



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Meeting Agenda

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Timothy Pike,
Thor Christianson, Chris Ystad,
JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 23, 2024

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

V. CORRESPONDENCE/AGENDA CHANGES

[24-065](#) Reminders, Calendars, and General Correspondence

Attachments: [Reminders and Calendars](#)
[Electric Department Quarterly](#)
[Fire Department Quarterly](#)
[Library Quarterly Report](#)

VI. CEREMONIAL MATTERS

None.

VII. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)

VIII. PERSONS TO BE HEARD

Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.

IX. CONSENT AGENDA

All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A** [24-063](#) Approve the minutes of the April 4, 9, and 16 Assembly meetings

Attachments: [Consent and Minutes](#)

- B** [24-062](#) Approve a package store sampling endorsement application for Triple C Ventures, Inc. dba Watson Point Liquors at 1867 Halibut Point Road

Attachments: [Motion and Memos](#)

[PSSE #15425 dba Watson Pt. Liquors](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- C** [24-061](#) Reappoint Katherine Prussian to a three-year term on the Parks and Recreation Committee and Appoint Austin Cranford to an unexpired term on the Police and Fire Commission

Attachments: [Motion](#)

[Prussian Parks and Recreation](#)

[Cranford Police Fire](#)

XI. UNFINISHED BUSINESS:

- D** [ORD 24-07S](#) Amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge"

Attachments: [Motion Ord 2024-07S](#)

[Memo Ord 2024-07](#)

[Ord 2024-07S](#)

- E** [ORD 24-09](#) Authorizing a property tax exemption for the Youth Advocates of Sitka, Inc. ("YAS") for the property located at 3411 Halibut Point Road

Attachments: [Motion Ord 2024-09](#)

[Memo Community Purpose](#)

[Ord 2024-09](#)

[Application Youth Advocates of Sitka Inc R](#)

XII. NEW BUSINESS:

- F [24-064](#) Authorize the Municipal Administrator to apply to the Energy Efficiency and Conservation Block Grant to support recycling and municipal fleet electrification

Attachments: [Motion and Block Grant Memo](#)

XIII. PERSONS TO BE HEARD:

Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.

XIV. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

XV. EXECUTIVE SESSION

Not anticipated.

XVI. ADJOURNMENT

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 907.747.1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular and Special Assembly meetings are livestreamed through the City's website and YouTube channel, and aired live on KCAW FM 104.7. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
Publish: April 19*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-065 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 4/18/2024 **In control:** City and Borough Assembly
On agenda: 4/23/2024 **Final action:**
Title: Reminders, Calendars, and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)
[Electric Department Quarterly](#)
[Fire Department Quarterly](#)
[Library Quarterly Report](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, April 23	Regular Meeting	6:00 PM
Thursday, April 25	Special Meeting: <i>Interviews Municipal Attorney</i>	6:00 PM
Tuesday, April 30	Govt to Govt Dinner Meeting Time and location to be announced	
Tuesday, May 14	Regular Meeting	6:00 PM



April 2024

Sunday		Monday		Tuesday	Wednesday	Thursday	Friday	Saturday
31	Mar	1	Apr	2	3	4	5	6
		6:00pm <u>Sustainability Commission-Liaison Mosher</u>			6:00pm <u>School Board-Liaison Mosher</u> 6:00pm <u>Library Commission Meeting-Liaison Saline</u>	6:00pm <u>Special Budget Meeting</u>		
7		8		9	10	11	12	13
		Eisenbeisz 6:00pm <u>Tourism Task Force Work Session-Liaison Carlson</u>		Eisenbeisz 12:00pm <u>Parks and Recreation Committee-Liaison Mosher</u> 6:00pm <u>Regular Assembly Mtg</u>	Eisenbeisz 5:30pm <u>Tree and Landscape Committee-Liaison Saline</u> 6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port and Harbors Commission-Liaison Ystad</u>	Eisenbeisz 12:00pm <u>Local Emergency Planning Committee-Liaison Mosher</u>	Eisenbeisz	
14		15		16	17	18	19	20
				6:00pm <u>Special Meeting: Evals - Administrator and Attorney</u>	12:00pm <u>Health Needs and Human Services Commission-Liaison Carlson</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>	6:00pm <u>Special Budget Meeting</u>		
21		22		23	24	25	26	27
				6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Police and Fire Commission-Liaison Pike</u>	6:00pm <u>Special Meeting: Municipal Attorney Interviews (zoom)</u>		
28		29		30	1	2	3	4
				Carlson Govt to Govt Dinner Meeting	6:00pm <u>School Board-Liaison Mosher</u> 6:00pm <u>Library Commission-Liaison Saline</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>			

May 2024

Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
28	Apr	29	30	1	May	2	3	4
			Carlson Govt to Govt Dinner Meeting	6:00pm <u>School Board-Liaison Moshier</u> 6:00pm <u>Library Commission-Liaison Saline</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>				
5		6	7	8	9	10	11	
		Carlson 6:00pm <u>Sustainability Commission-Liaison Moshier</u>		5:30pm <u>Tree and Landscape Committee-Liaison Saline</u> 6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port and Harbors Commission-Liaison Ystad</u>	12:00pm <u>Local Emergency Planning Committee-Liaison Moshier</u>			
12		13	14	15	16	17	18	
			12:00pm <u>Parks and Recreation Committee-Liaison Moshier</u> 6:00pm <u>Regular Assembly Mtg</u>	12:00pm <u>Health Needs and Human Services Commission-Liaison Carlson</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>				
19		20	21	22	23	24	25	
				5:30pm <u>Police and Fire Commission-Liaison Pike</u>				
26		27	28	29	30	31	1	Jun
			6:00pm <u>Regular Assembly Mtg</u>					



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

ELECTRIC DEPARTMENT QUARTERLY REPORT

Quarterly Report

April 12, 2024

OVERVIEW:

This Electric Department Quarterly Report will address Management and Staffing Issues, Deferred Maintenance Concerns, Ongoing Projects & Contracts, and provide a Budget Status Update.

Management & Staffing:

A Department Organizational Chart is attached to this report. Nationwide, there is a shortage of skilled and professional labor relating to the electrical industry. The Department is significantly understaffed, and more than 30% of our personnel are at, or very near, planned retirements. The department is actively advertising to fill open positions. The following summarizes Management and Crew staffing:

- Utility Director: Scott Elder resigned as Utility Director as of October 2023. Since November 27, 2023, the department is currently under the direction of an Interim Utility Director.
- Transmission & Distribution (T&D) System Manager: This position has been vacant since mid-2022, and is currently supported by a qualified contractor, but on a part-time basis.
- Generation System Manager: This position is vacant, and only the most mission critical duties assigned to this position are being addressed by the Interim Utility Director.
- Project & Regulatory Engineer: This position is currently staffed.
- Office Administrator: In January 2024 this newly created position merged two vacant positions, the Office Manager and Contract Manager, into one full-time-equivalent position. The most qualified applicant was hired and is currently

supporting our department with accounting/billing/invoicing functions; however, does not yet have contract experience and is in a Contract Manager training role. Thus, the Interim Director, T&D System Manager, General Foreman and Project and Regulatory Engineer are providing Contract Management support as needed at the department level.

- **Project Engineer:** On April 8, 2024, Dean Orbison officially resigned from part-time employment with CBS. The department has relied heavily on Dean, a retired former Electric Department Generation Manager, who has been assisting us as a Temporary Employee. Dean's technical skills and extensive historical knowledge of our dams and power plants were instrumental to our operations. Dean was the Project Manager for our most significant and critical upcoming project, the \$5M Green Lake Phase II/III Rehabilitation, and he provided technical expertise to support our multitude of deferred, ongoing, and planned capital projects. The department will be submitting a Resource Proposal for one (1) Project Engineer to support the Department.
- **Transmission & Distribution:** The department is funded to fully staff five (5) positions: a General Foreman, a Journey Lineman Foreman, two Journey Linemen, and one Apprentice Lineman. February 2024 marks the first time in the department's history that we have not staffed a licensed Journey Lineman crew. Currently, the department is staffed by a General Foreman, Apprentice Lineman, and a former Journey Lineman who is on a modified work schedule due to health issues and injuries and is not expected to return to full Journey Lineman status. All Journey Lineman responsibilities are currently being performed by Northern Power Constructors under contract.
- **Power Plant Operators:** All positions are fully staffed with one (1) Lead Operator, four (4) Operators, one (1) very experienced Relief Operator, and three (3) Temporary Relief Operators in training. In May 2024, the Power Plant Operators are switching to a 7-Twelve Schedule to more align with industry standards while providing a significant increase in one-on-one training time between the Lead Operator and Operators.
- **Mechanics:** The department is supported by three (3) Mechanics. Two of our Mechanics are within approximately 3 to 5 years of planned retirement. All our Mechanics have long tenure with the department and a wealth of experience and knowledge in the operation and maintenance of our dams and power generation systems, both hydro and diesel.
- **Electricians:** The department is supported by three (3) Electricians. One of our Electricians is planning to retire within one year. The Management Team is preparing to actively recruit an Electrician and will advertise the job when our current employee establishes a retirement date.

Deferred Maintenance

The department is in a prolonged period of excessively deferred maintenance, and based on staff experience, extends back at least 5 or more years.

Transmission & Distribution System: The most critically deferred operation in the CBS Electric Department is the T&D System.

To date the department has not developed a usable GIS map identifying our pole and asset locations for our T&D System. Having an accurate GIS map of our T&D system is critical for personnel safety and protection of expensive equipment during emergency outages, as well as routine operations and maintenance. In February of 2024 the department developed a plan, and identified team responsibilities, to complete a GIS map and inventory of all T&D system assets by June 30, 2025.

The transmission lines from Green Lake to Blue Lake, and Blue Lake to Marine Street Substation, are over 40 years of age and past their expected life. Many poles are compromised by numerous hollow cavities created by nesting birds. Transmission poles are susceptible to avalanche, landslide, falling trees, high winds, heavy snow, etc. The Thimbleberry Bypass from Blue Lake to the 2600 Block of Sawmill Creek Road is particularly susceptible to avalanche and landslide without vehicle access to the system (see Ongoing Projects & Contracts, Thimbleberry Bypass Relocation Project, below).

The Green Lake and Blue Lake Switch Gear are 40+ years old and need replaced. The Department currently has engineers and contractors under agreement to upgrade 7 Switches.

The Downtown Business District underground power distribution system is in very poor condition. Water infiltration, corrosion, and is near the end of expected life. The Department is developing a plan for upgrades in FY25.

Green Lake Switchyard Transformers are 40+ years old and the current spare transformer is taking moisture, will not hold nitrogen, and is failing. Our team is currently working on repairs and will have a better understanding of the utility of his transformer within the next few weeks. The Department is also currently soliciting quotes for a replacement transformer and obtaining estimates for rebuilding. To maintain an appropriate spare the Department is likely required to purchase a new transformer and rebuild

Strategic Plan: The second most critically deferred item in the department operations is the lack of any type of adopted strategic planning document. Southeast Alaska Power Authority (SEAPA) operations are directed by a 5-Year Strategic Plan. Golden Valley Electric Association (GVEA) maintains a 20-Year Strategic Generation Plan. Kodiak Electric Association (KEA) managers meet with their Board of Directors in January of every year to conduct a Strategic Planning

Meeting. The CBS Electric Department submitted a Project Charter for a 20-Year Strategic Plan in the FY25 Budget Request.

Relays and Breakers: The department has historically not maintained a consistent relay and breaker testing program until this year. Relay and Breaker testing projects are under contract and addressed below in Ongoing Projects & Contracts.

Jarvis Diesel Power Plant: The Department's two (2) primary generators units can reliably maintain a peak generation out of approximately 18 megawatt-hours (MWh). The D5 Solar can produce approximately 13.5 MWh depending on ambient temperature, while the D4 Caterpillar can produce approximately 4.5 MWh. Both D4 and D5 units are in very good, well-maintained condition. The department also has three (3) Fairbanks Morse Diesel Generators, D1, D2 and D3, that were installed in 1980. D1 has been permanently removed from service due to extensive wear and high cost to rebuild. Based on recent manufacturer inspections, D2 shows extensive liner and piston ring wear and requires a major overhaul, while D3 requires a blow unit major overhaul.

Diesel fuel storage for power generation is currently limited to about 34,000 gallons (approximately 85% of the 40,000-gallon storage tank volume). If, for example, the Thimbleberry Bypass Transmission Line is lost due to a natural disaster, the department will rely entirely on our diesel generators to meet electric demand. Depending on seasonal conditions, daily demand could range from a low of 12 to 14 MWh to a high of 18 to 24 MWh. Fuel consumption would range from a low of 1,000 gallons/hour (gph) with Unit D5 online, to a peak of 1,700+ gph with all units online. Given our limits on fuel storage, near continuous 24-hour per day refueling operations would be required with all diesel units running. Delta Western and Petro Marine maintain 100,000 to 225,000 gallons of diesel in Sitka, respectively. In the event of a catastrophic emergency that requires the CBS run all diesel units, the department could easily exhaust the island diesel storage reserves in less than 7 to 8 days.

Blue Lake and Green Lake Power Plant: Currently much of the Green Lake Power Plant is operating on 1980s technology and equipment and routine maintenance and upgrade projects have been largely deferred through the decades. However, the department is in a very strong position with the Green Lake Phase II/III Hydroelectric Rehabilitation Project fully funded and preparing to advertise by the end of April 2024. Green Lake Plant controls are a combination of digital and analog. The department needs to design and implement a project to upgrade all controls systems to digital.

Projects & Contracts:

The following is a summary of the Department's pending and ongoing projects and contracts.

The Pursuit of Grant Funding Opportunities: This supports Goals 1.3 and 4.1 of the Strategic Plan as follows:

The Electric Utility is collaborating with the Planning and Community Development Department's Sustainability Coordinator to critically evaluate the long-term sustainability of CBS's hydroelectric infrastructure via the National Renewable Energy Lab's (NREL) Clean Energy-to-Communities (C2C) in depth partnership. This 3-year project aims to maximize the efficiency of existing renewable energy resources, increase infrastructure resiliency to remain 100% renewable, and build the workforce to support renewable energy production.

The CBS staff reapplied to the Energy Production Act Section 242: Hydroelectric Production Incentive Program for calendar year (CY) 2023. The application submitted for CY21 and 22 was successful and resulted in \$1M per year for a total of \$2M. It is anticipated that CBS will receive the full \$1M incentive payment for qualified electricity production from the Blue Lake Hydroelectric Project during CY23.

Thimbleberry Bypass Relocation Planning & Design: This supports Goals 4.1, 4.3 and 5.3 of the Strategic Plan as follows:

On April 19, 2024, CBS's Engineering Consultant is scheduled to deliver the 35% Engineering Design (Narrative, Drawings, Staking Sheets) and Construction Cost Estimate for relocating the Thimbleberry Bypass Transmission Line along the HPR Right of Way. Through analysis of options this alternate path was identified as the most economical and viable long-term solution to provide greater reliability and lower risk to the system and public.

Blue Lake Tunnel Dewatering: (note, there is no change in this goal/plan from the January 2024 Quarter Report to the Assembly). This supports Goals 1.3, 4.3 and 5.3 of the Strategic Plan as follows:

In previous Quarterly Reports to the Assembly, the Blue Lake Tunnel Dewatering has incorrectly been identified as a Federal Energy Regulatory Commission (FERC) regulatory requirement. Dewatering the Blue Lake Tunnel is not a FERC regulatory requirement, only a recommendation. With FERC approval the CBS is delaying the tunnel dewatering to approximately May 2025 to allow additional time for the Public Works Department to ensure the Critical Secondary Water supply system is properly functioning during low flow levels in Sawmill Creek. The Utility along with our consultants will develop a detailed plan for future penstock work including dewatering, inspection of the tunnel, cleaning of the rock trap, making valve and penstock repairs and modifications, and interior mapping of the tunnel to evaluate options for improving hydraulic efficiency.

There is a lot of misinformation regarding the lining of the penstock to improve hydraulic efficiency, increase flow, and thus increase power generation. Extensive assessment has shown that lining of the tunnel is cost prohibitive, with preliminary cost estimates

exceeding \$10M, and with little increase in hydraulic gain. In addition, the Blue Lake Hydropower Plant was designed for the operation of 2 turbine/generators with one unit in standby. Lining the penstock tunnel would also take a considerable amount of time during which Sitka would be relying on diesel-generated power.

Green Lake Phase II & III Hydroelectric Rehabilitation: This supports Goals 1.3 and 5.3 of the Strategic Plan as follows:

The RFP for Green Lake Phase II & III Hydroelectric Rehabilitation is currently being reviewed by the Compliance Officer and CBS is planning to advertise the approximately \$5M project by the end of April 2024.

The Green Lake project was placed in service in 1982, and since has been in nearly continuous service. A general rehabilitation of the Green Lake project was begun in 2021 with the work divided into three phases:

- Phase I – Full Inspection of the Turbine/Generator Units and Rehabilitation of Turbine Gates and Waterways (*General Contractor - Knight Construction; Turbine Subcontractor – HCMS; Generator Subcontractor - Sidewinders. Project completed in 2021*).
- Phase II & III – Major Overhaul Rehabilitation of Turbine Generator G-1 (Phase II) and G-2 (Phase III).

The Phase II & III work is scheduled to commence in October 2024, with an estimated completion by March 2025. A more detailed schedule will be developed after the contract is awarded. This work will include; disassembly, cleaning, hydraulic lubrication system repairs, draft tube concrete and grout repairs, turbine scroll case repairs and parts replacement, painting, modification of bearing and greaser systems and generator air baffles, winding and component inspections, reassembly, and commissioning.

Green Lake Generator Excitation System Upgrades: This supports Goals 1.3 and 5.3 of the Strategic Plan as follows:

The Green Lake Generator Excitation Systems are original equipment to the plant and are near the end of their expected operating life. CBS is finalizing a Contract Task Order for Electric Power Systems Inc. (EPS), to design, oversee installation, testing and commissioning of new excitation systems for the G-1 and G-2 Generators. The EPS Engineers will design the upgraded systems, procure equipment, and direct the installation and commission the units. Engineering design will commence immediately following award of the Task Order, with anticipated completion date of July 2025. Due to the long lead time for the equipment (estimated at over 5 weeks), the excitation system upgrades will commence in approximately October 2025 with an estimated completion date of December 2025.

CBS Electric Department System Wide Relay Testing Project: This supports Goals 1.3 and 5.3 of the Strategic Plan as follows:

Background/History: *Protective Relays are our most powerful defense against long, costly outages and extensive equipment damage, protecting critical and expensive assets during stressed system conditions, providing “last line” of defense for valuable electrical system assets. These situations include accidents in the field, such as vehicles, trees falling through power lines, or generation failure leading to voltage or frequency issues. In the event of a fault, relays keep the damage to a minimum, and most importantly, protect people. The Power Industry Standard is to test relays at least every 5 to 10 years.*

- The Blue Lake Power Plant and Switchyard: Relays at the Blue Lake Power Plant, Fish Valve Unit and Switchyard have not been tested since their 2014 commissioning and are a priority during this testing project.
- Green Lake Power Plant: All relays will be tested during this project.
- Marine Street Substation A: Relays will not be tested during this project as they have been in service past their useful life expectancy and are scheduled for replacement in FY25.
- Marine Street Substation B: All relays will be tested during this project.
- Jarvis Street: All relays will be tested during this project.

On April 22, 2024, AM Power Solutions & Services LLC, in coordination with department staff, will commence testing the CBS Electric System Protective Relay. plants. Work will commence on April 22, 2024, and completion is anticipated by May 6, 2024.

CBS Electric Department System Wide Battery Bank UPS Testing: This supports Goals 1.3 and 5.3 of the Strategic Plan as follows:

In power generation plants, the UPS plays a vital role in maintaining power continuity and protecting critical and expensive infrastructure in the event of a loss, or fluctuation, in primary house power. The UPS units are used in the period of outage from when the outage begins until the back-up generation units are brought online to take over the supply. Load Bank Testing provides a controlled environment to assess the UPS's capabilities and identify potential issues prior to an emergency, simulating a discharge scenario using the load bank to assess the UPS's capacity and performance. Monitor parameters such as voltage, current and runtime are used to ensure the UPS system meets the expected backup requirements for emergencies.

Load bank testing should be a regular part of a comprehensive Operation and Maintenance Plan. A reasonable industry standard for load bank testing frequency of critical facility UPS battery banks is 2 to 3 years. The Department maintains load banks at all facilities including Green and Blue Lake Power Plants, Jarvis Street and Marine Street.

To date, the CBS Electric Department has not conducted load testing on our critical UPS Battery banks other than our Solar D-5 Diesel Generator. In late 2023 the Department procured Battery Bank Load Testing Equipment at a cost of \$26,561.05, and the equipment was received this month. Commencing in May of 2024, the Department will begin conducting routine load bank testing of our UPS battery banks at Green Lake, Blue Lake, Jarvis Street and Marine Street Substations on a 2-year schedule.

CBS Electric Department System Wide Breaker Testing: This supports Goals 1.3 and 5.3 of the Strategic Plan as follows:

The following summarizes Department Breaker Testing background/history:

- Generator Breakers are located between electric generation equipment and power transmission systems and provide system protection for customers and equipment during stressed conditions such as a vehicle accident involving a pole, trees falling on lines, etc.
- Feeder Breakers are located within switchyards and provide protection for customers and equipment during stressed conditions such as a vehicle accident, trees falling on lines, etc. Seventeen Feeder Breakers sectionalize Sitka, thus a stressed condition on HPR will open that specific Feeder Breaker and isolate the power outage to only that portion of town. Similarly, if a stressed condition occurs on Japonski Island, that specific Feeder Breaker will open and isolate the outage to only Japonski Island.

A reasonable Power Industry Standard is to test breakers on a 1-to-3-year cycle. Testing of CBS Electric Department System Generator Breakers was last conducted in 2016. CBS resurrected our breaker testing program in 2023. From August through October 2024, EPS will perform testing on all medium and high voltage breakers at the Blue Lake and Green Lake Power Plants, Marine and Jarvis Street Substations, Jarvis Street Diesel Plant and Sawmill Cove.

CBS Electric Department Meter System Upgrades: This supports Goals 4.3 and 5.3 of the Strategic Plan as follows:

Electric meters currently in use are manufactured by Landis+Gyr and the company no longer manufactures, and provides limited support, of these “Legacy Meters”. The metering industry is moving toward mesh network systems that utilize RF and Cellular Service. The department Meter Technician in coordination with the IT Department completed a propagation study with Landis+Gyr in 2023 and received a quote for upgrading our system for a Network Gateway, new radio frequency (RF) and cellular technology meters, and a technical support contract. CBS Meter Technicians and IT Department will procure and install the Network Gateway System and procure and install new meters. A total of 5,294 residential meters and 340 Commercial Meters will be replaced, commencing in FY25, with the work conducted over multiple phases based on allocated funding.

Generation:

Additional customers continue to be added to the system, leading to higher power sales.

CALENDAR YEAR	TOTAL POWER SALES - GWH	BILLED AMOUNT
2021	113.0	\$18.5M
2022	115.7	\$19.5M
2023	116.7	\$20.5M
2024 (3 rd Quarter)	88.1	\$15.3M

Transmission & Distribution

SEARHC Dedicated 12kV Feeder is scheduled for energization the week of May 13, 2024, with the additional load from the new hospital anticipated in early 2025. City-wide our electrical demand continues to increase. New electrical services continue to be added to the system on a regular basis. There has also been a significant amount of work in upsizing existing services to supply additional capacity to customers. Equipment costs continue to rise but at a slower rate from previous years. Equipment purchases, particularly transformers, remain long lead time items.

Regulatory Compliance

Diesel Generation: The Department has submitted on time, all 2023, year end and semi-annual compliance certifications and reporting to the Alaska Department of Environmental Conservation (ADEC), U.S. Energy Information Administration (EIA), and Federal Energy Regulatory Commission (FERC).

Hydropower Generation - Blue Lake: The FERC required on-site 5-year Part 12D Safety Inspections with independent safety consultants will commence on May 7, 2024.

