$107,991.18	\$163,669.47	\$80,000.00	\$109,500.00
<i>390 - Cash Basis Receipts</i>						
3950.000	Interfund Transfers In	1,210.41	8,509.30	210.00	0.00	400,000.00
3950.194	Transfer In Comm Pass Tax	0.00	341,085.85	913,933.13	576,940.00	1,391,300.00
3950.400	Transfer In Permanent Fd	1,213,716.00	1,145,554.00	1,193,739.00	1,110,886.00	1,041,233.00
3950.410	Transfer In Revolving Fnd	14,085.89	9,543.78	22,136.80	15,000.00	17,000.00
3950.420	Transfer In Guarantee Fnd	3,422.52	2,314.28	5,345.98	4,000.00	4,500.00
3950.700	Transfer In Cap Proj Fund	358,929.58	153,236.49	529.46	0.00	0.00
3950.705	Transfer In Benchlands	0.00	0.00	0.00	330,000.00	0.00
3950.708	Transfer In Public Infrastructure Sinking Fund	0.00	0.00	3,125,000.00	5,050,000.00	3,978,748.00
<i>Account Classification Total: 390 - Cash Basis Receipts</i>		\$1,591,364.40	\$1,660,243.70	\$5,260,894.37	\$7,086,826.00	\$6,832,781.00
<b>REVENUES Total</b>		<b>\$33,453,303.85</b>	<b>\$35,260,801.51</b>	<b>\$42,882,997.96</b>	<b>\$42,617,789.00</b>	<b>\$44,436,757.00</b>
<b>EXPENSES</b>						
<i>400 - Salaries and Wages</i>						
5110.001	Regular Salaries/Wages	5,142,607.97	5,376,014.65	5,625,307.65	8,450,973.76	9,238,835.55
5110.002	Holidays	259,590.03	279,211.85	289,435.70	0.00	0.00
5110.003	Sick Leave	156,208.73	201,333.38	223,919.65	0.00	0.00
5110.004	Overtime	359,531.03	404,075.31	476,535.43	407,862.12	380,796.05
5110.010	Temp Wages	653,985.41	643,516.24	871,271.35	600,708.00	742,320.00
<i>Account Classification Total: 400 - Salaries and Wages</i>		<b>\$6,571,923.17</b>	<b>\$6,904,151.43</b>	<b>\$7,486,469.78</b>	<b>\$9,459,543.88</b>	<b>\$10,361,951.60</b>
<i>450 - Fringe Benefits</i>						
5120.001	Annual Leave	481,073.43	612,377.38	551,280.92	347,647.00	271,268.00
5120.002	SBS	429,546.22	459,060.05	491,237.64	600,664.97	645,587.32
5120.003	Medicare	102,223.16	109,276.32	115,756.92	144,041.81	154,181.66
5120.004	PERS	1,306,955.27	1,473,516.07	1,540,538.28	1,965,442.85	2,043,702.42
5120.005	Health Insurance	1,905,850.68	1,920,272.88	1,950,115.12	2,944,206.39	3,447,932.52
5120.006	Life Insurance	1,003.98	992.85	954.06	908.64	1,265.76
5120.007	Workmen's Compensation	166,201.71	167,538.78	176,207.15	216,175.04	202,704.39
5120.008	Unemployment	12,458.50	0.00	11,372.52	0.00	0.00
5120.010	Other Benefits	0.00	0.00	7,125.00	0.00	10,800.00
5120.011	PERS on Behalf	526,372.65	543,871.00	173,906.00	556,707.24	550,483.15



Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
<i>Account Classification Total: 450 - Fringe Benefits</i>		\$4,931,685.60	\$5,286,905.33	\$5,018,493.61	\$6,775,793.94	\$7,327,925.22
<i>500 - Operating Expenses</i>						
5201.000	Training and Travel	93,081.41	161,443.81	221,850.97	394,225.00	429,800.00
5202.000	Uniforms	33,676.93	33,386.02	21,050.94	42,450.00	44,950.00
5203.000	Utilities	60,731.44	57,000.00	60,000.00	66,000.00	182,000.00
5203.001	Utilities	428,164.02	453,491.56	513,355.40	486,000.00	534,500.00
5203.005	Fuel Oil	19,364.65	37,295.83	41,316.97	40,000.00	42,300.00
5203.006	Interruptable electric	16,142.62	34,021.39	44,518.84	30,000.00	30,000.00
5204.000	Telephone	75,895.17	85,111.76	71,076.91	75,966.00	72,198.00
5204.001	Cell Phone Stipend	8,523.89	8,962.50	8,312.89	17,520.00	12,620.00
5205.000	Insurance	442,528.85	447,134.15	515,235.13	495,140.00	795,400.00
5206.000	Supplies	419,374.47	489,094.69	654,552.85	641,961.00	1,054,522.00
5207.000	Repairs and Maintenance	31,500.45	31,815.20	25,485.33	106,894.55	123,300.00
5208.000	Bldg Repair & Maint	534,546.00	544,710.64	655,675.96	713,874.00	1,440,445.00
5211.000	IT Fees	1,186,771.68	1,060,124.28	1,151,394.12	1,456,108.00	1,795,056.00
5212.000	Contracted Services	844,731.69	1,173,269.62	981,763.55	2,278,822.13	2,271,909.00
5212.001	Sitka Historical Contract	97,200.00	97,200.00	97,200.00	100,000.00	100,000.00
5212.002	SEDA Contract	63,000.00	47,250.00	63,000.00	70,000.00	70,000.00
5214.000	Interdepartment Services	3,284.78	(66,243.72)	704.00	0.00	0.00
5221.000	Transportation/Vehicles	868,512.02	866,560.71	854,587.40	1,379,210.00	1,418,197.00
5222.000	Postage	28,315.36	31,713.90	42,497.24	51,900.00	46,100.00
5223.000	Tools & Small Equipment	89,430.33	124,914.42	93,172.57	179,953.50	162,800.00
5224.000	Dues and Publications	40,413.36	25,278.44	34,238.93	53,701.00	53,667.00
5225.000	Legal Expenditures	20,446.87	30,164.95	28,209.07	113,479.28	100,000.00
5226.000	Advertising	65,672.11	67,008.28	58,712.28	81,560.00	114,350.00
5227.001	Rent-Buildings	28,349.83	14,915.79	10,105.48	21,550.00	16,824.00
5227.002	Rent-Equipment	29,344.38	32,850.75	32,203.33	36,360.00	43,128.00
5228.000	Donations	112,933.00	119,334.00	145,000.00	175,000.00	125,000.00
5228.001	Pass through grants	0.00	48,273.19	43,920.00	76,080.00	100,000.00
5229.000	Investment Expenses	77,284.74	24,990.55	96,776.09	100,800.00	125,000.00
5231.000	Credit Card Expense	69,629.72	73,669.39	74,108.47	80,000.00	85,000.00
5240.000	Books & Publications	57,774.57	44,169.21	48,205.91	75,539.20	75,000.00
5265.000	ARSSTC Fees	126,188.11	189,729.46	162,696.56	190,800.00	210,000.00
5288.000	Administrator Contingency	252.84	755.72	1,262.24	3,000.00	3,000.00
5289.000	Mayor Contingency	1,000.00	0.00	0.00	3,000.00	3,000.00
5290.000	Other Expenses	7,444,941.02	8,288,482.54	8,711,855.69	9,514,048.00	8,268,512.00
5290.100	Unanticipated Repairs	14,520.00	0.00	0.00	50,000.00	50,000.00
5295.000	Interest Expense	6,298.54	4,760.88	3,222.24	2,888.00	2,553.00
<i>Account Classification Total: 500 - Operating Expenses</i>		\$13,439,824.85	\$14,682,639.91	\$15,567,267.36	\$19,203,829.66	\$20,001,131.00
<i>700 - Cash Basis Expenditures</i>						
7106.001	Fixed Assets-Admin	0.00	0.00	0.00	9,533.56	0.00
7106.003	Fixed Assets-Clerk	0.00	0.00	0.00	16,000.00	0.00
7106.007	Fixed Assets-Gen Office	0.00	0.00	0.00	36,000.00	0.00
7106.021	Fixed Assets-Police Dept	127,965.04	0.00	0.00	0.00	0.00
7106.023	Fixed Assets-Ambulance	0.00	0.00	0.00	0.00	32,000.00
7106.031	Fixed Assets-Public Works	0.00	5,799.00	0.00	0.00	0.00
7106.034	Fixed Assets-Recreation	0.00	0.00	0.00	6,238.00	50,000.00
7106.041	Fixed Assets - Library	0.00	0.00	0.00	15,199.74	0.00
7106.043	Fixed Assets - Cent Bldg	0.00	0.00	0.00	0.00	6,500.00
7108.031	Fixed Assets-Public Works	0.00	0.00	15,158.96	0.00	0.00
7200.000	Interfund Transfers Out	4,117,708.82	8,421,989.62	13,826,436.30	8,871,249.00	6,875,301.00
7301.000	Note Principal Payments	22,309.77	22,309.77	22,309.77	22,311.00	22,311.00
<i>Account Classification Total: 700 - Cash Basis Expenditures</i>		\$4,267,983.63	\$8,450,098.39	\$13,863,905.03	\$8,976,531.30	\$6,986,112.00
<b>EXPENSES Total</b>		\$29,211,417.25	\$35,323,795.06	\$41,936,135.78	\$44,415,698.78	\$44,677,119.82
<b>Fund REVENUE</b>	<b>Total: 100 - General Fund</b>	\$33,453,303.85	\$35,260,801.51	\$42,882,997.96	\$42,617,789.00	\$44,436,757.00
<b>Fund EXPENSE</b>	<b>Total: 100 - General Fund</b>	\$29,211,417.25	\$35,323,795.06	\$41,936,135.78	\$44,415,698.78	\$44,677,119.82
<b>Fund Total: 100 - General Fund</b>		\$4,241,886.60	(\$62,993.55)	\$946,862.18	(\$1,797,909.78)	(\$240,362.82)
<b>REVENUE GRAND Totals:</b>		\$33,453,303.85	\$35,260,801.51	\$42,882,997.96	\$42,617,789.00	\$44,436,757.00
<b>EXPENSE GRAND Totals:</b>		\$29,211,417.25	\$35,323,795.06	\$41,936,135.78	\$44,415,698.78	\$44,677,119.82
<b>Grand Totals:</b>		\$4,241,886.60	(\$62,993.55)	\$946,862.18	(\$1,797,909.78)	(\$240,362.82)

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
EXPENSES						
Division: 500 - Administrative						
Department: 001 - Administrator & Assembly						
Sub-Department:						
5110.001	Regular Salaries/Wages	185,534.88	205,118.50	209,079.17	425,903.40	342,796.30
5110.002	Holidays	5,591.16	2,164.00	7,141.24	0.00	0.00
5110.003	Sick Leave	4,738.20	1,984.80	1,529.28	0.00	0.00
5110.010	Temp Wages	30,300.00	32,350.00	36,650.00	27,600.00	70,600.00
5120.001	Annual Leave	10,731.59	23,773.12	35,981.92	25,591.00	15,214.50
5120.002	SBS	14,542.52	16,051.79	17,765.61	28,922.63	26,273.77
5120.003	Medicare	3,439.91	3,852.53	4,202.35	6,946.87	6,214.98
5120.004	PERS	42,624.65	49,465.19	52,344.07	93,698.80	75,415.42
5120.005	Health Insurance	51,363.29	65,977.04	33,463.51	94,724.76	71,625.72
5120.006	Life Insurance	23.19	28.32	28.32	50.52	39.48
5120.007	Workmen's Compensation	795.67	799.63	824.10	4,196.20	2,221.23
5120.008	Unemployment	362.94	0.00	0.00	0.00	0.00
5120.011	PERS on Behalf	17,045.34	18,502.00	6,191.00	18,938.09	19,596.79
5201.000	Training and Travel	2,677.00	23,809.24	46,292.73	79,600.00	68,300.00
5204.000	Telephone	2,612.72	1,757.27	1,115.52	2,000.00	0.00
5204.001	Cell Phone Stipend	338.71	300.00	300.00	600.00	600.00
5206.000	Supplies	5,411.44	5,547.61	3,470.80	9,000.00	9,500.00
5211.000	IT Fees	22,413.00	40,335.00	49,091.04	67,129.00	64,412.00
5212.000	Contracted Services	177,710.50	193,348.25	225,639.88	382,372.25	278,724.00
5222.000	Postage	0.00	5.44	0.00	100.00	100.00
5223.000	Tools & Small Equipment	5,760.13	0.00	0.00	0.00	0.00
5224.000	Dues and Publications	25,740.15	8,863.91	16,772.44	17,765.00	18,418.00
5226.000	Advertising	1,373.30	1,742.60	2,113.35	5,000.00	5,000.00
5288.000	Administrator Contingency	252.84	755.72	1,262.24	3,000.00	3,000.00
5289.000	Mayor Contingency	1,000.00	0.00	0.00	3,000.00	3,000.00
5290.000	Other Expenses	6,520.25	12,724.35	19,645.45	1,115,250.00	21,000.00
Sub-Department Total		\$618,903.38	\$709,256.31	\$770,904.02	\$2,411,388.52	\$1,102,052.19
Sub-Department: 900 - Human Resources						
5110.001	Regular Salaries/Wages	116,102.85	101,274.84	93,825.87	93,126.40	203,812.29
5110.002	Holidays	5,384.60	3,698.04	1,478.66	0.00	0.00
5110.003	Sick Leave	5,327.41	2,311.69	10,623.92	0.00	0.00
5110.004	Overtime	403.26	260.51	0.00	0.00	0.00
5110.010	Temp Wages	0.00	0.00	13,656.50	0.00	0.00
5120.001	Annual Leave	21,391.34	7,220.50	18,043.73	0.00	0.00
5120.002	SBS	9,122.03	7,035.14	8,436.61	10,306.13	12,493.56
5120.003	Medicare	2,157.71	1,664.10	1,995.60	2,437.83	2,955.27
5120.004	PERS	27,980.82	25,248.54	25,985.37	36,987.85	44,838.76
5120.005	Health Insurance	37,174.16	19,768.75	15,423.20	53,843.16	93,507.36
5120.006	Life Insurance	18.96	15.12	15.38	14.16	22.20
5120.007	Workmen's Compensation	452.82	355.93	395.96	470.62	530.08
5120.011	PERS on Behalf	12,261.13	9,111.00	3,025.00	9,326.45	9,574.91
5201.000	Training and Travel	16,255.51	9,142.39	293.91	17,465.00	17,465.00
5204.001	Cell Phone Stipend	200.00	0.00	0.00	300.00	300.00
5206.000	Supplies	1,543.55	2,651.44	1,082.40	6,100.00	4,400.00
5211.000	IT Fees	12,891.96	16,548.96	17,124.00	21,381.00	24,065.00
5212.000	Contracted Services	53,990.25	142,635.04	84,292.54	226,569.00	191,969.00
5222.000	Postage	0.00	0.00	0.00	300.00	300.00
5224.000	Dues and Publications	3,217.45	3,403.02	229.00	7,759.00	2,364.00
5226.000	Advertising	2,616.40	7,341.49	3,638.43	19,110.00	25,000.00
5290.000	Other Expenses	75.00	250.00	0.00	0.00	0.00
Sub-Department Total: 900 - Human Resources		\$328,567.21	\$359,936.50	\$299,566.08	\$505,496.60	\$633,597.43

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Department: 002 - Attorney						
5110.001	Regular Salaries/Wages	189,169.67	174,345.24	165,866.04	241,079.80	233,548.02
5110.002	Holidays	8,438.49	9,750.92	7,805.26	0.00	0.00
5110.003	Sick Leave	8,962.44	14,962.29	8,297.29	0.00	0.00
5120.001	Annual Leave	9,184.06	21,952.20	24,157.09	12,176.00	11,505.00
5120.002	SBS	11,965.89	12,673.04	12,359.08	14,647.82	14,735.45
5120.003	Medicare	3,141.47	3,213.35	2,900.21	3,672.21	3,553.26
5120.004	PERS	45,404.91	48,622.20	44,247.77	53,037.65	51,380.71
5120.005	Health Insurance	44,696.77	45,278.68	35,916.54	54,804.36	49,743.96
5120.006	Life Insurance	22.20	21.24	12.91	19.32	13.20
5120.007	Workmen's Compensation	736.59	753.48	685.33	819.54	396.98
5120.011	PERS on Behalf	17,800.99	17,546.00	5,029.00	17,960.48	15,919.98
5201.000	Training and Travel	115.00	1,178.06	2,094.22	4,500.00	4,500.00
5204.000	Telephone	323.21	278.88	185.92	288.00	0.00
5204.001	Cell Phone Stipend	600.00	600.00	450.00	600.00	600.00
5206.000	Supplies	993.98	566.49	203.51	1,000.00	1,000.00
5211.000	IT Fees	15,723.00	16,548.96	17,124.00	21,381.00	24,065.00
5221.000	Transportation/Vehicles	300.00	0.00	0.00	0.00	0.00
5222.000	Postage	0.00	0.00	16.70	0.00	0.00
5224.000	Dues and Publications	675.00	675.00	675.00	675.00	675.00
5225.000	Legal Expenditures	20,446.87	30,164.95	28,209.07	113,479.28	100,000.00
5226.000	Advertising	0.00	0.00	272.00	0.00	0.00
Department Total: 002 - Attorney		\$378,700.54	\$399,130.98	\$356,506.94	\$540,140.46	\$511,636.56
Department: 003 - Municipal Clerk						
5110.001	Regular Salaries/Wages	151,256.24	201,620.32	202,930.22	238,258.80	246,883.86
5110.002	Holidays	1,571.60	1,727.72	7,158.68	0.00	0.00
5110.003	Sick Leave	1,028.80	2,123.28	3,085.74	0.00	0.00
5110.010	Temp Wages	12,302.50	11,459.00	14,133.20	0.00	10,000.00
5120.001	Annual Leave	11,144.16	8,877.72	20,741.84	6,519.00	9,178.00
5120.002	SBS	10,937.61	13,897.15	15,275.88	18,106.82	16,309.56
5120.003	Medicare	2,587.22	3,287.24	3,613.45	4,282.98	3,857.89
5120.004	PERS	34,722.40	47,156.67	51,461.60	52,417.04	54,314.54
5120.005	Health Insurance	49,646.20	47,617.12	52,281.48	57,634.20	82,380.24
5120.006	Life Insurance	26.82	30.24	31.63	30.24	30.24
5120.007	Workmen's Compensation	606.59	704.31	746.59	809.09	667.99
5120.008	Unemployment	529.79	0.00	0.00	0.00	0.00
5120.011	PERS on Behalf	13,613.51	17,018.00	5,707.00	17,419.13	18,066.39
5201.000	Training and Travel	532.00	8,912.77	13,443.90	14,150.00	16,375.00
5204.000	Telephone	323.21	255.64	185.92	500.00	0.00
5204.001	Cell Phone Stipend	325.00	900.00	900.00	1,500.00	900.00
5206.000	Supplies	13,818.85	6,905.52	8,433.37	10,000.00	11,000.00
5211.000	IT Fees	33,168.96	44,253.00	45,737.04	42,012.00	84,616.00
5212.000	Contracted Services	28,436.98	23,896.42	19,395.44	149,868.00	159,500.00
5221.000	Transportation/Vehicles	600.00	0.00	0.00	0.00	0.00
5222.000	Postage	0.00	33.51	29.90	0.00	0.00
5223.000	Tools & Small Equipment	0.00	0.00	0.00	6,702.50	0.00
5224.000	Dues and Publications	3,649.92	5,915.75	5,596.90	6,595.00	7,135.00
5226.000	Advertising	33,694.95	39,565.15	36,367.60	40,000.00	41,000.00
5227.001	Rent-Buildings	16,016.15	7,471.32	1,411.48	13,066.00	7,500.00
5290.000	Other Expenses	272.93	(179.04)	6.95	0.00	0.00
Department Total: 003 - Municipal Clerk		\$420,812.39	\$493,448.81	\$508,675.81	\$679,870.80	\$769,714.71

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Department: 004 - Finance						
5110.001	Regular Salaries/Wages	811,137.06	881,520.38	1,014,015.69	1,264,747.80	1,319,855.82
5110.002	Holidays	42,426.85	43,330.69	47,298.12	0.00	0.00
5110.003	Sick Leave	46,705.80	36,107.08	48,349.79	0.00	0.00
5110.004	Overtime	5,554.82	0.00	1,777.36	0.00	0.00
5110.010	Temp Wages	32,565.00	16,426.25	23,825.19	10,000.00	25,000.00
5120.001	Annual Leave	76,041.61	110,825.04	83,194.10	45,451.00	35,268.00
5120.002	SBS	61,448.37	66,712.83	74,705.00	80,911.70	84,601.18
5120.003	Medicare	14,707.36	15,780.41	17,670.94	19,128.77	20,011.78
5120.004	PERS	199,436.30	227,377.55	259,346.72	278,244.22	290,368.29
5120.005	Health Insurance	297,735.90	318,876.61	372,079.00	428,187.87	571,157.40
5120.006	Life Insurance	165.95	175.87	183.90	173.76	197.88
5120.007	Workmen's Compensation	3,338.29	3,262.12	3,611.98	3,570.46	3,496.64
5120.011	PERS on Behalf	80,898.18	85,091.00	29,148.00	87,098.72	92,266.86
5201.000	Training and Travel	0.00	14,017.15	15,060.48	29,600.00	29,600.00
5204.000	Telephone	(10.00)	0.00	0.00	0.00	0.00
5204.001	Cell Phone Stipend	203.23	300.00	300.00	600.00	0.00
5206.000	Supplies	13,128.72	6,987.34	8,738.51	15,076.00	11,000.00
5211.000	IT Fees	154,638.96	151,206.96	203,418.96	236,349.00	314,613.00
5212.000	Contracted Services	113,584.97	166,564.09	141,839.75	272,659.56	216,720.00
5214.000	Interdepartment Services	1,009.78	0.00	0.00	0.00	0.00
5222.000	Postage	14.30	72.40	88.30	1,700.00	200.00
5223.000	Tools & Small Equipment	0.00	4,520.92	0.00	5,600.00	5,600.00
5224.000	Dues and Publications	395.00	775.00	3,296.55	755.00	1,055.00
5226.000	Advertising	5,805.48	3,096.95	2,919.85	7,300.00	5,500.00
5227.002	Rent-Equipment	0.00	(1,049.67)	(1,769.81)	0.00	0.00
5229.000	Investment Expenses	77,284.74	24,990.55	96,776.09	100,800.00	125,000.00
5265.000	ARSSTC Fees	126,188.11	189,729.46	162,696.56	190,800.00	210,000.00
5290.000	Other Expenses	1,502.33	9,311.25	1,884.20	900.00	900.00
Department Total: 004 - Finance		\$2,165,907.11	\$2,376,008.23	\$2,610,455.23	\$3,079,653.86	\$3,362,411.85
Department: 005 - Assessing						
5110.001	Regular Salaries/Wages	180,742.00	166,214.16	191,229.59	228,371.00	235,120.78
5110.002	Holidays	8,845.40	9,088.84	10,241.60	0.00	0.00
5110.003	Sick Leave	4,879.99	8,565.71	7,572.85	0.00	0.00
5110.010	Temp Wages	1,600.00	0.00	0.00	0.00	0.00
5120.001	Annual Leave	5,985.28	9,959.77	14,225.71	7,939.00	8,017.00
5120.002	SBS	12,386.06	11,894.38	13,699.60	14,485.85	14,904.19
5120.003	Medicare	2,929.76	2,813.53	3,240.52	3,426.50	3,525.50
5120.004	PERS	42,180.77	42,455.95	49,166.43	50,241.61	51,726.55
5120.005	Health Insurance	56,834.14	54,501.82	63,217.10	69,689.16	81,293.88
5120.006	Life Insurance	29.57	27.56	30.24	30.24	30.24
5120.007	Workmen's Compensation	681.54	599.50	669.66	639.58	611.25
5120.008	Unemployment	5,902.53	0.00	0.00	0.00	0.00
5120.011	PERS on Behalf	16,538.49	15,388.00	5,448.00	15,751.52	17,244.09
5201.000	Training and Travel	10,404.31	849.95	7,088.09	11,000.00	11,000.00
5204.000	Telephone	646.42	557.76	371.84	798.00	798.00
5206.000	Supplies	739.74	716.03	722.33	1,500.00	1,500.00
5207.000	Repairs and Maintenance	0.00	0.00	0.00	1,000.00	1,000.00
5211.000	IT Fees	36,161.04	38,845.92	31,386.96	52,665.00	79,252.00
5212.000	Contracted Services	20,558.65	21,424.72	21,817.59	30,800.00	15,700.00
5221.000	Transportation/Vehicles	3,552.56	3,384.57	3,167.75	4,693.00	10,407.00
5222.000	Postage	1,896.80	0.00	0.00	2,900.00	3,100.00
5223.000	Tools & Small Equipment	0.00	56.69	1,028.03	1,500.00	1,500.00
5224.000	Dues and Publications	612.05	375.00	971.15	2,170.00	2,300.00
5226.000	Advertising	613.85	1,117.75	0.00	0.00	0.00
Department Total: 005 - Assessing		\$414,720.95	\$388,837.61	\$425,295.04	\$499,600.46	\$539,030.48

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Department: 006 - Planning & Community Development						
Sub-Department:						
5110.001	Regular Salaries/Wages	130,588.54	123,987.84	233,887.83	312,345.80	412,183.15
5110.002	Holidays	4,227.52	4,613.08	9,006.67	0.00	0.00
5110.003	Sick Leave	740.19	407.52	8,159.59	0.00	0.00
5110.010	Temp Wages	1,610.00	3,220.00	5,860.00	0.00	15,000.00
5120.001	Annual Leave	3,646.64	11,994.62	11,338.79	14,134.00	8,250.00
5120.002	SBS	8,650.16	8,859.23	16,471.45	20,013.08	26,692.49
5120.003	Medicare	2,046.15	2,095.58	3,896.22	4,733.95	6,313.78
5120.004	PERS	29,291.64	30,109.58	57,726.25	68,715.94	90,680.26
5120.005	Health Insurance	33,994.28	32,254.42	67,842.41	82,670.64	145,155.24
5120.006	Life Insurance	21.53	20.19	34.64	30.24	58.56
5120.007	Workmen's Compensation	479.92	436.08	804.86	874.37	1,110.64
5120.011	PERS on Behalf	11,485.03	11,194.00	6,402.00	11,458.65	20,265.74
5201.000	Training and Travel	8,668.53	8,904.49	6,507.30	11,500.00	12,000.00
5204.001	Cell Phone Stipend	300.00	300.00	450.00	1,200.00	1,200.00
5206.000	Supplies	468.57	136.25	354.13	1,500.00	2,600.00
5207.000	Repairs and Maintenance	0.00	0.00	0.00	3,000.00	3,000.00
5211.000	IT Fees	18,237.96	19,213.92	34,247.04	42,763.00	48,129.00
5212.000	Contracted Services	6,900.00	6,900.00	6,900.00	45,000.00	27,500.00
5222.000	Postage	52.03	27.16	76.79	300.00	300.00
5223.000	Tools & Small Equipment	0.00	397.95	2,840.70	3,000.00	3,000.00
5224.000	Dues and Publications	100.00	199.00	199.00	4,700.00	3,520.00
5226.000	Advertising	1,185.34	2,193.35	135.60	1,000.00	2,000.00
5290.000	Other Expenses	562.77	85.00	83.55	0.00	0.00
Sub-Department Total		\$263,256.80	\$267,549.26	\$473,224.82	\$628,939.67	\$828,958.86
Sub-Department: 818 - Parks & Recreation						
5110.001	Regular Salaries/Wages	0.00	0.00	0.00	118,331.20	217,859.31
5110.004	Overtime	0.00	0.00	0.00	2,000.10	2,000.01
5110.010	Temp Wages	0.00	0.00	0.00	50,000.00	85,000.00
5120.001	Annual Leave	0.00	0.00	0.00	0.00	4,436.00
5120.002	SBS	0.00	0.00	0.00	10,422.11	18,959.87
5120.003	Medicare	0.00	0.00	0.00	2,469.91	4,484.77
5120.004	PERS	0.00	0.00	0.00	26,472.85	48,369.00
5120.005	Health Insurance	0.00	0.00	0.00	54,804.36	63,861.36
5120.006	Life Insurance	0.00	0.00	0.00	8.04	44.40
5120.007	Workmen's Compensation	0.00	0.00	0.00	6,677.35	7,960.16
5201.000	Training and Travel	0.00	0.00	0.00	4,500.00	9,000.00
5202.000	Uniforms	0.00	0.00	0.00	600.00	800.00
5203.000	Utilities	0.00	0.00	0.00	0.00	116,000.00
5204.000	Telephone	0.00	0.00	0.00	400.00	0.00
5204.001	Cell Phone Stipend	0.00	0.00	0.00	720.00	720.00
5206.000	Supplies	0.00	0.00	0.00	15,800.00	33,500.00
5207.000	Repairs and Maintenance	0.00	0.00	0.00	0.00	4,000.00
5211.000	IT Fees	0.00	0.00	0.00	28,012.00	32,116.00
5212.000	Contracted Services	0.00	0.00	565.00	109,440.00	133,500.00
5221.000	Transportation/Vehicles	0.00	0.00	0.00	0.00	25,849.00
5224.000	Dues and Publications	0.00	0.00	0.00	0.00	940.00
5226.000	Advertising	0.00	0.00	0.00	0.00	1,000.00
Sub-Department Total: 818 - Parks & Recreation		\$0.00	\$0.00	\$565.00	\$430,657.92	\$810,399.88

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Department: 007 - General Office						
Sub-Department: 801 - 100 Lincoln St Bldg						
5203.001	Utilities	55,524.33	58,135.75	68,674.38	60,000.00	70,000.00
5205.000	Insurance	161,552.35	160,912.91	196,373.46	185,725.00	327,000.00
5206.000	Supplies	11,737.53	17,733.21	12,331.14	13,930.00	13,717.00
5207.000	Repairs and Maintenance	198.41	1,000.00	0.00	2,650.00	1,750.00
5208.000	Bldg Repair & Maint	75,515.00	88,516.92	122,415.96	130,156.00	157,606.00
5212.000	Contracted Services	36,908.21	38,367.36	36,742.40	40,908.00	40,908.00
5221.000	Transportation/Vehicles	3,067.40	3,187.99	2,938.66	4,064.00	11,697.00
5222.000	Postage	20,250.94	17,055.75	21,073.14	24,000.00	24,000.00
5227.002	Rent-Equipment	6,317.88	1,579.47	3,688.74	6,320.00	8,088.00
5231.000	Credit Card Expense	69,629.72	73,669.39	74,108.47	80,000.00	85,000.00
Sub-Department Total: 801 - 100 Lincoln St Bldg		\$440,701.77	\$460,158.75	\$538,346.35	\$547,753.00	\$739,766.00
Sub-Department: 802 - 304 Lake St Building						
5203.001	Utilities	64,193.13	83,504.94	79,322.09	87,000.00	87,000.00
5203.005	Fuel Oil	0.00	0.00	3,371.19	0.00	3,300.00
5203.006	Interuptable electric	16,142.62	34,021.39	44,518.84	30,000.00	30,000.00
5204.000	Telephone	450.44	611.27	620.14	620.00	675.00
5207.000	Repairs and Maintenance	0.00	0.00	(391.00)	0.00	0.00
5208.000	Bldg Repair & Maint	61,812.00	67,797.00	93,273.96	88,696.00	145,462.00
5212.000	Contracted Services	53,385.72	53,385.72	49,917.72	56,052.00	55,020.00
Sub-Department Total: 802 - 304 Lake St Building		\$195,983.91	\$239,320.32	\$270,632.94	\$262,368.00	\$321,457.00
Department: 008 - Other Expenditures						
5212.000	Contracted Services	0.00	15,750.00	0.00	0.00	0.00
5212.001	Sitka Historical Contract	97,200.00	97,200.00	97,200.00	100,000.00	100,000.00
5212.002	SEDA Contract	63,000.00	47,250.00	63,000.00	70,000.00	70,000.00
5228.000	Donations	112,933.00	119,334.00	145,000.00	175,000.00	125,000.00
5228.001	Pass through grants	0.00	48,273.19	43,920.00	76,080.00	100,000.00
5290.000	Other Expenses	100.00	100.00	100.00	0.00	0.00
Department Total: 008 - Other Expenditures		\$273,233.00	\$327,907.19	\$349,220.00	\$421,080.00	\$395,000.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Department: 021 - Police						
Sub-Department: 800 - Administration						
5110.001	Regular Salaries/Wages	46,720.03	47,049.24	43,269.34	242,071.44	255,479.85
5110.002	Holidays	2,389.24	2,636.00	2,834.52	0.00	0.00
5110.003	Sick Leave	753.13	1,028.04	4,606.38	0.00	0.00
5110.004	Overtime	0.00	0.00	2,484.96	0.00	0.00
5110.010	Temp Wages	184,613.44	179,375.20	191,668.14	0.00	0.00
5120.001	Annual Leave	4,362.96	6,326.40	9,269.28	9,622.00	10,116.00
5120.002	SBS	11,997.52	12,780.48	13,485.22	13,284.73	14,298.76
5120.003	Medicare	3,476.23	3,441.07	3,684.90	3,649.41	3,851.09
5120.004	PERS	11,440.86	12,108.83	13,742.27	53,255.55	13,848.66
5120.005	Health Insurance	12,136.53	12,290.16	13,502.15	14,883.96	17,107.68
5120.006	Life Insurance	8.04	8.04	8.04	8.04	8.04
5120.007	Workmen's Compensation	7,472.84	6,877.28	7,418.99	6,773.53	5,939.58
5120.011	PERS on Behalf	10,118.33	4,528.00	1,524.00	0.00	0.00
5201.000	Training and Travel	396.36	5,578.79	7,968.85	18,500.00	18,000.00
5202.000	Uniforms	202.60	709.93	1,217.95	1,000.00	1,000.00
5203.001	Utilities	0.00	624.53	0.00	0.00	0.00
5204.000	Telephone	63,353.61	74,236.21	62,179.11	64,000.00	67,000.00
5205.000	Insurance	128,597.09	126,846.49	129,039.44	144,950.00	209,000.00
5206.000	Supplies	9,036.18	7,591.05	3,673.21	10,000.00	12,000.00
5207.000	Repairs and Maintenance	25.83	114.19	0.00	2,000.00	2,000.00
5208.000	Bldg Repair & Maint	7,500.00	7,500.00	7,500.00	8,505.00	8,505.00
5211.000	IT Fees	448,677.96	274,188.96	170,035.04	346,362.00	407,686.00
5212.000	Contracted Services	3,838.03	3,336.78	5,550.96	6,600.00	6,600.00
5221.000	Transportation/Vehicles	900.00	900.00	0.00	0.00	0.00
5223.000	Tools & Small Equipment	14,844.45	11,155.14	11,486.66	12,000.00	18,000.00
5224.000	Dues and Publications	1,244.92	1,245.82	1,179.14	2,500.00	2,500.00
5226.000	Advertising	856.80	4,302.22	4,721.40	5,600.00	30,000.00
5227.001	Rent-Buildings	12,333.68	7,444.47	8,694.00	8,484.00	9,324.00
5227.002	Rent-Equipment	350.94	175.47	341.07	600.00	600.00
5290.000	Other Expenses	10,089.49	15,283.76	15,647.58	29,000.00	11,000.00
Sub-Department Total: 800 - Administration		\$997,737.09	\$829,682.55	\$736,732.60	\$1,003,649.66	\$1,123,864.66
Sub-Department: 803 - Patrol						
5110.001	Regular Salaries/Wages	885,922.27	784,320.58	639,046.34	1,395,939.88	1,458,803.67
5110.002	Holidays	52,758.20	55,941.40	50,884.64	0.00	0.00
5110.003	Sick Leave	4,361.35	0.00	0.00	0.00	0.00
5110.004	Overtime	135,764.48	120,736.52	225,873.64	224,796.00	224,796.00
5110.010	Temp Wages	123,205.00	133,250.70	153,325.30	0.00	0.00
5120.001	Annual Leave	81,078.68	124,147.80	66,759.01	69,322.00	34,985.00
5120.002	SBS	78,760.60	74,791.65	69,297.02	98,886.57	101,388.37
5120.003	Medicare	18,630.15	17,691.35	16,302.60	24,518.78	24,919.43
5120.004	PERS	234,348.76	237,779.02	213,334.99	356,561.81	340,132.24
5120.005	Health Insurance	325,911.34	348,677.24	309,310.08	528,312.24	651,379.80
5120.006	Life Insurance	201.37	154.61	79.21	145.44	187.92
5120.007	Workmen's Compensation	51,561.28	47,406.53	43,744.09	58,865.59	50,508.22
5120.011	PERS on Behalf	91,117.37	86,152.00	23,952.00	147,570.74	119,368.76
5201.000	Training and Travel	10,751.41	18,858.97	29,054.43	26,000.00	26,000.00
5202.000	Uniforms	19,381.73	20,014.18	10,197.71	19,500.00	19,500.00
5204.001	Cell Phone Stipend	2,129.03	2,200.00	1,775.00	3,000.00	3,000.00
5206.000	Supplies	9,461.79	15,225.34	13,132.52	16,000.00	16,000.00
5207.000	Repairs and Maintenance	0.00	0.00	0.00	800.00	800.00
5212.000	Contracted Services	5,370.76	4,828.86	1,588.05	5,000.00	14,000.00
5221.000	Transportation/Vehicles	127,453.17	123,105.69	114,229.64	261,696.00	279,231.00
5223.000	Tools & Small Equipment	7,000.28	13,734.94	7,504.46	7,500.00	7,500.00
5290.000	Other Expenses	21,916.87	19,006.78	8,614.00	13,500.00	4,500.00
Sub-Department Total: 803 - Patrol		\$2,287,085.89	\$2,248,024.16	\$1,998,004.73	\$3,257,915.05	\$3,377,000.41

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Sub-Department:	804 - Services					
5110.001	Regular Salaries/Wages	219,838.78	261,720.03	135,264.45	382,758.22	409,296.16
5110.002	Holidays	13,578.06	16,949.80	9,095.08	0.00	0.00
5110.004	Overtime	30,738.65	35,666.53	36,975.17	0.00	0.00
5110.010	Temp Wages	20,140.80	5,370.88	64,852.00	0.00	0.00
5120.001	Annual Leave	16,137.76	22,987.48	16,206.28	19,738.00	8,699.00
5120.002	SBS	18,322.62	21,076.75	16,086.02	24,672.30	25,623.25
5120.003	Medicare	4,334.05	4,985.56	3,558.22	5,836.07	6,060.86
5120.004	PERS	57,584.08	72,844.98	36,547.23	84,206.49	90,045.55
5120.005	Health Insurance	128,982.17	97,327.82	61,355.10	183,712.80	193,126.44
5120.006	Life Insurance	51.77	53.75	31.07	30.24	80.76
5120.007	Workmen's Compensation	1,016.30	1,054.06	787.55	1,071.74	1,063.92
5120.011	PERS on Behalf	24,218.59	26,488.00	4,370.00	0.00	0.00
5201.000	Training and Travel	2,489.68	3,149.53	(379.00)	9,450.00	9,450.00
5202.000	Uniforms	1,569.20	2,089.56	0.00	3,200.00	3,200.00
5204.000	Telephone	61.92	0.00	0.00	0.00	0.00
5204.001	Cell Phone Stipend	0.00	125.00	87.89	0.00	0.00
5206.000	Supplies	3,869.69	4,285.74	2,957.22	7,000.00	7,000.00
5212.000	Contracted Services	0.00	0.00	0.00	0.00	7,000.00
5222.000	Postage	5,422.95	4,186.55	4,548.32	4,500.00	4,500.00
5223.000	Tools & Small Equipment	0.00	5,220.62	652.85	1,000.00	1,000.00
5226.000	Advertising	319.20	0.00	0.00	0.00	0.00
5290.000	Other Expenses	6,870.00	8,628.54	19,542.50	7,000.00	0.00
Sub-Department Total: 804 - Services		\$555,546.27	\$594,211.18	\$412,537.95	\$734,175.86	\$766,145.94
Sub-Department:	805 - Animal Control					
5110.001	Regular Salaries/Wages	39,995.02	38,288.64	3,235.20	46,768.80	51,302.16
5110.002	Holidays	1,931.68	1,622.40	162.24	0.00	0.00
5110.004	Overtime	0.00	547.56	60.84	0.00	0.00
5120.001	Annual Leave	9,616.05	486.72	2,142.18	2,599.00	2,839.00
5120.002	SBS	3,159.65	2,519.82	343.31	3,026.29	3,318.57
5120.003	Medicare	747.37	596.05	81.20	715.83	784.99
5120.004	PERS	9,397.55	9,043.68	760.82	10,289.24	11,286.43
5120.005	Health Insurance	30,072.05	25,594.68	191.63	30,962.64	19,368.48
5120.006	Life Insurance	11.80	7.37	0.67	0.00	8.04
5120.007	Workmen's Compensation	1,692.46	1,276.50	96.92	1,314.29	1,195.38
5120.011	PERS on Behalf	3,824.27	3,251.00	137.00	0.00	0.00
5201.000	Training and Travel	0.00	844.00	0.00	1,800.00	1,800.00
5202.000	Uniforms	250.23	951.61	495.42	1,000.00	1,000.00
5203.001	Utilities	9,200.21	7,726.27	7,614.65	8,000.00	8,000.00
5203.005	Fuel Oil	6,547.79	9,096.79	8,914.00	10,000.00	9,000.00
5204.000	Telephone	664.07	658.63	545.84	600.00	725.00
5206.000	Supplies	3,797.12	4,484.52	4,458.99	4,500.00	4,500.00
5207.000	Repairs and Maintenance	224.37	152.79	83.99	1,000.00	1,000.00
5208.000	Bldg Repair & Maint	9,624.00	8,273.00	10,422.96	15,652.00	16,166.00
5212.000	Contracted Services	4,938.11	8,154.40	2,109.72	8,000.00	9,000.00
5221.000	Transportation/Vehicles	1,984.72	3,811.44	26,880.00	0.00	0.00
5224.000	Dues and Publications	300.00	0.00	0.00	0.00	0.00
5290.000	Other Expenses	0.00	900.00	0.00	1,000.00	0.00
Sub-Department Total: 805 - Animal Control		\$137,978.52	\$128,287.87	\$68,737.58	\$147,228.09	\$141,294.05



Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Sub-Department: 806 - Jail						
5110.001	Regular Salaries/Wages	233,345.12	200,264.64	288,963.37	278,944.12	302,156.92
5110.002	Holidays	14,403.90	14,167.92	4,321.68	0.00	0.00
5110.003	Sick Leave	1,343.91	0.00	0.00	0.00	0.00
5110.004	Overtime	22,896.27	46,047.87	9,037.70	0.00	0.00
5120.001	Annual Leave	20,150.68	38,232.68	13,858.68	13,688.00	4,721.00
5120.002	SBS	17,976.86	18,269.81	19,381.87	17,940.19	18,812.25
5120.003	Medicare	4,252.25	4,321.59	4,584.62	4,243.55	4,449.97
5120.004	PERS	61,153.33	61,142.85	68,269.59	61,367.54	66,474.97
5120.005	Health Insurance	148,502.00	126,900.91	120,844.09	168,206.64	178,896.48
5120.006	Life Insurance	50.55	42.87	78.54	14.16	58.56
5120.007	Workmen's Compensation	12,001.85	10,834.38	12,068.31	10,125.18	9,064.38
5120.011	PERS on Behalf	16,232.00	23,715.00	7,715.00	0.00	0.00
5201.000	Training and Travel	4,800.04	2,276.71	0.00	6,810.00	6,810.00
5202.000	Uniforms	3,713.36	1,212.56	183.95	4,450.00	4,450.00
5203.001	Utilities	0.00	0.00	8,610.00	0.00	8,500.00
5205.000	Insurance	0.00	0.00	19,585.00	0.00	20,600.00
5206.000	Supplies	1,093.71	3,547.44	1,479.69	8,900.00	8,900.00
5207.000	Repairs and Maintenance	55.19	173.81	0.00	3,000.00	3,000.00
5208.000	Bldg Repair & Maint	0.00	0.00	391.00	0.00	0.00
5211.000	IT Fees	0.00	0.00	26,992.00	0.00	0.00
5212.000	Contracted Services	27,894.24	19,882.98	24,362.22	61,000.00	76,000.00
5221.000	Transportation/Vehicles	0.00	0.00	2,232.00	0.00	0.00
5223.000	Tools & Small Equipment	0.00	136.27	1,481.90	3,700.00	3,700.00
5224.000	Dues and Publications	40.00	0.00	0.00	0.00	0.00
5226.000	Advertising	165.20	0.00	0.00	0.00	0.00
5290.000	Other Expenses	2,870.86	1,668.73	4,122.53	15,000.00	0.00
Sub-Department Total: 806 - Jail		\$592,941.32	\$572,839.02	\$638,563.74	\$657,389.38	\$716,594.53
Sub-Department: 810 - Safety Boat						
5110.004	Overtime	0.00	428.22	535.28	0.00	0.00
5120.002	SBS	0.00	26.25	32.82	0.00	0.00
5120.003	Medicare	0.00	6.21	7.76	0.00	0.00
5120.004	PERS	0.00	94.21	117.76	0.00	0.00
5120.007	Workmen's Compensation	0.00	16.66	20.82	0.00	0.00
5120.011	PERS on Behalf	5,721.43	34.00	13.00	0.00	0.00
5206.000	Supplies	435.59	347.15	4,476.41	5,000.00	5,000.00
5207.000	Repairs and Maintenance	0.00	0.00	0.00	4,500.00	4,500.00
5221.000	Transportation/Vehicles	12,102.67	8,135.59	1,544.07	2,500.00	0.00
5223.000	Tools & Small Equipment	0.00	0.00	1,481.90	3,000.00	3,000.00
Sub-Department Total: 810 - Safety Boat		\$18,259.69	\$9,088.29	\$8,229.82	\$15,000.00	\$12,500.00
Department Total: 021 - Police		\$4,589,548.78	\$4,382,133.07	\$3,862,806.42	\$5,815,358.04	\$6,137,399.59

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Department: 022 - Fire Protection						
Sub-Department: 800 - Administration						
5110.001	Regular Salaries/Wages	93,240.06	182,734.37	203,900.64	265,051.54	268,495.08
5110.002	Holidays	2,993.28	9,401.44	11,954.48	0.00	0.00
5110.003	Sick Leave	799.36	7,453.71	11,441.35	0.00	0.00
5110.004	Overtime	1,236.51	7,284.63	15,664.09	0.00	0.00
5110.010	Temp Wages	29,093.71	16,800.00	16,080.00	0.00	0.00
5120.001	Annual Leave	12,329.77	22,486.84	29,966.62	4,708.00	8,581.00
5120.002	SBS	8,606.23	15,078.72	17,774.23	16,554.50	16,984.50
5120.003	Medicare	2,035.75	3,566.74	4,198.89	3,915.84	4,017.58
5120.004	PERS	20,918.34	46,881.60	56,526.87	58,311.23	59,068.98
5120.005	Health Insurance	24,729.30	65,977.04	97,111.54	119,761.20	110,615.04
5120.006	Life Insurance	11.61	36.71	38.75	42.48	36.36
5120.007	Workmen's Compensation	5,860.87	10,272.58	12,760.83	13,135.01	12,350.90
5120.010	Other Benefits	0.00	0.00	150.00	0.00	900.00
5120.011	PERS on Behalf	10,708.61	17,881.00	6,653.00	66,296.34	72,355.03
5201.000	Training and Travel	12,423.46	27,423.91	45,072.85	48,500.00	42,500.00
5202.000	Uniforms	2,736.98	3,252.39	1,205.21	4,000.00	5,500.00
5203.001	Utilities	41,095.38	38,088.66	43,859.18	40,000.00	45,000.00
5203.005	Fuel Oil	12,816.86	28,199.04	29,031.78	30,000.00	30,000.00
5204.001	Cell Phone Stipend	225.00	300.00	600.00	1,500.00	900.00
5205.000	Insurance	70,881.40	75,319.26	75,991.47	75,000.00	75,000.00
5206.000	Supplies	12,501.45	16,880.36	27,529.67	27,500.00	28,000.00
5207.000	Repairs and Maintenance	4,258.93	4,037.95	5,310.45	16,000.00	26,000.00
5211.000	IT Fees	100,538.04	96,442.92	135,500.04	148,773.00	187,923.00
5212.000	Contracted Services	3,572.28	1,135.37	12,161.98	23,850.00	51,500.00
5222.000	Postage	552.02	299.44	522.64	1,500.00	1,000.00
5223.000	Tools & Small Equipment	43,294.75	72,109.52	39,591.76	103,246.00	72,900.00
5224.000	Dues and Publications	1,060.00	799.49	669.03	4,100.00	4,850.00
5226.000	Advertising	2,654.70	618.85	61.60	1,000.00	1,000.00
5290.000	Other Expenses	37.29	4,504.59	503.26	0.00	0.00
Sub-Department Total: 800 - Administration		\$521,211.94	\$775,267.13	\$901,832.21	\$1,072,745.14	\$1,125,477.47
Sub-Department: 807 - Fire Station						
5110.001	Regular Salaries/Wages	340,559.14	328,805.12	400,667.20	493,376.68	674,369.76
5110.002	Holidays	20,822.04	20,584.64	28,597.44	0.00	0.00
5110.003	Sick Leave	9,548.00	17,555.47	24,714.66	0.00	0.00
5110.004	Overtime	117,949.68	93,263.23	83,792.45	95,066.00	90,000.00
5110.010	Temp Wages	8,732.00	0.00	6,580.00	99,960.00	20,000.00
5120.001	Annual Leave	35,661.05	29,705.30	33,186.88	23,124.00	21,874.00
5120.002	SBS	32,664.82	30,060.97	35,419.63	43,616.36	49,423.27
5120.003	Medicare	7,726.60	7,110.71	8,290.16	10,317.16	11,690.57
5120.004	PERS	109,384.16	104,287.41	121,633.74	129,457.40	168,160.64
5120.005	Health Insurance	141,784.57	97,040.62	121,892.12	147,627.48	256,856.64
5120.006	Life Insurance	66.79	65.42	71.00	58.56	96.84
5120.007	Workmen's Compensation	24,192.32	21,234.20	25,751.15	34,075.89	36,081.14
5120.010	Other Benefits	0.00	0.00	6,075.00	0.00	9,000.00
5120.011	PERS on Behalf	41,968.97	38,895.00	13,765.00	0.00	0.00
5204.001	Cell Phone Stipend	75.00	0.00	0.00	0.00	0.00
5206.000	Supplies	0.00	0.00	219.36	0.00	0.00
5208.000	Bldg Repair & Maint	28,060.00	24,240.96	38,446.32	35,236.00	48,371.00
5221.000	Transportation/Vehicles	202,277.82	200,162.64	191,801.14	233,400.00	243,382.00
5290.000	Other Expenses	0.00	0.00	50.00	0.00	0.00
Sub-Department Total: 807 - Fire Station		\$1,121,472.96	\$1,013,011.69	\$1,140,953.25	\$1,345,315.53	\$1,629,305.86

Account Number		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Sub-Department:		808 - Volunteers					
5110.001		Regular Salaries/Wages	0.00	0.00	400.00	0.00	0.00
5110.004		Overtime	698.25	888.00	915.00	0.00	0.00
5110.010		Temp Wages	28,690.00	25,884.00	25,560.00	0.00	40,000.00
5120.002		SBS	2,800.55	2,344.10	2,642.68	0.00	2,452.00
5120.003		Medicare	662.65	554.60	625.18	0.00	580.00
5120.007		Workmen's Compensation	2,020.33	1,557.06	1,904.13	0.00	1,840.00
5120.008		Unemployment	48.46	0.00	0.00	0.00	0.00
5206.000		Supplies	0.00	5,890.00	10,589.44	0.00	0.00
5212.000		Contracted Services	22,916.63	24,999.96	24,999.96	41,000.00	45,000.00
5290.000		Other Expenses	16,290.50	5,570.00	5,640.00	0.00	0.00
Sub-Department Total: 808 - Volunteers			\$74,127.37	\$67,687.72	\$73,276.39	\$41,000.00	\$89,872.00
Department:		023 - Ambulance					
5110.001		Regular Salaries/Wages	73,135.18	54,745.95	67,912.29	107,836.56	111,419.88
5110.002		Holidays	3,763.72	3,321.60	4,389.06	0.00	0.00
5110.003		Sick Leave	2,618.24	19,244.52	2,323.62	0.00	0.00
5110.004		Overtime	6,167.21	11,729.40	9,359.10	20,000.00	10,000.01
5110.010		Temp Wages	0.00	0.00	0.00	5,000.00	0.00
5120.001		Annual Leave	7,036.52	11,625.60	16,007.16	5,703.00	5,893.00
5120.002		SBS	5,683.76	6,170.83	6,147.86	8,510.95	7,804.18
5120.003		Medicare	1,344.45	1,459.68	1,441.17	2,013.17	1,846.04
5120.004		PERS	19,511.99	21,816.74	21,998.11	28,123.96	26,712.28
5120.005		Health Insurance	32,560.24	32,988.52	36,212.45	39,920.40	46,753.68
5120.006		Life Insurance	14.16	14.16	14.16	14.16	14.16
5120.007		Workmen's Compensation	4,209.58	4,358.48	4,589.86	6,872.48	5,856.46
5120.010		Other Benefits	0.00	0.00	900.00	0.00	900.00
5120.011		PERS on Behalf	7,686.93	7,992.00	2,440.00	0.00	0.00
5201.000		Training and Travel	4,767.38	16,213.91	15,357.60	26,350.00	70,500.00
5202.000		Uniforms	1,170.66	997.92	1,550.66	4,000.00	4,000.00
5204.000		Telephone	1,668.00	1,702.26	1,111.28	1,700.00	0.00
5204.001		Cell Phone Stipend	0.00	0.00	300.00	600.00	300.00
5206.000		Supplies	29,165.52	22,234.02	44,277.46	40,000.00	40,000.00
5207.000		Repairs and Maintenance	0.00	1,710.50	0.00	2,500.00	3,000.00
5212.000		Contracted Services	21,958.25	22,420.00	28,890.75	48,500.00	49,500.00
5221.000		Transportation/Vehicles	78,918.27	81,743.29	115,689.96	92,805.00	96,286.00
5222.000		Postage	44.55	25.70	141.45	500.00	500.00
5223.000		Tools & Small Equipment	7,644.05	4,757.15	6,722.15	11,505.00	17,900.00
5224.000		Dues and Publications	0.00	0.00	0.00	150.00	200.00
5290.000		Other Expenses	323.99	35.00	0.00	0.00	0.00
Department Total: 023 - Ambulance			\$309,392.65	\$327,307.23	\$387,776.15	\$452,604.68	\$499,385.69
Department:		024 - Search and Rescue					
5110.010		Temp Wages	6,500.00	6,150.00	5,200.00	5,000.00	8,400.00
5120.002		SBS	634.64	377.12	318.88	306.50	514.92
5120.003		Medicare	150.05	89.18	75.44	72.50	121.80
5120.007		Workmen's Compensation	474.78	265.68	216.48	247.50	386.40
5201.000		Training and Travel	8,270.00	6,780.67	7,369.77	16,000.00	17,000.00
5204.000		Telephone	1,658.48	1,474.10	1,308.12	1,600.00	0.00
5206.000		Supplies	4,132.98	231.90	1,644.27	5,000.00	5,000.00
5207.000		Repairs and Maintenance	0.00	0.00	0.00	1,500.00	1,500.00
5212.000		Contracted Services	4,010.00	5,260.00	4,780.60	2,100.00	3,500.00
5221.000		Transportation/Vehicles	144.00	384.00	0.00	0.00	0.00
5223.000		Tools & Small Equipment	1,716.22	147.43	5,947.43	4,000.00	4,000.00
5224.000		Dues and Publications	775.00	100.00	935.00	1,200.00	1,200.00
5290.000		Other Expenses	97.00	0.00	0.00	0.00	0.00
Department Total: 024 - Search and Rescue			\$28,563.15	\$21,260.08	\$27,795.99	\$37,026.50	\$41,623.12

