

QUARTERLY REPORT

August 11, 2026 Assembly Meeting
May 2026 - July 2026

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To provide public services for Sitka that support a livable community for all

SERVICE | INTEGRITY | TEAMWORK | KINDNESS | ACCOUNTABILITY

City Wide Communications Plan

Strategic Plan Goal 2

Project Status Updates

- Plan completed

Future Milestones

- Schedule the Communications Liaison Network kick-off meeting
- Roll out the plan to staff
- Start implementing the priorities

Project Cost / Budget Information:

- \$46,285 / work timeline extension in process
- \$20,473.36 expensed

Background

Develop a City-wide Strategic Communications plan that will strengthen how the organization communicates with the public and across departments. The project includes assessing current communication tools, gathering input from staff and the community, and outlining a clear, coordinated approach to messaging, engagement, and internal communication. The final plan will provide practical tools, strategies, and timelines to support more effective and consistent communication.

CAPSIS Submittals

Strategic Plan Goal 1 & 4

Project Status Updates

- The final state capital budget included funding for several Sitka-area projects, including multiple improvements at MEHS, funding for the state to purchase Stratton Library building, and Sitka Airport Lighting Vault and Beacon project.
- None of the CBS submitted CAPSIS projects were funded during this legislative cycle.

Future Milestones

- Monitor future state and federal funding opportunities.
- Update and resubmit priority CAPSIS projects during future legislative capital budget cycles.

Background

CAPSIS is the legislative Capital Project Submission and Information System. This interface is another way to communicate capital project priorities for consideration by the legislature. Entries will be pooled to the selected legislator(s) and available for consideration in the capital budgeting process.

Projects identified include Thimbleberry Bypass, Marine Haul Out Shipyard, Expand Housing to Sustain Economic Growth, City/State Building and Police Department and Jail, and other community projects.

Strategic Plan 2027 - 2032

Project Status Updates

- Update #3 is complete
- Staff continue implementing priority action items identified through the annual update
- Planning is underway for update #4, which will transition into development of the 2027 - 2032 Strategic Plan

Future Milestones

- Continued implementation and monitoring of priorities including housing and childcare initiatives
- Begin the Strategic Plan Update #4 process following the October 2026 election
- Conduct community and stakeholder engagement to evaluate progress, identify emerging priorities, and develop the new 2027 - 2032 Strategic Plan

Project Cost / Budget Information:

- \$60,000 budgeted for FY27 for the development of the 2027 - 2032 Strategic Plan

Background

The Sitka Strategic Plan 2022-2027 was adopted by the Assembly on September 27, 2022. The plan calls for regular annual updates to ensure it remains responsive to changing community and organizational needs. With the current plan approaching the end of its five-year horizon, the 2026 update process will also serve as the foundation for developing the next Strategic Plan, covering 2027 - 2032. The new plan will build on accomplishments to date while identifying priorities, goals, and implementation strategies to guide the CBS over the next five years.



The Fourth of July Water Fight between Sitka Fire Department and the US Coast Guard

FY2026 & 2027 Congressionally Directed Spending Requests

Strategic Plan Goal 1 & 4

Project Status Updates

- FY2027
 - Monitored the appropriations process
 - Senator Murkowski submitted a \$5 million CDS request for repairs and upgrades to the Marine Service Center through the Transportation, Housing, and Urban Development (THUD) appropriations bill
 - The request advanced through the House process in June; Senate action remains pending
 - Congress is considering a Continuing Resolution that could delay action on FY2027 appropriations and CDS requests
- FY2026
 - The project has transitioned from congressional funding to EPA grant implementation
 - Began the EPA Community Grant application process for the \$10 million Wastewater Effluent Disinfection Treatment System
 - Participated in an initial coordination meeting with EPA and the assigned Project Officer to review grant requirements, project milestones, and next steps
 - Established the internal grant team, assigned roles and responsibilities
 - Employees attended EPA grant training webinars and initiated work on application requirements, budget development, federal compliance, and implementation guidance

Future Milestones

- FY2027 - Continue monitoring the federal appropriations process and Congressional action on FY2027 CDS requests
- FY2026 - Complete and submit the EPA Community Grant application package, including the project work plan and budget
 - Continue coordination with EPA Region 10 through the grant review and award process

Project Cost / Budget Information:

- FY2026 WW Effluent Disinfection Treatment System - \$10M secured; Estimated Total Project Cost \$14M; \$1M secured with ADEC with anticipated forgiveness; WW Working Capital \$750K

Background

Congressionally directed Spending (CDS) allows Members of Congress to request federal funding for specific, community-identified projects through the annual appropriations process. Eligible requests are submitted on behalf of local governments, tribes, and nonprofits and must meet established federal criteria. This process enables Members of Congress to prioritize projects that are important to their states and local communities.

Administrative Policies & Procedures Inventory

Strategic Plan Goal 5

Project Status Updates

- Inventory development completed
- Department validation is in progress

Future Milestones

- Complete department review meetings and validate the inventory
- Finalize document ownership and review responsibilities
- Identify and resolve duplicate, outdated, and superseded documents
- Organize and centralize approved policies and procedures within SharePoint
- Develop an ongoing governance and review process to ensure documents remain current

Project Cost / Budget

This project is being completed using existing staff resources. Costs are limited to staff time associated with document review, SharePoint organization, and ongoing policy maintenance.

Background

A working inventory has been developed by reviewing existing policies and procedures currently maintained in SharePoint and other available administrative records. The inventory includes document tracking, ownership, review status, and identification of duplicate, outdated or superseded documents, identify any additional department-specific policies or procedures and determine which documents require updates, consolidation, or archival.



Mayor presenting USCG Personnel a Citation honoring USCG Day at the July 28 Assembly Meeting



June 30, 2026 Issue

Provide public services for Sitka that support a livable community for all

A Message from the City

A Community Response

The response to the recent U.S. Coast Guard helicopter crash reflected the strength, professionalism, and compassion of our community during a difficult time.

The City and Borough of Sitka extends its sincere gratitude to the Sitka Fire Department, Sitka Police Department, dispatchers, Sitka Search and Rescue volunteers, Alaska State Troopers, the U.S. Coast Guard, the U.S. Forest Service, the National Park Service, medical personnel, and the many local, state, and federal partners and municipal employees who worked together throughout the response and ongoing recovery efforts. We also thank the local media for helping keep the community informed and our residents for their patience, understanding, and support as road closures and other impacts remain necessary while recovery efforts continue.

Our thoughts remain with everyone affected by this incident, and we thank all those who answered the call to serve.

A Seat at the Table

Assembly Vacancy Opens Today

As of today, June 30, a seat on the Assembly is officially vacant. The Assembly will appoint an Acting Assembly Member to serve until the next regular election (October 6), and community members interested in serving are encouraged to apply!

To be considered, applicants must be a qualified municipal voter and have lived in Sitka for at least one year. Application materials, including a letter of interest, Certificate of Applicant Qualifications, and Financial Disclosure Statement must be submitted to the Municipal Clerk's Office by noon on July 8.

The Assembly is scheduled to make the appointment at its Regular Meeting on July 14.

For application materials or questions, contact the Municipal Clerk's Office at 907-747-1826 or clerk@cityofsitka.org.



Thank You, Tim Pike

At the June 23 Assembly meeting, outgoing Assembly Member Tim Pike was recognized for his service to the Sitka community. Mayor Steven Eisenbeisz presented Pike with a Service Award in appreciation of his dedication, thoughtful leadership, and contributions while serving on the Assembly from 2022 to 2026.

Thank you, Tim, for your willingness to serve and for the time and effort you devoted to helping guide the City and Borough of Sitka.

Ever Thought About Running for Office?

The October 6 municipal election includes seats for Mayor, Assembly, and School Board. Candidate packets will be available from the Clerk's Office beginning July 20.

Serving in local government is one way community members can contribute to decisions that help shape Sitka's future.

Election information, candidate resources, and important deadlines will be posted to the [City's Election Information page](#) as they become available.

Your City at Work

Looking for the Next Municipal Administrator

The search continues for the next Municipal Administrator.

The Municipal Administrator serves as the City's chief executive officer, overseeing municipal operations, implementing Assembly policy, and working with department leaders to deliver services to the community.

The position remains open until filled. If you know someone who may be a great fit, or you're interested in learning more, visit the [City's employment page](#) for details.

Spring Clean-Up by the Numbers

Summer may be here, but the impact of this year's Spring Clean-Up program is still worth celebrating.

Thanks to the participation of residents and the hard work of City staff, the 2026 Spring Clean-Up event removed nearly a million pounds of unwanted material from the community while helping residents save an estimated \$95,454 in disposal fees.

By the numbers:

- 928,000+ pounds of scrap metal collected across 878 weight tickets
- 148 vehicles responsibly recycled
- 15,000 pounds (nearly 2,000 gallons) of household hazardous waste safely collected from 208 customers

Those numbers represent more than just material collected. They reflect a community working together to keep Sitka clean while ensuring hazardous materials, scrap metal, and other waste are disposed of safely and responsibly.

Behind the scenes, employees from multiple City departments spent weeks helping residents, operating equipment, and processing materials to make the program a success.

Thank you to everyone who participated. Together, we're helping keep Sitka clean, safe, and environmentally responsible.

Collage of Projects

From maintaining streets and parks to improving infrastructure and public facilities, City employees are hard at work across Sitka every day.

