

**CITY OF CRAIG
COUNCIL AGENDA
MAY 2, 2019
COUNCIL CHAMBERS 7:00 PM**

ROLL CALL

Mayor Tim O'Connor, Dave Creighton, Hannah Bazinet, Jim See, Julie McDonald, Mike Douville, Jan Trojan

CONSENT AGENDA

Items listed below will be enacted by one motion. If separate discussion is desired on an item, that item may be removed and placed on the regular meeting agenda.

- 1) Ordinance 721, FY20 Operating Budget
- 2) Ordinance 722, Utility Rate Increase
- 3) Liquor License Renewal Notice First and Main Brew, LLC

HEARING FROM THE PUBLIC

1. Open for public comment
2. Final Reading and Public Hearing of Ordinance 720, Application to sell city property to Jeremiah and Josia Bigelow, Lots 3A and 4A Salmonberry Subdivision
3. Resolution 19-06, Harbor rates
4. Resolution 19-07, Payment in lieu of health insurance

REPORTS FROM CITY OFFICIALS

- Mayor
- [Administrator](#)
- Treasurer
- Aquatic Manager
- City Clerk
- [City Planner](#)
- Fire/EMS Coordinator
- [Harbormaster](#)
- [Library](#)
- Police Chief
- Public Works
- Parks and Rec
- Parks and Public Facilities

READING OF CORRESPONDENCE

- 1) Alcohol and Marijuana Control Office regulations update
- 2) Bess Clark Tract P correspondence
- 3) First bank invitation
- 4) Tire marking to enforce parking rules declared unconstitutional

**CITY OF CRAIG
COUNCIL AGENDA
MAY 2, 2019
COUNCIL CHAMBERS 7:00 PM**

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- 1) Ordinance 720, Application to sell city property to Jeremiah and Josia Bigelow, Lots 3A and 4A Salmonberry Subdivision.
- 2) Resolution 19-06, Harbor rates
- 3) Resolution 19-07, Payment in lieu of health insurance

UNFINISHED BUSINESS

NEW BUSINESS

- 1) Consider approval, Port St. Nicholas Hatchery Operating Agreement
- 2) Consider approval, city contribution to Craig City School District FY2020 Budget
- 3) Consider acquisition of motor grader.

ADJOURNMENT



**Budget
Fiscal Year 2020**

City of Craig
Fiscal Year 2020 Budget
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CITY OF CRAIG

ORDINANCE NO. 721

PROVIDING FOR THE ADOPTION OF THE FISCAL YEAR 2020 OPERATING BUDGET

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRAIG:

Section 1. Classification. This ordinance is a non-code ordinance and is not of a general and permanent nature and shall not become a part of the code of the City of Craig, Alaska.

Section 2. Effective Date. This ordinance shall become effective July 1, 2019.

Section 3. Authorization and Appropriation. The appropriations identified in "Attachment A" hereto are adopted and authorized for the period of July 1, 2019 through June 30, 2020 and are the budget for that period. The Administrator may modify line item expenditures within an authorized appropriation to another line item in any amount which would not annually exceed ten (10) percent or \$10,000, whichever is more.

Section 4. Unexpended Balances. All unexpended balances lapse as of June 30, 2020.

APPROVED this _____ day of June, 2019.

MAYOR - TIM O'CONNOR

ATTEST: KASSI MACKIE - CITY CLERK

Ordinance No. 721

General Fund Revenues	\$	3,622,981	
Transfer in: Endowment Fund		175,000	
Enterprise Fund		48,825	
Hatchery Savings		56,000	
	Total		\$ 3,902,806
General Fund Expenditures			
Administration		683,985	
Aquatic Center		607,293	
Council		34,353	
EMS		202,154	
Facilities & Parks		269,442	
Fire		39,593	
Library		130,361	
Planning		71,019	
Police		1,022,588	
Public Works		346,012	
Recreation		110,005	
Pt. St. Nick Hatchery		56,000	
	Total Expenditures		3,572,806
Operating Transfer Out			
Reserve Fund		30,000	
School Financing		300,000	
	Total		330,000
Total General Fund Expenditures & Transfers			3,902,806
Excess of Revenues/Transfers over Expenditures			<u>\$ 0</u>
Enterprise Fund Revenues			
Cannery		7,000	
Harbor		270,500	
JTB Industrial Park		416,589	
Garbage		315,000	
Wastewater		290,000	
Water		317,476	
	Total		\$ 1,616,565
Transfer In From Endowment		205,000	
		101,652	\$ 306,652
Total			
Enterprise Fund Expenses			
Cannery		7,000	
Harbor		415,776	
JTB Industrial Park		233,036	
Garbage		302,138	
Wastewater		292,340	
Water		525,102	
	Total		1,775,393
Operating Transfer Out			
Reserve Fund		99,000	
General Fund		48,825	147,825
Excess of Revenue/Transfers over Expenditures			<u>\$ (0)</u>

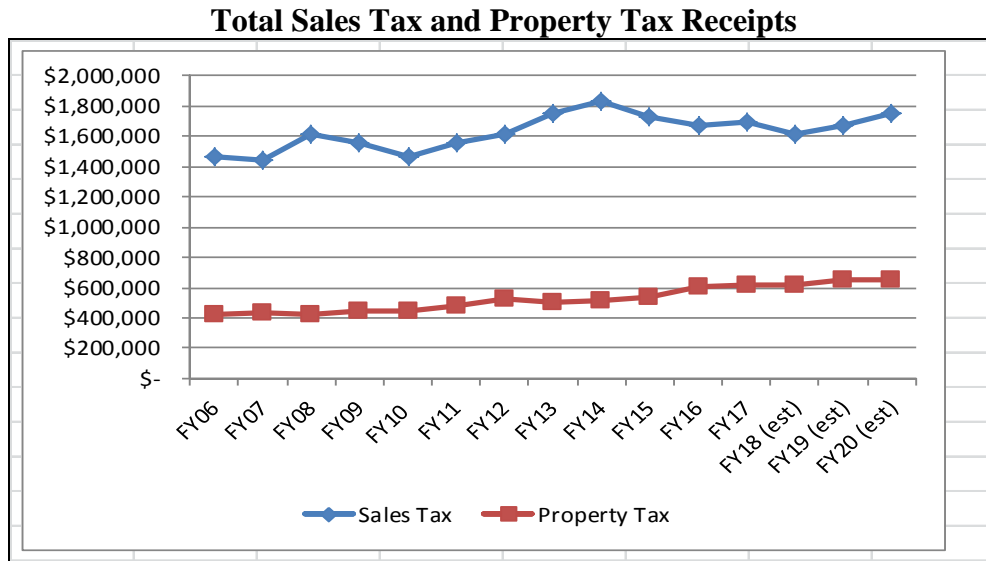
CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 26, 2019
RE: Proposed FY 2020 City of Craig Operating Budget

Attached you will find Ordinance No 721. The ordinance adopts the proposed City of Craig operating budget for FY 2020. A summary of the budget is provided below.

A. Revenues

The table below shows past actual and next fiscal year's estimated receipts.



Sales Tax

As the council is aware, sales tax revenues make up the bulk of locally generated tax receipts. The estimated amount of sales tax receipts is one of the variables in the budget that staff must pay close attention to when planning the coming year's budget. The sales tax numbers shown in each year in the above graph is the sum of general sales tax, liquor sales tax, and bed tax receipts.

The city has seen variable, but mostly declining, sales tax revenues since FY 2014. 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 2020 projected sales tax receipts are approximately 3.0% higher than the current year for three reasons.

1. Actual Receipts. After accounting for bed tax revenues, general sales tax receipts are about six percent ahead of the prior year through December 31, 2018.
2. Bed Tax Receipts. The current fiscal year is the first full year for receipts from the transient room tax, more commonly known as the bed tax. Staff anticipates \$30,000 in revenue from this source.
3. Online Retail Remittances. Some online retailers, including Amazon, are collecting city sales tax on some transactions. This revenue is essentially new revenue for Craig in that these sales were in past years not taxed.

Staff is told that the Silver Bay Seafoods plant will operate at least part of the commercial seine season in 2019, an economic plus for the community if that comes to pass. Commercial and sport fishing for king salmon is again severely restricted in inside waters throughout Southeast Alaska this season, making it more likely that fishermen will travel to the west coast of POW Island to catch kings. On a related note, Alaska Department of Fish and Game staff report that hatchery released king salmon have made up a disproportionately high amount of returning kings during the winter king fishery, a trend that could favor our area during the spring and summer troll seasons. Average monthly wages and employment for the POW census area are up from last year.

Property Tax

I expect a very slight increase in property tax receipts for the coming fiscal year. Property tax receipts have climbed more than \$200,000 in the past ten years due to new construction and property value appreciation. The property tax rate of six mills has not changed in more than twenty five 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 sales of property in the community. The city council does set the mill rate each year, per Alaska Statutes.

Other Local Tax Revenues

As the council will recall, the city council approved a ballot measure to put before the voters a proposed increase in the local sales tax rate by one percentage point, with the additional funds to go toward meeting costs to operate and maintain the Craig Aquatic Center. That measure will go to the voters at the October 2019 municipal election. Staff added zero dollars to anticipated sales tax receipts in the attached budget, as the outcome of the election is unknown until October.

As to the city's ten percent sales tax on marijuana, staff added zero dollars to its anticipated revenues from this source. While one local merchant is apparently near to getting final approval to operate a marijuana retail store in Craig, the actual opening date of the store is unknown. Until a marijuana retail store opens in Craig, staff will not include revenue from this source in its budgeting.

Taken together, staff estimates that all sales tax and property tax revenues for FY 2020 will amount to \$2.4 million, or about 67 percent of all expected non-grant, operating 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 2020 is \$467,519. The bulk of this is from one program: Payment in Lieu of Taxes (PILT). Senator Murkowski recently posted a news release announcing the reauthorization of the program at prior funding levels, meaning that Craig is likely to receive about \$289,000.

Raw fish tax and municipal revenue sharing account for most of the balance of this income source. As the committee will recall, raw fish tax revenue is highly variable from year to year. Staff does project an increase in raw fish tax for the coming year to around \$80,000. Any amount received beyond what is budgeted is assigned, per past council direction, to the Equipment Replacement and Harbor Reserve funds.

State revenue sharing for the coming year is likely to match the current year, but we should expect that revenue source to decrease over the next few years, possibly down to zero, depending on revenue to the State of Alaska.

As to public safety revenues, it appears that neither the governor nor legislature will propose reductions to the community jail program, or to Division of Motor Vehicles commissions. In the current fiscal year those two services account for more than \$417,000 of revenue. Other service contracts and police fines are expected to result in about \$70,000 of revenue.

The FY2020 budget includes \$18,000 in revenues from the Port St. Nicholas Road maintenance fee. That figure is an estimate, based on receipt of \$100 per lot.

B. Expenditures

The FY2020 General Fund budget anticipates expenditures virtually equal to the current fiscal year budget. Some notable differences between the current and proposed fiscal year budgets are listed below.

- **Aquatic Center.** The department would reduce its hours for part time employees by 1,000 hours in favor of adding a fourth full time employee. This approach does not increase wages but does add about \$20,000 in benefit costs. Changing the staffing structure will provide Aquatic Center Manager Jessica Holloway with a full time staff person that she can schedule in, rather than attempting to recruit and train several part time employees. Finding the quantity of part time employees has been a challenge, and the training for each new employee is time consuming. Jessica already works hours far beyond what we can reasonably expect. Her average time at work for any given two week (80 hour) pay period over the past 18 months is more than 100 hours, and not infrequently at seven days per week. I support this change in staffing in that it could reduce time spent training new employees, and relies on fewer individuals to be hired and managed. Incidentally, the pool used to be staff at four full time employees. That number was reduced by one position more than five years ago.
- **Craig Police Department.** The department is in need of two substantial capital additions: a new server, estimated to cost \$30,000; and a replacement patrol vehicle, estimated at \$15,000 (assuming that it can be purchased as surplus from another government agency).
- **EMS.** Added a second full time EMT Coordinator to meet on call, ambulance cleaning and restocking, and paperwork demands.

I have some ambivalence about adding to full time positions. Even so, the need is apparent for aquatic center staffing, and the new position there is made possible in part from the reduction of many hours of part time staff. The Craig Budget Committee asked staff to include the second full time position at EMS to try to address the need to ensure

24-hour EMS coverage in Craig. In both cases, these positions can always be returned to part time in the future under subsequent employee attrition, budgets, or as budget and/or operational needs change.

Cost of Living Adjustment

The proposed FY20 operating budget includes no cost of living adjustment for city employees. Each 1% COLA increase would add about \$20,300 to payroll costs.

Health Insurance Costs

The initial input from the city's employee health insurance broker is that the city will see no increase in the cost of this benefit in FY 2020. Every ten percent increase in premium cost equals about \$50,000 of additional cost to the city.

Two years ago the council adopted a policy to pay employees who recently had 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 thought behind this policy was 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 spent tens of thousands of dollars less on the healthcare benefit as a result of the in-lieu payment program. I would like to offer the program again for FY 2020, although the qualifying language will need to be revisited by the council, and set by resolution.

School Support

As the committee is well aware, the city had, until the current fiscal year, 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. We had reached an annual contribution of \$350,000 by FY2016, but scaled that contribution back in FY17 and FY18 to meet other demands. The city continued to pay the district \$550,660 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 will request \$550,660 in cash payment for school support in FY2020. The proposed city General Fund contribution to the district in the FY2020 budget is set at \$300,000. Staff will use the next Secure Rural Schools payment to meet part of the \$550,660 payment, with the \$250,666 balance coming out of our school reserve fund. A summary of the balance of that fund, and others, is shown in Section F, below.

The city's state-mandated minimum contribution to the school district is about \$412,931 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 \$1.66 million.

C. Proposed Rate Changes

A summary of proposed changes to rates for services is provided below. Rate changes for water, sewer, and solid waste collection will be considered by the council in an

ordinance separate from the budget ordinance. Rates for all other departments will be set by resolution.

Water rates

Staff proposes a three percent increase in water rates for FY2020.

As the council will recall the city engaged the Alaska Department of Commerce, Community, and Economic Development to produce a rate study for the city's water, wastewater, and solid waste collection departments. On March 23, 2018 staff received a revised rate study for the city's water department. Among the study's recommendations is one that calls for annual rate increases for FY19-FY2022, ranging between two percent and four percent per year. This recommendation is consistent with the Craig Budget Committee's own long-standing policy of adjusting rates and expenses at the water department so that revenues and expenditures match. Even with the proposed increase to water rates, its expenses will still exceed revenues by about \$68,000, assuming that the council approves use of Endowment Fund earnings to finance the cost of a new soda ash machine for the water plant.

Solid Waste Collection Rates

As it has done on occasion in the past, public works recently began a process to weigh truckloads of the contents from dumpsters and cans in order to identify the common weights from each container type. This effort is a means to collect container weight data to fairly set rates for solid waste collection and disposal. Staff will reserve any recommended action on rate changes for solid waste collection until it has reviewed the container weight data.

Aquatic Center Rates

The council increased pool rates a year ago. No broad rate changes are proposed for the coming year. However staff would like the Budget Committee to consider changes to the rate for pool rental paid by the Craig Waverunners Swim Club.

The current lap pool rental rate is \$75.00/hour. The city's longstanding agreement with the club amounts to a rental rate of about \$7.00 per hour. While I would expect the club would pay less than the set \$75.00 per hour rental fee given its frequent use of the pool and its contribution to youth sports on POW, I think a 90% discount on the established rental rate is more than the city should continue to agree to. The rate could be tied to some set cost formula, such as lifeguard cost and operational and maintenance costs, or simply set as some fractional amount of the current rental rate.

The council should take note here that in some years, the club's contributions to the aquatic center have been remarkable. Those contributions include a new timing clock, inflatable pool toy, starting blocks, lap swimming equipment, and materials to rebuild the water slide platform. Currently the club is pursuing grant funding to offset part of the swim coach's wage and benefit costs.

Those years when the club's contributions to the facility are substantial, there is merit in the city's recognizing those contributions rather than increasing the rental rate. Other

years a higher rental rate is justified. Some input from the city council on a typical rental rate for the club would be useful to staff as it works to set the club's rental rate each year.

D. Staffing Levels

In addition to the staffing changes described on page 3, the proposed budget includes other changes to staff levels. The Recreation Department requested an additional one quarter time position to better staff the recreation center and some weekend events. EMS receives an additional quarter time position to meet on call, ambulance cleaning and restocking, and paperwork demands. The budget also includes an additional one-eighth time position to assist with library staffing and programs.

E. Long-Term Finances

Long-Term Debt

The city currently holds the following long-term debt.

<u>Debt Class</u>	<u>Balance*</u>	<u>Annual Payments*</u>
Aquatic Center Bonds	\$1,635,000	\$136,500
Wastewater Treatment Plant	\$ 59,110	\$ 59,110
Water System Improvements	\$ 327,186	\$ 25,196
Total	\$2,021,296	\$220,806

* Approximate

Reserve and Operating 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	\$ 10,814,644
2. School Support	Federal & City funds	\$ 3,025,961
3. Certificates of Deposit	Retained earnings	\$ 2,000,000
4. City General Fund	Multiple sources	\$ 1,592,625
5. Capital/Harbor/Equip. Res.	Various Sources	\$ 593,883
6. Land Development	Sale of city property	\$ 567,676
7. Clinic Maintenance	Lease payments	\$ 42,804
8. Police Drug	Court awarded	\$ 18,774
9. Halibut Quota	General Fund	\$ 15,500
10. Bond Sinking Fund	General Fund	\$ 14,993
11. Memorial Park	Hilton Foundation	\$ 7,697

*Approximate as of March 31, 2018

The budget includes adding about \$110,000 to existing reserve accounts from the water, solid waste, and industrial park budgets. The industrial park budget also includes a \$62,146 transfer to the harbor department to balance revenues/expenses in that department.

F. Endowment Fund Earnings

Each year the city may spend up to four percent of the five-year average market value of the Craig Endowment Fund. For FY2020, that four percent amounts to approximately \$381,000. 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. The FY2019 debt service payment for the pool is approximately \$136,000, leaving a balance

of about \$245,000. With input from the Budget Committee, the FY2020 budget includes following use of the remaining funding.

1. <u>Network server computer at Craig PD</u>	\$ 25,000
The network server at the police department is in need of replacement. This equipment is critical to the functioning of much of the activity at Craig PD, including storing audio and video files, and other important files. The cost to replace is high, but not inconsistent with similar server replacement costs.	
2. <u>Replacement Patrol Vehicle at Craig PD</u>	\$ 15,000
The city hopes to acquire a surplus vehicle from a state or federal law enforcement agency.	
3. <u>Soda Ash Machine at Water Treatment Plant</u>	\$ 50,000
The existing soda ash machine at the water plant is the original model, installed 25 years ago. Replacement parts are difficult to find, and the importance of the machine to the water treatment process merits purchase of a new unit.	
4. <u>Design Work at Water Treatment Plant</u>	\$ 75,000
The city's Water System Master Plan recommends installing equipment to boost the output of the water treatment plant. The additional treatment capacity is needed during summer months to meet the demand on the city's water system. Engineers recommend focusing on production capacity rather than storage due to the risk of high levels of disinfection byproducts that result from storage of treated water. Staff is told that there are at least three modifications needed to the treatment plant that if made would significantly increase the production capacity of the plant. The funding proposed here would be used to design those improvements, although the amount is probably less than is needed to complete design work.	
5. <u>Needs Assessment at Harbor Department</u>	\$ 80,000
The budget committee expressed an interest in having a needs assessment written that describes needed maintenance and construction projects at the city's harbors. The assessment would detail specific tasks to complete compiled in a planning document, much like the city's water and wastewater master plans. The projects listed in the document likely include estimated completion costs. The information would prove useful during budgeting and grant application processes to show public need for specific tasks.	
Total	\$245,000

G. Summary

As I have stated in years past, department managers in the city's enterprise and general fund departments have done 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.

As I have noted in past cover memos for the budget ordinance, thanks to thoughtful actions taken by city councils in Craig over the past 20+ years, pertaining to building capital projects and efforts to build savings, the city is in good financial condition. With lean financial times upon us now and likely for the next few years due to declining or flat transfer payments from the State of Alaska and US Government, the city's good financial position will make dealing with reduced revenues easier. Even so, we should continue to anticipate challenging financial circumstances for our community for the near term.

For the longer term, there is reason for optimism, as noted below. I reported on some of the items below to the budget committee a year ago, with updates to this year's outlook:

- One local seafood buyer operated his new seafood processing and buying station in 2018, and plans are in place to continue operations in 2019. The presence of the new building may enable the purchase of long line fish in Craig in volumes greater than has been the practice in past years. Another local seafood buyer told me recently in a telephone conversation that his company plans to increase the amount of seafood moving across the dock in Craig during 2019.
- The release of eight million chum salmon fry at Port Asumcion beginning in 2018 will result, two years from now, is the start of an annual return of adult chum to the bay, with an ensuing commercial fishery. The annual release climbed to 20 million this year, and is projected to stay at 20 million.
- SSRAA released some 220,000 king salmon into Port St. Nicholas this year, in addition to the approximately 100,000 released by the city. So long as the Alaska Department of Fish and Game imposes strict restrictions on king salmon fishing in the inside waters of Southeast Alaska, the Craig area may see an elevated release of king salmon for several years, as well as fishing effort by boats based in other parts of Southeast. Port St. Nicholas is approved for a maximum release of around 700,000 king smolts per year, so it is possible that the local release could more than double, although there are no set plans in place to release more than the approximately 320,000 set for 2019. Even so, the additional released chinook will benefit local gear groups in the coming years.
- Despite uncertainty surrounding the king salmon and halibut bag limits, the local charter fishing businesses I spoke with recently all report they are largely full for the 2019 season.
- With the completion of the Alaska Mental Health Trust land exchange with the US Forest Service, the Viking Lumber Mill appears to be poised for an additional 3-5 years of timber supply. I expect that the various small mill operators on POW will benefit from the timber volume made available from timber sales, which also benefits Craig.
- The proposed kelp/oyster mariculture site at Doyle Bay near Craig recently received approval for its 100+ acre tideland lease. I continue to work with the principal contact for the project to keep track of the permitting and other details.

- The small gold mine that recently reopened in Hollis installed a mill facility in December 2018, adding another six or so jobs to the local economy, along with increased business spending on POW. The Calder Bay limestone site also continues to operate regularly and has a 25+-year production outlook.

Staff is prepared to address questions from the council regarding the proposed FY 2019 budget.

Recommendation

Adopt Ordinance No. 721 at first reading.



Financial Summary Fiscal Year 2020

May 2019

City of Craig
FY2020 Budget
General Fund Revenue & Expenditure Summary

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget		
Total General Fund Revenue	\$ 3,778,739	\$ 3,561,995	\$ 3,295,338	\$ 3,479,354	3,622,981		
				\$ 2,180			
Expenditures							
Administration	662,177	702,951	698,943	676,724	683,985	685,089	1,104
Aquatic Center	478,464	441,795	512,753	661,056	607,293	605,510	(1,783)
Council	130,419	133,203	82,419	57,331	34,353	34,353	0
EMS	228,329	326,051	215,282	189,326	202,154	202,154	0
Facilities & Parks	464,770	286,009	228,476	288,881	269,442	269,497	55
Fire	28,278	14,823	19,190	34,406	39,593	39,593	0
Library	113,835	108,626	127,118	137,549	130,361	131,066	705
Planning	90,047	99,015	74,499	69,151	71,019	71,019	0
Police	1,022,184	937,360	932,464	967,739	1,022,588	1,022,134	(454)
Public Works	306,686	326,792	306,390	336,295	346,012	345,264	(748)
Recreation	91,107	99,356	95,727	96,695	110,004	108,802	(1,202)
Pt. StNick Hatchery					56,000		
Total Expenditures	3,616,297	3,475,981	3,293,261	3,515,154	3,572,806		
Net Revenues over Expenditures	\$ 162,442	\$ 86,014	\$ 2,077	\$ (35,800)	50,175		
Transfers In to General Fund							
Transfer Enterprise Fund - Bal. Budget	226,026	241,011	303,824	210,622	48,825		
National Forest Receipts Road Funds		10,000	10,000	10,000	0		
Gaming/Derby Funds for Hatchery			57,210		56,000		
Endowment Fund Transfer to Gen Fund	135,000	178,280	370,650	233,000	175,000		
Reserve Fund Transfer In/our			28,481		0		
From PY reserves	50,000						
General Fund Services to Enterprise Fund	132,340	156,718	130,519	185,256	192,804		
Total Transfers	185,000	188,280	466,341	243,000	472,629		
Transfer Enterprise Fund - Bal. Budget	(165,409)	(244,255)	(111,187)	187,252			
To School Financing	(100,000)		(168,000)	(250,000)	(300,000)		
From Endowment To Capital Fund		(186,000)	(270,050)	20,000			
Transfer to Equipment Reserve					(30,000)		
Transfer to Enterprise Fund for GF Services	46,131	6,738	31,175	(217,387)	(192,804)		
Total transfers Out					(522,804)		
Total transfers					(50,175)		
Total Budget Revenue over Expenditures & Transfers	347,442.0	274,294.0	468,418.0	207,200.0	0		

Enterprise Fund Revenue & Expenses Recap

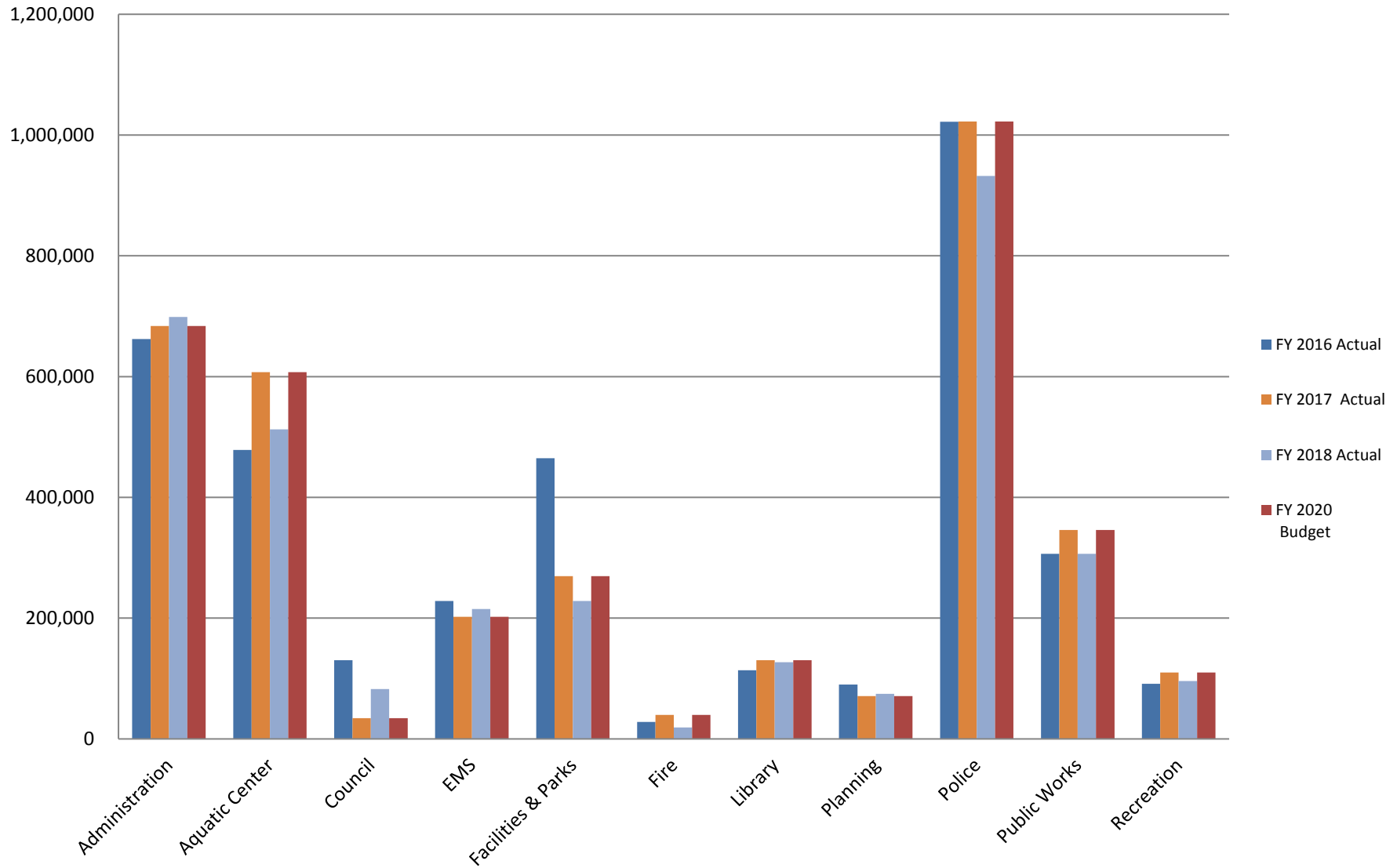
	FY 2016	FY 2017	FY 2018 Budget	FY 2019 Adopted Budget	FY 2020 Budget
Total Operating Revenue					
Cannery	3,505	8,884	8,105	7,000	7,000
Harbor	205,070	250,590	248,626	258,500	270,500
JTB Industrial Park	470,873	465,328	453,626	413,023	416,589
Garbage	304,171	298,369	278,407	311,970	315,000
Wastewater	269,006	263,835	353,220	290,000	290,000
Water	2,743	3,384	21,271	307,300	317,476
Total Revenue	<u>1,255,368</u>	<u>1,290,390</u>	<u>1,363,255</u>	<u>1,587,793</u>	<u>1,616,565</u>
Total Operating Expenses					
Cannery	4,124	1,713	2,700	6,881	7,000
Harbor	205,070	250,590	248,626	258,500	415,776
JTB Industrial Park	270,500	287,282	275,548	216,897	233,036
Garbage	304,171	298,369	278,407	311,970	302,138
Wastewater	226,026	241,011	303,824	210,622	292,340
Water	410,886	455,680	365,337	395,671	525,102
Total Expenditures	<u>1,420,777</u>	<u>1,534,645</u>	<u>1,474,442</u>	<u>1,400,542</u>	<u>1,775,393</u>
Net Revenues over Expenses					
Cannery	(619)	7,171	5,405	119	0
Harbor	0	0	0	0	(145,276)
JTB Industrial Park	200,373	178,046	178,078	196,126	183,553
Garbage	0	0	0	0	12,862
Wastewater	42,980	22,824	49,396	79,378	(2,340)
Water	(408,143)	(452,296)	(344,066)	(88,371)	(207,626)
Total	<u>\$ (165,409)</u>	<u>\$ (244,255)</u>	<u>\$ (111,187)</u>	<u>\$ 187,252</u>	<u>\$ (158,828)</u>
Transfer from Endowment Fund					
Water					125,000
Harbor					80,000
Total from Endowment Fund					<u>205,000</u>
Transfer to Reserve					
JTB Industrial Park					44,000
Garbage					25,000
Water					30,000
Total Transfer to Reserve					<u>99,000</u>
Transfers withing Enterprise Fund					
Cannery			0		-
Harbor	16,101	(4,460)	3,165	(46,417)	65,276
JTB Industrial Park	15,707	2,846	1,150	(22,782)	(90,728)
Garbage	4,709	1,538	1,784	(62,215)	12,138
Wastewater	6,871	3,430	3,805	(36,333)	2,340
Water	2,743	3,384	21,271	(49,640)	112,626
Total	<u>46,131</u>	<u>6,738</u>	<u>31,175</u>	<u>(217,387)</u>	<u>101,652</u>
Net Change in Cash					
Cannery	(619)	7,171	5,405	119	-
Harbor	-	16,101	(4,460)	3,165	0
JTB Industrial Park	200,373	193,753	180,924	197,276	48,825
Garbage	-	4,709	1,538	1,784	0
Wastewater	42,980	29,695	52,826	83,183	0
Water	(408,143)	(449,553)	(340,682)	(67,100)	0
Total Net Change in Cash	<u>(165,409)</u>	<u>(198,124)</u>	<u>(104,449)</u>	<u>218,427</u>	<u>\$ 48,825</u>
Transfer to General Fund					\$ (48,825)

