



**Budget**  
**Fiscal Year 2023**

**City of Craig**  
**Fiscal Year 2023 Budget**  
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# CITY OF CRAIG MEMORANDUM

To: Craig Budget Committee  
 From: Brian Templin, City Administrator  
 Date:

RE: Draft FY 2023 City of Craig Operating and Capital Budget

Attached you will find the proposed City of Craig operating and capital budget for FY 2023. A summary of the budget is provided below.

We have added a separate capital budget this year to better identify those one-time (or infrequent) budget items for equipment, building improvements, infrastructure upgrades, planning for capital projects, and other capital type needs. It is our intent to use the newly established Capital Reserve Fund (CRF) to fund these capital projects. In conjunction with the change in capital budgeting and the new five-year capital improvement plan for each department each year, we should be better able to plan for capital projects more than a year at a time. This new process will have several advantages to the budget process overall including:

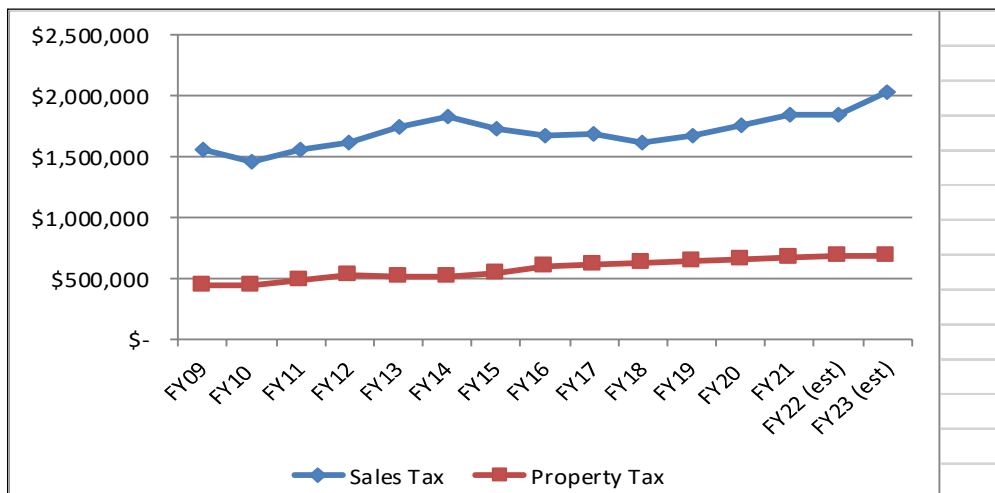
- More consistent out-year financial planning for capital projects
- Better use of capital funds (deposited into a fund that will earn additional value)
- Regular savings of cash from identified sources or excess general revenues to the CRF for future capital projects
- The ability to allocate or save funds over multiple fiscal years for capital projects in the future

The new budget process will remove capital type projects from the regular operating budget which will allow us to better track department operating expenses year over year. In the current system, capital projects are generally included in the operating budget so the total operating budget for a department varies.

## A. Revenues

The table below shows past actual and estimated, and next fiscal year’s projected local tax receipts.

**Total Sales Tax and Property Tax Receipts**



### Sales Tax

Sales tax revenues makes up the bulk of locally generated tax receipts. The sales tax numbers shown in the above graph is the sum of general sales tax (5%), liquor sales tax (6%), bed tax receipts (\$5/night), and tax on marijuana products (+5%).

Other than sales tax receipts early on, the city has done well for revenue during the COVID-19 pandemic. While we saw an initial drop in sales tax revenues for the first quarter of last fiscal year, receipts have since climbed back and exceeded normal level. Summer activity, including lodge and charter guest have climbed back to pre-pandemic levels and are expected to continue being strong through the next fiscal year. We are ahead of projections for the current fiscal year. While the city has seen variable sales tax revenues since FY 2008, the overall trend shows an increase in receipts in that time. For the purposes of budgeting, staff has consistently assumed either no increase or a slight drop in sales tax receipts each year, based upon actual receipts from prior year(s). For FY 2023, the projected sales tax receipts are based on the projected receipts for the current fiscal year.

1. Actual Receipts. Given the apparent recovery in sales tax receipts resulting from easing of travel restrictions and a return to normal economic activity, and the consistently higher receipts each quarter, we can expect more sales tax collected than in the current year. Fishing lodge bookings are strong, according to conversation with lodge operators. In addition, the billions of dollars appropriated in the recent American Rescue Plan Act that will come to Alaska are likely to result in positive economic impact on POW Island.
2. Alaska Remote Sellers Sales Tax Commission (ARSSTC). The city has been participating with the ARSSTC to collect sales tax eligible online vendors for sales in Craig (generally based on the mailing/delivery address). The ARSSTC is constantly updating their list of vendors, which in turn has increased the amount of taxes remitted to the city. Recently the ARSSTC reached one of the collection milestones in our agreement and will be charging us less for collections for the remainder of the fiscal year. Collections to date for FY22 are at about **\$91,475**. It is expected that this amount will continue to grow in future years as the ARSSTC continues to sign up online vendors.
3. Local Businesses. As noted above, I expect local retailers will see an increase in economic activity in FY2023. Activity from existing mariculture sites near Craig and the planned construction of mariculture processing facilities in Craig will continue to add new economic contributions for Craig.

### Property Tax

The assessor's report includes a 5% increase to residential improvements which will result in a slight increase in property tax receipts for the coming fiscal year. Property tax receipts have climbed from \$446,000 to \$674,000 since 2008 due to new construction and property value appreciation. The property tax rate of six mills has not changed in more than thirty years. The city council can expect the city's real property values to continue to increase over the next several years, based on market trends and new construction. As a reminder to the council, the city does not set property values in Craig; that work is completed by the city's contract assessor, who sets values based upon market value sales of property in the community. The city council does set the mill rate each year, per Alaska Statutes.

Taken together, staff estimates that all sales tax and property tax revenues for FY 2023 will amount to \$2.864 million, or about 70% percent of all expected general fund revenues for the coming year.

#### Other Sources

The city typically receives a substantial amount of transfer payments from the US Government and the State of Alaska each year. The projected amount of state payments for FY 2023 is \$531,000. The bulk of this is generally from one program: Payment in Lieu of Taxes (PILT).

Raw fish tax and municipal revenue sharing account for most of the balance of other income sources. As the committee will recall, raw fish tax revenue is highly variable from year to year. Staff does project mid-range raw fish tax amounts based on fish processing activity in Craig last year and has budgeted \$75,000. Any amount received beyond what is budgeted is assigned, per past council direction, to the Capital Reserve Fund.

State community assistance funding for the coming year is likely continue to remain at current levels or decline, based on the State of Alaska's revenue shortfall. Current year receipts totaled \$79,000.

#### COVID Payments

Total payments to the city from the recently approved American Rescue Plan Act (ARPA) are anticipated to total about \$708,000 based on an agreement with the State of Alaska. The money will come in two payments. The city has already received the first payments of about \$357,000 and should receive another payment of roughly the same amount this year. The city moved \$100,000 from the ARPA account to the general fund based on a lost revenue calculation. These funds were included as General fund revenues in the current year budget. We have budgeted \$100,000 in ARPA funds to be transferred to the General fund in FY2023.

#### Delinquent Accounts

A cursory review of aging accounts, sales tax reporting, and property tax reviews has shown that the city has not been adequately addressing delinquent account issues for several years. This is due to several factors including staff turnover, changes in procedures, increased workloads, and staff shortages. A recent review of aging accounts shows more than \$100,000 in outstanding utility, harbor, property, road maintenance and other fees and taxes assessed by the city. In addition, we are finding that several sales tax accounts in the city are out of compliance and are missing substantial reporting periods. It is likely that there is a fair amount of uncollected sales tax, but we won't know how much until we finish a review of all sales tax accounts for the past several years.

Eventually we will be going to the city council to write off amounts that we deem uncollectable, but I am working with staff to train employees, set procedures, and do what we can to collect on as much of the outstanding debt as possible before we come back to the council for write offs. Depending on the type of debt our collection actions

include penalties, interest, denying further services, garnishment of PFDs, small claims, liens, collections, and other actions.

Sheri and I are working with staff one area at a time to move the process forward.

- **Utility Billing.** We can look at all accounts that are 30/60/90 days past due and see outstanding amounts. Staff has reviewed all accounts and has started sending letters out to account holders. We have given residents a grace period to catch up on the bills and are allowing payment plans when needed. We will be following up after the grace period is over with shutoff notices and then shutoffs. We have about 20 accounts city wide that are more than 60 days overdue. Staff is also working on procedures to ensure that we follow up monthly with all delinquent and outstanding bills so that we don't get back in a situation where we have so many aged accounts. Currently we have about \$20,000 in outstanding utility bills.
- **Sales Tax.** With most fees and taxes, we can look at our aging reports to see who owes and how much is outstanding. Sales tax however, is based on self-reported quarterly reports. We have not had a good procedure to ensure that we were following up on missing reports. Staff is currently doing a manual review of all sales tax accounts for the past several years to identify missing quarterly reports. When missing reports are found we will start working on estimates for those quarters and sending notices to those account holders to start the process of catching up payment, getting vendors on payment plans, or taking collections actions. We do not have an estimate of how much sales tax is outstanding until we finish this process.
- **Port St. Nicholas Road Maintenance Fee.** As the council knows, we have been collecting an annual fee from PSN Road residents to offset maintenance costs for the road. We have a set procedure to document the work performed and the council has some latitude regarding the level of the fee that is set. We sent out invoices in 2021 and again in 2022. Many residents promptly pay the bill, but we do have many bills that have not been paid. Currently we have about \$17,000 in uncollected PSN Road Maintenance Fees. We are in the process of sending notice letters to all outstanding accounts for this fee. After we have given sufficient notice to the residents, we will likely start lien actions on properties that have not paid as allowed in the current municipal code.
- **Harbor Billing.** Harbor billing is the most significant portion of the outstanding billables at this point. Currently we have about \$80,000 in outstanding harbor charges (storage, ice, moorage, haul out, etc.). The harbor clerk put together billing information and statements related to the outstanding accounts prior to his resignation from the city. We have staff helping to move on these bills, but without the harbor clerk position being filled we are short on staffing to adequately work on this issue. This will be the top priority for the new harbor clerk when we fill that position. In the meantime, finance staff are slowly working on the issue.
- **Property Tax.** With the shift of property tax responsibility from the clerk's office to finance and the split of responsibilities related to property tax, we have not followed through for several years on property tax collections, liens, and

foreclosures. Property tax collection is a very regulated activity. Staff is working on the process and identifying outstanding accounts. Currently there is about \$60,000 in outstanding property tax.

Staff is working aggressively to catch up and maintain delinquent accounts and it is our hope that we move from catch up to maintenance mode over the next year. While write offs are a normal part of the process, these uncollected amounts exceed an acceptable level of write offs. In future years we will plan to bring write offs to the council on an annual basis after maintaining good collections procedures.

I do want to point out that I don't fault our staff for these issues. Workload, turnover, and vacant positions have resulted in staff using their time to make sure that the day-to-day work is done properly. We have made some changes to priorities, assigned staff to specifically monitor certain areas, and are requesting some additional staffing to help make room so we don't get behind on past due accounts again.

## **B. Expenditures**

The FY2023 General Fund budget anticipates a net increase in operating expenditures of about \$100,000 compared to FY2022. This number is difficult to compare to previous years because of the change in capital budgeting that is taking place this year. Some notable changes from the current fiscal year are listed below.

- Wage increase. The wage increase over all departments accounts for a large part of the increase (+\$93,500)
- Additional wages and benefits for proposed staff changes accounts for +\$173,350 in cost increases.
- Our general liability insurance premiums are up this year and account for a substantial amount of increase.
- We have increased FY23 budgets for shipping and have put a 25% fuel cost increase across all departments (vehicles, equipment, heating fuel). This fuel increase also accounts for a substantial increase in the operating budget.
- Bonuses will not be paid this year for a -\$50,000 savings.

This year capital projects will be funded separately out of the Capital Reserve Fund. Since we have pulled capital projects out of the operating budget we will be better able to compare year over year operating budgets next year.

### **Cost of Living/Wage Adjustment (COLA)**

The proposed FY23 operating budget includes a 4.25% increase to wages across the city to account for the change in the Consumer Price Index between FY2015 and FY2022 (the last time the wages were adjusted for COLA). We are recommending an amendment to the current classification and pay scale to be consistent with this wage increase.

The past several years the city has opted to issue a one-time bonus to employees in lieu of COLA each year. If approved, this wage increase would replace the bonus payments for FY2023.

### **Health Insurance Costs**

We are working with the insurance company to see if there will be any changes to the employee health insurance benefit for FY 2023.

We will ask the council to continue the payment in lieu of health insurance benefit for FY2023. The council adopted a policy to pay employees who have taken the employee health care benefit about half of the cost of that benefit as a cash payment at each payroll if the employee chose not to enroll in the health care plan. The goal behind this policy is to reduce the benefit cost to the city for an employee that would have taken the health insurance benefit. Several employees elected to receive the payment in lieu of health insurance. Assuming that those employees would have taken the health insurance benefit if not for the in-lieu payment, the city spends tens of thousands of dollars less on the health care benefit as a result of the in-lieu payment program.

### School Support

The city has in recent fiscal years added increasing general fund dollars to the annual budget in an attempt to have its general fund contribution to the school reach the \$550,660 cash payment made to the school district each year. After reaching a \$300,000 contribution in FY 2020, staff has scaled back the proposed contribution to just \$200,000 for FY 2022 and FY23 to balance the city's budget. I expect the city will continue to make a payment to the school each year, using a combination of funds from the federal Secure Rural Schools program, city general fund dollars, and using funds drawn from the school cash reserve fund that the city had built up over several prior years. The school district has indicated that they will request \$550,660 in cash payment for school support in FY2023. A joint budget workshop between the city council and school board is scheduled for April 6<sup>th</sup>.

A summary of the balance of the School Reserve account, and others, is shown in Section E, below.

The city's state-mandated minimum contribution to the school district is about \$438,228 in the current fiscal year. As noted above the city provides the district \$550,660 in cash, and also provides a number of in-kind contributions. The current statutory funding cap for school support for Craig is about \$2.1 million.

### Cannery Site Harbor Project

Last year the budget for the Cannery Property Department included a \$50,000 line item to meet expenses needed for long term planning of the uplands and harbor. City staff worked with a contract architect and got good conceptual work done for the uplands and inner harbor. The city has already set aside \$53,500 to pay the non-federal share of the additional environmental work that is needed to move the project to construction. In light of the Army Corps putting the construction on hold due to environmental work we propose to include another \$20,000 for additional design work on the uplands and inner harbor in 2022/2023. Staff is continuing to work with the legislature and the federal delegation for funding on this project.

### Staffing

Due to increasing workload to provide and manage services we are finding that many areas of the city are understaffed to the point where important tasks are not being



adequately addressed. The management of delinquent accounts discussed under Section A is one example. We have been working with staff to identify shortfalls for current work and for things like managing aging accounts. We are suggesting a number of staffing changes for FY23 that will help solve a number of issues. These changes will result in a net increase of two full time equivalent (FTE) positions to the FY23 budget (some position changes will not carry over to the FY24 budget):

1. Part Time Administrative Assistant (+0.5 FTE). I am proposing that we add a part time position at city hall to handle provide “floating” administrative support to the Administrator and other departments. The position would likely also adopt several ongoing responsibilities that are now housed in the City Clerk’s office, including records management, cemetery management, property tax collections, website maintenance, etc. The new administrative assistant will also likely cover occasional lunches or shortfalls at the library, reducing the staffing needs for that department (discussed below).
2. Full Time City Clerk/HR Clerk (+0.5 FTE). There is currently also a need to balance the Accounts Payable and Human Resources responsibilities. Currently one employee is responsible for both. We are finding that the overall workload for these two functions is too much for one person. This change will result in increasing the City Clerk from part time to full time and adding HR responsibilities. By moving some clerk duties to the new admin assistant position this should create a more balanced workload for that position. The City Clerk and HR Clerk are also positions that generally require more experience and training to do well. By increasing the position to full time with benefits we hope to make recruitment and retention easier for the position.
3. Full Time Harbor Clerk (+/- 0 FTE – position is already budgeted). The Harbor Clerk has traditionally been a part time position (generally .75 FTE). In FY2022 we included additional funding through the Public Works Department to increase the position to full time. This year, public works chose not to use the hours budgeted, so the position remained .75 FTE. With harbor collections issues and increasing administrative needs in other departments, we are proposing to move the .25 FTE funding from public works to the harbor and hire the new harbor clerk as a full-time employee.
4. Library Assistant (+.25 FTE/-.25 FTE). The library currently has one .75 FTE library assistant and one .25 FTE library assistant. The FY23 budget proposes to eliminate the .25 FTE position and add those hours to the other library assistant, creating 1 FTE library assistant position. The library will also have about .1 FTE position identified for a fill in when necessary. The rough net result of this change is fairly neutral since we will be eliminating one position to account for the increase in the other position.
5. Parks and Facilities Seasonal Assistant. (+.5 FTE). The parks and facilities director has asked for some extended leave this year for personal reasons. In order to make sure that there is adequate staffing during his absence he has asked to include a seasonal full time (temporary) employee for six months over the winter. We will continue to discuss whether to add this position in future fiscal years.
6. Recreation Director (+.25 FTE). Our current recreation director is retiring at the end of 2022. It is my intent to hire a new director a few months before Victoria’s

retirement. This addition will be for the current fiscal year only. I plan to transition the Recreation Department to include both recreation and the aquatic center in the last half of this year and starting fully next fiscal year. With the overlap of facilities and programs that are expected it makes sense to put these two functions under one department. We will still retain the aquatic center manager, who will supervise pool operations and staff. The new director will have overall management, budget responsibilities, and supervision of the aquatic center manager and recreation staff.

7. Recreation Assistant (+.25 FTE). With the realignment of duties for the Recreation Director starting in November/December, we will bump the current Recreation Assistant from .5 FTE to .75 FTE. This position will still be part time.

In total we are planning an increase of 2.0 FTE with these changes for FY23.

### **C. Change to Rate Structure of Utility Services**

The council made changes to how the city bills for water, wastewater, and solid waste services in August/September of last year based on recommendations from staff. Russell, Sheri, and I have spent considerable time recently looking at how the actual revenues compare to the revenues that were projected. It appears that there may be some shortfall in the actual amount of revenue versus the projections from last year in the sewer department. After looking at the data again, an error was found in the spreadsheet calculating the base rate for sewer services. In FY2022 the monthly base rate for most sewer services went from \$30.00 per unit to \$10.21 per unit. For trailer parks the rate went from about \$2,142 per unit per month to \$65.88. After finding the error in the calculations the monthly rates should have gone to \$20.32 per unit for most services and \$411.91 for trailer parks. This change accounts for all of the shortfall that we project in sewer revenue. We will notify the public prior to the change, but the rates will go to the intended rate July 1, 2022. I have prepared a sheet of rate changes and revenue for the committee to discuss. Staff does not propose rate increases, but will take suggestions from the committee.

### **D. Endowment Fund Earnings and Capital Reserve Fund**

Each year the city may spend up to four percent of the five-year average market value of the Craig Endowment Fund. For FY2023, that four percent amounts to \$497,720. The earnings are typically used to pay the cost of debt service on the pool each year, and the remaining amount for capital improvements across the city.

As part of the transition from an operating budget that includes capital projects to a separate capital budget, I propose that we shift how we account for this transfer. Rather than identifying projects for the current fiscal year and using current fiscal year endowment earnings to pay for them, I propose that we transfer the full 4% of average market value from the endowment fund to the Capital Reserve Fund (CRF). Bond payments and lease finance payments that are regularly budgeted out of the annual draw will now be budgeted out of the CRF, with the annual draw (along with other funding sources) being placed into the CRF and allocated to future capital type projects and expenses.

The Capital Reserve Fund (CRF) was established at Alaska Permanent Capital Management as a way to better manage our capital expenses, better identify funds that will be used for future capital expenses and allow for some capital growth for funds invested longer term.

