



Budget Fiscal Year 2016



May 2015

CITY OF CRAIG

ORDINANCE NO. 667

PROVIDING FOR THE ADOPTION OF THE FISCAL YEAR 2016 OPERATING BUDGET

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

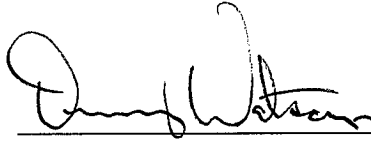
Section 1. Classification. This ordinance is a non-code ordinance and is not of a general and permanent nature and shall not become a part of the code of the City of Craig, Alaska.

Section 2. Effective Date. This ordinance shall become effective July 1, 2015.

Section 3. Authorization and Appropriation. The appropriations identified in "Attachment A" hereto are adopted and authorized for the period of July 1, 2015 through June 30, 2016 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, 2016.

APPROVED this 21st day of May, 2015.


MAYOR - DENNIS WATSON


ATTEST: KASSI BATEMAN - CITY CLERK



Ordinance No. 667

ORDINANCE 667
FY2008 OPERATING BUDGET APPROPRIATION

ATTACHMENT A

General Fund Revenues	\$ 3,689,040	
Transfer in: Endowment Fund	135,000	
Prior Year Fund Balance	50,000	
Total		\$ 3,874,040
General Fund Expenditures		
Administration	649,069	
Aquatic Center	581,840	
Council	113,298	
EMS	178,562	
Facilities & Parks	285,773	
Fire	32,057	
Library	97,175	
Planning	86,950	
Police	956,860	
Public Works	282,186	
Recreation	102,681	
Pt. St. Nick Hatchery	45,000	
Total Expenditures		3,411,452
Operating Transfer Out		
Enterprise Fund	59,087	
School Financing	400,000	
Total		459,087
Total General Fund Expenditures & Transfers		3,870,539
Excess of Revenues/Transfers over Expenditures		\$ 3,501
Enterprise Fund Revenues		
Cannery	1,000	
Harbor	251,500	
JTB Industrial Park	399,031	
Garbage	310,000	
Wastewater	293,000	
Water	294,700	
Total		\$ 1,549,231
Transfer In From General Fund	59,087	
Total		\$ 59,086.51
Enterprise Fund Expenses		
Cannery	9460	
Harbor	296472	
JTB Industrial Park	357049	
Garbage	307521	
Wastewater	306060	
Water	331756	
Total		1,608,318
Excess of Revenue/Transfers over Expenditures		\$ -

CITY OF CRAIG MEMORANDUM

To: Craig Budget Committee
From: Jon Bolling, City Administrator
Date: March 25, 2015
RE: Proposed FY 2016 Operating Budget

Attached you will find the proposed draft City of Craig operating budget for FY 2016. A summary of budget is provided below.

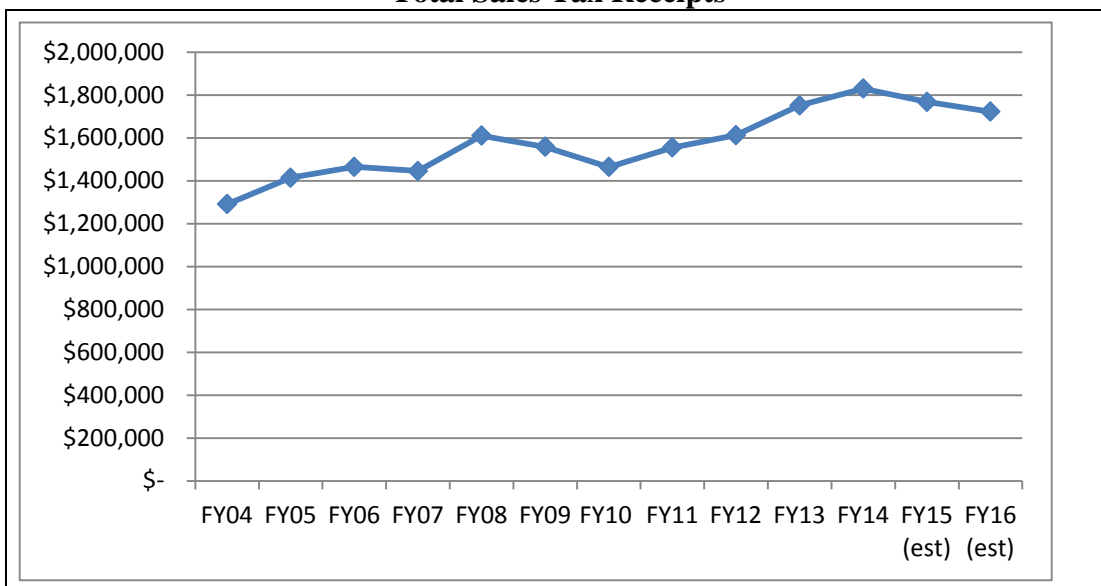
A. Revenues

Sales Tax

As the committee 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 city has been fortunate in recent years to see increasing sales tax receipts. Receipts have climbed steadily since FY 2010. For the purposes of budgeting, the city has consistently assumed a slight drop in sales tax receipts each year, and fortunately the actual receipts have exceeded the revenue estimate each year since 2010. To date for the current fiscal year, sales tax receipts are trending behind the prior year by about five percent. Even so the city is likely to meet its estimated sales tax receipt target for the current fiscal year. Still, the cautious approach is to estimate lower receipts for the coming fiscal year, which is what you will find in the estimated budget, with staff estimating sales tax receipts of \$1,722,000. If the trend toward lower sales tax receipts continues it may cause real problems for us, especially in light of the fact that the loss of municipal revenue sharing dollars from the State of Alaska is a realistic danger over the next several years. The table below shows past actual and next fiscal year's estimated receipts.

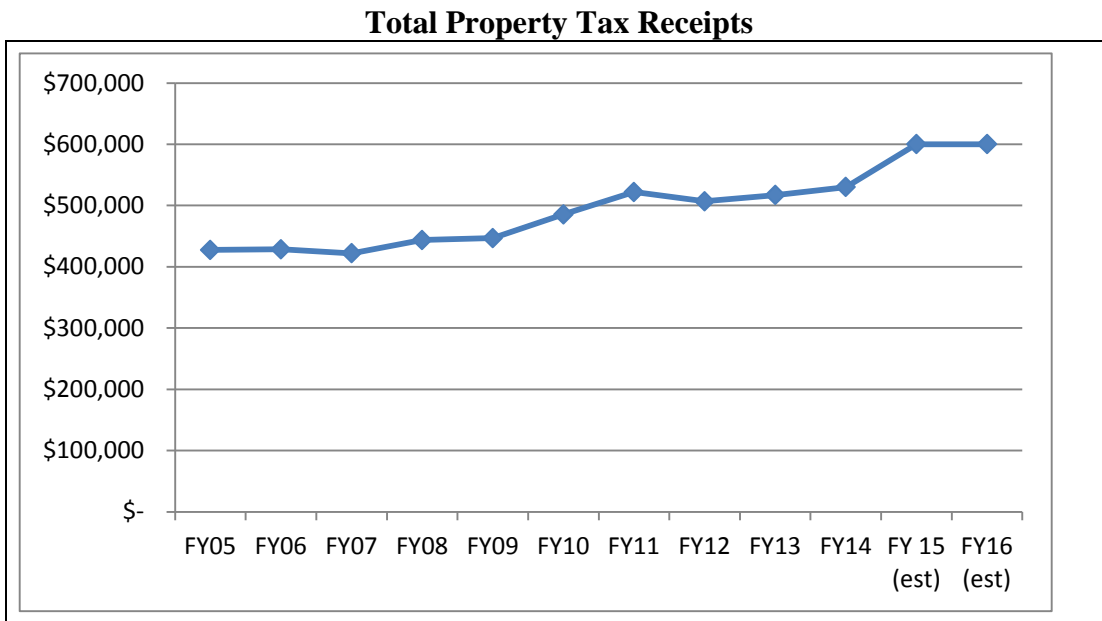
Total Sales Tax Receipts



Property Tax

Staff expects essentially no change in property tax receipts for the coming fiscal year. The city's contract assessor recently converted the old paper-based assessment records to digital format. In so doing his office also reviewed every property in Craig to update our property tax assessment records. This work also included what the assessor calls a "revaluation" of the Craig market. The task is nearly complete. Based on conversations with the assessment firm, some property classes were adjusted up, and some adjusted down. The net effect of this work is that revenues from the city's property tax will remain largely unchanged in the coming year.

The chart below tracks property tax receipts to the city since FY 2005. Property tax receipts have climbed about \$180,000 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 years.



Taken together, staff projects that sales and property tax revenues for FY 2016 will reach \$2.32 million, or about 63 percent of all expected 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 2016 is \$713,406. These payments come mostly from the following sources

1. Raw Fish Tax

Staff has increased by \$50,000 the amount from the State of Alaska Raw Fish Tax program slated for the General Fund. Any amount in excess of \$250,000 will go toward specific reserve accounts established by the council. Nearly all the Raw Fish Tax generated comes from fish processing activity at the Silver Bay Seafoods plant.

2. State Revenue Sharing.

The State of Alaska has funded the municipal revenue sharing program the past several fiscal years. The program is now based on a formula where one third of the Revenue Sharing Fund is paid out to communities each year, with the state, hopefully, appropriating the same amount to the fund each year. This approach allows communities in Alaska to prepare for reduced revenue sharing amounts in the subsequent two years in the event that the legislature fails to appropriate funding to the program in any given fiscal year. Given the sobering financial picture at the state level this year (and likely next year) it is quite possible, perhaps even likely, that the Alaska Legislature will not replace the money drawn from the fund in the coming fiscal year. If the legislature does not replace what is drawn from the fund then cities across Alaska will have to prepare for a substantial reduction in revenue sharing payments in Fiscal Year 2017. The Governor does propose replenishing most of what would be drawn from the fund next year, but his proposed reduction will have impacts on Craig's budget in FY 16, depending upon the amount, if any, the legislature agrees to add to the Revenue Sharing Fund. The decrease in the coming fiscal year is expected to be relatively small, amounting in Craig's case to less than \$8,000 from the current year's approximately \$153,000 payment. However, if the legislature chooses not to follow the established practice of replacing in the revenue sharing fund the amount it withdraws this year to pay the cost of the program, then next year's reduction in revenue sharing is likely to be substantially higher. It is quite possible that the legislature will let the fund from which revenue sharing payments are made lapse in a year or two. If this occurs, city staff will have to adjust to the loss of \$153,000 in unrestricted general fund revenues. Like everything else subject to state legislation, we will know more about what to expect a year from now when the legislature adjourns next month.

3. Contract Jail Payments

The city holds an agreement with the State of Alaska to operate a contract jail facility at the Craig Police Department. The Governor's Office has designated a 30 percent reduction to the program for the coming fiscal year. If that reduction is applied across the board to all contract jails in the State of Alaska, the City of Craig will see about \$91,100 less from the program next year, and the attached budget reflects that loss. It is possible that the reduction could be less than the full 30 percent. Craig's jail is very busy, and its man-days of use relative to the number of allocated beds is very high. If the reductions to the program are calculated on relative use per jail, then Craig's reduction should be significantly less. If however the Department of Corrections uses some other criteria to allocate the reduction, Craig might see the full 30 percent reduction, or even more.

4. Payment in Lieu of Taxes.

Payments to the city from the Federal Payment in Lieu of Taxes program, which is passed through the State of Alaska, is expected to be about the same in the coming year as it was this fiscal year. Staff has rounded down the expected revenue from the program by a few thousand dollars in the event that rescission provisions in the federal budget slightly reduce payments from the program.

City staff does propose some rate increases for FY 2014. Those are detailed below in a separate section.

B. Expenditures

City expenditures in FY 2016 increase by about \$12,000 over the current fiscal year, or by less than one percent.

Cost of Living Adjustment

The proposed budget includes a one percent cost of living adjustment for city employees, at 1.6%, to match the Anchorage Consumer Price Index for the past year.

Health Insurance Costs

The city's health insurance broker has yet to advise us on if there will be an increase to our employee health insurance costs for the coming year. Staff has ~~not~~ included a 10% increase ~~at this point~~ in the proposed FY 16 budget. The projected cost of the benefit for FY 2016 is \$540,596. Given this, a ten percent increase in the cost of the benefit would increase next year's expenditures by more than \$54,000.

The budget committee will recall that I always call out the ever increasing, frequently by double digits, cost of the employee health insurance benefit, with vague warnings that the city will have to rethink the benefit eventually depending upon how fast the cost continues to rise. My concern about this has not abated. If our insurance carrier notifies us that the FY 2014 rate increase is substantially higher than ten percent, then staff and the budget committee will have to revisit this expenditure.

School Support

As the budget committee is well aware, in each of the past four years the city added substantial sums to its general fund expenditures toward reaching an annual goal of providing Craig City School District at least \$550,000 in cash school support by the time its reserves of national forest receipts runs out. For FY 2016, the city's budget proposes \$400,000 cash for school support from the city's General Fund, up from \$350,000 in the current year, and up from \$100,000 in FY 2011. The \$400,000 appropriation gets us almost two-thirds of the way toward our \$550,000 goal. As I have noted in prior years, the city should be prepared to lose some of its existing staff to meet the school funding obligation if revenues do not keep pace with the increasing school funding allocation. Revenue increases do not look likely however, given the trending decline in sales tax receipts and looming reductions in transfer payments to the city from both the state and federal governments.

