

**CITY OF CRAIG  
COUNCIL AGENDA - REVISED  
APRIL 2, 2020  
COUNCIL CHAMBERS 7:00 PM**

**ROLL CALL**

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

**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.*

**HEARING FROM THE PUBLIC**

- Open for public comment
- Resolution 20-08, Joining the Alaska Remote Sellers Sales Tax Commission
- Resolution 20-09, Amending City of Craig Personnel Manual

**REPORTS FROM CITY OFFICIALS**

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

**READING OF CORRESPONDENCE**

- From Horan & Company – Annual Assessment Report
- Letter from Harriet Wadley

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

- Resolution 20-08, Joining the Alaska Remote Sellers Sales Tax Commission
- Resolution 20-09, Amending City of Craig Personnel Manual

**UNFINISHED BUSINESS**

- Update on local actions re: COVID-19

**NEW BUSINESS**

- Consider deposit into Craig Endowment Fund

**COUNCIL COMMENTS**

**ADJOURNMENT**

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: March 27, 2020  
RE: April Staff Report

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**1. COVID-19**

This nationwide (and worldwide) issue has occupied much of my time recently, and virtually all of Brian Templin's time, and made demands on Craig EMS staffing. A more detailed report is on the council agenda.

**2. FY 2021 Draft Budget**

I am still behind in my budget preparations for Fiscal Year 2021. I plan to continue work on the draft budget the week of March 30, when City Treasurer Sheri Purser and I should be able to schedule time to meet and review the departmental spreadsheets, and reconsider the coming year's revenues, and revenue expectations for the balance of the current fiscal year.

**3. Craig Aquatic Center Project**

Dawson Construction cancelled its March 4 preconstruction walk through of the pool building. The company rescheduled its walk through for early April; however that event is now in doubt given the travel restrictions issued by the State of Alaska, most recently as of late today (COVID-19 Health Mandates 11 and 12). I will contact the company next week to negotiate a change to the start date.

**4. Mariculture Site at Doyle Bay**

Markos Scheer from Premium Aquatics contacted me on March 26 to report that the mariculture site at Doyle Bay is being tended by the company employees living on Prince of Wales Island. He stated that no out of state or off-island employees have traveled to Craig for at least the past two weeks.

Mr. Scheer added that the kelp is growing well. The company still hopes to conduct its first harvest later this year.

**5. Financial Audit**

The city's independent financial auditor submitted the written audit report for the City of Craig this week. I have downloaded the document but have not yet had time to read through it. I will bring the audit to the council for review in the next 30 days.

**6. Travel Schedule**

None scheduled.

CITY OF CRAIG  
MEMORANDUM

March 27, 2020

To: City Council

From: Sheri Purser, Treasurer

Re: Monthly Report

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The February monthly financial reports are included in this report.

Jon and I have met with each department heads to discuss the budgets for their department. I have input this information into the budget excel sheet. Jon and I are hoping to meet up next week to discuss these meetings and also look at the Administration budget. Once we are able to get this done we will contact the budget committee to meet.

Horan & Associates came out and did their 2020 field work for the property tax assessments. I received them back March 24<sup>th</sup> and have been working on getting them into Accufund. We are working on getting the Property Tax Assessment Notices printed and we will get them out to the public by March 31<sup>st</sup>.

There has been illnesses throughout the accounting team. They have stayed home during that time. We have also made sure to keep our 6 ft. Social distance while at work.

I have also been a part of the Emergency Operation Incident Management Team. I have been assigned the Finance/Admin Section Chief. We have been have meetings 2 times a week to keep everyone updated on the COVID-19 updates, checking inventories, receiving updates from SEARCH, Peace Health, & Public Health, also with other entities that are a part of the team. Brian Templin has been running the meetings and doing an awesome job.

If you have any questions please contact me at [finance@craigak.com](mailto:finance@craigak.com)

City of Craig  
Cash Balances  
3/27/2020

General Fund

Deposit Clearing Account	44,855.70
Checking - First Bank	1,494,243.35
Checking - Wells Fargo	(206,950.97)
Petty Cash	325.00
Petty Cash-Harbors	200.00
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	150.00
Petty Cash- Library	50.00
Specail Recreation Savings	1,941.55
Wells Fargo CD Saving Account	<u>2,300,000.00</u>
Total	<u>3,635,064.63</u>

Restricted Fund

Cash, , Police Fund	21,920.17
Cash Evidence, Police	4,409.30
Police Petty Cash	781.17
Cash Equipment Fund	451,883.30
Cash Hatchery Salmon Derby	2.22
MM Park Funds	7,697.08
Fish Quota Funds	15,500.41
MM POW Clinic Funds	24,988.13
MM Invest Muni Land	567,676.81
Hatchery Saving Account	55,213.62
Cash MMkt NFR -School FB	311,314.84
Cash Invest School Funds APCM	2,834,588.62
Accrued Interest, School	<u>9,484.00</u>
Total	<u>4,305,459.67</u>

Endowment

Cash Held Endowment	35,655.98
CD Invest, Endowment	505,486.01
Fixed Inc. Investment Endowment	3,724,753.36
Accr. Int., Endowment	18,569.00
Equity Invest., Endowment	4,488,886.11
Unrealized Gain/Loss Endowment	125,036.11
Unrealized Gain/Loss Equity, Endowment	<u>2,965,949.62</u>
Total	<u>11,864,336.19</u>

Enterprise Fund

Water & Wastewater Cash	4,469.55
DNR Performance CD	<u>8,500.00</u>
Total	<u>12,969.55</u>