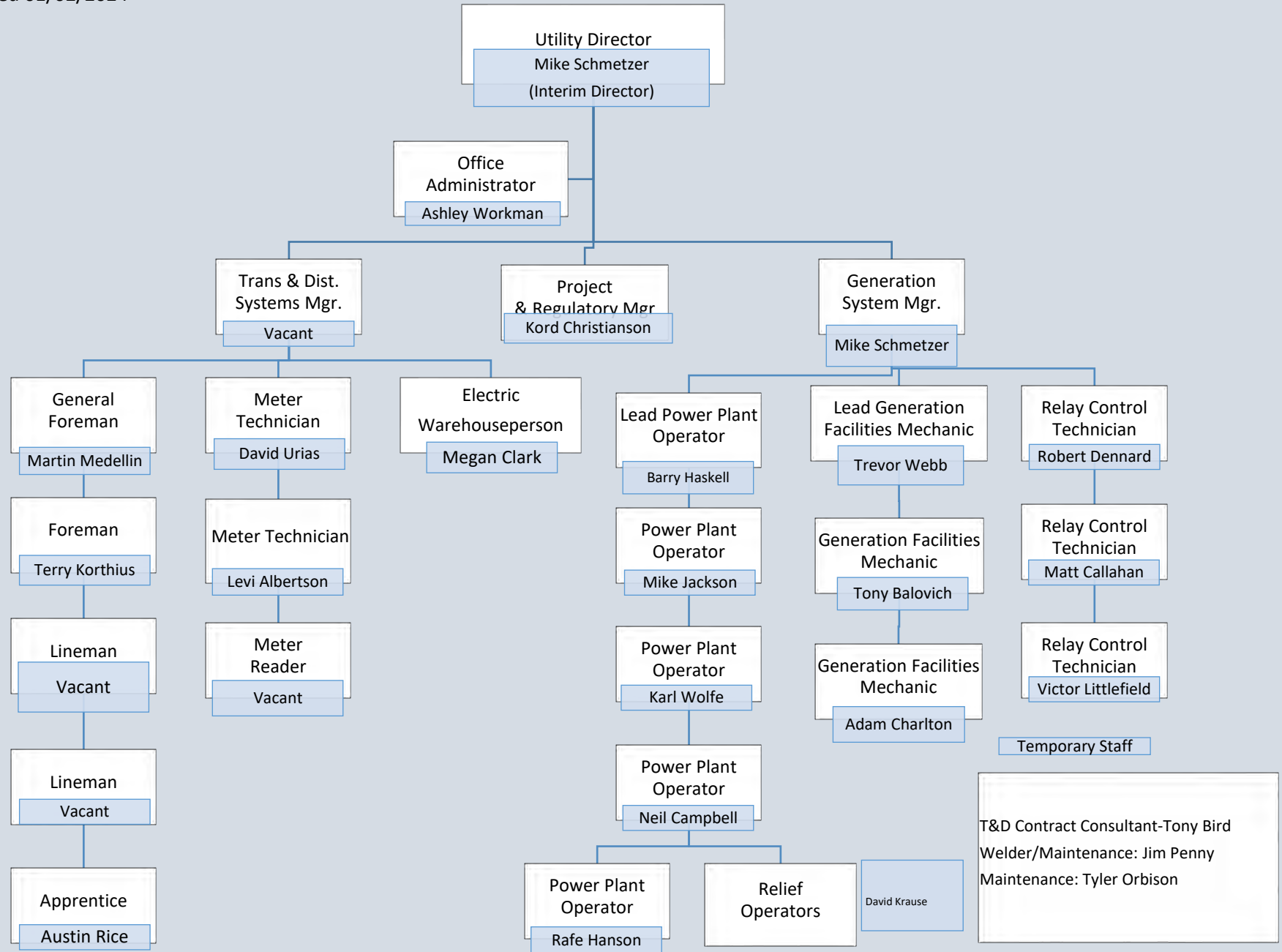
Hydropower Generation – Green Lake: The Department has initiated the FERC Relicensing Process for Green Lake, which is a 5-year process. The Green Lake 2029 FERC Relicensing Preliminary Application Document (PAD) was filed in March 2024, with initial FERC & public consultations in Sitka expected in late June 2024.

Budget:

Departmental budget execution is performing as expected. In general, the account trajectory is healthy with some areas of higher execution over previous years. Equipment and material costs and availability continue to cause concern. Contracted Services expenditures have increased, while Labor expenditures have decreased, as several Electric Department Positions critical for operations remain unfilled, such as Journey Linemen, and Generation and Transmission & Distribution System Managers, resulting in higher rates of contracted services.

ELECTRIC DEPARTMENT ORGANIZATION CHART

City & Borough of Sitka
Updated 01/02/2024





Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
REVENUE									
Division 300 - Revenue									
Department 310 - State Revenue									
3101									
3101.017	PERS Relief	52,015.00	.00	52,015.00	.00	.00	.00	52,015.00	0
3101 - Totals		\$52,015.00	\$0.00	\$52,015.00	\$0.00	\$0.00	\$0.00	\$52,015.00	0%
Department 310 - State Revenue Totals									
		\$52,015.00	\$0.00	\$52,015.00	\$0.00	\$0.00	\$0.00	\$52,015.00	0%
Department 340 - Operating Revenue									
3401									
3401.000	Electricity-Residential	2,013,273.00	.00	2,013,273.00	691,087.32	.00	2,159,148.37	(145,875.37)	107
3401 - Totals		\$2,013,273.00	\$0.00	\$2,013,273.00	\$691,087.32	\$0.00	\$2,159,148.37	(\$145,875.37)	107%
3402									
3402.000	Electricity-Commercial	1,802,268.00	.00	1,802,268.00	534,811.38	.00	1,494,588.32	307,679.68	83
3402 - Totals		\$1,802,268.00	\$0.00	\$1,802,268.00	\$534,811.38	\$0.00	\$1,494,588.32	\$307,679.68	83%
3403									
3403.000	Electricity-Harbor	162,048.00	.00	162,048.00	59,498.86	.00	187,112.91	(25,064.91)	115
3403 - Totals		\$162,048.00	\$0.00	\$162,048.00	\$59,498.86	\$0.00	\$187,112.91	(\$25,064.91)	115%
3404									
3404.000	Electricity-Public Auth	943,500.00	.00	943,500.00	360,828.36	.00	1,067,417.79	(123,917.79)	113
3404 - Totals		\$943,500.00	\$0.00	\$943,500.00	\$360,828.36	\$0.00	\$1,067,417.79	(\$123,917.79)	113%
3406									
3406.000	Interruptable Demand	124,998.00	.00	124,998.00	67,766.57	.00	218,058.73	(93,060.73)	174
3406 - Totals		\$124,998.00	\$0.00	\$124,998.00	\$67,766.57	\$0.00	\$218,058.73	(\$93,060.73)	174%
3407									
3407.000	Yard/Street Lights	43,599.00	.00	43,599.00	14,411.71	.00	43,235.13	363.87	99
3407 - Totals		\$43,599.00	\$0.00	\$43,599.00	\$14,411.71	\$0.00	\$43,235.13	\$363.87	99%
3408									
3408.000	Electric-Other	7,374.00	.00	7,374.00	2,462.89	.00	7,425.40	(51.40)	101
3408 - Totals		\$7,374.00	\$0.00	\$7,374.00	\$2,462.89	\$0.00	\$7,425.40	(\$51.40)	101%
3491									
3491.000	Jobbing-Labor	16,248.00	.00	16,248.00	6,578.78	.00	31,395.50	(15,147.50)	193
3491 - Totals		\$16,248.00	\$0.00	\$16,248.00	\$6,578.78	\$0.00	\$31,395.50	(\$15,147.50)	193%
3492									
3492.000	Jobbing-Materials/Parts	18,750.00	.00	18,750.00	3,039.16	.00	31,196.25	(12,446.25)	166
3492 - Totals		\$18,750.00	\$0.00	\$18,750.00	\$3,039.16	\$0.00	\$31,196.25	(\$12,446.25)	166%
3493									
3493.000	Jobbing-Equipment	2,499.00	.00	2,499.00	2,634.00	.00	11,821.00	(9,322.00)	473
3493 - Totals		\$2,499.00	\$0.00	\$2,499.00	\$2,634.00	\$0.00	\$11,821.00	(\$9,322.00)	473%
3494									
3494.000	Jobbing-Outside Contracts	.00	.00	.00	.00	.00	7,687.43	(7,687.43)	+++



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
REVENUE									
Division 300 - Revenue									
Department 340 - Operating Revenue									
		3494 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$7,687.43	(\$7,687.43)	+++
		Department 340 - Operating Revenue Totals	\$5,134,557.00	\$0.00	\$5,134,557.00	\$1,743,119.03	\$5,259,086.83	(\$124,529.83)	102%
Department 350 - Non-Operating Revenue									
3501									
3501.002	Pole Contacts	95,937.00	.00	95,937.00	8,335.00	.00	53,899.65	42,037.35	56
3501.003	Other Revenue	7,282.00	.00	7,282.00	2,760.00	.00	7,220.00	62.00	99
		3501 - Totals	\$103,219.00	\$0.00	\$103,219.00	\$11,095.00	\$61,119.65	\$42,099.35	59%
		Department 350 - Non-Operating Revenue Totals	\$103,219.00	\$0.00	\$103,219.00	\$11,095.00	\$61,119.65	\$42,099.35	59%
Department 360 - Uses of Prop & Investment									
3610									
3610.000	Interest Income	62,499.00	.00	62,499.00	33,081.13	.00	217,596.83	(155,097.83)	348
		3610 - Totals	\$62,499.00	\$0.00	\$62,499.00	\$33,081.13	\$217,596.83	(\$155,097.83)	348%
		Department 360 - Uses of Prop & Investment Totals	\$62,499.00	\$0.00	\$62,499.00	\$33,081.13	\$217,596.83	(\$155,097.83)	348%
Department 380 - Miscellaneous									
3820									
3820.000	Bad Debt Collected	6,249.00	.00	6,249.00	.00	.00	.00	6,249.00	0
		3820 - Totals	\$6,249.00	\$0.00	\$6,249.00	\$0.00	\$0.00	\$6,249.00	0%
		Department 380 - Miscellaneous Totals	\$6,249.00	\$0.00	\$6,249.00	\$0.00	\$0.00	\$6,249.00	0%
Department 390 - Cash Basis Receipts									
3950									
3950.193	Transfer In Utility Subsidization	49,500.00	.00	49,500.00	18,818.68	.00	56,739.39	(7,239.39)	115
		3950 - Totals	\$49,500.00	\$0.00	\$49,500.00	\$18,818.68	\$56,739.39	(\$7,239.39)	115%
		Department 390 - Cash Basis Receipts Totals	\$49,500.00	\$0.00	\$49,500.00	\$18,818.68	\$56,739.39	(\$7,239.39)	115%
		Division 300 - Revenue Totals	\$5,408,039.00	\$0.00	\$5,408,039.00	\$1,806,113.84	\$5,594,542.70	(\$186,503.70)	103%
		REVENUE TOTALS	\$5,408,039.00	\$0.00	\$5,408,039.00	\$1,806,113.84	\$5,594,542.70	(\$186,503.70)	103%
EXPENSE									
Division 600 - Operations									
Department 601 - Administration									
5110									
5110.001	Regular Salaries/Wages	75,717.00	.00	75,717.00	13,104.27	.00	21,149.84	54,567.16	28
5110.002	Holidays	.00	.00	.00	2,134.27	.00	4,193.71	(4,193.71)	+++
5110.003	Sick Leave	.00	.00	.00	290.37	.00	290.37	(290.37)	+++
5110.004	Overtime	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0
5110.010	Temp Wages	47,058.00	.00	47,058.00	6,608.36	.00	20,248.46	26,809.54	43
		5110 - Totals	\$137,775.00	\$0.00	\$137,775.00	\$22,137.27	\$45,882.38	\$91,892.62	33%
5120									
5120.001	Annual Leave	944.00	.00	944.00	.00	.00	3,666.67	(2,722.67)	388



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 601 - Administration									
5120									
5120.002	SBS	9,504.00	.00	9,504.00	1,358.56	.00	3,041.99	6,462.01	32
5120.003	Medicare	2,463.00	.00	2,463.00	321.34	.00	719.52	1,743.48	29
5120.004	PERS	32,159.00	.00	32,159.00	2,756.35	.00	5,786.11	26,372.89	18
5120.005	Health Insurance	17,804.00	.00	17,804.00	2,775.88	.00	6,722.13	11,081.87	38
5120.006	Life Insurance	9.00	.00	9.00	1.32	.00	3.31	5.69	37
5120.007	Workmen's Compensation	1,805.00	.00	1,805.00	116.48	.00	255.75	1,549.25	14
5120.011	PERS on Behalf	24,759.00	.00	24,759.00	.00	.00	.00	24,759.00	0
5120 - Totals		\$89,447.00	\$0.00	\$89,447.00	\$7,329.93	\$0.00	\$20,195.48	\$69,251.52	23%
5201									
5201.000	Training and Travel	3,379.00	.00	3,379.00	.00	.00	.00	3,379.00	0
5201 - Totals		\$3,379.00	\$0.00	\$3,379.00	\$0.00	\$0.00	\$0.00	\$3,379.00	0%
5203									
5203.001	Utilities	6,200.00	.00	6,200.00	51.36	.00	3,698.57	2,501.43	60
5203.005	Fuel Oil	6,648.00	.00	6,648.00	2,158.01	.00	3,254.22	3,393.78	49
5203 - Totals		\$12,848.00	\$0.00	\$12,848.00	\$2,209.37	\$0.00	\$6,952.79	\$5,895.21	54%
5204									
5204.000	Telephone	5,447.00	.00	5,447.00	.00	.00	3,319.58	2,127.42	61
5204.001	Cell Phone Stipend	204.00	.00	204.00	25.00	.00	75.00	129.00	37
5204 - Totals		\$5,651.00	\$0.00	\$5,651.00	\$25.00	\$0.00	\$3,394.58	\$2,256.42	60%
5205									
5205.000	Insurance	42,717.00	.00	42,717.00	17,605.54	.00	49,420.73	(6,703.73)	116
5205 - Totals		\$42,717.00	\$0.00	\$42,717.00	\$17,605.54	\$0.00	\$49,420.73	(\$6,703.73)	116%
5206									
5206.000	Supplies	3,793.00	.00	3,793.00	.00	.00	211.38	3,581.62	6
5206 - Totals		\$3,793.00	\$0.00	\$3,793.00	\$0.00	\$0.00	\$211.38	\$3,581.62	6%
5207									
5207.000	Repairs and Maintenance	480.00	.00	480.00	.00	.00	285.00	195.00	59
5207 - Totals		\$480.00	\$0.00	\$480.00	\$0.00	\$0.00	\$285.00	\$195.00	59%
5208									
5208.000	Bldg Repair & Maint	10,853.00	.00	10,853.00	2,583.42	.00	7,750.26	3,102.74	71
5208 - Totals		\$10,853.00	\$0.00	\$10,853.00	\$2,583.42	\$0.00	\$7,750.26	\$3,102.74	71%
5211									
5211.000	IT Fees	74,187.00	.00	74,187.00	24,739.17	.00	74,217.51	(30.51)	100
5211 - Totals		\$74,187.00	\$0.00	\$74,187.00	\$24,739.17	\$0.00	\$74,217.51	(\$30.51)	100%
5212									
5212.000	Contracted Services	12,000.00	.00	12,000.00	5,013.90	(10,119.67)	13,330.70	8,788.97	27



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 601 - Administration									
5212 - Totals		\$12,000.00	\$0.00	\$12,000.00	\$5,013.90	(\$10,119.67)	\$13,330.70	\$8,788.97	27%
5214									
5214.000	Interdepartment Services	261,766.00	.00	261,766.00	87,360.33	.00	262,080.99	(314.99)	100
5214 - Totals		\$261,766.00	\$0.00	\$261,766.00	\$87,360.33	\$0.00	\$262,080.99	(\$314.99)	100%
5222									
5222.000	Postage	1,949.00	.00	1,949.00	562.50	(1,687.50)	1,833.81	1,802.69	8
5222 - Totals		\$1,949.00	\$0.00	\$1,949.00	\$562.50	(\$1,687.50)	\$1,833.81	\$1,802.69	8%
5223									
5223.000	Tools & Small Equipment	1,210.00	.00	1,210.00	.00	.00	.00	1,210.00	0
5223 - Totals		\$1,210.00	\$0.00	\$1,210.00	\$0.00	\$0.00	\$0.00	\$1,210.00	0%
5224									
5224.000	Dues and Publications	3,864.00	.00	3,864.00	6,328.20	.00	6,328.20	(2,464.20)	164
5224 - Totals		\$3,864.00	\$0.00	\$3,864.00	\$6,328.20	\$0.00	\$6,328.20	(\$2,464.20)	164%
5226									
5226.000	Advertising	1,077.00	.00	1,077.00	.00	.00	.00	1,077.00	0
5226 - Totals		\$1,077.00	\$0.00	\$1,077.00	\$0.00	\$0.00	\$0.00	\$1,077.00	0%
5227									
5227.003	Rent-Other	.00	.00	.00	3,046.50	.00	3,046.50	(3,046.50)	+++
5227 - Totals		\$0.00	\$0.00	\$0.00	\$3,046.50	\$0.00	\$3,046.50	(\$3,046.50)	+++
5230									
5230.000	Bad Debts	29,484.00	.00	29,484.00	.00	.00	.00	29,484.00	0
5230 - Totals		\$29,484.00	\$0.00	\$29,484.00	\$0.00	\$0.00	\$0.00	\$29,484.00	0%
5231									
5231.000	Credit Card Expense	43,776.00	.00	43,776.00	19,084.39	.00	56,190.37	(12,414.37)	128
5231 - Totals		\$43,776.00	\$0.00	\$43,776.00	\$19,084.39	\$0.00	\$56,190.37	(\$12,414.37)	128%
5290									
5290.000	Other Expenses	983.00	.00	983.00	.00	.00	.00	983.00	0
5290 - Totals		\$983.00	\$0.00	\$983.00	\$0.00	\$0.00	\$0.00	\$983.00	0%
5291									
5291.000	Utility Subsidization	57,557.00	.00	57,557.00	18,818.68	.00	56,739.39	817.61	99
5291 - Totals		\$57,557.00	\$0.00	\$57,557.00	\$18,818.68	\$0.00	\$56,739.39	\$817.61	99%
Department 601 - Administration Totals		\$794,796.00	\$0.00	\$794,796.00	\$216,844.20	(\$11,807.17)	\$607,860.07	\$198,743.10	75%
Department 602 - Stores									
5110									
5110.001	Regular Salaries/Wages	25,083.00	.00	25,083.00	5,610.24	.00	14,365.24	10,717.76	57
5110.002	Holidays	.00	.00	.00	268.96	.00	1,075.84	(1,075.84)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	781.32	(781.32)	+++



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 602 - Stores									
5110									
5110.004	Overtime	.00	.00	.00	100.86	.00	100.86	(100.86)	+++
5110 - Totals		\$25,083.00	\$0.00	\$25,083.00	\$5,980.06	\$0.00	\$16,323.26	\$8,759.74	65%
5120									
5120.001	Annual Leave	1,120.00	.00	1,120.00	.00	.00	.00	1,120.00	0
5120.002	SBS	1,648.00	.00	1,648.00	366.58	.00	1,000.62	647.38	61
5120.003	Medicare	389.00	.00	389.00	86.71	.00	236.69	152.31	61
5120.004	PERS	5,741.00	.00	5,741.00	1,205.61	.00	3,404.11	2,336.89	59
5120.005	Health Insurance	7,281.00	.00	7,281.00	.00	.00	.00	7,281.00	0
5120.006	Life Insurance	3.00	.00	3.00	.67	.00	2.01	.99	67
5120.007	Workmen's Compensation	537.00	.00	537.00	111.25	.00	321.21	215.79	60
5120.009	IBEW Benefits	1,038.00	.00	1,038.00	324.00	.00	918.48	119.52	88
5120 - Totals		\$17,757.00	\$0.00	\$17,757.00	\$2,094.82	\$0.00	\$5,883.12	\$11,873.88	33%
5206									
5206.000	Supplies	6,410.00	.00	6,410.00	.00	(953.44)	3,391.09	3,972.35	38
5206 - Totals		\$6,410.00	\$0.00	\$6,410.00	\$0.00	(\$953.44)	\$3,391.09	\$3,972.35	38%
5207									
5207.000	Repairs and Maintenance	782.00	.00	782.00	.00	.00	.00	782.00	0
5207 - Totals		\$782.00	\$0.00	\$782.00	\$0.00	\$0.00	\$0.00	\$782.00	0%
5223									
5223.000	Tools & Small Equipment	2,759.00	.00	2,759.00	.00	.00	598.40	2,160.60	22
5223 - Totals		\$2,759.00	\$0.00	\$2,759.00	\$0.00	\$0.00	\$598.40	\$2,160.60	22%
5224									
5224.000	Dues and Publications	692.00	.00	692.00	.00	.00	.00	692.00	0
5224 - Totals		\$692.00	\$0.00	\$692.00	\$0.00	\$0.00	\$0.00	\$692.00	0%
Department 602 - Stores Totals		\$53,483.00	\$0.00	\$53,483.00	\$8,074.88	(\$953.44)	\$26,195.87	\$28,240.57	47%
Department 603 - Operations & Maintenance									
Sub-Department 850 - Green Lake									
5110									
5110.001	Regular Salaries/Wages	81,278.00	.00	81,278.00	25,012.15	.00	65,475.04	15,802.96	81
5110.002	Holidays	.00	.00	.00	1,296.00	.00	5,616.00	(5,616.00)	+++
5110.003	Sick Leave	.00	.00	.00	108.00	.00	3,672.00	(3,672.00)	+++
5110.004	Overtime	.00	.00	.00	202.50	.00	1,313.28	(1,313.28)	+++
5110 - Totals		\$81,278.00	\$0.00	\$81,278.00	\$26,618.65	\$0.00	\$76,076.32	\$5,201.68	94%
5120									
5120.001	Annual Leave	2,484.00	.00	2,484.00	1,458.00	.00	3,321.00	(837.00)	134
5120.002	SBS	5,215.00	.00	5,215.00	1,721.11	.00	4,867.08	347.92	93



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 603 - Operations & Maintenance									
Sub-Department 850 - Green Lake									
5120									
5120.003	Medicare	1,234.00	.00	1,234.00	407.11	.00	1,151.26	82.74	93
5120.004	PERS	17,746.00	.00	17,746.00	4,636.86	.00	15,696.42	2,049.58	88
5120.005	Health Insurance	32,659.00	.00	32,659.00	5,566.68	.00	19,670.51	12,988.49	60
5120.006	Life Insurance	.00	.00	.00	2.10	.00	7.55	(7.55)	+++
5120.007	Workmen's Compensation	1,258.00	.00	1,258.00	427.88	.00	1,469.70	(211.70)	117
5120.009	IBEW Benefits	3,120.00	.00	3,120.00	772.49	.00	2,606.20	513.80	84
5120 - Totals		\$63,716.00	\$0.00	\$63,716.00	\$14,992.23	\$0.00	\$48,789.72	\$14,926.28	77%
5201									
5201.000	Training and Travel	1,378.00	.00	1,378.00	.00	.00	.00	1,378.00	0
5201 - Totals		\$1,378.00	\$0.00	\$1,378.00	\$0.00	\$0.00	\$0.00	\$1,378.00	0%
5204									
5204.000	Telephone	.00	.00	.00	.00	.00	66.96	(66.96)	+++
5204 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66.96	(\$66.96)	+++
5205									
5205.000	Insurance	99,960.00	.00	99,960.00	45,909.53	.00	137,728.59	(37,768.59)	138
5205 - Totals		\$99,960.00	\$0.00	\$99,960.00	\$45,909.53	\$0.00	\$137,728.59	(\$37,768.59)	138%
5206									
5206.000	Supplies	3,544.00	.00	3,544.00	.00	2,724.06	806.22	13.72	100
5206 - Totals		\$3,544.00	\$0.00	\$3,544.00	\$0.00	\$2,724.06	\$806.22	\$13.72	100%
5207									
5207.000	Repairs and Maintenance	11,604.00	.00	11,604.00	13,995.53	3,366.08	23,313.29	(15,075.37)	230
5207 - Totals		\$11,604.00	\$0.00	\$11,604.00	\$13,995.53	\$3,366.08	\$23,313.29	(\$15,075.37)	230%
5212									
5212.000	Contracted Services	42,423.00	.00	42,423.00	13,328.76	(4,552.47)	29,417.30	17,558.17	59
5212 - Totals		\$42,423.00	\$0.00	\$42,423.00	\$13,328.76	(\$4,552.47)	\$29,417.30	\$17,558.17	59%
5223									
5223.000	Tools & Small Equipment	3,875.00	.00	3,875.00	.00	8,983.83	.00	(5,108.83)	232
5223 - Totals		\$3,875.00	\$0.00	\$3,875.00	\$0.00	\$8,983.83	\$0.00	(\$5,108.83)	232%
5227									
5227.002	Rent-Equipment	67.00	.00	67.00	.00	.00	.00	67.00	0
5227 - Totals		\$67.00	\$0.00	\$67.00	\$0.00	\$0.00	\$0.00	\$67.00	0%
Sub-Department 850 - Green Lake Totals		\$307,845.00	\$0.00	\$307,845.00	\$114,844.70	\$10,521.50	\$316,198.40	(\$18,874.90)	106%
Sub-Department 851 - Blue Lake									
5110									
5110.001	Regular Salaries/Wages	213,126.00	.00	213,126.00	65,645.85	.00	160,650.14	52,475.86	75