This collage captures a few of current and recent projects. From top left to bottom right: Public Works Streets crews repair potholes along Katlian Street; contracted airport construction crews continue installing the new baggage handling system at Sitka Rocky Gutierrez Airport; Public Works Grounds crews install new field lighting at Moller Field; and Grounds crews beautify downtown landscaping areas.

While many of these projects happen behind the scenes, they all contribute to keeping Sitka's facilities, infrastructure, and public spaces safe, and functional.



A Busy Summer for Construction

If it feels like construction is happening everywhere you look this summer, you're not imagining it.

From utility upgrades and street improvements to airport renovations and more, several major projects are underway across Sitka. While construction zones, detours, and traffic delays can be frustrating, many of these projects have been years in the making and are focused on improving community infrastructure for the long term.

The largest street project currently underway is the Lake-Hirst and Monastery-Kinthead (LHMK) Utility and Street Improvement Project. The work includes replacing aging water and sewer infrastructure, installing a new storm drain system, improving sidewalks and ADA accessibility, upgrading culverts, widening streets, and repaving roadways. Construction is expected to continue through October.

At Sitka Rocky Gutierrez Airport, Phase II of the Airport Terminal Improvements Project continues to take shape. Crews are installing the new baggage handling

system while work continues on the terminal canopy, rental car facilities, and new exit vestibule. During construction, City staff and Alaska Airlines employees are hand-carrying luggage to keep flights operating smoothly. Substantial completion is anticipated by end of September.

It's not all major construction projects. Throughout the summer, Public Works crews will continue filling potholes, painting lane lines and crosswalks, sweeping streets, and tackling routine maintenance projects around town. Additional paving and roadway repairs will also be completed through City contractors as weather allows.

Other projects residents will notice this summer include the State's Seawalk Phase II project near O'Connell Bridge, completion of the Senior Center fire sprinkler upgrade project, and preparations for the future U.S. Coast Guard homeport project along Sitka Channel.

From major capital projects to routine maintenance, this work reflects the *City's Strategic Plan Goal: Plan and invest in sustainable infrastructure for future generations*. Thank you for your patience as crews continue making these improvements.

TBMP Program Launches July 1

Sitka's Tourism Best Management Practices (TBMP) program officially launches July 1st.

TBMP is a collaborative, industry-led initiative that promotes voluntary practices across all sectors of the visitor industry, benefiting both visitors and the people who live and work in Sitka. The guidelines were developed through input from local business owners, tour operators, Sitka Tribe of Alaska, and the broader community.

Community feedback remains an important part of the program. Residents are encouraged to share observations, concerns, and suggestions to help inform future updates and improvements.

A complete list of TBMP guidelines is available at www.tbmpsitka.com. Feedback can be submitted by email at contact@tbmpsitka.com or by voicemail at 907-747-4088.



New Public Records Request Portal

We've launched a new online Public Records Request Portal.

The portal allows requestors to submit public records requests online, track the status of their request, communicate with staff, and download responsive records all in one place. Paper requests will continue to be accepted for those who prefer to submit them that way.



Access the portal at: <https://www.cityofsitka/PublicRecordsRequest.com>.

The new portal is one of many ways the City is working to improve communication, increase transparency, and make it easier for residents to access information supporting the *City and Borough of Sitka's Strategic Plan Goal of strengthening communication and community engagement*.

Questions? Contact the Clerk's Office at 907-747-1826 or clerk@cityofsitka.org.

Community Spotlight

Supporting Special Olympics Alaska

Members of the Sitka Police Department recently joined Alaska State Troopers, academy recruits, Special Olympics athletes, and community members for the annual Law Enforcement Torch Run benefiting Special Olympics Alaska.

Participants ran from the Alaska Department of Public Safety Training Academy, across the O'Connell Bridge, and back in support of athletes with intellectual disabilities and the programs that help them thrive.

Thank you to Animal Control Officer April Weldon, Police Chief Hall, and Officer Handy for representing the City and Borough of Sitka and supporting this meaningful event.



Save the Date: Sitka Night Out

The Sitka Police Department is bringing back Sitka Night Out on Saturday, August 8, from 4:00 to 8:00 p.m. at the covered area of Keet Gooshi Heen Elementary School.

Traditionally held as part of National Night Out, the event is designed to strengthen relationships between law enforcement, public safety personnel, and the community through a fun, family-friendly gathering.

Mark your calendars and plan to join us for an afternoon of free food, games, activities, and connecting with neighbors and members of the Sitka Police Department.

Stay Connected



**Quarter 2 Sales Tax Returns
Due July 31
for April 1 to June 30**

Sales Tax Office | 907-747-1840 | tax@cityofsitka.org

Tune In to KCAW for Monthly City Updates

You'll be hearing from more City voices this summer!

This quarter you'll hear from City staff across a variety of departments as they share updates on projects, programs, and services happening throughout the community. Tune in to KCAW at 8:16 a.m. on the following dates:

- July 2 – Sitka Public Library
- July 6 – Tourism Update
- August 3 – Sitka Police Department with Chief Mike Hall
- August 10 – Sitka Fire Department with Interim Chief Brian McLaughlin
- September 2 – Municipal Clerk's Office: New Public Records Request Portal
- September 18 – Municipal Clerk's Office: Municipal Election Information

Catch the conversations live on KCAW or learn more at www.kcaw.org.

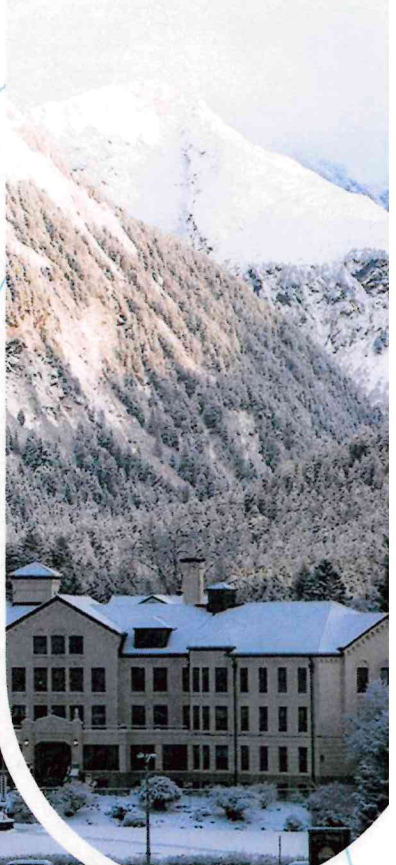
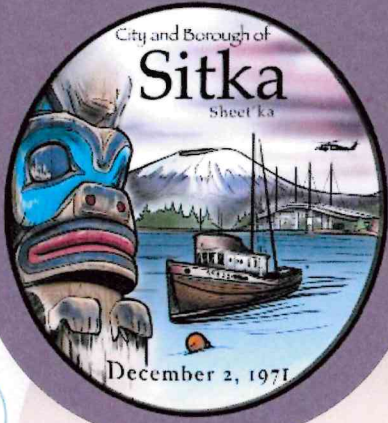
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COMMUNICATIONS PLAN





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PLAN'S PURPOSE

The purpose of this plan is to help the City and Borough of Sitka communicate clearly, consistently, and proactively with residents, businesses, and community partners.

Why Communication Matters for the City

Clear, consistent communication is essential to building trust between the City and Borough of Sitka and the Sitka community. Residents, businesses, and community partners rely on the City to share timely, accurate information about decisions, projects, services, and opportunities to get involved. Developing a communication plan was identified as a priority in the CBS Strategic Plan, recognizing that strong communication supports effective local government and strengthens relations across the community. This plan is designed to help the City communicate in a more coordinated, proactive, and transparent way, strengthening both internal staff culture and community connection.

HOW TO USE THIS PLAN

This communications plan is designed to be practical, flexible, and easy to use. The goal is not to create complicated communication rules, but to provide simple guidance that helps City staff share clear, consistent information with the community.

The plan outlines a few key goals, recommended communication channels, and simple actions that can be incorporated into the City's everyday work.

It also includes a communications playbook with tools, templates, and how-to's to quickly share updates, explain decisions, and connect with residents.

This plan provides goals and actions that the City can build on over time as capacity and opportunities grow.



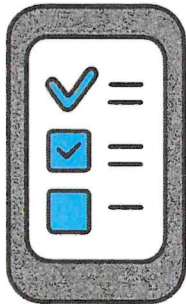
WHAT WE HEARD FROM THE COMMUNITY

To inform the development of the CBS Communications Plan, the project team conducted outreach with both internal staff and community stakeholders. This effort included interviews with local stakeholders and a public digital survey open to Sitkans. The goal was to better understand how residents currently receive information from the City, what communication methods are working well, and where things could be improved. Overall, feedback highlighted several consistent themes and helped identify both strengths in the City's current communication efforts and opportunities to build a more coordinated, transparent, and accessible approach moving forward.



How people get information

- Newspaper and radio outreach is very important
- Facebook is widely used
- Word of mouth spreads information quickly



What people want

- Earlier notice of decisions made by the City
- Plain language explanations
- Easier website navigation
- Short summaries of Assembly and Board + Commission meetings



Major communication challenges

- Information is fragmented
- Residents have to search multiple places for information
- Some mistrust in local government
- Inconsistent communication across departments within the City organization

COMMUNICATIONS PLAN GOALS

GOAL 1. Make information easier to find – Residents should be able to easily locate important City information.

GOAL 2. Communicate earlier and more clearly – Residents should hear about issues before decisions are finalized.

GOAL 3. Build trust through transparency – The City needs to provide clear explanations of decisions, projects, and finances.

GOAL 4. Create consistent City communications – Residents should recognize City communications regardless of department.