**City of Craig, Inc.**  
**02. Craig Gov Revenue**

**March 27, 2020**

	M-T-D Actual	Y-T-D Actual	Budget	Variance	% of Budget
01 00.4000.00 000 Property Tax	0	658,339	(655,300)	1,313,639	(100)
01 00.4050.00 000 Sales Tax	1,801	1,467,953	(1,613,250)	3,081,203	(91)
01 00.4060.00 000 Liquor Sales Tax	0	100,162	(120,000)	220,162	(83)
01 00.4061.00 000 Marijuana Sales Tax	6,804	14,303	0	14,303	0
01 00.4065.00 000 Transient Room Tax	0	28,998	(30,000)	58,998	(97)
01 00.4080.00 000 Sales Tax Penalties	44	1,381	0	1,381	0
<b>Total Local Taxes</b>	<b>8,649</b>	<b>2,271,136</b>	<b>(2,418,550)</b>	<b>4,689,686</b>	<b>(94)</b>
01 00.4100.00 000 Property PILT Funding	0	312,174	(289,500)	601,674	(108)
01 00.4110.00 000 State Revenue Sharing	0	90,507	(90,019)	180,526	(101)
01 00.4111.00 000 Liquor Revenue Sharing	0	1,000	(4,000)	5,000	(25)
01 00.4112.00 000 Fish Bus Tax - DOR	0	144,432	(80,000)	224,432	(181)
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	(4,000)	4,000	0
<b>Total State Revenue</b>	<b>0</b>	<b>548,113</b>	<b>(467,519)</b>	<b>1,015,632</b>	<b>(117)</b>
01 00.4220.00 000 EMS Service Fees	1,318	51,375	(60,000)	111,375	(86)
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	30,000	(30,000)	0
01 00.4260.00 000 Aquatic Center Revenue	1,649	41,694	(55,000)	96,694	(76)
01 00.4270.00 000 Library Fees	465	1,910	(1,000)	2,910	(191)
01 00.4275.00 000 Recreation Revenue	1,338	16,445	(17,000)	33,445	(97)
01 00.4280.00 000 Senior Card Fees	100	1,000	(3,000)	4,000	(33)
01 00.4620.00 000 Taxi Permit Fees	0	0	(100)	100	0
01 00.4640.00 000 Building Permit Fees	180	1,580	0	1,580	0
01 00.4644.00 000 Access Permit Fees	0	6,236	(8,000)	14,236	(78)
01 00.4646.00 000 PSN Road Maintenance	0	0	(18,000)	18,000	0
<b>Total Permits &amp; Fees</b>	<b>5,050</b>	<b>120,240</b>	<b>(133,100)</b>	<b>253,340</b>	<b>(90)</b>
01 00.4300.00 000 Property Lease/Rentals	(800)	30,367	(72,000)	102,367	(42)
01 00.4310.00 000 Equipment Rentals	0	(50)	0	(50)	0
01 00.4400.00 000 Material Sales	0	0	(1,000)	1,000	0
01 00.4410.00 000 Equipment Sales	0	6,620	0	6,620	0
01 00.4450.00 000 K Salmon Hatchery Support	6,583	15,083	0	15,083	0
<b>Total Local Revenue</b>	<b>5,783</b>	<b>52,020</b>	<b>(73,000)</b>	<b>125,020</b>	<b>(71)</b>
01 00.4700.00 000 Police-Fines,Citation	208	5,128	(10,000)	15,128	(51)
01 00.4701.00 000 Amental Impound Fees	55	55	0	55	0
01 00.4703.00 000 Motor Vehicle Commision	4,482	49,083	(60,000)	109,083	(82)
01 00.4715.00 000 POLICE-DRUG FORFEITURE	(716)	20,820	0	20,820	0
01 00.4650.00 000 State Trooper Dispatch	0	4,625	(7,200)	11,825	(64)
01 00.4660.00 000 State Jail Contract Revenue	0	89,381	(357,524)	446,905	(25)
01 00.4665.00 000 Klawock Dispatch	0	30,968	(53,088)	84,056	(58)
01 00.4670.00 000 Forest Service Dispatch	0	0	(3,000)	3,000	0
<b>Total Public Safety Funds</b>	<b>4,029</b>	<b>200,060</b>	<b>(490,812)</b>	<b>690,872</b>	<b>(41)</b>
01 00.4800.00 000 Interest Income (CKNG & CD)	0	0	(34,000)	34,000	0
01 00.4820.00 000 Interest Income (A/R)	0	1,695	(1,000)	2,695	(169)
01 00.4900.00 000 Misc Revenue	29	5,416	(5,000)	10,416	(108)
01 00.4910.00 000 Donations Received	0	1,010	0	1,010	0
<b>Total Other Revenue</b>	<b>29</b>	<b>8,121</b>	<b>(40,000)</b>	<b>48,121</b>	<b>(20)</b>
<b>Total Revenues</b>	<b>\$ 23,540</b>	<b>\$ 3,199,690</b>	<b>\$ (3,622,981)</b>	<b>\$ 6,822,671</b>	<b>\$ (88)</b>

