

BIENNIAL BUDGET
FISCAL YEAR 2016
YEAR 2 OF THE FY15/FY16 BIENNIAL BUDGET



City and Borough of Juneau Assembly

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Mayor

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Assembly Finance Committee

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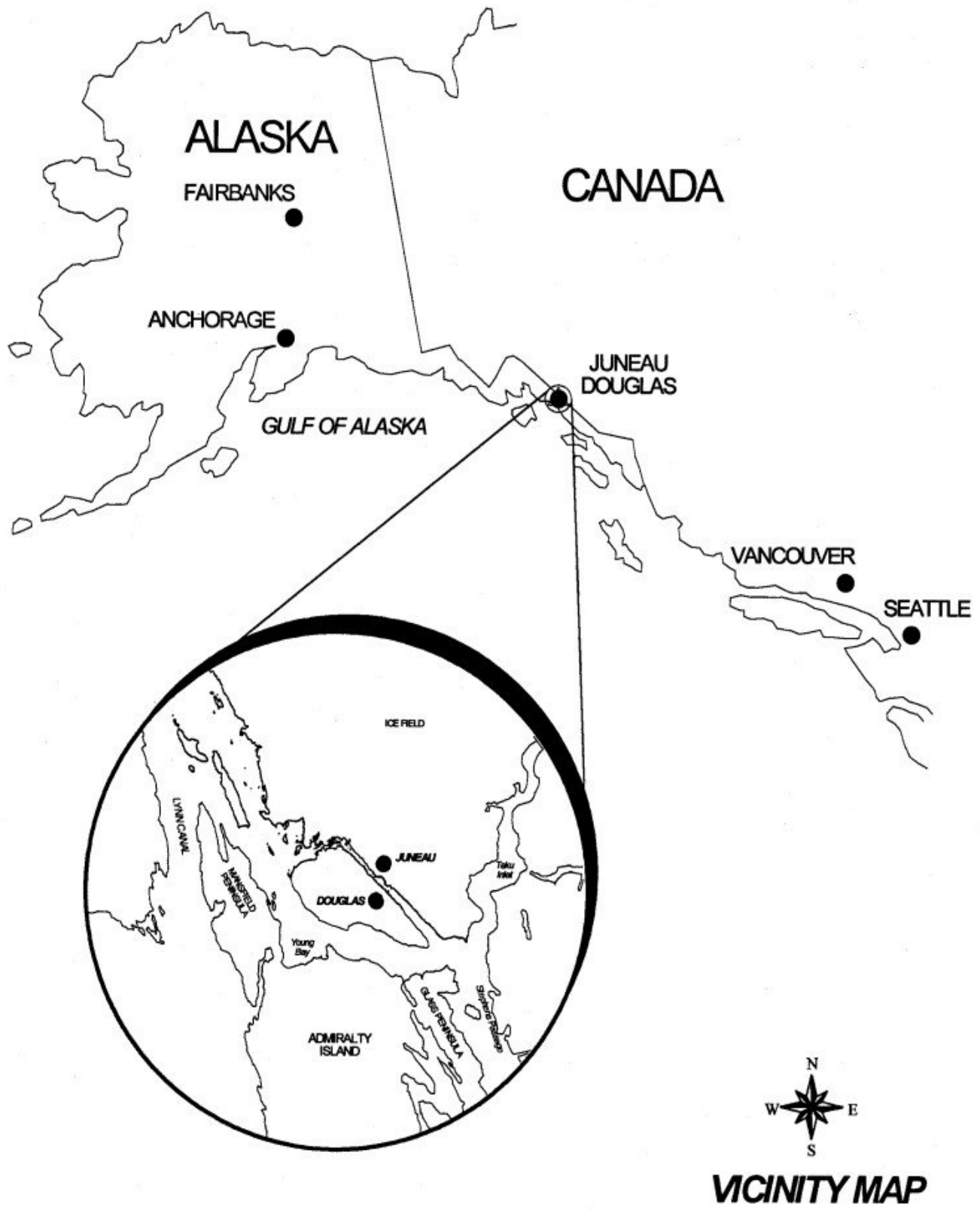
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Kate Troll
Assembly Member

Jesse Kiehl
Assembly Member

Debbie White
Assembly Member

Kim Kiefer, *City and Borough Manager*
Rob Steedle, *Deputy City and Borough Manager*
Bob Bartholomew, *Finance Director*
Elisabeth Jensen, *Budget Analyst*