GOAL 5. Provide opportunities for two-way engagement – Residents need to have regular opportunities to ask questions and share feedback.

KEY AUDIENCE

RESIDENTS

BOARDS + COMMISSIONS

BUSINESSES

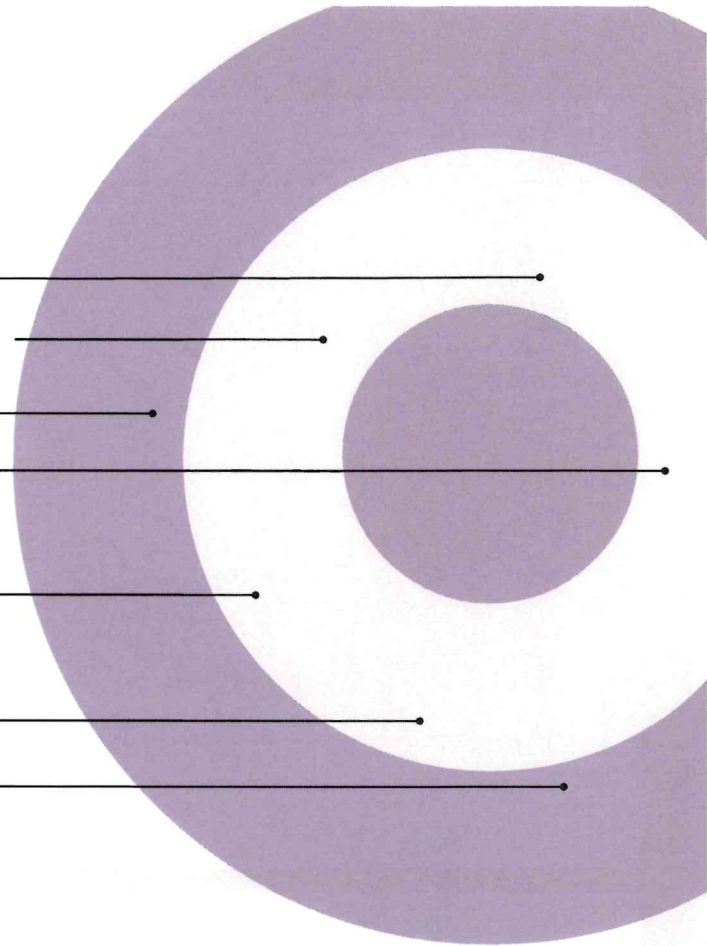
VISITORS

NON-PROFITS +

COMMUNITY-BASED
ORGANIZATIONS

LOCAL MEDIA

CITY STAFF



CORE COMMUNICATION CHANNELS

Where should the City share information?

Traditional media

- Sitka Sentinel
- Local radio stations
- Assembly meeting broadcasts

Direct Engagement

- Public meetings
- Town halls
- Listening sessions
- Community events

Digital Channels

- City website (central information hub)
- Facebook (most active platform)
- Instagram (growing platform)
- Email newsletter
- Emergency Alert System + CodeRED
- Granicus Communications

Community Partners

- Chamber
- Local partners, non-profits, and community-based organizations
- Schools
- Sitka Tribe of Alaska

COMMUNICATIONS STANDARDS AND GUIDELINES

Plain Language

Plain language is essential to making our communications accessible, inclusive, and useful to the entire Sitka community. Clear, straightforward language helps residents quickly understand information, builds trust in decision-making, and reduces confusion—especially when topics are complex or time-sensitive. Writing in plain language does not mean oversimplifying; it means being intentional about clarity, tone, and structure so information is easy to find, understand, and use.

When developing or reviewing content, consider filtering it through the following questions:

- Is the message clear on what is happening and why it matters?
- Are we using everyday language, avoiding jargon, acronyms, or technical terms—or clearly explaining them when needed?
- Can residents easily understand how this affects them or what action, if any, is expected?
- Is the information well organized, with short sentences, headings, and bullet points where helpful?
- Could someone unfamiliar with the topic understand this on a first read?

To support accessibility, staff are encouraged to check reading levels using built-in tools (such as Microsoft Word or online readability checkers) and aim for a general audience reading level whenever possible. AI tools may also be used to improve clarity and readability, provided all content is reviewed by staff for accuracy and alignment with City values.

Explain Decisions

Our goal is to keep the Sitka community informed and connected by clearly explaining what's happening, the thinking behind decisions, what it means for residents, and what to expect next. When developing content, use these areas as a guide to ensure we're providing the full picture.

- Who is involved?
- What is happening?
- Why the decision was made?
- What it means for residents?
- What happens next?

Provide Context

All communications should include basic context and avoid stand-alone announcements without explanation. Sharing why something is happening and how it fits into the broader picture helps residents better understand decisions and reduces confusion. When appropriate, provide links to additional information on the City website or other official resources so residents can easily learn more.



Communicate Early

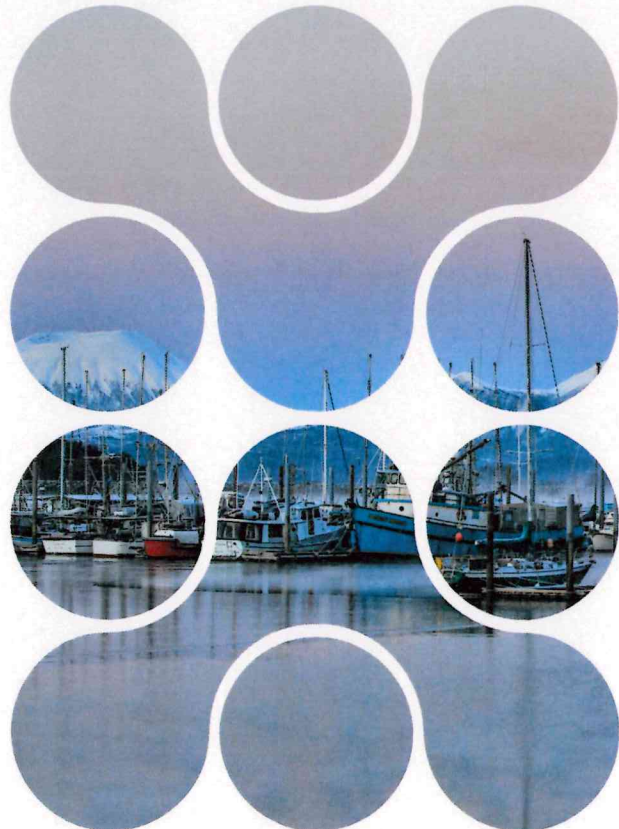
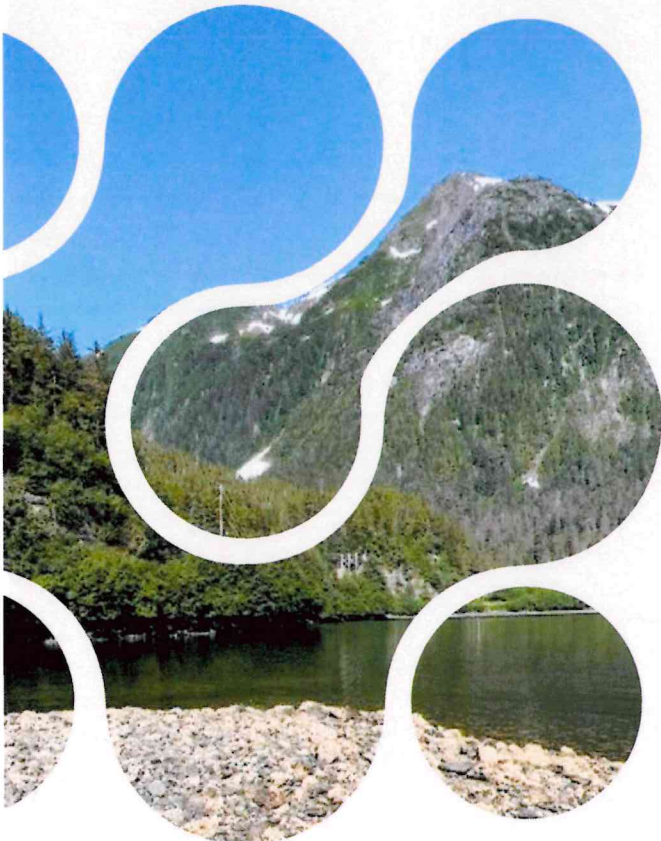
Share information as early as possible, including when decisions are still being developed. Early communication helps set expectations, provides transparency into the process, and gives residents time to understand upcoming changes before decisions are finalized.

Be Consistent

Use a consistent tone, branding, and structure across departments and across all communication channels. Consistency helps residents recognize official City information, understand messages more easily, and builds trust over time.



To ensure a consistent City voice, all social media content will be managed by designated communications staff assigned to each social platform.



CBS COMMUNICATIONS PLAN STRATEGIES + ACTIONS

STRATEGY 1. Create a central information hub

Outcome:	Actions:	Priority:
	Conduct a professional website audit + improve website navigation and accessibility.	
Residents have one clear, reliable place to find City information, making it easier to stay informed about decisions, events, and community updates.	Develop a community meeting and events calendar. • City meetings (Assembly + Board & Commissions) • Community events • Key deadlines	
	Establish clear internal processes for how information is submitted, approved, and published externally to the community.	

Prioritization Key

Strategies within this plan are categorized as High, Medium, or Low priority to guide implementation and resource allocation.

