

**CITY OF CRAIG
COUNCIL AGENDA
APRIL 7, 2022
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

Mayor Tim O'Connor, Hannah Bazinet, Jim See, Julie McDonald, Michael Kampnich, Chanel McKinley, Millie Schoonover

CONSENT AGENDA

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

- Meeting Minutes March 17, 2022

HEARING FROM THE PUBLIC

- Resolution 22-09, Amending the Employee Handbook
- Resolution 22-10, Appointing A Vice Mayor
- Open for Public Comment

REPORTS FROM CITY OFFICIALS

Mayor	City Planner	Public Works
Administrator	Fire/EMS Coordinator	Recreation
Treasurer	Harbormaster	Parks and Public Facilities
Aquatic Manager	Library	
City Clerk	Police Chief	

READING OF CORRESPONDENCE

- Alaska CAMA Company, LLC, 2022 Assessment Fieldwork Letter
- Steve Silver Status Report

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Resolution 22-09, Amending the Employee Handbook
- Resolution 22-10, Appointing A Vice Mayor

UNFINISHED BUSINESS

NEW BUSINESS

- Spruce Street Water Tank Salvage

COUNCIL COMMENTS

ADJOURNMENT

To provide public comment to the council remotely, submit written comments or contact the Craig City Clerk at cityclerk@craigak.com or by calling 826-3275, before 5:00 p.m. by the day of the council meeting. City council meetings may be viewed at: <https://www.youtube.com/channel/UCTou8Pn03MIEjLLb9Em0Xrg>.

CITY OF CRAIG
COUNCIL MEETING
THURSDAY MARCH 17, 2022

ROLL CALL

Jim See, Chairperson called the meeting to order at 6:30 p.m. Present were Julie McDonald, Millie Schoonover, Michael Kampnich. Julie McDonald was absent and excused. Mayor Timothy O'Connor attended by telephone. Chanel McKinley attended by telephone but was excused at 6:32 p.m. Hannah Bazinet was absent and excused.

Staff present: Brian Templin, City Administrator; Sheri Purser, Treasurer; Tracey Jensen, City Clerk, Hans Hjort, Harbormaster, Pillar Mas, Human Resources Clerk and Victoria Merritt, Recreation Director.

Audience present: Rudy Bean and Clinton Cook, Sr. were present.

CONSENT AGENDA

1. City Council Meeting Minutes of March 3, 2022

SCHOONOVER/KAMPNICH

Moved to adopt the Consent Agenda.
MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

None.

READING OF CORRESPONDENCE

1. City of Fairbanks Resolution No. 5005, Opposing House Bill 55 Reestablishing a Defined Benefit Program
2. Governor Dunleavy's Craig 100th Anniversary Congratulations Letter
3. Frederick George Hamilton, Sr. Alaska Legislature Proclamation
4. City of Craig's 100th Anniversary Alaska Legislature Proclamation

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Ordinance No. 744: Establishing Regulations for All-Purpose Vehicle Use on Craig Roadways
Councilman See said that since Councilwoman McKinley had to leave the meeting and because he knew that she would have voted for Ordinance No. 744, that he would vote yes on her behalf, but that he himself is against the ordinance as he is very concerned with all-purpose vehicle accidents with automobiles.

The council agreed to give the ordinance a try to see how the well it works and said they could always revisit it for changes if it does not work out as hoped. The council directed staff to publish and post the ordinance after its approval to further educate the public on the requirements set forth in the ordinance, and that its effective date will be April 1, 2022.

SCHOONOVER/MCDONALD

Moved to Approve Ordinance No. 744, Amending Title 10 of the Craig Municipal Code, Adding Section 10.14 Establishing Regulations for All-Purpose Vehicle Use on Public Roadways Within the City of Craig effective April 1, 2022.
MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

2. Ordinance No. 745: Sale of City Owned Lot 3A, Salmonberry Subdivision

Brian Templin said that the initial first reading of the ordinance had Hans Hjort's name but it is now removed as several other people recently expressed written interest in the property and are interested in a competitive bid. The council directed staff to set up a competitive bid process once the appraisal comes in and the council sets a minimum price for the property, with each of the three interested parties to be given a specific amount of time to submit their sealed bid over the minimum price and the council will approve the sale to the highest bidder, with payment to be made within 90 days.

SCHOONOVER/KAMPNICH

Moved to Approve the Final Reading of Ordinance 745, Authorizing the City Administrator to Negotiate the Terms of a Sale of City Owned Lands Consisting of Lot 3A, Salmonberry Subdivision to the Winning Bidder.
MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Craig Tribal Association (CTA) Request for Transit Funding Letter

Rudy Bean, Administrator of Craig Tribal Association said that the transit fuel costs have risen about \$600 per month and that CTA does not have the funding to keep the transit program running through the calendar year. The council explained that instead of allocating funds that have yet to be budgeted, that they would like to wait until July to approve the requested transit funds and Rudy agreed to wait until then.

The council directed staff to set a recommendation in the draft budget to allocate \$4,500 in the next budget cycle of July 2022 for committee or council discussion.

2. Craig Child Care Center Discussion

Brian Templin said that the lease is current and valid until sometime next year and that he sent an email asking if the center has decided to close and to let them know that there is a 30-day notice of the termination clause. Brian said that he hadn't had a response yet, but that Katelyn Cook requested city staff post an administrator vacancy on our social media so it seems like they are trying to make a last-ditch effort to make it work, but they haven't had much luck hiring and that they need employees that have credentials

The council did approve the funding for the building repairs but directed staff to table the childcare center's \$5,000 premium pay request until more information about staying open is forthcoming. The council expressed that they would like to see the center continue on if possible and directed staff to set up a meeting with the center's staff if they are amenable to it. The council discussed potential new private daycare options and Councilwoman McDonald is interested in the city possibly assisting private persons in becoming certified.

COUNCIL COMMENTS

Councilman Kampnich said that he received an email that the State of Alaska is applying for jurisdiction from federal jurisdiction of the underlying lands of Sarkar Lake and is related to the claim of an airboat that was ran up the river. The council directed staff to look into the matter and set it on the April 7, 2022 council meeting agenda.

Councilwoman Schoonover confirmed the April 6, 2022, budget meeting at the high school at 7:00pm, and questioned staff vacancies.

Councilman See said that he would be willing to serve as Vice Mayor in Mayor O'Connor's absence and the council concurred unanimously. The council directed staff to prepare the resolution for the April 7, 2022, council meeting.

Councilwoman McDonald relayed that the library set up was cute and they had set up hidden Leprechauns that the kids really enjoyed.

ADJOURNMENT

KAMPNICH/MCDONALD

Moved to adjourn at 7:17 p.m.
MOTION CARRIED

APPROVED on the _____ day of _____, _____.

MAYOR TIMOTHY O'CONNOR

ATTEST: _____
TRACEY JENSEN, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: March 30, 2022
RE: April Staff Report

1. Open Positions

We still have several positions open in the city. We are making some transitions at city hall but will be short of key staff soon. The city clerk position is still open. I have some viable applications and will be interviewing and hope to make a job offer in the next week or so. Our accounts payable clerk will be leaving at the end of April and our Finance Director will be leaving in May. Kimber Mikulecky has moved from billing to accounts payable and we are working to hire a new billing clerk. We have a few good applications and hope to make a hire within the next couple of weeks for the billing clerk. The finance director has agreed to continue to work remotely until we can get the position filled and will stay on the payroll to do some remote training once we get a new hire.

The pool will be losing key staff sooner than expected. The swim coach/head lifeguard will be leaving on April 9th. This may have some effect on open hours at the pool until we get staffing back up there.

The harbor has filled the harbor clerk position. We will be bringing Michelle Dahlstrom back for about 10 days of training for the new clerk.

I will continue working with HR to make sure that notices for these positions are regularly reposted and that they are more broadly posted to find candidates.

We are still looking for police officers. We are looking at some alternate options to try out to recruit officers.

We had good participation at the trade show table on Saturday the 26th. We handed out a number of applications and talked to several people looking for work. I think the event was successful and hope to see some results soon.

2. Burn Pit Update

We will be visiting with DEC personnel in the first week of May to talk about the burn pit (boat burning particularly). They are here to do some visits to other communities, but due to the recent compliance letters to the city, have chosen to visit us as well. The meeting will likely be largely informational. We have decided to reopen the burn pit gate during the day, keeping it locked during night hours. We are also working to make it easier for the police officers to download video from the cameras at the site in order to complete investigations and enforcement of burn pit issues more quickly.

3. Alaska Grant Symposium

The city planner and I will be attending a grants symposium organized by Senator Murkowski in Anchorage on April 11th. The purpose of the symposium is to provide access to federal agencies distributing infrastructure funds through various programs. In addition, on April 12th, the state will hold a symposium for state agencies to work with municipalities on how to apply for

infrastructure funding that is going through the state. We will be attending both meetings in Anchorage.

4. Craig Cannery/Harbor Project

The mayor, city planner, and myself met with Colonel Damon Delarosa (Alaska District Commander), Kendall Campbell (USACE Tribal Liaison), and Randy Bowker (Chief of Plans and Programs) on March 29th to discuss the additional environment work required on the cannery harbor project. The colonel feels positive about the project moving forward despite the delay.

5. Budget Process

We are continuing to meet with the budget committee on the FY23 budget. Discussions are going well. We met with the committee on March 14th and 24th and are planning to meet again with the committee on March 31st. We will schedule additional meetings if necessary. It is likely that we will bring the budget (and associated ordinances/resolutions) to the council for first reading either in late April or early May.

