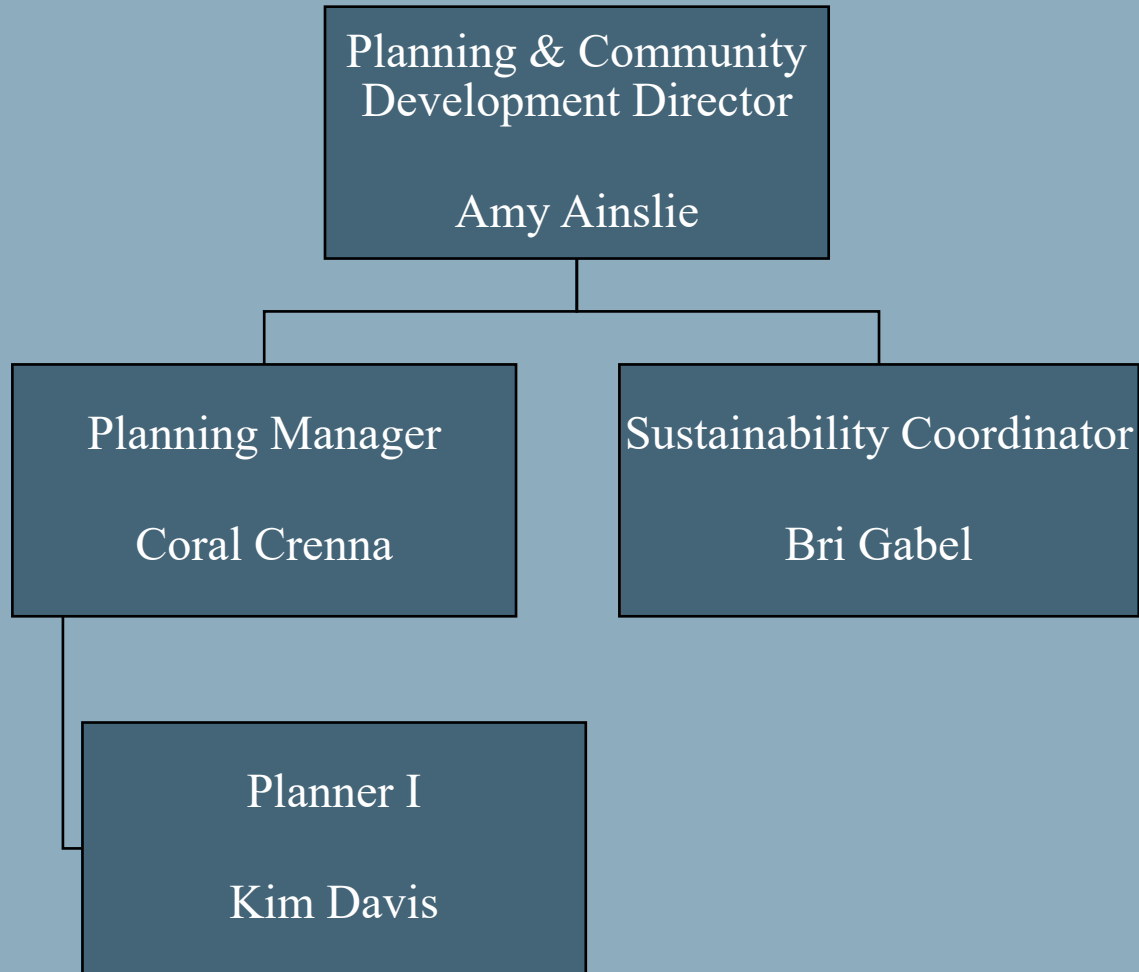


Planning & Community Development Department



DEPARTMENT TRAINING

General	Schedule	Budget
Positions filled and training underway	Slightly lagging internal goals due to workload	Within budget for labor expenses and travel & training

Project Status Updates:

- Department fully staffed as of 1/23
- Staff is quickly getting up-to-speed on zoning code administration and has already enacted process improvements and documentation clean-up
- Slightly lagging internal training plan/goals due to workload

Future Milestones:

- Internal training plan timeline will be re-evaluated by 3/10, better accounting for workload
- Planning Manager, Planner I, and Sustainability Coordinator can independently run respective commissions by July

Estimated Total Project Cost: N/A

Budget Information: Fits within existing budget for labor expenses and travel & training

Background:

Two positions were added to the Planning & Community Development Department in FY23 - a Sustainability Coordinator and a Planning Manager. The Sustainability Coordinator was hired in September 2022 to advance CBS sustainability initiatives and support the Sustainability Commission. This position was hired in September 2022. The Planning Manager position was created to help rebalance department workload and shift routine code administration away from the director. This position was filled in late January 2023.