Immediate Actions represent immediate, foundational actions that will have the greatest impact on improving communication and should be initiated within the first year. **Intermediate Actions** are important enhancements that build on early progress and can be implemented as capacity allows. **Long-term Actions** are longer-term opportunities or aspirational efforts that can be pursued over time as systems, resources, and momentum are established.

This prioritization is intended to provide clarity and flexibility, helping staff focus efforts while adapting to evolving community and organizational needs.



Immediate



Intermediate



Long-term

STRATEGY 2. Deliver consistent and timely communications

Outcome:

Residents receive timely, regular, easy-to-follow updates about what is happening at CBS and across the community.

Actions:

Provide weekly “What’s happening at City Hall” updates on social media, local media, and website.

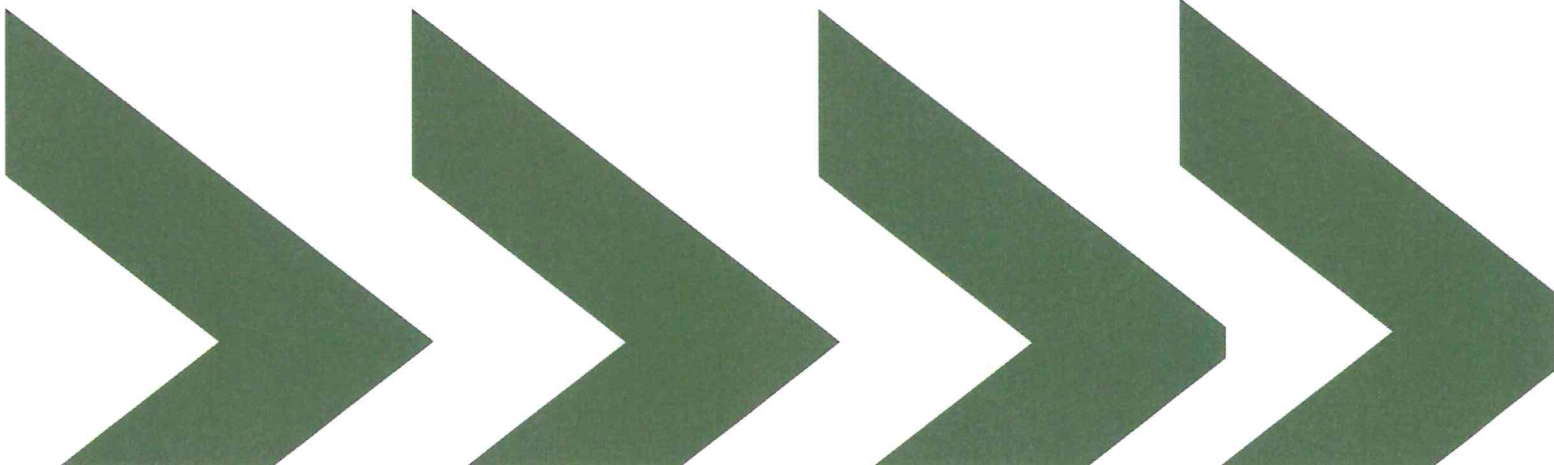
Provide Assembly meeting summaries following every meeting via social media, local newspaper, and the City website.

Distribute a monthly CBS News e-newsletter that includes City updates, department highlights, meeting summaries and outcomes, and a community calendar of events.

Audit and reorganize the Granicus subscription structure to improve usability and clarity, and implement targeted strategies to grow total subscribers across all City email communications.

Conduct a monthly radio interview to address Citywide hot topics, events, City projects, etc.

Priority:



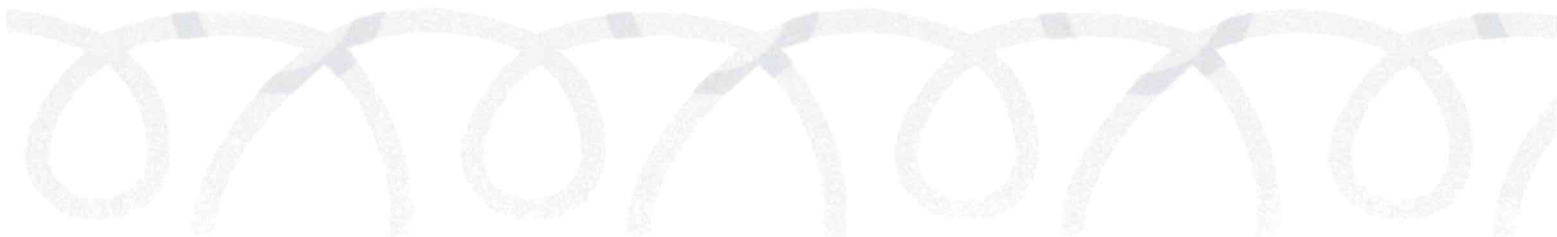
CBS COMMUNICATIONS PLAN STRATEGIES + ACTIONS CONT.

STRATEGY 3. Strengthen community engagement

Outcome:	Actions:	Priority:
Residents have accessible opportunities to engage with CBS and elected officials to ask questions and share feedback to build trust and collaboration between the City and the community.	Facilitate quarterly topic-based community town halls or listening sessions with elected officials.	
	Host community Q+A events with City leadership team and staff.	
	Plan and host an annual State of the City community event.	
	Build and maintain relationships with local media and community partners to support ongoing dialogue.	

STRATEGY 4. Build a clear and consistent City brand

Outcome:	Actions:	Priority:
City communications are clear, consistent, and recognizable across departments, strengthening trust and credibility.	Develop and implement a City Brand Guide.	
	Provide internal staff trainings on City brand, tone guidelines, and content consistency.	



STRATEGY 5. Proactively address misinformation

Outcome:	Actions:	Priority:
The City is a trusted, proactive source of accurate information and works with partners to reduce misinformation in the community.	Monitor community conversations and identify misinformation trends.	
	Respond to misinformation trends with clear, timely, and easy-to-understand information.	
	Develop a Community Partner Share Program, including: • Monthly content toolkits • Social media content + graphics • Email templates • Other graphics + visuals	



CBS COMMUNICATIONS PLAN STRATEGIES + ACTIONS CONT.

STRATEGY 6. Strengthen internal communication and build capacity

Outcome:	Actions:	Priority:
City staff are aligned, informed, and equipped with the tools, structure, and staffing needed to deliver clear, consistent, and high-quality communication with the community.	Conduct an internal communications audit to assess tools, gaps, workflows, and staff needs.	
	Establish clear internal communication policies and workflows to support timely and accurate information sharing.	
	Create a Communications Liaison Network across departments to share updates, support storytelling, and coordinate messaging.	
	Develop and deliver training on the Communications Playbook, including tools, templates, and workflows, to ensure consistent adoption across departments.	
	Evaluate current communications workload, identify capacity gaps across the organization, and assess the need for additional communications staffing support.	
	Review all CBS social media accounts to ensure they are aligned with the City's Social Media Policy, including account management, access, and moderation practices.	