6. Daycare Center

We reported to the council at the last meeting that the daycare center was losing staff and was in danger of closing in April. Daycare staff is continuing to advertise for employees and is having discussions with potential managers or agencies that might continue operations of the daycare. We will be meeting with center staff and others as necessary to monitor the situation and provide assistance. In the meantime, I have asked Doug to order the materials to make the repairs to the building that the council approved. If the center ends up closing for some period of time Doug will work to effect those repairs during downtime to reduce impact to the center operations. I will keep the council updated and be prepared to talk about potential solutions.

7. Community Garden

At a previous meeting, the council asked about the potential to expand the community garden toward Ptarmigan Court. I have asked Doug to take a look at the site to see what it would take to clear the area and extend the fence. I will keep the council up to date as this project moves forward.

8. Travel and Leave Schedule

I will be in Anchorage April 10 – 13 for state/federal grant meetings.

CITY OF CRAIG
MEMORANDUM

April 1, 2022

To: City Council

From: Sheri Purser, Treasurer

Re: Monthly Report

The March monthly financials and APMC reports are included.

I think a few of you have heard but wanted to announce that I am resigning as the Treasurer for the City of Craig. I am leaving on April 21st. I do plan on working remotely until a new Treasurer is hired. I can also come up and help train if needed. I am moving out of state. I have loved every minute of working here and I am eternally grateful for the opportunity you gave me to be the Treasurer.

Brian and I have met twice now with the budget committee. The meetings have been going well. We have discussed the new transition of splitting the capital projects from our revenue and expense accounts. There has also been discussion about the utility rates. We will hopefully have 1 last meeting next Tuesday, April 5th at 4:00 to finish up the budget.

We have sent out the 1st quarter sales tax to the businesses. Also, Horan and Company finished the assessments and we have mailed them out. The residents will have until April 30th to appeal their assessments on their properties.

I have submitted the trial balance to our auditor Christine Harrington. She said she has plans to come to Craig and do the FY21 Audit in June.

If you have any questions please contact me at finance@craigak.com

City of Craig
Cash Balances
3/31/2022

General Fund

Deposit Clearing Account	269,446.13
Checking - First Bank	2,538,912.10
Checking - Wells Fargo	25,218.73
Petty Cash	325.00
Petty Cash-Harbors	200.00
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	134.95
Petty Cash- Library	150.00
Wells Fargo CD Saving Account	<u>510,912.14</u>
Total	<u>3,345,549.05</u>

Restricted Fund

Cares Fund Checking	234,729.56
Cash, Police Fund	40,917.41
Cash Evidence, Police	4,416.00
Police Petty Cash	781.17
Cash Equipment Fund	555,762.39
Cash Hatchery Salmon Derby	14,762.22
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	46,429.61
MM Invest Muni Land	636,152.62
Hatchery Saving Account	55,276.94
Cash MMkt NFR -School FB	61,567.76
Cash Invest School Funds APCM	2,901,437.01
Accrued Interest, School	<u>9,484.00</u>
Total	<u>4,584,972.15</u>

Endowment

Cash Held Endowment	194,085.22
Fixed Inc. Investment Endowment	5,275,387.54
Accr. Int., Endowment	39,823.94
Equity Invest., Endowment	6,681,497.91
Unrealized Gain/Loss Endowment	6,753.64
Unrealized Gain/Loss Equity, Endowment	<u>4,322,401.75</u>
Total	<u>16,519,950.00</u>

Enterprise Fund

DNR Performance CD	<u>8,500.00</u>
Total	<u>8,500.00</u>

City of Craig
02a. Craig Gov Rev

March 31, 2022

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	0	677,949	674,000	3,949	101
01 00.4050.00 000 Sales Tax	19,698	1,682,425	1,051,550	630,875	160
01 00.4051.00 000 1% Sales Tax for School	0	0	330,850	(330,850)	0
01 00.4052.00 000 Alaska Remote Sales Tax	12,000	103,475	75,000	28,475	138
01 00.4053.00 000 1% Sales Tax Pool & Rec	0	0	330,850	(330,850)	0
01 00.4060.00 000 Liquor Sales Tax	0	92,003	120,000	(27,997)	77
01 00.4065.00 000 Transient Room Tax	0	19,040	20,000	(960)	95
01 00.4070.00 000 Property Tax Penalties	0	(203)	0	(203)	0
01 00.4080.00 000 Sales Tax Penalties	0	2,319	0	2,319	0
Total Local Taxes	31,698	2,577,008	2,602,250	(25,242)	99
01 00.4100.00 000 Property PILT Funding	0	308,960	300,000	8,960	103
01 00.4110.00 000 State Revenue Sharing	79,581	79,581	50,000	29,581	159
01 00.4111.00 000 Liquor Revenue Sharing	0	0	4,000	(4,000)	0
01 00.4112.00 000 Fish Bus Tax - DOR	0	81,753	50,000	31,753	164
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	1,000	(1,000)	0
Total State Revenue	79,581	470,294	405,000	65,294	116
01 00.4200.00 100 COVID 19 ARPA (NEA)	0	353,129	100,000	253,129	353
01 00.4200.00 300 Fisheries Business Tax Lost Rev COVID 19	0	62,678	0	62,678	0
01 00.4220.00 000 EMS Service Fees	372	40,838	60,000	(19,162)	68
01 00.4250.00 000 EMS Training Fees	0	0	1,000	(1,000)	0
01 00.4255.00 000 EMS Estimated NonCollectable	0	0	(25,000)	25,000	0
01 00.4260.00 000 Aquatic Center Revenue	7,699	38,304	50,000	(11,696)	77
01 00.4270.00 000 Library Fees	58	589	1,000	(411)	59
01 00.4275.00 000 Recreation Revenue	2,876	12,160	15,000	(2,840)	81
01 00.4280.00 000 Senior Card Fees	825	11,250	3,000	8,250	375
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	30	665	8,000	(7,335)	8
01 00.4644.00 000 Access Permit Fees	30	5,584	0	5,584	0
01 00.4645.00 000 Subdivision Fees	0	60	0	60	0
01 00.4646.00 000 PSN Road Maintenance	387	43,780	27,000	16,780	162
Total Permits & Fees	12,277	569,037	240,100	328,937	237
01 00.4300.00 000 Property Lease/Rentals	0	28,119	63,000	(34,881)	45
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
Total Local Revenue	0	28,119	64,000	(35,881)	44
01 00.4700.00 000 Police-Fines,Citation	0	5,455	10,000	(4,545)	55
01 00.4701.00 000 Animal Impound Fees	0	105	0	105	0
01 00.4702.00 000 Drivers License Fees	0	304	0	304	0
01 00.4703.00 000 Motor Vehicle Commision	3,170	43,685	60,000	(16,315)	73
01 00.4650.00 000 State Trooper Dispatch	0	3,250	7,200	(3,950)	45
01 00.4660.00 000 State Jail Contract Revenue	0	268,143	357,524	(89,381)	75
01 00.4665.00 000 Klawock Dispatch	0	35,392	53,088	(17,696)	67
01 00.4670.00 000 Forest Service Dispatch	0	3,000	3,000	0	100
Total Public Safety Funds	3,170	359,334	490,812	(131,478)	73
01 00.4820.00 000 Interest Income (A/R)	158	1,715	1,000	715	172
01 00.4900.00 000 Misc Revenue	195	9,253	5,000	4,253	185
Total Other Revenue	353	10,968	6,000	4,968	183
Total Revenues	\$ 127,079	\$ 4,014,760	\$ 3,808,162	\$ 206,598	\$ 105

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CITY OF CRAIG

Account Statement - Period Ending February 28, 2022



ACCOUNT ACTIVITY

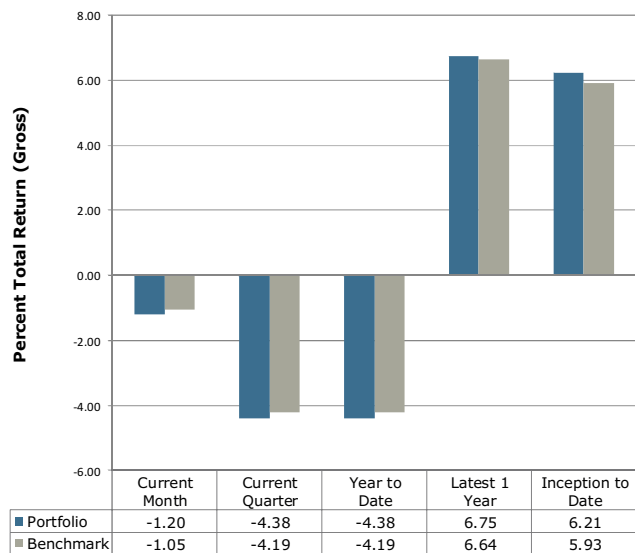
Portfolio Value on 01-31-22	15,988,128
Contributions	0
Withdrawals	-3,997
Change in Market Value	-199,684
Interest	8,150
Dividends	0
Portfolio Value on 02-28-22	15,792,597

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Bill Lierman, CFA®
Contact Phone Number:	907/272 -7575

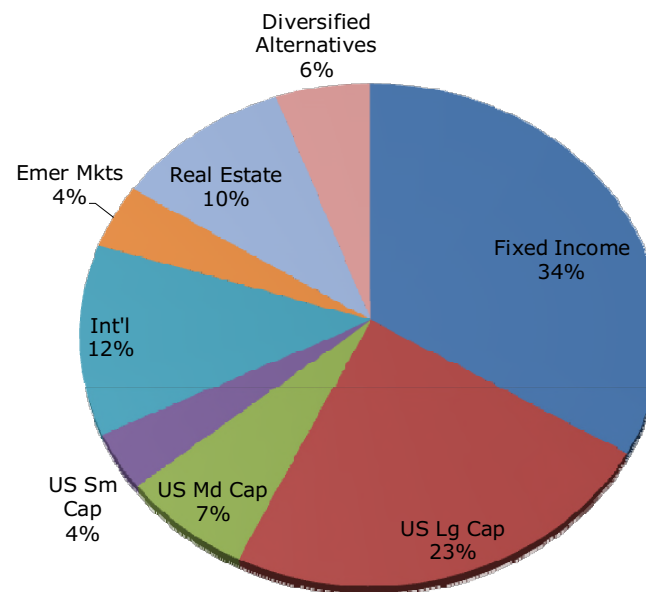
INVESTMENT PERFORMANCE

Current Account Benchmark:
Equity Blend



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



Clients are encouraged to compare this report with the official statement from their custodian.