Currently we have a number of low/non-interest bearing accounts that we use to fund various capital project/expenses. In addition to the various savings accounts, we regularly identify funds on an annual basis from the endowment fund earnings for some projects. The number of accounts used and the year by year budgeting of the endowment fund earnings makes it difficult to adequately fund capital expenses, complicated to track where various projects are funded from, and makes it difficult to plan and save for future projects/expenses.

In short, the intent will be to capitalize the fund using existing savings accounts, excess funds in the city’s business checking account, unallocated assets (CDs) held by the city, and other funds as directed by the council. It is likely that we will capitalize the CRF with about \$2.5 million. Each year the city will add funds to the CRF from some set sources including:

- 4% value of the endowment fund 5-year average
- Excess enterprise (primarily the Silver Bay lease) and general (primarily excess raw fish tax) funds
- Windfall funding approved by the council

As part of each year’s budget process, staff will identify capital expenses/projects that the CRF will be used to pay for and the total CRF draw will be made from the fund to the city general fund to pay for these capital expenditures. The long term goal is to capitalize the CRF on an annual basis in an amount that exceeds our planned draw in most years. This will lead to the fund increasing in value over time which will give us greater capital budget flexibility in the future and will result in some earnings/growth of the fund that will help fund additional projects.

The council has already approved transfer of funds into the CRF from the Capital/Equipment Reserve account (about \$555,000), land development account (about \$560,000), and city general fund (\$1.1 million for the cannery harbor project).

Debt payments will have the highest priority for funding from the CRF.

**E. Long-Term Finances**

Debt

The city holds the following debt.

<u>Debt Class</u>	<u>Balance*</u>	<u>Annual Payments*</u>
Aquatic Center Bonds	\$1,435,000	\$135,000
Water System Improvements	\$ 250,000	\$ 25,000
Excavator	\$ 113,034	\$ 58,335
Dump Truck	\$ 178,311	\$ 47,204
Rear Load Garbage Truck	\$ 135,348	\$ 35,831

**Total** **\$2,111,693** **\$160,000**

\* Approximate

**Long-Term Reserve Funds**

The list below provides some information for each fund.

<u>Fund Name</u>	<u>Source of Funds</u>	<u>Balance*</u>
1. Craig Endowment	One-time revenues	\$ 15,425,625
2. School Support	Federal & City funds	\$ 2,557,791
3. Capital Reserve Fund	Multiple sources	\$ 2,123,534
4. City General Fund	Multiple sources	\$ 2,063,277
5. Covid Relief Fund	CARES and ARPA Funds	\$ 187,729

<u>Fund Name</u>	<u>Source of Funds</u>	<u>Balance*</u>
6. Wells Fargo CDs	General Fund	\$ 505,000
7. Hatchery savings	POWHA	\$ 55,295
8. Clinic Maintenance	Lease payments	\$ 44,000
9. Police Drug	Court awarded	\$ 11,945
10. Halibut Quota	General Fund	\$ 15,500
11. Bond Sinking Fund	General Fund	\$ 15,000
12. Memorial Park	Hilton Foundation	\$ 7,697

\*Approximate as of March 15, 2022

The certificate of deposit at Wells Fargo (\$505,000) is an excess available asset that will mature in May. We will propose that the council move one-half of the value of the CD to the endowment fund and one-half of the value of the CD to the CRF as part of the CRF capitalization.

Even though we have moved the money in the Land Development Fund, this account was capitalized using receipts from the sales of city land. Because land is a durable fixed asset, converting the asset to cash should necessitate treating that cash essentially also as a fixed asset. That means using cash in the account to acquire more land, or as a perpetual revenue generating asset, such as leaving the cash on deposit in the CRF. Staff will continue to bring recommendations to the council regarding funds that should be moved to the CRF.

**F. Other Needs**

There are several needs and desired improvements around our community that will at some point need funding to address. Among them:

• Repairs to Thompson Road	• Repairs to Main Street
• Pave remaining gravel roads	• New roof at wastewater treatment plant
• Equipment shed at public works	• Production upgrades at water plant
• Replace equipment at Harbor Dept..	• Implement maintenance tasks at Harbors
• Upgrade/replace Craig PD building	• Expand public works property
• Expand fitness room at pool	• Expand Craig city cemetery

Add to the list above the effort needed to construct the downtown harbor project, and the city has a long list of meritorious projects to which it can apply its council, staff, and capital resources.

In addition to these projects, and other projects identified through the city's capital improvement program, we will begin to see more projects identified as city departments begin preparing more detailed five-year capital plans.

### **G. Summary**

The department managers in the city's enterprise and general fund departments do good work in controlling their expenditures. They understand the demands placed on the city's General Fund and Enterprise Fund revenues and responded productively again this year when I asked them to limit their expenditures from the current fiscal year. It is a pleasure to work with them.

For the longer term, there is reason for optimism, as noted below. Seafood Producers Cooperative continues to operate a buying station out of Craig, with contributions to the cost to operate the ice house during the summer season.

- The annual release of chum salmon at Port Asumcion climbed to 20 million this year and is projected to increase again next year.
- SSRAA continues to release some 300,000 king salmon smolts into Port St. Nicholas, with potential to expand that release up to the 550,000 range, and manage new cost recovery operations.
- The kelp mariculture sites being operated by Seagrove Kelp appear to be successful in their early stages of harvest and the strong potential of adding regional processing capacity and other farm sites give us the opportunity to be at the center of this mariculture development, processing, and marketing as the industry grows. All of these activities will result in increased economic activity in Craig.
- The small gold mine that recently reopened in Hollis continues operating, providing significant local payroll to POW residents. The Calder Bay limestone site also continues to operate regularly.
- Last year's adoption of the \$1.9 trillion American Rescue Plan Act includes several programs that will provide transfer payments to Craig and POW residents. The act also has a capital projects component that has the potential to fund construction projects on POW for the coming two years, although there is great uncertainty at this point if any of those funds will be spent here.

The goal of the Budget Committee is to review the proposed budget and direct staff to make modifications to the budget as needed to reach the point where the committee recommends passing the budget on to the full council. Staff is prepared to respond to questions and direction from the budget committee regarding the proposed FY 2023 budget.



# **Financial Summary Fiscal Year 2023**

City of Craig  
FY2023 Budget  
General Fund Revenue & Expenditure Summary

	FY 2016		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
	Actual	FY 2017 Actual	Actual	Actual	Budget	Budget	Budget	Budget
Total General Fund Revenue	\$ 3,778,739	\$ 3,561,995	\$ 3,295,338	\$ 3,479,354	3,622,981	3,593,662	3,808,162	4,039,592
				\$ 2,180				
Expenditures								
Administration	662,177	702,951	698,943	676,724	683,985	681,519	622,936	779,721
Aquatic Center	478,464	441,795	512,753	661,056	607,293	614,136	627,069	491,997
Council	130,419	133,203	82,419	57,331	34,353	33,353	21,796	33,417
EMS	228,329	326,051	215,282	189,326	202,154	243,049	298,295	332,853
Facilities & Parks	464,770	286,009	228,476	288,881	269,442	291,342	320,341	300,684
Fire	33,278	14,823	19,190	34,406	39,593	30,613	26,613	26,765
Library	113,835	108,626	127,118	137,549	130,361	120,922	134,921	121,487
Planning	90,047	99,015	74,499	69,151	71,019	73,756	76,282	80,489
Police	1,022,184	937,360	932,464	967,739	1,022,588	1,041,697	1,066,788	1,175,837
Public Works	306,686	326,792	306,390	336,295	346,012	435,917	499,201	348,222
Recreation	91,107	99,356	95,727	96,695	110,004	86,431	123,837	162,007
Pt. St. Nick Hatchery					56,000	0	0	0
Total Expenditures	<b>3,621,297</b>	<b>3,475,981</b>	<b>3,293,261</b>	<b>3,515,154</b>	<b>3,572,805</b>	<b>3,652,736</b>	<b>3,818,080</b>	<b>3,853,480</b>
Net Revenues over Expenditures	\$ 157,442	\$ 86,014	\$ 2,077	\$ (35,800)	50,176	(59,074)	(9,918)	186,112
Transfers In to General Fund								
Transfer from Enterprise Fund	226,026	241,011	303,824	210,622	48,825	95,339	(57,991)	
Endowment Fund Transfer to Gen Fund	135,000	178,280	370,650	233,000	175,000	226,000	249,000	0
Police Checking to GF Police							15,000	0
Total Transfers	<b>135,000</b>	<b>178,280</b>	<b>370,650</b>	<b>233,000</b>	<b>223,825</b>	<b>321,339</b>	<b>206,009</b>	<b>0</b>
To School Financing	(100,000)		(168,000)	(250,000)	(300,000)	(150,000)	(200,000)	(200,000)
		(186,000)	(270,050)	20,000				
Total transfers Out	<b>(100,000)</b>	<b>(186,000)</b>	<b>(438,050)</b>	<b>(230,000)</b>	<b>(300,000)</b>	<b>(150,000)</b>	<b>(200,000)</b>	<b>(200,000)</b>
Total transfers					<b>(76,175)</b>	<b>171,339</b>	<b>6,009</b>	<b>(200,000)</b>
Bonus						57,361	50,919	
Wage & Benefit Turnover Factor							0	0
Total Budget Revenue over Expenditures & Transfers	<b>292,442.0</b>	<b>264,294.0</b>	<b>372,727.0</b>	<b>197,200.0</b>	<b>(25,999)</b>	<b>54,904</b>	<b>(54,828)</b>	<b>(13,888)</b>

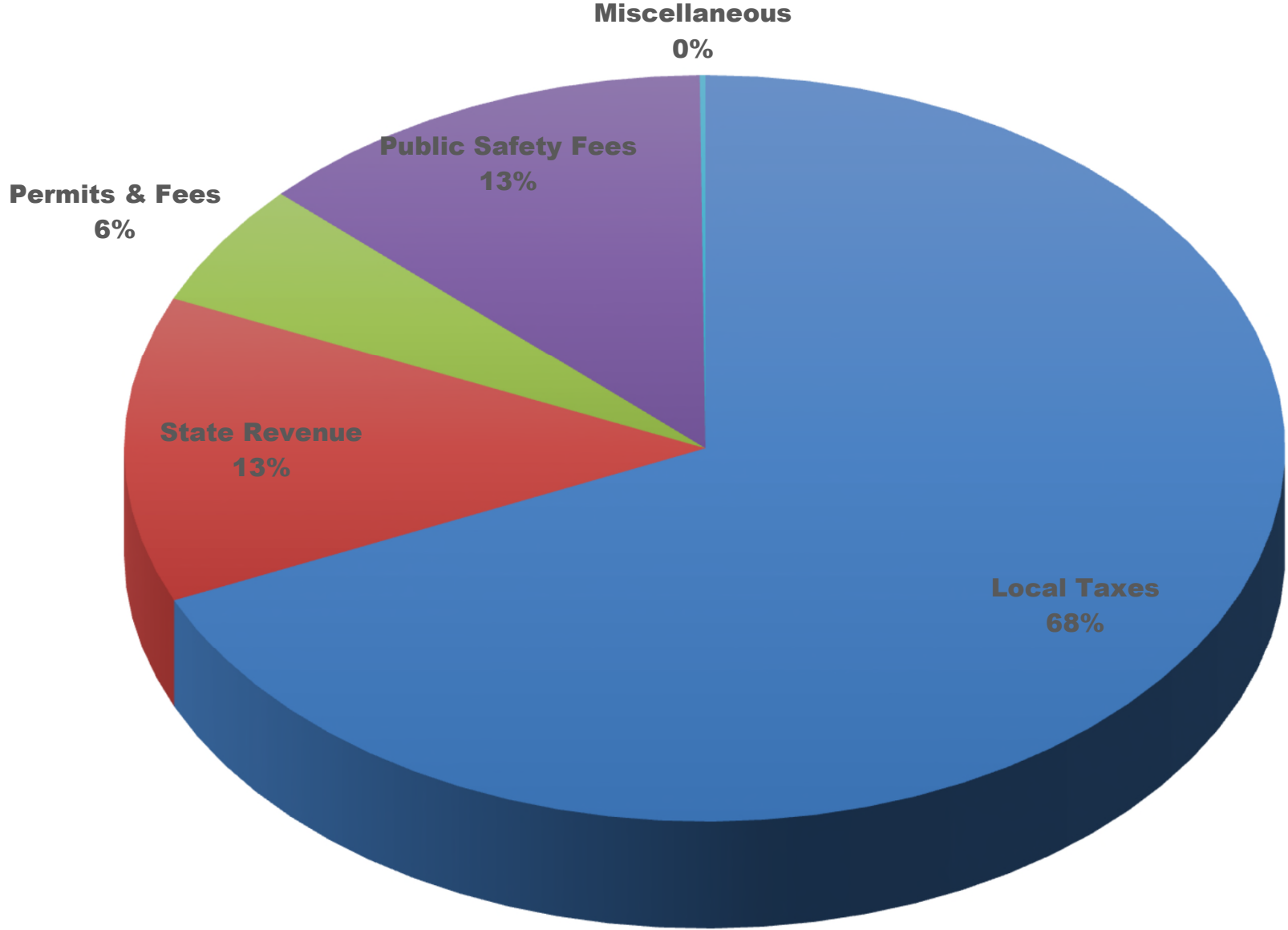
Enterprise Fund Revenue & Expenses Recap FY 2023

	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget
<b>Total Operating Revenue</b>							
Cannery	8,884	8,105	8,105	7,000	7,000	7,000	5,000
Harbor	250,590	248,626	258,500	269,600	270,500	269,600	269,600
JTB Industrial Park	465,328	453,626	413,023	400,189	417,589	592,589	608,589
Garbage	298,369	278,407	311,970	315,000	322,280	322,280	339,432
Wastewater	263,835	353,220	290,000	290,000	290,000	290,000	290,000
Water	3,384	21,271	307,300	317,476	386,938	364,868	340,888
<b>Total Revenue</b>	<b>1,290,390</b>	<b>1,363,255</b>	<b>1,588,898</b>	<b>1,599,265</b>	<b>1,694,307</b>	<b>1,846,337</b>	<b>1,853,509</b>
<b>Total Operating Expenses</b>							
Cannery	1,713	2,700	6,881	7,000	4,820	53,370	5,532
Harbor	250,590	248,626	258,500	415,776	351,470	446,475	379,840
JTB Industrial Park	287,282	275,548	216,897	233,036	211,622	359,247	244,695
Garbage	298,369	278,407	311,970	302,138	308,579	358,641	328,551
Wastewater	241,011	303,824	210,622	292,340	250,840	266,717	301,391
Water	455,680	365,337	395,671	525,103	471,636	463,880	462,134
<b>Total Expenditures</b>	<b>1,534,645</b>	<b>1,474,442</b>	<b>1,400,542</b>	<b>1,775,393</b>	<b>1,598,967</b>	<b>1,948,330</b>	<b>1,722,143</b>
<b>Net Revenues over Expenses</b>							
Cannery	7,171	5,405	1,224	0	2,180	(46,370)	(532)
Harbor	0	0	0	(146,176)	(80,970)	(176,875)	(110,240)
JTB Industrial Park	178,046	178,078	196,126	167,153	205,967	233,342	363,894
Garbage	0	0	0	12,862	13,701	(36,361)	10,881
Wastewater	22,824	49,396	79,378	(2,340)	39,160	23,283	(11,391)
Water	(452,296)	(344,066)	(88,371)	(207,627)	(84,698)	(99,012)	(121,246)
<b>Total</b>	<b>\$ (244,255)</b>	<b>\$ (111,187)</b>	<b>\$ 188,357</b>	<b>\$ (176,128)</b>	<b>\$ 95,340</b>	<b>\$ (101,993)</b>	<b>\$ 131,367</b>
<b>Transfer from Endowment Fund</b>							
Water				125,000	44,070	500	0
Wastewater						0	0
Harbor				80,000	0	0	0
<b>Total from Endowment Fund</b>				<b>205,000</b>	<b>44,070</b>	<b>500</b>	
<b>GF Total</b>							<b>-13,888</b>
Excess to CRF						<b>\$ (101,493)</b>	<b>117,479</b>

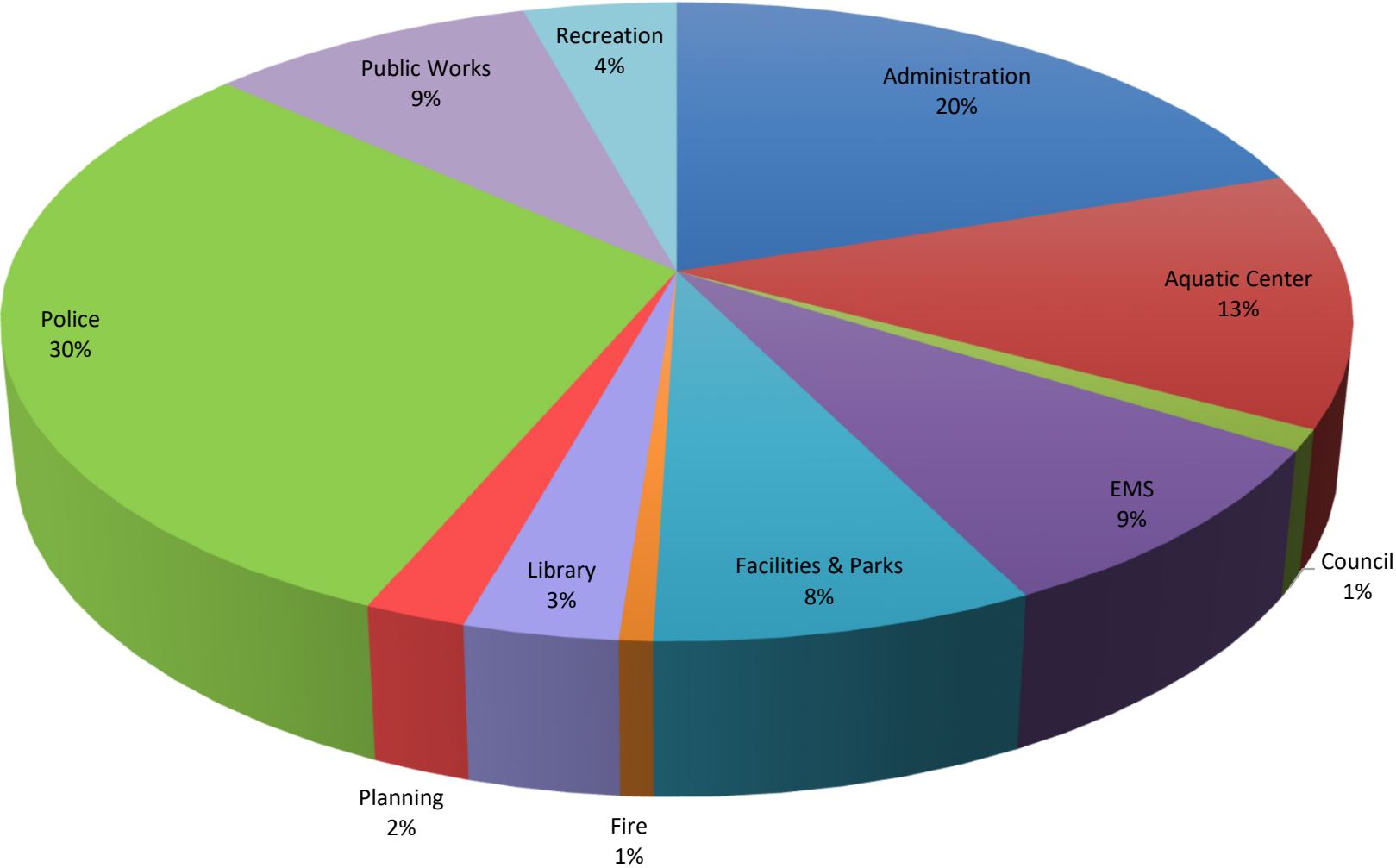
Enterprise Fund Transfers	JTB Dept	Harbor	Water Dept	Wastewater	Garbage
Harbor to Water		(360)	360		
N & S Cove to Water		(5,000)	5,000		
JT Brown to Water	(5,500)		5,500		
Waste Water to Water			3,250	(3,250)	
Harbor to Garbage		(112)			112
N & S Cove to Garbage		(6,720)			6,720
JT Brown to Garbage	(1,100)				1,600
Waste Water to Garbage				(250)	250
	(6,600)	(12,192)	14,110	(3,500)	8,682



