



# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

**August 4, 2020**

**Memorandum for John Leach, Municipal Administrator**

**Subject: Voluntary Donations by CBS Employees to Assist Low-Income Residents of Sitka With Their Utility Bills**

John, I wish to document, for historical purposes, a program instituted in 2016 and still in existence today whereby City and Borough of Sitka (CBS) employees, along with other Sitka residents, make systematic donations to help low-income Sitkans with their utility bills.

The genesis and purpose of the program was to have CBS employees set the example for others by stepping forward, in a small yet sustained way, and pledging to donate out of their personal funds for utility assistance.

Rather than the CBS holding and handling donated funds, all donations are passed directly to the local office of the Salvation Army in Sitka, to be combined with and integrated into broader Salvation Army assistance programs.

Since 2016, a total of \$12,298 has been donated. \$11,369 has been passed through to the Salvation Army, and, an additional \$929 has been accrued and will be forwarded in the near future.

The whole object of the program was to quietly assist, without any fanfare. To this end, the program has been successful. With such little notice, though, it is easy to forget such programs exist, and, have the knowledge of their genesis pass into the dust bin of history.

**John P. Sweeney III**  
**Chief Financial and Administrative Officer**