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City of Craig
Revenue and Expense QTD and YTD
March 31, 2022

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Administration				
Revenues				
Expenditures				
Total Personnel Expenditures	78,425.58	273,180.05	330,652.24	57,472.19
Total Benefits Expenditures	25,891.77	95,666.55	124,715.72	29,049.17
Total Contract Expenditures	29,308.90	155,323.49	170,110.00	14,786.51
Total Travel & Expenditures	3,879.92	12,390.03	12,045.00	(345.03)
Total Materials Expenditures	1,475.10	9,997.65	6,800.00	(3,197.65)
Total Utilities Expenditures	7,561.20	16,591.09	16,850.00	258.91
Total Repairs & Maint Expenditures	492.96	2,589.75	3,260.00	670.25
Total Other Expenditures	2,753.46	32,682.80	26,920.00	(5,762.80)
Total Capital & Debt Expenditures	0.00	0.00	1,000.00	1,000.00
Total Expenditures	\$ 149,788.89	\$ 598,421.41	\$ 692,352.96	\$ 93,931.55
Fund Net Change in Assets	<u><u>\$ (149,788.89)</u></u>	<u><u>\$ (598,421.41)</u></u>	<u><u>\$ (692,352.96)</u></u>	<u><u>\$ (93,931.55)</u></u>
Council				
Revenues				
Expenditures				
Total Personnel Expenditures	4,020.84	12,559.42	12,920.00	360.58
Total Benefits Expenditures	437.59	1,272.68	5,007.98	3,735.30
Total Contract Expenditures	29.54	774.84	950.00	175.16
Total Travel & Expenditures	1,162.00	5,363.62	2,050.00	(3,313.62)
Total Materials Expenditures	0.00	0.00	0.00	0.00
Total Utilities Expenditures	0.00	11.97	0.00	(11.97)
Total Repairs & Maint Expenditures	0.00	0.00	0.00	0.00
Total Other Expenditures	18.33	128.31	220.00	91.69
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00
Total Expenditures	\$ 5,668.30	\$ 20,110.84	\$ 21,147.98	\$ 1,037.14
Fund Net Change in Assets	<u><u>\$ (5,668.30)</u></u>	<u><u>\$ (20,110.84)</u></u>	<u><u>\$ (21,147.98)</u></u>	<u><u>\$ (1,037.14)</u></u>
Planning				
Revenues				
Expenditures				
Total Personnel Expenditures	2,831.82	33,949.97	49,572.86	15,622.89
Total Benefits Expenditures	928.11	10,467.84	19,452.98	8,985.14
Total Contract Expenditures	1,042.01	53,806.31	6,500.00	(47,306.31)
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	0.00	14,077.71	1,000.00	(13,077.71)
Total Utilities Expenditures	0.00	0.00	0.00	0.00
Total Repairs & Maint Expenditures	0.00	0.00	500.00	500.00
Total Other Expenditures	64.16	41,079.12	1,015.00	(40,064.12)
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00

City of Craig
Revenue and Expense QTD and YTD
March 31, 2022

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Total Expenditures	\$ 4,866.10	\$ 153,380.95	\$ 78,040.84	\$ (75,340.11)
Fund Net Change in Assets	\$ (4,866.10)	\$ (153,380.95)	\$ (78,040.84)	\$ 75,340.11
Parks &Facilities Revenues				
Expenditures				
Total Personnel Expenditures	31,849.99	100,282.39	135,100.18	34,817.79
Total Benefits Expenditures	15,031.87	48,532.55	71,111.43	22,578.88
Total Contract Expenditures	1,050.00	4,252.45	11,100.00	6,847.55
Total Travel & Expenditures	(354.69)	164.81	0.00	(164.81)
Total Materials Expenditures	4,067.49	13,912.72	22,900.00	8,987.28
Total Utilities Expenditures	7,065.07	18,108.45	16,000.00	(2,108.45)
Total Repairs & Maint Expenditures	1,504.22	12,217.15	22,250.00	10,032.85
Total Other Expenditures	1,527.17	10,636.67	11,968.00	1,331.33
Total Capital & Debt Expenditures	1,417.55	4,111.79	33,680.00	29,568.21
Total Expenditures	\$ 63,158.67	\$ 212,218.98	\$ 324,109.61	\$ 111,890.63
Fund Net Change in Assets	\$ (63,158.67)	\$ (212,218.98)	\$ (324,109.61)	\$ (111,890.63)
Public Works Revenues				
Expenditures				
Total Personnel Expenditures	32,452.08	106,471.86	155,379.86	48,908.00
Total Benefits Expenditures	16,652.86	65,274.08	105,170.93	39,896.85
Total Contract Expenditures	106.00	106.00	720.00	614.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	499.07	26,658.18	30,750.00	4,091.82
Total Utilities Expenditures	4,344.34	15,149.44	14,900.00	(249.44)
Total Repairs & Maint Expenditures	(4,034.10)	51,470.81	68,200.00	16,729.19
Total Other Expenditures	1,393.77	9,816.55	7,798.00	(2,018.55)
Total Capital & Debt Expenditures	19,523.60	126,448.18	129,000.00	2,551.82
Total Expenditures	\$ 70,937.62	\$ 401,395.10	\$ 511,918.79	\$ 110,523.69
Fund Net Change in Assets	\$ (70,937.62)	\$ (401,395.10)	\$ (511,918.79)	\$ (110,523.69)
Police Revenues				
Expenditures				
Total Personnel Expenditures	141,761.74	421,776.89	582,520.35	160,743.46
Total Benefits Expenditures	72,776.63	205,671.49	354,233.92	148,562.43
Total Contract Expenditures	1,821.77	6,380.37	8,920.00	2,539.63
Total Travel & Expenditures	30.50	2,842.12	3,000.00	157.88
Total Materials Expenditures	11,498.88	39,675.68	49,500.00	9,824.32

City of Craig
Revenue and Expense QTD and YTD
March 31, 2022

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Total Utilities Expenditures	4,926.54	17,444.63	27,000.00	9,555.37
Total Repairs & Maint Expenditures	0.00	651.00	0.00	(651.00)
Total Other Expenditures	3,354.10	37,969.47	31,614.00	(6,355.47)
Total Capital & Debt Expenditures	549.00	25,549.00	25,650.00	101.00
Total Expenditures	\$ 236,719.16	\$ 757,960.65	\$ 1,082,438.27	\$ 324,477.62
Fund Net Change in Assets	<u><u>\$ (236,719.16)</u></u>	<u><u>\$ (757,960.65)</u></u>	<u><u>\$ (1,082,438.27)</u></u>	<u><u>\$ (324,477.62)</u></u>
EMS Revenues				
Expenditures				
Total Personnel Expenditures	47,004.84	139,373.33	181,480.12	42,106.79
Total Benefits Expenditures	16,890.87	50,577.88	77,917.74	27,339.86
Total Contract Expenditures	586.02	6,427.34	4,500.00	(1,927.34)
Total Travel & Expenditures	0.00	7,803.25	8,400.00	596.75
Total Materials Expenditures	173.32	5,711.30	18,150.00	12,438.70
Total Utilities Expenditures	2,151.54	7,144.05	4,900.00	(2,244.05)
Total Repairs & Maint Expenditures	0.00	0.00	0.00	0.00
Total Other Expenditures	904.74	6,183.18	6,351.00	167.82
Total Capital & Debt Expenditures	0.00	1,850.00	0.00	(1,850.00)
Total Expenditures	\$ 67,711.33	\$ 225,070.33	\$ 301,698.86	\$ 76,628.53
Fund Net Change in Assets	<u><u>\$ (67,711.33)</u></u>	<u><u>\$ (225,070.33)</u></u>	<u><u>\$ (301,698.86)</u></u>	<u><u>\$ (76,628.53)</u></u>
Fire Department Revenues				
Expenditures				
Total Personnel Expenditures	0.00	0.00	0.00	0.00
Total Benefits Expenditures	(450.00)	(200.00)	4,186.00	4,386.00
Total Contract Expenditures	0.00	5,100.00	5,400.00	300.00
Total Travel & Expenditures	0.00	120.50	2,700.00	2,579.50
Total Materials Expenditures	3,584.00	4,502.33	2,600.00	(1,902.33)
Total Utilities Expenditures	2,267.29	4,212.73	5,900.00	1,687.27
Total Repairs & Maint Expenditures	0.00	0.00	1,000.00	1,000.00
Total Other Expenditures	448.52	3,139.64	4,827.00	1,687.36
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00
Total Expenditures	\$ 5,849.81	\$ 16,875.20	\$ 26,613.00	\$ 9,737.80
Fund Net Change in Assets	<u><u>\$ (5,849.81)</u></u>	<u><u>\$ (16,875.20)</u></u>	<u><u>\$ (26,613.00)</u></u>	<u><u>\$ (9,737.80)</u></u>
Library Revenues				
Total Revenues	100.00	21,552.00	0.00	21,552.00