City of Craig
 FY2020 Revised Budget
 Transfers

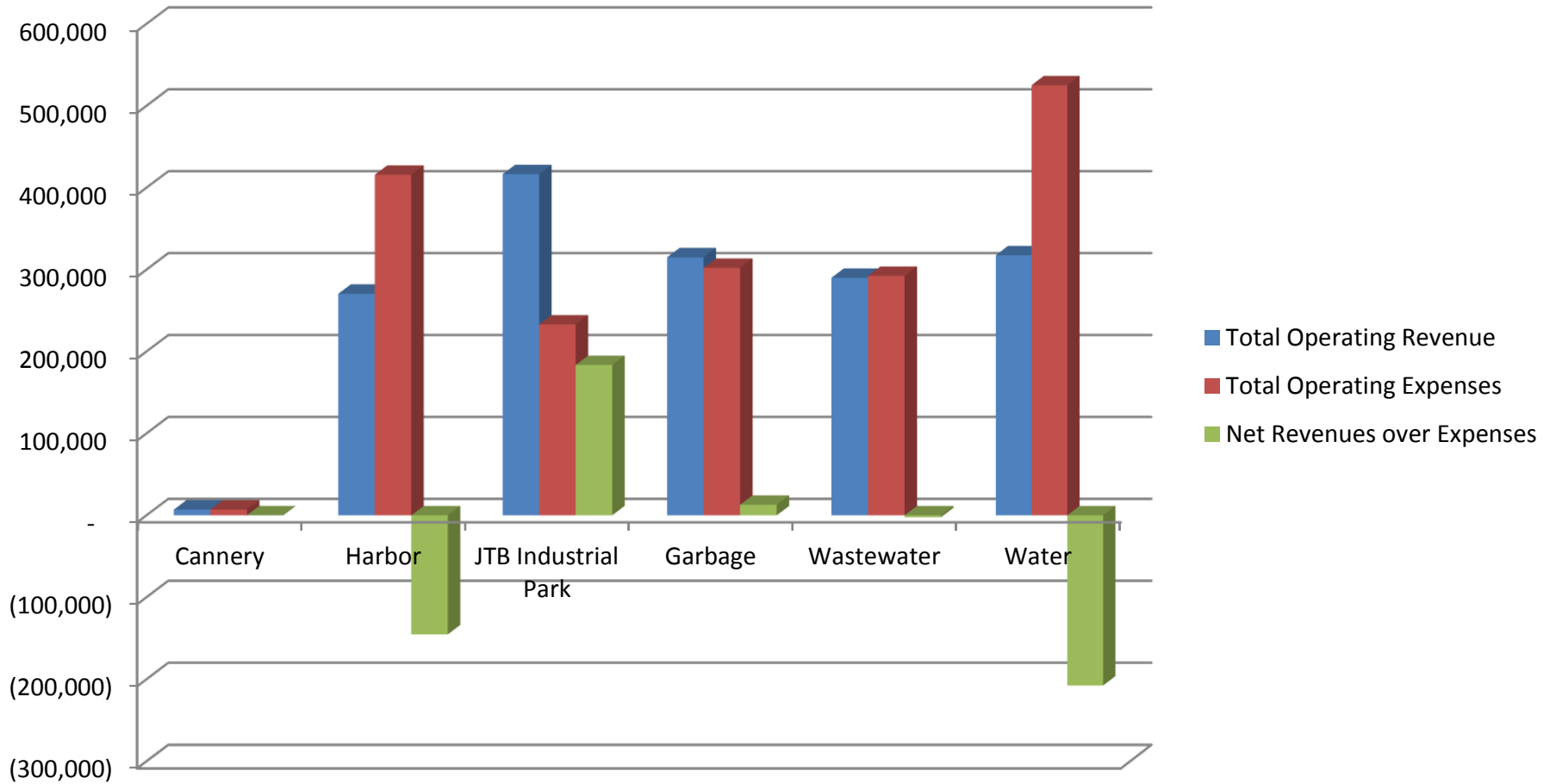
	General Fund	Enterprise Fund	Endowment Fund	Equipment Capital Fund	Hatchery Savings	School Reserve
Transfer Enterprise Fund - Bal. Budget	48,825	(48,825)				
National Forest Receipts Road Funds						
Pt St Nick Hatchery						
Gaming/Derby Funds for Hatchery	56,000				(56,000)	
Endowment Fund Gen Fund Pool	135,000		(135,000)			
Endowment Fund to Gen Fund Police	40,000		(40,000)			
To School Financing	(300,000)					300,000
Transfer to Equipment Reserve (Public Work)	(30,000)			30,000		
Transfer to Equipment Reserve (Garbage)		25,000		25,000		
Endowment Fund Enterprise Water		50,000	(50,000)			
Endowment Fund Enterprise Water		75,000	(75,000)			
Enterprise Fund to Reserve JTB		(44,000)		44,000		
Endowment Fund Enterprise harbor		80,000	(80,000)			
From PY reserves						
	(50,175)	137,175	(380,000)	99,000	(56,000)	300,000
		4% earnings	381,166			

Enterprises Fund Transfers	JTB Dept	Harbor Dept	Water Dept	Wastewater	Garbage
JTB Dept. to Water Dept.	(31,712)		31,712		
JTB Dept.to Harbor Dept.	(62,146)	62,146			
Wastewater to Water			10,164	(10,164)	
Garbage to Water			27,146		(27,146)
	(93,858)	62,146	69,022	(10,164)	(27,146)

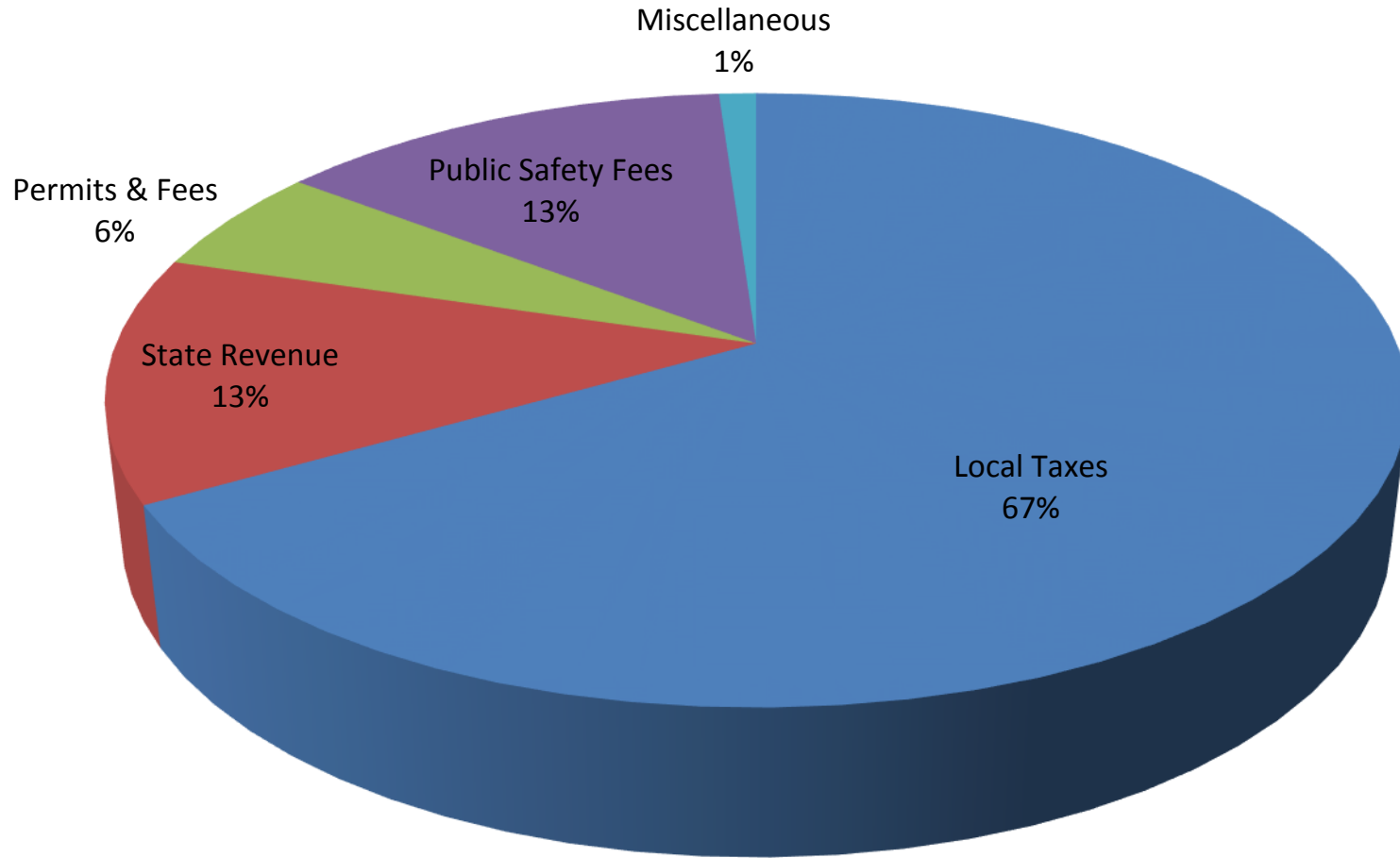
General Fund Expenditures



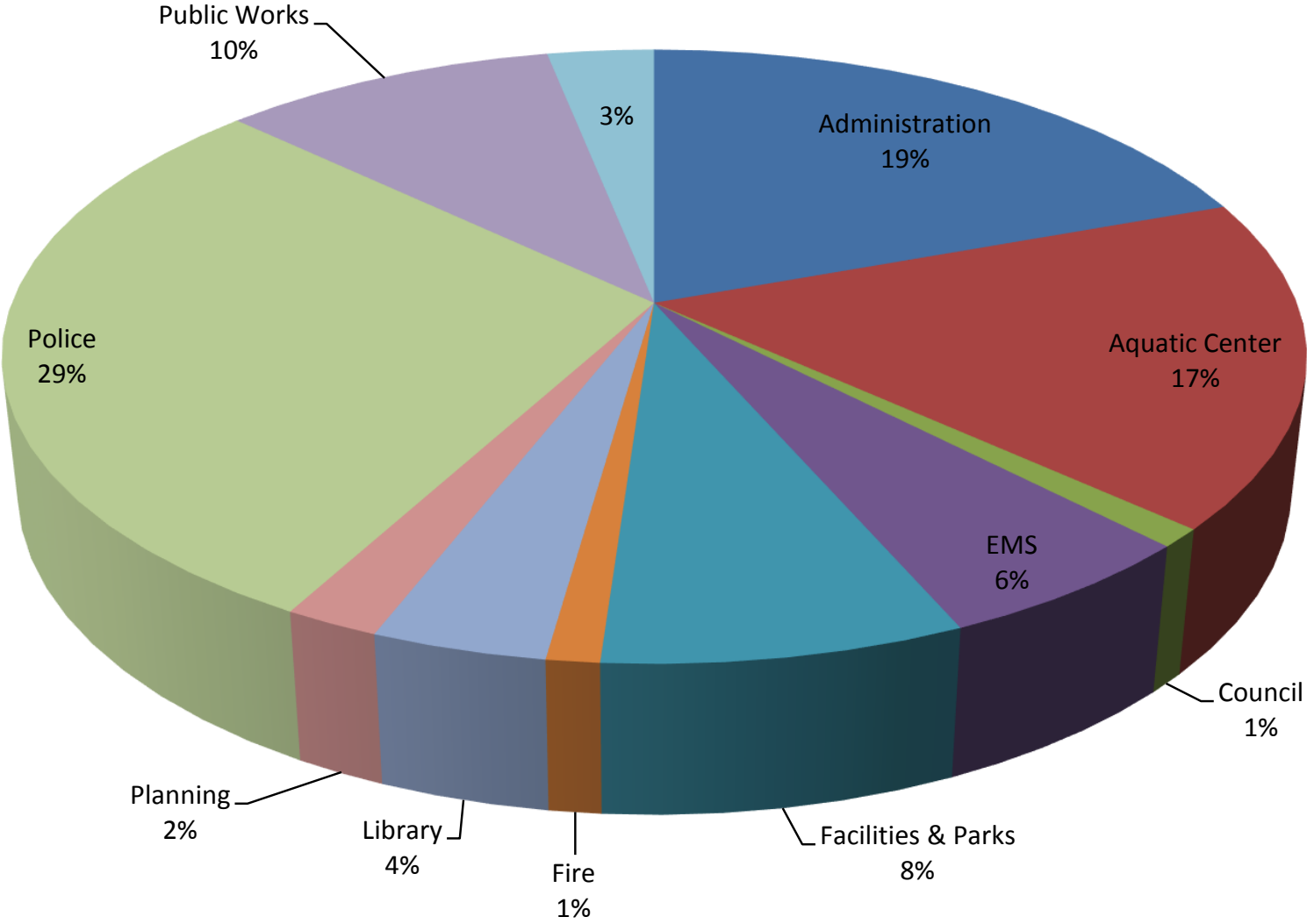
Enterprise Fund



General Fund Revenue



General Fund Total Expenditures



City of Craig Summary - FY 2020

	GF FY 2020	GF FY 2019	GF Incr(Decr)	EF FY 2020	EF FY 2019	EF Incr(Decr)	FY 2020 Total	FY 2019 Total	FY 2020 Incr(Decr)	% Change
Salary	451,621	510,463	(58,842)	98,220	98,556	(336)	549,841	609,019	(59,178)	-10.76%
Hourly Wages	1,065,115	969,767	95,348	341,242	347,814	(6,572)	1,406,357	1,317,581	88,776	6.31%
Overtime Wages	34,499	33,579	920	11,163	10,918	245	45,662	44,497	1,165	2.55%
On-call Wages	17,400	17,400	0	13,280	13,280	0	30,680	30,680	0	0.00%
Total Wages	1,568,635	1,531,209	37,426	463,905	470,568	(6,663)	2,032,540	2,001,777	30,763	1.51%
FICA	99,033	95,796	3,237	28,761	29,174	(413)	127,793	124,970	2,823	2.21%
Medicare	23,167	22,405	762	6,726	6,823	(97)	29,893	29,228	665	2.23%
Workers' Comp	41,574	54,735	(13,161)	12,760	17,429	(4,669)	54,334	72,164	(17,830)	-32.82%
PERS (DB & DC)	327,362	306,539	20,823	92,794	94,231	(1,437)	420,156	400,770	19,386	4.61%
Medical Insurance	346,724	386,843	(40,119)	108,795	117,166	(8,371)	455,518	504,009	(48,491)	-10.65%
HRA	78,128	86,680	(8,553)	20,928	19,855	1,073	99,055	106,535	(7,480)	-7.55%
Other Benefits	6,499	5,355	1,144	1,966	2,045	(79)	8,465	7,400	1,065	12.58%
Total Benefits	922,485	958,353	(35,868)	272,730	286,723	(13,993)	1,195,215	1,245,076	(49,861)	-4.17%
GRAND TOTAL	2,491,120	2,489,562	1,558	736,635	757,291	(20,656)	3,227,755	3,246,853	(19,098)	-0.59%

Enterprise Fund Summary - FY 2020

Wages & Benefits

	Wastewater	Water	Garbage	Harbor	JTB Park	TOTAL
Salary	18,250	10,950	4,380	43,309	21,331	98,220
Hourly Wages	56,878	119,290	33,403	71,072	60,599	341,242
Overtime Wages	770	1,628	113	5,257	3,395	11,163
On-call Wages	40	40	0	9,900	3,300	13,280
Total Wages	75,938	131,908	37,896	129,538	88,625	463,905
FICA	4,706	8,179	2,350	8,031	5,495	28,761
Medicare	1,101	1,913	549	1,878	1,285	6,726
Workers' Comp	1,673	3,000	1,656	4,042	2,389	12,760
PERS (DB & DC)	16,698	29,023	8,337	25,503	13,232	92,794
Medical Insurance	19,882	25,781	20,037	29,907	13,188	108,795
HRA	4,400	4,400	3,465	5,803	2,860	20,928
Other Benefits	428	369	214	531	424	1,966
Total Benefits	48,888	72,665	36,608	75,695	38,874	272,730
GRAND TOTAL	124,826	204,573	74,504	205,233	127,499	736,635
GRAND TOTAL FY19	118,488	222,241	77,791	213,704	127,817	760,041
Change	6,338	(17,668)	(3,287)	(8,471)	(318)	(23,406)

City of Craig
 Debt Payment
 FY 2020

Long Term Government Debt		July 1, 2019 Balance	Principal Payment	Interest	Total	Date Due	Revenue Source	Department Budget
Aquatic Center Bonds	Bank of New York	1,635,000.00	65,000.00	36,593.75	101,593.75	10/1/2019	Endowment Fund	Aquatic Center
				35,293.75	35,293.75	4/1/2020		
					136,887.50			
Enterprise Fund								
WasteWater Plant	St of AK DEC	59,110.00	59,110.00	886.00	59,996.00	8/10/2019	Sewer Revenue	Sewer
Water Line Improvements	St of AK DEC	106,871.48	7,028.36	1,708.50	8,736.86	8/1/2019	Water Revenue	Water
Water Main Loan 265081	St of AK DEC	220,314.26	12959.66	3499.11	16,458.77	8/1/2019	Water Revenue	Water
				6,093.61				
	Total All Debt	2,021,295.74	144,098.02	77,981.11	222,079.13			

City of Craig
 FY 2020 Budget
 Endowment Market Value

FY 2014		FY 2017		FY 2020	
Dec 31,2008	6,116,872	Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595
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	December 31, 2016	9,360,777
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	December 31, 2017	10,343,650
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	December 31, 2018	9,537,847
	<u>37,620,789</u>		<u>44,784,943</u>		<u>47,645,751</u>
Five year Average	7,524,158	Five year Average	8,956,989	Five year Average	9,529,150
4% of Average	300,966	4% of Average	358,280	4% of Average	381,166
Council Set aside	180000	Council Set aside	180000		
	120,966		178,280		
FY 2015		FY 2018			
Dec 31,2009	7,191,057	Dec 31, 2012	8,698,143		
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595		
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595		
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882		
Dec 31, 2013	9,864,595	12/31/2016	9,360,777		
	<u>41,368,511</u>		<u>46,326,992</u>		
Five year Average	8,273,702	Five year Average	9,265,398		
4% of Average	330,948	4% of Average	370,616		
Council Set aside	180000		180000		
	150,948		190,616		
FY 2016		FY 2019			
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595		
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595		
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882		
Dec 31, 2013	9,864,595	December 31, 2016	9,360,777		
Dec 31, 2014	9,241,595	December 31, 2017	10,343,650		
	<u>43,419,049</u>		<u>47,972,499</u>		
Five year Average	8,683,810	Five year Average	9,594,500		
4% of Average	347,352	4% of Average	383,780		
Council Set aside	180000				



**General Fund
Fiscal Year 2020**

May 2019

City of Craig

General Fund Revenues	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	Change 2020/2019	% Change
Property Tax	602,456	619,765	622,000	650,000	655,300	5,300	0.81%
Sales Tax	931,518	946,272	899,400	930,000	971,550	41,550	4.28%
Sales Tax 1% Pool & Recreation (1992)	310,506	315,424	299,800	310,000	320,850	10,850	
Sales Tax School 1% (1988)	310,505	315,424	299,800	310,000	320,850	10,850	
Transient Room Tax			0	25,000	30,000	5,000	16.67%
Sales Tax Liquor	115,238	114,397	120,000	120,000	120,000	0	0.00%
Total Local Taxes	2,270,223	2,311,282	2,241,000	2,345,000	2,418,550	177,550	3.04%
PILT	298,338	299,470	265,500	289,500	289,500	0	0.00%
State Revenue Sharing	146,041	96,626	89,842	95,942	90,019	(5,923)	-6.58%
Liquor Revenue Sharing	7,700	7,350	5,000	4,000	4,000	0	0.00%
Raw Fish Tax	342,739	150,045	50,000	50,000	80,000	30,000	37.50%
Shared Fisheries Tax	4,965	4,782	4,000	4,000	4,000	0	0.00%
National Forest Receipts	10,000	0		10,000		(10,000)	
Total State Revenue	809,783	558,273	414,342	453,442	467,519	14,077	3.01%
EMS Service Fees	51,438	57,836	83,490	60,000	60,000	0	0.00%
<i>EMS Contractual Adjustments</i>	(18,676)	(20,606)	(37,776)	(30,000)	(30,000)	0	
EMS Training Fees & Supplies	4,975	15,426	3,981	1,000	1,000	0	0.00%
Pool Admissions	49,917	49,457	43,692	55,000	55,000	0	0.00%
Library Fees	2,557	3,156	1,186	1,000	1,000	0	0.00%
Recreation Fees	11,647	15,249	17,276	13,000	17,000	4,000	23.53%
Senior Card Fees	3,905	1,079	13,430	3,000	3,000	0	0.00%
Taxi Permit	50	100	0	100	100	0	0.00%
Building, Access & Subdivision Permits	17,122	11,453	11,770	8,000	8,000	0	0.00%
Property Leases	89,850	71,074	67,774	72,000	72,000	0	0.00%
Dump Waste	568	2,766				0	
Material Sales	3,165		0	1,000	1,000	0	0.00%
PSN Road Maintenance Fees					18,000	18,000	100.00%
Equipment Rentals	1,175	4,768	9,589			0	
Total Permits & Fees	217,693	211,758	214,412	184,100	206,100	22,000	10.67%
Police Fines	12,077	9,414	14,052	10,000	10,000	0	0.00%
DMV Commissions	65,843	67,153	70,202	60,000	60,000	0	0.00%
Trooper Dispatch Service	10,000	5,000	10,000	7,200	7,200	0	0.00%
Contract Jail Service	322,724	322,724	286,584	357,524	357,524	0	0.00%
Klawock Dispatch Service	52,879	53,088	50,000	53,088	53,088	0	0.00%
USDA Forest Service Dispatch	3,000	3,000	3,000	3,000	3,000	0	0.00%
Total Public Safety Revenue	466,523	460,379	419,584	490,812	490,812	0	0.00%
Parks Donations (Flwr Baskets)	35	427				0	
Interest Income (ckng & CD)		197			34,000	34,000	
Interest Income (A/R)	5,321	4,087	1,000	1,000	1,000	0	0.00%
Misc. Other	9,161	15,592	5,000	5,000	5,000	0	0.00%
Total Other Revenue	14,517	20,303	6,000	6,000	40,000	34,000	85.00%
Total GF Revenues	3,778,739	3,561,995	3,295,338	3,479,354	3,622,981	143,627	3.96%

ADMINISTRATION

GENERAL FUND

Develop operator in training schedule

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.

Personnel: City Administrator, City Clerk, City Treasurer, three accounting clerks (5.5 FTE)

Mission

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.

2017-2018 Accomplishments

- Maintained service levels to citizen with reduced revenues.
- Held King Salmon Derby to fund Pt. St. Nick Hatchery.
- Published an updated website.
-

2018-2019 Goals

- Continue completion of unqualified opinions of financial audits
- Continue to seek funding for Capital Improvements
- Implement radio read water meter readings with Public Works Department.
- Continue to move payments to electronic.
- Market web pay for city's services
- Continue to improve customer service for Craig citizens.

FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES

Administration Expenses	FY 2016	FY 2017	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	% Change
Salaries	291,700	300,618	338,920	328,671	331,058	2%
Benefits & Unemployment	151,362	173,656	131,896	130,541	134,503	2%
Professional Services	130,279	135,891	147,120	136,850	142,550	3%
Employee Travel, Education, & Dues	16,998	16,047	12,217	10,745	11,745	4%
Materials & Supplies	12,842	15,808	15,320	9,099	7,500	51%
Utilities	17,687	18,753	18,210	18,186	19,592	7%
Repairs & Maintenance	2,500	2,175	1,252	2,809	3,260	62%
Notices	4,297	2,431	755	900	900	16%
Insurance	5,454	3,912	6,986	5,345	8,220	15%
Contributions	17,350	15,401	14,462	13,090	14,558	1%
Bank Fees	6,749	9,433	3,275	100	100	97%
Bad Debt Write-Off	0	3,400	244	0	0	
Safety			0	2,000	2,000	100%
Miscellaneous	974	526	3,220	0	2,000	
Small Equipment	3,985	4,900	4,902	27,100	6,000	18%
Equipment > \$5000		0				
Capital Improvement			164	0	0	
Total Administration Expenses	662,177	702,951	698,943	685,436	683,985	-0.21%

Administration

FY 2020

	<u>Acct #</u>		<u>Amount</u>
Salaries	11-5100	\$ 331,058	\$ 331,058
Benefits	11-5200	134,503	134,503
Unemployment	11-5250		0
Professional Services	11-5310		116,500
Property Assessment (includes Bd of Equalization		28,500	
Audit (FY2018 & sales tax)		40,000	
Legal Fees		12,000	
Lobbyist		36,000	
Contract Services	11-5320		26,050
IT Support		2,000	
AccuFund Support		12,500	
Cleaning		4,500	
Code Publishing		1,200	
backup system		5,850	
Travel	11-5410		5,000
SE Conference		2000	
City Clerk Conference		1000	
Misc Travel		1000	
Finance Travel		1000	
Education & Training			
Education & Training - SE Conference	11-5420	300	2,900
City Clerk Conference		300	
Finance Conferences		300	
Safety		2,000	
Dues	11-5430		3,845
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	
Materials and Supplies	11-5510		9,500
Office Supplies		5,330	
Postage	11-5520	3,170	
Freight	11-5525		
Vehicle fuel	11-5652	1,000	

Administration

FY 2020

	<u>Acct #</u>		<u>Amount</u>
Utilities			19,592
Electric	11-5610	5,850	
Heating Fuel	11-5620	4,000	
Telephone	11-5630	7,000	
Water, Sewer, Garbage		2,742	
Repairs & Maintenance			3,260
Equipment Repairs	11-5710		
Equipment Maint Agreement(Copier)	5730	1,200	
Postage Meter Lease	11-5740	1,560	
Building - Annual Flowers	11-5750	500	
Other Expenditures			9,120
Notice & Advertising			
Newsletter Publishing		500	
Ketchikan Daily News		200	
Recording Fees Vehicle License		200	
Insurance	11-5850	8,220	
Contributions			14,558
Catholic Community Service (Senior Services)	11-5910	6,790	
4th of July Celebration		500	
POW Marathon		800	
KRBD		500	
Power		3,000	
POW Health Network		1,500	
Misc Contributions		1,468	
Credit Card Fees	11-5925	100	100
Bad Debts for Property tax, sales tax,	11-5930		0
Miscellaneous Expenses	11-5990	2,000	2,000
Misc Small Office Equipment	11-6200		6,000
Computer upgrades		2,000	
Color Printer		4,000	
Capital Improvement	11-6206		
TOTAL		\$ 683,985	\$ 683,985

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.