As of today's date the city holds in a restricted fund about \$3.7 million that is identified as school support funding. Much of this amount is from as yet unspent Title I money from the Secure Rural Schools and Community Self Determination Act, which by function of law must be spent on education. This fund effectively stabilizes our contribution to the school district while the city builds its General Fund contribution to the district to the \$550,000 level because it provides for that level of cash contribution regardless of how much the city appropriates for school support. Of course, the restricted fund will not last forever, and it is imperative that the city continue to build its General Fund contribution to a level set by the council where the annual cash payment to the district can be met by a means other than relying on an annual Secure Rural Schools Act appropriation. While the city's state-mandated minimum contribution to the district is only about \$265,000, inclusive of in-kind contributions, the city has for several years now

made it known that the school district can expect a \$550,000 cash payment. Given the amount held in the restricted fund, and given the \$400,000 level of funding proposed for the city's 2014 General Fund budget, the restricted fund will ensure a stable level of payment to the school district for many more years, assuming General Fund revenues do not suffer a steep decline.

C. Proposed Rate Increases

Monthly Water and Sewer Rates

The water and sewer departments are likely to finish with a deficit this fiscal year. The change in how the city bills for its water and sewer services two years ago has led the city's utility customers to reduce their consumption of water. The result of this is that I overestimated the revenues for the water and sewer departments for the current year.

When the rates were increased two years ago the Budget Committee and City Council authorized increases in the utility rates by two percent per year for each of the next five years. Last year, however, staff did not implement the increase. Given the shortfall now facing the departments I propose increasing the water and sewer rate by four percent. While this increase will not bring the departments back to a zero deficit for FY16, it will improve the financial position of the departments while staff continues work on the expense side of the operation.

D. Long Term Finances

Long-Term Debt

In January of 2012 the city council authorized spending \$1.2 million of the Craig Endowment Fund to pay down long-term debt. Prior to that event, staff typically proposed that the council fund projects in annual city budgets using a percent of the market value of the fund. Those appropriations typically amounted to about \$300,000, of which about \$120,000 was used to meet debt service payments on the bonds that allowed the city to construct the Craig Aquatic Center. As part of the \$1.2 million debt payment, council directed staff to limit annual draws on the Endowment Fund to the amount needed for the pool bonds payment. The difference between the \$120,000 bond payment and the \$300,000 typically drawn out for projects would remain in the Endowment Fund until the \$1.2 million spent on debt is replaced by forgoing additional draws from the Endowment Fund. For the proposed FY 2016 budget, staff follows this direction, and by the end of the next fiscal year will have replaced about \$720,000 of the \$1.2 million. At this pace, staff can again propose drawing earnings from the Endowment Fund, beyond the \$120,000 figure, in another two years.

The remaining long term debt owed by the city is summarized below.

<u>Debt</u>	<u>Balance</u>	<u>Annual Payments</u>
Aquatic Center Bonds	\$1,810,000*	\$135,000*
Wastewater Treatment Plant	\$ 341,812	\$ 59,997
Water System Improvements	\$ 412,990	\$ 24,580
Total	\$2,564,802	\$219,577

* Approximate

The original Aquatic Center bonds will be paid off this fiscal year. As the committee is aware, the city recently sold \$2 million in general obligation bonds to fund repairs and renovations to the pool building. The debt service for the new bond will amount to about \$135,000 per year for the next twenty years.

Reserve Funds

The FY 2016 budget includes proposed draws on reserve funds for two projects. A summary of the reserve fund history might be helpful here as the budget committee considers these projects.

In April of last year the council set up three reserve funds, and appropriated dollars to those funds using revenues the city received in excess of those budgeted for that year. The funds also have identified sources for future appropriations. The reserve funds and their sources of annual funding are:

<u>Fund Name</u>	<u>Source of Funds</u>	<u>Current Balance</u>
Capital Projects Fund	Endowment Fund	\$ 80,948
Equipment Replacement Fund	Surplus Raw Fish Tax	\$ 130,000
Harbor Reserve Fund	Surplus Raw Fish Tax & SBS lease payments	\$ 174,000

These funds are eligible to receive revenues from the specific “Source of Funds” identified above. The Capital Projects Fund takes in earnings from the Craig Endowment Fund that are in excess of those needed to meet debt service on the bonds for the Craig Aquatic Center, and the earnings retained in the fund to pay back the amount withdrawn to pay off some long-term debt in several years ago. That number varies, but is currently around \$30,000 each year.

The Equipment Replacement Fund receives one-half of the revenues from the annual Raw Fish Tax Payment that are in excess of the amount anticipated in the city’s annual operating budget.

The Harbor Reserve Fund takes in the other one-half of surplus Raw Fish Tax payments, plus the about \$44,000 from the annual lease payment from Silver Bay Seafoods.

Staff proposes withdrawing \$25,000 from the Harbor Reserve Fund to pay the cost of erecting a steel building to house the boat haul out trailer. The building itself was purchased two years ago and is in need of assembly and beneficial use.

Staff also proposes a \$50,000 draw from the General Fund to pay the cost of replacing the roof on the Fredrick Hamilton Building, and to repaint the structure. The source of this funding is what remains from a \$71,874 payment made by the State of Alaska to the City of Craig to take over ownership of the Craig seaplane facility in 2004. The payment was deposited into the city’s general fund and much of it remains unspent.

E. Summary

Department heads 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.

Staff is prepared to address questions from the council regarding the proposed FY 2013 budget.



Financial Summary Fiscal Year 2016

May 2015

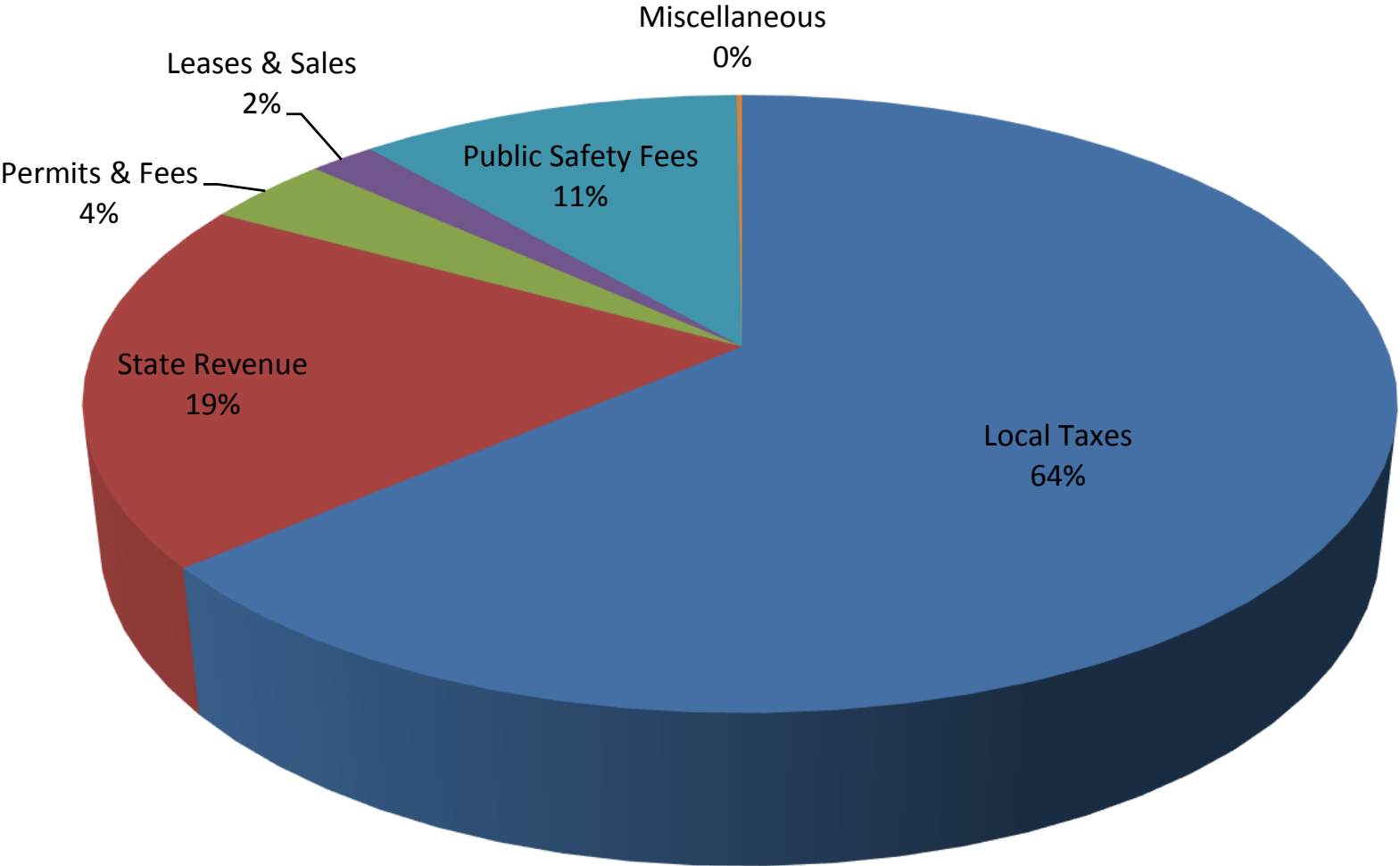
City of Craig
 FY2016 Budget
 General Fund Revenue & Expenditure Recap

	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget	% Change Prior Yr.
Total Revenue	\$ 3,171,212	\$ 3,169,096	\$ 3,958,672	\$3,859,840	\$ 3,586,964	\$ 3,689,040	2.6%
Required Transfers In/Out							
To Ent Fund - Bal. Budget	95,248	(120,914)	(101,275)	(90,039)	0	(59,087)	
National Forest Receipts							
Pt St Nick Hatchery			(35,000)	(35,000)	(35,000)	(45,000)	
CD Investment Revenue							
Endowment Fund Transfer In	235,000	301,406	118,000	120,000	120,000	135,000	11.1%
Endowment Fund Trf to Enterprise		(120,000)					
From/To Capital Fund	-34,000						
PERS Unfunded Liability		(47,558)	(59,874)	(24,980)			
From PY reserves						50,000	
To School Financing	(100,000)	(150,000)	(250,000)	(300,000)	(350,000)	(400,000)	12.5%
Total Transfers	196,248	(137,066)	(328,149)	(330,019)	(265,000)	(319,087)	17.0%
Net Revenue Available	3,367,460	3,032,030	3,630,523	3,529,821	3,321,964	3,369,953	
Administration	669,191	818,539	776,498	818,539	756,085	649,069	-16.5%
Aquatic Center	740,122	982,616	636,926	534,947	559,914	581,840	3.8%
Council	82,635	82,635	65,639	78,128	77,590	113,298	31.5%
EMS	119,323	119,323	94,760	144,382	193,235	178,562	-8.2%
Facilities & Parks	193,626	214,983	202,513	219,329	211,303	285,773	26.1%
Fire	24,048	26,509	21,653	29,990	22,588	32,057	29.5%
Library	69,394	106,209	114,178	137,929	125,328	97,175	-29.0%
Planning	79,728	95,291	86,441	91,375	80,420	86,950	7.5%
Police	858,690	874,543	887,137	946,575	942,893	956,860	1.5%
Public Works	194,560	175,267	211,506	217,957	270,405	282,186	4.2%
Recreation	89,076	94,421	94,421	91,930	98,040	102,681	4.5%
Total Expenditures	3,120,393	3,590,336	3,191,672	3,311,081	3,337,801	3,366,453	0.9%
Net Revenues over Expenditures	\$ 247,067	\$ (558,306)	\$ 438,851	\$ 218,740	\$ (15,837)	\$ 3,500	