City of Craig
Revenue and Expense QTD and YTD
March 31, 2022

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Expenditures				
Total Personnel Expenditures	14,865.19	43,293.22	62,263.20	18,969.98
Total Benefits Expenditures	3,092.47	16,831.87	48,501.27	31,669.40
Total Contract Expenditures	302.17	3,408.74	3,175.00	(233.74)
Total Travel & Expenditures	0.00	75.00	0.00	(75.00)
Total Materials Expenditures	5,775.70	14,746.63	7,000.00	(7,746.63)
Total Utilities Expenditures	1,844.01	7,681.65	10,600.00	2,918.35
Total Repairs & Maint Expenditures	0.00	0.00	1,000.00	1,000.00
Total Other Expenditures	208.86	1,534.02	1,750.00	215.98
Total Capital & Debt Expenditures	0.00	2,456.96	2,500.00	43.04
Total Expenditures	\$ 26,088.40	\$ 90,028.09	\$ 136,789.47	\$ 46,761.38
Fund Net Change in Assets	\$ (25,988.40)	\$ (68,476.09)	\$ (136,789.47)	\$ (25,209.38)
Recreation Revenues				
Expenditures				
Total Personnel Expenditures	12,347.29	35,601.73	40,606.00	5,004.27
Total Benefits Expenditures	5,479.83	20,895.04	27,228.49	6,333.45
Total Contract Expenditures	300.00	1,250.00	1,500.00	250.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	7,886.52	16,617.11	29,525.00	12,907.89
Total Utilities Expenditures	3,439.75	12,002.35	13,000.00	997.65
Total Repairs & Maint Expenditures	0.00	0.00	2,100.00	2,100.00
Total Other Expenditures	492.35	3,527.17	5,130.00	1,602.83
Total Capital & Debt Expenditures	203.04	203.04	6,439.00	6,235.96
Total Expenditures	\$ 30,148.78	\$ 90,096.44	\$ 125,528.49	\$ 35,432.05
Fund Net Change in Assets	\$ (30,148.78)	\$ (90,096.44)	\$ (125,528.49)	\$ (35,432.05)
Aquatic Center Revenues				
Expenditures				
Total Personnel Expenditures	36,035.52	113,941.73	166,960.00	53,018.27
Total Benefits Expenditures	21,330.93	63,608.93	116,479.88	52,870.95
Total Contract Expenditures	0.00	0.00	6,400.00	6,400.00
Total Travel & Expenditures	400.00	7,835.26	11,080.00	3,244.74
Total Materials Expenditures	1,028.54	6,889.03	23,720.00	16,830.97
Total Utilities Expenditures	20,049.14	108,614.40	126,000.00	17,385.60
Total Repairs & Maint Expenditures	1,716.30	2,319.96	3,800.00	1,480.04
Total Other Expenditures	1,529.43	11,377.22	11,800.00	422.78
Total Capital & Debt Expenditures	37,911.43	155,347.16	165,838.00	10,490.84
Total Expenditures	\$ 120,001.29	\$ 469,933.69	\$ 632,077.88	\$ 162,144.19

City of Craig
Revenue and Expense QTD and YTD
March 31, 2022

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Fund Net Change in Assets	\$ (120,001.29)	\$ (469,933.69)	\$ (632,077.88)	\$ (162,144.19)
Sewer Revenues				
Total Revenues	52,432.30	173,854.78	290,000.00	(116,145.22)
Expenditures				
Total Personnel Expenditures	21,825.74	70,158.39	77,087.00	6,928.61
Total Benefits Expenditures	11,158.69	35,584.09	43,765.00	8,180.91
Total Contract Expenditures	878.70	3,002.50	7,800.00	4,797.50
Total Travel & Expenditures	1,280.00	7,257.00	1,280.00	(5,977.00)
Total Materials Expenditures	3,440.48	10,677.59	8,200.00	(2,477.59)
Total Utilities Expenditures	13,613.15	40,311.47	55,741.00	15,429.53
Total Repairs & Maint Expenditures	1,495.00	2,658.43	4,000.00	1,341.57
Total Other Expenditures	1,563.19	11,707.37	9,450.00	(2,257.37)
Total Capital & Debt Expenditures	(2,476.42)	68,925.84	66,500.00	(2,425.84)
Total Expenditures	\$ 52,778.53	\$ 250,282.68	\$ 273,823.00	\$ 23,540.32
Fund Net Change in Assets	\$ (346.23)	\$ (76,427.90)	\$ 16,177.00	\$ (139,685.54)
Water Revenues				
Total Revenues	73,124.73	235,574.01	326,778.00	(91,203.99)
Expenditures				
Total Personnel Expenditures	37,667.25	109,929.42	134,003.33	24,073.91
Total Benefits Expenditures	16,759.96	52,082.15	70,577.02	18,494.87
Total Contract Expenditures	6,718.05	9,555.55	10,000.00	444.45
Total Travel & Expenditures	0.00	2,787.00	3,935.00	1,148.00
Total Materials Expenditures	(9,333.48)	10,268.12	67,400.00	57,131.88
Total Utilities Expenditures	9,350.28	35,926.02	57,400.00	21,473.98
Total Repairs & Maint Expenditures	2,822.77	4,486.80	10,000.00	5,513.20
Total Other Expenditures	1,301.74	9,887.22	12,850.00	2,962.78
Total Capital & Debt Expenditures	4,213.58	55,826.87	76,821.23	20,994.36
Total Expenditures	\$ 69,500.15	\$ 290,749.15	\$ 442,986.58	\$ 152,237.43
Fund Net Change in Assets	\$ 3,624.58	\$ (55,175.14)	\$ (116,208.58)	\$ (243,441.42)
Garbage Revenues				
Total Revenues	85,497.89	268,954.91	322,280.00	(53,325.09)
Expenditures				
Total Personnel Expenditures	11,717.21	31,806.13	38,295.18	6,489.05
Total Benefits Expenditures	5,171.68	20,794.83	27,152.31	6,357.48

City of Craig
Revenue and Expense QTD and YTD
March 31, 2022

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Total Contract Expenditures	24,554.64	128,048.53	211,500.00	83,451.47
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	1,331.62	6,496.44	9,300.00	2,803.56
Total Utilities Expenditures	59.12	231.02	500.00	268.98
Total Repairs & Maint Expenditures	6,216.04	7,511.87	7,500.00	(11.87)
Total Other Expenditures	615.59	4,884.82	3,500.00	(1,384.82)
Total Capital & Debt Expenditures	0.00	39,856.82	40,000.00	143.18

Total Expenditures \$ 49,665.90 \$ 239,630.46 \$ 337,747.49 \$ 98,117.03

Fund Net Change in Assets \$ 35,831.99 \$ 29,324.45 \$ (15,467.49) \$ (151,442.12)

Harbor
Revenues

Total Revenues 4,021.44 225,062.91 269,600.00 (44,537.09)

Expenditures

Total Personnel Expenditures	24,029.15	87,719.55	148,738.25	61,018.70
Total Benefits Expenditures	17,224.80	57,679.24	99,894.85	42,215.61
Total Contract Expenditures	0.00	378.38	900.00	521.62
Total Travel & Expenditures	0.00	3,228.47	2,200.00	(1,028.47)
Total Materials Expenditures	(3,155.08)	6,782.89	24,100.00	17,317.11
Total Utilities Expenditures	10,761.72	40,787.25	44,592.00	3,804.75
Total Repairs & Maint Expenditures	417.36	8,309.07	108,050.00	99,740.93
Total Other Expenditures	1,596.73	26,185.22	35,550.00	9,364.78
Total Capital & Debt Expenditures	(97.74)	1,514.09	1,650.00	135.91

Total Expenditures \$ 50,776.94 \$ 232,584.16 \$ 465,675.10 \$ 233,090.94

Fund Net Change in Assets \$ (46,755.50) \$ (7,521.25) \$ (196,075.10) \$ (277,628.03)

JTB Industrail Park

Revenues

Total Revenues 34,396.48 532,230.44 592,589.00 (60,358.56)

Expenditures

Total Personnel Expenditures	25,757.69	94,399.84	93,420.94	(978.90)
Total Benefits Expenditures	11,306.97	25,980.40	35,937.50	9,957.10
Total Contract Expenditures	0.00	1,827.48	1,900.00	72.52
Total Travel & Expenditures	200.00	200.00	0.00	(200.00)
Total Materials Expenditures	1,339.76	7,756.53	49,975.00	42,218.47
Total Utilities Expenditures	7,568.60	47,622.92	53,336.00	5,713.08
Total Repairs & Maint Expenditures	10,516.48	14,146.47	17,500.00	3,353.53
Total Other Expenditures	1,749.38	12,245.66	12,325.00	79.34
Total Capital & Debt Expenditures	0.00	278.00	97,000.00	96,722.00