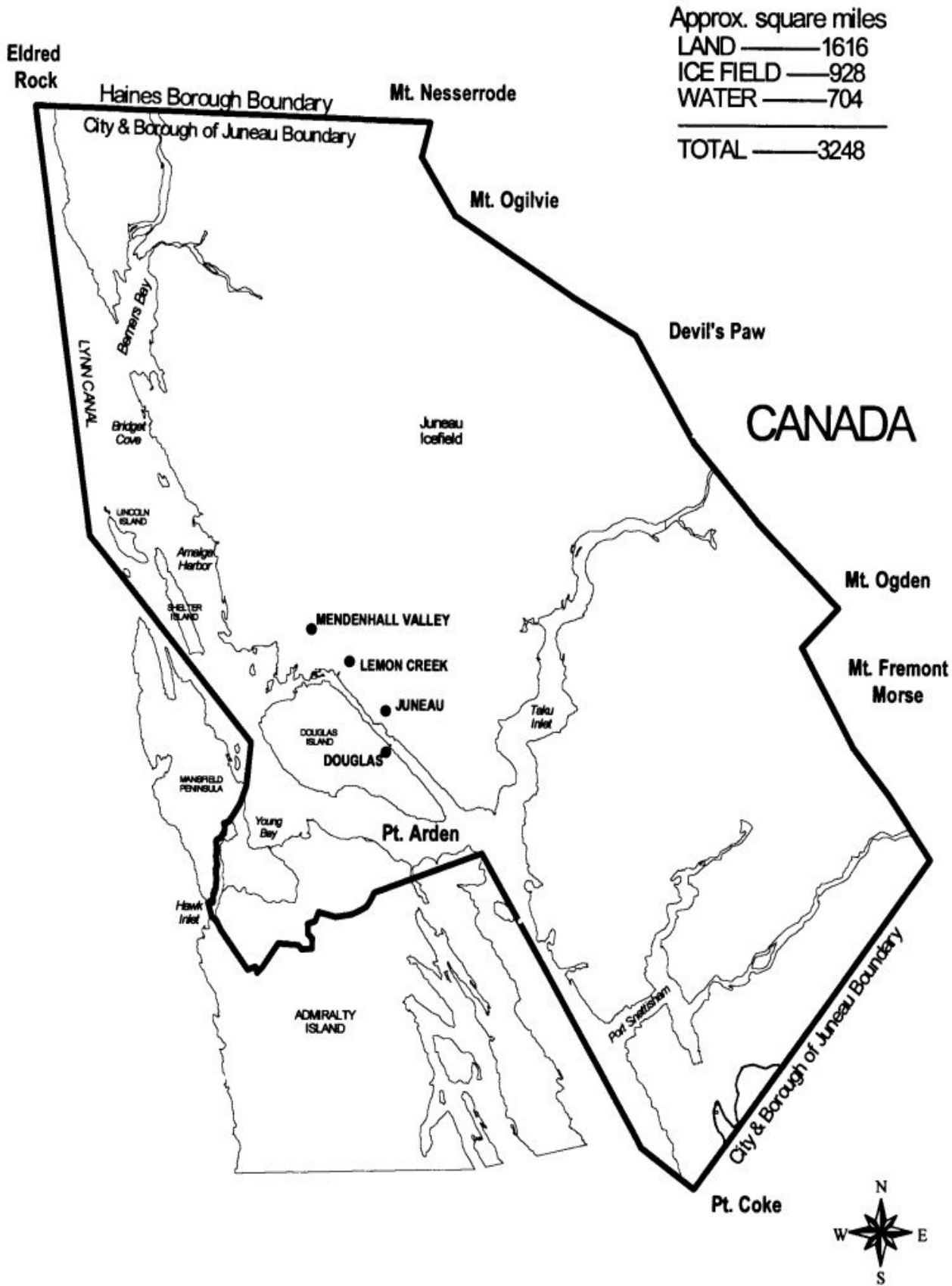


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OVERVIEW OF GOVERNMENTAL FUNCTIONS

The City and Borough of Juneau (CBJ) provides a wide range of public services. When reviewing the CBJ's budget, it is important to understand the funding mechanism and financial relationship of funding public services. The CBJ budgets for public services on a fiscal year basis starting on July 1 and ending on June 30 of each year. The CBJ uses an Assembly-City Manager form of government. There is a separately elected School Board specifically charged with the responsibility of managing the School District's operations. The Assembly is responsible for hiring a City Manager. The City Manager is responsible for the administration of most public service functions. For the management of hospital, airport, docks and harbors and ski area services, the Assembly has elected to appoint lay boards.

The CBJ budgets for services in cost centers referred to as "funds". In some cases, multiple services can be accounted for within a single fund (such as the General Fund) and in other cases, services are accounted for separately. How services are combined within a fund generally relates to the restrictions placed on the uses of the revenue sources. The services provided by the CBJ can be divided into three areas: general governmental functions (including the General Fund), business-type functions (enterprise funds) and capital projects. The general governmental functions are either solely or significantly funded with general tax levies (property and sales tax). The General Fund, within the category of general governmental, is used to fund unrestricted areawide general public services. Business-type functions are mainly funded through user fees. Capital projects represent general tax and special tax levies and general operating funds used for capital project support. When complying with generally accepted accounting principles (GAAP), these funds can be further subdivided into activities that are considered major and nonmajor funds. Major funds, as reported in CBJ's financial reports, consist of the general fund, plus all funds where the revenues, expenditures/expenses, assets or liabilities are at least 10% of the corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for governmental and enterprise funds. All other funds are considered nonmajor funds.

