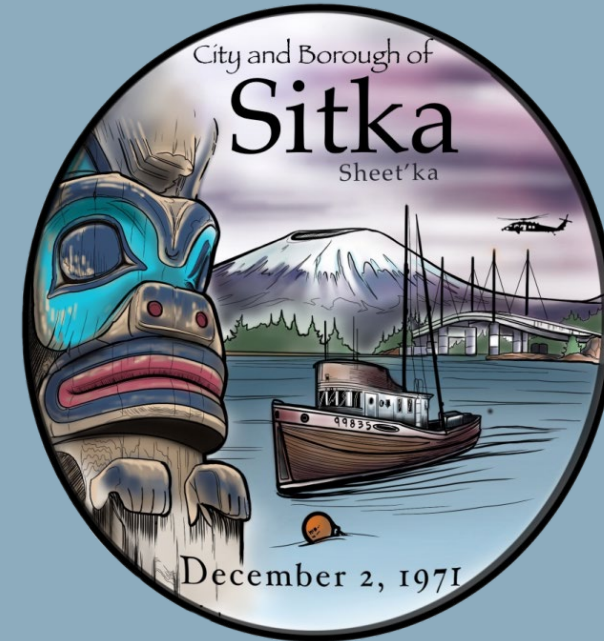
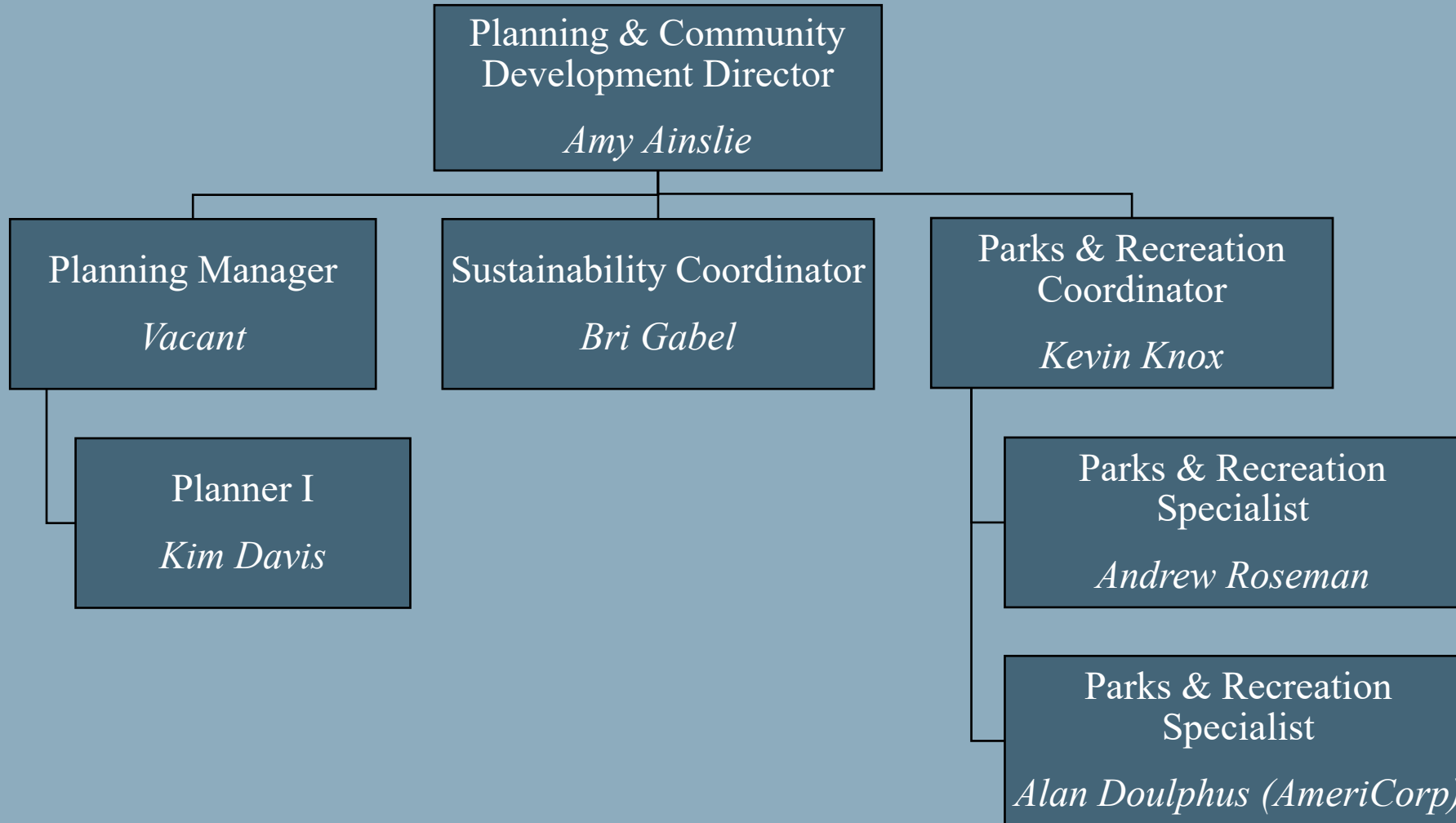