City of Craig
Revenue and Expense QTD and YTD
March 31, 2022

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Total Expenditures	\$ 58,438.88	\$ 204,457.30	\$ 361,394.44	\$ 156,937.14
Fund Net Change in Assets	\$ (24,042.40)	\$ 327,773.14	\$ 231,194.56	\$ (217,295.70)
Ward Cove Cannery Revenues				
Total Revenues	211.90	2,856.90	7,000.00	(4,143.10)
Expenditures				
Total Personnel Expenditures	0.00	0.00	0.00	0.00
Total Benefits Expenditures	0.00	0.00	0.00	0.00
Total Contract Expenditures	4,060.00	74,414.39	50,000.00	(24,414.39)
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	164.53	208.16	750.00	541.84
Total Utilities Expenditures	851.37	2,488.65	1,600.00	(888.65)
Total Repairs & Maint Expenditures	0.00	22.69	0.00	(22.69)
Total Other Expenditures	255.91	1,791.37	1,020.00	(771.37)
Total Capital & Debt Expenditures	0.00	0.00	1,000.00	1,000.00
Total Expenditures	\$ 5,331.81	\$ 78,925.26	\$ 54,370.00	\$ (24,555.26)
Fund Net Change in Assets	\$ (5,119.91)	\$ (76,068.36)	\$ (47,370.00)	\$ 20,412.16
PSN Hatchery Revenues				
Expenditures				
Total Personnel Expenditures	0.00	0.00	0.00	0.00
Total Benefits Expenditures	0.00	0.00	0.00	0.00
Total Contract Expenditures	0.00	0.00	0.00	0.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	0.00	0.00	0.00	0.00
Total Utilities Expenditures	90.85	373.75	0.00	(373.75)
Total Repairs & Maint Expenditures	0.00	0.00	0.00	0.00
Total Other Expenditures	0.00	0.00	0.00	0.00
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00
Total Expenditures	\$ 90.85	\$ 373.75	\$ 0.00	\$ (373.75)
Fund Net Change in Assets	\$ (90.85)	\$ (373.75)	\$ 0.00	\$ 373.75
School Support Revenues				
Expenditures				
Total Personnel Expenditures	0.00	0.00	0.00	0.00
Total Benefits Expenditures	0.00	0.00	0.00	0.00
Total Contract Expenditures	0.00	0.00	0.00	0.00

City of Craig
Revenue and Expense QTD and YTD
March 31, 2022

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	0.00	0.00	0.00	0.00
Total Utilities Expenditures	0.00	0.00	0.00	0.00
Total Repairs & Maint Expenditures	0.00	0.00	0.00	0.00
Total Other Expenditures	550,600.00	550,600.00	0.00	(550,600.00)
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00
Total Expenditures	\$ 550,600.00	\$ 550,600.00	\$ 0.00	\$ (550,600.00)
Fund Net Change in Assets	\$ (550,600.00)	\$ (550,600.00)	\$ 0.00	\$ 550,600.00
GF Revenue Revenues				
Total Revenues	719,399.32	4,015,058.80	3,808,162.00	206,896.80
Expenditures				
Total Personnel Expenditures	0.00	0.00	0.00	0.00
Total Benefits Expenditures	0.00	0.00	0.00	0.00
Total Contract Expenditures	0.00	0.00	0.00	0.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	0.00	0.00	0.00	0.00
Total Utilities Expenditures	0.00	0.00	0.00	0.00
Total Repairs & Maint Expenditures	0.00	0.00	0.00	0.00
Total Other Expenditures	0.00	0.00	0.00	0.00
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00
Total Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Fund Net Change in Assets	\$ 719,399.32	\$ 4,015,058.80	\$ 3,808,162.00	\$ 206,896.80
Inter Governmental Transfers Revenues				
Expenditures				
Total Personnel Expenditures	0.00	0.00	0.00	0.00
Total Benefits Expenditures	0.00	0.00	0.00	0.00
Total Contract Expenditures	0.00	0.00	0.00	0.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	0.00	0.00	0.00	0.00
Total Utilities Expenditures	0.00	0.00	0.00	0.00
Total Repairs & Maint Expenditures	0.00	0.00	0.00	0.00
Total Other Expenditures	0.00	0.00	0.00	0.00
Total Capital & Debt Expenditures	255.31	846.92	0.00	(846.92)
Total Expenditures	\$ 255.31	\$ 846.92	\$ 0.00	\$ (846.92)
Fund Net Change in Assets	\$ (255.31)	\$ (846.92)	\$ 0.00	\$ 846.92

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Samantha Wilson, City Planner
Date: March 31, 2019
RE: Planning Department Staff Report – April 2022

1. Craig Harbor Development. On March 30th the Mayor Tim O'Connor, City Administrator Brian Templin, and I met with three representatives of the U.S. Army Corps of Engineers Damon Delarosa, Kendall Campbell, and Randy Bowker, regarding progress of the Ward Cove Harbor Project. The Tribe has expressed concern regarding the influence of harbor construction on herring, requiring further environmental analysis. The City of Craig has funds set aside for this additional environmental analysis, but the U.S. Army Corps is currently short of funds to initiate the study at this time. Anticipated length of the time for the study is one to two years. The Ward Cove Harbor is no longer in a prime position to receive federal funding until an updated environmental analysis has been completed.

Another concern that was brought up by Kendall Campbell, the Tribal Liaison after discussion with the Tribe, was the perceived lack of a voice in the project. In particular there is an interest in the construction of a longhouse or other cultural center in the upland area.

City officials expressed frustration with the timing of these developments in light of the narrow window of time for federal infrastructure funding for the breakwater and harbor construction. Previous attempts to reach out to the Tribe for participation or comment were noted to have met little to no interest during the lengthy development of this project. City officials stated that the purchase of the Ward Cove property by the City of Craig was primarily in interest of the construction of the harbor to meet demand. Marine-based industry in particular is anticipated to continue to grow as timber declines. The summer waitlist for docking was noted to be over 80 applicants long currently. Several developments in maritime industry were noted to be anticipated to put further pressure on dock-space in Craig, included increasing interest in mariculture of kelp and oysters as well as increasing hatchery king and chum releases.

The uplands are considered by the city to be a later development that may occur after the harbor project has been initiated and location and design are finalized. The city is unable to move forward with solidifying the design phase of the uplands until the location/possibility of a harbor can be confirmed in light of the new environmental analysis concerns. The City Administrator noted that although a remote possibility, an environmental analysis that finds significant harm to herring by the proposed harbor may jeopardize and even eliminate the entire project. City Officials noted that while a longhouse and/or cultural center built and run by the tribe may be an object of significant interest to the City and Craig community, it was too early to make agreements due to the higher priority of harbor work.

Significant community interest in the possible restoration, repurpose, and/or rebuilding of old cannery buildings was also noted. A draft of anticipated costs and possible uses of cannery buildings of interest was presented to the City Planning Commission upon request at the March 24th meeting. As decision-making on cannery buildings is still in the early stages, there is not enough certainty to be able to finalize upland design. Longhouse and/or cultural center construction would need to be considered at a later date along with decision making and layout of any cannery building work that may take place in the uplands.

2. Planning Commission. The Planning Commission is currently full with all five seats filled. Jeremy Crews has joined the board, finishing Millie Schoonover's term. John Moots and Kevin McDonald have both been reappointed.
3. CTA Replat. The Craig Tribal Association has submitted a replat on Lot B-1 and Lot B-2A. The CTA has previously expressed interest in opening a Marijuana Retail Establishment on their property in one of the existing buildings (commonly referred to as the IFA building) on the properties in question. The CTA was informed that they must complete all licensing requirements set forth by the State of Alaska, Marijuana Control Board to qualify for a Conditional Use Permit. One of the State's requirements was that the CTA needed to isolate the intended retail establishment to its own lot, separate from buildings used for other purposes; the two main buildings on the lots in question straddle Lot B-1 and Lot B-2A. A couple of conditions were required by the planning office for the proposed replat including: a resolution of access issues by providing a utility and access easement onto Shaan Seet property to the west of the proposed Lot B and the Charles and Myrna Hawks Property to the north of the proposed lots. The planning committee reviewed and passed PC Resolution 598-22 at their meeting on March 24th.
4. Community Connections CUP Triplex. A conditional use permit application was submitted by Community Connections to build a triplex on Residential-Medium Density zone property. PC Resolution 597-22 was approved by the Planning Commission.
5. Building Permits.
 - a. A building permit for a garden shed was approved for Greg Head on USS 1430, Lot 4A&5 Block 17.
 - b. A building permit for a new archive shed was approved for Shaan Seet on USS 1430, TR G1.
6. SHSP Grant Progress. The Emergency Management team was awarded a State Homeland Security Program grant (SHSP) in 2020 allowing for the purchase of three trailers and shelter supplies and emergency equipment that would be split between Craig, Coffman Cove, and Naukati. In a disaster event, these trailers would be mobilized to transport equipment to communities on Prince of Wales in need of aid. Our funds will be available until November.

This month I have put together a series of quotes for trailers and their shipment to Prince of Wales so that we may get approval to initiate purchases. Once we have purchased the first of the trailers, I will put together quotes for equipment that we have been authorized to purchase so that we may begin stocking the trailers.

7. Emergency Management Conference. The Emergency Management Conference is being held in Anchorage on April 19th – the 21st. The city will be represented in person by Craig EMS. I will be attending via teleconference.
8. Travel and Leave Schedule: I will be joining the City Administrator in Anchorage on April 10th-April 13th to attend the grant conference. I will be networking and looking for grants that may provide funding for city capital projects.

EMS Report

March 31st, 2022

Submitted by Tsai, Assistant EMS Coordinator

Calls to Date

March 2022 Calls: 9

2022 Calls to date: 60

Crew Status

One EMT is down South with family and will be gone for at least a month.

One EMT is taking a leave of absence for at least a month.