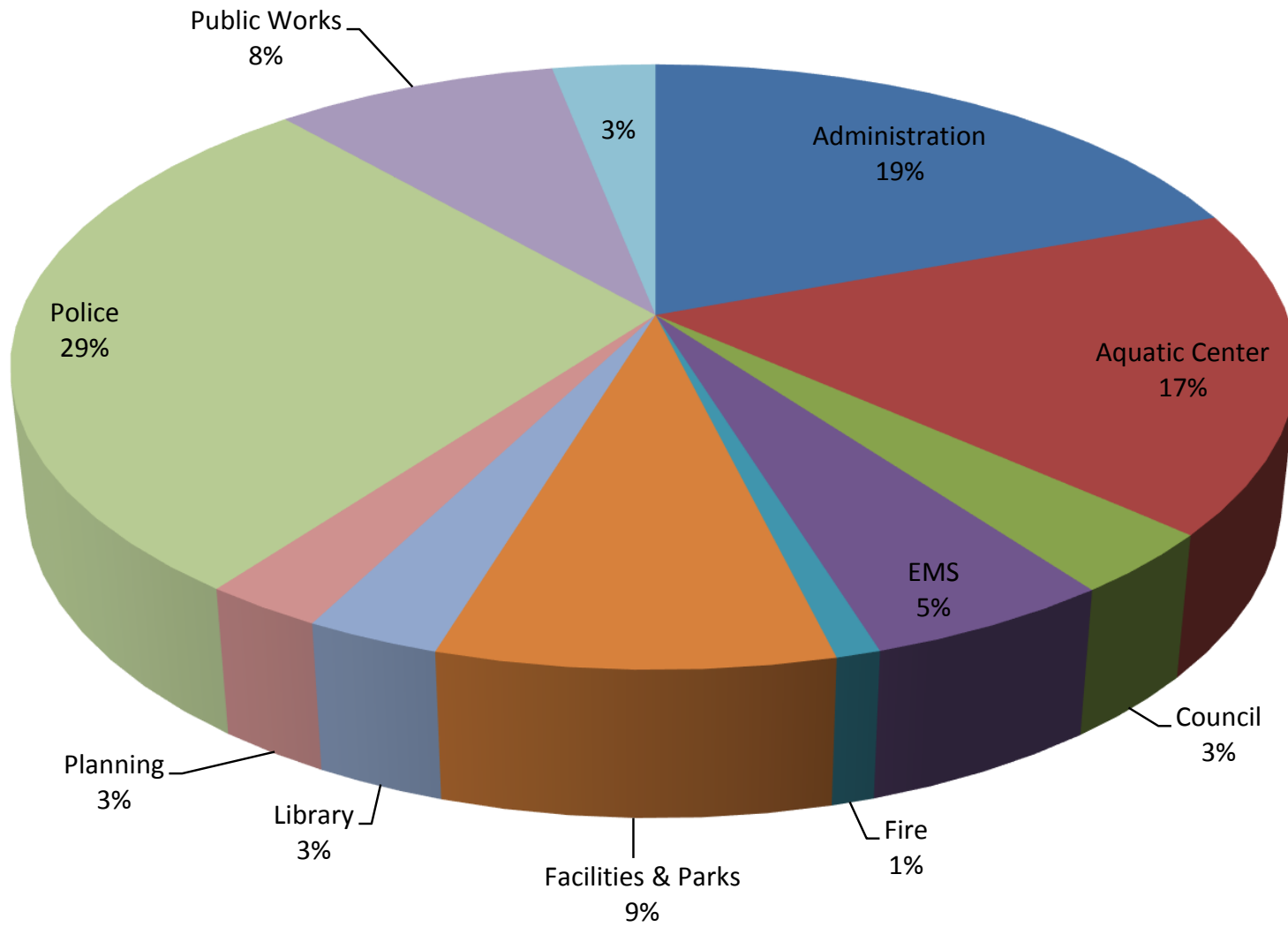
City of Craig
 FY2016 Budget
 Enterprise Fund Revenue & Expenditure Recap

	FY 2012	% Change Prior Yr	FY 2013 Budget	% Change Prior Yr	FY 2014	% Change Prior Yr	FY 2015	% Change	FY 2016	% Change
Total Revenue										
Cannery	337,326	12629.3%	4,825	-98.6%	2,050	-57.5%	6,500	217.1%	1,000	-84.6%
Harbor	224,656	-37.8%	276,543	23.1%	237,550	-14.1%	243,500	2.5%	251,500	3.3%
JTB Industrial Park	326,819	-5.1%	238,265	-27.1%	380,154	59.6%	353,956	-6.9%	399,031	12.7%
Garbage	320,024	-7.4%	316,304	-1.2%	325,391	2.9%	330,000	1.4%	310,000	-6.1%
Wastewater	306,140	-23.1%	256,250	-16.3%	296,491	15.7%	314,000	5.9%	293,000	-6.7%
Water	264,164	-2.0%	254,041	-3.8%	324,930	27.9%	330,000	1.6%	294,700	-10.7%
Total Revenue	1,779,129		1,346,228	-24.3%	1,566,566	16.4%	1,577,956	0.7%	1,549,231	-1.8%
Total Expenditures										
Cannery	1,306	-79.18%	2,469	89.1%	14,020	467.8%	9,460	-32.5%	9,460	0.0%
Harbor	266,035	10.31%	273,799	2.9%	311,624	13.8%	316,577	1.6%	296,472	-6.4%
JTB Industrial Park	694,924	58.66%	330,192	-52.5%	322,034	-2.5%	266,320	-17.3%	357,049	34.1%
Garbage	348,560	2.29%	327,233	-6.1%	320,953	-1.9%	328,839	2.5%	307,521	-6.5%
Wasterwater	290,618	2.30%	232,292	-20.1%	331,458	42.7%	285,199	-14.0%	306,060	7.3%
Water	298,599	-5.49%	281,518	-5.7%	356,516	26.6%	328,524	-7.9%	331,756	1.0%
Total Expenditures	1,900,043		1,447,503	-23.8%	1,656,605	14.4%	1,534,919	-7.3%	1,608,318	4.8%
Net Revenues over Expenditures										
Cannery	336,020	0.00%	2,356	-99.3%	(11,970)	-608.1%	(2,960)	-75.3%	(8,460)	185.8%
Harbor	(41,379)	-134.41%	2,744	-106.6%	(74,074)	-2799.5%	(73,077)	-1.3%	(44,972)	-38.5%
JTB Industrial Park	(368,105)	293.33%	(91,927)	-75.0%	58,120	-163.2%	87,636	50.8%	41,982	-52.1%
Garbage	(28,536)	-710.92%	(10,929)	-61.7%	4,438	-140.6%	1,161		2,479	113.5%
Wastewater	15,522	-86.38%	23,958	54.4%	(34,967)	-246.0%	28,801	-182.4%	(13,060)	-145.3%
Water	(34,435)	-25.85%	(27,477)	-20.2%	(31,586)	15.0%	1,476	-104.7%	(37,056)	-2610.6%
	\$ (120,914)		\$ (101,275)		\$ (90,039)		\$ 43,037		\$ (59,087)	-237.3%