2017-2018 Accomplishments

- Swim Camp in July 2018
- Slide platform rebuild
- Jessica received LGIT Certification
- Jessica received CPR/AED instructor Certification
- Hired 3rd full time employee
- Started process of refinishing pool basins
- Chris was accepted to attend Masters Championship in South Korea
- Chris took 7 swimmers to Junior Olympics
- Instituted new intake system for front counter
- Started a more frequent swim lessons schedule for the public

2018-2019 Goals

- Continue to complete pool basin project
- Chris to compete and possibly place in Masters Championship
- Teach at least 4 LGI courses through the year
- Chris’s LGI Certification
- Possibly hire a 4th full time employee
- Send one or two employees to CPO certification
- Continue to build current programs

**FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT REVENUES**

<i>Aquatic Center Expenses</i>	FY 2016	FY 2017	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	% Change
Salaries	113,691	107,636	137,688	154,470	156,536	14%
Benefits & Unemployment	75,654	54,535	81,465	102,664	128,834	136%
Professional Services	4,318	2,383	2,133	3,000	4,700	97%
Employee Travel, Education, & Dues	272	2,023	2,703	6,110	8,820	336%
Materials & Supplies	17,734	19,642	17,744	26,360	20,200	3%
Utilities	113,720	100,592	124,197	114,137	131,920	31%
Repairs & Maintenance	5,373	1,838	213	2,644	4,800	161%
Recording		560				
Insurance	5,436	4,835	9,264	10,500	10,800	123%
Credit Card Fees	709	486	44	0	0	-100%
Bad Debt Write-Off			216			
Other						
Equipment Purchase	5,567	10,777	2,697	1,600	3,796	-65%
Debt Service	135,990	136,488	134,389	136,888	136,888	0%
Capital Improvement	0			100,000		
Total Swimming Pool Expenses	478,464	441,795	512,753	658,372	607,293	-8%
				558,372.3		9%

Aquatic Center

FY 2020

	<u>Acct #</u>		<u>Amount</u>
Salaries	25-5100	\$ 156,536	\$ 156,536
Benefits	25-5200	128,834	128,834
Contract Services			
Gym Assistant program	25-5350	500	4,700
Water Sample Testing	25-5320	4,200	
Employee Travel, Education, & Dues			8,820
Travel (CPO Training Anchorage & Lifeguard instructor)	25-5410	4,300	
Training	25-5420	3,000	
Lifeguarding Certifications		1,520	
Materials	25-5510		20,200
Safety Equipment & First Aid Supplies		4,000	
Office & Cleaning Supplies		2,200	
Chemicals	25-5515	7,000	
Paint & Painting Supplies		3,000	
Freight	25-5525	4,000	
Utilities			131,920
Electricity	25-5610	52,000	
Heating Fuel (Propane)	25-5620	40,000	
Telephone DSL	25-5630	4,000	
Wood Chips	25-5510.01	30,000	
Water, Sewer, Garbage		5,920	
Maintenance			4,800
Misc Repairs	25-5700	2,000	
Stenner Pumps misc		800	
Circulation Pump Pentair		2,000	
Building & Grounds Maintenance			
Insurance			10,800
General Liability	25-5850	10,800	
Property			
CC Fees	25-5925		0
Equipment Purchases	25-6200		3,796
Fitness equipment		2,000	
Benches		1,296	
Pressure washer		500	0
Capital Improvement	25-6500		
Debt Payments			
Bond Pmt	25-7100	136,888	136,888
TOTAL		\$ 607,293	\$ 607,293

**FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Council Expenses</i>	FY 2015	FY 2016	FY 2017	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	\$ Change
Salaries	15,153	14,289	14,122	13,276	14,700	13,500	-8%
Benefits	114,392	103,535	110,883	57,816	37,632	17,633	-53%
Council Elections	745	564	899	645	950	950	0%
Employee Travel, Education,	8,509	11,736	6,564	7,313	1,550	2,050	
Materials & Supplies	436	214	168	1,368	2,100	0	
Telecommunications				9			
Insurance	715	81	140	324	385	220	-43%
Contributions			427	25			
New Equipment				1643			
Other-(SE Conf)							
Total Council Expenses	139,950	130,419	133,203	82,419	57,317	34,353	-40%

Council

FY 2020

Council Salaries	12-5110		\$ 13,500
Benefits		17,633	17,633
Contract Services			
Election Judges:	12-5331		450
Ballots			500
Auto Ballots			
Employee Travel, Education, & Dues			
Travel			2,050
AML Conference	12-5410	1,000	
	12-5420	500	
Education			
Dues			
SE Conference	12-5430		
AK Conference of Mayors		250	
AML Conference		300	
Misc Supplies	12-5510		0
Insurance			220
General Liability			
Property			
			\$ 34,353

Emergency Medical Services are provided by the City with two equipped ambulances.

Personnel: Director, EMT I and volunteers. FTE: 2.75

2018-2019 Accomplishments

- Secured grant funding to purchase a second Zoll X monitor for the second ambulance, city didn't have to contribute any matching funds
- Renewed 11 Craig Volunteers with the State of Alaska as either EMT 1's 2 or 3's
- Held the first Basic Firefighter Class on POW. We had 27 students from around the island.
- Continued our Bike Helmet safety campaign during the summer months. We handed out 40 ice cream cone coupons and 12 new bike helmets. All funds are paid for through the AC receipts the Haunted
- Obtained the new refrigerated Morgue and painted it.
- Obtained a grant for protective gear for EMS responders during a mass shooting
- improved our response on many calls
- Trained more than 100 people around the island

2019-2020 Goals

- Improve the number of responders we have available for calls.

**FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Emergency Medical Services</i>	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget	% Change
Salaries	93,364	86,990	97,165	85,908	106,493	24%
Benefits & Unemployment	45,958	43,682	67,766	57,272	57,660	1%
Contracted Services	3,058	3,785	5,793	4,200	3,400	-19%
Employee Travel, Education, & Due	4,085	11,125	2,918	3,840	5,000	30%
Materials & Supplies	20,261	17,796	19,927	19,500	16,300	-16%
Utilities	5,537	6,642	6,642	6,050	6,300	4%
Repairs & Maintenance	4,723	430	461	950	0	-100%
Recording/Permits	0	160		650	0	-100%
Insurance	2,712	3,727	4,200	5,289	6,351	20%
New Equipment	10164	109573		350	650	86%
Equipment Replacement			2493	5160	0	-100%
Bad Debt Write-Off	38,467	42,141	7,917	0	0	
Capital Improvement	0	0		0	0	
Total EMS Expenses	228,329	326,051	215,282	189,169	202,154	7%

189,862

Emergency Medical Services

2020

	<u>Acct #</u>		<u>Amount</u>
Salaries	17-5100	106,493	\$ 106,493
Benefits	17-5200	57,660	57,660
Contract Services Software	17-5340		3,400
Systems Design		2,700	
MS Virus software		300	
State reporting		400	
Employee Travel, Education, & Dues			5,000
Travel	17-5410		
EMT			
DR		3,000	
Symposium			
Education & Training			
Webinars - ETT, EMTII, EMT III, CPR	17-5420	2,000	
Materials & Supplies			16,300
Office supplies	17-5510		
Medical Supplies		8,500	
Equipment Supplies		5,000	
Class Materials	17-5530	1,000	
Postage	17-5520	200	
Freight	17-5525	800	
Vehicle Fuel (200gal @ \$4.00)	17-5650	800	
Utilities			6,300
Telephone	17-5630	2,500	
Old Clinic Fuel		1,400	
Old Clinic Electric		1,000	
Water, Sewer, Garbage		1,400	
Maintenance & Repairs			0
Vehicle Repairs	17-5710		
Dept Maintenance			
Vehicle Licensing & Permits	17-5845		0
Insurance	17-5850		6,351
General Liability		725	
Property		1,825	
Vehicle		3,801	
Permits			0
Bad Debts	17-5930		
Small Equipment	17-6200	650	650
Equipment >\$5000	17-6300		0
Capital Improvements	17-6500		0
TOTAL		\$202,154	\$202,154

The facilities and parks 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, fire hall, and three small parks.

Personnel: Director, Maintenance
Workers FTE: 2.75

2018-2019 Accomplishments

- Rebuild Triangle park and replace equipment
- Upgrade Tanner Crab Park
- Rebuild Aquatic Center Slide platform
- Major repairs on Pool Air Handling System
- Wood Fired Boiler Maintenance

2019-2020 Goals

- Replace gutters on City Gym and City Hall
- Paint Sea Plane building.
- Remove gym floor sealant and replace
- Continue to address maintenance issues throughout city as required
- Continue to build inter-departmental relationships for more efficiency

**FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Parks/Facilities Expenditures</i>	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget	% Change
Salaries	131,952	122,552	124,307	122,419	124,005	1%
Benefits & Unemployment	81,808	99,332	10,793	92,275	69,460	-25%
Contracted Services	5,926	5,389	7,200	7,200	7,800	8%
Employee Travel, Education, & Du	0	509		0	0	
Materials & Supplies	23,763	25,568	30,698	5,700	16,200	184%
Utilities	13356	15944	16518	15964	16,609	4%
Repairs & Maintenance	6,206	1,006	1,355	15,000	10,000	-33%
Insurance	5,936	5,942	11,371	12,178	11,968	-2%
Recording/Permits & Misc.	75	25	35			
Equipment	66,835	9,742	608	1,600	7,200	350%
Capital Improvement	128913	0	25,591	6,200	6,200	0%
Total Parks/Facilities Expenses	464,770	286,009	228,476	278,536	269,442	-3%

Parks & Public Facilities

FY 2020

	<u>Acct #</u>	<u>Amount</u>	
Salaries	14-5100	124,005	\$ 124,005
Benefits	14-5200	69,460	69,460
Contractor Services	14-5330		7,800
Janitorial - Float Plane		7,200	
New Clinic Alarm		600	
Education & Training	14-5410		0
Material & Supplies	14-5510		16,200
Buildings		8,000	
Parks (planter forms, totem park, RJ Park roof)		5,000	
Freight	14-5525		
Equipment Fuel(100@4.00)	14-5550	400	
Vehicle Fuel (800@3.50)		2,800	
Utilities			16,609
Electricity (Shop & POW Health)	14-5610	8,000	
Heating Fuel	14-5620	5,000	
Telephone	14-5630	3,000	
New Clinic Alarm telephone	14-5630.01		
Water, Sewer, Garbage		609	
Maintenance & Repairs	14-5700		10,000
Building Maintenance	14-5750	10,000	
Insurance	14-5850		11,968
General Liability		1,105	
Property		9,151	
Vehicle		1,712	
Equipment	14-6200		
Cemetery Tent & Casket device	14-6300	7,200	7,200
Capital Improvements	14-6500		6,200
Gym Floor		6,200	
TOTAL			<u><u>\$269,442</u></u>

The Craig Fire Department responds to fire calls within the city limits and has memoranda of agreements with area communities. The firemen are an all-volunteer staff of 14.

Craig Volunteer Fire Department is composed of a group of volunteers from a variety of skill backgrounds. We have selected candidates for the department based on their ability to respond to a variety of fire call situations. For example, we recruited auto mechanics to be our motor vehicle extrication specialists, electric company workers to handle electric power issues at the fire scene, harbor department employees to direct activities when boat fires occur, Forest Service employees to handle wildland interface situations, and the local fuel distributor to manage hazmat incidents. Each of these firefighters are trained in their area of expertise by their employer and brings individual, and critical, skills to the fire department.

As a part of our organizational structure we have a 'first responder' that always reports directly to the fire scene, while the rest of the firefighters report to the fire hall. The first responder assesses the fire situation, determines if rescue is necessary, locates the nearest hydrant, decides what special equipment may be necessary, and reports this information to the responding apparatus while the fire trucks are en route to the fire. In this way, no time is wasted in scene appraisal when the apparatus arrives. This response structure has resulted in more than a few 'saves' and regularly results in less fire damage and suppression damage at fire scenes.

2018-2019 Accomplishments

- Continued to provide training
- Was awarded VFA grant to acquire new air tanks and provide training.
- Provided Haz Mat training to fire volunteers

2019/2020 Goals

- 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.

**FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Fire Expenses</i>	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget	% Change
Salaries	0			0	0	
Benefits & Unemployment	1,645	2,150	245	4,186	4,186	0%
Contracted Services	0	3,600	3,500	7,400	3,800	-49%
Employee Travel, Education, & Dues	2,559	(625)	1,177	5,735	2,700	-53%
Materials & Supplies	3,620	682	1,274	4,842	6,000	24%
Utilities	4,493	5,289	5,091	5,480	6,380	16%
Repairs & Maintenance	448	0	0	320	3,000	838%
Insurance	2,820	3,697	4,608	5,113	4,827	-6%
Recording/Permits & Misc.		30				
Equipment	12,693		3,295	1,980	2,500	26%
Capital Improvement	0				6,200	
Total Fire Expenses	28,278	14,823	19,190	35,056	39,593	13%

Fire

FY 2020

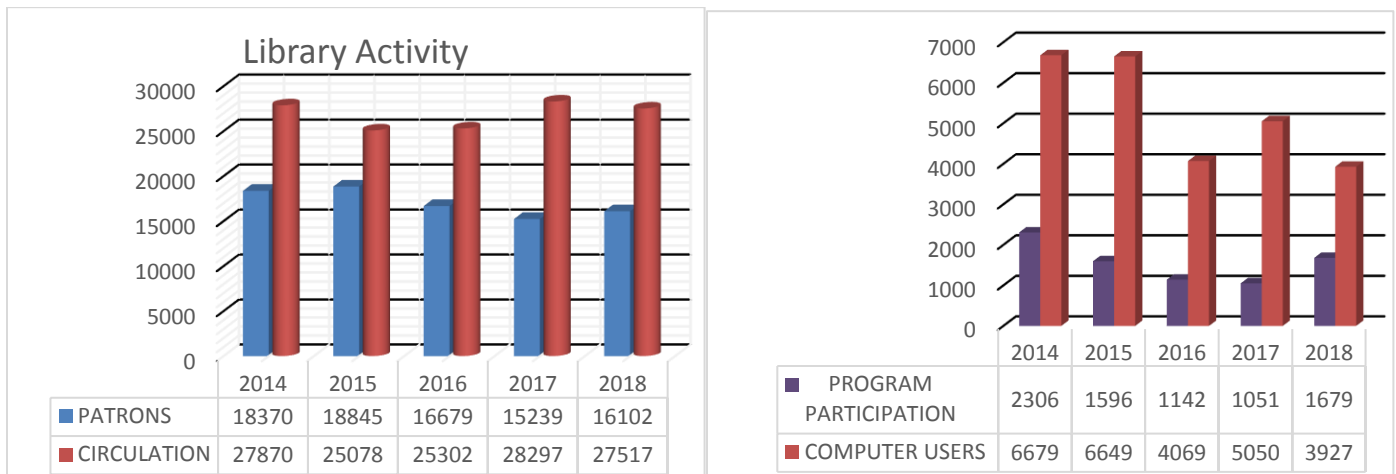
	<u>Acct #</u>	<u>Amount</u>	
Volunteers	18-5100		
Work compensation Insurance	18-5200	4,186	4,186
Contract Services			3,800
Stipends		3,600	
State Accreditation		200	
Employee Travel, Education, & Dues			2,700
Travel	18-5410	1,700	
Education & Training	18-5530	1,000	
Materials & Supplies			6,000
Fire Supplies		3,200	
Vehicle supplies	18-5510		
Promotional Supplies		1,000	
Postage	18-5520	200	
Freight	18-5525	1,200	
Fuel		400	
Utilities			6,380
Electric	18-5610	1,500	
Heating fuel	18-5620	2,000	
Vehicle Fuel (100gal @ \$4.00)	18-5650	400	
Telephone		1,080	
Water, Sewer, Garbage		1,400	
Maintenance & Repairs			3,000
Vehicle Repairs	18-5700		
Dept Maintenance		3,000	
Air refilling			
Vehicle Licensing & Permits			
Insurance	18-5850		4,827
General Liability		135	
Property		791	
Vehicle		3,901	
Small Equipment	18-6200		2,500
Turnouts		2,500	
Equipment >\$5000			0
Capital Improvements			
Garage Door		2,200	6,200
Fire Hall Heating		4,000	
TOTAL		39,593	<u><u>\$39,593</u></u>

LIBRARY

GENERAL FUND

Personnel: Librarian, PT Library Technician (1.5FTE)

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 the public who has been issued a library card. The library offers diverse education programs through conferencing. The library is open Monday through Saturday with limited evening hours.



2018-2019 Accomplishments:

- City of Craig Funds:
 - Increased our collection of books and movies for patron use.
 - Received \$18,000 from the Rasmuson Foundation to purchase public use computers, a custom-built bookshelf, CD players, digital and hard copy audiobooks to update our existing collection.
- Received \$8,611 from Institute of Museum and Library Services in cooperation with CTA:
 - Purchased sleds for patron checkout, supplies for the seasonal reading programs, and youth books with a focus on Native/Alaskan Native materials; hired an Early Literacy Coordinator.
- Received \$7,000 from the state Public Library Assistance Grant:
 - Renewed the library's magazines subscriptions; supplemented our book/video collection.
- Received \$983.20 from fines, printing fees, and patron donations, and \$155 from our book sale.

2019-2020 Goals:

- City of Craig Funds:
 - Continue to increase our existing collections; purchase Uninterrupted Power Supply units for the public computers, supplies for a mobile craft station, and bean bag chairs for the kids' area.
- Expected PLAG Funds: \$7,000.
 - Purchase Microsoft Office and Adobe Acrobat for public computers; supplement our city book/video/supply budget.
- Expected IMLS Funds: \$10,000.
 - Purchase supplies to create a Makerspace program and a coding program; purchase a ceiling-hanging system to easily and safely hang decorations; provide continuing salary for our Early Literacy Coordinator; purchase supplies for seasonal reading programs, our Baby & Me program, and our story time program.

**FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Library Expenditures</i>	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget	% Change
Salaries	63,212	56,090	64,177	62,250	64,907	4%
Benefits & Unemployment	34,509	42,397	44,851	48,533	39,007	-20%
Contracted Services	939	-1,064	3,104	1,250	2,800	124%
Employee Travel, Education, & I	160	135	448	0	0	
Materials & Supplies	8,671	5,740	7,574	9,150	9,270	1%
Utilities	5,814	4,880	5,728	11,932	11,227	-6%
Repairs & Maintenance	14	0	0	1,400	1,400	0%
Insurance	516	448	1,236	1,365	1,750	28%
Recording/Permits & Misc.	0			0	0	
Equipment	0			0	0	
Capital Improvement	0				0	
Total Library Expenses	113,835	108,626	127,118	135,880	130,361	-4%

Library

FY 2020

	<u>Acct #</u>	<u>Amount</u>	
Salaries	19-5100	64,907	\$ 64,907
Benefits	19-5200	39,007	39,007
Contract services	19-5330	0	2,800
Computer support		400	
Interlibrary Loan		0	
Follett		850	
Digital Library		1,250	
Moive Licensing		300	
Employee Travel, Education, & Dues			0
Travel	19-5410		
Library Conference			
Education & Training	19-5430		
Dues	19-5430		
American Library Assoc			
AKLA CONFERENCE			
Materials & Supplies			9,270
Materials	19-5510	3,000	
Books	19-5531	3,000	
Audio & Visual	19-5535	2,000	
Subscriptions	19-5532	770	
Postage	19-5520	500	
Utilities			11,227
Electric	19-5610	3,600	
Heating Fuel (800 gal @ \$3.50)	19-5620	2,000	
Telephone	19-5630	800	
DSL Internet		4,200	
Water, Sewer, Garbage		627	
Maintenance & Repairs	19-5700		1,400
Repairs		400	
Building Maint		1,000	
Insurance	19-5800	1,750	1,750
Small Equipment Purchases	19-6200		
Equipment >\$5000	19-6300		
Capital Improvements	19-6500		0
		130,361	<u><u>\$130,361</u></u>

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.

Personnel: Planner
FTE: 1

2018- 2019 Accomplishments

- Completed update of city web site
- Completed creation and implementation of a public portal for property tax and related information using Municipal Assessment Records System (MARS) data and the updated web site
- Completed draft update of Craig Emergency Operations Plan and associated documents
- Updated leases for several lease tenants on city owned property
- Completed Appendix D – Community Economic Development Strategy (CEDS) Report as part of the city’s recently updated Comprehensive Plan
- Completed the city’s Local Hazard Mitigation Plan
- Continued to work on design and development of the new harbor at the Craig Cannery Site with the US Army Corps of Engineers, State Legislature, and Federal Delegation
- Started public discussion on the Cannery Site development plans related to the harbor construction
- Assisted other city departments with planning, design and construction of various projects including harbor haul out trailer building, Craig street improvements, emergency notification system, school district emergency plan, Fire/EMS resources, increasing city’s social media presence, and review of various municipal programs and ordinances..

2019 – 2020 Goals

- Complete a 100% audit, update, and corrections to all MARS records incorporating additional public works data into each record and ensuring that records match city accounting records
- Continue to update leases of city property based on the completed 2017 lease audit.
- Use the updated comprehensive planning goals to complete specific planning goals (updated transportation plan).
- Continue to work with the USACE and enter into the Preconstruction Engineering and Design phase of the new harbor project. Continue to work with public, city staff, the planning commission, and the city council to present options for development of the upland property at the Craig Cannery Site.
- Work with the harbor department to present a development plan for ATS 736.
- Work with the Craig Library to move the library renovation/replacement project
- Work with POWER to determine long range plans regarding the POWER building.
- Continue to work on existing capital projects (including the new firehall, new harbor, aquatic center upgrades, etc.)

**FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Planning Expenses</i>	FY 2016	Fy 2017	FY 2018	FY 2098 Budget	FY 2020 Budget	% Change
Salaries	48,690	57,919	47,697	51,939	45,759	-12%
Benefits & Unemployment	35,921	36,261	24,389	17,532	17,695	1%
Contracted Services	1,029	1,617	414	7,500	5,800	-23%
Employee Travel, Education,	3,327	63	0	0	0	
Materials & Supplies	141	2,408	950	1,000	1,000	0%
Utilities	0	0		0	0	
Repairs & Maintenance	0	0		0	0	
Insurance	204	87	276	308	265	-14%
Recording/Permits & Misc.	735	660	773	500	500	0%
Equipment	0			0	0	
Capital Improvement						0%
						0%
Total Planning Expenses	\$90,047	\$99,015	\$74,499	\$78,780	71,019	-10%

Planning

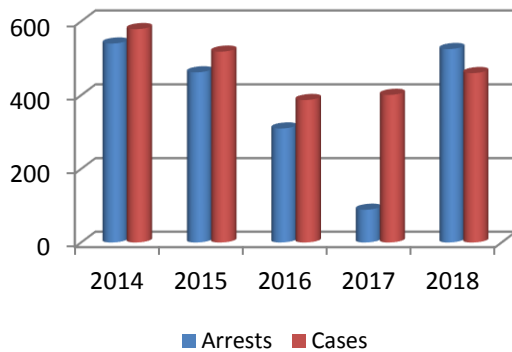
FY 2020

Salaries	13-5110	\$	45,759
City Planner, (15000 Reimb LEPC Grant)			
Benefits	13-5200	17,695	17,695
Contractual Services	13-5310		5,800
Website Maintenance		3,300	
Omilert		2,500	
Employee Travel, Education, & Dues			
Plan Commissioner Training,	13-5410		
Conference	13-5420		
Materials & Supplies	13-5510	1,000	1,000
Books, Subscriptions	13-5530		
Postage	13-5520		
Freight	13-5525		
Equipment Repairs	13-5700		0
Advertising - Legal Notices	13-5840	500	500
Recording	13-5845		
Insurance	13-5850		265
Equipment Purchases	13-6200		0
Total		\$	71,019

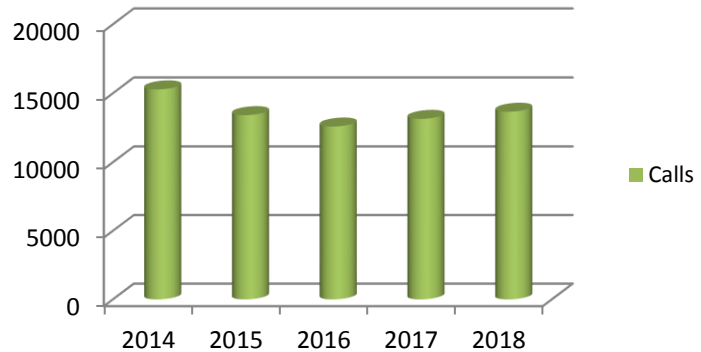
The Police Department is responsible for the public safety of the citizens of Craig, AK. The police department provides a secure facility for housing prisoners for Prince of Wales Island.

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

Police Arrests & Cases



Calls



2017-2018 Accomplishments:

- Secured AED's for all police vehicles and PD, with extra unit available as well.
- Ofc. Page was selected, trained and now certified to administer CDL Road Testing
- Identified other staff member, to start and complete training to become DMV Agent Certified.
- Worked with State, DOC / PRE Trial & EM, took on four extra services to be provided and by doing so, pulled in extra funding, through Jail Contract.
- Secured Grant Funding for upgrading / replacing our digital fingerprinting system; CrossMatch System, which was nstalled, set up and staff began using.
- Obtained, installed and configured new radio consolette to replace one that failed.
- Two staff members completed all federal required training, to maintain and keep certifications to operate TWIC / TSA / Hazmat Fingerprinting and now, Passport Photos.
- Secured Funding for New Drug Testing Kits, 5 Portable Breath Testing Devices (PBT's), 5 new Radar Units, New Ballistic Vests and another radio consolette to add to radio rack for additional frequency coverage. (Total of \$35,945.00 dollars)
- Obtained, installed and set up two new DMV Testing Computers, for taking all written tests.

2018 -2019 Goals

- Identify staff member for training/promotion Dispatch Supervisor
- Continue Ofc. Page CDL Training, with adding Motorcycle Road Testing
- Continue to work with Klawock PD, AK State Troopers, United States Forrest Service with renewing contracts.
- Hire another officer, to replace Ofc. Nunnally vacancy
- Acquire another USFS Patrol Vehicle, to replace existing patrol vehicle that is costing more in parts/servicing than it's worth to keep.
- Acquire funding / grants / or other means to upgrade department server.
- Continue to seek out other sources of funding, for equipment, training, etc.
- Training Officers, State has required minimal APSC Credit Hours, to maintain or obtain certifications.
- Training new staff, to become certified as Jailer's.

**FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Police & Jail Expenditures</i>	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget	% Change
Salaries	553,284	494,247	517,835	533,269	549,339	3%
Benefits & Unemployment	362,194	340,303	308,358	326,197	321,618	-1%
Contracted Services	1,995	2,313	4,952	4,200	3,825	-9%
Employee Travel, Education, & Training	4,672	7,021	7,768	3,300	5,350	62%
Materials & Supplies	50,225	49,229	52,373	46,000	43,000	-7%
Utilities	22,578	30,041	25,957	29,288	29,742	2%
Repairs & Maintenance	553	0	0	0	0	
Insurance	6,271	13,200	7,860	8,722	29,414	237%
Recording/Permits & Misc.	8,040	2,921	2,091	425	300	-29%
Credit Card Fees	1,791	0	50	0	0	
Equipment	10,581	-1,915	2,330	9,500	40,000	321%
Capital Improvement	0		2,890			
Police & Jail Expenses	1,022,184	937,360	932,464	960,901	1,022,588	6%

Police

FY 2020

	<u>Acct #</u>		<u>Amount</u>
Salaries	16-5100	549,339	549,339
Benefits	16-5200	321,618	321,618
Contract Services	16-5320		3,825
IT Support		2,000	
Stencil & Blackpoint		625	
Crime Star		1,200	
Travel & Education			5,350
Travel	16-5410	5,000	
Education	16-5420	350	
Materials & Supplies	16-5510		43,000
Uniforms		1,000	
Patrol Officer supplies	16-5515.0		
Office supplies	16-5510.0	4,000	
Jail Supplies	16-5519.0	4,000	
Jail Food	16-5519.01	19,000	
Vehicle Fuel (4000 @3.50)	16-5652	14,000	
Postage	16-5520	1,000	
Freight	16-5525		
Utilities			29,742
Electric	16-5610	12,000	
Heating (1600gal @ \$4.00)	16-5620	5,000	
Telephone	16-5630	10,000	
<i>Water, Sewer, Garbage</i>		2,742	
Maintenance & Repairs	16-5710		0
Vehicle Repairs	16-5700	0	
Building & Grounds Maint	16-5750		
Advertising	16-5840	300	300
Licensing Vehicles & Software	16-5845		0
Credit Card Fees			
Insurance	16-5850		29,414
General Liability		24,000	
Property Liability		1,626	
Vehicle		3,788	
Small Equipment	16-6200		0
Equipment >5000	16-6300		
Server		25,000	40,000
Vehicle		15,000	
Capital Improvements	16-6500		
TOTAL		\$1,022,588	\$1,022,588

RECREATION

GENERAL FUND

Personnel: Director (1 FTE)

To enhance the quality of life in our community, to make Craig an even more desirable place to live and have a family. To achieve this goal we will involve youth and families in healthy activities and promote volunteerism and pride in their community. To provide activities for all community members. To promote all Recreation Activities and community events through the weekly radio show, newspaper articles, calendar and Facebook posts, email and posters, interagency meetings, meetings, City Council and to work with the Craig City School District, Girl Scouts, Boy Scouts and other groups to provide activities

2018-2019 Accomplishments

After School is a weekday program for 3 to 35 kids which includes dodgeball with the Craig Police.

Magic- is a weekly program with Middle school players get together and play Magic or a variety of other games.

Programs: Tabata Aerobic classes Monday, Wednesday and Friday.

Ballet 60 girls participated in the 6 week session with a recital at the end with instructor, Alison Fargo, Chase Anderson and Kim Daggs.

Break Dance Classes are taught by Winston Johnston Saturday morning with 3-9 participants weekly.

Elementary Basketball for K-2nd and 3rd-5th with the Craig School cooperation with Vanessa James and Christy House and CHS basketball player coaches.

Volleyball league is 4 on 4 coed ages 14 and up Jan- Feb with 6 teams participating.