One EMT has lowered their on-call hours.

All EMTs are responding as scheduled or to back up crew as needed.

Training

In person training is still put on hold due to COVID, but we are preparing to start in person training again.

Preparing EMTs to take EMT 2 or AEMT Course

Recruitment

Job announcements have been posted. Still looking for a part time and full time position and additional volunteers.

Posters were put up on the city website/FB Page, posters were put out at the trade show.

Other Responsibilities:

Update and maintaining Team Schedule

Budget for FY23

Keeping reports up to date with EMS System/Billing.

Keeping reports up to date with the State of Alaska.

Maintaining ambulances (stocked and cleaned)

Securing Continuing Education courses and webinars for training purposes.

Ordering gear through grants



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: March 29, 2022

RE: April staff report

Harbor department report April 2022

- The Brownell boat trailer had a hydraulic line break this month. The line has been repaired. The boat yard is very full. At this time we don't have space for many more boats.
- The ice house is mostly full and is working great. We had made lots of ice for the halibut opening. We will have plenty of ice for the king opener that has just been announced.
- There might be a pile driving barge coming to the area in April or May. We are working with them to try to get two guard piling replaced.
- I am working on the budget for next year.
- We are continuing to work on the cathodic protection system design for the False Island dock. The engineer from PND was down here from Juneau and did a site visit. I was also able to talk to him about some other projects that we want to do in the near future.
- I have no travel planned this month but will be taking two weeks off this month for family matters.

03/01/22-03/29/22

Patron Visits: 729

Circulation: 2738

Computer Usage: 98

WiFi Usage: 144 unique visitors, 658 total visits

Story Times: Craig Head Start (60 Children), Craig Public Library Story Time (28 Children)

Inter-Library Loans: 70

Volunteer Hours -45 hours

New-

- I finished the PLAG grant along with Collection Development Policy.
- Craig Library Association finished business card design and ordered.

Project-

- Working with the summer reading program.
- Working on Rasmuson Grant
- Adding new materials to the library.



Submitted by Patricia Gardner, Library Director

**CITY OF CRAIG
MEMORANDUM**



Date: 03/31/2202
To: Honorable Tim O'Connor, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / March 2022

RJ Ely

ACTIVITY

Activity from February 24, 2022 through March 30, 2022, the Dispatch Center took the following amount of calls for service.

Craig	1,078
Klawock	250
AST	3

DEPARTMENT OF MOTOR VEHICLES

Have seen lots of APV's being registered and appears people are going to be in compliance to operate them on city roads.

Will be down to one DMV Agent, starting end of April for about three months.

DISPATCHER(S)

Jeff Barnes has been hired and is in training.

McKenna Holloway will be out for about three months, maternity leave.

OFFICER(S)

Still looking for a Sergeant and an Officer.

William Barrett III, who will work "season" or "part time" this summer has sustained an injury and it's not known when or if he will be able to come to Craig and work this summer.

Have branched out locations for advertising locations. Seems all through our state and others, all departments are understaffed and it's harder and harder to fill positions.

OTHER

With new recording system, have installed replacement cameras and now we are recording video & audio.

Klawock Ofc. Mills has returned from the Academy, is still working and will attend another Academy, this fall or next year.

Ofc. Dustin Connolly & Ofc. Josh Connolly are set to attend advanced strangulation training, here in Craig, this month.

I will be attending DataMaster cdm recertification training, April this year, here in Craig.

Recreation Department Report to the Craig City Council and Mayor for April, 2022

A lot has happened in March.

The Craig Centennial Celebration was a success. The week long event included two history nights, a birthday party, fireworks, a clean up, a film, a book, pins and stickers and great memories. The City received recognition from the state and federal government. So did Fred Hamilton, Sr. Thanks to the enthusiastic committee members who made it all happen. A year and a half of work and it was worth it. There will be a time capsule made to commemorate our first 100 years.

We jumped right into Gymnastics classes with our wonderful volunteer instructor Julie McDonald. The classes have been a hit! We will have 2 mow classes and a one week break then start Ballet classes. There will be a combined recital at the Craig High School Auditorium on May 21st at 4pm. This has been a very successful program.

I was gone for 10 days to get cataract surgery. I can see clearly now! Our City Planner gracefully helped out at Gymnastics while I was out of town. Samantha will also teach a whale art class in the near future.

April 16 the Craig 4th of July will have an Easter basket give away and sell Indian Tacos as a fundraiser. They will set up the bouncers for the kids and have a special evening time for a bit older kids. This is a work of art in progress. Bouncer rentals have been quite popular.

I am trying to put together a Spring Bazaar. With the morning classes we can do an afternoon event, a Sunday afternoon event or one on Memorial Day after the Marathon. Another work of art I progress.

There are also plans for a spring Clean up. A partnership with the Thibodeau family is a possibility, since Vera and Paul will be out of town for their annual clean up and planting event.

Flowers are being started for the City Flower Basket program. We have some ideas to fix up the plant stands.

Skating is going well Tuesday and Thursdays for after school. Volleyball has been packed. Added a Mellow Monday to the mix. Hope to keep it for the younger Middle school players and those who have not played before or are feeling a bit rusty. Basketball continues, so does Cardio Kick boxing. Jon Wilburn is back hosting Magic on Saturday evenings at 7pm.

Parent Tot time at the gym will be back next week on Friday after the library Story time from 10:30 to noon.

I am still doing the weekly radio show on KRBD public radio station. Still enjoying my job.

Submitted by Victoria Merritt



Parks & Public Facilities

4/1/2022

Staff Report –March 2022

To: Craig Mayor and City Council

From: Douglas Ward

Current Projects Underway:

1. Build and install shelving in Municipal offices.
2. Install cameras at false island.
3. Trail repairs and re-gravelling, Cemetery Island. (This project is nearly complete)
4. Install conduit and wiring for heating controls at Harbor building.
5. Ballfield prep for Little League.
6. Ballfield drainage repair.
7. T-ball field rehabilitation.
8. Fertilize all lawns throughout city parks.
 - Finished portable pressure washer trailer.
 - Replaced unleaded fuel pump computer.
 - Camera adjustments at PD
 - Finished up budgeting submittal for FY 2023.
 - Assisting other department heads with repairs and assistance as required.
 - Performed required administrative duties throughout the month.

Responded to day-to-day routine, and emergency calls as they come in.

As always, don't hesitate to call or contact me anytime with questions or concerns. (907) 401-1038

ALASKA CAMA COMPANY, LLC

403 LINCOLN STREET, SUITE 210, SITKA, ALASKA 99835

PHONE NUMBER: (907)747-6666

MARS@akcama.com

March 8, 2022

Brian Templin, City Manager
City of Craig
P.O. Box 725
Craig, AK 99921

Sent via email: administrator@craigak.com

RE: 2022 Assessment Fieldwork

Dear Mr. Templin:

We have completed the fieldwork and made adjustments to the real property assessed values for the 2022 assessment roll. This is based on our inspection of various properties and review of the real property records and sales information. Commercial and industrial property lack sales data to make any changes this year. Residential land sales show slight upward movement but not enough to make any adjustments this year. Residential improvements showed a 13% overall increase but there were multiple lower than assessed sales. Our conclusion for residential was to make a conservative 5% increase. Mobile homes sales continue to be too dispersed to get a clear value trend direction, our conclusion for mobile homes was to hold off making any adjustments this year.

Land

Residential land sales continue to show upward movement, expanding on the trend we saw last year, but at a much closer sales to assessment ratio. With the majority of sales coming in close to assessed value we decided to wait and see what the trend shows next year. We lack enough data on commercial land sales to make any adjustments this year.

Residential Improvements

2021 had a lot more sales than we normally see, with 13 confirmed sales it was just shy of 3x the average amount. The sales ratio showed an upward trend of 13% indicating a strong increase in the market. But when looking at the individual ratios multiple sales were either below or near assessed value. Due to the lower sales we decided on a conservative 5% increase this year. If there is a continued upward trend next year, we will look at further increases.

Mobile Homes

The mobile home market sales continue to be statistically inconsistent relative to the prices paid. After reviewing this year's sales of mobile homes, we did see an upward trend but the data we have on mobile homes makes adjusting them problematic. We plan to continue doing more mobile home inspections next year, allowing us to update our valuation model for mobile homes.

Commercial

Commercial sales still lack enough data to make a change. Going back to 2018 there were 14 sales but we have only been able to confirm the sales price on five of them. The latest one was the AC Grocery Store which sold 7% under assessed value. We will continue to monitor commercial sales for possible future adjustments.

Fieldwork

Our fieldwork involved inspecting new construction and properties which had building permits for additions and deletions, and we made appropriate corrections to the assessment records. We inspected 64 records this year. Some notable changes the Tyler Rentals Building was repaired, Black Rock Pit has a rock scale that is no longer missing from our records, Jim Seley's warehouse has been updated after doing an internal inspection, and more.

Value Changes

This year's review of the assessment records resulted in value increases. The 2020 assessment roll of taxable properties compared to our 2021 assessments are contrasted in the table below.

	2021	2022	Difference
Land	\$43,925,900	\$44,402,800	\$476,900
Improvements	\$82,954,100	\$85,967,500	\$3,013,400
Total	\$126,880,000	\$130,370,300	\$3,490,300

Please let us know if you have any questions or comments. Thank you once again for the opportunity to be of service.