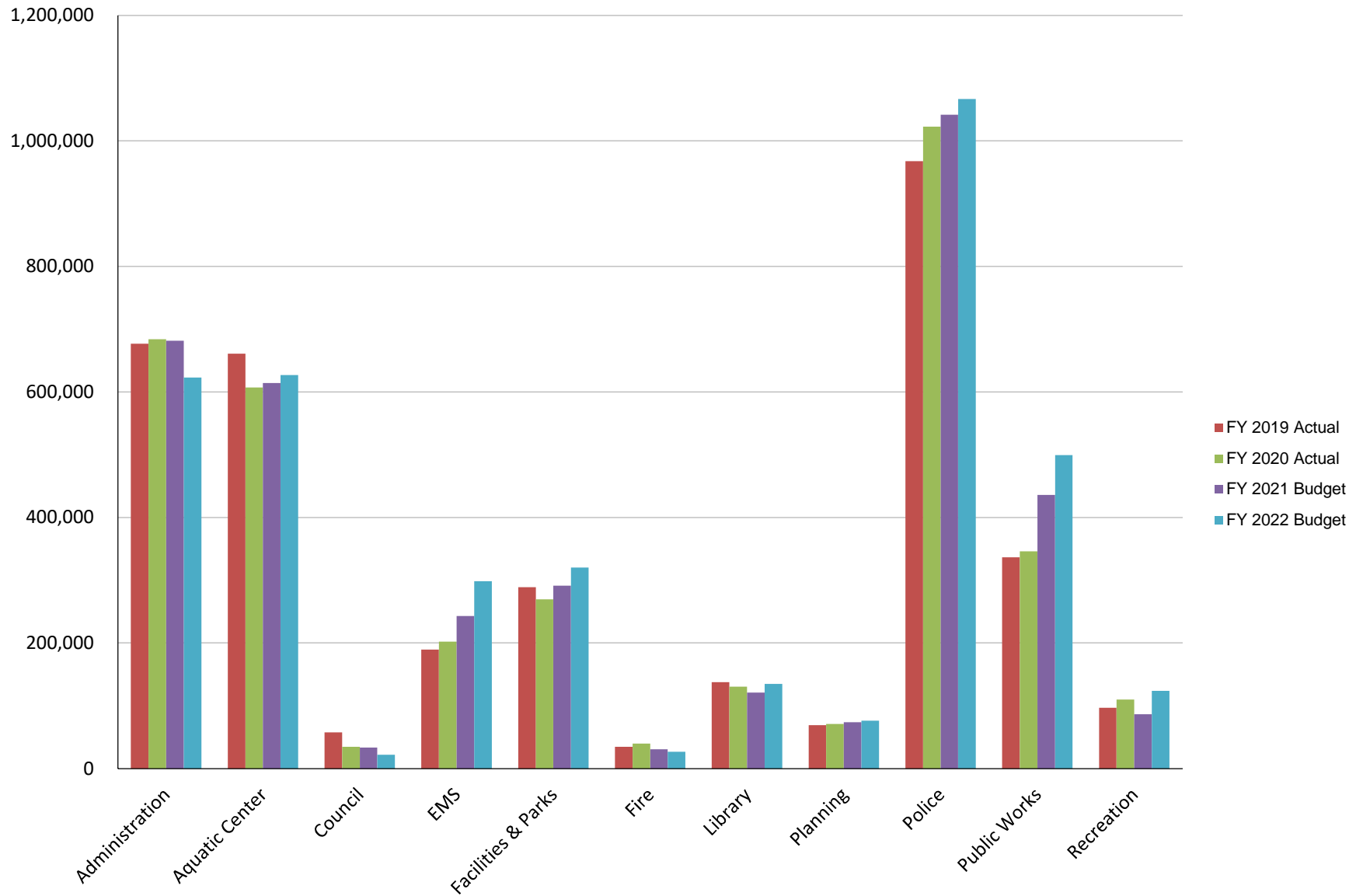
# General Fund Revenue

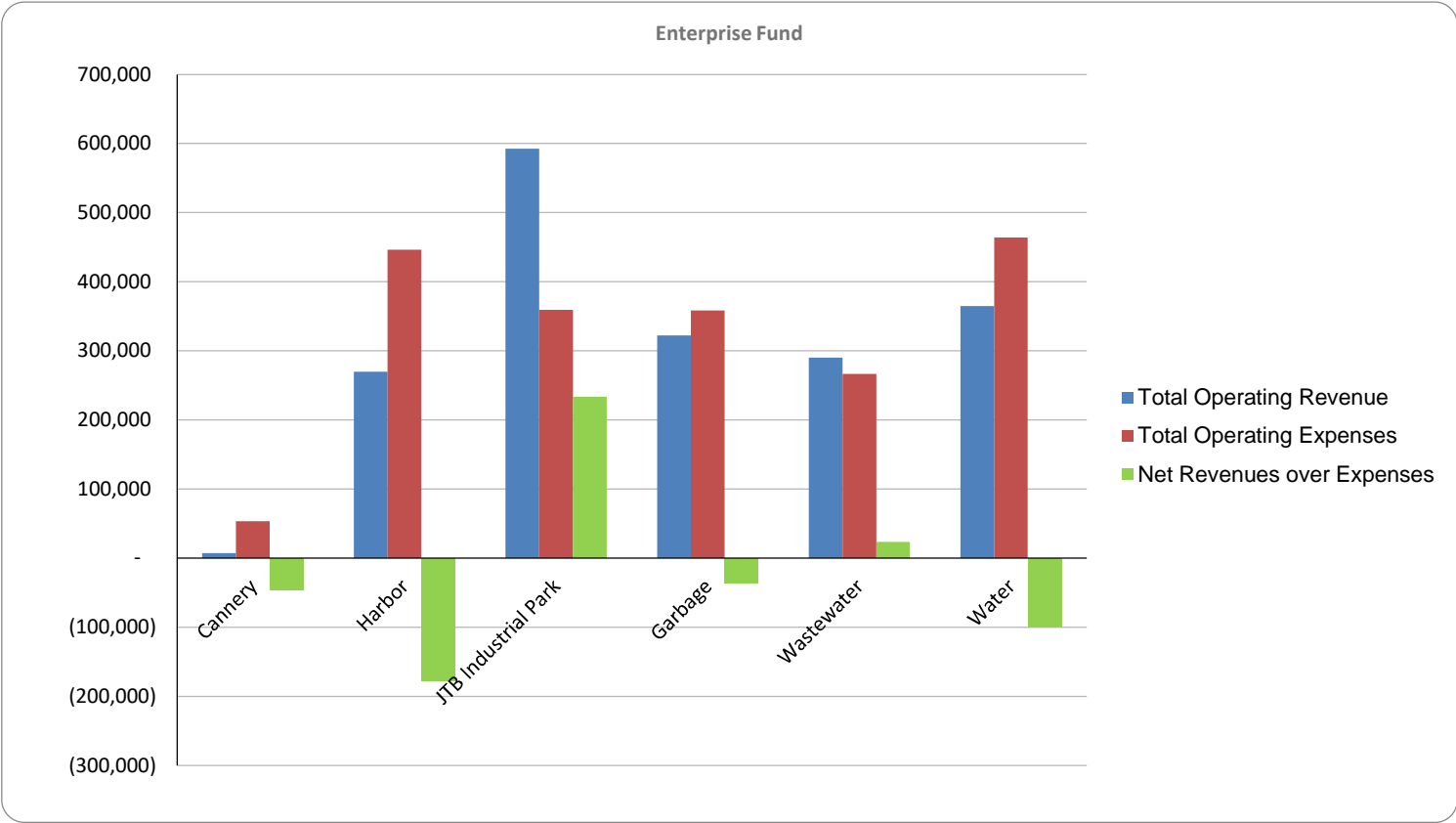


# General Fund Total Expenditures



## General Fund Expenditures





## City of Craig Summary - FY 2023

	GF FY 2023	GF FY 2022	GF Incr(Decr)	EF FY 2023	EF FY 2022	EF Incr(Decr)	FY 2023 Total	FY 2022 Total	FY 2023 Incr(Decr)	% Change
Salary	676,066	524,616	151,450	106,815	98,220	8,595	782,880	622,836	160,044	25.70%
Hourly Wages	1,134,338	1,087,972	46,366	455,479	364,334	91,145	1,589,817	1,452,306	137,511	9.47%
Overtime Wages	50,372	36,288	14,084	12,854	11,290	1,564	63,226	47,578	15,648	32.89%
On-call Wages	17,400	17,400	0	13,280	13,280	0	30,680	30,680	0	0.00%
In Lieu	23,412	46,730	(23,318)				23,412	46,730	(23,318)	-49.90%
<b>Total Wages</b>	<b>1,901,588</b>	<b>1,713,006</b>	<b>188,582</b>	<b>588,427</b>	<b>487,124</b>	<b>101,303</b>	<b>2,490,015</b>	<b>2,200,130</b>	<b>289,885</b>	<b>13.18%</b>
FICA	115,985	102,021	13,964	36,483	30,200	6,283	152,468	132,221	20,247	15.31%
Medicare	27,125	23,866	3,259	8,532	7,063	1,469	35,658	30,929	4,729	15.29%
Workers' Comp	48,775	44,065	4,710	16,385	13,409	2,976	65,161	57,474	7,687	13.37%
PERS (DB & DC)	371,361	335,053	36,308	123,321	94,168	29,153	494,683	429,221	65,462	15.25%
Medical Insurance	293,815	314,358	(20,543)	101,007	95,336	5,671	394,822	409,694	(14,872)	-3.63%
HRA	85,938	78,128	7,810	28,985	22,908	6,077	114,923	101,036	13,887	13.74%
Other Benefits	7,041	6,599	442	2,413	1,991	422	9,454	8,590	864	10.06%
<b>Total Benefits</b>	<b>950,040</b>	<b>904,090</b>	<b>45,950</b>	<b>317,128</b>	<b>265,075</b>	<b>52,053</b>	<b>1,267,168</b>	<b>1,169,165</b>	<b>98,003</b>	<b>8.38%</b>
<b>GRAND TOTAL</b>	<b>2,851,628</b>	<b>2,617,096</b>	<b>234,532</b>	<b>905,555</b>	<b>752,199</b>	<b>153,356</b>	<b>3,757,183</b>	<b>3,369,295</b>	<b>387,888</b>	<b>11.51%</b>

# General Fund Summary - FY 2023

## Wages & Benefits

	Admin	Aquatic Center	Council	EMS	Facilities	Fire	Library	Planning	Police	Public Works	Recreation	TOTAL
Salary	212,831	52,042	15,620	52,646	70,151	0	40,136	41,915	87,570	42,784	60,371	676,066
Hourly Wages	164,083	128,179		146,670	78,725		36,205	0	490,839	67,953	21,684	1,134,338
Overtime Wages				9,077					40,145	1,150		50,372
On-call Wages				0					17,400			17,400
In Lieu	9,454		4,504		9,454			0	0			23,412
<b>Total Wages</b>	<b>386,367</b>	<b>180,221</b>	<b>20,124</b>	<b>208,393</b>	<b>158,329</b>	<b>0</b>	<b>76,341</b>	<b>41,915</b>	<b>635,954</b>	<b>111,888</b>	<b>82,055</b>	<b>1,901,588</b>
FICA	23,955	11,174	1,248	11,804	8,707	0	4,733	2,909	39,429	6,939	5,087	115,985
Medicare	5,602	2,613	292	2,761	2,036	0	1,107	680	9,221	1,623	1,190	27,125
Workers' Comp	1,275	6,993	66	7,440	4,424	4,186	252	155	18,633	5,080	271	48,775
PERS (DB & DC)	78,084	36,575	4,031	30,886	27,264		8,830	10,321	137,467	24,621	13,282	371,361
Medical Insurance	36,786	44,009	457	27,589	20,644		0	9,197	117,112	19,627	18,393	293,815
HRA	11,000	13,750	0	8,250	5,500		0	2,750	33,000	6,188	5,500	85,938
Other Benefits	840	370	770	502	370		320	120	2,970	539	240	7,041
<b>Total Benefits</b>	<b>157,542</b>	<b>115,484</b>	<b>6,864</b>	<b>89,233</b>	<b>68,946</b>	<b>4,186</b>	<b>15,242</b>	<b>26,132</b>	<b>357,833</b>	<b>64,924</b>	<b>43,963</b>	<b>950,040</b>
<b>GRAND TOTAL</b>	<b>543,909</b>	<b>295,705</b>	<b>26,988</b>	<b>297,626</b>	<b>227,275</b>	<b>4,186</b>	<b>91,583</b>	<b>68,047</b>	<b>993,787</b>	<b>176,812</b>	<b>126,018</b>	<b>2,851,628</b>
GRAND TOTAL FY 22	448,631	278,431	18,576	255,994	202,443	4,186	108,896	67,267	921,104	247,833	81,899	2,635,260
Change	95,278	17,274	8,412	41,632	24,832	0	(17,313)	780	72,683	(71,021)	44,119	216,368

# Enterprise Fund Summary - FY 2023

## Wages & Benefits

	Wastewater	Water	Garbage	Harbor	JTB Park	TOTAL
Salary	19,808	11,885	4,754	47,147	23,222	106,815
Hourly Wages	95,882	164,981	24,806	102,894	66,916	455,479
Overtime Wages	927	1,729	89	6,139	3,969	12,854
On-call Wages	40	40	0	9,900	3,300	13,280
<b>Total Wages</b>	<b>116,657</b>	<b>178,634</b>	<b>29,650</b>	<b>166,080</b>	<b>97,406</b>	<b>588,427</b>
FICA	7,230	11,078	1,838	10,297	6,039	36,483
Medicare	1,691	2,591	430	2,408	1,412	8,532
Workers' Comp	2,823	3,961	1,230	5,257	3,115	16,385
PERS (DB & DC)	25,656	39,310	6,523	33,702	18,129	123,321
Medical Insurance	19,279	26,926	5,767	41,501	7,534	101,007
HRA	5,885	7,590	1,760	11,303	2,448	28,985
Other Benefits	599	570	183	556	506	2,413
<b>Total Benefits</b>	<b>63,308</b>	<b>92,114</b>	<b>17,767</b>	<b>105,024</b>	<b>39,183</b>	<b>317,128</b>
<b>GRAND TOTAL</b>	<b>179,965</b>	<b>270,748</b>	<b>47,417</b>	<b>271,104</b>	<b>136,589</b>	<b>905,555</b>
GRAND TOTAL FY22	120,853	204,580	65,448	244,632	127,210	762,723
Change	59,112	66,168	(18,031)	26,472	9,379	142,832

**FY23 Proposed medical insurance costs and PERS/COLA rate  
Static Data - Used in calculations for all departments of the City**

Fiscal Year 2023

Renewal Estimate	100.00%			HRA	Employee	Employee
	%	87%		250		
Medical Insurance	Month	City Exp	Annual		20%	
Employee	837.12	8,739.53	10,045.44	2750	167.42	167.42
Empl/Spouse	1,883.52	19,663.95	22,602.24	5500	376.70	376.70
Family	1,464.95	15,294.08	17,579.40	5500	292.99	292.99
Empl/Dep	2,511.35	26,218.49	30,136.20	5500	502.27	502.27
<b>Dental</b>						
Employee	43.77	456.96	9,196.49			
Empl/Spouse	93.91	980.42	20,644.37			
Family	107.82	1,125.64	16,419.72			
Empl/Dep	155.84	1,626.97	27,845.46			
<b>In Lieu Payments Without Dental</b>						
Employee	161.60	146.60	4201.6	3811.6		
Empl/Spouse	363.61	335.61	9453.86	8725.86		
Family	484.81	445.81	12605.06	11591.06		
Empl/Dep	282.81	257.31	7353.06	6690.06		
PERS Teir 1-3 (DB)	22.00%					
PERS Teir 4 (DC)	22.00%	1,531.27				

	Full Time	Three quarter	Half
Hours worked per year	2080	1560	1040
COLA	104%		
% time for Salary	104%		

FICA 6.20%  
FICA Med 1.45%

**WC**

6836	3.12%	Harbor
7520	2.48%	Water
7580	2.93%	Sewer
7710	3.57%	EMS V
7704v	3.57%	EMS V
7720	2.93%	Police
8380	3.15%	Mechanic
8810	0.33%	Clerical
9015	3.15%	Public Works
9102	3.88%	Pool
9403	4.94%	Garbage



City of Craig  
 FY 2022 Budget  
 Endowment Market Value

<b>FY 2014</b>		<b>FY 2017</b>		<b>FY 2020</b>		<b>FY 2022</b>	
Dec 31,2008	6,116,872	Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650
Dec 31,2009	7,191,057	Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777	Dec 31, 2019	11,350,092
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650	Dec 31, 2020	14,503,275
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847	Dec 31, 2021	16,520,000
	<u>37,620,789</u>		44,784,943		47,645,751		62,254,864
Five year Average	7,524,158	Five year Average	8,956,989	Five year Average	9,529,150	Five year Averag	12,450,973
4% of Average	300,966	4% of Average	358,280	4% of Average	381,166	4% of Average	498,039
Council Set aside	180000	Council Set aside	180000				
	120,966		178,280				
<b>FY 2015</b>		<b>FY 2018</b>		<b>FY 2021</b>			
Dec 31,2009	7,191,057	Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882		
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777		
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650		
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847		
Dec 31, 2013	9,864,595	12/31/2016	9,360,777	Dec 31, 2019	11,350,092		
	41,368,511		46,326,992		49,754,248		
Five year Average	8,273,702	Five year Average	9,265,398	Five year Average	9,950,850		
4% of Average	330,948	4% of Average	370,616	4% of Average	398,034		
Council Set aside	180000		180000				
	150,948		190,616				
<b>FY 2016</b>		<b>FY 2019</b>		<b>FY 2022</b>			
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777		
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650		
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847		
Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777	Dec 31, 2019	11,350,092		
Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650	Dec 31, 2020	14,503,275		
	43,419,049		47,972,499		55,095,641		
Five year Average	8,683,810	Five year Average	9,594,500	Five year Average	11,019,128		
4% of Average	347,352	4% of Average	383,780	4% of Average	440,765		
Council Set aside	180000						

City of Craig  
Debt Payment  
FY 2023

<b>Long Term Government Debt</b>		July 1, 2022 Balance	Principal Payment	Interest	Total	Date Due	Revenue Source	Department Budget
Aquatic Center Bonds	Bank of New York	1,365,000.00	75,000.00	30,493.75	105,493.75	10/1/2022	Endowment Fund	Aquatic Cente
				28,618.75	28,618.75	4/1/2023		
<b>Total General Fund</b>					134,112.50			
<b>Enterprise Fund</b>								
Water Line Improvements	St of AK DEC	77,687.84	7,459.65	1,277.21	8,736.86	8/1/2022	Water Revenue	Water
Water Main Loan 265081	St of AK DEC	168,475.61	12,959.66	2,721.53	15,681.19	8/1/2022	Water Revenue	Water
				3,998.74				
Excavator			58,335.00		58,335.00			PW, W,S,G
Garbage Truck			35,831.00		35,831.00			Garbage
Dump Truck			47,204.00		47,204.00			PW, W,S,G
<b>Total Enterprise</b>					165,788.05			
<b>Total All Debt</b>		1,611,163.45	236,789.31	63,111.24	299,900.55			