**City of Craig, Inc.**  
**Revenue and Expense MTD and YTD**  
**March 27, 2020**

	Month to Date	Y-T-D Current Year	Y-T-D Encumbrance	Total	Budget	Variance	% of Budget
<b>00</b>							
Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
Total Contract Services	0	8,600	0	8,600	0	(8,600)	0.00
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	152	8,997	10,573	19,571	0	(19,571)	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	85	0	85	0	(85)	0.00
Total Capital Assets	0	(250,000)	0	(250,000)	0	250,000	0.00
Total Expenditures	152	(232,318)	10,573	(221,744)	0	221,744	0.00
<b>11 Administration</b>							
Total Personnel	25,906	230,549	0	230,549	331,058	100,509	69.64
Total Personnel Benefits	8,305	78,963	0	78,963	134,503	55,540	58.71
Total Contract Services	22,792	178,996	1,975	180,970	142,550	(38,420)	(125.95)
Total Personnel Misc.	0	13,649	2,372	16,021	11,745	(4,276)	(135.41)
Total Material & Supplies	136	15,662	1,028	16,690	9,500	(7,190)	(174.68)
Total Utilities	0	12,618	0	12,618	19,592	6,974	64.40
Total Maintenance	100	1,298	0	1,298	3,260	1,962	39.82
Total Misc.	0	20,106	0	20,106	25,778	5,672	78.00
Total Capital Assets	0	4,199	(199)	4,000	6,000	2,000	66.67
Total Expenditures	57,239	556,040	5,176	561,215	683,986	122,771	82.05
<b>12 Council</b>							
Total Personnel	1,208	7,657	0	7,657	13,500	5,843	56.72
Total Personnel Benefits	551	5,411	0	5,411	17,634	12,223	30.69
Total Contract Services	0	710	0	710	950	240	74.74
Total Personnel Misc.	0	7,934	1,312	9,246	2,050	(7,196)	(450.02)
Total Material & Supplies	0	183	0	183	0	(183)	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	220	220	0.00
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	1,759	21,895	1,312	23,207	34,354	11,147	67.55
<b>13 Planning</b>							
Total Personnel	5,567	53,099	0	53,099	45,759	(7,340)	(115.04)
Total Personnel Benefits	1,510	14,741	0	14,741	17,694	2,953	83.31
Total Contract Services	0	7,335	12,579	19,914	5,800	(14,114)	(342.34)
Total Personnel Misc.	0	617	0	617	0	(617)	0.00
Total Material & Supplies	0	842	0	842	1,000	158	84.20
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	641	0	641	765	124	83.79
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	7,077	77,275	12,579	89,854	71,018	(18,836)	(125.52)
<b>14 Parks &amp; Facilities</b>							
Total Personnel	9,783	98,375	0	98,375	124,005	25,630	79.33
Total Personnel Benefits	4,367	39,958	0	39,958	69,459	29,501	57.53
Total Contract Services	(300)	4,955	61	5,016	7,800	2,784	64.31

**City of Craig, Inc.**  
**Revenue and Expense MTD and YTD**  
**March 27, 2020**

	Month to Date	Y-T-D Current Year	Y-T-D Encumbra nce	Total	Budget	Variance	% of Budget
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	24	65,625	1,732	67,356	16,200	(51,156)	(414.78)
Total Utilities	0	15,170	0	15,170	16,609	1,439	91.34
Total Maintenance	0	214	0	214	10,000	9,786	2.14
Total Misc.	0	816	(819)	(3)	11,968	11,971	(0.03)
Total Capital Assets	0	0	0	0	13,400	13,400	0.00
Total Expenditures	<u>13,874</u>	<u>225,113</u>	<u>974</u>	<u>226,086</u>	<u>269,441</u>	<u>43,355</u>	<u>83.91</u>

**15 Public Works**

Total Personnel	11,370	104,451	0	104,451	153,242	48,791	68.16
Total Personnel Benefits	6,608	55,744	0	55,744	107,017	51,273	52.09
Total Contract Services	75	2,893	2,118	5,011	8,220	3,209	60.96
Total Personnel Misc.	0	180	0	180	0	(180)	0.00
Total Material & Supplies	834	85,830	12,757	98,588	25,750	(72,838)	(381.87)
Total Utilities	0	12,016	0	12,016	18,986	6,970	63.29
Total Maintenance	(208)	50,395	7,225	57,618	25,000	(32,618)	(229.47)
Total Misc.	0	1,749	0	1,749	7,798	6,049	22.43
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	<u>18,679</u>	<u>313,258</u>	<u>22,100</u>	<u>335,357</u>	<u>346,013</u>	<u>10,656</u>	<u>96.92</u>

**16 Police**

Total Personnel	42,397	379,290	0	379,290	549,338	170,048	69.04
Total Personnel Benefits	18,290	179,542	500	180,042	321,619	141,577	55.98
Total Contract Services	0	223	0	223	3,825	3,602	5.83
Total Personnel Misc.	503	1,719	0	1,719	5,350	3,631	32.13
Total Material & Supplies	10	40,661	4,649	45,308	43,000	(2,308)	(104.37)
Total Utilities	0	15,864	0	15,864	29,742	13,878	53.34
Total Maintenance	0	145	0	145	0	(145)	0.00
Total Misc.	(910)	(23,377)	8,077	(15,300)	29,714	45,014	(51.49)
Total Capital Assets	0	0	9,857	9,857	40,000	30,143	24.64
Total Expenditures	<u>60,290</u>	<u>594,067</u>	<u>23,083</u>	<u>617,148</u>	<u>1,022,588</u>	<u>405,440</u>	<u>60.35</u>

**17 EMS**

Total Personnel	9,254	88,025	0	88,025	106,493	18,468	82.66
Total Personnel Benefits	3,520	26,677	0	26,677	57,661	30,984	46.27
Total Contract Services	343	5,761	696	6,456	3,400	(3,056)	(188.88)
Total Personnel Misc.	0	748	1,367	2,115	5,000	2,885	42.30
Total Material & Supplies	(64)	10,534	4,100	14,633	16,300	1,667	89.77
Total Utilities	0	5,532	0	5,532	6,300	768	87.81
Total Maintenance	0	462	0	462	0	(462)	0.00
Total Misc.	0	0	0	0	6,351	6,351	0.00
Total Capital Assets	0	1,295	1,461	2,756	650	(2,106)	(423.00)
Total Expenditures	<u>13,053</u>	<u>139,034</u>	<u>7,624</u>	<u>146,656</u>	<u>202,155</u>	<u>55,499</u>	<u>72.55</u>