The table below shows how CBJ functions are categorized within areas and fund categories. Descriptions of the individual funds can be found in the Definition of Funds section of this document.

General Governmental Function:

Major Funds

General Fund

Functions within the General Fund:

- Mayor and Assembly
- Manager's Office
- Clerk and Elections
- Management Information Services
- Community Development
- General Engineering
- Emergency Services
- Lands
- Law
- Libraries
- Human Resources
- Finance

Roaded Service Area

Functions within the Roaded Service Area:

- Parks and Recreation
- Police
- Streets
- Capital Transit

Sales Tax

Nonmajor Funds

- Affordable Housing
- Debt Service
- Downtown Parking
- Eaglecrest Ski Area
- Fire Service Area
- Hotel Tax
- Library Minor Contributions
- Marine Passenger Fees
- Port Development Fees
- Special Assessments
- Tobacco Excise Tax
- Visitor Services
- Jensen-Olson Arboretum

- Capital Projects - Roads & Sidewalks, Fire & Safety
- Community Development, Parks & Recreation

OVERVIEW OF GOVERNMENTAL FUNCTIONS

Business-type Functions (Enterprise Funds):

Major Funds

- Airport
- Bartlett Regional Hospital
- Docks
- Harbors
- Water Utility
- Wastewater Utility

Nonmajor Fund

- Waste Management

Capital Project:

Major Funds

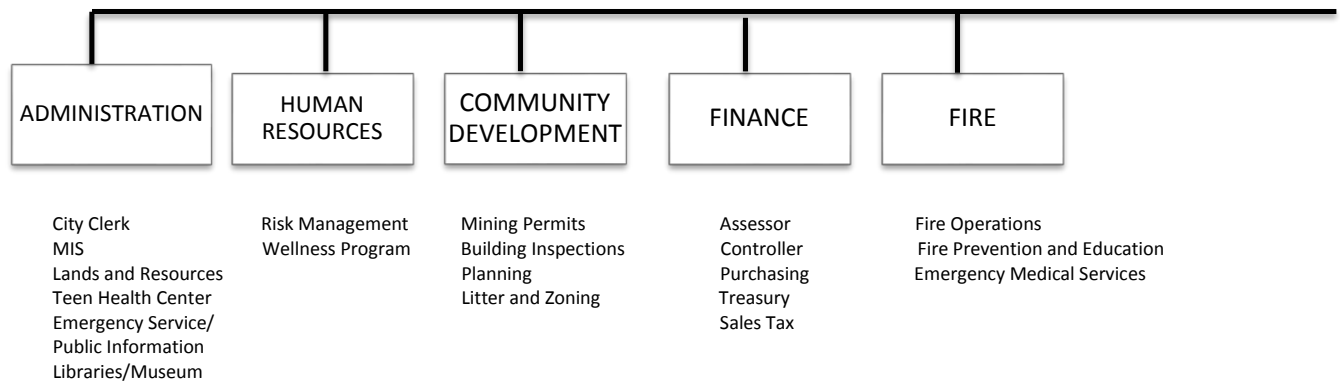
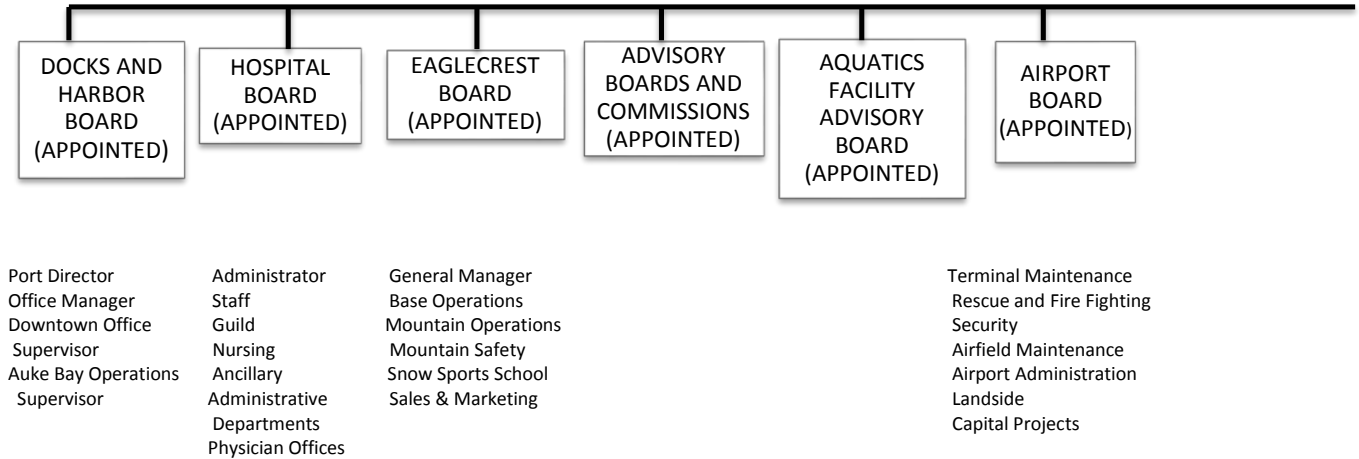
- Capital Projects