**School Funds**  
**6/30/2021**

Year	NFR	Paid School	Excess		City Contribution to School Funds	Total
FY04	\$ 805,626	\$ 692,386	\$ 113,241	113,241		
FY06	1,003,519	860,278	143,241	256,481		
FY05	1,107,861	860,278	247,583	504,064		
FY06	528,261	678,133	(149,872)	354,192		
FY07	594,437	678,133	(83,696)	270,496		
FY08	744,271	400,000	344,271	614,767		
FY09	1,101,332	592,676	508,656	1,123,423		
FY10	1,008,181	550,666	457,515	1,580,938	\$ 50,000	
FY11	871,626	550,666	320,960	1,901,898	100,000	
FY12	836,001	550,666	285,335	2,187,233	150,000	
FY13	807,020	550,660	256,360	2,443,593	250,000	
FY14	657,344	550,660	106,684	2,550,277	300,000	
FY15	594,350	550,600	43,750	2,594,027	350,000	
FY16	486,879	550,600	(63,721)	2,530,307	100,000	
FY17	-	550,600	(550,600)	1,979,707	0	
FY18	447,128	550,600	(103,472)	1,876,235	168,000	
FY19	394,356	550,600	(156,244)	1,719,991	250,000	
FY20	424,503	550,600	(126,097)	1,593,893	300,000	
FY21	348,189	550,600	(202,411)	1,391,482	150,000	
FY22	363,235	550,600	(187,365)	1,204,117	200,000	
	\$ 13,124,119	\$ 11,920,002	1,593,893		2,368,000	3,961,893
		Interest			232,327	232,327
		<b>Total Cash</b>	<b>\$ 1,593,893</b>		<b>\$ 2,600,327</b>	<b>\$ 4,194,220</b>



# **General Fund Fiscal Year 2023**

# City of Craig

1051550	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	2022/2021	% Change
Property Tax	622,000	650,000	655,300	660,000	674,000	687,480	13,480	1.96%
Sales Tax	899,400	930,000	971,550	971,550	1,051,550	1,205,500	153,950	12.77%
Remote Sales Tax					75,000	100,000	25,000	25.00%
Sales Tax 1% Pool & Recreation (1992)	299,800	310,000	320,850	320,850	330,850	340,850	10,000	2.93%
Sales Tax School 1% (1988)	299,800	310,000	320,850	320,850	330,850	340,850	10,000	2.93%
Transient Room Tax	0	25,000	30,000	20,000	20,000	20,000	0	0.00%
Sales Tax Liquor	120,000	120,000	120,000	120,000	120,000	120,000	0	0.00%
<b>Total Local Taxes</b>	<b>2,241,000</b>	<b>2,345,000</b>	<b>2,418,550</b>	<b>2,413,250</b>	<b>2,602,250</b>	<b>2,814,680</b>	212,430	7.55%
PILT	265,500	289,500	289,500	289,500	300,000	300,000	0	0.00%
State Revenue Sharing	89,842	95,942	90,019	50,000	50,000	75,000	25,000	33.33%
Liquor Revenue Sharing	5,000	4,000	4,000	4,000	4,000	4,000	0	0.00%
Raw Fish Tax	50,000	50,000	80,000	50,000	50,000	75,000	25,000	33.33%
Shared Fisheries Tax	4,000	4,000	4,000	4,000	1,000	2,000	1,000	50.00%
National Forest Receipts		10,000		10,000	0	0	0	0.00%
COVID 19 Reimbursements				50,000	100,000	75,000	(25,000)	-33.33%
<b>Total State Revenue</b>	<b>414,342</b>	<b>453,442</b>	<b>467,519</b>	<b>457,500</b>	<b>505,000</b>	<b>531,000</b>	26,000	4.90%
EMS Service Fees	83,490	60,000	60,000	70,000	60,000	50,000	(10,000)	-20.00%
<i>EMS Contractual Adjustments</i>	(37,776)	(30,000)	(30,000)	(25,000)	(25,000)	(25,000)	0	0.00%
EMS Training Fees & Supplies	3,981	1,000	1,000	1,000	1,000	1,000	0	0.00%
Pool Admissions	43,692	55,000	55,000	50,000	50,000	50,000	0	0.00%
Library Fees	1,186	1,000	1,000	1,000	1,000	1,000	0	0.00%
Recreation Fees	17,276	13,000	17,000	17,000	15,000	15,000	0	0.00%
Senior Card Fees	13,430	3,000	3,000	3,000	3,000	3,000	0	0.00%
Itinerant Merchant Permit							0	0.00%
Taxi Permit	0	100	100	100	100	100	0	0.00%
Building, Access & Subdivision Permits	11,770	8,000	8,000	8,000	8,000	8,000	0	0.00%
Property Leases	67,774	72,000	72,000	63,000	63,000	53,000	(10,000)	-18.87%
Material Sales	0	1,000	1,000	1,000	1,000	1,000	0	0.00%
PSN Road Maintenance Fees			18,000	27,000	27,000	40,000	13,000	32.50%
Equipment Rentals	9,589		0	0		0	0	0.00%
<b>Total Permits &amp; Fees</b>	<b>214,412</b>	<b>184,100</b>	<b>206,100</b>	<b>216,100</b>	<b>204,100</b>	<b>197,100</b>	(7,000)	-3.55%
Police Fines	14,052	10,000	10,000	10,000	10,000	10,000	0	0.00%
DMV Commissions	70,202	60,000	60,000	60,000	60,000	60,000	0	0.00%
Trooper Dispatch Service	10,000	7,200	7,200	7,200	7,200	7,200	0	0.00%
Contract Jail Service	286,584	357,524	357,524	357,524	357,524	357,524	0	0.00%
Klawock Dispatch Service	50,000	53,088	53,088	53,088	53,088	53,088	0	0.00%
USDA Forest Service Dispatch	3,000	3,000	3,000	13,000	3,000	3,000	0	0.00%
<b>Total Public Safety Revenue</b>	<b>419,584</b>	<b>490,812</b>	<b>490,812</b>	<b>500,812</b>	<b>490,812</b>	<b>490,812</b>	0	0.00%
Parks Donations (Flwr Baskets)							0	0.00%
Interest Income (ckng & CD)			34,000	0	0	0	0	0.00%
Interest Income (A/R)	1,000	1,000	1,000	1,000	1,000	1,000	0	0.00%
Misc. Other	5,000	5,000	5,000	5,000	5,000	5,000	0	0.00%
<b>Total Other Revenue</b>	<b>6,000</b>	<b>6,000</b>	<b>40,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	0	0.00%
<b>Total GF Revenues</b>	<b>3,295,338</b>	<b>3,479,354</b>	<b>3,622,981</b>	<b>3,593,662</b>	<b>3,808,162</b>	<b>4,039,592</b>	231,430	5.73%

Personnel: City Administrator, City Clerk/HR, City Treasurer, administrative assistant, and three accounting clerks (6.5 FTE)

Administration Department: The City Administrator is responsible for the overall management, administration, and direction of the city operations; the hiring, disciplining, and terminating of City employees; the negotiation, execution, and administration of City contracts within budget appropriations, policy advice to elected officials and open communication with the community.

The City Clerk is responsible for recording and maintaining the official records of the city, preparing agendas and transcribing minutes of the City Council meetings.

The finance department is responsible for all accounting, budgeting, and financial information services for the City of Craig. These services include procurement, accounts payable, property and sales tax collection, water, wastewater, and sanitation utility billing and collection. The finance department collects city leases and other fees such as harbor moorage, ambulance, and pool passes.

#### Finance Staff Responsibility

To ensure that all financial transactions are processed and recorded in a timely manner consistent with Generally Accepted Accounting Principles and sound financial management techniques. The department continually monitors and evaluates the condition of all City Funds and account groups, and to provide for high returns on investments while minimizing risk. Improve internal systems to maximize efficiency and deliver quality customer service. Provide a uniform method for the management, preservation, retention, and disposal of City records.

#### 2021-2022 Accomplishments

- Worked on COVID-19 finances, grants, and assistance to the community.
- Virtual King Salmon Fish Derby
- Hired new city planner and new finance staff.
- Continue to improve customer service for Craig residents and customers.

#### 2022-2023 Goals

- Continue completion of unqualified opinions of financial audits.
- Transition single operating budget to an operating and capital budget.
- Add more radio reads for water meter readings with Public Works Department.
- Continue to improve customer service for Craig citizens.
- Continue digitizing city hall records.
- Recruit and retain additional employees.
- Keep up to date training to retain qualified accounting staff
- Host King Salmon Derby

FY2022 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT EXPENDITURES

<i>Administration Expenses</i>	FY 2017	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	% Change
Salaries	300,618	338,920	328,671	331,058	325,595	330,652	386,367	17%
Benefits & Unemployment	173,656	131,896	130,541	134,503	118,350	117,979	161,542	37%
Professional Services	135,891	147,120	136,850	142,550	162,200	170,110	178,200	5%
Employee Travel, Education, & Dues	16,047	12,217	10,745	11,745	11,745	10,045	12,545	25%
Materials & Supplies	15,808	15,320	9,099	7,500	7,500	6,800	11,625	71%
Utilities	18,753	18,210	18,186	19,592	16,850	16,850	20,370	21%
Repairs & Maintenance	2,175	1,252	2,809	3,260	3,260	3,260	4,760	46%
Notices	2,431	755	900	900	900	900	1,900	111%
Insurance	3,912	6,986	5,345	8,220	8,220	8,220	14,939	82%
Contributions	15,401	14,462	13,090	14,558	14,800	14,800	26,800	81%
Bank Fees	9,433	3,275	100	100	100	1,000	8,000	700%
Bad Debt Write-Off	3,400	244	0	0	0	0	0	0%
Contributions to Capital Res.								
Contributions to Equipment Res.								
Safety		0	2,000	2,000	2,000	2,000	2,000	0%
Miscellaneous	526	3,220	0	2,000	2,000	2,000	2,000	0%
Small Equipment	4,900	4,902	27,100	6,000	8,000	1,000		-100%
Equipment > \$5000	0							
Enterprise Fund Support		164	0	0	0	(62,680)	(51,327)	-18%
Total Administration Expenses	702,951	698,943	685,436	683,986	681,520	622,936	779,721	25%

# Administration

# FY 2023

	Acct #		Amount
<b>Salaries</b>	11-5100	\$ 386,367	\$ 386,367
<b>Benefits</b>	11-5200	157,542	161,542
AL Buy Out		4,000	
<b>Enterprise Fund Support</b>			\$ (51,327)
Billing WSG		\$ (51,327)	
<b>Professional Services</b>	11-5310		124,050
Property Assessment (includes Bd of Equalization)	11.5310.02	29,050	
Audit (FY2021 & sales tax)	11.5310.01	40,000	
Legal Fees	11-5315	19,000	
Lobbyist	11-5310	36,000	
<b>Contract Services</b>			54,150
AccuFund Support	11-5340	13,650	
Cleaning	11-5330	4,500	
Code Publishing	11-5330	1,200	
Blackpoint	11-5340	34,800	
CC Fees	11-5925	8,000	8,000
<b>Travel</b>	11-5410		5,000
SE Conference		2000	
City Clerk Conference		1000	
Misc Travel		1000	
Finance Travel		1000	
<b>Education &amp; Training</b>			3,400
Education & Training - SE Conference	11-5420	300	
City Clerk Conference		300	
Finance Conferences		300	
Tuition Assistance		2,500	
Safety		2,000	2,000
<b>Dues</b>	11-5430		4,145
SE Conference		870	
AK Municipal League		1,770	
AK Assoc of City Clerks		195	
National & AK Government Finance Assoc		255	
Chamber of Commerce		400	
Public Retirement Dues		105	
Misc Dues		250	
UFA		300	
<b>Materials and Supplies</b>	11-5510		11,625
Office Supplies		5,330	
Office Clothing		370	
Toner		2,500	
Freight	11-5525	100	
Postage	11-5520	2,500	
Equipment Fuel	11-5550	200	
Unleaded Gas	11-5552	625	
<b>Utilities</b>			20,370
Electric	11-5610	5,850	
Heating Fuel	11-5620	5,000	
Telephone	11-5630	7,000	
Water, Sewer, Garbage		2,520	
<b>Repairs &amp; Maintenance</b>			4,760
Equipment Repairs	11-5710	1,500	
Equipment Maint Agreement(Copier)	11-5740	1,200	
Postage Meter Lease	11-5730	1,560	
Building - Annual Flowers	11-5750	500	
<b>Other Expenditures</b>			1,900
Notice & Advertising		1,000	
Newsletter Publishing	11-5840	500	
Ketchikan Daily News	11-5840	200	
Recording Fees Vehicle License	11-5845	200	
<b>Insurance</b>			14,939
General Liability	11-5260	8,130	
Property		6,169	
Vehicle		640	
<b>Contributions</b>			26,800
Catholic Community Service (Senior)	11-5910	7,000	
4th of July Celebration (\$500 past)		5,000	
POW Marathon		800	
KRBD		500	
CTA Transit Donation		4,500	
Power	11-5911	3,000	
POW Health Network		1,500	
Misc Contributions		1,500	
Christmas Party		3,000	
Bad Debts for Property tax, sales tax,	11-5930		
Miscellaneous Expenses	11-5999	2,000	2,000
<b>TOTAL</b>		<b>\$ 779,721</b>	<b>\$ 779,721</b>



Personnel: Director, Lifeguards (4 FTE)

The Aquatic Center provides for very large range users from daily exercise, complete sports, and leisure to physical therapy. The Aquatic center provides an “out of the weather” activity for children, adults and seniors for the entire island. One of the major services the Aquatic center provides is the “learn to Swim” program. The Aquatic center provides swim lessons to almost every school yearly. Since we are surrounded by water it is with utmost importance that we provide for our youth with the understanding of water safety.

### **2021-2022 Accomplishments**

- Three staff members were CPO Certified
- Jr Lifeguarding program was accomplished
- 3 LGI courses were taught
- New big toy and guard stand purchased

### **2022-2023 Goals**

- Hire to full staff
- Hire a Swim Coach
- Teach at least 4 LGI courses through the year
- Send one or two employees to CPO certification
- Continue to build current programs
- Continue to build Learn to swim program
- Keep Pool open under normal hours

**FY2023 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT REVENUES**

<i><b>Aquatic Center Expenses</b></i>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Salaries	137,688	154,470	156,536	161,742	166,960	180,221	8%
Benefits & Unemployment	81,465	102,664	128,834	121,997	111,471	115,484	4%
Professional Services	2,133	3,000	4,700	7,400	6,400	4,040	-37%
Employee Travel, Education, & Dues	2,703	6,110	8,820	10,780	11,080	5,670	-49%
Materials & Supplies	17,744	26,360	20,200	23,800	23,720	23,420	-1%
Utilities	124,197	114,137	131,920	126,000	126,000	138,650	10%
Repairs & Maintenance	213	2,644	4,800	7,097	3,800	4,500	18%
Recording							
Insurance	9,264	10,500	10,800	10,800	10,800	19,412	80%
Credit Card Fees	44	0	0	1,000	1,000	600	-40%
Bad Debt Write-Off	216						
Other							
Equipment Purchase	2,697	1,600	3,796	7,282	12,600	0	-100%
Debt Service	134,389	136,888	136,888	136,238	136,238	0	-100%
Capital Improvement		100,000			17,000	0	-100%
<b>Total Swimming Pool Expenses</b>	<b>512,753</b>	<b>658,372</b>	<b>607,294</b>	<b>614,136</b>	<b>627,069</b>	<b>491,997</b>	<b>-22%</b>

# Aquatic Center

## FY 2023

	<b>Acct #</b>	<b>Amount</b>	
<b>Salaries</b>	25-5100	180,221	\$ 180,221
<b>Benefits</b>	25-5200	115,484	115,484
<b>Contract Services</b>			
Gym Assistant program	25-5350	500	4,040
Water Sample Testing	25-5320	2,500	
Alarm System		540	
Accufund Clock		500	
CC Fees	25-5925	600	600
<b>Employee Travel, Education, &amp; Dues</b>			5,670
Travel (CPO Training Anchorage & Lifeguard instructor)	25-5410	2,000	
Training	25-5420	1,000	
Lifeguarding Certifications		1,470	
ARPA Training		1,200	
<b>Materials</b>	25-5510		23,420
Safety Equipment & First Aid Supplies		1,500	
Office & Cleaning Supplies		5,000	
Supplies		4,200	
Stenner (Chem Feeder)		700	
Sand for Filters		1,000	
Paint & Painting Supplies		2,020	
Chemicals	25-5515	6,000	
Freight	25-5525	3,000	
<b>Utilities</b>			138,650
Electricity	25-5610	52,000	
Heating Fuel (Propane)	25-5620	35,000	
Propane	25-5625	15,000	
Telephone DSL	25-5630	3,000	
Wood Chips	25-5510.01	30,000	
Water, Sewer, Garbage		3,650	
<b>Maintenance</b>			4,500
Pool Cover	25-5700	3,500	
Misc Repairs		1,000	
Building & Grounds Maintenance			
<b>Insurance</b>			19,412
Liability	25-5850	6,907	
Property		12,505	
<b>TOTAL</b>		<b>491,997</b>	<b>\$ 491,997</b>

COUNCIL

GENERAL FUND

**FY2023 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT EXPENDITURES**

<b><i>Council Expenses</i></b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Salaries	14,122	13,276	14,700	13,500	13,520	20,124	20,124	0%
Benefits	110,883	57,816	37,632	17,633	16,613	6,864	6,864	0%
Council Elections	899	645	950	950	950	950	950	0%
Employee Travel, Education,	6,564	7,313	1,550	2,050	2,050	4,500	4,500	0%
Materials & Supplies	168	1,368	2,100	0	0	0	0	
Telecommunications		9						
Insurance	140	324	385	220	220	220	428	95%
Contributions	427	25						
New Equipment		1643						
Other-(SE Conf)							550	
<b>Total Council Expenses</b>	<b>133,203</b>	<b>82,419</b>	<b>57,317</b>	<b>34,353</b>	<b>33,353</b>	<b>32,658</b>	<b>33,417</b>	<b>2%</b>

# Council

# FY 2023

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<b>Council Salaries</b>	12-5110	\$ 20,124	<b>20,124</b>
		20,124	
<b>Benefits</b>		<b>6,864</b>	<b>6,864</b>
<b>Contract Services</b>			<b>950</b>
Election Judges:	12-5331	450	
Ballots		500	
Auto Ballots			
<b>Employee Travel, Education, &amp; Dues</b>			
<b>Travel</b>			<b>4,500</b>
AML Conference, Other Travel	12-5410	3,000	
Education & Training	12-5420	1,500	
<b>Maint. &amp; Repair</b>			<b>1,000</b>
Equipment Repair		1,000	
Education			
Dues			
SE Conference	12-5430		<b>550</b>
AK Conference of Mayors		250	
AML Conference		300	
Insurance			428
Liability	12-5260	428	
<b>Misc Supplies</b>	12-5510		
		34,417	
		<b>\$ 34,417</b>	

Personnel: Director, EMS Coordinator, and Volunteers

The Craig EMS Department is made up of:

EMS Coordinator, 1 Full Time EMT/Assistant EMS Coordinator, 1 Part Time EMT, and 7 Volunteers, whose Professions include:

Telephone Technician, Clinical Assistant/Phlebotomist, Registered Nurse, Firefighter, Timber Faller, Professional Investor, Charter Captain, Business Owner and Future Paramedic.

Our EMS Squad consists of 2 Advanced Life Services Ambulances, 1 EMT 3, 5 EMT 2s, 4 EMT 1s.

All members of the squad are consistently scheduled and respond.

Craig EMS continues to actively recruit new members.

***2021 Served as a vastly different year. We continued with the COVID 19 Pandemic and proceeded to keep up with new information and procedures.***

**Training was held online and in person for EMS Personnel. These trainings were all required.**

### **2021-2022 Accomplishments**

- Obtained funding and acquired Hazmat Gear
- Craig EMS offices/personnel served as the COVID 19 EMERGENCY MANAGEMENT SUPPLIES CENTER.
- Continued funding for and purchasing the Bike Helmets for the Bike Safety Program.