**18 Fire Department**

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	4,186	4,186	0.00
Total Contract Services	0	0	0	0	3,800	3,800	0.00
Total Personnel Misc.	0	25	0	25	2,700	2,675	0.93
Total Material & Supplies	0	5,012	0	5,012	6,400	1,388	78.31
Total Utilities	0	4,454	0	4,454	5,980	1,526	74.48
Total Maintenance	0	0	0	0	3,000	3,000	0.00
Total Misc.	0	0	0	0	4,827	4,827	0.00

**City of Craig, Inc.**  
**Revenue and Expense MTD and YTD**  
**March 27, 2020**

	Month to Date	Y-T-D Current Year	Y-T-D Encumbra nce	Total	Budget	Variance	% of Budget
TotalCapital Assets	0	0	0	0	8,700	8,700	0.00
Total Expenditures	0	9,491	0	9,491	39,593	30,102	23.97
<b>19 Library</b>							
Total Personnel	5,040	47,283	0	47,283	64,907	17,624	72.85
Total Personnel Benefits	2,285	20,596	0	20,596	39,007	18,411	52.80
TotalContract Services	368	1,340	380	1,720	2,800	1,080	61.43
TotalPersonnel Misc.	0	942	0	942	0	(942)	0.00
Total Material & Supplies	0	25,531	(124)	25,408	9,270	(16,138)	(273.09)
Total Utilities	0	4,271	0	4,271	11,227	6,956	38.04
Total Maintenance	0	0	0	0	1,400	1,400	0.00
Total Misc.	0	400	0	400	1,750	1,350	22.86
TotalCapital Assets	0	0	0	0	0	0	0.00
Total Expenditures	7,693	100,363	256	100,620	130,361	29,741	77.19
<b>21 Sewer</b>							
Total Personnel	6,629	65,569	0	65,569	75,938	10,369	86.35
Total Personnel Benefits	3,443	32,047	0	32,047	52,563	20,516	60.97
TotalContract Services	150	2,640	0	2,640	7,800	5,160	33.85
TotalPersonnel Misc.	0	0	0	0	1,280	1,280	0.00
Total Material & Supplies	68	9,777	0	9,777	8,350	(1,427)	(116.09)
Total Utilities	0	28,597	0	28,597	71,963	43,366	39.74
Total Maintenance	0	642	0	642	4,000	3,358	16.05
Total Misc.	0	1,280	0	1,280	5,450	4,170	23.49
TotalCapital Assets	0	58,947	0	58,947	64,996	6,049	90.69
Total Expenditures	10,290	199,499	0	199,499	292,340	92,841	68.24
<b>22 Water</b>							
Total Personnel	13,048	111,469	0	111,469	131,908	20,439	84.51
Total Personnel Benefits	5,597	49,364	0	49,364	81,029	31,665	60.92
TotalContract Services	333	4,892	11,769	16,660	85,000	68,340	19.60
TotalPersonnel Misc.	0	5,298	1,469	6,767	3,935	(2,832)	(170.97)
Total Material & Supplies	1,991	63,891	15,280	79,170	57,475	(21,695)	(136.75)
Total Utilities	0	28,177	0	28,177	57,400	29,223	49.09
Total Maintenance	0	0	0	0	10,000	10,000	0.00
Total Misc.	0	0	0	0	8,850	8,850	0.00
TotalCapital Assets	0	27,479	(371)	27,108	119,506	92,398	22.68
Total Expenditures	20,969	290,570	28,147	318,715	555,103	236,388	57.42
<b>23 Garbage</b>							
Total Personnel	2,679	28,581	0	28,581	37,896	9,315	75.42
Total Personnel Benefits	1,744	20,807	0	20,807	38,442	17,635	54.13
TotalContract Services	(7,145)	132,146	0	132,146	207,500	75,354	63.68
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	4,543	0	4,543	9,300	4,757	48.85
Total Utilities	0	184	0	184	500	316	36.80
Total Maintenance	0	0	0	0	5,000	5,000	0.00
Total Misc.	0	90	0	90	3,500	3,410	2.57
TotalCapital Assets	0	0	0	0	25,000	25,000	0.00
Total Expenditures	(2,722)	186,351	0	186,351	327,138	140,787	56.96
<b>24 Recreation</b>							
Total Personnel	4,661	38,151	0	38,151	53,362	15,211	71.49



**City of Craig, Inc.**  
**Revenue and Expense MTD and YTD**  
**March 27, 2020**

	Month to Date	Y-T-D Current Year	Y-T-D Encumbra nce	Total	Budget	Variance	% of Budget
Total Personnel Benefits	1,858	15,941	0	15,941	25,771	9,830	61.86
Total Contract Services	0	2,602	0	2,602	3,600	998	72.28
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	121	4,035	0	4,035	2,000	(2,035)	(200.75)
Total Utilities	0	11,748	0	11,748	17,140	5,392	68.54
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	4,630	4,630	0.00
Total Capital Assets	0	108	0	108	3,500	3,392	3.09
<b>Total Expenditures</b>	<b>6,640</b>	<b>72,585</b>	<b>0</b>	<b>72,585</b>	<b>110,003</b>	<b>37,418</b>	<b>65.98</b>

**25 Aquatic Center**

Total Personnel	12,753	109,718	0	109,718	156,536	46,818	70.09
Total Personnel Benefits	6,688	51,427	0	51,427	128,834	77,407	39.92
Total Contract Services	0	1,560	0	1,560	4,700	3,140	33.19
Total Personnel Misc.	0	489	0	489	8,820	8,331	5.54
Total Material & Supplies	0	10,921	535	11,456	20,200	8,744	56.71
Total Utilities	0	74,792	0	74,792	131,920	57,128	56.69
Total Maintenance	0	570	371	942	4,800	3,858	19.63
Total Misc.	0	38	0	38	10,800	10,762	0.35
Total Capital Assets	0	137,467	1,795	139,262	140,684	1,423	98.99
<b>Total Expenditures</b>	<b>19,441</b>	<b>386,982</b>	<b>2,701</b>	<b>389,684</b>	<b>607,294</b>	<b>217,611</b>	<b>64.17</b>

