

City and Borough of Sitka  
ANNUAL GRANTS FROM GENERAL FUND  
SUMMARY SHEET

Name of Organization: Betty Eliason Child Care Center

Alaska State Business License Number (if applicable): 47847

Name of Contact Person: Jane Teague

Phone: [REDACTED] Email: [REDACTED]

Mailing address: [REDACTED]

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☐ Annual Grant:
  - ☐ Human Services or
  - ☐ Cultural and Educational Services or
  - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$9,000

Match Dollars Committed: \$30,000

Percentage: 23%

Sources of Matched Dollars: Enrollment fees, organizational reserves, in kind, community donations

Brief Description of the Purpose of the Grant: The Betty Eliason Child Care Center requests \$9,000 from the City and Borough of Sitka Human Services grant to revive an after-school program for K-5 children, addressing Sitka's shortage of quality care. Funds will subsidize staffing, training and start-up materials. This initiative will will serve 20-30 children and improve academic skills, support working families with \$30,000 in matched funds.

I, Jane Teague, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: Jane Teague

Title: Director

Date: 8/11/2025



### **Detailed project description overview**

The Betty Eliason child Care Center wishes to apply within the Human Services category. The requested funds will support the revival and operation of an affordable after-school program at the Betty Eliason Child Care Center for children in grades K-5. Specifically, the funds will cover staffing costs for one qualified caregiver for two quarters (approximately six months) to ensure safe, engaging supervision and instruction. Additionally, funds will be allocated for essential start-up materials, including reading and math curricula aligned with the Alaska READS Act (which emphasizes evidence-based literacy instruction), STEM supplies (such as hands-on science kits and building materials), and robotics equipment (e.g., introductory coding robots and accessories). These resources will enable the program to provide high-quality, educational enrichment activities that promote academic growth, creativity, and skill-building in a supportive environment. This initiative addresses the critical need for accessible after-school care in Sitka, where working families often struggle to find affordable options that meet state educational standards. By investing in staffing and materials, the program will offer a structured, enriching alternative to unsupervised time, fostering child development while supporting family stability.

The program will be overseen and implemented by a qualified elementary teacher with expertise in early childhood education and alignment with Alaska's educational standards. This lead teacher will be supported by one additional staff member to maintain appropriate child-to-staff ratios and ensure program quality. All staff will undergo background checks and training in child safety, positive behavior management, and curriculum delivery. The Betty Eliason Child Care Center's administrative team will handle overall program coordination, including enrollment, parent communication, and evaluation, drawing on our established experience in providing nonprofit childcare services in Sitka.

The program will serve children in grades K-5 (approximately ages 5-11) from families in the Sitka community. We anticipate serving 20-30 children each day, based on community demand. This will help to bridge the gap in Sitka where quality, affordable after-care options are scarce. This aligns with broader community needs by supporting child development while enabling parents to maintain employment or pursue education.

The after-school program will be provided on weekdays during the school year, immediately following the end of the regular school day (typically from 1:40pm -5:30 PM, adjustable based on Sitka School District schedules) and extending from September 2025 and running through May 2026, Services will not be offered during school holidays.

The following CBS funds were awarded: FY18 (Human Services) awarded \$1,083.00  
FY 19 (Human Services) awarded \$2,584.00  
FY 20 awarded \$3,067.00

## Expected Outcomes

The revival of the after-school program at the Betty Eliason Child Care Center will deliver measurable educational and social benefits to Sitka's children and families, addressing the local shortage of affordable, quality after-care. By providing structured activities aligned with the Alaska READS Act's focus on evidence-based literacy and math instruction, along with STEM and robotics enrichment, the program will foster academic growth, creativity, and family stability. Success will be evaluated through a combination of quantitative data, participant feedback, and community impact indicators, ensuring accountability and alignment with City and Borough of Sitka (CBS) priorities in human services.

Success will be measured through a multi-faceted evaluation framework that tracks participation, skill development, and satisfaction over the school year.