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 603 - Operations & Maintenance									
Sub-Department 851 - Blue Lake									
5110									
5110.002	Holidays	.00	.00	.00	3,210.05	.00	10,288.57	(10,288.57)	+++
5110.003	Sick Leave	.00	.00	.00	1,364.51	.00	4,082.61	(4,082.61)	+++
5110.004	Overtime	.00	.00	.00	2,336.93	.00	8,515.68	(8,515.68)	+++
5110.010	Temp Wages	.00	.00	.00	2,760.42	.00	6,979.40	(6,979.40)	+++
5110 - Totals		\$213,126.00	\$0.00	\$213,126.00	\$75,317.76	\$0.00	\$190,516.40	\$22,609.60	89%
5120									
5120.001	Annual Leave	4,656.00	.00	4,656.00	2,074.70	.00	7,877.37	(3,221.37)	169
5120.002	SBS	13,157.00	.00	13,157.00	4,745.68	.00	12,166.13	990.87	92
5120.003	Medicare	3,112.00	.00	3,112.00	1,122.55	.00	2,877.81	234.19	92
5120.004	PERS	46,458.00	.00	46,458.00	12,789.06	.00	37,865.20	8,592.80	82
5120.005	Health Insurance	50,531.00	.00	50,531.00	13,998.12	.00	42,658.33	7,872.67	84
5120.006	Life Insurance	23.00	.00	23.00	6.15	.00	18.47	4.53	80
5120.007	Workmen's Compensation	3,605.00	.00	3,605.00	1,236.65	.00	3,694.00	(89.00)	102
5120.009	IBEW Benefits	6,240.00	.00	6,240.00	2,209.44	.00	6,443.76	(203.76)	103
5120.011	PERS on Behalf	10,278.00	.00	10,278.00	.00	.00	.00	10,278.00	0
5120 - Totals		\$138,060.00	\$0.00	\$138,060.00	\$38,182.35	\$0.00	\$113,601.07	\$24,458.93	82%
5201									
5201.000	Training and Travel	1,541.00	.00	1,541.00	.00	.00	.00	1,541.00	0
5201 - Totals		\$1,541.00	\$0.00	\$1,541.00	\$0.00	\$0.00	\$0.00	\$1,541.00	0%
5202									
5202.000	Uniforms	5,600.00	.00	5,600.00	.00	.00	.00	5,600.00	0
5202 - Totals		\$5,600.00	\$0.00	\$5,600.00	\$0.00	\$0.00	\$0.00	\$5,600.00	0%
5203									
5203.001	Utilities	1,289.00	.00	1,289.00	.00	.00	604.00	685.00	47
5203 - Totals		\$1,289.00	\$0.00	\$1,289.00	\$0.00	\$0.00	\$604.00	\$685.00	47%
5204									
5204.000	Telephone	199.00	.00	199.00	.00	.00	56.47	142.53	28
5204.001	Cell Phone Stipend	.00	.00	.00	25.00	.00	75.00	(75.00)	+++
5204 - Totals		\$199.00	\$0.00	\$199.00	\$25.00	\$0.00	\$131.47	\$67.53	66%
5205									
5205.000	Insurance	113,196.00	.00	113,196.00	49,841.60	.00	149,524.80	(36,328.80)	132
5205 - Totals		\$113,196.00	\$0.00	\$113,196.00	\$49,841.60	\$0.00	\$149,524.80	(\$36,328.80)	132%
5206									
5206.000	Supplies	7,142.00	.00	7,142.00	8,881.24	6,040.56	9,279.43	(8,177.99)	215
5206 - Totals		\$7,142.00	\$0.00	\$7,142.00	\$8,881.24	\$6,040.56	\$9,279.43	(\$8,177.99)	215%



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 603 - Operations & Maintenance									
Sub-Department 851 - Blue Lake									
5207									
5207.000	Repairs and Maintenance	11,811.00	.00	11,811.00	5,138.88	18,055.32	5,138.88	(11,383.20)	196
5207 - Totals		\$11,811.00	\$0.00	\$11,811.00	\$5,138.88	\$18,055.32	\$5,138.88	(\$11,383.20)	196%
5212									
5212.000	Contracted Services	65,449.00	.00	65,449.00	10,969.25	4,869.71	48,946.39	11,632.90	82
5212 - Totals		\$65,449.00	\$0.00	\$65,449.00	\$10,969.25	\$4,869.71	\$48,946.39	\$11,632.90	82%
5221									
5221.000	Transportation/Vehicles	135.00	.00	135.00	.00	.00	.00	135.00	0
5221 - Totals		\$135.00	\$0.00	\$135.00	\$0.00	\$0.00	\$0.00	\$135.00	0%
5222									
5222.000	Postage	68.00	.00	68.00	.00	.00	.00	68.00	0
5222 - Totals		\$68.00	\$0.00	\$68.00	\$0.00	\$0.00	\$0.00	\$68.00	0%
5223									
5223.000	Tools & Small Equipment	1,143.00	.00	1,143.00	.00	8,983.83	.00	(7,840.83)	786
5223 - Totals		\$1,143.00	\$0.00	\$1,143.00	\$0.00	\$8,983.83	\$0.00	(\$7,840.83)	786%
5227									
5227.002	Rent-Equipment	117.00	.00	117.00	.00	.00	.00	117.00	0
5227 - Totals		\$117.00	\$0.00	\$117.00	\$0.00	\$0.00	\$0.00	\$117.00	0%
5290									
5290.000	Other Expenses	65,307.00	.00	65,307.00	100,408.47	.00	100,408.47	(35,101.47)	154
5290 - Totals		\$65,307.00	\$0.00	\$65,307.00	\$100,408.47	\$0.00	\$100,408.47	(\$35,101.47)	154%
Sub-Department 851 - Blue Lake Totals		\$624,183.00	\$0.00	\$624,183.00	\$288,764.55	\$37,949.42	\$618,150.91	(\$31,917.33)	105%
Sub-Department 852 - Diesel Plant									
5110									
5110.001	Regular Salaries/Wages	61,060.00	.00	61,060.00	22,441.51	.00	45,214.00	15,846.00	74
5110.002	Holidays	.00	.00	.00	816.96	.00	3,267.84	(3,267.84)	+++
5110.003	Sick Leave	.00	.00	.00	4,033.74	.00	5,974.02	(5,974.02)	+++
5110.004	Overtime	.00	.00	.00	40.97	.00	688.97	(688.97)	+++
5110 - Totals		\$61,060.00	\$0.00	\$61,060.00	\$27,333.18	\$0.00	\$55,144.83	\$5,915.17	90%
5120									
5120.001	Annual Leave	1,440.00	.00	1,440.00	408.48	.00	4,493.28	(3,053.28)	312
5120.002	SBS	3,761.00	.00	3,761.00	1,702.11	.00	3,660.43	100.57	97
5120.003	Medicare	890.00	.00	890.00	402.62	.00	865.85	24.15	97
5120.004	PERS	13,190.00	.00	13,190.00	4,123.18	.00	10,986.41	2,203.59	83
5120.005	Health Insurance	14,621.00	.00	14,621.00	5,672.10	.00	13,109.49	1,511.51	90
5120.006	Life Insurance	4.00	.00	4.00	2.02	.00	4.68	(.68)	117



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 603 - Operations & Maintenance									
Sub-Department 852 - Diesel Plant									
5120									
5120.007	Workmen's Compensation	1,222.00	.00	1,222.00	380.95	.00	1,029.45	192.55	84
5120.009	IBEW Benefits	2,079.00	.00	2,079.00	678.82	.00	1,812.16	266.84	87
5120 - Totals		\$37,207.00	\$0.00	\$37,207.00	\$13,370.28	\$0.00	\$35,961.75	\$1,245.25	97%
5201									
5201.000	Training and Travel	398.00	.00	398.00	.00	.00	.00	398.00	0
5201 - Totals		\$398.00	\$0.00	\$398.00	\$0.00	\$0.00	\$0.00	\$398.00	0%
5203									
5203.001	Utilities	1,677.00	.00	1,677.00	.00	.00	942.34	734.66	56
5203 - Totals		\$1,677.00	\$0.00	\$1,677.00	\$0.00	\$0.00	\$942.34	\$734.66	56%
5204									
5204.001	Cell Phone Stipend	.00	.00	.00	25.00	.00	75.00	(75.00)	+++
5204 - Totals		\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$75.00	(\$75.00)	+++
5206									
5206.000	Supplies	7,796.00	.00	7,796.00	171.30	3,698.32	171.30	3,926.38	50
5206 - Totals		\$7,796.00	\$0.00	\$7,796.00	\$171.30	\$3,698.32	\$171.30	\$3,926.38	50%
5207									
5207.000	Repairs and Maintenance	41,421.00	.00	41,421.00	18,101.55	(9,387.33)	18,101.55	32,706.78	21
5207 - Totals		\$41,421.00	\$0.00	\$41,421.00	\$18,101.55	(\$9,387.33)	\$18,101.55	\$32,706.78	21%
5212									
5212.000	Contracted Services	46,717.00	.00	46,717.00	.00	(16,902.37)	17,592.51	46,026.86	1
5212 - Totals		\$46,717.00	\$0.00	\$46,717.00	\$0.00	(\$16,902.37)	\$17,592.51	\$46,026.86	1%
5223									
5223.000	Tools & Small Equipment	3,674.00	.00	3,674.00	.00	8,983.84	.00	(5,309.84)	245
5223 - Totals		\$3,674.00	\$0.00	\$3,674.00	\$0.00	\$8,983.84	\$0.00	(\$5,309.84)	245%
5290									
5290.000	Other Expenses	402.00	.00	402.00	.00	.00	60.00	342.00	15
5290 - Totals		\$402.00	\$0.00	\$402.00	\$0.00	\$0.00	\$60.00	\$342.00	15%
Sub-Department 852 - Diesel Plant Totals		\$200,352.00	\$0.00	\$200,352.00	\$59,001.31	(\$13,607.54)	\$128,049.28	\$85,910.26	57%
Sub-Department 853 - Switchyard									
5110									
5110.001	Regular Salaries/Wages	.00	.00	.00	1,998.00	.00	6,777.00	(6,777.00)	+++
5110.004	Overtime	.00	.00	.00	162.00	.00	162.00	(162.00)	+++
5110 - Totals		\$0.00	\$0.00	\$0.00	\$2,160.00	\$0.00	\$6,939.00	(\$6,939.00)	+++
5120									
5120.002	SBS	.00	.00	.00	132.40	.00	425.36	(425.36)	+++



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 603 - Operations & Maintenance									
Sub-Department 853 - Switchyard									
5120									
5120.003	Medicare	.00	.00	.00	31.31	.00	100.60	(100.60)	+++
5120.004	PERS	.00	.00	.00	475.20	.00	1,526.58	(1,526.58)	+++
5120.005	Health Insurance	.00	.00	.00	288.81	.00	894.46	(894.46)	+++
5120.006	Life Insurance	.00	.00	.00	.16	.00	.45	(.45)	+++
5120.007	Workmen's Compensation	.00	.00	.00	43.85	.00	140.86	(140.86)	+++
5120.009	IBEW Benefits	.00	.00	.00	79.25	.00	249.04	(249.04)	+++
5120 - Totals		\$0.00	\$0.00	\$0.00	\$1,050.98	\$0.00	\$3,337.35	(\$3,337.35)	+++
5206									
5206.000	Supplies	72.00	.00	72.00	1,028.34	8,979.42	1,077.94	(9,985.36)	13969
5206 - Totals		\$72.00	\$0.00	\$72.00	\$1,028.34	\$8,979.42	\$1,077.94	(\$9,985.36)	13969%
5207									
5207.000	Repairs and Maintenance	2,753.00	.00	2,753.00	3,303.83	9,628.80	3,303.83	(10,179.63)	470
5207 - Totals		\$2,753.00	\$0.00	\$2,753.00	\$3,303.83	\$9,628.80	\$3,303.83	(\$10,179.63)	470%
5212									
5212.000	Contracted Services	335.00	.00	335.00	.00	.00	.00	335.00	0
5212 - Totals		\$335.00	\$0.00	\$335.00	\$0.00	\$0.00	\$0.00	\$335.00	0%
5223									
5223.000	Tools & Small Equipment	.00	.00	.00	.00	1,144.00	.00	(1,144.00)	+++
5223 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$1,144.00	\$0.00	(\$1,144.00)	+++
Sub-Department 853 - Switchyard Totals		\$3,160.00	\$0.00	\$3,160.00	\$7,543.15	\$19,752.22	\$14,658.12	(\$31,250.34)	1089%
Department 603 - Operations & Maintenance Totals		\$1,135,540.00	\$0.00	\$1,135,540.00	\$470,153.71	\$54,615.60	\$1,077,056.71	\$3,867.69	100%
Department 604 - Transmission									
Sub-Department 860 - Line Maintenance									
5206									
5206.000	Supplies	220.00	.00	220.00	170.10	1,565.39	170.10	(1,515.49)	789
5206 - Totals		\$220.00	\$0.00	\$220.00	\$170.10	\$1,565.39	\$170.10	(\$1,515.49)	789%
5207									
5207.000	Repairs and Maintenance	1,117.00	.00	1,117.00	.00	.00	.00	1,117.00	0
5207 - Totals		\$1,117.00	\$0.00	\$1,117.00	\$0.00	\$0.00	\$0.00	\$1,117.00	0%
5212									
5212.000	Contracted Services	58,864.00	.00	58,864.00	11,960.00	(29,900.00)	29,900.00	58,864.00	0
5212 - Totals		\$58,864.00	\$0.00	\$58,864.00	\$11,960.00	(\$29,900.00)	\$29,900.00	\$58,864.00	0%
5223									
5223.000	Tools & Small Equipment	4,257.00	.00	4,257.00	.00	2,859.75	.00	1,397.25	67
5223 - Totals		\$4,257.00	\$0.00	\$4,257.00	\$0.00	\$2,859.75	\$0.00	\$1,397.25	67%



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 604 - Transmission									
Sub-Department 860 - Line Maintenance Totals		\$64,458.00	\$0.00	\$64,458.00	\$12,130.10	(\$25,474.86)	\$30,070.10	\$59,862.76	7%
Sub-Department 861 - Substation Maintenance									
5110									
5110.001	Regular Salaries/Wages	.00	.00	.00	.00	.00	864.00	(864.00)	+++
5110.004	Overtime	.00	.00	.00	.00	.00	243.00	(243.00)	+++
5110 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,107.00	(\$1,107.00)	+++
5120									
5120.002	SBS	.00	.00	.00	.00	.00	67.85	(67.85)	+++
5120.003	Medicare	.00	.00	.00	.00	.00	16.05	(16.05)	+++
5120.004	PERS	.00	.00	.00	.00	.00	243.54	(243.54)	+++
5120.005	Health Insurance	.00	.00	.00	.00	.00	244.34	(244.34)	+++
5120.006	Life Insurance	.00	.00	.00	.00	.00	.14	(.14)	+++
5120.007	Workmen's Compensation	.00	.00	.00	.00	.00	22.47	(22.47)	+++
5120.009	IBEW Benefits	.00	.00	.00	.00	.00	37.84	(37.84)	+++
5120 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$632.23	(\$632.23)	+++
5206									
5206.000	Supplies	207.00	.00	207.00	1,388.48	(1,502.25)	1,583.56	125.69	39
5206 - Totals		\$207.00	\$0.00	\$207.00	\$1,388.48	(\$1,502.25)	\$1,583.56	\$125.69	39%
5207									
5207.000	Repairs and Maintenance	1,410.00	.00	1,410.00	.00	.00	.00	1,410.00	0
5207 - Totals		\$1,410.00	\$0.00	\$1,410.00	\$0.00	\$0.00	\$0.00	\$1,410.00	0%
5212									
5212.000	Contracted Services	3,207.00	.00	3,207.00	.00	7,500.00	.00	(4,293.00)	234
5212 - Totals		\$3,207.00	\$0.00	\$3,207.00	\$0.00	\$7,500.00	\$0.00	(\$4,293.00)	234%
5223									
5223.000	Tools & Small Equipment	.00	.00	.00	.00	1,144.00	.00	(1,144.00)	+++
5223 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$1,144.00	\$0.00	(\$1,144.00)	+++
Sub-Department 861 - Substation Maintenance Totals		\$4,824.00	\$0.00	\$4,824.00	\$1,388.48	\$7,141.75	\$3,322.79	(\$5,640.54)	217%
Department 604 - Transmission Totals		\$69,282.00	\$0.00	\$69,282.00	\$13,518.58	(\$18,333.11)	\$33,392.89	\$54,222.22	22%
Department 605 - Distribution									
5110									
5110.001	Regular Salaries/Wages	208,495.00	.00	208,495.00	39,110.24	.00	106,823.54	101,671.46	51
5110.002	Holidays	.00	.00	.00	1,559.44	.00	8,288.60	(8,288.60)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	2,890.54	(2,890.54)	+++
5110.004	Overtime	.00	.00	.00	6,602.56	.00	26,805.12	(26,805.12)	+++
5110.010	Temp Wages	.00	.00	.00	.00	.00	28,718.66	(28,718.66)	+++
5110 - Totals		\$208,495.00	\$0.00	\$208,495.00	\$47,272.24	\$0.00	\$173,526.46	\$34,968.54	83%



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 605 - Distribution									
5120									
5120.001	Annual Leave	4,059.00	.00	4,059.00	.00	.00	8,555.57	(4,496.57)	211
5120.002	SBS	14,288.00	.00	14,288.00	2,897.77	.00	11,161.60	3,126.40	78
5120.003	Medicare	3,117.00	.00	3,117.00	685.45	.00	2,640.20	476.80	85
5120.004	PERS	46,282.00	.00	46,282.00	8,199.88	.00	25,340.39	20,941.61	55
5120.005	Health Insurance	55,741.00	.00	55,741.00	5,441.19	.00	17,485.68	38,255.32	31
5120.006	Life Insurance	9.00	.00	9.00	2.70	.00	8.86	.14	98
5120.007	Workmen's Compensation	3,350.00	.00	3,350.00	565.94	.00	2,921.19	428.81	87
5120.009	IBEW Benefits	23,040.00	.00	23,040.00	2,418.00	.00	27,070.82	(4,030.82)	117
5120.011	PERS on Behalf	7,657.00	.00	7,657.00	.00	.00	.00	7,657.00	0
5120 - Totals		\$157,543.00	\$0.00	\$157,543.00	\$20,210.93	\$0.00	\$95,184.31	\$62,358.69	60%
5201									
5201.000	Training and Travel	365.00	.00	365.00	.00	.00	.00	365.00	0
5201 - Totals		\$365.00	\$0.00	\$365.00	\$0.00	\$0.00	\$0.00	\$365.00	0%
5202									
5202.000	Uniforms	3,255.00	.00	3,255.00	496.88	.00	496.88	2,758.12	15
5202 - Totals		\$3,255.00	\$0.00	\$3,255.00	\$496.88	\$0.00	\$496.88	\$2,758.12	15%
5204									
5204.001	Cell Phone Stipend	216.00	.00	216.00	.00	.00	.00	216.00	0
5204 - Totals		\$216.00	\$0.00	\$216.00	\$0.00	\$0.00	\$0.00	\$216.00	0%
5206									
5206.000	Supplies	13,976.00	.00	13,976.00	769.55	15,027.07	769.55	(1,820.62)	113
5206 - Totals		\$13,976.00	\$0.00	\$13,976.00	\$769.55	\$15,027.07	\$769.55	(\$1,820.62)	113%
5207									
5207.000	Repairs and Maintenance	4,475.00	.00	4,475.00	.00	.00	.00	4,475.00	0
5207 - Totals		\$4,475.00	\$0.00	\$4,475.00	\$0.00	\$0.00	\$0.00	\$4,475.00	0%
5212									
5212.000	Contracted Services	50,544.00	.00	50,544.00	25,789.41	(10,190.29)	108,251.77	(47,517.48)	194
5212 - Totals		\$50,544.00	\$0.00	\$50,544.00	\$25,789.41	(\$10,190.29)	\$108,251.77	(\$47,517.48)	194%
5221									
5221.000	Transportation/Vehicles	114,833.00	.00	114,833.00	37,445.34	3,981.99	108,716.56	2,134.45	98
5221 - Totals		\$114,833.00	\$0.00	\$114,833.00	\$37,445.34	\$3,981.99	\$108,716.56	\$2,134.45	98%
5223									
5223.000	Tools & Small Equipment	7,844.00	.00	7,844.00	.00	.00	8.99	7,835.01	0
5223 - Totals		\$7,844.00	\$0.00	\$7,844.00	\$0.00	\$0.00	\$8.99	\$7,835.01	0%
5224									
5224.000	Dues and Publications	518.00	.00	518.00	.00	.00	.00	518.00	0



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 605 - Distribution									
5224 - Totals		\$518.00	\$0.00	\$518.00	\$0.00	\$0.00	\$0.00	\$518.00	0%
5290									
5290.000	Other Expenses	143.00	.00	143.00	.00	.00	.00	143.00	0
5290 - Totals		\$143.00	\$0.00	\$143.00	\$0.00	\$0.00	\$0.00	\$143.00	0%
Department 605 - Distribution Totals		\$562,207.00	\$0.00	\$562,207.00	\$131,984.35	\$8,818.77	\$486,954.52	\$66,433.71	88%
Department 606 - Metering									
5110									
5110.001	Regular Salaries/Wages	73,567.00	.00	73,567.00	31,672.40	.00	68,216.20	5,350.80	93
5110.002	Holidays	.00	.00	.00	1,147.60	.00	5,441.20	(5,441.20)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	2,390.20	(2,390.20)	+++
5110.004	Overtime	.00	.00	.00	.00	.00	162.00	(162.00)	+++
5110 - Totals		\$73,567.00	\$0.00	\$73,567.00	\$32,820.00	\$0.00	\$76,209.60	(\$2,642.60)	104%
5120									
5120.001	Annual Leave	3,651.00	.00	3,651.00	3,132.00	.00	7,425.60	(3,774.60)	203
5120.002	SBS	4,891.00	.00	4,891.00	2,208.47	.00	5,140.66	(249.66)	105
5120.003	Medicare	1,158.00	.00	1,158.00	522.39	.00	1,215.97	(57.97)	105
5120.004	PERS	16,562.00	.00	16,562.00	5,049.44	.00	15,183.96	1,378.04	92
5120.005	Health Insurance	20,427.00	.00	20,427.00	6,382.35	.00	19,147.05	1,279.95	94
5120.006	Life Insurance	12.00	.00	12.00	3.54	.00	10.62	1.38	88
5120.007	Workmen's Compensation	1,556.00	.00	1,556.00	467.45	.00	1,438.46	117.54	92
5120.009	IBEW Benefits	3,120.00	.00	3,120.00	960.00	.00	2,920.00	200.00	94
5120 - Totals		\$51,377.00	\$0.00	\$51,377.00	\$18,725.64	\$0.00	\$52,482.32	(\$1,105.32)	102%
5202									
5202.000	Uniforms	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0
5202 - Totals		\$1,050.00	\$0.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	0%
5204									
5204.001	Cell Phone Stipend	1,485.00	.00	1,485.00	75.00	.00	225.00	1,260.00	15
5204 - Totals		\$1,485.00	\$0.00	\$1,485.00	\$75.00	\$0.00	\$225.00	\$1,260.00	15%
5206									
5206.000	Supplies	1,831.00	.00	1,831.00	.00	.00	36.95	1,794.05	2
5206 - Totals		\$1,831.00	\$0.00	\$1,831.00	\$0.00	\$0.00	\$36.95	\$1,794.05	2%
5207									
5207.000	Repairs and Maintenance	.00	.00	.00	448.36	.00	4,198.36	(4,198.36)	+++
5207 - Totals		\$0.00	\$0.00	\$0.00	\$448.36	\$0.00	\$4,198.36	(\$4,198.36)	+++
5212									
5212.000	Contracted Services	3,516.00	.00	3,516.00	1,872.90	(922.61)	3,718.12	720.49	80
5212 - Totals		\$3,516.00	\$0.00	\$3,516.00	\$1,872.90	(\$922.61)	\$3,718.12	\$720.49	80%