IMPLEMENTATION GUIDE

Communications Rhythm

Weekly

- City Hall updates
- Social media posts

Monthly

- Department highlights
- Project updates
- Radio interviews

Quarterly

- Community listening session or town hall
- City leadership + staff Q&A

Annually

- State of the City address
- Community annual report

Content types



Project updates



Staff stories



Assembly decisions



Community stories



Infrastructure updates



Community events

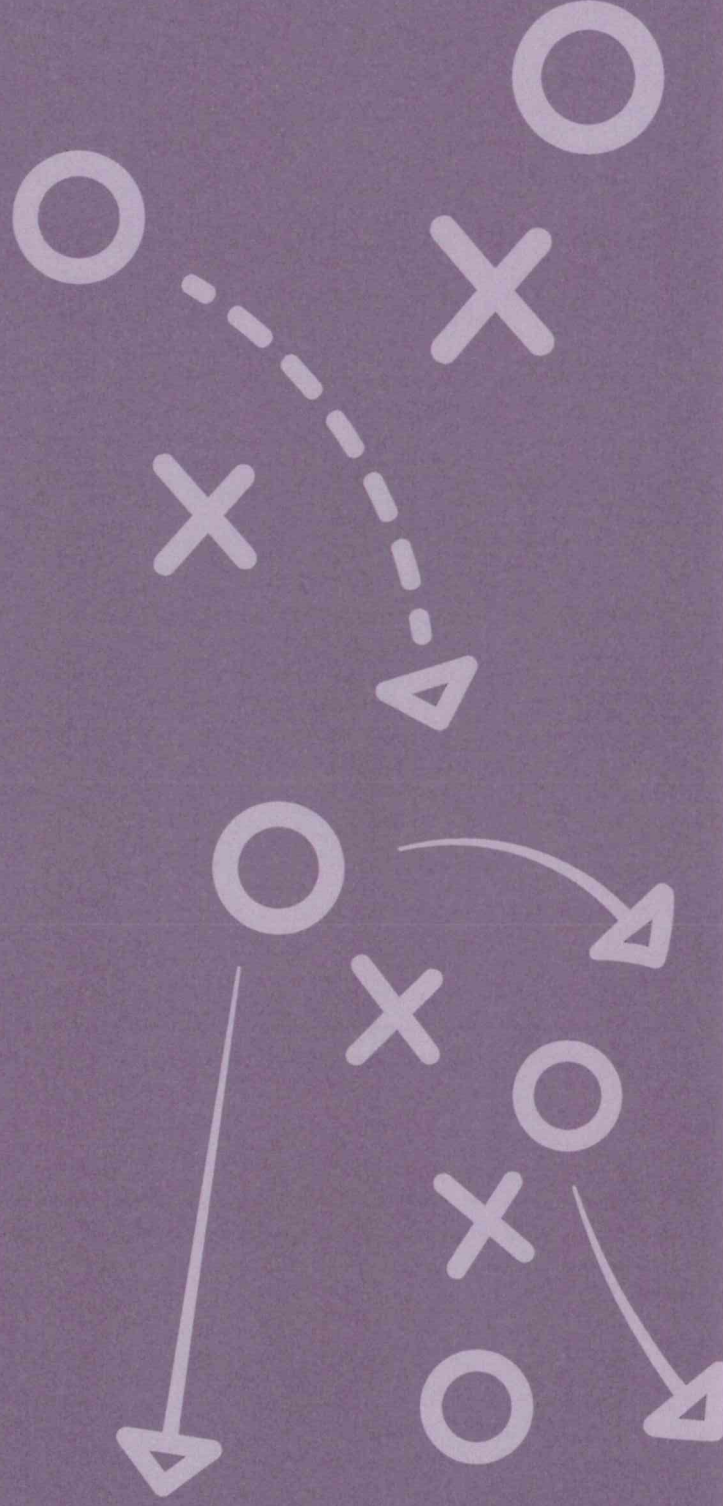


Board + Commission meeting summaries

These content types ensure a balanced approach and highlight important City decisions and projects, while also telling the story of the people, places, and work that make Sitka unique. Together, they help make information more accessible, transparent, and relevant to daily life in Sitka.



COMMUNICATIONS PLAYBOOK





CBS COMMUNICATIONS QUICK START GUIDE

Before you send, post, or publish—run through this checklist!



START HERE.

What are you communicating?

- Clearly define your message in one sentence:
What is happening, and why does it matter?

The 5 must-haves for every communication

1 Clear + Plain Language

- ☐ Is this easy to understand for someone outside of local government?
- ☐ Have you avoided jargon, acronyms, and internal language?
- ☐ Think as a resident: If they read this quickly—will they get it?

2 Why it Matters

- ☐ Does this explain why residents should care?
- ☐ Is the impact to the community clear?
- ☐ Think as a resident: Why should I pay attention to this?

3 What Happens Next?

- ☐ Have you clearly explained next steps, timelines, or actions?
- ☐ Do residents know what to expect?
- ☐ Think as a resident: Is there any confusion about what comes next?

4 Link to More Information

- ☐ Does this include a link to the City website or a trusted source with more information?
- ☐ Can residents easily learn more if they want to?
- ☐ Think as a resident: Am I able to easily find information to learn more?

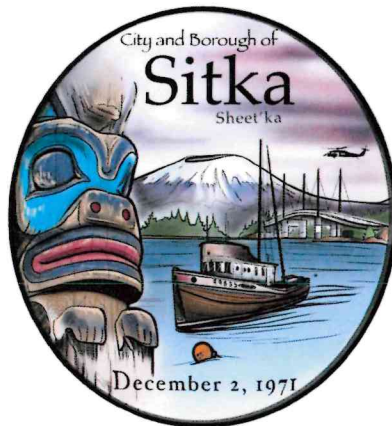
5 Contact Information

- ☐ Is there a clear person, department, or email listed for questions?
- ☐ Think as a resident: Who is the City contact for my questions?

CITY BRAND GUIDE

Consistent use of visuals, messaging, and tone across all departments helps the community quickly recognize official City and Borough of Sitka communications. A unified approach reinforces the City and Borough of Sitka's identity, improves clarity, and builds public trust through a cohesive and professional presentation.

The City and Borough of Sitka maintains a comprehensive Brand Guide that outlines visual and communication standards designed to reflect the community's connection to place, people, and environment. The guide provides direction on logo and seal use, color palettes, typography, graphic elements, and tone to ensure all communications are clear, accessible, and consistent. All City and Borough of Sitka materials—print, digital, and promotional—should align with these established brand elements to strengthen recognition and present a unified civic voice. The complete Brand Guide is included in the appendix for reference.



The primary logo is the preferred mark for the City and Borough of Sitka and should be used whenever space and context allow.

The design was shaped by conversations with Sitkans about the symbols that best represent the community's identity. Input highlighted the importance of Tlingit culture, the O'Connell Bridge, and Sitka's deep connection to fishing—though narrowing down how to represent fishing proved to be one of the most challenging aspects. With Sitka described as a "melting pot" of people and experiences, the design process involved balancing multiple meaningful elements into a single, cohesive symbol of the community.



HEX #715E79



HEX #525B69



HEX #130F0C



HEX #1CA6B9



HEX #536954



HEX #4F3B32

TYPOGRAPHY

HEADING (1 + 2 + 3): PT SAI

HEADING 4: PT SANS BOLD

Heading 5: PT Sans Bold

Paragraph text: PT Sans Reg

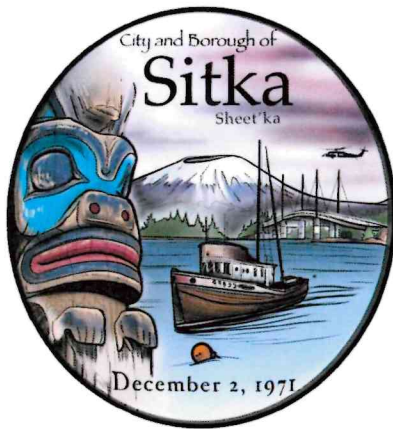
EMAIL SIGNATURE

A consistent email signature helps our community easily recognize and trust official City communications. By sharing clear, reliable contact information, we make it easier for residents and partners to connect with City staff and feel confident they're hearing from a trusted source.

What to include?

A strong and meaningful email signature includes:

- Name and credentials (if applicable)
- Title + department
- City website, direct phone, and address
- City brand tagline and/or logo
- City social media channels and icons



NAME

Position Title + Department



www.CityofSitka.com



XXX.XXX.XXXX



Address

follow us!



Include links so people can go directly to the City accounts. For the newsletter you can link to the page on the website where they are digitally posted.

IS BOLD ALL CAPS

IN ACCENT COLOR

ular

TONE + VISUAL IDENTITY

How we communicate as the City and Borough of Sitka

Our Voice: How we show up

City communication should reflect who we are as a community
—approachable, respectful, and grounded in place.

We are:



- Clear – Easy to understand, no jargon or acronyms
- Friendly – Warm, welcoming, and human
- Respectful – Inclusive of all community members
- Helpful – Focused on what residents need to know
- Trustworthy – Accurate, transparent, and timely

We are NOT:



- Overly formal or bureaucratic
- Vague or unclear
- Reactive or defensive
- Overly technical without explanation

WRITE LIKE A HUMAN—NOT A GOVERNMENT MEMO

Instead of this: “The City will be implementing roadway infrastructure improvements in the downtown corridor.”

Write this: “We are improving our downtown roads to make them safer and easier to use.”

Tips for Everyday Writing

- 1 Use short sentences
- 2 Use “we” and “you” when appropriate
- 3 Explain things like you would to a neighbor
- 4 Break up text with bullets or spacing
- 5 Avoid acronyms—or when used, be sure to explain them

Make Your Message Matter

Every message should answer:
***Why does this matter to people in
Sitka?***

Connect your message to daily life
(roads, safety, services),
community impact, timing or
urgency.



Our Identity: Keep it Consistent

Consistently builds recognition and trust. Every communication piece, City collateral, or City-branded material should look like it comes from the City and Borough of Sitka.

The goal of all communication should feel: **LOCAL. CLEAR. HUMAN. TRUSTED.**

Design Best Practices

- Keep graphics simple and uncluttered
- Use high contrast text for readability
- Do not overload with too much information
- Prioritize one clear message per graphic

Photography + Imagery Style – Use images that feel like Sitka.

- Real people and real places
- Natural landscapes and waterfront spaces
- Community events and daily life
- City staff in action

***Avoid:** Generic stock photos that do not reflect Sitka, images of word documents or heavy text flyers, and overly staged or inauthentic photos.*

Use the City Brand Toolkit

Consistent use of the City's brand elements helps ensure clear, recognizable communication across all departments and platforms. Staff should always reference and follow the approved logos, color palette, typography, and graphic templates outlined in the City's Brand Guide.

Using the established brand system, rather than creating custom or altered designs, strengthens public trust, improves accessibility, and presents a unified voice for the City.

Before producing materials, confirm that:

- Colors
- Fonts
- Logo usage
- Layout treatments

Align with the Brand Guide to maintain visual consistency and protect the integrity of the City's identity.

Quick Checklist Before Publishing:

Does it sound like a real person?

Is it clear and easy to understand?

Does it reflect Sitka's community and values?

Does it follow brand guidelines?



COMMUNICATIONS CHANNEL GUIDE

Use the right tool for the right message

Each communication channel plays a different role. Using them together ensures information is accessible, consistent, and reached the right audience at the right time.

Type of Information	Where to Share
Major announcements	Website + social media + local media + CBS News E-newsletter
Infrastructure, utility, and construction updates/ impacts	Website project page + social media + local media + CBS News E-newsletter
Emergency Alerts	Granicus Communications + CodeRED + Emergency Alert System + social media + local radio
Meetings	Website + local media + CBS News E-newsletter + social media
Community Events	Website + social media + CBS News E-newsletter



COMMUNICATIONS CHANNELS

Social Media | Fast, accessible, and community-facing

Social media is best for timely updates, visibility, and meeting people where they are. It should direct the audience to the website for full details.