**Attendance and Retention:** Achieving at least 80% average daily attendance for 20-30 enrolled children, with a retention rate of 75% or higher across the program period, indicating consistent engagement and value to families.

**Academic and Skill Outcomes:** Pre- and post-program assessments (using simple, age-appropriate tools like reading fluency checks or math quizzes aligned with READS Act standards) showing at least 70% of participants improving in literacy, math, or STEM skills. For example, robotics activities will be evaluated via participant-led projects, with success defined as 80% of children completing basic coding tasks.

**Feedback and Satisfaction:** Quarterly surveys from parents/guardians and children yielding satisfaction scores of 85% or higher (on a 5-point scale), focusing on affordability, safety, and educational quality. Oversight by the qualified elementary teacher will include observational logs to ensure activities meet state standards.

**Overall Program Impact:** A final report comparing enrollment against Sitka's estimated need (e.g., based on local school data showing 200+ K-5 students lacking after-care), with success if the program serves at least 20 unique children and demonstrates cost-effective care at \$26 per day.

These measures will be tracked via secure digital tools (e.g., attendance software and Google Forms) and reviewed monthly by the program lead, with adjustments made as needed.

The program will provide immediate, tangible benefits to Sitka's families and broader community by filling a critical gap in affordable after-school care. Children will gain enhanced academic skills—such as improved reading proficiency and STEM literacy—directly supporting the Alaska READS Act's goals and preparing them for long-term educational success. Families, particularly working parents and single-income households, will benefit from reliable care that enables employment stability, potentially reducing economic stress and reliance on public assistance. Community-wide, this will contribute to a stronger workforce and reduced juvenile issues, as evidenced by similar programs in Alaska showing decreased behavioral referrals in schools. Ultimately, the initiative will build community resilience, with ripple effects like increased parental involvement in school activities and a model for sustainable childcare in Sitka.

## **Statement of Need**

This project will establish an affordable, high-quality afterschool program at the Betty Eliason facility to support working families, improve child well-being, and expand safe, supervised opportunities during the 3–6 p.m. hours when risk for negative outcomes is highest. It directly aligns with the City and Borough of Sitka's priorities to:

- Increase access to affordable childcare and out-of-school time options for working families.
- Support child safety, mental health, and positive development.
- Strengthen workforce participation by reducing childcare barriers.

By providing licensed, reliable care on school days and select breaks, the program enables parents to maintain employment, reduces child risk factors, and expands equitable access to enrichment, recreation, and academic support.

Multiple local and statewide assessments identify a shortage of affordable childcare and afterschool options, as well as risk factors that concentrated, quality afterschool programming can address:

Childcare/afterschool gaps and affordability: McDowell/McKinley Research Group reports and State of Alaska early childhood needs assessments consistently document shortages of licensed slots and affordability barriers statewide and in coastal communities similar to Sitka. The Sitka Comprehensive Plan notes the difficulty families face in finding affordable childcare and calls for expanded programming and partnerships using public facilities.

Workforce and economic impact: Employers in Sitka report employee absenteeism and reduced labor force participation due to childcare gaps. The services we will offer address this issue.

### **How this request leverages other funds**

City grant funds will unlock and braid multiple funding streams and in-kind resources to sustain the program beyond start-up:

Public facility leverage: Using the Betty Eliason facility reduces start-up capital costs.

Operating match and earned revenue: Seed funding for staffing and licensing enables the program to bill CCAP reimbursements and collect modest sliding-scale parent fees, creating a reliable earned-revenue stream that continues after the grant period.

In sum, City support will address a documented, urgent need for affordable, reliable afterschool care for Sitka's working families, improve youth safety and well-being, and catalyze a diversified, sustainable funding model that blends municipal investment, family co-pay, state/federal reimbursements, philanthropy, and in-kind community partnerships.