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 600 - Operations									
Department 606 - Metering Totals		\$132,826.00	\$0.00	\$132,826.00	\$53,941.90	(\$922.61)	\$136,870.35	(\$3,121.74)	102%
Department 635 - Jobbing Expenses									
5110									
5110.001	Regular Salaries/Wages	.00	.00	.00	4,714.29	.00	21,476.21	(21,476.21)	+++
5110 - Totals		\$0.00	\$0.00	\$0.00	\$4,714.29	\$0.00	\$21,476.21	(\$21,476.21)	+++
5120									
5120.002	SBS	.00	.00	.00	288.99	.00	1,316.50	(1,316.50)	+++
5120.003	Medicare	.00	.00	.00	68.36	.00	311.42	(311.42)	+++
5120.004	PERS	.00	.00	.00	1,037.15	.00	4,724.78	(4,724.78)	+++
5120.005	Health Insurance	.00	.00	.00	2,444.36	.00	8,031.46	(8,031.46)	+++
5120.006	Life Insurance	.00	.00	.00	.53	.00	1.73	(1.73)	+++
5120.007	Workmen's Compensation	.00	.00	.00	13.20	.00	60.12	(60.12)	+++
5120 - Totals		\$0.00	\$0.00	\$0.00	\$3,852.59	\$0.00	\$14,446.01	(\$14,446.01)	+++
5206									
5206.000	Supplies	21,630.00	.00	21,630.00	.00	.00	.00	21,630.00	0
5206 - Totals		\$21,630.00	\$0.00	\$21,630.00	\$0.00	\$0.00	\$0.00	\$21,630.00	0%
5212									
5212.000	Contracted Services	.00	.00	.00	.00	.00	7,022.43	(7,022.43)	+++
5212 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,022.43	(\$7,022.43)	+++
Department 635 - Jobbing Expenses Totals		\$21,630.00	\$0.00	\$21,630.00	\$8,566.88	\$0.00	\$42,944.65	(\$21,314.65)	199%
Division 600 - Operations Totals		\$2,769,764.00	\$0.00	\$2,769,764.00	\$903,084.50	\$31,418.04	\$2,411,275.06	\$327,070.90	88%
Division 640 - Depreciation/Amortization									
6101									
6101.000	Amortization	.00	.00	.00	1,652.21	.00	4,956.63	(4,956.63)	+++
6101.100	Amortization - FERC lic	4,956.00	.00	4,956.00	.00	.00	.00	4,956.00	0
6101 - Totals		\$4,956.00	\$0.00	\$4,956.00	\$1,652.21	\$0.00	\$4,956.63	(\$0.63)	100%
6201									
6201.000	Depreciation-Land Improve	3,786.00	.00	3,786.00	1,262.48	.00	3,787.44	(1.44)	100
6201 - Totals		\$3,786.00	\$0.00	\$3,786.00	\$1,262.48	\$0.00	\$3,787.44	(\$1.44)	100%
6202									
6202.000	Depreciation-Plants	1,993,464.00	.00	1,993,464.00	458,301.06	.00	1,374,903.18	618,560.82	69
6202 - Totals		\$1,993,464.00	\$0.00	\$1,993,464.00	\$458,301.06	\$0.00	\$1,374,903.18	\$618,560.82	69%
6205									
6205.000	Depreciation-Buildings	12,609.00	.00	12,609.00	4,203.26	.00	12,609.78	(.78)	100
6205 - Totals		\$12,609.00	\$0.00	\$12,609.00	\$4,203.26	\$0.00	\$12,609.78	(\$0.78)	100%
6206									
6206.000	Depreciation-Machinery	27,474.00	.00	27,474.00	5,996.91	.00	17,990.73	9,483.27	65
6206 - Totals		\$27,474.00	\$0.00	\$27,474.00	\$5,996.91	\$0.00	\$17,990.73	\$9,483.27	65%



Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 200 - Electric Fund									
EXPENSE									
Division 640 - Depreciation/Amortization									
6208									
6208.000	Deprec-Furniture/Fixtures	1,983.00	.00	1,983.00	661.66	.00	1,984.98	(1.98)	100
6208 - Totals		\$1,983.00	\$0.00	\$1,983.00	\$661.66	\$0.00	\$1,984.98	(\$1.98)	100%
6209									
6209.000	Deprec-Heat Conversions	8,817.00	.00	8,817.00	2,939.39	.00	8,818.17	(1.17)	100
6209 - Totals		\$8,817.00	\$0.00	\$8,817.00	\$2,939.39	\$0.00	\$8,818.17	(\$1.17)	100%
Division 640 - Depreciation/Amortization Totals		\$2,053,089.00	\$0.00	\$2,053,089.00	\$475,016.97	\$0.00	\$1,425,050.91	\$628,038.09	69%
Division 650 - Debt Payments									
5295									
5295.000	Interest Expense	850,749.00	.00	850,749.00	36,812.22	.00	64,533.17	786,215.83	8
5295 - Totals		\$850,749.00	\$0.00	\$850,749.00	\$36,812.22	\$0.00	\$64,533.17	\$786,215.83	8%
5297									
5297.000	Debt Admin Expense	.00	.00	.00	942.71	.00	3,942.71	(3,942.71)	+++
5297 - Totals		\$0.00	\$0.00	\$0.00	\$942.71	\$0.00	\$3,942.71	(\$3,942.71)	+++
7301									
7301.000	Note Principal Payments	.00	.00	.00	.00	.00	110,651.00	(110,651.00)	+++
7301 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,651.00	(\$110,651.00)	+++
Division 650 - Debt Payments Totals		\$850,749.00	\$0.00	\$850,749.00	\$37,754.93	\$0.00	\$179,126.88	\$671,622.12	21%
Division 670 - Fixed Assets									
7106									
7106.000	Fixed Assets-Machinery	12,498.00	.00	12,498.00	.00	.00	.00	12,498.00	0
7106 - Totals		\$12,498.00	\$0.00	\$12,498.00	\$0.00	\$0.00	\$0.00	\$12,498.00	0%
Division 670 - Fixed Assets Totals		\$12,498.00	\$0.00	\$12,498.00	\$0.00	\$0.00	\$0.00	\$12,498.00	0%
Division 680 - Transfers Between Funds									
7200									
7200.000	Interfund Transfers Out	3,775,000.00	.00	3,775,000.00	.00	.00	.00	3,775,000.00	0
7200 - Totals		\$3,775,000.00	\$0.00	\$3,775,000.00	\$0.00	\$0.00	\$0.00	\$3,775,000.00	0%
Division 680 - Transfers Between Funds Totals		\$3,775,000.00	\$0.00	\$3,775,000.00	\$0.00	\$0.00	\$0.00	\$3,775,000.00	0%
EXPENSE TOTALS		\$9,461,100.00	\$0.00	\$9,461,100.00	\$1,415,856.40	\$31,418.04	\$4,015,452.85	\$5,414,229.11	43%
Fund 200 - Electric Fund Totals									
REVENUE TOTALS		5,408,039.00	.00	5,408,039.00	1,806,113.84	.00	5,594,542.70	(186,503.70)	103%
EXPENSE TOTALS		9,461,100.00	.00	9,461,100.00	1,415,856.40	31,418.04	4,015,452.85	5,414,229.11	43%
Fund 200 - Electric Fund Totals		(\$4,053,061.00)	\$0.00	(\$4,053,061.00)	\$390,257.44	(\$31,418.04)	\$1,579,089.85	(\$5,600,732.81)	

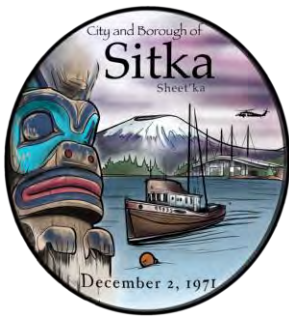


Budget Performance Report

Date Range 01/01/24 - 03/31/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 710 - Capital Projects-Electric									
REVENUE									
Division 300 - Revenue									
Department 390 - Cash Basis Receipts									
3950									
3950.200	Transfer In Electric	3,775,000.00	.00	3,775,000.00	.00	.00	.00	3,775,000.00	0
3950 - Totals		\$3,775,000.00	\$0.00	\$3,775,000.00	\$0.00	\$0.00	\$0.00	\$3,775,000.00	0%
Department 390 - Cash Basis Receipts Totals		\$3,775,000.00	\$0.00	\$3,775,000.00	\$0.00	\$0.00	\$0.00	\$3,775,000.00	0%
Division 300 - Revenue Totals		\$3,775,000.00	\$0.00	\$3,775,000.00	\$0.00	\$0.00	\$0.00	\$3,775,000.00	0%
REVENUE TOTALS		\$3,775,000.00	\$0.00	\$3,775,000.00	\$0.00	\$0.00	\$0.00	\$3,775,000.00	0%
EXPENSE									
Division 600 - Operations									
Department 630 - Operations									
5206									
5206.000	Supplies	.00	.00	.00	12,425.48	38,594.29	12,706.76	(51,301.05)	+++
5206 - Totals		\$0.00	\$0.00	\$0.00	\$12,425.48	\$38,594.29	\$12,706.76	(\$51,301.05)	+++
5212									
5212.000	Contracted Services	3,775,000.00	.00	3,775,000.00	6,655.00	(106,187.95)	104,443.59	3,776,744.36	0
5212 - Totals		\$3,775,000.00	\$0.00	\$3,775,000.00	\$6,655.00	(\$106,187.95)	\$104,443.59	\$3,776,744.36	0%
Department 630 - Operations Totals		\$3,775,000.00	\$0.00	\$3,775,000.00	\$19,080.48	(\$67,593.66)	\$117,150.35	\$3,725,443.31	1%
Division 600 - Operations Totals		\$3,775,000.00	\$0.00	\$3,775,000.00	\$19,080.48	(\$67,593.66)	\$117,150.35	\$3,725,443.31	1%
EXPENSE TOTALS		\$3,775,000.00	\$0.00	\$3,775,000.00	\$19,080.48	(\$67,593.66)	\$117,150.35	\$3,725,443.31	1%
Fund 710 - Capital Projects-Electric Totals									
REVENUE TOTALS		3,775,000.00	.00	3,775,000.00	.00	.00	.00	3,775,000.00	0%
EXPENSE TOTALS		3,775,000.00	.00	3,775,000.00	19,080.48	(67,593.66)	117,150.35	3,725,443.31	1%
Fund 710 - Capital Projects-Electric Totals		\$0.00	\$0.00	\$0.00	(\$19,080.48)	\$67,593.66	(\$117,150.35)	\$49,556.69	
Grand Totals									
REVENUE TOTALS		9,183,039.00	.00	9,183,039.00	1,806,113.84	.00	5,594,542.70	3,588,496.30	61%
EXPENSE TOTALS		13,236,100.00	.00	13,236,100.00	1,434,936.88	(36,175.62)	4,132,603.20	9,139,672.42	31%
Grand Totals		(\$4,053,061.00)	\$0.00	(\$4,053,061.00)	\$371,176.96	\$36,175.62	\$1,461,939.50	(\$5,551,176.12)	



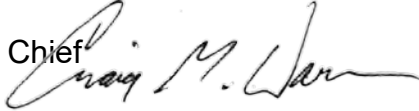
CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Craig Warren, Fire Chief 

Date: April 16, 2024

Subject: Fire Department Quarterly Report

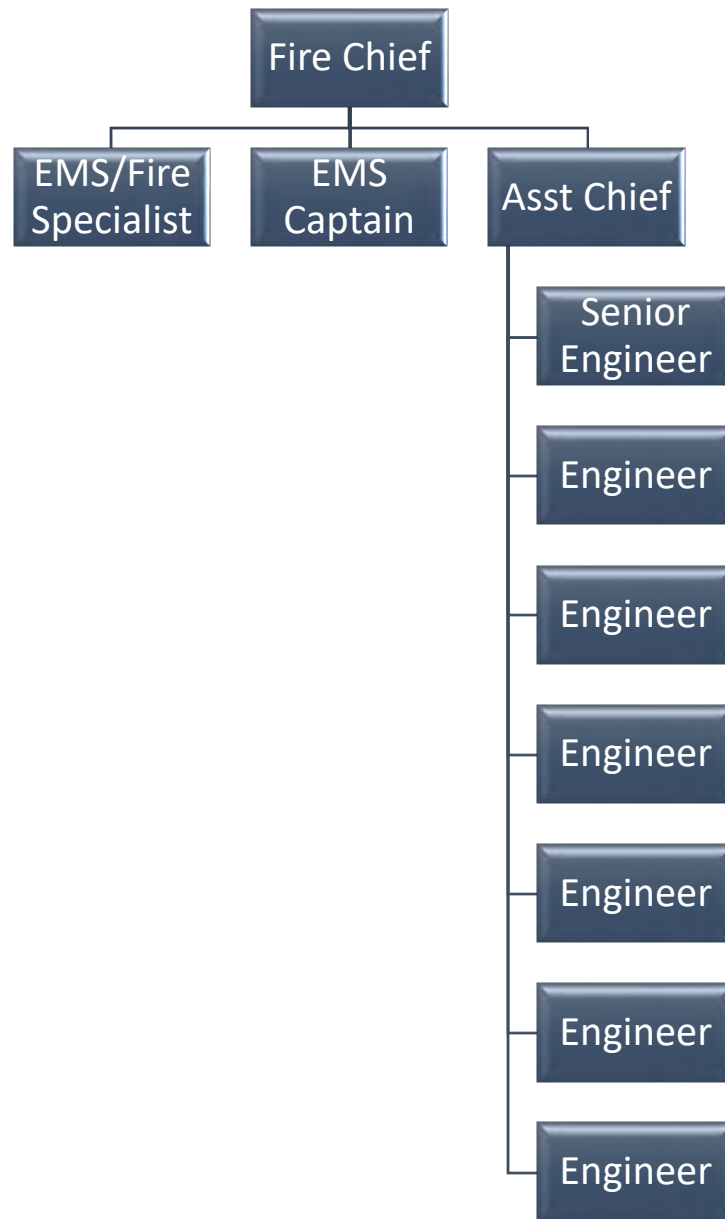
Thank you all for your support of the Sitka Fire Department. We continue in both our mission, and the mission of the City and Borough of Sitka, to provide quality emergency services to the residents and visitors of our great community.

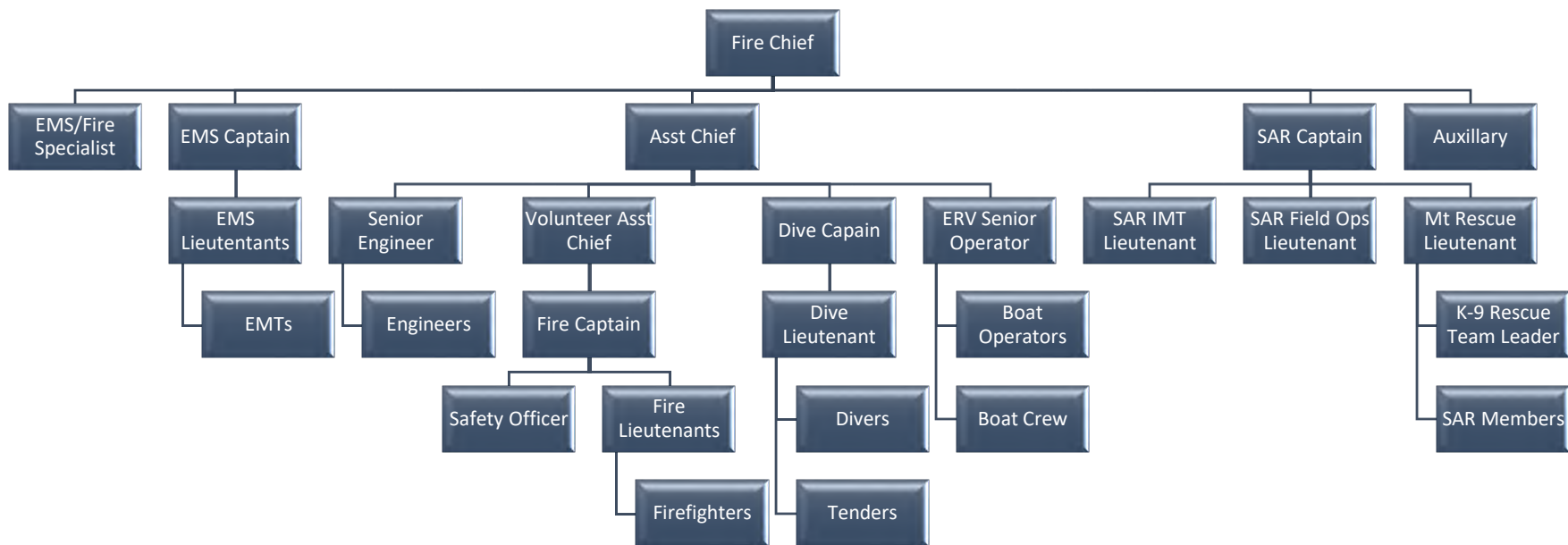
Training is continuing at a high pace before the summer hits. We graduated 4 new EMT 1's in March. We have a Wilderness EMT course starting in May. The dive team has a large area search class starting in May. The fire fighters are finishing up their Fire and Emergency Services Instructor class. And the Search and Rescue team continues to prepare for their upcoming recertification this Fall the with Mountain Rescue Association.

Our biggest change over the last quarter is the departure of a valued member of our team. Sr Engineer Scott Foss, after 33 years of faithful and unselfish service, will be retiring on May 1st. Scott's leadership and experience will take years for the Sitka Fire Department to replace.

As always, thank you for your continued support. Please feel free to contact me with questions.

En: Staff Organization Chart
Department Organization Chart
Budget Report







Budget Performance Report

Fiscal Year to Date 04/16/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Division 520 - Public Safety										
Department 022 - Fire Protection										
Sub-Department 800 - Administration										
5110										
5110.001	Regular Salaries/Wages	265,051.54	.00	265,051.54	8,407.20	.00	173,622.70	91,428.84	66	203,900.64
5110.002	Holidays	.00	.00	.00	.00	.00	9,764.92	(9,764.92)	+++	11,954.48
5110.003	Sick Leave	.00	.00	.00	.00	.00	1,484.08	(1,484.08)	+++	11,441.35
5110.004	Overtime	.00	.00	.00	.00	.00	4,763.94	(4,763.94)	+++	15,664.09
5110.010	Temp Wages	.00	.00	.00	.00	.00	.00	.00	+++	16,080.00
5110 - Totals		\$265,051.54	\$0.00	\$265,051.54	\$8,407.20	\$0.00	\$189,635.64	\$75,415.90	72%	\$259,040.56
5120										
5120.001	Annual Leave	4,708.00	.00	4,708.00	.00	.00	27,134.73	(22,426.73)	576	29,966.62
5120.002	SBS	16,554.50	.00	16,554.50	515.36	.00	13,315.59	3,238.91	80	17,774.23
5120.003	Medicare	3,915.84	.00	3,915.84	121.90	.00	3,140.98	774.86	80	4,198.89
5120.004	PERS	58,311.23	.00	58,311.23	1,849.58	.00	44,468.87	13,842.36	76	56,526.87
5120.005	Health Insurance	119,761.20	.00	119,761.20	.00	.00	65,401.26	54,359.94	55	97,111.54
5120.006	Life Insurance	42.48	.00	42.48	.00	.00	26.60	15.88	63	38.75
5120.007	Workmen's Compensation	13,135.01	.00	13,135.01	416.15	.00	10,027.72	3,107.29	76	12,760.83
5120.010	Other Benefits	.00	.00	.00	.00	.00	600.00	(600.00)	+++	150.00
5120.011	PERS on Behalf	66,296.34	.00	66,296.34	.00	.00	.00	66,296.34	0	6,653.00
5120 - Totals		\$282,724.60	\$0.00	\$282,724.60	\$2,902.99	\$0.00	\$164,115.75	\$118,608.85	58%	\$225,180.73
5201										
5201.000	Training and Travel	48,500.00	.00	48,500.00	.00	8,250.00	15,551.17	24,698.83	49	45,072.85
5201 - Totals		\$48,500.00	\$0.00	\$48,500.00	\$0.00	\$8,250.00	\$15,551.17	\$24,698.83	49%	\$45,072.85
5202										
5202.000	Uniforms	4,000.00	.00	4,000.00	.00	.00	894.85	3,105.15	22	1,205.21
5202 - Totals		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$894.85	\$3,105.15	22%	\$1,205.21
5203										
5203.001	Utilities	40,000.00	.00	40,000.00	.00	.00	29,451.18	10,548.82	74	43,859.18
5203.005	Fuel Oil	30,000.00	.00	30,000.00	1,106.98	.00	14,120.77	15,879.23	47	29,031.78
5203 - Totals		\$70,000.00	\$0.00	\$70,000.00	\$1,106.98	\$0.00	\$43,571.95	\$26,428.05	62%	\$72,890.96
5204										
5204.001	Cell Phone Stipend	1,500.00	.00	1,500.00	.00	.00	450.00	1,050.00	30	600.00
5204 - Totals		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$450.00	\$1,050.00	30%	\$600.00
5205										
5205.000	Insurance	75,000.00	.00	75,000.00	.00	.00	66,219.71	8,780.29	88	75,991.47
5205 - Totals		\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$66,219.71	\$8,780.29	88%	\$75,991.47
5206										
5206.000	Supplies	27,500.00	.00	27,500.00	.00	.00	11,506.80	15,993.20	42	27,529.67



Budget Performance Report

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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										
EXPENSE										
Division 520 - Public Safety										
Department 022 - Fire Protection										
Sub-Department 800 - Administration										
	5206 - Totals	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$0.00	\$11,506.80	\$15,993.20	42%	\$27,529.67
5207										
5207.000	Repairs and Maintenance	16,000.00	.00	16,000.00	.00	.00	7,130.04	8,869.96	45	5,310.45
	5207 - Totals	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$7,130.04	\$8,869.96	45%	\$5,310.45
5211										
5211.000	IT Fees	148,773.00	.00	148,773.00	.00	.00	111,579.75	37,193.25	75	135,500.04
	5211 - Totals	\$148,773.00	\$0.00	\$148,773.00	\$0.00	\$0.00	\$111,579.75	\$37,193.25	75%	\$135,500.04
5212										
5212.000	Contracted Services	23,850.00	.00	23,850.00	.00	.00	9,393.83	14,456.17	39	12,161.98
	5212 - Totals	\$23,850.00	\$0.00	\$23,850.00	\$0.00	\$0.00	\$9,393.83	\$14,456.17	39%	\$12,161.98
5222										
5222.000	Postage	1,500.00	.00	1,500.00	.00	.00	839.95	660.05	56	522.64
	5222 - Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$839.95	\$660.05	56%	\$522.64
5223										
5223.000	Tools & Small Equipment	78,900.00	24,346.00	103,246.00	.00	8,497.15	68,275.05	26,473.80	74	39,591.76
	5223 - Totals	\$78,900.00	\$24,346.00	\$103,246.00	\$0.00	\$8,497.15	\$68,275.05	\$26,473.80	74%	\$39,591.76
5224										
5224.000	Dues and Publications	4,100.00	.00	4,100.00	.00	.00	360.00	3,740.00	9	669.03
	5224 - Totals	\$4,100.00	\$0.00	\$4,100.00	\$0.00	\$0.00	\$360.00	\$3,740.00	9%	\$669.03
5226										
5226.000	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	61.60
	5226 - Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$61.60
5290										
5290.000	Other Expenses	.00	.00	.00	.00	.00	.00	.00	+++	503.26
	5290 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$503.26
	Sub-Department 800 - Administration Totals	\$1,048,399.14	\$24,346.00	\$1,072,745.14	\$12,417.17	\$16,747.15	\$689,524.49	\$366,473.50	66%	\$901,832.21
	Sub-Department 807 - Fire Station									
5110										
5110.001	Regular Salaries/Wages	493,376.68	.00	493,376.68	21,373.31	.00	357,849.67	135,527.01	73	400,667.20
5110.002	Holidays	.00	.00	.00	607.44	.00	29,078.60	(29,078.60)	+++	28,597.44
5110.003	Sick Leave	.00	.00	.00	.00	.00	13,051.50	(13,051.50)	+++	24,714.66
5110.004	Overtime	95,066.00	.00	95,066.00	1,436.53	.00	76,843.54	18,222.46	81	83,792.45
5110.010	Temp Wages	99,960.00	.00	99,960.00	.00	.00	7,690.00	92,270.00	8	6,580.00
	5110 - Totals	\$688,402.68	\$0.00	\$688,402.68	\$23,417.28	\$0.00	\$484,513.31	\$203,889.37	70%	\$544,351.75
5120										
5120.001	Annual Leave	23,124.00	.00	23,124.00	911.16	.00	26,700.64	(3,576.64)	115	33,186.88



