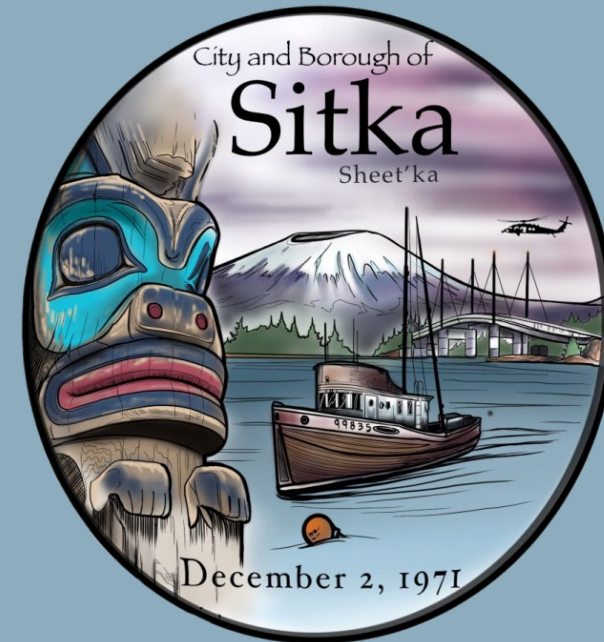
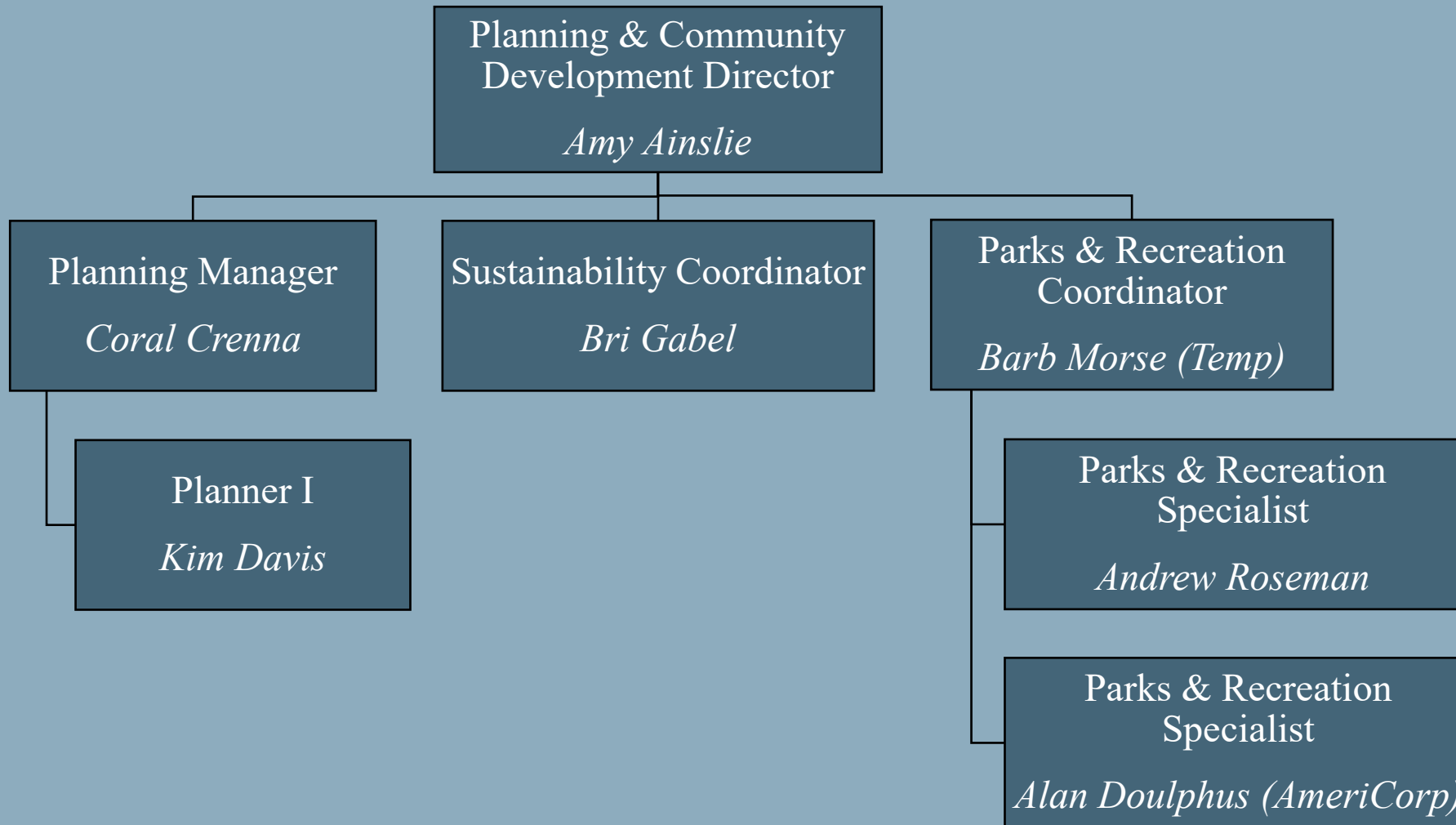