Swap Meets about 4 times a year we offer a dry place to sell treasures.

3 Bazaars: Fall, Christmas and Spring.

Easter Carnival- Sponsored by the Craig 4th of July with games, Bouncy house, and egg hunts.

Summer activities- Thursday Dodgeball, Tuesday and Friday Skating and Soccer.

Craig 4th of July-Fun day in the park with activities with the help from Hannah Bazinet, Betty Kubik and Reina Bjerke and the many other helpers.

Harvest Festival- is a fun fall event with hayrides, pumpkins and fabulous family time.

Salmon Derby Social- Food, music, raffle and auction raises money for the Pt. St. Nick King Salmon Hatchery.

Christmas Tree lighting- annual event of caroling and lighting

2019-2020 Goals

Continue many of the events listed above.

Gymnastics will be back in August or September thanks to our busy volunteer coach Julie McDonald

Babysitting Class is planned

Extra Programs Flower baskets- are being planted and will repair the bases.

**FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT REVENUES**

<i>Recreation Expense</i>	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget	% Change
Salaries	38,934	45,420	44,653	45,484	53,362	17%
Benefits & Unemployment	29,348	32,247	27,119	24,091	25,772	7%
Contracted Services	3,862	4,679	5,693	5,000	3,600	-28%
Employee Travel, Education, & Dues			0			
Materials & Supplies	3,893	2,198	2,688	2,500	2,000	-20%
Utilities	11,013	12,471	11,874	15,938	17,140	8%
Repairs & Maintenance			7	0	0	
Insurance	2,340	2,317	3,696	4,095	4,630	13%
Recording/Permits & Misc.	25	24		0	0	
Equipment	1,692		0	2,415	3,500	45%
Capital Improvement				0	0	
Total Recreation Expenses	91,107	99,356	95,730	99,524	110,004	11%

Recreation

FY 2020

	<u>Acct #</u>	<u>Amount</u>	
Salaries	24-5100	53,362	\$ 53,362
Benefits	24-5200	25,772	25,772
Contract Services	24-5330		3,600
Classes, Misc. Instructors		3,600	
Janitor			
Travel	24-5410		
Instructor			
Materials & Supplies	24-5510		2,000
T-Shirts -Soccer, V-Ball, B-Ball		2,000	
Office Supplies			
Postage	24-5520		
Utilities			17,140
Electric	24-5610	3,500	
Heating Fuel/City GYM (2500 gal @ \$4.00)	24-5620	6,000	
Heating Fuel/Youth Center (500GAL @ \$4.00)		2,000	
Telephone	24-5630	1,500	
Water, Sewer, Garbage		4,140	
Maintenance & Repairs			
Equipment Repairs	24-5750		0
Building Maintenance			
Insurance	24-5850	4,630	4,630
Equipment Purchases	24-6200		3,500
Sound System \$300		300	
Table & Chairs \$1200		1,200	
Flower pot posts \$1000		1,000	
Hand Dryers		1,000	
Capital Improvements	24-6500		
TOTAL		\$110,004	\$110,004

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.

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

2018-2019 Accomplishments

- Completed spring cleanup in one week.
- Baseball concession/restroom facility pad completed in June 2018
- Triangle park landscape work
- Installed D1 in North Cove/Gardner parking lot
- Built access road and pad behind boiler at City Pool.
- Completed parking lot at Peace Health
- Culvert section replaced on PSN road
- Secondary containment system for used oil installed.
- Conduit installation at False Island.
- Tanner Crab park landscape project

2019-2020 Goals

1. Streets:
 - ❖ Develop pavement assessment for all City owned paved streets.
 - ❖ Replace asphalt at: 8th & Cove, False Island, and Port Bigail Rd.
 - ❖ PSN road: first 0.50 miles of dirt section with 4 inch overlay.
 - ❖ Re-stripping of paved section of PSN road
2. Fleet Maintenance:
 - ✓ Develop preventive maintenance system.

2019-2020 Goals

1. Water Distribution:

- ✚ Section #1 of the City of Craig fire hydrants exercised by October 1st.
- ✚ Section #2 of the City of Craig water main valves exercised by September 1st.
- ✚ Vulnerability assessment
- ✚ Source protection updated
- ✚ Updated valve and hydrant maps
- ✚ Install RPZ backflow preventers in North, and South Coves.
- ✚ Install hydrant on PSN road.

2. Solid Waste:

- Install additional wind rings when needed.

3. Sewer Collections:

- All lift stations cleaned/ repaired
- Develop current map of manholes
- Conduct assessment of manhole chimneys, develop repair list. This will help with I&I
- Force main valve exercised/ repaired

4. Water Treatment:

- Install new soda ash machine
- Develop emergency response program
- Complete Cupss program

5. Waste Water Treatment:

- Repair sludge suction pipe end in clarifier #1.
- Repair floor drain pipe system

**FY2020 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Public Works Expenditures</i>	FY 2016	FY2017	FY 2018	FY 2019 Budget	FY 2020 Budget	% Change
Salaries	118,742	139,071	140,968	147,775	153,242	4%
Benefits & Unemployment	84,960	96,401	78,487	119,709	107,016	-11%
Contracted Services	601	1,456	5,288	720	8,220	1042%
Employee Travel, Education, & Due	1,210	11	4,771	0	0	
Materials & Supplies	20,230	23,841	27,089	30,600	25,850	-16%
Utilities	14,602	13,810	13,938	18,138	18,886	4%
Repairs & Maintenance	35,141	39,683	17,635	25,000	25,000	0%
Insurance	3,848	3,774	6,864	7,612	7,798	2%
Recording/Permits & Misc.	114	915	7,962	100	0	-100%
Equipment	27,238	7,830	3,388	0	0	
Capital Improvement	0			2,000	0	-100%
Total Public Works Expenses	306,686	326,792	306,390	351,654	346,012	-2%

Public Works

FY 2020

	Acct #	Amount	
Salaries	15-5100	153,242 \$	153,242
Employee Benefits	15-5200	107,016	107,016
Contractual Services	15-5300		8,220
Drug Testing	15-5350	720	
As-built survey of Tract P		7,500	
Travel & Education			0
Misc Travel	15-5410		
Training	15-5420		
Dues	15-5430		
Material & Supplies			25,850
Misc Supplies	15-5510	2,000	
Fleet Supplies		10,000	
Equipment Fuel (2000 @4.00)	15-5650	8,000	
Vehicle Fuel (1500@3.50)		5,250	
Propane		100	
Freight	15-5525	500	
Utility			18,886
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		4,086	
Repairs & Maintenance			25,000
Equipment Repairs	15-5700	25,000	
Street Light Maint.			
Building maint.	15-5750		
Department Fleet Maint.			
Miscellaneous			
Advertising	15-5840		0
Vehicle Licensing	15-5845		0
Insurance	15-5850		7,798
Property Liability		3,731	
General Liability		1,300	
Auto		2,767	
Small Equipment	15-6200		
Equipment > \$5000	15-6300		
			0
TOTAL		346,012	\$346,012



Enterprise Fund Fiscal Year 2019

May 2019

Enterprise Wastewater Fund

	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget	
Revenues						
Service fees	\$ 269,006	\$ 263,835	\$ 300,080	\$ 290,000	\$ 290,000	
Material sales						
Grant Funding for Capital			53,140			
Total Operations Revenue	269,006	263,835	353,220	290,000	290,000	
Interfund Revenue & Transfers						
Inter Department Services				8,900	8829	
In Kind Services to Schools					8700	
State on behalf PERS Pmts	6,871	3,430	3,805	3,524	3675	
Transfer for Admin. Services					48,757	
Total Interfund Revenue & Transfers	6,871	3,430	3,805	12,424	69,961	
Wastewater Expenses						
Salaries	84,385	90,553	78,621	72,832	75,938	
Benefits & Unemployment	75,255	84,221	42,319	53,088	52,563	
Contracted Services	4,911	4,393	35,118	7,800	7,800	
Employee Travel, Education, & Dues	1,170	1,514	300	300	1,280	
Materials & Supplies	6,741	6,452	7,817	5,400	8,350	
Utilities	40,585	46,455	67,132	46,572	71,963	
Repairs & Maintenance	5,330	825	3,559	4,000	4,000	
Insurance	4,293	3,877	4,764	5,300	5,450	
Recording/Permits & Misc.	2,242	2,127	110	12,830	-	
Equipment	1,114	594	5,180	2,500	5,000	
Capital Improvement			58,904			
Total Operations Expenses	226,026	241,011	303,824	210,622	232,344	
Debt Service						
Interest	5,092	3,469	2,437	1,760	886	
Debt Retirement	56,263	56,528	57,376	58,237	59,110	
Total Debt Service	61,355	542,019	667,461	481,241	59,996	288,665
Transfer to Reserve						3675
Capital Investments				-	-	284,990
Total Transfer to Reserve						
Interfund Transfers & In-Kind						
Transfer to Water Department					10,164	
General Fund Services				48,757	48,757	
In-Kind School					8,700	
Total Interfund Transfers & In-Kind				48,757	67,621	
Depreciation & Amortization						
Depreciation	283,576	242,347	240,032	240,032	240,032	
Total Depreciation & Amortization	283,576	242,347	240,032	240,032	240,032	\$ (0.00)
Total Wastewater Revenues	\$ 275,877	\$ 267,265	\$ 357,025	\$ 302,424	\$ 359,961	
Total Wastewater Expenses	570,957	1,025,377	1,211,317	980,651	599,993	
Net Revenue (Expense)	\$ (295,080)	\$ (758,112)	\$ (854,292)	\$ (678,227)	\$ (240,032)	

Wastewater-Operational Expenses**FY 2020**

	<u>Acct #</u>		<u>Amount</u>
Salaries	21-5100	75,938	\$ 75,938
Benefits	21-5200	52,563	52,563
Contractual Services	21-5310		7,800
Laboratory Fees		3,500	
Sludge disposal		3,300	
Boreal Controls		1,000	
Tyler Pump Truck			
Education & Training	21-5420		1,280
Water/Wastewater CEU			
Wastewater cert renewal	21-5430		
WEF/AWWMA dues, city-wide share w/water		1,280	
Other			
Materials & Supplies	21-5510		8,350
Safety			
Shop Supplies		3,000	
Chemicals		1,500	
Postage	21-5520	600	
Freight	21-5525	1,500	
Equipment Fuel (500@3.50)	21-5650	1,750	
Utilities	21-5610		71,963
Electricity, treatment plant		34,000	
8 lift stations,		13,000	
Telephone	21-5630	2,400	
Water, Garbage		22,563	
Maintenance & Repairs	21-5710		4,000
Repairs		4,000	
Pump Stations			
Building Maintenance	21-5750		
Recording/Permits & Misc.			5,450
DEC wastewater disposal permit			
Vehicle Licensing	21-5845		-
Insurance	21-5850	5,450	
Bad Debts	21-5930		
Equipment Purchase	21-6200		5,000
Suction drain		5,000	
Debt Payment	21-7100		59,996
Interest		886	
Principal		59,110	
TOTAL		292,340	<u><u>\$ 292,340</u></u>

Enterprise Water Fund

Water Revenues	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget
Metered service	\$ 262,404	\$ 242,490	\$ 285,021	\$ 300,000	\$ 310,080
Non-metered service	6,197	6,893	9,060	4,800	4,896
Meter sales	7,134	5,117	3,217	1,000	1,000
Turnoff notice fee	0	50	275	1,000	1,000
Reconnection fee	535	440	0	500	500
Interest		14			
Material sales					
Total Operations Revenue	276,270	255,004	297,573	307,300	317,476
Transfer from Endowment Fund					125,000
Interfund Revenue & Transfers					
Inter Department Services				31,124	37,220
In Kind Services to Schools					6,670
PERS Relief	2,743	3,384	21,271	6,612	6,384
Transfer from General Fund					49,582
Transfer from & Garbage Depart.					27,146
Transfer from Wastewater Depart.					10,164
Transfer from JTB Ind. Park					31,712
Total Interfund Revenue & Transfers	2,743	3,384	21,271	6,612	168,878
Water Expenses					
Salaries	148,234	151,536	129,877	142,562	131,908
Benefits & Unemployment	122,911	154,663	65,772	84,459	81,029
Contracted Services	12,192	8,195	8,560	8,000	85,000
Employee Travel, Education, & Dues	1,217	957	1,316	-	3,935
Materials & Supplies	54,913	66,466	67,239	51,600	57,475
Utilities	52,802	56,446	55,789	59,400	57,400
Repairs & Maintenance	8,834	10,025	3,630	10,000	10,000
Insurance	4,440	4,194	7,896	8,800	8,800
Recording/Permits & Misc.	2,742	2,167	248	8,850	50
Equipment	2,601	1,031	25,010	22,000	59,310
Capital Improvement		-		-	5,000
Total Operations Expenses	410,886	455,680	365,337	395,671	499,907
Debt Service					
Interest	1253.00	2319.00	7103.00	5205.00	8737
Debt Retirement	6783	19782	19884	19991	16459
Total Debt Service	8036.00	22101.00	26987.00	25196.00	25196

(0)

Transfer to Reserve

Capital Investments					30,000
Total Transfer to Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30000</u>
Interfund Transfers & In-Kind					
General Fund Services				49,582	49,582
In-Kind School				6,670	6,670
Total Interfund Transfers & In-Kind	<u>0</u>	<u>0</u>	<u>0</u>	<u>56,252</u>	<u>56,252</u>
Depreciation & Amortization					
Depreciation	99,449	313,003	299,309	299,309	299,310
Total Depreciation & Amortization	<u>99,449</u>	<u>313,003</u>	<u>299,309</u>	<u>299,309</u>	<u>299,310</u>
Total Water Revenues	279,013	258,388	318,844	313,912	611,354
Total Water Expenses	518,371	790,784	691,633	776,428	910,664
Net Revenue (Expense)	<u>\$ (239,358)</u>	<u>\$ (532,396)</u>	<u>\$ (372,789)</u>	<u>\$ (462,516)</u>	<u>\$ (299,310)</u>

Water-Operational Expenses**FY 2020**

	Acct #		Amount
Salaries	22-5100	\$ 131,907.93	\$ 131,908
Employee Benefits	22-5200	81,029	81,029
Contract Services	22-5350		85,000
Laboratory testing		3,500	
Boreal Controls		6,500	
Treatment plant redesign		75,000	
Employee Travel, Education, & Dues			3,935
Travel	22-5410	2,000	
Water/Wastewater CEU	22-5420	1,000	
Dues		935	
Material & Supplies			
Misc Supplies	22-5510	15,000	57,475
Chemicals	22-5515	25,000	
Postage	22-5520	600	
Freight	22-5525	16,000	
Equipment Fuel (250 gal @ 3.50)	22-5650	875	
Utilities			57,400
Electric	22-5610	55,000	
Heating Fuel	22-5620		
Telephone	22-5630	2,400	
Sewer, Garbage			
Maintenance & Repairs			10,000
Equipment Repair	22-5700	5,000	
Building & Grounds Maintenance	22-5750		
Shop Supplies			
Treatment Plant repairs		5,000	
Recording/Permits & Misc.			8,850
Advertising	22-5440		
Vehicle Licensing	22-5445	50	
Insurance	22-5550	8,800	
Permits			
Credit Card Fees	22-5925		
Small Equipment Purchases	22-6200		0
Equipment Purchases >5000	22-6300		59,310
Soda Ash dispensor		50,000	
Radio read & meters		9,310	
Capital Improvements	22-6500		5,000
Fire Hydrants		5000	
Debt Service			
Interest			25,196
Water End Connection Loan	22-7100	8,737	
Water Line Loan		16,459	
Capital Investments (10% Depreciation)		30,000	30,000
TOTAL		555,102	<u><u>\$ 555,102</u></u>

Enterprise Garbage Fund

	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget	
Garbage Revenues						
Collection Fees, incl Live Aboard	\$ 288,097	\$ 290,779	\$ 302,708	\$ 315,000	\$ 315,000	
Dumpster Sales	4,200		-200			
Total Operations Revenue	292,297	290,779	302,508	315,000	315,000	
Interfund Revenue & Transfers						
Inter Department Services				31,124	37,450	
In Kind Services to Schools					24,000	
PERS Relief	4,709	1,538	1,784	1,785	1,834	
Transfer from General Fund					48,700	
Total Interfund Revenue & Transfers	4,709	1,538	1,784	1,785	111,984	378,284
Garbage Expenses						
Salaries	37,198	36,651	43,657	40,313	37,896	
Benefits & Unemployment	52,301	48,589	34,586	43,457	38,442	
Contracted Services	202,008	201,536	185,290	212,500	207,500	
Employee Travel, Education, & Dues	0			0	0	
Materials & Supplies	7,669	6,460	7,686	7,000	9,300	
Utilities	0		149	0	500	
Repairs & Maintenance	267	0	3,607	5,000	5,000	
Insurance	2,472	2,252	3,312	3,700	3,500	
Recording/Permits & Misc.	2,256	2,127	120	0	0	
Equipment		754		0	0	
Total Garbage Expenses	304,171	298,369	278,407	311,970	302,138	
Debt Service						
Interest						
Debt Retirement						
Total Debt Service	0.00	0.00	0.00	0.00	0	
Transfer to Reserve						
Capital Investments					25,000	
Total Transfer to Reserve	-	-	-	-	25,000	
Interfund Transfers & In-Kind						
Transfer to Water Department					27,146	
General Fund Admin Services				40,000	48,700	
In-Kind School				24,000	24,000	
Total Interfund Transfers & In-Kind	0	0	0	64,000	99,846	
Depreciation & Amortization						
Depreciation	25,025	25,025	25,025	25,025	25,025	0
Total Depreciation & Amortization	25,025	25,025	25,025	25,025	25,025	
Total Water Revenues	297,006	292,317	304,292	316,785	426,984	
Total Water Expenses	329,196	323,394	303,432	400,995	452,009	
Net Revenue (Expense)	\$ (32,190)	\$ (31,077)	\$ 860	\$ (84,210)	\$ (25,025)	

Garbage-Operational Expenses**FY 2020**

	<u>Acct #</u>		<u>Amount</u>
Salaries	23-5100	\$ 37,896	\$ 37,896
Benefits	23-5200	38,442	38,442
Contract Services	23-5330		207,500
Dump Fees	23-5350	200,000	
HHW program	23-5350	7,500	
Travel	23-5410		0
Materials & Supplies			9,300
Misc Supplies	23-5510	3,500	
Postage	23-5520	600	
Freight	23-5525		
Equipment Fuel	23-5650	5,200	
Utilities			
Telephone Burn pit internet	23-5630	500	500
Water, Sewer, Garbage			
Maintenance & Repairs			5,000
Equipment Repairs	23-5710	5,000	
Dumpster Repair			
Recording/Permits & Misc.			3,500
Advertising	23-5840		
Vehicle Licensing	23-5845		
Insurance	23-5850	3,500	
Credit Card Fees	23-5920		
Bad Debts	23-5930		
Small Equipment Purchase	23-6200	0	0
Equipment Purchase > \$5000	23-6300		25,000
Capital Investments (10% Depreciation)		25,000	
Capital Improvement	23-6500		
Debt Service	23-7100	0	0
TOTAL			<u><u>\$327,138</u></u>

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.

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

2018-2019 Accomplishments

- Replace worn anchor chains on N.C. break water.
- Install credit card machine on False Island and City dock Crane
- Replace planks at city dock approach
- Repair south cove grid
- Install more floatation under north cove and south cove docks to level them out
- Work through all the power pedestals in North cove and do preventative maintenance as required
- Replace all old underwater hoses and fittings in north cove and south cove
- Enclose the delivery system at the ice house
- Replace entire lighting system for north cove
- Clean up break water
- Purchase new pump for 4000psi pressure washer and get the docks pressure washed
- Help oversee the lot improvements to Pat Gardner's parking lot
- Install electric pressure washer at false island wash down pad
- Rebuilt 150ft of Cannery board walk

2019-2020 Goals:

- Fix North cove parking lot layout and restripe
- Build and install new grating on JT Brown boat yard wash down pad
- Update harbor restrooms. New partitions, new faucets, additional toilet in men's restroom, tile repair in showers, and new paint.
- Side walk repair at harbor office
- Install new circuit breakers and receptacles in all South cove power pedestals
- Install new galvanized hinge plates on the float plane float.
- Convert south cove lights to LED
- Upgrades to harbor response boat navigation system
- Heater for shop at boat yard
- Repairs to the end of the JT Brown boat launch
- Lighting improvements to the Ward cove cannery property
- Rebuild small compressor for False Island ice house to have as a backup unit

Enterprise Docks & Harbors Fund

<i>Dock & Harbor Revenues</i>	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget
Permanent Moorage	73403	85388	84528	97000	115000
Transient Moorage	90164	109855	102466	110000	105000
Container Storage	14760	15950	16295	14000	14000
Outside Storage Fees	4748	7273	9447	7000	7000
Equipment Rental	1580	1588	1950	1000	1000
Crane User Fees	4170	3585	2900	5000	5000
Shower Fees	1606	2092	2372	2000	2000
Wharfage	1210	2077	1195	2000	2000
Launch Ramp Fees	2285	2933	2976	3000	3000
Electricity from Moorage	10108	16670	16702	14000	14,000
Impound Fees				1000	1,000
Vessel Assist	645	684	525	1500	1,500
Grant Revenue			6270	0	0
Other	391	2495	1000	1000	0
<i>Total Dock & Harbor Revenues</i>	205,070	250,590	248,626	258,500	270,500

Transfer from Endowment Fund			55,815	130,000	80,000	
Interfund Revenue & Transfers						
PERS Relief	16,101	(4,460)	3,165	3,165	3,130	
Transfer from General Fund					24,694	
<i>Transfer from JTBrown Ind. Park</i>					62,146	
total Interfund Revenue & Transfers	16,101	(4,460)	3,165	3,165	89,970	
Dock & Harbor Expenses						
Salaries	146,044	127,521	130,972	127,383	129,538	
Benefits & Unemployment	103,066	109,350	74,760	100,097	78,825	
Contracted Services	3,750	19,459	957	0	2,850	
Employee Travel, Education, & Dues	2,851	833	4,153	4,400	4,350	
Materials & Supplies	23,182	47,912	19,273	7,900	18,445	
Utilities	27,901	32,744	30,935	40,675	62,868	
Repairs & Maintenance	48,277	10,155	31,110	22,450	14,400	
Insurance	18,948	18,412	22,478	21,330	24,000	
Recording/Permits & Misc.	4,016	19,023	634	250	500	
Equipment	1,102	1,696	28,187	1,000	0	
Capital Improvement	3,450	12,160		130,000	80,000	
Bad Debts	5,757					
Total Operational Expenses	388,344	399,265	343,459	455,485	415,776	
Debt Service						
Interest						
Debt Retirement						
Total Debt Service	0.00	0.00	0.00	0.00	0	
Transfer to Reserve						
Capital Investments					0	
Total Transfer to Reserve	0	0	0	0	0	
Interfund Transfers & In-Kind						
General Fund Admin. Services				49,582	24,694	
Total Interfund Transfers & In-Kind	0	0	0	49,582	24,694	
Depreciation & Amortization						
Depreciation	313,003	299,309	299,309	299,309	314,309	
Total Depreciation & Amortization	313,003	299,309	299,309	299,309	314,309	0.32
Total Harbor Revenues	103,711	110,034	75,285	101,597	440,470	
Total Harbor Expenses	313,003	299,309	299,309	348,891	754,779	
Net Revenue (Expense)	\$ (209,292)	\$ (189,275)	\$ (224,024)	\$ (247,294)	\$ (314,309)	

Docks & Harbors-Operational Expenses

FY 2020

	<u>Acct #</u>		<u>Harbor</u>	
Salaries	27-5100	\$ 129,538	\$ 129,538	
Benefits	24-5200	75,695	75,695	
Contract Services	27-5330		2,850	
Restrip North Cove Parking Lot		\$ 2,850		
Employee Travel, Education, & Dues	27-5430		4,350	
Harbor Master Dues		150		
Harbor Master Conference	27-5410	750		
Misc. Education		3,450		
Harbormaster travel & hotel				
Materials	27-5510		18,445	0
Misc. Supplies		800		
Harbor Office		2,100		
Small Tools		600		
Harbor Bathrooms		\$ 6,645		
Sidewalk		1,100		
Equipment Fuel (200@4.00)		800		
Vehicle Fuel (1500@3.50)		5,250		
Life Rings & Pedestal stickers		700		
Street Signs		450		
Utilities	27-5610		62,868	
Electricity Harbor Bldg.		3,000		
Electricity (Billable)		14,000		
Electricity (Grid)		1,000		
Electricity (St. Lights)		6,500		
Heating Fuel		3,600		
Telephone		4,300		
Water, Sewer, Garbage		30,468		
Maintenance	27-5700		14,400	
North Cove Supplies		3,800		
Electrical	350			
Decking & Bolts	2,000			
Response boat	1,250			
Water Pedestals	200			
freight				
South Cove Supplies		4100		
Electrical	2,600			
Decking & Bolts	1,500			
freight				
City Pier, Dock & Old Fuel Dock		2,000		
Decking & Bolts	1,500			
rebuild sections of water line	200			
Crane repairs	300			
freight				
Float Plane Dock		3,500		
Decking & Bolts	3,500			
freight	0			
Boat Hauler	1000	1000		
Advertising	27-5840			0
Permits	27-5810			
Lease Agreement State	27-5810			

Docks & Harbors-Operational Expenses

FY 2020

	<u>Acct #</u>		<u>Harbor</u>
DEC Permit			0
Insurance			24,000
General Liability	27-5800	24,000	
Credit Card Fees (Cranes)		500	500
Bad Debts			0
Equipment Purchases	27-6200		0
Capital Improvements	27-6300	80,000	80,000
Hrabor Needs Assessment			
		\$ 412,646	<u>\$ 412,646</u>

Enterprise JT Brown Industrial Park Fund

Revenues,	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget
PMS Lease	90000	90000	90000	90000	\$96,510
Silver Bay Lease	154000	245215	158992	158992	158,992
Other Leases	25621	14988	18631	15531	17,587
Ice Revenue	133654	77327	114612	85000	80,000
Storage & Other Revenue	39919	28367	38857	32000	32,000
Haulout Revenue	24383	6289	30160	24000	24,000
Power Revenue	3296	3142	2374	7500	7,500
Total Operational Revenues	\$470,873	\$465,328	\$453,626	\$413,023	\$416,589
Interfund Revenue & Transfers					
PERS Relief	15,707	2,846	1,150	1,218	3,130
Transfer from General Fund					19,229
Total Interfund Revenue & Transfers	15,707	2,846	1,150	1,218	22,359
Operational Expenses					
Salaries	88,531	69,483	105,614	86,791	88,625
Benefits & Unemployment	32,263	34,487	33,169	41,465	42,004
Contracted Services	6220	391	1847	1800	15,500
Materials & Supplies	8,307	13,879	7,318	12,200	17,800
Utilities	50,300	44,988	45,903	58,535	52,782
Repairs & Maintenance	78,050	116,034	7,785	5,000	4,000
Insurance	6,504	6,095	11,112	9,281	12,000
Recording/Permits & Misc.	325	1,925	325	325	325
Equipment		-	10,570	1,500	0
Capital Improvement		-	51,905	-	0
Total Operational Expenses	270,500	287,282	275,548	216,897	233,036
Debt Service					
Interest					
Debt Retirement					
Total Debt Service	0.00	0.00	0.00	0.00	0
Transfer to Reserve					
Capital Investments					44,000
Total Transfer to Reserve	0	0	0	0	44,000
Interfund Transfers & In-Kind					
General Fund Admin. Services				24,000	19,229
Transfer to General Fund					48,825
Transfer to Water Dept.					31,712
Transfer to Harbor Dept.					62,146
Total Interfund Transfers & In-Kind	0	0	0	24,000	161,912

\$273,089

Depreciation & Amortization

Depreciation	234,789	238,557	240,196	240,196	240,196	\$	(0.07)
Total Depreciation & Amortization	<u>234,789</u>	<u>238,557</u>	<u>240,196</u>	<u>240,196</u>	<u>240,196</u>		
Total JT Brown Ind. Park Revenues	32,125	21,083	29,743	24,812	438,948		
Total JT Brown Ind. Park Expenses	<u>505,289</u>	<u>525,839</u>	<u>515,744</u>	<u>481,093</u>	<u>679,144</u>	\$	438,948
Net Revenue (Expense)	\$ (473,164)	\$ (504,756)	\$ (486,001)	\$ (456,281)	\$ (240,196)		

JT Brown Industrial Park

FY 2020

	<u>Acct #</u>		
Salaries	28-5100	\$ 88,625	\$ 88,625
Benefits	28-5200	38,874	38,874
Contract Services	28-5330		15,500
Move connex		500	
Dive survey		15,000	
Materials	28-5510		17,800
Boat Yard			
Misc Tools & Supplies		5,800	
Gravel			
Boat Launch		2,200	
False Isand Pier			
Zincs			
Paint & Supplies			
Freight			
Icehouse		9,800	
Salt		4500	
Lumber		1,300	
Pump		4,000	
Misc Postage	28-5520	0	
Misc Freight	28-5525		
Utilities	28-5610		52,782
Electricity		46000	
Telephone		1500	
Water, Sewer, Garbage		5,282	
Maintenance	28-5700		4,000
Ice House Maintenance		4,000	
Insurance			
General Liability	28-5800		12,000
Property Liability		12000	
Vehicle			
Permits		325	325
Advertising			
Equipment Purchases	28-6200		0
Capital Improvements	28-6500		0
Capital Reserve			0
		<u>\$ 229,906</u>	<u>\$ 229,906</u>