Planning & Community Development Department



TOURISM MANAGEMENT

General	Schedule	Budget
Execute CBS operations per the Short-Term Tourism Plan. Liase with Tourism Task Force.	Operations planning initiated, Task Force is working through directives	Planned expenses are within budget.

Project Status Updates:

- Task Force meeting frequently to plan community engagement for Directive #1
- Directives 2 & 3 are in draft form
- Operations planning for summer 2024 underway

Future Milestones:

- Task Force update to Assembly tentatively scheduled for January
- Final report due April 30, 2024
- Assembly direction for summer 2024 operations tentatively scheduled for January

Estimated Total Project Cost: Managed across multiple departments/budgets

Budget Information: Most expenses CPV eligible

Background: Supports Strategic Plan Actions 1.4 and 3.4

The Assembly provided direction on elements of the Short-Term Tourism Plan to carry forward in 2023, with efforts remaining heavily focused on traffic and sanitation management. Many associated expenses were anticipated and approved through the FY23 budget. The Assembly also created the Tourism Task Force in April 2023 with specific directives, and established an ex officio seat for Planning & Community Development.

COMMUNITY RENEWABLE ENERGY STRATEGY

General	Schedule	Budget
Grant awarded, initial project kick-off with technical team and Sustainability Commission	Project on track with granting agency timeline	ETIPP grant provides technical assistance for the project

Project Status Updates:

- Technical assistance from partner organizations (NREL & REAP) have assigned personnel
- Sustainability Commission has been engaged for preliminary scoping and formed subcommittees for the project
- Scoping between now and year end will better define the project parameters and build-out the public engagement plan

Future Milestones:

- Project scoping expected to be complete before year end.
- Community Engagement Event (Ginger-Build: An energy education event) scheduled for 12/4/23

Estimated Total Project Cost: N/A

Budget Information: Budgeted as staff time and through grant

Background:

CBS was awarded an ETIPP grant from the Department of Energy to assist with creating a strategy that will inform policy-makers on Sitka's energy demand now and into the future. It is intended to guide decisions around prolonging use of current electric power generation capacity while achieving climate goals, and inform capital planning for future, additional generation.

HOUSING LAND STUDY

General	Schedule	Budget
Commission a geotechnical and engineering study to determine best opportunities for housing development on CBS land	Tentative schedule now established	Within budget

Project Status Updates:

- Project approved in FY24 budget
- Preliminary scope of work determined
- RFQ for consultant team in progress

Future Milestones:

- Issue RFQ - tentative opening & closing dates 12/15/2023 and 1/31/2023 respectively

Estimated Total Project Cost: TBD

Budget Information: Total housing study budget \$750,000

Background:

In order to address housing affordability and availability challenges in Sitka through the use of CBS-owned lands, three primary questions must be answered: which properties have the most developable land, how much housing could be developed on that land, and how much would the development cost. This first study will answer those three questions through geotechnical and engineering analysis. With that information, the Assembly will be well-positioned to make decisions around development, affordability, and land disposal.