# Planning & Community Development Department





# 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 YTD
Fund <b>100 - General Fund</b>										
Division <b>500 - Administrative</b>										
Department <b>006 - Planning &amp; Community Development</b>										
<b>EXPENSE</b>										
<i>Salaries and Wages</i>										
<b>5110</b>	<b>Regular Salaries/Wages</b>									
5110.001	Regular Salaries/Wages	430,677.00	.00	430,677.00	.00	.00	47,274.78	383,402.22	11	233,887.83
5110.002	Holidays	.00	.00	.00	.00	.00	1,709.28	(1,709.28)	+++	9,006.67
5110.003	Sick Leave	.00	.00	.00	.00	.00	6,865.06	(6,865.06)	+++	8,159.59
5110.004	Overtime	2,000.10	.00	2,000.10	.00	.00	.00	2,000.10	0	.00
5110.010	Temp Wages	50,000.00	.00	50,000.00	.00	.00	2,482.50	47,517.50	5	5,860.00
<b>5110 - Regular Salaries/Wages Totals</b>		<b>\$482,677.10</b>	<b>\$0.00</b>	<b>\$482,677.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$58,331.62</b>	<b>\$424,345.48</b>	<b>12%</b>	<b>\$256,914.09</b>
<i>Salaries and Wages Totals</i>		<i>\$482,677.10</i>	<i>\$0.00</i>	<i>\$482,677.10</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$58,331.62</i>	<i>\$424,345.48</i>	<i>12%</i>	<i>\$256,914.09</i>
<i>Fringe Benefits</i>										
<b>5120</b>	<b>Annual Leave</b>									
5120.001	Annual Leave	14,134.00	.00	14,134.00	.00	.00	1,909.28	12,224.72	14	11,338.79
5120.002	SBS	30,435.19	.00	30,435.19	.00	.00	3,698.92	26,736.27	12	16,471.45
5120.003	Medicare	7,203.86	.00	7,203.86	.00	.00	874.94	6,328.92	12	3,896.22
5120.004	PERS	95,188.79	.00	95,188.79	.00	.00	12,706.88	82,481.91	13	57,726.25
5120.005	Health Insurance	137,475.00	.00	137,475.00	.00	.00	12,909.54	124,565.46	9	67,842.41
5120.006	Life Insurance	38.28	.00	38.28	.00	.00	7.40	30.88	19	34.64
5120.007	Workmen's Compensation	7,551.72	.00	7,551.72	.00	.00	168.92	7,382.80	2	804.86
<b>5120 - Annual Leave Totals</b>		<b>\$292,026.84</b>	<b>\$0.00</b>	<b>\$292,026.84</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,275.88</b>	<b>\$259,750.96</b>	<b>11%</b>	<b>\$158,114.62</b>
<i>Fringe Benefits Totals</i>		<i>\$292,026.84</i>	<i>\$0.00</i>	<i>\$292,026.84</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$32,275.88</i>	<i>\$259,750.96</i>	<i>11%</i>	<i>\$158,114.62</i>
<i>Operating Expenses</i>										
<b>5201</b>	<b>Training and Travel</b>									
5201.000	Training and Travel	16,000.00	.00	16,000.00	.00	.00	.00	16,000.00	0	6,507.30
<b>5201 - Training and Travel Totals</b>		<b>\$16,000.00</b>	<b>\$0.00</b>	<b>\$16,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,000.00</b>	<b>0%</b>	<b>\$6,507.30</b>
<b>5202</b>	<b>Uniforms</b>									
5202.000	Uniforms	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
<b>5202 - Uniforms Totals</b>		<b>\$600.00</b>	<b>\$0.00</b>	<b>\$600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$600.00</b>	<b>0%</b>	<b>\$0.00</b>
<b>5204</b>	<b>Telephone</b>									
5204.000	Telephone	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
<b>5204 - Telephone Totals</b>		<b>\$400.00</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>0%</b>	<b>\$0.00</b>
<b>5206</b>	<b>Supplies</b>									
5206.000	Supplies	17,300.00	.00	17,300.00	.00	.00	369.28	16,930.72	2	354.13
<b>5206 - Supplies Totals</b>		<b>\$17,300.00</b>	<b>\$0.00</b>	<b>\$17,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$369.28</b>	<b>\$16,930.72</b>	<b>2%</b>	<b>\$354.13</b>
<b>5207</b>	<b>Repairs &amp; Maintenance</b>									
5207.000	Repairs & Maintenance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
<b>5207 - Repairs &amp; Maintenance Totals</b>		<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>0%</b>	<b>\$0.00</b>