The CBJ has 5 agency funds for which no budget is adopted. The funds are used to report assets and liabilities for deposits and investments entrusted to the CBJ as an agent for others and do not support any CBJ programs.

The chart on the following pages shows the organization of the CBJ based on management control.

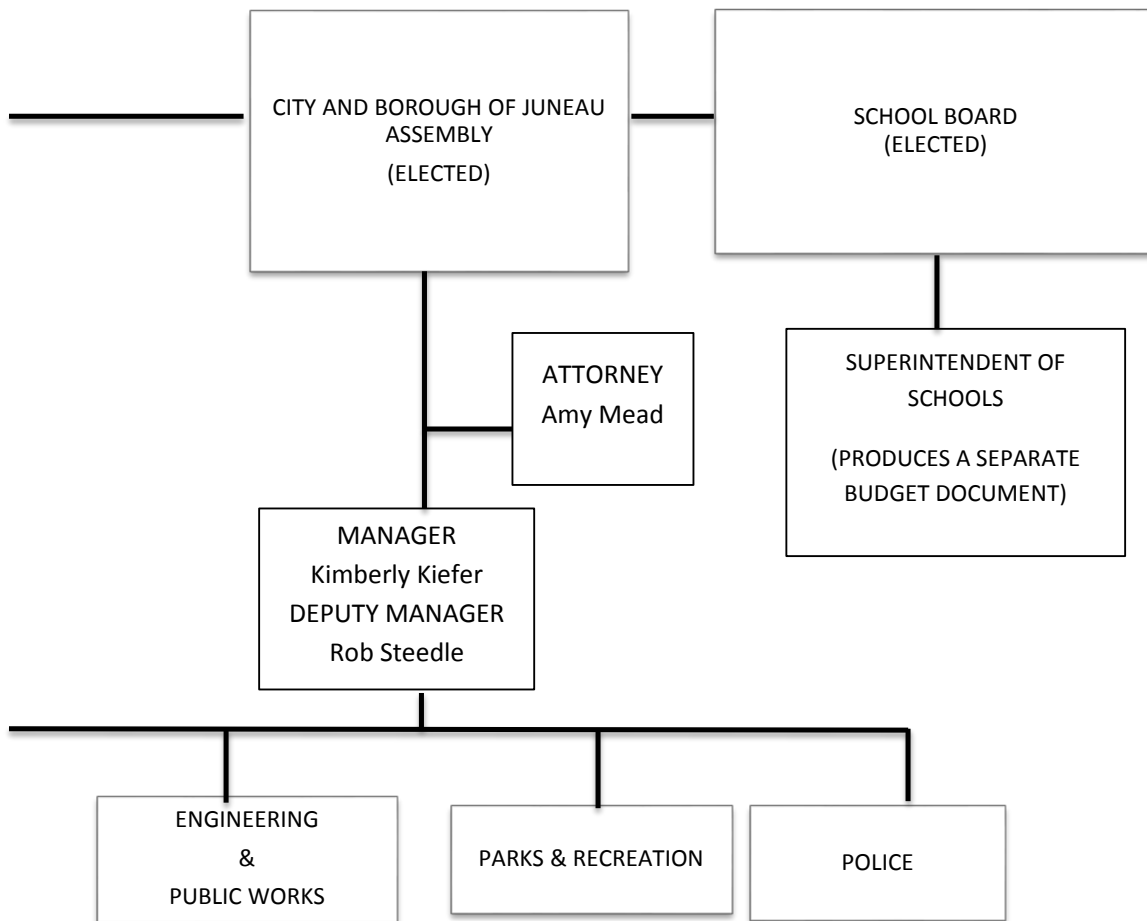
OVERVIEW OF GOVERNMENTAL FUNCTIONS

This chart highlights the basic functions of the City and Borough of Juneau as well as the overall



OVERVIEW OF GOVERNMENTAL FUNCTIONS

hierarchical structure of the administration.