### **2022-2023 Goals**

- Continue to build the Squad Membership, Trainings, and Responsibilities.
- Obtain ALS Certification for Squad
- Recruit new volunteers
- Obtain Certified Instructors for ETT and EMT 1 Courses
- Acquire a new Oxygen System through a grant
- Acquire Power Gurney for 1 Ambulance
- Acquire AutoPulse (Auto CPR Device)
- Maintain funding/grants for Emergency Training for Fire and EMS



**FY2023 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT EXPENDITURES**

<i>Emergency Medical Services</i>	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	% Change
Salaries	97,165	85,908	106,493	138,546	181,480	198,393	9%
Benefits & Unemployment	67,766	57,272	57,660	60,157	74,514	89,233	20%
Contracted Services	5,793	4,200	3,400	4,845	4,500	4,900	9%
Employee Travel, Education, & Due	2,918	3,840	5,000	7,400	8,400	8,200	-2%
Materials & Supplies	19,927	19,500	16,300	18,650	18,150	13,450	-26%
Utilities	6,642	6,050	6,300	4,900	4,900	8,600	76%
Repairs & Maintenance	461	950	0	0	0	0	
Recording/Permits		650	0	0	0	0	
Insurance	4,200	5,289	6,351	6,351	6,351	10,077	59%
New Equipment		350	650	2,200	0	0	
Equipment Replacement	2493	5160	0	0	0	0	100%
Bad Debt Write-Off	7,917	0	0	0	0	0	
Capital Improvement		0	0	0	0	0	
<b>Total EMS Expenses</b>	<b>215,282</b>	<b>189,169</b>	<b>202,154</b>	<b>243,049</b>	<b>298,295</b>	<b>332,853</b>	<b>12%</b>



# Emergency Medical Services

2023

	<u>Acct #</u>		<u>Amount</u>
<b>Salaries</b>	17-5100	208,393	198,393
EMPG Grant (Minnie & Tsai)		(10,000)	
<b>Benefits</b>	17-5200	89,233	89,233
<b>Contract Services Software</b>	17-5310		4,900
Systems Design		3,500	
MS Virus software		300	
State reporting		400	
I AM Responding		700	
<b>Employee Travel, Education, &amp; Dues</b>			8,200
Travel	17-5410	1,500	
EMT			
DR			
Hazmat Training		1,000	
Education & Training			
Webinars - ETT, EMTII, EMT III, CPR	17-5420	4,200	
Dr. Koehler Travel		1,500	
<b>Materials &amp; Supplies</b>			13,450
Office supplies	17-5510	500	
Medical Supplies		7,000	
Equipment Supplies		3,000	
Class Materials	17-5530	1,000	
Postage	17-5520	150	
Freight	17-5525	800	
Vehicle Fuel	17-5550	1,000	
<b>Utilities</b>			8,600
Telephone	17-5630	2,500	
Old Clinic Fuel		1,750	
Old Clinic Electric		3,000	
Water, Sewer, Garbage		1,350	
<b>Maintenance &amp; Repairs</b>			0
Vehicle Repairs	17-5710		
Dept Maintenance			
Vehicle Licensing & Permits	17-5845		0
<b>Insurance</b>			10,077
General Liability	17-5850	3,288	
Property		2,671	
Vehicle		4,118	
Permits			
Bad Debts	17-5930		
<b>TOTAL</b>		<b>\$332,853</b>	<b>\$332,853</b>

## FACILITIES & PARKS

GENERAL FUND

Personnel: Director, Maintenance Workers FTE: 2.75

The Parks and Public Facilities Department performs maintenance and repairs for the municipal buildings and parks. The city currently has City Hall, Library, Aquatic Center, Biomass boiler, Wood shop, Gymnasium, Day care center, Firehall, and seven other city buildings. The department also maintains eight parks throughout the city (including the ballfield), four trails, and the Craig Memorial Cemetery.

### 2021-2022 Accomplishments

- Pressure wash and clean all park benches, tables, toys, and signage in all city parks.
- Put new layer of gravel on cemetery island trail.
- Pool air Handler maintenance.
- Complete unfinished projects and maintenance on master list.
- Continue looking for ways to improve efficiency, and cost savings.

### 2022-2023 Goals

- Add concrete apron around concessions building at ballfield.
- Finish improvements on cemetery trail.
- Remove old concessions building.
- Repair silted over drain at the ballfield.
- Re-chip East Hamilton Park.
- Window upgrade in CCCC building.

**FY2023 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT EXPENDITURES**

<i>Parks/Facilities Expenditures</i>	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	% Change
Salaries	124,307	122,419	124,005	133,077	135,100	158,329	17%
Benefits & Unemployment	10,793	92,275	69,460	67,197	67,342	68,946	2%
Contracted Services	7,200	7,200	7,800	7,800	11,100	7,500	-32%
Employee Travel, Education, & Dues		0	0	0	0	0	
Materials & Supplies	30,698	5,700	16,200	17,000	22,900	16,175	-29%
Utilities	16518	15964	16,609	16,000	16,000	19,200	20%
Repairs & Maintenance	1,355	15,000	10,000	15,000	22,250	12,000	-46%
Insurance	11,371	12,178	11,968	11,968	11,968	18,534	55%
Recording/Permits & Misc.	35						
Equipment	608	1,600	7,200	26,000	3,680	0	-100%
Capital Improvement	25,591	6,200	6,200	0	30,000	0	-100%
<b>Total Parks/Facilities Expenses</b>	<b>228,476</b>	<b>278,536</b>	<b>269,442</b>	<b>294,042</b>	<b>320,341</b>	<b>300,684</b>	<b>-6%</b>

# Parks & Public Facilities

# FY 2023

	<b>Acct #</b>	<b>Amount</b>	
<b>Salaries</b>	14-5100	158,329	158,329
<b>Benefits</b>	14-5200	68,946	68,946
<b>Contractor Services</b>	14-5330		7,500
Janitorial - Float Plane	14-5330.01.130	500	
Misc contract Services		1,000	
Fire/Sprinkler Inspections	14-5350	6,000	
<b>Education &amp; Training</b>	14-5410		
<b>Material &amp; Supplies</b>	14-5510		16,175
Buildings		5,000	
Misc.		4,200	
Tools		1,500	
Burial Supplies		1,500	
Fertilizer		1,100	
Freight	14-5525	500	
Equipment Fuel	14-5550	500	
Vehicle Fuel		1,875	
<b>Utilities</b>			19,200
Electricity (Shop & POW Health )	14-5610	8,000	
Heating Fuel (Shop & POW Health)	14-5620	7,500	
Telephone	14-5630	2,500	
New Clinic Alarm telephone	14-5630.01	600	
Water, Sewer, Garbage		600	
<b>Maintenance &amp; Repairs</b>	14-5700		12,000
Building Maintenance	14-5750	12,000	
<b>Insurance</b>	14-5850		18,534
General Liability		3,104	
Property		13,725	
Vehicle		1,704	
<b>TOTAL</b>		300,684	<b><u><u>\$300,684</u></u></b>

The CCVFD responds to fire calls within the City limits, as our Primary Care Coverage Area. We also respond to neighboring communities with Specialty Equipment, and training if needed.

Timber Faller, Fisherman, Accountant, Automotive Mechanic, Diesel Mechanic, Pre-Sale Forestry Technician, Assistant Maintenance Director/ Bus Driver, Water/ Wastewater Treatment Plant Operator, EMT/Fire Fighter, Telephone Technician and High School Student/ Graduate. All these members work hard to directly benefit our department.

CCVFD is also actively recruiting new members.

As part of the Organization structure, we have a "First Responder" who reports directly to the scene. Their assessment includes the entire fire scene. Finding a Fire Hydrant, and the need for additional equipment. This structure has resulted in less damage to property.

The department has been directly affected by COVID 19. We have not been able to meet and train as we have in the past. This was due to National Covid restrictions, and to protect our crew.

### **2021-2022 Accomplishments**

- Increase our vehicles to include a Ford 550 with a pumper capable of responding to Port St. Nick and other areas timely and down steep hills, or rough terrain.
- Increase # of State Certified trained volunteers as Basic Firefighter by January 2019 in our program.
- To retain and/or recruit a full team of firefighters willing to participate fully in training exercises.
- Increase protective gear to include breathing apparatus for each Fireman.
- Maintain fire equipment and replace as needed.
- Hazwoper Trained

### **2022- 2023 Goals**

- Obtain a 450 or 550 Response Truck, to put our recently acquired portable pumper on.
- Acquire additional Hazardous Protective Wear and Hazard Site Identification/ Training.
- Acquire additional Air-Pak's with tracking equipment, and
- Acquire additional Turn Our Gear
- Return to normal meetings after COVID19
- Retrain on Trucks & Fire equipment, test hoses
- Upgrade Cascade system for filling larger air tanks
- New heater for keeping Fire house warm

**FY2023 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT EXPENDITURES**

<b><i>Fire Expenses</i></b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Salaries		0	0	0	0	0	
Benefits & Unemployment	245	4,186	4,186	4,186	4,186	4,186	0%
Contracted Services	3,500	7,400	3,800	5,400	5,400	5,400	0%
Employee Travel, Education, & Dues	1,177	5,735	2,700	2,700	2,700	2,500	-7%
Materials & Supplies	1,274	4,842	6,000	2,600	2,600	2,600	0%
Utilities	5,091	5,480	6,380	5,900	5,900	5,125	-13%
Repairs & Maintenance	0	320	3,000	1,000	1,000	1,000	0%
Insurance	4,608	5,113	4,827	4,827	4,827	5,954	23%
Recording/Permits & Misc.							
Equipment	3,295	1,980	2,500	0	0	0	100%
Capital Improvement			6,200	4,000	0	0	
<b>Total Fire Expenses</b>	<b>19,190</b>	<b>35,056</b>	<b>39,593</b>	<b>30,613</b>	<b>26,613</b>	<b>26,765</b>	<b>1%</b>

# Fire

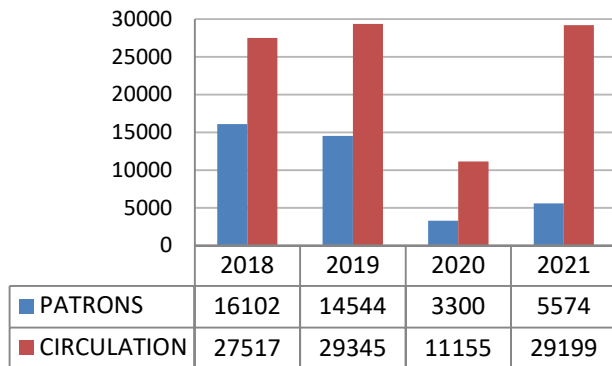
# FY 2023

	<u>Acct #</u>	<u>Amount</u>	
<b>Volunteers</b>	18-5100		
<b>Work Compensation Insurance</b>	18-5260	4,186	4,186
<b>Contract Services</b>			5,400
Stipends	18-5320	5,100	
Norton subscription		200	
State Bridge for NIFRS		100	
<b>Employee Travel, Education, &amp; Dues</b>			2,500
Travel	18-5410	1,500	
Education & Training	18-5530	1,000	
<b>Materials &amp; Supplies</b>			2,600
Fire Supplies		1,200	
Office Supplies	18-5510	100	
Vehicle supplies		100	
Promotional Supplies		500	
Postage	18-5520	0	
Freight	18-5525	400	
Fuel		300	
<b>Utilities</b>			5,125
Electric	18-5610	1,500	
Heating fuel	18-5620	3,125	
Vehicle Fuel	18-5650	500	
Telephone		0	
Water, Sewer, Garbage		0	
<b>Maintenance &amp; Repairs</b>			1,000
Vehicle Repairs	18-5700	1,000	
Dept Maintenance			
Air refilling			
Vehicle Licensing & Permits			
<b>Insurance</b>	18-5850		5,954
General Liability		783	
Property		1,125	
Vehicle		4,046	
<b>TOTAL</b>		26,765	<u><u>\$26,765</u></u>

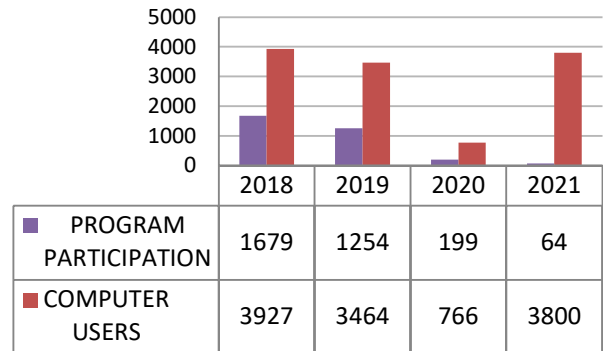
Personnel: Librarian, 1 PT Library Technician (29 hours)

Department Description: Provides to the public a wide selection of nonfiction, fiction, children, and young adult books. The library’s collection emphasizes Alaska nonfiction and fiction. The library also has audio books, magazines, videos, and computers for internet access. The book collection is available for check out by members of the public who have been issued a library card. The library is open Monday through Saturday with evening hours Tuesday through Thursday.

**Library Activity**



**Chart Title**



**2021-2022 Accomplishments:**

- City of Craig Funds:
  - Increased our existing collections; upgraded front desk computer and office monitors.
- PLAG Funds: \$7,000.
  - Purchased supplies for seasonal reading programs, supplemented city funds for books and movies.
- IMLS Funds: \$10,000.
  - Purchased of increasing existing collections; purchased supplies for programs. Purchase new children’s non-fiction materials to ensure that section is up-to-date, accurate, and intriguing.

**2022-2023 Goals:**

- City of Craig Funds:
  - Increase our existing collections
- Expected PLAG Funds: \$7,000.
  - Purchase supplies for seasonal reading programs; supplement city funds for books and movies; renew magazine subscriptions.
- Expected IMLS Funds: \$10,000.
  - Update book bags, increased our existing collections, support programs.



**FY2023 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT EXPENDITURES**

<i>Library Expenditures</i>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Salaries	56,090	64,177	62,250	64,907	62,261	62,263	76,341	23%
Benefits & Unemployment	42,397	44,851	48,533	39,007	35,410	46,633	15,242	-67%
Contracted Services	-1,064	3,104	1,250	2,800	2,900	3,175	4,934	55%
Employee Travel, Education, & I	135	448	0	0	0	0	1,000	100%
Materials & Supplies	5,740	7,574	9,150	9,270	7,000	7,000	9,600	37%
Utilities	4,880	5,728	11,932	11,227	10,600	10,600	11,100	5%
Repairs & Maintenance	0	0	1,400	1,400	1,000	1,000	500	-50%
Insurance	448	1,236	1,365	1,750	1,750	1,750	2,770	58%
Recording/Permits & Misc.			0	0	0	0	0	0%
Equipment			0	0	0	2,500	0	-100%
Capital Improvement				0	0	0	0	0%
<b>Total Library Expenses</b>	<b>108,626</b>	<b>127,118</b>	<b>135,880</b>	<b>130,361</b>	<b>120,921</b>	<b>134,921</b>	<b>121,487</b>	<b>-10%</b>

# Library

## FY 2023

	<u>Acct #</u>	<u>Amount</u>	
<b>Salaries</b>	<b>19-5100</b>	76,341	\$ 76,341
<b>Benefits</b>	<b>19-5200</b>	15,242	15,242
<b>Contract services</b>	<b>19-5330</b>		4,934
BlackPoint		900	
Interlibrary Loan		134	
Surpass (July) SIP Server Subscript		300	
Surpass Cloud Large		1,200	
Enhanced Content Level 1		525	
Alaska Digital Library		1,250	
Alaska Library Assoc.		275	
Movie Licensing		350	
<b>Employee Travel, Education, &amp; Dues</b>			
Travel	<b>19-5410</b>	1,000	1,000
Library Conference			
Education & Training	<b>19-5430</b>		
Dues	<b>19-5430</b>		
AKLA CONFERENCE			
<b>Materials &amp; Supplies</b>			9,600
Materials	<b>19-5510</b>	2,000	
Books	<b>19-5531</b>	3,000	
Audio & Visual	<b>19-5535</b>	2,000	
Subscriptions	<b>19-5532</b>	800	
Postage	<b>19-5520</b>	1,800	
<b>Utilities</b>			11,100
Electric	<b>19-5610</b>	3,600	
Heating Fuel	<b>19-5620</b>	2,500	
Telephone	<b>19-5630</b>	800	
DSL Internet		4,200	
Water, Sewer, Garbage		0	
<b>Maintenance &amp; Repairs</b>	<b>19-5700</b>		500
Building Maint		500	
<b>Insurance</b>	<b>19-5800</b>		2,770
Liability		1,580	
Property		1,190	
		121,487	<u><u>\$121,487</u></u>

Personnel: Planner FTE: 1

Department Description: The Craig Planning and Zoning Department is responsible for land use issues, building permits, coastal management, emergency planning and economic development. The department reviews development proposals, processes building permits and performs code enforcement for land development issues. The department serves as staff for the five-member Planning Commission. Planning commissioners are appointed by the Mayor. The department manages various land use permits, leases/sales of city land, mapping and capital projects for the city.

### **2022 Accomplishments**

- Concept design and historic research work done on Cannery Site uplands and new harbor.
- Managed harbor design project with USACE.
- New planner hired in March

### **2022 - 2023 Goals**

- Meet the requirements for the Emergency Management Program Grant
  - Complete FEMA Training (Professional Development Series, IS-100, IS-200, IS-700, IS-800)
  - Dedicate 25% of my time on emergency management/preparedness projects
  - Assist with other EMPG grant needs as required
- Fulfill purchases with the SHSP grant by obtaining quotes for Emergency Disaster trailers and other assorted items and initiating purchases.
- Learn and manage routine planning and zoning applications for the public (CUPs, land sale documentation, variances, replats, building permits, etc)
  - Read and understand Craig Municipal Code 16 and 18
- Learn the process for hosting monthly Planning Commission meetings for the public to make decisions on various planning and zoning activities as required.
- Scan and electronically file old, relevant paperwork (old appraisals, reports, etc) and archive physical copies as required.
- Organize leases and work with Sheri to create a system of routine renewal.
- Assist with the harbor project to the extent of my capabilities.
- Assist with other grant applications to the extent of my capabilities.