TOURISM MANAGEMENT

General	Schedule	Budget
Execute CBS operations per the Short-Term Tourism Plan	Delay in issuance of RFP for maintenance services	Approved expenses utilized, supplemental appropriation planned pending RFP

Project Status Updates:

- RFP for Tourism Maintenance Services issued 2/1. Covers street closures, communications, flagging, facilities/restroom management
- Planning underway for placement of temporary restrooms, issuing Bathroom Grant, music and food cart permits
- Success addressing intersection change for Lake/Lincoln Street

Future Milestones:

- RFP closes 3/1, seeking to issue Notice to Proceed by early-mid March
- Bathroom Grant open no later than 4/1

Estimated Total Project Cost: TBD pending RFP

Budget Information: Most expenses CPV eligible

Background:

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. Additional funds (and/or reappropriation of currently budgeted funds to other accounts) will be requested pending the results of the RFP.

SUSTAINABILITY PROGRAM

General Integrate sustainability into CBS policies and procedures, support the Sustainability Commission	Schedule Positive progression on internal integration, Commission on schedule per Annual Work Plan process in bylaws	Budget On budget and proactively managing grant funding opportunities
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Project Status Updates:

- Sustainability Coordinator hired, integrating into other CBS operations such as grant writing and Asset Management
- CBS represented in industry groups such as Green Corridor, Urban Sustainability Directors Network, Alaska Municipal Climate Network, Alaska Energy Authority
- Sustainability Commission holding regular meetings and progressing towards Annual Work Plan

Future Milestones:

- Sustainability Commission Annual Work Plan presented for Assembly approval 3/28
- Project scope for Green Corridor initiative anticipated 2Q

Estimated Total Project Cost: N/A

Budget Information: Budgeted as staff time and through grant opportunities

Background:

The Assembly budgeted for the creation of a Sustainability Coordinator position in FY23 which was filled in September 2022. Staff is making excellent progress reaching out to the community and within the organization to find opportunities for CBS (i.e. grants, process improvements, etc.). Sustainability Commission approved Annual Work Plan will help determine staff workload in the coming year.

LEASE MANAGEMENT

General	Schedule	Budget
Address backlog of expired tideland leases and miscellaneous lease management activities	Behind goal due to staff workload	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 renewed or in process 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.