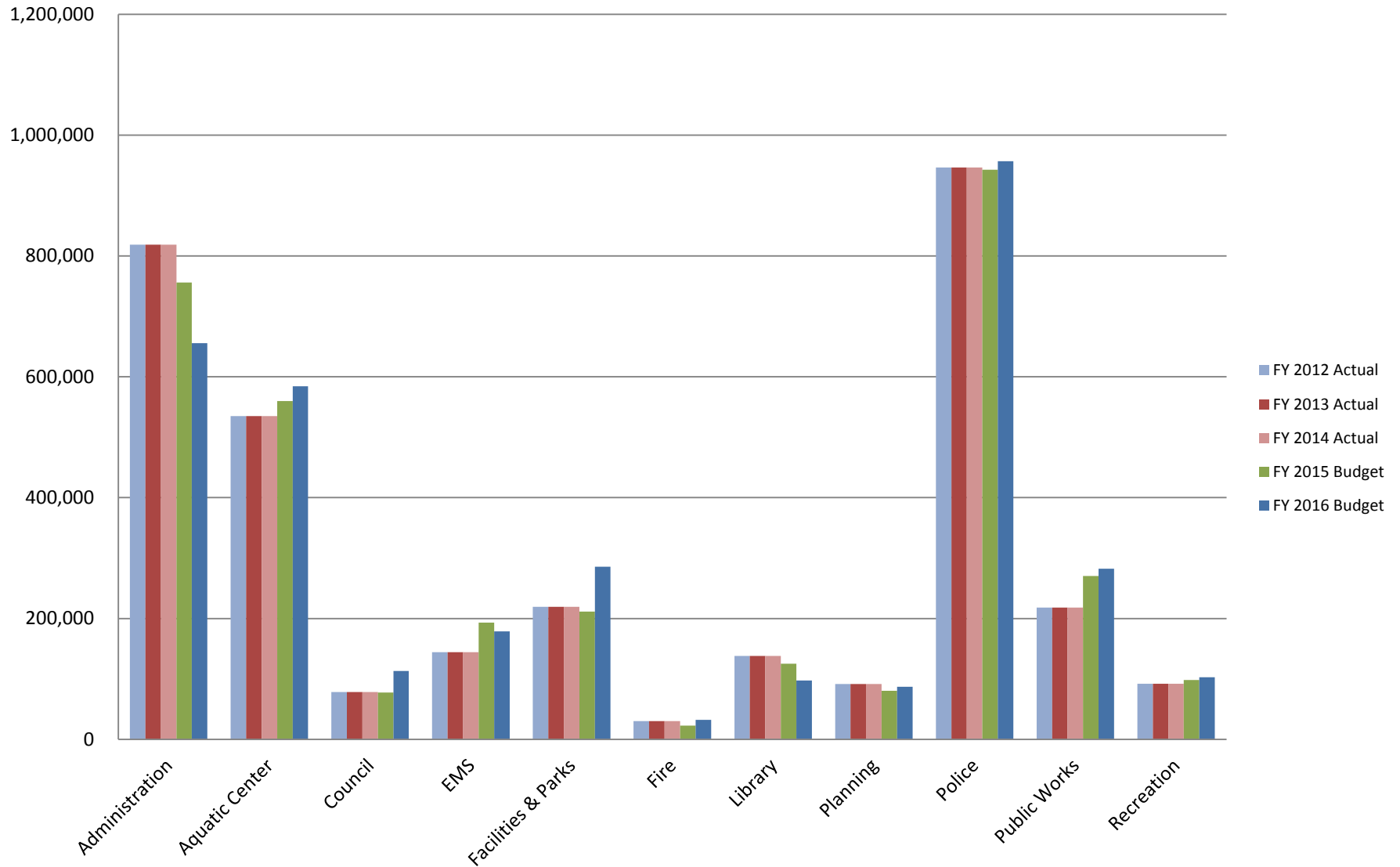
General Fund Revenue



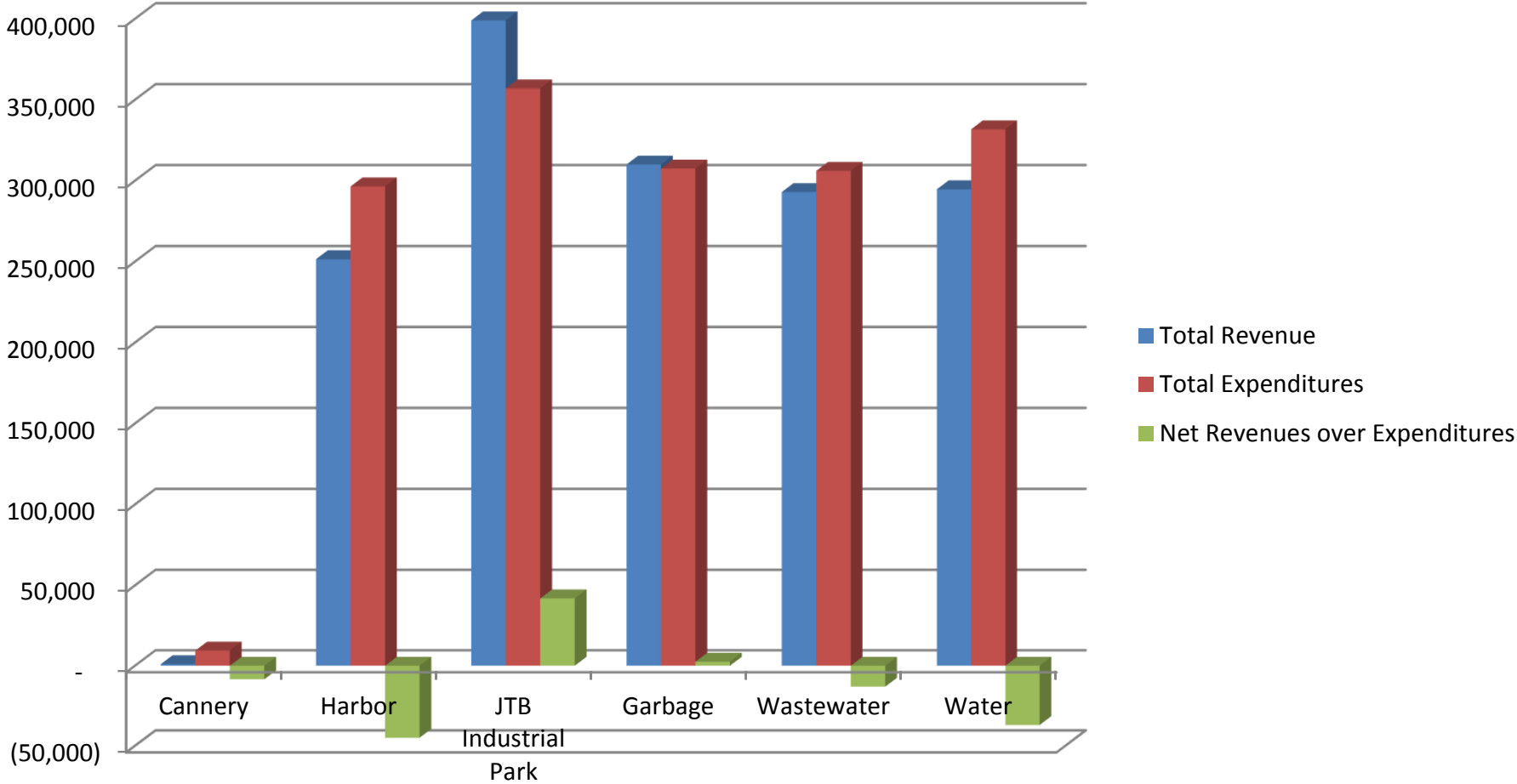
General Fund Total Expenditures



General Fund Expenditures



Enterprise Fund



General Fund Summary - FY 2016

Wages & Benefits

	Admin	Aquatic Center	Council	EMS	Facilities	Fire	Library	Planning	Police	Public Works	Recreation	TOTAL
Salary	164,015	44,582	14,700	44,298	60,000	4,200	40,035	47,848	70,104	41,148	37,244	568,173
Hourly Wages	125,134	122,631		66,346	61,583		22,982	0	391,343	85,532	8,047	883,598
Overtime Wages		0							30,618	1,705		32,323
On-call Wages									17,400			17,400
Total Wages	289,149	167,213	14,700	110,644	121,583	4,200	63,017	47,848	509,465	128,385	45,290	1,501,495
FICA	17,927	10,367	911	6,860	7,538	0	3,907	3,339	31,587	8,025	2,808	93,269
Medicare	4,193	2,425	213	1,604	1,763	0	914	782	7,387	1,877	657	21,814
Workers' Comp	1,380	9,764	70	7,572	6,519	4,186	301	257	17,658	8,819	216	56,742
PERS (DB & DC)	53,750	26,080	2,970	17,982	21,996		8,808	11,847	108,391	28,474	8,194	288,492
Medical Insurance	57,857	47,731	67,984	31,403	32,655		0	16,328	161,570	36,027	15,075	466,631
HRA	11,050	9,250	14,775	5,525	7,450		0	3,725	31,475	6,484	3,725	93,459
Other Benefits	270	365	385	90	135		80	55	3,105	784	105	5,374
Total Benefits	146,427	105,982	87,308	71,037	78,057	4,186	14,009	36,332	361,173	90,491	30,780	1,025,782
GRAND TOTAL	435,576	273,195	102,008	181,681	199,640	8,386	77,027	84,180	870,637	218,876	76,070	2,527,277
GRAND TOTAL FY 15	496,257	248,489	66,300	144,420	162,970	9,288	104,880	78,950	857,288	205,736	73,129	2,447,707
Change	(60,681)	24,706	35,708	37,261	36,670	(902)	(27,853)	5,230	13,349	13,140	2,941	79,570

Enterprise Fund Summary - FY 2016

Wages & Benefits

	Wastewater	Water	Garbage	Harbor	JTB Park	TOTAL
Salary	19,050.00	11,430.00	4,572.00	26,416.00	26416	87,884.00
Hourly Wages	82,679.97	99,142.42	28,272.52	76,739.27	31,234.54	318,068.72
Overtime Wages	2,385.00	2,859.88	53.55	5,128.87	0.00	10,427.30
On-call Wages	1,800.00	1,800.00	0.00	9,900.00	0.00	13,500.00
Total Wages	105,914.97	115,232.30	32,898.07	118,184.14	57,650.54	429,880.02
FICA	6,531.02	7,113.15	2,041.91	7,327.42	3,574.33	26,587.83
Medicare	1,527.42	1,663.56	477.54	1,713.67	835.93	6,218.12
Workers' Comp	3,218.23	3,787.74	3,483.20	7,761.74	2,985.12	21,236.04
PERS (DB & DC)	23,174.57	25,240.22	7,245.50	23,137.12	9,789.39	88,586.80
Medical Insurance	19,761.23	20,175.92	13,396.61	31,899.98	19,655.45	104,889.19
HRA	3,991.25	3,991.25	2,176.00	5,897.50	3,352.50	19,408.50
Other Benefits	614.25	614.25	192.15	531.00	164.00	2,115.65
Total Benefits	58,817.97	62,586.10	29,012.92	78,268.43	40,356.73	269,042.14
GRAND TOTAL	164,732.93	177,818.39	61,910.99	196,452.57	98,007.27	698,922.15
GRAND TOTAL FY015	140,919.37	173,161.04	84,403.33	187,913.85	78,833.04	665,230.63
Change	23,813.56	4,657.35	(22,492.34)	8,538.72	19,174.23	33,691.52



**General Fund
Fiscal Year 2016**

May 2015

City of Craig

	FY2010 Actual	FY2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget	Change 2016/2015
General Fund Revenues								
Property Tax	485,554	521,976	506,924	514,832	536,179	600,000	600,000	0
Property Tax Penalties	4,845	4,731	7,007	3,137	2,719	4,000	2,000	(2,000)
Sales Tax	1,377,752	1,461,933	1,556,372	1,562,640	1,665,747	1,550,000	1,625,000	75,000
Sales Tax Penalties & Delinquencies	15,208	16,372	34,908	73,050	43,614	2,000	2,000	0
Sales Tax Liquor	119,140	118,487	110,389	115,149	120,433	120,000	120,000	0
Total Local Taxes	2,002,499	2,123,499	2,215,600	2,268,808	2,368,692	2,276,000	2,349,000	73,000
PILT	251,644	249,178	260,411	261,795	258,086	220,000	300,000	80,000
State Revenue Sharing	152,983	151,217	207,611	221,713	155,320	152,154	145,406	(6,748)
Liquor Revenue Sharing	9,200	10,500	1,800	10,100	10,200	10,000	10,000	0
Raw Fish Tax	11,260	84,017	158,364	258,534	282,111	200,000	250,000	50,000
Shared Fisheries Tax	3,729	7,535	8,914	8,417	7,153	6,000	8,000	2,000
National Forest Receipts			25,000	25,000	10,000		0	0
State Grant				161,172			0	0
Total State Revenue	428,816	502,447	662,100	946,731	722,870	588,154	713,406	125,252
EMS Service Fees	19,249	9,666	21,410	37,832	49,036	50,000	50,000	0
EMS Training Fees	6,090	4,230	275	3,936	3,208	5,000	5,000	0
Pool Admissions	72,040	68,608	64,881	64,043	65,605	72,000	61,000	(11,000)
Library Fees		509	1,013	1,452	1,406	1,000	1,000	0
Recreation Fees	13,054	12,340	14,932	11,753	17,469	10,000	10,000	0
Senior Card Fees				3,915	860	1,000	1,000	0
Itinerant Merchant Permit				0				0
Taxi Permit	90	90	30	0	90	50	50	0
Building Permit	1,420	3,480	2,390	2,055	1,345	1,000	1,000	0
Access Permit Fees	4,960	6,077	350	8,827	14,147	7,000	7,000	0
Subdivision Permit				283	90			0
Total Permits & Fees	110,433	105,000	105,281	134,096	153,256	147,050	136,050	(11,000)
Property Leases	66,502	69,040	59,520	58,975	79,878	60,000	70,000	10,000
Dump Waste			3,150	5,640				0
Material Sales	175	56	1,369	7,702	1,032	1,000	1,000	0
Equipment Rentals		1,050			2,601			0
Total Local Revenue	66,677	70,146	64,039	72,317	83,511	61,000	71,000	10,000
Police Fines	14,836	6,501	6,620	9,587	5,253	7,000	7,000	0
DMV Commissions	61,820	61,621	57,765	60,165	59,730	57,000	57,000	0
Trooper Dispatch Service	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0
Contract Jail Service	228,460	228,460	393,904	393,904	397,304	377,760	286,584	(91,176)
Klawock Dispatch Service	46,305	50,137	50,485	50,486	50,485	50,000	50,000	0
USDA Forest Service Dispatch				3,000	0	3,000	3,000	0
Misc Revenue		827						0
Total Public Safety Revenue	361,421	357,546	518,774	527,142	522,772	504,760	413,584	(91,176)
Parks Donations (Flwr Baskets)	250	620	0	300	0	500	0	(500)
Interest Income (ckng & CD)	2,203	1,962	0	8	13	0		0
Interest Income (A/R)	6,462	4,851	3,576	5,341	4,537	4,500	1,000	(3,500)
Misc. Other	5,604	5,141	12,324	3,929	4,189	5,000	5,000	0
Total Other Revenue	14,519	12,574	15,900	9,578	8,739	10,000	6,000	(4,000)
Total GF Revenues	2,984,365	3,171,212	3,581,694	3,958,672	3,859,840	3,586,964	3,689,040	102,076

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.

2014-2015 Accomplishments

- Issued 1.8 million dollars bond issue for Aquatic Center improvements
- Completed total reassessment of property for taxing
- Converted property tax rolls to electronic format
- Coordinated the startup of wood chip dryer for the Pool wood chip heater
- Completed Ice House upgrade

2015-2016 Goals

- Continue completion of unqualified opinions of financial audits
- Continue to seek funding for Capital Improvements
- Continue to improve customer service for Craig citizens

FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES

Administration Expenses	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	306,053	307,713	279,606	301,131	305,555	289,149	5%
Benefits & Unemployment	186,369	237,337	265,411	255,106	190,702	146,427	43%
Professional Services	87,445	125,589	120,573	129,469	159,300	136,600	-14%
Employee Travel, Education, & Due	16,124	10,458	10,715	15,994	26,120	15,795	-40%
Materials & Supplies	10,862	14,787	17,696	15,035	11,450	11,200	2%
Utilities	15,040	19,073	17,762	14,989	16,900	17,500	3%
Repairs & Maintenance	5,860	3,127	3,955	4,413	3,808	4,308	12%
Notices	699	713	2,704	3,567	4,360	1,700	-61%
Insurance	6,560	4,208	2,958	1203	3,600	3,600	0%
Contributions	10,941	13,109	15,382	12,342	13,290	13,290	0%
Bank Fees	5,270	6,159	6,697	5,642	7,000	5,000	-29%
Bad Debt Write-Off	12,430	6,631	2,287	35,923	1,000	1,000	0%
Safety				0	10,000	2,000	-80%
Miscellaneous	5,538	1,668	1,717	2,688	1,000	500	50%
Small Equipment		1,664	6,738	7,837	2,000	1,000	50%
Equipment > \$5000		5,695	17,562	12,001			
Capital Improvement		0	4,735	1,199		0	
Total Administration Expenses	669,191	757,931	776,498	818,539	756,085	649,069	-14%

Administration

FY 2016

		<u>Amount</u>
Salaries		\$ 289,149
Benefits	146,427	146,427
Unemployment		0
Professional Services		118,000
Property Assessment (includes Bd of Equalization)	40,000	
Audit (FY2014 & sales tax)	30,000	
Legal Fees	12,000	
Lobbyist	36,000	
Contract Services		18,600
IT Support	5,000	
AccuFund Support	8,200	
Cleaning	3,000	
Newsletter Publishing	2,400	
Travel		10,500
SE Conference	2,000	
City Clerk Conference	1,000	
Misc Travel	5,000	
Finance Travel	2,500	
Education & Training		
Education & Training	100	900
City Clerk Conference	200	
Finance Conferences	600	
Dues		4,395
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	800	
Materials and Supplies		11,200
Office Supplies	4,000	
Misc Supplies	1,000	
Ketchikan Daily News	200	
Postage	4,000	
Freight	1,000	
Vehicle fuel	1,000	

Administration

FY 2016

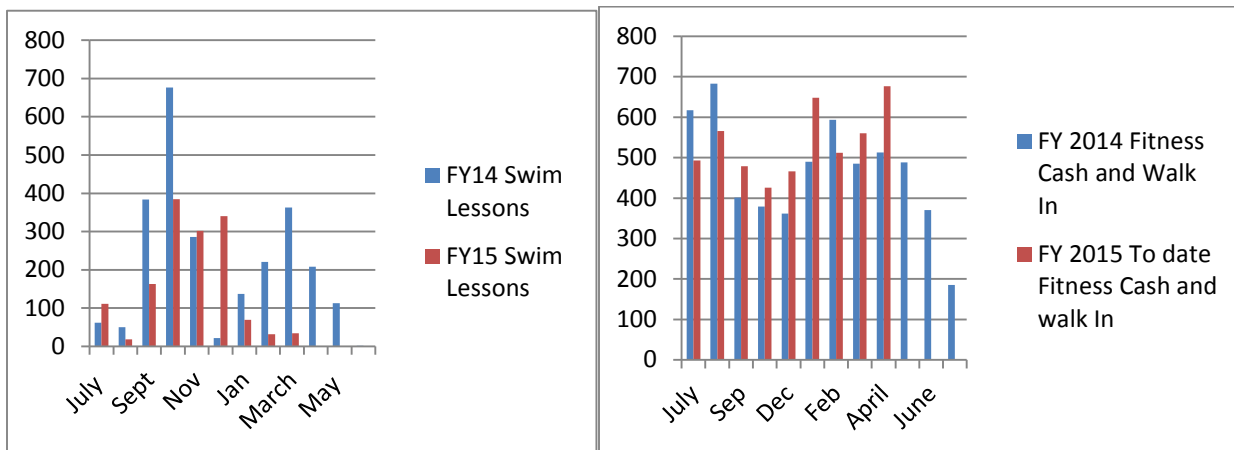
		<u>Amount</u>
Utilities		17,500
Electric	5,500	
Heating Fuel	5,000	
Telephone	7,000	
Repairs & Maintenance		4,308
Equipment Repairs	1,000	
Equipment Maint Agreement	1,800	
Postage Meter Lease	1,308	
Building - Annual Flowers	200	
Other Expenditures		5,300
Notice & Advertising	1,500	
Recording Fees Vehicle License	200	
Insurance	3,600	
General Liability		
Property		
Safety		2,000
Contributions		13,290
Catholic Community Service (Senior Services)	6,790	
4th of July Celebration	500	
POW Marathon	500	
KRBD	500	
Power	4,000	
POW Health Network	0	
Misc Contributions	1,000	
Credit Card Fees	5,000	5,000
Bad Debts for Property tax, sales tax,	1,000	1,000
Miscellaneous Expenses	500	500
Misc Small Office Equipment	1,000	1,000
Computer upgrades		
Capital Improvement		0
		<hr/>
		\$ 649,069
		<hr/> <hr/>

Personnel: Director,
Lifeguards (3 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. For the fiscal year of 2015 the Aquatic Center provided lessons to over 375 infant, youth and adults. There was a decline in youth due to smaller school sizes.