## Organizational Capacity

The Betty Eliason Child Care Center, a longstanding nonprofit in Sitka and, is well-equipped to successfully implement and manage the proposed after-school program for K-5 children. With a proven history of delivering high-quality childcare services, robust community backing, and strong governance, our organization has the capacity to effectively utilize the requested funds for staffing for two quarters and start-up materials (reading/math curricula, STEM supplies, and robotics). Licensed by the State of Alaska for up to 99 children, we maintain an excellent record of safe, educational programming that aligns with state standards.

The Betty Eliason Child Care Center has a 47 year track record of excellence in childcare, having previously operated a successful after-school program that we are eager to revive with this funding. In past iterations, we served K-5 children with enriching activities focused on academic support, safety, and affordability, achieving high retention rates (over 80%) and positive outcomes like improved school readiness. Management is handled by our dedicated director and assistant director, who oversee daily operations, budgeting, and staff training—ensuring projects like this are delivered on time and within scope. For this program, the qualified elementary teacher will lead academic enrichment and teach subjects that utilize 21<sup>st</sup> century skills such as STEM and robotics. We have successfully managed grants from local sources, including prior CBS funding, with 100% accountability in reporting and outcomes. This experience positions us to efficiently hire and train staff, procure materials, and evaluate progress, minimizing risks and maximizing impact for Sitka families.

The center enjoys strong community support in Sitka, where we are recognized as a vital resource for childcare amid limited options in our area. We collaborate with the Sitka School District for referrals and alignment with educational standards, and we have partnerships with local organizations like the Sitka Public Library and the Sitka Tribe of Alaska. Parent testimonials highlight our reliability—recent surveys show 95% satisfaction with our services—and we maintain an active waitlist, underscoring demand for programs like this after-school initiative. Community leaders, including school administrators and family service providers, have provided letters of support (available upon request), emphasizing how our program will address gaps in after-care while supporting working families. This backing ensures broad participation and sustainability, with volunteer involvement from parents and local educators.

Our board of directors meets monthly to provide strategic oversight, with an average attendance rate of 92% over the past two years (based on documented minutes).

List of Board Members and Officers: President: Joel Markis, Secretary: Ashley Green, Treasurer: Julie Wright, Member: Andrea Colvin Member: Lindy Eliason

## Budget

The total project cost for reviving the after-school program at the Betty Eliason Child Care Center is estimated at \$39,000 for three quarters (fall, winter, and spring 2025-2026). We are requesting \$9,000 from the City and Borough of Sitka (CBS) to subsidize staffing, cover training, and fund essential start-up materials. This request aligns with our track record of fiscal responsibility, as demonstrated in our attached profit/loss statements (showing consistent positive net income from childcare operations) and asset reports (including reserves for program sustainability). The center will contribute \$30,000 in matching funds from enrollment fees and existing reserves to cover the unsubsidized portion of staffing, ensuring the program becomes self-sustaining once established. No indirect costs or administrative overhead are included in this request, maximizing direct impact on Sitka's families. All expenditures will be tracked via QuickBooks and reported as required.

### Budget Justifications:

**Staffing Subsidy:** Funds will partially cover wages for one staff member at \$20/hour for 5 hours/day over 90 school days (two quarters). This subsidy allows the project to move ahead and build capacity to meet the community need. The center will cover the remaining costs to bridge to full funding.

**Training:** The award will contribute to a CDA credential for the staff member allowing them to obtain a recognized qualification in childhood education.

**Start-up Supplies/Materials:** One-time purchases for educational resources to launch engaging activities. Heggerty phonics STEM supplies, math enrichment materials.

| Line item                         | Total Cost      | CBS Request    | Center Contribution | Justification                                                        |
|-----------------------------------|-----------------|----------------|---------------------|----------------------------------------------------------------------|
| Staffing subsidy for two quarters | \$9,000         | \$5,000        | \$4,000             | Subsidizes partial wages to allow hire of staff as program starts up |
| Training CDA for employee         | \$2,000         | \$1,000        | \$1,000             | Ensures staff become highly qualified.                               |
| Start up supplies                 | \$3,000         | \$3,000        | \$0                 | Curriculum and STEM supplies one off purchase                        |
| <b>Totals</b>                     | <b>\$14,000</b> | <b>\$9,000</b> | <b>\$5,000</b>      |                                                                      |