# 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 YTD
Fund <b>100 - General Fund</b>										
Division <b>500 - Administrative</b>										
Department <b>006 - Planning &amp; Community Development</b>										
<b>EXPENSE</b>										
<i>Operating Expenses</i>										
<b>5211</b>	<b>Data Processing Fees</b>									
5211.000	Data Processing Fees	70,775.00	.00	70,775.00	.00	.00	.00	70,775.00	0	34,247.04
	<b>5211 - Data Processing Fees Totals</b>	<b>\$70,775.00</b>	<b>\$0.00</b>	<b>\$70,775.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$70,775.00</b>	<b>0%</b>	<b>\$34,247.04</b>
<b>5212</b>	<b>Contracted/Purchased Serv</b>									
5212.000	Contracted/Purchased Serv	111,940.00	2,500.00	114,440.00	.00	2,500.00	19,280.00	92,660.00	19	7,465.00
	<b>5212 - Contracted/Purchased Serv Totals</b>	<b>\$111,940.00</b>	<b>\$2,500.00</b>	<b>\$114,440.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$19,280.00</b>	<b>\$92,660.00</b>	<b>19%</b>	<b>\$7,465.00</b>
<b>5222</b>	<b>Postage</b>									
5222.000	Postage	300.00	.00	300.00	.00	.00	.00	300.00	0	76.79
	<b>5222 - Postage Totals</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>0%</b>	<b>\$76.79</b>
<b>5223</b>	<b>Tools &amp; Small Equipment</b>									
5223.000	Tools & Small Equipment	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,840.70
	<b>5223 - Tools &amp; Small Equipment Totals</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>0%</b>	<b>\$2,840.70</b>
<b>5224</b>	<b>Dues &amp; Publications</b>									
5224.000	Dues & Publications	4,700.00	.00	4,700.00	.00	.00	.00	4,700.00	0	199.00
	<b>5224 - Dues &amp; Publications Totals</b>	<b>\$4,700.00</b>	<b>\$0.00</b>	<b>\$4,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,700.00</b>	<b>0%</b>	<b>\$199.00</b>
<b>5226</b>	<b>Advertising</b>									
5226.000	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	135.60
	<b>5226 - Advertising Totals</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0%</b>	<b>\$135.60</b>
<b>5290</b>	<b>Other Expenses</b>									
5290.000	Other Expenses	.00	.00	.00	.00	.00	183.26	(183.26)	+++	83.55
	<b>5290 - Other Expenses Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$183.26</b>	<b>(\$183.26)</b>	<b>+++</b>	<b>\$83.55</b>
	<i>Operating Expenses Totals</i>	<i>\$229,015.00</i>	<i>\$2,500.00</i>	<i>\$231,515.00</i>	<i>\$0.00</i>	<i>\$2,500.00</i>	<i>\$19,832.54</i>	<i>\$209,182.46</i>	<i>10%</i>	<i>\$51,909.11</i>
	<b>EXPENSE TOTALS</b>	<b>\$1,003,718.94</b>	<b>\$2,500.00</b>	<b>\$1,006,218.94</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$110,440.04</b>	<b>\$893,278.90</b>	<b>11%</b>	<b>\$466,937.82</b>
	Department <b>006 - Planning &amp; Community Development</b>	<b>(\$1,003,718.94)</b>	<b>(\$2,500.00)</b>	<b>(\$1,006,218.94)</b>	<b>\$0.00</b>	<b>(\$2,500.00)</b>	<b>(\$110,440.04)</b>	<b>(\$893,278.90)</b>	<b>11%</b>	<b>(\$466,937.82)</b>
	Totals									
	Division <b>500 - Administrative</b> Totals	<b>(\$1,003,718.94)</b>	<b>(\$2,500.00)</b>	<b>(\$1,006,218.94)</b>	<b>\$0.00</b>	<b>(\$2,500.00)</b>	<b>(\$110,440.04)</b>	<b>(\$893,278.90)</b>	<b>11%</b>	<b>(\$466,937.82)</b>
	Fund <b>100 - General Fund</b> Totals	<b>\$1,003,718.94</b>	<b>\$2,500.00</b>	<b>\$1,006,218.94</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$110,440.04</b>	<b>\$893,278.90</b>		<b>\$466,937.82</b>
	<b>Grand Totals</b>	<b>\$1,003,718.94</b>	<b>\$2,500.00</b>	<b>\$1,006,218.94</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$110,440.04</b>	<b>\$893,278.90</b>		<b>\$466,937.82</b>