The Aquatic center also has a land fitness area and fitness room. The Aquatic center has seen over 4,500 visits over the last fiscal year. This number includes punch pass, pass, and cash visits. In the coming years we would like to see a larger fitness area with more equipment. This year we are expecting to be able to put a few new pieces of equipment in the fitness room.



2014-2015 Accomplishments

- Hired the Lifeguard III/ Head coach in September 2014
- Kristy obtained her CPO certification in September 2014
- Jessica obtained LGI certificate.
- Bond permit passed for the construction on the pool.
- Two new programs were put into effect

2014-2015 Goals

- Complete construction on building, without many issues
- Send one employee off for LGI training.
- Send one employee off for CPO training.
- Create a possible “adult “night for the pool for more than just recreation
- Make it possible to have swim lessons 3 nights a week. (increase the numbers)
- Have a reliable and happy staff.
- Continue the “aqua aerobics” program throughout the year.

**FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT REVENUES**

<i>Aquatic Center Expenses</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	159,603	164,322	153,244	90,625	153,244	167,213	9%
Benefits & Unemployment	94,448	99,070	95,245	48,643	95,245	105,982	11%
Professional Services	7,891	5,408	5,000	3,262	4,000	4,000	0%
Employee Travel, Education, & Dues	32	345	1,000	1,524	7,900	6,580	-17%
Materials & Supplies	23,591	21,823	15,100	24,087	22,800	21,000	-8%
Utilities	140,418	127,874	120,200	105,939	134,700	126,700	-6%
Repairs & Maintenance	13,806	22,652	12,000	11,228	10,500	7,500	-29%
Recording				1,712	250		-100%
Insurance	11,813	1,670	11,000	4,283	7,115	7,115	0%
Credit Card Fees	0		250	0	250	250	0%
Bad Debt Write-Off	911						
Other							
Equipment Purchase			7,525	22,102	4,310	500	-88%
Debt Service	159,167	450,376	127,936	123,913	119,600	135,000	13%
Capital Improvement	39,877		13,055			0	
Total Swimming Pool Expenses	651,557	893,540	561,555	437,318	559,914	581,840	4%

Aquatic Center

FY 2016

		<u>Amount</u>
Salaries		\$ 167,213
Benefits	105,982	105,982
Contract Services		
Class Instructors	0	4,000
Water Sample Testing	4,000	
Employee Travel, Education, & Dues		6,580
Travel (CPO Training Anchorage & Lifeguard instructor)	3,950	
Training	1,300	
Lifequarding Certifications	1,330	
	0	
Materials		21,000
Safety Equipment & First Aid Supplies	2,000	
Office & Cleaning Supplies	4,000	
Chemical Pool Cover	2,000	
Chemicals	8,000	
Paint & Painting Supplies	0	
Freight	5,000	
Utilities		126,700
Electricity (Closed for 3 months, 5.18% APT increase)	42,000	
Heating Fuel (Propane)	45,000	
Telephone DSL	4,700	
Wood Chips	35,000	
Maintenance		7,500
Misc Repairs	2,000	
Pumps & toy repair & misc		
Boiler Repairs	5,000	
Building & Grounds Maintenance	500	
Insurance		7,115
General Liability	7,115	
Property		
CC Fees	250	250
Equipment Purchases		500
Pumps	500	
Capital Improvement	0	
Debt Payments		
Bond Pmt	135,000	135,000
TOTAL		<u><u>\$ 581,840</u></u>

**FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Council Expenses</i>	FY2011	FY2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	\$ Change
Salaries	14,700	15,825	14,709	16,251	14,700	14,700	0%
Benefits	60,019	51,661	45,795	47,984	51,600	87,308	69%
Council Elections	2,698	1,847	965	528	2,500	2,500	0%
Employee Travel, Education,	4,913	3,515	3,788	12,546	7,925	7,925	0%
Materials & Supplies	51	313	0	755	150	150	0%
Telecommunications							
Insurance	254	86	382	64	715	715	0%
Contributions							
New Equipment							
Other-(SE Conf)							
Total Council Expenses	82,635	73,247	65,639	78,128	77,590	113,298	46%

Council

FY 2016

Council Salaries		\$ 14,700
Benefits	87,308	87,308
Contract Services		
Election Judges:	650	2,500
Ballots	1,000	
Auto Ballots	850	
Employee Travel, Education, & Dues		
Travel	6,300	7,925
Mayor Washington DE		
SE Conference		
Round Table		
Education	1,450	
Dues		
SE Conference	0	
AK Conference of Mayors	50	
AML Conference	125	
Misc Supplies	150	150
Insurance		715
General Liability		
Property		
		<hr/>
		\$ 113,298
		<hr/>

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

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

2014-15 Accomplishments

- Received grant funding for dispatch training, radios, and Code Red alert system.
- Organized and conducted a mini Symposium for the POW Island EMS departments.
- Ambulance received major maintenance in Seattle.
- Purchased Bariatric Gurney with Code Blue Funding.

2015-2016 Goals

- Continue to make Craig EMS a better department that puts patient CARE as our number one priority
- Get Partners to help build Garage for EMS
- Develop an online didactic training for the island with skill sets for ETT and EMT
- Maximize revenue from insurance
- Maximize cost savings through supply sharing with other communities on the island.
- Get second ambulance close to Fire Hall and keep in good condition.

**FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Emergency Medical Services</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	18,175	33,328	45,870	75,413	92,640	91,924	-1%
Benefits & Unemployment	58,887	13,099	46,612	54,598	51,834	53,130	3%
Contracted Services	5,238	7,238	10,878	6,444	3,700	3,748	1%
Employee Travel, Education, & Due	1,183	8,938	5,370	10,489	3,250	3,800	17%
Materials & Supplies	7,730	8,986	17,488	13,631	15,900	15,400	-3%
Utilities	1,640	1,575	1,575	5,373	6,300	5,300	-16%
Repairs & Maintenance	1,335	356	356	6,352	3,000	1,000	-67%
Recording/Permits	10	150	150	10	650	650	0%
Insurance	2,447	635	635	1,361	2,610	2,610	0%
New Equipment				0		1,000	
Equipment Replacement							
Bad Debt Write-Off	22,678	17,500	12,494	19,564		0	
Capital Improvement		2955	2954	0		0	
Total EMS Expenses	119,323	94,760	144,382	193,235	179,884	178,562	-1%

Emergency Medical Services

FY 2016

		<u>Amount</u>	
Salaries		\$	91,924
Benefits		53,130	53,130
Contract Services Software			3,748
Systems Design	2,500		
E Dispatches	1,248		
Employee Travel, Education, & Dues			3,800
Travel		3,000	
EMTIII			
DR	1,000		
Symposium	2,000		
Education & Training			
Webinars - ETT, EMTII, EMT III, CPR	800	800	
Materials & Supplies			15,400
Office supplies		500	
Medical Supplies		7,500	
Equipment Supplies		3,500	
Class Materials		1,500	
Postage		300	
Freight		600	
Vehicle Fuel (250gal @ \$4.00)		1,500	
Utilities			5,300
Telephone	2,200		
Old Clinic Fuel	2,100		
Old Clinic Electric	1,000		
Maintenance & Repairs			1,000
Vehicle Repairs	-		
Dept Maintenance	1,000		
Vehicle Licensing & Permits		0	0
Insurance			2,610
General Liability	410		
Property	2,200		
Vehicle			
Permits	650		650
Bad Debts			
Small Equipment		1,000	1,000
Equipment >\$5000	1,000		
Capital Improvements			0
TOTAL			<u><u>\$178,562</u></u>

FACILITIES & PARKS

GENERAL FUND

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

2014-2015 Accomplishments

- Maintained the parks during the summer season
- Finished boiler replacement for City Hall
- Installed new computer network cables for City Hall
- Installed new lights in Gym & Youth Center
- Introduced department to new Director

2015-2016 Goals

- Continue maintenance as needed on wood boiler and other facilities.

**FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Parks/Facilities Expenditures</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	86,413	105,038	97,748	112,855	110,831	121,583	10%
Benefits & Unemployment	55,078	44,769	62,265	63,945	52,139	78,057	50%
Contracted Services	8,191	5,256	5,140	4,995	7,200	7,200	0%
Employee Travel, Education, & Du	0	1,275	0	1,827	0	0	
Materials & Supplies	9,293	10,347	8,363	10,938	7,800	5,800	-26%
Utilities	15,175	17,075	12,173	12102	12700	13,000	2%
Repairs & Maintenance	7,765	14,982	11,829	6,437	5,000	0	-100%
Insurance	10,346	8,484	4,975	6,220	10,133	10,133	0%
Recording/Permits & Misc.	20	10	20	10			
Equipment	1,345	1,442	0	0	5,500	0	-100%
Capital Improvement	0	6,305	0	0	0	50,000	
Total Parks/Facilities Expenses	193,626	214,983	202,513	219,329	211,303	285,773	35%

Parks & Public Facilit FY 2016

	Amount	
Salaries	\$	121,583
Benefits	78,057	78,057
Contractor Services		7,200
Janitorial - Float Plane	7,200	
New Clinic Alarm		
Education & Training		0
Material & Supplies		5,800
Fertilizer/Seed/chips for parks	1,000	
Freight	800	
Equipment Fuel(1000@4.0)	4,000	
Utilities		13,000
Electricity (Shop & POW Health)	6,800	
Heating Fuel	3,000	
Telephone	600	
New Clinic Alarm telephone	2,600	
Maintenance & Repairs		0
Building Maintenance		
Insurance		10,133
General Liability	754	
Property	9,379	
Vehicle		
Equipment		
Small Equipment		0
Equipment > 5000		0
	0	
Capital Improvements		50,000
Sea Plane Roof & Paint	50,000	
TOTAL		\$285,773

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.

This past year the City's long term Fire Chief Paul Coffey retired. The City appreciates the service and dedication Paul has given the fire department for the last twenty years. Paul will be missed and the city wishes the best for Paul and his family.

2015-2016 Goals

- Recruit new Fire Chief
- Ensure that members of the CVFD have any substandard PPE replaced and have all of the safety equipment necessary to complete their work.
- To work more closely with the developing fire departments on Prince of Wales Island, e.g., Hollis, Naukati, to assist them with organizational development and equipment acquisition and training.
- To retain and/or recruit a full team of firefighters willing to participate fully in training exercises.

**FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Fire Expenses</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries				758	0	4,200	
Benefits & Unemployment	693	1,252	1,780	1,698	4,788	4,186	-13%
Contracted Services	7,500	9,000	6,750	4,625	4,500	0	-100%
Employee Travel, Education, & Dues	22	50	150	0	2,100	2,100	0%
Materials & Supplies	675	6,380	3,732	1,958	1,400	1,400	0%
Utilities	3,485	5,635	4,864	4,784	3,800	3,800	0%
Repairs & Maintenance	4,365	476	1,937	687	2,000	2,000	0%
Insurance	3,188	3,716	2,298	2,437	4,000	4,000	0%
Recording/Permits & Misc.	35		142				
Equipment	4,085			13,043		4,419	
Capital Improvement						5,952	
Total Fire Expenses	24,048	26,509	21,653	29,990	22,588	32,057	42%

Fire

FY 2016

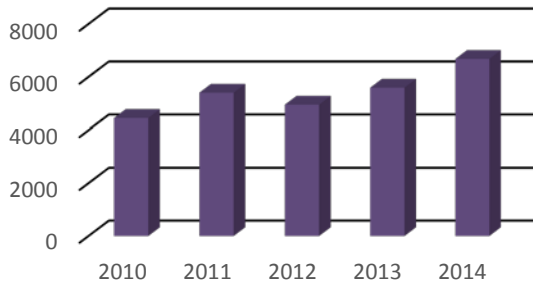
	<u>Amount</u>
Volunteers	4,200
Work compensation Insurance	4,186
Contract Services	0
Amerilert	
Employee Travel, Education, & Dues	2,100
Travel	1,600
Education & Training	500
Materials & Supplies	1,400
Vehicle supplies	450
Postage	350
Freight	600
Utilities	3,800
Electric	1,500
Heating fuel	2,000
Vehicle Fuel (200gal @ \$3.50)	300
Telephone	
Maintenance & Repairs	2,000
Vehicle Repairs	1,000
Dept Maintenance	1,000
Vehicle Licensing & Permits	
Insurance	4,000
General Liability	361
Property	3,639
Vehicle	
Small Equipment	4,419
Firefighter gear	4,419
Equipment >\$5000	5,952
SCBA Tanks	4,500
Ammonia Deetector	1,020
O2 Detectors	282
Spanner Wrenches	150
Capital Improvements	
TOTAL	<u><u>\$32,057</u></u>

LIBRARY

GENERAL FUND

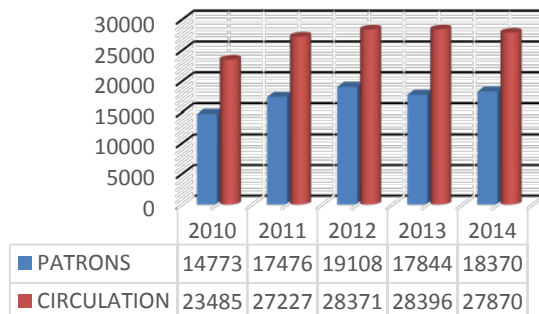
Personnel: Librarian, PT
Library Technician (1.5FTE)

COMPUTER USERS SIGNED IN

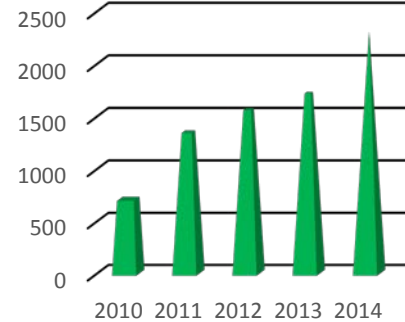


Department Description: Provides to the public a wide selection of nonfiction, fiction, children, and young adult books. The library's collection emphasizes Alaska nonfiction and fiction. The library also has audio books, magazines, videos, and computers for internet access. The book collection is available 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.