Enterprise Cannery Fund

	FY 2016	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget
Revenues, Cannery					
Storage	\$3,505	\$8,884	\$8,105	\$7,000	\$7,000
Material Sales					
Total Craig Cannery Revenues	\$3,505	\$8,884		\$8,105	\$7,000
Interfund Revenue & Transfers					
PERS Relief					
Transfer from General Fund Admin		50,000			13,904
Total Interfund Revenue & Transfers	0	50,000	0	0	13,904
Cannery Expenses					
Salaries					
Benefits & Unemployment					
Contracted Services				0	\$0
Employee Travel, Education, & Dues					
Materials & Supplies	190	92	40	0	880
Utilities	3100	1465	1564	2100	3,100
Repairs & Maintenance	810	156	136	2750	1,000
Insurance	24	0	960	31	1,020
Recording/Permits & Misc.	0				
Equipment			0	2000	0
Capital Improvement					1,000
Total Craig Cannery Expenses	4,124	1,713	2,700	6,881	7,000
Debt Service					
Interest					
Debt Retirement					
Total Debt Service	0.00	0.00	0.00	0.00	0
Transfer to Reserve					
Capital Investments					
Total Transfer to Reserve	0	0	0	0	0
Interfund Transfers & In-Kind					
General Fund Admin. Services				24,000	13,904
Transfer to General Fund					
Total Interfund Transfers & In-Kind	0	0	0	24,000	13,904
Depreciation & Amortization					
Depreciation	15,322	15,322	15,322	15,322	15,322
Total Depreciation & Amortization	15,322	15,322	15,322	15,322	15,322
Total Cannery Revenues	3,505	58,884	0	8,105	20,904
Total Cannery Expenses	19,446	17,035	18,022	46,203	36,226
Net Revenue (Expense)	\$ (15,941)	\$ 41,849	\$ (18,022)	\$ (38,098)	\$ (15,322)

Cannery

FY 2020

Contract Services	28-5810	
Ground Maint		1,000
Materials		880
Electric	28-5610	1,600
Garbage		1,500
Insurance	28-5550	1,020
Equipment Purchase	28-6200	
Capital Improvements	28-6206	1,000
Lighting		
	TOTAL	<u><u>\$7,000</u></u>



**Special Revenue Fund
Fiscal Year 2019**

May 2019

City of Craig
Reserve Funds
July 1, 2019

	Capital	Equipment	Harbor	
Prior Yr. Fund Balance		\$ 100,000	\$ 100,000	
2014 Fund Balance	\$ 130,000	30,000	30,000	
FY 15 Silver Bay Lease			44,435	
FY 2015 Fish Tax Excess of budget		57,000	57,000	
2015 Fund Balance				
FY 2015 Endowment Fund	30,948			
Interest	192			
Fire Equipment		(11,933)		
Wood Boiler Overhaul		(49,554)		
PW Vehicle		(6,000)		
Police Vehicles		(15,149)		
June 30, 2015 Total	161,140	104,364	231,435	496,939
2016 Endowment	33,000			
FY16 Silver Bay Lease			26,000	
FY 2016 Fish Tax Excess of budget		46,369	46,370	
Ice House Improvements	(25,208)			
Equipment Purchases				
Waste Oil Heater		(6116.88)		
Match Defibrillator		(2329.89)		
Water Dam Project	(83228.26)			
F150 Pickups		(26084.40)		
F150 Pickups		(26084.40)		
Dodge Pickup		(8000.00)		
Interest	77.82			
June 30, 2016 Total	\$ 85,782	\$ 82,117	\$ 303,805	\$ 471,704
2017 Endowment	41278			
FY17 Silver Bay Lease			44438	
FY 2017 Fish Tax Excess of budget		0		(Net of
Boat haul out			(23,737.00)	expenses -
Boat Haul Out Building				operating
Ambulance		(37,810.00)		budget line
PW Heating		(13,955.00)		item \$154000
Interest	239.17			
06/30/2017 Total	\$ 127,299	\$ 30,352	\$ 324,506	\$ 482,157
FY 2018 Endowment	41612	184000		
FY18 Silver Bay Lease			44438	
FY 2018 Fish Tax Excess of budget		0		
Harbor Office flooring		(3,990)		
Police Department flooring		(2,890)		
Matching funds to replace roof on POWER Building				
Wastewater Treatment Plant repairs	(53,140)			
Replace alum station at Water treatment plant		(21,271.00)		
Vehicles for PPF and Harbors		(51,182.00)		
Replace NC docks			(26,234.00)	
Interest	269.34			
June 30, 2018 Total	\$ 116,040	\$ 135,019	\$ 342,710	\$ 593,769
FY 2019 Endowment	64000		130000	
FY 2019 Silver Bay Lease			44438	
FY 2019 Fish Tax Excess of budget		53948	0	
Transfers for:				
Build wash down & oil containment areas at Public Works		(5,000.00)		
harbor Lights & Chains			(130,000.00)	
Administration Server	(25,500)			
June 30, 2019 Total	\$ 154,540	\$ 183,967	\$ 387,148	\$ 725,655
FY 2020 Endowment		90000		
FY 2020 Silver Bay Lease			44438	
FY 2020 Fish Tax Excess of budget				
Transfers for:				
Police Server		(25000)		
Police Vehicle		(15000)		
Soda Ash		(50000)		
June 30, 2019 Total	\$ 154,540	\$ 183,967	\$ 431,586	

School Funds
6/30/2019

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						
	\$11,988,192	\$ 10,268,202	1,719,991		1,718,000	3,437,991
		Interest			232,327	232,327
		Total Cash	\$ 1,719,991		\$ 1,950,327	\$ 3,670,317

CITY OF CRAIG
MEMORANDUM

To: City Council
From: Joyce Mason, Treasurer
Date: April 26, 2019
Re: Ordinance No. 722

Attached you will find Ordinance No. 722. The ordinance adopts the utility rate change for garbage, water and wastewater services for all structures hooked up to city utilities.

The water department continues to struggle to generate enough revenue to meet expenses so the staff is recommending raising the rates an additional 3%. The base rate is \$16.92 which was increased from \$16.43. Customers will be charged per 1000 gallons used at a rate of \$3.86 per 1000 gallons. Customers outside the city (Pt. St. Nick road) will be charged a base rate of \$42.31 per hookup and a water rate of \$9.66 per 1000 gallons used. The water rates are based on water consumption.

The wastewater rates and the garbage rates will remain the same from Fiscal year 2019 and 2020.

The staff will continue to do weight measurements of garbage to evaluate the rates. At this time we do not feel the data is available. We plan to do another sampling in August.

Recommendation

Move to accept first reading of Ordinance No. 722 at the May 2, 2019 meeting.

ORDINANCE NO. 722

ADOPTING UTILITIES RATES FOR WATER AND SEWER

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRAIG, ALASKA:

Section 1. Classification. This is a non-code ordinance.

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall be effective July 1, 2019.

Section 4. Repeal. This ordinance repeals Schedule "A" of Ordinance No. 712, which Schedule is incorporated by reference in Craig Municipal Code Section 8.04.040, Schedule "B" of Ordinance No. 712, which Schedule is incorporated by reference in Craig Municipal Code Section 15.16.010 and Schedule "C" of Ordinance No. 699 which Schedule is incorporated by reference in Craig Municipal Code Section 15.48.010.

Section 5. Action. (a) The Schedule "A", Garbage Rates; The Schedule "B," Sewage Service Rates and Schedule "C" Water Rates, is hereby adopted and incorporated by reference in Craig Municipal Code Sections 8.04.040, 15.16.010 and 15.48.010.

APPROVED _____

MAYOR TIM O'CONNOR

ATTEST _____
KASSI MACKIE, CITY CLERK

SCHEDULE "A"
(Incorporated by reference in 8.04.040)

GARBAGE RATES

The following rates per month are adopted effective July 1, 2019.

I. SERVICE WITHIN CITY LIMITS

# Pick-up per week	48 Gal Can	64 Gal Can	Residential Dumpster	Business Dumpster
One (1)	\$30.00/can	\$45.00 /can	\$145.00/dumpster	\$112.00/dumpster

II. SERVICE OUTSIDE CITY LIMITS

# Pick-up per week	48 Gal Can	64 Gal Can	Dumpster
One(1)	\$42.00/can	\$53.00/can	\$158.00/dumpster

III. NOTES

- (1) The minimum sanitation charge for residential, commercial and industrial customers shall be the rate for one pick-up per week. All locations in the City of Craig that receive water and sewer services will be charged garbage pickup fees at least at the minimum charge.
- (2) Charges for additional cans and pick-up services will be charged at \$7.50 per additional 48 Gallon can and \$9.38 per additional 64 Gallon can per pick up for residential customers. Additional Dumpster services will be \$30.00 per pick up for commercial dumpsters and \$40.00 per residential dumpster.
- (3) Garbage service outside municipal boundaries will be provided at the discretion of the Director of Public Works.
- (4) Duplex dwelling units will be serviced with a minimum of 64 Gal Can. Multiple family dwelling units of three units or more, and mobile home parks, will be serviced with dumpsters.
- (5) The City of Craig will provide residential garbage pick-up services free of charge, one 48 Gal. can per week, to residents who are 65 or older. This exemption applies only to the address at which the customer resides and will only apply if the exempt resident is billed directly.
- (6) Arrangements may be made for regular pick-up of garbage in cartons, boxes, bales, or other non-standard units at a rate of \$55.00 per cubic yard subject to the approval of the City.

SCHEDULE "B"
(Incorporated by reference in 15.16.010)

SEWER RATES

The following rates are adopted effective July 1, 2019.

I. UNMETERED SERVICE

One equivalent dwelling unit (EDU) shall be \$66.40.

Processing, industrial, cold storage, and electrical generation plant rates shall be set by individual agreement approved by the City Council and shall be structured to follow the \$66.40 per EDU for wastes discharged into the sewerage system.

II. METERED SERVICE

All service except mobile home parks- \$30.00 per unit of the physical structure, unoccupied or occupied.

Mobile Home Parks- under 10 units, base unit price is \$214.00.

10 to 25 units, base unit price is \$428.00

26-50 units, base unit price is \$1,071.00

Over 50 units, base unit price is \$2142.00

All units with a meter will be charged a base unit prices and \$3.60 per 1000 gallons consumption.

SCHEDULE "C"
(Incorporated by reference in 15.48.010)

WATER RATES

The following monthly rate is adopted effective July 1, 2018:

I. UNMETERED SERVICE

Section A.

USER TYPE	MONTHLY RATE
Single family residence	\$51.63

Section B.

As referenced in Section 15.40.080, the City does not charge for standby water service on fire protection systems, metered or unmetered.

II. METERED SERVICE

Effective January 1, 1994 all commercial users and mobile home parks as defined in Title 18, Craig Land Development Code will be required to install metered water service. Exceptions to this provision will be on a case-by-case basis.

Section A

Within City Limits Rate:

Except as provided below in Section B, the monthly base rate per meter except mobile home parks- \$16.92 per meter.

Mobile Home Parks base rate under 10 units- \$122.0
Base rate 10 to 25 units- \$242.00
Base Rate 26-50 units- \$607.00
Base rate over 50 units- \$1212.00

All units with a meter will be charged a base rate and \$3.86 per 1000 gallons consumption.

Outside City Limits Rate:

Base rate per meter- \$42.31
All services outside city limits will be charged a base rate plus \$9.66 per 1000 gallons consumption.

Section B.

Seafood processing plants that exceed one million (1,000,000) gallons monthly will be charged \$3.75 per thousand for the first one million gallons and \$3.27 per 1000 gallons for the gallons over one million.

Where monthly water usage does not exceed one million gallons, the rate established in Section A of "II METERED SERVICE" shall apply.



April 18, 2019

City of Craig

Attn: Kassi Bateman, City Clerk

Via Email: cityclerk@craigak.com

adminclerk@craigak.com

License Type:	Brewery	License Number:	5768
Licensee:	First and Main Brew, LLC		
Doing Business As:	First and Main Brew		
Premises Address:	107 First St		

New Application

Transfer of Location Application

Transfer of Ownership Application

Transfer of Controlling Interest Application

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 26, 2019
RE: April Staff Report

1. Craig Pool Basin Refinishing Project

After notifying contractors that the city will not award this project due to high bid amounts, we received follow up e-mails from two contractors who offered to assist in lowering project costs. I have asked the project architect to follow up on these offers.

2. Craig EMS

The city continues to advertise to fill the vacant full-time position at Craig EMS. In the meantime, Chaundell Piburn and Mayor O'Connor participated in an interview of one candidate for the vacancy. After the mayor's and Chaundell's return from the regional EMS symposium in Sitka, I will meet with them on whether to make an offer to hire the candidate.

3. POW Mining Symposium

I attended portions of the 2019 POW Mining Symposium on April 24 and 25. Noteworthy sessions included the following.

- Mike Lehman, Columbia River Carbonates (CRC). Mr. Lehman, who manages the limestone quarry near El Capitan Passage. The facility ships crushed calcium carbonate year round from the quarry site. The property owner anticipates at least another 25 year life for the quarry, assuming market prices continue to support production there. CRC employs 3-4 workers there, with Southeast Road Builders employing another eight or so.
- Robert Fithian, Sundance Mining Group. Sundance operates the small gold mine in Hollis, near mile 25 of the Hollis Highway. The company recently installed a crushing mill at the site, and is actively mining and processing mined ore at its mill. The company expects peak direct employment of about 26 workers.
- Other Sessions. Other presentations included discussion of mine permitting, clean up of abandoned mine sites in general, restoration work at the Ross-Adams Mine on south POW, and integrating mining operations with needs and interests of existing communities.

4. Clean Up Week

City staff is busy preparing for our annual clean up week May 6-10. Part of that week includes the annual household hazardous waste collection event set for Saturday, May 11 at the Craig-Klawock landfill. Craig residents may take wastes that are not suitable for the regular trash stream (paints, oils, solvents, etc.) to the landfill and dispose of them there at no cost.

5. May 27 City Closure

As a reminder, city offices are closed on Monday, May 27 for Memorial Day.

6. Access Easement to Wastewater Treatment Plant

I met with staff from Shaan-Seet Inc. recently to discuss renewing an easement that provides the city access across Shaan-Seet Inc. property to the municipal wastewater treatment plant. The city and SSI agreed to a 20-year access easement in the late 1990s, and the term of the easement is now expired. SSI is interested in working with the city to renew the access easement. I agreed to provide the corporation with a draft renewal for our further discussion.

7. Travel Schedule

May 9-10: Personal travel.

June 12-18: Personal travel.

September 17-21: Southeast Conference meeting in Sitka.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: April 25, 2019
RE: Planning Department Staff Report – April 2019

1. Craig Harbor Development. Staff has been taking public comment and planning commission discussion regarding the overall site development. In May I will be starting discussion with the Harbor Advisory Committee about the new harbor facilities.
2. Tract P Access Road. The Craig Tribal Association has been working on the design and construction of a new access road on Tract P from Cold Storage Road, running behind the tribal hall to Easy Street. The public works director and I recently met with the CTA Transportation Director and the engineer on the project to finalize questions about the design. It is anticipated that construction will start this spring.
3. Sidewalk Development. CTA has been working on a project to provide funding for design and construction of pedestrian improvements (sidewalks) on several streets in Craig. The public works director and I met with the CTA Transportation Director and their engineer recently to talk about the project.

CTA intends to start work on the project later this spring. Due to some technical issues the work will probably not start right at the schools, but on other sidewalk segments. CTA will submit a list of sidewalk segments that they want to work on this year for the council's input. Staff will continue to work with CTA on the project.

4. Commercial Marijuana in Craig.

Marijuana Retail Establishments. Thee Treasure Chest LLC (Kit Kraft and John Wright) are continuing the work related to remodeling of the space at 9th and Water Street for their retail establishment. No estimated date has been set for opening the shop. The applicant will still have to complete any plan review required for construction, remodel the space and complete a final inspection by the AMCO before they can open for business.

Jaqie Weatherbee has still not initiated an application with the state at this time. Based on the conditional use permit if she does not have a license approved by July 11, 2019 the conditional use permit will be voided.

There have not been any other applications for conditional use permits related to commercial marijuana in Craig. Staff will continue to monitor the state website for progress on these applications.

There has been an application initiated for a marijuana retail store and at least two cultivation sites in Klawock, most located in the Mary Jackson Subdivision.

5. Craig Emergency Response Plan. Part of the planner's salary is funded through a program called the Emergency Management Program Grant. This federal/state grant is intended to partially fund emergency management officials in communities. The grant pays a portion of salary (matched 50/50 with local funds) for the purpose of emergency planning and emergency management. The work plan for this grant over the past two years has included a major update/rewrite of the city's emergency operations plan and its annexes. The emergency operations plan (EOP) is used by the city to prepare for and respond to disasters that affect multiple jurisdictions, require the response of various local/state/federal agencies, and/or exceed the capacity of more routine emergency department responses. The plan is not intended to replace local fire, EMS, or law enforcement response protocols or procedures.

The base emergency response plan and a number of annexes have been distributed to staff for review.

6. Skateboard Park. Based on direction from the city council I have started the process of looking at interest, evaluating sites, and generally moving forward with the planning for a skateboard park here in Craig. A public hearing is scheduled with the planning commission on February 28, 2019 to take initial input about a number of proposed locations. The planning commission has determined that either the park at East Hamilton Drive (across from the totem park) or the old water tank site on Spruce Street adjacent to the recreation center would be good locations for a new skatepark. The commission will continue discussion at the April 2019 meeting and will likely ask staff to gather a working group of skatepark users to talk about designs that might fit on either site. After the planning commission has a chance to discuss the potential designs and sites a decision on the location should be made by the council to move the project along.
7. Travel and Leave Schedule:
 - a. I will be attending the State Preparedness Conference in Anchorage from April 30 – May 4th.



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: April 26 2019

RE: May Staff Report

Harbor department report May 2019

The JB Brown boat yard has been busy and has been almost at full capacity for the last several weeks. We expect it will get even busier as fishing season approaches.

The safety ladders for the harbors have arrived and are all installed. 19 were installed in North cove, 7 in South cove, 1 at City Dock, and 1 at the False island boat launch dock.

The North Cove lighting project has been awarded to Tongass Electric. We will be using Mark Morris of Morris group to assist with the inspection of the system. We will be getting a construction schedule from Tongass Electric soon. As of now we do not know when the work is planned to be completed.

The council requested that I look into the pricing of a backup motor for the false island crane. I have worked with the shop that did the rebuild for us. They do not have a used motor available but were able to give me a quote for a new motor. The new motor would not be the same brand as the one currently in use. The cost would be \$2800 with another \$400-500 to ship here. I would like to ask the council what action they would like to be taken here.

The new creosote beams for the South Cove grid have been treated and are on the way to the barge lines. We expect to see them by the 25th of the month.

Parts for the City dock crane are being ordered. Once we have an ETA for the parts we will schedule the work to be completed by CMI.

Diversified Diving Service will be here the 29th to begin work on the North Cove break water anchor chain replacement. The contractor will do the anchor chain work then move into the harbors to install foam billets to level the docks up. We will be working at various locations in North Cove, South Cove, and City dock. The work should last 3-4 days.

South cove water is repaired. Public works ordered a repair band that was able to be installed underwater.



3/28/19-4/24/19

Volunteer Hours: 30

Patron Visits: 997

Circulation: 2195

Computer Usage: 256

Tests Proctored: 2

Meetings: 6

OWL Video Conferences: 1 Attendance: 15

Alaska Digital Library Usage: 51

Story Times: 6 Attendance: 95

Inter-Library Loans: 22

Library Programs:

- Every Friday, 10:00 am: Preschool Story Time
- Every Wednesday, 10:00am: Head Start Story Time
- Dolly Parton Imagination Library—Continuous Registrations
- April 5th, 10:00am: OWL Program—Aesop’s Fantastical Fables Puppet Show

SLICE Training:

I will be in Juneau May 5th-10th attending Alaska’s Small Library Institute of Continuing Education, also known as SLICE. This program is designed to provide librarians with the skills necessary to be leaders of change and innovation in our libraries and communities. I am eager to attend this training and grow as a leader.

OWL Puppet Show

On April 5th we hosted our second videoconference with the Center for Puppetry Arts in Georgia. This special storytime event was a big hit the first time, and the second show did not disappoint. It’s so fun to watch the kids participate with the presenter and laugh at all the puppets. I hope to host many more OWL events with them in the future.



April 17, 2019

Recently, the Marijuana Control Board adopted a regulations change (attached) recognizing local government protests that are conditional upon certain requirements. This regulation will become effective on May 9, 2019. The change in regulation brings clarification to current AMCO and Marijuana Control Board policy and process regarding protests pending approval of local requirements to more accurately reflect current practice.

Many local governments have responded to license applications by submitting a protest, pending a local government approval process, such as successfully obtaining a local land use permit, or clearing any local tax obligations.

The Marijuana Control Board will no longer automatically deny conditional protests with an “abeyance period.” Instead, the Board will require compliance with the local government requirements as part of their approval. The AMCO director will be authorized to issue the license once the local government lifts their conditional protest (and all other approvals are received).

When this regulation becomes effective, if you submit a protest, it will be your responsibility to determine whether it is conditional or not. Please continue to include any relevant details that might be necessary or aid the Marijuana Control Board in evaluating the protest, and include any temporal expectations (if any) for fulfillment on which the board may determine “reasonable.”

The regulations have also been updated to reflect the local government role in the license, transfer, and renewal processes, which also applies to endorsements, including for onsite consumption.

If you have any questions, please do not hesitate to contact the Alcohol and Marijuana Control Office.

Sincerely,

Jedediah Smith
AMCO Local Government Specialist
Jedediah.smith@alaska.gov
(907) 334-2195

3 AAC 306.060 Protest by local government (a) Not later than 60 days after the director sends notice of an application for a new marijuana establishment license, a new onsite consumption endorsement, renewal of a marijuana establishment license, renewal of an onsite consumption endorsement, license conversion, or transfer of a marijuana establishment license to another person, a local government may protest the application by sending the director and the applicant a written protest and the reasons for the protest. The director may not accept a protest received after the 60-day period. If the protest is a conditional protest, the board will require the applicant to show to the board's satisfaction that the requirements of the local government have been met before the director may issue the license. If the protest is not a conditional protest, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

(b) A local government may recommend that the board approve an application for a new license, a new onsite consumption endorsement, renewal of a license, renewal of an onsite consumption endorsement, license conversion, or transfer of a license to another person subject to a condition. The board will impose a condition a local government recommends unless the board finds the recommended condition is arbitrary, capricious, and unreasonable. If the board imposes a condition a local government recommends, the local government shall assume responsibility for monitoring compliance with the condition unless the board provides otherwise.

(c) If a local government determines that a marijuana establishment has violated a provision of AS 17.38, this chapter, or a condition the board has imposed on the licensee, the local government may notify the board. Unless the director finds that the local government's notice is arbitrary, capricious, and unreasonable, the director shall prepare the determination as an accusation against the licensee under AS 44.62.360 and conduct proceedings to resolve the matter as provided under 3 AAC 306.820.

(d) In this section,

(1) "local government" means each local government with jurisdiction over the licensed premises.

(2) "conditional protest" means a protest by a local government based on the local government's requirements that the applicant must meet before licensure, and that the applicant has not yet met but that the local government expects the applicant will be able to meet within a reasonable period of time.

From: Bess Clark [<mailto:Bess.Clark@comconnections.org>]
Sent: Monday, April 22, 2019 10:52 AM
To: Brian Templin
Subject: road -through Craig Assoc.- Track P road

Hi Brian, I am concerned about the Track P road that is planned. Community Connections owns the property on Easy St. where many of our services to children and adults with developmental disabilities, children receiving our Infant Learning Services and Children's Mental Health services are offered. I am concerned about the safety of the children and adults we serve. The road will increase traffic past our building. This is very concerning because we serve many children and adults who do not have street safety. I am concerned about possible accidents. Thank you for your consideration.

Please copy – the Craig Planning Commission and City of Craig Council. Thank you.

Bess Clark
Executive Director
Community Connections
721 Stedman St.
Ketchikan, Alaska 99901
907-225-7825



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*Please join First Bank's
Board of Directors and staff*

*in celebrating our 45 year anniversary
of serving the financial needs of
Prince of Wales Island.*

6:00 – 8:00 p.m.

Saturday May 4, 2019

Prince of Wales Branch

Refreshments and appetizers will be served.

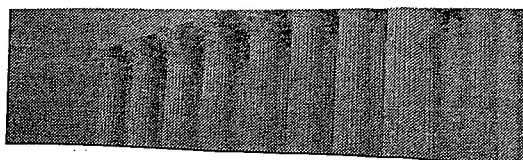
Please RSVP to 826-3254

Member
FDIC

because of their sexual orientation and another that involves a funeral home employee who was fired after disclosing that she was transitioning from male to female and dressed as a woman.

The cases will be argued in the fall, with decisions likely by June 2020 in the middle of the presidential election campaign.

The issue is whether Title VII of the federal Civil Rights Act of 1964, which prohibits sex discrimination, protects LGBT people from job discrimination. Title VII does not specifically mention sexual orientation or transgender status, but federal appeals courts in Chicago and New York have ruled recently that gay and lesbian employees are entitled to protection from



In this Oct. 4, 2018 file photo, the U.S. Supreme Court is seen at sunset in Washington.

AP Photo/Manuel Balce Ceneta

discrimination. The federal appeals court in Cincinnati has extended similar protections for transgender people.

The big question is whether the Supreme Court, with a strengthened conservative majority, will do the same. The cases are the court's first on LGBT rights since the retirement of Jus-

clear what caused the delay. The Obama administration treating LGBT discrimination, but the Trump administration has argued that Title VII provide protections to gay workers. The administration also drew Obama-era guidance on claims of transgender students.

The justices will take up fall.

In one, the federal appeals court ruled in favor of a gay skydiver claimed he was fired because of his orientation. The full 2nd U.S. Circuit appeals ruled 10-3 that it was

A win for people who park too long:

Tire marking to enforce parking rules is declared unconstitutional

By ED WHITE
Associated Press

DETROIT — Marking tires to enforce parking rules is like entering property without a search warrant, a federal court said Monday as it declared the practice unconstitutional in Michigan and three other states.

Alison Taylor had received more than a dozen \$15 tickets for exceeding the two-hour parking limit in Saginaw. The city marks tires with chalk to keep track of how long a vehicle is parked. Her lawyer argued that a parking patrol officer violated the Fourth Amendment right against unreasonable searches.

A three-judge panel of the appeals court agreed.

The purpose of marking tires was to "raise revenue," not to protect the public against a safety risk, the 6th U.S. Circuit Court of Appeals said.

"The city does not demonstrate, in law or logic, that the need to deter drivers from exceeding the time permitted for parking — before they have even done so — is sufficient to justify a warrantless search under the community caretaker rationale," the court said.

The decision sets a new standard for Michigan, Ohio, Kentucky and Tennessee, the states covered by the 6th Circuit. The court overturned an opinion by U.S. District Judge Thomas Ludington, who had called the legal theory "unorthodox" and dismissed the case in favor of Saginaw.

Saginaw's city manager didn't immediately reply to a message seeking comment.

Taylor's attorney, Philip Ellison, began researching the issue when another lawyer complained that his tire was marked while he sat in his car. It's apparently a common practice in downtown Saginaw, where there are no meters to enforce time limits.

"A good portion of my practice is representing the everyday person," Ellison said. He argued that marking tires was similar to police secretly putting a GPS device on a vehicle without a proper warrant, which was the subject of a 2012 U.S. Supreme Court ruling.

"We don't think everyone deserves free parking," Ellison told The Associated Press. "But the process Saginaw selected is unconstitutional. ... I'm very glad the three judges who got this case took it seriously. It affects so many people."

The case will return to federal court in Bay City. Ellison wants Ludington to certify the lawsuit as a class-action, with refunds for people who got tickets. He said Saginaw has been collecting up to \$200,000 a year with parking tickets from tire marking.

IN BRIEF

Officials: 6 people dead in small plane crash

KERRVILLE, Texas (AP) — A man regularly volunteered to fly sick people in remote parts of the country to hospitals in Houston and Dallas was at the controls of a twin-engine airplane that crashed Monday in the Hill Country area.

Dem leaders urge focus on more Trump

Urging focus on rather than impeachment

By LAURIE KELLMAN
Associated Press

WASHINGTON — A House chairman on Monday subpoenaed former White House Counsel Don McGahn as Democratic leaders moved to deepen their investigation of President Donald Trump while bottling up talk among their rank-and-file of impeaching him.

Judiciary Chairman Jerrold Nadler was one of six powerful committee leaders making their case on a conference call with other House Democrats late in the day that they are effectively investigating Trump-related matters ranging from potential obstruction to his personal and business taxes.

House Speaker Nancy Pelosi urged divided Democrats to focus on fact-finding rather than the prospect of any impeachment proceedings after the damning details of special counsel Robert Mueller's report.

Nadler and the other chairmen made clear they believe Trump did obstruct justice, according to people on the call who weren't authorized to discuss it by name. McGahn would be a star witness for any such case because he refused Trump's demand to set Mueller's firing in motion, according to the report.

"The Special Counsel's report, even in redacted form, outlines substantial evidence that President Trump engaged in obstruction and other



Don McGahn

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CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: April 25, 2019
RE: Application to Sell City Property to Jeremiah and Josiah Bigelow, Lots 3A and 4A, Salmonberry Subdivision – Ordinance 720 Final Reading

The city has included Lots 3A and 4A, Salmonberry Subdivision in land sales in 2013 and in 2017. The properties did not sell in either land sale.

Jeremiah and Josiah Bigelow have submitted an application to purchase the lots. During the 2016/2017 land sale the lots appraised out at \$65,000 each. A new appraisal will have to be completed since this appraisal is more than 12 months old.

The sale notice was published in the Island Post with the public hearing scheduled at the regular city council meeting on April 18, 2019. There were no comments submitted in writing or at the April 18, 2019 council meeting.