**FY2023 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT EXPENDITURES**

<i>Planning Expenses</i>	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	% Change
Salaries	47,697	51,939	45,759	47,046	49,573	41,915	-15%
Benefits & Unemployment	24,389	17,532	17,695	17,695	17,694	26,132	48%
Contracted Services	414	7,500	5,800	6,500	6,500	6,500	0%
Employee Travel, Education,	0	0	0	0	0	2,700	100%
Materials & Supplies	950	1,000	1,000	1,000	1,000	1,000	0%
Utilities		0	0	0	0	0	
Repairs & Maintenance		0	0	500	500	500	0%
Insurance	276	308	265	265	265	992	274%
Recording/Permits & Misc.	773	500	500	750	750	750	0%
Equipment		0	0	0	0	0	
Capital Improvement							
<b>Total Planning Expenses</b>	<b>\$74,499</b>	<b>\$78,780</b>	<b>71,019</b>	<b>73,756</b>	<b>76,282</b>	<b>80,489</b>	<b>6%</b>

## Planning

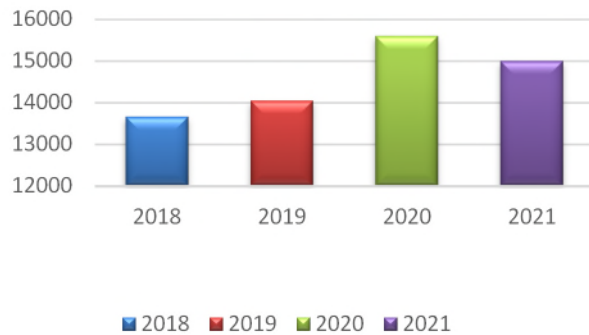
## FY 2023

<b>Salaries</b>	13-5110	\$41,915	\$	41,915
City Planner, (5,000 Reimb EMPG)				
<b>Benefits</b>	13-5200	26,132		26,132
<b>Contractual Services</b>	13-5330			6,500
Website Maintenance		4,000		
Omnilert		2,500		
<b>Employee Travel, Education, &amp; Dues</b>				2,700
Plan Commissioner Training	13-5410			
Conference	13-5420	1,200		
Education		1,500		
<b>Materials &amp; Supplies</b>				1,000
Materials	13-5510	1,000		
Postage	13-5520			
Freight	13-5525			
<b>Equipment Repairs</b>	13-5700	500		500
<b>Advertising - Legal Notices</b>	13-5840	500		500
<b>Recording</b>	13-5845	250		250
<b>Insurance</b>	13-5850			992
Liability		991.67		
<b>Equipment Purchases</b>	13-6200			0
Total		80,489	\$	<u><u>80,489</u></u>

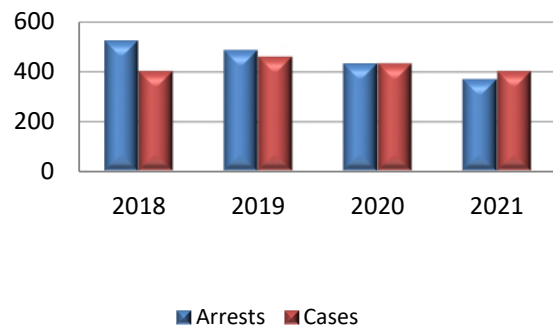
Personnel: Police Chief, Sergeant, three (3) Officers, Six (6) Dispatchers (10.5 FTE)

The Police Department is responsible for the public safety of the citizens of Craig, AK. The police department provides a secure facility for housing prisoners for Prince of Wales Island.

### Calls



### Police Arrests & Cases



#### 2021 – 2022 Accomplishments

- Both Officers D. Connolly / J. Connolly received Basic Police Officers, Radar, and SART Certificate.
- Online training, through Police One for Offices to keep certification(s).
- McKenna Holloway obtained certification for TWIC / TSA / Hazmat Prints & DMV Certification.
- Travis Tuttle obtained CDL Examiners Certification and is a new CDL Examiner for CPD.
- Completed ALMR Talk Group with Klawock, who obtained new ALMR Radios for better communication.
- Have management services through BlackPoint IT, as our IT to cover Cyber Security.
- Secured a 2014 Tahoe that replaced another older, failing explorer.
- Secured contracts for Jail / DMV / AST / USFS / KPD / PED – EM
- Obtained and installed a new video/audio recording system inside PD & Jail.
- Have hired a seasonal police officer, to assist during the summer of 2022/2023

#### Upcoming Projects

- Strangulation ARIDE Training for both J. Connolly and D. Connolly
- DataMaster CDM Training/Re-Certification RJ Ely
- McKenna Holloway to obtain Class D Examiner's Certification
- Working with New APSC Director for Training Funds for Staff
- Having ProComm come to POW, do maintenance with Police/Fire/EMS Radios
- Having EMS hold training, all Staff to Re-Certify in CPR/AED/First Aid
- Work towards upgrading/replacing Stencil (audio logger system)
- Work towards upgrading Crime Star RMS System

#### 2022 – 2023 Goals

- Have staff complete the Jail Officer Training Program, Officers & Dispatchers
- Complete revisions of Title 4 City Code / Boat Harbor (this was to be done in 2021 – 2022-time frame)
- Complete Department Policy updates, PD & Jail (mostly completed during 2021 – 2022, but not finalized)
- Continue to work with AST / DOC / PED / USFS / KPD for contracts with Jail, Dispatching, and EM.
- Hire another officer & sergeant and obtain certification(s)
- Identify staff members to attend DataMaster cdm Instructor Training
- Identify staff members to attend Taser Instructor Training
- Send Travis Tuttle to DMV Motorcycle Examiners Training
- Continue to seek out funding, grants for new Police Department / Jail

**FY2023 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT EXPENDITURES**

<b><i>Police &amp; Jail Expenditures</i></b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Salaries	517,835	533,269	549,339	574,090	582,520	635,954	9%
Benefits & Unemployment	308,358	326,197	321,618	336,473	338,584	367,833	9%
Contracted Services	4,952	4,200	3,825	7,020	8,920	26,931	202%
Employee Travel, Education, &	7,768	3,300	5,350	3,000	3,000	5,000	67%
Materials & Supplies	52,373	46,000	43,000	47,500	49,500	56,000	13%
Utilities	25,957	29,288	29,742	27,000	27,000	27,111	0%
Repairs & Maintenance	0	0	0	0	0	1,000	100%
Insurance	7,860	8,722	29,414	29,414	29,414	53,808	83%
Recording/Permits & Misc.	2,091	425	300	2,200	2,200	700	-68%
Credit Card Fees	50	0	0	0	0	1,500	100%
Equipment	2,330	9,500	40,000	15,000	10,650	0	-100%
Capital Improvement	2,890				15,000	0	-100%
<b>Police &amp; Jail Expenses</b>	<b>932,464</b>	<b>960,901</b>	<b>1,022,588</b>	<b>1,041,697</b>	<b>1,066,788</b>	<b>1,175,837</b>	<b>10%</b>

Blackpoint

Insurance Increased

# Police

# FY 2023

	<u>Acct #</u>		<u>Amount</u>
<b>Salaries</b>	16-5100	635,954	635,954
<b>Benefits</b>	16-5200	357,833	367,833
AL Buy Out		10,000	
<b>Contract Services</b>	16-5330		26,931
Blackpoint Backup		21,456	
Stencial-Jail	16-5330.01	800	
Crime Star	16-5330.01	900	
APOA	16-5330.01	475	
Email 365	16-5330.01	1,200	
Crossmatch	16-5330.01	2,100	
<b>Travel &amp; Education</b>			5,000
Travel	16-5410	3,000	
Education	16-5420	2,000	
<b>Materials &amp; Supplies</b>	16-5510		56,000
Uniforms		2,500	
Office supplies	16-5510	6,000	
Supplies - Jail	16-5510.01	5,000	
Food - Jail	16-5519.01	22,000	
Postage	16-5520	500	
Postage - Jail	16-5520.01	500	
Freight	16-5525	750	
Freight - Jail	16-5525.01	500	
Vehicle Fuel	16-5652	14,000	
Vehicle Fuel - Jail	16-5652.01	4,250	
<b>Utilities</b>			27,111
Electric	16-5610	6,193	
Electric - Jail	16-5610.01	6,183	
Heating	16-5620	1,000	
Heating- Jail	16-5620.01	2,750	
Telephone	16-5630	3,697	
Telephone - Jail	16-5630.01	4,528	
Water, Sewer, Garbage		2,760	
<b>Maintenance &amp; Repairs</b>	16-5710		1,000
Vehicle Repairs	16-5700	500	
Building & Grounds Maint	16-5750	500	
<b>Recording &amp; Permits</b>			700
Advertising	16-5840	500	
Licensing Vehicles & Software	16-5845	200	
Credit Card Fees		1,500	1,500
<b>Insurance</b>	16-5850		53,808
General Liability		35,149	
General Liability-Jail	16-5850-01	10,000	
Property Liability		4,085	
Vehicle		4,574	
<b>TOTAL</b>		<b>\$1,175,837</b>	<b>\$1,175,837</b>



Personnel : Director (1 FTE)

1. Enhance the quality of life in our community.
2. Make Craig a more desirable place to live and have a family.
3. Provide activities to connect youth to the community.
4. Involve youth & families in healthy activities and promote volunteerism and pride in their community.
5. Promote all Recreation Activities and community events thru the weekly radio show, newspaper articles, calendar and Facebook posts, email and posters, interagency meetings.
6. Work with the Craig City School District, Civil Air Patrol, the Seibukan Karate DoJo, Girl Scouts, Boy Scouts, The Craig Child Care Center, and other groups.

**2021-2022**

- Soccer season was July and August and well attended.
- Afterschool has skating or blading at the gym and games at the Rec Center.
- Held a Harvest Festival, a Christmas tree lighting, and had two successful Bazaars.
- Cardio Kick Boxing and Basketball open gyms have been added, karate is strong.
- Hosted the City Christmas Party at the Craig City Gym with Tsai and Samantha's help.
- The Craig Centennial was held on March 1, 2022. The committee had a week of events, 2 history nights, a birthday party, a cleanup, and fireworks. A great volunteer effort.
- We are planning the Craig 4th of July and a Spring Carnival.
- There will be a King Salmon Derby and a possible BBQ.
- Keep implementing community clean-ups
- Paint doors at City Gym
- Art Afternoons continue
- Magic the Gathering was brought back on Saturday nights.
- Successful 4 on 4 volleyball League finished February 25. Have added a Mellow Monday to the open gym schedule, Tuesday, and Thursday as usual all at 7 pm.
- Have Gymnastics classes going on now with Ballet to follow, thank you, Julie McDonald.
- Time to start planting the flowers for the city baskets and redoing the stands and hanging the stainless-steel signs made for the centennial.
- Rentals for the gym and rec center are now available. The 4th of July committee is offering bounce house and bounce slide rentals.

**2022-2023**

A lot has been accomplished and there is still a lot to do. I will be retiring on December 30, 2022 and am planning on training a new Recreation director.

**FY2023 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT REVENUES**

<b><i>Recreation Expense</i></b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Salaries	44,653	45,484	53,362	37,606	40,606	82,055	102%
Benefits & Unemployment	27,119	24,091	25,772	24,745	25,201	47,963	90%
Contracted Services	5,693	5,000	3,600	3,600	1,500	1,500	0%
Employee Travel, Education, & Dues	0						
Materials & Supplies	2,688	2,500	2,000	1,050	4,025	2,525	-37%
Utilities	11,874	15,938	17,140	13,000	13,000	19,625	51%
Repairs & Maintenance	7	0	0	1,000	2,600	2,100	-19%
Insurance	3,696	4,095	4,630	4,630	4,630	6,139	33%
Recording/Permits & Misc.		0	0	0	0	100	
Equipment	0	2,415	3,500	800	1,439	0	-100%
Capital Improvement		0	0	0	5,000		-100%
Centennial Celebration					25,500	0	-100%
<b>Total Recreation Expenses</b>	<b>95,730</b>	<b>99,524</b>	<b>110,004</b>	<b>86,431</b>	<b>123,501</b>	<b>162,007</b>	<b>31%</b>

# Recreation

# FY2023

	<u>Acct #</u>	<u>Amount</u>	
<b>Salaries</b>	24-5100	82,055	\$ 82,055
<b>Benefits</b>	24-5200	43,963	47,963
AL Buy Out		4,000	
<b>Contract Services</b>	24-5330		1,500
Classes, Misc. Instructors		1,500	
Janitor			
<b>Travel</b>	24-5410		
Instructor			
<b>Materials &amp; Supplies</b>	24-5510		2,525
T-Shirts -Soccer, V-Ball, B-Ball		800	
Office Supplies			
Misc.		1,100	
Postage	24-5520	25	
Upgrade Toys & Games		100	
Food/Supplies For After School Program		500	
<b>Utilities</b>			19,625
Electric	24-5610	5,500	
Heating Fuel/City GYM	24-5620	4,375	
Heating Fuel/Youth Center		2,500	
Telephone	24-5630	2,050	
Internet		1,200	
Water, Sewer, Garbage		4,000	
<b>Maintenance &amp; Repairs</b>			
Equipment Repairs	24-5750		2,100
Building Maintenance		500	
Landscape/Gravel		1,600	
Doors		0	
Bathroom Heaters		0	
CC Fees		100	100
<b>Insurance</b>	24-5850		6,139
Liability		1,294	
Property		4,845	
<b>TOTAL</b>		<b>\$162,007</b>	<b>\$162,007</b>

Personnel: Director, Water Treatment Operator, Wastewater Treatment Operator, Mechanic/Garbage, Utility Worker FTE: 7

The Public Works Department operates and maintains the city water and sewer utilities as well as collects garbage and maintains the streets. The Department also services and maintains the City's vehicles.

The Department assists and supports other Departments in the City as needed. The crew supports the Police Department by towing vehicles, the Harbors and Facilities Departments with equipment, materials and manpower.

### **2021 Accomplishments**

- Installation of new soda ash machine at the water treatment plant.
- Re-designed utility rate structure.
- Gardner property lift station installation.
- Distributed thirty Kodiak carts to the community.
- Worked with CTA on sidewalk project to completion.
- Combined water & Wastewater training for operators on POW Island.
- Installed over 100 radios on water meters in the distribution system.
- New fence project at Wastewater treatment plant completed.
- Exercised approximately twenty percent of the City of Craig water main valves.
- Ordered and received a new dump truck and sanding unit.

### **2022 Goals**

1. Streets:
  - ❖ Grade/add road material to water line road.
  - ❖ Grub ditch lines along PSN road within the 5.1 mile corridor.
  - ❖ Thompson Road drainage repair.
  - ❖ Adjust grade and re-pour concrete sidewalk at Seventh St. and Beach Rd.
  - ❖ If asphalt is available, repair Main St. from Sixth St. to Fifth St.
2. Fleet Maintenance:
  - ✓ Develop a preventive maintenance system.
  - ✓ Spring public auction for unused vehicles

**FY2023 BUDGET WORKSHEET  
GENERAL FUND  
DEPARTMENT EXPENDITURES**

<b><i>Public Works Expenditures</i></b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Salaries	140,968	147,775	153,242	155,380	155,380	111,888	-28%
Benefits & Unemployment	78,487	119,709	107,016	102,169	92,453	72,615	-21%
Contracted Services	5,288	720	8,220	720	720	720	0%
Employee Travel, Education, & Due	4,771	0	0	0	0	0	
Materials & Supplies	27,089	30,600	25,850	28,850	30,850	74,950	143%
Utilities	13,938	18,138	18,886	14,800	14,800	18,800	27%
Repairs & Maintenance	17,635	25,000	25,000	68,200	68,200	53,200	-22%
Insurance	6,864	7,612	7,798	7,798	7,798	16,049	106%
Recording/Permits & Misc.	7,962	100	0	0	0	0	
Equipment	3,388	0	0	0	25,000	0	-100%
Capital Improvement		2,000	0	5,800	104,000	0	-100%
<b>Total Public Works Expenses</b>	<b>306,390</b>	<b>351,654</b>	<b>346,012</b>	<b>383,717</b>	<b>499,201</b>	<b>348,222</b>	<b>-30%</b>

# Public Works

## FY 2023

	<b>Acct #</b>	<b>Amount</b>	
<b>Salaries</b>	15-5100	111,888 \$	111,888
<b>Employee Benefits</b>	15-5200	64,615	72,615
AL Buy Out		8,000	
<b>Contractual Services</b>	15-5300		720
Drug Testing	15-5350	720	
<b>Travel &amp; Education</b>			
Misc Travel	15-5410		
Training	15-5420		
Dues	15-5430		
<b>Material &amp; Supplies</b>			74,950
Misc Supplies	15-5510	15,000	
Gravel and Sand		44,500	
Equipment Fuel	15-5550	3,750	
Vehicle Fuel	15-5552	6,575	
Propane		125	
Freight	15-5525	5,000	
<b>Utility</b>			18,800
Electricity, Street Lights	15-5612	7,000	
Electricity	15-5610	4,500	
Heating Fuel	15-5620		
Telephone/DSL	15-5630	3,300	
Water, Sewer, Garbage		4,000	
<b>Repairs &amp; Maintenance</b>			53,200
Equipment Repairs	15-5720	50,000	
Street Light Maint.	15-5710	1,200	
Building maint.	15-5750	2,000	
Department Fleet Maint.			
<b>Miscellaneous</b>			
Advertising	15-5840		
Vehicle Licensing	15-5845		
<b>Insurance</b>			16,049
General Liability	15-5850	3,961	
Property Liability		9,925	
Auto		2,163	
<b>TOTAL</b>		348,222	<b><u><u>\$348,222</u></u></b>

## 2022 Goals

### 3. Water distribution:

- Exercise all water main valves, and document with GPS location.
- Flush and number all hydrants, and document with GPS location.
- Continue installation of radios on all meters.
- Develop a preventative maintenance plan.

### 4. Wastewater treatment:

- Repair drainage from the second floor wash down drains.
- Replace roof.
- Develop a preventative maintenance plan.

### 5. Sewer collections:

- Install 50 manhole inserts to reduce stormwater infiltration.

### 6. Water treatment plant:

- ❖ Complete treatment study on volume increase potentials.
- ❖ Develop a preventative maintenance plan.

### 7. Solid waste:

- ✚ Distribute additional Kodiak carts.
- ✚ Install additional wind rings on 300 gallon carts

## Enterprise Water Fund FY23

	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	% Change
<b>Water Revenues</b>								
Metered service	\$ 242,490	\$ 285,021	\$ 300,000	\$ 310,080	\$ 319,382	\$ 319,382	\$ 319,382	0%
Non-metered service	6,893	9,060	4,800	4,896	4,896	4,896	4,896	0%
Meter sales	5,117	3,217	1,000	1,000	1,000	1,000	1,000	0%
Turnoff notice fee	50	275	1,000	1,000	1,000	1,000	1,000	0%
Reconnection fee	440	0	500	500	500	500	500	0%
Interest	14							
Water Rev. from Other Departments					16,090	16,090	14,110	-12%
<b>Total Operations Revenue</b>	<b>255,004</b>	<b>297,573</b>	<b>307,300</b>	<b>317,476</b>	<b>342,868</b>	<b>342,868</b>	<b>340,888</b>	<b>-1%</b>
Transfer from Endowment Fund				125,000	44,070	22,000	0	-100%
Total Revenue and Endowment Fund					<b>386,938</b>	<b>364,868</b>	<b>340,888</b>	<b>-7%</b>
<b>Water Expenses</b>								
Salaries	151,536	129,877	142,562	131,908	134,003	134,003	178,634	33%
Benefits & Unemployment	154,663	65,772	84,459	81,029	72,557	70,577	92,026	30%
Contracted Services	8,195	8,560	8,000	85,000	14,000	14,000	12,000	-14%
Employee Travel, Education, & Dues	957	1,316	-	3,935	3,935	3,935	4,935	25%
Materials & Supplies	66,466	67,239	51,600	57,475	62,400	67,400	69,900	4%
Utilities	56,446	55,789	59,400	57,400	57,400	57,400	57,400	0%
Repairs & Maintenance	10,025	3,630	10,000	10,000	10,000	10,000	10,000	0%
Insurance	4,194	7,896	8,800	8,800	8,800	8,800	16,295	85%
Recording/Permits & Misc.	2,167	248	8,850	50	50	50	50	0%
Equipment	1,031	25010	22000	59,310	29,420	19,820	0	-100%
Admin Support						20,893	20,893	0%
Capital Improvement	-		-	5,000	54,070	32,000	0	-100%
<b>Total Operations Expenses</b>	<b>455,680</b>	<b>365,337</b>	<b>395,671</b>	<b>499,907</b>	<b>446,635</b>	<b>438,879</b>	<b>462,134</b>	
<b>Debt Service</b>								
Interest	2319.00	7103.00	5205.00	8737	8737	8,737		
Debt Retirement	19782	19884	19991	16459	16264	16,264		
<b>Total Debt Service</b>	<b>22101.00</b>	<b>26987.00</b>	<b>25196.00</b>	<b>25196</b>	<b>25001</b>	<b>25,001</b>	<b>-</b>	
<b>Operating Expense + Debt Service</b>					<b>471,636</b>	<b>463,880</b>	<b>462,134</b>	
<b>Total Water Revenues</b>								
	255,004	297,573	307,300	442,476	386,938	364,868	340,888	
<b>Total Water Expenses</b>								
	477,781	392,324	420,867	525,103	471,636	463,880	462,134	
<b>Net Revenue (Expense)</b>	<b>\$(222,777)</b>	<b>\$(94,751)</b>	<b>\$(113,567)</b>	<b>\$(82,627)</b>	<b>\$(84,698)</b>	<b>\$(99,012)</b>	<b>\$(121,246)</b>	
<b>Operating Revenue - Expense</b>						<b>-99,012</b>	<b>-121,246</b>	