PARKS & RECREATION

General	Schedule	Budget
Fall/Winter focus on after-school and city-league activities	Program is tracking well with school schedules and prior year schedules for city-league sports	Within budget for programming, new staff, and software

Project Status Updates:

- City league basketball currently running, volleyball to start after new year
- Permanent hire for Parks & Rec Coordinator started mid-October
- Upcoming vacancy for Parks & Rec Specialist is currently being advertised
- An AmeriCorp volunteer is on staff for the year
- Began partial launch of new scheduling software, MyRec

Future Milestones:

- More comprehensive launch/full use of MyRec planned after new year
- Continued work to refine facility-specific use policies and procedures
- Beginning review of commercial land use permitting process

Estimated Total Project Cost: N/A

Budget Information: Within budget

Background: Supports Strategic Plan Actions 1.1, 2.2, 4.4

The Parks & Recreation division was added to CBS services in FY23 to provide more recreation opportunities for Sitka's residents, especially youth, with a near-term focus on programming and schedule management of recreation facilities.

SAFE STREETS FOR ALL

General	Schedule	Budget
Project on track with granting agency timeline	Grant agreement finalization delayed	Supplemental appropriation needed to accept grant funds

Project Status Updates:

While we received notice of award on January 31st, the grant agreement was not signed until August 30th, putting the schedule somewhat behind the expectations we had upon notification. However, in collaborating with other Alaskan municipalities who also received this grant, our schedule appears to be on-track with other communities.

Future Milestones:

- Have a supplemental appropriation approved by the Assembly to accept grant funds and dedicate match funds
- Issue Request for Qualifications or Request for Proposals to get consultant team under contract

Estimated Total Project Cost: \$700,000

Budget Information: \$550,000 grant/\$150,000 match

Background: Supports Strategic Plan Actions 4.1 & 4.3

The Safe Streets for All (SS4A) grant is designed to provide Sitka with funding to create an Action Plan that will study our existing transportation conditions and infrastructure, identify necessary improvements, and create a pathway for safer and more sustainable transportation. By having a completed Action Plan in place, CBS will be eligible to apply for future infrastructure funds through the Federal Highway Administration.

LEASE MANAGEMENT

General	Schedule	Budget
Address backlog of expired tideland leases and miscellaneous lease management activities	Loss of staff has put project on hold	Within budget

Project Status Updates:

- Addressing urgent cases
- Expired leases in a hold-over status (lessees have continued right to use and obligation to pay)
- Currently lacking staff resources to prioritize
- Supported through other departments (Assessing, Finance, and Legal)

Future Milestones:

- Fill Planning Manager position and begin training on tideland lease process/administration

Estimated Total Project Cost: N/A

Budget Information: Staff time as budgeted

Background:

Many tidelands leases transferred to CBS by the State of Alaska had similar expiration dates, creating a slug of tideland leases needing to be renewed. Many of these leases were 30-50 year agreements with terms that fall outside CBS standard practice, and some leases were transferred to new lessees with poor documentation. Planning is working to address these leases that are currently in a hold-over status and is greatly benefitting from additional resources in Finance created to help streamline our leasing process.



Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
Division 500 - Administrative										
Department 006 - Planning & Community Development										
EXPENSE										
5110										
5110.001	Regular Salaries/Wages	312,345.80	.00	312,345.80	.00	.00	100,522.23	211,823.57	32	233,887.83
5110.002	Holidays	.00	.00	.00	.00	.00	6,041.74	(6,041.74)	+++	9,006.67
5110.003	Sick Leave	.00	.00	.00	.00	.00	9,093.18	(9,093.18)	+++	8,159.59
5110.010	Temp Wages	.00	.00	.00	.00	.00	7,042.50	(7,042.50)	+++	5,860.00
5110 - Totals		\$312,345.80	\$0.00	\$312,345.80	\$0.00	\$0.00	\$122,699.65	\$189,646.15	39%	\$256,914.09
5120										
5120.001	Annual Leave	14,134.00	.00	14,134.00	.00	.00	7,176.28	6,957.72	51	11,338.79
5120.002	SBS	20,013.08	.00	20,013.08	.00	.00	7,975.82	12,037.26	40	16,471.45
5120.003	Medicare	4,733.95	.00	4,733.95	.00	.00	1,886.61	2,847.34	40	3,896.22
5120.004	PERS	68,715.94	.00	68,715.94	.00	.00	26,825.63	41,890.31	39	57,726.25
5120.005	Health Insurance	82,670.64	.00	82,670.64	.00	.00	35,760.18	46,910.46	43	67,842.41
5120.006	Life Insurance	30.24	.00	30.24	.00	.00	18.50	11.74	61	34.64
5120.007	Workmen's Compensation	874.37	.00	874.37	.00	.00	364.25	510.12	42	804.86
5120 - Totals		\$191,172.22	\$0.00	\$191,172.22	\$0.00	\$0.00	\$80,007.27	\$111,164.95	42%	\$158,114.62
5201										
5201.000	Training and Travel	11,500.00	.00	11,500.00	.00	.00	2,893.63	8,606.37	25	6,507.30
5201 - Totals		\$11,500.00	\$0.00	\$11,500.00	\$0.00	\$0.00	\$2,893.63	\$8,606.37	25%	\$6,507.30
5204										
5204.001	Cell Phone Stipend	1,200.00	.00	1,200.00	.00	.00	234.96	965.04	20	450.00
5204 - Totals		\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$234.96	\$965.04	20%	\$450.00
5206										
5206.000	Supplies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	354.13
5206 - Totals		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$354.13
5207										
5207.000	Repairs & Maintenance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
5207 - Totals		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%	\$0.00
5211										
5211.000	Data Processing Fees	42,763.00	.00	42,763.00	3,563.58	.00	42,762.96	.04	100	34,247.04
5211 - Totals		\$42,763.00	\$0.00	\$42,763.00	\$3,563.58	\$0.00	\$42,762.96	\$0.04	100%	\$34,247.04
5212										
5212.000	Contracted/Purchased Serv	27,500.00	2,500.00	30,000.00	.00	1,716.14	7,683.86	20,600.00	31	6,900.00
5212 - Totals		\$27,500.00	\$2,500.00	\$30,000.00	\$0.00	\$1,716.14	\$7,683.86	\$20,600.00	31%	\$6,900.00
5222										
5222.000	Postage	300.00	.00	300.00	.00	.00	9.65	290.35	3	76.79
5222 - Totals		\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$9.65	\$290.35	3%	\$76.79



Expense Budget Performance Report

Fiscal Year to Date 06/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
Division 500 - Administrative										
Department 006 - Planning & Community Development										
EXPENSE										
5223										
5223.000	Tools & Small Equipment	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,840.70
	5223 - Totals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%	\$2,840.70
5224										
5224.000	Dues & Publications	4,700.00	.00	4,700.00	.00	.00	.00	4,700.00	0	199.00
	5224 - Totals	\$4,700.00	\$0.00	\$4,700.00	\$0.00	\$0.00	\$0.00	\$4,700.00	0%	\$199.00
5226										
5226.000	Advertising	1,000.00	.00	1,000.00	.00	.00	368.80	631.20	37	135.60
	5226 - Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$368.80	\$631.20	37%	\$135.60
5290										
5290.000	Other Expenses	.00	.00	.00	.00	.00	.00	.00	+++	83.55
	5290 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$83.55
	EXPENSE TOTALS	\$599,981.02	\$2,500.00	\$602,481.02	\$3,563.58	\$1,716.14	\$256,660.78	\$344,104.10	43%	\$466,822.82
Department 006 - Planning & Community Development		(\$599,981.02)	(\$2,500.00)	(\$602,481.02)	(\$3,563.58)	(\$1,716.14)	(\$256,660.78)	(\$344,104.10)	43%	(\$466,822.82)
Totals										
Division 500 - Administrative		(\$599,981.02)	(\$2,500.00)	(\$602,481.02)	(\$3,563.58)	(\$1,716.14)	(\$256,660.78)	(\$344,104.10)	43%	(\$466,822.82)
Fund 100 - General Fund		\$599,981.02	\$2,500.00	\$602,481.02	\$3,563.58	\$1,716.14	\$256,660.78	\$344,104.10		\$466,822.82
Grand Totals		\$599,981.02	\$2,500.00	\$602,481.02	\$3,563.58	\$1,716.14	\$256,660.78	\$344,104.10		\$466,822.82