General Engineering
Water Connection
Capital Improvement Projects
Fleet Maintenance
Street Maintenance
Capital Transit
Waste Management
Wastewater
Water

Parks and Landscaping
Recreation
Facility Maintenance
Youth Center
Treadwell Arena
Jensen-Olson Arboretum

Patrol
Dispatching
Parking Control
Records
Metro
Community Work Service Program
Investigation

GENERAL FUND SUMMARY

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
Expenditures:					
Personnel Services	\$ 19,483,400	20,795,300	20,204,300	21,663,200	21,291,800
Commodities and Services	12,153,300	12,432,900	12,222,800	9,334,200	10,500,500
Capital Outlay	24,400	143,800	118,300	101,800	101,800
Contingency	13,100	20,000	20,000	20,000	20,000
Return Marine Passenger Fee Proceeds (1)	33,100	-	-	-	-
Capital Projects Indirect Cost Allocation	(524,300)	(524,300)	(524,300)	(524,300)	(524,300)
Interdepartmental Charges	(4,201,200)	(4,261,400)	(4,310,300)	(4,392,900)	(4,374,300)
Support to other funds	25,439,500	25,741,900	25,741,900	25,741,900	26,360,500
Better Capital City	425,300	440,500	440,500	440,500	440,500
Total Expenditures	52,846,600	54,788,700	53,913,200	52,384,400	53,816,500
Funding Sources:					
State Support:					
State Shared Revenue	11,400	15,000	15,000	15,000	15,000
ASHA "in Lieu" Tax	47,700	40,000	52,600	40,000	40,000
Miscellaneous Grants	1,139,700	1,970,900	2,017,400	147,200	390,700
Total State Support	1,198,800	2,025,900	2,085,000	202,200	445,700
Federal Support:					
Federal "in Lieu" Tax	-	1,700,000	1,895,700	15,000	1,800,000
Local Support:					
Property Taxes	29,044,200	29,318,400	29,170,100	30,983,700	29,873,000
Charges for Services	1,485,300	1,134,600	1,541,700	1,133,900	1,536,000
Licenses, Permits, Fees	888,200	795,900	848,400	962,900	751,400
Sales	3,900	10,900	12,000	10,900	11,400
Fines and Forfeitures	91,200	112,400	64,500	114,100	94,400
Donations	3,100	22,000	35,900	7,000	24,800
Investment and Interest Income	1,843,000	1,951,200	1,719,200	2,187,100	2,172,100
Total Local Support	33,358,900	33,345,400	33,391,800	35,399,600	34,463,100
Total Revenues	34,557,700	37,071,300	37,372,500	35,616,800	36,708,800
Support from other funds	29,291,600	17,327,000	17,434,500	16,882,300	17,797,800
Total Revenues and Support from other funds	63,849,300	54,398,300	54,807,000	52,499,100	54,506,600
Surplus/(Deficit)	11,002,700	(390,400)	893,800	114,700	690,100
Fund Balance Reserve Contribution	10,030,800	650,000	650,000	1,000,000	1,000,000
Fund Balance From/(To) Available	(971,900)	1,040,400	(243,800)	885,300	309,900
Total Funding Sources	\$62,877,400	55,438,700	54,563,200	53,384,400	54,816,500
FUND BALANCE RESERVE	\$11,760,200	12,410,200	12,410,200	12,410,200	13,410,200
AVAILABLE FUND BALANCES	\$ 3,504,700	2,464,300	3,748,500	2,863,200	3,438,600

(1) In 2002, the Assembly Finance Committee directed staff to transfer unexpended marine passenger fee funds, designated for specific projects and activities, to Waterfront Open Space Land Acquisition. Unexpended proceeds are returned to the Marine Passenger Fee Fund and appropriated to Waterfront Open Space Land Acquisition as part of the subsequent year budget process.