**27 Harbor**

Total Personnel	14,304	115,095	0	115,095	129,538	14,443	88.85
Total Personnel Benefits	5,844	48,145	0	48,145	75,695	27,551	63.60
Total Contract Services	0	500	0	500	2,850	2,350	17.54
Total Personnel Misc.	0	3,905	250	4,155	4,350	195	95.52
Total Material & Supplies	376	18,152	(612)	17,539	18,445	906	95.09
Total Utilities	0	34,106	0	34,106	62,868	28,762	54.25
Total Maintenance	759	7,359	300	7,659	14,400	6,741	53.19
Total Misc.	4	11,584	0	11,584	24,500	12,916	47.28
Total Capital Assets	0	215,837	(3,286)	212,551	0	(212,551)	0.00
<b>Total Expenditures</b>	<b>21,287</b>	<b>454,683</b>	<b>(3,348)</b>	<b>451,334</b>	<b>332,646</b>	<b>(118,687)</b>	<b>(134.68)</b>

**28 JTB Industrail Park**

Total Personnel	1,906	64,724	0	64,724	88,625	23,901	73.03
Total Personnel Benefits	902	16,861	0	16,861	38,873	22,012	43.37
Total Contract Services	0	2,163	0	2,163	15,500	13,337	13.95
Total Personnel Misc.	0	(335)	335	0	0	0	0.00
Total Material & Supplies	27	9,964	(855)	9,109	17,800	8,691	51.17
Total Utilities	0	37,773	0	37,773	52,782	15,009	71.56
Total Maintenance	57	12,066	2,549	14,615	4,000	(10,615)	(364.38)
Total Misc.	0	1,544	1,219	2,764	12,325	9,561	22.43
Total Capital Assets	1,198	1,198	0	1,198	0	(1,198)	0.00
<b>Total Expenditures</b>	<b>4,090</b>	<b>145,958</b>	<b>3,248</b>	<b>149,207</b>	<b>229,905</b>	<b>80,698</b>	<b>64.90</b>

**29 Ward Cove Cannery**

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
Total Contract Services	0	0	0	0	0	0	0.00
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	12	0	12	880	868	1.36

**City of Craig, Inc.**  
**Revenue and Expense MTD and YTD**  
**March 27, 2020**

	Month to Date	Y-T-D Current Year	Y-T-D Encumbra nce	Total	Budget	Variance	% of Budget
Total Utilities	0	1,802	0	1,802	3,100	1,298	58.13
Total Maintenance	0	0	0	0	1,000	1,000	0.00
Total Misc.	0	0	0	0	1,020	1,020	0.00
TotalCapital Assets	0	1,236	0	1,236	1,000	(236)	(122.60)
Total Expenditures	0	3,050	0	3,050	7,000	3,950	43.57

**31 PSN Hatchery**

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	28,000	0	28,000	0	(28,000)	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	0	0	0.00
TotalCapital Assets	0	0	0	0	0	0	0.00
Total Expenditures	0	28,000	0	28,000	0	(28,000)	0.00

**40 Equipment**

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	0	0	0	0	0	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	0	0	0.00
TotalCapital Assets	0	5	0	5	0	(5)	0.00
Total Expenditures	0	5	0	5	0	(5)	0.00

**60 School Support**

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	0	0	0	0	0	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	550,600	0	550,600	0	(550,600)	0.00
TotalCapital Assets	0	0	0	0	0	0	0.00
Total Expenditures	0	550,600	0	550,600	0	(550,600)	0.00

**99 Inter Governmental  
Transfers**

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	0	0	0	0	0	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	0	0	0.00
TotalCapital Assets	0	973	0	973	0	(973)	0.00

**City of Craig, Inc.**  
**Revenue and Expense MTD and YTD**  
**March 27, 2020**

	<u>Month to</u> <u>Date</u>	<u>Y-T-D</u> <u>Current</u> <u>Year</u>	<u>Y-T-D</u> <u>Encumbra</u> <u>nce</u>	<u>Total</u>	<u>Budget</u>	<u>Variance</u>	<u>% of</u> <u>Budget</u>
Total Expenditures	<u>0</u>	<u>973</u>	<u>0</u>	<u>973</u>	<u>0</u>	<u>(973)</u>	<u>0.00</u>

**City of Craig**  
**Memorandum**

To: Mayor Tim O'Connor; Craig City Council

From: Jessica Holloway; Aquatic Manager

RE: March/ April Report

Date: March 30, 2020

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March was slow. Due to the Covid-19 crisis the pool has been closed. The pool staff spent 2 days fully cleaning and disinfecting the building. Since then, there hasn't been anything happening at the pool. The big pool still has water in it and I am going up daily to maintain it. The other two pools have been drained. If this closure continues we may have to look into draining the big pool. Having it sit without use is a waste of chemicals and water and energy to keep it warm.

I attempted to share some of my sick time with my employees that do not receive the benefit in order to help them through this time but was told it wasn't allowed. Three employees do not receive sick or vacation leave. Three do. I have one of the kids working with Doug doing little things to keep him going. I fear that if this continues to much longer I will be forced to hire new staff. We shall see.

Jon received a notice from the contractor that there is a possibility of delay of the project. I am very concerned about this due to my staff making plans for the summer due to our shut down. Due to the no travel policy in effect currently I do not see them being able to make it down for the walk through and pre-construction meeting.

If you have any questions or concerns please feel free to call or email me.