Account Number		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Division: 530 - Public Works							
Department: 031 - Administration							
5110.001		Regular Salaries/Wages	297,427.55	377,957.28	467,879.20	391,677.00	489,406.36
5110.002		Holidays	12,757.79	16,339.41	23,314.81	0.00	0.00
5110.003		Sick Leave	10,661.86	21,715.05	23,912.25	0.00	0.00
5110.004		Overtime	0.00	55.10	40.35	1,000.01	1,000.01
5110.010		Temp Wages	0.00	0.00	0.00	1,000.00	1,000.00
5120.001		Annual Leave	33,436.73	35,017.97	51,211.93	15,017.00	16,289.50
5120.002		SBS	21,809.44	27,768.16	34,705.38	25,017.97	31,121.73
5120.003		Medicare	5,158.88	6,568.30	8,209.28	5,926.06	7,361.47
5120.004		PERS	72,871.68	98,110.10	123,707.39	86,388.95	107,889.09
5120.005		Health Insurance	98,530.92	132,221.93	144,880.83	134,645.16	120,283.20
5120.006		Life Insurance	43.22	43.27	58.81	13.20	58.68
5120.007		Workmen's Compensation	1,188.98	4,737.38	4,592.99	1,144.34	2,451.85
5120.011		PERS on Behalf	28,717.22	35,812.00	13,819.00	36,657.52	43,742.33
5201.000		Training and Travel	0.00	1,468.32	795.44	11,500.00	10,000.00
5204.000		Telephone	247.55	158.88	105.92	160.00	0.00
5204.001		Cell Phone Stipend	600.00	850.00	550.00	1,500.00	1,200.00
5206.000		Supplies	2,641.44	5,260.66	3,786.54	8,500.00	8,200.00
5207.000		Repairs and Maintenance	0.00	636.97	0.00	0.00	0.00
5211.000		IT Fees	103,137.96	110,077.92	99,780.96	117,322.00	138,144.00
5212.000		Contracted Services	0.00	115.45	0.00	0.00	0.00
5221.000		Transportation/Vehicles	3,108.00	300.00	0.00	900.00	0.00
5222.000		Postage	0.00	0.00	0.00	100.00	100.00
5223.000		Tools & Small Equipment	0.00	0.00	899.99	0.00	0.00
5224.000		Dues and Publications	270.00	657.76	1,209.85	1,840.00	2,410.00
5226.000		Advertising	2,834.86	3,698.82	2,735.30	550.00	500.00
5227.002		Rent-Equipment	3,072.00	3,072.00	3,072.00	3,072.00	3,072.00
5290.000		Other Expenses	101.99	322.93	15,000.00	0.00	0.00
Department Total: 031 - Administration			\$698,618.07	\$882,965.66	\$1,024,268.22	\$843,931.21	\$984,230.22
Department: 032 - Engineering							
Sub-Department: 800 - Administration							
5110.001		Regular Salaries/Wages	142,269.21	202,697.21	167,452.62	438,344.40	481,712.04
5110.002		Holidays	8,520.76	9,796.60	8,288.20	0.00	0.00
5110.003		Sick Leave	4,479.36	15,144.76	21,691.57	0.00	0.00
5110.004		Overtime	6,220.50	9,594.00	0.00	30,000.00	5,000.00
5110.010		Temp Wages	86,827.00	95,476.00	49,011.00	85,000.00	125,000.00
5120.001		Annual Leave	29,981.05	20,997.48	21,998.52	15,350.00	13,964.00
5120.002		SBS	17,079.65	21,654.59	16,533.85	34,879.30	38,354.01
5120.003		Medicare	4,040.02	5,122.20	3,910.90	8,250.42	9,072.30
5120.004		PERS	35,672.00	54,534.53	47,004.23	103,036.06	107,076.69
5120.005		Health Insurance	36,441.38	62,026.96	53,833.03	146,700.12	128,047.56
5120.006		Life Insurance	23.38	32.82	19.17	22.20	38.28
5120.007		Workmen's Compensation	5,131.35	7,146.30	5,872.15	13,975.56	13,220.42
5120.011		PERS on Behalf	15,797.44	19,740.00	5,220.00	20,205.47	16,521.93
5201.000		Training and Travel	173.00	1,639.00	2,479.45	8,500.00	9,500.00
5202.000		Uniforms	0.00	0.00	0.00	0.00	800.00
5204.001		Cell Phone Stipend	325.00	300.00	525.00	2,100.00	800.00
5206.000		Supplies	277.31	860.78	1,575.11	2,000.00	3,000.00
5212.000		Contracted Services	148,828.16	149,680.00	47,973.88	274,910.92	70,000.00
5214.000		Interdepartment Services	0.00	(66,409.00)	0.00	0.00	0.00
5221.000		Transportation/Vehicles	4,458.02	7,194.53	5,036.64	6,047.00	26,394.00
5222.000		Postage	0.00	26.95	0.00	0.00	0.00
5223.000		Tools & Small Equipment	0.00	0.00	0.00	0.00	8,000.00
5224.000		Dues and Publications	0.00	100.00	81.00	430.00	1,400.00
5226.000		Advertising	11,675.20	521.70	1,238.00	1,000.00	2,000.00
5290.000		Other Expenses	1,506.45	29,634.48	986.66	20,000.00	100.00
Department Total: 032 - Engineering			\$559,726.24	\$647,511.89	\$460,730.98	\$1,210,751.45	\$1,060,001.23

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Department: 033 - Streets						
Sub-Department: 800 - Administration						
5110.001	Regular Salaries/Wages	68,607.61	69,174.58	119,410.24	371,589.40	384,437.74
5110.002	Holidays	9,575.24	11,356.75	10,405.16	0.00	0.00
5110.003	Sick Leave	11,044.43	11,128.87	6,615.22	0.00	0.00
5110.004	Overtime	4,993.21	15,502.24	30,453.75	27,500.00	27,500.00
5110.010	Temp Wages	9,680.00	6,433.00	13,020.00	98,204.00	98,204.00
5120.001	Annual Leave	14,001.91	21,037.07	10,085.51	11,968.00	10,483.00
5120.002	SBS	7,256.04	8,225.67	11,691.60	31,217.90	31,914.48
5120.003	Medicare	1,716.37	1,945.77	2,656.67	7,384.29	7,549.06
5120.004	PERS	22,669.28	25,782.90	38,688.09	87,799.71	90,626.29
5120.005	Health Insurance	26,569.51	24,623.42	37,003.80	122,591.04	146,241.60
5120.006	Life Insurance	14.30	13.36	22.57	24.12	58.56
5120.007	Workmen's Compensation	6,036.97	6,357.87	10,107.94	22,129.32	19,436.43
5120.008	Unemployment	0.00	0.00	3,125.36	0.00	0.00
5120.011	PERS on Behalf	8,293.85	10,023.00	4,255.00	25,231.86	22,009.26
5201.000	Training and Travel	998.05	1,283.42	8,519.28	10,000.00	12,000.00
5202.000	Uniforms	3,147.65	992.50	2,163.10	3,000.00	3,000.00
5203.001	Utilities	84,282.74	86,342.71	88,508.80	88,000.00	90,000.00
5204.000	Telephone	837.19	922.99	616.31	1,000.00	0.00
5204.001	Cell Phone Stipend	900.00	837.50	600.00	1,200.00	1,200.00
5206.000	Supplies	2,978.19	8,411.49	787.42	1,500.00	1,500.00
5207.000	Repairs and Maintenance	0.00	0.00	518.78	0.00	0.00
5208.000	Bldg Repair & Maint	9,526.00	11,598.00	15,219.96	12,950.00	14,538.00
5211.000	IT Fees	24,213.96	22,440.96	27,804.00	33,561.00	36,007.00
5212.000	Contracted Services	19,253.92	32,383.43	0.00	20,000.00	20,000.00
5214.000	Interdepartment Services	2,275.00	165.28	704.00	0.00	0.00
5221.000	Transportation/Vehicles	3,321.88	1,117.80	0.00	0.00	0.00
5223.000	Tools & Small Equipment	372.55	2,260.46	0.00	5,000.00	5,000.00
5226.000	Advertising	224.00	218.40	1,674.35	0.00	0.00
5227.002	Rent-Equipment	16,368.00	16,368.00	16,368.00	16,368.00	16,368.00
5290.000	Other Expenses	2,558.71	0.00	9,348.21	300.00	0.00
Sub-Department Total: 800 - Administration		\$361,716.56	\$396,947.44	\$470,373.12	\$998,518.64	\$1,038,073.42
Sub-Department: 811 - Projects						
5110.001	Regular Salaries/Wages	0.00	0.00	9,388.36	0.00	0.00
5110.004	Overtime	0.00	0.00	531.33	0.00	0.00
5110.010	Temp Wages	0.00	0.00	504.00	0.00	0.00
5120.002	SBS	0.00	0.00	619.11	0.00	0.00
5120.003	Medicare	0.00	0.00	146.42	0.00	0.00
5120.004	PERS	0.00	0.00	2,111.03	0.00	0.00
5120.005	Health Insurance	0.00	0.00	1,695.20	0.00	0.00
5120.006	Life Insurance	0.00	0.00	1.88	0.00	0.00
5120.007	Workmen's Compensation	0.00	0.00	390.60	0.00	0.00
Sub-Department Total: 811 - Projects		\$0.00	\$0.00	\$15,387.93	\$0.00	\$0.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Sub-Department: 812 - Street Repair						
5110.001	Regular Salaries/Wages	97,989.40	87,475.70	38,511.61	0.00	0.00
5110.002	Holidays	189.12	0.00	0.00	0.00	0.00
5110.004	Overtime	4,158.96	10,113.47	3,080.46	0.00	0.00
5110.010	Temp Wages	0.00	4,908.00	10,932.00	0.00	0.00
5120.002	SBS	6,257.88	6,302.88	3,247.00	0.00	0.00
5120.003	Medicare	1,480.22	1,490.84	768.01	0.00	0.00
5120.004	PERS	21,482.71	21,211.52	9,106.12	0.00	0.00
5120.005	Health Insurance	27,945.75	24,808.25	6,027.12	0.00	0.00
5120.006	Life Insurance	15.51	13.35	3.71	0.00	0.00
5120.007	Workmen's Compensation	5,206.43	5,098.66	2,253.26	0.00	0.00
5120.011	PERS on Behalf	8,113.90	7,713.00	1,223.00	0.00	0.00
5201.000	Training and Travel	0.00	0.00	75.00	0.00	0.00
5202.000	Uniforms	0.00	2,024.51	2,269.72	0.00	0.00
5206.000	Supplies	73,410.91	76,905.09	64,512.01	176,000.00	181,000.00
5207.000	Repairs and Maintenance	153.34	0.00	760.88	0.00	0.00
5212.000	Contracted Services	6,494.96	24,795.00	14,657.80	50,000.00	350,000.00
5221.000	Transportation/Vehicles	337,637.31	346,195.09	295,782.35	630,275.00	546,587.00
5223.000	Tools & Small Equipment	3,530.68	4,102.56	2,839.75	3,000.00	5,000.00
5227.002	Rent-Equipment	2,520.00	0.00	4,159.42	0.00	5,000.00
5290.000	Other Expenses	0.00	86.00	0.00	0.00	0.00
5290.100	Unanticipated Repairs	14,000.00	0.00	0.00	0.00	0.00
Sub-Department Total: 812 - Street Repair		\$610,587.08	\$623,243.92	\$460,209.22	\$859,275.00	\$1,087,587.00
Sub-Department: 813 - Drain Maintenance						
5110.001	Regular Salaries/Wages	33,030.24	25,679.29	22,494.37	0.00	0.00
5110.004	Overtime	1,662.31	1,633.93	421.95	0.00	0.00
5120.002	SBS	2,130.89	1,681.54	1,375.01	0.00	0.00
5120.003	Medicare	504.03	397.74	325.30	0.00	0.00
5120.004	PERS	7,315.18	6,034.95	4,729.77	0.00	0.00
5120.005	Health Insurance	8,040.66	7,738.09	2,730.93	0.00	0.00
5120.006	Life Insurance	4.71	4.72	2.28	0.00	0.00
5120.007	Workmen's Compensation	1,772.78	1,377.36	1,060.47	0.00	0.00
5120.011	PERS on Behalf	3,036.35	2,168.00	559.00	0.00	0.00
5206.000	Supplies	5,693.46	16,906.48	440.21	15,000.00	15,000.00
5207.000	Repairs and Maintenance	0.00	0.00	0.00	10,000.00	10,000.00
5212.000	Contracted Services	0.00	10,591.63	72.00	10,000.00	10,000.00
5223.000	Tools & Small Equipment	0.00	0.00	35.99	0.00	0.00
5290.100	Unanticipated Repairs	520.00	0.00	0.00	50,000.00	50,000.00
Sub-Department Total: 813 - Drain Maintenance		\$63,710.61	\$74,213.73	\$34,247.28	\$85,000.00	\$85,000.00
Sub-Department: 814 - Street Cleaning						
5110.001	Regular Salaries/Wages	8,580.24	9,764.77	8,206.41	0.00	0.00
5110.004	Overtime	482.76	903.92	78.00	0.00	0.00
5110.010	Temp Wages	0.00	312.00	0.00	0.00	0.00
5120.002	SBS	555.01	673.45	505.07	0.00	0.00
5120.003	Medicare	131.23	159.31	119.48	0.00	0.00
5120.004	PERS	1,907.05	2,348.43	1,865.06	0.00	0.00
5120.005	Health Insurance	1,535.57	1,169.47	1,838.42	0.00	0.00
5120.006	Life Insurance	0.96	0.73	0.90	0.00	0.00
5120.007	Workmen's Compensation	461.75	551.70	320.53	0.00	0.00
5120.011	PERS on Behalf	818.76	847.00	202.00	0.00	0.00
5206.000	Supplies	0.00	1,695.13	0.00	0.00	0.00
Sub-Department Total: 814 - Street Cleaning		\$14,473.33	\$18,425.91	\$13,135.87	\$0.00	\$0.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Sub-Department:	815 - Snow Removal					
5110.001	Regular Salaries/Wages	18,023.24	29,421.66	5,231.89	0.00	0.00
5110.004	Overtime	1,296.90	18,898.44	23,658.55	0.00	0.00
5120.002	SBS	1,184.44	2,961.98	1,770.95	0.00	0.00
5120.003	Medicare	280.20	700.66	418.94	0.00	0.00
5120.004	PERS	4,065.67	10,630.43	6,311.99	0.00	0.00
5120.005	Health Insurance	4,467.24	5,416.80	3,225.28	0.00	0.00
5120.006	Life Insurance	2.60	2.97	2.22	0.00	0.00
5120.007	Workmen's Compensation	985.30	2,425.68	1,461.85	0.00	0.00
5120.011	PERS on Behalf	2,199.13	3,836.00	705.00	0.00	0.00
5206.000	Supplies	65,703.27	88,797.27	293,406.20	90,000.00	390,000.00
5212.000	Contracted Services	2,466.76	4,252.50	1,395.00	17,000.00	25,000.00
5214.000	Interdepartment Services	0.00	19,407.16	0.00	0.00	0.00
5226.000	Advertising	237.18	106.85	0.00	0.00	0.00
5227.002	Rent-Equipment	0.00	4,720.80	0.00	0.00	0.00
Sub-Department Total: 815 - Snow Removal		\$100,911.93	\$191,579.20	\$337,587.87	\$107,000.00	\$415,000.00
Sub-Department:	816 - Street Signs					
5110.001	Regular Salaries/Wages	1,273.70	782.03	372.45	0.00	0.00
5110.004	Overtime	0.00	180.00	0.00	0.00	0.00
5110.010	Temp Wages	0.00	636.00	0.00	0.00	0.00
5120.002	SBS	78.10	97.97	22.86	0.00	0.00
5120.003	Medicare	18.48	23.19	5.41	0.00	0.00
5120.004	PERS	268.05	172.02	89.99	0.00	0.00
5120.005	Health Insurance	411.94	352.12	106.88	0.00	0.00
5120.006	Life Insurance	0.20	0.24	0.03	0.00	0.00
5120.007	Workmen's Compensation	64.93	80.21	18.83	0.00	0.00
5120.011	PERS on Behalf	219.58	62.00	9.00	0.00	0.00
5206.000	Supplies	8,239.59	17,358.31	8,823.04	13,500.00	15,000.00
5207.000	Repairs and Maintenance	0.00	0.00	1,389.15	0.00	0.00
5223.000	Tools & Small Equipment	143.24	0.00	0.00	0.00	0.00
Sub-Department Total: 816 - Street Signs		\$10,717.81	\$19,744.09	\$10,837.64	\$13,500.00	\$15,000.00
Department Total: 033 - Streets		\$1,162,117.32	\$1,324,154.29	\$1,341,778.93	\$2,063,293.64	\$2,640,660.42

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Department: 034 - Recreation						
Sub-Department: 800 - Administration						
5110.001	Regular Salaries/Wages	138,763.49	159,096.86	195,615.80	185,153.80	185,452.94
5110.002	Holidays	6,140.12	7,899.55	10,107.81	0.00	0.00
5110.003	Sick Leave	6,399.57	10,977.64	7,923.93	0.00	0.00
5110.004	Overtime	11,233.08	26,085.10	22,213.14	4,000.01	14,500.01
5110.010	Temp Wages	45,851.21	71,907.50	130,268.16	97,950.00	104,000.00
5120.001	Annual Leave	7,668.21	10,706.03	10,583.94	6,407.00	6,025.00
5120.002	SBS	13,245.90	17,657.38	23,006.70	17,953.32	19,001.55
5120.003	Medicare	3,133.15	4,176.72	5,437.40	4,255.80	4,494.67
5120.004	PERS	35,427.50	46,582.88	50,469.46	41,613.61	43,989.71
5120.005	Health Insurance	59,787.65	69,793.43	87,165.39	95,652.96	79,389.96
5120.006	Life Insurance	32.47	35.02	38.69	36.36	36.36
5120.007	Workmen's Compensation	8,999.49	12,259.27	16,074.31	11,254.30	10,790.21
5120.008	Unemployment	2,043.35	0.00	6,082.23	0.00	0.00
5120.011	PERS on Behalf	13,885.05	16,922.00	6,013.00	17,321.30	19,033.99
5201.000	Training and Travel	0.00	0.00	2,325.56	12,400.00	12,400.00
5203.001	Utilities	65,350.58	72,127.96	94,989.50	97,000.00	100,000.00
5204.000	Telephone	76.78	0.00	0.00	0.00	0.00
5204.001	Cell Phone Stipend	1,081.25	1,175.00	575.00	900.00	0.00
5205.000	Insurance	8,836.59	7,980.31	9,521.19	9,000.00	15,200.00
5206.000	Supplies	39.99	2,075.00	18,020.16	0.00	0.00
5208.000	Bldg Repair & Maint	63,851.00	46,914.00	55,515.72	86,041.00	108,618.00
5211.000	IT Fees	18,552.96	19,494.96	27,804.00	25,441.00	28,046.00
5212.000	Contracted Services	0.00	0.00	18,287.40	35,000.00	0.00
5214.000	Interdepartment Services	0.00	(19,407.16)	0.00	0.00	0.00
5221.000	Transportation/Vehicles	300.00	0.00	0.00	0.00	0.00
5223.000	Tools & Small Equipment	0.00	2,260.46	1,016.10	0.00	0.00
5226.000	Advertising	0.00	52.00	422.40	0.00	0.00
5290.000	Other Expenses	77.60	0.00	1,731.01	0.00	0.00
Sub-Department Total: 800 - Administration		\$510,776.99	\$586,771.91	\$801,208.00	\$747,380.46	\$750,978.40
Sub-Department: 817 - Grounds Maintenance						
5110.004	Overtime	0.00	0.00	478.13	0.00	0.00
5110.010	Temp Wages	0.00	0.00	29,600.00	0.00	0.00
5120.002	SBS	0.00	0.00	1,843.81	0.00	0.00
5120.003	Medicare	0.00	0.00	212.79	0.00	0.00
5120.007	Workmen's Compensation	0.00	0.00	1,275.23	0.00	0.00
5201.000	Training and Travel	301.59	231.50	39.00	0.00	0.00
5202.000	Uniforms	1,504.52	1,140.86	1,767.22	1,700.00	1,700.00
5204.000	Telephone	191.68	0.00	0.00	0.00	0.00
5206.000	Supplies	44,226.72	84,284.50	36,283.35	64,700.00	82,900.00
5207.000	Repairs and Maintenance	19,201.89	21,753.26	13,251.77	42,394.55	46,000.00
5212.000	Contracted Services	11,518.30	22,562.59	45,284.08	97,000.00	220,750.00
5221.000	Transportation/Vehicles	67,510.60	65,384.58	70,999.27	111,323.00	132,847.00
5223.000	Tools & Small Equipment	4,682.67	3,380.11	9,568.61	5,000.00	6,000.00
5226.000	Advertising	820.30	1,548.80	887.60	600.00	800.00
5227.002	Rent-Equipment	715.56	7,984.68	6,343.91	10,000.00	10,000.00
5290.000	Other Expenses	302.45	720.17	81.79	600.00	750.00
Sub-Department Total: 817 - Grounds Maintenance		\$150,976.28	\$208,991.05	\$217,916.56	\$333,317.55	\$501,747.00
Department Total: 034 - Recreation		\$661,753.27	\$795,762.96	\$1,019,124.56	\$1,080,698.01	\$1,252,725.40



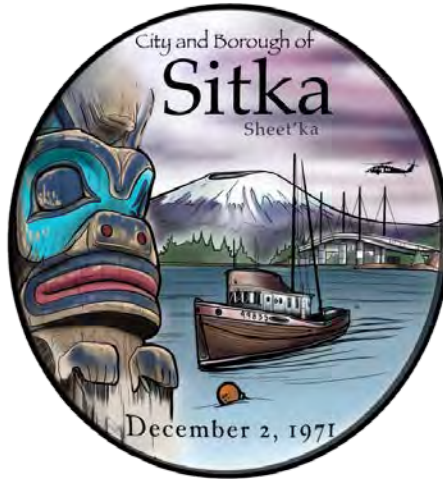
Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Department: 035 - Building Officials						
Sub-Department: 800 - Administration						
5110.001	Regular Salaries/Wages	123,314.09	132,978.14	165,126.11	211,140.80	220,775.88
5110.002	Holidays	5,265.72	5,330.80	7,633.57	0.00	0.00
5110.003	Sick Leave	3,283.57	3,308.89	2,551.66	0.00	0.00
5110.004	Overtime	0.00	0.00	658.58	0.00	1,000.01
5110.010	Temp Wages	0.00	0.00	0.00	0.00	15,000.00
5120.001	Annual Leave	7,407.72	8,563.58	8,270.68	7,698.00	6,218.00
5120.002	SBS	8,587.26	9,242.90	11,336.78	13,433.30	14,895.50
5120.003	Medicare	2,031.25	2,186.33	2,681.63	3,177.51	3,523.41
5120.004	PERS	29,223.07	33,039.92	40,532.79	46,450.83	48,790.70
5120.005	Health Insurance	55,288.54	56,025.32	67,076.68	82,670.64	112,026.24
5120.006	Life Insurance	16.08	16.08	19.43	24.12	24.12
5120.007	Workmen's Compensation	5,309.38	4,708.28	4,637.88	4,633.78	4,331.41
5120.011	PERS on Behalf	11,490.66	11,923.00	4,495.00	12,204.53	14,229.70
5201.000	Training and Travel	6,078.59	7,853.85	8,483.36	17,000.00	17,000.00
5204.001	Cell Phone Stipend	1,221.67	600.00	600.00	900.00	600.00
5206.000	Supplies	497.18	1,579.60	574.04	2,000.00	2,000.00
5211.000	IT Fees	15,723.00	16,548.96	20,684.04	25,441.00	28,046.00
5212.000	Contracted Services	737.64	0.00	12,758.61	92,486.90	25,000.00
5221.000	Transportation/Vehicles	10,004.84	11,104.37	10,823.48	16,507.00	30,517.00
5223.000	Tools & Small Equipment	0.00	186.32	51.10	200.00	200.00
5224.000	Dues and Publications	1,566.07	1,446.39	1,472.07	2,000.00	3,500.00
5226.000	Advertising	0.00	51.75	732.80	250.00	250.00
Sub-Department Total: 800 - Administration		\$287,046.33	\$306,694.48	\$371,200.29	\$538,218.41	\$547,927.97
Department Total: 035 - Building Officials		\$287,046.33	\$306,694.48	\$371,200.29	\$538,218.41	\$547,927.97

Account Number		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Division: 540 - Public Service							
Department: 041 - Library							
5110.001		Regular Salaries/Wages	312,321.78	335,215.01	349,730.62	450,317.92	454,864.63
5110.002		Holidays	17,026.83	20,747.93	20,164.79	0.00	0.00
5110.003		Sick Leave	19,250.20	21,986.11	23,964.47	0.00	0.00
5110.004		Overtime	24.23	242.04	0.00	0.00	0.00
5110.010		Temp Wages	0.00	7,207.50	7,845.00	28,878.00	33,000.00
5120.001		Annual Leave	26,342.85	41,598.48	42,908.57	21,474.00	21,800.00
5120.002		SBS	23,091.99	26,109.64	27,258.45	30,691.28	31,242.62
5120.003		Medicare	5,443.41	6,176.04	6,447.71	7,259.72	7,390.14
5120.004		PERS	78,591.47	89,674.17	96,041.75	99,069.90	100,070.12
5120.005		Health Insurance	105,183.74	103,642.44	113,771.11	125,420.88	146,241.60
5120.006		Life Insurance	77.63	85.44	83.68	82.68	76.56
5120.007		Workmen's Compensation	1,271.32	1,289.39	1,332.71	1,341.40	1,268.39
5120.008		Unemployment	1,357.29	0.00	0.00	0.00	0.00
5120.011		PERS on Behalf	30,936.83	33,328.00	10,657.00	34,114.30	33,733.52
5201.000		Training and Travel	2,979.50	1,027.18	3,614.84	8,600.00	8,600.00
5203.001		Utilities	23,784.19	21,329.12	27,728.08	22,000.00	29,000.00
5204.001		Cell Phone Stipend	0.00	175.00	300.00	300.00	300.00
5205.000		Insurance	34,868.60	36,356.55	40,803.04	39,225.00	70,000.00
5206.000		Supplies	43,414.50	42,890.56	27,910.12	21,240.00	79,800.00
5208.000		Bldg Repair & Maint	38,106.00	41,038.92	41,100.00	55,044.00	105,598.00
5211.000		IT Fees	118,230.96	122,958.96	166,787.04	155,908.00	187,517.00
5212.000		Contracted Services	58,984.45	59,769.07	80,614.77	129,518.00	129,518.00
5222.000		Postage	81.77	9,981.00	16,000.00	16,000.00	12,000.00
5223.000		Tools & Small Equipment	441.31	487.88	23.19	4,000.00	500.00
5224.000		Dues and Publications	767.80	694.00	952.80	1,062.00	1,200.00
5240.000		Books & Publications	57,774.57	44,169.21	48,205.91	75,539.20	75,000.00
Department Total: 041 - Library			\$1,000,353.22	\$1,068,179.64	\$1,154,245.65	\$1,327,086.28	\$1,528,720.58
Department: 043 - Centennial Building							
5110.001		Regular Salaries/Wages	203,720.58	193,762.27	182,394.73	267,839.00	278,802.95
5110.002		Holidays	10,988.71	8,742.32	7,151.99	0.00	0.00
5110.003		Sick Leave	9,282.92	5,327.95	6,556.08	0.00	0.00
5110.004		Overtime	370.50	4,014.60	8,445.60	3,500.00	5,000.00
5110.010		Temp Wages	153.60	26,350.21	72,700.86	92,116.00	92,116.00
5120.001		Annual Leave	37,736.81	23,854.98	11,142.50	9,419.00	6,912.00
5120.002		SBS	16,010.86	16,063.83	17,678.30	22,857.37	23,467.29
5120.003		Medicare	3,302.04	3,799.74	4,047.55	5,406.68	5,551.05
5120.004		PERS	52,081.05	48,959.22	46,671.02	59,694.61	62,436.54
5120.005		Health Insurance	65,524.84	41,383.22	30,118.05	106,779.72	82,872.96
5120.006		Life Insurance	48.61	43.38	42.23	36.36	46.32
5120.007		Workmen's Compensation	10,295.64	9,442.22	9,710.79	11,157.92	9,924.33
5120.008		Unemployment	2,214.14	0.00	2,164.93	0.00	0.00
5120.011		PERS on Behalf	21,624.71	18,711.00	5,230.00	19,152.14	16,553.87
5201.000		Training and Travel	0.00	0.00	293.91	500.00	0.00
5203.001		Utilities	62,672.14	66,255.15	73,921.98	64,000.00	75,000.00
5205.000		Insurance	34,219.33	36,426.17	40,662.25	37,740.00	73,000.00
5206.000		Supplies	10,506.96	17,501.73	46,354.53	45,865.00	57,505.00
5207.000		Repairs and Maintenance	7,382.49	2,235.73	4,561.31	13,250.00	12,250.00
5208.000		Bldg Repair & Maint	46,614.00	62,875.92	105,702.96	109,579.00	167,165.00
5211.000		IT Fees	64,461.96	71,017.92	77,877.96	91,608.00	110,419.00
5212.000		Contracted Services	7,498.92	116,830.00	69,165.45	43,187.50	40,000.00
5224.000		Dues and Publications	0.00	28.30	0.00	0.00	0.00
5226.000		Advertising	595.35	831.60	792.00	150.00	300.00
5290.000		Other Expenses	500.00	12,680.00	0.00	0.00	1,100.00
Department Total: 043 - Centennial Building			\$667,806.16	\$787,137.46	\$823,386.98	\$1,003,838.30	\$1,120,422.31

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Department: 047 - Senior Citizens						
5203.001	Utilities	22,061.32	19,356.47	20,126.74	20,000.00	22,000.00
5204.000	Telephone	2,789.89	2,497.87	2,730.99	2,300.00	3,000.00
5205.000	Insurance	3,573.49	3,292.46	3,259.28	3,500.00	5,600.00
5206.000	Supplies	2,911.38	2,606.68	2,305.69	3,850.00	4,000.00
5207.000	Repairs and Maintenance	0.00	0.00	0.00	3,300.00	3,500.00
5208.000	Bldg Repair & Maint	43,938.00	35,905.92	15,687.12	22,015.00	28,416.00
5221.000	Transportation/Vehicles	10,870.76	10,449.13	13,462.44	15,000.00	15,000.00
5290.000	Other Expenses	0.00	10,000.00	0.00	0.00	0.00
Department Total: 047 - Senior Citizens		\$86,144.84	\$84,108.53	\$57,572.26	\$69,965.00	\$81,516.00
Division: 545 - Contingency						
Department: 050 - Contingency						
5110.004	Overtime	7,679.45	0.00	0.00	0.00	0.00
5110.010	Temp Wages	32,121.15	0.00	0.00	0.00	0.00
5120.002	SBS	2,598.87	0.00	0.00	0.00	0.00
5120.003	Medicare	614.75	0.00	0.00	0.00	0.00
5120.007	Workmen's Compensation	1,883.36	0.00	0.00	0.00	0.00
5206.000	Supplies	37,497.16	0.00	0.00	0.00	0.00
5212.000	Contracted Services	2,975.00	0.00	0.00	0.00	0.00
5290.000	Other Expenses	1,784.16	0.00	0.00	0.00	0.00
Department Total: 050 - Contingency		\$87,153.90	\$0.00	\$0.00	\$0.00	\$0.00
Division: 550 - Other						
Department: 650 - Debt Payments						
Sub-Department: 951 - General						
5295.000	Interest Expense	6,298.54	4,760.88	3,222.24	2,888.00	2,553.00
7301.000	Note Principal Payments	22,309.77	22,309.77	22,309.77	22,311.00	22,311.00
Sub-Department Total: 951 - General		\$28,608.31	\$27,070.65	\$25,532.01	\$25,199.00	\$24,864.00
Department: 660 - Support Payments						
Sub-Department: 952 - School						
5203.000	Utilities	60,731.44	57,000.00	60,000.00	66,000.00	66,000.00
5208.000	Bldg Repair & Maint	150,000.00	150,050.00	150,000.00	150,000.00	640,000.00
5290.000	Other Expenses	7,370,580.38	8,157,150.00	8,608,868.00	8,311,498.00	8,229,162.00
Sub-Department Total: 952 - School		\$7,581,311.82	\$8,364,200.00	\$8,818,868.00	\$8,527,498.00	\$8,935,162.00
Department: 670 - Fixed Assets						
7106.001	Fixed Assets-Admin	0.00	0.00	0.00	9,533.56	0.00
7106.003	Fixed Assets-Clerk	0.00	0.00	0.00	16,000.00	0.00
7106.007	Fixed Assets-Gen Office	0.00	0.00	0.00	36,000.00	0.00
7106.021	Fixed Assets-Police Dept	127,965.04	0.00	0.00	0.00	0.00
7106.023	Fixed Assets-Ambulance	0.00	0.00	0.00	0.00	32,000.00
7106.031	Fixed Assets-Public Works	0.00	5,799.00	0.00	0.00	0.00
7106.034	Fixed Assets-Recreation	0.00	0.00	0.00	6,238.00	50,000.00
7106.041	Fixed Assets - Library	0.00	0.00	0.00	15,199.74	0.00
7106.043	Fixed Assets - Cent Bldg	0.00	0.00	0.00	0.00	6,500.00
7108.031	Fixed Assets-Public Works	0.00	0.00	15,158.96	0.00	0.00
Department Total: 670 - Fixed Assets		\$127,965.04	\$5,799.00	\$15,158.96	\$82,971.30	\$88,500.00
Department: 680 - Transfer to Other Funds						
7200.000	Interfund Transfers Out	4,117,708.82	8,421,989.62	13,826,436.30	8,871,249.00	6,875,301.00
Department Total: 680 - Transfer to Other Funds		\$4,117,708.82	\$8,421,989.62	\$13,826,436.30	\$8,871,249.00	\$6,875,301.00

General Fund - Fund 700  
FY2025 Capital Projects

Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bond ing	Source - Contingent Other	Source - Total authorized (approved + contingent)
Authorized/in progress	90812	Emergency Unanticipated Repairs	-	-	500,000	-	-	-	-	500,000
Authorized/in progress	90838	Lincoln Street Paving (Harbor Way to Harbor Drive)	-	-	5,189,614	105,000	-	-	-	5,294,614
Authorized/in progress	90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	-	-	2,539,540	-	-	-	-	2,539,540
Authorized/in progress	90855	Seawalk Phase II	-	-	5,000	437,783	-	-	-	442,783
Authorized/in progress	90861	Asset Management/CMMS Implementation	-	-	407,400	11,600	-	-	-	419,000
Authorized/in progress	90866	City Hall HVAC & Controls Replacement	-	-	750,000	-	-	-	-	750,000
Authorized/in progress	90878	Katlian Street Road and Utility (HPR to Lincoln)	-	-	1,079,106	-	-	-	-	1,079,106
Authorized/in progress	90885	Senior Center - ADA Ramp & Rear Porch Improvements	-	-	95,000	-	-	-	-	95,000
Authorized/in progress	90886	Community Playground Safety Improvements	-	-	10,000	-	-	-	-	10,000
Authorized/in progress	90887	Lower Moller East Playground Improvements	-	-	10,000	-	-	-	-	10,000
Authorized/in progress	90888	Pioneer Park Shelter Improvements	-	-	15,000	-	-	-	-	15,000
Authorized/in progress	90907	Police Department Heat Pumps	-	-	239,000	-	-	-	-	239,000
Authorized/in progress	90912	Crescent Harbor Restroom Replacement	1,784	-	76,000	154,000	-	-	-	231,784
Authorized/in progress	90939	City Hall Building Carpet Replacement	-	-	150,000	-	-	-	-	150,000
Authorized/in progress	90940	HCH Cedar Trim and Lam Beam Refinishing	-	-	150,000	-	-	-	-	150,000
Authorized/in progress	90961	Wachusetts Storm Drains (Peterson Phase II)	200,000	-	883,371	-	580,000	-	-	1,663,371
Authorized/in progress	90966	CBS Facilities Condition Assessment + Schools	-	-	400,000	-	-	-	-	400,000
Authorized/in progress	90967	Senior Center Interior Floor Replacement Upgrade Common Areas	-	-	40,000	-	-	-	-	40,000
Authorized/in progress	90968	Senior Center Roof Replacement	-	-	175,000	-	-	-	-	175,000
Authorized/in progress	90969	Water/Wastewater Replacement at Senior Center	-	-	135,000	-	-	-	-	135,000
Authorized/in progress	90962	Police Mud Bay Repeater	125,000	-	-	10,000	-	-	-	135,000
Authorized/in progress	90964	2022 Tourism Projects	-	-	-	502,178	-	-	-	502,178
Authorized/in progress	90989	ADA Second Bus Shelter	-	-	29,854	-	-	-	-	29,854
Authorized/in progress	90996	Housing Study	-	-	750,000	-	-	-	-	750,000
Authorized/in progress	90997	Streets Condition Assessment	-	-	20,000	-	-	-	-	20,000
Authorized/in progress	90998	Senior Center - Sprinkler Replacement	-	-	75,000	-	-	-	-	75,000
Authorized/in progress	90999	Lincoln Street (Jeff Davis to Lake) Road & Utility Project	-	-	392,668	-	-	-	-	392,668
Authorized/in progress	91001	City/State Building - Exterior Painting	-	-	50,000	-	-	-	-	50,000
Authorized/in progress	91002	Fire Hall-Carpet Replacement	-	-	125,000	-	-	-	-	125,000
Authorized/in progress	91003	City/State Building - Window Replacement	-	-	250,000	-	-	-	-	250,000
Authorized/in progress	91004	Fire Hall - Replace Fire Alarm Control Panel	-	-	30,000	-	-	-	-	30,000
Authorized/in progress	90994	Safe Streets for All	550,000	-	150,000	-	-	-	-	700,000
Authorized/in progress	91019	UTV Storage at Cruise Terminal	-	-	-	25,000	-	-	-	25,000
Authorized/in progress	91016	Tyler New World Time & Attendance	-	-	88,000	-	-	-	-	88,000
Authorized/in progress	91017	Police Security Door and Radio Upgrade	223,400	-	-	-	-	-	-	223,400
Authorized/in progress Total			1,100,184	-	14,809,553	1,245,561	580,000	-	-	17,735,298
New FY25	90838	Lincoln Street Paving (Harbor Way to Harbor Drive)	-	-	250,000	-	-	-	-	250,000
New FY25	90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	-	-	1,272,748	-	-	-	-	1,272,748
New FY25	90866	City Hall HVAC & Controls Replacement	-	-	675,000	-	-	-	-	675,000
New FY25	90878	Katlian Street Road and Utility (HPR to Lincoln)	-	-	250,000	-	-	-	-	250,000
New FY25	90907	Police Department Heat Pumps	-	-	200,000	-	-	-	-	200,000
New FY25	90912	Crescent Harbor Restroom Replacement	-	-	250,000	-	-	-	-	250,000
New FY25	TBD	Lifting HVAC Heat Pumps HCH, Library and UV	-	-	10,000	-	-	-	-	10,000
New FY25	TBD	Governmental Asset Security Gates	-	-	200,000	-	-	-	-	200,000
New FY25	TBD	Refurbishing the City-State Building Roof	-	-	175,000	-	-	-	175,000	350,000
New FY25	TBD	Installing Fiber Optic Cable from Fire Hall	-	-	-	460,000	-	-	-	460,000
New FY25	TBD	City Hall Water Heater Replacement	-	-	6,000	-	-	-	-	6,000
New FY25	TBD	Moller Exterior Clubhouse Painting	-	-	20,000	-	-	-	-	20,000
New FY25	TBD	City Hall Exterior Work	-	-	150,000	-	-	-	-	150,000
New FY25	TBD	Fire Hall Front Door Replacements	-	-	20,000	-	-	-	-	20,000
New FY25 Total			-	-	3,478,748	460,000	-	-	175,000	4,113,748
Physically complete	90739	Kettleson Memorial Library Expansion	5,350,000	-	392,114	1,212,842	-	-	-	6,954,956
Physically complete	90814	Cross Trail Multimodal Pathway Phase 6	2,382,698	-	165,171	50,000	-	-	-	2,597,869
Physically complete Total			7,732,698	-	557,285	1,262,842	-	-	-	9,552,825
Grand Total			8,832,882	-	18,845,586	2,968,403	580,000	-	175,000	31,401,871



# **ELECTRIC FUND**

## ***DRAFT***

### **FISCAL YEAR 2025**

### **OPERATING BUDGET**

## City and Borough of Sitka

## Annual Budget by Organization Report

	2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2025 Level 2
Fund: 200 Electric Fund									
Revenue									
200-300-310 - State Revenue	\$	233,848	\$	622	\$	72,544	\$	208,058	\$ 206,988
200-300-315 - Federal Revenue	\$	9,701	\$	25,435	\$	3,500	\$	-	\$ -
200-300-340 - Operating Revenue	\$	18,314,208	\$	19,653,916	\$	20,669,241	\$	20,538,280	\$ 21,390,118
200-300-350 - Non-Operating Revenue	\$	382,372	\$	188,415	\$	186,823	\$	200,000	\$ 202,000
200-300-360 - Uses of Prop & Investment	\$	(80,760)	\$	(582,020)	\$	504,208	\$	250,000	\$ 480,000
200-300-370 - Interfund Billings	\$	-	\$	-	\$	-	\$	-	\$ -
200-300-380 - Miscellaneous	\$	4,015	\$	261,160	\$	39,998	\$	25,000	\$ 3,000
200-300-390 - Cash Basis Receipts	\$	260,990	\$	8,846,702	\$	1,470,017	\$	198,000	\$ 230,400
200-680 - Transfers Between Funds	\$	-	\$	-	\$	-	\$	-	\$ -
Revenue Totals	\$	19,124,375	\$	28,394,229	\$	22,946,329	\$	21,419,338	\$ 22,512,506
Expenditures									
200-600-601 - Administration	\$	1,638,179	\$	1,442,526	\$	1,407,475	\$	3,361,617	\$ 3,321,010
200-600-602 - Stores	\$	196,519	\$	191,970	\$	207,422	\$	208,468	\$ 139,141
200-600-603 - Operations & Maintenance	\$	3,270,335	\$	3,797,664	\$	3,700,577	\$	4,788,069	\$ 5,265,075
200-600-604 - Transmission	\$	148,327	\$	197,569	\$	177,340	\$	227,500	\$ 789,685
200-600-605 - Distribution	\$	1,505,676	\$	1,787,927	\$	1,854,078	\$	2,485,984	\$ 2,510,061
200-600-606 - Metering	\$	432,867	\$	502,517	\$	541,634	\$	590,491	\$ 621,624
200-600-635 - Jobbing Expenses	\$	183,875	\$	156,831	\$	93,953	\$	150,000	\$ 150,000
200-640 - Depreciation/Amortization	\$	7,903,250	\$	8,250,132	\$	5,700,203	\$	8,212,389	\$ 5,700,206
200-650 - Debt Payments	\$	2,579,921	\$	3,034,416	\$	3,079,249	\$	6,758,657	\$ 6,775,544
200-670 - Fixed Assets	\$	-	\$	-	\$	-	\$	50,000	\$ 50,000
200-680 - Transfers Between Funds	\$	2,105,507	\$	1,655,000	\$	3,571,630	\$	3,775,000	\$ 7,526,001
200-690 - Other Financing Sources/Uses	\$	784,336	\$	-	\$	-	\$	-	\$ -
Expenditure Totals	\$	20,748,792	\$	21,016,553	\$	20,333,564	\$	30,608,176	\$ 32,848,347
Fund Total: Electric Fund	\$	(1,624,417)	\$	7,377,676	\$	2,612,766	\$	(9,188,838)	\$ (10,335,841)

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Fund: 200 - Electric Fund						
<b>EXPENSES</b>						
400 - Salaries and Wages						
5110.001	Regular Salaries/Wages	1,751,921.92	2,006,624.15	2,015,204.70	2,927,545.84	2,911,501.36
5110.002	Holidays	90,346.84	102,420.53	107,573.13	0.00	0.00
5110.003	Sick Leave	93,960.90	95,715.18	89,164.00	0.00	0.00
5110.004	Overtime	263,888.50	270,370.10	322,085.51	200,000.00	220,000.01
5110.010	Temp Wages	274,398.21	304,220.16	260,800.27	175,000.00	200,000.00
Account Classification Total: 400 - Salaries and Wages		\$2,474,516.37	\$2,779,350.12	\$2,794,827.61	\$3,302,545.84	\$3,331,501.37
450 - Fringe Benefits						
5120.001	Annual Leave	170,016.05	217,351.81	202,378.62	99,287.00	82,636.00
5120.002	SBS	158,317.40	174,053.09	174,209.28	201,583.62	203,180.68
5120.003	Medicare	38,341.77	42,744.54	43,923.62	49,348.33	49,504.99
5120.004	PERS	457,945.42	543,623.29	564,056.40	688,060.18	688,930.05
5120.005	Health Insurance	445,132.96	478,318.26	519,106.54	760,631.28	784,575.48
5120.006	Life Insurance	240.52	263.69	256.20	235.56	296.04
5120.007	Workmen's Compensation	80,326.21	70,800.46	62,687.87	53,021.17	48,634.59
5120.008	Unemployment	19,939.56	0.00	3,258.36	0.00	0.00
5120.009	IBEW Benefits	90,627.94	93,135.37	151,328.10	154,570.00	150,236.00
5120.011	PERS on Behalf	(173,800.25)	188,715.00	(421,625.00)	208,058.25	206,987.79
5400.000	OPEB Expense	(255,646.00)	(844,144.00)	(608,674.00)	0.00	0.00
Account Classification Total: 450 - Fringe Benefits		\$1,031,441.58	\$964,861.51	\$690,905.99	\$2,214,795.39	\$2,214,981.62
500 - Operating Expenses						
5201.000	Training and Travel	17,628.96	20,368.14	18,962.09	36,500.00	25,501.00
5202.000	Uniforms	7,258.18	19,818.83	15,923.46	34,165.83	8,152.00
5203.001	Utilities	33,759.25	29,581.21	34,367.16	33,000.00	37,000.00
5203.005	Fuel Oil	39,061.05	81,745.20	27,203.25	240,600.00	241,000.00
5204.000	Telephone	18,204.80	18,066.58	18,914.98	19,800.00	19,800.00
5204.001	Cell Phone Stipend	154.17	1,500.00	1,513.44	8,100.00	5,100.00
5205.000	Insurance	924,383.40	1,021,848.07	1,178,363.53	1,037,970.00	1,506,000.00
5206.000	Supplies	293,780.26	287,834.25	259,457.82	410,847.38	311,411.00
5207.000	Repairs and Maintenance	100,411.07	150,596.74	124,030.56	318,000.00	434,000.00
5208.000	Bldg Repair & Maint	13,588.00	17,859.96	18,788.04	31,001.00	25,000.00
5211.000	IT Fees	156,791.04	169,518.96	187,094.04	296,870.00	335,794.00
5212.000	Contracted Services	525,773.39	722,049.65	611,563.04	1,461,917.35	1,874,885.00
5214.000	Interdepartment Services	898,855.21	948,787.19	1,011,891.10	1,048,324.00	1,048,324.00
5221.000	Transportation/Vehicles	216,032.94	244,582.20	262,259.70	469,057.00	531,166.00
5222.000	Postage	3,659.58	7,191.92	6,686.38	7,210.00	7,210.00
5223.000	Tools & Small Equipment	52,296.08	69,743.11	99,156.84	102,826.00	128,750.00
5224.000	Dues and Publications	16,583.07	9,648.06	10,236.67	18,900.00	17,000.00
5226.000	Advertising	3,067.90	5,870.44	3,661.96	6,000.00	6,000.00
5227.002	Rent-Equipment	548.00	266.85	1,788.23	7,300.00	10,300.00
5227.003	Rent-Other	0.00	0.00	12,186.00	0.00	15,000.00
5230.000	Bad Debts	134,816.39	33,058.88	29,378.55	120,000.00	33,100.00
5231.000	Credit Card Expense	158,826.15	202,852.85	208,536.45	190,000.00	215,000.00
5290.000	Other Expenses	185,558.60	202,635.91	161,697.07	198,200.00	184,220.00
5295.000	Interest Expense	2,574,920.76	3,029,916.19	3,074,498.63	3,403,006.00	3,288,234.00
5297.000	Debt Admin Expense	5,000.00	4,500.00	4,750.00	0.00	5,000.00
Account Classification Total: 500 - Operating Expenses		\$6,380,958.25	\$7,299,841.19	\$7,382,908.99	\$9,499,594.56	\$10,312,947.00
600 - Amortization & Depreciation						
6101.100	Amortization - FERC lic	0.00	100,785.01	19,826.52	19,827.00	19,827.00
6201.000	Depreciation-Land Improve	15,149.76	15,149.76	15,149.76	15,150.00	15,150.00
6202.000	Depreciation-Plants	7,727,765.62	7,973,862.71	5,499,612.43	7,973,863.00	5,499,613.00
6205.000	Depreciation-Buildings	50,439.12	50,439.12	50,439.12	50,440.00	50,440.00
6206.000	Depreciation-Machinery	66,682.98	66,683.04	71,962.94	109,896.00	71,963.00
6208.000	Deprec-Furniture/Fixtures	7,939.92	7,939.92	7,939.92	7,940.00	7,940.00
6209.000	Deprec-Heat Conversions	35,272.65	35,272.68	35,272.68	35,273.00	35,273.00
Account Classification Total: 600 - Amortization & Depreciation		\$7,903,250.05	\$8,250,132.24	\$5,700,203.37	\$8,212,389.00	\$5,700,206.00
691 - Other Financing Uses						
7740.000	Bonds issuance costs	784,336.08	0.00	0.00	0.00	0.00
Account Classification Total: 691 - Other Financing Uses		\$784,336.08	\$0.00	\$0.00	\$0.00	\$0.00
700 - Cash Basis Expenditures						
5291.000	Utility Subsidization	68,782.53	67,368.20	193,087.73	198,200.00	230,400.00
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	50,000.00	50,000.00
7200.000	Interfund Transfers Out	2,105,507.00	1,655,000.00	3,571,630.00	3,775,000.00	7,526,001.00
7301.000	Note Principal Payments	0.00	0.00	0.00	110,651.00	112,310.00
7302.000	Bond Principal Payments	0.00	0.00	0.00	3,245,000.00	3,370,000.00
Account Classification Total: 700 - Cash Basis Expenditures		\$2,174,289.53	\$1,722,368.20	\$3,764,717.73	\$7,378,851.00	\$11,288,711.00
<b>EXPENSES Total</b>		\$20,748,791.86	\$21,016,553.26	\$20,333,563.69	\$30,608,175.79	\$32,848,346.99
<b>Fund REVENUE Total: 200 - Electric Fund</b>						
<b>Fund EXPENSE Total: 200 - Electric Fund</b>		\$20,748,791.86	\$21,016,553.26	\$20,333,563.69	\$30,608,175.79	\$32,848,346.99
<b>Fund Total: 200 - Electric Fund</b>		(\$20,748,791.86)	(\$21,016,553.26)	(\$20,333,563.69)	(\$30,608,175.79)	(\$32,848,346.99)

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
<b>Fund: 200 - Electric Fund</b>						
<b>EXPENSES</b>						
<b>Division: 600 - Operations</b>						
<b>Department: 601 - Administration</b>						
5110.001	Regular Salaries/Wages	176,774.80	209,499.99	254,755.00	317,075.20	229,074.48
5110.002	Holidays	6,970.00	4,986.68	8,764.52	0.00	0.00
5110.003	Sick Leave	21,082.30	5,184.25	10,020.15	0.00	0.00
5110.004	Overtime	9,225.00	4,263.98	2,825.47	200,000.00	220,000.01
5110.010	Temp Wages	114,103.92	78,819.40	73,684.15	175,000.00	200,000.00
5120.001	Annual Leave	5,779.06	63,767.86	(16,213.98)	10,432.00	7,910.00
5120.002	SBS	20,471.69	18,400.14	21,191.97	36,041.76	34,167.62
5120.003	Medicare	4,828.42	4,583.65	5,283.31	10,190.61	9,526.25
5120.004	PERS	44,319.52	51,368.65	62,656.96	113,756.44	98,796.48
5120.005	Health Insurance	55,288.54	47,796.66	60,650.22	66,859.32	78,303.60
5120.006	Life Insurance	22.20	25.74	34.00	36.36	22.20
5120.007	Workmen's Compensation	1,135.41	1,051.54	1,548.33	8,501.00	7,945.60
5120.011	PERS on Behalf	(347,953.92)	4,225.00	(479,711.00)	69,352.75	68,995.93
5201.000	Training and Travel	17,283.86	14,498.61	10,992.28	15,500.00	15,000.00
5202.000	Uniforms	0.00	573.20	1,355.59	2,200.00	2,200.00
5203.001	Utilities	24,181.82	20,684.92	23,428.31	22,000.00	25,000.00
5203.005	Fuel Oil	8,968.97	19,323.35	19,166.40	20,000.00	20,000.00
5204.000	Telephone	17,537.57	17,455.75	18,294.84	19,000.00	19,000.00
5204.001	Cell Phone Stipend	25.00	300.00	300.00	900.00	900.00
5205.000	Insurance	163,866.40	169,193.07	177,165.74	185,000.00	242,000.00
5206.000	Supplies	8,805.29	12,520.22	10,732.41	13,000.00	13,000.00
5207.000	Repairs and Maintenance	0.00	568.20	84.83	2,000.00	2,000.00
5208.000	Bldg Repair & Maint	13,588.00	17,859.96	18,788.04	31,001.00	25,000.00
5211.000	IT Fees	156,791.04	169,518.96	187,094.04	296,870.00	335,794.00
5212.000	Contracted Services	64,847.57	37,461.79	55,144.13	143,026.85	90,200.00
5214.000	Interdepartment Services	898,855.21	948,412.27	1,011,891.10	1,048,324.00	1,048,324.00
5222.000	Postage	3,639.18	7,008.98	6,686.38	7,100.00	7,100.00
5223.000	Tools & Small Equipment	4,110.62	5,626.20	3,297.11	5,750.00	5,750.00
5224.000	Dues and Publications	16,464.07	9,081.06	9,611.92	15,500.00	15,500.00
5226.000	Advertising	3,067.90	5,870.44	3,661.96	6,000.00	6,000.00
5227.003	Rent-Other	0.00	0.00	12,186.00	0.00	15,000.00
5230.000	Bad Debts	134,816.39	33,058.88	29,378.55	120,000.00	33,100.00
5231.000	Credit Card Expense	158,826.15	202,852.85	208,536.45	190,000.00	215,000.00
5290.000	Other Expenses	17,320.21	33,459.55	9,776.43	13,000.00	0.00
5291.000	Utility Subsidization	68,782.53	67,368.20	193,087.73	198,200.00	230,400.00
5400.000	OPEB Expense	(255,646.00)	(844,144.00)	(608,674.00)	0.00	0.00
<b>Department Total: 601 - Administration</b>		<b>\$1,638,178.72</b>	<b>\$1,442,526.00</b>	<b>\$1,407,475.34</b>	<b>\$3,361,617.29</b>	<b>\$3,321,010.17</b>
<b>Department: 602 - Stores</b>						
5110.001	Regular Salaries/Wages	81,440.00	75,004.00	88,414.24	105,346.00	74,750.56
5110.002	Holidays	4,500.00	4,968.00	5,191.56	0.00	0.00
5110.003	Sick Leave	990.00	9,292.00	0.00	0.00	0.00
5110.004	Overtime	8,865.00	9,614.00	12,042.12	0.00	0.00
5120.001	Annual Leave	7,380.00	7,084.00	7,114.36	3,935.00	2,225.00
5120.002	SBS	6,324.62	6,498.48	6,912.38	6,698.60	4,718.54
5120.003	Medicare	1,496.04	1,537.17	1,635.06	1,584.52	1,116.11
5120.004	PERS	21,638.23	23,245.64	24,730.68	23,176.03	16,444.99
5120.005	Health Insurance	22,728.30	23,036.80	25,277.18	27,866.28	0.00
5120.006	Life Insurance	14.16	14.16	14.16	14.16	8.04
5120.007	Workmen's Compensation	3,796.86	3,099.21	2,808.31	2,138.58	1,308.17
5120.009	IBEW Benefits	0.00	0.00	3,371.63	4,160.00	5,220.00
5120.011	PERS on Behalf	6,936.85	8,413.00	2,751.00	0.00	0.00
5201.000	Training and Travel	0.00	0.00	0.00	2,000.00	0.00
5202.000	Uniforms	0.00	0.00	0.00	350.00	350.00
5206.000	Supplies	21,091.11	11,430.04	20,918.60	20,199.12	22,000.00
5207.000	Repairs and Maintenance	97.50	44.27	0.00	1,000.00	1,000.00
5212.000	Contracted Services	0.00	67.80	0.00	0.00	0.00
5223.000	Tools & Small Equipment	9,101.37	8,054.15	5,616.45	9,000.00	9,000.00
5224.000	Dues and Publications	119.00	567.00	624.75	1,000.00	1,000.00
<b>Department Total: 602 - Stores</b>		<b>\$196,519.04</b>	<b>\$191,969.72</b>	<b>\$207,422.48</b>	<b>\$208,468.29</b>	<b>\$139,141.41</b>
<b>Department: 603 - Operations &amp; Maintenance</b>						
5110.001	Regular Salaries/Wages	967,746.78	1,069,485.44	1,021,628.22	1,388,333.24	1,407,774.60
5110.002	Holidays	50,965.26	63,281.43	60,945.01	0.00	0.00
5110.003	Sick Leave	46,589.42	54,034.30	55,111.40	0.00	0.00
5110.004	Overtime	54,962.04	50,091.01	57,410.94	0.00	0.00
5110.010	Temp Wages	64,267.95	71,822.06	88,423.83	0.00	0.00



Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
5120.001	Annual Leave	95,792.04	86,919.27	144,669.93	48,801.00	44,582.00
5120.002	SBS	78,490.96	85,585.46	87,567.86	88,094.54	89,027.30
5120.003	Medicare	18,566.26	20,244.50	20,713.34	20,838.15	21,058.80
5120.004	PERS	252,789.27	288,714.43	282,473.36	305,432.03	309,708.39
5120.005	Health Insurance	232,558.64	239,021.99	274,205.49	366,846.60	414,550.20
5120.006	Life Insurance	128.64	138.09	126.94	106.20	139.32
5120.007	Workmen's Compensation	43,709.76	37,744.67	31,451.51	23,680.93	22,588.16
5120.008	Unemployment	8,169.42	0.00	0.00	0.00	0.00
5120.009	IBEW Benefits	0.00	0.00	34,824.26	45,760.00	56,376.00
5120.011	PERS on Behalf	83,068.59	104,617.00	32,566.00	69,352.75	0.00
5201.000	Training and Travel	345.10	1,950.97	1,976.22	10,000.00	10,500.00
5202.000	Uniforms	182.53	0.00	2,317.49	5,600.00	5,600.00
5203.001	Utilities	9,577.43	8,896.29	10,938.85	11,000.00	12,000.00
5203.005	Fuel Oil	30,092.08	62,421.85	8,036.85	220,600.00	221,000.00
5204.000	Telephone	667.23	610.83	620.14	800.00	800.00
5204.001	Cell Phone Stipend	0.00	0.00	50.00	0.00	3,300.00
5205.000	Insurance	760,517.00	852,655.00	1,001,197.79	852,970.00	1,264,000.00
5206.000	Supplies	32,606.74	74,256.00	70,086.77	96,064.22	97,400.00
5207.000	Repairs and Maintenance	59,874.70	97,485.91	40,204.55	207,000.00	226,000.00
5212.000	Contracted Services	185,650.29	328,004.56	203,504.59	778,759.25	819,000.00
5221.000	Transportation/Vehicles	540.00	540.00	41.64	540.00	540.00
5222.000	Postage	20.40	139.65	0.00	110.00	110.00
5223.000	Tools & Small Equipment	23,713.56	30,136.81	17,717.18	55,380.00	44,000.00
5224.000	Dues and Publications	0.00	0.00	0.00	500.00	500.00
5227.002	Rent-Equipment	548.00	266.85	988.17	7,300.00	10,300.00
5290.000	Other Expenses	168,195.21	168,599.55	150,779.00	184,200.00	184,220.00
Department Total: 603 - Operations & Maintenance		\$3,270,335.30	\$3,797,663.92	\$3,700,577.33	\$4,788,068.91	\$5,265,074.77
Department: 604 - Transmission						
5110.001	Regular Salaries/Wages	4,027.32	2,536.00	0.00	0.00	0.00
5110.004	Overtime	1,118.70	0.00	2,332.00	0.00	0.00
5110.010	Temp Wages	367.50	0.00	0.00	0.00	0.00
5120.002	SBS	364.14	155.46	142.96	0.00	0.00
5120.003	Medicare	86.14	36.78	33.80	0.00	0.00
5120.004	PERS	1,170.78	557.92	513.04	0.00	0.00
5120.005	Health Insurance	188.12	1,152.72	800.42	0.00	0.00
5120.006	Life Insurance	0.14	0.71	0.28	0.00	0.00
5120.007	Workmen's Compensation	218.59	73.81	58.30	0.00	0.00
5120.009	IBEW Benefits	0.00	0.00	67.14	0.00	0.00
5120.011	PERS on Behalf	90.93	201.00	57.00	0.00	0.00
5206.000	Supplies	1,825.29	5,043.12	1,729.08	11,000.00	29,000.00
5207.000	Repairs and Maintenance	11,302.91	38,493.53	25,771.18	41,000.00	65,000.00
5212.000	Contracted Services	127,490.00	142,966.98	145,551.39	170,000.00	685,685.00
5223.000	Tools & Small Equipment	76.27	6,351.15	283.84	5,500.00	10,000.00
Department Total: 604 - Transmission		\$148,326.83	\$197,569.18	\$177,340.43	\$227,500.00	\$789,685.00
Department: 605 - Distribution						
5110.001	Regular Salaries/Wages	315,676.63	403,194.82	404,085.39	816,028.60	893,507.80
5110.002	Holidays	16,004.08	14,881.08	19,199.44	0.00	0.00
5110.003	Sick Leave	18,839.58	16,335.04	12,515.42	0.00	0.00
5110.004	Overtime	188,017.32	204,371.01	244,522.20	0.00	0.00
5110.010	Temp Wages	95,658.84	153,578.70	97,983.54	0.00	0.00
5120.001	Annual Leave	35,929.45	42,485.88	27,236.36	24,901.00	16,469.00
5120.002	SBS	37,248.16	45,507.80	39,044.76	51,567.20	55,781.67
5120.003	Medicare	9,717.97	12,106.95	11,681.16	12,197.82	13,194.69
5120.004	PERS	89,069.89	116,796.08	126,689.53	179,528.03	196,573.53
5120.005	Health Insurance	66,045.91	87,611.44	81,935.94	217,315.80	196,310.40
5120.006	Life Insurance	32.90	42.29	37.67	36.36	84.00
5120.007	Workmen's Compensation	22,580.06	20,555.25	19,388.65	12,576.71	11,430.72
5120.008	Unemployment	11,770.14	0.00	3,258.36	0.00	0.00
5120.009	IBEW Benefits	90,627.94	93,135.37	103,679.17	92,170.00	73,080.00
5120.011	PERS on Behalf	67,862.75	48,570.00	15,300.00	69,352.75	137,991.86
5201.000	Training and Travel	0.00	3,302.56	4,009.49	6,000.00	1.00
5202.000	Uniforms	7,075.65	19,245.63	12,250.38	24,965.83	2.00
5204.001	Cell Phone Stipend	75.00	300.00	263.44	900.00	0.00
5206.000	Supplies	34,847.92	28,944.36	62,583.27	80,000.00	8.00
5207.000	Repairs and Maintenance	29,135.96	14,004.83	57,970.00	50,000.00	70,000.00
5212.000	Contracted Services	138,635.00	198,890.25	191,607.21	352,331.25	255,000.00
5221.000	Transportation/Vehicles	215,492.94	244,042.20	262,218.06	468,517.00	530,626.00
5223.000	Tools & Small Equipment	15,294.26	19,469.82	54,677.26	25,196.00	60,000.00
5224.000	Dues and Publications	0.00	0.00	0.00	1,400.00	0.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
5227.002	Rent-Equipment	0.00	0.00	800.06	0.00	0.00
5290.000	Other Expenses	37.50	555.99	1,141.64	1,000.00	0.00
<b>Department Total: 605 - Distribution</b>		<b>\$1,505,675.85</b>	<b>\$1,787,927.35</b>	<b>\$1,854,078.40</b>	<b>\$2,485,984.35</b>	<b>\$2,510,060.67</b>
<b>Department:</b>	<b>606 - Metering</b>					
5110.001	Regular Salaries/Wages	206,256.39	241,490.40	236,266.65	300,762.80	306,393.92
5110.002	Holidays	11,907.50	14,303.34	13,472.60	0.00	0.00
5110.003	Sick Leave	6,459.60	10,869.59	11,517.03	0.00	0.00
5110.004	Overtime	1,700.44	2,030.10	2,952.78	0.00	0.00
5120.001	Annual Leave	25,135.50	17,094.80	39,571.95	11,218.00	11,450.00
5120.002	SBS	15,417.83	17,573.90	18,676.85	19,181.52	19,485.55
5120.003	Medicare	3,646.94	4,156.99	4,417.86	4,537.23	4,609.14
5120.004	PERS	48,957.73	61,749.61	64,735.23	66,167.65	67,406.66
5120.005	Health Insurance	68,323.45	79,160.95	73,257.38	81,743.28	95,411.28
5120.006	Life Insurance	42.48	42.48	42.48	42.48	42.48
5120.007	Workmen's Compensation	8,885.53	8,259.20	7,378.78	6,123.95	5,361.94
5120.009	IBEW Benefits	0.00	0.00	9,375.99	12,480.00	15,560.00
5120.011	PERS on Behalf	16,194.55	22,689.00	7,412.00	0.00	0.00
5201.000	Training and Travel	0.00	616.00	1,984.10	3,000.00	0.00
5202.000	Uniforms	0.00	0.00	0.00	1,050.00	0.00
5204.001	Cell Phone Stipend	54.17	900.00	900.00	6,300.00	900.00
5206.000	Supplies	10,728.87	6,753.56	16,352.08	40,584.04	3.00
5207.000	Repairs and Maintenance	0.00	0.00	0.00	17,000.00	70,000.00
5212.000	Contracted Services	9,150.53	14,658.27	15,755.72	17,800.00	25,000.00
5222.000	Postage	0.00	43.29	0.00	0.00	0.00
5223.000	Tools & Small Equipment	0.00	104.98	17,565.00	2,000.00	0.00
5224.000	Dues and Publications	0.00	0.00	0.00	500.00	0.00
5290.000	Other Expenses	5.68	20.82	0.00	0.00	0.00
<b>Department Total: 606 - Metering</b>		<b>\$432,867.19</b>	<b>\$502,517.28</b>	<b>\$541,634.48</b>	<b>\$590,490.95</b>	<b>\$621,623.97</b>
<b>Department:</b>	<b>635 - Jobbing Expenses</b>					
5110.001	Regular Salaries/Wages	0.00	5,413.50	10,055.20	0.00	0.00
5110.010	Temp Wages	0.00	0.00	708.75	0.00	0.00
5120.002	SBS	0.00	331.85	672.50	0.00	0.00
5120.003	Medicare	0.00	78.50	159.09	0.00	0.00
5120.004	PERS	0.00	1,190.96	2,257.60	0.00	0.00
5120.005	Health Insurance	0.00	537.70	2,979.91	0.00	0.00
5120.006	Life Insurance	0.00	0.22	0.67	0.00	0.00
5120.007	Workmen's Compensation	0.00	16.78	53.99	0.00	0.00
5120.009	IBEW Benefits	0.00	0.00	9.91	0.00	0.00
5206.000	Supplies	183,875.04	148,886.95	77,055.61	150,000.00	150,000.00
5214.000	Interdepartment Services	0.00	374.92	0.00	0.00	0.00
<b>Department Total: 635 - Jobbing Expenses</b>		<b>\$183,875.04</b>	<b>\$156,831.38</b>	<b>\$93,953.23</b>	<b>\$150,000.00</b>	<b>\$150,000.00</b>
<b>Division Total: 600 - Operations</b>		<b>\$7,375,777.97</b>	<b>\$8,077,004.83</b>	<b>\$7,982,481.69</b>	<b>\$11,812,129.79</b>	<b>\$12,796,595.99</b>
<b>Division:</b>	<b>640 - Depreciation/Amortization</b>					
6101.100	Amortization - FERC lic	0.00	100,785.01	19,826.52	19,827.00	19,827.00
6201.000	Depreciation-Land Improve	15,149.76	15,149.76	15,149.76	15,150.00	15,150.00
6202.000	Depreciation-Plants	7,727,765.62	7,973,862.71	5,499,612.43	7,973,863.00	5,499,613.00
6205.000	Depreciation-Buildings	50,439.12	50,439.12	50,439.12	50,440.00	50,440.00
6206.000	Depreciation-Machinery	66,682.98	66,683.04	71,962.94	109,896.00	71,963.00
6208.000	Deprec-Furniture/Fixtures	7,939.92	7,939.92	7,939.92	7,940.00	7,940.00
6209.000	Deprec-Heat Conversions	35,272.65	35,272.68	35,272.68	35,273.00	35,273.00
<b>Division Total: 640 - Depreciation/Amortization</b>		<b>\$7,903,250.05</b>	<b>\$8,250,132.24</b>	<b>\$5,700,203.37</b>	<b>\$8,212,389.00</b>	<b>\$5,700,206.00</b>
<b>Division:</b>	<b>650 - Debt Payments</b>					
5295.000	Interest Expense	2,574,920.76	3,029,916.19	3,074,498.63	3,403,006.00	3,288,234.00
5297.000	Debt Admin Expense	5,000.00	4,500.00	4,750.00	0.00	5,000.00
7301.000	Note Principal Payments	0.00	0.00	0.00	110,651.00	112,310.00
7302.000	Bond Principal Payments	0.00	0.00	0.00	3,245,000.00	3,370,000.00
<b>Division Total: 650 - Debt Payments</b>		<b>\$2,579,920.76</b>	<b>\$3,034,416.19</b>	<b>\$3,079,248.63</b>	<b>\$6,758,657.00</b>	<b>\$6,775,544.00</b>
<b>Division:</b>	<b>670 - Fixed Assets</b>					
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	50,000.00	50,000.00
<b>Division Total: 670 - Fixed Assets</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>
<b>Division:</b>	<b>680 - Transfers Between Funds</b>					
7200.000	Interfund Transfers Out	2,105,507.00	1,655,000.00	3,571,630.00	3,775,000.00	7,526,001.00
<b>Division Total: 680 - Transfers Between Funds</b>		<b>\$2,105,507.00</b>	<b>\$1,655,000.00</b>	<b>\$3,571,630.00</b>	<b>\$3,775,000.00</b>	<b>\$7,526,001.00</b>
<b>Division:</b>	<b>690 - Other Financing Sources/Uses</b>					
7740.000	Bonds issuance costs	784,336.08	0.00	0.00	0.00	0.00
<b>Division Total: 690 - Other Financing Sources/Uses</b>		<b>\$784,336.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EXPENSES Total</b>		<b>\$20,748,791.86</b>	<b>\$21,016,553.26</b>	<b>\$20,333,563.69</b>	<b>\$30,608,175.79</b>	<b>\$32,848,346.99</b>
<b>Fund REVENUE</b>	<b>Total: 200 - Electric Fund</b>					
<b>Fund EXPENSE</b>	<b>Total: 200 - Electric Fund</b>	<b>\$20,748,791.86</b>	<b>\$21,016,553.26</b>	<b>\$20,333,563.69</b>	<b>\$30,608,175.79</b>	<b>\$32,848,346.99</b>

Electric Fund - Fund 710  
FY2025 Capital Projects

Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/ Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bonding	Source - Contingent Other	Source- Total authorized (approved + contingent)
Authorized/in progress	90261	Island Improvements	-	-	745,000	24,500	-	-	-	769,500
Authorized/in progress	90410	SCADA Communication Upgrades	-	-	110,000	-	-	-	-	110,000
Authorized/in progress	90410	SCADA System Enhancements	-	-	775,336	-	-	-	-	775,336
Authorized/in progress	90777	Metering	-	-	1,095,000	-	-	-	-	1,095,000
Authorized/in progress	90840	Green Lake Power Plant Pre Overhaul Inspection	-	-	374,256	-	-	-	-	374,256
Authorized/in progress	90841	Jarvis Fuel System Repairs and Storage Tanks	-	-	304,458	-	-	-	-	304,458
Authorized/in progress	90868	69 kv Thimbleberry Trans Line Bypass	-	-	5,000	-	-	-	-	5,000
Authorized/in progress	90942	Master Plan/rate study	-	-	400,000	-	-	-	-	400,000
Authorized/in progress	90943	Asset management/GIS	-	-	35,000	-	-	-	-	35,000
Authorized/in progress	90944	Howell -- Bungler valve/gate	-	-	150,000	-	-	-	-	150,000
Authorized/in progress	90945	Facility security cameras	-	-	50,000	-	-	-	-	50,000
Authorized/in progress	90946	Mobile diesel generator	-	-	40,000	-	-	-	-	40,000
Authorized/in progress	90947	Green Lake Excitation upgrade	-	-	125,000	-	-	-	-	125,000
Authorized/in progress	90948	Green Lake Dam power cable replacement	-	-	100,000	-	-	-	-	100,000
Authorized/in progress	90970	Blue Lake upgrades	-	-	641,000	-	-	-	-	641,000
Authorized/in progress	90971	Green Lake upgrades	-	-	378,000	-	-	-	-	378,000
Authorized/in progress	90972	Green Lake Phase 2/3	-	-	2,515,000	-	5,500,000	-	-	8,015,000
Authorized/in progress	90973	Regulatory/FERC	-	-	550,000	-	-	-	-	550,000
Authorized/in progress	90974	Future Initiatives	-	-	65,000	-	-	-	-	65,000
Authorized/in progress	90975	Diesel Generation upgrades	-	-	2,265,000	-	-	-	-	2,265,000
Authorized/in progress	90976	Transmission and Distribution (Feeder Improvements)	-	-	2,052,003	-	-	-	-	2,052,003
Authorized/in progress	90977	Substation upgrades	-	-	480,000	-	-	-	-	480,000
Authorized/in progress	90978	Grid Expansion	-	-	250,000	-	-	-	-	250,000
Authorized/in progress Total			-	-	13,505,053	24,500	5,500,000	-	-	19,029,553
New FY25	90261	Island Improvements	-	-	300,000	-	-	-	-	300,000
New FY25	90777	Metering	-	-	131,446	-	-	-	-	131,446
New FY25	90868	69 kv Thimbleberry Trans Line Bypass	-	-	500,000	-	-	-	-	500,000
New FY25	TBD	Hydro-power Generation	-	-	500,000	-	-	-	-	500,000
New FY25	90972	Green Lake Phase 2/3	-	-	4,133,015	-	-	-	-	4,133,015
New FY25	90973	Regulatory/FERC	-	-	640,000	-	-	-	-	640,000
New FY25	90975	Diesel Generation upgrades	-	-	500,000	-	-	-	-	500,000
New FY25	90976	Transmission and Distribution (Feeder Improvements)	-	-	750,000	-	-	-	-	750,000
New FY25 Total			-	-	7,454,461	-	-	-	-	7,454,461
FY25 Reallocation	90777	Metering	-	-	148,573	-	-	-	-	148,573
FY25 Reallocation	90970	Blue Lake upgrades	-	-	37,515	-	-	-	-	37,515
FY25 Reallocation	90972	Green Lake Phase 2/3	-	-	366,958	-	-	-	-	366,958
FY25 Reallocation	90973	Regulatory/FERC	-	-	50,000	-	-	-	-	50,000
FY25 Reallocation	90977	Substation upgrades	-	-	145,528	-	-	-	-	145,528
FY25 Reallocation Total			-	-	748,574	-	-	-	-	748,574
Grand Total			-	-	21,708,088	24,500	5,500,000	-	-	27,232,588



# **WATER FUND**

## ***DRAFT***

### **FISCAL YEAR 2025**

### **OPERATING BUDGET**

## City and Borough of Sitka

## Water Fund - Summary by Organization Report

	2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2025 Level 1
Fund: 210 Water Fund									
Revenue									
210-300-310 -State Revenue	\$	23,576	\$	58	\$	7,359	\$	19,412	\$ 20,997
210-300-315 - Federal Revenue	\$	-	\$	-	\$	-	\$	-	\$ -
210-300-340 - Operating Revenue	\$	2,888,751	\$	3,117,652	\$	3,327,094	\$	3,503,200	\$ 3,718,300
210-300-350 - Non-Operating Revenue	\$	17,925	\$	26,600	\$	21,640	\$	15,000	\$ 15,000
210-300-360 - Uses of Prop & Investment	\$	(45,151)	\$	(19,753)	\$	(165,662)	\$	30,000	\$ 100,000
210-300-370 - Interfund Billings	\$	-	\$	-	\$	-	\$	-	\$ -
210-300-380 - Miscellaneous	\$	727	\$	4,513	\$	8,095	\$	7,000	\$ 1,000
210-300-390 - Cash Basis Receipts	\$	189,067	\$	530,000	\$	50,000	\$	-	\$ -
210-680 - Water Fund,Transfers Between Funds	\$	-	\$	-	\$	-	\$	-	\$ -
Revenue Totals	\$	3,074,896	\$	3,659,071	\$	3,248,526	\$	3,574,612	\$ 3,855,297
Expenditures									
210-600-601 - Administration	\$	601,818	\$	543,559	\$	570,874	\$	676,421	\$ 815,789
210-600-605 - Distribution	\$	461,779	\$	413,848	\$	560,805	\$	767,216	\$ 994,826
210-600-610 - Treatment	\$	310,573	\$	280,684	\$	343,329	\$	386,956	\$ 469,183
210-600-635 - Jobbing Expenses	\$	-	\$	-	\$	-	\$	-	\$ -
210-640 - Depreciation/Amortization	\$	1,392,250	\$	1,396,777	\$	1,396,226	\$	1,396,779	\$ 2,122,227
210-650 - Debt Payments	\$	93,542	\$	149,521	\$	279,593	\$	1,756,934	\$ 1,692,615
210-670 - Fixed Assets	\$	-	\$	-	\$	-	\$	-	\$ 60,000
210-680 - Transfers Between Funds	\$	5,760,165	\$	9,091,361	\$	1,792,928	\$	1,220,000	\$ 1,337,844
210-690 - Other Financing Sources/Uses	\$	-	\$	-	\$	-	\$	-	\$ -
Expenditure Totals	\$	8,620,126	\$	11,875,750	\$	4,943,754	\$	6,204,306	\$ 7,492,484
Fund Total: Water Fund	\$	(5,545,231)	\$	(8,216,679)	\$	(1,695,228)	\$	(2,629,694)	\$ (3,637,187)

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 210 - Water Fund</b>						
<b>EXPENSES</b>						
400 - Salaries and Wages						
5110.001	Regular Salaries/Wages	173,427.61	172,474.35	204,002.48	253,966.18	372,529.52
5110.002	Holidays	8,782.36	10,298.85	10,413.72	0.00	0.00
5110.003	Sick Leave	12,375.99	10,627.21	8,055.27	0.00	0.00
5110.004	Overtime	18,321.52	17,336.51	23,207.23	23,000.00	25,000.01
5110.010	Temp Wages	0.00	0.00	0.00	20,000.00	20,000.00
<b>Account Classification Total: 400 - Salaries and Wages</b>		<b>\$212,907.48</b>	<b>\$210,736.92</b>	<b>\$245,678.70</b>	<b>\$296,966.18</b>	<b>\$417,529.53</b>
450 - Fringe Benefits						
5120.001	Annual Leave	22,906.64	25,789.60	31,590.81	14,740.00	16,540.00
5120.002	SBS	14,267.60	14,621.99	16,720.24	19,107.61	26,608.60
5120.003	Medicare	3,374.88	3,458.72	3,955.05	4,519.74	6,294.01
5120.004	PERS	48,612.47	52,254.28	59,809.47	60,932.46	87,456.53
5120.005	Health Insurance	87,089.79	77,437.43	85,927.05	94,724.76	157,368.72
5120.006	Life Insurance	42.48	42.48	42.48	42.48	36.36
5120.007	Workmen's Compensation	7,701.49	7,104.50	8,204.87	8,612.07	10,020.82
5120.011	PERS on Behalf	59,084.95	(8,995.00)	(12,386.00)	19,412.42	20,997.00
5400.000	OPEB Expense	(27,233.00)	(76,263.00)	(71,323.00)	0.00	0.00
<b>Account Classification Total: 450 - Fringe Benefits</b>		<b>\$215,847.30</b>	<b>\$95,451.00</b>	<b>\$122,540.97</b>	<b>\$222,091.54</b>	<b>\$325,322.04</b>
500 - Operating Expenses						
5201.000	Training and Travel	2,638.89	10,505.09	5,702.50	8,500.00	8,500.00
5202.000	Uniforms	622.29	583.01	1,107.44	1,000.00	1,200.00
5203.001	Utilities	84,980.79	101,565.05	96,794.38	190,000.00	240,000.00
5203.005	Fuel Oil	1,425.24	3,945.17	3,299.65	3,500.00	3,500.00
5204.001	Cell Phone Stipend	900.00	900.00	900.00	900.00	900.00
5205.000	Insurance	56,067.15	55,185.02	80,868.58	80,000.00	152,000.00
5206.000	Supplies	106,532.43	111,599.44	126,417.44	142,250.00	173,500.00
5207.000	Repairs and Maintenance	31,550.73	30,317.92	40,559.38	84,000.00	84,000.00
5208.000	Bldg Repair & Maint	4,313.00	4,837.92	8,337.96	12,521.00	31,458.00
5211.000	IT Fees	33,645.96	38,731.92	30,465.96	50,364.00	68,223.00
5212.000	Contracted Services	36,748.02	36,751.57	35,132.22	89,770.06	83,225.00
5214.000	Interdepartment Services	449,379.10	449,717.14	439,819.59	354,765.00	398,248.00
5221.000	Transportation/Vehicles	13,784.02	22,492.92	22,492.97	40,765.00	61,342.00
5222.000	Postage	4,631.29	7,565.15	6,187.50	7,800.00	7,800.00
5223.000	Tools & Small Equipment	2,053.05	6,087.00	5,870.25	16,800.00	12,000.00
5224.000	Dues and Publications	574.00	1,079.00	1,186.50	2,000.00	2,000.00
5226.000	Advertising	484.75	77.60	0.00	1,100.00	1,100.00
5227.002	Rent-Equipment	0.00	244.60	1,149.50	3,000.00	3,000.00
5230.000	Bad Debts	36,620.62	9,886.58	9,453.07	35,000.00	9,900.00
5231.000	Credit Card Expense	25,837.54	34,975.07	36,765.31	35,000.00	42,000.00
5290.000	Other Expenses	447.42	2,305.25	3,669.06	2,500.00	3,050.00
5290.100	Unanticipated Repairs	52,178.76	2,550.00	150,608.62	150,000.00	150,000.00
5295.000	Interest Expense	93,541.58	149,521.26	279,593.07	423,542.00	358,574.00
<b>Account Classification Total: 500 - Operating Expenses</b>		<b>\$1,038,956.63</b>	<b>\$1,081,423.68</b>	<b>\$1,386,380.95</b>	<b>\$1,735,077.06</b>	<b>\$1,895,520.00</b>
600 - Amortization & Depreciation						
6202.000	Depreciation-Plants	1,083,806.81	1,084,595.12	1,084,043.79	1,084,596.00	1,810,044.00
6205.000	Depreciation-Buildings	296,720.40	296,720.40	296,720.40	296,721.00	296,721.00
6206.000	Depreciation-Machinery	11,722.54	15,461.79	15,461.76	15,462.00	15,462.00
<b>Account Classification Total: 600 - Amortization &amp; Depreciation</b>		<b>\$1,392,249.75</b>	<b>\$1,396,777.31</b>	<b>\$1,396,225.95</b>	<b>\$1,396,779.00</b>	<b>\$2,122,227.00</b>
700 - Cash Basis Expenditures						
7103.000	Fixed Assets-Plant	0.00	0.00	0.00	0.00	50,000.00
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	0.00	10,000.00
7200.000	Interfund Transfers Out	5,760,165.31	9,091,361.20	1,792,927.72	1,220,000.00	1,337,844.00
7301.000	Note Principal Payments	0.00	0.00	0.00	1,333,392.00	1,334,041.00
<b>Account Classification Total: 700 - Cash Basis Expenditures</b>		<b>\$5,760,165.31</b>	<b>\$9,091,361.20</b>	<b>\$1,792,927.72</b>	<b>\$2,553,392.00</b>	<b>\$2,731,885.00</b>
<b>EXPENSES Total</b>		<b>\$8,620,126.47</b>	<b>\$11,875,750.11</b>	<b>\$4,943,754.29</b>	<b>\$6,204,305.78</b>	<b>\$7,492,483.57</b>
<b>Fund REVENUE Total: 210 - Water Fund</b>						
<b>Fund EXPENSE Total: 210 - Water Fund</b>		<b>\$8,620,126.47</b>	<b>\$11,875,750.11</b>	<b>\$4,943,754.29</b>	<b>\$6,204,305.78</b>	<b>\$7,492,483.57</b>
<b>Fund Total: 210 - Water Fund</b>		<b>(\$8,620,126.47)</b>	<b>(\$11,875,750.11)</b>	<b>(\$4,943,754.29)</b>	<b>(\$6,204,305.78)</b>	<b>(\$7,492,483.57)</b>

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 210 - Water Fund</b>						
<b>EXPENSES</b>						
<b>Division: 600 - Operations</b>						
<b>Department: 601 - Administration</b>						
5110.004	Overtime	0.00	0.00	0.00	23,000.00	25,000.01
5110.010	Temp Wages	0.00	0.00	0.00	20,000.00	20,000.00
5120.001	Annual Leave	5,248.86	(2,350.75)	5,408.56	14,740.00	16,540.00
5120.002	SBS	0.00	0.00	0.00	3,539.46	3,772.40
5120.003	Medicare	0.00	0.00	0.00	837.23	892.33
5120.004	PERS	0.00	0.00	0.00	5,060.00	5,500.00
5120.007	Workmen's Compensation	0.00	0.00	0.00	1,247.00	1,080.00
5201.000	Training and Travel	50.00	467.70	392.40	0.00	0.00
5203.001	Utilities	192.63	0.00	0.00	0.00	0.00
5203.005	Fuel Oil	1,425.24	3,945.17	3,299.65	3,500.00	3,500.00
5205.000	Insurance	56,067.15	55,185.02	80,868.58	80,000.00	152,000.00
5206.000	Supplies	226.80	78.27	296.85	500.00	500.00
5207.000	Repairs and Maintenance	32.75	0.00	0.00	0.00	0.00
5208.000	Bldg Repair & Maint	4,313.00	4,837.92	8,337.96	12,521.00	31,458.00
5211.000	IT Fees	33,645.96	38,731.92	30,465.96	50,364.00	68,223.00
5212.000	Contracted Services	10,336.00	15,592.76	18,437.18	24,947.20	25,225.00
5214.000	Interdepartment Services	447,705.27	449,717.14	439,529.85	354,765.00	398,248.00
5222.000	Postage	4,226.42	7,547.36	6,187.50	7,800.00	7,800.00
5223.000	Tools & Small Equipment	1,858.05	0.00	0.00	0.00	0.00
5224.000	Dues and Publications	574.00	1,079.00	888.00	2,000.00	2,000.00
5226.000	Advertising	484.75	77.60	0.00	1,100.00	1,100.00
5230.000	Bad Debts	36,620.62	9,886.58	9,453.07	35,000.00	9,900.00
5231.000	Credit Card Expense	25,837.54	34,975.07	36,765.31	35,000.00	42,000.00
5290.000	Other Expenses	205.88	51.25	1,866.06	500.00	1,050.00
5400.000	OPEB Expense	(27,233.00)	(76,263.00)	(71,323.00)	0.00	0.00
<b>Department Total: 601 - Administration</b>		<b>\$601,817.92</b>	<b>\$543,559.01</b>	<b>\$570,873.93</b>	<b>\$676,420.89</b>	<b>\$815,788.74</b>
<b>Department: 605 - Distribution</b>						
5110.001	Regular Salaries/Wages	117,622.13	115,358.95	127,936.82	249,130.18	367,693.52
5110.002	Holidays	8,782.36	10,298.85	10,413.72	0.00	0.00
5110.003	Sick Leave	12,375.99	10,627.21	8,055.27	0.00	0.00
5110.004	Overtime	15,519.92	14,640.56	23,110.33	0.00	0.00
5120.001	Annual Leave	17,657.78	28,140.35	26,182.25	0.00	0.00
5120.002	SBS	10,682.37	10,952.32	12,058.46	15,271.64	22,539.69
5120.003	Medicare	2,526.83	2,590.73	2,852.36	3,612.37	5,331.54
5120.004	PERS	36,302.79	39,084.20	43,078.38	54,808.33	80,892.40
5120.005	Health Insurance	66,851.94	59,507.78	63,767.64	94,724.76	157,368.72
5120.006	Life Insurance	32.07	31.67	31.23	42.48	36.36
5120.007	Workmen's Compensation	5,759.85	5,322.33	5,916.51	7,224.80	8,824.73
5120.011	PERS on Behalf	13,208.42	14,216.00	(14,244.00)	19,412.42	20,997.00
5201.000	Training and Travel	1,707.95	4,938.74	1,665.20	3,500.00	3,500.00
5202.000	Uniforms	430.99	553.02	812.45	500.00	700.00
5203.001	Utilities	36,067.63	36,558.48	37,244.92	40,000.00	40,000.00
5204.001	Cell Phone Stipend	900.00	900.00	900.00	900.00	900.00
5206.000	Supplies	6,878.08	9,306.76	6,291.72	3,000.00	3,000.00
5207.000	Repairs and Maintenance	23,584.23	22,202.20	14,539.06	34,000.00	34,000.00
5212.000	Contracted Services	16,814.85	2,780.00	9,521.19	37,823.75	30,000.00
5214.000	Interdepartment Services	1,673.83	0.00	0.00	0.00	0.00
5221.000	Transportation/Vehicles	13,784.02	22,492.92	22,492.97	40,765.00	61,342.00
5223.000	Tools & Small Equipment	195.00	0.00	5,870.25	9,000.00	4,200.00
5227.002	Rent-Equipment	0.00	244.60	1,149.50	3,000.00	3,000.00
5290.000	Other Expenses	241.54	550.00	550.00	500.00	500.00
5290.100	Unanticipated Repairs	52,178.76	2,550.00	150,608.62	150,000.00	150,000.00
<b>Department Total: 605 - Distribution</b>		<b>\$461,779.33</b>	<b>\$413,847.67</b>	<b>\$560,804.85</b>	<b>\$767,215.73</b>	<b>\$994,825.96</b>
<b>Department: 610 - Treatment</b>						
5110.001	Regular Salaries/Wages	55,805.48	57,115.40	76,065.66	4,836.00	4,836.00
5110.004	Overtime	2,801.60	2,695.95	96.90	0.00	0.00
5120.002	SBS	3,585.23	3,669.67	4,661.78	296.51	296.51
5120.003	Medicare	848.05	867.99	1,102.69	70.14	70.14
5120.004	PERS	12,309.68	13,170.08	16,731.09	1,064.13	1,064.13
5120.005	Health Insurance	20,237.85	17,929.65	22,159.41	0.00	0.00
5120.006	Life Insurance	10.41	10.81	11.25	0.00	0.00
5120.007	Workmen's Compensation	1,941.64	1,782.17	2,288.36	140.27	116.09
5120.011	PERS on Behalf	45,876.53	(23,211.00)	1,858.00	0.00	0.00
5201.000	Training and Travel	880.94	5,098.65	3,644.90	5,000.00	5,000.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
5202.000	Uniforms	191.30	29.99	294.99	500.00	500.00
5203.001	Utilities	48,720.53	65,006.57	59,549.46	150,000.00	200,000.00
5206.000	Supplies	99,427.55	102,214.41	119,828.87	138,750.00	170,000.00
5207.000	Repairs and Maintenance	7,933.75	8,115.72	26,020.32	50,000.00	50,000.00
5212.000	Contracted Services	9,597.17	18,378.81	7,173.85	26,999.11	28,000.00
5214.000	Interdepartment Services	0.00	0.00	289.74	0.00	0.00
5222.000	Postage	404.87	17.79	0.00	0.00	0.00
5223.000	Tools & Small Equipment	0.00	6,087.00	0.00	7,800.00	7,800.00
5224.000	Dues and Publications	0.00	0.00	298.50	0.00	0.00
5290.000	Other Expenses	0.00	1,704.00	1,253.00	1,500.00	1,500.00
Department Total: 610 - Treatment		\$310,572.58	\$280,683.66	\$343,328.77	\$386,956.16	\$469,182.87
Division Total: 600 - Operations		\$1,374,169.83	\$1,238,090.34	\$1,475,007.55	\$1,830,592.78	\$2,279,797.57
Division:	640 - Depreciation/Amortization					
6202.000	Depreciation-Plants	1,083,806.81	1,084,595.12	1,084,043.79	1,084,596.00	1,810,044.00
6205.000	Depreciation-Buildings	296,720.40	296,720.40	296,720.40	296,721.00	296,721.00
6206.000	Depreciation-Machinery	11,722.54	15,461.79	15,461.76	15,462.00	15,462.00
Division Total: 640 - Depreciation/Amortization		\$1,392,249.75	\$1,396,777.31	\$1,396,225.95	\$1,396,779.00	\$2,122,227.00
Division:	650 - Debt Payments					
5295.000	Interest Expense	93,541.58	149,521.26	279,593.07	423,542.00	358,574.00
7301.000	Note Principal Payments	0.00	0.00	0.00	1,333,392.00	1,334,041.00
Division Total: 650 - Debt Payments		\$93,541.58	\$149,521.26	\$279,593.07	\$1,756,934.00	\$1,692,615.00
Division:	670 - Fixed Assets					
7103.000	Fixed Assets-Plant	0.00	0.00	0.00	0.00	50,000.00
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	0.00	10,000.00
Division Total: 670 - Fixed Assets		\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00
Division:	680 - Transfers Between Funds					
7200.000	Interfund Transfers Out	5,760,165.31	9,091,361.20	1,792,927.72	1,220,000.00	1,337,844.00
Division Total: 680 - Transfers Between Funds		\$5,760,165.31	\$9,091,361.20	\$1,792,927.72	\$1,220,000.00	\$1,337,844.00
EXPENSES Total		\$8,620,126.47	\$11,875,750.11	\$4,943,754.29	\$6,204,305.78	\$7,492,483.57
Fund REVENUE	Total: 210 - Water Fund					
Fund EXPENSE	Total: 210 - Water Fund	\$8,620,126.47	\$11,875,750.11	\$4,943,754.29	\$6,204,305.78	\$7,492,483.57
Fund Total: 210 - Water Fund		(\$8,620,126.47)	(\$11,875,750.11)	(\$4,943,754.29)	(\$6,204,305.78)	(\$7,492,483.57)



Water Fund - Fund 720  
FY2025 Capital Projects

Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/ Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bonding	Source - Contingent Other	Source- Total authorized (approved + contingent)
Authorized/in progress	90531	Monastery St (DeGroff to Arrowhead) and Kinkead Utility & Street Improvements	-	-	-	-	-	-	-	-
Authorized/in progress	90833	Critical Secondary Water Supply	-	17,620,000	530,000	-	-	-	-	18,150,000
Authorized/in progress	90838	Lincoln Street Paving (Harbor Way to Harbor Drive)	-	-	80,000	-	-	-	-	80,000
Authorized/in progress	90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	-	1,500,000	100,000	-	-	895,000	-	2,495,000
Authorized/in progress	90870	Water Master Plan	-	-	100,000	-	-	-	-	100,000
Authorized/in progress	90883	Water Transmission Main Emergency repair	-	-	400,000	-	-	-	-	400,000
Authorized/in progress	90889	Blue Lake Watershed Plan	-	-	35,000	-	-	-	-	35,000
Authorized/in progress	90893	SCADA Reporting Software	-	-	10,000	-	-	-	-	10,000
Authorized/in progress	90894	Asset Management/CMMS Implementation	-	-	60,000	-	-	-	-	60,000
Authorized/in progress	90913	Tank Cleaning and Inspection	-	-	40,000	-	-	-	-	40,000
Authorized/in progress	90914	Transmission Main Condition Assessment	-	-	150,000	-	-	-	-	150,000
Authorized/in progress	90981	SCADA Communications Upgrades	-	-	30,000	-	-	-	-	30,000
Authorized/in progress	90979	Distribution System Water Meter Installation	-	-	425,000	-	-	-	-	425,000
Authorized/in progress	90980	Gibson St Water Project	-	-	75,000	-	-	-	-	75,000
Authorized/in progress	91005	Kirkman Drive Water Main Replacement	-	-	220,000	-	-	-	-	220,000
Authorized/in progress	91006	Booster Station Communications and VFDs	-	-	450,000	-	-	-	-	450,000
Authorized/in progress	91007	W Emergency Unanticipated Capital Repairs	-	-	150,000	-	-	-	-	150,000
Authorized/in progress Total			-	19,120,000	2,855,000	-	-	895,000	-	22,870,000
New FY25	90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	-	-	340,000	-	-	-	-	340,000
New FY25	90913	Tank Cleaning and Inspection	-	-	200,000	-	-	-	-	200,000
New FY25	TBD	Lifting HVAC Heat Pumps HCH, Library and UV	-	-	5,000	-	-	-	-	5,000
New FY25	TBD	Repaint Tanks	-	-	495,000	-	-	-	-	495,000
New FY25	TBD	Maksoutoff Galvanized Water Line Replacement	-	-	260,000	-	-	-	-	260,000
New FY25 Total			-	-	1,300,000	-	-	-	-	1,300,000
Physically complete	90652	UV Disinfection Feasibility	5,561,000	6,550,000	18,000	-	-	-	-	12,129,000
Physically complete Total			5,561,000	6,550,000	18,000	-	-	-	-	12,129,000
Grand Total			5,561,000	25,670,000	4,173,000	-	-	895,000	-	36,299,000



# **WASTEWATER FUND**

## ***DRAFT***

**FISCAL YEAR 2025**

**OPERATING BUDGET**

# Wastewater Fund - Summary by Organization Report

	2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2025 Level 1
Fund: 220 Wastewater Treatment									
Revenue									
220-300-310 -State Revenue	\$	69,158	\$	167	\$	17,862	\$	55,970	\$ 55,971
220-300-315 - Federal Revenue	\$	13,397	\$	-	\$	-	\$	-	\$ -
220-300-340 - Operating Revenue	\$	3,576,595	\$	3,758,797	\$	4,140,631	\$	4,351,000	\$ 4,801,215
220-300-350 - Non-Operating Revenue	\$	15,380	\$	27,125	\$	20,730	\$	15,000	\$ 15,000
220-300-360 - Uses of Prop & Investment	\$	(26,602)	\$	(312,090)	\$	143,865	\$	75,000	\$ 100,000
220-300-370 - Interfund Billings	\$	-	\$	-	\$	-	\$	-	\$ -
220-300-380 - Miscellaneous	\$	3,198	\$	3,693	\$	8,260	\$	7,500	\$ 1,500
220-300-390 - Cash Basis Receipts	\$	286,716	\$	10,846,800	\$	1,167,520	\$	-	\$ -
220-680 - Transfers Between Funds	\$	-	\$	-	\$	-	\$	-	\$ -
Revenue Totals	\$	3,937,842	\$	14,324,493	\$	5,498,868	\$	4,504,470	\$ 4,973,686
Expenditures									
220-600-601 - Administration	\$	937,539	\$	690,634	\$	549,414	\$	1,043,271	\$ 1,127,939
220-600-605 - Distribution	\$	-	\$	-	\$	-	\$	-	\$ -
220-600-607 - Collections	\$	1,008,646	\$	1,026,360	\$	994,405	\$	1,838,246	\$ 1,681,897
220-600-610 - Treatment	\$	676,232	\$	667,156	\$	615,889	\$	336,919	\$ 358,679
220-600-635 - Jobbing Expenses	\$	-	\$	-	\$	-	\$	-	\$ -
220-640 - Depreciation/Amortization	\$	883,547	\$	1,159,828	\$	1,288,890	\$	1,159,831	\$ 1,288,891
220-650 - Debt Payments	\$	123,680	\$	213,311	\$	278,906	\$	1,138,977	\$ 921,738
220-670 - Fixed Assets	\$	-	\$	-	\$	-	\$	6,000	\$ 90,000
220-680 - Transfers Between Funds	\$	9,180,802	\$	901,611	\$	134,474	\$	2,775,000	\$ 1,340,000
220-690 - Other Financing Sources/Uses	\$	-	\$	-	\$	-	\$	-	\$ -
Expenditure Totals	\$	12,810,446	\$	4,658,900	\$	3,861,978	\$	8,298,244	\$ 6,809,144
Fund Total: Wastewater Treatment	\$	(8,872,603)	\$	9,665,593	\$	1,636,890	\$	(3,793,774)	\$ (1,835,458)

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 220 - Waste Water Treatment</b>						
<b>EXPENSES</b>						
400 - Salaries and Wages						
5110.001	Regular Salaries/Wages	527,899.14	516,059.74	492,909.87	838,089.20	790,889.92
5110.002	Holidays	23,182.71	28,880.81	29,922.45	0.00	0.00
5110.003	Sick Leave	25,590.07	37,952.35	53,420.40	0.00	0.00
5110.004	Overtime	53,638.82	43,933.60	23,583.29	29,000.00	30,000.00
5110.010	Temp Wages	0.00	2,700.00	4,441.50	20,000.00	20,000.00
<b>Account Classification Total: 400 - Salaries and Wages</b>		<b>\$630,310.74</b>	<b>\$629,526.50</b>	<b>\$604,277.51</b>	<b>\$887,089.20</b>	<b>\$840,889.92</b>
450 - Fringe Benefits						
5120.001	Annual Leave	55,660.32	63,656.69	66,968.65	30,228.00	25,706.00
5120.002	SBS	41,706.35	42,565.74	40,818.39	56,231.23	53,122.45
5120.003	Medicare	9,865.29	10,068.60	9,655.25	13,301.10	12,565.65
5120.004	PERS	142,383.13	150,673.01	143,758.51	190,759.54	180,595.92
5120.005	Health Insurance	209,168.03	186,083.25	161,267.64	244,254.72	240,566.52
5120.006	Life Insurance	101.04	97.50	77.92	80.76	80.76
5120.007	Workmen's Compensation	24,425.10	25,090.24	21,875.41	27,322.18	22,703.77
5120.011	PERS on Behalf	171,666.74	(44,003.00)	(188,857.00)	55,970.23	55,970.23
<b>Account Classification Total: 450 - Fringe Benefits</b>		<b>\$654,976.00</b>	<b>\$434,232.03</b>	<b>\$255,564.77</b>	<b>\$618,147.76</b>	<b>\$591,311.30</b>
500 - Operating Expenses						
5201.000	Training and Travel	200.00	2,250.00	3,546.31	12,000.00	11,000.00
5202.000	Uniforms	2,943.42	1,391.95	2,150.93	3,500.00	3,500.00
5203.001	Utilities	245,766.52	250,414.32	293,997.07	255,000.00	304,000.00
5203.005	Fuel Oil	2,262.30	0.00	2,246.30	10,000.00	10,000.00
5204.000	Telephone	1,233.13	1,221.66	1,230.30	1,260.00	1,260.00
5204.001	Cell Phone Stipend	2,025.00	2,050.00	1,525.00	2,100.00	2,100.00
5205.000	Insurance	45,046.28	46,769.30	51,229.80	46,770.00	97,300.00
5206.000	Supplies	81,097.29	68,391.86	91,478.25	79,200.00	99,200.00
5207.000	Repairs and Maintenance	29,077.06	50,100.66	32,019.64	94,406.43	78,400.00
5208.000	Bldg Repair & Maint	25,873.00	40,281.00	21,279.60	31,736.00	48,078.00
5211.000	IT Fees	72,953.04	80,104.92	73,275.00	99,758.00	112,371.00
5212.000	Contracted Services	77,634.46	96,369.17	81,650.53	161,292.11	129,725.00
5214.000	Interdepartment Services	451,759.57	413,650.74	375,057.38	358,020.00	390,268.00
5221.000	Transportation/Vehicles	171,923.87	181,613.70	182,743.20	273,582.00	211,864.00
5222.000	Postage	5,536.97	7,341.83	6,196.43	8,000.00	8,000.00
5223.000	Tools & Small Equipment	6,635.20	1,599.00	4,429.60	7,900.00	3,400.00
5224.000	Dues and Publications	1,326.25	1,676.75	1,319.45	2,000.00	2,000.00
5226.000	Advertising	0.00	404.05	730.00	1,000.00	1,000.00
5227.002	Rent-Equipment	4,248.00	4,248.00	4,248.00	4,748.00	4,748.00
5230.000	Bad Debts	44,232.60	11,675.35	16,053.38	48,000.00	16,100.00
5231.000	Credit Card Expense	30,489.62	41,659.35	45,970.47	40,000.00	50,000.00
5290.000	Other Expenses	0.00	433.78	1,046.50	2,000.00	2,000.00
5290.100	Unanticipated Repairs	34,866.48	16,744.16	6,442.50	170,926.50	150,000.00
5295.000	Interest Expense	123,679.58	213,310.92	278,906.09	376,555.00	158,035.00
<b>Account Classification Total: 500 - Operating Expenses</b>		<b>\$1,460,809.64</b>	<b>\$1,533,702.47</b>	<b>\$1,578,771.73</b>	<b>\$2,089,754.04</b>	<b>\$1,894,349.00</b>
600 - Amortization & Depreciation						
6202.000	Depreciation-Plants	797,627.57	1,067,843.15	1,190,607.02	1,067,844.00	1,190,608.00
6205.000	Depreciation-Buildings	33,599.16	33,599.16	33,315.90	33,600.00	33,316.00
6206.000	Depreciation-Machinery	52,320.24	58,386.11	64,966.70	58,387.00	64,967.00
<b>Account Classification Total: 600 - Amortization &amp; Depreciation</b>		<b>\$883,546.97</b>	<b>\$1,159,828.42</b>	<b>\$1,288,889.62</b>	<b>\$1,159,831.00</b>	<b>\$1,288,891.00</b>
700 - Cash Basis Expenditures						
7103.000	Fixed Assets-Plant	0.00	0.00	0.00	0.00	50,000.00
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	6,000.00	40,000.00
7200.000	Interfund Transfers Out	9,180,802.24	901,611.00	134,474.27	2,775,000.00	1,340,000.00
7301.000	Note Principal Payments	0.00	0.00	0.00	762,422.00	763,703.00
<b>Account Classification Total: 700 - Cash Basis Expenditures</b>		<b>\$9,180,802.24</b>	<b>\$901,611.00</b>	<b>\$134,474.27</b>	<b>\$3,543,422.00</b>	<b>\$2,193,703.00</b>
<b>EXPENSES Total</b>		<b>\$12,810,445.59</b>	<b>\$4,658,900.42</b>	<b>\$3,861,977.90</b>	<b>\$8,298,244.00</b>	<b>\$6,809,144.22</b>
<b>Fund REVENUE</b>	<b>Total: 220 - Waste Water Treatment</b>					
<b>Fund EXPENSE</b>	<b>Total: 220 - Waste Water Treatment</b>	<b>\$12,810,445.59</b>	<b>\$4,658,900.42</b>	<b>\$3,861,977.90</b>	<b>\$8,298,244.00</b>	<b>\$6,809,144.22</b>
<b>Fund Total: 220 - Waste Water Treatment</b>		<b>(\$12,810,445.59)</b>	<b>(\$4,658,900.42)</b>	<b>(\$3,861,977.90)</b>	<b>(\$8,298,244.00)</b>	<b>(\$6,809,144.22)</b>

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 220 - Waste Water Treatment</b>						
<b>EXPENSES</b>						
<b>Division: 600 - Operations</b>						
<b>Department: 601 - Administration</b>						
5110.001	Regular Salaries/Wages	63,189.72	59,907.27	72,371.93	142,628.20	145,643.64
5110.002	Holidays	2,934.36	3,992.28	5,349.90	0.00	0.00
5110.003	Sick Leave	451.44	939.36	1,416.15	0.00	0.00
5110.004	Overtime	0.00	48.20	0.00	29,000.00	30,000.00
5110.010	Temp Wages	0.00	0.00	0.00	20,000.00	20,000.00
5120.001	Annual Leave	17,030.96	11,376.47	17,277.28	30,228.00	25,706.00
5120.002	SBS	4,617.73	4,617.15	5,496.27	13,599.65	13,568.69
5120.003	Medicare	1,092.28	1,092.20	1,300.09	3,216.89	3,209.55
5120.004	PERS	15,661.01	16,372.65	19,711.66	37,757.69	38,641.24
5120.005	Health Insurance	9,009.76	7,328.03	8,886.83	14,883.96	17,107.68
5120.006	Life Insurance	5.93	4.79	5.30	8.04	8.04
5120.007	Workmen's Compensation	2,704.37	2,722.21	2,972.77	5,902.05	5,282.21
5120.011	PERS on Behalf	121,961.10	(92,767.00)	(202,774.00)	55,970.23	55,970.23
5202.000	Uniforms	0.00	0.00	243.75	0.00	0.00
5203.001	Utilities	1,035.92	0.00	0.00	0.00	0.00
5203.005	Fuel Oil	2,262.30	0.00	2,246.30	10,000.00	10,000.00
5204.000	Telephone	1,233.13	1,221.66	1,230.30	1,260.00	1,260.00
5205.000	Insurance	45,046.28	46,769.30	51,229.80	46,770.00	97,300.00
5206.000	Supplies	1,154.20	330.50	999.14	1,200.00	1,200.00
5207.000	Repairs and Maintenance	126.57	0.00	435.72	0.00	0.00
5208.000	Bldg Repair & Maint	25,873.00	40,281.00	21,279.60	31,736.00	48,078.00
5211.000	IT Fees	72,953.04	80,104.92	73,275.00	99,758.00	112,371.00
5212.000	Contracted Services	15,077.72	29,817.73	21,582.43	41,432.50	35,225.00
5214.000	Interdepartment Services	451,759.57	413,650.74	375,057.38	358,020.00	390,268.00
5221.000	Transportation/Vehicles	900.00	900.00	0.00	900.00	0.00
5222.000	Postage	5,529.97	7,329.14	6,187.50	8,000.00	8,000.00
5224.000	Dues and Publications	1,206.25	856.25	879.00	2,000.00	2,000.00
5226.000	Advertising	0.00	404.05	730.00	1,000.00	1,000.00
5230.000	Bad Debts	44,232.60	11,675.35	16,053.38	48,000.00	16,100.00
5231.000	Credit Card Expense	30,489.62	41,659.35	45,970.47	40,000.00	50,000.00
<b>Department Total: 601 - Administration</b>		<b>\$937,538.83</b>	<b>\$690,633.60</b>	<b>\$549,413.95</b>	<b>\$1,043,271.21</b>	<b>\$1,127,939.28</b>
<b>Department: 607 - Collections</b>						
5110.001	Regular Salaries/Wages	232,107.49	232,211.24	221,742.91	686,179.00	635,964.28
5110.002	Holidays	20,248.35	24,485.01	23,837.25	0.00	0.00
5110.003	Sick Leave	25,138.63	36,980.86	51,049.65	0.00	0.00
5110.004	Overtime	40,892.44	32,293.52	20,761.71	0.00	0.00
5110.010	Temp Wages	0.00	1,260.00	1,152.00	0.00	0.00
5120.001	Annual Leave	38,629.36	52,280.22	48,452.97	0.00	0.00
5120.002	SBS	22,023.93	23,440.36	22,603.05	42,062.48	38,984.66
5120.003	Medicare	5,209.57	5,544.65	5,346.59	9,949.60	9,221.49
5120.004	PERS	75,006.85	82,547.39	79,116.74	150,959.40	139,912.23
5120.005	Health Insurance	117,627.81	117,806.79	110,833.88	229,370.76	223,458.84
5120.006	Life Insurance	58.02	59.58	49.81	72.72	72.72
5120.007	Workmen's Compensation	12,898.22	13,811.65	12,022.21	21,134.19	17,170.90
5120.011	PERS on Behalf	30,933.18	30,030.00	8,926.00	0.00	0.00
5201.000	Training and Travel	200.00	950.00	2,171.99	9,000.00	8,000.00
5202.000	Uniforms	2,913.92	1,151.96	1,554.46	2,500.00	2,500.00
5203.001	Utilities	124,341.28	126,410.59	132,187.66	125,000.00	139,000.00
5204.001	Cell Phone Stipend	2,025.00	2,050.00	1,525.00	2,100.00	2,100.00
5206.000	Supplies	25,091.87	9,759.18	34,434.56	28,000.00	28,000.00
5207.000	Repairs and Maintenance	15,906.72	28,280.18	10,965.10	70,462.25	58,000.00
5212.000	Contracted Services	4,352.00	1,800.00	6,818.44	10,198.75	10,000.00
5221.000	Transportation/Vehicles	171,023.87	180,713.70	182,743.20	272,682.00	211,864.00
5223.000	Tools & Small Equipment	2,903.01	417.17	4,132.60	2,400.00	2,400.00
5224.000	Dues and Publications	0.00	650.50	240.45	0.00	0.00
5227.002	Rent-Equipment	4,248.00	4,248.00	4,248.00	4,248.00	4,248.00
5290.000	Other Expenses	0.00	433.78	1,046.50	1,000.00	1,000.00
5290.100	Unanticipated Repairs	34,866.48	16,744.16	6,442.50	170,926.50	150,000.00
<b>Department Total: 607 - Collections</b>		<b>\$1,008,646.00</b>	<b>\$1,026,360.49</b>	<b>\$994,405.23</b>	<b>\$1,838,245.65</b>	<b>\$1,681,897.12</b>
<b>Department: 610 - Treatment</b>						
5110.001	Regular Salaries/Wages	232,601.93	223,941.23	198,795.03	9,282.00	9,282.00
5110.002	Holidays	0.00	403.52	735.30	0.00	0.00
5110.003	Sick Leave	0.00	32.13	954.60	0.00	0.00
5110.004	Overtime	12,746.38	11,591.88	2,821.58	0.00	0.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
5110.010	Temp Wages	0.00	1,440.00	3,289.50	0.00	0.00
5120.001	Annual Leave	0.00	0.00	1,238.40	0.00	0.00
5120.002	SBS	15,064.69	14,508.23	12,719.07	569.10	569.10
5120.003	Medicare	3,563.44	3,431.75	3,008.57	134.61	134.61
5120.004	PERS	51,715.27	51,752.97	44,930.11	2,042.45	2,042.45
5120.005	Health Insurance	82,530.46	60,948.43	41,546.93	0.00	0.00
5120.006	Life Insurance	37.09	33.13	22.81	0.00	0.00
5120.007	Workmen's Compensation	8,822.51	8,556.38	6,880.43	285.94	250.66
5120.011	PERS on Behalf	18,772.46	18,734.00	4,991.00	0.00	0.00
5201.000	Training and Travel	0.00	1,300.00	1,374.32	3,000.00	3,000.00
5202.000	Uniforms	29.50	239.99	352.72	1,000.00	1,000.00
5203.001	Utilities	120,389.32	124,003.73	161,809.41	130,000.00	165,000.00
5206.000	Supplies	54,851.22	58,302.18	56,044.55	50,000.00	70,000.00
5207.000	Repairs and Maintenance	13,043.77	21,820.48	20,618.82	23,944.18	20,400.00
5212.000	Contracted Services	58,204.74	64,751.44	53,249.66	109,660.86	84,500.00
5222.000	Postage	7.00	12.69	8.93	0.00	0.00
5223.000	Tools & Small Equipment	3,732.19	1,181.83	297.00	5,500.00	1,000.00
5224.000	Dues and Publications	120.00	170.00	200.00	0.00	0.00
5227.002	Rent-Equipment	0.00	0.00	0.00	500.00	500.00
5290.000	Other Expenses	0.00	0.00	0.00	1,000.00	1,000.00
Department Total: 610 - Treatment		\$676,231.97	\$667,155.99	\$615,888.74	\$336,919.14	\$358,678.82
Division Total: 600 - Operations		\$2,622,416.80	\$2,384,150.08	\$2,159,707.92	\$3,218,436.00	\$3,168,515.22
Division:	640 - Depreciation/Amortization					
6202.000	Depreciation-Plants	797,627.57	1,067,843.15	1,190,607.02	1,067,844.00	1,190,608.00
6205.000	Depreciation-Buildings	33,599.16	33,599.16	33,315.90	33,600.00	33,316.00
6206.000	Depreciation-Machinery	52,320.24	58,386.11	64,966.70	58,387.00	64,967.00
Division Total: 640 - Depreciation/Amortization		\$883,546.97	\$1,159,828.42	\$1,288,889.62	\$1,159,831.00	\$1,288,891.00
Division:	650 - Debt Payments					
5295.000	Interest Expense	123,679.58	213,310.92	278,906.09	376,555.00	158,035.00
7301.000	Note Principal Payments	0.00	0.00	0.00	762,422.00	763,703.00
Division Total: 650 - Debt Payments		\$123,679.58	\$213,310.92	\$278,906.09	\$1,138,977.00	\$921,738.00
Division:	670 - Fixed Assets					
7103.000	Fixed Assets-Plant	0.00	0.00	0.00	0.00	50,000.00
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	6,000.00	40,000.00
Division Total: 670 - Fixed Assets		\$0.00	\$0.00	\$0.00	\$6,000.00	\$90,000.00
Division:	680 - Transfers Between Funds					
7200.000	Interfund Transfers Out	9,180,802.24	901,611.00	134,474.27	2,775,000.00	1,340,000.00
Division Total: 680 - Transfers Between Funds		\$9,180,802.24	\$901,611.00	\$134,474.27	\$2,775,000.00	\$1,340,000.00
EXPENSES Total		\$12,810,445.59	\$4,658,900.42	\$3,861,977.90	\$8,298,244.00	\$6,809,144.22
Fund REVENUE	Total: 220 - Waste Water Treatment					
Fund EXPENSE	Total: 220 - Waste Water Treatment	\$12,810,445.59	\$4,658,900.42	\$3,861,977.90	\$8,298,244.00	\$6,809,144.22
Fund Total: 220 - Waste Water Treatment		(\$12,810,445.59)	(\$4,658,900.42)	(\$3,861,977.90)	(\$8,298,244.00)	(\$6,809,144.22)