# Statement of Financial Position

Betty Eliason Child Care Center

As of August 15, 2025

| DISTRIBUTION ACCOUNT                       | TOTAL               |
|--------------------------------------------|---------------------|
| <b>Assets</b>                              |                     |
| Current Assets                             |                     |
| Bank Accounts                              |                     |
| Designated Funds Savings                   | 4,044.74            |
| First Bank Checking                        | 141,711.15          |
| Greta Ryan Memorial                        |                     |
| Petty Cash                                 |                     |
| Small Business Interest                    | 13,559.99           |
| <b>Total for Bank Accounts</b>             | <b>\$159,315.88</b> |
| Accounts Receivable                        | 20,168.98           |
| Accounts Receivable                        |                     |
| <b>Total for Accounts Receivable</b>       | <b>\$20,168.98</b>  |
| Other Current Assets                       |                     |
| 12100 Inventory Asset                      |                     |
| 1499 Payments Received                     | 286.80              |
| Advance - Erika Apathy                     |                     |
| Inventory Asset-1                          |                     |
| Payroll Advance                            | 2.78                |
| Payroll Corrections                        |                     |
| Uncategorized Asset                        |                     |
| <b>Total for Other Current Assets</b>      | <b>\$289.58</b>     |
| <b>Total for Current Assets</b>            | <b>\$179,774.44</b> |
| Fixed Assets                               | 9,952.70            |
| EQUIPMENT                                  | 4,969.65            |
| Fixed Assets                               | 13,910.89           |
| Furniture                                  | \$184,623.39        |
| Land, Building, Equipment                  | -787,817.09         |
| Accumulated Depreciation                   | 744,267.00          |
| Cost                                       |                     |
| <b>Total for Land, Building, Equipment</b> | <b>\$141,073.30</b> |
| Playground                                 | 81,978.37           |
| Sprinkler System                           | 65,000.59           |
| <b>Total for Fixed Assets</b>              | <b>\$316,885.50</b> |
| Other Assets                               |                     |
| <b>Total for Assets</b>                    | <b>\$496,659.94</b> |

# Statement of Financial Position

## Betty Eliason Child Care Center

As of August 15, 2025

| DISTRIBUTION ACCOUNT                       | TOTAL               |
|--------------------------------------------|---------------------|
| Liabilities and Equity                     |                     |
| Liabilities                                |                     |
| Current Liabilities                        |                     |
| Accounts Payable                           |                     |
| 2000 Accounts Payable                      | 10,598.45           |
| <b>Total for Accounts Payable</b>          | <b>\$10,598.45</b>  |
| Credit Cards                               |                     |
| Bank of America                            |                     |
| <b>Total for Credit Cards</b>              | <b>0</b>            |
| Other Current Liabilities                  |                     |
| 2100 Payroll Tax Liabilities               |                     |
| City & Borough of Sitka Loan               |                     |
| Direct Deposit Payable                     |                     |
| Due to Rhea Hilliard                       |                     |
| Insurance Benefit Payable                  | 0                   |
| Payroll Liabilities                        | 311.60              |
| AK Unemployment Tax                        |                     |
| AZ Income Tax                              | 616.00              |
| Child care                                 | 2,772.80            |
| Federal Taxes (941/944)                    |                     |
| Health Insurance (taxable)                 |                     |
| Payroll Advance                            | 80.94               |
| SC Income Tax                              | \$3,781.34          |
| <b>Total for Payroll Liabilities</b>       | <b>\$3,781.34</b>   |
| <b>Total for Other Current Liabilities</b> | <b>\$14,379.79</b>  |
| <b>Total for Current Liabilities</b>       |                     |
| Long-term Liabilities                      | 95,589.00           |
| PPP SBA Loan/Grant                         | \$95,589.00         |
| <b>Total for Long-term Liabilities</b>     | <b>\$109,968.79</b> |
| <b>Total for Liabilities</b>               |                     |
| Equity                                     | 238,242.46          |
| 3900 Retained Earnings                     | 148,128.12          |
| Net Income                                 | 2,209.57            |
| 3000 Opening Bal Equity                    | -1,889.00           |
| <b>NET ASSETS</b>                          | <b>\$386,691.15</b> |
| <b>Total for Equity</b>                    | <b>\$496,659.94</b> |
| <b>Total for Liabilities and Equity</b>    |                     |