Facebook (Primary Channel)

- Main platform for reaching Sitkans and visitors
- Share:
 - City updates and announcements
 - Meeting reminders and summaries
 - Event promotions
 - Time-sensitive updates
- Use clear, concise, and human language
- Provide a link to the website for more information

Sitka Community Facebook Groups

- Used to re-share and/or clarify information on behalf of the City's social media page
- Focus on sharing the City's posts here and addressing misinformation through informative content
- Maintain a respectful and helpful tone



Instagram (Secondary Channel)

- Visual storytelling and community connection
- Share:
 - Photos of Sitka, events, and City work
 - Highlights of staff and the community
 - Simple updates and reminders
- Keep text minimal and visual-first
- Provide links to the website for more information in the Instagram bio

Social Media Post Template:

Best for events, updates, reminders, and community info

Template:

- **Hook:** What is happening
- **Details:** Key info (what, when, where)
- **Why it matters:** Community impact
- **Call to action:** What to do next

Example:

Road Work Update: Lincoln Street Improvements

Starting Monday, April 6, crews will begin work on Lincoln Street between X and Y. Expect delays and temporary lane closures.

This project will improve road safety and long-term use for all residents and visitors! Be sure to plan ahead to allow extra travel time. Learn more: [LINK TO WEBSITE](#)



COMMUNICATIONS CHANNELS

Local Media | (Radio + Newspaper): Trusted, broad community reach

Local media is essential for reaching residents who may not use digital platforms.

RADIO

Radio is ideal for:

- Monthly updates
- Community-wide topics
- Emergency or urgent information

Keep messaging clear, conversational, and easy to follow.

LOCAL NEWSPAPERS

Newspapers are ideal for:

- Major announcements
- Project updates
- In-depth community information

They are used for both proactive storytelling and public notices.

CBS News | E-newsletter: Consistent, reliable updates

The e-newsletter is the City's central tool for regular monthly communication.

Monthly communication tool best for:

- What's happening at City Hall
- Department updates
- Meeting summaries
- Community events

Content should be:

- Scannable and clear
- Linked back to the website for more details

Press Releases

Formal communication for major news.

Use press releases for:

- Major announcements
- Policy changes
- Large projects or milestones
- Issues that require an official statement from City leadership or Assembly members

Best practices:

- Keep messaging clear and factual
- Include quotes from leadership
- Share with local media, post on the website and on social media

CBS Website | The source of truth

The website is the primary and most reliable source of City information. All information should live here first. Other channels should link back to the website. If it's important, it should be available on the City's website.

Use the website for:

- Project pages and updates
- Meeting information and agendas
- Service information
- Detailed announcements

HOW THESE CHANNELS ALL WORK TOGETHER

- 
- Website = Source of Truth
 - Social Media = Awareness + Engagement
 - E-newsletter = Consistency and Recap
 - Local Media = Broad Reach + Trust
 - Press Releases = Official Messaging

NEWSLETTER “CALL FOR ARTICLES”

EMAIL TEMPLATE LANGUAGE

Sending out an email reminder, with the submission instructions, around the same time every month creates consistency. You can also have fun with it, change the template to add a fun fact or have it themed based on the time of year to add interest.

Below are template language examples that can be used to send out to staff.

Template 1: Standard- base template

Subject: Newsletter Content Request – [Month] Edition

Body:

Hello Team,

We’re preparing the [Month] edition of our town newsletter and would love your input! Please share any updates, events, or stories from your department by **[Deadline Date]**. Submit your ideas using this quick form: **[Insert Link]**

You can include:

- Upcoming events or programs
- Project updates
- Employee highlights
- Photos or graphics (optional)

Your contributions help keep our community informed and engaged. Thank you for making this newsletter a success!

Template 2: Fun Government Fact

Subject: Did You Know? + Newsletter Content Request

Body:

Hello Team,

Did you know the first U.S. municipal newsletter dates back to the early 1900s? It was a simple bulletin posted in town halls! We’ve come a long way since then, and your contributions make ours even better.

Please share your updates, events, or stories for the upcoming newsletter by **[Deadline Date]** using this form: **[Insert Link]**.

Thank you for helping us keep our community informed and connected!



Tip: Set a recurring calendar reminder for staff to submit newsletter content by a specific date, and include the directions for emailing submittals along with the link to the shared 'content ideas document' in the reminder.

Template 3: Seasonal Theme (Holiday Edition)

Subject: Spread Some Cheer – Newsletter Content Request

Body:

Hello Team,

The holidays are here, and it's the perfect time to share festive updates, upcoming events, or heartwarming stories from your department!

Please submit your ideas by **[Deadline Date]** using this form: **[Insert Link]**. Photos of decorations or celebrations are welcome too!

Let's make this month's newsletter merry and bright for our community.



SOCIAL MEDIA MODERATION POLICY

The City's social media channels are intended to provide timely, accurate information and to foster transparent two-way communication between the City and the community. This policy ensures respectful and productive engagement while protecting the City's legal and operational responsibilities.

This policy aligns with Administrative Policy 13-02 and applies to all City-managed social media platforms.

Guiding principles

- **Open Dialogue:** The City welcomes comments, questions, and feedback from the public.
- **Respectful Environment:** Conversations should remain civil, constructive, and focused on the topic.
- **Transparency & Accuracy:** The City will provide factual information and correct misinformation when appropriate.
- **Consistency:** Moderation decisions will follow this policy to ensure fairness and avoid viewpoint discrimination.

Community Comment Standards

To maintain a safe and productive digital space, comments may be hidden or removed ONLY if they fall within the following content-neutral categories:

- Personal attacks, threats, harassment, or targeted bullying
- Discriminatory, hateful, or profane language
- Sexual content or obscene material
- Promotion of violence or illegal activity
- Personal identifying or sensitive information (addresses, phone numbers, financial/medical info)
- Confidential or privileged information
- Spam, repetitive posts, or commercial promotions unrelated to City business
- Off-topic comments that repeatedly disrupt dialogue
- False information presented as fact when verifiably contradicted by publicly available information
- Content that violates platform standards or applicable law



Important Note: *Comments will not be removed solely because they are critical of the City, its staff, or elected officials.*

SAMPLE QUICK-REFERENCE DECISION TREE

Does the comment violate a clear policy rule?

→ Yes: Hide + document.

→ No: Allow.

Is the comment inaccurate but civil?

→ Respond with factual clarification.

Is the discussion becoming uncivil or repetitive?

→ Issue a warning.

Does the behavior continue after a warning?

→ Remove comment + document.

Is the content threatening or legally sensitive?

→ Escalate immediately.

Public Notice of Moderation

The following statement will be posted in the “About” section on Facebook and in the Instagram bio link:

Community Comment Policy: *We welcome comments and conversation. Please keep discussions respectful and on-topic. Comments may be hidden or removed if they violate our Community Comment Policy, including profanity, personal attacks, discrimination, spam, private information, or misinformation. Repeated violations may result in restricted participation.*

Escalation & Safety Protocol

The Communications staff member will immediately escalate:

- Threats of violence or harm → Police Department
- Harassment of City employees → Human Resources
- Sensitive or confidential information → City Attorney
- Media inquiries → Public Information Officer or City Administrator’s Office

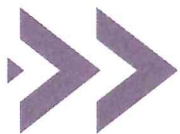
“ MODERATION HELPS ENSURE
CITY SOCIAL MEDIA REMAINS
INFORMATIVE, SAFE, AND
WELCOMING FOR ALL. ”

Record keeping

To ensure transparency and compliance with public records laws:

- All removed or hidden content will be captured via screenshot.
- Documentation will include:
 - Platform
 - Date/time
 - Reason for removal (linked to policy category)
 - URL or post reference
- Records will be retained in accordance with the City’s records retention schedule.





ROLES AND RESPONSIBILITIES

Content Review Process: CBS Public Information Officer (PIO)

Initial review (both external and internal content)

- The CBS PIO reviews submitted content for accuracy, completeness, and alignment with the City priorities and policies.
- Ensures key details (dates, locations, contacts) are included and verified information with departments as needed.
- Flags any potential risks, sensitivities, or misinformation concerns before publishing.

Tone and clarity review

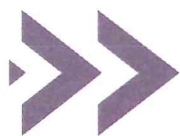
- Edits content for readability, consistency, and written in a way that is approachable and easy for the community to understand.
- Aligns content with the City's voice—transparent, informative, and community-centered.

Final approval and release

- Approves and coordinates the release of content across appropriate channels (website, social media, e-newsletter, and media).
- Confirms branding, formatting, and timing of communications.
- Serves as the central point of coordination for high-priority or sensitive communications.

When to coordinate with CBS PIO

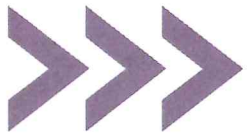
- Always loop in the CBS PIO for...
 - Sensitive or controversial topics
 - Policy decision or Assembly-related materials are being shared
 - Emergency or urgent communications
 - Media inquires or anything involving local/regional/State press
 - Major announcements or projects



Department Responsibilities

Content submission process

- Departments submit content through the established process (email) including:
 - Key details and deadlines
 - Supporting assets (photos, graphics, links)
 - Relevant context or background information
- Timely coordination
 - Departments are responsible for submitting content with adequate lead time for review and scheduling.
 - Provide updates or corrections promptly if information changes.
- Use templates and standards
 - Departments utilize City-approved templates, branding, and communication guidelines to support consistency across all materials.