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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										
EXPENSE										
Division 520 - Public Safety										
Department 022 - Fire Protection										
Sub-Department 807 - Fire Station										
5120										
5120.002	SBS	43,616.36	.00	43,616.36	1,491.32	.00	31,348.86	12,267.50	72	35,419.63
5120.003	Medicare	10,317.16	.00	10,317.16	352.78	.00	7,345.71	2,971.45	71	8,290.16
5120.004	PERS	129,457.40	.00	129,457.40	5,352.25	.00	100,387.04	29,070.36	78	121,633.74
5120.005	Health Insurance	147,627.48	.00	147,627.48	.00	.00	115,617.66	32,009.82	78	121,892.12
5120.006	Life Insurance	58.56	.00	58.56	.00	.00	61.24	(2.68)	105	71.00
5120.007	Workmen's Compensation	34,075.89	.00	34,075.89	1,204.25	.00	23,575.30	10,500.59	69	25,751.15
5120.010	Other Benefits	.00	.00	.00	.00	.00	4,800.00	(4,800.00)	+++	6,075.00
5120.011	PERS on Behalf	.00	.00	.00	.00	.00	.00	.00	+++	13,765.00
5120 - Totals		\$388,276.85	\$0.00	\$388,276.85	\$9,311.76	\$0.00	\$309,836.45	\$78,440.40	80%	\$366,084.68
5206										
5206.000	Supplies	.00	.00	.00	.00	.00	186.93	(186.93)	+++	219.36
5206 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$186.93	(\$186.93)	+++	\$219.36
5208										
5208.000	Bldg Repair & Maint	35,236.00	.00	35,236.00	.00	.00	26,426.97	8,809.03	75	38,446.32
5208 - Totals		\$35,236.00	\$0.00	\$35,236.00	\$0.00	\$0.00	\$26,426.97	\$8,809.03	75%	\$38,446.32
5221										
5221.000	Transportation/Vehicles	233,400.00	.00	233,400.00	.00	.00	155,881.07	77,518.93	67	191,801.14
5221 - Totals		\$233,400.00	\$0.00	\$233,400.00	\$0.00	\$0.00	\$155,881.07	\$77,518.93	67%	\$191,801.14
5290										
5290.000	Other Expenses	.00	.00	.00	.00	.00	.00	.00	+++	50.00
5290 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$50.00
Sub-Department 807 - Fire Station Totals		\$1,345,315.53	\$0.00	\$1,345,315.53	\$32,729.04	\$0.00	\$976,844.73	\$368,470.80	73%	\$1,140,953.25
Sub-Department 808 - Volunteers										
5110										
5110.001	Regular Salaries/Wages	.00	.00	.00	.00	.00	.00	.00	+++	400.00
5110.004	Overtime	.00	.00	.00	.00	.00	1,290.00	(1,290.00)	+++	915.00
5110.010	Temp Wages	.00	.00	.00	.00	.00	24,870.00	(24,870.00)	+++	25,560.00
5110 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,160.00	(\$26,160.00)	+++	\$26,875.00
5120										
5120.002	SBS	.00	.00	.00	.00	.00	2,821.30	(2,821.30)	+++	2,642.68
5120.003	Medicare	.00	.00	.00	.00	.00	666.17	(666.17)	+++	625.18
5120.007	Workmen's Compensation	.00	.00	.00	.00	.00	2,177.37	(2,177.37)	+++	1,904.13
5120 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,664.84	(\$5,664.84)	+++	\$5,171.99
5206										
5206.000	Supplies	.00	.00	.00	.00	.00	5,683.47	(5,683.47)	+++	10,589.44



Budget Performance Report

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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										
EXPENSE										
Division 520 - Public Safety										
Department 022 - Fire Protection										
Sub-Department 808 - Volunteers										
	5206 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,683.47	(\$5,683.47)	+++	\$10,589.44
5212										
5212.000	Contracted Services	41,000.00	.00	41,000.00	2,083.33	4,166.70	28,691.19	8,142.11	80	24,999.96
	5212 - Totals	\$41,000.00	\$0.00	\$41,000.00	\$2,083.33	\$4,166.70	\$28,691.19	\$8,142.11	80%	\$24,999.96
5290										
5290.000	Other Expenses	.00	.00	.00	.00	.00	6,320.00	(6,320.00)	+++	5,640.00
	5290 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,320.00	(\$6,320.00)	+++	\$5,640.00
	Sub-Department 808 - Volunteers Totals	\$41,000.00	\$0.00	\$41,000.00	\$2,083.33	\$4,166.70	\$72,519.50	(\$35,686.20)	187%	\$73,276.39
	Department 022 - Fire Protection Totals	\$2,434,714.67	\$24,346.00	\$2,459,060.67	\$47,229.54	\$20,913.85	\$1,738,888.72	\$699,258.10	72%	\$2,116,061.85
Department 023 - Ambulance										
5110										
5110.001	Regular Salaries/Wages	107,836.56	.00	107,836.56	2,866.64	.00	62,224.32	45,612.24	58	67,912.29
5110.002	Holidays	.00	.00	.00	.00	.00	3,649.26	(3,649.26)	+++	4,389.06
5110.003	Sick Leave	.00	.00	.00	445.40	.00	3,518.66	(3,518.66)	+++	2,323.62
5110.004	Overtime	20,000.00	.00	20,000.00	.00	.00	3,066.52	16,933.48	15	9,359.10
5110.010	Temp Wages	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
	5110 - Totals	\$132,836.56	\$0.00	\$132,836.56	\$3,312.04	\$0.00	\$72,458.76	\$60,377.80	55%	\$83,984.07
5120										
5120.001	Annual Leave	5,703.00	.00	5,703.00	271.26	.00	5,339.76	363.24	94	16,007.16
5120.002	SBS	8,510.95	.00	8,510.95	219.66	.00	4,782.84	3,728.11	56	6,147.86
5120.003	Medicare	2,013.17	.00	2,013.17	51.96	.00	1,121.56	891.61	56	1,441.17
5120.004	PERS	28,123.96	.00	28,123.96	788.33	.00	16,015.64	12,108.32	57	21,998.11
5120.005	Health Insurance	39,920.40	.00	39,920.40	.00	.00	28,052.19	11,868.21	70	36,212.45
5120.006	Life Insurance	14.16	.00	14.16	.00	.00	10.62	3.54	75	14.16
5120.007	Workmen's Compensation	6,872.48	.00	6,872.48	177.37	.00	3,614.68	3,257.80	53	4,589.86
5120.010	Other Benefits	.00	.00	.00	.00	.00	675.00	(675.00)	+++	900.00
5120.011	PERS on Behalf	.00	.00	.00	.00	.00	.00	.00	+++	2,440.00
	5120 - Totals	\$91,158.12	\$0.00	\$91,158.12	\$1,508.58	\$0.00	\$59,612.29	\$31,545.83	65%	\$89,750.77
5201										
5201.000	Training and Travel	20,500.00	5,850.00	26,350.00	315.99	5,850.00	12,632.75	7,867.25	70	15,357.60
	5201 - Totals	\$20,500.00	\$5,850.00	\$26,350.00	\$315.99	\$5,850.00	\$12,632.75	\$7,867.25	70%	\$15,357.60
5202										
5202.000	Uniforms	4,000.00	.00	4,000.00	.00	.00	64.99	3,935.01	2	1,550.66
	5202 - Totals	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$64.99	\$3,935.01	2%	\$1,550.66
5204										
5204.000	Telephone	1,700.00	.00	1,700.00	.00	.00	.00	1,700.00	0	1,111.28



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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										
EXPENSE										
Division 520 - Public Safety										
Department 023 - Ambulance										
5204										
5204.001	Cell Phone Stipend	600.00	.00	600.00	.00	.00	225.00	375.00	38	300.00
5204 - Totals		\$2,300.00	\$0.00	\$2,300.00	\$0.00	\$0.00	\$225.00	\$2,075.00	10%	\$1,411.28
5206										
5206.000	Supplies	40,000.00	.00	40,000.00	.00	.00	20,848.97	19,151.03	52	44,277.46
5206 - Totals		\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$20,848.97	\$19,151.03	52%	\$44,277.46
5207										
5207.000	Repairs and Maintenance	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
5207 - Totals		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%	\$0.00
5212										
5212.000	Contracted Services	48,500.00	.00	48,500.00	.00	6,250.03	19,632.97	22,617.00	53	28,890.75
5212 - Totals		\$48,500.00	\$0.00	\$48,500.00	\$0.00	\$6,250.03	\$19,632.97	\$22,617.00	53%	\$28,890.75
5221										
5221.000	Transportation/Vehicles	92,805.00	.00	92,805.00	.00	.00	66,041.40	26,763.60	71	115,689.96
5221 - Totals		\$92,805.00	\$0.00	\$92,805.00	\$0.00	\$0.00	\$66,041.40	\$26,763.60	71%	\$115,689.96
5222										
5222.000	Postage	500.00	.00	500.00	.00	.00	.00	500.00	0	141.45
5222 - Totals		\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$141.45
5223										
5223.000	Tools & Small Equipment	7,300.00	4,205.00	11,505.00	.00	3,828.00	4,201.00	3,476.00	70	6,722.15
5223 - Totals		\$7,300.00	\$4,205.00	\$11,505.00	\$0.00	\$3,828.00	\$4,201.00	\$3,476.00	70%	\$6,722.15
5224										
5224.000	Dues and Publications	150.00	.00	150.00	.00	.00	.00	150.00	0	.00
5224 - Totals		\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0%	\$0.00
Department 023 - Ambulance Totals		\$442,549.68	\$10,055.00	\$452,604.68	\$5,136.61	\$15,928.03	\$255,718.13	\$180,958.52	60%	\$387,776.15
Department 024 - Search and Rescue										
5110										
5110.010	Temp Wages	5,000.00	.00	5,000.00	.00	.00	3,450.00	1,550.00	69	5,200.00
5110 - Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$3,450.00	\$1,550.00	69%	\$5,200.00
5120										
5120.002	SBS	306.50	.00	306.50	.00	.00	211.60	94.90	69	318.88
5120.003	Medicare	72.50	.00	72.50	.00	.00	50.06	22.44	69	75.44
5120.007	Workmen's Compensation	247.50	.00	247.50	.00	.00	163.33	84.17	66	216.48
5120 - Totals		\$626.50	\$0.00	\$626.50	\$0.00	\$0.00	\$424.99	\$201.51	68%	\$610.80
5201										
5201.000	Training and Travel	16,000.00	.00	16,000.00	.00	.00	1,605.17	14,394.83	10	7,369.77
5201 - Totals		\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$1,605.17	\$14,394.83	10%	\$7,369.77



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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										
EXPENSE										
Division 520 - Public Safety										
Department 024 - Search and Rescue										
5204										
5204.000	Telephone	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	1,308.12
5204 - Totals		\$1,600.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00	0%	\$1,308.12
5206										
5206.000	Supplies	5,000.00	.00	5,000.00	.00	.00	612.87	4,387.13	12	1,644.27
5206 - Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$612.87	\$4,387.13	12%	\$1,644.27
5207										
5207.000	Repairs and Maintenance	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5207 - Totals		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
5212										
5212.000	Contracted Services	2,100.00	.00	2,100.00	115.08	.00	2,032.55	67.45	97	4,780.60
5212 - Totals		\$2,100.00	\$0.00	\$2,100.00	\$115.08	\$0.00	\$2,032.55	\$67.45	97%	\$4,780.60
5221										
5221.000	Transportation/Vehicles	.00	.00	.00	.00	.00	2,347.67	(2,347.67)	+++	.00
5221 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,347.67	(\$2,347.67)	+++	\$0.00
5223										
5223.000	Tools & Small Equipment	4,000.00	.00	4,000.00	.00	.00	752.20	3,247.80	19	5,947.43
5223 - Totals		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$752.20	\$3,247.80	19%	\$5,947.43
5224										
5224.000	Dues and Publications	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	935.00
5224 - Totals		\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0%	\$935.00
Department 024 - Search and Rescue Totals		\$37,026.50	\$0.00	\$37,026.50	\$115.08	\$0.00	\$11,225.45	\$25,801.05	30%	\$27,795.99
Division 520 - Public Safety Totals		\$2,914,290.85	\$34,401.00	\$2,948,691.85	\$52,481.23	\$36,841.88	\$2,005,832.30	\$906,017.67	69%	\$2,531,633.99
EXPENSE TOTALS		\$2,914,290.85	\$34,401.00	\$2,948,691.85	\$52,481.23	\$36,841.88	\$2,005,832.30	\$906,017.67	69%	\$2,531,633.99
Fund 100 - General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		2,914,290.85	34,401.00	2,948,691.85	52,481.23	36,841.88	2,005,832.30	906,017.67	69%	2,531,633.99
Fund 100 - General Fund Totals		(\$2,914,290.85)	(\$34,401.00)	(\$2,948,691.85)	(\$52,481.23)	(\$36,841.88)	(\$2,005,832.30)	(\$906,017.67)		(\$2,531,633.99)
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		2,914,290.85	34,401.00	2,948,691.85	52,481.23	36,841.88	2,005,832.30	906,017.67	69%	2,531,633.99
Grand Totals		(\$2,914,290.85)	(\$34,401.00)	(\$2,948,691.85)	(\$52,481.23)	(\$36,841.88)	(\$2,005,832.30)	(\$906,017.67)		(\$2,531,633.99)

SITKA PUBLIC LIBRARY QUARTERLY REPORT

WORK COMPLETE THROUGH April 2024

Service Delivery Project

Project goal: Shorten the length of time spent through a set of interlinked processes that starts with vendor purchase and ends with the item available on the shelves at the library.

Strategic Plan 5.3, 5.4, 5.5

Project Status Update:

- Acquired a local vendor- Old Harbor Books
 - Maintain same purchasing power as old vendors
 - Quick delivery time
- Moved to weekly purchases instead of monthly
 - Avoid bottlenecks in workflow caused by a landslide of new items arriving at once
- Created a mailing receiving station
 - Organize receivables
- Acquired a designated computer for receiving station

Future Milestones:

- Speed up timetable when items reach library patrons

Update: We have updated our processing procedures and are creating a new processing reference manual for all staff to work from. Minimum staff are working in this area to work out the kinks before additional staff are retrained in the new procedures. A new space is being created and organized for staff to work on processing that is separate from other library tasks.

Service Desk Accuracy Project

Project goal: Improve Circulation Desk customer service levels by identifying and developing procedures to create service-level consistency in our checked-in items.

Strategic Plan 5.3 & 5.4

Project Status Update:

- Create a workflow chart for all items returned to the library- outside/inside book drop, incoming mail
- Identify problematic areas of workflow

- Make changes to workflow pattern
 - In process of figuring out what correct changes to make for consistency
- We have made headway toward our future milestones
 - Lost Items found shelved in our collection
 - May- 4 items, June 1 item, July 6 items, Aug. & Sept zero items
 - Identifying items to be repaired or marked damaged
 - Avoiding mischarged items

Future Milestones:

- Accurate known location of circulating and non-circulating items
- Identifying collection maintenance needs early & swiftly

Update: We have stopped running our lost report and missing items have been cut in half. Currently, any missing items off the report are accurately marked missing and zero are being found in our library or checked out on a patrons account. No lost items have been found in our library. The library will continue with our current workflow and make any adjustments as needed as we move forward. **This project is considered complete.**

Hold Pilot Project

Project goal: Lower mailing costs and improve delivery time.

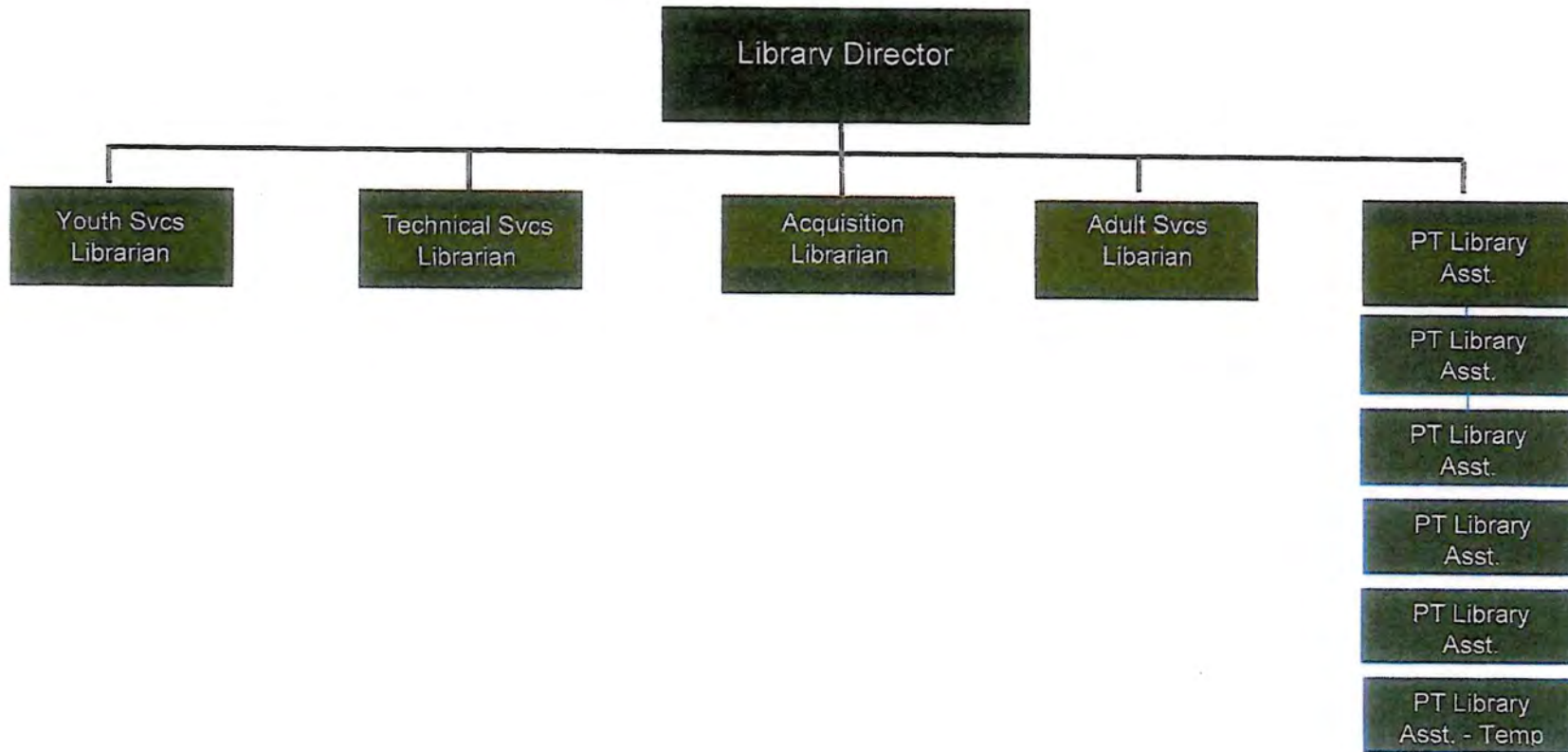
Strategic Plan 5.3

Project status:

A hold pilot project started this past fall within the Alaska Library Catalog. Holds will be moved to a Group (Southeast consortium libraries) range location before moving to a System (all Alaska) range location so the Group has a chance to fill a hold first before it goes to the System to be filled by anyone. If the local Group has an item (checked out, on shelf, in transit) it will wait to see if a local time is available to fill it. If the local Group does not own an item, it will stay a System level hold to fill faster

Update: **Project has been put on hold** due to the reports created to manage the new system needing to be refined.

City and Borough of Sitka – Library Department





Budget Performance Report

Date Range 07/01/23 - 04/11/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 540 - Public Service									
Department 041 - Library									
5110									
5110.001	Regular Salaries/Wages	358,858.92	.00	358,858.92	12,730.76	.00	290,665.50	68,193.42	81
5110.002	Holidays	.00	.00	.00	.00	.00	19,081.41	(19,081.41)	+++
5110.003	Sick Leave	.00	.00	.00	1,271.99	.00	18,896.67	(18,896.67)	+++
5110.004	Overtime	.00	.00	.00	.00	.00	24.59	(24.59)	+++
5110.010	Temp Wages	23,883.00	.00	23,883.00	455.76	.00	5,072.39	18,810.61	21
5110 - Totals		\$382,741.92	\$0.00	\$382,741.92	\$14,458.51	\$0.00	\$333,740.56	\$49,001.36	87%
5120									
5120.001	Annual Leave	14,583.00	.00	14,583.00	3,392.00	.00	33,800.99	(19,217.99)	232
5120.002	SBS	24,325.28	.00	24,325.28	1,094.24	.00	22,767.61	1,557.67	94
5120.003	Medicare	5,748.72	.00	5,748.72	258.84	.00	5,385.49	363.23	94
5120.004	PERS	79,760.90	.00	79,760.90	3,826.84	.00	74,311.72	5,449.18	93
5120.005	Health Insurance	105,879.88	.00	105,879.88	.00	.00	88,133.67	17,746.21	83
5120.006	Life Insurance	68.68	.00	68.68	.00	.00	65.17	3.51	95
5120.007	Workmen's Compensation	1,072.40	.00	1,072.40	49.99	.00	962.28	110.12	90
5120.011	PERS on Behalf	17,995.30	.00	17,995.30	.00	.00	.00	17,995.30	0
5120 - Totals		\$249,434.16	\$0.00	\$249,434.16	\$8,621.91	\$0.00	\$225,426.93	\$24,007.23	90%
5201									
5201.000	Training and Travel	7,168.00	.00	7,168.00	.00	.00	201.31	6,966.69	3
5201 - Totals		\$7,168.00	\$0.00	\$7,168.00	\$0.00	\$0.00	\$201.31	\$6,966.69	3%
5203									
5203.001	Utilities	17,429.00	.00	17,429.00	.00	.00	16,042.90	1,386.10	92
5203 - Totals		\$17,429.00	\$0.00	\$17,429.00	\$0.00	\$0.00	\$16,042.90	\$1,386.10	92%
5204									
5204.000	Telephone	84.00	.00	84.00	.00	.00	.00	84.00	0
5204.001	Cell Phone Stipend	250.00	.00	250.00	.00	.00	225.00	25.00	90
5204 - Totals		\$334.00	\$0.00	\$334.00	\$0.00	\$0.00	\$225.00	\$109.00	67%
5205									
5205.000	Insurance	39,225.00	.00	39,225.00	.00	.00	60,360.31	(21,135.31)	154
5205 - Totals		\$39,225.00	\$0.00	\$39,225.00	\$0.00	\$0.00	\$60,360.31	(\$21,135.31)	154%
5206									
5206.000	Supplies	17,700.00	.00	17,700.00	.00	2,408.78	7,121.19	8,170.03	54
5206 - Totals		\$17,700.00	\$0.00	\$17,700.00	\$0.00	\$2,408.78	\$7,121.19	\$8,170.03	54%
5207									
5207.000	Repairs and Maintenance	2,834.00	.00	2,834.00	.00	.00	.00	2,834.00	0
5207 - Totals		\$2,834.00	\$0.00	\$2,834.00	\$0.00	\$0.00	\$0.00	\$2,834.00	0%



Budget Performance Report

Date Range 07/01/23 - 04/11/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 540 - Public Service									
Department 041 - Library									
5208									
5208.000	Bldg Repair & Maint	45,870.00	.00	45,870.00	.00	.00	41,283.00	4,587.00	90
5208 - Totals		\$45,870.00	\$0.00	\$45,870.00	\$0.00	\$0.00	\$41,283.00	\$4,587.00	90%
5211									
5211.000	IT Fees	129,934.00	.00	129,934.00	.00	.00	116,930.97	13,003.03	90
5211 - Totals		\$129,934.00	\$0.00	\$129,934.00	\$0.00	\$0.00	\$116,930.97	\$13,003.03	90%
5212									
5212.000	Contracted Services	107,932.00	.00	107,932.00	.00	7,469.03	54,231.76	46,231.21	57
5212 - Totals		\$107,932.00	\$0.00	\$107,932.00	\$0.00	\$7,469.03	\$54,231.76	\$46,231.21	57%
5222									
5222.000	Postage	13,334.00	.00	13,334.00	.00	.00	4,970.42	8,363.58	37
5222 - Totals		\$13,334.00	\$0.00	\$13,334.00	\$0.00	\$0.00	\$4,970.42	\$8,363.58	37%
5223									
5223.000	Tools & Small Equipment	3,334.00	.00	3,334.00	.00	.00	328.64	3,005.36	10
5223 - Totals		\$3,334.00	\$0.00	\$3,334.00	\$0.00	\$0.00	\$328.64	\$3,005.36	10%
5224									
5224.000	Dues and Publications	886.00	.00	886.00	.00	.00	732.00	154.00	83
5224 - Totals		\$886.00	\$0.00	\$886.00	\$0.00	\$0.00	\$732.00	\$154.00	83%
5226									
5226.000	Advertising	626.00	.00	626.00	.00	.00	.00	626.00	0
5226 - Totals		\$626.00	\$0.00	\$626.00	\$0.00	\$0.00	\$0.00	\$626.00	0%
5227									
5227.002	Rent-Equipment	750.00	.00	750.00	.00	.00	.00	750.00	0
5227 - Totals		\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
5240									
5240.000	Books & Publications	62,710.00	289.20	62,999.20	.00	8,729.81	42,002.82	12,266.57	81
5240 - Totals		\$62,710.00	\$289.20	\$62,999.20	\$0.00	\$8,729.81	\$42,002.82	\$12,266.57	81%
5290									
5290.000	Other Expenses	33,576.00	.00	33,576.00	.00	.00	1,277.03	32,298.97	4
5290 - Totals		\$33,576.00	\$0.00	\$33,576.00	\$0.00	\$0.00	\$1,277.03	\$32,298.97	4%
Department 041 - Library Totals		\$1,115,818.08	\$289.20	\$1,116,107.28	\$23,080.42	\$18,607.62	\$904,874.84	\$192,624.82	83%
Division 540 - Public Service Totals		\$1,115,818.08	\$289.20	\$1,116,107.28	\$23,080.42	\$18,607.62	\$904,874.84	\$192,624.82	83%
EXPENSE TOTALS		\$1,115,818.08	\$289.20	\$1,116,107.28	\$23,080.42	\$18,607.62	\$904,874.84	\$192,624.82	83%
Fund 100 - General Fund Totals									
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS		1,115,818.08	289.20	1,116,107.28	23,080.42	18,607.62	904,874.84	192,624.82	83%



Budget Performance Report

Date Range 07/01/23 - 04/11/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
	Fund 100 - General Fund Totals	(\$1,115,818.08)	(\$289.20)	(\$1,116,107.28)	(\$23,080.42)	(\$18,607.62)	(\$904,874.84)	(\$192,624.82)	
	Grand Totals								
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++
	EXPENSE TOTALS	1,115,818.08	289.20	1,116,107.28	23,080.42	18,607.62	904,874.84	192,624.82	83%
	Grand Totals	(\$1,115,818.08)	(\$289.20)	(\$1,116,107.28)	(\$23,080.42)	(\$18,607.62)	(\$904,874.84)	(\$192,624.82)	



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-063 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 4/17/2024 In control: City and Borough Assembly
On agenda: 4/23/2024 Final action:
Title: Approve the minutes of the April 4, 9, and 16 Assembly meetings
Sponsors:
Indexes:
Code sections:
Attachments: [Consent and Minutes](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

CONSENT AGENDA

POSSIBLE MOTION

I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS A & B.