Library Activity



PROGRAM PARTICIPATION



2014-2015 Accomplishments

- Was Awarded the National Medal for Library Service
- Met video conference programming goal
- Expanded Summer Reading Participation
- Expanded Toddler-Preschool Story Time to include Headstart
- Expanded Dolly Parton Imagination Library Participation (Early Literacy Goal)
- Teen Book Club met to discuss *Persepolis*
- "STAR LIBRARY" Rating achieved for second year in a row
- Expanded Staff Training
- Hosted writing workshops with 49 Writers
- Implemented and supported Teen Gaming Nights/Afternoons
- Submitted Pre-Development Paperwork to Rasmuson
- Conducted 2 formal computer classes and numerous informal computer lesson sessions
- Produced two (2) OWL Programs (content creation)
- Expanded STEAM Programming, including Hour of Code and work with NASA
- Expanded outreach with our Americorps VISTA Volunteer
- Had our STEAM Programs featured by the National Science Foundation as a model for small rural libraries

2015-2016 Goals

- Summer Reading – innovative STEAM Programing – Arts Programming
- Conduct two (2) Writing Workshops at Polk Camp
- Write the Collection Development Plan
- Update the Technology Plan
- Secure a Rasmuson Grant for Collection Development, Technology Support, & New Circulation Desk
- Camp NaNoWriMo (July) and NaNoWriMo (November) Support
- Expand Teen Gaming Nights/Afternoons
- Connect with three (3) new partner organizations
- Revitalize the teen program in partnership with Craig City Schools and the US Forest Service
- Expand the Volunteer Program
- Offer a Civics/Naturalization Class (as requested)

**FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Library Expenditures</i>	FY 2011	FY 2012	FY2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	47,022	50,321	52,216	60,382	62,620	63,017	1%
Benefits & Unemployment	3,777	24,939	41,450	46,016	42,260	14,009	-67%
Contracted Services	1,615	793	273	401	0	0	
Employee Travel, Education, & I	1,208	1,291	2,603	1,313	235	235	0%
Materials & Supplies	9,945	12,663	9,560	10,988	9,650	9,650	0%
Utilities	5,183	7,070	6,255	5,190	8,760	8,460	-3%
Repairs & Maintenance	0	227	296	0	1,000	1,000	100%
Insurance	582	477	406	689	803	803	0%
Recording/Permits & Misc.	62	65	0	0		0	
Equipment	0	0	1,119	0		0	
Capital Improvement	0	8,363	0	12,950		0	0%
Total Library Expenses	69,394	106,209	114,178	137,929	125,328	97,175	-22%

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

2014/2015 Accomplishments

- Salmonberry Subdivision and Tanner Crab Court Extension and Land Sale
- Craig Community Streets Phase IV Design
- USACE Cannery Site Harbor Study – Draft Feasibility Report
- Installation of Warning Sirens and completion of Tsunami Ready Status
- Firehall Design
- Pool Condition Assessment

2015/2016 Projects

- State Legislative and Federal Appropriations Requests for during 2015 legislature
 - Community Streets
 - Public Works Equipment Storage
 - Public Works Heavy Equipment
 - Fire/EMS Building
 - Harbor
 - Aquatic Center Renovations
- Tract 15, USS 2611 Subdivision and Residential Land Sale
- Continue working with USACE Cannery Site Harbor Study – Completion of Feasibility Study and start of Preliminary Engineering and Design Phase
- Sell remaining 2 lots in Salmonberry Subdivision
- Commercial Marijuana Legislation/Ordinances
- Aquatic Center Renovations
- Review of City Leases
- Full Review of Appraisal Files
- Rewrite of Title 2.28 – Civil Defense Agency

**FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Planning Expenses</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	31,558	39,374	38,518	48,102	43,776	47,848	9%
Benefits & Unemployment	40,954	42,547	45,234	41,388	35,174	36,332	3%
Contracted Services	2,112	179	179	219	0	0	
Employee Travel, Education,	1,778	1,933	1,005	279	500	500	0%
Materials & Supplies		2,465	1,399	256	550	1,050	91%
Utilities						0	0%
Repairs & Maintenance	3,326	0	0			0	0%
Insurance		139	6	71	20	20	0%
Recording/Permits & Misc.		503	100	60	400	1,200	200%
Equipment		8,151		1,000		0	
Capital Improvement		0	0				0%
							0%
Total Planning Expenses	\$79,728	\$95,291	\$86,441	\$91,375	\$80,420	86,950	8%

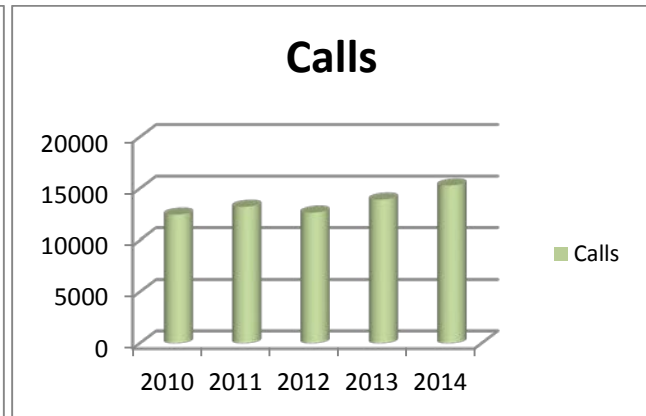
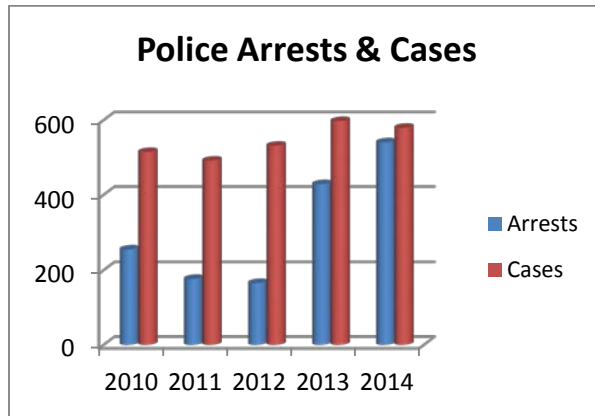
Planning

FY 2016

Salaries		\$	47,848
City Planner, (6,000 Reimb LEPC Grant)			
Benefits	36,332		36,332
Contractual Services			
Employee Travel, Education, & Dues			500
Plan Commissioner Training, Conference	500		
Materials & Supplies	1,000		1,050
Books, Subscriptions	0		
Postage	50		
Freight	0		
Equipment Repairs			0
Advertising - Legal Notices			1,000
Recording			200
Insurance			20
Equipment Purchases			0
Total		\$	<u>86,950</u>

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)



Department fully staffed, except for part time fill in dispatcher. Linda Arrant will be retiring this late this year. Steps are being taken to fill her position, which will require large amounts of training replacement; DMV / TWIC / Jail / ETC. Duties.

Officers D'Amelio & Peterson have obtained their basic law enforcement certificates.

Sgt. Medina has completed Taser Instructor Certification, Drug Investigation DEA Training / Certificate, A.L.E.R.R.T. Instructor Certification

Two additional staff members are currently going through training to become TWIC / TSA / Hazmat certified.

Over the past few years, have been able to get Jail Funds Increased. Will be continuing to fight for funding, additional projects, etc.

Working with DMV, to secure new contract.

AST and USFS Contracts have been secured and funding amount is the same.

Working with court in anticipation of court house moving to Klawock, to conduct video court proceedings. Thus, eliminating the need to transport prisoners to Klawock and back to Jail.

Completing project of converting all prior stored case files to digital records. Will take another 6 months to a year to complete.

**FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Police & Jail Expenditures</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2014 Budget	FY 2016 Budget	% Change
Salaries	455,478	462,566	471,371	499,965	518,194	509,465	-2%
Benefits & Unemployment	299,732	306,899	311,614	345,744	339,094	361,173	7%
Contracted Services	2,057	2,271	3,027	2,301	1,000	1,000	0%
Employee Travel, Education, & [3,134	4,143	2,886	3,474	2,000	2,000	0%
Materials & Supplies	37,421	46,736	39,471	42,329	39,300	38,900	-1%
Utilities	21,504	22,296	22,165	22,926	24,500	25,518	4%
Repairs & Maintenance	13,417	7,044	4,892	6,056	1,000	1,000	0%
Insurance	17,210	11,401	7,564	10,364	14,705	14,705	0%
Recording/Permits & Misc.	1,174	627	2,658	1,867	900	2,100	133%
Credit Card Fees				1,375	1,200	0	-100%
Equipment	1,817	1,178	6,615	10,174	1,000	1,000	0%
Capital Improvement	5,746	9,382	14,874			0	
Police & Jail Expenses	858,690	874,543	887,137	946,575	942,893	956,860	1%

Police

FY 2016

		<u>Amount</u>
Salaries		509,465
Benefits	361,173	361,173
Contract Services		1,000
IT Support	1,000	
Travel & Education		2,000
Travel	1,000	
Education	1,000	
Materials & Supplies		38,900
Uniforms	1,000	
Patrol Officer supplies	2,000	
Office supplies	3,000	
Jail Supplies	4,000	
Jail Food	16,000	
Vehicle Fuel (2900 @4.00)	11,600	
Postage	800	
Freight	500	
Utilities		25,518
Electric	10,518	
Heating (1600gal @ \$4.00)	5,000	
Telephone	10,000	
Maintenance & Repairs		1,000
Vehicle Repairs	0	
Building & Grounds Maint	1,000	
Advertising		
Licensing Vehicles & Software		900
Credit Card Fees		1,200
Insurance		14,705
General Liability		
Property Liability		
Vehicle		
Small Equipment	1,000	1,000
Equipment >5000	0.00	0
Capital Improvements		
TOTAL		<u><u>\$956,860</u></u>

RECREATION

GENERAL FUND

Purpose: Provide recreational activities for the public.

Personnel: Director (1 FTE)

2015-2016 Goals

- To enhance the quality of life in Craig, to make this a desirable place to live and have a family.
- To make sure that all of my young participants avoid the court system and Juvenile probation. Be a role model, mentor and guide to the youth of the community.
- To promote all Recreation Activities and community events thru the weekly radio show, newspaper articles, calendar and Facebook posts, email and posters, interagency meetings, SB meetings, City Council, POW Health Network.

Action items:

Mini camps in the summer- work with the Library, USFS, EMS and the pool to create fun activities for kids during the summer

Survival as a theme-Kids can cook camp

Outdoor adventures-Emergency preparedness

Babysitting Classes Sports camps

Have Rec Center open more

Monthly open stage events

Family game nights

Teen game nights and Dances

Work with AA ect..

After School Program-

Be open 3 to 5 Mon-Thursday and 2-5 on Friday

Continue with food, crafts, games and the last our sports

Gym Activities:

Volleyball Tuesday and Thursday with Winter CoEd League

And Spring 4 on 4 league.

Add mini tournaments

Skating on Friday-get more blades to accommodate all comers.