Expense Budget Performance Report

Fiscal Year to Date 02/23/23

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	304,004.97	.00	304,004.97	11,300.80	.00	113,894.90	190,110.07	37	123,987.84
5110.002	Holidays	.00	.00	.00	.00	.00	6,385.61	(6,385.61)	+++	4,613.08
5110.003	Sick Leave	.00	.00	.00	876.80	.00	4,122.11	(4,122.11)	+++	407.52
5110.010	Temp Wages	.00	.00	.00	.00	.00	1,900.00	(1,900.00)	+++	3,220.00
5110 - Totals		\$304,004.97	\$0.00	\$304,004.97	\$12,177.60	\$0.00	\$126,302.62	\$177,702.35	42%	\$132,228.44
5120										
5120.001	Annual Leave	10,041.00	.00	10,041.00	.00	.00	7,739.76	2,301.24	77	11,994.62
5120.002	SBS	19,250.92	.00	19,250.92	746.48	.00	8,229.02	11,021.90	43	8,859.23
5120.003	Medicare	4,553.67	.00	4,553.67	176.58	.00	1,946.53	2,607.14	43	2,095.58
5120.004	PERS	66,880.99	.00	66,880.99	2,679.06	.00	29,071.25	37,809.74	43	30,109.58
5120.005	Health Insurance	99,641.04	.00	99,641.04	.00	.00	25,635.78	74,005.26	26	32,254.42
5120.006	Life Insurance	22.20	.00	22.20	.00	.00	16.14	6.06	73	20.19
5120.007	Workmen's Compensation	912.19	.00	912.19	36.53	.00	402.71	509.48	44	436.08
5120.011	PERS on Behalf	11,020.00	.00	11,020.00	.00	.00	.00	11,020.00	0	11,194.00
5120 - Totals		\$212,322.01	\$0.00	\$212,322.01	\$3,638.65	\$0.00	\$73,041.19	\$139,280.82	34%	\$96,963.70
5201										
5201.000	Training and Travel	8,500.00	.00	8,500.00	.00	.00	5,434.53	3,065.47	64	8,904.49
5201 - Totals		\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$5,434.53	\$3,065.47	64%	\$8,904.49
5204										
5204.001	Cell Phone Stipend	600.00	.00	600.00	.00	.00	200.00	400.00	33	300.00
5204 - Totals		\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$200.00	\$400.00	33%	\$300.00
5206										
5206.000	Supplies	1,000.00	.00	1,000.00	.00	.00	191.63	808.37	19	136.25
5206 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$191.63	\$808.37	19%	\$136.25
5207										
5207.000	Repairs & Maintenance	850.00	.00	850.00	.00	.00	.00	850.00	0	.00
5207 - Totals		\$850.00	\$0.00	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00	0%	\$0.00
5211										
5211.000	Data Processing Fees	34,247.00	.00	34,247.00	.00	.00	19,977.44	14,269.56	58	19,213.92
5211 - Totals		\$34,247.00	\$0.00	\$34,247.00	\$0.00	\$0.00	\$19,977.44	\$14,269.56	58%	\$19,213.92
5212										
5212.000	Contracted/Purchased Serv	17,500.00	.00	17,500.00	.00	.00	6,900.00	10,600.00	39	6,900.00
5212 - Totals		\$17,500.00	\$0.00	\$17,500.00	\$0.00	\$0.00	\$6,900.00	\$10,600.00	39%	\$6,900.00
5222										
5222.000	Postage	250.00	.00	250.00	.00	.00	44.37	205.63	18	27.16
5222 - Totals		\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$44.37	\$205.63	18%	\$27.16



Expense Budget Performance Report

Fiscal Year to Date 02/23/23

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	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	397.95
	5223 - Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$397.95
5224										
5224.000	Dues & Publications	760.00	.00	760.00	.00	.00	100.00	660.00	13	199.00
	5224 - Totals	\$760.00	\$0.00	\$760.00	\$0.00	\$0.00	\$100.00	\$660.00	13%	\$199.00
5226										
5226.000	Advertising	500.00	.00	500.00	.00	.00	135.60	364.40	27	2,193.35
	5226 - Totals	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$135.60	\$364.40	27%	\$2,193.35
5290										
5290.000	Other Expenses	.00	.00	.00	.00	.00	80.00	(80.00)	+++	85.00
	5290 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	(\$80.00)	+++	\$85.00
	EXPENSE TOTALS	\$581,533.98	\$0.00	\$581,533.98	\$15,816.25	\$0.00	\$232,407.38	\$349,126.60	40%	\$267,549.26
	Department 006 - Planning & Community Development	(\$581,533.98)	\$0.00	(\$581,533.98)	(\$15,816.25)	\$0.00	(\$232,407.38)	(\$349,126.60)	40%	(\$267,549.26)
	Totals									
	Division 500 - Administrative Totals	(\$581,533.98)	\$0.00	(\$581,533.98)	(\$15,816.25)	\$0.00	(\$232,407.38)	(\$349,126.60)	40%	(\$267,549.26)
	Fund 100 - General Fund Totals	\$581,533.98	\$0.00	\$581,533.98	\$15,816.25	\$0.00	\$232,407.38	\$349,126.60		\$267,549.26
	Grand Totals	\$581,533.98	\$0.00	\$581,533.98	\$15,816.25	\$0.00	\$232,407.38	\$349,126.60		\$267,549.26