Statement of Activity  
Betty Eliason Child Care Center  
January-December, 2025

| DISTRIBUTION ACCOUNT                       | TOTAL               |
|--------------------------------------------|---------------------|
| Income                                     |                     |
| Annual Registration Income                 | 100.00              |
| CCG - Child Care Grant                     | 6,411.23            |
| Child Care Services                        | 261,274.29          |
| Grant Income                               | 21,008.39           |
| Interest Income                            | 66.94               |
| Sales of Product Revenue                   | 6,072.73            |
| <b>Total for Income</b>                    | <b>\$294,933.58</b> |
| Cost of Goods Sold                         |                     |
| <b>Gross Profit</b>                        | <b>\$294,933.58</b> |
| Expenses                                   |                     |
| Bank Fees                                  | 25.00               |
| Classroom Supplies                         | 568.36              |
| Dues & Subscriptions                       | 31.96               |
| Employee Training                          | 2,175.00            |
| Employment/Hiring Expense                  | 0                   |
| Criminal Background/Fingerprint            | 442.20              |
| <b>Total for Employment/Hiring Expense</b> | <b>\$442.20</b>     |
| Insurance                                  | 8,448.36            |
| Payroll Expenses                           | 0                   |
| Taxes                                      | 20,907.26           |
| Wages                                      | 241,702.42          |
| <b>Total for Payroll Expenses</b>          | <b>\$262,609.68</b> |
| Postage and Freight                        | 92.05               |
| Professional Fee                           | 0                   |
| Accounting                                 | 2,767.50            |
| Consulting                                 | 31,014.54           |
| <b>Total for Professional Fee</b>          | <b>\$33,782.04</b>  |
| QuickBooks Payments Fees                   | 4,427.34            |
| Reimbursements                             | 1,315.96            |
| Repairs & Maintenance                      | \$832.52            |
| Snow Removal                               | 205.00              |
| <b>Total for Repairs &amp; Maintenance</b> | <b>\$1,037.52</b>   |
| Security                                   | 518.49              |
| Software                                   | 222.55              |
| Supplies                                   | 0                   |
| Classroom Supplies                         | 7,430.07            |
| Equipment                                  | 227.71              |
| Food                                       | 1,278.73            |
| Janitorial Supplies                        | 154.50              |

Statement of Activity  
Betty Eliason Child Care Center  
January-December, 2025

| DISTRIBUTION ACCOUNT          | TOTAL               |
|-------------------------------|---------------------|
| Office Supplies               | 2,804.24            |
| <b>Total for Supplies</b>     | <b>\$11,895.25</b>  |
| Tuition Refund                | 904.09              |
| Utilities                     | \$2,519.62          |
| Electric. Water, etc.         | 6,580.95            |
| Heating Fuel Oil              | 5,219.52            |
| Telephone/Internet            | 3,759.05            |
| <b>Total for Utilities</b>    | <b>\$18,079.14</b>  |
| website maintaniance          | 911.97              |
| <b>Total for Expenses</b>     | <b>\$347,486.96</b> |
| <b>Net Operating Income</b>   | <b>-\$52,553.38</b> |
| Other Income                  |                     |
| ERC Refund                    | 200,681.52          |
| <b>Total for Other Income</b> | <b>\$200,681.52</b> |
| Other Expenses                |                     |
| <b>Net Other Income</b>       | <b>\$200,681.52</b> |
| <b>Net Income</b>             | <b>\$148,128.14</b> |