Funds from this sale will be placed in the city's land development fund.

Recommendation: Approve Ordinance 720, authorizing the city administrator to negotiate the sale of city owned property to Jeremiah and Josiah Bigelow.

**CITY OF CRAIG
ORDINANCE No. 720**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH JEREMIAH AND JOSIAH BIGELOW, THE TERMS OF A SALE OF CITY OWNED LANDS CONSISTING OF LOTS 3A AND 4A, SALMONBERRY SUBDIVISION

Section 1. Classification. This is a non-code ordinance.

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall be effective immediately upon adoption.

Section 4. Action. This ordinance authorizes the City Administrator to negotiate the sale of approximately 26,000 square feet of city owned land consisting of Lots 3A and 4A, Salmonberry Subdivision as shown on Plat 2018-24, Ketchikan Recording District. Final terms of said sale are subject to the approval of the Craig city council.

Passed and approved this 2nd day of May, 2019.

Mayor Tim O'Connor

Attest _____
Kassi Bateman, City Clerk

**CITY OF CRAIG
MEMORANDUM**

To: City of Craig Department Managers
From: Jon Bolling, City Administrator
Date: April 16, 2019
RE: Harbor Rates Resolution

Attached you will find Resolution 19-06. The resolution adopts rates for the Harbor Department.

The attached resolution adopts what is mostly the existing rate schedule. The only changes to the schedule are two new rates.

1. Commercial boat launch ramp permit. The harbormaster reports that he has received suggestions from local business that handle multiple boat trailers that a commercial permit to use the boat launch ramp would prove useful. Hans responded by proposing a single \$250 commercial permit that would apply to multiple boat trailers. This approach allows a business to purchase a single permit rather than multiple permits that the business would then have to apply to their fleet of boat trailers.
2. Fee for use of haul out ramps at the float plane dock. The city's float plane dock has two haul out ramps designed to be used by float planes. The city has never assessed a fee for use of the ramps. The budget committee proposes implementation of a daily fee and quarterly fee for ramp use.

Recommendation

Adopt Resolution 19-06.

**CITY OF CRAIG
RESOLUTION 19-06**

ADOPTING HARBOR RATES

WHEREAS, the City of Craig owns, operates, and maintains various harbor facilities and equipment; and

WHEREAS, the Harbor Department is an Enterprise Fund department within the City of Craig, and must raise revenues to cover its operational costs; and

WHEREAS, Harbor Department rates are set by the Craig City Council.

THEREFORE BE IT RESOLVED THAT the City of Craig council approves the harbor service rates as shown in Attachment A to this resolution, effective July 1, 2019.

APPROVED _____

MAYOR TIM O'CONNOR

ATTEST _____
KASSI BATEMAN, CITY CLERK

City of Craig Harbor Fee Schedule effective 7/1/2018	Rate
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Transient Moorage Rates

Daily	per foot	\$0.68
1 Month Rate	per foot	\$5.45
3 Month Rate	per foot	\$10.37
6 Month Rate	per foot	\$14.32

Permanent Moorage Rate

One Year	per foot	\$22.00
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***Invoiced transient moorage add \$5.00 billing fee**

Transient Electric Power

30 amp 120V	1-15 days, per day	\$8.00
30 amp 120V	16-31 days, per day	\$5.00
50 amp single phase	1-15 days, per day	\$10.00
50 amp single phase	16-31 days, per day	\$7.00
50 amp 3 phase	per day	\$30.00
100 amp 3 phase	per day	\$50.00

Transient Electric Power Services subject to high consumption surcharge

Misc harbor services

Boat trailer rental	1st day	\$50.00
Boat trailer rental	2nd day & there after	\$25.00
Grid Use	per day	\$15.00
Pressure Washer/gas	per hour	\$35.00
Pressure Washer/gas	per day	\$75.00
Pressure Washer/electric	per hour	\$30.00
Wash down		\$10.00
Tarp Fee		\$10.00
Pump Rental	per day	\$35.00
Web Loft (Ward Cove Cannery)Net mend	per day	\$10.00
Web Loft (Ward Cove Cannery) Events	per day	\$100.00
Impound Fee		\$250.00
Crane Usage	per 15 min	\$7.50
Boat Launch Permit Daily		\$5.00
Boat Launch Permit Annual		\$35.00
Boat Launch Permit Annual - Commercial		\$250.00
Live-aboard fee	per month	\$75.00

Storage

Outside Storage/breakwater	per month	\$35.00
Container Rental/breakwater	per month	\$55.00
Freezer Van space rental-35'	per month	\$45.00
Regular Van space rental-25'	per month	\$25.00
Boat and trailer storage-up to 25'	per month	\$20.00
Boat and trailer storage-25' and up	per month	\$40.00

Wharfage fee to off-load product ^{1,2}

First 20,000 lbs.	per pound	\$0.01
2nd 20,000 lbs.	per pound	\$0.00
Over 40,000 lbs.	per pound	\$0.00
Boat Launch Ramp Wharfage	per hour	\$75.00

Ice Sale

Ice delivery	per ton	\$100.00
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JT Brown Boat Yard

Boat Storage/Haul-out/Splash

Boat Haul out, Splash, & Blocking	per foot	\$11.00
Boat Haul out, Splash	per foot	\$8.00
Over Night Storage on Boat Haul Trailer	per night	\$35.00

Boat Storage up to 56 days	per foot per day	0.18
Boat Storage after 56 days	per foot per day	0.29
Boat Storage after one year	per foot per day	0.58
JTB Boat Yard Power	Up to 100 KW per month	25.00
JTB Boat Yard Power	101 - 150 KW per month	35.00
JTB Boat Yard Power	151- 200 KW per month	45.00
JTB Boat Yard Power	201 - 500 per month	110.00
JTB Boat Yard Power	500 and up per month	150.00

Float Plane Dock		
Pull out ramp	per day	\$5.00
Pull out ramp	per quarter	\$150.00

**CITY OF CRAIG
RESOLUTION 19-07**

**ESTABLISHING A SCHEDULE OF PAYMENTS FOR THE
PAYMENT IN LIEU OF EMPLOYEE HEALTH INSURANCE BENEFIT**

WHEREAS, the City of Craig offers its employees compensation through wages and benefits; and,

WHEREAS, among the benefits typically offered is employee health insurance; and,

WHEREAS, the City of Craig offers its eligible employees an option to accept the employee health insurance benefit, or a cash payment in lieu of accepting the employee health insurance benefit; and,

WHEREAS, eligibility for the payment in lieu benefit is set out in Attachment A to this Resolution; and,

WHEREAS, employee Payments in Lieu of Health Insurance Benefit will be made in approximately equal amounts over each of the 26 pay periods in the city’s fiscal year; and,

WHEREAS, payments made per pay period to those employees who accept the payment in lieu of health insurance benefit are set out in the schedule below.

Schedule of Payments in Lieu of Health Insurance Benefit - FY 2020		
FY 2019 Coverage Type or in lieu Payment level	FY 2020 Payment per pay period	
Employee only	\$162.66	
Employee & Spouse	\$332.31	
Employee & Dependents	\$288.73	
Employee & Family	\$451.03	

NOW, THEREFORE, BE IT RESOVED that the Craig City Council directs city staff to implement the Payment in Lieu of Employee Health Insurance Benefit for the City of Craig’s 2020 Fiscal Year, beginning July 1, 2019, and modify the city’s “cafeteria plan” consistent with the terms set in this resolution.

PASSED AND APPROVED this _____ day of June, 2019.

MAYOR TIM O’CONNOR

KASSI MACKIE, CITY CLERK

**RESOLUTION 19-07
ATTACHMENT A**

**CITY OF CRAIG
Payment in Lieu of Employee Health Insurance Benefit**

Payment In Lieu of Health Insurance Benefit. Any Participant who accepted employee health insurance coverage during the entirety of Employer Fiscal Year 2019 (July 1, 2018 through June 30, 2019) or who accepted a Payment in Lieu of Health Insurance Benefit during Employer Fiscal Year 2019, and who remains eligible for the city's employee health insurance benefit, may choose to receive a cash payment in lieu of the employee health insurance coverage during Employer Fiscal Year 2020 (July 1, 2019 through June 30, 2020). The amount of the cash payment is set from time to time by the Craig City Council.

Employee Payments in Lieu of Health Insurance Benefit will be made in approximately equal amounts over each of the 26 pay periods in the city's fiscal year.

The payment in lieu of health insurance benefit is not conditional on Participants showing proof of other health insurance coverage. This policy is not intended to, and does not in fact, reimburse employees for purchasing other health insurance coverage. Payments based on this policy are subject to state and/or federal taxes and other deductions as required by law or agreement including, if applicable, payments to the Public Employee Retirement System. If Participant chooses to receive payments in lieu of the employee health insurance benefit, the Participant is not eligible to receive employee medical insurance benefits from the city, which may include health insurance, dental insurance, vision insurance, and health reimbursement account payments.

Employees may change their benefit status from in-lieu payment to enrolling in the city's employee health insurance benefit during open enrollment or upon experiencing a qualifying event.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 25, 2019
RE: Resolution 19-07

Attached you will find Resolution 19-07. The resolution authorizes an employee benefit that allows a qualifying employee to take a cash payment instead of the city's employee health insurance benefit. This measure, called "Payment in Lieu of Employee Health Insurance" is offered as a means to reduce staffing costs. The in lieu payment was first offered in FY18.

In short, the proposed benefit provides for a cash payment to an employee in FY 2020 equal to about one half of the city's cost of the health insurance benefit that the employee took in FY 2019. In order to qualify for the payment in lieu benefit in FY 2019, the employee must be eligible for the city's employee health insurance benefit, and must have either taken the employee health insurance benefit or elected to take the in-lieu payment in FY 2019.

The payment in lieu of health insurance benefit is a common offering made by employers to employees. For those employers that fall under the employer mandate of the Affordable Care Act, there are a number of regulations governing cash offers in lieu of health insurance. The City of Craig is not subject to the ACA's employer mandate, and as such the city has more latitude in setting terms of an in lieu payment.

The theory behind this payment in lieu practice is that an employee who would have chosen to receive the health insurance offered through the workplace may choose to accept instead a cash payment that is a fraction of the employer's cost to insure the employee. The theory works well at the start. However, over time, certainty decreases as to which employees would elect to participate in the employee health insurance benefit if not for the in-lieu offer. The council should consider a time limit on participation in the program during the next city budget cycle.

There are some important details for the employee to think about when considering a cash in lieu offer. Among them:

1. Unlike the value of the employee health insurance benefit, the cash in lieu of benefit payment is subject to federal income tax, and PERS deduction.
2. An employee that declines an employer's offer of group health coverage is not eligible for a subsidy from the Exchange system set up in the ACA. The employee can still buy health insurance from the Exchange, but must do so at full price.
3. The payment in lieu program proposed in Resolution 18-10 is unconditional, meaning that it is not intended to reimburse employees for purchasing other insurance. Employees receiving the payment are free to use the payment for whatever use they see fit.
4. Employees who accept the cash payment are still bound by the ACA to carry medical insurance.

The benefit consultant experts the city hired in 2017 to provide advice in setting up the in lieu payment advise that the city amend its "cafeteria plan" document to explicitly add the benefit.

Attachment A to Resolution 19-07, if approved by the council, amends the document to include the program.

Those employees who choose this payment will receive a cash amount at each of the 26 payroll periods during the fiscal year. An employee who experiences a qualifying event during the fiscal year can choose to drop the payment in lieu of benefit in favor of the city's medical insurance benefit. Employees may also change benefits during the annual open enrollment period.

For every employee who accepts the payment, the city will reduce its medical benefit cost by one half. In addition, the city avoids reimbursing the employee's deductible above \$500 through the health reimbursement account that is part of the health insurance benefit. I estimate that in the current fiscal year, the in lieu program led to the city spending about \$30,000 less on the health insurance benefit than it would have without the program.

It is important to note here that the choice to participate in the city's health insurance benefit or accept the cash payment is entirely up to the employee. In the current year, three employees opted for the in-lieu payment. I do not know how many of the city's full time employees will choose the in lieu option in FY 2020. The proposed in lieu payment amounts proposed in the resolution are the same for FY 2020 as they are for the current year.

As I noted a year ago, participation level requirements imposed by Premera on the city's group health coverage require at least 75 percent of eligible city employees must participate in employee health insurance benefit. That rule limits the amount of employees who can participate in the in lieu payment program. If fewer than 75 percent of city employees sign up for the health insurance benefit, staff will use a process of random selection to determine who participates in the in lieu program in FY2020.

Recommendation

Adopt Resolution 19-07.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 26, 2019
RE: Proposed FY 2020 Port St. Nicholas Hatchery Operating Agreement

Attached is a draft operating agreement between the City of Craig and the Southern Southeast Regional Aquaculture Association (SSRAA) that governs activities at the king salmon hatchery facility at Port St. Nicholas (PSN) for the fiscal year beginning July 1, 2019. The proposed FY2020 agreement is virtually identical to the one in effect now.

As a reminder for the council, the city owns a small hatchery facility adjacent to the city's water treatment plant at about 5.2 mile of the PSN Road. For many years the city has contracted with third parties to operate the facility. Originally the city contracted with the POW Hatchery Association to operate the hatchery. More recently, the operating agreement has been with SSRAA, which also operates the coho hatchery located on the Klawock River.

Under prior recent operating agreements with SSRAA, the city agreed to pay between \$65,000 and \$67,000, with higher payments in at least one prior year. The payments were based on staffing and operational costs to raise king salmon there. SSRAA contract with the city for the current fiscal year sets the operational payment at \$56,000.

For the coming year, the draft agreement again proposes that the city pay SSRAA \$0.56 per smolt released, up to a cap of \$56,000. If SSRAA releases measurably fewer smolts than 100,000, the city's payment to SSRAA is reduced. SSRAA tells city officials that they have been able to reduce the king salmon operational costs at the PSN facility now that SSRAA also cultures chum salmon there. SSRAA expects to release about 120,000 smolts this year.

The agreement is beneficial to Craig and the surrounding area. The city-sponsored PSN king salmon release benefits local commercial trollers, charter fishing businesses, the sport fishing sector, and employs a few people during the cost recovery phase that takes place in May-July. Thanks to productive efforts from the cost recovery contractor, direct cash payments to the City of Craig from cost recovery have averaged \$20,000 over the past two years. The local king salmon derby usually brings in additional revenues to support the king salmon program.

As I reported to the council in January, SSRAA has, in my view, been an excellent partner: the organization will release some 191,000 king salmon smolts into PSN this year in addition to the approximate 120,000 released under contract with the city; SSRAA staff at the Klawock River Hatchery play an important role in the cost recovery process by working closely each day with the city's cost recovery contractor; and SSRAA's effort to establish a chum salmon terminal release area at Port Asumcion is likely to bring new economic benefits to Craig.

Recommendation

Approve, by motion, the proposed FY 2020 Port St. Nicholas king salmon hatchery operating agreement with SSRAA.

OPERATION AGREEMENT
between the
CITY OF CRAIG & SOUTHERN SOUTHEAST REGIONAL AQUACULTURE ASSOCIATION
For operation of the
PORT ST. NICHOLAS KING SALMON PROGRAM

July 1, 2019 through June 30, 2020

The City of Craig and the Southern Southeast Regional Aquaculture Association (SSRAA) agree to perform the following tasks by June 30, 2020, in support of the Port St. Nicholas (PSN) King Salmon Program.

Section 1. The parties agree to perform the following tasks:

SSRAA Agrees To:

- Operate and maintain hatchery property according to the existing lease agreement entered into October 9, 2017;
- Hatch, rear, transport, and release into Port St. Nicholas a minimum of 100,000 chinook salmon smolts each year, as outlined in the Annual Management Plan with ADF&G;
- Install and maintain weir on Port Saint Nicholas River;
- Provide technical and logistical support to Craig for duration of the project;
- Provide quarterly production reports to the City of Craig showing rearing progress for the anticipated PSN release;
- The City of Craig will be invoiced on a per smolt cost basis established from the average SSRAA cost per chinook smolt of \$0.56 (for the per smolt cost structure see Exhibit A attached);
- Invoice the City of Craig twice a fiscal year. First invoice will be during second quarter for fifty percent (50%) down payment for 100,000 smolt and a final invoice on release in the fourth quarter for the cost of the number of smolt released up to a total not to exceed the cost for 100,000 smolt unless otherwise agreed to;

City of Craig Agrees To:

- Provide continuous supply of biologically safe, high pressure water for hatchery operations;
- Perform yearly maintenance on pressure reducing valves in Mechanical Room of hatchery;
- Provide electricity, diesel fuel, and propane for the hatchery site;
- Continue to donate the \$1.00 per year for the lease to the grounds of the facility;
- Perform cost recovery on returning chinook salmon specific to the City sponsored release, in accordance with all regulations;
- Reimburse SSRAA for chinook rearing costs not to exceed fifty six thousand dollars (\$56,000) per annum unless agreement for additional production struck. First payment of \$28,000 and second payment up to \$28,000;
- Furnish reimbursements twice a fiscal year to SSRAA for the rearing costs in a timely manner upon receipt of invoice.

Section 2. The parties hereto expressly agree that SSRAA shall be and is an independent contractor and is not an employee or agent of the City of Craig, and is, therefore, entitled to no insurance coverage, whether worker's compensation or otherwise and no other benefits accorded to city employees. No

withholding, FICA, or other taxes (whether income sales or otherwise) or other amounts will be withheld from payments due to SSRAA, it being understood that SSRAA is solely responsible.

Section 3. No claim for additional work, services or materials, not specifically and expressly requested and authorized as provided for in this Agreement, or by a written amendment thereto signed by all parties, done or furnished by SSRAA, will be allowed or paid by the City of Craig, and Hatchery expressly waives any claim therefore.

Section 4. SSRAA agrees to keep and maintain in full force during the entire period of the project or work called for herein, broad form comprehensive public liability insurance with limits of not less than three hundred thousand (\$300,000.00) combined single limit insuring Hatchery, and include the City of Craig as an additional named insured, from any and all claims for bodily injury and death, and for property damage, that may arise out of, or in relation to, this Agreement. Such insurance shall require the insurance company give not less than thirty (30) days prior written notice to Cities prior to any cancellation, non-renewal or reduction in the amount of coverage of such insurance coverage. Each policy, or certificate of the policy, together with evidence of payment of premiums, shall be deposited with the cities prior to execution of this Agreement by the cities, and on renewal of the policy not less than twenty (20) days before expiration of the term of the policy.

WHEREFORE the parties have entered into this Agreement the date and year first above written at the City of Craig, Alaska.

City of Craig, Alaska

**Southern Southeast Regional
Aquaculture Association**

By: _____
Jon Bolling, City Administrator Date

By: _____
David Landis, General Manager Date

EXHIBIT A

2018 Average Cost Per Smolt SSRAA Production:

Species	SSRAA Cost Production	Cost Yearlings vs. Chum	Cost as a Percent of Production	Average Smolt Cost
COHO	\$3,453,561			\$0.290
CHINOOK	\$1,811,422	\$5,264,982	56.2%	\$0.557
SCHUM	\$3,918,538			\$0.025
FCHUM	\$179,128	\$4,097,666	43.8%	\$0.021

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 25, 2019
RE: Review of FY 2020 School Budget

At its meeting of April 24, the Craig School Board approved its Fiscal Year 2020 budget. A copy of the document approved by the board is attached.

Overview of School Funding

Each year the district submits its proposed budget to the city for review. Alaska Statute AS 14.14.060.c provides that a municipal school district shall submit its proposed budget to the local city council by May 1 of each year. The local city council then has 30 days after the budget is delivered in which to “determine the total amount of money to be made available from local sources for school purposes, and shall furnish the school board with a statement of the sum to be made available.” If the city council does not act in 30 days, the amount that the school district requests from the city in its budget is automatically approved.

As the council no doubt recalls, municipalities like Craig are required to support local school districts at a level no less than the value of 2.65 mils of a community’s real and personal property, an amount known as the “required local effort.” For 2019, Craig’s required local effort totals about \$412,931. For the past several years, the city has paid, in cash, to the school district \$550,660, more than \$100,000 above the required minimum. The school district requests the same amount of cash support from the city for FY 2020. State statute allows the city to provide funding to the district up to a statutory cap. The estimated funding cap for FY 2020 is about \$1.66 million.

The City of Craig provides material support to the district in two ways: cash and in-kind contributions.

1. Cash Contributions

For fiscal year 2020 the district proposes a primary cash appropriation from the City of Craig of \$550,660, and a supplemental appropriation of \$24,897.

Primary Appropriation

For several years the council has directed city staff to set aside a portion of the funds received for K-12 education from the Secure Rural Schools and Community Self Determination Act (SRS). To this set aside, the council has added amounts appropriated from the city’s general fund. The council directed this effort in recognition of the fact that the SRS funding is uncertain from year to year, and that the city needed to position itself to continue to offer a certain level of cash support to the school district despite variations in the level of funding from SRS. The city’s goal is to reach a general fund appropriation of \$550,660 before the set aside fund is exhausted. City staff draws the

annual \$550,660 cash contribution to the school from this fund, paying out the SRS payment and adding local funds as needed to reach \$550,660. The balance in the set aside fund today is approximately \$3 million of which about \$232,000 is accumulated interest.

Supplemental Appropriation

Changes several years ago in how the State of Alaska recognizes in-kind contributions from a city to a municipal school district reduced the range of permissible in kind services. The \$24,897 supplemental appropriation is based on pool usage by the district for CCSD students during the school day.

2. In-Kind Contributions

The city also provides in-kind support to the school district, mostly in the form of water, sewer, and garbage services to the school properties. The value of these services is recognized as local support for public schools. The greater the value of these services, the better financial position the school enjoys relative to state and federal payments. As a result city and school district staff work to make in-kind services as great as possible while still complying with State of Alaska rules governing eligible in-kind contributions.

Proposed FY 2019 Budget

The district's proposed budget expenditures for FY 2020 amount to \$ 6,903,022, or \$679,000 less than current fiscal year budgeted expenditures. The district anticipates receiving about \$172,000 less in State of Alaska foundation formula funding next year compared to the current fiscal year. In addition, the district anticipates that federal impact aid will decline by some \$254,000 in the coming fiscal year.

The council's job here, per the cited statute, is to approve an amount of money to be appropriated for school support in Fiscal Year 2016. The task of determining the amounts to budget for specific line items in the district's proposed budget is the responsibility of the Craig City School Board. School district staff plans to attend the May 2 council meeting to answer budget questions raised by the council. As noted above, the council has up to 30 days to consider approval of the city appropriation to the school district budget, so the council may also choose to defer action on this item until the scheduled May 16 meeting.

Recommendation

That the council review the proposed school district fiscal year 2020 budget at the council's May 2 meeting, and after council discussion move to approve the city's contribution toward that budget, or defer action until the council's scheduled May 16 meeting.

**CRAIG CITY
SCHOOL
DISTRICT**

**FISCAL YEAR 2020
OPERATING BUDGET**

**Chris Reitan, Superintendent
April 24, 2019**

E 3100 CRAIG CITY SCHOOL DISTRICT BUDGETING TIMELINE

September

- Report Card to Public presentation at Board meeting

October

- 20-day enrollment count period: determines funding for current year
- Strategic planning committee reviews goals and objectives

November

- Board goal setting retreat

January

- Strategic planning committee reviews goals and objectives
- Superintendent begins internal budget development for coming year
- Tenured teacher contracts for following year to Board
- Non-tenured teacher contracts for following year to Board

February

- Final figures from State on current year funding
- First revision of current year budget to Board
- Preliminary budget and assumptions for following year to Board

March

- Workshop with public on following year budget
- Workshop with City Council on following year budget
- First reading to Board of following year budget

April

- Second reading and adoption by Board of following year budget
- Following year budget sent to City for approval

May

- Strategic planning committee reviews goals and objectives**
- City action on following year budget
- Classified staff notified of status for following year

June

- Final revision of current year budget to Board
- First revision of following year budget (only if necessary)

July

- Following year budget due to State by July 15

** Every three years there will be a full Strategic Plan review and update. Next date: 2018

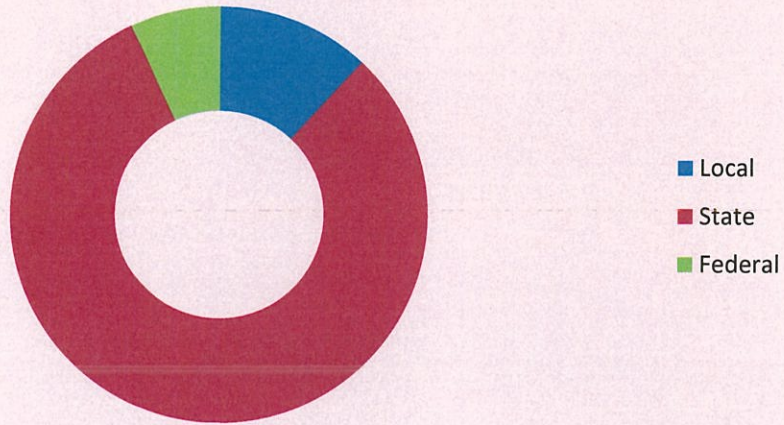
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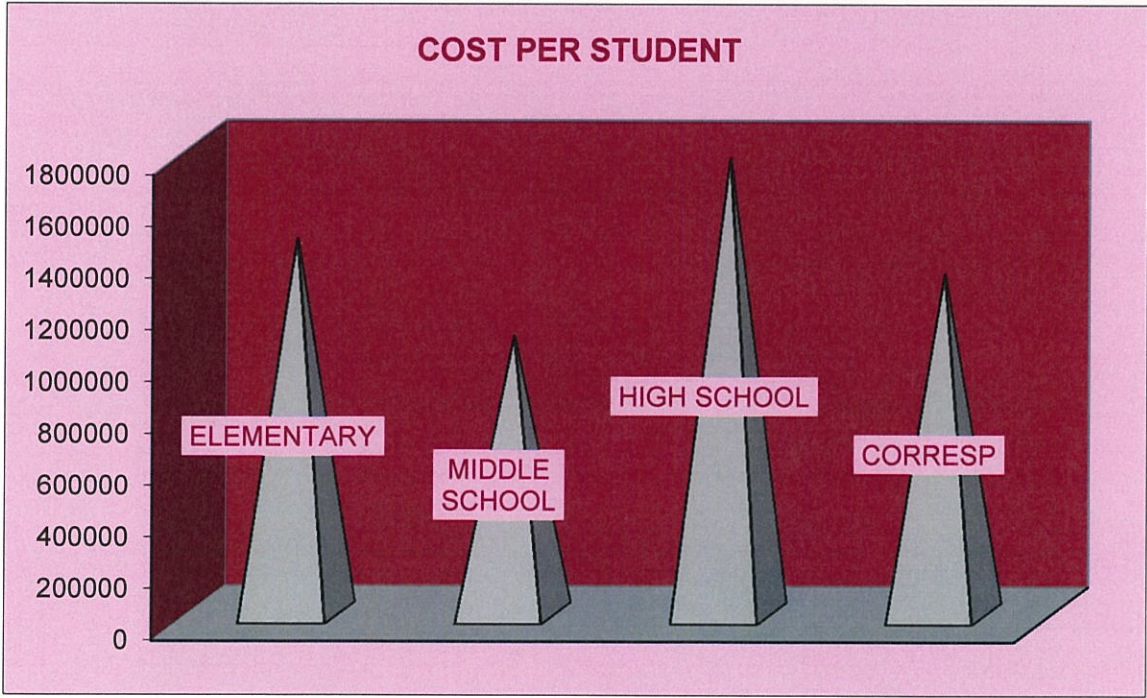
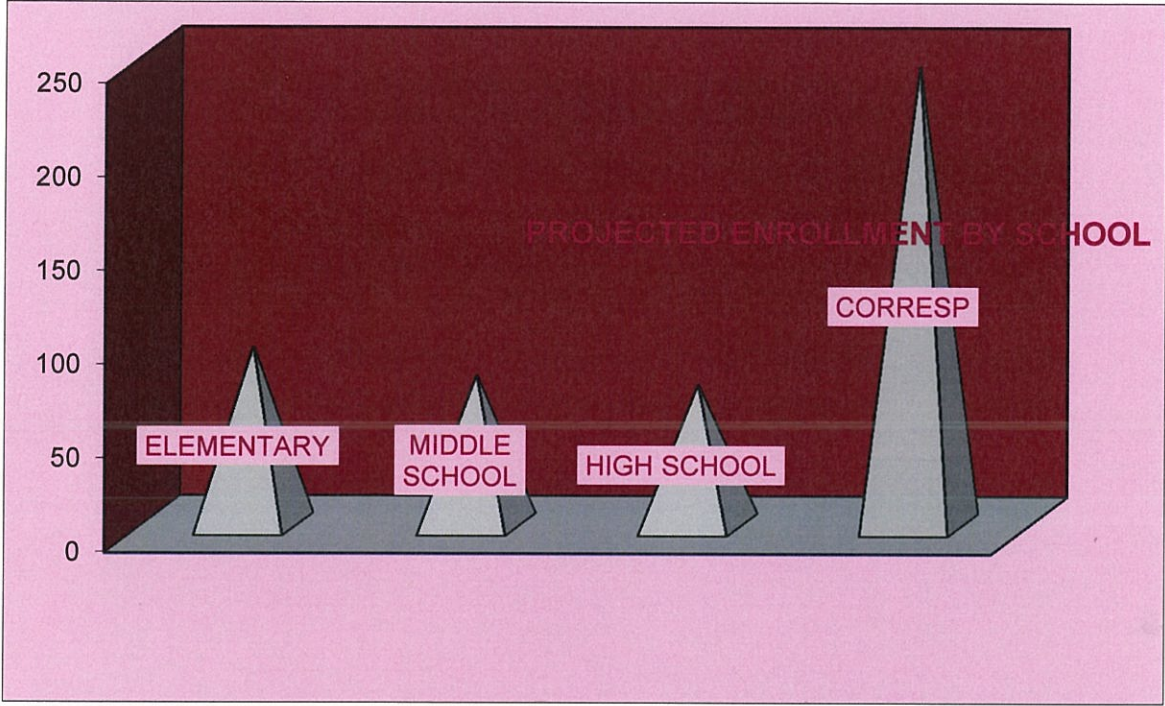
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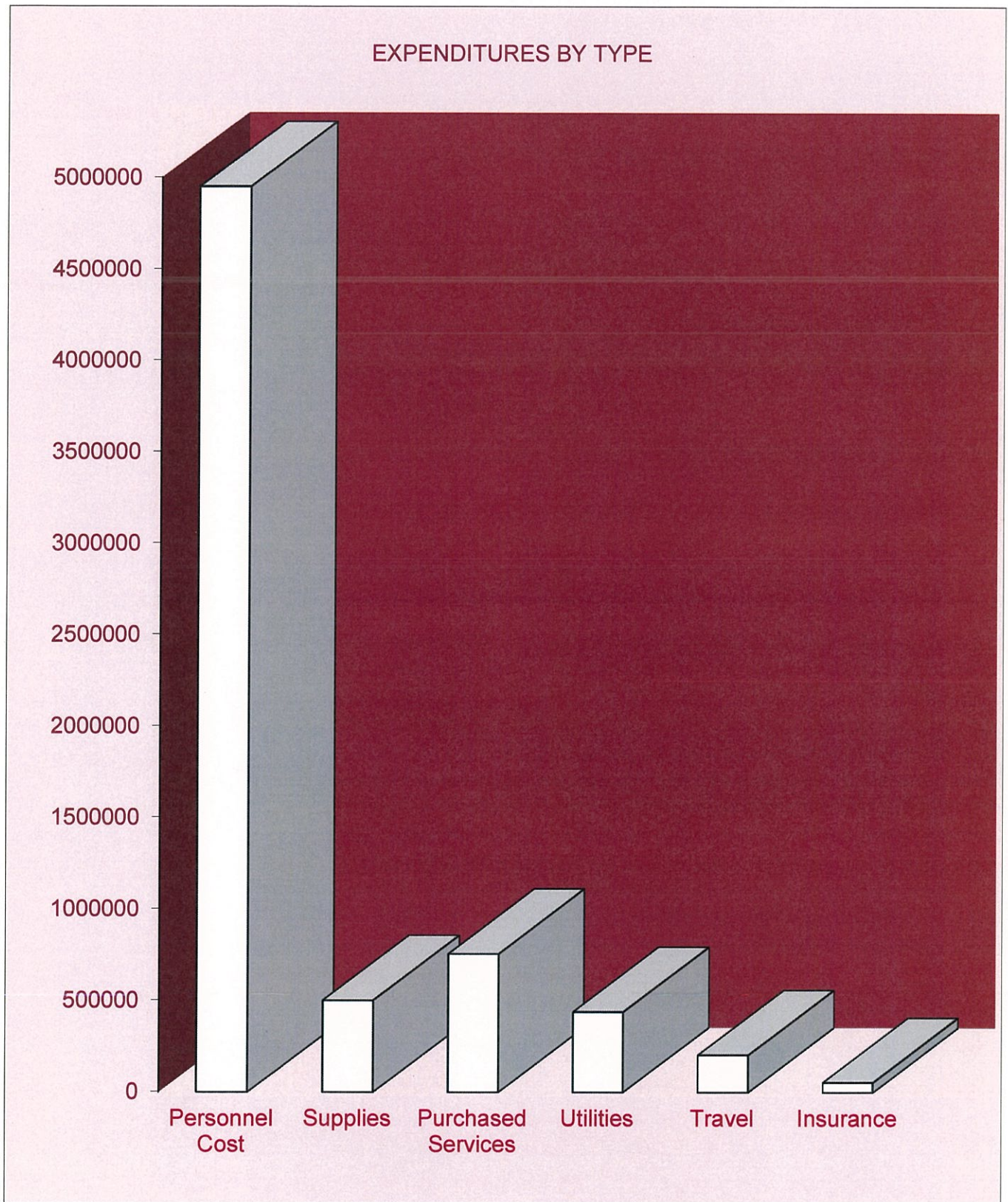
Revised 9/14