**Water-Operational Expenses****FY 2023**

	<b>Acct #</b>		<b>Amount</b>
<b>Salaries</b>	22-5100	\$ 178,634	\$ 178,634
<b>Employee Benefits</b>	22-5200	92,026	92,026
<b>Admin Support</b>			20,893
Billing WSG		20,893	
<b>Contract Services</b>	22-5350		12,000
Laboratory testing		3,500	
Boreal Controls		6,500	
CC Fees		2,000	
<b>Employee Travel, Education, &amp; Dues</b>			4,935
Travel	22-5410	3,000	
Water/Wastewater CEU	22-5420	1,000	
Dues		935	
<b>Material &amp; Supplies</b>			69,900
Misc Supplies	22-5510	20,000	
Chemicals	22-5515	32,100	
Postage	22-5520	800	
Freight	22-5525	16,000	
Equipment Fuel	22-5650	1,000	
<b>Utilities</b>			57,400
Electric	22-5610	55,000	
Heating Fuel	22-5620		
Telephone	22-5630	2,400	
Sewer, Garbage			
<b>Maintenance &amp; Repairs</b>			10,000
Equipment Repair	22-5700	5,000	
Building & Grounds Maintenance	22-5750		
Shop Supplies			
Treatment Plant repairs		5,000	
<b>Recording/Permits &amp; Misc.</b>			50
Advertising	22-5440		
Vehicle Licensing	22-5445	50	
Permits			
Credit Card Fees	22-5925		
<b>Insurance</b>			16,295
Liability	22-5260	5,979	
Property		9,876	
Auto		441	
<b>TOTAL</b>		462,134	<b>\$ 462,134</b>

## Enterprise Wastewater Fund FY2023

<b>Revenues</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Service fees	\$ 263,835	\$ 300,080	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	0%
Service fees - metered								
Material sales								
Grant Funding for Capital		53,140						
<b>Total Operations Revenue</b>	<b>263,835</b>	<b>353,220</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>	<b>0%</b>
Transfer from Endowment Fund						22,000	0	-100%
Total Revenue and Endowment Fund						312,000	290,000	-7%
<b>Wastewater Expenses</b>								
Salaries	90,553	78,621	72,832	75,938	77,087	77,087	116,657	51%
Benefits & Unemployment	84,221	42,319	53,088	52,563	46,941	43,766	63,163	44%
Contracted Services	4,393	35,118	7,800	7,800	11,800	11,800	9,800	-17%
Employee Travel, Education, & Dues	1,514	300	300	1,280	1,280	1,280	2,280	78%
Materials & Supplies	6,452	7,817	5,400	8,350	8,200	8,200	8,350	2%
Utilities	46,455	67,132	46,572	71,963	55,741	55,741	51,700	-7%
Repairs & Maintenance	825	3,559	4,000	4,000	4,000	4,000	4,000	0%
Insurance	3,877	4,764	5,300	5,450	5,450	5,450	19,098	250%
Recording/Permits & Misc.	2,127	110	12,830				5,450	
Equipment	594	5,180	2,500	5,000	2,000	1,000	-	-100%
Admin Support						20,893	20,893	0%
Capital Improvement		58,904			32,000	37,500	-	-100%
<b>Total Operations Expenses</b>	<b>241,011</b>	<b>303,824</b>	<b>210,622</b>	<b>232,344</b>	<b>244,499</b>	<b>266,717</b>	<b>301,391</b>	<b>13%</b>
<b>Total Wastewater Revenues</b>	<b>\$ 263,835</b>	<b>\$ 353,220</b>	<b>\$ 290,000</b>	<b>\$ 290,000</b>	<b>\$ 290,000</b>	<b>\$ 312,000</b>	<b>\$ 290,000</b>	<b>-7%</b>
Total Wastewater Expenses	241,011	303,824	210,622	232,344	250,840	266,717	301,391	13%
Net Revenue (Expense)	\$ 22,824	\$ 49,396	\$ 79,378	\$ 57,656	\$ 39,160	\$ 45,283	\$ (11,391)	
<b>Operating Revenue - Expense</b>						<b>45,283</b>	<b>(11,391)</b>	<b>(0)</b>

**Wastewater-Operational Expenses****FY 2023**

	<u>Acct #</u>		<u>Amount</u>
<b>Salaries</b>	21-5100	116,657	\$ 116,657
<b>Benefits</b>	21-5200	63,163	63,163
<b>Admin Support</b>			20,893
Billing WSG		20,893	
<b>Contractual Services</b>	21-5310		9,800
Laboratory Fees		3,500	
Sludge disposal		3,300	
Boreal Controls		1,000	
CC Services		2,000	
<b>Education &amp; Training</b>	21-5420	1,000	2,280
Water/Wastewater CEU			
Wastewater cert renewal	21-5430		
WEF/AWWMA dues, city-wide share w/water		1,280	
Other			
<b>Materials &amp; Supplies</b>	21-5510		8,350
Safety			
Shop Supplies		3,500	
Chemicals	21-5515	1,500	
Postage	21-5520	600	
Freight	21-5525	1,500	
Equipment Fuel	21-5550	1,250	
<b>Utilities</b>	21-5610		51,700
Electricity, treatment plant		34,000	
8 lift stations,		13,000	
Telephone	21-5630	1,200	
Water, Garbage	21-5650	3,500	
<b>Maintenance &amp; Repairs</b>	21-5700		4,000
Repairs		4,000	
Pump Stations			
Building Maintenance	21-5750		
<b>Recording/Permits &amp; Misc.</b>			5,450
DEC wastewater disposal permit			
Vehicle Licensing	21-5845		
Insurance	21-5850	5,450	
Bad Debts	21-5930		
<b>Insurance</b>			19,098
Liability	21-5260	3,360	
Property		15,453	
Auto		286	
<b>TOTAL</b>		301,391	<b>\$ 301,391</b>

## Enterprise Garbage Fund FY 2023

<b>Garbage Revenues</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Collection Fees, incl Live Aboard	\$ 290,779	\$ 302,708	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 330,750	5%
Dumpster Sales		\$ (200)						
Garbage Exp. From other Depts.					0	7,280	8,682	19%
Dumpster Rental			0					
<b>Total Operations Revenue</b>	<b>290,779</b>	<b>302,508</b>	<b>315,000</b>	<b>315,000</b>	<b>322,280</b>	<b>322,280</b>	<b>339,432</b>	<b>5%</b>
<b>Garbage Expenses</b>								
Salaries	36,651	43,657	40,313	37,896	38,295	38,295	29,650	-23%
Benefits & Unemployment	48,589	34,586	43,457	38,442	33,983	27,152	17,731	-35%
Contracted Services	201,536	185,290	212,500	207,500	211,500	211,500	239,500	13%
Employee Travel, Education, & Dues			0	0	0	0	0	
Materials & Supplies	6,460	7,686	7,000	9,300	9,300	9,300	9,475	2%
Utilities		149	0	500	500	500	500	0%
Repairs & Maintenance	0	3,607	5,000	5,000	7,500	7,500	5,000	-33%
Insurance	2,252	3,312	3,700	3,500	3,500	3,500	5,802	66%
Recording/Permits & Misc.	2,127	120	0	0	0	0	0	0%
Equipment	754		0	0	4,000	0	0	0%
Admin Support						20,893	20,893	0%
Capital Improvement						40,000	0	-100%
<b>Total Garbage Expenses</b>	<b>298,369</b>	<b>278,407</b>	<b>311,970</b>	<b>302,138</b>	<b>308,578</b>	<b>358,641</b>	<b>328,551</b>	<b>-8%</b>
<b>Total Water Revenues</b>	<b>290,779</b>	<b>302,508</b>	<b>315,000</b>	<b>315,000</b>	<b>322,280</b>	<b>322,280</b>	<b>339,432</b>	<b>5%</b>
<b>Total Water Expenses</b>	<b>298,369</b>	<b>278,407</b>	<b>311,970</b>	<b>302,138</b>	<b>308,579</b>	<b>358,641</b>	<b>328,551</b>	<b>-8%</b>
<b>Net Revenue (Expense)</b>	<b>\$ (7,590)</b>	<b>\$ 24,101</b>	<b>\$ 3,030</b>	<b>\$ 12,862</b>	<b>\$ 13,701</b>	<b>\$ (36,361)</b>	<b>\$ 10,881</b>	<b>-130%</b>
<b>Operating Revenue - Expense</b>						<b>-36,361</b>	<b>10,881</b>	

**Garbage-Operational Expenses****FY 2023**

	<u>Acct #</u>		<u>Amount</u>
<b>Salaries</b>	23-5100	\$ 29,650	\$ 29,650
<b>Benefits</b>	23-5200	17,731	17,731
Admin Support			20,893
Billing WSG		20,893	
<b>Contract Services</b>	23-5330		239,500
Dump Fees	23-5350	230,000	
HHW program	23-5350	7,500	
CC Fees	23-5920	2,000	
<b>Travel</b>	23-5410		
<b>Materials &amp; Supplies</b>			9,475
Misc Supplies	23-5510	3,500	
Postage	23-5520	800	
Freight	23-5525	800	
Equipment Fuel	23-5650	4,375	
<b>Utilities</b>			
Telephone Burn pit internet	23-5630	500	500
Water, Sewer, Garbage			
<b>Maintenance &amp; Repairs</b>			5,000
Equipment Repairs	23-5700	5,000	
Dumpster Repair			
<b>Recording/Permits &amp; Misc.</b>			0
Advertising	23-5840		
Vehicle Licensing	23-5845		
Bad Debts	23-5930		
<b>Insurance</b>			5,802
Liability	23-5260	3,469	
Auto		2,332	
<b>TOTAL</b>		<b>\$328,551</b>	<b>\$328,551</b>

Personnel: Harbor master, Two (2) Assistant Harbormasters, Full-time clerk (3.0 FTE)

Purpose: The city's harbor and ports provide safe and secure boat moorage for permanent commercial and sport fishermen. The harbor also has transient moorage for the summer marine traffic. The harbor provides electrical hookups, cranes for offloading, water, and waste disposal. The harbor department manages the boat haul out and storage at the JT Brown industrial park.

**2021/2022Accomplishments:**

- Repainted the Brownell boat trailer
- VHF radios in harbor work trucks
- Purchased more pumps for vessel pump-outs
- Cross bracing on approach docks
- Large lumber order for replacing decking and bull rails in harbors
- Design work and purchase of zinc anodes underway and to be completed by the end of the fiscal year

**2022/2023Goals:**

- Get engineering work done to extend and flatten boat launch ramp.
- More finger float and dock repair work
- Replace doors at Harbor office restrooms and office entrance
- Replace aging electrical system at City Dock
- Replace one of the harbor trucks
- Purchase new ADA compliant ramp for North Cove harbor
- Replace webloft roof
- Construct living quarters for ice house operator

**Enterprise Docks & Harbors Fund FY 2023**

<b><i>Dock &amp; Harbor Revenues</i></b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Permanent Moorage	85388	84528	97000	115000	115000	115000	115000	0%
Transient Moorage	109855	102466	110000	105000	105000	105000	105000	0%
Container Storage	15950	16295	14000	14000	14000	14000	14000	0%
Outside Storage Fees	7273	9447	7000	7000	7000	7000	7000	0%
Equipment Rental	1588	1950	1000	1000	1000	1000	1000	0%
Crane User Fees	3585	2900	5000	5000	5000	5000	5000	0%
Shower Fees	2092	2372	2000	2000	2000	2000	2000	0%
Wharfage	2077	1195	2000	2000	2000	2000	2000	0%
Launch Ramp Fees	2933	2976	3000	3000	3000	3000	3000	0%
Electricity from Moorage	16670	16702	14000	14,000	14,000	14,000	14,000	0%
Impound Fees			1000	1,000	1,000	1,000	1,000	0%
Vessel Assist	684	525	1500	600	1,500	600	600	0%
Grant Revenue		6270	0	0	0	0	0	0%
Other	2495	1000	1000	0	0	0	0	0%
<b><i>Total Dock &amp; Harbor Revenues</i></b>	<b>250,590</b>	<b>248,626</b>	<b>258,500</b>	<b>269,600</b>	<b>270,500</b>	<b>269,600</b>	<b>269,600</b>	<b>0%</b>
<b><i>Dock &amp; Harbor Expenses</i></b>								
Salaries	127,521	130,972	127,383	129,538	145,882	148,738	166,080	12%
Benefits & Unemployment	109,350	74,760	100,097	78,825	81,904	95,894	105,024	10%
Contracted Services	19,459	957	0	2,850	10,900	11,400	9,700	-15%
Employee Travel, Education, & Dues	833	4,153	4,400	4,350	2,100	2,200	2,500	14%
Materials & Supplies	47,912	19,273	7,900	18,445	10,400	9,650	16,675	73%
Utilities	32,744	30,935	40,675	62,868	44,592	44,592	45,492	2%
Repairs & Maintenance	10,155	31,110	22,450	14,400	17,000	108,050	17,000	-84%
Insurance	18,412	22,478	21,330	24,000	24,500	24,000	17,069	-29%
Recording/Permits & Misc.	19,023	634	250	500	500	300	300	0%
Equipment	1,696	28,187	1,000	0	1,500	1,650	0	-100%
Capital Improvement	12,160		130,000	80,000	0	0	0	0%
Bad Debts								0%
<b>Total Operational Expenses</b>	<b>399,265</b>	<b>343,459</b>	<b>455,485</b>	<b>415,776</b>	<b>339,278</b>	<b>446,475</b>	<b>379,840</b>	<b>-15%</b>
<b><i>Total Harbor Revenues</i></b>	<b>250,590</b>	<b>248,626</b>	<b>258,500</b>	<b>269,600</b>	<b>270,500</b>	<b>269,600</b>	<b>269,600</b>	<b>0%</b>
<b><i>Total Harbor Expenses</i></b>	<b>399,265</b>	<b>343,459</b>	<b>455,485</b>	<b>415,776</b>	<b>351,470</b>	<b>446,475</b>	<b>379,840</b>	<b>-15%</b>
<b><i>Net Revenue (Expense)</i></b>	<b>\$ (148,675)</b>	<b>\$ (94,833)</b>	<b>\$ (196,985)</b>	<b>\$ (146,176)</b>	<b>\$ (80,970)</b>	<b>\$ (176,875)</b>	<b>\$ (110,240)</b>	<b>-38%</b>
<b>Operating Revenue - Expense</b>						<b>(176,875)</b>	<b>(110,240)</b>	

**Docks & Harbors-Operational Expenses****FY 2023**

	<u>Acct #</u>		<u>Harbor</u>
<b>Salaries</b>	27-5100	\$ 166,080	\$ 166,080
<b>Benefits</b>	24-5200	105,024	105,024
<b>Contract Services</b>	27-5330		9,700
Crane Inspection		1,200	
CC Fees	27-5925	8,000	
CC Fees (Crane)		500	
Permit	27-5810	300	300
<b>Employee Travel, Education, &amp; Dues</b>	27-5430		2,500
Harbor Master Dues		150	
Harbor Master Conference	27-5410	350	
Misc. Education			
Harbormaster travel & hotel		2,000	
<b>Materials</b>	27-5510		16,675
Misc. Supplies		500	
Harbor Pressure Washer Maint.		1,200	
Harbor Office	27-5510.05	900	
Harbor Improvements		350	
Public Shower Coin Op Machines		3,000	
Small Tools		200	
Harbor Bathrooms	27-5510.05 100	1,200	
Equipment Fuel	27-5550	1,550	
Vehicle Fuel	27-5552	7,025	
Advertising	27-5840	750	
<b>Utilities</b>	27-5610		45,492
Electricity Harbor Bldg.		3,000	
Electricity (Billable)		14,000	
Electricity (Grid)		1,000	
Electricity (St. Lights)		6,500	
Heating Fuel		4,500	
Telephone		4,300	
Water, Sewer, Garbage		12,192	
<b>Maintenance</b>	27-5700		17,000
North Cove Supplies		9,300	
Electrical	500		
Harbor Skiff Maint.	600		
Response boat	1,200		
Freight	7,000		
South Cove Supplies		7,200	
Electrical	200		
Freight	7,000		
City Pier, Dock & Old Fuel Dock		500	
Crane Repairs	500		
Float Plane Dock			
Boat Hauler			
<b>Insurance</b>			17,069
General Liability	27-5260	4,746	
Property		11,219	
Auto		1,104	
		\$ 379,840	\$ <u>379,840</u>



**Enterprise JT Brown Industrial Park Fund FY 2023**

<i>Revenues,</i>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
PMS Lease	90000	90000	90000	\$96,510	\$96,510	96,510	96,510	0%
Silver Bay Lease	245215	158992	158992	158,992	158,992	333,992	333,992	0%
Other Leases	14988	18631	15531	17,587	17,587	17,587	17,587	0%
Ice Revenue	77327	114612	85000	80,000	80,000	80,000	96,000	20%
Storage & Other Revenue	28367	38857	32000	20,000	33,000	33,000	33,000	0%
Haulout Revenue	6289	30160	24000	24,000	24,000	24,000	24,000	0%
Power Revenue	3142	2374	7500	3,100	7,500	7,500	7,500	0%
<b>Total Operational Revenues</b>	<b>\$465,328</b>	<b>\$453,626</b>	<b>\$413,023</b>	<b>\$400,189</b>	<b>\$417,589</b>	<b>\$592,589</b>	<b>\$608,589</b>	<b>3%</b>
<b>Operational Expenses</b>								
Salaries	69,483	105,614	86,791	88,625	91,856	93,421	97,406	4%
Benefits & Unemployment	34,487	33,169	41,465	42,004	37,594	33,790	39,183	16%
Contracted Services	391	1847	1800	15,500	1,900	1,900	2,200	16%
Materials & Supplies	13,879	7,318	12,200	17,800	6,500	49,975	22,225	-56%
Utilities	44,988	45,903	58,535	52,782	53,336	53,336	50,100	-6%
Repairs & Maintenance	116,034	7,785	5,000	4,000	3,300	17,500	12,500	-29%
Insurance	6,095	11,112	9,281	12,000	12,300	12,325	21,081	71%
Recording/Permits & Misc.	1,925	325	325	325	0	0	0	0%
Equipment	-	10,570	1,500	0	0	0	0	100%
Capital Improvement	-	51,905	-	0	0	97,000	0	-100%
Interest								
<b>Total Operational Expenses</b>	<b>287,282</b>	<b>275,548</b>	<b>216,897</b>	<b>233,036</b>	<b>206,786</b>	<b>359,247</b>	<b>244,695</b>	<b>-32%</b>
<b>Total JT Brown Ind. Park Revenues</b>	<b>465,328</b>	<b>453,626</b>	<b>413,023</b>	<b>400,189</b>	<b>417,589</b>	<b>592,589</b>	<b>608,589</b>	<b>3%</b>
<b>Total JT Brown Ind. Park Expenses</b>	<b>287,282</b>	<b>275,548</b>	<b>216,897</b>	<b>233,036</b>	<b>211,622</b>	<b>359,247</b>	<b>244,695</b>	<b>-32%</b>
<b>Net Revenue (Expense)</b>	<b>\$ 178,046</b>	<b>\$ 178,078</b>	<b>\$ 196,126</b>	<b>\$ 167,153</b>	<b>\$ 205,967</b>	<b>\$ 233,342</b>	<b>\$ 363,894</b>	<b>56%</b>
<b>Operating Revenue - Expense</b>						<b>233,342</b>	<b>363,894</b>	