Wastewater Fund - Fund 730  
FY2025 Capital Projects

Status	Project number	Project Description	Source -	Source -	Source -	Source -	Source -	Source -	Source -	Source - Total
			Grants (approved)	Loans/ Bond Proceeds (approved)	Working Capital	Other source	Contingent Grants	Contingent Loans/Bonding	Contingent Other	authorized (approved + contingent)
Authorized/in progress	90447	WWTP Control System	-	-	478,580	-	-	-	-	478,580
Authorized/in progress	90531	Monastery St (DeGroff to Arrowhead) and Kinkead Utility & Street Improvements	-	-	-	-	-	-	-	-
Authorized/in progress	90565	Jamestown East Lift Station Replacement	-	-	85,000	-	-	-	-	85,000
Authorized/in progress	90655	WWTP-Rehabilitation	-	9,737,000	14,420	-	-	-	-	9,751,420
Authorized/in progress	90783	Replace Generators - Lift Stations	-	311,000	236,000	-	-	-	-	547,000
Authorized/in progress	90809	Replace WWTP Influent Grinder	-	-	100,000	-	-	-	-	100,000
Authorized/in progress	90816	Channel Lift Station Rehabilitation	-	371,734	71,887	-	-	-	-	443,621
Authorized/in progress	90819	South Lake/West DeGroff Utilities & Street Improvements	500,000	343,700	16,186	-	-	-	-	859,886
Authorized/in progress	90838	Lincoln Street Paving (Harbor Way to Harbor Drive)	-	-	20,000	-	-	-	-	20,000
Authorized/in progress	90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	-	1,250,000	80,000	-	-	810,000	-	2,140,000
Authorized/in progress	90862	Japonski Sewer Force Main Condition Assessment	-	-	250,000	-	-	-	-	250,000
Authorized/in progress	90877	Brady-Gavan Road and Utility Project	-	-	5,000	-	-	-	-	5,000
Authorized/in progress	90894	Asset Management/CMMS Implementation	-	-	65,000	-	-	-	-	65,000
Authorized/in progress	90895	Wastewater Master Plan	-	-	120,000	-	-	-	-	120,000
Authorized/in progress	90916	WWTP Blower Manifold Assessment/Design	-	-	53,000	-	-	-	-	53,000
Authorized/in progress	90917	Lincoln Street Lift Station Valve Replacement	-	-	55,000	-	-	-	-	55,000
Authorized/in progress	90918	WWTP Clarifier Drive Replacement	-	-	62,000	-	-	-	-	62,000
Authorized/in progress	90919	Thomsen Harbor Lift Station Rehabilitation	-	1,300,000	1,525,143	-	-	1,700,000	-	4,525,143
Authorized/in progress	90952	Sludge thickener catwalk replacement	-	-	20,000	-	-	-	-	20,000
Authorized/in progress	90983	SCADA Communication Upgrades	-	-	50,000	-	-	-	-	50,000
Authorized/in progress	90982	Old Sitka Rocks Lift Station Control Panel	-	-	65,000	-	-	-	-	65,000
Authorized/in progress	91008	WW Emergency Unanticipated Capital Repairs	-	-	150,000	-	-	-	-	150,000
Authorized/in progress	91009	Lake & Lincoln Lift Station Rehabilitation	-	-	25,000	-	-	2,500,000	-	2,525,000
Authorized/in progress	91010	WWTP Effluent Disinfection System	-	-	750,000	-	-	7,000,000	-	7,750,000
Authorized/in progress	91011	Sewer Force Main Replacement	-	-	700,000	-	-	-	-	700,000
Authorized/in progress	91012	WWTP Lime Feed System	-	-	250,000	-	-	-	-	250,000
Authorized/in progress	91013	WW Equipment Condition Assessment	-	-	100,000	-	-	-	-	100,000
Authorized/in progress Total			500,000	13,313,434	5,347,216	-	-	12,010,000	-	31,170,650
New FY25	90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	-	-	670,000	-	-	-	-	670,000
New FY25	TBD	Sludge Dewatering Assessment and Design	-	-	175,000	-	-	-	-	175,000
New FY25	TBD	WWTP Pipe Replacement	-	-	20,000	-	-	-	-	20,000
New FY25	90983	SCADA Communications Upgrades	-	-	75,000	-	-	-	-	75,000
New FY25	91009	Lake & Lincoln Lift Station Rehabilitation	-	-	400,000	-	-	-	-	400,000
New FY25	91011	Sewer Force Main Replacement	-	-	-	-	-	6,000,000	-	6,000,000
New FY25 Total			-	-	1,340,000	-	-	6,000,000	-	7,340,000
Grand Total			500,000	13,313,434	6,687,216	-	-	18,010,000	-	38,510,650



# **SOLID WASTE FUND**

## ***DRAFT***

**FISCAL YEAR 2025**

**OPERATING BUDGET**



## City and Borough of Sitka

## Solid Waste Fund - Summary by Organization Report

	2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2025 Level 1
Fund: 230 Solid Waste Fund									
Revenue									
230-300-310 - State Revenue	\$	15,190	\$	36	\$	3,825	\$	11,916	\$ 10,914
230-300-315 - Federal Revenue	\$	-	\$	-	\$	-	\$	-	\$ -
230-300-340 - Operating Revenue	\$	4,914,771	\$	5,771,593	\$	5,683,579	\$	6,134,625	\$ 6,197,500
230-300-350 - Non-Operating Revenue	\$	-	\$	-	\$	-	\$	-	\$ -
230-300-360 - Uses of Prop & Investment	\$	(16,548)	\$	(99,808)	\$	78,928	\$	35,000	\$ 60,000
230-300-370 - Interfund Billings	\$	-	\$	-	\$	-	\$	-	\$ -
230-300-380 - Miscellaneous	\$	9,420	\$	1,025	\$	13,910	\$	10,500	\$ 2,500
230-300-390 - Cash Basis Receipts	\$	15,138	\$	210,000	\$	-	\$	862,500	\$ -
230-680 - Transfers Between Funds	\$	-	\$	-	\$	-	\$	-	\$ -
Revenue Totals	\$	4,937,970	\$	5,882,846	\$	5,780,241	\$	7,054,541	\$ 6,270,914
Expenditures									
230-600-601 - Administration	\$	1,644,594	\$	1,703,001	\$	1,819,118	\$	2,142,205	\$ 701,023
230-600-620 - Transfer Station	\$	2,028,585	\$	2,144,611	\$	1,966,226	\$	2,574,622	\$ 938,866
230-600-621 - Landfill	\$	341,206	\$	330,834	\$	112,194	\$	450,343	\$ 204,328
230-600-622 - Scrap Yard	\$	597,506	\$	580,956	\$	538,647	\$	623,638	\$ 974,956
230-600-623 - Dropoff Recycle Center	\$	31,579	\$	90,458	\$	41,248	\$	15,941	\$ 148,939
230-600-624 - Solid Waste Collection	\$	-	\$	-	\$	-	\$	-	\$ 2,721,600
230-600-635 - Jobbing Expenses	\$	-	\$	-	\$	-	\$	-	\$ -
230-640 - Depreciation/Amortization	\$	176,517	\$	147,596	\$	119,974	\$	147,598	\$ 119,976
230-650 - Debt Payments	\$	15,643	\$	13,912	\$	12,178	\$	219,220	\$ 217,483
230-670 - Fixed Assets	\$	-	\$	-	\$	-	\$	886,500	\$ 35,088
230-680 - Transfers Between Funds	\$	33,222	\$	3,070,000	\$	-	\$	1,470,840	\$ -
230-690 - Other Financing Sources/Uses	\$	-	\$	-	\$	-	\$	-	\$ -
Expenditure Totals	\$	4,868,852	\$	8,081,367	\$	4,609,585	\$	8,530,907	\$ 6,062,259
Fund Total: Solid Waste Fund	\$	69,118	\$	(2,198,521)	\$	1,170,656	\$	(1,476,366)	\$ 208,655

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 230 - Solid Waste Fund</b>						
<b>EXPENSES</b>						
400 - Salaries and Wages						
5110.001	Regular Salaries/Wages	118,762.81	119,679.27	115,175.70	162,718.40	180,238.32
5110.002	Holidays	6,886.10	6,571.06	6,314.92	0.00	0.00
5110.003	Sick Leave	7,710.31	2,078.10	7,383.40	0.00	0.00
5110.004	Overtime	11,976.75	10,868.97	4,546.01	0.00	3,000.00
5110.010	Temp Wages	0.00	0.00	119.60	0.00	10,000.00
<b>Account Classification Total: 400 - Salaries and Wages</b>		<b>\$145,335.97</b>	<b>\$139,197.40</b>	<b>\$133,539.63</b>	<b>\$162,718.40</b>	<b>\$193,238.32</b>
450 - Fringe Benefits						
5120.001	Annual Leave	8,579.79	6,212.88	11,788.46	5,522.00	4,323.00
5120.002	SBS	9,366.31	8,998.82	8,669.47	10,313.14	12,110.44
5120.003	Medicare	2,215.55	2,128.64	2,050.65	2,439.49	2,864.63
5120.004	PERS	32,093.06	31,355.84	30,560.95	35,798.09	40,312.35
5120.005	Health Insurance	24,273.06	45,438.04	32,715.51	29,767.92	66,851.64
5120.006	Life Insurance	34.00	28.23	26.89	30.24	36.36
5120.007	Workmen's Compensation	11,758.24	5,389.06	5,199.41	6,053.32	6,304.93
5120.008	Unemployment	6,995.07	0.00	0.00	0.00	0.00
5120.011	PERS on Behalf	58,936.74	(16,431.00)	(39,209.00)	11,916.24	10,913.65
5400.000	OPEB Expense	(17,957.00)	(45,791.00)	(26,741.00)	0.00	0.00
<b>Account Classification Total: 450 - Fringe Benefits</b>		<b>\$136,294.82</b>	<b>\$37,329.51</b>	<b>\$25,061.34</b>	<b>\$101,840.44</b>	<b>\$143,717.00</b>
500 - Operating Expenses						
5201.000	Training and Travel	361.37	3,619.92	5,026.35	22,000.00	102,000.00
5202.000	Uniforms	1,113.58	2,096.59	1,026.61	2,000.00	5,000.00
5203.001	Utilities	53,440.37	44,285.36	40,654.22	48,000.00	49,500.00
5204.000	Telephone	1,999.23	1,983.08	1,985.97	2,000.00	2,100.00
5204.001	Cell Phone Stipend	0.00	0.00	0.00	900.00	900.00
5205.000	Insurance	5,436.84	5,276.66	6,265.29	5,940.00	9,800.00
5206.000	Supplies	19,881.63	32,523.51	12,179.13	37,000.00	42,000.00
5207.000	Repairs and Maintenance	0.00	1,605.03	1,379.08	0.00	0.00
5208.000	Bldg Repair & Maint	8,624.00	11,489.92	8,337.96	12,521.00	16,166.00
5211.000	IT Fees	18,552.96	19,494.96	25,685.04	25,441.00	30,046.00
5212.000	Contracted Services	3,406,201.28	3,638,839.44	3,564,655.52	4,478,310.79	4,331,365.00
5214.000	Interdepartment Services	419,225.82	462,878.74	437,380.72	438,508.00	524,852.00
5221.000	Transportation/Vehicles	344,415.22	329,430.73	92,428.56	323,069.00	114,828.00
5222.000	Postage	3,375.00	6,750.00	6,187.50	6,500.00	6,500.00
5223.000	Tools & Small Equipment	4,571.81	3,008.11	914.12	0.00	14,000.00
5224.000	Dues and Publications	268.00	0.00	0.00	0.00	0.00
5226.000	Advertising	1,858.20	1,533.80	196.00	0.00	0.00
5227.002	Rent-Equipment	70.20	62,000.00	31,000.00	35,000.00	35,600.00
5230.000	Bad Debts	44,152.99	22,675.28	30,101.42	40,000.00	30,100.00
5231.000	Credit Card Expense	38,832.99	54,147.55	59,153.00	60,000.00	62,000.00
5290.000	Other Expenses	(10,542.15)	(30,306.09)	(5,724.03)	5,000.00	16,000.00
5295.000	Interest Expense	15,642.61	13,911.82	12,178.08	10,422.00	8,685.00
<b>Account Classification Total: 500 - Operating Expenses</b>		<b>\$4,377,481.95</b>	<b>\$4,687,244.41</b>	<b>\$4,331,010.54</b>	<b>\$5,552,611.79</b>	<b>\$5,401,442.00</b>
600 - Amortization & Depreciation						
6201.000	Depreciation-Land Improve	89,989.45	89,989.44	89,989.44	89,990.00	89,990.00
6202.000	Depreciation-Plants	12,069.64	12,069.60	12,069.60	12,070.00	12,070.00
6205.000	Depreciation-Buildings	68,447.04	38,561.15	8,675.59	38,562.00	8,676.00
6206.000	Depreciation-Machinery	6,011.22	6,975.51	9,239.15	6,976.00	9,240.00
<b>Account Classification Total: 600 - Amortization &amp; Depreciation</b>		<b>\$176,517.35</b>	<b>\$147,595.70</b>	<b>\$119,973.78</b>	<b>\$147,598.00</b>	<b>\$119,976.00</b>
700 - Cash Basis Expenditures						
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	886,500.00	35,088.00
7200.000	Interfund Transfers Out	33,222.00	3,070,000.00	0.00	1,470,840.00	0.00
7301.000	Note Principal Payments	0.00	0.00	0.00	208,798.00	208,798.00
<b>Account Classification Total: 700 - Cash Basis Expenditures</b>		<b>\$33,222.00</b>	<b>\$3,070,000.00</b>	<b>\$0.00</b>	<b>\$2,566,138.00</b>	<b>\$243,886.00</b>
<b>EXPENSES Total</b>		<b>\$4,868,852.09</b>	<b>\$8,081,367.02</b>	<b>\$4,609,585.29</b>	<b>\$8,530,906.63</b>	<b>\$6,102,259.32</b>
<b>Fund REVENUE Total: 230 - Solid Waste Fund</b>						
<b>Fund EXPENSE Total: 230 - Solid Waste Fund</b>		<b>\$4,868,852.09</b>	<b>\$8,081,367.02</b>	<b>\$4,609,585.29</b>	<b>\$8,530,906.63</b>	<b>\$6,102,259.32</b>
<b>Fund Total: 230 - Solid Waste Fund</b>		<b>(\$4,868,852.09)</b>	<b>(\$8,081,367.02)</b>	<b>(\$4,609,585.29)</b>	<b>(\$8,530,906.63)</b>	<b>(\$6,102,259.32)</b>

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 230 - Solid Waste Fund</b>						
<b>EXPENSES</b>						
<b>Division: 600 - Operations</b>						
<b>Department: 601 - Administration</b>						
5120.001	Annual Leave	762.32	(1,223.59)	3,902.78	0.00	0.00
5201.000	Training and Travel	0.00	0.00	0.00	0.00	50,000.00
5205.000	Insurance	5,436.84	5,276.66	6,265.29	5,940.00	9,800.00
5206.000	Supplies	1,794.42	3,963.40	84.00	1,500.00	1,500.00
5211.000	IT Fees	18,552.96	19,494.96	25,685.04	25,441.00	30,046.00
5212.000	Contracted Services	1,134,274.74	1,179,850.07	1,278,460.01	1,564,316.00	20,225.00
5214.000	Interdepartment Services	413,555.51	456,060.24	433,260.09	438,508.00	524,852.00
5222.000	Postage	3,375.00	6,750.00	6,187.50	6,500.00	6,500.00
5224.000	Dues and Publications	268.00	0.00	0.00	0.00	0.00
5226.000	Advertising	1,545.00	810.90	0.00	0.00	0.00
5230.000	Bad Debts	44,152.99	22,675.28	30,101.42	40,000.00	30,100.00
5231.000	Credit Card Expense	38,832.99	54,147.55	59,153.00	60,000.00	62,000.00
5290.000	Other Expenses	0.00	986.40	2,760.00	0.00	6,000.00
5400.000	OPEB Expense	(17,957.00)	(45,791.00)	(26,741.00)	0.00	0.00
<b>Department Total: 601 - Administration</b>		<b>\$1,644,593.77</b>	<b>\$1,703,000.87</b>	<b>\$1,819,118.13</b>	<b>\$2,142,205.00</b>	<b>\$741,023.00</b>
<b>Department: 620 - Transfer Station</b>						
5201.000	Training and Travel	122.00	0.00	0.00	0.00	0.00
5203.001	Utilities	9,043.03	9,566.62	10,646.44	10,000.00	16,000.00
5206.000	Supplies	803.82	0.00	0.00	0.00	0.00
5208.000	Bldg Repair & Maint	8,624.00	11,279.92	8,337.96	12,521.00	16,166.00
5212.000	Contracted Services	2,007,451.47	2,122,868.72	1,947,241.53	2,552,101.00	906,700.00
5214.000	Interdepartment Services	2,540.97	895.49	0.00	0.00	0.00
<b>Department Total: 620 - Transfer Station</b>		<b>\$2,028,585.29</b>	<b>\$2,144,610.75</b>	<b>\$1,966,225.93</b>	<b>\$2,574,622.00</b>	<b>\$938,866.00</b>
<b>Department: 621 - Landfill</b>						
5201.000	Training and Travel	0.00	200.00	1,998.20	12,000.00	12,000.00
5206.000	Supplies	4,893.99	9,735.55	2,968.90	15,500.00	15,500.00
5207.000	Repairs and Maintenance	0.00	1,605.03	0.00	0.00	0.00
5212.000	Contracted Services	8,077.58	27,859.83	27,713.21	94,773.79	52,000.00
5214.000	Interdepartment Services	0.00	0.00	2,849.97	0.00	0.00
5221.000	Transportation/Vehicles	338,567.13	322,002.90	85,357.43	323,069.00	114,828.00
5226.000	Advertising	313.20	722.90	0.00	0.00	0.00
5290.000	Other Expenses	(10,646.03)	(31,292.49)	(8,694.03)	5,000.00	10,000.00
<b>Department Total: 621 - Landfill</b>		<b>\$341,205.87</b>	<b>\$330,833.72</b>	<b>\$112,193.68</b>	<b>\$450,342.79</b>	<b>\$204,328.00</b>
<b>Department: 622 - Scrap Yard</b>						
5110.001	Regular Salaries/Wages	118,762.81	119,679.27	115,175.70	162,718.40	180,238.32
5110.002	Holidays	6,886.10	6,571.06	6,314.92	0.00	0.00
5110.003	Sick Leave	7,710.31	2,078.10	7,383.40	0.00	0.00
5110.004	Overtime	11,976.75	10,868.97	4,546.01	0.00	0.00
5110.010	Temp Wages	0.00	0.00	119.60	0.00	0.00
5120.001	Annual Leave	7,817.47	7,436.47	7,885.68	0.00	0.00
5120.002	SBS	9,366.31	8,998.82	8,669.47	9,974.64	11,048.54
5120.003	Medicare	2,215.55	2,128.64	2,050.65	2,359.42	2,613.45
5120.004	PERS	32,093.06	31,355.84	30,560.95	35,798.09	39,652.35
5120.005	Health Insurance	24,273.06	45,438.04	32,715.51	29,767.92	66,851.64
5120.006	Life Insurance	34.00	28.23	26.89	30.24	36.36
5120.007	Workmen's Compensation	11,758.24	5,389.06	5,199.41	6,053.32	6,002.03
5120.008	Unemployment	6,995.07	0.00	0.00	0.00	0.00
5120.011	PERS on Behalf	58,936.74	(16,431.00)	(39,209.00)	11,916.24	10,913.65
5201.000	Training and Travel	239.37	3,419.92	3,028.15	10,000.00	40,000.00
5202.000	Uniforms	1,113.58	2,096.59	1,026.61	2,000.00	5,000.00
5203.001	Utilities	32,239.74	25,537.66	21,630.18	28,000.00	25,000.00
5204.000	Telephone	1,999.23	1,983.08	1,985.97	2,000.00	2,100.00
5204.001	Cell Phone Stipend	0.00	0.00	0.00	900.00	900.00
5206.000	Supplies	12,389.40	18,824.56	9,126.23	20,000.00	25,000.00
5207.000	Repairs and Maintenance	0.00	0.00	1,379.08	0.00	0.00
5208.000	Bldg Repair & Maint	0.00	210.00	0.00	0.00	0.00
5212.000	Contracted Services	239,326.47	227,593.08	278,704.52	267,120.00	510,000.00
5214.000	Interdepartment Services	778.55	5,313.94	936.06	0.00	0.00
5221.000	Transportation/Vehicles	5,848.09	7,427.83	7,071.13	0.00	0.00
5223.000	Tools & Small Equipment	4,571.81	3,008.11	914.12	0.00	14,000.00
5226.000	Advertising	0.00	0.00	196.00	0.00	0.00
5227.002	Rent-Equipment	70.20	62,000.00	31,000.00	35,000.00	35,600.00
5290.000	Other Expenses	103.88	0.00	210.00	0.00	0.00
<b>Department Total: 622 - Scrap Yard</b>		<b>\$597,505.79</b>	<b>\$580,956.27</b>	<b>\$538,647.24</b>	<b>\$623,638.27</b>	<b>\$974,956.34</b>

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Department: 623 - Dropoff Recycle Center</b>						
5110.004	Overtime	0.00	0.00	0.00	0.00	3,000.00
5110.010	Temp Wages	0.00	0.00	0.00	0.00	10,000.00
5120.001	Annual Leave	0.00	0.00	0.00	5,522.00	4,323.00
5120.002	SBS	0.00	0.00	0.00	338.50	1,061.90
5120.003	Medicare	0.00	0.00	0.00	80.07	251.18
5120.004	PERS	0.00	0.00	0.00	0.00	660.00
5120.007	Workmen's Compensation	0.00	0.00	0.00	0.00	302.90
5203.001	Utilities	12,157.60	9,181.08	8,377.60	10,000.00	8,500.00
5212.000	Contracted Services	17,071.02	80,667.74	32,536.25	0.00	120,840.00
5214.000	Interdepartment Services	2,350.79	609.07	334.60	0.00	0.00
<b>Department Total: 623 - Dropoff Recycle Center</b>		<b>\$31,579.41</b>	<b>\$90,457.89</b>	<b>\$41,248.45</b>	<b>\$15,940.57</b>	<b>\$148,938.98</b>
<b>Department: 624 - Solid Waste Collection</b>						
5212.000	Contracted Services	0.00	0.00	0.00	0.00	2,721,600.00
<b>Department Total: 624 - Solid Waste Collection</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,721,600.00</b>
<b>Division Total: 600 - Operations</b>		<b>\$4,643,470.13</b>	<b>\$4,849,859.50</b>	<b>\$4,477,433.43</b>	<b>\$5,806,748.63</b>	<b>\$5,729,712.32</b>
<b>Division: 640 - Depreciation/Amortization</b>						
6201.000	Depreciation-Land Improve	89,989.45	89,989.44	89,989.44	89,990.00	89,990.00
6202.000	Depreciation-Plants	12,069.64	12,069.60	12,069.60	12,070.00	12,070.00
6205.000	Depreciation-Buildings	68,447.04	38,561.15	8,675.59	38,562.00	8,676.00
6206.000	Depreciation-Machinery	6,011.22	6,975.51	9,239.15	6,976.00	9,240.00
<b>Division Total: 640 - Depreciation/Amortization</b>		<b>\$176,517.35</b>	<b>\$147,595.70</b>	<b>\$119,973.78</b>	<b>\$147,598.00</b>	<b>\$119,976.00</b>
<b>Division: 650 - Debt Payments</b>						
5295.000	Interest Expense	15,642.61	13,911.82	12,178.08	10,422.00	8,685.00
7301.000	Note Principal Payments	0.00	0.00	0.00	208,798.00	208,798.00
<b>Division Total: 650 - Debt Payments</b>		<b>\$15,642.61</b>	<b>\$13,911.82</b>	<b>\$12,178.08</b>	<b>\$219,220.00</b>	<b>\$217,483.00</b>
<b>Division: 670 - Fixed Assets</b>						
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	886,500.00	35,088.00
<b>Division Total: 670 - Fixed Assets</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$886,500.00</b>	<b>\$35,088.00</b>
<b>Division: 680 - Transfers Between Funds</b>						
7200.000	Interfund Transfers Out	33,222.00	3,070,000.00	0.00	1,470,840.00	0.00
<b>Division Total: 680 - Transfers Between Funds</b>		<b>\$33,222.00</b>	<b>\$3,070,000.00</b>	<b>\$0.00</b>	<b>\$1,470,840.00</b>	<b>\$0.00</b>
<b>EXPENSES Total</b>		<b>\$4,868,852.09</b>	<b>\$8,081,367.02</b>	<b>\$4,609,585.29</b>	<b>\$8,530,906.63</b>	<b>\$6,102,259.32</b>
<b>Fund REVENUE Total: 230 - Solid Waste Fund</b>						
<b>Fund EXPENSE Total: 230 - Solid Waste Fund</b>		<b>\$4,868,852.09</b>	<b>\$8,081,367.02</b>	<b>\$4,609,585.29</b>	<b>\$8,530,906.63</b>	<b>\$6,102,259.32</b>
<b>Fund Total: 230 - Solid Waste Fund</b>		<b>(\$4,868,852.09)</b>	<b>(\$8,081,367.02)</b>	<b>(\$4,609,585.29)</b>	<b>(\$8,530,906.63)</b>	<b>(\$6,102,259.32)</b>

Solid Waste Fund - Fund 740  
FY2025 Capital Projects

Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/ Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bonding	Source - Contingent Other	Source- Total authorized (approved + contingent)
Authorized/in progress	90847	Expansion of Biosolids	-	-	1,530,000	-	-	-	-	1,530,000
Authorized/in progress	90865	Transfer Station Building	-	-	80,000	-	-	-	-	80,000
Authorized/in progress	90871	Kimsham Landfill Drainage Compliance	-	-	100,000	-	-	-	-	100,000
Authorized/in progress	90899	Scrap Yard Electrical	-	-	8,000	-	-	-	-	8,000
Authorized/in progress	90900	Scrap Yard / Impound Fence	-	-	50,000	-	-	-	-	50,000
Authorized/in progress	90920	Scrap Yard Tank Circular Concrete Structure Repairs	-	-	8,500	-	-	-	-	8,500
Authorized/in progress	90953	Recycling Loading Dock Repair	-	-	15,000	-	-	-	-	15,000
Authorized/in progress	90963	Solid Waste Compactor	-	2,790,000	155,000	210,000	-	-	-	3,155,000
Authorized/in progress	91014	Granite Ck Biosolids-Bridge Study	-	-	250,000	-	-	-	-	250,000
Authorized/in progress Total			-	2,790,000	2,196,500	210,000	-	-	-	5,196,500
Grand Total			-	2,790,000	2,196,500	210,000	-	-	-	5,196,500



# **HARBOR FUND**

## ***DRAFT***

**FISCAL YEAR 2025**

**OPERATING BUDGET**

# Harbor Fund - Summary by Organization Report

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
<b>Fund: 240 Harbor Fund</b>					
<b>Revenue</b>					
240-300-310 - State Revenue	\$ 907,385	\$ 1,752,302	\$ 1,468,076	\$ 890,997	\$ 946,349
240-300-315 - Federal Revenue	-	-	-	-	-
240-300-340 - Operating Revenue	2,318,098.7	2,626,061.6	2,986,853.9	3,195,140.0	3,316,000.0
240-300-350 - Non-Operating Revenue	189,287.3	407,467.4	415,416.2	357,500.0	436,000.0
240-300-360 - Uses of Prop & Investment	(56,655.3)	(271,753.2)	108,165.1	115,000.0	250,000.0
240-300-370 - Interfund Billings	-	-	-	-	-
240-300-380 - Miscellaneous	8,735.0	19,847.1	23,800.9	25,000.0	15,000.0
240-300-390 - Cash Basis Receipts	14,571,903.6	554,204.6	285,438.6	134,645.0	147,000.0
240-680 - Transfers Between Funds	-	-	-	-	-
<b>Revenue Totals</b>	<b>\$ 17,938,754</b>	<b>\$ 5,088,130</b>	<b>\$ 5,287,751</b>	<b>\$ 4,718,282</b>	<b>\$ 5,110,349</b>
<b>Expenditures</b>					
240-600-601 - Operations,Administration	\$ 780,140	\$ 606,545	\$ 729,895	\$ 1,075,321	\$ 1,326,152
240-600-630 - Operations	\$ 1,562,141	\$ 1,716,083	\$ 1,884,197	\$ 1,878,374	\$ 2,228,513
240-600-635 - Jobbing Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
240-640 - Depreciation/Amortization	\$ 1,992,288	\$ 1,489,218	\$ 1,767,392	\$ 1,746,281	\$ 1,767,394
240-650 - Debt Payments	\$ 440,226	\$ 314,143	\$ 325,902	\$ 881,430	\$ 884,749
240-670 - Fixed Assets	\$ -	\$ -	\$ -	\$ 6,000	\$ -
240-680 - Transfers Between Funds	\$ 576,000	\$ 3,657,000	\$ 2,247,000	\$ 1,113,104	\$ 92,500
240-690 - Other Financing Sources/Uses	\$ 28,876	\$ -	\$ -	\$ -	\$ -
<b>Expenditure Totals</b>	<b>\$ 5,379,671</b>	<b>\$ 7,782,989</b>	<b>\$ 6,954,386</b>	<b>\$ 6,700,511</b>	<b>\$ 6,299,308</b>
<b>Fund Total: Harbor Fund</b>	<b>\$ 12,559,083</b>	<b>\$ (2,694,859)</b>	<b>\$ (1,666,635)</b>	<b>\$ (1,982,229)</b>	<b>\$ (1,188,959)</b>

Account Number		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Fund: 240 - Harbor Fund							
EXPENSES							
400 - Salaries and Wages							
5110.001		Regular Salaries/Wages	412,106.66	389,472.53	478,660.59	609,343.20	707,243.60
5110.002		Holidays	19,344.24	21,444.75	23,838.37	0.00	0.00
5110.003		Sick Leave	19,135.85	26,963.34	19,313.74	0.00	0.00
5110.004		Overtime	14,588.98	15,777.39	12,266.83	10,500.00	15,000.00
5110.010		Temp Wages	56,850.25	61,794.33	75,307.86	98,000.00	164,000.00
Account Classification Total: 400 - Salaries and Wages			\$522,025.98	\$515,452.34	\$609,387.39	\$717,843.20	\$886,243.60
450 - Fringe Benefits							
5120.001		Annual Leave	43,557.07	48,584.98	61,304.13	26,034.00	26,712.00
5120.002		SBS	34,559.32	34,742.59	41,475.53	45,599.94	55,731.42
5120.003		Medicare	8,179.56	8,218.03	9,624.34	10,786.23	13,237.86
5120.004		PERS	103,698.50	106,742.74	124,692.48	136,365.42	158,893.60
5120.005		Health Insurance	193,033.85	188,744.56	192,806.44	228,444.24	252,018.48
5120.006		Life Insurance	109.52	107.16	114.85	115.20	129.36
5120.007		Workmen's Compensation	20,039.22	20,338.53	25,771.74	25,553.55	26,660.40
5120.008		Unemployment	3,776.77	0.00	0.00	0.00	0.00
5120.011		PERS on Behalf	128,012.72	(47,751.00)	5,903.00	40,997.95	46,348.25
5400.000		OPEB Expense	(19,681.00)	(198,362.00)	(167,914.00)	0.00	0.00
Account Classification Total: 450 - Fringe Benefits			\$515,285.53	\$161,365.59	\$293,778.51	\$513,896.53	\$579,731.37
500 - Operating Expenses							
5201.000		Training and Travel	931.35	195.25	5,882.89	14,000.00	11,170.00
5202.000		Uniforms	971.48	3,459.89	3,009.62	2,100.00	2,900.00
5203.001		Utilities	519,928.46	577,586.83	678,665.21	550,000.00	680,000.00
5204.000		Telephone	1,037.60	741.17	499.19	750.00	0.00
5204.001		Cell Phone Stipend	650.00	600.00	662.60	1,200.00	900.00
5205.000		Insurance	80,433.72	86,061.84	93,535.41	87,450.00	152,800.00
5206.000		Supplies	18,352.51	17,336.83	19,934.97	18,150.00	20,500.00
5207.000		Repairs and Maintenance	36,259.82	47,165.49	51,215.55	70,000.00	50,000.00
5207.001		Boat Repair and Maintenance	3,786.56	3,534.35	4,568.68	6,000.00	6,000.00
5207.002		Crush derelict boats	0.00	1,656.20	6,419.85	10,000.00	10,000.00
5208.000		Bldg Repair & Maint	8,624.00	9,676.92	8,337.96	12,521.00	16,166.00
5211.000		IT Fees	59,210.04	62,218.92	68,403.00	93,186.00	107,621.00
5212.000		Contracted Services	107,872.16	180,747.32	132,772.08	257,775.00	319,800.00
5214.000		Interdepartment Services	295,957.46	344,101.94	350,182.50	312,287.00	343,512.00
5221.000		Transportation/Vehicles	41,204.84	45,595.09	48,522.67	62,507.00	97,300.00
5222.000		Postage	3,064.65	6,014.75	5,500.00	6,000.00	6,000.00
5223.000		Tools & Small Equipment	9,904.88	13,033.09	20,213.88	14,000.00	15,326.00
5224.000		Dues and Publications	635.00	991.80	849.00	800.00	800.00
5226.000		Advertising	1,874.22	2,196.60	1,915.30	4,750.00	5,500.00
5227.002		Rent-Equipment	228.15	399.95	0.00	1,000.00	1,000.00
5227.003		Rent-Other	0.00	0.00	0.00	0.00	1,800.00
5230.000		Bad Debts	67,285.44	174,154.07	134,094.14	126,000.00	150,000.00
5231.000		Credit Card Expense	46,307.22	63,258.88	72,846.61	70,000.00	88,000.00
5290.000		Other Expenses	450.10	5,082.13	2,894.81	1,480.00	1,595.00
5295.000		Interest Expense	438,726.33	312,643.08	324,151.70	351,082.00	338,401.00
5297.000		Debt Admin Expense	1,500.00	1,500.00	1,750.00	0.00	1,000.00
Account Classification Total: 500 - Operating Expenses			\$1,745,195.99	\$1,959,952.39	\$2,036,827.62	\$2,073,038.00	\$2,428,091.00
600 - Amortization & Depreciation							
6201.000		Depreciation-Land Improve	6,922.98	0.00	0.00	4,184.00	4,920.00
6203.000		Depreciation-Harbors	1,953,745.19	1,455,629.81	1,733,305.42	1,708,508.00	1,728,386.00
6205.000		Depreciation-Buildings	1,050.33	1,194.71	1,194.72	1,195.00	1,195.00
6206.000		Depreciation-Machinery	30,569.08	32,393.77	32,892.24	32,394.00	32,893.00
Account Classification Total: 600 - Amortization & Depreciation			\$1,992,287.58	\$1,489,218.29	\$1,767,392.38	\$1,746,281.00	\$1,767,394.00
691 - Other Financing Uses							
7740.000		Bonds issuance costs	28,876.07	0.00	0.00	0.00	0.00
Account Classification Total: 691 - Other Financing Uses			\$28,876.07	\$0.00	\$0.00	\$0.00	\$0.00
700 - Cash Basis Expenditures							
7106.000		Fixed Assets-Machinery	0.00	0.00	0.00	6,000.00	0.00
7200.000		Interfund Transfers Out	576,000.00	3,657,000.00	2,247,000.00	1,113,104.00	92,500.00
7301.000		Note Principal Payments	0.00	0.00	0.00	45,348.00	45,348.00
7302.000		Bond Principal Payments	0.00	0.00	0.00	485,000.00	500,000.00
Account Classification Total: 700 - Cash Basis Expenditures			\$576,000.00	\$3,657,000.00	\$2,247,000.00	\$1,649,452.00	\$637,848.00
EXPENSES Total			\$5,379,671.15	\$7,782,988.61	\$6,954,385.90	\$6,700,510.73	\$6,299,307.97
Fund REVENUE Total: 240 - Harbor Fund							
Fund EXPENSE Total: 240 - Harbor Fund			\$5,379,671.15	\$7,782,988.61	\$6,954,385.90	\$6,700,510.73	\$6,299,307.97
Fund Total: 240 - Harbor Fund			(\$5,379,671.15)	(\$7,782,988.61)	(\$6,954,385.90)	(\$6,700,510.73)	(\$6,299,307.97)



Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
Fund: 240 - Harbor Fund						
EXPENSES						
Division: 600 - Operations						
Department: 601 - Administration						
5110.001	Regular Salaries/Wages	39,594.17	39,993.32	78,507.40	108,500.00	118,095.60
5110.002	Holidays	1,919.40	2,535.36	3,930.00	0.00	0.00
5110.003	Sick Leave	2,699.05	2,621.92	3,442.03	0.00	0.00
5110.004	Overtime	510.98	1,134.30	1,612.45	10,500.00	15,000.00
5110.010	Temp Wages	34,472.50	34,423.95	2,121.76	98,000.00	164,000.00
5120.001	Annual Leave	5,510.68	784.47	(139.95)	26,034.00	26,712.00
5120.002	SBS	5,041.73	5,139.15	5,817.56	14,897.87	19,616.40
5120.003	Medicare	1,192.55	1,215.62	1,376.11	3,523.99	4,695.21
5120.004	PERS	10,010.72	10,749.19	20,393.81	26,180.00	29,281.06
5120.005	Health Insurance	34,193.90	32,988.52	28,972.20	39,920.40	46,753.68
5120.006	Life Insurance	14.16	14.16	21.53	22.20	22.20
5120.007	Workmen's Compensation	279.73	260.61	284.25	5,118.86	6,805.98
5120.011	PERS on Behalf	90,482.68	(83,881.00)	(6,479.00)	0.00	0.00
5201.000	Training and Travel	599.60	0.00	3,251.87	13,500.00	10,000.00
5202.000	Uniforms	0.00	0.00	0.00	100.00	100.00
5204.000	Telephone	1,037.60	741.17	499.19	750.00	0.00
5204.001	Cell Phone Stipend	0.00	0.00	0.00	600.00	900.00
5205.000	Insurance	80,433.72	86,061.84	93,535.41	87,450.00	152,800.00
5206.000	Supplies	3,802.48	2,378.68	4,216.64	2,150.00	4,500.00
5207.000	Repairs and Maintenance	395.96	84.13	154.99	0.00	0.00
5208.000	Bldg Repair & Maint	8,624.00	9,676.92	8,337.96	12,521.00	16,166.00
5211.000	IT Fees	59,210.04	62,218.92	68,403.00	93,186.00	107,621.00
5212.000	Contracted Services	3,271.93	11,930.08	11,869.72	5,050.00	7,675.00
5214.000	Interdepartment Services	295,957.46	332,065.92	350,182.50	312,287.00	343,512.00
5221.000	Transportation/Vehicles	1,181.06	200.00	0.00	0.00	0.00
5222.000	Postage	3,000.00	6,014.75	5,500.00	6,000.00	6,000.00
5223.000	Tools & Small Equipment	57.75	0.00	0.00	6,000.00	1.00
5224.000	Dues and Publications	635.00	991.80	849.00	800.00	800.00
5226.000	Advertising	1,809.15	2,067.80	1,915.30	4,750.00	5,500.00
5230.000	Bad Debts	67,285.44	174,154.07	134,094.14	126,000.00	150,000.00
5231.000	Credit Card Expense	46,307.22	63,258.88	72,846.61	70,000.00	88,000.00
5290.000	Other Expenses	290.32	5,082.13	2,292.74	1,480.00	1,595.00
5400.000	OPEB Expense	(19,681.00)	(198,362.00)	(167,914.00)	0.00	0.00
Department Total: 601 - Administration		\$780,139.98	\$606,544.66	\$729,895.22	\$1,075,321.32	\$1,326,152.13
Department: 630 - Operations						
5110.001	Regular Salaries/Wages	372,512.49	349,479.21	400,153.19	500,843.20	589,148.00
5110.002	Holidays	17,424.84	18,909.39	19,908.37	0.00	0.00
5110.003	Sick Leave	16,436.80	24,341.42	15,871.71	0.00	0.00
5110.004	Overtime	14,078.00	14,643.09	10,654.38	0.00	0.00
5110.010	Temp Wages	22,377.75	27,370.38	73,186.10	0.00	0.00
5120.001	Annual Leave	38,046.39	47,800.51	61,444.08	0.00	0.00
5120.002	SBS	29,517.59	29,603.44	35,657.97	30,702.07	36,115.02
5120.003	Medicare	6,987.01	7,002.41	8,248.23	7,262.24	8,542.65
5120.004	PERS	93,687.78	95,993.55	104,298.67	110,185.42	129,612.54
5120.005	Health Insurance	158,839.95	155,756.04	163,834.24	188,523.84	205,264.80
5120.006	Life Insurance	95.36	93.00	93.32	93.00	107.16
5120.007	Workmen's Compensation	19,759.49	20,077.92	25,487.49	20,434.69	19,854.42
5120.008	Unemployment	3,776.77	0.00	0.00	0.00	0.00
5120.011	PERS on Behalf	37,530.04	36,130.00	12,382.00	40,997.95	46,348.25
5201.000	Training and Travel	331.75	195.25	2,631.02	500.00	1,170.00
5202.000	Uniforms	971.48	3,459.89	3,009.62	2,000.00	2,800.00
5203.001	Utilities	519,928.46	577,586.83	678,665.21	550,000.00	680,000.00
5204.001	Cell Phone Stipend	650.00	600.00	662.60	600.00	0.00
5206.000	Supplies	14,550.03	14,958.15	15,718.33	16,000.00	16,000.00
5207.000	Repairs and Maintenance	35,863.86	47,081.36	51,060.56	70,000.00	50,000.00
5207.001	Boat Repair and Maintenance	3,786.56	3,534.35	4,568.68	6,000.00	6,000.00
5207.002	Crush derelict boats	0.00	1,656.20	6,419.85	10,000.00	10,000.00
5212.000	Contracted Services	104,600.23	168,817.24	120,902.36	252,725.00	312,125.00
5214.000	Interdepartment Services	0.00	12,036.02	0.00	0.00	0.00
5221.000	Transportation/Vehicles	40,023.78	45,395.09	48,522.67	62,507.00	97,300.00
5222.000	Postage	64.65	0.00	0.00	0.00	0.00
5223.000	Tools & Small Equipment	9,847.13	13,033.09	20,213.88	8,000.00	15,325.00
5226.000	Advertising	65.07	128.80	0.00	0.00	0.00
5227.002	Rent-Equipment	228.15	399.95	0.00	1,000.00	1,000.00
5227.003	Rent-Other	0.00	0.00	0.00	0.00	1,800.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 2
5290.000	Other Expenses	159.78	0.00	602.07	0.00	0.00
Department Total: 630 - Operations		\$1,562,141.19	\$1,716,082.58	\$1,884,196.60	\$1,878,374.41	\$2,228,512.84
Division Total: 600 - Operations		\$2,342,281.17	\$2,322,627.24	\$2,614,091.82	\$2,953,695.73	\$3,554,664.97
Division:	640 - Depreciation/Amortization					
6201.000	Depreciation-Land Improve	6,922.98	0.00	0.00	4,184.00	4,920.00
6203.000	Depreciation-Harbors	1,953,745.19	1,455,629.81	1,733,305.42	1,708,508.00	1,728,386.00
6205.000	Depreciation-Buildings	1,050.33	1,194.71	1,194.72	1,195.00	1,195.00
6206.000	Depreciation-Machinery	30,569.08	32,393.77	32,892.24	32,394.00	32,893.00
Division Total: 640 - Depreciation/Amortization		\$1,992,287.58	\$1,489,218.29	\$1,767,392.38	\$1,746,281.00	\$1,767,394.00
Division:	650 - Debt Payments					
5295.000	Interest Expense	438,726.33	312,643.08	324,151.70	351,082.00	338,401.00
5297.000	Debt Admin Expense	1,500.00	1,500.00	1,750.00	0.00	1,000.00
7301.000	Note Principal Payments	0.00	0.00	0.00	45,348.00	45,348.00
7302.000	Bond Principal Payments	0.00	0.00	0.00	485,000.00	500,000.00
Division Total: 650 - Debt Payments		\$440,226.33	\$314,143.08	\$325,901.70	\$881,430.00	\$884,749.00
Division:	670 - Fixed Assets					
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	6,000.00	0.00
Division Total: 670 - Fixed Assets		\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00
Division:	680 - Transfers Between Funds					
7200.000	Interfund Transfers Out	576,000.00	3,657,000.00	2,247,000.00	1,113,104.00	92,500.00
Division Total: 680 - Transfers Between Funds		\$576,000.00	\$3,657,000.00	\$2,247,000.00	\$1,113,104.00	\$92,500.00
Division:	690 - Other Financing Sources/Uses					
7740.000	Bonds issuance costs	28,876.07	0.00	0.00	0.00	0.00
Division Total: 690 - Other Financing Sources/Uses		\$28,876.07	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES Total		\$5,379,671.15	\$7,782,988.61	\$6,954,385.90	\$6,700,510.73	\$6,299,307.97
Fund REVENUE	Total: 240 - Harbor Fund					
Fund EXPENSE	Total: 240 - Harbor Fund	\$5,379,671.15	\$7,782,988.61	\$6,954,385.90	\$6,700,510.73	\$6,299,307.97
Fund Total: 240 - Harbor Fund		(\$5,379,671.15)	(\$7,782,988.61)	(\$6,954,385.90)	(\$6,700,510.73)	(\$6,299,307.97)

Harbor Fund - Fund 740  
FY2025 Capital Projects

Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/ Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bonding	Source - Contingent Other	Source- Total authorized (approved + contingent)
Authorized/in progress	90798	Eliason Harbor Electrical Upgrades	-	-	5,144,772	-	-	-	-	5,144,772
Authorized/in progress	90810	Sealing Cove Harbor Maintenance Repairs	-	-	15,000	-	-	-	-	15,000
Authorized/in progress	90922	Crescent Harbor High Load Dock Project	133,774	-	1,512,000	-	-	-	-	1,645,774
Authorized/in progress	90955	Harbor Master Plan/Condition Assessment	-	-	250,000	-	-	-	-	250,000
Authorized/in progress	90956	Harbor Parking Lot Repairs	-	-	75,000	-	-	-	-	75,000
Authorized/in progress	90957	Sealing Cove Lift Station	-	-	20,000	-	-	-	-	20,000
Authorized/in progress	90985	Crescent Harbor Finger Float Repairs	-	-	15,000	-	-	-	-	15,000
Authorized/in progress	90986	Crescent Harbor Tender Float Repairs	-	-	35,000	-	-	-	-	35,000
Authorized/in progress	90987	MSC Anode Replacement Phase I/II	-	-	50,000	-	-	-	-	50,000
Authorized/in progress	90988	Sealing Cove Harbor Cameras	-	-	30,000	-	-	-	-	30,000
Authorized/in progress	90984	ANB Security Camera Replacement	-	-	10,000	-	-	-	-	10,000
Authorized/in progress	90991	Crescent Harbor Vandalism Repair	-	-	250,000	-	-	-	-	250,000
Authorized/in progress	90993	MSC Bulkhead Repairs	-	-	1,050,000	1,050,000	7,842,488	-	-	9,942,488
Authorized/in progress	91015	Eliason Harbor Restroom and Shower Repair	-	-	50,000	-	-	-	-	50,000
Authorized/in progress	91018	Fishermen's Work Float Fortification	-	-	500,000	-	390,000	-	-	890,000
Authorized/in progress Total			133,774	-	9,006,772	1,050,000	8,232,488	-	-	18,423,034
New FY25	TBD	Sealing Cove Fish Cleaning Station Rehabilitaiton	-	-	35,000	-	-	-	-	35,000
New FY25	90987	MSC Anode Replacement Phase I/II	-	-	50,000	-	-	-	-	50,000
New FY25	90984	ANB Security Camera Replacement	-	-	7,500	-	-	-	-	7,500
New FY25 Total			-	-	92,500	-	-	-	-	92,500
Grand Total			133,774	-	9,099,272	1,050,000	8,232,488	-	-	18,515,534



# **AIRPORT FUND**

## ***DRAFT***

**FISCAL YEAR 2025**

**OPERATING BUDGET**

## City and Borough of Sitka

# Airport Fund - Summary by Organization Report

	2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2025 Level 1	
Fund: 250 Airport Fund										
Revenue										
250-300-310 -State Revenue	\$	-	\$	-	\$	-	\$	-	\$	-
250-300-315 -Federal Revenue	\$	-	\$	-	\$	-	\$	-	\$	-
250-300-340 -Operating Revenue	\$	459,909	\$	417,142	\$	428,698	\$	424,365	\$	491,460
250-300-350 -Non-Operating Revenue	\$	165,126	\$	376,471	\$	347,229	\$	355,000	\$	435,000
250-300-360 -Uses of Prop & Investment	\$	(13,093)	\$	(35,245)	\$	49,869	\$	10,000	\$	1,000
250-300-370 -Interfund Billings	\$	-	\$	-	\$	-	\$	-	\$	-
250-300-380 -Miscellaneous	\$	-	\$	-	\$	-	\$	-	\$	-
250-300-390 -Cash Basis Receipts	\$	220,000	\$	-	\$	78,699	\$	-	\$	-
250-680 - Transfers Between Funds	\$	-	\$	-	\$	-	\$	-	\$	-
Revenue Totals	\$	831,942	\$	758,368	\$	904,494	\$	789,365	\$	927,460
Expenditures										
250-600-630 - Operations	\$	391,636	\$	396,483	\$	431,180	\$	786,798	\$	797,954
250-640 - Depreciation/Amortization	\$	171,361	\$	168,227	\$	167,966	\$	168,228	\$	167,968
250-650 - Debt Payments	\$	165,626	\$	159,949	\$	153,992	\$	333,500	\$	336,500
250-670 - Fixed Assets	\$	-	\$	-	\$	-	\$	-	\$	-
250-680 - Transfers Between Funds	\$	200,000	\$	-	\$	-	\$	-	\$	-
250-690 -Other Financing Sources/Uses	\$	-	\$	-	\$	-	\$	-	\$	-
Expenditure Totals	\$	928,623	\$	724,658	\$	753,138	\$	1,288,526	\$	1,302,422
Fund Total: Airport Terminal Building	\$	(96,681)	\$	33,710	\$	151,356	\$	(499,161)	\$	(374,962)

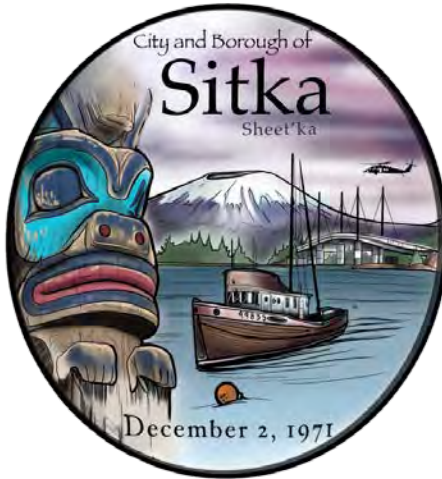
Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 250 - Airport Fund</b>						
<b>EXPENSES</b>						
400 - Salaries and Wages						
5110.001	Regular Salaries/Wages	0.00	0.00	0.00	89,003.20	82,413.36
5110.010	Temp Wages	0.00	0.00	0.00	0.00	5,000.00
Account Classification Total: 400 - Salaries and Wages		\$0.00	\$0.00	\$0.00	\$89,003.20	\$87,413.36
450 - Fringe Benefits						
5120.001	Annual Leave	0.00	0.00	0.00	1,891.00	2,536.00
5120.002	SBS	0.00	0.00	0.00	5,571.82	5,513.88
5120.003	Medicare	0.00	0.00	0.00	1,317.98	1,304.26
5120.004	PERS	0.00	0.00	0.00	19,580.60	18,130.89
5120.005	Health Insurance	0.00	0.00	0.00	39,920.40	17,107.68
5120.006	Life Insurance	0.00	0.00	0.00	0.00	8.04
5120.007	Workmen's Compensation	0.00	0.00	0.00	254.38	227.28
5120.011	PERS on Behalf	0.00	0.00	0.00	0.00	5,000.00
Account Classification Total: 450 - Fringe Benefits		\$0.00	\$0.00	\$0.00	\$68,536.18	\$49,828.03
500 - Operating Expenses						
5203.001	Utilities	90,498.65	96,994.70	110,310.08	112,000.00	110,000.00
5203.005	Fuel Oil	18,968.62	36,518.76	37,571.16	40,000.00	40,000.00
5204.000	Telephone	4,259.34	4,234.02	4,226.45	4,400.00	4,500.00
5205.000	Insurance	15,897.55	16,615.40	18,761.23	16,700.00	36,000.00
5206.000	Supplies	0.00	850.48	0.00	0.00	3,000.00
5208.000	Bldg Repair & Maint	68,244.00	74,562.96	74,430.24	86,920.00	113,893.00
5211.000	IT Fees	0.00	0.00	0.00	17,322.00	20,084.00
5212.000	Contracted Services	80,797.83	81,782.04	87,502.86	234,381.12	132,940.00
5214.000	Interdepartment Services	95,374.66	87,756.32	95,435.93	101,035.00	174,296.00
5226.000	Advertising	0.00	0.00	494.00	0.00	1,000.00
5227.002	Rent-Equipment	16,025.68	(4,874.19)	881.94	15,000.00	20,000.00
5231.000	Credit Card Expense	1,569.63	2,042.06	1,566.00	1,500.00	5,000.00
5295.000	Interest Expense	165,126.34	159,449.18	152,991.84	173,500.00	165,500.00
5297.000	Debt Admin Expense	500.00	500.00	1,000.00	0.00	1,000.00
Account Classification Total: 500 - Operating Expenses		\$557,262.30	\$556,431.73	\$585,171.73	\$802,758.12	\$827,213.00
600 - Amortization & Depreciation						
6205.000	Depreciation-Buildings	133,029.45	129,895.33	129,635.14	129,896.00	129,636.00
6206.000	Depreciation-Machinery	38,331.24	38,331.24	38,331.24	38,332.00	38,332.00
Account Classification Total: 600 - Amortization & Depreciation		\$171,360.69	\$168,226.57	\$167,966.38	\$168,228.00	\$167,968.00
700 - Cash Basis Expenditures						
7200.000	Interfund Transfers Out	200,000.00	0.00	0.00	0.00	0.00
7302.000	Bond Principal Payments	0.00	0.00	0.00	160,000.00	170,000.00
Account Classification Total: 700 - Cash Basis Expenditures		\$200,000.00	\$0.00	\$0.00	\$160,000.00	\$170,000.00
EXPENSES Total		\$928,622.99	\$724,658.30	\$753,138.11	\$1,288,525.50	\$1,302,422.39
<b>Fund REVENUE Total: 250 - Airport Fund</b>						
Fund EXPENSE Total: 250 - Airport Fund		\$928,622.99	\$724,658.30	\$753,138.11	\$1,288,525.50	\$1,302,422.39
Fund Total: 250 - Airport Fund		(\$928,622.99)	(\$724,658.30)	(\$753,138.11)	(\$1,288,525.50)	(\$1,302,422.39)

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 250 - Airport Fund</b>						
<b>EXPENSES</b>						
<b>Division: 600 - Operations</b>						
<b>Department: 630 - Operations</b>						
5110.001	Regular Salaries/Wages	0.00	0.00	0.00	89,003.20	82,413.36
5110.010	Temp Wages	0.00	0.00	0.00	0.00	5,000.00
5120.001	Annual Leave	0.00	0.00	0.00	1,891.00	2,536.00
5120.002	SBS	0.00	0.00	0.00	5,571.82	5,513.88
5120.003	Medicare	0.00	0.00	0.00	1,317.98	1,304.26
5120.004	PERS	0.00	0.00	0.00	19,580.60	18,130.89
5120.005	Health Insurance	0.00	0.00	0.00	39,920.40	17,107.68
5120.006	Life Insurance	0.00	0.00	0.00	0.00	8.04
5120.007	Workmen's Compensation	0.00	0.00	0.00	254.38	227.28
5120.011	PERS on Behalf	0.00	0.00	0.00	0.00	5,000.00
5203.001	Utilities	90,498.65	96,994.70	110,310.08	112,000.00	110,000.00
5203.005	Fuel Oil	18,968.62	36,518.76	37,571.16	40,000.00	40,000.00
5204.000	Telephone	4,259.34	4,234.02	4,226.45	4,400.00	4,500.00
5205.000	Insurance	15,897.55	16,615.40	18,761.23	16,700.00	36,000.00
5206.000	Supplies	0.00	850.48	0.00	0.00	3,000.00
5208.000	Bldg Repair & Maint	68,244.00	74,562.96	74,430.24	86,920.00	113,893.00
5211.000	IT Fees	0.00	0.00	0.00	17,322.00	20,084.00
5212.000	Contracted Services	80,797.83	81,782.04	87,502.86	234,381.12	132,940.00
5214.000	Interdepartment Services	95,374.66	87,756.32	95,435.93	101,035.00	174,296.00
5226.000	Advertising	0.00	0.00	494.00	0.00	1,000.00
5227.002	Rent-Equipment	16,025.68	(4,874.19)	881.94	15,000.00	20,000.00
5231.000	Credit Card Expense	1,569.63	2,042.06	1,566.00	1,500.00	5,000.00
<b>Department Total: 630 - Operations</b>		<b>\$391,635.96</b>	<b>\$396,482.55</b>	<b>\$431,179.89</b>	<b>\$786,797.50</b>	<b>\$797,954.39</b>
<b>Division Total: 600 - Operations</b>		<b>\$391,635.96</b>	<b>\$396,482.55</b>	<b>\$431,179.89</b>	<b>\$786,797.50</b>	<b>\$797,954.39</b>
<b>Division: 640 - Depreciation/Amortization</b>						
6205.000	Depreciation-Buildings	133,029.45	129,895.33	129,635.14	129,896.00	129,636.00
6206.000	Depreciation-Machinery	38,331.24	38,331.24	38,331.24	38,332.00	38,332.00
<b>Division Total: 640 - Depreciation/Amortization</b>		<b>\$171,360.69</b>	<b>\$168,226.57</b>	<b>\$167,966.38</b>	<b>\$168,228.00</b>	<b>\$167,968.00</b>
<b>Division: 650 - Debt Payments</b>						
5295.000	Interest Expense	165,126.34	159,449.18	152,991.84	173,500.00	165,500.00
5297.000	Debt Admin Expense	500.00	500.00	1,000.00	0.00	1,000.00
7302.000	Bond Principal Payments	0.00	0.00	0.00	160,000.00	170,000.00
<b>Division Total: 650 - Debt Payments</b>		<b>\$165,626.34</b>	<b>\$159,949.18</b>	<b>\$153,991.84</b>	<b>\$333,500.00</b>	<b>\$336,500.00</b>
<b>Division: 680 - Transfers Between Funds</b>						
7200.000	Interfund Transfers Out	200,000.00	0.00	0.00	0.00	0.00
<b>Division Total: 680 - Transfers Between Funds</b>		<b>\$200,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EXPENSES Total</b>		<b>\$928,622.99</b>	<b>\$724,658.30</b>	<b>\$753,138.11</b>	<b>\$1,288,525.50</b>	<b>\$1,302,422.39</b>
<b>Fund REVENUE Total: 250 - Airport Fund</b>						
<b>Fund EXPENSE Total: 250 - Airport Fund</b>		<b>\$928,622.99</b>	<b>\$724,658.30</b>	<b>\$753,138.11</b>	<b>\$1,288,525.50</b>	<b>\$1,302,422.39</b>
<b>Fund Total: 250 - Airport Fund</b>		<b>(\$928,622.99)</b>	<b>(\$724,658.30)</b>	<b>(\$753,138.11)</b>	<b>(\$1,288,525.50)</b>	<b>(\$1,302,422.39)</b>