Sincerely,



Henry Robinson, COO

AK CAMA Co., LLC

Addenda: Craig Sales Analysis for 2022, Land, Residential, and Mobile Homes

TABLE 1 - 2022 Land Assessment to Sales Ratio Analysis

Parcel Number	Address	Sale Date	Sale Price	Assessed Land	Assessment to Sales Ratio
NC-503-120	119 Tanner Crab Court	6/1/2018	\$ 78,000	75,800	97%
WC-103-030	205 Beach Road	9/14/2018	\$ 94,000	90,500	96%
EC-208-010	1200 Sunnyside Drive	10/17/2018	\$ 90,000	86,600	96%
EC-216-020	520 Hamilton Drive	10/9/2019	\$ 70,000	61,500	88%
WC-103-020	209 Beach Road	6/10/2020	\$ 95,000	94,000	99%
WC-134-060	408 Front Street	9/30/2020	\$ 14,100	14,100	100%
PS-405-010	1460 Elizabeth Court	2/3/2021	\$ 52,950	49,600	94%
NC-503-120	119 Tanner Crab Court	4/13/2021	\$ 82,000	75,800	92%
WC-103-010	211 Beach Road	6/15/2021	\$ 127,069	124,000	98%
			\$ 703,119	\$ 671,900	96%

TABLE 2 - 2022 Mobile Home Assessment to Sales Ratio Analysis

Parcel Number	Address	Sale Date	Sale Price	Assessed Total	Assessment to Sales Ratio
WC-120-062	Mackie	1/29/2019	\$ 8,000	8,400	105%
PS-410-406	406 Shaan Seet	2/15/2019	\$ 4,000	6,400	160%
PS-410-311	311 Shaan Seet	3/17/2019	\$ 8,000	7,700	96%
PS-410-715	715 Shaan Seet	5/20/2019	\$ 17,000	15,800	93%
WC-123-082	78 Harborview	6/15/2019	\$ 3,500	6,400	183%
PS-410-605	605 Shaan Seet	7/1/2019	\$ 8,000	6,300	79%
PS-410-418	418 Shaan Seet	1/1/2020	\$ 5,000	6,600	132%
PS-410-205	205 Shaan Seet	1/1/2020	\$ 7,500	7,300	97%
PS-410-504	504 Shaan Seet	5/1/2020	\$ 12,100	12,100	100%
WC-123-061	1U Harborview	7/5/2020	\$ 3,000	4,400	147%
PS-410-713	713 Shaan Seet	7/13/2020	\$ 12,000	11,000	92%
PS-410-608	608 Shaan Seet	9/15/2020	\$ 14,000	11,100	79%
PS-410-719	719 Shaan Seet	1/2/2021	\$ 20,000	9,900	50%
PS-410-215	215 Shaan Seet	4/12/2021	\$ 7,000	14,000	200%
PS-410-301	301 Shaan Seet	4/23/2021	\$ 18,000	10,200	57%
PS-410-716	716 Shaan Seet	8/18/2021	\$ 15,000	14,300	95%
PS-410-102	102 Shaan Seet	12/17/2021	\$ 19,730	12,400	63%
PS-410-301	301 Shaan Seet	2/22/2022	\$ 22,000	10,200	46%
			\$ 203,830	\$ 174,500	86%

**TABLE 3 - 2022 Residential Assessment to Sales Ratio
After increasing improvements 5%**

Parcel Number	Address	Sale Date	Sale Price	Assessed Total	Assessment to Sales Ratio
WC-112-010	508 Beach Road	7/9/2021	\$ 245,000	260,700	106%
EC-224-050	405 T & H Street	7/17/2021	\$ 253,000	257,900	102%
WC-118-030	600 Cedar Street	8/4/2021	\$ 410,000	368,200	90%
WC-133-010	412 9Th Street	8/13/2021	\$ 300,000	319,100	106%
WC-124-020	702 Beach Road	10/14/2021	\$ 380,000	409,200	108%
EC-208-050	700 Oceanview Drive	4/19/2021	\$ 320,000	210,800	66%
EC-208-040	702 Oceanview Drive	5/17/2021	\$ 257,000	182,700	71%
WC-132-040	403 9Th Street	9/30/2021	\$ 280,000	192,900	69%
EC-208-020	710 Oceanview Drive	2/12/2021	\$ 390,000	440,200	113%
EC-207-020	1150 Sunnyside Drive	10/20/2021	\$ 180,600	176,500	98%
EC-214-110	1613 Windy Way	11/8/2021	\$ 450,000	344,800	77%
EC-224-100	400 T & H Street	12/31/2021	\$ 215,000	183,500	85%
EC-217-060	501 Hilltop Drive	2/11/2022	\$ 440,000	438,500	100%
			\$4,120,600	\$3,785,000	92%

City of Craig Status Report

Submitted by

Steve Silver

Robertson, Monagle and Eastaugh

March 21

The passing of Con. Don Young has set a new order which will be revealed over the next few days.

1. Alaska has lost a Giant in the passing of Congressman Young. We all know that.
2. Under U. S. House rules and practice, Alaska continues to have a Congressional office operated by the current Young staff but with limitations on what the staff can do until a new Member of Congress is elected which according press reports will not be likely before Aug. 16 when it seems likely that a special primary in June and a special general election will be held along with Alaska's current scheduled primary on Aug. 16. Since the Governor and Division of elections must still announce the dates of these two elections, this prediction is also speculation. Whomever is elected Alaska's new member of Congress will the have to stand for election in November in the regular general election, Only after that election will we and the rest of Alaska know who Alaska's member of Congress will be in 2023.
3. Meanwhile the work in this session of Congress continues.
With the help of City staff, I continue to work for funding for the City. S Craig harbor project. We are waiting for confirmation that the \$500,000 planning and design was accomplished; I was successful in obtaining that funding. I am waiting for official word on that funding.

We will need to pursue construction funding in the FY 2923 appropriations process.

4. Now that Congress has passed the Omnibus Appropriations bill for this fiscal year of 2022, we must turn ourselves to a very short Appropriations fiscal year 2023 process. Senator Murkowski will shortly announce the timing for her online spending request process which will undoubtedly be similar to her online process of that last few years. But we should prepare to act quickly when the process is announced. I will work closely with City staff to be prepared for this process.
- 5.

Summary

While it took nearly 6 months longer than hoped for, we were ultimately successful in obtaining planning and construction funding for the Craig harbor project.

Based on this success, I strongly urge the City to participate in this upcoming FY 2023 appropriations process.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: March 23, 2022
RE: Pool Passes for City Employees

The City of Craig offers a number of benefits to employees, but as the council is aware, recruiting and retaining employees is getting more difficult. After discussions with the mayor and aquatic center manager, we would like to add aquatic center passes as an employee benefit.

The benefit would apply to the employee only (the employee could use the value of the benefit toward a couple or family pass). This benefit would apply to all part time, full time, and active volunteer EMS/Fire department members.

While there will be some employees who are currently paying for annual passes that would no longer be required to pay, most city employees do not have annual passes so the net cost would be very low for the city.

An adult pass for a Craig resident is a \$456 value. The result is a valuable benefit at little cost to the city. In addition, it is likely that increasing the use of the aquatic center and fitness room by employees will improve employee fitness. This is especially true for police, fire, and EMS responders.

This policy will require a change in the employee handbook as shown in the attached resolution.

Recommendation: Approve Resolution 22-09, approving free aquatic center passes as an employee benefit.

**CITY OF CRAIG
RESOLUTION NO. 22-09**

AMENDING THE CITY OF CRAIG EMPLOYEE HANDBOOK

WHEREAS, the City of Craig Employee Handbook, also known as the Personnel Rules, sets many terms and conditions of employment at the City of Craig; and,

WHEREAS, this resolution modifies the Handbook by adding Section 315 “Employee Aquatic Center Passes”

NOW, THEREFORE BE IT RESOLVED the Craig City Council amends the City of Craig Employee Handbook to add Section 315 – Employee Aquatic Center Passes, the text of which is shown below.

*315 Employee Aquatic Center Passes
Effective Date: 04/08/2022
Revision Date: 04/08/2022*

The City of Craig operates an aquatic center and fitness area open to the public. The City of Craig allows city employees to use the center at no charge to the employee.

Eligible Employees for this benefit include:

- * Full-time Employees*
- * Part-time employees*
- * Active Volunteer EMS and Fire Department Members (approved by fire chief or EMS coordinator)*

City employees in the above categories are entitled to a free pass to the Craig Aquatic Center. The pass is valid only while the employee is an active employee (or Fire/EMS Volunteer) employed by the city in an eligible category. The Aquatic Center pass is valid only for the employee and may not be used by family members or other members of the public. The employee may apply the value of the benefit toward a married couple or family pass and shall pay the difference. In the event that the employee uses the benefit as a credit and the employee’s status changes, the city will revoke the married couple or family pass and refund the prorated difference to the employee.

APPROVED this _____ day of April, 2022

MAYOR TIM O’CONNOR

, CITY CLERK

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: March 30, 2022
RE: Appointment of Vice Mayor

The Craig Municipal Code allows for the appointment of a Vice Mayor to act in the mayor's stead in his absence. The last Vice Mayor that was appointed was Mike Douville in 2017.

The primary duty of the Vice Mayor is to run council meetings when the Mayor is absent.

The council should ask for volunteers among the council members and appoint a vice mayor. The appointment shall expire when the offices take effect after the next election (the first Monday following the municipal election).

Recommendation: Discuss who to appoint as vice mayor.

Recommended Motion: I move to appoint _____ as vice mayor, effective immediately and to be in effect until October 10, 2022.