I wish to remove Item(s) _____

REMINDER – When making the motion to approve the consent agenda, please read the title of each item being voted on that is included in the consent vote.

Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve the minutes of the April 4, 9, and 16 Assembly meetings.



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Minutes - Draft

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Timothy Pike,
Thor Christianson, Chris Ystad,
JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Thursday, April 4, 2024

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A [24-046](#) Discussion/ Direction/ Decision of the FY2025 Draft Administrator's Budget with focus on the General Fund (Assembly action may be taken)

Administrator Leach relayed direction had been given on February 8 to prepare the draft general fund budget to include certain resource proposal requests. Finance Director Melissa Haley explained the budget process, commented on revenue/expense trends, told of potential budget changes, and next steps.

A motion was made by Christianson to allocate \$125K to support the Sitka School District in the administration of the Performing Arts Center. The motion PASSED by the following vote.

Yes: 7 - Eisenbeisz, Christianson, Ystad, Mosher, Saline, Carlson, and Pike

A motion was made by Mosher to add operations of the Blatchley swimming pool into the general fund budget. The motion PASSED by the following vote.

Yes: 7 - Ystad, Eisenbeisz, Carlson, Mosher, Pike, Christianson, and Pike

A motion was made by Carlson to reduce the resource proposal request from 4 FTE's to 2 FTE's for the Fire Department. The motion FAILED by the following vote.

Yes: 3 - Carlson, Ystad, and Eisenbeisz

No: 4 - Christianson, Saline, Pike, and Mosher

A motion was made by Pike to reduce the resource proposal request from 4 FTE's to 3 FTE's for the Fire Department. The motion PASSED by the following vote.

Yes: 5 - Carlson, Ystad, Saline, Mosher, and Pike

No: 2 - Eisenbeisz and Christianson

A motion was made by Carlson to remove the resource proposal request for 1 FTE at the Library for circulation services. The motion PASSED by the following vote.

Yes: 5 - Mosher, Eisenbeisz, Carlson, Christianson, and Ystad

No: 2 - Pike and Saline

A motion was made by Ystad to remove the resource proposal request for a dump truck, unit 413. The motion PASSED by the following vote.

Yes: 7 - Mosher, Pike, Ystad, Christianson, Saline, Eisenbeisz, and Carlson

Other budget items discussed were security gates at the Granite Creek rock pit, public works complex on Jarvis Street and police department body cams. Due to time constraints it was decided discussion of the draft general fund budget would continue at the April 18 budget meeting following discussion of the draft enterprise fund budget.

B [24-047](#) Discussion/ Direction/ Decision, if desired, of the FY2025 Draft Administrator's Budget as it relates to the General Fund, Enterprise Funds, Internal Service Funds, and other Funds (Assembly action may be taken)

No action.

C [24-048](#) Discussion/ Direction/ Decision to 1) schedule Municipal Attorney candidates for interviews, or 2) extend the advertisement period

The Assembly decided to conduct zoom interviews with candidates Annmarie Billingsley and Thomas Cary on April 25.

VII. PERSONS TO BE HEARD:

None.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

A motion was made by Christianson to ADJOURN at 9:26pm.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Minutes - Draft

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Timothy Pike,
Thor Christianson, Chris Ystad,
JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 9, 2024

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[24-053](#)

Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

None.

VII. **SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)**

None.

VIII. PERSONS TO BE HEARD

Lisa Busch, outgoing Sitka Sound Science Center Director, introduced new Director Dr. Arleigh Reynolds, and thanked the Assembly for their support. Krisanne Rice encouraged an amendment to Sitka General Code All-Purpose Vehicles chapter to allow ATV's to pull utility trailers. Richard Wein thanked Lisa Busch and told of tourism affects on Sitka.

IX. CONSENT AGENDA

A motion was made by Ystad that the Consent Agenda consisting of item A be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

A [24-049](#) Approve the minutes of the March 26 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

B [24-050](#) Reappoint 1) Mike Johnson to a two-year term on the Gary Paxton Industrial Park Board and Appoint 1) Candace Rutledge to an unexpired term on the Historic Preservation Commission and 2) Candace Rutledge to an unexpired term on the Parks and Recreation Committee

Richard Wein commented.

A motion was made by Christianson that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

XI. UNFINISHED BUSINESS:

C **ORD 24-07S** Amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge"

Municipal Clerk Sara Peterson stated after the March 26 meeting it was discovered that the effective date of the ordinance should be October 1, 2024. The substitute ordinance included in the packet displayed the correct date. Public Works Director Ron Vinson relayed the department already notified the car rental companies about the forthcoming change.

Richard Wein commented.

Carlson spoke in opposition stating the overall tax percentage, currently 20%, was high.

A motion was made by Carlson that this substitute ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Christianson, Mosher, Ystad, Pike, and Saline

No: 1 - Carlson

Absent: 1 - Eisenbeisz

XII. NEW BUSINESS:

New Business First Reading

D [ORD 24-08](#) Authorizing a property tax exemption for the Sheldon Jackson Child Care Center ("SJCCC") for the property located at 111 John Brady Drive

Assessor Larry Reeder stated two community purpose exemption applications had been received of which required assembly approval. Municipal Attorney Brian Hanson reiterated that an optional exemption required authorization by the governing body.

Lolly Miller and Allison Hackett of Sheldon Jackson Child Care Center spoke to their application.

Speaking in support were Kari Sagel, Richard Wein, Samantha Connor, and Aiden Lafriniere.

A discussion of the Assembly ensued.

*Municipal Clerk note - after the April 9 meeting, the Assessor determined a nonprofit child care institution qualified for the mandatory education property tax exemption. This ordinance was determined to be unnecessary and therefore no further action was required.

A motion was made by Ystad that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

E **ORD 24-09** Authorizing a property tax exemption for the Youth Advocates of Sitka, Inc. ("YAS") for the property located at 3411 Halibut Point Road

Heather Meuriet, Youth Advocates of Sitka (YAS) Executive Director, spoke to the application. She relayed other YAS properties received the exemption.

Richard Wein commented.

Assembly Members discussed the exemption request and questioned Meuriet about YAS funding and occupancy of the Halibut Point Road facility. Municipal Attorney Brian Hanson reminded Sitka General Code and Alaska Statute gave the Assembly discretion to grant the optional exemption.

A motion was made by Christianson that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 4 - Mosher, Pike, Carlson, and Saline

No: 2 - Christianson, and Ystad

Absent: 1 - Eisenbeisz

Additional New Business Items

- F** [24-051](#) Authorize the Municipal Administrator to apply to the CY23 US Department of Energy Grid Deployment Office Section 242: Hydroelectric Production Incentive Program
- Bri Gabel, Sustainability Coordinator, and Mike Schmetzer, Interim Utility Director, explained the program provided incentive payments to qualified hydroelectric facilities. Gabel stated for calendar years 2021 and 2022, the City received a \$2 million allocation which was used to offset FY25 rate increases. The application was for calendar year 2023 and if received, pending approval from the Assembly with the intention of using the funds.
- A motion was made by Ystad that this Item be APPROVED. The motion PASSED by the following vote.**
- Yes:** 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline
- Absent:** 1 - Eisenbeisz

- G** [RES 24-10](#) Urging Southeast Alaska Regional Health Consortium (SEARHC) to consider re-establishing a Medicare Certified Home Health Care Department
- Cosponsors Mosher and Pike introduced the resolution.
- Speaking in support were Marilyn Corruzi, Connie Kreiss, Elizabeth Faulkner, Pete Karras Jr., Stephanie Swink Weddel, Brian Weddel, Austin Cranford, and Bitsy Mosher. Robert Haddell and Richard Wein commented.
- Assembly Members expressed support for the resolution.
- A motion was made by Pike that this Resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.**
- Yes:** 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline
- Absent:** 1 - Eisenbeisz

XIII. PERSONS TO BE HEARD:

Richard Wein spoke to item G and offered comments on tourism. Austin Cranford commented on the April 4 budget meeting and resource proposal requests for the Fire Department and Police Department.

XIV. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

Liaison Representatives - Saline commented on the copier at the Library, Carlson

reported on the Tourism Task Force.

XV. EXECUTIVE SESSION

H [24-052](#) Financial Matter: Finance Department Operations

A motion was made by Christianson to go into executive session with Finance Director Melissa Haley and Acting Administrator Amy Ainslie concerning finance department matters, the immediate knowledge of which would adversely affect the finances of the municipality. The motion PASSED by the following vote.

Yes: 6 - Ystad, Carlson, Mosher, Pike, Christianson, and Saline

Absent: 1 - Eisenbeisz

A motion was made by Christianson to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:58 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Minutes - Draft

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Timothy Pike,
Thor Christianson, Chris Ystad,
JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 16, 2024

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

VI. PERSONS TO BE HEARD

None.

VII. NEW BUSINESS:

A [24-057](#)

Annual evaluation for Municipal Attorney Brian Hanson (requests evaluation be held in executive session)

A motion was made by Christianson to go into executive session under the statutory categories of discussing subjects that 1) may tend to prejudice the reputation and character of an individual, and, 2) may have an adverse effect upon the finances of the City and Borough of Sitka and invite in, when ready, Municipal Attorney Brian Hanson. In addition, pursuant to customary practice,

I move to exclude the Municipal Administrator and Municipal Clerk. The motion PASSED by the following vote.

Yes: 6 - Eisenbeisz, Christianson, Mosher, Saline, Carlson, and Pike

Absent: 1 - Ystad

The Assembly was in executive session from 6:05pm to 6:50pm.

A motion was made by Christianson to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

Mayor Eisenbeisz stated the Assembly had given Municipal Attorney Brian Hanson an exemplary performance evaluation and a 1.5% pay increase effective July 1 which was customarily given to non represented employees on July 1, 2023. This increment aligns with the customary practice fro non-represented employees.

B [24-056](#)

Annual evaluation for Municipal Administrator John Leach (requests evaluation be held in executive session)

A motion was made by Carlson to go into executive session under the statutory categories of discussing subjects that 1) may tend to prejudice the reputation and character of an individual, and, 2) may have an adverse effect upon the finances of the City and Borough of Sitka and invite in, when ready, Municipal Administrator John Leach. In addition, pursuant to customary practice, I move to exclude the Municipal Attorney and Municipal Clerk. The motion PASSED by the following vote.

Yes: 6 - Christianson, Carlson, Saline, Pike, Mosher, and Eisenbeisz

Absent: 1 - Ystad

The Assembly was in executive session from 6:55pm to 8:55pm.

A motion was made by Christianson to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

Mayor Eisenbeisz state the Assembly had given Municipal Administrator John Leach an exemplary performance evaluation, a 1.5% pay increase effective July 1, 2023. This increment aligns with the customary practice for non-represented employees. Mayor Eisenbeisz stated he'd be working with the Municipal Administrator on a contract modification, as per his request and within guidelines provided by the Assembly.

VIII. PERSONS TO BE HEARD:

None.

IX. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:00p.m.

ATTEST: _____
Sara Peterson, MMC

Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-062 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/17/2024 In control: City and Borough Assembly

On agenda: 4/23/2024 Final action:

Title: Approve a package store sampling endorsement application for Triple C Ventures, Inc. dba Watson Point Liquors at 1867 Halibut Point Road

Sponsors:

Indexes:

Code sections:

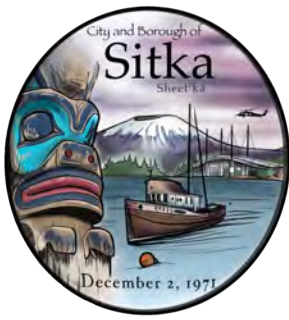
Attachments: [Motion and Memos](#)
[PSSE #15425 dba Watson Pt. Liquors](#)

Date	Ver.	Action By	Action	Result
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Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION


I MOVE TO approve a package store sampling endorsement application for Triple C Ventures, Inc. dba Watson Point Liquors at 1867 Halibut Point Road and forward to the Alcoholic Beverage Control Board without objection.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members
Thru: John Leach, Municipal Administrator 
From: Sara Peterson, Municipal Clerk
Date: April 15, 2024
Subject: Package Store Sampling Endorsement – Watson Point Liquor

Our office has received notification of the following liquor license package store sampling endorsement (PSSE) application:

Primary Lic #: 202
PSSE Lic #: 15425
DBA: Watson Point Liquors
License Type: Package Store Sampling Endorsement
Licensee Name: Triple C Ventures, Inc.
Licensee Address: 1867 Halibut Point Road

Under AS 04.09.490, a PSSE authorizes the holder of a package store license (restrictions apply) to offer for consumption on the licensed premises at no charge a small sample of an alcoholic beverage from its inventory during the package store's stated hours of business. An endorsement does not stand alone, it needs a primary license.

A memo was circulated to the various departments who may have a reason to protest this request. No departmental objections were received.

Recommendation:

Approve a package store sampling endorsement application for Triple C Ventures, Inc. dba Watson Point Liquors at 1867 Halibut Point Road and forward to the Alcoholic Beverage Control Board without objection.

Encl: AMCO Correspondence
AS 4.09.490

Sara Peterson

From: AMCO Local Government Only (CED sponsored) <amco.localgovernmentonly@alaska.gov>
Sent: Monday, April 8, 2024 4:19 PM
To: Sara Peterson; Jessica Earnshaw
Subject: RE: Package Store Sampling Endorsement #15425 dba Watson Pt. Liquors

Hi Jess,

As discussed, a couple of things happened on 1 January that changed some of the ways we have to do business. First is that our online licensing system went into effect; second is that licensees can now apply for endorsements for either a new activity, or in some cases, expand their licensed premises. #15425 is the "Endorsement Number" for the Package Store Sampling Endorsement that Watson Point Liquors has applied for. Our new system assigns a 5-digit number to new license or endorsement applications. #202 is the original License Number for Watson Point Liquors and should match all previous correspondence on this licensee.

Please let me know if I can be of any further assistance.

Regards,
Gabe

Gabriel Gonzales
Local Government Specialist
DCCED - Alcohol and Marijuana Control Office
550 W. 7th Avenue, Suite 1600
Anchorage, AK 99501
(907) 334-2195
gabriel.gonzales@alaska.gov

From: AMCO Local Government Only (CED sponsored)
Sent: Tuesday, April 2, 2024 1:34 PM
To: Sara Peterson <sara.peterson@cityofsitka.org>; Jessica Earnshaw <jessica.earnshaw@cityofsitka.org>
Cc: AMCO Local Government Only (CED sponsored) <amco.localgovernmentonly@alaska.gov>
Subject: Package Store Sampling Endorsement #15425 dba Watson Pt. Liquors

Good afternoon,

As you are aware, State alcohol laws went through a rewrite and the new Title 4 became effective 1/1/2024. Attached is an application for a Package Store Sampling Endorsement (PSSE) which is a new activity under Title 4 (AS 04.09.490).

A PSSE authorizes the holder of a package store license to offer for consumption on the licensed premises at no charge a small sample of an alcoholic beverage from its inventory during the package store's stated hours of business, but not between the hours of midnight and 8:00 a.m. (restrictions apply, please refer to the statute).

This is an application that is subject to the 60-day protest period under AS 04.11.480. This is your official notice of a complete endorsement application.

Allow me to point out a few things to make it easier for you:

- You may ignore the Application ID at the top of the document, which is not the license number. The license number for this endorsement is **15425 dba Watson Point Liquors**, as labeled in the file name
- Primary License Information: an endorsement does not stand alone, it needs a primary license. The primary license number is **202**, located at **1867 Halibut Point Rd, Sitka, AK**

Gabriel Gonzales

Local Government Specialist

DCCED - Alcohol and Marijuana Control Office

550 W. 7th Avenue, Suite 1600

Anchorage, AK 99501

(907) 334-2195

gabriel.gonzales@alaska.gov

Sec. 04.09.490. Package store sampling endorsement.

(a) A package store sampling endorsement authorizes the holder of a package store license to offer for consumption on the licensed premises at no charge a small sample of an alcoholic beverage from its inventory during the package store's stated hours of business, but not between the hours of midnight and 8:00 a.m.

(b) The biennial fee for a package store sampling endorsement is \$200.

(c) Only the license holder or an agent or employee of the license holder may serve a sample.

(d) The holder of a package store sampling endorsement may serve a total volume of samples to a person on a licensed premises each day that does not exceed

(1) 12 ounces of beer or mead or cider, if the mead or cider contains less than 8.5 percent alcohol by volume;

(2) six ounces of wine, sake, or mead or cider, if the mead or cider contains 8.5 percent or more alcohol by volume;

(3) 1.5 ounces of distilled spirits; or

(4) the alcoholic equivalent of (1), (2), or (3) of this subsection.

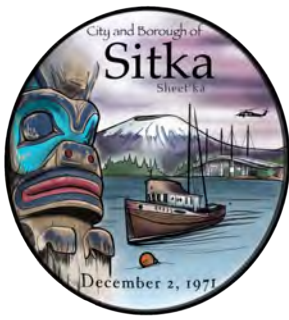
(e) The holder of a package store sampling endorsement may not publicly advertise, including through printed news, radio, or television, sampling activities conducted under the endorsement. However, the holder of a package store sampling endorsement may notify existing customers of sampling activities, including by electronic means.

(f) A person who offers a sample of an alcoholic beverage for consumption on the licensed premises of a package store without an endorsement under this section commits the offense of unendorsed package store sampling.

(g) Unendorsed package store sampling is a violation and is punishable by a fine of \$500.

(h) The holder of a package store sampling endorsement who fails to comply with the requirements of (a) and (c) – (e) of this section commits the offense of failure to comply with the terms of a package store sampling endorsement.

(i) Failure to comply with the terms of a package store sampling endorsement is a violation.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Utility Billing Clerk – Carolyn
Collections - Carolyn
Municipal Billings – Brooke
Sales Tax/Property Tax – Justin
Fire Department
Police Department
Building Official(s)
Planning Department

From: Sara Peterson, Municipal Clerk

Date: April 9, 2024

Subject: Package Store Sampling Endorsement – Watson Point Liquors

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following liquor license packaging store sampling endorsement (PSSE) application:

Primary Lic #: 202
PSSE Lic #: 15425
DBA: Watson Point Liquors
License Type: Package Store Sampling Endorsement
Licensee: 1867 Halibut Point Road

Under AS 04.09.490, a PSSE authorizes the holder of a package store license (restrictions apply) to offer for consumption on the licensed premises at no charge a small sample of an alcoholic beverage from its inventory during the package store's stated hours of business. To reiterate, an endorsement does not stand alone, it needs a primary license.

Please review and notify me if there is a reason to protest or not by **noon on April 16**. This request is scheduled to go before the Assembly on April 23.

Thank you.



Document reference ID : 1421

Licensing Application Summary

Application ID:	1421
Applicant Name:	Triple C Ventures Inc.
License Type applied for:	Package Store Sampling Endorsement (PSE) (AS 04.09.490)
Application Status:	In Review
Application Submitted On:	12/19/2023

Entity Information

Business Structure:	Corporation
Alaska Entity Number (CBPL):	84974D

Entity Contact Information

Entity Address:	208 Lake Street Ste. B, Sitka, AK, USA
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Initial Application Information

Authority Type:	I am authorized user by the designated licensee with binding authority
Prefix:	Mr
Legal First Name:	Roger
Legal Last Name:	Hames
Email Address:	roger.hames@hamescorp.com

Phone Number:

907-747-6044

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Triple C Ventures Inc.	Hames Corporation	Stockholder/Shareholder	100
Triple C Ventures Inc.	Barbara B. Hames	Treasurer	

Premises Address

Nearest municipality, city, and/or borough: Sitka

Country, State, Zip: AK, United States,

Primary license number

Primary License Information

License Number - 202 - Package Store License(PSL) - Sitka

Basic Business information

Business/Trade Name:

Watson Point Liquors

Local Government and Community Council Details

City/Municipality

Sitka (City and Borough of)

Ninety Day Sign Requirements

Posted the 90 day sign: No

Attestations

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

Signature

This application was digitally signed by : Roge L Hames on 12/19/2023 9:40:56 AM

Payment Info

Payment Type : CC

PaymentId: 043e2394-78bc-4385-887f-
d578878269f7

Receipt Number:



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-061 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/17/2024 In control: City and Borough Assembly

On agenda: 4/23/2024 Final action:

Title: Reappoint Katherine Prussian to a three-year term on the Parks and Recreation Committee and Appoint Austin Cranford to an unexpired term on the Police and Fire Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion](#)
[Prussian Parks and Recreation](#)
[Cranford Police Fire](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO 1) reappoint Katherine Prussian to a three-year term on the Parks and Recreation Committee and 2) appoint Austin Cranford to an unexpired term on the Police and Fire Commission.



**CITY & BOROUGH OF SITKA
BOARD/COMMITTEE/COMMISSION APPLICATION**

Municipal Clerk's Office, 100 Lincoln Street, Floor
Phone: 907.747.1826 Fax: 907.747.7403 Email: clerk@cityofsitka.or

Submit this completed application AND either a letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Board/Commission/Committee Applying For: Parks and Recreation Board

Name: Katherine Prussian Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: 10 years Registered to vote in Sitka? Yes No

Employer Business Name and your position: US Forest Service Watershed Program Manager

Organizations you belong to or participate in:
Sitka Cycling Club, Sitka Ski Club, St Gregorio's Catholic Church, Soup Kitchen cook, Friends of the Performing Arts

Explain your main reason for applying:
Support Recreation and recreation facilities and ensure diverse and equitable opportunities are available and attainable for all Sitkans.

What experience or credentials will you bring to the board, commission, or committee membership?
Read packets, think creatively and equitably, and communicate with full transparency

Appointments are typically made during Assembly meeting open sessions. However, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Potential conflicts of interest that may arise from your appointment must be disclosed. These may include, but are not limited to, a substantial financial interest of \$1000 annually that could be influenced by your appointment, or an immediate family member employed within the scope of this appointment. **Do you have any potential conflicts of interest to disclose?** Yes No

If yes, please explain:

I understand this is a volunteer position appointed by the City and Borough of Sitka Assembly and requires regular meeting attendance. I further understand this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in media outlets. If I am appointed to serve, I will follow all laws, procedures, and practices associated with my appointment.

I certify that the information in my application is true and accurate.

Date: April 1, 2024 Applicant Signature: [Handwritten Signature]

Katherine Prussian



April 1, 2024

Assembly Members
City and Borough of Sitka
Sitka, Alaska 99835
RE: Parks and Recreation Committee

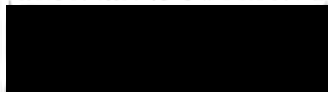
To the Sitka Assembly,

I am currently a member of the Parks and Recreation Committee and am interested in renewing my term. I am a resident of Sitka, a watershed program manager with the U.S. Forest Service, and an avid recreationalist.

I appreciate the parks and recreation resources in Sitka and would like to give back to the community through service to Parks and Recreation efforts. I am committed to reading the packets beforehand, actively listening during, and contributing an honest and equitable voice to the monthly meetings. Please consider my offer to continue this service. Thank you.