Add Basketball if I can find a BBall enthusiast to help

**FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT REVENUES**

<i>Recreation Expense</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	34,959	35,959	35,959	33,677	43,224	45,290	5%
Benefits & Unemployment	27,895	32,070	32,070	33,860	29,905	30,780	3%
Contracted Services	1,625	1,207	1,207	3,118	2,500	2,500	0%
Employee Travel, Education, &	0	28	28	0			
Materials & Supplies	2,319	5,353	5,353	2,559	1,000	1,700	70%
Utilities	19,426	17,738	17,738	16,517	17,000	16,000	-6%
Repairs & Maintenance	1,182	176	176	958	1,000	1,000	0%
Insurance	1,670	990	990	1,241	3,411	3,411	0%
Recording/Permits & Misc.	0	0		0		0	
Equipment	0				0	2,000	100%
Capital Improvement	0	900	900	0		0	
Total Recreation Expenses	89,076	94,421	94,421	91,930	98,040	102,681	5%

Recreation

FY 2016

	<u>Amount</u>	
Salaries		\$ 45,290
Benefits	30,780	30,780
Contract Services	2,500	2,500
Classes, Misc. Instructors		
Travel		
Instructor		
Materials & Supplies		1,700
T-Shirts -Soccer, V-Ball, B-Ball	1,500	
Office Supplies	200	
Postage		
Utilities		16,000
Electric	3,500	
Heating Fuel/City GYM (2500 gal @ \$4.00)	9,000	
Heating Fuel/Youth Center (500GAL @ \$4.00)	2,000	
Telephone	1,500	
Maintenance & Repairs		
Equipment Repairs		1,000
Building Maintenance	1,000	
Insurance	3,411	3,411
Equipment Purchases		2,000
Gym Signs	2,000	
Capital Improvements		
TOTAL		<u><u>\$102,681</u></u>

The Public Works Department maintains the city streets, and equipment. The department also operates the wastewater treatment plant, the water treatment plant and does collection of industrial and residential waste.

This crew takes the care required to make and distribute drinking water; disassemble lift station pumps to remove a wash rag from the impeller to return service for the residents and watched the snow plow/sander slide down the hills in town while removing snow.

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

2014-2015 Accomplishments

- Implement new solid waste collection equipment and procedures
- Oversaw replacement of Pt. St. Nick waterline.
- Commenced motor pool and equipment maintenance program
- Continued to install meters for unmetered customers
- Purchased additional heavy equipment.

2015-2016 Goals

- Oversee construction of North Fork Dam Raising Project.
- Continue Motor Pool Maintenance Program.
- Monitor solid waste collection program.

**FY2016 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Public Works Expenditures</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	80,844	66,989	110,944	98,716	125,431	128,385	2%
Benefits & Unemployment	66,401	45,815	51,197	69,421	81,409	91,957	13%
Contracted Services	598	543	517	440	500	500	0%
Employee Travel, Education, & Due	235	1,906	1,922	665	1,675	1,675	0%
Materials & Supplies	5,513	6,534	10,379	16,189	18,740	19,540	4%
Utilities	27,758	32,256	25,469	19,713	18,600	18,100	-3%
Repairs & Maintenance	5,407	6,712	6,390	6,142	17,000	17,000	0%
Insurance	7,269	4,915	2,558	2,944	5,000	4,979	0%
Recording/Permits & Misc.	535	576	50	0	50	50	0%
Equipment	0	3,021	2,080	3,727	2,000	0	-100%
Capital Improvement	0	6,000	0	0		0	
Total Public Works Expenses	194,560	175,267	211,506	217,957	270,405	282,186	4%

Public Works

FY 2016

	Amount	
	\$	
Salaries		128,385
Employee Benefits	91,957	91,957
Contractual Services		500
Drug Testing	300	
Equipment Lease	200	
Travel & Education		1,675
Misc Travel	1,000	
Training	500	
Dues	175	
Material & Supplies		19,540
Misc Supplies	2,500	
Office Supplies	1,440	
Shop Supplies	2,800	
Shop Tools	1,500	
Equipment Fuel (2200 4.00)	8,800	
Propane	500	
Postage	0	
Freight	2,000	
Utility		18,100
Electricity, Street Lights	6,000	
Electricity	4,500	
Heating Fuel (1200gal @ \$4.00)	4,800	
Telephone/DSL	2,800	
Repairs & Maintenance		17,000
Equipment Repairs	5,000	
Street Light Maint.	500	
Building maint.	1,500	
Department Fleet Maint.	10,000	
Miscellaneous		0
Advertising		0
Vehicle Licensing		50
Insurance		4,979
Property Liability	2,599	
General Liability	2,075	
Auto	305	
Small Equipment		
Equipment > \$5000		
	0	0
TOTAL		\$282,186



**Enterprise Fund
Fiscal Year 2016**

May 2015

**FY2016 BUDGET WORKSHEET
ENTERPRISE FUND
DEPARTMENT REVENUES**

<i>Garbage Revenues</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Collection Fees, incl Live Aboard	337,887	314,323	309,117	317,082	325,000	310,000	-5%
Dumpster Rental	6,900	7,065	6,810	7,725	5,000	0	-100%
Dumpster Sales	648	-1,364	377	584			
Equip. Reserve transfer In							
<i>Total Garbage Revenues</i>	345,435	320,024	316,304	325,391	330,000	310,000	-6%

<i>Garbage Expenses</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	57,131	62,553	52,029	47,695	49,007	32,898	-33%
Benefits & Unemployment	44,531	45,271	39,462	39,233	35,397	29,013	-18%
Contracted Services	223,189	225,894	221,914	218,777	226,500	226,500	0%
Employee Travel, Education, & Dues	0		650	7	1,500	1,500	0%
Materials & Supplies	4,698	6,361	8,817	9,278	10,700	12,200	14%
Utilities	0	0	0			0	
Repairs & Maintenance	2,378	4,696	1,513	2,438	2,500	2,500	0%
Insurance	2,532	1,583	644	851	1,325	1,000	-25%
Recording/Permits & Misc.	2,027	2,178	2,202	2,674	1,910	1,910	0%
Equipment	4,162			0		0	
Capital Improvement	0	0	0	0		0	
Interest	116	24	2				
Debt Retirement	0	0	0	0		0	
Total Garbage Expenses	340,764	348,560	327,233	320,953	328,839	307,521	-6%
<i>Garbage Rev. less Exps.</i>	4,671	(28,536)	(10,929)	4,438	1,161	2,479	114%
Depreciation							

Garbage

FY 2016

		<u>Amount</u>
Salaries		\$ 32,898
Benefits	29,013	29,013
Contract Services		226,500
Dump Fees 1000 ton @ \$220/ton	220,000	
HHW program	5,000	
Travel	1,500	1,500
Materials & Supplies		12,200
Misc Supplies	1,000	
Postage	200	
Freight	1,000	
Equipment Fuel	10,000	
Utilities		
Telephone		0
Maintenance & Repairs		2,500
Equipment Repairs	2,000	
Dumpster Repair	500	
Recording/Permits & Misc.		2,910
Advertising	0	
Vehicle Licensing	10	
Insurance	1,000	
Credit Card Fees	1,800	
Bad Debts	100	
Small Equipment Purchase	0	0
Equipment Purchase > \$5000	0	
Capital Improvement	0	0
Debt Service	0	0
		<u>0</u>
TOTAL		<u><u>\$307,521</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,
(3.0 FTE)

2014-2015 Accomplishments

- New dock for False Island public boat launch.
- New torsion bars in North cove finger floats and new decking on them.
- New water uprights at city dock.
- New signage in and around the harbor.
- Replacing a number of south cove power pedestals.
- Replaced planking in harbors.

2015-2016 Goals

- Rebuild of north & south cove finger floats
- Rebuild of main dock attachment sections
- Rebuild of the south cove approach and gang way
- Rebuild of broken torsion bars and finger floats
- Ice house expansion completed
- Replace the hinges on the float plane dock
- New bull rail at the concrete abutment at float plane dock
- Continuation of landscaping the harbor office grounds
- Get the JTB boatyard building up for boat hauler
- Address garbage on breakwater to rectify drainage problem
- Establish a new system on City dock & False island cranes

**FY2016 BUDGET WORKSHEET
ENTERPRISE FUND**

<i>Dock & Harbor Revenues</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Permanent Moorage	78596	72938	71,228	68961	75000	75000	0%
Transient Moorage	91846	90537	93,890	93584	90000	95000	6%
Container Storage	7000	12850	14,600	14400	14000	14000	0%
Outside Storage Fees	6225	4499	7,375	5664	7000	7000	0%
Equipment Rental	155	336	380	645	1000	1000	0%
Crane User Fees	4460	4943	3,863	5002	3000	6000	100%
Shower Fees	2143	2904	2,871	684	2000	2000	0%
Wharfage	1381	495	519	1068	2000	2000	0%
Launch Ramp Fees	1678	2028	2,320	2372	2000	2000	0%
Property Lease		0				0	0%
Board Advertisement		0				0	0%
Electricity from Moorage	10313	11293	19,107	7750	12500	12500	0%
Impound Fees		0					
Vessel Assist		584	814	1545	1000	1000	0%
Haulout Revenue	28868	20258	28,845	25445	28000	28000	0%
Grant Revenue	97954		25,000				
Other	30805	991	5,731	10430	6000	6000	0%
<i>Total Dock & Harbor Revenues</i>	361,424	224,656	276,543	237,550	243,500	251,500	3%

<i>Dock & Harbor Expenses</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	92,466	107,735	104,148	98,035	115,813	118,184	2%
Benefits & Unemployment	57,939	64,126	71,365	87,050	72,100	78,268	9%
Contracted Services	3,692	3,140	2,460	3,925	23,485	0	-100%
Employee Travel, Education, & Dues		3,576	3,362	2,827	2,895	2,895	0%
Materials & Supplies	16,510	16,723	17,669	17,336	19,455	11,760	-40%
Utilities	23,958	26,109	31,419	23,332	29,100	29,100	0%
Repairs & Maintenance	13,296	7,839	13,665	42,423	26,604	14,789	-44%
Insurance	23,466	19,311	17,163	18,425	21,000	28,000	33%
Recording/Permits & Misc.	3,159	5,410	8,351	17,697	3,475	3,475	0%
Equipment	6,676	12,066	3,504	574	2,650	0	-100%
Capital Improvement	0	0	693	0	0	10,000	100%
Interest							
Debt Retirement							
Total Docks/Harbor Expenses	241,162	266,035	273,799	311,624	316,577	296,472	-6%
<i>Docks/Harbors Rev less Exps</i>	120,262	(41,379)	2,744	(74,074)	(73,077)	(44,972)	-38%
Depreciation	89,909	102,922	104,787				

Docks & Harbors

FY 2016

		<u>Harbor</u>
Salaries		\$ 118,184
Benefits	78,268	78,268
Contract Services		0
NC Electrical Engineering		
City Pier & Dock Assessment		
Employee Travel, Education, & Dues		2,895
Harbor Master Dues	150	
Harbor Master Conference	2,745	
Misc Education		
Materials		11,760
Misc Supplies (Costco & AC)	3,000	
Harbor Office	2,985	
Paint	\$ 150	
Office Furniture & racks	1100	
Equipment Fuel	5,775	
Utilities		29,100
Electricity (Billable)	12,500	
Electricity (Grid)	1,000	
Electricity (St. Lights)	4,000	
Electricity Harbor Bldg	3,400	
Heating Fuel	7,000	
Telephone	1,200	
Maintenance		14,789
North Cove Supplies		8,107
Electrical	2233	
Decking & Bolts	4664	
Water Pedestals	710	
freight	500	
South Cove Supplies		4,382
Electrical	2279	
Approach & gangway	393	
Water Pedestals	710	
Misc	500	
freight	500	
City Pier, Dock & Old Fuel Dock		0
Decking & Bolts		
freight		
Float Plane Dock		500
Decking & Bolts	500	
freight	0	
Boat Hauler		1,800
Advertising		575
Permits	250	
Lease Agreement State	325	
DEC Permit		0

Docks & Harbors

FY 2016

		<u>Harbor</u>
Insurance		28,000
General Liability	28,000	
Credit Card Fees	2,400	2,400
Bad Debts	500	500
Equipment Purchases		0
Capital Improvements		
Harbormaster Building Boiler	10,000	10,000
		<u>\$ 296,472</u>

**FY2016 BUDGET WORKSHEET
ENTERPRISE FUND
DEPARTMENT REVENUES**

<i>Revenues, Marine Ind. Park</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
PMS Lease	\$90,000	\$90,000	\$4,500	\$90,000	90000	\$90,000	0%
Silver Bay Lease	142,000	137,500	137,500	154,000	144425	154,000	7%
Other Leases	21,922	26,422	55,479	14,103	15531	15,531	0%
Ice Revenue	47,798	34,494	24,540	66,430	65000	75,000	15%
Storage & Other Revenue	37,978	29,237	13,666	50,406	34000	32,000	-6%
Power Revenue	2,801	9,166	2,580	5,215	5000	7,500	50%
Interest Income	1,911			0		25,000	
<i>Total Marine Ind. Park Revenues</i>	\$344,410	\$326,819	\$238,265	\$380,154	\$353,956	\$399,031	13%

<i>Marine Ind. Park Expenses</i>	FY 2011	F 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	41324	38,019	36,283	51,802	54,864	57,651	5%
Benefits & Unemployment	42142	18,632	13,818	20,497	27,696	40,357	46%
Contracted Services	0	3,818	0	4320	0	0	
Employee Travel, Education, & Dues	180	410	1,891	1085	0	0	
Materials & Supplies	136	1,268	1,847	5842	8,923	8,043	-10%
Utilities	27,385	28,293	33,590	40024	55,000	55,000	0%
Repairs & Maintenance	1,593	32,404	9,708	20151	5,000	5,000	0%
Insurance	10,274	8,963	5,667	6831	11,000	11,264	2%
Recording/Permits & Misc.	506	325	3,274	670	300	300	0%
Equipment	0	0	2,667	4874	3,537	0	
Capital Improvement	0	3,951		0	100,000	179,435	79%
Interest	60,703	63,943	138,140	112270	-		
Debt Retirement	253,754	494,898	83,307	53668		0	
Capital Reserves							
Total Ind. Park Expenses	437,997	694,924	330,192	\$322,034	\$266,320	357,049	34%
<i>Total Marine Ind. Rev less Exps.</i>	\$ (93,587)	\$ (368,105)	\$ (91,927)	\$58,120	\$87,636	\$ 41,982	-52%