Communication Liaison Network Responsibilities

Citywide Coordination

- Serves as cross-departmental network to support consistent, accurate, and timely communications.
- Acts as a bridge between departments and the CBS PIO to streamline content flow and information sharing.

Brand and Tone

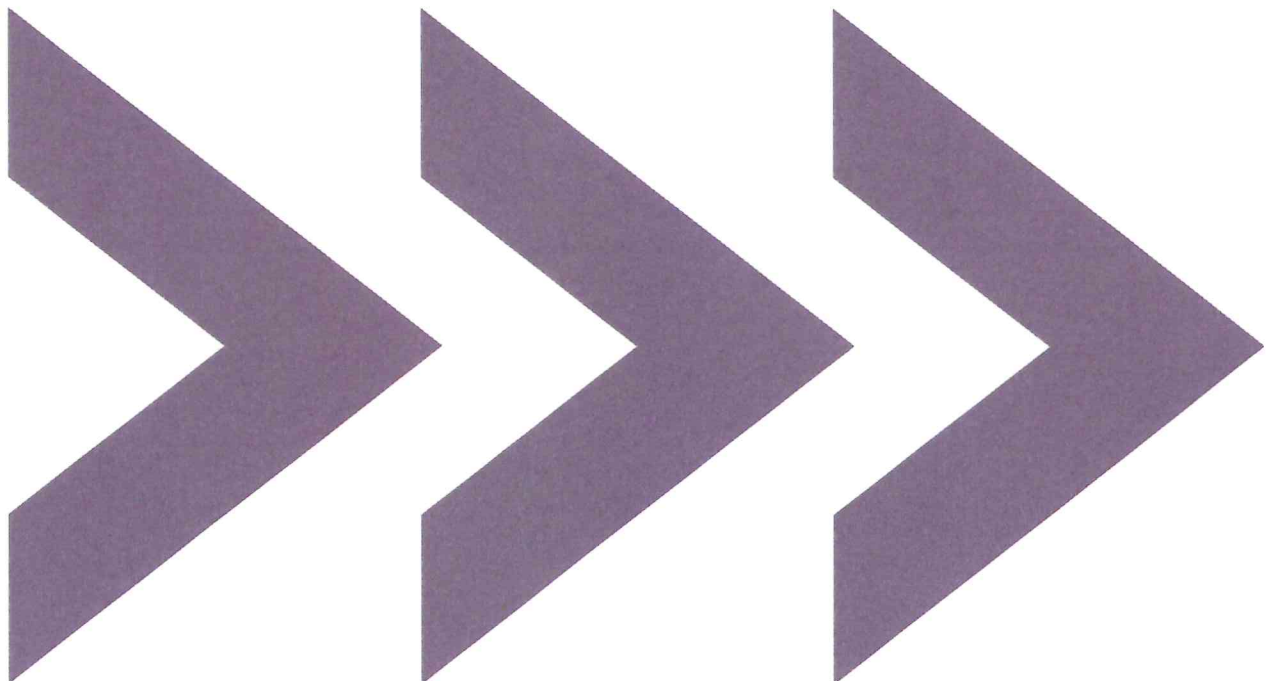
- Maintains consistency of the City's brand and voice across all touchpoints, including:
 - Communications (website, social media, newsletter)
 - Marketing materials and campaigns
 - Physical and digital assets (including Sitka gear and merchandise)

Content Support and Amplification

- Identifies stories, updates, and opportunities within departments to share with the PIO.
- Supports amplification of key messages through departmental channels and networks.
- Flags urgent or sensitive issues that may require coordinated messaging.

Training and Continuous Improvement

- Participates in regular trainings (as made available) on communications best practices, branding, and accessibility.
- Provides feedback to improve processes, tools, and overall communication effectiveness across the City.



ASSEMBLY COMMUNICATIONS BEST PRACTICES

Purpose

The purpose of these guidelines is to ensure that all communications from Assembly members reflect the City and Borough of Sitka's values, maintain consistency, and strengthen public trust. Clear and accurate messaging helps reduce confusion, prevent misinformation, and reinforce the integrity of City communications.

This guidance outlines roles, responsibilities, and boundaries to support a collaborative process between the Assembly and staff—ensuring that City messaging remains professional, accessible, and aligned with strategic priorities.

Guiding Principles

Transparency and Accuracy 	All official communications should reflect verified information and align with approved City messaging.
Role Clarity 	Assembly members are responsible for setting policy direction and representing the community, while staff are responsible for operations and implementation.
Respect for Process 	Communications should follow established review and approval processes to ensure consistency, accuracy, and coordination across the organization.

Guidance for Assembly Communications

Official Channels

- Assembly members should use official City platforms only for approved City communications.
- Personal opinions, perspectives, or commentary should be shared through personal channels and clearly identified as individual views—not official City positions.

Content Considerations

- Avoid sharing operational updates, staff decisions, or internal processes without prior coordination and verification with staff.
- Do not announce programs, events, policy changes, or initiatives before staff confirmation and official release.
- When in doubt, coordinate with the CBS Public Information Officer (PIO) to confirm messaging and timing.

Tone and Professionalism

- Maintain a respectful, factual, and community-centered tone in all communications.
- Avoid language that could be perceived as inflammatory, divisive, or misrepresentative of City actions or decisions.
- Reinforce trust by prioritizing clarity, neutrality, and professionalism.

Closing the Loop: Assembly/ Board + Commission Decision Summary

Best for making decisions easy to understand and transparent.

Template:

- **Headline:** What was decided
- **Summary:** 1-2 sentence overview
- **Key details:** Bullet point details
- **What is next:** Timeline or next steps
- **Link:** Full agenda or materials on the website

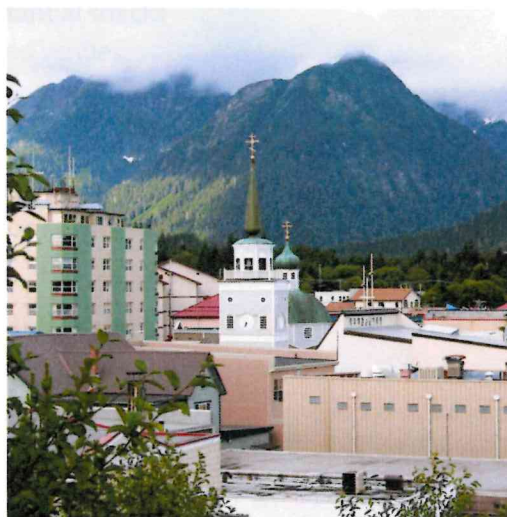
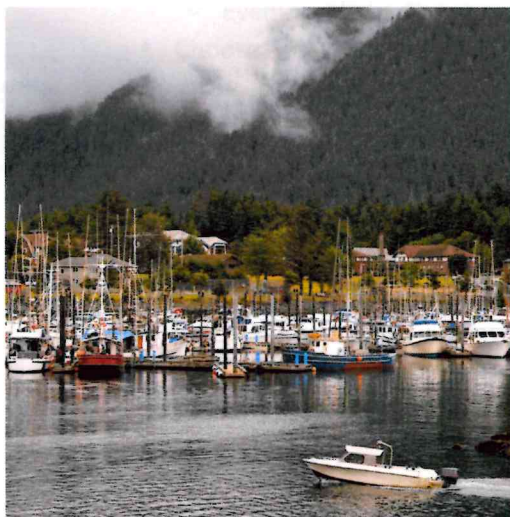
Example:

Assembly Approves Harbor Improvement Project

At the March meeting, your Sitka Assembly approved funding for phase 2 of the harbor improvement project. Key things you need to know?

- Project will begin Summer 2026
- Focus on dock repairs and safety upgrades is the top priority
- This project is funded through....

What's next? April showers will bring May design work, and construction will begin late spring. We will keep you updated, but you can always learn more on the project website: [LINK](#)





5

Create welcoming and inclusive spaces

- Set a tone that is respectful, open, and non-intimidating.
- Use facilitators or staff who can guide conversations productively.
- Acknowledge and value all perspectives.

6

Be clear about purpose and impact

- Clearly communicate why input is being gathered and how it will be used.
- Avoid box-checking engagement.

7

Use the right tools for each audience

- Match engagement methods to the setting:
 - Events = quick polls, dot voting, visual displays
 - Online = surveys and interactive forms
 - Small groups = facilitated discussions
- Keep activities simple, clear, and easy to participate in.

8

Follow up and close the loop

- Share what was heard and how input is being used.
- Provide updates on outcomes, decisions, or next steps.
- Thank participants and share why their input matters.

MEDIA RELATIONS

Local media plays an important role in keeping the Sitka community informed and connected. Building strong, professional, and transparent relationships with local reporters, radio stations, and news outlets helps ensure residents receive timely, accurate information about City projects, decisions, services, and emergencies.

The City and Borough of Sitka should approach media relations proactively, consistently, and collaboratively to strengthen public trust and reduce misinformation.

Centralized Media Coordination

To ensure consistency, accuracy, and coordinated messaging, media inquiries should primarily flow through the CBS Public Information Officer (PIO).