Airport Fund - Fund 760  
FY2025 Capital Projects

Status	Project number	Project Description	Source -	Source -	Source -	Source -	Source -	Source -	Source -	Source- Total
			Grants (approved)	Loans/ Bond Proceeds (approved)	Working Capital	Other source	Contingent Grants	Contingent Loans/Bonding	Contingent Other	authorized (approved + contingent)
Authorized/in progress	90835	SIT Airport Terminal Improvements	22,408,662	4,000,000	-	264,468	18,130,967	-	-	44,804,097
Authorized/in progress	90873	Heat Pumps for Hold Room	-	-	46,000	-	-	-	-	46,000
Authorized/in progress	90879	Seaplane base	4,050,695	-	2,281,176	-	21,832,800	-	-	28,164,671
Authorized/in progress	90924	Exterior Painting-Front and South sides	-	-	100,000	-	-	-	-	100,000
Authorized/in progress Total			26,459,357	4,000,000	2,427,176	264,468	39,963,767	-	-	73,114,768
New FY25	90835	SIT Airport Terminal Improvements	-	-	-	-	1,869,033	-	-	1,869,033
New FY25 Total			-	-	-	-	1,869,033	-	-	1,869,033
Grand Total			26,459,357	4,000,000	2,427,176	264,468	41,832,800	-	-	74,983,801





# MARINE SERVICE CENTER FUND

## ***DRAFT***

**FISCAL YEAR 2025**

**OPERATING BUDGET**

## City and Borough of Sitka

# Marine Service Center Fund - Summary by Organization

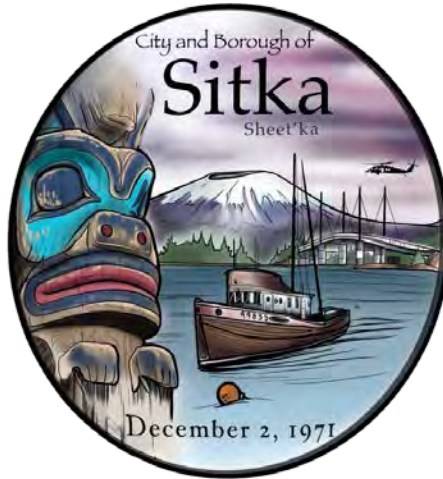
	2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2025 Level 1
Fund: 260 Marine Service Center									
Revenue									
260-300-340 - Operating Revenue	\$	253,544	\$	267,048	\$	273,188	\$	312,000	\$ 318,240
260-300-350 - Non-Operating Revenue	\$	-	\$	-	\$	-	\$	-	\$ -
260-300-360 - Uses of Prop & Investment	\$	(16,421)	\$	(78,502)	\$	67,484	\$	8,000	\$ 25,000
260-300-370 - Interfund Billings	\$	-	\$	-	\$	-	\$	-	\$ -
260-300-380 - Miscellaneous	\$	-	\$	-	\$	-	\$	-	\$ -
260-300-390 - Cash Basis Receipts	\$	20,000	\$	81,923	\$	35,000	\$	-	\$ -
260-680 - Transfers Between Funds	\$	-	\$	-	\$	-	\$	-	\$ -
Revenue Totals	\$	257,122	\$	270,469	\$	375,672	\$	320,000	\$ 343,240
Expenditures									
260-600-630 - Operations	\$	89,016	\$	122,341	\$	137,508	\$	248,588	\$ 196,943
260-640 - Depreciation/Amortization	\$	31,214	\$	30,992	\$	30,770	\$	30,993	\$ 30,993
260-650 - Debt Payments	\$	-	\$	-	\$	-	\$	-	\$ -
260-670 - Fixed Assets	\$	-	\$	-	\$	-	\$	-	\$ 18,000
260-680 - Transfers Between Funds	\$	55,000	\$	15,000	\$	1,085,000	\$	165,000	\$ 122,000
260-690 - Other Financing Sources/Uses	\$	-	\$	-	\$	-	\$	-	\$ -
Expenditure Totals	\$	175,230	\$	168,333	\$	1,253,278	\$	444,581	\$ 367,936
Fund Total: Marine Service Center	\$	81,892	\$	102,135	\$	(877,606)	\$	(124,581)	\$ (24,696)

Account Number		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Fund: 260 - Marine Service Center							
EXPENSES							
500 - Operating Expenses							
5203.001		Utilities	(14,698.17)	11,914.22	(7,425.81)	17,000.00	17,000.00
5204.000		Telephone	2,961.52	2,944.29	2,938.92	2,900.00	3,150.00
5205.000		Insurance	7,424.24	7,919.04	8,790.76	7,950.00	16,300.00
5208.000		Bldg Repair & Maint	64,231.00	76,482.96	106,926.96	45,303.00	111,373.00
5212.000		Contracted Services	6,817.68	1,598.66	1,822.45	151,000.00	22,240.00
5214.000		Interdepartment Services	21,941.06	21,481.96	24,455.06	24,435.00	26,880.00
5226.000		Advertising	339.00	0.00	0.00	0.00	0.00
Account Classification Total: 500 - Operating Expenses			\$89,016.33	\$122,341.13	\$137,508.34	\$248,588.00	\$196,943.00
600 - Amortization & Depreciation							
6201.000		Depreciation-Land Improve	1,563.00	1,563.00	1,563.00	1,563.00	1,563.00
6205.000		Depreciation-Buildings	18,524.88	18,302.90	18,080.86	18,303.00	18,303.00
6206.000		Depreciation-Machinery	11,126.16	11,126.16	11,126.16	11,127.00	11,127.00
Account Classification Total: 600 - Amortization & Depreciation			\$31,214.04	\$30,992.06	\$30,770.02	\$30,993.00	\$30,993.00
700 - Cash Basis Expenditures							
7106.000		Fixed Assets-Machinery	0.00	0.00	0.00	0.00	18,000.00
7200.000		Interfund Transfers Out	55,000.00	15,000.00	1,085,000.00	165,000.00	122,000.00
Account Classification Total: 700 - Cash Basis Expenditures			\$55,000.00	\$15,000.00	\$1,085,000.00	\$165,000.00	\$140,000.00
EXPENSES Total			\$175,230.37	\$168,333.19	\$1,253,278.36	\$444,581.00	\$367,936.00
Fund REVENUE Total: 260 - Marine Service Center							
Fund EXPENSE Total: 260 - Marine Service Center			\$175,230.37	\$168,333.19	\$1,253,278.36	\$444,581.00	\$367,936.00
Fund Total: 260 - Marine Service Center			(\$175,230.37)	(\$168,333.19)	(\$1,253,278.36)	(\$444,581.00)	(\$367,936.00)

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Fund: 260 - Marine Service Center						
EXPENSES						
Division: 600 - Operations						
Department: 630 - Operations						
5203.001	Utilities	(14,698.17)	11,914.22	(7,425.81)	17,000.00	17,000.00
5204.000	Telephone	2,961.52	2,944.29	2,938.92	2,900.00	3,150.00
5205.000	Insurance	7,424.24	7,919.04	8,790.76	7,950.00	16,300.00
5208.000	Bldg Repair & Maint	64,231.00	76,482.96	106,926.96	45,303.00	111,373.00
5212.000	Contracted Services	6,817.68	1,598.66	1,822.45	151,000.00	22,240.00
5214.000	Interdepartment Services	21,941.06	21,481.96	24,455.06	24,435.00	26,880.00
5226.000	Advertising	339.00	0.00	0.00	0.00	0.00
Department Total: 630 - Operations		\$89,016.33	\$122,341.13	\$137,508.34	\$248,588.00	\$196,943.00
Division Total: 600 - Operations		\$89,016.33	\$122,341.13	\$137,508.34	\$248,588.00	\$196,943.00
Division: 640 - Depreciation/Amortization						
6201.000	Depreciation-Land Improve	1,563.00	1,563.00	1,563.00	1,563.00	1,563.00
6205.000	Depreciation-Buildings	18,524.88	18,302.90	18,080.86	18,303.00	18,303.00
6206.000	Depreciation-Machinery	11,126.16	11,126.16	11,126.16	11,127.00	11,127.00
Division Total: 640 - Depreciation/Amortization		\$31,214.04	\$30,992.06	\$30,770.02	\$30,993.00	\$30,993.00
Division: 670 - Fixed Assets						
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	0.00	18,000.00
Division Total: 670 - Fixed Assets		\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.00
Division: 680 - Transfers Between Funds						
7200.000	Interfund Transfers Out	55,000.00	15,000.00	1,085,000.00	165,000.00	122,000.00
Division Total: 680 - Transfers Between Funds		\$55,000.00	\$15,000.00	\$1,085,000.00	\$165,000.00	\$122,000.00
EXPENSES Total		\$175,230.37	\$168,333.19	\$1,253,278.36	\$444,581.00	\$367,936.00
Fund REVENUE	Total: 260 - Marine Service Center					
Fund EXPENSE	Total: 260 - Marine Service Center	\$175,230.37	\$168,333.19	\$1,253,278.36	\$444,581.00	\$367,936.00
Fund Total: 260 - Marine Service Center		(\$175,230.37)	(\$168,333.19)	(\$1,253,278.36)	(\$444,581.00)	(\$367,936.00)

MSC Fund - Fund 770  
FY2025 Capital Projects

Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/ Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bonding	Source - Contingent Other	Source- Total authorized (approved + contingent)
Authorized/in progress	90905	MSC Bulkhead Condition Assessment	-	-	80,000	-	-	-	-	80,000
Authorized/in progress	90926	Arctic Door Replacement Egress	-	-	10,000	-	-	-	-	10,000
Authorized/in progress	90928	Freezer Vestibule Entry Curtains	-	-	10,000	-	-	-	-	10,000
Authorized/in progress	90930	Replace Loading Dock Bumper	-	-	15,000	-	-	-	-	15,000
Authorized/in progress	90959	MSC Overhead Door Replacement	-	-	30,000	-	-	-	-	30,000
Authorized/in progress	90995	MSC Pre-shutdown Condition Assessment	-	-	185,000	-	-	-	-	185,000
Authorized/in progress Total			-	-	330,000	-	-	-	-	330,000
New FY25	90959	MSC Overhead Door Replacement	-	-	90,000	-	-	-	-	90,000
New FY25	TBD	MCS Lighting Replacement	-	-	32,000	-	-	-	-	32,000
New FY25 Total			-	-	122,000	-	-	-	-	122,000
Grand Total			-	-	452,000	-	-	-	-	452,000



# **GARY PAXTON INDUSTRIAL PARK FUND**

## ***DRAFT***

**FISCAL YEAR 2025  
OPERATING BUDGET**

City and Borough of Sitka

# Annual Budget by Organization Report

	2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2025 Level 1
Fund: 270 Gary Paxton Industrial Park									
Revenue									
270-300-310 - State Revenue	\$	-	\$	-	\$	-	\$	-	-
270-300-315 - Federal Revenue	\$	-	\$	-	\$	-	\$	-	-
270-300-340 - Operating Revenue	\$	62,922	\$	88,411	\$	71,335	\$	70,700	\$ 76,000
270-300-350 - Non-Operating Revenue	\$	117	\$	1,578	\$	-	\$	-	-
270-300-360 - Uses of Prop & Investment	\$	84,854	\$	134,299	\$	152,924	\$	143,959	\$ 211,116
270-300-370 - Interfund Billings	\$	-	\$	-	\$	-	\$	-	-
270-300-380 - Miscellaneous	\$	5,215	\$	2,627	\$	5,612	\$	-	-
270-300-390 - Cash Basis Receipts	\$	124,183	\$	34,234	\$	6,783	\$	15,700	\$ 2,401
270-680 - Transfers Between Funds	\$	-	\$	-	\$	-	\$	-	-
Revenue Totals	\$	277,290	\$	261,150	\$	236,654	\$	230,359	\$ 289,517
Expenditures									
270-600-630 - Operations,Operations	\$	218,470	\$	254,132	\$	229,667	\$	271,719	\$ 312,784
270-640 - Depreciation/Amortization	\$	434,825	\$	410,097	\$	401,156	\$	410,099	\$ 406,158
270-650 - Debt Payments	\$	1,618	\$	-	\$	-	\$	-	-
270-670 - Fixed Assets	\$	-	\$	-	\$	-	\$	-	-
270-680 - Transfers Between Funds	\$	41,756	\$	22,290	\$	575,843	\$	20,000	\$ 22,000
270-690 - Other Financing Sources/Uses	\$	-	\$	-	\$	-	\$	-	-
Expenditure Totals	\$	696,670	\$	686,519	\$	1,206,666	\$	701,818	\$ 740,942
Fund Total: Gary Paxton Industrial Park	\$	(419,379)	\$	(425,369)	\$	(970,012)	\$	(471,459)	\$ (451,425)

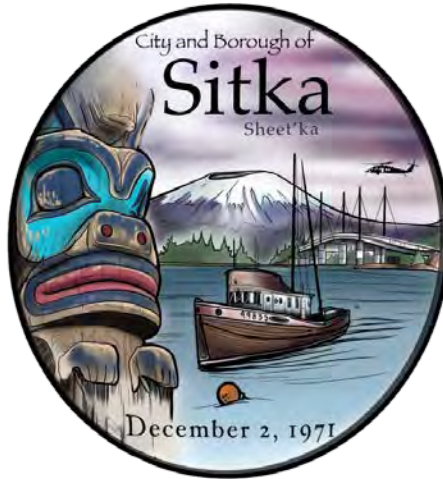
Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 270 - Gary Paxton Industrial Park</b>						
<b>EXPENSES</b>						
500 - Operating Expenses						
5203.001	Utilities	19,466.02	22,287.08	13,321.41	25,000.00	25,000.00
5203.004	Solid Waste	0.00	4,023.64	0.00	2,500.00	7,500.00
5203.005	Fuel Oil	0.00	0.00	0.00	0.00	10,000.00
5204.000	Telephone	1,416.38	2,462.07	1,420.65	1,500.00	1,550.00
5205.000	Insurance	19,831.43	19,303.93	22,138.72	24,000.00	37,000.00
5206.000	Supplies	0.00	1,486.07	0.00	2,500.00	2,500.00
5207.000	Repairs and Maintenance	1,611.49	0.00	0.00	15,000.00	15,000.00
5208.000	Bldg Repair & Maint	0.00	0.00	0.00	0.00	4,041.00
5212.000	Contracted Services	106,839.40	97,521.35	91,848.20	112,725.00	118,085.00
5214.000	Interdepartment Services	66,863.52	83,336.06	98,742.00	79,194.00	83,808.00
5223.000	Tools & Small Equipment	0.00	0.00	0.00	1,000.00	1,000.00
5225.000	Legal Expenditures	522.00	23,340.86	1,704.25	5,000.00	5,000.00
5226.000	Advertising	457.24	0.00	0.00	1,500.00	1,500.00
5230.000	Bad Debts	404.29	0.00	4.00	0.00	0.00
5231.000	Credit Card Expense	1,058.66	370.52	487.53	800.00	800.00
5290.000	Other Expenses	0.00	0.00	0.00	1,000.00	0.00
5295.000	Interest Expense	1,617.92	0.00	0.00	0.00	0.00
Account Classification Total: 500 - Operating Expenses		\$220,088.35	\$254,131.58	\$229,666.76	\$271,719.00	\$312,784.00
600 - Amortization & Depreciation						
6101.000	Amortization	24,660.24	0.00	0.00	0.00	0.00
6201.000	Depreciation-Land Improve	145,262.40	145,262.40	145,262.40	145,263.00	145,263.00
6202.000	Depreciation-Plants	62,520.12	62,520.12	62,520.12	62,521.00	62,521.00
6203.000	Depreciation-Harbors	190,842.00	190,842.00	190,842.00	190,842.00	190,842.00
6205.000	Depreciation-Buildings	11,540.52	11,472.65	2,531.56	11,473.00	7,532.00
Account Classification Total: 600 - Amortization & Depreciation		\$434,825.28	\$410,097.17	\$401,156.08	\$410,099.00	\$406,158.00
700 - Cash Basis Expenditures						
7200.000	Interfund Transfers Out	41,756.04	22,290.04	575,842.86	20,000.00	22,000.00
Account Classification Total: 700 - Cash Basis Expenditures		\$41,756.04	\$22,290.04	\$575,842.86	\$20,000.00	\$22,000.00
EXPENSES Total		\$696,669.67	\$686,518.79	\$1,206,665.70	\$701,818.00	\$740,942.00
Fund REVENUE	Total: 270 - Gary Paxton Industrial Park					
Fund EXPENSE	Total: 270 - Gary Paxton Industrial Park	\$696,669.67	\$686,518.79	\$1,206,665.70	\$701,818.00	\$740,942.00
Fund Total: 270 - Gary Paxton Industrial Park		(\$696,669.67)	(\$686,518.79)	(\$1,206,665.70)	(\$701,818.00)	(\$740,942.00)



Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 270 - Gary Paxton Industrial Park</b>						
<b>EXPENSES</b>						
<b>Division: 600 - Operations</b>						
<b>Department: 630 - Operations</b>						
5203.001	Utilities	19,466.02	22,287.08	13,321.41	25,000.00	25,000.00
5203.004	Solid Waste	0.00	4,023.64	0.00	2,500.00	7,500.00
5203.005	Fuel Oil	0.00	0.00	0.00	0.00	10,000.00
5204.000	Telephone	1,416.38	2,462.07	1,420.65	1,500.00	1,550.00
5205.000	Insurance	19,831.43	19,303.93	22,138.72	24,000.00	37,000.00
5206.000	Supplies	0.00	1,486.07	0.00	2,500.00	2,500.00
5207.000	Repairs and Maintenance	1,611.49	0.00	0.00	15,000.00	15,000.00
5208.000	Bldg Repair & Maint	0.00	0.00	0.00	0.00	4,041.00
5212.000	Contracted Services	106,839.40	97,521.35	91,848.20	112,725.00	118,085.00
5214.000	Interdepartment Services	66,863.52	83,336.06	98,742.00	79,194.00	83,808.00
5223.000	Tools & Small Equipment	0.00	0.00	0.00	1,000.00	1,000.00
5225.000	Legal Expenditures	522.00	23,340.86	1,704.25	5,000.00	5,000.00
5226.000	Advertising	457.24	0.00	0.00	1,500.00	1,500.00
5230.000	Bad Debts	404.29	0.00	4.00	0.00	0.00
5231.000	Credit Card Expense	1,058.66	370.52	487.53	800.00	800.00
5290.000	Other Expenses	0.00	0.00	0.00	1,000.00	0.00
<b>Department Total: 630 - Operations</b>		<b>\$218,470.43</b>	<b>\$254,131.58</b>	<b>\$229,666.76</b>	<b>\$271,719.00</b>	<b>\$312,784.00</b>
<b>Division Total: 600 - Operations</b>		<b>\$218,470.43</b>	<b>\$254,131.58</b>	<b>\$229,666.76</b>	<b>\$271,719.00</b>	<b>\$312,784.00</b>
<b>Division: 640 - Depreciation/Amortization</b>						
6101.000	Amortization	24,660.24	0.00	0.00	0.00	0.00
6201.000	Depreciation-Land Improve	145,262.40	145,262.40	145,262.40	145,263.00	145,263.00
6202.000	Depreciation-Plants	62,520.12	62,520.12	62,520.12	62,521.00	62,521.00
6203.000	Depreciation-Harbors	190,842.00	190,842.00	190,842.00	190,842.00	190,842.00
6205.000	Depreciation-Buildings	11,540.52	11,472.65	2,531.56	11,473.00	7,532.00
<b>Division Total: 640 - Depreciation/Amortization</b>		<b>\$434,825.28</b>	<b>\$410,097.17</b>	<b>\$401,156.08</b>	<b>\$410,099.00</b>	<b>\$406,158.00</b>
<b>Division: 650 - Debt Payments</b>						
5295.000	Interest Expense	1,617.92	0.00	0.00	0.00	0.00
<b>Division Total: 650 - Debt Payments</b>		<b>\$1,617.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Division: 680 - Transfers Between Funds</b>						
7200.000	Interfund Transfers Out	41,756.04	22,290.04	575,842.86	20,000.00	22,000.00
<b>Division Total: 680 - Transfers Between Funds</b>		<b>\$41,756.04</b>	<b>\$22,290.04</b>	<b>\$575,842.86</b>	<b>\$20,000.00</b>	<b>\$22,000.00</b>
<b>EXPENSES Total</b>		<b>\$696,669.67</b>	<b>\$686,518.79</b>	<b>\$1,206,665.70</b>	<b>\$701,818.00</b>	<b>\$740,942.00</b>
<b>Fund REVENUE Total: 270 - Gary Paxton Industrial Park</b>						
<b>Fund EXPENSE Total: 270 - Gary Paxton Industrial Park</b>		<b>\$696,669.67</b>	<b>\$686,518.79</b>	<b>\$1,206,665.70</b>	<b>\$701,818.00</b>	<b>\$740,942.00</b>
<b>Fund Total: 270 - Gary Paxton Industrial Park</b>		<b>(\$696,669.67)</b>	<b>(\$686,518.79)</b>	<b>(\$1,206,665.70)</b>	<b>(\$701,818.00)</b>	<b>(\$740,942.00)</b>

GPIP Fund - Fund 780  
FY2025 Capital Projects

Status	Project number	Project Description	Source - Grants (approved)	Source - Loans/ Bond Proceeds (approved)	Source - Working Capital	Source - Other source	Source - Contingent Grants	Source - Contingent Loans/Bonding	Source - Contingent Other	Source- Total authorized (approved + contingent)
Authorized/in progress	80273	Site Improvements	-	-	232,185	-	-	-	-	232,185
Authorized/in progress	90875	GPIP Wash down pad	-	-	20,000	-	-	-	-	20,000
Authorized/in progress	90960	Geotech assessment of APC landfill sites	-	-	-	270,000	-	-	-	270,000
Authorized/in progress	90938	GPIP Potable Water	-	-	25,000	-	-	-	-	25,000
Authorized/in progress	90931	Marine Vessel Haul Out and Shipyard	1,000,000	-	8,281,040	1,300,000	-	-	-	10,581,040
Authorized/in progress	90935	Bulk Water Line Repair	-	-	-	64,000	-	-	-	64,000
Authorized/in progress Total			1,000,000	-	8,558,225	1,634,000	-	-	-	11,192,225
Grand Total			1,000,000	-	8,558,225	1,634,000	-	-	-	11,192,225



# INFORMATION TECHNOLOGY FUND

## ***DRAFT***

**FISCAL YEAR 2025  
OPERATING BUDGET**

# Annual Budget by Organization Report

## Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 300 Information Technology Fund</b>					
<b>Revenue</b>					
300-300-310 - State Revenue	31,537	78	10,762	26,113	30,708
300-300-315 - Federal Revenue	13,024	-	-	-	-
300-300-340 - Operating Revenue	1,552,139	1,483,402	1,587,847	2,083,301	2,545,243
300-300-350 - Non-Operating Revenue	-	-	-	-	-
300-300-360 - Uses of Prop & Investment	(1,451)	(26,978)	18,791	5,000	5,000
300-300-370 - Interfund Billings	-	-	-	-	-
300-300-380 - Miscellaneous	-	-	-	-	-
300-300-390 - Cash Basis Receipts	-	381,706	-	-	-
300-680 - Transfers Between Funds	-	-	-	-	-
<b>Revenue Totals</b>	<b>1,595,249</b>	<b>1,838,208</b>	<b>1,617,400</b>	<b>2,114,414</b>	<b>2,580,951</b>
<b>Expenditures</b>					
300-600-630 - Operations	1,385,490	1,367,437	1,576,671	2,312,979	2,317,538
300-640 - Depreciation/Amortization	266,169	180,815	142,840	180,816	142,840
300-650 - Debt Payments	7,066	3,533	36,713	-	-
300-670 - Fixed Assets	-	-	-	-	195,000
300-680 - Transfers Between Funds	-	-	104,918	88,000	460,000
<b>Expenditure Totals</b>	<b>1,658,725</b>	<b>1,551,785</b>	<b>1,861,142</b>	<b>2,581,795</b>	<b>3,115,378</b>
<b>Fund Total: Information Technology Fund</b>	<b>(63,476)</b>	<b>286,423</b>	<b>(243,743)</b>	<b>(467,381)</b>	<b>(534,427)</b>

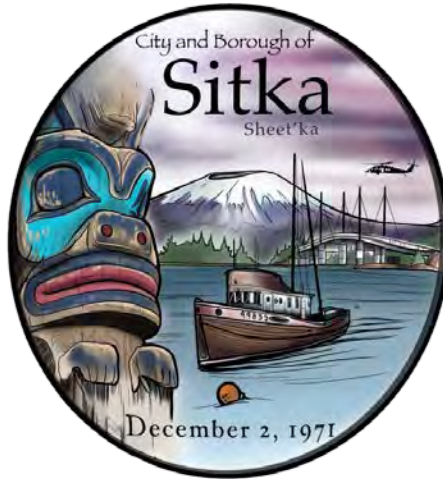
City and Borough of Sitka

Budget by Classification Report

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Fund: 300 - Information Technology Fund						
EXPENSES						
400 - Salaries and Wages						
5110.001	Regular Salaries/Wages	258,063.91	269,961.36	336,994.29	438,984.00	455,621.44
5110.002	Holidays	13,009.16	13,048.44	17,563.47	0.00	0.00
5110.003	Sick Leave	4,758.72	3,652.80	16,627.24	0.00	0.00
5110.004	Overtime	1,007.58	678.09	1,629.53	0.00	0.00
Account Classification Total: 400 - Salaries and Wages		\$276,839.37	\$287,340.69	\$372,814.53	\$438,984.00	\$455,621.44
450 - Fringe Benefits						
5120.001	Annual Leave	34,516.73	31,201.38	39,185.19	15,210.00	16,161.00
5120.002	SBS	19,018.64	19,804.92	24,462.26	27,842.12	28,920.39
5120.003	Medicare	4,498.69	4,684.68	5,786.34	6,585.81	6,840.84
5120.004	PERS	63,787.92	70,080.47	87,528.66	96,576.71	100,237.05
5120.005	Health Insurance	114,194.89	84,564.73	98,302.06	82,670.64	138,056.40
5120.006	Life Insurance	47.64	42.63	49.76	52.44	52.44
5120.007	Workmen's Compensation	1,036.59	992.45	1,195.54	1,229.03	1,184.63
5120.011	PERS on Behalf	81,408.81	(9,476.00)	22,752.00	26,113.02	30,707.77
5400.000	OPEB Expense	(36,478.00)	(102,835.00)	(117,190.00)	0.00	0.00
Account Classification Total: 450 - Fringe Benefits		\$282,031.91	\$99,060.26	\$162,071.81	\$256,279.77	\$322,160.52
500 - Operating Expenses						
5201.000	Training and Travel	595.00	8,068.30	7,083.91	15,500.00	15,000.00
5204.000	Telephone	262,906.98	266,321.64	304,539.98	392,400.00	449,700.00
5204.001	Cell Phone Stipend	900.00	1,125.00	1,200.00	1,500.00	1,500.00
5205.000	Insurance	22,944.39	18,977.29	20,980.00	25,000.00	39,000.00
5206.000	Supplies	1,518.52	262.84	836.11	15,000.00	15,000.00
5207.000	Repairs and Maintenance	199,063.18	180,356.61	168,306.59	266,450.00	346,651.00
5208.000	Bldg Repair & Maint	5,961.00	6,987.96	10,380.00	11,673.00	14,077.00
5212.000	Contracted Services	176,609.48	305,501.87	239,131.25	586,643.63	330,836.00
5214.000	Interdepartment Services	84,174.96	92,406.96	156,860.04	147,449.00	162,192.00
5221.000	Transportation/Vehicles	900.00	0.00	0.00	2,700.00	0.00
5222.000	Postage	28.95	40.55	232.84	0.00	0.00
5223.000	Tools & Small Equipment	70,710.70	99,556.92	148,891.58	153,400.00	165,800.00
5226.000	Advertising	0.00	1,274.76	27.20	0.00	0.00
5227.002	Rent-Equipment	0.00	0.00	(16,686.24)	0.00	0.00
5290.000	Other Expenses	305.61	155.65	1.63	0.00	0.00
5295.000	Interest Expense	7,066.16	3,532.74	0.00	0.00	0.00
5295.060	Subscription Interest Expense	0.00	0.00	1,678.79	0.00	0.00
Account Classification Total: 500 - Operating Expenses		\$833,684.93	\$984,569.09	\$1,043,463.68	\$1,617,715.63	\$1,539,756.00
600 - Amortization & Depreciation						
6205.000	Depreciation-Buildings	1,416.96	1,416.96	1,416.96	1,417.00	1,417.00
6206.000	Depreciation-Machinery	264,002.29	179,398.43	141,422.99	179,399.00	141,423.00
6208.000	Deprec-Furniture/Fixtures	749.55	0.00	0.00	0.00	0.00
6210.060	Amortization Expense-SAAS	0.00	0.00	35,034.48	0.00	0.00
Account Classification Total: 600 - Amortization & Depreciation		\$266,168.80	\$180,815.39	\$177,874.43	\$180,816.00	\$142,840.00
700 - Cash Basis Expenditures						
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	0.00	195,000.00
7200.000	Interfund Transfers Out	0.00	0.00	104,918.00	88,000.00	460,000.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Account Classification Total: 700 - Cash Basis Expenditures		\$0.00	\$0.00	\$104,918.00	\$88,000.00	\$655,000.00
EXPENSES Total		\$1,658,725.01	\$1,551,785.43	\$1,861,142.45	\$2,581,795.40	\$3,115,377.96
Fund EXPENSE	Total: 300 - Information Technology Fund	\$1,658,725.01	\$1,551,785.43	\$1,861,142.45	\$2,581,795.40	\$3,115,377.96
Fund Total: 300 - Information Technology Fund		(\$1,658,725.01)	(\$1,551,785.43)	(\$1,861,142.45)	(\$2,581,795.40)	(\$3,115,377.96)

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Fund: 300 - Information Technology Fund						
EXPENSES						
Division: 600 - Operations						
Department: 630 - Operations						
5110.001	Regular Salaries/Wages	258,063.91	269,961.36	336,994.29	438,984.00	455,621.44
5110.002	Holidays	13,009.16	13,048.44	17,563.47	0.00	0.00
5110.003	Sick Leave	4,758.72	3,652.80	16,627.24	0.00	0.00
5110.004	Overtime	1,007.58	678.09	1,629.53	0.00	0.00
5120.001	Annual Leave	34,516.73	31,201.38	39,185.19	15,210.00	16,161.00
5120.002	SBS	19,018.64	19,804.92	24,462.26	27,842.12	28,920.39
5120.003	Medicare	4,498.69	4,684.68	5,786.34	6,585.81	6,840.84
5120.004	PERS	63,787.92	70,080.47	87,528.66	96,576.71	100,237.05
5120.005	Health Insurance	114,194.89	84,564.73	98,302.06	82,670.64	138,056.40
5120.006	Life Insurance	47.64	42.63	49.76	52.44	52.44
5120.007	Workmen's Compensation	1,036.59	992.45	1,195.54	1,229.03	1,184.63
5120.011	PERS on Behalf	81,408.81	(9,476.00)	22,752.00	26,113.02	30,707.77
5201.000	Training and Travel	595.00	8,068.30	7,083.91	15,500.00	15,000.00
5204.000	Telephone	262,906.98	266,321.64	304,539.98	392,400.00	449,700.00
5204.001	Cell Phone Stipend	900.00	1,125.00	1,200.00	1,500.00	1,500.00
5205.000	Insurance	22,944.39	18,977.29	20,980.00	25,000.00	39,000.00
5206.000	Supplies	1,518.52	262.84	836.11	15,000.00	15,000.00
5207.000	Repairs and Maintenance	199,063.18	180,356.61	168,306.59	266,450.00	346,651.00
5208.000	Bldg Repair & Maint	5,961.00	6,987.96	10,380.00	11,673.00	14,077.00
5212.000	Contracted Services	176,609.48	305,501.87	239,131.25	586,643.63	330,836.00
5214.000	Interdepartment Services	84,174.96	92,406.96	156,860.04	147,449.00	162,192.00
5221.000	Transportation/Vehicles	900.00	0.00	0.00	2,700.00	0.00
5222.000	Postage	28.95	40.55	232.84	0.00	0.00
5223.000	Tools & Small Equipment	70,710.70	99,556.92	148,891.58	153,400.00	165,800.00
5226.000	Advertising	0.00	1,274.76	27.20	0.00	0.00
5227.002	Rent-Equipment	0.00	0.00	(16,686.24)	0.00	0.00
5290.000	Other Expenses	305.61	155.65	1.63	0.00	0.00
5400.000	OPEB Expense	(36,478.00)	(102,835.00)	(117,190.00)	0.00	0.00
Department Total: 630 - Operations		\$1,385,490.05	\$1,367,437.30	\$1,576,671.23	\$2,312,979.40	\$2,317,537.96
Division Total: 600 - Operations		\$1,385,490.05	\$1,367,437.30	\$1,576,671.23	\$2,312,979.40	\$2,317,537.96
Division: 640 - Depreciation/Amortization						
6205.000	Depreciation-Buildings	1,416.96	1,416.96	1,416.96	1,417.00	1,417.00
6206.000	Depreciation-Machinery	264,002.29	179,398.43	141,422.99	179,399.00	141,423.00
6208.000	Deprec-Furniture/Fixtures	749.55	0.00	0.00	0.00	0.00
Division Total: 640 - Depreciation/Amortization		\$266,168.80	\$180,815.39	\$142,839.95	\$180,816.00	\$142,840.00
Division: 650 - Debt Payments						
5295.000	Interest Expense	7,066.16	3,532.74	0.00	0.00	0.00
5295.060	Subscription Interest Expense	0.00	0.00	1,678.79	0.00	0.00
6210.060	Amortization Expense-SAAS	0.00	0.00	35,034.48	0.00	0.00
Division Total: 650 - Debt Payments		\$7,066.16	\$3,532.74	\$36,713.27	\$0.00	\$0.00
Division: 670 - Fixed Assets						
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	0.00	195,000.00
Division Total: 670 - Fixed Assets		\$0.00	\$0.00	\$0.00	\$0.00	\$195,000.00
Division: 680 - Transfers Between Funds						
7200.000	Interfund Transfers Out	0.00	0.00	104,918.00	88,000.00	460,000.00
Division Total: 680 - Transfers Between Funds		\$0.00	\$0.00	\$104,918.00	\$88,000.00	\$460,000.00
EXPENSES Total		\$1,658,725.01	\$1,551,785.43	\$1,861,142.45	\$2,581,795.40	\$3,115,377.96



# **CENTRAL GARAGE FUND**

## ***DRAFT***

**FISCAL YEAR 2025  
OPERATING BUDGET**



# Annual Budget by Organization Report

## Summary

### Fund: 310 Central Garage Fund

#### Revenue

310-300-310 - State Revenue	11,308	32	3,814	10,686	10,884
310-300-315 - Federal Revenue	-	-	-	-	-
310-300-340 - Operating Revenue	1,654,918	1,702,070	1,480,015	2,556,483	2,506,459
310-300-350 - Non-Operating Revenue	-	-	-	-	-
310-300-360 - Uses of Prop & Investment	62,926	(197,860)	132,192	78,688	98,688
310-300-370 - Interfund Billings	-	-	-	-	-
310-300-380 - Miscellaneous	8,494	525	402	-	-
310-300-390 - Cash Basis Receipts	115,855	296,787	253,191	374,623	722,604
310-680 - Transfers Between Funds	-	-	-	-	-

<b>Revenue Totals</b>	<b>1,853,500</b>	<b>1,801,553</b>	<b>1,869,614</b>	<b>3,020,480</b>	<b>3,338,635</b>
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#### Expenditures

310-600-601 - Administration	292,574	236,199	215,746	300,543	391,933
310-600-630 - Operations	389,042	515,509	516,723	722,115	789,566
310-600-635 - Jobbing Expenses	-	-	-	-	-
310-640 - Depreciation/Amortization	674,823	673,980	660,799	673,981	660,801
310-650 - Debt Payments	2,500	-	-	-	-
310-670 - Fixed Assets	-	-	-	1,464,565	940,360
310-680 - Transfers Between Funds	-	-	-	862,500	-

<b>Expenditure Totals</b>	<b>1,358,939</b>	<b>1,425,687</b>	<b>1,393,268</b>	<b>4,023,704</b>	<b>2,782,660</b>
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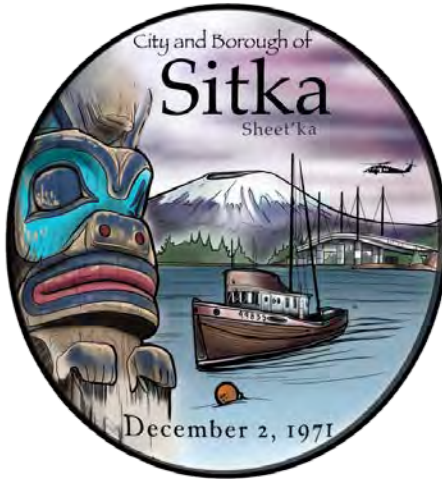
<b>Fund Total: Central Garage Fund</b>	<b>494,561</b>	<b>375,866</b>	<b>476,345</b>	<b>(1,003,224)</b>	<b>555,975</b>
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Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Fund: 310 - Central Garage Fund						
EXPENSES						
400 - Salaries and Wages						
5110.001	Regular Salaries/Wages	98,813.23	111,248.22	99,068.30	136,884.80	174,413.92
5110.002	Holidays	4,306.40	6,051.28	6,936.12	0.00	0.00
5110.003	Sick Leave	552.80	3,587.08	1,293.74	0.00	0.00
5110.004	Overtime	1,503.36	1,998.27	3,946.34	1,000.01	1,000.01
5110.010	Temp Wages	0.00	0.00	0.00	0.00	30,000.00
Account Classification Total: 400 - Salaries and Wages		\$105,175.79	\$122,884.85	\$111,244.50	\$137,884.81	\$205,413.93
450 - Fringe Benefits						
5120.001	Annual Leave	7,347.12	11,359.72	11,556.59	6,494.00	5,239.00
5120.002	SBS	6,755.32	8,061.07	8,638.11	8,850.37	12,913.09
5120.003	Medicare	1,597.93	1,906.78	2,043.27	2,093.49	3,054.48
5120.004	PERS	23,190.81	28,930.11	25,732.57	30,334.51	38,591.01
5120.005	Health Insurance	31,186.93	34,537.56	32,565.25	41,822.88	17,107.68
5120.006	Life Insurance	19.52	22.20	19.01	22.20	16.08
5120.007	Workmen's Compensation	4,375.06	4,580.67	4,180.66	4,356.98	5,833.74
5120.011	PERS on Behalf	(13,138.28)	20,362.00	(17,625.00)	10,686.44	10,883.44
5400.000	OPEB Expense	(12,249.00)	(44,358.00)	(33,438.00)	0.00	0.00
Account Classification Total: 450 - Fringe Benefits		\$49,085.41	\$65,402.11	\$33,672.46	\$104,660.87	\$93,638.52
500 - Operating Expenses						
5201.000	Training and Travel	0.00	2,484.36	210.00	2,000.00	22,000.00
5202.000	Uniforms	697.10	543.17	554.05	500.00	5,000.00
5203.001	Utilities	37,677.49	35,194.23	21,192.13	35,000.00	35,000.00
5203.005	Fuel Oil	6,295.12	12,125.46	14,063.55	12,500.00	14,000.00
5204.000	Telephone	1,914.54	1,891.81	1,900.32	2,000.00	2,050.00
5204.001	Cell Phone Stipend	0.00	0.00	0.00	0.00	600.00
5205.000	Insurance	122,644.26	103,719.95	108,424.40	105,000.00	152,000.00
5206.000	Supplies	158,466.66	202,674.26	246,897.25	250,000.00	300,000.00
5207.000	Repairs and Maintenance	75,512.77	81,450.58	71,722.40	151,682.99	150,000.00
5208.000	Bldg Repair & Maint	9,594.00	13,674.96	15,510.00	13,540.00	15,041.00
5211.000	IT Fees	10,692.00	11,220.96	17,124.00	14,751.00	16,013.00
5212.000	Contracted Services	8,842.27	13,964.42	9,817.61	45,700.00	43,735.00
5214.000	Interdepartment Services	86,594.69	79,270.03	74,935.88	73,185.00	80,508.00
5221.000	Transportation/Vehicles	0.00	3,130.72	3,000.00	3,753.00	0.00
5223.000	Tools & Small Equipment	1,462.86	1,171.55	1,273.00	69,500.00	46,500.00
5226.000	Advertising	92.30	212.85	0.00	1,000.00	0.00
5231.000	Credit Card Expense	464.92	65.15	0.00	0.00	0.00
5290.000	Other Expenses	1,004.00	626.00	927.36	0.00	0.00
5290.001	Loss on Disposal of Fixed Assets	5,400.00	0.00	0.00	0.00	0.00
5295.000	Interest Expense	2,500.00	0.00	0.00	0.00	0.00
Account Classification Total: 500 - Operating Expenses		\$529,854.98	\$563,420.46	\$587,551.95	\$780,111.99	\$882,447.00
600 - Amortization & Depreciation						
6201.000	Depreciation-Land Improve	971.04	971.04	971.04	972.00	972.00
6205.000	Depreciation-Buildings	27,507.96	27,507.96	27,507.96	27,508.00	27,508.00
6206.000	Depreciation-Machinery	37,533.98	31,257.99	60,171.96	31,258.00	60,172.00
6207.000	Depreciation-Vehicles	608,810.25	614,242.82	572,148.30	614,243.00	572,149.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Account Classification Total: 600 - Amortization & Depreciation		\$674,823.23	\$673,979.81	\$660,799.26	\$673,981.00	\$660,801.00
700 - Cash Basis Expenditures						
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	1,131,033.00	499,500.00
7107.000	Fixed Assets-Vehicles	0.00	0.00	0.00	333,532.35	440,860.00
7200.000	Interfund Transfers Out	0.00	0.00	0.00	862,500.00	0.00
Account Classification Total: 700 - Cash Basis Expenditures		\$0.00	\$0.00	\$0.00	\$2,327,065.35	\$940,360.00
EXPENSES Total		\$1,358,939.41	\$1,425,687.23	\$1,393,268.17	\$4,023,704.02	\$2,782,660.45
Fund EXPENSE	Total: 310 - Central Garage Fund	\$1,358,939.41	\$1,425,687.23	\$1,393,268.17	\$4,023,704.02	\$2,782,660.45
Fund Total: 310 - Central Garage Fund		(\$1,358,939.41)	(\$1,425,687.23)	(\$1,393,268.17)	(\$4,023,704.02)	(\$2,782,660.45)

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Fund: 310 - Central Garage Fund						
REVENUES						
EXPENSES						
Division: 600 - Operations						
Department: 601 - Administration						
5110.004	Overtime	0.00	0.00	0.00	1,000.01	1,000.01
5110.010	Temp Wages	0.00	0.00	0.00	0.00	30,000.00
5120.001	Annual Leave	1,927.92	2,743.86	(18,113.39)	6,494.00	5,239.00
5120.002	SBS	0.00	0.00	0.00	459.38	2,221.45
5120.003	Medicare	0.00	0.00	0.00	108.66	525.47
5120.004	PERS	0.00	0.00	0.00	220.00	220.00
5120.007	Workmen's Compensation	0.00	0.00	0.00	31.60	880.40
5201.000	Training and Travel	0.00	2,484.36	210.00	2,000.00	8,500.00
5202.000	Uniforms	482.11	308.98	434.35	0.00	0.00
5203.001	Utilities	37,677.49	35,194.23	21,192.13	35,000.00	35,000.00
5203.005	Fuel Oil	6,295.12	12,125.46	14,063.55	12,500.00	14,000.00
5204.000	Telephone	1,914.54	1,891.81	1,900.32	2,000.00	2,050.00
5205.000	Insurance	122,644.26	103,719.95	108,424.40	105,000.00	152,000.00
5206.000	Supplies	5,249.87	505.84	147.82	0.00	0.00
5207.000	Repairs and Maintenance	6,797.42	0.00	0.00	0.00	0.00
5208.000	Bldg Repair & Maint	9,594.00	13,674.96	15,510.00	13,540.00	15,041.00
5211.000	IT Fees	10,692.00	11,220.96	17,124.00	14,751.00	16,013.00
5212.000	Contracted Services	7,377.53	13,391.34	8,669.34	30,500.00	28,735.00
5214.000	Interdepartment Services	86,594.69	79,270.03	74,935.88	73,185.00	80,508.00
5221.000	Transportation/Vehicles	0.00	3,130.72	3,000.00	3,753.00	0.00
5223.000	Tools & Small Equipment	614.86	0.00	1,273.00	0.00	0.00
5226.000	Advertising	92.30	212.85	0.00	0.00	0.00
5231.000	Credit Card Expense	464.92	65.15	0.00	0.00	0.00
5290.000	Other Expenses	1,004.00	616.00	413.00	0.00	0.00
5290.001	Loss on Disposal of Fixed Assets	5,400.00	0.00	0.00	0.00	0.00
5400.000	OPEB Expense	(12,249.00)	(44,358.00)	(33,438.00)	0.00	0.00
Department Total: 601 - Administration		\$292,574.03	\$236,198.50	\$215,746.40	\$300,542.65	\$391,933.33
Department: 630 - Operations						
5110.001	Regular Salaries/Wages	98,813.23	111,248.22	99,068.30	136,884.80	174,413.92
5110.002	Holidays	4,306.40	6,051.28	6,936.12	0.00	0.00
5110.003	Sick Leave	552.80	3,587.08	1,293.74	0.00	0.00
5110.004	Overtime	1,503.36	1,998.27	3,946.34	0.00	0.00
5120.001	Annual Leave	5,419.20	8,615.86	29,669.98	0.00	0.00
5120.002	SBS	6,755.32	8,061.07	8,638.11	8,390.99	10,691.64
5120.003	Medicare	1,597.93	1,906.78	2,043.27	1,984.83	2,529.01
5120.004	PERS	23,190.81	28,930.11	25,732.57	30,114.51	38,371.01
5120.005	Health Insurance	31,186.93	34,537.56	32,565.25	41,822.88	17,107.68
5120.006	Life Insurance	19.52	22.20	19.01	22.20	16.08
5120.007	Workmen's Compensation	4,375.06	4,580.67	4,180.66	4,325.38	4,953.34
5120.011	PERS on Behalf	(13,138.28)	20,362.00	(17,625.00)	10,686.44	10,883.44
5201.000	Training and Travel	0.00	0.00	0.00	0.00	13,500.00
5202.000	Uniforms	214.99	234.19	119.70	500.00	5,000.00
5204.001	Cell Phone Stipend	0.00	0.00	0.00	0.00	600.00
5206.000	Supplies	153,216.79	202,168.42	246,749.43	250,000.00	300,000.00
5207.000	Repairs and Maintenance	68,715.35	81,450.58	71,722.40	151,682.99	150,000.00
5212.000	Contracted Services	1,464.74	573.08	1,148.27	15,200.00	15,000.00
5223.000	Tools & Small Equipment	848.00	1,171.55	0.00	69,500.00	46,500.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
5226.000	Advertising	0.00	0.00	0.00	1,000.00	0.00
5290.000	Other Expenses	0.00	10.00	514.36	0.00	0.00
Department Total: 630 - Operations		\$389,042.15	\$515,508.92	\$516,722.51	\$722,115.02	\$789,566.12
Division Total: 600 - Operations		\$681,616.18	\$751,707.42	\$732,468.91	\$1,022,657.67	\$1,181,499.45
Division: 640 - Depreciation/Amortization						
6201.000	Depreciation-Land Improve	971.04	971.04	971.04	972.00	972.00
6205.000	Depreciation-Buildings	27,507.96	27,507.96	27,507.96	27,508.00	27,508.00
6206.000	Depreciation-Machinery	37,533.98	31,257.99	60,171.96	31,258.00	60,172.00
6207.000	Depreciation-Vehicles	608,810.25	614,242.82	572,148.30	614,243.00	572,149.00
Division Total: 640 - Depreciation/Amortization		\$674,823.23	\$673,979.81	\$660,799.26	\$673,981.00	\$660,801.00
Division: 650 - Debt Payments						
5295.000	Interest Expense	2,500.00	0.00	0.00	0.00	0.00
Division Total: 650 - Debt Payments		\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Division: 670 - Fixed Assets						
7106.000	Fixed Assets-Machinery	0.00	0.00	0.00	1,131,033.00	499,500.00
7107.000	Fixed Assets-Vehicles	0.00	0.00	0.00	333,532.35	440,860.00
Division Total: 670 - Fixed Assets		\$0.00	\$0.00	\$0.00	\$1,464,565.35	\$940,360.00
Division: 680 - Transfers Between Funds						
7200.000	Interfund Transfers Out	0.00	0.00	0.00	862,500.00	0.00
Division Total: 680 - Transfers Between Funds		\$0.00	\$0.00	\$0.00	\$862,500.00	\$0.00
EXPENSES Total		\$1,358,939.41	\$1,425,687.23	\$1,393,268.17	\$4,023,704.02	\$2,782,660.45



**BUILDING  
MAINTENANCE FUND  
*DRAFT***

**FISCAL YEAR 2025  
OPERATING BUDGET**

# Annual Budget by Organization Report

## Summary

### Fund: 320 Building Maintenance Fund

#### Revenue

320-300-310 - State Revenue	23,310	62	7,609	20,138	21,712
320-300-315 - Federal Revenue	6,788	-	-	-	-
320-300-340 - Operating Revenue	593,598	651,072	777,614	821,610	1,845,440
320-300-350 - Non-Operating Revenue	-	14,500	-	-	-
320-300-360 - Uses of Prop & Investment	(13,521)	(33,461)	18,159	10,000	12,000
320-300-370 - Interfund Billings	-	-	-	-	-
320-300-380 - Miscellaneous	-	13,908	675	-	-
320-300-390 - Cash Basis Receipts	30,831	17,637	21,972	6,000	24,000
320-680 - Transfers Between Funds	-	-	-	-	-

<b>Revenue Totals</b>	<b>641,007</b>	<b>663,718</b>	<b>826,028</b>	<b>857,748</b>	<b>1,903,152</b>
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#### Expenditures

320-600-601 - Administration	181,333	181,478	184,892	331,659	435,638
320-600-630 - Operations	542,850	525,685	539,984	1,133,548	1,779,758
320-640 - Depreciation/Amortization	880	880	880	881	881
320-650 - Debt Payments	-	-	-	-	-
320-670 - Fixed Assets	-	-	-	-	-
320-680 - Transfers Between Funds	-	300,000	35,000	-	-

<b>Expenditure Totals</b>	<b>725,064</b>	<b>1,008,044</b>	<b>760,756</b>	<b>1,466,088</b>	<b>2,216,277</b>
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<b>Fund Total: Building Maintenance Fund</b>	<b>(84,057)</b>	<b>(344,326)</b>	<b>65,272</b>	<b>(608,340)</b>	<b>(313,125)</b>
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City and Borough of Sitka

Budget by Classification Report

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Fund: 320 - Building Maintenance Fund						
EXPENSES						
400 - Salaries and Wages						
5110.001	Regular Salaries/Wages	183,783.14	203,891.82	209,251.81	261,476.80	519,865.12
5110.002	Holidays	8,445.93	8,985.49	8,625.28	0.00	0.00
5110.003	Sick Leave	8,592.36	8,753.61	6,687.00	0.00	0.00
5110.004	Overtime	11,461.38	13,461.83	13,276.19	7,500.00	12,000.00
5110.010	Temp Wages	0.00	0.00	1,050.00	6,534.00	20,000.00
Account Classification Total: 400 - Salaries and Wages		\$212,282.81	\$235,092.75	\$238,890.28	\$275,510.80	\$551,865.12
450 - Fringe Benefits						
5120.001	Annual Leave	12,979.46	20,423.01	27,538.77	10,638.00	11,055.00
5120.002	SBS	14,595.60	15,152.07	17,328.42	17,540.99	34,507.04
5120.003	Medicare	3,452.47	3,584.08	4,098.87	4,149.14	8,162.36
5120.004	PERS	49,914.17	54,180.94	56,783.40	59,174.98	117,010.29
5120.005	Health Insurance	92,595.29	88,224.44	95,052.73	106,779.72	297,954.60
5120.006	Life Insurance	36.36	36.36	37.38	36.36	99.12
5120.007	Workmen's Compensation	8,959.63	7,934.22	8,068.76	6,429.54	17,756.19
5120.011	PERS on Behalf	43,748.44	7,988.00	(13,987.00)	20,138.23	21,711.04
5400.000	OPEB Expense	(26,643.00)	(80,741.00)	(73,376.00)	0.00	0.00
Account Classification Total: 450 - Fringe Benefits		\$199,638.42	\$116,782.12	\$121,545.33	\$224,886.96	\$508,255.64
500 - Operating Expenses						
5201.000	Training and Travel	370.00	0.00	313.50	15,600.00	17,000.00
5202.000	Uniforms	237.05	277.80	819.56	900.00	900.00
5203.005	Fuel Oil	0.00	17.21	0.00	0.00	0.00
5204.000	Telephone	400.00	0.00	0.00	0.00	0.00
5204.001	Cell Phone Stipend	900.00	900.00	886.62	900.00	900.00
5206.000	Supplies	54,456.49	49,182.63	67,479.70	73,755.00	79,050.00
5207.000	Repairs and Maintenance	14,040.77	17,048.48	19,748.06	36,770.66	32,565.00
5211.000	IT Fees	13,521.96	14,166.00	20,684.04	18,810.00	54,020.00
5212.000	Contracted Services	123,415.81	173,841.66	136,191.89	700,963.00	776,024.00
5214.000	Interdepartment Services	82,798.92	75,837.31	85,032.02	85,211.00	106,514.00
5221.000	Transportation/Vehicles	19,071.35	20,170.84	24,300.98	24,505.00	72,302.00
5223.000	Tools & Small Equipment	1,468.27	1,488.11	6,702.12	4,894.55	10,000.00
5226.000	Advertising	339.00	242.40	0.00	0.00	0.00
5227.002	Rent-Equipment	1,242.47	583.60	2,051.98	2,500.00	6,000.00
5290.000	Other Expenses	0.00	1,532.54	229.96	0.00	0.00
Account Classification Total: 500 - Operating Expenses		\$312,262.09	\$355,288.58	\$364,440.43	\$964,809.21	\$1,155,275.00
600 - Amortization & Depreciation						
6206.000	Depreciation-Machinery	880.20	880.20	880.20	881.00	881.00
Account Classification Total: 600 - Amortization & Depreciation		\$880.20	\$880.20	\$880.20	\$881.00	\$881.00
700 - Cash Basis Expenditures						
7200.000	Interfund Transfers Out	0.00	300,000.00	35,000.00	0.00	0.00
Account Classification Total: 700 - Cash Basis Expenditures		\$0.00	\$300,000.00	\$35,000.00	\$0.00	\$0.00
EXPENSES Total		\$725,063.52	\$1,008,043.65	\$760,756.24	\$1,466,087.97	\$2,216,276.76
Fund EXPENSE	Total: 320 - Building Maintenance Fund	\$725,063.52	\$1,008,043.65	\$760,756.24	\$1,466,087.97	\$2,216,276.76
Fund Total: 320 - Building Maintenance Fund		(\$725,063.52)	(\$1,008,043.65)	(\$760,756.24)	(\$1,466,087.97)	(\$2,216,276.76)



Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Fund: 320 - Building Maintenance Fund						
EXPENSES						
Division: 600 - Operations						
Department: 601 - Administration						
5110.001	Regular Salaries/Wages	74,654.44	75,444.60	69,882.38	95,846.40	95,925.04
5110.002	Holidays	2,732.24	2,446.80	2,676.98	0.00	0.00
5110.003	Sick Leave	0.00	2,732.26	738.04	0.00	0.00
5120.001	Annual Leave	3,596.78	12,478.33	7,493.13	0.00	0.00
5120.002	SBS	5,151.37	5,253.20	5,934.11	5,875.48	5,880.26
5120.003	Medicare	1,218.52	1,242.58	1,403.64	1,389.77	1,390.91
5120.004	PERS	17,621.05	18,786.93	19,000.81	21,086.25	21,103.52
5120.005	Health Insurance	32,560.24	32,988.52	34,402.51	39,920.40	32,636.28
5120.006	Life Insurance	8.04	8.04	9.06	8.04	14.16
5120.007	Workmen's Compensation	285.69	266.16	823.01	268.32	3,405.33
5120.011	PERS on Behalf	31,840.43	(4,908.00)	(18,491.00)	20,138.23	21,711.04
5201.000	Training and Travel	0.00	0.00	0.00	15,600.00	17,000.00
5203.005	Fuel Oil	0.00	17.21	0.00	0.00	0.00
5204.001	Cell Phone Stipend	300.00	300.00	286.62	0.00	0.00
5206.000	Supplies	104.21	0.00	535.00	0.00	0.00
5211.000	IT Fees	13,521.96	14,166.00	20,684.04	18,810.00	54,020.00
5212.000	Contracted Services	2,119.19	4,745.98	3,556.71	3,000.00	3,735.00
5214.000	Interdepartment Services	3,190.92	75,837.31	85,032.02	85,211.00	106,514.00
5221.000	Transportation/Vehicles	19,071.35	20,170.84	24,300.98	24,505.00	72,302.00
5226.000	Advertising	0.00	242.40	0.00	0.00	0.00
5400.000	OPEB Expense	(26,643.00)	(80,741.00)	(73,376.00)	0.00	0.00
Department Total: 601 - Administration		\$181,333.43	\$181,478.16	\$184,892.04	\$331,658.89	\$435,637.54
Department: 630 - Operations						
5110.001	Regular Salaries/Wages	109,128.70	128,447.22	139,369.43	165,630.40	423,940.08
5110.002	Holidays	5,713.69	6,538.69	5,948.30	0.00	0.00
5110.003	Sick Leave	8,592.36	6,021.35	5,948.96	0.00	0.00
5110.004	Overtime	11,461.38	13,461.83	13,276.19	7,500.00	12,000.00
5110.010	Temp Wages	0.00	0.00	1,050.00	6,534.00	20,000.00
5120.001	Annual Leave	9,382.68	7,944.68	20,045.64	10,638.00	11,055.00
5120.002	SBS	9,444.23	9,898.87	11,394.31	11,665.51	28,626.78
5120.003	Medicare	2,233.95	2,341.50	2,695.23	2,759.37	6,771.45
5120.004	PERS	32,293.12	35,394.01	37,782.59	38,088.73	95,906.77
5120.005	Health Insurance	60,035.05	55,235.92	60,650.22	66,859.32	265,318.32
5120.006	Life Insurance	28.32	28.32	28.32	28.32	84.96
5120.007	Workmen's Compensation	8,673.94	7,668.06	7,245.75	6,161.22	14,350.86
5120.011	PERS on Behalf	11,908.01	12,896.00	4,504.00	0.00	0.00
5201.000	Training and Travel	370.00	0.00	313.50	0.00	0.00
5202.000	Uniforms	237.05	277.80	819.56	900.00	900.00
5204.000	Telephone	400.00	0.00	0.00	0.00	0.00
5204.001	Cell Phone Stipend	600.00	600.00	600.00	900.00	900.00
5206.000	Supplies	54,352.28	49,182.63	66,944.70	73,755.00	79,050.00
5207.000	Repairs and Maintenance	14,040.77	17,048.48	19,748.06	36,770.66	32,565.00
5212.000	Contracted Services	121,296.62	169,095.68	132,635.18	697,963.00	772,289.00
5214.000	Interdepartment Services	79,608.00	0.00	0.00	0.00	0.00
5223.000	Tools & Small Equipment	1,468.27	1,488.11	6,702.12	4,894.55	10,000.00
5226.000	Advertising	339.00	0.00	0.00	0.00	0.00
5227.002	Rent-Equipment	1,242.47	583.60	2,051.98	2,500.00	6,000.00
5290.000	Other Expenses	0.00	1,532.54	229.96	0.00	0.00