Depreciation	171340	178940	179355				
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JT Brown Industrial Park

FY 2016

Salaries		\$ 57,651
Benefits		40,357
Contract Services		0
Crane Inspection		0
Materials		8,043
Boat Yard		2,000
Misc Tools & Supplies	2000	
Boat Launch		560
False Island Pier		1,115
Anodes		
Paint & Supplies	1115	
Freight		
Icehouse		4,368
Salt	1700	
Tools	450	
Pipe Insulation	215	
Price Pump End Coupled	1003	
Freight	500	
Misc Postage		0
Misc Freight	500	
Utilities		55,000
Electricity	55000	
Maintenance		5,000
Ice House Maintenance	5,000	
Insurance		
General Liability	11,264	11,264
Property Liability		
Vehicle	0	
Permits	300	300
Advertising		
Equipment Purchases		0
Capital Improvements		179,435
Construct Boat Haul out building	25,000	
Endowment Fund(\$110,000) & Reserve Fund(44,435)	154,435	
		<u><u>\$ 357,049</u></u>

FY2016 BUDGET WORKSHEET
ENTERPRISE FUND

Revenues, Cannery	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Storage				\$2,050	\$1,500	\$1,000	-27%
Other Leases	2,650	4,725	4,725	0	5000	0	
Material Sales		101	100				
CD Interest							
Electricity							
Transfer from Endowment Fund/ Grant Revenue		332,500			0		
Total Craig Cannery Revenues	\$2,650	\$337,326	\$4,825	\$2,050	\$6,500	\$1,000	217%

Cannery Expenses	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	
Salaries				3,121			
Benefits & Unemployment				592			
Contracted Services	\$4,784			\$1,408	2000	\$2,000	
Employee Travel, Education, & Dues							
Materials & Supplies				106	300	300	
Utilities				5,996	2100	2,100	
Repairs & Maintenance				2,788	2725	2,725	
Insurance		148		9	335	335	
Recording/Permits & Misc.						0	
Equipment	150				2000	2,000	
Capital Improvement							
Interest							
Debt Retirement	1,338	1,158	2,469			0	
Total Craig Cannery Expenses	6,272	1,306	2,469	14,020	9,460	9,460	-33%
Total Cannery Rev less Exps.	(\$3,622)	\$336,020	\$2,356	(\$9,195)	(\$7,410)	(\$2,960)	-68%
Deprecitation	15,322	15,322	15,322				

Ward Cove Park FY 2016

Contract Services	\$	2,000
Ground Maint		2,725
Materials		300
Electric		2,100
Insurance		335
Equipment Purchase		2,000
Capital Improvements		
		<u><u>\$9,460</u></u>

FY2016 BUDGET WORKSHEET
ENTERPRISE FUND
DEPARTMENT REVENUES

Sewer Revenues	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Service fees	259,685	261,526	256,239	296,491	314,000	293,000	-7%
Material sales	28			0			
Interest	1,871	9	11		0		
Grant Funding for Capital	136,455	44,605					
Total Sewer Revenues	398,039	306,140	256,250	296,491	314,000	\$ 293,000	-7%
Sewer Expenses	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	83,733	83,817	48,508	95,150	86,360	105,915	23%
Benefits & Unemployment	36,482	42,600	44,296	45,556	45,556	58,818	29%
Contracted Services	4,598	6,340	5,721	5,000	5,500	6,700	22%
Employee Travel, Education, & Dues	190	280	3,270	3,000	3,000	1,725	-43%
Materials & Supplies	7,916	7,481	5,801	7,556	9,056	12,900	42%
Utilities	38,289	40,777	34,790	42,400	40,900	32,700	-20%
Repairs & Maintenance	8,272	4,903	5,208	28,000	28,000	20,500	-27%
Insurance	4,277	3,093	1,635	3,400	3,400	3,400	0%
Recording/Permits & Misc.	2,947	3,117	3,017	500	2,431	3,406	40%
Equipment	33,345	36,193	18,631	37,500	1,000	-	-100%
Capital Improvement	2,191	1,996	1,085	3,400	-		
Interest	8,430	7,549	7,070	5,938	5,127	5,127	0%
Debt Retirement	53,403	52,472	53,260	54,058	54,869	54,869	0%
Total Sewer Expenses	284,073	290,618	232,292	331,458	285,199	306,060	-8%
Excess Sewer Revs. Vs. Exps.	113,966	15,522	23,958	-34,967	28,801	(13,060)	-63%
Depreciation	217,155	227,321	233,396	230,000		227,000	

Wastewater

FY 2016

		<u>Amount</u>
Salaries		\$ 105,915
Benefits	58,818	58,818
Contractual Services		6,700
Laboratory Fees	3,000	
Sludge disposal	2,000	
Boreal Controls	100	
Tyler Pump Truck	1,600	
Education & Training		1,725
Water/Wastewater CEU	500	
Wastewater cert renewal	-	
WEF/AWWMA dues, city-wide share w/water	225	
Other		
Travel	1,000	
Materials & Supplies	5,000	12,900
Safety	-	
Shop Supplies	2,000	
Chemicals	1,000	
Office Supplies	500	
Postage	1,000	
Freight	500	
Equipment Fuel	2,900	
Utilities		32,700
Electricity, treatment plant	20,000	
8 lift stations,	10,000	
Telephone	2,700	
Maintenance & Repairs		20,500
Repairs	5,000	
Pump Stations	14,000	
Building Maintenance	1,500	
Recording/Permits & Misc.		6,806
DEC wastewater disposal permit	940	
Vehicle Licensing	20	-
Insurance	3,400	
Credit card Fees	2,000	
Bad Debts	446	
Equipment Purchase		-
Debt Payment		59,996
Interest	5,127	
Principal	54,869	
TOTAL		<u><u>\$ 306,060</u></u>

**FY2016 BUDGET WORKSHEET
ENTERPRISE FUND DEPARTMENT REVENUES**

<i>Water Revenues</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Metered service	233,767	224,471	225,898	287,010	327,500	285,000	-13%
Non-metered service	28,236	27,860	22,012	18,171	0	7,200	100%
Meter sales	3,767	5,764	4,155	17,964	1,000	1,000	0%
Turnoff notice fee	2,140	5,019	900	560	1,000	1,000	0%
Reconnection fee	1,605	1,050	1,076	1,225	500	500	0%
Total Water Revenues	269,515	264,164	254,041	324,930	330,000	294,700	-11%

<i>Water Expenses</i>	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Budget	FY 2016 Budget	% Change
Salaries	122,902	123,607	117,764	128,149	115,513	115,232	0%
Benefits & Unemployment	62,434	63,222	54,051	80,788	57,699	61,469	7%
Contracted Services	8,977	11,109	15,430	5,277	6,500	5,000	-23%
Employee Travel, Education, & Dues	840	2,211	2,140	4,017	2,190	2,190	0%
Materials & Supplies	45,388	34,810	30,545	63,997	43,700	39,700	-9%
Utilities	48,779	51,117	46,331	51,122	59,800	62,100	4%
Repairs & Maintenance	6,295	5,130	5,130	5,940	9,200	11,900	29%
Insurance	5,622	4,600	3,174	3,375	5,275	5,275	0%
Recording/Permits & Misc.	2,327	2,338	2,180	2,808	2,310	2,310	0%
Equipment	4,892	431	-1,517	983	9,600	2,000	-79%
Capital Improvement	0	0	0	0		0	
Debt Retirement	7,501	24	6,290	10,060	16,737	24,580	47%
Total Water Expenses	315,957	298,599	281,518	356,516	328,524	331,756	1%
Excess Water Revs. Vs Exps.	(46,442)	(34,435)	(27,477)	(31,586)	1,476	(37,056)	17%

Depreciation	257,245	273,154	281,737	283,576			
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Water

FY 2016

		Amount
Salaries		\$ 115,232
Employee Benefits	61,469	61,469
Contract Services		5,000
Laboratory testing	5,000	
Boreal Controls	0	
Employee Travel, Education, & Dues		2,190
Travel	1,000	
Water/Wastewater CEU	500	
Dues	690	
Material & Supplies		
Misc Supplies	4,800	39,700
Safety		
Chemicals	22,000	
Poffice Supplies	500	
Postage	1,000	
Freight	9,000	
Equipment Fuel (450 gal @ 5.00)	2,400	
Utilities		62,100
Electric	58,300	
Heating Fuel	1,000	
Telephone	2,800	
Maintenance & Repairs		11,900
Equipment Repair	5,000	
Building & Grounds Maintenance	2,500	
Shop Supplies	1,700	
Treatment Plant repairs	2,700	
Recording/Permits & Misc.		7,585
Advertising	500	
Vehicle Licensing	10	
Insurance	5,275	
Permits	100	
Credit Card Fees	1,700	
Small Equipment Purchases		0
Equipment Purchases >5000	2,000	2,000
Capital Improvements		0
Debt Service		
Interest		24,580
Water End Connection Loan	8737	
Water Line Loan	15843	
TOTAL		\$ 331,756



**Special Revenue Fund
Fiscal Year 2016**

May 2015

RESTRICTED FUNDS FY 2016

SCHOOL

Net Cash beginning of Year

Secure School Funding	\$	2,154,835
City Appropriation Prior Yr	\$	1,200,000

Revenue

National Forest Receipts	\$	-
City Appropriation FY 2016	\$	400,000
Interest Revenue	\$	2,013

Total \$ 402,013

Expenditures

Electricity St Lights	\$	4,400
School Support	\$	550,600
Craig Booster Club (Gym Ad)	\$	400
Craig Graduation	\$	500
Craig School Trip to College, Tech School	\$	1,500

Total \$ 557,400

Net Cash

\$ 3,199,448

Roads

National Forest Revenue	\$	13,600.00
Gravel	\$	5,000.00
Equipment	\$	8,600.00

Total \$ 13,600.00

Net Cash

\$ -

Equipment Acquisition for Governmental Funds

Beginning Balance	\$	70,703
FY 2015 Fish Tax		57,350
Total		128,053

Expenditures

Wash Bay		10,500
Police Vehicle		7,000
Oil Containment		10,000
10% Match for Ambulance		10,000

Total 37,500

Net Cash

\$ 90,553

Capital Project Match Funds

Beginning Balance	\$	109,015
FY 2016 Endowment Fund		<u>32,352</u>
Total		141,367
Expenditures		
North Fork Dam Improvements		<u>50,000</u>
Ice House Improvements		<u>60,000</u>
Total		110,000
Net Cash	\$	<u><u>31,367</u></u>

Aquatic Center Improvements

FY 2015 Bond Sale Proceeds	\$	2,001,439
Expenditures		
Roof Replacement		900000
Air Handler & Misc Repairs	\$	1,101,439
Total		2,001,439
Net Cash	\$	-



**Capital Projects
Fiscal Year 2016**

May 2015

CAPITAL PROJECT FUNDS

Road Improvements

This fund accounts for a grant fund from the Federal Highway and Alaska Capital Budget. The funds are used to complete the paving of city streets.

Revenue

Fed Hwy Funds	3,277,375
State Leg Funds	1,815,279
Craig Tribal Association	947,869
2014 State Legislative Grant	600,000
Total	<u>\$ 6,640,523</u>

Expenditures

Prior year improvements	\$ 5,577,748
Contract Services	<u>\$ 1,062,775</u>

Net Cash

\$ -
<u><u>\$ -</u></u>

Craig Cannery Site Harbor Development

These funds will provide a portion of the local share of the US Army Corps of Engineer's economic and feasibility study for a new harbor at the Craig Cannery Site.

Revenue

Alaska State Legislative Grant	\$ 400,000
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Expenditures

Prior Years	250,000
Expenditures	150,000

Net Cash

<u><u>\$ 150,000</u></u>

CAPITAL PROJECT FUNDS

Road Improvements

This fund accounts for a grant fund from the Federal Highway and Alaska Capital Budget. The funds are used to complete the paving of city streets.

Revenue		
	Fed Hwy Funds	3,277,375
	State Leg Funds	1,815,279
	Craig Tribal Association	947,869
	2014 State Legislative Grant	600,000
	Total	<u>\$ 6,640,523</u>
Expenditures		
	Prior year improvements	\$ 5,577,748
	Contract Services	<u>\$ 1,062,775</u>
Net Cash		<u>\$ -</u>
		<u>\$ -</u>

Craig Cannery Site Harbor Development

These funds will provide a portion of the local share of the US Army Corps of Engineer's economic and feasibility study for a new harbor at the Craig Cannery Site.

Revenue		
	Alaska State Legislative Grant	\$ 400,000
Expenditures		
	Prior Years	250,000
	Expenditures	150,000
Net Cash		<u>\$ 150,000</u>