## **TOURISM MANAGEMENT**

General	Schedule	Budget
Execute CBS operations per the Short-Term Tourism Plan. Liase with Tourism Task Force.	Operations are in place, Task Force has been initiated.	Planned expenses are within budget.

### Project Status Updates:

-Summer operations including Lincoln Street closures have were executed per the Short Term Tourism Plan.

-Retrospective review to begin (Sept-Oct)

-Task Force has met on a semi-regular basis over the summer, will begin regular meeting schedule in October

### Future Milestones:

Milestones pending Task Force work & outcome of retrospective review

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**

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

**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.

## **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 (October goal) to accept grant funds and dedicate match funds
- Issue Request for Qualifications or Request for Proposals and have consultant under contract by December 1

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.

**PARKS & RECREATION**

General	Schedule	Budget
Successful summer programming, transitioning to after-school and city-league activities for fall	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:**

- Parks & Rec had a very successful slate of summer programming for youth
- For fall, transitioning to after-school programming and city league sports (basketball in October)
- Permanent hire for Parks & Rec Coordinator will begin mid-October
- 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 for December/January

**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.

**LEASE MANAGEMENT**

General	Schedule	Budget
Address backlog of expired tideland leases and miscellaneous lease management activities	Staff training complete, working through backlog	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)
- Training planning staff to expand department capacity
- Supported through other departments (Assessing, Finance, and Legal)

**Future Milestones:**

- Have expired tideland leases prioritized for renewal and high priority in process for renewal by year end.

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.