ROADED SERVICE AREA SUMMARY

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENDITURES:					
Personnel Services	\$ 19,545,700	20,455,200	19,847,900	21,618,300	21,273,600
Commodities and Services	9,597,000	10,501,300	10,116,900	10,536,200	10,219,700
Capital Outlay	40,800	-	9,100	-	-
Support to:					
General Fund - Budget Reserve	1,000,000	-	-	-	-
Eaglecrest	25,000	25,000	25,000	25,000	25,000
Education - Operating	-	500,000	500,000	-	-
Education - Other (Student Activities)	200,000	-	-	-	-
Downtown Parking	202,000	195,000	195,000	195,000	100,000
Total Expenditures	30,610,500	31,676,500	30,693,900	32,374,500	31,618,300
FUNDING SOURCES:					
State Support:					
State Shared Revenue	2,091,200	2,080,600	2,114,500	2,075,000	2,080,600
State Grants	1,133,900	1,159,800	1,137,700	1,154,500	1,154,500
Total State Support	3,225,100	3,240,400	3,252,200	3,229,500	3,235,100
Federal Support:					
Secure Rural Schools/Roads	556,000	637,000	679,400	-	637,000
Federal Grants	215,300	206,300	216,300	5,000	70,700
Total Federal Support	771,300	843,300	895,700	5,000	707,700
Local Support:					
Property Taxes	8,559,500	8,656,200	8,545,000	9,258,500	8,741,900
Charges for Services	1,837,400	1,821,600	1,800,500	1,826,600	1,857,700
E911 Surcharge	1,045,400	875,000	900,000	875,000	900,000
Contracted Services	446,400	564,600	630,700	665,800	670,900
Licenses, Permits, Fees	135,200	151,100	131,500	152,300	141,600
Sales	34,400	21,500	24,600	21,500	23,600
Fines and Forfeitures	220,100	428,400	271,300	476,400	239,700
Rentals and Lease	341,600	372,600	354,200	374,100	325,800
Donations and Contributions	30,500	700	200	700	700
Investment and Interest Income	7,800	4,700	3,100	4,700	4,700
Other Revenue	309,600	97,400	90,200	98,000	97,900
Interdepartmental Charges	151,100	150,000	139,000	144,600	147,100
Total Local Support	13,119,000	13,143,800	12,890,300	13,898,200	13,151,600

ROADED SERVICE AREA SUMMARY

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
Support From Other Funds:					
Sales Tax	11,139,000	12,090,500	12,090,500	12,224,000	11,686,300
Tobacco Excise Tax	-	-	-	-	416,400
Marine Passenger Fee	1,147,000	1,161,500	1,161,500	1,161,500	1,245,700
Total Support	12,286,000	13,252,000	13,252,000	13,385,500	13,348,400
Total Revenues and Support From Other Funds	29,401,400	30,479,500	30,290,200	30,518,200	30,442,800
Surplus/(Deficit)	(1,209,100)	(1,197,000)	(403,700)	(1,856,300)	(1,175,500)
Fund Balance (To)/From Available	1,209,100	1,197,000	403,700	1,856,300	1,175,500
Total Funding Sources	\$30,610,500	31,676,500	30,693,900	32,374,500	31,618,300
FUND BALANCE RESERVE	\$ -	45,000	45,000	121,200	90,000
AVAILABLE FUND BALANCES	\$ 3,877,500	2,635,500	3,428,800	1,496,300	2,208,300

FIRE SERVICE AREA SUMMARY

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENDITURES:					
Personnel Services	\$ 2,319,700	2,541,700	2,543,700	2,623,100	2,518,300
Commodities and Services	908,800	1,299,000	1,240,200	1,328,300	1,301,700
Capital Outlay	3,700	66,000	69,700	-	-
Total Expenditures	3,232,200	3,906,700	3,853,600	3,951,400	3,820,000
FUNDING SOURCES:					
Property Taxes	1,497,100	1,641,400	1,621,500	1,657,700	1,420,700
Charges for Services	21,000	14,000	36,200	14,000	41,300
Contracted Services	572,500	573,000	573,000	594,000	581,200
Donations	3,100	-	5,000	-	-
State Grants	35,100	76,000	20,000	-	56,000
Federal Grants	22,300	40,500	40,500	-	-
Other Revenue	-	-	100	-	-
Interdepartmental Charges	1,200	1,200	1,200	1,200	1,200
Support from:					
Sales Tax	933,000	1,434,000	1,434,000	1,445,900	1,440,900
Tobacco Excise Tax	-	-	-	-	61,900
Marine Passenger Fee	70,000	70,000	70,000	70,000	70,000
Fund Balance (To) From	76,900	56,600	52,100	168,600	146,800
Total Funding Sources	\$ 3,232,200	3,906,700	3,853,600	3,951,400	3,820,000
FUND BALANCE RESERVE	\$ 62,700	62,700	-	62,700	-
AVAILABLE FUND BALANCES	\$ 557,300	500,700	567,900	336,600	421,100

NOTES

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NONDEPARTMENTAL SPECIAL REVENUE FUNDS

This section contains various Revenue Funds. The funds are listed mainly for accounting purposes to keep track of revenues and support to service departments. The dollar amounts listed in these funds support the budgeted service listed in other sections.