The CBS PIO serves as the central point of coordination for:

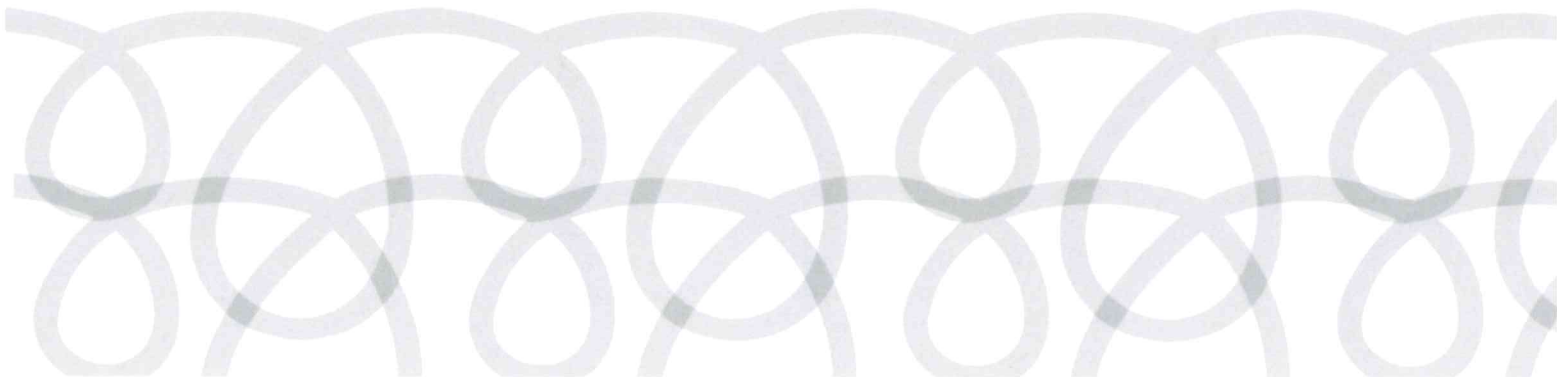
- Media inquiries
- Interview requests
- Official statements
- Press releases
- High-profile or sensitive communications
- Coordination between departments and external media outlets

Departments should notify the CBS PIO as soon as media outreach occurs, especially for:

- Sensitive or controversial topics
- Assembly-related issues
- Major projects or incidents
- Topics involving multiple departments
- Potential misinformation concerns

This coordinated approach helps:

- Ensure accurate and verified information is shared
- Prevent conflicting or incomplete messaging
- Support timely responses to the community
- Maintain consistency across communication channels



Media Response Best Practices

When speaking with media:

- Stick to verified facts
- Avoid speculation or sharing unconfirmed information
- Use clear, plain language
- Focus on what residents need to know
- If you do not know an answer, say so and commit to following up
- Assume all communication may become public record

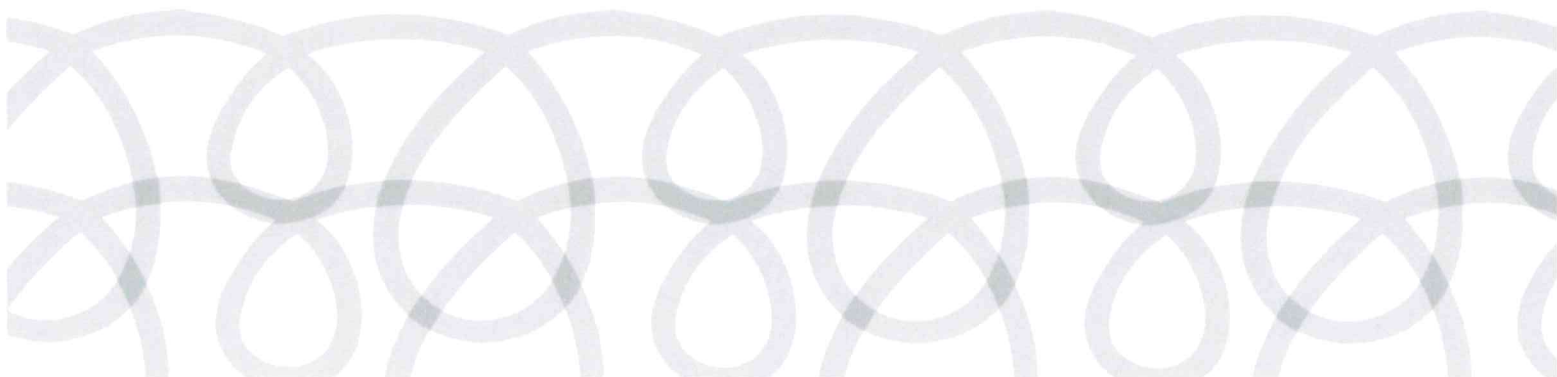
Before interviews or statements:

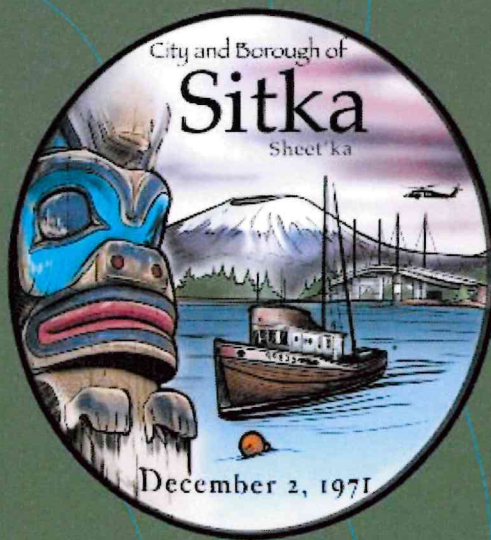
- Clarify the topic and deadline
- Coordinate key talking points with the CBS PIO
- Identify sensitive issues or legal considerations
- Determine who is the most appropriate spokesperson

Public Safety Communication

Public safety agencies, including Police, Fire, and Emergency Services, may maintain designated Public Information Officers (PIOs) or authorized spokespersons for incident response, emergency communications, and operational updates related to public safety matters.

The media coordination guidance within this Communications Plan does not replace or override established emergency communication protocols or public safety communication authority. When appropriate, the CBS PIO should coordinate with public safety PIOs to support aligned messaging, community awareness, and broader City communication efforts.







Expense Budget Performance Report

Fiscal Year to Date 08/03/26

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 001 - Administrator & Assembly										
EXPENSE										
5110										
5110.001	Regular Salaries/Wages	683,857.44	.00	683,857.44	.00	.00	40,482.11	643,375.33	6	505,778.64
5110.002	Holidays	.00	.00	.00	.00	.00	2,612.04	(2,612.04)	+++	23,143.59
5110.003	Sick Leave	.00	.00	.00	.00	.00	.00	.00	+++	6,219.90
5110.004	Overtime	.00	.00	.00	.00	.00	14.25	(14.25)	+++	122.38
5110.010	Temp Wages	66,600.00	.00	66,600.00	.00	.00	3,800.00	62,800.00	6	59,450.00
5110 - Totals		\$750,457.44	\$0.00	\$750,457.44	\$0.00	\$0.00	\$46,908.40	\$703,549.04	6%	\$594,714.51
5120										
5120.001	Annual Leave	29,561.00	.00	29,561.00	.00	.00	862.38	28,698.62	3	69,121.33
5120.002	SBS	44,456.58	.00	44,456.58	.00	.00	2,931.41	41,525.17	7	40,833.92
5120.003	Medicare	11,310.31	.00	11,310.31	.00	.00	693.41	10,616.90	6	9,658.99
5120.004	PERS	150,448.70	.00	150,448.70	.00	.00	7,473.57	142,975.13	5	125,059.47
5120.005	Health Insurance	133,415.04	.00	133,415.04	.00	.00	6,673.47	126,741.57	5	55,705.43
5120.006	Life Insurance	62.88	.00	62.88	.00	.00	5.24	57.64	8	50.26
5120.007	Workmen's Compensation	3,507.74	.00	3,507.74	.00	.00	157.49	3,350.25	4	2,368.41
5120.011	PERS on Behalf	19,622.00	.00	19,622.00	.00	.00	.00	19,622.00	0	15,061.00
5120 - Totals		\$392,384.25	\$0.00	\$392,384.25	\$0.00	\$0.00	\$18,796.97	\$373,587.28	5%	\$317,858.81
5201										
5201.000	Training and Travel	79,100.00	.00	79,100.00	.00	.00	915.00	78,185.00	1	66,029.04
5201 - Totals		\$79,100.00	\$0.00	\$79,100.00	\$0.00	\$0.00	\$915.00	\$78,185.00	1%	\$66,029.04
5204										
5204.001	Cell Phone Stipend	1,200.00	.00	1,200.00	.00	.00	50.00	1,150.00	4	450.00
5204 - Totals		\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$50.00	\$1,150.00	4%	\$450.00
5206										
5206.000	Supplies	10,000.00	.00	10,000.00	.00	.00	73.97	9,926.03	1	4,254.34
5206 - Totals		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$73.97	\$9,926.03	1%	\$4,254.34
5211										
5211.000	IT Fees	114,444.00	.00	114,444.00	.00	.00	9,537.00	104,907.00	8	67,428.00
5211 - Totals		\$114,444.00	\$0.00	\$114,444.00	\$0.00	\$0.00	\$9,537.00	\$104,907.00	8%	\$67,428.00
5212										
5212.000	Contracted Services	237,320.00	.00	237,320.00	.00	147,210.00	13,110.00	77,000.00	68	224,156.10
5212 - Totals		\$237,320.00	\$0.00	\$237,320.00	\$0.00	\$147,210.00	\$13,110.00	\$77,000.00	68%	\$224,156.10
5222										
5222.000	Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	67.63
5222 - Totals		\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%	\$67.63
5224										
5224.000	Dues and Publications	19,610.00	.00	19,610.00	.00	.00	9,692.05	9,917.95	49	23,246.07



Include Rollup Account and Rollup to Account

Run by Melissa Lunas on 08/03/2026 03:16:38 PM