Account Number	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
Department Total: 630 - Operations		\$542,849.89	\$525,685.29	\$539,984.00	\$1,133,548.08	\$1,779,758.22
Division Total: 600 - Operations		\$724,183.32	\$707,163.45	\$724,876.04	\$1,465,206.97	\$2,215,395.76
Division: 640 - Depreciation/Amortization						
6206.000	Depreciation-Machinery	880.20	880.20	880.20	881.00	881.00
Division Total: 640 - Depreciation/Amortization		\$880.20	\$880.20	\$880.20	\$881.00	\$881.00
Division: 680 - Transfers Between Funds						
7200.000	Interfund Transfers Out	0.00	300,000.00	35,000.00	0.00	0.00
Division Total: 680 - Transfers Between Funds		\$0.00	\$300,000.00	\$35,000.00	\$0.00	\$0.00
EXPENSES Total		\$725,063.52	\$1,008,043.65	\$760,756.24	\$1,466,087.97	\$2,216,276.76



# **Special Revenue and Other Governmental Funds**

## ***DRAFT***

**FISCAL YEAR 2025  
OPERATING BUDGET**

# Annual Budget by Organization Report

## Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 113 Pet Adoption Fund</b>					
<b>Revenue</b>					
113-300-360 - Uses of Prop & Investment	942.72	591.49	1,030.57	600.00	600.00
113-300-380 - Miscellaneous	3,930.00	12,698.85	2,835.00	5,000.00	2,500.00
113-300-390 - Cash Basis Receipts	-	-	-	-	-
<b>Revenue Totals</b>	<b>4,872.72</b>	<b>13,290.34</b>	<b>3,865.57</b>	<b>5,600.00</b>	<b>3,100.00</b>
<b>Expenditures</b>					
113-500-601 - Administration	10,082.62	23,513.96	20,035.77	25,000.00	15,000.00
<b>Expenditure Totals</b>	<b>10,082.62</b>	<b>23,513.96</b>	<b>20,035.77</b>	<b>25,000.00</b>	<b>15,000.00</b>
<b>Fund Total: Pet Adoption Fund</b>	<b>(5,209.90)</b>	<b>(10,223.62)</b>	<b>(16,170.20)</b>	<b>(19,400.00)</b>	<b>(11,900.00)</b>
<b>Fund: 151 Sitka's Forfeiture Fund</b>					
<b>Revenue</b>					
151-300-310 - State Revenue	-	-	-	-	-
151-300-315 - Federal Revenue	-	-	-	-	-
151-300-360 - Uses of Prop & Investment	-	-	-	-	-
151-300-370 - Interfund Billings	-	-	-	-	-
151-300-380 - Miscellaneous	75,261.17	-	-	1,000.00	1,000.00
<b>Revenue Totals</b>	<b>75,261.17</b>	<b>-</b>	<b>-</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>Expenditures</b>					
151-500-601 - Administration	-	-	-	50,000.00	75,000.00
<b>Expenditure Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>	<b>75,000.00</b>
<b>Fund Total: Sitka's Forfeiture Fund</b>	<b>75,261.17</b>	<b>-</b>	<b>-</b>	<b>(49,000.00)</b>	<b>(74,000.00)</b>
<b>Fund: 165 Library Building Fund</b>					
<b>Revenue</b>					
165-300-360 - Uses of Prop & Investment	(159.74)	(656.51)	337.08	200.00	300.00
165-300-380 - Miscellaneous	-	-	-	-	-
<b>Revenue Totals</b>	<b>(159.74)</b>	<b>(656.51)</b>	<b>337.08</b>	<b>200.00</b>	<b>300.00</b>
<b>Expenditures</b>					
165-500-601 - Administration	-	-	-	1,000.00	5,000.00
<b>Expenditure Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000.00</b>	<b>5,000.00</b>
<b>Fund Total: Library Building Fund</b>	<b>(159.74)</b>	<b>(656.51)</b>	<b>337.08</b>	<b>(800.00)</b>	<b>(4,700.00)</b>

# Annual Budget by Organization Report

## Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 171 SE Alaska Economic Dev.</b>					
<b>Revenue</b>					
171-300-310 - State Revenue	-	-	-	-	-
171-300-315 - Federal Revenue	-	-	-	-	-
171-300-360 - Uses of Prop & Investment	43,995.90	15,908.42	8,041.63	6,000.00	2,640.00
171-300-370 - Interfund Billings	-	-	-	-	-
171-300-380 - Miscellaneous	-	-	-	-	-
<b>Revenue Totals</b>	<b>43,995.90</b>	<b>15,908.42</b>	<b>8,041.63</b>	<b>6,000.00</b>	<b>2,640.00</b>
<b>Expenditures</b>					
171-500-601 - Administration	130,831.25	7,925.03	5,495.25	356,000.00	3,000.00
<b>Expenditure Totals</b>	<b>130,831.25</b>	<b>7,925.03</b>	<b>5,495.25</b>	<b>356,000.00</b>	<b>3,000.00</b>
<b>Fund Total: SE Alaska Economic Dev.</b>	<b>(86,835.35)</b>	<b>7,983.39</b>	<b>2,546.38</b>	<b>(350,000.00)</b>	<b>(360.00)</b>
<b>Fund: 173 GPIP Contingency</b>					
<b>Revenue</b>					
173-300-360 - Uses of Prop & Investment	7,681.79	4,232.31	6,783.35	4,500.00	4,500.00
173-300-370 - Interfund Billings	-	-	-	-	-
173-300-380 - Miscellaneous	-	-	-	-	-
173-300-390 - Cash Basis Receipts	-	-	-	-	-
<b>Revenue Totals</b>	<b>7,681.79</b>	<b>4,232.31</b>	<b>6,783.35</b>	<b>4,500.00</b>	<b>4,500.00</b>
<b>Expenditures</b>					
173-500-601 - Administration	7,681.79	274,234.19	6,783.35	244,500.00	4,000.00
<b>Expenditure Totals</b>	<b>7,681.79</b>	<b>274,234.19</b>	<b>6,783.35</b>	<b>244,500.00</b>	<b>4,000.00</b>
<b>Fund Total: GPIP Contingency</b>	<b>-</b>	<b>(270,001.88)</b>	<b>-</b>	<b>(240,000.00)</b>	<b>500.00</b>

# Annual Budget by Organization Report

## Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 190 SCH Dedicated Fund</b>					
<b>Revenue</b>					
190-300-305 - Tobacco Excise Tax	850,328.74	886,146.93	846,826.11	850,000.00	860,000.00
190-300-320 - Licenses & Permits	900.00	800.00	700.00	-	800.00
190-300-360 - Uses of Prop & Investment	758,920.46	744,778.71	754,533.33	730,000.00	750,000.00
190-300-380 - Miscellaneous	365,698.37	110,108.62	105,631.66	75,000.00	60,000.00
190-300-390 - Cash Basis Receipts	-	-	-	-	-
<b>Revenue Totals</b>	<b>1,975,847.57</b>	<b>1,741,834.26</b>	<b>1,707,691.10</b>	<b>1,655,000.00</b>	<b>1,670,800.00</b>
<b>Expenditures</b>					
190-600-601 - Administration	1,830,258.84	1,674,236.61	1,190,099.54	1,595,692.00	1,727,016.00
190-600-680 - Transfer to Other Funds	-	-	-	-	-
190-650 - Debt Payments	2,073.57	-	-	-	-
<b>Expenditure Totals</b>	<b>1,832,332.41</b>	<b>1,674,236.61</b>	<b>1,190,099.54</b>	<b>1,595,692.00</b>	<b>1,727,016.00</b>
<b>Fund Total: SCH Dedicated Fund</b>	<b>143,515.16</b>	<b>67,597.65</b>	<b>517,591.56</b>	<b>59,308.00</b>	<b>(56,216.00)</b>
<b>Fund: 191 Student Activities Fund</b>					
<b>Revenue</b>					
191-300-304 - Other Local Taxes	-	-	125,753.79	300,000.00	310,000.00
191-300-320 - Licenses & Permits	1,900.00	2,700.00	300.00	2,500.00	2,500.00
191-300-360 - Uses of Prop & Investment	138.14	120.93	596.62	150.00	1,000.00
191-300-380 - Miscellaneous	-	-	-	-	-
<b>Revenue Totals</b>	<b>2,038.14</b>	<b>2,820.93</b>	<b>126,650.41</b>	<b>302,650.00</b>	<b>313,500.00</b>
<b>Expenditures</b>					
191-600-601 - Administration	-	-	-	305,000.00	305,000.00
191-600-680 - Transfer to Other Funds	-	-	-	-	-
<b>Expenditure Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>305,000.00</b>	<b>305,000.00</b>
<b>Fund Total: Student Activities Fund</b>	<b>2,038.14</b>	<b>2,820.93</b>	<b>126,650.41</b>	<b>(2,350.00)</b>	<b>8,500.00</b>

# Annual Budget by Organization Report

## Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 192 Fisheries Enhancement</b>					
<b>Revenue</b>					
192-300-360 - Uses of Prop & Investment	11.17	(308.65)	640.51	-	-
192-300-380 - Miscellaneous	-	-	-	-	-
192-300-390 - Cash Basis Receipts	21,309.00	41,097.00	42,301.15	50,000.00	45,000.00
<b>Revenue Totals</b>	<b>21,320.17</b>	<b>40,788.35</b>	<b>42,941.66</b>	<b>50,000.00</b>	<b>45,000.00</b>
<b>Expenditures</b>					
192-600-630 - Operations	22,462.50	30,600.00	50,000.00	50,000.00	50,000.00
192-600-680 - Transfer to Other Funds	-	-	-	-	-
<b>Expenditure Totals</b>	<b>22,462.50</b>	<b>30,600.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>
<b>Fund Total: Fisheries Enhancement</b>	<b>(1,142.33)</b>	<b>10,188.35</b>	<b>(7,058.34)</b>	<b>-</b>	<b>(5,000.00)</b>
<b>Fund: 193 Utility Subsidization Fund</b>					
<b>Revenue</b>					
193-300-360 - Uses of Prop & Investment	(1,256.91)	(1,519.04)	(3,072.01)	-	-
193-300-390 - Cash Basis Receipts	30,000.00	39,000.00	356,400.00	198,000.00	165,000.00
<b>Revenue Totals</b>	<b>28,743.09</b>	<b>37,480.96</b>	<b>353,327.99</b>	<b>198,000.00</b>	<b>165,000.00</b>
<b>Expenditures</b>					
193-600-630 - Operations	-	-	-	-	-
193-600-680 - Transfer to Other Funds	68,782.53	67,368.20	193,087.73	198,000.00	230,400.00
<b>Expenditure Totals</b>	<b>68,782.53</b>	<b>67,368.20</b>	<b>193,087.73</b>	<b>198,000.00</b>	<b>230,400.00</b>
<b>Fund Total: Utility Subsidization Fund</b>	<b>(40,039.44)</b>	<b>(29,887.24)</b>	<b>160,240.26</b>	<b>-</b>	<b>(65,400.00)</b>
<b>Fund: 194 Comm Vessel Passenger Tax</b>					
<b>Revenue</b>					
194-300-310 - State Revenue	615,545.00	615,545.00	1,725,380.00	1,900,000.00	2,500,000.00
194-300-360 - Uses of Prop & Investment	(10,413.04)	(45,709.42)	14,857.55	18,000.00	40,000.00
194-300-380 - Miscellaneous	-	-	-	-	-
194-300-390 - Cash Basis Receipts	-	-	-	-	-
<b>Revenue Totals</b>	<b>605,131.96</b>	<b>569,835.58</b>	<b>1,740,237.55</b>	<b>1,918,000.00</b>	<b>2,540,000.00</b>
<b>Expenditures</b>					
194-600-630 - Operations	-	19,128.39	-	100,000.00	100,000.00
194-600-680 - Transfer to Other Funds	91,199.97	829,175.07	1,005,064.45	952,939.00	1,491,300.00
<b>Expenditure Totals</b>	<b>91,199.97</b>	<b>848,303.46</b>	<b>1,005,064.45</b>	<b>1,052,939.00</b>	<b>1,591,300.00</b>
<b>Fund Total: Comm Vessel Passenger Tax</b>	<b>513,931.99</b>	<b>(278,467.88)</b>	<b>735,173.10</b>	<b>865,061.00</b>	<b>948,700.00</b>

# Annual Budget by Organization Report

## Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 195 Visitor Enhancement Fund</b>					
<b>Revenue</b>					
195-300-303 - Bed Tax	407,024.41	669,959.22	792,949.95	839,500.00	711,500.00
195-300-360 - Uses of Prop & Investment	(530.00)	(4,078.57)	2,293.89	4,500.00	5,000.00
195-300-380 - Miscellaneous	-	-	-	-	-
<b>Revenue Totals</b>	<b>406,494.41</b>	<b>665,880.65</b>	<b>795,243.84</b>	<b>844,000.00</b>	<b>716,500.00</b>
<b>Expenditures</b>					
195-600-630 - Operations	501,047.68	463,769.64	530,557.38	693,000.00	16,750.00
195-600-680 - Transfer to Other Funds	-	-	-	-	-
<b>Expenditure Totals</b>	<b>501,047.68</b>	<b>463,769.64</b>	<b>530,557.38</b>	<b>693,000.00</b>	<b>16,750.00</b>
<b>Fund Total: Visitor Enhancement Fund</b>	<b>(94,553.27)</b>	<b>202,111.01</b>	<b>264,686.46</b>	<b>151,000.00</b>	<b>699,750.00</b>
<b>Fund: 400 Permanent Fund</b>					
<b>Revenue</b>					
400-300-360 - Uses of Prop & Investment	5,906,879.69	4,982,707.04	2,051,043.53	450,000.00	450,000.00
400-300-370 - Interfund Billings	-	-	-	-	-
400-300-390 -Cash Basis Receipts	-	-	554,000.00	-	-
<b>Revenue Totals</b>	<b>5,906,879.69</b>	<b>4,982,707.04</b>	<b>2,605,043.53</b>	<b>450,000.00</b>	<b>450,000.00</b>
<b>Expenditures</b>					
400-600-601 - Administration	46,584.81	11,103.79	33,090.13	50,000.00	49,500.00
400-600-680 - Transfer to Other Funds	1,213,716.00	1,145,554.00	9,374,779.28	1,110,886.00	1,041,233.00
<b>Expenditure Totals</b>	<b>1,260,300.81</b>	<b>1,156,657.79</b>	<b>9,407,869.41</b>	<b>1,160,886.00</b>	<b>1,090,733.00</b>
<b>Fund Total: Permanent Fund</b>	<b>4,646,578.88</b>	<b>3,826,049.25</b>	<b>(6,802,825.88)</b>	<b>(710,886.00)</b>	<b>(640,733.00)</b>
<b>Fund: 410 LID Revolving Fund</b>					
<b>Revenue</b>					
410-300-360 - Uses of Prop & Investment	(9,861.37)	(40,175.24)	21,875.62	12,000.00	20,000.00
410-300-380 - Miscellaneous	-	115.24	6.42	-	-
410-300-390 - Cash Basis Receipts	1,349.89	2,496.85	3,508.21	3,500.00	2,000.00
<b>Revenue Totals</b>	<b>(8,511.48)</b>	<b>(37,563.15)</b>	<b>25,390.25</b>	<b>15,500.00</b>	<b>22,000.00</b>
<b>Expenditures</b>					
410-600-601 - Administration	42.64	12.33	71.29	100.00	100.00
410-600-680 - Transfer to Other Funds	14,085.89	9,543.78	22,136.80	15,000.00	30,000.00
<b>Expenditure Totals</b>	<b>14,128.53</b>	<b>9,556.11</b>	<b>22,208.09</b>	<b>15,100.00</b>	<b>30,100.00</b>
<b>Fund Total: LID Revolving Fund</b>	<b>(22,640.01)</b>	<b>(47,119.26)</b>	<b>3,182.16</b>	<b>400.00</b>	<b>(8,100.00)</b>



# Annual Budget by Organization Report

## Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 420 LID Guaranty Fund</b>					
<b>Revenue</b>					
420-300-360 - Uses of Prop & Investment	(2,503.48)	(9,922.20)	5,240.98	3,000.00	4,000.00
420-300-390 - Cash Basis Receipts	-	-	-	-	-
<b>Revenue Totals</b>	<b>(2,503.48)</b>	<b>(9,922.20)</b>	<b>5,240.98</b>	<b>3,000.00</b>	<b>4,000.00</b>
<b>Expenditures</b>					
420-600-680 - Transfer to Other Funds	3,422.52	2,314.28	5,345.98	4,000.00	8,400.00
<b>Expenditure Totals</b>	<b>3,422.52</b>	<b>2,314.28</b>	<b>5,345.98</b>	<b>4,000.00</b>	<b>8,400.00</b>
<b>Fund Total: LID Guaranty Fund</b>	<b>(5,926.00)</b>	<b>(12,236.48)</b>	<b>(105.00)</b>	<b>(1,000.00)</b>	<b>(4,400.00)</b>
<b>Fund: 430 Cemetery Fund</b>					
<b>Revenue</b>					
430-300-360 - Uses of Prop & Investment	(939.26)	(3,621.11)	1,871.30	1,350.00	2,500.00
430-300-380 - Miscellaneous	-	-	-	-	-
<b>Revenue Totals</b>	<b>(939.26)</b>	<b>(3,621.11)</b>	<b>1,871.30</b>	<b>1,350.00</b>	<b>2,500.00</b>
<b>Expenditures</b>					
430-600-601 - Administration	1,927.37	1,249.74	840.89	2,000.00	2,500.00
<b>Expenditure Totals</b>	<b>1,927.37</b>	<b>1,249.74</b>	<b>840.89</b>	<b>2,000.00</b>	<b>2,500.00</b>
<b>Fund Total: Cemetery Fund</b>	<b>(2,866.63)</b>	<b>(4,870.85)</b>	<b>1,030.41</b>	<b>(650.00)</b>	<b>-</b>
<b>Fund: 440 Rowe Trust Fund</b>					
<b>Revenue</b>					
440-300-360 - Uses of Prop & Investment	(1,958.11)	(8,017.85)	4,113.24	2,500.00	3,000.00
440-300-380 - Miscellaneous	-	-	-	-	-
<b>Revenue Totals</b>	<b>(1,958.11)</b>	<b>(8,017.85)</b>	<b>4,113.24</b>	<b>2,500.00</b>	<b>3,000.00</b>
<b>Expenditures</b>					
440-600-601 - Administration	-	1,759.37	-	2,500.00	3,000.00
<b>Expenditure Totals</b>	<b>-</b>	<b>1,759.37</b>	<b>-</b>	<b>2,500.00</b>	<b>3,000.00</b>
<b>Fund Total: Rowe Trust Fund</b>	<b>(1,958.11)</b>	<b>(9,777.22)</b>	<b>4,113.24</b>	<b>-</b>	<b>-</b>

# Annual Budget by Organization Report

## Summary

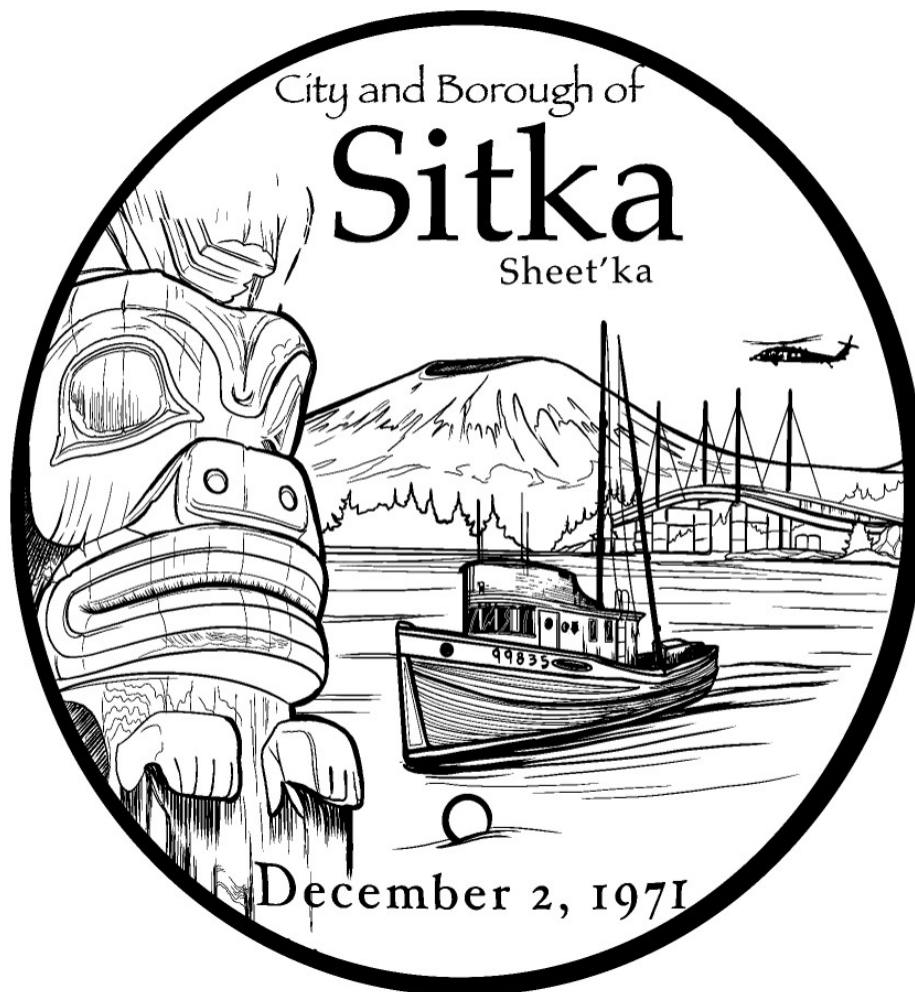
	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 500 Library Endowment Fund</b>					
<b>Revenue</b>					
500-300-360 - Uses of Prop & Investment	(2,223.64)	(9,412.50)	4,754.49	2,000.00	3,000.00
500-300-380 - Miscellaneous	8,416.00	24,826.14	610.00	2,000.00	2,500.00
<b>Revenue Totals</b>	<b>6,192.36</b>	<b>15,413.64</b>	<b>5,364.49</b>	<b>4,000.00</b>	<b>5,500.00</b>
<b>Expenditures</b>					
500-600-601 - Administration	3,982.57	35,000.00	-	10,000.00	5,500.00
<b>Expenditure Totals</b>	<b>3,982.57</b>	<b>35,000.00</b>	<b>-</b>	<b>10,000.00</b>	<b>5,500.00</b>
<b>Fund Total: Library Endowment Fund</b>	<b>2,209.79</b>	<b>(19,586.36)</b>	<b>5,364.49</b>	<b>(6,000.00)</b>	<b>-</b>
<b>Fund: 540 Bulk Water Fund</b>					
<b>Revenue</b>					
540-300-340 - Operating Revenue	21,350.00	1,150.00	1,250.00	1,200.00	1,200.00
540-300-360 - Uses of Prop & Investment	(7,688.17)	(29,354.82)	14,913.73	9,000.00	3,000.00
540-300-390 - Cash Basis Receipts	86,025.38	570.09	-	-	-
<b>Revenue Totals</b>	<b>99,687.21</b>	<b>(27,634.73)</b>	<b>16,163.73</b>	<b>10,200.00</b>	<b>4,200.00</b>
<b>Expenditures</b>					
540-600-680 -Transfer to Other Funds	104,000.00	30,000.00	-	711,200.00	4,850.00
<b>Expenditure Totals</b>	<b>104,000.00</b>	<b>30,000.00</b>	<b>-</b>	<b>711,200.00</b>	<b>4,850.00</b>
<b>Fund Total: Bulk Water Fund</b>	<b>(4,312.79)</b>	<b>(57,634.73)</b>	<b>16,163.73</b>	<b>(701,000.00)</b>	<b>(650.00)</b>
<b>Fund: 651 Debt Service School Bonds</b>					
<b>Revenue</b>					
651-300-310 - State Revenue	-	4,609,571.00	1,532,250.00	1,526,330.00	1,047,016.00
651-300-360 - Uses of Prop & Investment	(44,271.21)	(39,509.00)	(53,179.68)	35,000.00	40,000.00
651-300-370 - Interfund Billings	-	-	-	-	-
651-300-380 - Miscellaneous	-	-	-	-	-
651-300-390 - Cash Basis Receipts	1,394,702.75	1,820,295.62	2,327,841.00	2,255,500.00	-
<b>Revenue Totals</b>	<b>1,350,431.54</b>	<b>6,390,357.62</b>	<b>3,806,911.32</b>	<b>3,816,830.00</b>	<b>1,087,016.00</b>
<b>Expenditures</b>					
651-600-650 - Debt Payments	2,397,540.00	2,302,883.72	2,303,200.91	2,297,012.00	1,496,736.00
651-600-680 - Transfer to Other Funds	-	-	-	-	-
651-600-690 - Other Financing Sources	(8,628.57)	-	-	-	-
651-600-691 - Other Financing Uses	-	-	-	-	-
<b>Expenditure Totals</b>	<b>2,388,911.43</b>	<b>2,302,883.72</b>	<b>2,303,200.91</b>	<b>2,297,012.00</b>	<b>1,496,736.00</b>
<b>Fund Total: Debt Service School Bonds</b>	<b>(1,038,479.89)</b>	<b>4,087,473.90</b>	<b>1,503,710.41</b>	<b>1,519,818.00</b>	<b>(409,720.00)</b>

# Annual Budget by Organization Report

## Summary

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Level 1
<b>Fund: 706 School Building Infrastructure</b>					
<b>Revenue</b>					
706-300-360 - Uses of Prop & Investment	-	-	-	-	-
706-300-390 - Cash Basis Receipts	-	-	-	-	2,473,333.00
<b>Revenue Totals</b>	-	-	-	-	<b>2,473,333.00</b>
<b>Expenditures</b>					
706-600-680 - Transfer to Other Funds	-	-	-	-	400,000.00
<b>Expenditure Totals</b>	-	-	-	-	<b>400,000.00</b>
<b>Fund Total: School Building Infrastructur</b>	-	-	-	-	<b>2,073,333.00</b>
<b>Fund: 708 Public Infrastructure Sinking Fund</b>					
<b>Revenue</b>					
708-300-360 - Uses of Prop & Investment	14,885.26	(116,792.06)	19,362.35	-	75,000.00
708-300-380 - Miscellaneous	-	-	-	-	-
708-300-390 - Cash Basis Receipts	2,600,000.00	5,000,000.00	4,500,000.00	-	-
<b>Revenue Totals</b>	<b>2,614,885.26</b>	<b>4,883,207.94</b>	<b>4,519,362.35</b>	-	<b>75,000.00</b>
<b>Expenditures</b>					
708-600-630 - Operations	-	-	-	-	-
708-600-680 - Transfer to Other Funds	-	-	3,125,000.00	5,050,000.00	3,978,748.00
<b>Expenditure Totals</b>	-	-	<b>3,125,000.00</b>	<b>5,050,000.00</b>	<b>3,978,748.00</b>
<b>Fund Total: Public Infrastructure Sinking</b>	<b>2,614,885.26</b>	<b>4,883,207.94</b>	<b>1,394,362.35</b>	<b>(5,050,000.00)</b>	<b>(3,903,748.00)</b>

# **FY2025 Resource Proposals General and Internal Service Funds**



# Goal 1:

## Preserve the quality of life for all Sitkans

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1.1 Convene community partners to develop a community-wide strategy to improve access to childcare

1.2 Develop a plan to improve housing options for all in Sitka

1.3 Identify opportunities to relieve the burden of utility costs

1.4 Review the impacts and benefits of tourism, and develop policies that prioritize the quality of life for all Sitkans

1.5 Convene community partners to develop an action plan that will address the challenges of food security





## FY2024 NEW RESOURCE PROPOSAL

Requestor/Department	Craig Warren, Fire Department
Proposed resource type	Fixed Asset (over \$5K)
Cost of resource	\$32,000

1. Brief description of resource:
Patient loader for the ambulance. This is the mechanism that raises, loads, and locks the gurney into the ambulance for transport.

2. What <u>goal</u> does will this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
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3. Is there a specific <u>action</u> that this resource is related to (under selected goal)?	5.3 Improve customer service levels and evaluate process improvements for service delivery
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4. How will this resource contribute to achieving the above strategic goals and actions?
This device takes the lifting and potential for back injury off the employees. This is also the most secure locking device for the gurney should the ambulance be involved in an accident providing the best protection for our patients. This loader is currently in use in the rest of the fleet and will help standardize all of our patient transport vehicles.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
The ambulance would continue to use a side lock that is not as robust and will not holdup in a rollover event. We would continue to hold the gurney and the patient in the air for 5-10 seconds while the undercarriage of the gurney retracts.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Better service to our customers as well as support and protections for staff.

7. What are the future costs of this resource?
Routine maintenance with the vendor that is already covered in a service contract in the operating budget.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
The benefits would be financial by protecting the employees from workman's comp injuries, and tangible by not placing undue stress on the employees. This device should qualify for using CPV funds.

Department Head	Craig Warren, Fire Chief
Administrator Approval	



## RESOURCE PROPOSAL

Requestor/Department	Planning & Community Development
Proposed resource type	Personnel (FTE)
Cost of resource	150k - 165k (Grade 29-30)

1. Brief description of resource:
Tourism continues to be a pressing issue for CBS and the community, requiring more dedication of staff time and other resources. Given the multitude of responsibilities already held by the Planning & Community Development Director, the Director alone cannot sustain the level of work associated with tourism and still accomplish other departmental and organizational priorities. A Tourism Manager is a necessary position to perform the work and duties necessary for tourism management.

2. What goal does will this resource help you achieve?	Goal 1: Preserve the quality of life and affordability for all Sitkans
3. Is there a specific action that this resource is related to (under selected goal)?	1.4 Review the impacts and benefits of tourism, and develop policies that prioritize the quality of life for all Sitkans

4. How will this resource contribute to achieving the above strategic goals and actions?
A dedicated position will have more capacity than is currently available to develop and implement policies needed to more adequately manage tourism. Further, there are other actions under Goal 1 of the strategic plan such as childcare, housing, and food security that the department is struggling to make progress on because of the overwhelming workload associated with tourism.

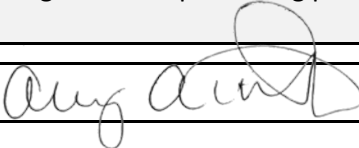
5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
While tourism is generally a seasonal activity, P&CDD staff have found that there is substantial work year-round related to tourism, so scaling this position down to seasonal rather than full time would not alleviate the workload issues. If not approved, P&CDD will continue to support tourism management needs but continue to delay and de-prioritize other work within the department.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
This position will serve as a staff liaison to the Tourism Task Force or a more permanent tourism board/commission if created, providing more support for public steering bodies working to manage tourism. As these bodies, as well as the Assembly, more clearly define tourism management policies to be implemented, execution and results will be more expeditious.

7. What are the future costs of this resource?
Ongoing costs for wages and benefits.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
There is potential to fund this position using a combination of general funds, visitor enhancement funds, and CPV funds. A dedicated staff position will also have the capacity to ensure that the organization and citizens as a whole are receiving the maximum financial benefit from tourism including review of permitting procedures and contracting related to tourism.

Department Head



# Goal 2:

## Improve communications and strengthen relationships within the community and organization

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**2.1** Develop a communication and engagement plan to increase engagement and participation through storytelling and enhancing Sitka's communication tools and networks

**2.2** Identify opportunities to foster relationships with underrepresented groups/populations in the community and implement findings to improve service delivery to these groups

**2.3** Annually convene non-profits, CBS boards and commissions, and other community groups for a summit to discuss community challenges, updates, and opportunities for collaboration





## RESOURCE PROPOSAL

Requestor/Department	Robert M. Baty Police Department
Proposed resource type	Other
Cost of resource	\$120,000

1. Brief description of resource:
Bodcams to outfit police department personnel. Software, instalation, maintenance, training.

2. Wjhat goal does will this resource help you achieve?	Goal 2: Improve communications and strengthen relationships within the community and organization
3. Is there a specific action that this resource is related to (under selected goal)?	5.3 Improve customer service levels and evaluate process improvements for service delivery

4. How will this resource contribute to achieving the above strategic goals and actions?
By improving our recorded transactions with community members, allowing for improved transparency in contacts. Improve documentation of events.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
We would continue to use our digital recorders. Public may feel that we are not addressing their wishes. We could scale this project down by ordering less units. Currently, the quote is based on authorized personnel numbers.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
In most situations a clearer picture of events. Potential of helping in a lawsuit or officer involved situation.

7. What are the future costs of this resource?
In researching this it appears the model the two major distributors are using is five year replacment. Some costs would be lower as initial purchase of some items will have already occurred.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
1. transparency 2. potential protection from civil suits.

Department Head

Robert M. Baty

# Goal 3:

## Align resources and financial and economic policies for a sustainable community

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**3.1** Develop a fiscal policy that includes guidelines for areas of fiscal operations such as debt management, infrastructure replacement, metrics for fiscal health of funds, reserves, and other areas.

**3.2** Prepare financial forecasts and life cycle models for all assets to bring resources in alignment with the City's top priority needs

**3.3** Convene economic partners to explore the addition of business support services and employment training programs

**3.4** Identify and implement policies that will balance the economic benefits of tourism with the impacts on Sitkan's quality of life

# Goal 4:

## Plan and invest in sustainable infrastructure for future generations

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4.1 Identify and pursue funding to address existing capital needs and deferred maintenance

4.2 Develop asset management plans for future capital investments



4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4.4 Collaborate with public land management agencies and stakeholders to maintain and develop sustainable active transportation infrastructure, including parks, fields, cabins, trails, and water access



## RESOURCE PROPOSAL

Requestor/Department	Pat Swedeen, Building Official/Public Works
Proposed resource type	Capital project under \$500,000
Cost of resource	\$15,000

1. Brief description of resource:
This request for funding will facilitate the lifting of HVAC heat pumps at HCH, the Library, and th UV plant

2. What goal does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.1 Identify revenue to address existing capital needs and deferred maintenance

4. How will this resource contribute to achieving the above strategic goals and actions?
Lifting these units will help improve the chances of the units lasting their anticipated lifespan

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This can get scaled back to one, two, or three of these facilities. However, all three facilities will ultimately need to be addressed

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured by reaching the anticipated unit lifespans

7. What are the future costs of this resource?
None

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
This could help existing units meet or surpass their anticipated lifespans. This will also improve the maintenance staff's ability to maintain the units.

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Ron Vinson/ Public Works - Building Maintenance Division
Proposed resource type	Personnel (FTE)
Cost of resource	\$110,000

1. Brief description of resource:
This request is for funding of a full-time-employee to serve under the Building Maintenance Division as an Boiler Operator

2. What goal does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.1 Identify revenue to address existing capital needs and deferred maintenance

4. How will this resource contribute to achieving the above strategic goals and actions?
CBS will absorb all SSD maintenance activities during the FY25 fiscal year. The requested funds are anticipated to accommodate recruiting a boiler operator to fill the existing boiler operator role at SSD. This employee will be utilized to perform maintenance activities at other CBS facilities, as well.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
The funding estimate for this request assumed the maximum hourly rate from the SSD pay scale for an boiler operator and added 60% of the annual salary to accommodate benefits and misc. recruitment costs

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured through successful completion of SSD and CBS preventative maintenance work order completion AND improved reliability of SSD and CBS associated assets

7. What are the future costs of this resource?
Future bargaining unit obligations and any SSD absorption incentives

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Improved depth of staff roster to respond to maintenance needs

Department Head





## RESOURCE PROPOSAL

Requestor/Department	Ron Vinson/ Public Works - Building Maintenance Division
Proposed resource type	Personnel (FTE)
Cost of resource	\$129,000

1. Brief description of resource:
This request is for funding of a full-time-employee to serve under the Building Maintenance Division as an Electrician

2. What goal does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.1 Identify revenue to address existing capital needs and deferred maintenance

4. How will this resource contribute to achieving the above strategic goals and actions?
CBS will absorb all SSD maintenance activities during the FY25 fiscal year. The requested funds are anticipated to accommodate recruiting a electrician to fill the existing electrician role at SSD. This employee will be utilized to perform maintenance activities at other CBS facilities, as well.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
The funding estimate for this request assumed the maximum hourly rate from the SSD pay scale for an electrician and added 60% of the annual salary to accommodate benefits and misc. recruitment costs

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured through successful completion of SSD and CBS preventative maintenance work order completion AND improved reliability of SSD and CBS associated assets

7. What are the future costs of this resource?
Future bargaining unit obligations and any SSD absorption incentives

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Improved depth of staff roster to respond to maintenance needs

Department Head	
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## RESOURCE PROPOSAL

Requestor/Department	Ron Vinson/ Public Works - Building Maintenance Division
Proposed resource type	Personnel (FTE)
Cost of resource	\$97,000

1. Brief description of resource:
This request is for funding of a full-time-employee to serve under the Building Maintenance Division as an Buildings Maintenance Specialist

2. What goal does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.1 Identify revenue to address existing capital needs and deferred maintenance

4. How will this resource contribute to achieving the above strategic goals and actions?
CBS will absorb all SSD maintenance activities during the FY25 fiscal year. The requested funds are anticipated to accommodate recruiting a Buildings Maintenance Specialist to fill the existing Maintenance Worker role at SSD. This employee will be utilized to perform maintenance activities at other CBS facilities, as well.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
The funding estimate for this request assumed the maximum hourly rate from the CBS pay scale for an Buildings Maintenance Specialist Grade 8, Step D and added 60% of the annual salary to accommodate benefits and misc. recruitment costs

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured through successful completion of SSD and CBS preventative maintenance work order completion AND improved reliability of SSD and CBS associated assets

7. What are the future costs of this resource?
Future bargaining unit obligations and any SSD absorption incentives

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Improved depth of staff roster to respond to maintenance needs

Department Head

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## RESOURCE PROPOSAL

Requestor/Department	Ron Vinson/ Public Works - Building Maintenance Division
Proposed resource type	Personnel (FTE)
Cost of resource	\$96,000

1. Brief description of resource:
This request is for funding of a full-time-employee to serve under the Building Maintenance Division as an Buildings & Grounds Maintenance Specialist

2. What goal does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
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3. Is there a specific action that this resource is related to (under selected goal)?	4.1 Identify revenue to address existing capital needs and deferred maintenance
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4. How will this resource contribute to achieving the above strategic goals and actions?
CBS will absorb all SSD maintenance activities during the FY25 fiscal year. The requested funds are anticipated to accommodate recruiting a Buildings & Grounds Maintenance Specialist to fill the existing Maintenance Worker role at SSD. This employee will be utilized to perform maintenance activities at other CBS facilities, as well.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
The funding estimate for this request assumed the maximum hourly rate from the CBS pay scale for an Buildings and Grounds Maintenance Specialist Grade 8, Step C and added 60% of the annual salary to accommodate benefits and misc. recruitment costs

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured through successful completion of SSD and CBS preventative maintenance work order completion AND improved reliability of SSD and CBS associated assets

7. What are the future costs of this resource?
Future bargaining unit obligations and any SSD absorption incentives

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Improved depth of staff roster to respond to maintenance needs

Department Head

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## RESOURCE PROPOSAL

Requestor/Department	Public Works - Streets
Proposed resource type	Other
Cost of resource	\$50,000

1. Brief description of resource:
This procurement will fund a Final Pass grader mounted vibratory compactor used during grading operations of the gravel roadways. This vibratory compactor will attach to existing grading equipment.

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4. How will this resource contribute to achieving the above strategic goals and actions?
This resource is identified to support the maintenance of the roadways. By grading and compacting, this will reduce the time required to run equipment and provide a much better road surface due to uniform compaction. With vibratory compaction, we can better stabilize the surface and decrease the potholes.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
Handheld vibratory plate type compactor are available and require a person to directly operate the equipment. This will require more labor hours to complete the task. By scaling down, it would increase labor hours required to perform the task and increase the need for staffing.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Goals will be demonstrated by longer time span between grading operations. Currently the operation requires grading twice per week depending on the weather.

7. What are the future costs of this resource?
Standard maintenance will require general lubrication, cleaning, and inspection. This would require very little skilled labor to support this equipment. General training to support preventative maintenance would be sufficient.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
This resource will decrease grader and operator time. We anticipate approximately 30% time savings on equipment. This will decrease fuel costs and run time on equipment - decreasing overall expense towards road maintenance.

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Grant Turner - IT
Proposed resource type	Capital project under \$500,000
Cost of resource	\$460,000

1. Brief description of resource:
Installing fiber optic cable runs from the Fire Hall to six primary city locations including: City Hall, Sitka Public Library, HCH, Harbors, WasteWater, Japonski Tower, City Shops

2. What goal does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4. How will this resource contribute to achieving the above strategic goals and actions?
This will provide a future proof fiber network between primary city facilities allowing for high speed data transfers to and from the data center without relying on external vendor services or resources.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
Alternative options for more cost effective networking will need to be found. One alternative is to obtain GCI cable modem service at each location with site-to-site VPNs setup between all sites. This could allow for higher speed transfers but is less reliable and will need to be tested for functionality. See attachment for comparison.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Current data transfer rates max out at 150 Mbps at peak load, with the new fiber between facilities, the peak transfer rates would only be limited by the networking equipment at each location with current standard equipment allowing for up to 100 Gbps transfers

7. What are the future costs of this resource?
Annual maintenance of fiber: ~\$10,000, Support/Licensing for network equipment: ~\$10,000. Current costs for speeds approaching private fiber would exceed \$300,000 per year

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Time savings for all staff who need quick access to datacenter resources, increased possibilities for systems that would not work on current infrastructure.

Department Head

Grant Turner

**GCI-Meraki option:**

Recurring costs:				
	GCI 2 Gig se Meraki license	Monthly	Annual	
Services:	\$350	\$900	\$1,250	<b>\$15,000</b>
One-time costs:				
	MX64	Total		
Meraki equipment	\$714 x7	<b>\$5,000</b>		

**Private Fiber Option:**

	feet	per foot	Total	
Fiber optic cable	30,000	\$0.67	<b>\$20,000</b>	

	miles	per mile	Total	
Labor	5.5	\$80,000	<b>\$440,000</b>	



## RESOURCE PROPOSAL

Requestor/Department	Grant Turner IT
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$120,000

1. Brief description of resource:
New virtual server hosts for primary data center. Cisco M6 blade servers to run our virtual server environment

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4. How will this resource contribute to achieving the above strategic goals and actions?
Our existing data center consists of two M4 blade servers and two M5 blade servers. The M4 series will soon be going out of support for firmware updates and will not be able to work with our system due to that. New servers are required to replace these. The new server architecture allows for more resources allocated to vital systems and improved performance for any current or future system.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
For the best results and a consistent environment, four new servers would be the recommended configuration. The option for scaling it back would be to obtain at least two of these servers to replace the M4 series in the coming fiscal year, and then obtain the next two in FY26.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success would be measured by the increased available resources for virtual servers, the full functionality and cybersecurity of having up-to-date firmware.

7. What are the future costs of this resource?
Annual support for the equipment is included in the RP for 3 years. Beyond that support costs would likely be less than \$5000 per year

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
A fully functioning data center would allow staff to use the systems they need for their work. Plus staff time savings from more efficient and faster systems.

Department Head

Grant Turner



## RESOURCE PROPOSAL

Requestor/Department	Grant Turner IT
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$75,000

1. Brief description of resource:
Replacement core switch stack for the city data center. Our current core switch is aging out and needs to be replaced in the next year or two.

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4. How will this resource contribute to achieving the above strategic goals and actions?
Our existing data center uses a cisco 3850 switch stack. These are older and do not provide the level of functionality we would require going forward with future technology.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This configuration is not one that can really be scaled down. A stack of 4 switches is required to network all the necessary equipment.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success would be measured by the continued functioning of our city network.

7. What are the future costs of this resource?
Annual support for the equipment is included in the RP for 3 years. Beyond that support costs would likely be less than \$10000 per year

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
A fully functioning data center would allow staff to use the systems they need for their work. Plus staff time savings from more efficient and faster systems.

Department Head

Grant Turner



## RESOURCE PROPOSAL

Requestor/Department	Dennis Peterson / Central Garage
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$15,500

1. Brief description of resource:
Replacement of the existing Central Garage tire replacement machineThis request also includes funding for a new tire balancing machine.

2. Wjhat goal does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	There is no specific action developed that this resourse request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
Replacing the existing tire replacement machine, the mechanic team will be able to work safer and more efficiently to replace tires. The balancing machine will help mechanics ensure that mounted tires are properly balanced. Tire balance will help improve the life of vehicle tires and suspension components. This equipment will help ensure that vehicles and tires reach their anticipated life duration.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
If this request is not granted, the mechanic team will continue to use the existing tire separator to replace tires; There will be a continued loss of efficiency. Without the proposed tire balancing machine, tires will continue to be mounted unbalanced and will continue to have lower lifespans.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured by quicker tire replacements and tires/suspension compnents lasting longer.

7. What are the future costs of this resource?
Tire machine consumables: plastic wheel guards, wieghts for proper tire balancing. These items are a consummable item and typical of removing and replacing tires.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Better tire wear and tire longevity. Lower the CBS tire cost. Increased in job satisfaction by having the right tools for the job, improved customer satisfaction, and fewer reactive maintenance activities for vehicles.

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Michael Stenberg/ Public Works - Building Maintenance Division
Proposed resource type	Capital project under \$500,000
Cost of resource	\$350,000

1. Brief description of resource:
This request is for funding that will be applied to refurbishing the City-State Building. A roll-on coating will be applied to the existing roof membrane - this is anticipated to extend the life of the roof by as many as 15 years.

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.1 Identify revenue to address existing capital needs and deferred maintenance

4. How will this resource contribute to achieving the above strategic goals and actions?
The requested funding will be used to extend the life of the existing, leaking roof.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This request can be scaled. Spot repairs could be applied to address individual issue areas on the existing roof. However, the existing roof is beyond its anticipated design life and it is likely that an increasing number of spot repairs will be needed. A decrease in reliability can be expected.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
An increase in reliability, measured by a decrease/elimination of leaks

7. What are the future costs of this resource?
None anticipated

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
A dry, clean, and safe environment will help improve personnel satisfaction in the spaces they occupy and work in. This will help ensure that the structural components of the building will remain undamaged by water infiltration

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Michael Stenberg/Strees Snow Removal
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$50,000

1. Brief description of resource:
This request is to purchase two skid-mounted anti-icing brine application systems. These systems will be mounted in existing CBS vehicles and will provide an extra layer of defence against road ice on City roads.

2. Wjhat goal does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.1 Identify revenue to address existing capital needs and deferred maintenance

4. How will this resource contribute to achieving the above strategic goals and actions?
This equipment will allow the team to pretreat roads with an anti-icing solution. Using this equipment will help decrease the time used to manage snow and ice removal by mitigating the amount of ice that accumulates. This system can also be used to prevent the driving surface to become unsafe to drive on.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This can be scaled back to one system instead of two.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
These systems are anticipated to reduce the amount of staff time that is needed to remove snow and ice at CBS facilities. Success will be evident through reduced snow management times, reduced costs for solid de-icing chemical, and reduced slip-related injuries on CBS parking lots. This equipment should also improve road conditions during snow events.

7. What are the future costs of this resource?
Equipment will need to be mainteained. Additionally, the equipment will require the purchase of brining chemical. This will likely reduce the amount of solid de-icing chemical

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
With a reduction in labor hours, and equipment hours, better improved traction on city streets may be realized by this effort.

Department Head





## RESOURCE PROPOSAL

Requestor/Department	Harry Greene/Public Works - Streets Division
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$40,000

1. Brief description of resource:
This request is for funding to purchase a de-icing brine mixer. The mixer requested will be utilized to create road de-icing brine to be used in the brining applicators (included in another Resource Request). Shipping costs are included in this request

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
This equipment will allow the team to pretreat roads with an anti-icing solution. Using this equipment will help decrease the time used to manage snow and ice removal by mitigating the amount of ice that accumulates. This system can also be used to prevent the driving surface to become unsafe to drive on.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
There are scaled back alternatives to this equipment. However, less sophisticated equipment will require more staff time to create the brine mixes

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured through a decrease in snow and ice management hours per day. Specifically, this equipment will provide a better level of service in CBS parking lots and School parking lots.

7. What are the future costs of this resource?
This equipment will require annual maintenance and comes with a 10 year warranty.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Labor hours associated with snow and ice management will be reduced, and driving surface traction will be improved during icy conditions.

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Michael Stenberg/Public Works, Streets Division
Proposed resource type	Contracted services
Cost of resource	\$350,000

1. Brief description of resource:
This funding supports an increase to the streets contracted purchased services from 50K to 350K. This funding will be used to repair sections of roadway and provide road striping services on a scale that CBS staff cannot accommodate.

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.1 Identify revenue to address existing capital needs and deferred maintenance

4. How will this resource contribute to achieving the above strategic goals and actions?
This funding will be used to make repairs to road surfaces and road striping. These services will help keep roadways in working condition until larger capital replacements are made in the future

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This request can be scaled back. The amount of funding will directly correlate to the number of repairs that will be able to be made. The number of repairs currently needed exceeds an amount that can be covered by the requested funding.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Many of the repairs that will be made with this funding, are to potholes that CBS does not have the ability to properly repair. This funding will allow many existing potholes to be repaired correctly, costing less return repair time for CBS staff in the future. Overall success will be measured in an increase in road surface reliability and a lower number of work orders where staff are repeatedly addressing the same issue locations.

7. What are the future costs of this resource?
None

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
In addition to helping roadways reach their anticipated life expectancy, the requested repairs will increase safety on impacted roadways and help reduce drive surface related vehicle damage

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Craig Warren/Fire Department
Proposed resource type	New Vehicle/Equipment (Replacement)
Cost of base asset	\$215,784
Cost of accessories-add ons	\$46,168

1. Brief description of resource(type, make, model, year), and where funding will come from?  
Replace 2007 Ford F-450 Ambulance using sinking fund.

2. What goal does will this resource help you achieve? Goal 4: Plan and invest in sustainable infrastructure for future generations

3. Is there a specific action that this resource is related to (under selected goal)? 4.1 Identify revenue to address existing capital needs and deferred maintenance

4. How will adding this vehicle or piece of equipment contribute to achieving the above strategic goals and actions?  
Having a fleet of emergency vehicles is important to providing emergency services to the community. This will replace an aging rescue vehicle by refurbishing the ambulance and replacing the chassis with new.

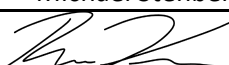
5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal? How might the addition of this vehicle/equipment reduce costs?  
This request cannot be scaled. If this replacment cannot be made, there is a high liklihood that the vehicle will experience a higher frequency of repair need and will have a low reliability.

6. Detailed new asset information (type, make, model, year)  
The new vehicle will be a 2025 Ford F-450 with our current ambulance box to be built by Braun NW.

7. List all accessories necessary for vehicle/equipment to go into service (stickers, lights, safety equipment, etc.)  
Stickers-Fire, Radios

8. How long will this asset last? (estimated years and miles before replacement will be required)  
15 Years

9. What are future costs associated with this vehicle/equipment? (sinking fund, annual maintenance, training)  
This asset requires sinking fund maintenance.Future costs of this asset include regular services and maintenance, and fuel

Department Head	Craig Warren, Fire Chief
Central Garage	Michael Stenberg
Public Works Director	



## RESOURCE PROPOSAL

Requestor/Department	Michael Stenberg
Proposed resource type	New Vehicle/Equipment (Replacement)
Cost of base asset	\$71,837
Cost of accessories-add ons	\$30,412

1. Brief description of resource(type, make, model, year), and where funding will come from?  
This vehicle will be used to replace police cruiser 502 using the current sinking fund - balance at 6/24 is \$40,625. This fund will need to be augmented by 503 sinking fund with a plan to replace 503 next year.

2. What goal does will this resource help you achieve? Goal 4: Plan and invest in sustainable infrastructure for future generations

3. Is there a specific action that this resource is related to (under selected goal)? There is no specific action developed that this resource request ties to

4. How will adding this vehicle or piece of equipment contribute to achieving the above strategic goals and actions?

By outfitting the PD with 8 Cruisers, we anticipate a minimum of 5 years for this vehicle lifecycle and ensure the community has emergency response vehicles that are always ready to perform at 100%.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal? How might the addition of this vehicle/equipment reduce costs?

The PD would potentially be down 1 vehicle from their desired state of 8 vehicles. Additional options would be to replace the motor in the existing unit, however vehicle wear and tear is showing.

6. Detailed new asset information (type, make, model, year)

2025 Ford Explorer Interceptor with all outfitting provided through state contract by Alaska Safety

7. List all accessories necessary for vehicle/equipment to go into service (stickers, lights, safety equipment, etc.)

Radios, Stickers-PD, Standard police set up, Safety lights

8. How long will this asset last? (estimated years and miles before replacement will be required)

5-years or 100,000 miles

9. What are future costs associated with this vehicle/equipment? (sinking fund, annual maintenance, training)

Annual maintenance and a sinking fund

Department Head

Central Garage

Public Works Director

Chief Robert Baty

Dennis Peterson



## RESOURCE PROPOSAL

Requestor/Department	Dennis Peterson / Central Garage - Water Dpt
Proposed resource type	New Vehicle/Equipment (Replacement)
Cost of base asset	\$65,000
Cost of accessories-add ons	\$35,000

1. Brief description of resource(type, make, model, year), and where funding will come from?

419 F250 is due for replacement and is in excess of 100K miles. Sinking fund will support the replacement of this vehicle.

2. What goal does will this resource help you achieve?

Goal 4: Plan and invest in sustainable infrastructure for future generations

3. Is there a specific action that this resource is related to (under selected goal)?

4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4. How will adding this vehicle or piece of equipment contribute to achieving the above strategic goals and actions?

Replaces older vehicle and lowers maintance cost, current vehicle chassis is failing and needs replacement will ensure 100% availability for critical infrastructure maintenance.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal? How might the addition of this vehicle/equipment reduce costs?

Consider a van would reduce costs but will reduce the vehicles ability to easily load into the bed of the vehicle. A flat bed truck is what is desired.

6. Detailed new asset information (type, make, model, year)

Ford, F250, Reg Cab, Long Bed 4x4 - Chassis cab with flat bed - add tool box.

7. List all accessories necessary for vehicle/equipment to go into service (stickers, lights, safety equipment, etc.)

CBS stickers, Radio, antenna, chassis cab for flat bed installation.

8. How long will this asset last? (estimated years and miles before replacement will be required)

15 years/100,000 miles

9. What are future costs associated with this vehicle/equipment? (sinking fund, annual maintenance, training)

Annual maintenance costs of approximately \$1000.00, \$20,000 SinkingFund payments and required Lic & Registration and Insurance.

Department Head

Central Garage

Public Works Director

Dennis Peterson

02/03/2024



## RESOURCE PROPOSAL

Requestor/Department	Dennis Peterson / Central Garage
Proposed resource type	New Vehicle/Equipment (Replacement)
Cost of base asset	\$65,000
Cost of accessories-add ons	\$45,000

1. Brief description of resource(type, make, model, year), and where funding will come from?

[REDACTED] is due for replacement.

Vehicle # 405 (F350) 15 years old

2. What goal does will this resource help you achieve? Goal 4: Plan and invest in sustainable infrastructure for future generations

3. Is there a specific action that this resource is related to (under selected goal)? 4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4. How will adding this vehicle or piece of equipment contribute to achieving the above strategic goals and actions?

Replaces older vehicle and lowers maintance cost, current vehicle chassis is failing and needs replacement will ensure 100% availability for critical infrastructure maintenance.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal? How might the addition of this vehicle/equipment reduce costs?

Might think going to a 4x4 van would reduce costs but will reduce the vehicles ability to easily load into the bed of the vehicle if repurposed.

6. Detailed new asset information (type, make, model, year)

Ford, F350, Reg Cab, Long Bed 4x4

7. List all accessories necessary for vehicle/equipment to go into service (stickers, lights, safety equipment, etc.)

CBS stickers, Radio, antenna, Slide in Space Cap with shelving and roof rack add ons

8. How long will this asset last? (estimated years and miles before replacement will be required)

15 years/100,000 miles

9. What are future costs associated with this vehicle/equipment? (sinking fund, annual maintenance, training)

Annual maintenance costs of approximately \$1000.00, \$20,000 SinkingFund payments and required Lic & Registration and Insurance.

Department Head

Central Garage

Public Works Director

Dennis Peterson



## RESOURCE PROPOSAL

Requestor/Department	Dennis Peterson / Central Garage
Proposed resource type	Fixed Asset
Cost of base asset	\$78,280
Cost of accessories-add ons	\$50,331

1. Brief description of resource(type, make, model, year), and where funding will come from?  
This purchase will replace Unit 390 (a 2009 Ford f-350 with 96,000 miles). \$61,500 is available in sinking funds for this replacement.

2. What goal does will this resource help you achieve? Goal 4: Plan and invest in sustainable infrastructure for future generations

3. Is there a specific action that this resource is related to (under selected goal)? There is no specific action developed that this resource request ties to

4. How will adding this vehicle or piece of equipment contribute to achieving the above strategic goals and actions?

The replacement of this vehicle will improve reliability of providing services that are associated with the vehicle, including road maintenance, storm drain maintenance, and snow & ice management

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal? How might the addition of this vehicle/equipment reduce costs?