Revised 11/18

REVENUES BY SOURCE







FY 20 BUDGET WORKSHEET

		FY 18	FY 19 Est	FY 20 PROJ	
REVENUES:					
CITY APPROPRIATION	011	550,660	550,600	550,660	
CITY SUPPLEMENTAL	011	15,339	24,897	24,897	
CITY IN-KIND	012	77,125	67,392	67,392	
INTEREST	031	1,123	1,359	1,359	
PACE BUYOUTS	038	2,510	5,000	5,000	
SHARED SERVICES	039	69,108	92,848	92,848	
OTHER LOCAL REVENUES	040	151,276	10,000	10,000	
LAB, SHOP & BOOK FEES	044	2,693	3,000	3,000	
PARTICIPATION FEES	045	8,775	10,000	10,000	
E-RATE SUBSIDY	047	82,863	87,000	82,655	
FOUNDATION	051	4,533,209	4,702,940	4,530,000	Cat 1 no phones 495students
SUPPLEMENTAL AID	055	-	-	-	
TRS ON-BEHALF PMTS	056	368,348	950,941	368,348	
PERS ON-BEHALF PMTS	057	31,470	130,542	31,470	
IMPACT AID	110	661,358	754,779	500,000	
		-	-	-	
		6,555,857	7,391,298	6,277,629	
EXPENDITURES:					
INSTRUCTION	100	2,161,007	3,008,706	2,346,247	
CORRESPONDENCE	140	474,664	455,318	460,559	
SPECIAL EDUCATION	200	470,241	564,374	529,913	
SPED SUPPORT	220	145,468	174,439	175,993	
STUDENT SUPPORT	300	85,726	106,646	104,401	
INSTRUCTIONAL SUPPORT	350	1,069,133	1,222,125	1,201,075	
SCHOOL ADMINISTRATION	400	405,078	379,145	354,288	
SCHOOL ADMIN SUPPORT	450	191,552	245,298	250,729	
DISTRICT ADMINISTRATION	510	189,309	136,295	125,014	
DISTRICT ADMIN SUPPORT	550	142,415	200,485	209,834	
MAINTENANCE	600	748,120	805,231	836,020	
STUDENT ACTIVITIES	700	210,038	259,556	254,555	
FUND TRANSFERS	900	54,593	24,194	54,394	
		6,347,344	7,581,812	6,903,022	
FY ACTIVITY				(625,393)	
BEG FUND BALANCE				500,000	
FY 19 PL-874 for FY20	actual			754,779	OVER (UNDER)
					129,386
FINAL FUND BALANCE				629,386	
(PL-874 ASSIGNED TO FY21)				(500,000)	% CARRYOVER
					1.89%
UNASSIGNED FUND BAL				129,386	

FY 20 BUDGET WORKSHEET

TOTAL FOR DISTRICT		FY 18	FY 19 Est	FY 20 PROJ
SUPERINTENDENT	311	93,793	69,000	69,000
PRINCIPALS	313	247,669	252,115	253,806
DIRECTORS	314	115,970	110,610	113,000
TEACHERS	315	1,684,213	1,662,487	1,655,269
EXTRA DUTY PAY	316	87,101	99,810	99,810
SPECIALISTS	318	44,964	69,693	49,847
SCHOOL BOARD	320	1,680	1,680	1,680
AIDES	323	320,834	402,939	350,356
SUPPORT STAFF	324	166,004	196,653	203,687
CUSTODIANS	325	117,653	151,187	156,160
BUS DRIVERS	327	3,535	5,535	5,535
SUBSTITUTES	329	42,643	74,242	50,318
REFEREES	330	5,430	9,907	9,907
FRINGE BENEFITS	350	1,819,086	1,459,529	1,527,732
PERS/TRS ON-BEHALF	350	-	1,081,483	399,818
LEAVE BUYOUT	359	-	5,000	5,000
PROFESSIONAL FEES	410	208,283	275,566	251,566
PROF FEES (ALLOTMENT)	412	195,489	240,609	240,609
<i>FITNESS CENTER</i>	<i>412</i>	<i>15,212</i>	<i>13,732</i>	<i>13,732</i>
AUDITING	412	18,280	21,560	21,560
LEGAL FEES	414	4,456	5,000	5,000
OFFICIATING FEES	418	500	1,042	1,042
STAFF TRAVEL	420	57,719	67,621	68,935
STUDENT TRAVEL	425	119,383	138,773	133,773
<i>W/S/G</i>	<i>431</i>	<i>44,622</i>	<i>37,601</i>	<i>37,601</i>
COMMUNICATIONS	433	36,575	40,317	40,317
INTERNET	434	138,861	142,724	142,724
<i>ELECTRICITY</i>	<i>436</i>	<i>926</i>	<i>926</i>	<i>926</i>
ELECTRICITY	436	116,548	118,329	118,329
HEATING OIL	438	80,827	71,889	71,889
<i>HEATING OIL</i>	<i>438</i>	<i>21,611</i>	<i>24,170</i>	<i>24,170</i>
PURCHASED SERVICES	440	32,313	58,347	58,347
<i>RENTALS</i>	<i>441</i>	<i>5,005</i>	<i>11,165</i>	<i>11,165</i>
RENTALS	441	54,213	56,702	76,343
<i>ROAD MAINTENANCE</i>	<i>442</i>	<i>5,000</i>	<i>2,500</i>	<i>2,500</i>
EQUIPMENT REPAIR	443	20,199	36,826	36,826
INSURANCE	445	49,751	54,085	54,085
SUPPLIES	450	336,368	443,366	443,366
TEXTBOOKS	471	5,362	35,000	35,000
DUES	491	21,069	22,898	22,898
INDIRECT COST	495	(46,396)	(15,000)	(15,000)
EQUIPMENT	510	-	-	-
FOOD SERVICE	552	49,120	22,000	49,000
TRANSPORTATION	553	3,279	-	3,200
SPECIAL PROJECTS	554	-	-	-
<i>STAFF HOUSING</i>	<i>555</i>	<i>2,194</i>	<i>2,194</i>	<i>2,194</i>
		6,347,344	7,581,812	6,903,022
	Ck fig	6,347,344	7,581,812	6,903,022
	Ck fig	6,347,344	7,581,812	6,903,022

FY 20 BUDGET WORKSHEET

TOTAL FOR DISTRICT					
STUDENT SUPPORT			FY 18	FY 19 Est	FY 20 PROJ
EXTRA DUTY PAY	316		-	879	879
SPECIALISTS	318		44,864	47,861	49,847
FRINGE BENEFITS	350		38,049	51,839	47,608
PROFESSIONAL FEES	410		-	-	-
STAFF TRAVEL	420		1,758	2,428	2,428
STUDENT TRAVEL	425		-	1,773	1,773
SUPPLIES	450		1,055	1,866	1,866
			85,726	106,646	104,401
INSTRUCTIONAL SUPPORT			FY 18	FY 19 Est	FY 20 PROJ
DIRECTORS	314		(2,759)	6,000	6,000
TEACHERS	315		1,983	-	-
EXTRA DUTY PAY	316		23,839	24,957	24,957
SPECIALISTS	318		100	21,832	-
AIDES	323		210,015	218,087	204,405
SUBSTITUTES	329		1,265	2,500	2,500
FRINGE BENEFITS	350		186,402	154,729	193,193
PROFESSIONAL FEES	410		81,872	108,712	84,712
PROF FEES (ALLOTMENT)	412		195,489	240,609	240,609
STAFF TRAVEL	420		25,142	22,292	22,292
STUDENT TRAVEL	425		25,735	25,000	25,000
COMMUNICATIONS	433		30,852	34,600	34,600
INTERNET	434		138,861	142,724	142,724
PURCHASED SERVICES	440		10,386	39,471	39,471
<i>RENTALS</i>	<i>441</i>		-	-	-
EQUIPMENT REPAIR	443		20,199	32,025	32,025
SUPPLIES	450		118,722	143,782	143,782
DUES	491		1,030	4,805	4,805
EQUIPMENT	510		-	-	-
			1,069,133	1,222,125	1,201,075
SCHOOL ADMINISTRATION			FY 18	FY 19 Est	FY 20 PROJ
PRINCIPAL	313		247,669	252,115	253,806
FRINGE BENEFITS	350		149,207	109,586	83,038
PROFESSIONAL FEES	410		-	-	-
STAFF TRAVEL	420		3,796	6,957	6,957
COMMUNICATIONS	433		2,588	2,126	2,126
SUPPLIES	450		590	6,010	6,010
DUES	491		1,228	2,351	2,351
			405,078	379,145	354,288
SCHOOL ADMIN SUPPORT			FY 18	FY 19 Est	FY 20 PROJ
SUPPORT STAFF	324		97,484	108,192	109,118
SUBSTITUTES	329		2,610	5,083	5,083
FRINGE BENEFITS	350		91,458	130,448	134,954
PROFESSIONAL FEES	410				
SUPPLIES	450		-	1,575	1,575
			191,552	245,298	250,729

FY 20 BUDGET WORKSHEET

TOTAL FOR DISTRICT				
DISTRICT ADMINISTRATION		FY 18	FY 19 Est	FY 20 PROJ
SUPERINTENDENT	311	93,793	69,000	69,000
SCHOOL BOARD	320	1,680	1,680	1,680
FRINGE BENEFITS	350	39,915	31,672	20,391
STAFF TRAVEL	420	21,400	20,433	20,433
COMMUNICATIONS	433	828	1,260	1,260
PROFESSIONAL FEES	410	-	-	-
SUPERINTENDENT HIRE	440	17,787	-	-
SUPPLIES	450	2,221	3,165	3,165
DUES	491	11,685	9,085	9,085
		189,309	136,295	125,014
DISTRICT ADMIN SUPPORT		FY 18	FY 19 Est	FY 20 PROJ
SUPPORT STAFF	324	68,520	81,461	87,569
FRINGE BENEFITS	350	63,803	64,755	67,996
PROFESSIONAL FEES	410	8,279	10,914	10,914
AUDITING FEES	412	18,280	21,560	21,560
LEGAL FEES	414	4,456	5,000	5,000
STAFF TRAVEL	420	1,534	3,000	3,000
COMMUNICATIONS	433	1,012	1,256	1,256
PURCHASED SERVICES	440	2,277	8,000	8,000
INSURANCE	445	12,381	13,352	13,352
SUPPLIES	450	2,847	2,800	2,800
DUES	491	5,422	3,387	3,387
INDIRECT COST RECOVER	495	(46,396)	(15,000)	(15,000)
		142,415	200,485	209,834
MAINTENANCE		FY 18	FY 19 Est	FY 20 PROJ
DIRECTOR	314	78,602	77,610	80,000
CUSTODIANS	325	117,653	151,187	156,160
SUBSTITUTES	329	454	1,900	1,900
FRINGE BENEFITS	350	116,290	128,333	132,118
PROFESSIONAL FEES	410	28,407	35,313	35,313
STAFF TRAVEL	420	-	1,419	1,419
<i>W/S/G</i>	<i>431</i>	<i>44,622</i>	<i>37,601</i>	<i>37,601</i>
COMMUNICATIONS	433	1,295	1,075	1,075
<i>ELECTRICITY</i>	<i>436</i>	<i>926</i>	<i>926</i>	<i>926</i>
ELECTRICITY	436	116,548	118,329	118,329
HEATING OIL	438	80,827	71,889	71,889
<i>HEATING OIL</i>	<i>438</i>	<i>21,611</i>	<i>24,170</i>	<i>24,170</i>
PURCHASED SERVICES	440	1,863	10,876	10,876
RENTALS	441	54,213	56,702	76,343
<i>ROAD MAINTENANCE</i>	<i>442</i>	<i>5,000</i>	<i>2,500</i>	<i>2,500</i>
EQUIPMENT REPAIRS	443	-	2,550	2,550
INSURANCE	445	37,370	40,733	40,733
SUPPLIES	450	42,439	42,118	42,118
EQUIPMENT	510	-	-	-
		748,120	805,231	836,020

FY 20 BUDGET WORKSHEET

ELEMENTARY		FY 18	FY 19 Est	FY 20 PROJ
SUPERINTENDENT	311			
PRINCIPALS	313	50,127	51,435	51,950
DIRECTORS	314			
TEACHERS	315	565,692	550,053	520,088
EXTRA DUTY PAY	316	800	800	800
SPECIALISTS	318	9,072	31,404	9,969
SCHOOL BOARD	320			
AIDES	323	99,405	162,466	126,995
SUPPORT STAFF	324	32,076	32,088	33,113
CUSTODIANS	325	46,219	49,062	51,081
BUS DRIVERS	327			
SUBSTITUTES	329	15,941	37,124	24,500
FRINGE BENEFITS	350	535,110	437,968	420,453
LEAVE BUYOUT	359			
PROFESSIONAL FEES	410	11,214	12,500	12,500
PROF FEES (ALLOTMENT)	412			
<i>FITNESS CENTER</i>	<i>412</i>	<i>2,255</i>	<i>7,840</i>	<i>7,840</i>
AUDITING	412			
LEGAL FEES	414			
OFFICIATING FEES	418			
STAFF TRAVEL	420	1,705	2,017	2,017
STUDENT TRAVEL	425			
<i>W/S/G</i>	<i>431</i>	<i>20,684</i>	<i>16,143</i>	<i>16,143</i>
COMMUNICATIONS	433	1,969	3,600	3,600
INTERNET	434	8,698	15,882	15,882
<i>ELECTRICITY</i>	<i>436</i>	<i>926</i>	<i>926</i>	<i>926</i>
ELECTRICITY	436	29,133	32,471	32,471
HEATING OIL	438	6,927	10,000	10,000
<i>HEATING OIL</i>	<i>438</i>	<i>10,759</i>	<i>12,085</i>	<i>12,085</i>
PURCHASED SERVICES	440	1,632	6,416	6,416
<i>RENTALS</i>	<i>441</i>	<i>-</i>	<i>4,180</i>	<i>4,180</i>
RENTALS	441	-	2,912	2,912
<i>ROAD MAINTENANCE</i>	<i>442</i>	<i>1,250</i>	<i>625</i>	<i>625</i>
EQUIPMENT REPAIR	443	9,513	15,151	15,151
INSURANCE	445	8,416	9,046	9,046
SUPPLIES	450	39,081	54,182	54,182
TEXTBOOKS	471	78	5,000	5,000
DUES	491	30	728	728
INDIRECT COST	495			
EQUIPMENT	510	-	-	-
FOOD SERVICE	552			
TRANSPORTATION	553			
SPECIAL PROJECTS	554			
STAFF HOUSING	555			
		1,508,712	1,564,104	1,450,654
	Ck fig	1,508,712	1,564,104	1,450,654

FY 20 BUDGET WORKSHEET

ELEMENTARY					
INSTRUCTION		FY 18	FY 19 Est	FY 20 PROJ	
TEACHERS	315	491,648	462,351	423,455	
AIDES	323	-	-	-	
SUBSTITUTES	329	9,795	24,624	12,000	
FRINGE BENEFITS	350	300,985	204,054	226,701	
<i>FITNESS CENTER</i>	<i>412</i>	<i>2,255</i>	<i>7,840</i>	<i>7,840</i>	<i>swim lessons</i>
<i>RENTALS</i>	<i>441</i>	<i>-</i>	<i>4,180</i>	<i>4,180</i>	<i>pool rental</i>
EQUIPMENT REPAIR	443	-	151	151	computers, instruments
SUPPLIES	450	8,524	12,000	12,000	allot, technology upgrade
TEXTBOOKS	471	78	5,000	5,000	
		813,285	720,200	691,326	
SPECIAL EDUCATION		FY 18	FY 19 Est	FY 20 PROJ	
TEACHERS	315	74,044	87,702	96,634	
AIDES	323	77,163	122,677	105,427	
SUBSTITUTES	329	4,386	8,000	8,000	
FRINGE BENEFITS	350	121,124	80,979	56,137	
SUPPLIES	450	2,360	5,000	5,000	
		279,077	304,358	271,198	
SPECIAL ED SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
PROFESSIONAL FEES	410	312	521	521	
STAFF TRAVEL	420	1,388	1,586	1,586	
PURCHASED SERVICES	440	-	-	-	
SUPPLIES	450	43	1,538	1,538	
		1,743	3,645	3,645	
STUDENT SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
SPECIALISTS	318	9,072	9,572	9,969	counselor
FRINGE BENEFITS	350	6,188	24,186	18,927	
PROFESSIONAL FEES	410	-	-	-	
STAFF TRAVEL	420	-	-	-	
SUPPLIES	450	517	1,000	1,000	
		15,777	34,758	29,897	
INSTRUCTIONAL SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
SPECIALISTS	318	-	21,832	-	stacia
AIDES	323	22,242	39,789	21,568	library & recess
SUBSTITUTES	329	1,265	2,500	2,500	
FRINGE BENEFITS	350	16,994	38,485	40,143	
PROFESSIONAL FEES	410	10,902	11,979	11,979	Dales Carpets
STAFF TRAVEL	420	317	-	-	
COMMUNICATIONS	433	1,969	3,600	3,600	postage, phone
INTERNET	434	8,698	15,882	15,882	
EQUIP REPAIR	443	9,513	15,000	15,000	copier mostly
SUPPLIES	450	13,721	18,772	18,772	libr, tech, copier,
DUES	491	30	453	453	NWAS, bees
EQUIPMENT	510	-	-	-	
		85,651	168,292	129,897	

FY 20 BUDGET WORKSHEET

ELEMENTARY					
SCHOOL ADMINISTRATION					
		FY 18	FY 19 Est	FY 20 PROJ	
PRINCIPAL	313	50,127	51,435	51,950	.50 FTE
FRINGE BENEFITS	350	16,669	20,934	6,909	
STAFF TRAVEL	420	-	431	431	
SUPPLIES	450	295	2,208	2,208	
DUES	491	-	275	275	AAESP
		67,091	75,283	61,773	
SCHOOL ADMIN SUPPORT					
		FY 18	FY 19 Est	FY 20 PROJ	
SUPPORT STAFF	324	32,076	32,088	33,113	elem secretary
SUBSTITUTES	329	495	2,000	2,000	
FRINGE BENEFITS	350	41,290	42,197	43,685	
SUPPLIES	450	-	300	300	
		73,861	76,585	79,098	
MAINTENANCE					
		FY 18	FY 19 Est	FY 20 PROJ	
CUSTODIANS	325	46,219	49,062	51,081	
FRINGE BENEFITS	350	31,736	26,884	27,703	
<i>W/S/G</i>	<i>431</i>	<i>20,684</i>	<i>16,143</i>	<i>16,143</i>	
<i>ELECTRICITY</i>	<i>436</i>	<i>926</i>	<i>926</i>	<i>926</i>	<i>street lights</i>
ELECTRICITY	436	29,133	32,471	32,471	
HEATING OIL	438	6,927	10,000	10,000	2,000 gal @
<i>HEATING OIL</i>	<i>438</i>	<i>10,759</i>	<i>12,085</i>	<i>12,085</i>	
PURCHASED SERVICES	440	1,632	6,416	6,416	includes 410 was 8000
RENTALS	441	-	2,912	2,912	was 5000
<i>ROAD MAINTENANCE</i>	<i>442</i>	<i>1,250</i>	<i>625</i>	<i>625</i>	<i>plowing</i>
EQUIPMENT REPAIRS	443	-	-	-	
INSURANCE	445	8,416	9,046	9,046	
SUPPLIES	450	13,621	13,364	13,364	
		171,303	179,934	182,772	
STUDENT ACTIVITIES					
		FY 18	FY 19 Est	FY 20 PROJ	
EXTRA DUTY PAY	316	800	800	800	X-Country
FRINGE BENEFITS	350	124	249	249	
<i>RENTALS</i>	<i>441</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>city gym</i>
		924	1,049	1,049	

FY 20 BUDGET WORKSHEET

MIDDLE SCHOOL		FY 18	FY 19 Est	FY 20 PROJ
SUPERINTENDENT	311			
PRINCIPALS	313	51,082	51,435	51,950
DIRECTORS	314			
TEACHERS	315	333,848	335,975	345,225
EXTRA DUTY PAY	316	28,843	33,145	33,145
SPECIALISTS	318	8,572	9,572	9,969
SCHOOL BOARD	320			
AIDES	323	9,957	23,573	24,636
SUPPORT STAFF	324	31,890	37,699	38,791
CUSTODIANS	325	37,178	47,220	48,606
BUS DRIVERS	327	792	2,035	2,035
SUBSTITUTES	329	11,660	8,800	8,800
REFEREES	330	1,135	1,907	1,907
FRINGE BENEFITS	350	309,914	254,151	278,116
LEAVE BUYOUT	359			
PROFESSIONAL FEES	410	5,288	11,829	11,829
PROF FEES (ALLOTMENT)	412			
<i>FITNESS CENTER</i>	<i>412</i>	<i>2,475</i>	<i>2,240</i>	<i>2,240</i>
AUDITING	412			
LEGAL FEES	414			
OFFICIATING FEES	418	140	140	140
STAFF TRAVEL	420	2,227	4,872	4,872
STUDENT TRAVEL	425	16,669	15,500	17,000
<i>W/S/G</i>	<i>431</i>	<i>14,054</i>	<i>12,050</i>	<i>12,050</i>
COMMUNICATIONS	433	8,629	8,067	8,067
INTERNET	434	30,442	35,442	35,442
<i>ELECTRICITY</i>	<i>436</i>			
ELECTRICITY	436	29,413	29,714	29,714
HEATING OIL	438	10,397	10,000	10,000
<i>HEATING OIL</i>	<i>438</i>	<i>10,852</i>	<i>12,085</i>	<i>12,085</i>
PURCHASED SERVICES	440	-	2,000	2,000
<i>RENTALS</i>	<i>441</i>	<i>-</i>	<i>1,980</i>	<i>1,980</i>
RENTALS	441	-	-	-
<i>ROAD MAINTENANCE</i>	<i>442</i>			
EQUIPMENT REPAIR	443	1,394	7,050	7,050
INSURANCE	445	9,827	11,143	11,143
SUPPLIES	450	40,856	50,987	50,987
TEXTBOOKS	471	2,565	15,000	15,000
DUES	491	-	921	921
INDIRECT COST	495			
EQUIPMENT	510	-	-	-
FOOD SERVICE	552			
TRANSPORTATION	553			
SPECIAL PROJECTS	554			
STAFF HOUSING	555			
		1,010,099	1,036,532	1,075,701
	Ck fig	1,010,099	1,036,532	1,075,701

FY 20 BUDGET WORKSHEET

MIDDLE SCHOOL						
INSTRUCTION			FY 18	FY 19 Est	FY 20 PROJ	
TEACHERS	315		315,508	313,128	321,386	
AIDES	323		-	-	-	
SUBSTITUTES	329		11,026	6,000	6,000	
FRINGE BENEFITS	350		204,220	132,615	148,666	
<i>FITNESS CENTER</i>	<i>412</i>		<i>2,475</i>	<i>2,240</i>	<i>2,240</i>	<i>swim lessons</i>
<i>RENTALS</i>	<i>441</i>		<i>-</i>	<i>1,980</i>	<i>1,980</i>	<i>pool rental</i>
EQUIPMENT REPAIR	443		-	500	500	computers, instruments
SUPPLIES	450		1,301	6,968	6,968	allotments, technology
TEXTBOOKS	471		2,565	15,000	15,000	
			537,095	478,431	502,739	
SPECIAL EDUCATION			FY 18	FY 19 Est	FY 20 PROJ	
TEACHERS	315		18,340	22,847	23,840	
AIDES	323		8,633	21,763	22,852.45	
SUBSTITUTES	329		132	2,000	2,000	
FRINGE BENEFITS	350		10,767	15,116	34,473	
SUPPLIES	450		496	1,000	1,000	allotments, technology
			38,368	62,726	84,165	
SPECIAL ED SUPPORT			FY 18	FY 19 Est	FY 20 PROJ	
EXTRA DUTY PAY	316		-	-	-	
FRINGE BENEFITS	350			-	-	
PROFESSIONAL FEES	410		312	-	-	
STAFF TRAVEL	420		323	2,021	2,021	was 1878
SUPPLIES	450		139	230	230	
			774	2,251	2,251	
STUDENT SUPPORT			FY 18	FY 19 Est	FY 20 PROJ	
SPECIALISTS	318		8,572	9,572	9,969	counselor
FRINGE BENEFITS	350		6,224	8,974	9,320	
PROFESSIONAL FEES	410		-	-	-	
STAFF TRAVEL	420		879	879	879	
SUPPLIES	450		300	562	562	
			15,975	19,987	20,731	
INSTRUCTIONAL SUPPORT			FY 18	FY 19 Est	FY 20 PROJ	
EXTRA DUTY PAY	316		7,178	7,777	7,777	student co, class adv
SPECIALISTS	318		-			
AIDES	323		1,324	1,810	1,784	library picked a number
FRINGE BENEFITS	350		3,050	761	779	
PROFESSIONAL FEES	410		2,207	3,833	3,833	
STAFF TRAVEL	420		1,025	1,459	1,459	
STUDENT TRAVEL	425		4,168	3,500	3,500	bees, music, 8th grade trip
COMMUNICATIONS	433		7,335	7,000	7,000	postage, phone
INTERNET	434		30,442	35,442	35,442	
EQUIP REPAIR	443		1,394	4,000	4,000	copier, computers & vans
SUPPLIES	450		21,739	20,816	20,816	lib, tech, copier was 20000
DUES	491		-	323	323	NWAS
			79,862	86,721	86,713	