# City of Craig Memorandum

Date: April 2, 2020  
To: Mayor O'Connor and Craig City Council  
From: Jillian Carl, City Clerk  
Re: Clerk's Report

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## PIO

During this global pandemic, I have officially taken on the roll of Public Information Officer. I have learned a lot with the help of Brian and Jon. While I have been in and out of the office this past week, Brian has filled in for me in regards to the PIO duties and for Council Meetings.

Thank you, Brian!

I have done a couple interviews with KRBD, and I have another scheduled for later this week.

## Website

The website has been a team effort with great help from Brian. I am consistently updating and posting new information, along with trying to make the overall look of the information page easy to navigate. If the council would like to see any new information or changes to the COVID-19 page, please let me know and I am happy to add more information to the page.

## Next Meeting

April 16, 2020



# CITY COUNCIL REPORT

March 27, 2020

## PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
March 25, 2020	Monthly Report	Chaundell Piburn

## TRAINING AND EVENTS

We have had 14 EMS training's / Meeting this month.  
We have had 1 Fire training/ Meeting this month.  
We have had one Youth ETT training this month.

## SIGNIFICANT INFORMATION

- The Medical Field, EMS & Medivac Captains have daily conference calls to keep everyone updated on Covid 19
- I host a similar conference call in for our island every Mon - Wed- Fri with POW EMS Captains & a few community leaders .
- We have continued to get PPE kits out to all the communities. We distributed barebones kits to them originally, but we since have went through the MMRS supplies and built really good supply stock for everyone.
- We need to get supplies out to the clinics.
- I have developed a more current version of our response & patient care protocols.
- We are working on a revised edition to include allowing others to shower/ decontaminate at the firehall
- I am still concerned about our vulnerable adults and would like to get that form in place by Monday of next week. Klawock already has theirs out in the mail, they went with a paper version first because they don't have website updates to their city site.
- This weekend I spoke with every single EMS volunteer to make sure they are clear on protocols and have a family plan in place.
- Currently, Minnie and I are going to make sure one of us is lead on every single call.
- We are building online classes in coordination with the state office so we can keep everyone training. My EMT 1 class has moved to a hybrid class.
- The state is going to allow us to give out provisional certifications to anyone that hasn't been expired for over 3 years and completes the online testing.
- We have the opportunity to build an island community paramedic program with ALS providers.

[ 10 - 12 % of our Nationwide positive COVID 19 cases are EMS personnel, so I am doing everything I can to plan our operational responses to protect us. Most of our patients don't fall in parameters for covid testing so they go under the radar and we will be delivering care to them in their homes. ]



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: March, 27 2020

RE: April Staff Report

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## Harbor department report April 2020

The new propane heater in our shop is up and running. It has allowed us to get some painting done on the boat hauler. We have also been able to have Richard Klein replace the rest of the old style check valves on the trailer.

South cove LED lighting upgrade is complete. The old bulbs were high pressure sodium bulbs that used 75watts. The new lights are designed to replace a 150 watt light but only use 24 watts. There are 22 fixtures in the harbor so we are now saving over 1100 watts.

The harbor assessment contract has been awarded and now will need to be rescheduled. The company believes that they can do the work toward the end of July. This is still dependent on how everything works out with Corvid-19.

The ice house upgrades may need to be delayed. The contractor is going to still ship up his tools and the new parts and machinery for the upgrade. We are not sure if they will be able to even get here to do the job though. Two members of his crew live in Alaska and have been in state long enough to not fall under the State's mandated quarantine. However the owner of the company, as well as his Insulator lives in Washington state. We are trying to find a way to still get the job completed. The contractor does have time in May that he could do the work. We just have no idea what things will be like by then.

We have replaced the 4 bents that were rotten on the South Cove grids. We were able to walk a small excavator down and do the work. We still need to do some repair work to some of the piling as well as pin the new bents into place.

The North cove oil shed has received a much needed overhaul. Rotten siding and studs were replaced. The doorway was framed differently, and a sliding door was installed to keep the rain from filling up the secondary containment unit with water. Additionally a set of stairs was added to allow users a safer way to dispose of oil. The new sliding door made the shed too dark to safely use so we ran conduit to the building and facilities installed an overhead light. This summer the building will receive a paint job.

We recently were able to launch the F/V Pacific Lady. It was the large steel seiner that was burned up in the North cove fire three years ago. It had been stored in the yard for the last 2.5 years.

## **3/01/2020 – 3/27/2020**

Volunteer Hours: 18  
Patron Visits: 529  
Circulation: 1350  
Computer Usage: 92  
WiFi Usage (# of separate sessions): 726  
Tests Proctored: 1  
Meetings: 3  
Alaska Digital Library Usage: 74  
Story Times: 4 Attendance: 43  
Inter-Library Loans: 21

### **Library Programs: (When Closure is Not in Effect)**

- Every Friday, 10:00 am: Preschool Story Time
- Every Friday, 11:00 am: Head Start Story Time
- Dolly Parton Imagination Library—Continuous Registrations
- Monday Evenings: Cub Scout and Girl Scout meetings

### **COVID-19:**

The library closed at 12pm on Tuesday, March 17<sup>th</sup> in compliance with the Governor's second health mandate. We are continuing to work our normal schedules (with some adjustments due to illness or childcare needs). We have implemented a sort of "curbside pick-up" process where patrons with library cards in good standing may call or email to request materials and we will meet them at the door with their requests. We have had seven patrons take advantage of this service so far. We are also encouraging increased usage of the Alaska Digital Library and are working to add more materials to our digital catalog. I have also been working on some ways to offer digital programming (such as Facebook Live Storytimes).