If this request is not granted, the existing vehicle will continue to be utilized and will have a low reliability

6. Detailed new asset information (type, make, model, year)

Ford, F550, Crew Cab, Long chassis 4x4 outfitted with a dump bed

7. List all accessories necessary for vehicle/equipment to go into service (stickers, lights, safety equipment, etc.)

CBS stickers, Rolloff chassis configuration, Radio, lights, and antenna, snow plow

8. How long will this asset last? (estimated years and miles before replacement will be required)

10 years/100,000 miles

9. What are future costs associated with this vehicle/equipment? (sinking fund, annual maintenance, training)

Annual maintenance costs and sinking fund

Department Head

Harry Greene

Central Garage

Dennis Peterson

Public Works Director



## RESOURCE PROPOSAL

Requestor/Department	Harry Greene/Public Works - Streets Division
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$41,400

1. Brief description of resource:
Box or Trap plow attachment for loader to support snow removal efforts.

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
Funding will be used to purchase a box plow to be attached to the Streets Division loader. This box plow will help remove snow from streets and parking lots. This asset is intended to improve snow and ice management service levels

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
There is not a scaled back version of this request. If the request is not granted, snow and ice management will remain unimproved.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured by a decrease in labor hours to remove snow. This is storm event dependent, but labor hours should have a general trend down

7. What are the future costs of this resource?
None

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
By improving equipment and resources to remove snow, fewer hours will be required to perform the task and improve the overall outcome of providing free and clear streets. Our team will have the satisfaction of successful completion of a major goal.

Department Head





## RESOURCE PROPOSAL

Requestor/Department	Connor Dunlap/Public Works - Grounds Division
Proposed resource type	Capital project under \$500,000
Cost of resource	\$120,000

1. Brief description of resource:
Repair Whale Park Boardwalk and Stairs

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.1 Identify revenue to address existing capital needs and deferred maintenance

4. How will this resource contribute to achieving the above strategic goals and actions?
Existing conditions at Whale Park include damaged boardwalk and stairs that are in disrepair and currently closed off from public access. Utilizing the requested funds to make boardwalk repairs and replace damaged boardwalk will allow the infrastructure to be reopened to public access.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
If this request is not granted, the damaged area will remain closed-off from public access

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured by simply being able to reopen the damaged infrastructure for public use.

7. What are the future costs of this resource?
Future costs will be captured by standard maintenance of the area. Brushing, trimming, and cleaning as part of the maintenance rotation should help support lower future costs.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Customer satisfaction and maintenance team satisfaction by having quality infrastructure.

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Dennis Peterson / Public Works - Streets Division
Proposed resource type	Fixed Asset
Cost of base asset	\$437,702
Cost of accessories-add ons	

1. Brief description of resource(type, make, model, year), and where funding will come from?

Replacement of Unit 413 (5-yard dump truck with belly plow and sand broadcaster)

Cost of base asset is total cost including shipping and accessories.

2. What goal does will this resource help you achieve?

Goal 4: Plan and invest in sustainable infrastructure for future generations

3. Is there a specific action that this resource is related to (under selected goal)?

There is no specific action developed that this resource request ties to

4. How will adding this vehicle or piece of equipment contribute to achieving the above strategic goals and actions?

The proposed vehicle will replace an existing vehicle with similar specifications. The existing vehicle will meet its life expectancy in FY25 and has been experiencing an increased number of failures

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal? How might the addition of this vehicle/equipment reduce costs?

If this request is not granted, the existing vehicle will continue to be utilized with a low reliability

6. Detailed new asset information (type, make, model, year)

A 2025, 5-Yard dump truck with a sand applicator, belly plow, front plow, and lights

7. List all accessories necessary for vehicle/equipment to go into service (stickers, lights, safety equipment, etc.)

CBS stickers, Radio, lights, and antenna

8. How long will this asset last? (estimated years and miles before replacement will be required)

15 years/100,000 miles

9. What are future costs associated with this vehicle/equipment? (sinking fund, annual maintenance, training)

Annual maintenance costs, sinking fund, and replacement cutting edge for plow blades

Department Head

Harry Greene

Central Garage

Dennis Peterson

Public Works Director



## RESOURCE PROPOSAL

Requestor/Department	Michael Stenberg/Greene - Streets Snow Removal
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$41,048

1. Brief description of resource:
V-Plow attachment for Grader to support snow removal efforts.

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
The requested funds will be utilized to purchase a v-plow to be mounted on the road grader. This equipment will be used to push snow into piles and off of the road surface. Belly blades that are part of the grader's standard configuration make it impossible to push snow into piles or off of the road surface.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
If this request is not granted, snow and ice management activities will remain unchanged and graders will have limited ability to manage snow.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured by a decrease in snow and ice management timelines.

7. What are the future costs of this resource?
Future costs will include cutting edge replacements, as needed.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
By improving equipment and resources to remove snow, fewer hours will be required to perform snow and ice management activities

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Ron Vinson/Public Works - Central Garage Division
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$50,000

1. Brief description of resource:
This request for funding is to facilitate the purchase of two 40-foot long shipping containers with rollup doors. Includes shipping

2. What goal does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
These two containers will be utilized to store grounds maintenance chemicals and treatments, as well as other equipment for Buildings and Grounds Maintenance

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This could be scaled back to one container or a smaller container

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured by Buildings and Grounds Maintenance equipment and materials being stored out of elements

7. What are the future costs of this resource?
These units to degrade over time and require painting and resealing. These activities are not anticipated for the first 15 years. It would be nice if this had a sinking fund set at 20 years

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Improved storage capability; improved PSC site organization

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Connor Dunlap/Public Works - Grounds Maintenance
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$10,000

1. Brief description of resource:
This request for funding is to facilitate the replanting, revitalization, and redesign of landscape materials at the entrance to HCH.

2. What goal does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to


4. How will this resource contribute to achieving the above strategic goals and actions?
The entrance to HCH is in need of redesign and replanting. This is an action that the Trees and Landscape Committee identified as a priority that they could support with volunteer work.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
Not scalable

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured against the goals that the committee have set

7. What are the future costs of this resource?
Typical maintenance and upkeep at the existing budgeted costs

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Improved appearance of HCH

Department Head	
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## RESOURCE PROPOSAL

Requestor/Department	Dennis Peterson/Public Works - Central Garage
Proposed resource type	Other
Cost of resource	\$36,500

1. Brief description of resource:
This will support the purchase and shipping of the [REDACTED] Tool Set [REDACTED] to outfit the shop with a professional set of mechanics tools.

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
Currently, many of the requested tools are missing or low quality. A high-quality and complete set of mechanic tools will help ensure that mechanics have the proper tools to perform vehicle maintenance without cutting corners or damaging equipment from inappropriate tool use.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This request can be scaled down to purchase less tools and/or an inferior quality level of tools.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured by a decrease in time required to purchase tools as needed. A tool inventory control system will be implemented with these tools to ensure that tools remain in place in the central garage shop. Success will also be measured by a decreasing rate of missing tools.

7. What are the future costs of this resource?
Some of the proposed tools may require annual calibration or software upgrades. The proposed tool set will have a lifetime warranty.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
The implementation of a tool control system and the use of professional tools will help support the need for multiple tool purchases. Higher satisfaction of the employees who use these tools, and a decrease in lost and un-accounted for tools.

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Kevin Knox/ Parks and Recreation
Proposed resource type	Other
Cost of resource	\$347,175

1. Brief description of resource:

The Blatchley Pool, currently operated and maintained by SSD, would come under the management of CBS and the Parks and Recreation Division. Current community access has been very limited and the asset is under utilized. Maintenance support will come under the CBS as well under the CBS Asset Management framework.

2. What <u>goal</u> does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific <u>action</u> that this resource is related to (under selected goal)?	4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4. How will this resource contribute to achieving the above strategic goals and actions?

Blatchley Pool needs to be supervised under a program management structure rather than under maintenance. Professional Aquatic staff will expand program and facility access, increasing asset utilization. The asset and associated risk will also be better managed under CBS's Asset Management framework. Additionally, availability of a variety of recreation activities, including aquatics, is often cited by Sitkans as also captured in Strategic Plan Goal 1.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?

SSD will continue to operate the Blatchley Pool with reduced utilization until they are able to hire a pool manager and other staff. CBS will continue to directly contribute to pool operations estimated at a minimum of \$125k/year in FY25, nor partake in facility-generated revenue.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)

CBS maintenance increases the ability to track and assess the condition of the facility and risk score projects under CBS Asset Management framework. Increasing public access and programming will be the biggest short-term indicator of success. Moving pool management back into a program-focused office rather than maintenance may increase recruitment and retention of aquatics staff. Initial revenue of \$120-130k/year would be restored, with a potential to grow to previous highs of \$200k/year or more.

7. What are the future costs of this resource?

The addition of 1.5 FTE (Pool Manager and Head Lifeguard) and part time temporary staff (lifeguards and swim instructors) will be ongoing costs in the future. Between FY18 and FY23, SSD has kept pool expenses relatively flat at ~\$250k/year, supported by 49% in CBS's direct Pool contribution, 37% revenue, and 14% transfers from school operating (which can be considered a CBS indirect contribution). So, between our direct and indirect contribution, CBS has annually provided ~\$157k. Therefore, the incremental additional cost of this RP is \$190k. In flat funding pool operations, SSD has had to decrease labor expenditures; hence, there was a significant decline in annual pool revenues realized by SSD in this same time period from a peak of \$136k to \$64k. Bringing pool expenditures up to a total ~\$350k/year will provide for staffing at adequate levels and pay/compensation, which in turn will restore annual pool revenues to ~\$120-130k/year, and as the program grows, potentially back up to previous highs of \$200k/year or more. While it cannot be guaranteed that running the pool will be a revenue positive or break-even operation, the net cost will be significantly lower than \$190k.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?



## RESOURCE PROPOSAL

While the capital costs for the pool will be borne by CBS regardless of which entity manages it, fully bringing operations and maintenance into CBS will allow us to manage it under our Risk & Asset Management framework, decreasing unexpected and unplanned expenses. The additional investment in staffing resources will also expand pool access for the public.

Department Head

# PENDING



# Goal 5:

## CBS is recognized as being a great place to work and excellent service provider to the community

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5.1 Develop a workforce development plan that outlines clear policies for staff training and professional development

5.2 Prepare a succession plan that addresses development of the current workforce and future workforce recruitment and retention strategies

5.3 Improve customer service levels and evaluate process improvements for service delivery

5.4 Identify and develop necessary standard policies and procedures to promote organization-wide stability and service-level consistency

5.5 Develop an internal communication and engagement plan and policies to improve the flow of information in the organization and increase employee engagement



## RESOURCE PROPOSAL

Requestor/Department	Melissa Haley/Finance Department
Proposed resource type	Personnel (FTE)
Cost of resource	\$135,000 (assuming family health care)

1. Brief description of resource:  
A staff accountant level position to act as dedicated backup to critical areas of operation and to support regular reconciliations in key areas.

2. What goal does will this resource help you achieve? Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community

3. Is there a specific action that this resource is related to (under selected goal)? 5.2 Prepare a succession plan that addresses development of the current workforce and future workforce recruitment and retention strategies

4. How will this resource contribute to achieving the above strategic goals and actions?  
With a department the size of the finance department there is almost always a vacancy, whether from attrition or just people being out on leave. Currently the burden of vacancies falls largely on the Controller and the Finance Director, which creates an unsustainable workload and also creates vulnerabilities when work can't be reviewed in as timely a manner as needed, and delays in getting information to other parts of the organization.


5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?  
This request is one that can't be scaled. It needs a full time person dedicated to learning many areas of operations.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)  
Timely completion of monthly and quarterly tasks on the dashboard. Less extra time by higher-level staff being put in. More time to dedicated to operational efficiencies, which hopefully will result in additional revenues and/or cost savings.

7. What are the future costs of this resource?  
An annual salary and benefits for an accountant-level FTE(Grade 28). Much of this cost would be allocated out across the organization, so while the appropriation would show fully in the General Fund, revenue in from other funds will help offset that expense.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?  
Ensuring that we have backup for critical areas, such as payroll is essential and avoiding errors in employee pay and liabilities can reduce costs and the time of dealing with related problems. Having extra support when projects such as system implementations is needed and can ultimately result in efficiencies. We have many complicated invoices (esp. solid waste) that could benefit from being audited, but we do not have time with current staffing levels. While this position alone may not provide sufficient staffing to enter into a negotiated indirect cost agreement for a federal overhead rate, ultimately this would be a goal to ensure that the CBS's overhead is covered by federal grants-currently it is not and these agreements are quite time consuming. Finally, there is truly a cost to turnover. Ensuring that staff are able to maintain a reasonable work/life balance is an important element of staff retention.

Department Head





## FY2024 NEW RESOURCE PROPOSAL

Requestor/Department	Craig Warren, Fire Department
Proposed resource type	Personnel (FTE)
Cost of resource	396,000 (IAFF 001-A / Insurance 2x Employee, 1x Employee+Spouse, 1x Family)

1. Brief description of resource:  
4 FTE's in the form of Firefighter/EMT's staffing the fire department with the engineers. This will allow for 2 people to attend the first call every time instead of 1 person going to an unknown situation without help or backup in the hopes that someone is coming soon.

2. What goal does will this resource help you achieve? Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community

3. Is there a specific action that this resource is related to (under selected goal)? 5.3 Improve customer service levels and evaluate process improvements for service delivery

4. How will this resource contribute to achieving the above strategic goals and actions?  
Two people out the door on the first call; -Prompt medical care without scene delays; -Quicker response for getting water on fire; -Greater employee safety with two people; -Lower number of off duty calls to reduce employee burnout; -Added mentoring/supervision of volunteer staff; -Remove the burden of late night documentation from volunteers.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?  
Without funding for these positions, we will continue receive the call and send an ambulance with one person hoping that another EMT will eventually arrive. Scalability is possible, but the desired outcome will be vastly different. Should we receive only 3 FTE's, there will be one day uncovered where 4 aren't going to be able to cover when factoring vacation, training, and sick leave.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)  
The realization of goal achievement will be immediate as our patients needing movement to the hospital will not be delayed while waiting for a volunteer, or as is becoming routine, another staff member leaving the hall once it is realized that no volunteers will be coming to the scene.

7. What are the future costs of this resource?  
These positions should be calculated at 48 hours a week with a starting pay around \$20/hr. Continued funding of the positions every year.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?  
Having a second person will help address "Working Conditions" where the fire department score the lowest in the Administrator's Survey. A financial increase will be with the SEMT (Supplemental Emergency Medical Transport) money that comes in from Medicaid for operating a Government based ambulance service. This money is based on the cost of doing business. We have received around \$200K each of the last three years.

Department Head	Craig Warren, Fire Chief
Administrator Approval	



## RESOURCE PROPOSAL

Requestor/Department	Planning & Community Development
Proposed resource type	Capital (Fund 700)
Cost of resource	100k

1. Brief description of resource:  
Centralized Permitting Software: Permitting practices and procedures across the organization are inconsistent and archaic. Significant staff time is lost "pushing paper" or retracing the steps of a permit under review (particularly when interdepartmental review is needed). Citizens are often confused and frustrated by the lack of clarity and consistency regarding where in the City to go for certain permits, the process for obtaining one, and tracking the status of their request.

2. What goal does will this resource help you achieve? Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community

3. Is there a specific action that this resource is related to (under selected goal)? 5.4 Identify and develop necessary standard policies and procedures to promote organization-wide stability and service-level consistency

4. How will this resource contribute to achieving the above strategic goals and actions?  
A centralized permitting software solution will house all municipal permits under one roof. This will be more clear for the public to use, and standardize procedures across the organization. Permitting software also has routing and reminder systems, streamlining the review process. Use of a software system will also provide transparency and accountability for management to see the "queue" of permits in the system and staff workload associated with permitting.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?  
CBS has not used a centralized permitting system in the past, and could continue to rely on the "hodge-podge" system of department-managed processes. Permitting will continue to be inconsistent and inefficient for both staff and the public. Smaller, department-specific software solutions could be sought that would be less expensive, but if all departments had separate systems it would likely be far more expensive than a single, universal system.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)  
-Increased ease of use and transparency for citizens, as they will have a centralized source to find the status of their permit and see any outstanding submittals/actions/requirements.  
-Permitting turnaround times can be more accurately tracked and reported, allowing the organization to better understand and address inefficiencies.

7. What are the future costs of this resource?  
Software systems most often are subscription based, meaning that there is an annual fee. This initial request is intended to provide resource to investigate which software system would be most optimal, implement it, and cover an initial payment. Staff would come back to the Assembly to present findings and seek approval for an on-going service contract before committing to one.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?  
With a more efficient system for permit management, there will be more staff time available for other duties. Addressing inefficiencies can also speed-up the permitting process, more effectively supporting community needs and development.

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Ron Vinson/Public Works - Central Garage Division
Proposed resource type	Capital project under \$500,000
Cost of resource	\$100,000

1. Brief description of resource:
This request is for a capital improvement project that will install a RFID security gate at the entrance to the Granite Creek Lease Areas

2. What goal does will this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
3. Is there a specific action that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
A security gate installed at this site will prevent unauthorized individuals from entering the working area. This is anticipated to improve site safety and security

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
A scaled back version would be similar to the gate that is currently installed.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured through a decrease in unauthorized people on site at the Granite Creek Lease Areas

7. What are the future costs of this resource?
Associated software maintenance and licensing

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Improved safety and security to the site; improved relations with lessees; improved oversight to site activities

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Ron Vinson/Public Works - Central Garage Division
Proposed resource type	Capital project under \$500,000
Cost of resource	\$100,000

1. Brief description of resource:
This request is for a capital improvement project that will install a RFID security gate at the entrance to the Public Service Center

2. What goal does will this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
3. Is there a specific action that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
A security gate installed at this site will prevent unauthorized individuals from entering the working area. This is anticipated to improve site safety and security

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This can be scaled back to a manually operated gate, but it will likely remain open during the day, decreasing the gates effectiveness

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured through a decrease in unauthorized people on site at the PSC

7. What are the future costs of this resource?
Associated software maintenance and licensing

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Improved safety and security to the PSC site

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Jessica Ieremia/ Library
Proposed resource type	Personnel (FTE)
Cost of resource	105,000 (ASEA Grade 7-B with Employee+Spouse Insurance)

1. Brief description of resource:
Create the new position Circulations Services Manager/Head of Circulation to play a vital role in day-to-day operations of the

2. What goal does will this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
3. Is there a specific action that this resource is related to (under selected goal)?	5.3 Improve customer service levels and evaluate process improvements for service delivery

4. How will this resource contribute to achieving the above strategic goals and actions?
The Head of Circulation will work 20 hours on the front desk with staff to ensure operations are functioning according to library procedures and that the policies are being correctly enforced. This position will create consistency of our best practices. This position will work an additional 20 hours off the front desk facilitating and supporting the maintenance of our circulation process to make sure we are implementing our current standards and identifying areas of improvement.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
The duties of this position requires a person who is a librarian or a person who has several years experience working at a circulation and reference desk with prior supervisory experience. The type of worker needed to facilitate the duties required for this position and to be representing the Sitka Public Library is that of a person who identifies themselves as a professional and carries themselves in this manner at work. It would be difficult to acquire a person with this skillset for a

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Demonstrations of achievement will be apparent with qualitative expressions from our patrons' happiness in our high level of customer service. Qualitative data would be gathered by reports on our daily, weekly, monthly and yearly statistics of our operations that we use to evaluate our practices.

7. What are the future costs of this resource?
This position will be an annual expense.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Elevating our customer service levels through consistent enforcement of policies, accurately employing library procedures, organizing, enforcing and streamlining the circulation process will all be direct tangible benefits realized if this resource is approved.

Department Head

Jessica Ieremia



## RESOURCE PROPOSAL

Requestor/Department	Pat Swedeen, Building Official/ Public Works Department
Proposed resource type	Other
Cost of resource	\$100,000

1. Brief description of resource:
Establish a Repair and Demolition Fund in accordance with the Uniform Code for Abatement of Dangerous Buildings (UCABD) as adopted by SGC 19.06.

2. What goal does will this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
3. Is there a specific action that this resource is related to (under selected goal)?	5.4 Identify and develop necessary standard policies and procedures to promote organization-wide stability and service-level consistency

4. How will this resource contribute to achieving the above strategic goals and actions?
The UCADB requires that a fund be established to be utilized in the event that a demolition or repair Order issued under the authority of the UCABD is not followed and the CBS is required to take action.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
The UCADB has been adopted by SGC for many years, without having establishing this fund as dictated by the UCADB. Without this fund to draw from other funding will need to be pursued in the event that the CBS must follow-up on Orders to Repair or Demolish issued under the UCADB.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
This action will bring recourses into alignment with the UCABD as adopted by SGC. With this fund in place actions that are taken under the UCABD will have an appropriate funding source.

7. What are the future costs of this resource?
This fund should be maintained into perpetuity as long as the UCADB is adopted, this resource will only be utilized in the event that Orders issued under the UCABD require action from the CBS (this has occurred once in the last 8-years).

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Maintaining code-required funding resources will assit the CBS in having the ability to perform follow-up response to Order issued under the UCABD in a timely manner.

Department Head





## RESOURCE PROPOSAL

Requestor/Department	Michael Stenberg/ Public Works Department, Streets Division
Proposed resource type	Contracted services
Cost of resource	\$100,000

1. Brief description of resource:
This funding supports an increase to Snow Removal Contracted purchased services from \$17,000 to \$100,000 in an effort to fund a contractor to perform snow removal functions in CBS/Schools Parking Lots.

2. What goal does this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific action that this resource is related to (under selected goal)?	4.1 Identify revenue to address existing capital needs and deferred maintenance

4. How will this resource contribute to achieving the above strategic goals and actions?
These funds will allow us to provide snow removal contract services and keep PW team members focused on streets snow removal.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This can be scaled back. Scaling this back will reduce the number of support hours. These hours will need to be covered by CBS staff; taking away from other areas that staff are performing snow and ice management.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Having adequate snow and ice management services will result in fewer snow and ice-related accidents.

7. What are the future costs of this resource?
No additional costs.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Having these support services will allow CBS staff to focus on managing ice and snow on the roads. This will also allow staff and contractors to focus on delivering a better service at their assigned locations.

Department Head



## RESOURCE PROPOSAL

Requestor/Department	Jessica Ieremia/Library
Proposed resource type	Capital project under \$500,000
Cost of resource	\$35,000

1. Brief description of resource:
New audio-visual system to be installed by Dimension Communications.

2. What <u>goal</u> does will this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
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3. Is there a specific <u>action</u> that this resource is related to (under selected goal)?	5.3 Improve customer service levels and evaluate process improvements for service delivery
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4. How will this resource contribute to achieving the above strategic goals and actions?
Customer service levels will be improved by this project by removing the barrier of not being able to hear by offering welcoming programs with the accommodation of a microphone and a speaker system and therefore offering an inclusive environment for the hearing impaired and the entire community to enjoy our programs. The current projector needs updating so presentations work seamlessly with current technology. The orientation of the projector and the screen will be

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
If this proposal is not approved, we will continue to turn away community members who cannot hear what is going on and will not be able to accomodate a larger group of citizens. If we need to scale back on the request we can continue with the outdated projector.

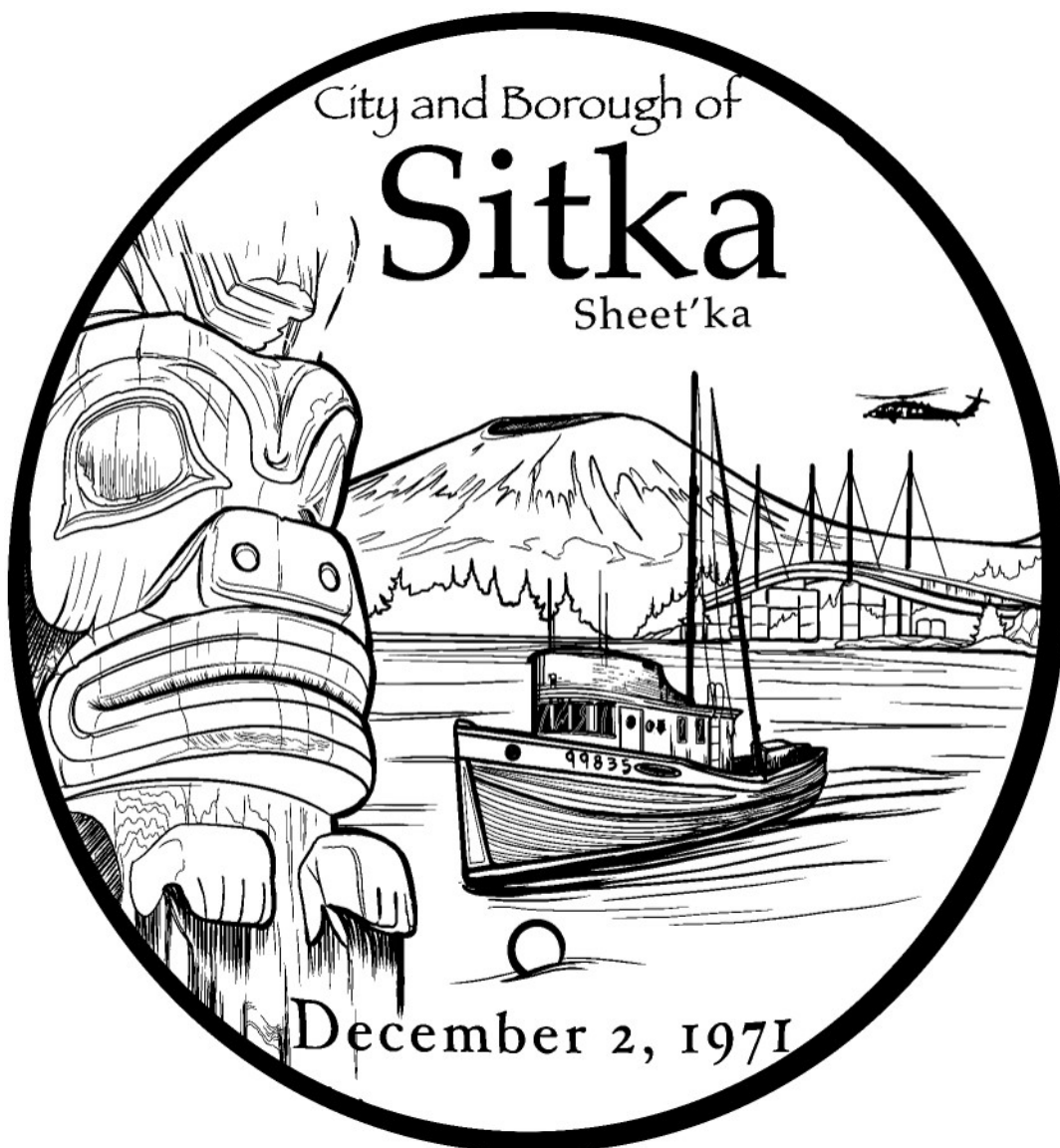
6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
We will be able to track attendance levels of programs and account for room reservations.

7. What are the future costs of this resource?
Harrigan Centennial Hall uses Dimension Communications and has highly recommended their know how and excellent customer service in providing technical assistance with ther audio-visual equipment. There are no annual costs related to equipment. Years down the road, with technological advances, equipment will need to be updated.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
A huge benefit to be realized will be the ability to accomodate larger attendances for programs and offer inclusive programs for the hard of hearing. Additionally attendees who sit in the middle and towards the back of the room will be able to hear the program and will stay and enjoy it instead of leaving because they cannot hear.

Department Head	Jessica Ieremia
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# **FY2025 Resource Proposals Enterprise Funds**



# Goal 4:

## Plan and invest in sustainable infrastructure for future generations

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4.1 Identify and pursue funding to address existing capital needs and deferred maintenance

4.2 Develop asset management plans for future capital investments



4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4.4 Collaborate with public land management agencies and stakeholders to maintain and develop sustainable active transportation infrastructure, including parks, fields, cabins, trails, and water access



## RESOURCE PROPOSAL

Requestor/Department	Connor Dunlap - MSC Fund 770
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$18,000

1. Brief description of resource:

Spare ammonia pump for Marine Service Center refrigeration system. We do not currently have a spare pump on hand in the event of an emergency. When our pump failed in November 2023, we were lucky that Sitka Sound Seafoods had a spare that we could purchase. We cannot rely on that in the future.

2. What goal does this resource help you achieve?

Goal 4: Plan and invest in sustainable infrastructure for future generations

3. Is there a specific action that this resource is related to (under selected goal)?

4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4. How will this resource contribute to achieving the above strategic goals and actions?

Building Maintenance is responsible for keeping the facilities operational. A spare pump would be a key part to supporting the level of service offered at MSC.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?

A prolonged failure of the refrigeration system would have devastating and costly consequences for the stored seafood. If we do not have a spare, we need to hope that one can be found locally and if not, the refrigeration system will be down for extended time while parts are shipped.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)

The only metric to measure the achievement of this goal would be a quick and reliable turnaround in the event of a failure

7. What are the future costs of this resource?

No future costs. Spare pump will remain an asset until it is needed.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?

Cost savings would be apparent in the event of a pump failure.

Department Head

Ron Vinson

02/03/2024



## RESOURCE PROPOSAL

Requestor/Department	Shilo Williams PW
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$15,000

1. Brief description of resource:
This request is for funding to replace the existing metal lathe

2. What <u>goal</u> does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific <u>action</u> that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
Maintain and repair machinery

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
Equipment failure. Less opportunity for in-house repair.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Minimal equipment down time

7. What are the future costs of this resource?
Routine maintenance costs (oil, etc)

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
NA

Department Head

02/03/2024



## RESOURCE PROPOSAL

Requestor/Department	Shilo Williams PW
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$15,000

1. Brief description of resource:
Spare Lift Station Pump- MP40, There are currently 8 MP40 pumps in service in our lift stations. Four of which have been in service since their original installation in the 1980s. Lift stations are critical assets and spares are necessary to avoid overflows/backups.

2. What <u>goal</u> does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific <u>action</u> that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
Purchasing this pump will allow us to maintain our current level of service

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
Having spare parts/equipment is critical to our operation. Not having spare pumps could result in overflows if a pump goes down and we aren't able to fix it/repalce it.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Decreased outage time for applicable lift stations

7. What are the future costs of this resource?
Routine PM costs (oil, etc) Spare part kits range \$2-\$3k. Life expectancy of pump is 20-40 years.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Stability to counter supply chain constraints

Department Head

02/03/2024





## RESOURCE PROPOSAL

Requestor/Department	Shilo Williams
Proposed resource type	Personnel (FTE)
Cost of resource	\$115k-\$125k annually

1. Brief description of resource:
Full time water treatment operator

2. What <u>goal</u> does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific <u>action</u> that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
The new water plant adds a significant amount of burden to staff even when it's not in operation. Getting the basic work completed can be a challenge with current staffing levels. This FTE will increase our efficiencies in the Water Division. Also, the Water Division is going to lose two of the three operators (including the Chief) to retirement within the next five years. Funding an FTE now will allow time to hire, train, and get the new person certified at proper levels to operate our treatment

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
Slower response time including responding to emergencies. Failing infrastructure due to not being able to keep up with preventative maintenance. Staff burn out. I do not see a way to scale this request.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Maintain current level of service including responding to emergencies, operating treatment plants in compliance with regulations, including operator certification regulations.

7. What are the future costs of this resource?
Annual increases per ASEA

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
I can't quantify the savings but could potentially occur in reduced downtime during repairs and maintenance, performing preventative maintenance vs. reactive maintenance will result in savings. Potential for savings in reduced overtime.

Department Head

02/03/2024





## RESOURCE PROPOSAL

Requestor/Department	Shilo Williams
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$20,000

1. Brief description of resource:
Trench shoring box

2. What <u>goal</u> does will this resource help you achieve?	Goal 4: Plan and invest in sustainable infrastructure for future generations
3. Is there a specific <u>action</u> that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
This equipment provides shoring for open trenches and is a requirement for safe operations and compliance with OSHA regulations. The trench box will allow staff to safely repair and replace aging, failing, leaking pipes

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This is a life, safety measure. Possible injury or death. No scaling option

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Improved safety in open trenches and meeting a goal of zero associated safety incidents

7. What are the future costs of this resource?
There could be minor pm costs but no large costs

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
Safer working conditions for staff and compliance with State and Federal Regulations

Department Head

02/03/2024

# Goal 5:

## CBS is recognized as being a great place to work and excellent service provider to the community

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5.1 Develop a workforce development plan that outlines clear policies for staff training and professional development

5.2 Prepare a succession plan that addresses development of the current workforce and future workforce recruitment and retention strategies

5.3 Improve customer service levels and evaluate process improvements for service delivery

5.4 Identify and develop necessary standard policies and procedures to promote organization-wide stability and service-level consistency

5.5 Develop an internal communication and engagement plan and policies to improve the flow of information in the organization and increase employee engagement



## RESOURCE PROPOSAL

Requestor/Department	Harbor
Proposed resource type	Fixed Asset (including shipping) (over \$5K)
Cost of resource	\$35,000

1. Brief description of resource:
Replace outboard on the vessel Stray Current. Due for replacement

2. What goal does this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
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3. Is there a specific action that this resource is related to (under selected goal)?	5.3 Improve customer service levels and evaluate process improvements for service delivery
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4. How will this resource contribute to achieving the above strategic goals and actions?
Needed to ensure service levels to harbor users.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
Waterborne tasks would cease i.e. towing, transportation of maint materials and disposal of fish waste.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)

7. What are the future costs of this resource?

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?

Department Head

Stan Eliason



## RESOURCE PROPOSAL

Requestor/Department	Harbor Dept.
Proposed resource type	Personnel (FTE)
Cost of resource	\$121,000 ASEA 7-C /Family Insurance

1. Brief description of resource:  
Largest harbor system in Alaska. Smaller harbors have additional maint staff. 3-8 members. We have 1.

2. What <u>goal</u> does will this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
3. Is there a specific <u>action</u> that this resource is related to (under selected goal)?	4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels

4. How will this resource contribute to achieving the above strategic goals and actions?  
An additional team member would expedite the maintenance needs of the harbor system. If this isn't approved, temporary wages will have to increase, but temporary workers will be less efficient.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?  
A continuing backlog of maintenance needs would occur. Risk to vessels, infrastructure, personnel, public safety, and the environment would greatly increase. We have no other options.

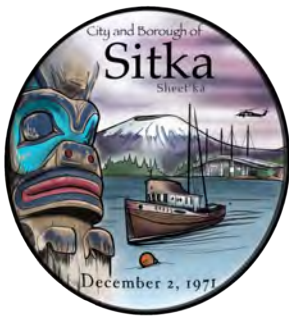
6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)  
Our to do list would be decreased. Then once the AM program is in place. We will have clear guidance on preventative maint./replacement.

7. What are the future costs of this resource?  
TBD-wages and benefits

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?  
Once we have the asset management plan in place. We will no longer be reactive but pro-active. Having an additional team member onboard will expedite those tasks identified in the plan saving the harbors money.

Department Head

Stan Eliason



# CITY AND BOROUGH OF SITKA

*A COAST GUARD CITY*

November 27, 2023

Our aging harbor system is the largest in the State of Alaska, consisting of 1,277 stalls and 1 mile of transient side tie moorage for a total of 7 miles of infrastructure. The following is a comparison of other harbor systems within the state.

Sitka- 1 maintenance/safety supervisor with 1 maintenance tech.

Homer- 920 stalls and 814' of side tie moorage. 1 supervisor with 3 maintenance techs.

Juneau-1,200 stalls. Juneau does not have an official Maintenance Dept. Juneau has 8 staff members with dual functions. They perform both operational and maintenance duties.

Seward-573 stalls and 1 mile of side tie moorage. Like Juneau, Seward has 9 maintenance/operations staff members.

CBS Harbors maintenance staff are overwhelmed with the volume of work. Bringing in another team member can help distribute the workload more effectively. This will also allow for a prompt response to maintenance requests and emergencies, while reducing risk to vessels, harbor infrastructure, the environment and public safety.

Once we have the asset management plan in place. We will no longer be reactive, but proactive. Having an additional team member onboard will expedite those tasks identified in the plan. This will also be a cost savings for the department by preventing infrastructure failure. We also contract out projects requiring additional manpower and special equipment. With an additional team member, certain projects can be completed in-house.

\*Operations- vessel inventory, answering radio calls, enforcement of harbor regulations, hot berthing.



## RESOURCE PROPOSAL

Requestor/Department	Michael Stenberg/Solid Waste Recycle - Scrap yard
Proposed resource type	Other
Cost of resource	\$35,000

1. Brief description of resource:
This funding supports the solid waste scrap yard procurement of a tire cutter. This tire cutter will be used to support our ability to landfill tires that are brought in to the scrap yard through junk vehicles.

2. What goal does this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
3. Is there a specific action that this resource is related to (under selected goal)?	There is no specific action developed that this resource request ties to

4. How will this resource contribute to achieving the above strategic goals and actions?
This device will be used to cut tires in to quarters. When tires are cut, they can be accepted as part of the waste stream and accepted by our landfill. This equipment will provide improved service by reducing wasted labor effort and time and help the scrap yard team to properly dispose of tires.

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
Tires will be sent via container at additional cost, and also require the tires to be accepted by a recycler for more costs. Tires at the recycle centers cost approximately \$450.00 per 100 tires. We would be only be able to ship 1000 tire per container and we estimate there are at least 8000 tires. This cost doesn't include costs for shipping.

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measured by being able to sustainable keep up with disposing of tires as they are received by the GPIIP Scrap Yard; rather than needing to stockpile them and ship them in bulk at high costs.

7. What are the future costs of this resource?
Maintaining the equipment will require additional annual costs (low).

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
By improving the scrap yard appearance, CBS will develop the necessary cultural change that will promote process improvement. This will help promote our team and will continue to develop a more efficient scrap yard recycling program. This device will decrease labor hours which could be used to better grade materials, creating an increase in revenue.

Department Head

02/03/2024



## RESOURCE PROPOSAL

Requestor/Department	Michael Stenberg/Solid Waste Recycle - Scrap Yard
Proposed resource type	Travel/Training
Cost of resource	\$40,000

1. Brief description of resource:
This funding supports the solid waste scrap yard training to develop staff. This team will IS required to handle new tasks and require CDL certifications, hazwoper, EPA 608 (Freon), and CESCL trainings.

2. Wjhat goal does will this resource help you achieve?	Goal 5: CBS is recognized as being a great place to work and excellent service provider to the community
3. Is there a specific action that this resource is related to (under selected goal)?	5.1 Develop a workforce development plan that outlines clear policies for staff training and professional development

4. How will this resource contribute to achieving the above strategic goals and actions?
This request will help align staff knowledge, skills, and abilities with State and Federal regualtory requirements

5. What would happen if this resource request is not approved? What might be options to scale this request down, but still achieve the goal?
This request cannot be feasibly scaled back without risk of being out of compliance with State and Federal requirements

6. How will achievement of strategic goals/action be demonstrated (KPI?/other metric of success?)
Success will be measure by reaching a goal of zero associated compliance violations

7. What are the future costs of this resource?
Future costs may come from identifying additional hazards that are present.

8. What are potential financial or other tangible benefits that may be realized if this resource is approved?
By improving the understanding of local, state, and federal regulations, our team will continue to develop a more safe, environmentally sound, and compliant recycling program.

Department Head

02/03/2024

Updated 4/10/2024



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## Annual Workplan & Budget Request

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FY25

April 10, 2024

PRESENTED BY THE GREATER SITKA CHAMBER OF COMMERCE  
104 Lake Street, Sitka, Ak 99835



## Introduction

The Greater Sitka Chamber of Commerce is currently in contract with the City of Sitka to provide Convention & Visitor Services. The initial contract began Oct. 2015; current contract began Jan. 1, 2019, and we are in our three of five one-year renewals. The Sitka Chamber as Visit Sitka will undertake the process to create a 3-year Strategic Marketing Plan 2025-2027 to include industry and community input. The Annual Marketing Workplan FY25 is prepared for the Assembly and presented in a work-session on March 26, 2024.

*Exhibit B CVS Contract: "The annual contract amount shall be a minimum of \$300,000. Annual budget to be determined by the Sitka Assembly following an annual work session, with first payment in next fiscal year. If the contribution is increased by Assembly action, the annual contract amount will be adjusted accordingly. The Contractor is encouraged to request additional funding for specific projects above and beyond those included in this contract, pursuant to approval by the Assembly."*

**The Sitka Chamber has prepared the Visit Sitka program based on the contracted deliverables with consideration of the requests of the CBS Assembly. The items detailed in the following document provide a framework for how Visit Sitka will carry out the scope of services including visitor information, convention sales and services, and marketing to reach the independent travel market.**

Following the March 26<sup>th</sup> annual work session, this document has been updated to include the following:

- **Proposed budget allocations for convention and promotional activities from the Visitor Enhancement Fund (VEF) and direct cruise related expenses from Cruise Vessel Passenger Funds (CPV)**
- **Comprehensive budget**
- **Updated 3-Year Marketing Plan**

## Highlights

In 2023 tourism accounted for 15% of SE AK's jobs, and in non-pandemic years tourists spent \$800 million in Alaska.

Sitka hosted the largest number of cruise ship passengers we have seen to date, which brought new challenges and opportunities within the industry and community.

Transient Lodging Tax collected its largest ever amount with \$798,000 brought into the fund!

### FY25-Q1-Q4

Budget request \$575,000

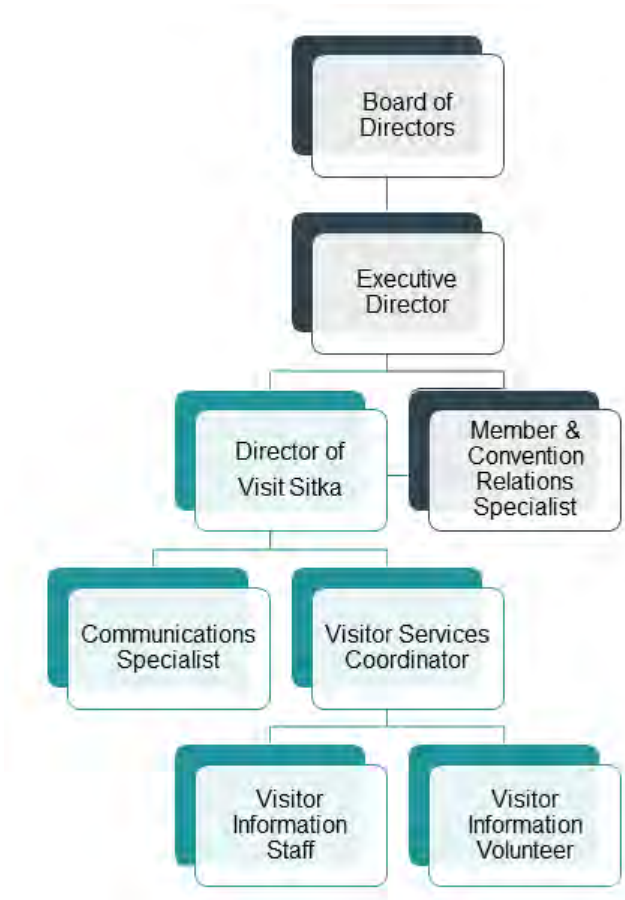
Base \$300,000 Supplemental \$275,000

Special Projects \$

FY24 request \$676,180 | funding level \$525,000  
FY23 request \$575,000 | funding level \$525,000  
FY22 request \$458,600 | funding level \$458,600  
FY21 request \$500,200 | funding level \$500,200

# Organization Chart

Visit Sitka’s team is partially funded with the funding requested in this annual submission. There are four full-time year-round positions and a team of 10 employees who join the program during the summer months. Below is the staffing structure. The Greater Sitka Chamber of Commerce’s Board of Directors provide policy and fiscal oversight throughout the year. More information about the Board and staff can be found [here](#). At this time, the Director of Visit Sitka position is vacant and the Executive Director is serving in that capacity while recruitment efforts are underway.



## Visitor Information Services – Staffing breakdown

Providing visitor services is an integral part of the Visit Sitka program. Ensuring that visitors have the information that they need prior to visiting the community allows them to plan ahead, schedule excursions and these tools help visitors set expectations for what their experience may be in Sitka. These expenses are generally the same as visitor numbers grow as they are primarily using digital assets and communication campaigns that are able to be available electronically 24/7 with the exception of emails and phone calls made to Visit Sitka’s office. When

visitors arrive to Sitka, they use more physical means of getting information in the form of signs, maps, and by visiting the Visitor Information Center in person. Post-pandemic, in 2022, Sitka saw large growth in cruise visitors and Visit Sitka's visitor information services provided as part of the contract increased accordingly

### Visitor Information Staff

Visit Sitka provides information services with a team of staff both year-round and seasonally. The Communications Specialist provides email and telephone support year-round to both independent and cruise passengers contacting the office for support in planning their visit. The Visitor Services Coordinator is a 6-month full-time position that supports the direct services and coordinates the Visitor Information Center and Kiosk staffing. The Visitor Information Staff serve at both the Visitor Information Center and the Sitka Sound Cruise Terminal during the cruise season. Full job descriptions for each position can be found at the end of this document. The below graph shows the percentage of time that each position provides information to independent and cruise visitors for purposes of budgeting and reflected in the Comprehensive budget.

Staff Position	Convention & Visitor Services (VEF)	Visitor Services (Large Cruise Related CPV)	Total
Director of Visit Sitka	75%	25%	100%
Communications Specialist	75%	25%	100%
Visitor Services Coordinator	25%	75%	100%
Visitor Information Staff	10%	90%	100%

## Special Projects

The following Special Projects can be supported with funding if chosen to by the Assembly as part of the Convention & Visitors Services Contract. The budget lists these additional costs under special projects.

### Tourism Best Management Practices (TBMP)

**FY24: \$40,000 CPV Fund**

Key areas include:

- Development of database for tracking community input and online submission forms
- Brand development and design
- Initial season beta testing Summer 24

Tourism Best Management Practices is an industry driven program developed over 25 years ago in Juneau to minimize the impacts to the community made by large scale tourism activities. The program's framework has been shared and communities are encouraged to implement programs to allow the industry to hear and respond to the concerns of the local community. The Tourism Task Force was tasked with supporting the development of the initial TBMP and with their submission to the Assembly on April 23<sup>rd</sup>, this document can serve as a starting point for the program. Visit Sitka participated in this effort by engaging tourism businesses in review and recommendations for inclusions and collaborating with the task force members during the editing process.

As a part of the Convention & Visitor Services Contract- Special projects, Visit Sitka can serve as the lead organization to ensure the program is implemented. This may include development of database for tracking community input, online submission forms, phone system for telephonic feedback, brand development and design. There will be opportunities for community input prior to the establishment of the first set of best practices and outreach to tourism industry businesses to get buy in and commitment to the program. Monitoring of the input and communication to businesses will ensure that concerns are relayed throughout the season and an end of season meeting will be held to discuss need for additional best practices to be implemented the following visitor season.

### **Workforce Development and Recruitment Campaign**

**FY25: \$25,000-\$40,000**

Workforce is essential to support the Visitor Industry in Sitka and a special campaign develop and implement strategy to attract workforce to Sitka. Visitor Industry jobs are in all sectors and include everything from management to frontline to bookkeepers. These year-round positions will be the focus of the campaign will develop new collateral utilizing Visit Sitka assets and brand. Digital marketing with paid ads will put Sitka based jobs in front of potential employees through visuals showing the lifestyle found in the Sitka community.

### **Wayfinding Phase II**

**FY24: \$10,000**

#### **Planning & Scoping**

In 2015-17, Sitka's Branding and Wayfinding programs were implemented which included the framework for the initial Visit Sitka brand, 36 wayfinding signs and one kiosk. During the planning process, the scope of the project was limited to the downtown core communicating with pedestrians walking distances to key points of interest and information. The destination assessment and community feedback has brought forward need for additional signs and scope to the pedestrian wayfinding as well as the need for vehicular wayfinding. Vehicular wayfinding not only will serve summer visitors but also help business travelers and new residents. This initial special project will be planning and scoping for Sitka's wayfinding needs. Activities will include research, public meetings, and meetings with property owners and stakeholders.

### **Street Signage Planning & Development**

**FY25: \$10,000**

#### **Planning & Scoping**

In 2022, Roger Brooks from completed a destination assessment for Sitka presenting us with suggestions to help improve experiences in the community for independent travelers. As a special project, Visit Sitka will work through the suggestions and create a plan for implantation keeping in mind the timeline and associated costs for each of the tracks of projects. Tracks include downtown beautification, visitor information distribution - grab and go locations, airport visitor information, and assessing locations for public art. The assessment worked to answer the question: "What can we do locally to become a stronger more successful destination for investment, as a place to live, and that will attract increased visitor spending?" This phase of the project will take it to the next step by assessing the feasibility of the recommendations and creating a plan for next steps. The full destination assessment can be viewed [here](#).

# Marketing & Promotion

## Tourism Promotion

Following the contract, Visit Sitka's primary focus remains serving independent travelers and the meetings & conventions market. This is accomplished through a number of ways, primarily the following:

- **Official Visitor's Guide:** Visit Sitka conceptualizes, designs, and prints an Official Visitor's Guide every year, with the new versions becoming available every February. The 2024-25 Visitor's Guide is focused on Sitka year-round. More information about the Visitor's Guide is available in sections to follow.
- **Meetings & Conventions Guide:** Visit Sitka has a digital Meetings & Conventions Guide available online. This collateral piece, designed to be updated every two years, sells Sitka as a premier destination to hold a meeting, event, conference, or staff retreat. The Meetings & Conventions Guide is undergoing an update for 2024, and the goal is to produce a small print run to mail out to convention planners across the state. More information on the Meetings & Conventions Guide is available in sections to follow.
- **Destination Marketing Website:** Visit Sitka developed and currently maintains our website, [visitsitka.org](https://visitsitka.org). The website acts as an informative guide for potential travelers, with focus on local business through highlighting available things to do and places to stay. General visitor information and a Sitka blog is also available for visitors. Additionally, each of our collateral pieces including our library of digital interactive Official Visitor's Guides are available. There is also a form for visitors to request a printed and mailed visitor's guide. More information on the website, including metrics, is available in sections to follow.
- **Social Media:** Visit Sitka believes social media is a critical source to engage visitors and collect feedback in real-time. Visit Sitka is active on Facebook, Instagram, YouTube, TikTok, and Pinterest. More information on social media is available in sections to follow.
- **Media Relations:** Visit Sitka works closely with the State of Alaska's PR firm, Thompson & Co. to host media throughout the year. Visit Sitka's doors also remain open to assisting independent media as appropriate. More information on media relations, including metrics and media hosting counts for 2023 is available in sections to follow.
- **Blog:** Visit Sitka staff has been actively working towards publishing two blog posts on [visitsitka.org](https://visitsitka.org) per month. Blog posts are a great way to answer frequently asked questions, give insider tips, and promote independent travel and convention interest. Blog posts are shared on Social Media and loaded to the website resulting in increased search engine optimization (SEO). More information about the Visit Sitka blog is available in sections to follow.
- **Consumer Shows:** Following feedback from City & Borough of Sitka Assembly members, Visit Sitka will be reducing the number of consumer shows attended going forward. In 2025, Visit Sitka will not attend Travel & Adventure Consumer Shows, or Holland America's Travel Show. Visit Sitka will instead seek out different opportunities to partner regionally and reach independent travelers.

## Cruise/Yacht

Maintaining relationships with cruise line partners is key to keeping cruise market share and Sitka's economic health. Visit Sitka will continue to maintain positive relationships with existing cruise lines by attending inaugural ship visits, ensuring cruise staff have accurate information on Sitka and the things to do, and maintaining the live cruise ship calendar.

Cruise Line Agencies International (CLIA) hosted its first Pacific Northwest Cruise Symposium in Seattle in February. Visit Sitka attended, along with 300 others, to have a regionally focused discussion on cruise tourism. This event allowed Alaska to be one of the primary destinations and a more intimate connection with the cruise industry leadership. With the success of this event, Visit Sitka will not attend Seatrade Cruise Global as we have in previous years.

Services for cruise ship passengers are limited to serving information verbally in-person, through email/phone calls, and through printed information materials, as Visit Sitka's primary focus remains on independent travelers.

Visit Sitka will continue to increase engagement with the independent yacht market, including membership with the US Superyacht Association. Visit Sitka will offer visitor guides to be distributed through the Yacht Services of Alaska and the Sitka Harbormasters office, and actively supply service information to encourage yacht staff to shop for their needs in Sitka.

## Local & State Tourism Partners

Visit Sitka's participation in the Alaska Travel Industry Association annual conference gives the team access to hundreds of travel industry professionals, advocates, and vendors for Alaska's Tourism Industry. Networking with other Alaska tourism professionals creates a strong network of advocates for Sitka for referrals. Attending both meetings at Southeast Conference is an important tool for keeping abreast of economic issues in southeast Alaska and develops important partnerships for economic growth in Sitka and across the region. Participation with the Southeast Alaska Tourism Council allows us to connect as a region and strategically plan for marketing with focus on independent travelers.

## Visitor's Guide

Visit Sitka's 2024-25 Official Visitors' Guide has a very intentional theme focused on Sitka year-round. The magazine-style format allows us to tell Sitka's stories and this year, readers will learn about "Sitka year-round". This underlying theme is reflected throughout in editorial content, imagery, and highlighted by the herring spawn displayed in the cover is intended to inform potential independent travelers that there are reasons to visit Sitka in all four seasons.

Visit Sitka is proud that our magazine design layout has inspired other DMO's across the state, and each year we receive compliments on our layout, stories, and content. In 2022, Element Agency, our partner in creating the guide, was awarded best in category and a gold award for our publication at the American Institute of Graphic Arts (AIGA) Big One design awards.

This year, we have ordered 20,000 guides to be distributed to independent travelers across the country. Approximate metrics of guide distribution can be seen here:

- ~6,000 mailed directly to prospective visitors (*through request form on [visitsitka.org](https://visitsitka.org) and phone call/email requests for mailed copies*)

- ~ 4,000 mailed to other visitor centers across the state, mailed to travel agents, and distributed at trade shows
- ~10,000 distributed locally to independent travelers through hotels, Visit Sitka and Harrigan Centennial Hall visitor centers, ferry terminal, and taken to trade show events by Visit Sitka and tourism business partners

The interactive digital, online version includes video inserts, scrolling photo galleries and direct website links. The current issue and prior five year's issues are available for readers on the Digital Visitors' Guide Library and can be viewed [here](#).

## External Advertising

### Digital

Digital marketing spans content creation, social media marketing (video & image creation, paid promotion, and ads) including online advertising with search & display ads plus email marketing. Precise targeting of sponsored content on the web gives Visit Sitka the ability to quickly respond to changes in market conditions and other data. This will also give us access to the mobile phonemarket where a multitude of leisure travelers continue to use their mobile phones to plan their adventures. 96% of leisure travelers regularly use a mobile phone and the use of mobile phones in trip planning before leaving home has become consumers preferred method of research.

### Print

Print advertising continues to be a pricier investment across the market. With fluctuating advertising prices and changing times, Visit Sitka continues to prefer digital marketing over print. Print marketing presents ROI tracking challenges and is often difficult to track audiences. Visit Sitka will continue to search out the best publications for our potential visitors and ensure that those ad buys also include a strong digital component. We will continue to advertise in the Alaska Map and the Alaska Milepost, as these are iconic publications that visitors consider to be reliable sources of information.

### Social Media

Visit Sitka is currently active on Facebook, Instagram, TikTok, YouTube, and Pinterest, and our social media presence continues to reach large audiences worldwide. Consistency on social media and interacting with comments and messages establishes Visit Sitka as the expert for both visitors and partners, and allows us to improve customer service with real-time feedback. Visit Sitka works with the PR firm Element Agency to contract out consistent, branded social media content. Visit Sitka works closely with Element Agency to create an annual calendar of must-post topics, primarily surrounding prominent year-round events and holidays, as well as sharing our Digital Official Visitor's Guide- a great resource for pre-trip planning and visitor education.

Current social media "wins":

- Instagram followers – 16,000
- Facebook followers – 69,000
- On 8/25/2023, a post featuring Sitka's airport runway went viral with over 10,000 likes and a reach of over 6 million Facebook users.



## Branded Content

Branded content is content that does not involve traditional advertising. It can include articles, videos, podcasts, and even live elements that bring relevant value to the consumer. It is not advertising in the way most people think of advertising (commercials, banner ads, social media ads, etc...). Branded content can work better than traditional advertising because it feels organic and authentic rather than ads that are in our face. When a consumer watch branded content, their brand recall is up to 59% higher than it is with display ads. Visit Sitka will continue to maintain relationships with media and influencers to remain open to opportunities for branded content.

Visit Sitka plans to complete a project started in 2024 for an educational video to be played on cruise ships and at the Sitka Sound Cruise Terminal, intended to set visitor expectations and foster a deeper understanding of how to honor and respect the community and culture.

## Website

Destination Marketing Organization websites are trusted and valuable resources for travel planning. Visit Sitka continues to maintain our website to include the most up-to-date information, and act as a trustworthy and educational resource for incoming visitors. [visitsitka.org](https://visitsitka.org) has continued to gain traction through analytics, showing that visitors are recognizing Visit Sitka as the reliable resource for planning out their days in our community.

In 2023:

- 123,032 sessions (website visits)
- 389,569 page views
- 54% engagement rate

Moving forward, Visit Sitka will continue updating [visitsitka.org](https://visitsitka.org) with the latest information on traveling to Sitka. We continue to develop fresh content from professional photoshoots and through our annual photo contest. Goals for 2024-25 include building out each directory section with a welcoming narrative, expanding the yacht and wedding sections to gear towards independent travelers, and continuing to expand the Sitka blog with frequently asked questions and hot topics.

For the website to maintain functionality it is necessary to invest in maintenance, including software updates and bug fixes, security scans, minor modifications, and maintaining overall site health. Included in this cost are annual costs such as domain hosting, database support, and online support services.

## Driftscape – Interactive Mobile App

Visit Sitka has partnered with the web app developer Driftscape to bring Sitka to visitor's fingertips. The app is free for users to download on iOS and Android, and has an internet-free option for those without connection in Sitka, and to cut down on bandwidth usage. A mobile app for Sitka has been a long-requested item by the CBS Assembly, and we are excited to bring this option to the table to cut down on printed map costs and paper waste.

Visit Sitka supplies printed promotional materials to interested businesses, including printed signage ranging from sandwich board size, all the way to business card-sized QR codes to download the app. We expect interest in Driftscape to rise in 2024 through additional promotion, resulting in additional need for printed promotional materials, outside of the cost of participating on the platform and maintaining the app's content.