FY 20 BUDGET WORKSHEET

MIDDLE SCHOOL					
		FY 18	FY 19 Est	FY 20 PROJ	
SCHOOL ADMINISTRATION					
PRINCIPAL	313	51,082	51,435	51,950	.50 FTE
FRINGE BENEFITS	350	16,950	22,046	8,021	
PROFESSIONAL FEES	410	-	-		
STAFF TRAVEL	420	-	513	513	
COMMUNICATIONS	433	1,294	1,067	1,067	Iphone & Ipad
SUPPLIES	450	295	2,911	2,911	
DUES	491	-	598	598	AAMSP
		69,621	78,570	65,060	
SCHOOL ADMIN SUPPORT					
SUPPORT STAFF	324	31,890	37,699	38,791	MS secretary
SUBSTITUTES	329	502	800	800	
FRINGE BENEFITS	350	38,385	43,960	45,469	
SUPPLIES	450	-	1,000	1,000	
		70,777	83,459	86,060	
MAINTENANCE					
CUSTODIANS	325	37,178	47,220	48,606	
FRINGE BENEFITS	350	23,856	23,897	24,606	
PROFESSIONAL FEES	410	2,769	7,996	7,996	
<i>W/S/G</i>	<i>431</i>	<i>14,054</i>	<i>12,050</i>	<i>12,050</i>	
ELECTRICITY	436	29,413	29,714	29,714	
HEATING OIL	438	10,397	10,000	10,000	1,500 gal @ 3.73
<i>HEATING OIL</i>	<i>438</i>	<i>10,852</i>	<i>12,085</i>	<i>12,085</i>	
PURCHASED SERVICES	440	-	2,000	2,000	fire alarms, appl, boilers 10
RENTALS	441	-	-	-	Tyler Rental, gym repair wa
EQUIPMENT REPAIRS	443	-	2,550	2,550	
INSURANCE	445	9,827	11,143	11,143	15000
SUPPLIES	450	12,985	12,500	12,500	
EQUIPMENT	510	-	-	-	
		151,331	171,155	173,250	
STUDENT ACTIVITIES					
EXTRA DUTY PAY	316	21,665	25,368	25,368	
BUS DRIVERS	327	792	2,035	2,035	
REFEREES	330	1,135	1,907	1,907	
FRINGE BENEFITS	350	6,462	6,782	6,782	
OFFICIATING TRAVEL	418	140	140	140	
STAFF TRAVEL	420	-	-	-	
STUDENT TRAVEL	425	12,501	12,000	13,500	was 12,500
<i>RENTALS</i>	<i>441</i>	<i>-</i>	<i>-</i>	<i>-</i>	
SUPPLIES	450	3,601	5,000	5,000	
DUES	491	-	-	-	
		46,296	53,232	54,732	

FY 20 BUDGET WORKSHEET

HIGH SCHOOL		FY 18	FY 19 Est	FY 20 PROJ
SUPERINTENDENT	311			
PRINCIPALS	313	97,640	99,937	99,937
DIRECTORS	314			
TEACHERS	315	546,562	528,279	538,715
EXTRA DUTY PAY	316	57,458	65,865	65,865
SPECIALISTS	318	27,320	28,717	29,908
SCHOOL BOARD	320			
AIDES	323	33,422	60,176	38,105
SUPPORT STAFF	324	33,518	38,405	37,214
CUSTODIANS	325	33,308	52,405	53,974
BUS DRIVERS	327	2,743	3,500	3,500
SUBSTITUTES	329	15,042	28,318	17,018
REFEREES	330	4,295	8,000	8,000
FRINGE BENEFITS	350	463,458	361,822	389,175
LEAVE BUYOUT	359			
PROFESSIONAL FEES	410	53,918	45,496	45,496
PROF FEES (ALLOTMENT)	412			
<i>FITNESS CENTER</i>	<i>412</i>	<i>10,021</i>	<i>2,356</i>	<i>2,356</i>
AUDITING	412			
LEGAL FEES	414			
OFFICIATING FEES	418	360	902	902
STAFF TRAVEL	420	7,777	12,125	13,439
STUDENT TRAVEL	425	102,714	123,273	116,773
<i>W/S/G</i>	<i>431</i>	<i>9,884</i>	<i>9,408</i>	<i>9,408</i>
COMMUNICATIONS	433	7,554	8,559	8,559
INTERNET	434	39,139	45,000	45,000
<i>ELECTRICITY</i>	<i>436</i>			
ELECTRICITY	436	55,062	54,644	54,644
HEATING OIL	438	62,005	49,389	49,389
PURCHASED SERVICES	440	-	2,000	2,000
<i>RENTALS</i>	<i>441</i>	<i>5,005</i>	<i>5,005</i>	<i>5,005</i>
RENTALS	441	-	-	-
<i>ROAD MAINTENANCE</i>	<i>442</i>	<i>3,750</i>	<i>1,875</i>	<i>1,875</i>
EQUIPMENT REPAIR	443	6,075	4,000	4,000
INSURANCE	445	18,635	20,007	20,007
SUPPLIES	450	63,314	84,837	84,837
TEXTBOOKS	471	2,719	15,000	15,000
DUES	491	1,872	3,944	3,944
INDIRECT COST	495			
EQUIPMENT	510	-	-	-
FOOD SERVICE	552			
TRANSPORTATION	553			
SPECIAL PROJECTS	554			
STAFF HOUSING	555			
		1,764,570	1,763,244	1,764,044
Ck fig		1,764,570	1,763,244	1,764,044

FY 20 BUDGET WORKSHEET

HIGH SCHOOL					
INSTRUCTION		FY 18	FY 19 Est	FY 20 PROJ	
TEACHERS	315	497,163	488,279	482,868	
AIDES	323	-		-	
SUBSTITUTES	329	11,225	11,135	11,135	
FRINGE BENEFITS	350	279,271	182,746	211,929	
<i>FITNESS CENTER</i>	<i>412</i>	<i>10,021</i>	<i>2,356</i>	<i>2,356</i>	<i>weight room</i>
EQUIPMENT REPAIR	443	-	1,000	1,000	computers, instruments
SUPPLIES	450	9,767	21,780	21,780	includ supp. Voc tech rent
TEXTBOOKS	471	2,719	15,000	15,000	taken out
		810,166	722,296	746,067	
SPECIAL EDUCATION		FY 18	FY 19 Est	FY 20 PROJ	
TEACHERS	315	49,399	40,000	55,847	
AIDES	323	25,023	40,412	17,671	
SUBSTITUTES	329	1,750	13,000	1,700	
FRINGE BENEFITS	350	33,674	26,172	20,468	
SUPPLIES	450	284	2,700	2,700	allot, tech
		110,130	122,284	98,386	
SPECIAL ED SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
PROFESSIONAL FEES	410	312		-	
STAFF TRAVEL	420	-	186	1,500	
SUPPLIES	450	293	1,500	1,500	
		605	1,686	3,000	
STUDENT SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
EXTRA DUTY PAY	316	-	879	879	peer helpers
SPECIALISTS	318	27,220	28,717	29,908	counselor
FRINGE BENEFITS	350	20,813	18,679	19,360	
PROFESSIONAL FEES	410			-	was 1000
STAFF TRAVEL	420	879	1,549	1,549	
STUDENT TRAVEL	425	-	1,773	1,773	HOBY/college fair
SUPPLIES	450	238	304	304	
		49,150	51,901	53,773	
INSTRUCTIONAL SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
EXTRA DUTY PAY	316	16,661	17,180	17,180	class adv, student co
SPECIALISTS	318	100	-	-	
AIDES	323	8,399	19,764	20,434	library
FRINGE BENEFITS	350	6,416	8,573	8,781	
PROFESSIONAL FEES	410	37,128	30,000	30,000	Odd,Pwersch,tuition/Earl
STAFF TRAVEL	420	2,480	2,354	2,354	was 5060
STUDENT TRAVEL	425	21,567	21,500	21,500	music & acdc was 23,500
COMMUNICATIONS	433	6,260	7,500	7,500	postage, phone
INTERNET	434	39,139	45,000	45,000	
EQUIP REPAIR	443	6,075	3,000	3,000	copier & vans
SUPPLIES	450	23,652	21,887	21,887	library,tech copier was 2218
DUES	491	-	1,550	1,550	Adv Ed, Nassp
EQUIPMENT	510	-	-	-	
		167,877	178,308	179,186	

FY 20 BUDGET WORKSHEET

HIGH SCHOOL					
SCHOOL ADMINISTRATION		FY 18	FY 19 Est	FY 20 PROJ	
PRINCIPAL	313	97,640	99,937	99,937	
FRINGE BENEFITS	350	90,886	47,533	48,486	
STAFF TRAVEL	420	2,040	3,737	3,737	
COMMUNICATIONS	433	1,294	1,059	1,059	cell phone & Ipad
SUPPLIES	450	-	891	891	
DUES	491	614	614	614	AAHSP
		192,474	153,771	154,724	
SCHOOL ADMIN SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
SUPPORT STAFF	324	33,518	38,405	37,213.80	hs secretary
SUBSTITUTES	329	1,613	2,283	2,283	
FRINGE BENEFITS	350	11,783	44,291	45,800	
SUPPLIES	450	-	275	275	
		46,914	85,254	85,572	
MAINTENANCE		FY 18	FY 19 Est	FY 20 PROJ	
CUSTODIANS	325	33,308	52,405	53,974	
SUBSTITUTES	329	454	1,900	1,900	
FRINGE BENEFITS	350	12,463	26,435	26,957	
PROFESSIONAL FEES	410	14,838	12,896	12,896	
<i>W/S/G</i>	<i>431</i>	<i>9,884</i>	<i>9,408</i>	<i>9,408</i>	
ELECTRICITY	436	55,062	54,644	54,644	
HEATING OIL	438	62,005	49,389	49,389	
PURCHASED SERVICES	440	-	2,000	2,000	fire ala, appl, was 10000
RENTALS	441	-	-	-	
<i>ROAD MAINTENANCE</i>	<i>442</i>	<i>3,750</i>	<i>1,875</i>	<i>1,875</i>	<i>snow removal</i>
EQUIPMENT REPAIRS	443	-	-	-	
INSURANCE	445	18,635	20,007	20,007	
SUPPLIES	450	14,483	13,000	13,000	
EQUIPMENT	510	-	-	-	
		224,882	243,959	246,050	
STUDENT ACTIVITIES		FY 18	FY 19 Est	FY 20 PROJ	
EXTRA DUTY PAY	316	40,797	47,806	47,806	
BUS DRIVERS	327	2,743	3,500	3,500	
REFEREES	330	4,295	8,000	8,000	
FRINGE BENEFITS	350	8,152	7,393	7,393	
PROFESSIONAL FEES	410	1,640	2,600	2,600	drug screening
OFFICIATING TRAVEL	418	360	902	902	official's travel
STAFF TRAVEL	420	2,378	4,299	4,299	AD meetings
STUDENT TRAVEL	425	81,147	100,000	93,500	
<i>RENTALS</i>	<i>441</i>	<i>5,005</i>	<i>5,005</i>	<i>5,005</i>	<i>swim team & wrestling team</i>
SUPPLIES	450	14,597	22,500	22,500	
DUES	491	1,258	1,780	1,780	
		162,372	203,785	197,285	

FY 20 BUDGET WORKSHEET

PACE CORRESPONDENCE					
CORRESPONDENCE		FY 18	FY 19 Est	FY 20 PROJ	
TEACHERS	315	203,569	214,302	217,364	
FRINGE BENEFITS	350	144,006	80,800	82,979	
FITNESS CENTER	412	461	1296	1,296	weight room
EQUIPMENT REPAIR	443	-	600	600	
SUPPLIES	450	127,089	159,616	159,616	allotments
		475,125	456,614	461,855	
SPECIAL EDUCATION		FY 18	FY 19 Est	FY 20 PROJ	
TEACHERS	315	32,559	33,878	33,878	
AIDES	323	-	-	-	
FRINGE BENEFITS	350	10,107	40,828	41,985	
SUPPLIES	450	-	300	300	
		42,666	75,006	76,163	
SPECIAL ED SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
PROF/TECHNICAL	410	3,197	15,000	15,000	SERRC, speech
STAFF TRAVEL	420	-	2,000	2,000	
SUPPLIES	450	-	1,146	1,146	
		3,197	18,146	18,146	
INSTRUCTIONAL SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
AIDES	318	96,453	76,441	77,928	
FRINGE BENEFITS	350	78,730	39,190	73,472	
PROFESSIONAL FEES	410	2,635	14,900	14,900	odyss was 17900
PROF (ALLOTMENTS)	412	195,489	240,609	240,609	
STAFF TRAVEL	420	13,891	10,000	10,000	
COMMUNICATIONS	433	14,580	15,000	15,000	postage, phone inclu Mollie
INTERNET	434	60,582	46,400	46,400	inc allotments
PURCHASED SERVICES	440	10,386	39,471	39,471	advertising
EQUIP REPAIR	443	3,217	10,000	10,000	copiers mostly
SUPPLIES	450	52,218	74,307	74,307	technology, computers
DUES	491	-	1,479	1,479	accreditation & ASAA
		528,181	567,797	603,566	
SCHOOL ADMINISTRATION		FY 18	FY 19 Est	FY 20 PROJ	
PRINCIPAL	313	48,820	49,308	49,969	
FRINGE BENEFITS	350	24,702	19,073	19,622	
STAFF TRAVEL	433	1,756	2,276	2,276	
DUES	491	614	864	864	
		75,892	71,521	72,731	
MAINTENANCE		FY 18	FY 19 Est	FY 20 PROJ	
CUSTODIANS	325	948	2500	2,500	
FRINGE BENEFITS	350	479	699	724	
ELECTRICITY	436	2,940	1500	1,500	
HEATING OIL	438	1,498	2,500	2,500	
PURCHASED SERVICES	440	231	460	460	
RENTALS	441	54,213	53,790	73,431	
INSURANCE	445	492	537	537	
SUPPLIES	450	1027	2422	2422	includes principal supp
		61,828	64,408	84,074	
STUDENT ACTIVITIES					
DUES	491	446	1,490	1490	

FY 20 BUDGET WORKSHEET

DISTRICT-WIDE		FY 18	FY 19 Est	FY 20 PROJ
SUPERINTENDENT	311	93,793	69,000	69,000
PRINCIPALS	313			
DIRECTORS	314	115,970	110,610	113,000
TEACHERS	315	1,983	-	-
SPECIALISTS	316	-	-	-
SCHOOL BOARD	320	1,680	1,680	1,680
AIDES	323	81,597	80,283	82,692
SUPPORT STAFF	324	68,520	88,461	94,569
CUSTODIANS	325			
BUS DRIVERS	327			
SUBSTITUTES	329	-	-	-
FRINGE BENEFITS	350	252,580	224,998	221,206
PERS/TRS ON-BEHALF	350	-	1,081,483	399,818
LEAVE BUYOUT	359	-	5,000	5,000
<i>PROFESSIONAL FEES</i>	<i>410</i>			
PROFESSIONAL FEES	410	149,818	175,841	151,841
PROF FEES (ALLOTMENT)	412			
<i>FITNESS CENTER</i>	<i>412</i>			
AUDITING	412	18,280	21,560	21,560
LEGAL FEES	414	4,456	5,000	5,000
OFFICIATING FEES	418			
STAFF TRAVEL	420	30,363	34,331	34,331
STUDENT TRAVEL	425			
<i>W/S/G</i>	<i>431</i>			
W/S/G	431			
COMMUNICATIONS	433	3,843	5,091	5,091
INTERNET	434	-	-	-
<i>ELECTRICITY</i>	<i>436</i>			
ELECTRICITY	436			
HEATING OIL	438			
PURCHASED SERVICES	440	2,277	8,000	8,000
<i>RENTALS</i>	<i>441</i>			
RENTALS	441	-	-	-
<i>ROAD MAINTENANCE</i>	<i>442</i>			
EQUIPMENT REPAIR	443	-	25	25
INSURANCE	445	12,381	13,352	13,352
SUPPLIES	450	12,783	15,569	15,569
TEXTBOOKS	471			
DUES	491	18,107	13,472	13,472
INDIRECT COST	495	(46,396)	(15,000)	(15,000)
EQUIPMENT	510	-	-	-
FOOD SERVICE	552	49,120	22,000	49,000
TRANSPORTATION	553	3,279	-	3,200
SPECIAL PROJECTS	554	-	-	-
<i>STAFF HOUSING</i>	<i>555</i>	<i>2,194</i>	<i>2,194</i>	<i>2,194</i>
		876,628	1,962,950	1,294,600
	Ck fig	876,628	1,962,950	1,294,600

FY 20 BUDGET WORKSHEET

DISTRICT-WIDE					
INSTRUCTION		FY 18	FY 19 Est	FY 20 PROJ	
PERS/TRS ON-BEHALF	350	-	1,081,483	399,818	
LEAVE BUY-OUT	359	-	5,000	5,000	
SPECIAL ED SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
DIRECTOR	314	40,127	27,000	27,000	SPED director
SPECIALIST	318	-	-	-	
SUPPORT STAFF	324	-	7,000	7,000	cindy
SUBSTITUTES	329	-	-	-	
FRINGE BENEFITS	350	15,070	10,433	10,673	
PROFESSIONAL FEES	410	83,952	102,506	102,506	SERRC
STAFF TRAVEL	420	-	1,000	1,000	
SUPPLIES	450	-	772	772	
		139,149	148,711	148,951	
STUDENT SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
FRINGE BENEFITS	350	4,824	-		On-behalf other funds
INSTRUCTIONAL SUPPORT		FY 18	FY 19 Est	FY 20 PROJ	
DIRECTOR	314	(2,759)	6,000	6,000	Pam Penrose
TEACHER	315	1,983		-	
AIDES	323	81,597	80,283	82,692	tech & grants
FRINGE BENEFITS	350	81,212	67,720	70,018	
PROFESSIONAL FEES	410	29,000	48,000	24,000	/ITEC
STAFF TRAVEL	420	7,429	8,479	8,479	
COMMUNICATIONS	433	708	1,500	1,500	
<i>RENTALS</i>	<i>441</i>	<i>-</i>	<i>-</i>	<i>-</i>	
EQUIP REPAIR	443	-	25	25	
SUPPLIES	450	7,392	8,000	8,000	evaluation tool
DUES	491	1,000	1,000	1,000	OETC, ASDN
		207,562	221,007	201,714	
DISTRICT ADMINISTRATION		FY 18	FY 19 Est	FY 20 PROJ	
SUPERINTENDENT	313	93,793	69,000	69,000	
SCHOOL BOARD	329	1,680	1,680	1,680	
FRINGE BENEFITS	350	39,915	31,672	20,391	
CHIEF ADMIN SERVICES	419	-	-	-	
STAFF TRAVEL	420	21,400	20,433	20,433	was 30,000
COMMUNICATIONS	433	828	1,260	1,260	cell phones & Ipad
SUPERINTENDENT HIRE	440	17,787		-	
SUPPLIES	450	2,221	3,165	3,165	
DUES	491	11,685	9,085	9,085	AASB, T-T ATP
		189,309	136,295	125,014	

FY 20 BUDGET WORKSHEET

DISTRICT-WIDE					
DISTRICT ADMIN SUPPORT					
		FY 18	FY 19 Est	FY 20 PROJ	
SUPPORT STAFF	324	68,520	81,461	87,569	A/P, bus mgr, grant writer
FRINGE BENEFITS	350	63,803	64,755	67,996	
PROFESSIONAL FEES	410	8,279	10,914	10,914	CIP, online policy, data tear
AUDITING	412	18,280	21,560	21,560	
LEGAL	414	4,456	5,000	5,000	was 7,500
STAFF TRAVEL	420	1,534	3,000	3,000	was 5807
COMMUNICATIONS	433	1,012	1,256	1,256	
PURCHASED SERVICES	440	2,277	8,000	8,000	ads, bank charges
INSURANCE	445	12,381	13,352	13,352	
SUPPLIES	450	2,847	2,800	2,800	office, checks, prop tags
DUES & FEES	491	5,422	3,387	3,387	
INDIRECT RECOVERY	495	(46,396)	(15,000)	(15,000)	
		142,415	200,485	209,834	
MAINTENANCE					
		FY 18	FY 19 Est	FY 20 PROJ	
DIRECTOR	314	78,602	77,610	80,000	
SUPPORT STAFF	324	-	-	-	
FRINGE BENEFITS	350	47,756	50,418	52,128	
PROFESSIONAL FEES	410	10,800	14,421	14,421	SERRC, background, USI
STAFF TRAVEL	420	-	1,419	1,419	was 1500
COMMUNICATIONS	433	1,295	1,075	1,075	cell phone & Ipad
SUPPLIES	450	323	832	832	office
EQUIPMENT	510	-	-	-	
		138,776	145,775	149,875	
FUND TRANSFERS					
		FY 18	FY 19 Est	FY 20 PROJ	
FOOD SERVICE	552	49,120	22,000	49,000	
TRANSPORTATION	553	3,279	-	3,200	
SPECIAL PROJECTS	554	-	-	-	
STAFF HOUSING	555	2,194	2,194	2,194	
		54,593	24,194	54,394	

SPECIAL REVENUE FUNDS

	A	B	C	D	E	F	G	H
1	CARL PERKINS					FOOD SERVICE		
2	FUND 261					FUND 255		
3								
4	REVENUE:					REVENUE:		
5	GRANT AWARD		20,000			SALES - STUDENTS		30,000
6						SALES-ADULTS		8,000
7	EXPENSE:					STATE REIMBURSEMENT		205,066
8	STAFF TRAVEL		3,007			USDA COMMODITIES		19,220
9	OTHER EXPENSES		2,250					
10	SUPPLIES		7,480			TRANS FROM GEN FUND		22,000
11	INDIRECT		367					284,286
12	PROF& TECH		4,897					
13	STUDENT TRAVEL		2,000					
14			20,000					
15						EXPENSE:		
16						SALARIES		94,643
17						FRINGE BENEFITS		50,465
18						PROF/TECH SERVICES		600
19						STAFF TRAVEL		2,724
20						PROPANE		1,050
21						OTHER PURCHASED SER		200
22						SUPPLIES		134,604
23								284,286
24								
25								
26								
27	INDIAN EDUCATION					JOM FY 17		
28	FUND 350					FUND 361		
29								
30	REVENUE:					REVENUE:		
31	GRANT AWARD		50,928			GRANT AWARD		40,786
32						EXPENSE:		
33	EXPENSE:					SUPPLIES		13,700
34	PERSONNEL		34,850			PERSONNEL		22,000
35	FRINGE BENEFITS		15,003			FRINGE BENEFITS		3,259
36	INDIRECT		1,075			INDIRECT		1,827
37			50,928					40,786
38								
39								
40								
41								
42								
43								
44	ACES					MIGRANT BOOKS		
45	FUND 365					FUND 277		
46								
47	REVENUE:					REVENUE:		
48	GRANT AWARD		337,900			GRANT AWARD		2,250
49								
50	EXPENSE:					EXPENSE:		
51	PERSONNEL		151,000			SUPPLIES		2,250
52	FRINGE BENEFITS		50,000					
53	SUPPLIES		86,900					
54	STIPENDS		15,000					
55	TRAVEL		35,000					
56			337,900					

SPECIAL REVENUE FUNDS

	A	B	C	D	E	F	G	H
57								
58								
59								
60								
61								
62	MIGRANT EDUCATION					SMALL RURAL SCHOOLS		
63	FUND 278					FUND 364		
64								
65	REVENUE:					REVENUE:		
66	GRANT AWARD		108,519			GRANT AWARD		14,926
67								
68	EXPENSE:					EXPENSE:		
69	CERTIFIED SALARIES		20,000			PROF & TECHNICAL		14,926
70	NON-CERTIFIED SALARIES		30,000					14,926
71	FRINGE BENEFITS		28,500					
72	STUDENT TRAVEL		15,000					
73	SUPPLIES		12,777					
74	INDIRECT		2,242					
75			108,519					
76								
77								
78	TITLE II A							
79	FUND 307							
80								
81	REVENUE:					REVENUE:		
82	GRANT AWARD		16,047			STATE REIMBURSEMENT		
83								
84	EXPENSE:					EXPENSE:		
85	PROF/TECHNICAL		12,500			CERT SALARIES		
86	STAFF TRAVEL		3,215			NON-CERT SALARIES		
87	INDIRECT		332			FRINGE BENEFITS		
88			16,047			PROF/TECH		
89						SUPPLIES		
90						INDIRECT		
91								
92								-
93								
94								
95								
96								
97	PRESCHOOL 619					PUPIL TRANSPORTATION		
98	FUND 290					FUND 205		
99								
100	REVENUE:					BEGINNING FUND BAL:		160,728
101	GRANT AWARD		1,826					
102								
103	EXPENSE:					REVENUE:		
104	TEACHER		1,147			STATE REIMBURSEMENT		127,538
105	FRINGE BENEFITS		641			TRANSFER II		-
106	INDIRECT		98					127,538
107			1,886			EXPENSE:		
108						WAGES		51,651
109						FRINGE BENEFITS		35,876
110						ELECTRICITY		1,000
111						OTHER PURCHASED SER		500

SPECIAL REVENUE FUNDS

	A	B	C	D	E	F	G	H
112						INSURANCE		10,205
113						SUPPLIES		11,306
114						GAS AND OIL		17,000
115						EQUIPMENT		-
116								
117								
118	STAFF HOUSING					TITLE 1-A BASIC		
119	FUND 390					FUND 305		
120								
121	BEGINNING FUND BAL:		53,357			REVENUE:		
122						STATE REIMBURSEMENT		105,426
123	REVENUE:							
124	RENTAL INCOME		-					
125						EXPENSE:		
126	EXPENSE:					CERT SALARIES		48,998
127	CUSTODIAL		1,000			NON-CERT SALARIES		19,784
128	FRINGE BENEFITS		319			FRINGE BENEFITS		30,966
129	OTHER PURCHASED		200			PROF/TECH		-
130	INSURANCE		215			STAFF TRAVEL		2,500
131	SUPPLIES		2,000			SUPPLIES		1,000
132	SALES TAX		-			INDIRECT		2,179
133	UTILITIES		2,000					105,426
134			5,734					
135								
136	COMM FOR BLDG REPLAC		47,623					
137								
138								
139								
140	TITLE VI-B					TITLE IV-A		
141	FUND 315					FUND 306		
142								
143	REVENUE:					REVENUE:		
144	GRANT AWARD		123,641			GRANT AWARD		10,781
145						EXPENSE:		
146	EXPENSE:					NON-CERT SALARIES		1,500
147	TEACHER		36,500			EMPLOYEE BENEFITS		1,200
148	AIDES		19,500			STUDENT TRAVEL		2,070
149	FRINGE BENEFITS		12,285			SUPPLIES		5,800
150	PROF/TECH		51,557			INDIRECT		211
151	INDIRECT		3,799					
152			123,641					10,781
153								
154								
155						FRESH FRUITS & VEGGIES		
156						FUND 265		
157								
158						REVENUE:		
159						GRANT AWARD		8,760
160								
161						EXPENSE:		
162						SUPPLIES		7,035
163						LABOR		1,725
164								8,760
165								
166								
167								

CAPITAL PROJECT FUNDS

SPECIAL PROJECTS FUND 500

BEGINNING FUND BAL: 1,329,568

REVENUE:

INTEREST INCOME 2,300

EXPENSE:

MS RENOVATION MATCH -
HS WOOD HEAT BOILER -
ELEM BATHROOM PARTITION -
ELEM LIGHTING -
ELEM & HS CARPET REPLACI -
KITCHEN REPLACEMENT -

-

UNASSIGNED FUND BAL 1,331,868

EXPENDABLE TRUST FUNDS

<p>SCHOLARSHIP FUND FUND 760</p>

BEGINNING FUND BAL: 56,954

REVENUE:

INTEREST INCOME	350
BOARD STIPENDS	<u>1,680</u>
	2,030

EXPENSE:

SCHOLARSHIPS AWARDE 2,000

COMM FOR SCHOLARSHII 56,984

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 26, 2019
RE: Consider Purchase of Road Grader

During the recent budget committee process, staff brought forth a proposal to purchase a used road grader in the current fiscal year.

The city's 1984 grader recently underwent additional repairs. While the unit is operational, the repair process exposed the increasing difficulty of acquiring parts for the machine. The parts also seem to be more expensive as they become harder to find and the machine ages.

The unit is now primarily used to grade the PSN Road, although there are still a handful of gravel roads in town where the grader is needed from time to time. The vehicle is also used on occasion for site grading and snow removal.

Given the city's intent to focus more effort on maintenance of the Port St. Nicholas Road, the city needs access to a road grader that can allow city staff to better maintain the road. That means either acquiring a newer grader ourselves, or striking an agreement with a third party to provide a unit for long-term rent/lease. Staff recommends the former approach.

There is some room for financing the purchase of a used grader in the current fiscal year's budget. The balance of the \$100,000 appropriation for the pool basin refinishing project, a project recently put on hold until next fiscal year by the council, can be redirected toward the purchase of a grader. In addition, the city holds funds in the equipment reserve fund, the balance of which is today about \$185,000, a portion of which may be used to complete a purchase.

Initial research shows that the price range for a used grader suitable for the city's needs can run from \$150,000-\$200,000.

Public Works Director Russell Dill is soliciting specification and price quotes from vendors, and may have more detailed information for the council by the May 2 meeting. In the meantime, staff proposes that the council redirect funds toward the purchase of a replacement motor grader at public works.

Recommendation

That the council redirect funds from the Craig Aquatic Center pool basin refinishing project toward the acquisition of a motor grader, and authorize appropriation from reserves in an amount sufficient to complete the purchase, provided that the combined amount of the redirection and draw from reserves does not exceed \$190,000.