With no patrons in the building, we are working on a number of projects, large and small, that are difficult to accomplish during our normal open hours. This includes some deep cleaning, thorough organization of storage areas, a bit of rearranging furniture, replacing worn-out DVD cases, updating patron computers, etc.

### **WhoFi Analytics:**

The Alaska State Library recently partnered with WhoFi Analytics, a company that provides WiFi usage statistics. In the past we have tried to track usage by asking patrons to sign in any time they log on to the library's WiFi network, but this does not always provide us with an accurate count. The WhoFi service is linked directly to our router and is therefore able to track each and every WiFi session (without invading the privacy of the users). Between March 1<sup>st</sup> and March 27<sup>th</sup>, WhoFi recorded 726 separate sessions!

Submitted by Angela Matthews, Library Director



**CITY OF CRAIG  
MEMORANDUM**



**Date: March 27, 2020**  
**To: Honorable Tim O'Connor, Craig City Council**  
**Fr: RJ Ely, Police Chief**  
**Re: Staff Report / March 2020** *RJ Ely*

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**ACTIVITY**

Activity from February 26, 2020 through March 26, 2020 Dispatch Center took the following amount of calls for service.

Craig	800
Klawock	286
AST	1

**DEPARTMENT OF MOTOR VEHICLES**

Due to State Recommendations and City of Craig, DMV is currently closed, pending COVIN-19 Cases dropping, instead of increasing. Staff still taking drop offs and explaining that it could a few weeks, before transactions are processed and completed.

No Driving Tests or written tests are being offered.

**DISPATCHER(S)**

Tami Wensel has been hired, has started training and is progressing well. She had been working for State of Alaska, Office of Children Services, but left to come to Craig PD.

**OFFICER(S)**

Josh Connolly has been offered a police officer position and has accepted. Due to an injury, surgery and now recovery time, will not see him, tell end of April.

Have other applications, few good candidates and staff are conducting backgrounds

**OTHER**

Sgt. Medina attended and completed Evidence / Property Training in Anchorage.

I will not be attending the Spring Emergency Management Conference & Local Emergency Planning, in April, for it's been moved to October 2020.

I've implemented changes, within the Craig Dispatch Center, to assist all First Responders, pertaining to COVID-19. As well, other city departments, Public Works, Facilities, any branch, within City of Craig to help minimize any city employee being exposed to COVIN-19.

CPD Dispatch Center has been fielding several calls, pertaining to COVIN-19. Staff is attempting to obtain as much information, as they can, to aid in responses. There will always be calls, where staff will ask questions, but not receive an answer. Staff can't pass information, it doesn't have.

## **CITY OF CRAIG MEMORANDUM**



I'm working with Harbors / City Hall on enforcement issues, with out of state boats, coming to Craig and wanting to dock and not self-quarantine. Also working with State Agencies on other self-quarantine matters / concerns.

Several new mandates have come down, from DOC / Department of Corrections, pertaining to COVIN-19 and I have implemented all for the Craig Jail. AST / KPD / VPSO's are aware of new mandates, requirements, for lodging those arrested, in the Jail.

I have been attending numerus meetings, teleconferences, email chains, almost daily pertaining to COVIN-19. We strive to keep our staff free of infection. As well, numerus extra steps are being taking, within the Jail, in attempts to keep all inmates free of infection.

Craig Police Department staff will continue to provide the highest level of service, to the citizens of Craig and all of POW that come to Craig.

# Public works Report

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## Streets and Alleys:

- a. Trimming alders and grubbing overgrowth in ditch lines thru-out the City.
- b. Street signs replaced as required.
- c. Catch basin clearing as needed.
- d. Downed trees removed from City streets as required.
- e. Alder trimming on PSN road.

## Sewer:

- a. Daily and Monthly General maintenance and sampling at the wastewater treatment plant as required.
- b. Responded to power outages as required.
- c. Monthly Sludge removal as required.

## Water:

- a. Daily and Monthly General maintenance and sampling at the water treatment plant and distribution system as required.
- b. Water meter repair and/or replace as required.
- c. Monthly Bacti samples collected as required.
- d. Continuous work with radio read meter system.
- e. Received ADEC approval for new Soda Ash machine; will place order in the next week.

## Equipment:

## Solid Waste:

- a. Weekly pick-up process performed as require.
- b. Individual garbage can pick-up trial for three months, for 200 and 400 block of Shaan Seet ends March 31<sup>st</sup>, 2020.

## Requests:

## Projects:

- a. Safety Program review ( work in progress)
- b. New soda ash machine for water treatment plant(work in progress)
- c. North & South Cove Harbors back-flow preventer installation project bid( work in progress)

Craig Recreation Report, April 2020

Due to the shelter in place advisory all of my programs are canceled.

I continue to do the radio show and keep the public informed about local advisories.  
Referring them to [craigal.com](http://craigal.com).

Pilar has found full time employment but is willing to work part time when programs start back up.  
Friday skating and Saturday events.

The ballet recital was wonderful thanks to Allison Fargo with help from Kim Daggs, Chase Anderson and our own Jillian Carl. We held the event in the City Gym with safe distancing. We made family pods of chairs. It was beautiful.

I am actually on vacation. I was going to Denver for my cancer check up and ended up with a staycation.  
Have been keeping POWER able to give out food and aid. Will be working as needed from home.  
Staying home since I am a vulnerable adult.

Hope to plant the City flower baskets and do some organizing at the Rec Center and Gym.  
All alone. Maybe Pilar can help me on weekends.

I will be available if you need me. I am not stuck at home, I am safe at home.

Take care of yourselves.



# Parks & Public Facilities

3/30/2020

## Staff Report – March 2020

To: Craig Mayor and City Council

From: Douglas Ward

### Current Projects Underway:

1. Propane Boilers at Aquatic Center. New boilers are on the barge this week.
2. Alder removal between Police Station and City Gym.
3. Wiring for welder outlet at haul out building.
4. Old shelter removal from Sandy Beach.