REVENUE FUNDS

Hotel Tax
Tobacco Excise Tax
Sales Tax
Port Development
Library Minor Contributions
Marine Passenger Fee
Affordable Housing
Community Development Block Grant

NONDEPARTMENTAL SPECIAL REVENUE FUNDS

HOTEL TAX FUND

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENDITURES:					
Sales Tax Division Allocation	\$ 14,400	10,700	10,800	11,200	13,300
Interdepartmental Charges	15,000	3,100	3,100	3,100	3,100
Support to Visitor Services:					
Centennial Hall	374,000	475,000	475,000	475,000	568,700
Juneau Convention and Visitors Bureau (JCVB)	773,800	773,800	773,800	773,800	745,000
Total Expenditures	1,177,200	1,262,600	1,262,700	1,263,100	1,330,100
FUNDING SOURCES:					
Hotel Tax Revenue	1,303,900	1,275,000	1,325,000	1,300,000	1,350,000
Fund Balance (To) From	(126,700)	(12,400)	(62,300)	(36,900)	(19,900)
Total Funding Sources	\$ 1,177,200	1,262,600	1,262,700	1,263,100	1,330,100
FUND BALANCE	\$ 506,000	518,400	568,300	605,200	588,200

TOBACCO EXCISE TAX FUND

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENDITURES:					
Sales Tax Division Allocation	\$ 8,800	13,300	13,300	13,900	16,500
Interdepartmental Charges	7,800	3,100	3,100	3,100	3,100
Support to:					
General Fund	274,400	211,300	211,300	211,300	416,400
Roaded Service Area	-	-	-	-	416,400
Fire Service Area	-	-	-	-	61,900
Housing First Grant	-	-	-	-	647,000
Social Services Block Grants :					
Operations	875,200	828,900	828,900	828,900	828,900
Utilities	50,000	50,000	50,000	50,000	50,000
Bartlett Regional Hospital	136,000	178,000	178,000	178,000	518,000
Total Expenditures	1,352,200	1,284,600	1,284,600	1,285,200	2,958,200
FUNDING SOURCES:					
Tobacco Excise Tax	1,330,500	1,280,000	1,483,000	1,225,000	2,943,000
Fund Balance (To) From	21,700	4,600	(198,400)	60,200	15,200
Total Funding Sources	\$ 1,352,200	1,284,600	1,284,600	1,285,200	2,958,200
FUND BALANCE	\$ 111,000	106,400	309,400	249,200	294,200

NONDEPARTMENTAL SPECIAL REVENUE FUNDS

SALES TAX FUND

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENDITURES:					
Sales Tax Division Allocation	411,300	403,800	406,300	423,200	503,500
Interdepartmental Charges	362,500	294,600	294,600	294,600	294,600
Support to:					
Debt Service	1,507,800	2,617,800	2,617,800	2,613,000	2,375,900
General Fund - Areawide	15,297,000	13,788,500	13,788,500	13,992,000	12,499,300
General Fund - Budget Reserve	9,030,800	650,000	650,000	-	1,000,000
Areawide Capital Projects	14,317,200	12,612,200	12,612,200	13,937,000	15,084,100
Fire Service Area	933,000	1,434,000	1,434,000	1,445,900	1,440,900
Roaded Service Area	11,139,000	12,090,500	12,090,500	12,224,000	11,686,300
Liquor Sales Tax to Bartlett Regional Hospital	987,000	945,000	945,000	945,000	945,000
Total Expenditures	53,985,600	44,836,400	44,838,900	45,874,700	45,829,600
FUNDING SOURCES:					
Sales Tax:					
Permanent 1% - Gen. Government	8,796,900	8,735,000	8,735,000	8,805,000	8,960,000
Temporary 3%, term 07/01/12 - 06/30/17					
General Government 1%	8,796,900	8,735,000	8,735,000	8,805,000	8,960,000
Capital Projects 1%	8,796,900	8,735,000	8,735,000	8,805,000	8,960,000
Emergency Budget Reserve, Capital Projects & Youth Activities 1%	8,796,900	8,735,000	8,735,000	8,805,000	8,960,000
Temporary 1% for Multiple Capital Projects: (1)					
Term 10/01/08 - 09/30/13	2,910,500	-	-	-	-
Term 10/01/13 - 09/30/18	5,886,300	8,735,000	8,735,000	8,805,000	8,960,000
Liquor Sales Tax 3%	954,000	934,000	934,000	943,000	943,000
Charges for Services	19,700	21,300	21,300	21,500	21,500
Fund Balance (To) From	9,027,500	206,100	208,600	885,200	65,100
Total Funding Sources	\$ 53,985,600	44,836,400	44,838,900	45,874,700	45,829,600
AVAILABLE FUND BALANCES	\$ 2,778,900	2,572,800	2,570,300	1,685,100	2,505,200

(1) Juneau voters have repeatedly authorized the extension of a 1% temporary sales tax to fund needed capital projects within the community. These projects include, but are not limited to, major school repairs, construction of recreational facilities, areawide sewer expansion, airport and harbor upgrades and renovation. See the Major Revenue Analysis section for a more detailed description of sales tax revenues.