Sincerely,
K.K. Prussian

Katherine (K.K.) Prussian





PARKS AND RECREATION COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
JAMES POULSON 1610 Sawmill Creek Road	907-623-8302 907-747-3219 w james.poulson1@gmail.com	8/30/18 11/12/19 11/8/22	11/22/19 11/12/22 11/8/25	Chair
BEN HUGHEY 501 Marine Street	907-738-1252 ben@sitkatrailworks.org	9/8/20 9/13/23	9/8/23 9/13/26	Vice Chair
BRANDON MARX PO Box 6171	907-747-1700 907-738-1392 marxlaw@sitkalawyer.com	5/28/19 7/27/21	6/12/21 7/27/24	
RICH KRUPA PO Box 3126	907-966-1956 907-747-3904 krupar@sitkaschools.org	6/11/19 6/14/22	6/11/22 6/14/25	
KATHERINE PRUSSIAN 302 Wachusetts	907-738-5379 kkprussian@yahoo.com	2/14/23	3/26/24	
STEVE BLACK PO Box 781	907-623-7709 digseac@gmail.com	9/13/23	9/13/26	
<i>KEVIN KNOX 324 Wachusetts St</i>	<i>907-738-4664 kevin@bluesteel.org</i>	<i>10/11/22</i>	<i>10/11/25</i>	<i>Resigned: 10/2/2023</i>
Connor Dunlap Building, Grounds, and parks Supervisor City and Borough of Sitka	907-747-4039 connor.dunlap@cityofsitka.org			Ex-Officio
Kevin Knox, Parks and Recreation Coordinator	907-747-4032 kevin.knox@cityofsitka.org			Staff
Kevin Mosher 100 Lincoln Street	907-752-0467 assemblymosher@cityofsitka.org			Assembly Liaison
Chris Ystad 104 Chirikov Drive	907-738-1560 assemblyystad@cityofsitka.org			Alternate Assembly Liaison
Jess Earnshaw Deputy Clerk	907-747-1826 jessica.earnshaw@cityofsitka.org			Secretary

7 Members from public - 3-year terms
 Established by Ordinance 75-199 (2.56 SGC)
 Second Tuesday, Noon – Harrigan Centennial Hall, 330 Harbor Drive

Revised: October 30, 2023



**CITY & BOROUGH OF SITKA
BOARD/COMMITTEE/COMMISSION APPLICATION**

Municipal Clerk's Office, 100 Lincoln Street, Floor 3
Phone: 907.747.1826 Fax: 907.747.7403 Email: clerk@cityofsitka.org

Submit this completed application AND either a letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Board/Commission/Committee Applying For: Police and Fire Commission

Name: Austin Wayne Cranford Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: Eleven Years Registered to vote in Sitka? Yes No

Employer Business Name and your position: University of Alaska - Technology Specialist

Organizations you belong to or participate in:

Computing Technology Industry Association (CompTIA) | CompTIA Information Sharing and Analysis Organization (ISAO) | Information Systems Security Association (ISSA International) | Multiple Internal UAS committees, boards and teams.

Explain your main reason for applying:

I am applying due to the constant issues that plague the city and its administration only by having fully staffed and experienced boards and commissions will these issues be resolved. Members of the public have also requested I join both the P&F and Employee Relations Committee / Board.

What experience or credentials will you bring to the board, commission, or committee membership?

I have prior military experience and have family with a long history of public service as EMS, Fire, Police, Military across the states of Alaska, North Carolina, South Carolina, Georgia and Kentucky. I am also a Campus Security Authority under University policy and the Clergy Act.

Appointments are typically made during Assembly meeting open sessions. However, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Potential conflicts of interest that may arise from your appointment must be disclosed. These may include, but are not limited to, a substantial financial interest of \$1000 annually that could be influenced by your appointment, or an immediate family member employed within the scope of this appointment. **Do you have any potential conflicts of interest to disclose?** Yes No

If yes, please explain:

I understand this is a volunteer position appointed by the City and Borough of Sitka Assembly and requires regular meeting attendance. I further understand this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in media outlets. If I am appointed to serve, I will follow all laws, procedures, and practices associated with my appointment.

I certify that the information in my application is true and accurate.

Date: 04-04-24 Applicant Signature: [Handwritten Signature]



POLICE AND FIRE COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
GREGG OLSON 138 Wolff Drive	907-830-9792 gregg.m.olson@gmail.com	11/12/19 10/25/22	11/12/22 10/25/25	Chair
JAMES MELLEMA 2304 A Halibut Point Rd	907-752-0412 nitejazz@mac.com	1/12/16 1/8/19 12/28/21	1/12/19 1/8/22 12/28/24	Vice Chair
LESLIE YOUNG PO Box 3092	907-738-3993 ly99835@gmail.com	11/9/21	11/9/24	
GAIL RODERICK 802 Sirstad Street	907-623-2200 lourod@gci.net	2/23/22 10/11/23	9/22/23 10/11/26	
<i>LOYD PLATSON 805 Charles Street</i>	<i>907-747-3636 ext 226 907-623-7560 lplatson@scpsak.org</i>	<i>9/22/15 10/9/18 11/9/21</i>	<i>9/22/18 10/9/21 11/9/24</i>	<i>Resigned 7/21/2023</i>
Robert Baty Police Chief	907-747-3349 robert.baty@sitkapd.org			Ex Officio
Craig Warren Fire Chief	907-747-3233 craig.warren@cityofsitka.org			Ex Officio
Timothy Pike 100 Lincoln Street	907-623-7444 assemblypike@cityofsitka.org			Assembly Liaison
Kevin Mosher 100 Lincoln Street	907-752-0467 assemblymosher@cityofsitka.org			Alternate Assembly Liaison
Serena Wild Police Dept. Staff	907-747-3349 serena.wild@sitkapd.org			Secretary

Established by Ordinance 83-579
 Meet fourth Wednesday of each month at 5:30 p.m. – Harrigan Centennial Hall, 330 Harbor Drive
 5 members from public 3-year terms

OATH OF OFFICE REQUIRED

Revised: October 16, 2023



CITY AND BOROUGH OF SITKA

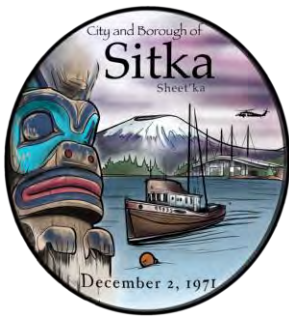
Legislation Details

File #: ORD 24-07S Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 3/19/2024 In control: City and Borough Assembly
On agenda: 4/23/2024 Final action:
Title: Amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge"
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2024-07S](#)
[Memo Ord 2024-07](#)
[Ord 2024-07S](#)

Date	Ver.	Action By	Action	Result
4/9/2024	1	City and Borough Assembly		
3/26/2024	1	City and Borough Assembly	PASSED ON FIRST READING	Pass

POSSIBLE MOTION

I MOVE TO approve Ordinance 2024-07S on second and final reading amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge".




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Ron Vinson: Director of Public Works Public Works Department
Joseph Bea: Airport Terminal Manager Public Works Department
Melissa Haley: Finance Director Finance Department

Date: March 18, 2024

Subject: Update Ordinance 4.85

Background

Ordinance 4.85.030 currently levies a Driver Facility Charge of four percent to car rental companies utilizing the airport terminal building facilities. These funds are deposited into the airport enterprise fund and are used for operating and capital expenditures of the airport terminal building.

CBS is planning to implement an increase of this rate from four to eight percent.

Analysis

CBS subleases space within the Sitka Rocky Gutierrez Airport terminal building to Alaska Rent A Car (Avis). Sitka Car Rentals operates within the parking lot without subleased space within the airport terminal building. There is interest from the community in participating in an RFP for an available space to operate an additional car rental company from within the airport terminal.

The increase in the Driver Facility Charge will primarily affect travelers from outside of Sitka and is expected to have a limited impact on local citizens. The goal of the increase to eight percent is to capture revenue from those using the city's facilities to operate and maintain our infrastructure during the increase of capacity from the improvement project and corresponding use by travelers through the airport terminal while sourcing revenues from the populations utilizing the facility.

Increasing the Driver Facility Charge to eight percent will ensure that car rental companies are paying a fair price for the use of terminal facilities by maintaining and repairing normal depreciation of the airport terminal caused by these operations. Revenue generated by ordinance 4.85 will be deposited into the airport enterprise fund which is used for operating and capital expenditures of the airport terminal building. CBS expects to see substantial increases in the airport terminal buildings operating costs and depreciation due to corresponding increases to building size and passenger traffic. Increasing

the Driver Facility Charge ensures the airport enterprise fund will have an adequate revenue stream without placing a burden on local residents. CBS must ensure that the airport enterprise fund continues to be able to maintain the equipment of the terminal building to ensure safe operations, meet the utilities and snow removal costs and be self-sustaining based on revenues generated by airport operations.

Fiscal Note

Sitka Rocky Gutierrez Airport Terminal operations continue to primarily rely on revenue generated from terminal rentals and ordinance 4.85: Driver Facility Charge. Operating costs will increase as the airport terminal building expands. Passenger Facility Charges continue to be collected and exclusively service the annual debt.

Current Revenue:

The following is a financial summary of the last five years of revenue for terminal operations:

TERMINAL REVENUE	2019	2020	2021	2022	2023
Driver Facility Charges	\$ 61,211.88	\$ 56,517.90	\$ 26,765.59	\$ 53,136.40	\$ 72,077.33
Terminal Leases	\$ 464,160.72	\$ 424,721.73	\$ 459,908.54	\$ 418,972.06	\$ 429,759.71
Total Terminal Revenue	\$ 525,372.60	\$ 481,239.63	\$ 486,674.13	\$ 472,108.46	\$ 501,837.04

Projected Revenue:

Revenue generated from an increase from four to eight percent is projected to increase Driver Facility Charge revenue to approximately \$150,000 per fiscal year. This Non-operating Revenue will be an important component of the airport’s enterprise fund going forward.

Airport Budget:

Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Budget
	Fund 250 - Airport Fund Totals Net Grand	\$1,031,726.22	\$928,622.99	\$724,658.30	\$1,078,693.38	\$1,285,144.38
	Totals	\$1,031,726.22	\$928,622.99	\$724,658.30	\$1,078,693.38	\$1,285,144.38

Expenses:

The margin between the revenue and operating costs of the airport terminal is close and current financial projections show an expected deficit going forward. Increases in the terminal operating expenses, capital expenses and maintenance could necessitate a subsidy from the general fund. Implementing an increase to ordinance 4.85 can be a part of the terminal maintaining self-sustainability.

TERMINAL EXPENSE	2019	2020	2021	2022	2023
Utilities	\$ 87,060.54	\$ 90,548.12	\$ 90,498.65	\$ 96,994.70	\$ 110,310.08
Heating Fuel	\$ 15,167.50	\$ 17,031.41	\$ 18,968.62	\$ 36,518.76	\$ 37,571.16
Telephone	\$ 4,303.04	\$ 4,445.12	\$ 4,259.34	\$ 4,234.02	\$ 4,226.45
Insurance	\$ 9,366.22	\$ 11,210.02	\$ 15,897.55	\$ 16,615.40	\$ 18,761.23
Supplies	-	-	-	\$ 850.48	
Bldg Repair & Maint	\$ 64,758.84	\$ 68,938.42	\$ 68,244.00	\$ 74,562.96	\$ 74,430.24
Contracted/Purchased Serv	\$ 80,023.95	\$ 82,005.61	\$ 80,797.83	\$ 81,782.04	\$ 87,502.86
Interdepartment Services	\$ 112,616.63	\$ 111,013.06	\$ 95,374.66	\$ 87,756.32	\$ 95,435.93
Advertising		-	-		\$ 494.00
Rent-Equipment	\$ 494.92	\$ 11,202.93	\$ 16,025.68	\$ (4,874.19)	\$ 881.94
Credit Card Expense	\$ 1,047.30	\$ 891.75	\$ 1,569.63	\$ 2,042.06	\$ 1,566.00
Average Debt Service Not Covered by PFCs		\$ 97,474.87	\$ 197,480.64	\$ 10,165.15	\$ 61,098.53
Total Operating Expense	\$ 374,838.94	\$ 494,761.31	\$ 589,116.60	\$ 406,647.70	\$ 492,278.42

Capital Expense:

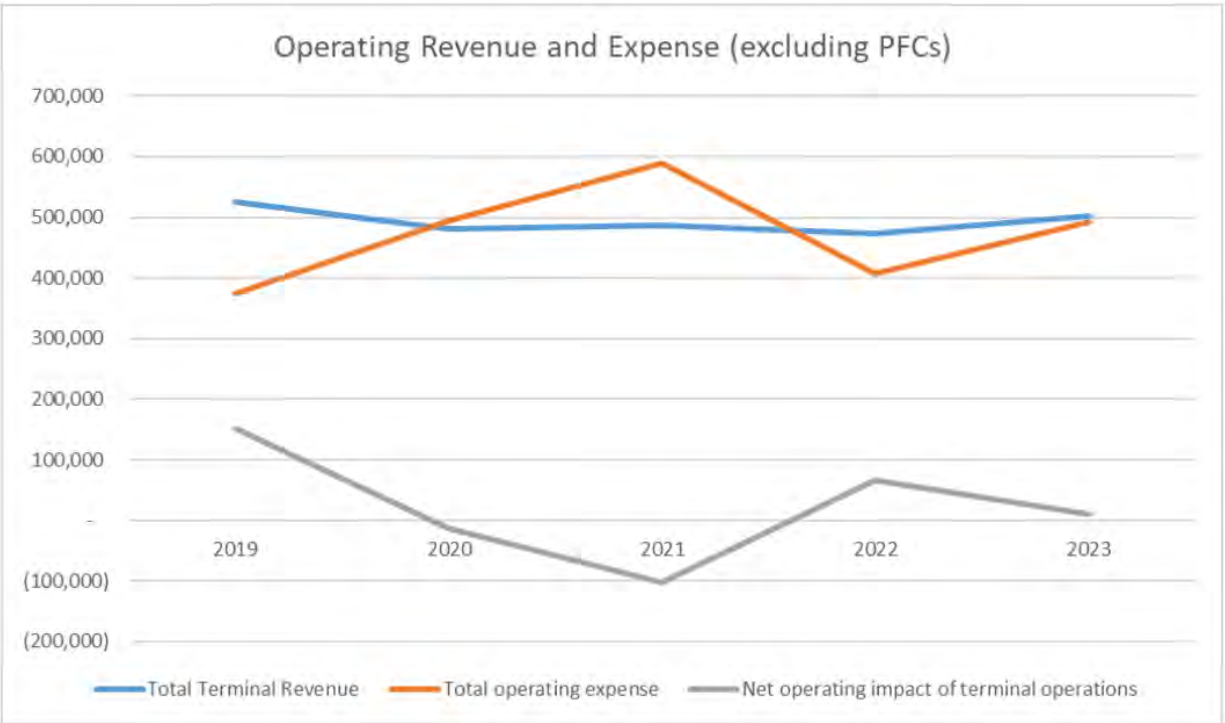
The Airport Improvement Project will cost 43 million 93.75% of which is federally funded, with a 6.25% local match under the AIP and 5% for TSA portion of the project. The ACDBE portion will not be AIP reimbursable.

Source	Grant	Match (PFC generated bonds)	Match (non-PFC backed bonds)
TSA	\$ 5,522,739.65	-	\$ 290,670.50
BIL-Phase 1 A	\$ 18,054,925.79	\$ 1,203,661.72	\$ 311,181.89
BIL-Phase 1 B	\$ 5,422,813.26	\$ 361,520.88	\$ 93,463.76
BIL-Phase 2	\$ 11,307,774.83	\$ 753,851.66	-
	\$ 40,308,253.53	\$ 2,319,034.26	\$ 695,316.15

Maintenance to equipment and building improvements has been detailed in the Prime Lease memo and is summarized in the table and graph below:

Maintenance Schedule:

Equipment	Maintenance Schedule	Cost
HVAC Replacement	12 – 20 years	\$100,000
Roof Replacement	25-35 years	\$1,500,000
Window Replacement	20-30 years	\$250,000
Interior Finishes Refurb	30 years	\$200,000
Exterior Finishes Refurb	15-30 years	\$200,000
Flooring	10 – 20 years	\$500,000
TSA Equipment		



Other avenues for revenue include;

1. Paid Vehicle Parking
 - a. Will require coordination between CBS and ADOT
2. Baggage Belt use fee charged to the Airlines
3. TSA Law Enforcement Reimbursement
4. Alaska Air Security
5. Aircraft Parking fees

Risk Assessment:

Existing car rental companies operating from within the airport terminal will collect required concession fees mandated by the prime lease between the Alaska Department of Transportation and CBS which will be in addition to the proposed increase of the Driver Facility Charge. Travelers seeking to utilize car rental services here in Sitka will experience an increase in costs as the Car Rental Companies implement pass-through expenses to their customer base. We expect that the number of local citizens affected by this will be marginal, however will not be zero.

Compliance enforcement allowing, CBS could also seek to capture revenue from application-based car rentals that use our city’s facilities however do not pay the Driver Facility Charge. Due to the complexities of attempting to recover potential app-based car rental revenue, resources expended in pursuing compliance may cost the city more than the additional revenue generated by these small vendors. Enforcement efforts will not affect collection of revenue from established car rental businesses operating in Sitka.

Recommendation

It is my recommendation that the Assembly accept the proposed increase to the Driver Facility Charge from four to eight percent. This will ensure that the airport is in a strong position to continue meeting CBS' obligations of matching funds and operating costs as terminal operations continue through the Airport Improvement Project's Phases 1A/1B and Phase 2. It will ensure that the airport terminal will continue to be able to meet the increasing operating costs as the footprint of the building expands and ensure that repairs to the facility caused by normal use will be adequately funded without support from the general fund.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2024-07S

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 4 "REVENUE AND FINANCE" OF THE SITKA GENERAL CODE BY UPDATING CHAPTER 4.85 "DRIVER FACILITY CHARGE"

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code (SGC).

2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to change the percentage charged on rental vehicles from 4% to 8%.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 4, entitled "Revenue and Finance", be amended by updating Section 4.85.030, entitled "Levy of charge", to read as follows (deleted language stricken, new language underlined):

Title 4
REVENUE AND FINANCE

Chapters:

4.85 Driver Facility Charge

Chapter 4.85
DRIVER FACILITY CHARGE

Sections:

4.85.030 Levy of charge.

4.85.030 Levy of charge.

A consumers' driver facility charge is levied on rental sales of motorized passenger vehicles made in the city and borough at the rate of four eight percent. Normally the burden of this charge rests upon the consumer.

5. EFFECTIVE DATE. This ordinance shall become effective October 1, 2024.

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PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, this 23rd day of April, 2024.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading: 3/26/24
1st reading substitute ordinance: 4/9/24
2nd and final reading: 4/23/24

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 24-09 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 4/3/2024 In control: City and Borough Assembly

On agenda: 4/23/2024 Final action:

Title: Authorizing a property tax exemption for the Youth Advocates of Sitka, Inc. ("YAS") for the property located at 3411 Halibut Point Road

Sponsors:

Indexes:

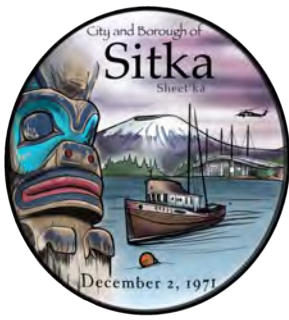
Code sections:

Attachments: [Motion Ord 2024-09](#)
[Memo Community Purpose Ord 2024-09](#)
[Application Youth Advocates of Sitka Inc_R](#)

Date	Ver.	Action By	Action	Result
4/9/2024	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2024-09 on second and final reading authorizing a property tax exemption for the Youth Advocates of Sitka, Inc. (“YAS”) for the property located at 3411 Halibut Point Road.




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Larry Reeder, Assessing Director

Date: April 2, 2024

Subject: Community Purpose Exemption Applications – Sheldon Jackson Child Care Center and Youth Advocates of Sitka Inc.

Background

Each optional exemption must receive prior approval by the Assembly; considering the benefits provided the community by the organization, and to the amount of property to be removed from the tax rolls.

Analysis

To be considered, an organization must:

1. not organize for business or profit-making purposes; and,
2. use the property exclusively for community purposes; and,
3. verify income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter; and,
4. benefit a significant portion of the public; and,
5. not profit persons other than employees; and,
6. qualify for a federal income tax exemption under 26 USC 501.

The Assessor's Office did receive timely filed applications for the Community Purpose Tax Exemption for the following:

1. Youth Advocates of Sitka Inc.
2. Sheldon Jackson College Childcare Center

Fiscal Note

If the exemptions are approved, the tax amount exempted would be as follows:

1. Youth Advocates of Sitka Inc.
902,900 (Assessed Value) X .006 (tax rate) = \$5,417.40

2. Sheldon Jackson College Childcare center
1,321,700 (Assessed Value) X .006 (tax rate) = \$7,930.20

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2024-09

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AUTHORIZING A PROPERTY TAX EXEMPTION FOR THE YOUTH ADVOCATES OF SITKA, INC. (“YAS”) FOR THE PROPERTY LOCATED AT 3411 HALIBUT POINT ROAD

1. CLASSIFICATION. This ordinance is not of a permanent nature and is not intended to become a part of the Sitka General Code (SGC).

2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to exempt from property tax the interest of Youth Advocates of Sitka, Inc., in the real property located at 3411 Halibut Point Road, Sitka, Alaska. The exemption, known as the “community purpose optional property tax exemption,” is authorized under Sitka General Code, subsections 4.35.025.E and H, which adopt and incorporate Alaska Statute 29.45.050(b)(1)(A), which under subsection (E), in order to receive the exemption, requires YAS to be “an organization not organized for business or profit-making purposes and [the property] used exclusively for community purposes.” The code and statute also require, to be exempted, that the “income derived from rental of that property does not exceed the actual cost to [YAS] of the use by the renter.” In addition, Sitka General Code, subsection 4.35.025.H requires that the owner seeking the community purpose exemption must “1. Benefit a significant portion of the public; and, 2. Not profit persons other than employees; and 3. Qualify for a federal income tax exemption under 26 USC 501.”

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka, upon finding as follows:

- (1) YAS is an organization not organized for business or profit-making purposes; and,
- (2) the property at 3411 Halibut Point Road is used exclusively for community purposes; and,
- (3) income derived by YAS from the rental of the property at 3411 Halibut Point Road does not exceed the actual cost to YAS of the use by any renter; and
- (4) the operation of YAS benefits a significant portion of the public; and,
- (5) the operation of YAS does not profit persons other than employees; and,
- (6) YAS qualifies for a federal income tax exemption under 26 USC 501.

Thereby, SGC 4.35.025.E and H are satisfied and YAS is exempt from property tax as long as YAS owns the subject property and is in compliance with SGC 4.35.025.E and H.

49 **5. EFFECTIVE DATE.** This ordinance shall become effective on the day
50 after the date of its passage.

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52 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and
53 Borough of Sitka, Alaska, this 23rd day of April, 2024.

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Steven Eisenbeisz, Mayor

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60 ATTEST:

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63 Sara Peterson, MMC

64 Municipal Clerk

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66 1st reading: 4/9/24

67 2nd and final reading: 4/23/24

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69 Sponsor: Administrator

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APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

CITY AND BOROUGH OF SITKA, ASSESSOR'S OFFICE
100 LINCOLN ST·SITKA, AK 99835
PH 747-1822

RECEIVED JAN 16 2024

AS 29.45.030 and Sitka General Code 4.12.025 allow for property tax exemptions for Non-Profit organizations meeting certain requirements. The applicant has the burden of proof to show that both the property and the organization are eligible for exemption.

The Assessor of the City and Borough of Sitka may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE IS February 15, 2024.**

It is important that the form is completed fully and any other information the applicant can supply on attached pages. Please use additional pages to answer as needed.

Return applications to: **100 Lincoln St, Sitka, Alaska 99835.** Telephone assistance is available at 907-747-1822.

ASSESSMENT YEAR APPLIED FOR: 2024

Parcel Identification Number: 2-5604-000

ORGANIZATION NAME: Youth Advocates of Sitka

Property Address: 3411 Halibut Point Road

Property Description: (type of property, building size, lot size, etc)

Residential house with 2-bedroom apartment
Building 5,494 sf
Lot 13,703 sf

1. What exemption are you applying for? (Exemption options listed below)

A.) Non-profit Religious _____ B.) Non-profit Educational _____

B.) Non-profit Charitable D.) Non-profit Community Purpose _____

E.) Non-profit Hospital _____ F.) Non-profit Other _____

2. Is the organization organized as a not-for-profit entity? YES NO _____

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

3. Does the organization have a current IRS 501(c), or 501(c) (4) exemption ruling? YES NO
4. Is the property used exclusively (100%) for the purpose of the exemption sought? YES NO
5. Is any portion of the building or lot used for other purposes? YES NO
6. Is there a fee to use or enter the property? YES NO
7. If a fee is charged, how much does it cost? _____ Membership Fees? _____
8. Was any of this property used for rental purposes last year? YES NO
9. Previous years? YES NO , if yes, please explain the total amount received and all expenses associated with the rental costs. Attach a summary of rental income and expenses. Income should be limited to rent received. Expenses include maintenance, utilities, repairs, etc.