**CITY OF CRAIG
RESOLUTION NO. 22-10**

A RESOLUTION APPOINTING A VICE MAYOR FOR THE CITY OF CRAIG

WHEREAS, the City of Craig Municipal Code Section 2.04.040 provides for appointment of a vice mayor by the council,; and,

WHEREAS, Mike Douville, previous vice mayor has vacated the council seat, and;

WHEREAS, _____ has agreed to act in the mayor's stead, and;

WHEREAS, This resolution shall be effective until the first Monday after the 2022 election.

NOW, THEREFORE BE IT RESOLVED that _____ be appointed Vice-Mayor, and shall act on the Mayor's behalf when the Mayor is absent.

APPROVED this _____ day of April, 2022

MAYOR TIM O'CONNOR

, CITY CLERK

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: March 10, 2022
RE: Salvage Rights for Wood Water Tank on Spruce Street

The wood water tank on Spruce Street has not been part of the water storage and distribution system for a number of years for several reasons. Over the last few years we have looked at putting this tank back into service to provide additional storage. Due to age of the tank, water pressure, and a number of other issues, it was determined that it would not be feasible to put the tank back into service.

The tank is currently completely disconnected from the water system. Staff has looked at paying to demolish the tank at a cost of \$50,000 - \$75,000 in order to reclaim the lot for other uses.

Recently some residents have expressed interested in salvaging the tank for the wood or for relocation and use as a water tank somewhere else.

I would like to start advertising requests for proposals to purchase the salvage rights to the tank. The current draft RFP/IFB does not set a minimum bid price, but through this method we will offset most of the cost of demolition on the site.

A copy of the proposal/bid documents is attached for council review. If the council approves this process, staff will advertise the RFP/IFB immediately with plans to open bids on May 1st. The final bids will be brought back to the council on May 5th for approval.

It is our hope that all work will be done by the end of June.

Recommendation: Move to direct staff to advertise for proposals to salvage the wood water tank located on Spruce Street.



**Request for Proposals/Invitation for Bids
To purchase salvage rights for a wood water tank
located at 405 Spruce Street, Craig, AK 99921.**

**PROPOSALS MUST BE SUBMITTED TO THE CITY OF CRAIG NO LATER THAN
2:00 PM , MAY 1, 2022**

PROPOSAL

Proposals are being accepted for salvage rights for the wood water tank to be moved off site or demolished for salvage and moved off site. The rights to salvage the water tank (including all metal hoops, conical roof, ladders, wood staves, and associated items attached to the tank) will be offered for sale by sealed bid. The water tank must be removed from the site on or before June 30, 2022.

All permits, relocation costs, insurance requirements, and shipping costs for the water tank are the responsibility of the successful bidder. The successful bidder, whether moving or salvaging, will be required to clean up the site including all debris and remnants of the water tank from the site. The successful bidder will be solely responsible for disposal of the debris costs.

The successful bidder will be responsible for leaving the site in a stable, safe condition, including repairing/restoring any areas damaged during removal/salvaging operations, and making any repairs necessary to bring the chain link fence back into safe and serviceable condition.

The successful bidder is responsible for securing the site during demolition or removal. The successful bidder will maintain the integrity, and keep secured, the chain link fence currently around the property.

The successful bidder will remove the water tank from the roofline to the concrete foundation. The successful bidder will not be responsible for removal of the foundations walls, footing, on-grade concrete slabs, and plumbing fixtures between the tank and the old main line connection.

WATER TANK BACKGROUND AND CURRENT CONDITIONS

- Tank was constructed in approximately 1986.
- The tank is approximately 30' radius. The wood stave section of the tank is approximately 19' from the slab on grade to the lowest point of the conical roof.
- The conical cover for the tank is covered with mineral surface roofing.
- Wood slabs are shown on the plans as redwood.

(907) 826-3275 • Fax (907)826-3278 • www.craigak.com • PO Box 725, Craig, Alaska 99921

- Total volume of the tank is approximately 400,000 gallons.
- A site drawing showing the tank location and basic dimensions of the tank are attached to this request for proposals.
- The water tank is being offered “as is” and without warranty of any kind.

WATER TANK SITE TOURS

Parties who are interested in viewing the water tank are encouraged to set up a time with the City of Craig Public Works Director during the week of April 18, 2022.

Please contact Russell Dill (907)826-3405 or publicworks@craigak.com to set up an appointment.

BIDDER’S RESPONSIBILITIES

Interested parties must accept the following key obligations:

1. The interested party must respond to this RFP by 2:00 pm on Friday, May 1, 2022. Proposals may be delivered to Craig City Hall Office (500 3rd Street, Craig, AK 99921) or mailed to PO Box 725, Craig, AK 99921. Emailed or faxed proposals will only be accepted if pre-approved by the Craig City Administrator. Proposals should be clearly marked “Request For Proposals: Craig Water Tank”. Proposals received after the closing time and date will be returned unopened.
2. The interested party must procure all permits and approvals from all regulatory agencies, utilities, etc., for relocation or salvage and provide copies to the City of Craig.
3. The interested party must enter into a purchase agreement and access permit in a form approved by the City of Craig incorporating all provisions determined reasonably necessary to allow the project to proceed, including but not limited to insurance, site cleanup requirements, acceptance of building “as is” and without warranty and an acknowledgement of the City’s right to reissue rights to salvage or to demolish the building if it not removed from the site by the scheduled deadline.
6. The interested party must cover all demolition and moving costs associated with relocating or removing the water tank.
7. The interested party is responsible to remove all of the wood tank, including hoops, cover, and other appurtenances completely from the site by the deadline shown in this proposal. If the city is required to pay for disposal of debris or portions of the wood tank (or its appurtenances), the city reserves the right to charge the interested part for all costs associated with clearing and disposal.
8. The interested party must be able to complete the relocation on or before June 30, 2022 (the final removal date). If the city determines that it is in the best interest of the city, the city may approve an extension to this deadline.

9. The successful bidder will need to agree to defend, indemnify and hold harmless (City), its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs and attorney's fees, including those arising from any third party claim asserted against (City), its officers, employees, insurers or self-insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of (City), its officers, its employees, or by any other cause.
10. Coordinate schedule of activities and any disruption to traffic, utilities, or neighboring properties with the Craig Police Department and Craig Public Works Department.

DEADLINE AND SUBMISSION REQUIREMENTS (BID FORM SUBMISSION)

1. Interested parties must submit a complete, signed Salvage Bid Form (attached).
2. Sealed Bid forms must be RECEIVED by the City of Craig at 500 3rd Street, Craig, AK 99921 or at the city's post office box at PO Box 725, Craig, AK, 99921 NO LATER THAN 2:00 pm on Friday, May 1, 2022. Late bids will not be considered. You may submit a bid by email or fax ONLY with prior arrangement.
3. Minimum bid: There is no minimum bid for salvage rights under this proposal.

SELECTION CRITERIA/PROCESS

City staff will review the proposals, as well as any additional information that may be requested from the applicants, and make a recommendation to the City Council based on the following criteria:

1. The City of Craig will consider highest bid for salvage rights for proposals that meet all other requirements.
2. The City of Craig will consider the proposed methodology and schedule for removal of the structure in a timely and professional manner. The City may require additional information regarding the financial aspects of the project, details on individuals or corporations involved in the project, or other information deemed necessary for review and final selection.

AWARD

The City Council, at its sole discretion, may select the successful interested party under this RFP. The City reserves the right to reject any or all proposals. The City reserves the right, at its sole discretion, to rescind its selection of any interested party under this RFP, and any subsequent agreement implementing its selection, if the City determines, in its sole judgment, that:

1. The City cannot reach an agreement with the selected interested party under the proposed terms and conditions for conveyance of the salvage rights to the interested party, and

2. There is any other procedural or substantive issue relating to the development of the project.

It is anticipated that the City Council will select the preferred proposal at the May 5, 2022 City Council meeting.

ADDITIONAL INFORMATION

Specific questions regarding this RFP should be addressed to Brian Templin, Craig City Administrator, at (907) 826-3275 or administrator@craigak.com.

SPRUCE STREET WOOD WATER TANK SALVAGE BID FORM

Name: _____

Mailing Address: _____

Email Address: _____ Phone: _____

Proposed Date of Completion: _____

Proposed Strategy for Timely Completion (briefly explain the work plan and schedule)

Other Factors (briefly explain any other factors that will impact the schedule or have impacts to the surrounding properties during the project)

I certify that I am an interested party in purchasing the salvage rights for the wood water tank located at 405 Spruce Street, Craig, Alaska, USA.

I certify that I am submitting this bid for myself or for an entity that I am lawfully authorized to represent.

I certify that I have read and understand the provisions contained in the Request for Proposals for this project. I further certify that I agree to abide by these provisions. I further certify that I will enter into a purchase agreement/access permit with the City of Craig and will abide by the provisions of that agreement.

I Certify that I have the financial capability (finances on hand or sufficient credit) to perform the responsibilities of the project and will provide proof of financial capability if requested by the city.

I certify that if I do not complete the project within the time frame shown above that the City of Craig reserves the right to allow the next qualified bidder to complete the salvage.

I certify that if I leave debris or portions of the tank on site after I have completed the work that the City of Craig reserves the right to dispose of the remaining items and debris and charge me for removal and disposal costs.

I certify that I will sign the purchase agreement/access permit and make full payment to the City of Craig within five (5) days of being notified that I am the successful bidder. If I do not make full payment by the deadline the city reserves the right to award the salvage rights to the next qualified bidder.

I certify that, to the best of my ability, the above statements are a true and correct representation.

My bid for the salvage rights is:

\$ _____

Dollar Amount in words: _____

Printed Name

Signature

Date