NONDEPARTMENTAL SPECIAL REVENUE FUNDS

PORT DEVELOPMENT FUND

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENDITURES:					
Interdepartmental Charges	\$ 5,500	5,500	5,500	5,500	5,500
Support to:					
Debt Service	-	403,900	425,100	403,200	1,849,300
Capital Projects	7,325,000	4,100,000	4,100,000	4,100,000	5,000,000
Total Expenditures	7,330,500	4,509,400	4,530,600	4,508,700	6,854,800
FUNDING SOURCES:					
Port Development Fees	2,864,600	2,874,000	2,890,800	2,874,000	2,920,000
State Marine Passenger Fees	4,400,000	4,275,000	4,518,200	4,275,000	4,611,900
Fund Balance (To) From	65,900	(2,639,600)	(2,878,400)	(2,640,300)	(677,100)
Total Funding Sources	\$ 7,330,500	4,509,400	4,530,600	4,508,700	6,854,800
FUND BALANCE	\$ 15,700	2,655,300	2,894,100	5,534,400	3,571,200

LIBRARY MINOR CONTRIBUTIONS FUND

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENDITURES:					
Commodities and Services	\$ -	-	-	-	25,000
Total Expenditures	-	-	-	-	25,000
FUNDING SOURCES:					
Donations and Contributions	5,500	3,000	22,000	3,000	3,000
Fund Balance (To) From	(5,500)	(3,000)	(22,000)	(3,000)	22,000
Total Funding Sources	\$ -	-	-	-	25,000
FUND BALANCE	\$ 152,400	155,400	174,400	177,400	152,400

NONDEPARTMENTAL SPECIAL REVENUE FUNDS

MARINE PASSENGER FEE FUND

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENDITURES:					
Interdepartmental Charges	\$ 5,500	5,500	5,500	5,500	5,500
Support to:					
General Fund	1,852,800	1,569,800	1,569,800	1,569,800	1,920,500
Roaded Service Area	1,147,000	1,161,500	1,161,500	1,161,500	1,245,700
Fire Service Area	70,000	70,000	70,000	70,000	70,000
Visitor Services - Juneau Convention and Visitors Bureau	270,000	280,000	280,000	280,000	310,000
Equipment Replacement	-	-	-	-	-
Dock	287,600	287,600	287,600	287,600	317,600
Bartlett Regional Hospital	54,500	61,500	61,500	61,500	86,000
Capital Projects	2,670,400	1,264,100	1,264,100	1,194,300	800,200
Total Expenditures	6,357,800	4,700,000	4,700,000	4,630,200	4,755,500
FUNDING SOURCES:					
Marine Passenger Fee	4,864,000	4,790,000	4,807,000	4,790,100	4,867,000
Returned Marine Passenger Fee Proceeds (1)					
General Fund	33,100	-	-	-	-
Visitor Services	4,600	-	-	-	-
Lands	1,514,600	-	-	-	-
Roaded Service Area	-	-	-	-	-
Fund Balance (To) From	(58,500)	(90,000)	(107,000)	(159,900)	(111,500)
Total Funding Sources	\$ 6,357,800	4,700,000	4,700,000	4,630,200	4,755,500
FUND BALANCE	\$ 125,300	215,300	232,300	392,200	343,800

(1) In 2002, the Assembly Finance Committee directed staff to transfer unexpended marine passenger fee funds, designated for specific projects and activities, to Waterfront Open Space Land Acquisition. Unexpended proceeds are returned to the Marine Passenger Fee Fund and appropriated to Waterfront Open Space Land Acquisition as part of the subsequent year budget process.

NONDEPARTMENTAL SPECIAL REVENUE FUNDS

AFFORDABLE HOUSING FUND

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENDITURES:					
Personnel Services	\$ -	-	2,700	-	-
Commodities and Services	-	152,000	149,300	-	100,000
Total Expenditures	-	152,000	152,000	-	100,000
FUNDING SOURCES:					
Loan repayments	13,500	-	-	-	-
State grant	-	77,000	77,000	-	-
Fund Balance (To) From	(13,500)	75,000	75,000	-	100,000
Total Funding Sources	\$ -	152,000	152,000	-	100,000
FUND BALANCE	\$ 661,500	586,500	586,500	586,500	486,500

Note: The Affordable Housing Fund comes under the direct operational responsibility of the Mayor and Assembly. Disbursement from the Affordable Housing Fund requires specific Assembly authorization.

COMMUNITY DEVELOPMENT BLOCK GRANT

	FY14 Actuals	FY15		FY16	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENDITURES:					
Commodities and Services	\$ -	-	-	-	111,600
Total Expenditures	-	-	-	-	111,600
FUNDING SOURCES:					
Loan repayments	-	-	-	-	-
State grant	-	-	-	-	-
Fund Balance (To) From	-	-	-	-	111,600
Total Funding Sources	\$ -	-	-	-	111,600
FUND BALANCE	\$ 111,600	111,600	111,600	111,600	-

Note: The Community Development Block Grant Fund comes under the direct operational responsibility of the Mayor and Assembly. Disbursement from the Community Development Block Grant Fund requires specific Assembly authorization.