## Media Hosting

Connecting and working with media outlets and public relations allows us to maintain control in the message spread about Sitka. It is important to continue to build and maintain relationships over time with journalists, influencers, and other media to ensure Sitka is displayed in an accurate and consistent manner throughout media platforms. Visit Sitka will attend Alaska Media Roadshow, held by the Alaska PR firm Thompson & Co. This event is a fantastic opportunity to meet with up to 25 of the most influential travel media in the United States who are working on Alaska projects. This event is a great opportunity to meet face-to-face with these media and tell them about important Sitka updates and begin forming relationships.

Visit Sitka also hosts visiting travel writers in Sitka throughout the year through partnerships with Thompson & Co. Last year Visit Sitka hosted 10 unique journalists, which included hotel nights, guided tours, meals in local restaurants, and logistical support. Many more media members were supported via telephone and email. Visit Sitka will continue to open its doors to media and journalists to continue the consistency of messaging surrounding Sitka as a destination.

In 2023, Visit Sitka began working with the service Critical Mention, which allows us to see any article, tv show, or radio service that mentions Sitka. Visit Sitka has created a monthly internal Media & Mentions Report of monthly tourism-related mentions, estimated publicity value, and mentions by sentiment.

A comprehensive document of all Media & Mentions Reports with an explanatory introduction page can be viewed by [clicking here](#). Some quick metrics:

**Since August 2023, Sitka has:**

- Been mentioned in 5,308 tourism-related articles, TV productions, and radio shows
- Received an estimated publicity value of \$146,279,420

## Visitor Services

### Public Inquiries & Visitor Information Center Operations

Visit Sitka keeps our doors open to the public through walk-ins, phone calls, and emails. Visit Sitka keeps the Visitor Center open from 9:00 am – 4:00 pm Monday through Friday, as well as additional weekend hours throughout the heavy visitor season and full days for the Norwegian Bliss every other Sunday.

Visit Sitka hires a seasonal, full-time Visitor Services Coordinator and approximately 10-12 part-time, seasonal Visitor Information Staff to keep a healthy rotation of personnel ready to provide quality information to visitors. Visit Sitka keeps at least one Visitor Information Staff (in addition to the Visitor Services Coordinator) at the Visitor Center during all open business hours to ensure each visitor receives a quality experience, and leaves feeling that their needs were met. The Visitor Services Coordinator schedules and manages all Visitor Information Staff, is the first point-of-contact for all visitor calls and emails, maintains the live cruise ship calendar, and maintains a level of organization and order in the Visitor Center throughout the season.

Additional stats and metrics on visitor walk-ins, emails, and calls can be found in sections to follow.

- **Visitor Information at Cruise Terminal**

As part of the contract deliverable, Visit Sitka staff provides at the visitor information shed at the Sitka Sound Cruise Terminal every day that a ship with over 1,000 berth capacity is in port. Depending on needs, this can be anywhere from 1 – 3 staff members to ensure all passengers receive a quality experience. Staff tasks include distributing attractions maps, directing to shore excursions, connecting visitors with the Driftscape App, and answering general questions.

Visit Sitka staff make contact with at least half of all cruise ship passengers exiting ships at the Sitka Sound Cruise Terminal, with the other half heading directly to shore excursions. Visit Sitka goes through anywhere from 500 – 1500 attractions maps per day at the cruise terminal. Also displayed at the terminal are two sandwich boards and a pop-up sign advertising Driftscape, Visit Sitka’s mobile app platform. Important to note: Visit Sitka utilized unrestricted funds to both increase the staff at the terminal and the increased printing costs related to this increase in cruise visitors. In 2024, we expect to see more visitors utilizing Driftscape, slightly reducing the need for printed maps at the terminal.

### Collateral Supply

Visit Sitka supplies collateral on an as-needed basis for Harrigan Centennial Hall, including attractions maps, pocket guides, hiking guides, visitor guides, and Driftscape promotional materials. In addition to this, Visit Sitka also supplies a reasonable amount of collateral as-needed for various high-traffic businesses in town, such as e-bike companies, hotels, restaurants, Fortress of the Bear, Alaska Raptor Center, and more.

In addition to primary collateral pieces, Visit Sitka also developed and maintains a restaurant guide. The guide is displayed in a flip-stand at high-traffic hotels, Harrigan Centennial Hall, and at the Visitor Information Center. Visit Sitka also keeps a rack card system with flyers for local businesses at the Visitor Information Center.

It is important for Visit Sitka to continue to supply collateral items around Sitka to provide a sense of consistency in visitor services throughout the community.

### Directory of Tourism Related Business

Each year, Visit Sitka advertises an opportunity for tourism-related businesses to be listed on a directory that is then published on [visitsitka.org](https://visitsitka.org). The advertising for businesses is run for 30 days through Visit Sitka newsletters and an advertisement in the Daily Sitka Sentinel. In addition to being available on the website, a printed copy of the directory is available at the Visitor Information Center, the Sitka Sound Cruise Terminal information shed, and delivered to Harrigan Centennial Hall for usage at their visitor desk.

## Convention Sales & Services

### Meetings & Conventions Supported in 2023 & 2024:

#### Heritage & Cultural Tourism Conference

*April 11-13, 2023, 120 attendees*

#### Yaaw Koo.eex

*April 15, 2023, 200 attendees*

#### Sustainable Southeast Partnership Annual Spring Retreat

*April 26-28, 2023, 75 attendees*

#### North Pacific Fishery Management Council Meeting

*April 5-11, 2023, 50+ attendees*

#### **Southeast Conference Annual Meeting**

*Sept. 19-21, 2023, 275 attendees*

#### **Region V Basketball Championships**

*March 6-10, 2024, 1,000 attendees*

#### **Heritage & Cultural Tourism Conference**

*March 19-21, 2024, 120 attendees*

#### **Lowell Wakefield Fisheries Symposium**

*April 16-18, 2024, 100 attendees*

#### **Alaska SAF Annual Meeting**

*April 25-27, 2024, 50+ attendees*

#### **Alaska Telecom Association Annual Conference**

*May 20-22, 2024, 150 attendees*

#### **Shee Atika Annual Meeting**

*June 15, 2024, 50+ attendees*

#### **Sealaska Annual Meeting**

*June 29, 2024, 100 attendees*

#### **Sharing Our Knowledge Conference**

*September 11-15, 2024, 150 attendees*

#### **Sitka Whalefest**

*November 1-3, 2024, 150 attendees*

### **Meetings & Conventions Strategy:**

Relationship building and face-to-face interactions with decision makers is essential to building our Meeting & Convention business in Sitka. Visit Sitka has identified incentive travel and C-suite retreats as the best fit for Sitka's strengths and location along with in-state trade, government, and school travel. Projects to complement this strategy include advertising to business-to-business (B2B) meeting planners and maintaining a physical and digital meeting planner to offer easy access to information and tools for planners.

Promotional items are especially important for our emphasis on enhancing visitor experience and taking advantage of word-of-mouth marketing, which research shows is still the number one driver of travel. Event groups are supplied with items to support their meetings including pens, notepads, lanyards, maps, programs, and staff support to create successful events.

The amount of staff support varies with each event, but this may include in-person or virtual meetings with event planners to discuss the logistics, provide recommendations, and execute action plans. Our team will attend recurring meetings leading up to the event to ensure their experience is smooth and easy.

An important part of our strategy is making sure local businesses are being supported. We often act as a liaison for Sitka's business community and connect event planners with partners during the planning process. Our Show Your Badge program is offered to large events. The program lets local businesses offer special deals and discounts to event attendees. It encourages them to shop local while they're in town, and gives exposure to local businesses. We also keep local businesses informed when events are in town through word-of-mouth, email, and flyers.

### **Recent Meetings & Conventions Successes:**

Southeast Conference (SEC) held their annual meeting in Sitka on September 19<sup>th</sup>-21<sup>st</sup>, 2023. The meeting brought over 250 business leaders, delegates, and elected officials to Sitka. The Visit Sitka team worked with SEC throughout the year leading up to the event. Visit Sitka provided support with lodging, catering, transportation

and more. During the event Visit Sitka staff supported SEC with their event needs including set-up, recruiting volunteers, and on-site activities. As part of hosting SEC, Visit Sitka coordinated a community-sponsored reception (special project). This event gave Sitka the opportunity to sponsor an important networking event as well as showcase the community to the attendees. We held the reception at Halibut Point Crab & Chowder, located at the Cruise Ship Terminal. The reception included local artists, dancers, and businesses.

The Region V Basketball Championships were held in Sitka on March 6<sup>th</sup>-10<sup>th</sup>, 2024. The tournament brought in over 1,000 visitors from across the state. The economic impact the tournament had on our lodging, restaurant, and small business industries was tremendous. In November of 2023, the tournament coordinator reached out and asked Visit Sitka for support. The tournament was in jeopardy of being moved out of Sitka if more lodging was not secured. The Visit Sitka team offered support by working with our lodging partners to find solutions. Adequate lodging was secured, and Visit Sitka's efforts played a large role in keeping the tournament in Sitka. In addition to lodging support, Visit Sitka donated water bottles to tournament participants, visitor guides and maps, and distributed flyers for the tournament throughout town.

## Reporting

### Quarterly Reports

Visit Sitka meets quarterly with the CBS Municipal Administrator to provide updates on activities throughout the year and get feedback on activities Visit Sitka is undertaking that quarter. Meetings, emails, and phone conversations also provide an opportunity for collaboration with City staff on a regular basis.

### Annual Scope of Service Report

As part of the contract renewal process, CBS Municipal Administrator has requested the Scope of Services report be provided by Visit Sitka. This report has been completed directly reporting on each of the deliverables in the contract.

## Other Services

### Maintaining Current Information & Collateral

Infrastructure projects help visitors and locals find the resources they need to fully experience Sitka. To continue to give excellent service Visit Sitka will maintain visitor information locations, update signage, maintain [visitsitka.org](https://visitsitka.org), and to encourage visitation to local eateries with menu stands in high traffic areas.

With the significant increase in visitors, additional branded collateral including larger quantities of attractions maps, hiking guides, and downtown pocket guides will be needed. Visit Sitka also supplies maps and collateral for Harrigan Centennial Hall's visitor desk, as well as local businesses as requested. Due to extremely popular demand, the Attractions Map was reordered 7 times throughout the season, at around 20,000 maps per order. Hiking Guides were reordered three times, and Downtown Pocket Guides were reordered twice. With another raise in anticipated visitor count for 2024, we anticipate printing needs and costs to rise again.

See chart below for what was budgeted for the 2023 season, the actual cost, the quantity ordered in 2023, and the projected need for 2024.

Collateral	2023 Budgeted	2023 Actual	Quantity ordered in 2023	Projected quantity needed for 2024
Attractions Map	5400	7,466	130,000	150,000
Pocket Guide	3960	6,912	18,000	20,000
Hiking Guide	4060	5,006	10,000	10,000

**NEW Collateral Piece:** Visit Sitka is partnering with Sitka Trail Works, Sitka Bike Club members, and local bike rental companies to develop a critically-needed new collateral piece, the Sitka Biking Map. The map is intended to help bikers and e-bikers learn the rules of the road and what trails/locations are best suited for biking. The goal of the piece is to cut down on undesirable behaviors on visiting bikers and e-bikers, educate users and protect local trails and users. The map will be a similar style to the attractions map, and will be ordered through the same printing platform, costing approximately 6¢/map. In previous years, local biking and e-biking companies relied on Visit Sitka’s Hiking Guide for their daily business operations. Moving forward, Visit Sitka intends to supply these companies with the Biking Map instead, and we anticipate needing to order a few thousand of these new maps to start.

### Newsletters & Business Support

Visit Sitka sends out monthly newsletters to over 450 local business contacts that include updates and opportunities with Visit Sitka’s programs, cruise schedule updates, and key tourism opportunities, such as upcoming conferences. Visit Sitka also sends e-blast email notifications in addition to the newsletters as-needed for important events and tourism updates. City news releases are included in these communications to help share important CBS updates and project development information directly to the business community.

Visit Sitka’s partners are highly engaged with us and rely on the value of the content provided in email newsletters and e-blasts. Performance indicators for Visit Sitka newsletters over the previous calendar year:

- Average click-through rate: 47% (*industry average: 39%*)
- Average open rate: 5.2% (*industry average: 1.38%*)

*Source: Constant Contact Email Performance Analytics*

Visit Sitka is dedicated to not only the visitor experience but enhancing the overall tourism experience in Sitka. To reach this goal Visit Sitka continues to develop training and experiential events for locals and tourism businesses. This includes the Sitka Summer Expo, where locals are encouraged to learn about Sitka’s tourism industry: Alaska Host trainings, and visitor industry meetings. Visit Sitka has encouraged community members and visitor industry professionals to engage with programs provided by the Sitka Chamber such as the Sitka’s Emerging Leaders workforce development group and pertinent topics at their Speaker Series which include industry trends and community issues such as housing and childcare.

## Cruise Calendar

Visit Sitka develops and maintains a live cruise ship calendar throughout each season. The calendar is managed through Google Calendar, allowing us to update it live for all viewers instantly when cruise ship changes arise. The calendar contains the ship, its arrival and departure time, its docking location, and its berth capacity. The calendar is widely used across the Sitka community due to its convenience of having real-time, updated information.

Visit Sitka monitors emails over the weekends throughout the cruise season to check for changes that may happen over off-days. For major changes such as docking locations or arrival/departure changes, Visit Sitka deploys e-blast email notifications on a timely basis to local businesses, city staff, and Harrigan Centennial Hall staff.

## Additional Contracts

In the summers of 2022 and 2023, Visit Sitka bid on and received an additional contract to perform short-term operational and communication support for the cruise ship seasons. It is anticipated that Visit Sitka will provide communication support services during the 2024 season.

# Metrics

## Conventions

With the addition of a team member with focus on convention support and outreach, VS has begun working processes for gathering data and metrics to include convention bookings, total number of convention attendees, number of room nights, and estimated direct attendee spending. Surveys will be conducted to gather data directly from convention attendees on an on-going basis. It can be difficult to measure full impact because when convention attendees come to Sitka, they create economic activity that ripples throughout the community. We will provide an update in the next quarter with preliminary data points and trends found as part of the survey results.

There were 2,100 attendees for the conventions and meetings we directly supported in FY24. Information sharing on convention bookings at the Harrigan Centennial Hall has not been shared with Visit Sitka. We are working to establish a process for getting this information to report more comprehensive numbers of overall convention bookings.

In an effort to provide the metric specifically on room bookings, Visit Sitka is in conversation with Smith Travel Report who work with national brand hotels to provide hotel occupancy rates. DMOs, such as Explore Fairbanks, can purchase reports to better understand trends in hotel bookings. Currently, none of the Sitka based hotels are reporting to this agency so the goal is to partner with them to work towards reporting. The feedback we have received from lodging partners for the upcoming summer season is that there is room for growth in early May with occupancies nearly sold out from Mid-May through August. This information helps us as we seek visitors and conference attendees to fill in the weeks with space available.

- Total # of meetings and conventions Visit Sitka supported since January 2023: 9

- Total # of meetings and conventions attendees since January 2023: 2,100
- Percentage of total meetings and conventions attendees that came during October-April: 79%
- The majority of meetings and conventions attendees stay in hotels. Meetings and conventions that occur during non-peak season months provide significant economic benefit for hotels in Sitka.

## Visitor Inquiries

### Emails & Calls

Visit Sitka receives approximately 250 emails/year from visitors seeking additional information.

Visit Sitka receives a very large number of calls from visitors. In the off-season, Visit Sitka receives anywhere from 5-7 calls per day. During peak visitor season, Visit Sitka can receive anywhere from 10-15+ calls per day.

### Visitors to the Visitor Information Center

In 2023, approximately 3,000 visitors signed Visit Sitka's guestbook. Guestbook sign-in is not required, and it is estimated that approximately 1 in 5 visitors sign-in. For 2024 and beyond, Visit Sitka is investigating other ways to track visitor foot traffic to provide a more accurate count. Due to extremely busy days at the visitor center, using a clicker or tally system has proven to be an unviable method while still providing a pleasant experience to all guests.

### Visits to Website

In 2023:

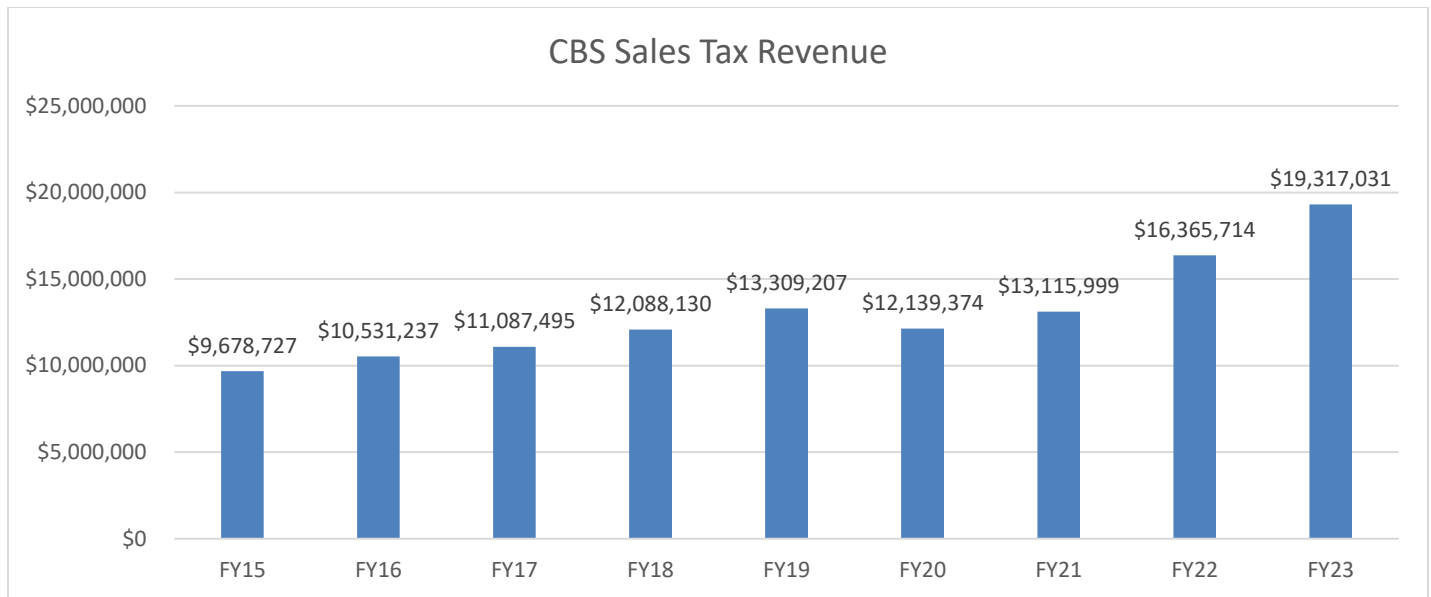
- 123,032 sessions (website visits)
- 389,569 page views
- 54% engagement rate

## Economic Indicators

### Sales Tax Revenue

The City and Borough of Sitka's sales tax revenues have seen consistent increases aligned with the growth in the visitor industry. These tax increases allow for additional funds to support city services, pay for projects and infrastructure improvements.

In FY19, sales tax receipts were \$13.3 million which fell to \$12.1 million in FY20. The approximate \$1 million reduction of revenue that was seen in FY20 was nearly fully recovered in FY21 with revenues of \$13.1 million. In FY23, \$19.3 million was collected with Retail trade and services being the two highest industries.



Source: CBS 23 ACFR

### Transient Lodging Tax Revenue

The Transient Lodging tax has also seen growth over the past several years with large increases in FY23 seen as a result of the increase of independent travelers and the 5-day ATIA Convention of over 500 attendees hosted in Sitka Oct. 2022. The Transient Lodging Tax Revenues are expected to have a full recovery in FY23 with the return of meetings and conventions and a strong independent traveler season.

<i>Fiscal Year</i>	<i>Transient Lodging Tax Revenue</i>
2023	792,950
2022	669,958
2021	458,600
2020	398,187
2019	557,048
2018	540,875
2017	503,439
2016	472,900
2015	411,916

### Potential on Investment (POI)

Potential on Investment of a DMO's social media activities is one way to measure the effectiveness but should also keep in mind the economic factors that are outside the control of the DMO that can affect potential demand. Examples of these include the weather, economy, natural disasters, industry's ability to convert and pandemics (i.e., COVID-19). This metric is a new fluid concept and is still being explored by DMOs throughout the world. Below is a description of the equation and each of the factors that can be used in calculations.

The Formula:

$$POI = C_v \times C_i \times M_q$$

*Calculation of POI*



Instagram:  $\$917 \text{ (Cv)} \times 4.51\% \text{ (Ci)} \times 16,000 \text{ followers (Mq)} = \$661,707$   
Facebook:  $\$917 \text{ (Cv)} \times 2.21\% \text{ (Ci)} \times 68,109 \text{ followers (Mq)} = \$1,341,388$

### Net Promoter Score

Sitka has seen a positive rating in customer satisfaction over the past several years. Sitka was chosen as a Top 5 Alaskan Cruise Destination by Cruise Critic for the four years prior to the COVID-19 pandemic (2016 through 2019). Sitka's satisfaction rating, based on the results of the 2017 AVSP, was 78% Very Satisfied, 20% Satisfied.

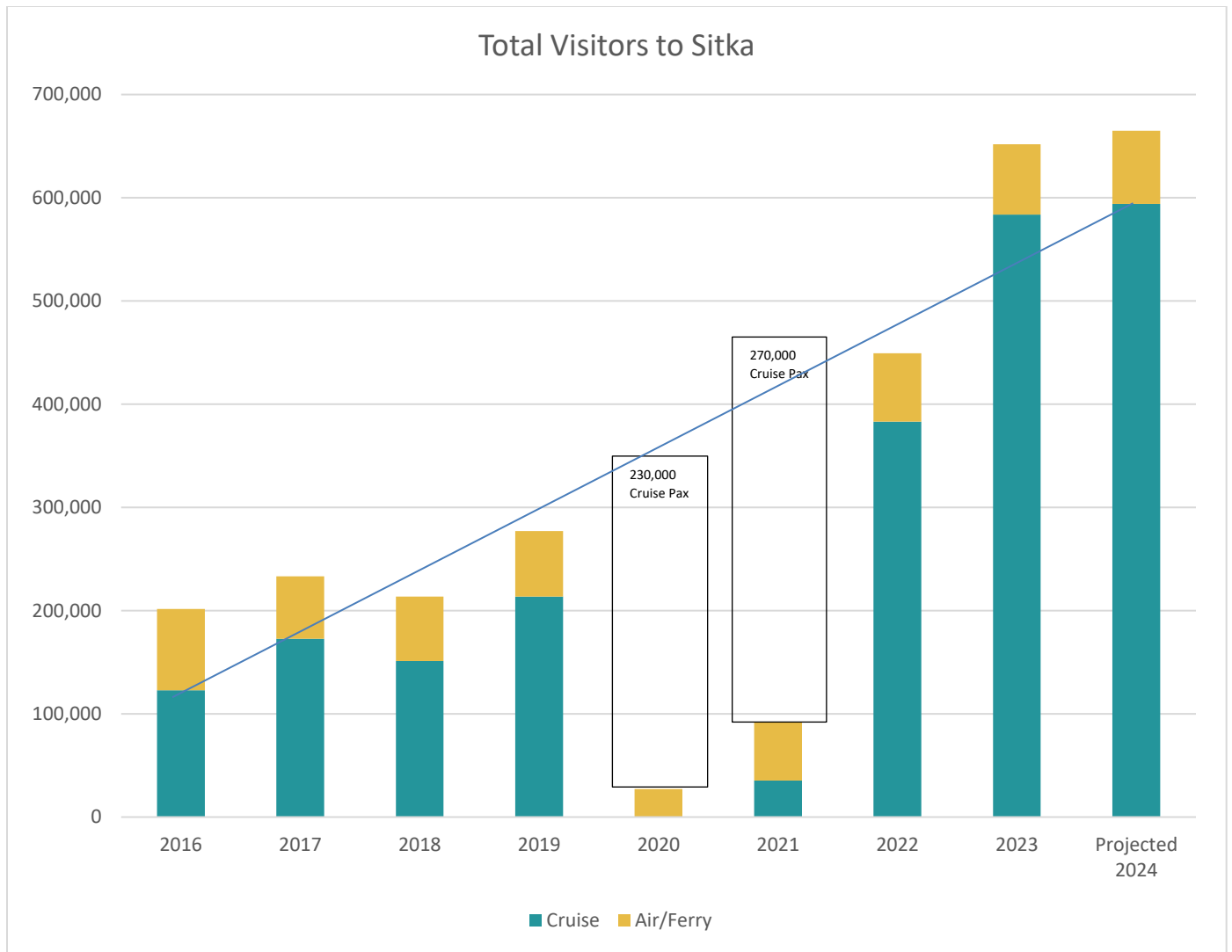
Net Promoter Score is calculated by: **Subtracting the percentage of detractors from the percentage of promoters.** (The percentage of passives is not used in the formula.) For example, if 10% of respondents are detractors, 20% are passives and 70% are promoters, your NPS score would be  $70 - 10 = 60$ .

78% satisfaction is the benchmark set by Alaska Visitor Statistics Program 7 (Summer 2016) – Alaska Dept. of Commerce, Community, and Economic Development (DCCE). This is the last year that AVSP was funded by Alaska.

Visitors were asked how likely they were to recommend Alaska as a vacation destination. Virtually all visitors said they were or highly likely to recommend Alaska to others, **including 79 percent** who said they were highly likely, and 18 percent who said they were likely. Just 1 percent said they were unlikely to recommend Alaska. - AVSP 7 – Section 6: Visitor Profile - Satisfaction, Repeat Travel, and Trip Planning (2016).

### Total Visitors to Sitka

The chart below displays total visitors to Sitka with distinctions for how they arrive. In the years before 2020, Sitka was seeing consistent growth in total visitors, topping 300,000 in 2019. In 2022, travel to Sitka made a full recovery from the COVID-19 Pandemic with more than 450,000 total visitors. By the end of 2023, Sitka saw more than 550,000 total visitors industry hard in 2020, air travel is back into full swing. In 2022, Sitka surpassed the highest total air travelers with 93,550 passengers and in 2023, growth was seen with over 95,000 passengers, 66,00 of which were visitors.



There has been an upward trend in air passengers into Sitka since 2009. While the pandemic hit the travel

**Number of passengers to SIT Airport**

Year	Airport passengers	Independent Travelers
2023	95,794	66,673
2022	93,550	65,111
2021	79,604	55,404
2020	38,235	26,612
2019	89,518	62,305
2018	87,782	61,096
2017	85,375	59,421

\*69.6% of Domestic Air passengers are visitors

Source: <https://www.transtats.bts.gov/DataElements.aspx?Data=1>

## FY25 Visit Sitka Comprehensive Budget- Draft 4/24

July 1 , 2024-June 30, 2025	Total Contract Budget to maintain VS programs	Base Contract VEF	Supplemental Budget VEF	SUGGESTED: CPV Fund for Direct Cruise Support	VS DMO Unrestricted Revenue
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<b>Revenue</b>					
Contract Revenue- Requested (FY24 \$525,000, FY23 \$525,000, FY22 \$458,600)	\$575,000	\$300,000	\$275,000	-	\$157,250
Unrestricted Revenue					
<b>Revenue Total</b>	<b>\$575,000</b>	<b>\$300,000</b>	<b>\$275,000</b>		<b>\$157,250</b>

<b>Operating Expenses</b>					
<b>Personnel</b> <i>3.5 FTE year-round, 10 Seasonal positions, payroll taxes, worker's comp insurance</i>	\$231,775	\$110,475		\$121,300	\$49,830
<b>Market/Industry Promotion</b> <i>2 consumer travel shows, SE Conference</i>	\$16,940	-	-		
<b>Occupancy</b> <i>Rent, utilities, phone, internet, insurance</i>	\$41,350	\$41,350	-		
<b>Advertising</b> <i>Social media contract, TravelAlaska, Milepost, Alaska map + more</i>	\$42,315	\$2,000	\$40,315	\$3,000	\$2,400
<b>Website, internet services</b> <i>Website maintenance &amp; development, required subscription services</i>	\$29,220	\$10,000	\$19,220	\$1,000	
<b>Promotion</b> <i>Branded collateral, hosting for meetings, VIPS, familiarization trips</i>	\$31,000	-	\$12,750	\$18,250	\$15,000
<b>Contracted Services</b> <i>Contracts for visitor guide design, photo &amp; video, graphic design, accounting, dues/subscriptions</i>	\$89,015	-	\$89,015	\$0	- \$23,000
<b>Supplies, Printing &amp; Postage</b> <i>Office supplies, visitor staff support, collateral printing, shipping &amp; postage +</i>	\$64,196	\$27,695	\$36,501		\$30,670
<b>Professional Development</b> <i>Staff attendance at industry &amp; business trainings in-person &amp; via web</i>	\$3,129	-	\$3,129	-	\$3,850
<b>Media &amp; Public Relations</b> <i>On-site hosting of visiting journalists &amp; media</i>	\$11,500	-	\$11,500	-	\$2,500
	<b>\$575,000</b>	<b>\$191,520</b>	<b>\$212,430</b>	<b>\$143,550</b>	<b>\$127,250</b>

Revenue	\$575,000				\$157,250
Allocation from Visitor Enhancement Fund	\$143,550				
Allocation from CPV Fund	\$431,450				
Expense	\$575,000				\$127,250
Profit (Loss)- Contingency*	\$0				\$30,000
<b>Total Profit (Loss)</b>	<b>\$0</b>				

\*Contingency to cover  
unexpected program  
expenses.

Visit Sitka Unrestricted Revenue \$157,250





# VISIT Sitka

2022 | 2023 | 2024  
3-YEAR Strategic Marketing Plan

March 22, 2022

VISIT SITKA

104 Lake Street, Sitka, Ak 99835

## Background

The Greater Sitka Chamber of Commerce has been contracted by the City and Borough of Sitka to promote Sitka as a travel destination supporting an important local economic driver since 2015. Visit Sitka currently represents 200 businesses within the community and across southeast Alaska. The Visitor Industry is SE largest private sector in terms of both jobs and wages - accounting for 11% of all employment earnings and has the strongest outlook of all Southeast Alaska industries. (Southeast Conference. Southeast Alaska by the Numbers 2020).

With its role as a Destination Marketing Organization (DMO), Sitka Chamber launched Visit Sitka utilizing industry trends and best practices. DMOs look at the whole tourism industry in a place, facilitate private/public sector and stakeholder collaboration, care for the tourism value chain. They develop programs for telling a unique destination story while becoming warm hosts for visitors no matter the purpose of their journey. Visit Sitka has a growing audience, which will continue to increase with a strong approach to telling the Sitka story. We are the best source of inspiration for travelers and planners looking to discover the magic of a Sitka getaway.

This three-year strategic marketing document will guide Visit Sitka's work scope and investments. It builds on the previous 3-Year Strategic Marketing Plan 2019-2021 and serves as a blueprint for staff and committees developing specific annual work plans. This strategic marketing plan aims to boost Sitka tourism brand awareness and visitation revenues while maintaining and increasing non-resident travel to and spending in Sitka. It is responsive to the travel environment specific to Sitka including demographics and modes of transportation as well as changes in technology, consumer travel trends, demographics and unique place challenges.

## Guiding Principles

Do what the community cannot do for itself: Visit Sitka will provide a promotional and visitor education platform to promote the Sitka brand. Tourism businesses have limited funds and Visit Sitka provides an efficient way to extend the reach of marketing efforts.

### **1. Grow the platform for promoting Sitka as a year-round visitor destination.**

Increase independent travelers visitor numbers and individual spend per visitor as well as support members and the community promoting Sitka as a year-round destination by building an integrated multi-channel marketing platform.



## 2. Increase brand impact.

Increase the visibility and appeal of Sitka as a visitor destination, as well as promote a clear understanding of its offer with specific target audiences, by developing and promoting an effective, high-impact brand presence.

## 3. Expand engagement.

Convert visitors into ambassadors and leverage the enormous potential of user-generated content and word-of-mouth recommendations by engaging with visitors and potential visitors at all stages of the customer journey.

## 4. Target effectively.

Using a cost/benefit approach Visit Sitka programs work towards enhancing economic vitality and quality of life for residents of Sitka. Marketing efforts prioritize effective targeting over broad reach, utilizing content designed to connect with specific high-potential niches rather than for general appeal. Maximize the return on investment (ROI) of Visit Sitka's marketing activities and reach potential visitors by focusing efforts on specific high-growth potential visitor audiences.

## 5. Cohesive destination image.

Collaborate with the City and Borough of Sitka to support cohesive visual brand on new

# Visit Sitka's Role

Visit Sitka has a presence and function at all stages of the **travel customer journey**, including enhancing the quality of visitor experiences and managing perceptions of Sitka as a destination across multiple channels. Visit Sitka can influence decisions of customers as they move along this journey by:

### Showcase Sitka

- Visit Sitka will provide potential visitors with visual content for their inspiration moments. Content will evoke emotion by showing unique & authentic experiences Sitka offers visitors.
- Visit Sitka will know where people are looking for inspiration for their trips and be present and engage with their audience across a variety of platforms.
- Visit Sitka will monitor, respond to, and leverage user-generated content such as online reviews and hashtag adoption as part of their marketing efforts.
- Visit Sitka will consistently strive to identify and create new experiences to market to targets that fit within the unified vision of the Visit Sitka brand.

### Support outstanding experiences for visitors

- Visit Sitka will support excellence in all aspects of the visitor experience, in order to nurture and improve word of mouth.

- Visit Sitka will capitalize on the enthusiasm of visitors by encouraging and harnessing the potential of user generated content.
- Visit Sitka will actively pursue engagement with visitors throughout the customer journey.
- Visit Sitka will educate members to understand the new approach to marketing and assist them in developing the tools they need to support this effort, e.g. social media skills, cross promotion, hashtag promotion, soliciting online reviews.

#### **Cultivate on-going connections with previous visitors**

- Visit Sitka will steward an ongoing relationship with visitors to remain front of mind and amplify word of mouth recommendations.
- Visit Sitka will use social media as a way to connect and engage with Sitka's fans, deepening connections, fostering conversation, and benefiting from an active body of online ambassadors.
- Visit Sitka will encourage economic development by encouraging independent travel year-round by investing in travel promotion, creating demand, generating visitor spending, & tax revenues.

## **Strategies**

### **1) Marketing resources should be focused on digital, and in particular, social media.**

Online channels increasingly dominate the travel customer journey, with 90% of American travelers finding inspiration in some kind of online media (a significant increase since the last Visit Sitka 3-year plan) and only 11% finding it through traditional offline media (print and TV combined), a number which continues to fall.

Beyond the inspiration stage, 95% of travelers stated that they have used user-generated content while planning trips in the past year (particularly reviews) and 57% of travelers used social media to plan their trips. This stands in opposition to only 12% of travelers who used a travel specialist for information.

Combined with the opportunity to target audiences these numbers show that the advantages of dedicating resources to digital marketing opportunities vastly outweigh the potential benefits of offline marketing channels.

### **2) Prioritize effective targeting by creating content designed to connect with specific high-potential niches rather than for general appeal.**

Tailoring your voice, content, and promotion strategy to the interests and aspirations of niche audiences is the only effective way to make an impact with a hyper-informed customer.

Content must be produced with both a purpose and target. Focusing on well-defined niche audiences will enable you to speak directly to their motivations, desires, and values. Not only is this approach more powerful than traditional messaging, but it enables you to reach better qualified travelers.

### **3) Reveal authentic experiences to potential visitors through compelling storytelling.**

When it comes to travel and leisure, emotions drive demand. Visit Sitka's marketing effort will focus on sharing marketing experiences rather than attractions. To do this effectively, Sitka will deliver content specifically designed to harness the power of storytelling. High-impact visual storytelling will inspire the emotions which drive interest and subsequently visitor demand. To identify which experiences to promote, Visit Sitka will consider the aspirations and dreams of targeted niche audiences and identify where this intersects with Sitka's scenic beauty, wildlife, Native heritage, and adventure.

### **4) Promote word-of-mouth recommendations and engage with former, current, and potential visitors as part of Visit Sitka's core marketing activities.**

Research tells us that when seeking inspiration, word-of-mouth recommendations are the preferred source of information. While what you tell people about Sitka is less valuable than what they tell each other, by orchestrating excellent experiences, fostering ongoing engagement with visitors, and encouraging them to share recommendations about their trip, Visit Sitka can sow the seeds for long-term visitor growth. Working with influencers also gives Visit Sitka credible word-of-mouth promotion to a large audience direct from a respected and aspirational source. This is particularly useful when trying to target new audiences who may not have personal connections to people who have previously visited.



# Target Audiences

## Meeting, conference, and convention visitors

Sitka has growth-potential as a meeting, conference, and convention destination: an outstanding natural setting; low-distraction, 'retreat' style environment; great facilities and service, as well as ample accommodation options; and is easily accessible from Seattle and Anchorage. Meetings and conferences offer Visit Sitka an opportunity to increase visitors in a segment that generates income, employment, and investment opportunities, in addition to producing higher spending levels than other visitor groups and offsetting seasonal reductions in visitor numbers. Sitka's offering is particularly suited to small-group executive, incentive travel and C-level events, a segment for which Sitka's higher access costs are less relevant.

As with cruise line visitors, end-users, or event attendees, are not the drivers of demand for this segment. Decision-makers and -influencers are found among meeting and events planners, as well as at the executive level within customer organizations. Marketing efforts and information resources should therefore be designed to respond directly to the needs and interests of these individuals.

2024: Relationship building and face-to-face interactions with decision makers is essential to building our Meeting & Convention business in Sitka. Visit Sitka has identified incentive travel and C-suite retreats as the best fit for Sitka's strengths and location along with in-state trade, government, and school travel. Projects to complement this strategy include advertising to business-to-business (B2B) meeting planners and maintaining a physical and digital meeting planner to offer easy access to information and tools for planners.

Promotional items are especially important for our emphasis on enhancing visitor experience and taking advantage of word-of-mouth marketing, which research shows is still the number one driver of travel. Event groups are supplied with items to support their meetings including pens, notepads, lanyards, maps, programs, and staff support to create successful events.

The amount of staff support varies with each event, but this may include in-person or virtual meetings with event planners to discuss the logistics, provide recommendations, and execute action plans. Our team will attend recurring meetings leading up to the event to ensure their experience is smooth and easy.

An important part of our strategy is making sure local businesses are being supported. We often act as a liaison for Sitka's business community and connect event planners with partners during the planning process. Our Show Your Badge program is offered to large events. The program lets local businesses offer special deals and discounts to event attendees. It encourages them to shop local while they're in town, and gives exposure to local businesses. We also keep local businesses informed when events are in town through word-of-mouth, email, and flyers.

## Independent Travelers

### Digital

Digital marketing spans content creation, social media marketing (video & image creation, paid promotion, and ads) including online advertising with search & display ads plus email marketing. Precise targeting of sponsored content on the web gives Visit Sitka the ability to quickly respond to changes in market conditions and other data. This will also give us access to the mobile phone market where a multitude of leisure travelers continue to use their mobile phones to plan their adventures. 96% of leisure travelers regularly use a mobile phone and the use of mobile phones in trip planning before leaving home has become consumers preferred method of research.

### Print

Print advertising continues to be a pricier investment across the market. With fluctuating advertising prices and changing times, Visit Sitka continues to prefer digital marketing over print. Print marketing presents ROI tracking challenges and is often difficult to track audiences. Visit Sitka will continue to search out the best publications for our potential visitors and ensure that those ad buys also include a strong digital component. We will continue to advertise in the Alaska Map and the Alaska Milepost, as these are iconic publications that visitors consider to be reliable sources of information.

### Social Media

Visit Sitka is currently active on Facebook, Instagram, TikTok, YouTube, and Pinterest, and our social media presence continues to reach large audiences worldwide. Consistency on social media and interacting with comments and messages establishes Visit Sitka as the expert for both visitors and partners, and allows us to improve customer service with real-time feedback. Visit Sitka works with the PR firm Element Agency to contract out consistent, branded social media content. Visit Sitka works closely with Element Agency to create an annual calendar of must-post topics, primarily surrounding prominent year-round events and holidays, as well as sharing our Digital Official Visitor's Guide- a great resource for pre-trip planning and visitor education.

### Branded Content

Branded content is content that does not involve traditional advertising. It can include articles, videos, podcasts, and even live elements that bring relevant value to the consumer. It is not advertising in the way most people think of advertising (commercials, banner ads, social media ads, etc...). Branded content can work better than traditional advertising because it feels organic and authentic rather than ads that are in our face. When a consumer watch branded content, their brand recall is up to 59% higher than it is with display ads. Visit Sitka will continue to maintain relationships with media and influencers to remain open to opportunities for branded content.

### Website

Destination Marketing Organization websites are trusted and valuable resources for travel planning. Visit Sitka continues to maintain our website to include the most up-to-date information, and act as a trustworthy and educational resource for incoming visitors. [visitsitka.org](http://visitsitka.org) has continued to gain traction through analytics, showing that visitors are recognizing Visit Sitka as the reliable resource for planning out their days in our community.

Moving forward, Visit Sitka will continue updating [visitsitka.org](https://visitsitka.org) with the latest information on traveling to Sitka. We continue to develop fresh content from professional photoshoots and through our annual photo contest. Goals for 2024-25 include building out each directory section with a welcoming narrative, expanding the yacht and wedding sections to gear towards independent travelers, and continuing to expand the Sitka blog with frequently asked questions and hot topics.

For the website to maintain functionality it is necessary to invest in maintenance, including software updates and bug fixes, security scans, minor modifications, and maintaining overall site health. Included in this cost are annual costs such as domain hosting, database support, and online support services.

### Driftscape – Interactive Mobile App

Visit Sitka has partnered with the web app developer Driftscape to bring Sitka to visitor's fingertips. The app is free for users to download on iOS and Android, and has an internet-free option for those without connection in Sitka, and to cut down on bandwidth usage. A mobile app for Sitka has been a long-requested item by the CBS Assembly, and we are excited to bring this option to the table to cut down on printed map costs and paper waste.

Visit Sitka supplies printed promotional materials to interested businesses, including printed signage ranging from sandwich board size, all the way to business card-sized QR codes to download the app. We expect interest in Driftscape to rise in 2024 through additional promotion, resulting in additional need for printed promotional materials, outside of the cost of participating on the platform and maintaining the app's content.


### Media Hosting

Connecting and working with media outlets and public relations allows us to maintain control in the message spread about Sitka. It is important to continue to build and maintain relationships over time with journalists, influencers, and other media to ensure Sitka is displayed in an accurate and consistent manner throughout media platforms. Visit Sitka will attend Alaska Media Roadshow, held by the Alaska PR firm Thompson & Co. This event is a fantastic opportunity to meet with up to 25 of the most influential travel media in the United States who are working on Alaska projects. This event is a great opportunity to meet face-to-face with these media and tell them about important Sitka updates and begin forming relationships.

Visit Sitka also hosts visiting travel writers in Sitka throughout the year through partnerships with Thompson & Co. Last year Visit Sitka hosted 10 unique journalists, which included hotel nights, guided tours, meals in local restaurants, and logistical support. Many more media members were supported via telephone and email. Visit Sitka will continue to open its doors to media and journalists to continue the consistency of messaging surrounding Sitka as a destination.

### Cruise and Yacht visitors

2024: Maintaining relationships with cruise line partners is key to keeping cruise market share and Sitka's economic health. Visit Sitka will continue to maintain positive relationships with existing cruise lines by attending inaugural ship visits, ensuring cruise staff have accurate information on Sitka and the things to do, and maintaining the live cruise ship calendar.



Cruise Line Agencies International (CLIA) hosted its first Pacific Northwest Cruise Symposium in Seattle in February. Visit Sitka attended, along with 300 others, to have a regionally focused discussion on cruise tourism. This event allowed Alaska to be one of the primary destinations and a more intimate connection with the cruise industry leadership. With the success of this event, Visit Sitka will not attend Seatrade Cruise Global as we have in previous years.

Services for cruise ship passengers are limited to serving information verbally in-person, through email/phone calls, and through printed information materials, as Visit Sitka's primary focus remains on independent travelers.

Visit Sitka will continue to increase engagement with the independent yacht market, including membership with the US Superyacht Association. Visit Sitka will offer visitor guides to be distributed through the Yacht Services of Alaska and the Sitka Harbormasters office, and actively supply service information to encourage yacht staff to shop for their needs in Sitka.



## Director of Visit Sitka

The Sitka Chamber and Visit Sitka office is looking for a leader who understands promoting local business, public relations, and community development. The Director of Visit Sitka is responsible for a comprehensive program of destination management and visitor experiences. We are a small and very busy collaborative office with many programs constantly in progress. This position works with the Executive Director to enhance and maintain Sitka's reputation as a premier year-round destination and desirable community to live and conduct business.

We are a small nonprofit organization located in Sitka, Alaska on the west coast of Baranof Island facing the Pacific Ocean. Our community of about 8,500 human residents shares the area with eagles, bears, all five species of salmon, whales, sea lions, sea otters and so many more species of animals. Located amid the Tongass National Forest, Sitka is only accessible by air and water – no roads reach us, but our main road in town stretches 14 miles from end to end. Sitka is a place of great natural beauty, a warm welcoming community, and instant access to nature steps from your front door. Our historic downtown offers locally owned shops and businesses that support Sitka's artists, makers, and eateries. Sitka's commercial airlines offer daily flights to Seattle, Juneau, and Anchorage, making Sitka easily accessible for visitors and for you to explore.

### *Priorities*

- Manage and lead Sitka's visitor industry through effective use of strategic planning, leadership skills, community assets, financial acuity, industry knowledge and relationships, and evolving best practices.
- Build and develop strong relationships and open communication with partners, external stakeholders, community members and the City & Borough of Sitka (CBS).
- Manage, direct and train staff and volunteers ensuring Visit Sitka brand consistency and service excellence.

### *Destination Development & Promotion*

- Along with the Executive Director, develop a multi-year strategic marketing plan and annual work plan with input from Visit Sitka (VS) partners and CBS.
- Implement destination marketing plan including placement of advertising, social media marketing, website development and collateral materials ensuring consistent brand message to targeted audiences.
- In coordination with contractors and VS staff, produce, curate, and distribute the annual Visit Sitka Magazine and destination collateral through a variety of mediums.
- Promote Sitka for year-round meetings, conventions and events and ensure VS programs are in place to provide services and support for these groups.
- With the Executive Director, serve as the 'voice and face' of Visit Sitka, through public appearances and one-on-one meetings with partners and general public such as serving on industry related task force and committees.
- Serve as liaison for media including media and image requests, press releases, media kits and visiting

media tours.

#### *Industry Support*

- Work with state, federal, and city legislators to communicate and lobby for the needs of the visitor industry and Visit Sitka partners.
- Cultivate relationships cruise sector business, convention planners, travel trade, and destination yacht travel.
- Represent Visit Sitka in industry and statewide organizations and related committees.
- Regularly attend community events and CBS Assembly and commission meetings.

#### *Administrative & Supervisory*

- Track benchmarks, measurement targets, marketing ROI, KPI, ongoing industry stats for economic development usage and other reporting metrics as directed.
- Assist with development and explanation of annual Visit Sitka program budget, quarterly financial reporting, and annual Scope of Services report to CBS.
- Direct administrative, operating, sales & marketing functions of Visit Sitka including training and professional development of staff and volunteers.
- Coordinate meetings and engage industry partners in various initiatives and programs.
- Attend Sitka Chamber Board Meetings as requested by Executive Director.
- Any other duties as assigned by the Executive Director in support of Visit Sitka and the Sitka Chamber.

### **Requirements**

#### *Education & Experience*

- Minimum of a bachelor's degree in a related field, or a combination of education and progressively increased work responsibility in an office setting.
- Working knowledge of Alaska visitor industry; with ability to learn quickly about Sitka, Alaska visitor sector and businesses.
- Experience with destination marketing, public relations, and visitor management preferred.

#### *Skills & Abilities*

- Strong background in team leadership, relationship management, and possess top customer service and organization skills.
- Advanced software proficiency is required, but not limited to Microsoft Office, desktop publishing, Adobe, WordPress, and with the ability to learn software quickly.
- Willing and able to promote Visit Sitka at local, regional, state, national and possibly international travel industry specific meetings, conventions, sales missions, and tradeshow by various means of transportation.

- Possess knowledge of meeting, event, and conference planning procedures.
- Must be a self-starter who can function independently and lead a team environment, willing to “jump in” as needed to support the projects and deadlines of the organization.
- Ability to deal effectively with the public in a professional manner, with discretion and supporting the confidentiality of the organization and its members and partners.
- Excellent written, verbal, and interpersonal skills.
- Valid driver’s license; reliable use of dependable, insured vehicle; and good driving record.
- Ability to walk, reach, stoop, bend and lift/carry up to 35 lbs.
- Some weekends, additional hours, and public holiday work may be required based on meeting/convention/holiday schedules.

**Reports to:** Executive Director of Chamber of Commerce | Visit Sitka

**Hours:** Full-time, exempt, 40-hour work week. Flexible work possibilities, employee must reside in Sitka, Alaska.

**Salary:** \$70,000-80,000 DOE Benefits: 10 paid holidays + 15 paid days off accrued annually, prorated based on start date.

*This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*

#### **Submission Information**

Submit resume, three professional references and cover letter to:

Rachel Roy at [director@sitkachamber.com](mailto:director@sitkachamber.com)

Position will remain open until filled.

For more information contact Sitka Chamber at (907) 747-8604.

*Updated August 2023*

The Sitka Chamber | Visit Sitka is a small nonprofit organization serving as Sitka's destination management organization. The Director of Visit Sitka is responsible for a comprehensive program of destination management and visitor experiences. We are looking for a leader who understands promoting local business, public relations, and community development. This full-time position is located in Sitka, Alaska and works **with the Executive Director to enhance and maintain Sitka's reputation as a premier year-round destination** and desirable community to live and conduct business. Salary range is \$58,000 to 65,000 annually 15 days PT, DOE. Applicants should submit resume, 3 professional references and cover letter to [director@sitkachamber.com](mailto:director@sitkachamber.com). First review of applicants 10/2/23. Position starts 1/8/24. A full description can be found at [sitkachamber.com](http://sitkachamber.com).

## Communications Specialist



The Sitka Chamber and Visit Sitka are looking for an enthusiastic self-starter that can take a job and run with it from idea to completion. We are a small and very busy collaborative office with many programs constantly in progress. We are looking for an up-beat, honest team member who is as comfortable working alone as they are on a big team project and is always willing to jump in and assist any other team member as needed. If you enjoy working on multiple projects, are friendly with excellent customer service, and have great communication skills, then you can be our Communications Specialist.

### Basic Function

The Communications Specialist is responsible for promoting, shaping, and enhancing Sitka's image through accurate and effective communication strategies.

### Responsibilities

- Assist Director of Visit Sitka (DVS) with implementation of marketing plan including creation and placement of advertising, social media marketing, website development and collateral materials
- Along with DVS contribute to the annual work plan and assist with budgets for Visit Sitka to meet City of Sitka contract requirements
- Provide regular progress reports as well as marketing analytics for reporting metrics
- Develop external company communication strategies and timelines (including a detailed editorial calendar)
- Create & manage external communications (including partner and consumer newsletters, press releases, announcements, signage)
- Maintain company websites including data entry and some webmaster duties
- Develop, prepare and publish regular online and email publications (e-Newsletters, Meeting & Planner Guide, Destination Wedding Guide, Arts & Gallery Guide, etc.)
- Along with DVS produce, curate and distribute the Visit Sitka Magazine, visitors' maps, branded content, blog posts, cruise ship calendar, meeting & conventions calendar, etc, through a variety of mediums.
- Use multiple media platforms (social, digital, print, video, personal appearances, etc.) to convey consistent brand message
- Manage consumer and travel trade leads program, working with fulfillment house to supply collateral to requestors
- Promote Sitka at local, regional, state and national industry specific meetings, conventions, sales missions and trade shows
- Act as point of contact for phone calls and visitor information center visitors when Visitor Information Staff and volunteers are not available



- Support company meetings and events, as well as community and special group events throughout the year (such as industry events, Visit Sitka luncheons, conferences in Sitka)
- Represent the Sitka Chamber and Visit Sitka with integrity to all members of the world community

## Requirements

- ✓ Minimum of a bachelor's degree in public relations, communications or relevant field and proven work track record of communications projects
- ✓ Must be a creative, reliable self-starter
- ✓ Proven experience as a superior verbal and written communicator with public presentation skills
- ✓ Strong copywriting and editing experience
- ✓ Solid understanding of project management principles
- ✓ Advanced software proficiency required, but not limited to Microsoft Office, Desktop Publishing, Adobe, Wordpress, and with the ability to learn software quickly.
- ✓ Outstanding organizational, time management and planning abilities
- ✓ This is a full-time exempt position that requires 40 hours per week, and may include evenings and weekends as needed
- ✓ Willing and able to travel to trade shows and conferences by various means of transportation

Reports to: Director of Visit Sitka

Anticipated start date: Mid-March 2022

Hours: Full time, non-exempt, in-office 8-hour work days, 40 hour work week

Salary: \$45,000-\$50,000 annually, benefits: 10 paid holidays + 15 paid days off accrued annually, prorated based on start date and available after 120 days of satisfactory employment.

*This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*

## Submission Information

Submit cover letter, resume, two professional references and at least two work samples no later than February 11 to:

Laurie Booyse at [tourism@visitsitka.org](mailto:tourism@visitsitka.org)

For more information contact the Sitka Chamber office at (907) 747-8604

## About Us

The Greater Sitka Chamber of Commerce was established in 1903 and is a voluntary organization of business and community leaders who promote, support and facilitate commerce and economic growth in the community. Visit Sitka is a private, non-profit marketing organization serving Sitka under a city contract for destination marketing organization (DMO) services. With a combined year-round staff of 5 full-time employees, the team produces a wide variety of programs and projects to support Sitka's businesses and organizations, as well as improve the wider local economy.

## Visitor Services Coordinator

Visit Sitka seeks a seasonal 40 hour per week Visitor Services Coordinator. This position will be responsible for welcoming and orienting visitors to the available activities and experiences in Sitka and providing on-site supervision of paid staff and volunteers to ensure a high-quality experience for all visitors. This is a temporary, 6-month position, starting in mid-April and concluding in late-September, and requires the successful candidate to commit at least one weekend workday per week, with alternate weekdays off.

### Responsibilities

- Assist Visit Sitka Director to recruit, train, schedule (keep an accurate calendar), and retain viable visitor information staff and volunteers to work at multiple visitor information distribution locations.
- Responsible for compiling daily reports and submitting monthly statistics to supervisor. Reports must be consistent, on-time, and accurate.
- Greet and help orient visitors while providing the level of customer service at downtown visitor information center as well as cruise ship terminal welcome desk.
- Be knowledgeable of and able to effectively communicate information to visitors about attractions, daily activities, and events.
- Supervise and staff the downtown information center and the cruise ship terminal welcome desk, including opening and closing, and maintaining and restocking inventory.
- Schedule, track attendance, and process timesheets.
- Assist in supervising and mentoring part-time staff and volunteers, including helping to plan training and appreciation events.
- Collect, track, and report visitation counts and feedback, work with staff to address complaints.
- Act as point of contact for phone calls and deliveries when Visit Sitka staff are not available.
- Represent the Sitka Chamber and Visit Sitka with integrity to all members of the world community.

### Requirements

- ✓ Demonstrated supervisory experience and planning the work of others.
- ✓ Demonstrated experience in organizing workflow and coordinating activities.
- ✓ Demonstrated experience in the use of several software programs, including, but not limited to: Microsoft Word, Excel, Canva, Google Calendar. Must be able to communicate across multiple platforms and locations.
- ✓ Must be able to work some evenings and weekends.
- ✓ Must have a valid driver's license.

- ✓ Must be able to lift 50 lbs. with assistance while bending, twisting to lift items and to carry to storeroom.

### Preferred experience

Three (3) plus years of tourism industry experience with an emphasis on tour operations and working with the public.

Experience working with volunteers and/or volunteer training.

An Associate's or Bachelor's Degree in a related field from an accredited institution.

### COVID-19 Information

This position has constant contact with the public. Staff may be asked to take precautions such as wear a mask while at work. Due to the evolving workplace and governmental requirements for the Covid-19 pandemic, positions may be subject to Covid 19 testing, temperature checks, and other screening method.

Anticipated date range: Mid-April through September 30, 2022

Hours: Full-time, 8-hour workday, 40-hour work week

Salary: Starting at \$20 per hour DOE, end of season bonus for completion of contract in good standing

### Submission information

Submit cover letter, resume and two professional references. Initial reviews will begin March 21 and will continue until position is filled.

Email to [tourism@visitsitka.org](mailto:tourism@visitsitka.org)

For more information contact the Visit Sitka office at (907) 747-8604

### **About Us**

*The Greater Sitka Chamber of Commerce was established in 1903 and is a voluntary organization of business and community leaders who promote, support, and facilitate commerce and economic growth in the community. Visit Sitka is a private, non-profit marketing organization serving Sitka under a city contract for destination marketing organization (DMO) services. With a combined year-round staff of 5 full-time employees, the team produces a wide variety of programs and projects to support Sitka's businesses and organizations and improve the wider local economy.*



## Visitor Information Center Staff

Visit Sitka is looking for part-time staff members to work at the Visitor Information Center and the Sitka Sound Cruise Terminal Welcome Desk for this summer. If you love Sitka and want to share your passion with visitors, we want you! As visitor information staff you will meet and greet visitors and provide details on area activities, accommodations, events, and other information of interest to our visitors.

### Requirements

- Good people skills: enthusiastic, friendly, and have a pleasant personality
- Customer service and sales skills
- Basic internet search abilities
- Comfortable working in a busy environment
- Commitment to working for the summer season
- Some weekend and holiday hours maybe necessary based on schedule
- Ability to participate in administrative support during less busy time periods
- Must participate in online and in-person training to increase your knowledge base

### Your Benefits

- ✓ Meet people from around the country and world
- ✓ Familiarization trips to partner businesses
- ✓ Flexible schedule

Anticipated work dates: Early April through late September

Hours: Part-time minimum 20 hours per week depending on availability

Salary: \$18 per hour

### Application Information

The staff recruiting process is selective. All candidates must fill out an application followed by an interview to determine their level of knowledge, enthusiasm, commitment, and passion for promoting Sitka as a visitor destination.

To apply fill out an application form and drop it off at the Visit Sitka Visitor Information Center or email it to [tourism@visitsitka.org](mailto:tourism@visitsitka.org). For questions call (907) 747-8604.

## Visitor Information Center Staff Application



### Applicant information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

#### Your availability

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Date Available: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

### List three professional references

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Previous employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference? ☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference? ☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference? ☐ ☐

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_