# JT Brown Industrial Park

**FY 2023**

	<u>Acct #</u>		
<b>Salaries</b>	28-5100	\$ 97,406	\$ 97,406
<b>Benefits</b>	28-5200	39,183	39,183
<b>Contract Services</b>	28-5330		2,200
Crane inspection		1,200	
CC Fees		1,000	
<b>Materials</b>	28-5510		22,225
Boat Yard		2,050	
Misc Tools & Supplies	1,800		
Boat Stand maintenance	250		
Boat Launch			
False Isand Pier		6,500	
Paint & Supplies	0		
Freight	1,500		
Piling	5,000		
Icehouse		12,125	
Salt	4800		
Parts	2,500		
DEC Permit	325		
Repairs	2,500		
Refrigerant	2,000		
Misc Postage	28-5520	50	
Misc Freight	28-5525	1500	
<b>Utilities</b>	28-5610		50,100
Electricity		40000	
Telephone	28-5630-02.100	1500	
Water, Sewer, Garbage		6,600	
Propane to heat shop		2,000	
<b>Maintenance</b>			12,500
Ice House Maintenance	28-5710.02	2,500	
Boat Hauler Maintenance	28-5720	10,000	
<b>Insurance</b>			
General Liability	28-5260	2,699	21,081
Property Liability		17938.17	
Vehicle		119	
Permits	28-5810.02 100	325	
Advertising			
		<b>\$ 244,695</b>	<b>\$ 244,695</b>

## Enterprise Cannery Fund FY 2023

<b>Revenues, Cannery</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2023 Budget</b>	<b>% Change</b>
Storage	\$8,884	\$8,105	\$7,000	\$7,000	\$7,000	\$7,000	\$5,000	-29%
Material Sales								
<b>Total Craig Cannery Revenues</b>	<b>\$8,884</b>	<b>\$8,105</b>	<b>\$8,105</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$5,000</b>	<b>-29%</b>
<b>Cannery Expenses</b>								
Salaries								
Benefits & Unemployment								
Contracted Services			0	\$0	\$0	\$50,000	\$0	-100%
Employee Travel, Education, & Dues								
Materials & Supplies	92	40	0	880	200	750	0	-100%
Utilities	1465	1564	2100	3,100	1,600	1,600	2,800	75%
Repairs & Maintenance	156	136	2750	1,000	1,000	0		
Insurance	0	960	31	1,020	1,020	1,020	2,732	168%
Recording/Permits & Misc.								
Equipment		0	2000	0	0	0	0	0%
Capital Improvement				1,000	1,000	0		100%
<b>Total Craig Cannery Expenses</b>	<b>1,713</b>	<b>2,700</b>	<b>6,881</b>	<b>7,000</b>	<b>4,820</b>	<b>53,370</b>	<b>5,532</b>	<b>-90%</b>
<b>Total Cannery Revenues</b>	<b>8,884</b>	<b>8,105</b>	<b>8,105</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>5,000</b>	<b>-29%</b>
<b>Total Cannery Expenses</b>	<b>1,713</b>	<b>2,700</b>	<b>6,881</b>	<b>7,000</b>	<b>4,820</b>	<b>53,370</b>	<b>5,532</b>	<b>-90%</b>
<b>Net Revenue (Expense)</b>	<b>\$ 7,171</b>	<b>\$ 5,405</b>	<b>\$ 1,224</b>	<b>\$ -</b>	<b>\$ 2,180</b>	<b>\$ (46,370)</b>	<b>\$ (532)</b>	

# Cannery

**FY 2023**

<b>Contract Services</b>	29-5810		
<b>Ground Maint</b>			0
<b>Materials</b>			
<b>Utilities</b>			2,800
Electric	29-5610	2800	
<b>Insurance</b>	29-5550		2,732
Liability		98.14	
Property		2633.54	
<b>Equipment Purchase</b>	29-6200		
	<b>TOTAL</b>	5,532	<b><u><u>\$5,532</u></u></b>



# **Capital Projects Fiscal Year 2023**

City of Craig  
 FY2023 Capital Reserve Fund (CRF)  
 Transfers

	CRF	General	Endowment	Water	Sewer	Garbage	Harbor	JT Brown	Cannery
EP/GF Transfers	117,479	(13,888)		(121,246)	(11,391)	10,881	(110,240)	363,894	(532)
Endowment Fund (4%) to CRF	498,039		(498,039)						
Raw Fish Tax	31,750	-							
ARPA/GF WWTF Roof	360,000	(360,000)							
ARPA/GF Enviro Work	53,500	(53,500)							
Prior Year Reserves (excess GF Checking)	100,000								
	1,160,768	(427,388)	(498,039)	(121,246)	(11,391)	10,881	(110,240)	363,894	(532)

Total GF/EF Transfers into CRF                      1,160,768

## FY23 Capital Reserve Funds Summary

<b>Starting Fund Balance</b>	<b>\$2,123,534</b>
Transfers into CRF FY23	\$1,160,768
2% Projected Growth	\$42,471
<b>Total Transfers Into CRF</b>	<b>\$1,203,239</b>
<b>Fund Balance Allocated to FY23 Projects</b>	<b>\$1,286,806</b>
<b>Projected Fund Balance for Next Fiscal Year</b>	
Transfers In	\$1,203,239
FY23 Capital Expenditures	\$1,286,806
<b>Additional Draw from CRF</b>	<b>\$83,567</b>

**FY23 Capital Budget (All Depts.)**

General Fund				Notes
<b>Administration</b>				
<b>Small Equipment</b>			8,000	
Computer upgrades	11-6200	1,000		
Phone System Upgrade		6,000		
Furniture		1,000		
<b>Total</b>			<b>8,000</b>	
<b>Aquatic Center</b>				
<b>Small Equipment</b>	25-6200		5,000	
Fitness Equipment		5,000		
<b>Capital Improvement</b>	25-6500		3,500	
Rescue Mannequin		1,500		
Big Pool Back Up Pump		1,200		
Smaller Pool Back Up Pump		800		
<b>Debt Payments</b>			136,238	
Bond Pmt	25-7100	136,238		Debt Pd FY35
<b>Total</b>			<b>144,738</b>	
<b>Council</b>				
<b>Capital Improvement</b>			10,000	
Council Discretionary		10,000		
<b>Total</b>			<b>10,000</b>	
<b>EMS</b>				
<b>Equipment &gt;\$5000</b>	17-6300		30,000	
Power Gurney		20,000		
Zoll Autopulse		10,000		
<b>Total</b>			<b>30,000</b>	
<b>Facilities</b>				
<b>Small Equipment</b>	14-6200		2,300	
Honda Whisperwatt Generator		1,500		
Drill Press		800		
<b>Capital Improvements</b>	14-6500		46,250	
Cemetery Upgrades		30,000		
Ballfield Drainage		5,000		
Concrete Apron - Ballfield Concession		\$2,750		
Chips East Ham Park		2,500		
Christmas Decorations for Totem Park		1,000		
Wood Boiler Sheet Metal Repair		5,000		
<b>Total</b>			<b>48,550</b>	
<b>Fire</b>				
<b>Small Equipment</b>			5,000	
Capital Grant Matching		5,000		
<b>Total</b>			<b>5,000</b>	
<b>Library</b>				
<b>Small Equipment</b>	19-6200		2,860	
Laptop		1,200		
Office Chair		160		
Phone, Computer for Patrons		1,500		
<b>Total</b>			<b>2,860</b>	
<b>Police</b>				
<b>Small Equipment</b>	16-6200		1,000	
Laptop	16-6200.01	1,000		
<b>Capital Improvements</b>	16-6500			
<b>Total</b>			<b>1,000</b>	
<b>Recreation</b>				
<b>Capital Improvements</b>	24-6500		4,000	
Emergency Ramp		4,000		
<b>Total</b>			<b>4,000</b>	
<b>Public Works</b>				
<b>Capital Equipment</b>			17,625	
IBC Totes		7,825		
Trash Pumps		850		
Cold Patch		1,500		
Ice Cutting Blade		3,000		
Standard Blade		3,000		
Grader Chains		1,450		
<b>Capital Improvements</b>			27,500	
Thompson Rd Drainage		20,000		
Beach and 7th Sidewalk Radius Recor		7,500		
<b>Debt Payments</b>			66,649	
Excavator		19,445		Debt Pd FY24
Dump Truck		47,204		Debt Pd FY25
<b>Total</b>			<b>111,774</b>	
<b>General Fund Total</b>			<b>\$365,922</b>	<b>Notes</b>



**Enterprise Fund**

<b>Sewer</b>			
<b>Debt Payment</b>			<b>19,445</b>
Excavator	19,445		
<b>Capital Equipment</b>			<b>0</b>
<b>Capital Improvements</b>			<b>360,000</b>
WWTP Roof	360,000		
<b>Total</b>			<b>379,445</b>

<b>Water</b>			
<b>Capital Equipment</b>	22-6200		<b>29,345</b>
Radio Read Meters		18,820	
Valve Box Top Section		1,000	
6" Repair Bands		2,500	
Colorimeter		500	
Meter Gaskets		75	
Meters		2,500	
Meter Re Setters		3,600	
Touch Pad Sensors		350	
<b>Capital Improvements</b>	22-6500		<b>10,000</b>
Clean & Test Water Tank (Steel Tank)		10,000	
<b>Debt Service</b>	22-7100		<b>43,863</b>
Excavator		19,445	
Interest			
Water End Connection Loan		8,737	
Water Line Loan		15,681	
<b>Total</b>			<b>\$ 83,208.05</b>

<b>Garbage</b>			
<b>Small Equipment</b>	23-6200		<b>20,000</b>
Garbage Truck Repair		20,000	
<b>Debt Payments</b>	23-6300		<b>35,831</b>
Garbage Truck		35,831	
<b>Total</b>			<b>55,831</b>

<b>Harbor</b>			
<b>Infrastructure</b>			<b>96,800</b>
Electrical repairs & upgrades		20,000	
New Guard Piling		25,000	
Finger Float Repair		25,000	
SC Decking		10,000	
NC Decking		10,000	
SC Water Pedestals		2,000	
Freight		1,200	
Restroom Doors		3,600	
<b>Capital Equipment</b>	27-6200		<b>4,450</b>
Stihl Weedwacker		650	
Harbor Office Doors		1,800	
Dock Carts		2,000	
<b>Capital Improvements</b>	27-6300		<b>96,000</b>
Ford F150		36,000	
Gangway upgrades		60,000	
<b>Total</b>			<b>197,250</b>

<b>JTB</b>			
<b>Equipment Purchases</b>	28-6200		<b>5,900</b>
Door for Shop		600	
Torque Wrench		650	
forklift Extensions		500	
Boat Stands		3,000	
Prop Puller		700	
Ice House Pallet Jack		450	
<b>Capital Improvements</b>	28-6500		<b>122,500</b>
Cathodic Protection		100,000	
Mobile Building Ice House		5,000	
Flamable Storage		1,300	
Boat Launch Light Fixtures		1,200	
Boat Launch Upgrade Engineering		15,000	
<b>Total</b>			<b>128,400</b>

<b>Cannery</b>			
<b>Equipment Purchases</b>			<b>750</b>
Door	29-5510	750	
<b>Capital Planning &amp; Engineering</b>			<b>73,500</b>
Site Planning	29-5330	20,000	
USACE Enviro Match		53,500	
<b>Capital Improvements</b>	29-6206		<b>2,500</b>
WebLoft Roof		2,500	
<b>Total</b>			<b>76,750</b>

**Enterprise Fund Total** **\$920,884**

## Capital Reserve Fund (CRF) Allocation

Starting FY23 CRF Balance  
Projected FY23 Investment

\$2,123,534.00  
\$697,507.00

Category	Department	Project	FY23 Allocated	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	Unallocated
Harbor		Cannery Door	\$750.00					\$230,000.00
		Cannery Webloft Roof Repairs	\$2,500.00					
		Harbor NC Decking	\$10,000.00					
		Harbor Dock Carts	\$2,000.00					
		Harbor SC Decking	\$10,000.00					
		Harbor Guard Piling	\$25,000.00					
		Harbor Finger Float Repair	\$25,000.00					
		Harbor Doors	\$1,800.00					
		JT Brown Cathodic Protection (False Island)	\$100,000.00					
		JT Brown Shop Door	\$600.00					
		JT Brown Camera System for Boatyard	\$300.00					
		JT Brown Mobile Building - Ice House Support	\$5,000.00					
		JT Brown Torque Wrench	\$650.00					
		JT Brown Flamables Storage	\$1,300.00					
		JT Brown Forklift Fork Extensions	\$500.00					
		JT Brown Boat Stands	\$3,000.00					
		JT Brown Prop Puller	\$700.00					
		JT Brown Boat Launch Light Fixtures	\$1,200.00					
		JT Brown Engineering for Boat Launch Upgrades	\$15,000.00					
		JT Brown Icehouse Pallet Jack	\$450.00					
New Harbor/Cannery Site Development		Cannery Cannery Harbor (GNF Match)			\$1,100,000.00			
		Cannery Cannery Design/Engineering	\$50,000.00					
		Cannery Breakwater Environmental Work	\$53,500.00					
Capital Projects and Equipment		Administration Computer Upgrades	\$1,000.00					\$225,874.25
		Administration Phone Upgrades	\$6,000.00					
		Aquatic Center Fitness Equipment	\$5,000.00					
		Aquatic Center Rescue Mannequin	\$1,500.00					
		Aquatic Center Big Pool Backup Pump	\$1,200.00					
		Aquatic Center Small Pool Backup Pump	\$800.00					
		City Council Discretionary spending	\$10,000.00	\$10,000.00				
		EMS Power Gurney	\$20,000.00					
		EMS Oxygen Generator	\$10,000.00					
		Facilities Generator	\$1,500.00					
		Facilities Drill Press	\$800.00					
		Facilities Cemetery Upgrade/Expansion	\$30,000.00					
		Facilities Ballfield Drainage	\$5,000.00					
		Facilities Concrete Apron - Ballfield Concession	\$2,750.00					
		Facilities East Hamilton Park (chips)	\$2,500.00					
		Facilities Totem Park Christmas Decorations	\$1,000.00					
		Facilities Wood Boiler Sheet Metal Repair	\$5,000.00					
		Fire Capital Grant Matching	\$5,000.00					
		Library Computer Upgrades	\$1,200.00					
		Library Furniture	\$160.00					
		Library Phone Upgrades	\$1,500.00					
		Police Computer Upgrades	\$1,000.00					
		Police Vehicle (replacement Tahoe)			\$17,000.00			
		Public Works Fluke Meters (2)			\$1,100.00			
		Public Works IBC Totes(5)	\$7,825.00					
		Public Works Trash Pumps (2)	\$850.00		\$850.00			
		Public Works Cold Patch (20 five gallon pails)	\$1,500.00					
		Public Works Ice Cutting Blade	\$3,000.00					
		Public Works Standard Cutting Blade	\$3,000.00					
		Public Works Grader Chains	\$1,450.00					
		Public Works Grader Wheel			\$5,000.00			
		Public Works Beach and 7th Sidewalk Radius Reconstruct	\$7,500.00					
		Recreation Emergency Ramp	\$4,000.00					
		Recreation Storage Area			\$3,000.00			
		Sewer Pump			\$7,500.00			
		Water Heater			\$1,000.00			
		Water Radio Read Meters	\$18,820.00					
		Water Clean/Test Water Tank	\$10,000.00					
		Water Mainline Valve Box Top Section (10)	\$1,000.00		\$1,000.00			
		Water Socket Set			\$200.00			
		Water 6" Repair Bands	\$2,500.00					
		Water Colorimeter	\$500.00					
		Water 3/4" meter Gaskets	\$75.00					
		Water 3/4" Meters	\$2,500.00					
		Water 3/4" Re Setters (3)	\$3,600.00					
		Water Touch Pad Sensors (2)	\$350.00		\$350.00			
		Garbage Garbage Truck Repair	\$20,000.00					
	Garbage Wind Rings			\$2,500.00				
	Garbage Bear Proof 4CY Dumpsters (2)			\$6,000				
	Garbage Bear Resistant 96 Gal Cans (100)			\$40,000.00				
Land Development (restricted)								\$567,660.02
Debt Service (priority)		Aquatic Center Pool Bond Debt	\$136,238.00	\$135,000.00	\$135,000.00	\$135,000.00	\$135,000.00	
		PW/Wtr/Swr Excavator	\$58,320.00	\$58,320.00				
		Public Works Dump Truck	\$47,205.00	\$47,205.00	\$47,205.00			
		Garbage Garbage Truck	\$35,831.00	\$35,831.00	\$35,831.00			
		Water Water End Connection	\$8,750.00	\$8,750.00	\$8,750.00		\$8,750.00	
		Water Waterline Loan	\$15,700.00	\$15,700.00	\$15,700.00	\$15,700.00	\$15,700.00	
								0
Uncategorized								



# **Special Revenue Fund Fiscal Year 2023**

**FY 2020-2021**

**CRAIG SCHOOL IN-KIND & BILLED SERVICES**

**IN-KIND SERVICES**

**SCHOOL SEASON:**

**WATER**

High School (metered)	\$834.66				\$834.66	100-000-600-431	168000	gallons
Middle School	\$50.13 x	3.65	x	(per every 20)	\$1,646.77	100-100-600-431		
Elementary	\$50.13 x	5.95	x	(per every 20)	\$2,684.46	100-300-600-431		
Staff Trailer	\$50.13 x	1	x	Dwelling	\$451.17	390-600-431		

**SEWER**

High School (metered)					\$990.00	100-000-600-431		
Middle School	\$66.40 x	3.65	x	(per every 20)	\$2,181.24	100-100-600-431		
Elementary	\$66.40 x	5.95	x	(per every 20)	\$3,555.72	100-300-600-431		
Staff Trailer	\$66.40	1		Dwelling	\$597.60	390-600-431		

**GARBAGE**

HS Dumpsters	\$336.00 x	2	x	3x/week @\$112	\$6,048.00	100-000-600-431		
MS Dumpsters	\$336.00 x	2	x	3x/week @\$82e	\$6,048.00	100-100-600-431		
Elem Dumpsters	\$336.00 x	3	x	3x/week @\$82e	\$9,072.00	100-300-600-431		
Staff Trailer	\$112.00 x					390-600-431		

**WOOD HEAT**

<b><u>Operational</u></b>								
Elementary School	\$112.67 X	0.333	X	243 days	\$8,779.47	100-300-600-438		
Middle School	\$112.67 X	0.333	X	243 days	\$8,779.47	100-100-600-438		
<b><u>Maintenance</u></b>								
Elementary School	\$9,927.62 x	0.333	x	1	\$3,305.90	100-300-600-438		
Middle School	\$9,927.62 x	0.333	x	1	\$3,305.90	100-100-600-438		

**SUMMER SEASON:**

**WATER**

MS	\$50.13 x	3	x	Dwellings	\$451.17	100-100-600-431		
Elementary	\$50.13 x	3	x	Dwellings	\$451.17	100-300-600-431		
Staff Trailer	\$50.13 x	1	x	Dwelling	\$150.39	390-600-431		

**SEWER**

MS	\$66.40 x	3	x	Dwellings	\$597.60	100-100-600-431		
Elementary	\$66.40 x	3	x	Dwellings	\$597.60	100-300-600-431		
Staff Trailer	\$66.40 x	1	x	Dwelling	\$199.20	390-600-431		

**GARBAGE**

HS Dumpsters	\$336.00 x	1	x	3x/week @\$82e	\$1,008.00	100-000-600-431		
MS Dumpsters	\$336.00 x	1	x	3x/week @\$82e	\$1,008.00	100-100-600-431		
Elem Dumpsters	\$336.00 x	1	x	3x/week @\$82e	\$1,008.00	100-300-600-431		

**ROAD MAINT.**

HS Snow Removal	\$125.00 x	30	x	hours	\$3,750.00	100-000-600-442		
Elem Snow Removal	\$125.00 x	10	x	hours	\$1,250.00	100-300-600-442		
School Road lighting					\$926.00	100-300-600-436		

**FY20-21 CRAIG SCHOOL IN-KIND SERVICES \$69,677.49**

**BILLED SERVICES**

High School Swim Team \$7,275.00 100-000-100-412

**FY20-21 CRAIG SCHOOL BILLED SERVICES \$7,275.00**