Include the name of the renter: _____

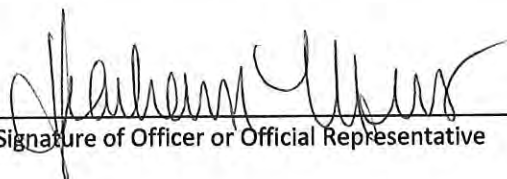
10. Describe the nature and uses of this property as it is related to the exemption requested, (non-profit function). Attach additional information as required.

Property is used for VAS programming, VAS is a 501C3 agency

11. Explain how the use of this property is eligible for the exemption sought. Answer in relationship to the exemption being sought. Attach additional information as required.

VAS is a non-profit agency using property for their mental health programs with clients - both agency & property are 501C3

CERTIFICATION: I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT WILLFUL MISSTATEMENT IS PUNISHABLE BY A FINE OR IMPRISONMENT UNDER AS 11.56.210


Signature of Officer or Official Representative

1/16/2024
Date

Heather Meuret
Printed Name


Phone contact

Executive Director
Title

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

PLEASE SUBMIT THE FOLLOWING INFORMATION ALONG WITH YOUR COMPLETED APPLICATION.
AN APPLICATION NEEDS TO BE SUBMITTED FOR EACH PARCEL YOU ARE REQUESTING AN EXEMPTION FOR:

1. Current copy of Articles of Incorporation, Names of Director and Board members, and minutes of the last meeting. ✓
2. Latest copy of the Constitution and By-Laws. ✓
3. Documents to support the organizations non-profit status, (i.e. IRS 501(c) (3) or 501 (c) (4) determination letters, or the equivalent) ✓
4. City and Borough of Sitka sales tax license or exemption determination. ✓
5. A detailed statement regarding the nature of the organization and current use of the property. ✓
6. An explanation of any grants or reimbursements from any government agency. ✓
7. Current schedule of fees. N/A

STATE OF ALASKA

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DEPARTMENT OF COMMERCE & ECONOMIC DEVELOPMENT

Certificate of Incorporation

The undersigned, as Commissioner of Commerce & Economic Development of the State of Alaska, hereby certifies that duplicate originals of the Articles of Incorporation of YOUTH ADVOCATES OF SITKA, INC.

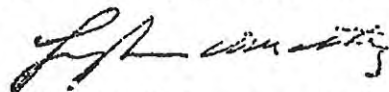
duly signed and verified pursuant to the provisions of the Alaska Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Commissioner of Commerce & Economic Development, and by virtue of the authority vested in him by law hereby issues this Certificate of Incorporation of

YOUTH ADVOCATES OF SITKA, INC.

and attaches hereto a duplicate original of the Articles of Incorporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand
and affixed my official seal, at Juneau, the Capital, this
11th day of December A.D. 19 75



LANGHORNE A. MOTLEY
COMMISSIONER OF COMMERCE
& ECONOMIC DEVELOPMENT



FILED FOR RECORD

ARTICLES OF INCORPORATION

DEC 11 1975

OF

YOUTH ADVOCATES OF SITKA, INC.

STATE OF ALASKA
DEPARTMENT OF COMMERCE
& ECONOMIC DEVELOPMENT

A NON-PROFIT CORPORATION

KNOW ALL MEN BY THESE PRESENTS, that we, NANCY DeBASTE, ROGER ROBINSON, SHIRLEY YOCUM, PETE J. KARRAS and MARILYN HANSON, being natural persons of full age, have this day united and associated ourselves together for the purpose of forming a non-profit corporation under the laws of the State of Alaska and the laws of the United States of America applicable thereto and we do hereby make, sign and acknowledge in triplicate, the following Articles Of Incorporation:

I

NAME

The name of the corporation shall be YOUTH ADVOCATES OF SITKA, INC.

II

PURPOSES

The purposes for which the corporation is organized are:

- (a) To establish and operate, for charitable purposes, one or more foster group homes or institutions, providing care for children who can benefit from group living and who either cannot or do not receive the care and training they need in their home or who have no other home;

(b) To exercise all appropriate or necessary corporate powers set out in AS 10.20.011;

(c) To do all things necessary and proper to carry out the purposes of its creation.

III

DURATION

The duration of the corporation shall be perpetual.

IV

MEMBERSHIP

Any person is eligible for membership in the corporation. Membership dues are \$3.00 per year. Payment of the dues may be waived by a majority of the board of directors. Membership is terminated when a member fails to pay the required dues or when he withdraws from the corporation.

V

METINGS OF MEMBERS

The annual meeting shall be held in September on a day designated by the board of directors.

Special meetings of the members for any purpose may be called at any time by the chairman, vice-chairman, secretary-treasurer, by any two members of the board of directors, or upon written request of ten per cent (10%) of the registered members.

Notice of any meetings shall be given to the members by the secretary-treasurer. Each member shall register his mailing

address and telephone number with the secretary and notices of meetings shall be mailed or telephoned to him at that address. Notice of each meeting, regular or special, shall be given at least ten days and not more than fifty days in advance of the meeting and shall state in general the nature of the business to be transacted. Ten per cent (10%) of the members, or their proxies, constitutes a quorum. The board of directors shall adopt rules of order for meetings of the corporation by a majority vote. These rules of order may be amended by a two-thirds vote of the board of directors or the general membership at a regular or special meeting.

VI

VOTING

Each member is entitled to one vote.

All proxies shall be in writing, signed by the member and delivered to the secretary of the corporation prior to the meeting at which it is to be used. Each proxy applies to one meeting only and shall state the meeting for which it applies.

VII

INCORPORATORS AND BOARD OF DIRECTORS

The affairs of the corporation shall be managed by a board of five directors which includes the officers of the corporation as set out in Article IX. Meetings of the board of directors shall be held at times and places to be established by the board of directors. A majority of the board members constitutes a quorum.

The incorporators as listed below shall constitute the initial board of directors, shall have one year terms and shall be as follows:

NAME

ADDRESS

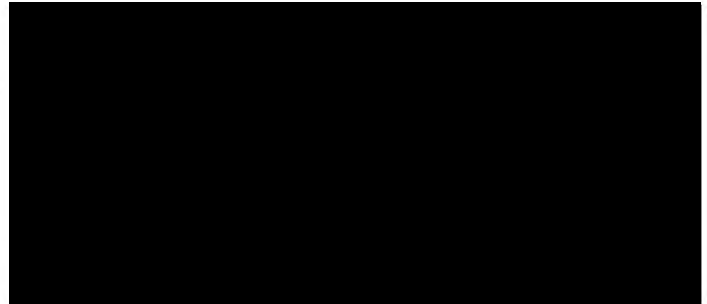
Roger Robinson

Nancy Debaste

Shirley Yocum

Pete J. Karras

Marilyn Hanson



They shall organize themselves thereafter.

At the first general membership meeting in September of 1976, two directors shall be elected to hold office for a period of one year and three directors shall be elected to hold office for a period of two years. Thereafter, directors shall hold office for a period of two years.

Members of the board of directors shall be elected at large in the following manner:

Sixty days prior to the annual meeting the secretary of the corporation shall cause to be mailed to each registered member a nominating petition. The nominating petition shall advise the membership of the election for the board of directors to be held at the next annual meeting and shall state the number of vacancies on the board of directors and

shall require that all nominations for such vacancies be received in the office of the secretary at least thirty days prior to the annual meeting. The election shall be by secret ballot at the annual meeting.

VIII

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

(a) The board of directors has power to:

- (1) approve all capital and equipment expenditures;
- (2) select and dismiss all employees and to adopt and publish regulations relating to the qualifications, duties and selection of all employees;
- (3) exercise for the corporation all power, duties and authority vested in and delegated to the corporation, except those reserved for the general membership by these articles or the statutes of the State of Alaska.

(b) It is the duty of the board of directors to:

- (1) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at their annual meeting each year;
- (2) request the proposals of the members, and to act as the advisory and policy making body for all programs and projects;
- (3) cause to be prepared a budget showing the planned income and expenditures of the corporation for each fiscal year;
- (4) cause to be designated the officers of the corporation empowered to sign cheques and notes in the corporate name.

(5) provide for an advisory board to be made up of representatives of the various agencies and interested persons who will be giving help including, but not limited to, technical and financial help to the corporation.

IX

OFFICERS

The board of directors shall choose from its membership a chairman, a vice-chairman, a secretary-treasurer, who shall be members of the corporation and of the board of directors. The persons so chosen by the board of directors shall serve as the officers of the board of directors and of the corporation. Officers, starting with the chairman, shall be elected on secret ballot, and no nominations for vice-chairman may be received until the chairman has been elected, and no nominations for secretary-treasurer may be received until the vice-chairman has been elected.

Officers shall be elected by the board of directors at the first meeting of the board of directors held after the annual membership meeting in each fiscal year.

X

AMENDMENTS

The articles may be amended at a regular or special meeting of the general membership by two-thirds vote of the members present in person or by proxy. Provided, that notice of all amendments have been mailed to each member of the corporation fifteen (15) days prior to the meeting at which such amendment shall be considered.

XI

REGISTERED AGENT

The registered agent for the corporation shall be
Christianson and Krumm, Attorneys at Law, Post Office Box 4,
Sitka, Alaska 99835.

XII

DISSOLUTION

On dissolution, any funds, money or property held by the
corporation shall be distributed to such persons or associations
as the board of directors may prescribe unless such distribution,
upon dissolution, may be otherwise required by law.

IN WITNESS WHEREOF the parties have hereunto set their hands
and seals this 25th day of September, 1975.

Randy Kivaste
Roger Robinson
Shirley Johnson
Pete J. Cronas

Marilyn Hanson

SUBSCRIBED and SWORN to before me this 25 day of Sept,
1975.

Wm C. [Signature]
Notary Public for Alaska
My commission expires: 10-24-75



2023-2024

**Youth Advocates of Sitka, Inc
Board Members**

Name	Role	Employment/Professional Affiliation	Contact
Shauna Thornton	President	Bank President and Sitka Rotary	[REDACTED]
Brita Speck	Vice-President & Treasurer	Local Attorney	[REDACTED]
Keith Brady	Secretary	Local Realtor	[REDACTED]
John Waite	Member	USCG	[REDACTED]
Rachel Jones	Member	Local Attorney	[REDACTED]

Terms: Every board position is voted on each year at the annual meeting. Board members re-apply to continue on the board after two years of service. There are no term limits.

Committees: on an as needed basis for Finance, Planning, Fundraising

Outside agency emergency contact number will be Shauna Thornton: cell phone: 907-598-1171

December 12, 2023

6:00pm

YAS Board Meeting Agenda

805 Lincoln Street

Brita online

Heather, Rachel, John, Shauna, and Keith in person

Meeting called to order at 6:03pm

1. Approve minutes from October 3, 2023 meeting
 - a. Brita motioned, John seconded, passed, and approved by the board
2. 3411 HPR Appeal Update
 - a. Discussed an amicus brief with Northern Justice Project (NJP):
 - i. Discussed with NJP about the need and strategy to engage.
 - ii. Fixed fee: Possibly \$5000 or if an insurance claim could be filed
3. Fire Suppression repairs at 805 Lincoln approval
 - a. Motion made for ED to move forward with the work on the fire suppression system to bring it up to code and get the sign-off from the Fire Marshall. Keith motioned, Rachel seconded, and approved by the board
4. Hot Tub removal and sale at Coastal Haven
 - a. 20 years old, asking \$5000, no lower than \$3500, buyers haul off. Keith motioned, John seconded, and approved by the board
5. FYI CARF 1/29-1/30
6. QuickBooks Timekeeping approval
 - a. Keith motioned, John seconded, and approved by the board
7. FYI IT plan
 - a. Need an IT specialist for all properties
 - i. Need and waiting for an estimate
8. Pay Scale revisions
 - a. John motioned, Keith seconded, and approved by the board
9. Addressing Board deficiencies – Foraker training
 - a. ED to look into cost and due date for training to be completed by
10. Reminder Annual Review for Executive Director due – CARF requirement
 - a. Shauna provided an outline for the ED review.

ED Report:

- Contractor is on hold for Coastal Haven until the lawsuit is concluded

Next meeting set for January 11, 2023 6pm

Meeting Adjourned - 7:48pm

Keith motioned, John seconded

BY-LAWS
OF
YOUTH ADVOCATES OF SITKA, INC.
A NON-PROFIT CORPORATION

I
MEMBERSHIP

Any interested person may upon their request be placed on the membership list of Youth Advocates Of Sitka, Inc. Each member must renew their request for membership on a yearly basis at the time of the annual meeting of the Corporation, or at any other time. Membership will be discontinued if there is not a request for renewal. Members will be provided periodic information on the activities of the Corporation, should the Board Of Directors choose to provide any information. Members shall not have any voting rights, but may nominate persons for the Board Of Directors.

II
MEETING OF MEMBERS

There shall be an Annual Meeting of the Board Of Directors and all members of the Corporation on the third Tuesday in November of each year. Notice of the Annual Meeting of the members shall be given by the Secretary of the Corporation. Notice to each of the members, shall be given at least ten days, and not more than fifty days, in advance of the meeting and shall

state in general the nature of the business to be transacted at the end of the meeting. The Board Of Directors shall adopt Rules Of Order for the meetings of the Corporation by a majority vote. The Rules Of Order may be amended by a two-thirds vote of the Board Of Directors of the general membership at a regular meeting or special meeting.

III
MEETING OF BOARD OF DIRECTORS

The Board Of Directors of the Corporation shall meet from time to time. The times for regular meetings shall be established by the Chairman. Special meetings may be called by the Chairman, Vice-Chairman, Treasurer, or by any two members of the Board Of Directors.

IV
BOARD OF DIRECTORS

The affairs of the Corporation shall be managed by a board of not less than five, nor more than seven, directors which includes the Chairman, Vice-Chairman, and Treasurer. Meetings of the Board Of Directors shall be held at times and places to be established by the Board Of Directors. The majority of the board members constitutes a quorum. Provided, however, that a Director who is unable to attend a meeting may by proxy appoint any other Director to vote for him in his place and stead, as if he were present. Proxies shall count in determining whether there is a quorum of the Board Of Directors.

The terms of the Directors shall be such that the terms expire on January 1st of the calendar year. The terms shall be

established so that no more than two Directors shall have a term that expires at the same time. This provision is provided to maintain continuity among the Board Of Directors.

Members of the Board Of Directors shall be elected in the following manner:

A. Thirty days prior to the Annual Meeting the Secretary of the Corporation shall cause to be mailed to each current member of the Corporation, Notice Of The Annual Meeting.

B. Notice shall advise the membership of the election for the Board Of Directors to be held at the next Annual Meeting and shall state the number of vacancies on the Board Of Directors.

C. Nominations for the Board Of Directors will be accepted from the floor at the time of the Annual Meeting.

V

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

A. The Board Of Directors has the power to:

(1) Approve all capital and equipment expenditures;

(2) Select and dismiss all employees and to adopt and publish regulations relating to qualifications, duties, and selection of all employees;

(3) Exercise for the Corporation all power, duties, and authority vested and delegated to the Corporation, by these Articles or the Statutes of the State Of Alaska.

B. It is the duty of the Board Of Directors to:

(1) Cause to be kept a complete record of all of it's acts and corporate affairs and to present a statement thereof to the members at their Annual Meeting each year;

(2) Receive proposals of the members, and to act as the advisory and policy making body for all programs and projects;

(3) Cause to be prepared a budget showing the planned income and expenditures of the Corporation for each fiscal year;

(4) Cause to be designated the officers of the Corporation and the power to sign checks and notes in the Corporate name.

VI OFFICERS

The Board Of Directors shall choose from it's membership, a Chairman, a Vice-Chairman, and a Treasurer, who shall be members of the Corporation and of the Board Of Directors. The persons so chosen by the Board Of Directors shall serve as the Officers of the Board Of Directors and of the Corporation. Officers, starting with the Chairman, shall be elected by secret ballot, and no nominations for Vice-Chairman may be received until the Chairman has been elected, and no nominations for Treasurer may be received until the Vice-Chairman has been elected.

Officers shall be elected by the Board Of Directors at the Annual Meeting, or at the first meeting of the Board Of Directors held after the Annual Meeting in each fiscal year, or as the Board may so choose.

VII AMENDMENTS

The By-Laws of the Corporation may be amended at a regular or special meeting of the Board Of Directors. A two-thirds vote of the Board Of Directors shall be required to amend

the By-Laws. Provided, however, that Notice Of All Amendments have been mailed to each Board Of Director of the Corporation fifteen days prior to the meeting at which such amendment shall be considered.

VIII
ARTICLES OF INCORPORATION

If any provision of these By-Laws is inconsistent with the Articles Of Incorporation, the Articles Of Incorporation shall govern. To the extent possible, these By-Laws are to be construed in a manner consistent with the Articles Of Incorporation.

Internal Revenue Service
District Director

Department of the Treasury

EP/EO:EO-1:JPJ

Date: NOV 3 1978

Employer Identification Number:
[REDACTED]

Accounting Period Ending:
December 31

Form 990 Required: Yes No

Person to Contact:

Patricia D. Grenier

Contact Telephone Number:
[REDACTED]

▷ Youth Advocates of Sitka, Inc.
Box 1066
Sitka, AK 99835

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code,

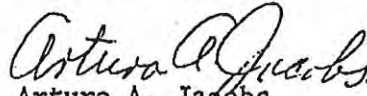
You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Arturo A. Jacobs
District Director

This determination letter modifies our letter of April 26, 1978.



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

November 30, 2023

Youth Advocates of Sitka, Inc.
805 Lincoln St
Sitka, AK 99835

Greetings,

Thank you for submitting your application for a nonprofit sales tax exemption. Your application has been approved for a period of two years. Enclosed is your Certificate of Exemption for the years 2024 and 2025.

The exempt number [REDACTED] should be given to any business or individual from whom your organization will be making a purchase of contract. This number will exempt you from Sitka's sales tax only. This does not exempt you from bed tax. Please feel free to call the sales tax office 907-747-1840 with any tax questions you may have.

Sincerely,

Tax Specialist
City and Borough of Sitka



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

Youth Advocates of Sitka, Inc.

EIN. # [REDACTED]

SALES TAX EXEMPTION CERTIFICATE GOVERNMENT SUPPORTED AGENCY

EXEMPT # [REDACTED]

Purchases made by Youth Advocates of Sitka, Inc. of Sitka, Alaska for its sole use and ownership, are exempt from Sitka's sales tax. Sellers are hereby authorized to make sales to this government supported agency without the collection of any sales tax. This does not exempt bed tax.

This certificate is of a renewable nature and must be renewed every other year with agencies keeping active accounts within the City and Borough of Sitka.

City & Borough of Sitka

Nastasha Suarez
Tax Specialist

ISSUED: 11/30/2023
EXPIRATION: 12/31/2025



Youth Advocates of Sitka

Empowering the youth of Alaska.

805 Lincoln St.

Sitka, AK 99835

Phone: 907-747-3687

Fax: 907-747-3627

January 16, 2024

City and Borough of Sitka
Assessor's Office
100 Lincoln Street
Sitka, AK 99835

Application for Non-Profit Property Tax Exemption

Detailed Statement Regarding the Nature of the Organization and Current Use of the Property

Youth Advocates of Sitka will be using 3411 Halibut Point Road for their new program, Coastal Haven, that will house up to 10-12 homeless youth. Coastal Haven will provide 24/7 residential mental health treatment, clinical services, life skills training, and employment services for youth ages 15 to 18 who are homeless or at risk of being homeless. These youth will mainly be from Sitka, but also be referred to the program from other communities within the state. Both the apartment and the main house will be used for YAS programming. The apartment will house the Coastal Haven clients, while the apartment will house the transitional living program clients who are ages 17 to 21. The agency has already received a Conditional Use Permit from the City of Sitka to operate the program in the residential zone.

Explanation of Any Grants or Reimbursements from Government Agency

Youth Advocates of Sitka (YAS) has received a \$2 million Congressional Appropriation through Senator Murkowski for a statewide demonstration project, Coastal Haven, to provide services to vulnerable youth experiencing homelessness, at risk for homelessness, trafficking, disenfranchisement, and exploitation. This funding is provided through the Housing and Urban Development, Community Project Funding. The grant funds must be expended by September 2030.

Sincerely,


Heather Meuret

Executive Director

Youth Advocates of Sitka

heather.meuret@sitkayouth.org



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-064 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/17/2024 In control: City and Borough Assembly

On agenda: 4/23/2024 Final action:

Title: Authorize the Municipal Administrator to apply to the Energy Efficiency and Conservation Block Grant to support recycling and municipal fleet electrification

Sponsors:

Indexes:

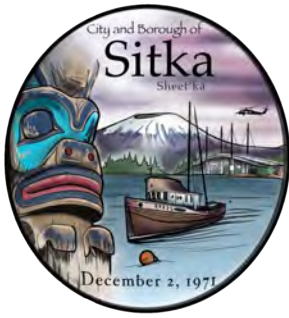
Code sections:

Attachments: [Motion and Block Grant Memo](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO authorize the Municipal Administrator to apply to the Energy Efficiency and Conservation Block Grant to support recycling and municipal fleet electrification.




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Bri Gabel, Sustainability Coordinator
Mike Stenberg, Maintenance and Operations Superintendent

Date: April 15, 2024

Subject: **Authorization to Apply for the Use of Energy Efficiency and Conservation Block Grant (EECBG) to Support Recycling and Municipal Fleet Electrification**

Background

As part of the Infrastructure Investment and Jobs Act (IIJA) [Energy Efficiency and Conservation Block Grant \(EECBG\)](#) program, the City and Borough of Sitka was allocated \$75,300 in total voucher funding that may be used to be used increased energy efficiency and conservation, or fossil fuel reduction.

EECBG details:

- DOE published [guidance for 14 eligible activity categories under EECBG](#).
- Vouchers for technical assistance and equipment rebates and cannot be sub-granted.
- Once approved, funds must be spent in 2 years.
- Intended uses must be submitted to the DOE by April 30th.

To best utilize the \$75,300 allocation, the Sustainability Coordinator analyzed each activity category and determined which ones were most applicable to Sitka's needs. She then vetted projects from CBS staff suggestions/discussions, and weighed staff capacity, existing capital needs, alignment with the CBS Strategic Plan, and feasibility of execution with the allocated amount to create a short-list of potential projects that could be funded through the grant.

This list was then taken to the Sustainability Commission at their April 1st regular meeting for a recommendation. The Commission weighed the goals of the EECBG program, CBS Strategic Plan goals, number of citizens affected, challenges and opportunities of the current funding landscape, execution timeline, and emissions reduction potential against each proposed use.

The Commission recommended that \$65,000 be used for recycling improvements and \$10,300 be used for level II EV chargers for the municipal fleet.

Analysis

\$65,000 towards recycling infrastructure and educational materials will allow CBS Public Works to purchase 4 additional recycling collection containers and new signage for the CBS recycle center. Coupled with simplifications recently made at the CBS recycle center (plastics #1, #2, #5 can be commingled, corrugated cardboard and newspaper can be commingled), the additional equipment funded through this grant aims to increase the overall volume of recyclable materials diverted from the waste stream. Recent analysis of municipal solid waste processing costs indicates that correctly sorted recyclable material costs half as much as non-recyclable material. Additionally, these containers will allow for more materials to be processed and increase the efficiency of that process, further reducing costs of operations and associated emissions.

This application of funds supports Strategic Plan actions:

- 1.3 Identify opportunities to relieve the burden of utility costs.
- 4.3 Identify the levels of service for CBS's infrastructure and identify the resources needed to support these levels.
- 5.3 Improve customer service levels and evaluate process improvements for service delivery.

\$10,300 for electric vehicle chargers and hardware for the municipal fleet will cover two level II chargers, inclusive of the hardware itself and installation costs. As directed by the Assembly via Resolution 22-18, CBS is working to decarbonize municipal operations. Light duty vehicles within the municipal fleet are prime candidates to convert as they are replaced, but availability of chargers may hinder their versatility across City operations. Chargers purchased with these funds can be installed at more municipal locations to increase the charging speeds and make electric vehicles more functional within the municipal fleet.

This application of funds supports Strategic Plan Goal 3: Align resources and financial and economic policies for a sustainable community and Resolution 2022-18: Increasing the Energy Independence of the City and Borough of Sitka by Decarbonizing City Operations by 2030.

Recommendation

Authorize the Municipal Administrator to apply to the EECBG program; \$65,000 for recycling improvements and \$10,300 for level II EV chargers for the municipal fleet.