Parks & Recreation

Expense Budget Performance Report

Fiscal Year to Date 06/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
Division 500 - Administrative										
Department 006 - Planning & Community Development										
EXPENSE										
5110										
5110.001	Regular Salaries/Wages	118,331.20	.00	118,331.20	.00	.00	40,649.63	77,681.57	34	.00
5110.002	Holidays	.00	.00	.00	.00	.00	2,277.68	(2,277.68)	+++	.00
5110.003	Sick Leave	.00	.00	.00	.00	.00	3,400.52	(3,400.52)	+++	.00
5110.004	Overtime	2,000.10	.00	2,000.10	.00	.00	1,844.22	155.88	92	.00
5110.010	Temp Wages	50,000.00	.00	50,000.00	.00	.00	34,722.50	15,277.50	69	.00
5110 - Totals		\$170,331.30	\$0.00	\$170,331.30	\$0.00	\$0.00	\$82,894.55	\$87,436.75	49%	\$0.00
5120										
5120.001	Annual Leave	.00	.00	.00	.00	.00	2,145.33	(2,145.33)	+++	.00
5120.002	SBS	10,422.11	.00	10,422.11	.00	.00	5,219.04	5,203.07	50	.00
5120.003	Medicare	2,469.91	.00	2,469.91	.00	.00	1,327.48	1,142.43	54	.00
5120.004	PERS	26,472.85	.00	26,472.85	.00	.00	11,045.09	15,427.76	42	.00
5120.005	Health Insurance	54,804.36	.00	54,804.36	.00	.00	16,737.77	38,066.59	31	.00
5120.006	Life Insurance	8.04	.00	8.04	.00	.00	9.42	(1.38)	117	.00
5120.007	Workmen's Compensation	6,677.35	.00	6,677.35	.00	.00	3,337.49	3,339.86	50	.00
5120 - Totals		\$100,854.62	\$0.00	\$100,854.62	\$0.00	\$0.00	\$39,821.62	\$61,033.00	39%	\$0.00
5201										
5201.000	Training and Travel	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	.00
5201 - Totals		\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%	\$0.00
5202										
5202.000	Uniforms	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
5202 - Totals		\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%	\$0.00
5204										
5204.000	Telephone	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
5204.001	Cell Phone Stipend	720.00	.00	720.00	.00	.00	100.00	620.00	14	.00
5204 - Totals		\$1,120.00	\$0.00	\$1,120.00	\$0.00	\$0.00	\$100.00	\$1,020.00	9%	\$0.00
5206										
5206.000	Supplies	15,800.00	.00	15,800.00	.00	.00	1,620.71	14,179.29	10	.00
5206 - Totals		\$15,800.00	\$0.00	\$15,800.00	\$0.00	\$0.00	\$1,620.71	\$14,179.29	10%	\$0.00
5211										
5211.000	Data Processing Fees	28,012.00	.00	28,012.00	2,334.33	.00	28,011.96	.04	100	.00
5211 - Totals		\$28,012.00	\$0.00	\$28,012.00	\$2,334.33	\$0.00	\$28,011.96	\$0.04	100%	\$0.00
5212										
5212.000	Contracted/Purchased Serv	84,440.00	.00	84,440.00	.00	17,535.00	23,040.00	43,865.00	48	565.00
5212 - Totals		\$84,440.00	\$0.00	\$84,440.00	\$0.00	\$17,535.00	\$23,040.00	\$43,865.00	48%	\$565.00



Expense Budget Performance Report

Fiscal Year to Date 06/30/24
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund	100 - General Fund									
Division	500 - Administrative									
Department	006 - Planning & Community Development									
	EXPENSE									
5290										
5290.000	Other Expenses	.00	.00	.00	.00	.00	942.42	(942.42)	+++	.00
	5290 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$942.42	(\$942.42)	+++	\$0.00
	EXPENSE TOTALS	\$405,657.92	\$0.00	\$405,657.92	\$2,334.33	\$17,535.00	\$176,431.26	\$211,691.66	48%	\$565.00
Department	006 - Planning & Community Development	(\$405,657.92)	\$0.00	(\$405,657.92)	(\$2,334.33)	(\$17,535.00)	(\$176,431.26)	(\$211,691.66)	48%	(\$565.00)
	Totals									
Division	500 - Administrative	(\$405,657.92)	\$0.00	(\$405,657.92)	(\$2,334.33)	(\$17,535.00)	(\$176,431.26)	(\$211,691.66)	48%	(\$565.00)
Fund	100 - General Fund	\$405,657.92	\$0.00	\$405,657.92	\$2,334.33	\$17,535.00	\$176,431.26	\$211,691.66		\$565.00
	Grand Totals	\$405,657.92	\$0.00	\$405,657.92	\$2,334.33	\$17,535.00	\$176,431.26	\$211,691.66		\$565.00