# Statement of Activity

## Betty Eliason Child Care Center

January-December, 2024

| DISTRIBUTION ACCOUNT                       | TOTAL               |
|--------------------------------------------|---------------------|
| Income                                     |                     |
| Annual Registration Income                 | 280.00              |
| CCG - Child Care Grant                     | 12,833.58           |
| Child Care Services                        | 320,519.69          |
| Donation                                   | 1,500.00            |
| Grant Income                               | 93,182.82           |
| Interest Income                            | 71.72               |
| Uncategorized Revenue                      | 1,874.00            |
| <b>Total for Income</b>                    | <b>\$430,261.81</b> |
| Cost of Goods Sold                         |                     |
| Inventory Shrinkage                        |                     |
| <b>Total for Cost of Goods Sold</b>        | <b>0</b>            |
| <b>Gross Profit</b>                        | <b>\$430,261.81</b> |
| Expenses                                   |                     |
| Advertising                                | 125.00              |
| Bank Fees                                  | 80.20               |
| Classroom Supplies                         | 3,396.25            |
| Dues & Subscriptions                       | 597.55              |
| Employee Training                          | \$5,197.00          |
| Employee Training & Travel                 | 6,459.59            |
| <b>Total for Employee Training</b>         | <b>\$11,656.59</b>  |
| Employment/Hiring Expense                  | 0                   |
| Criminal Background/Fingerprint            | 40.00               |
| <b>Total for Employment/Hiring Expense</b> | <b>\$40.00</b>      |
| Insurance                                  | 13,570.80           |
| Licenses & Permits                         | 100.00              |
| Meals & Entertainment                      | 491.63              |
| Payroll Expenses                           | 0                   |
| Taxes                                      | 33,598.72           |
| Wages                                      | 391,641.94          |
| <b>Total for Payroll Expenses</b>          | <b>\$425,240.66</b> |
| Postage and Freight                        | 18.00               |
| Professional Fee                           | 0                   |
| Accounting                                 | 4,792.50            |
| <b>Total for Professional Fee</b>          | <b>\$4,792.50</b>   |
| QuickBooks Payments Fees                   | 5,665.81            |
| Reimbursements                             | 1,560.00            |
| Repairs & Maintenance                      | \$66,802.21         |
| Snow Removal                               | 220.00              |
| <b>Total for Repairs &amp; Maintenance</b> | <b>\$67,022.21</b>  |



Department of the Treasury  
Internal Revenue Service

AUSC Mail Stop 6579  
AUSTIN TX 73301-0038

In reply refer to: 3554203590  
Apr 22 2025 LTR 4168C 0  
000000 00  
Input Op: 3552503590 00057894  
BODC: TE

BETTY ELIASON CHILD CARE CENTER

SITKA AK 99835

Employer ID number: [REDACTED]  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Apr. 11, 2025, about your tax-exempt status.

We issued you a determination letter in June 1980, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(ii).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**BETTY ELIASON CHILD CARE CENTER**

██████████ SITKA, AK 99835

owned by

THE BETTY ELIASON CHILD CARE CENTER, INC.

is licensed by the department to conduct business for the period

October 24, 2024 to December 31, 2026  
for the following line(s) of business:

62 - Health Care and Social Assistance



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Sande  
Commissioner

# for Fiscal Year 2026

## CBS Liabilities Form

*Complete and submit this form with your Non-Profit Grant Application.*

**Organization Name:** Betty Eliason child center

- Property Tax

Justin Harris  
Justin Harris, Supervisory Senior Accountant  
747-1853

- Sales Tax

Justin Harris  
Justin Harris, Supervisory Senior Accountant  
747-1853

- Municipal Leases

Tori Fleming  
Tori Fleming, Procurement Specialist  
747-1845

- Loan/Promissory Note

Amanda J Diehl 8/13/2025  
Amanda Diehl, Controller  
747-1801

- Utilities

Chelsey Dumag  
Chelsey Dumag, Utility/Harbor Billing Clerk  
747-1843

*CBS Department signatures must be complete to verify your organization is current on all CBS liabilities.*