### Completed Items:

1. Medical Center parking lights LED upgrade.
2. EMS oxygen machine repairs.
3. North Cove cameras reinstalled.
4. Door closer at library installed.
5. Installed new flow meter at Aquatic Center
6. New door installation at WWTP.
7. Alder removal at Medical Center.
8. Installed test LED lamp at WWTP.
9. Hand rail repair at P.D.
10. Parking bumper removal and replacement across from Daycare.
11. Day to day service calls

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

# HORAN & COMPANY

REAL ESTATE APPRAISERS/CONSULTANTS

CHARLES E. HORAN MAI / WILLIAM G. FERGUSON,  
JOSHUA C. HORAN / SLATER FERGUSON

403 LINCOLN STREET, SUITE 210, SITKA, ALASKA 99835

PHONE NUMBER: (907)747-6666

FAX NUMBER: (907)747-7417

commercial@horanappraisals.com

March 23, 2020

Jon Bolling, City Manager  
Sheri Purser, City Treasurer  
City of Craig  
P.O. Box 725  
Craig, AK 99921

Sent via email: [finance@craigak.com](mailto:finance@craigak.com)  
[jbolling@aptalaska.net](mailto:jbolling@aptalaska.net)

RE: 2020 Assessment Fieldwork

Dear Mr. Bolling and Ms. Purser:

We have completed the fieldwork and made adjustments to the real property assessed values for the 2020 assessment roll, based on our review of the real property records and market trending information. Commercial and industrial seems to be trending up but with only four confirmed sales from 2017-2020 we lack enough data to make a change. Residential land showed a clear trend up with the five confirmed sales with a 34% over assessed. Based on this trend we upped residential land by 10%. Residential improvement is continuing to show upper movement over the last two year at 7% over assessed value while we had lots of sales there was not enough of a trend to increase values this year. If this trend continues, we will look at increasing next year. Mobile homes continue to be inconsistent. While the over all trend is 13% above assessed value, many are below assessed value. We decided to wait and see what mobile homes do next year.

## **Land**

Residential land sales we examined from the past two years have shown a notable increase in values. While 2019 has only one new sale we picked up an additional three more sales from 2018. Residential land sales in Crab Cove Heights subdivision showed that we had the pads undervalued in that area. When the lots first sold, they were given a new market neighborhood that accounted for the undeveloped lots. Now that they have been developed, we are moving them into our Residential Upland neighborhood value model. With these changes we still see an upward trend in residential land values. Based on this trend we will be increasing residential land by 10%

The sale on Beach Road suggests that waterfront land might still be low. But with only one sale we decided that was not enough data to come to a conclusion this year. We will continue to watch and see if this is a trend or not.

## **Residential**

We continue to note an upward trend in the overall values for residential. In order to affirm the extent of that trend we analyzed sales from 2017 to 2019. After making a 10% upward adjustment in the land the sales are still on average about 7% low. We felt that we should wait to increase the residential improvements until we are sure that this lag in value was not due to the land value component. Hopefully we'll see more land sales next year and can be more certain of the increase in improvement values if warranted next year. After making the adjustments this year only four of the 16 sales are slightly under the 2020 assessed value.

## **Mobile Homes**

The mobile home market sales continue to be statistically inconsistent relative to the prices paid. Of the six sales observed over the last two years, four had sale prices 50% under their assessed values, and the data set as a whole indicated approximately 20% under the assessed value. The three 2018 sales, on the other hand, are over their assessed values by an average of nearly 25%. When the 2017 and 2018 sales are considered together, they show a sale to assessment ratio of 95% meaning on average they sold 5% under assessment. At this time, no adjustment is made for mobile homes, however, we will continue to monitor sales in 2020.

Please see the attached statistical summaries of our assessment to sales ratio study. The statistics show how close we are to assessment pack after having made the adjustments discussed above. This information will accompany the State Assessor's Alaska Taxable Report later in the year.

## **Commercial**

Commercial sales still lack enough data to make a change. There were four confirmed commercial building sales, one in July 2017, two in early 2018 and one in 2020. Two sold for 30% over their assessed values, while one sold under by 7% and another 2%. This was not sufficient to reflect an overall change in the market. We did note that Sales tax revenue has increased and Silver bay seafood was open last year. We will continue monitoring this market segment. With the data we currently have no adjustments are made for commercial or industrial properties this year.

## **The Field Work**

Our field work involved inspecting new construction and properties which had building permits for additions and deletions, and made appropriate corrections to the Assessment records. We inspected 92 records this year an increase of 29 from last year. With Allison's help we cleaned up the Bumblebee trailer park and a few other trailers in

Shaan Seet. We also picked up a few construction sites that did not have building permits. Possessory Interests were recalculated for the new tax year. We added one new possessory for Richard Trojan near the city shops.

**Value Changes**

This year’s review of the assessment records resulted in value increases. The 2019 assessment roll of taxable properties compared to our 2020 assessments are contrasted in the table below.

	<b>2019</b>	<b>2020</b>	<b>DIFFERENCE</b>
<b>LAND</b>	\$38,237,600	\$40,645,700	\$2,408,100
<b>IMPROVEMENTS</b>	\$78,588,500	\$80,062,500	\$1,474,000
<b>TOTAL</b>	\$116,826,100	\$120,708,200	\$3,882,100

Our new values do not consider senior citizen or other exemptions, which may be calculated later.

Please feel free to encourage staff to ask questions so we may continually improve the functionality of MARS for the staff and the public. And I never met

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  
Horan and Company, LLC

**Addenda:**

Craig Sales Analysis for 2020; Land, Residential and Mobile Homes



## ANALYSIS FOR 2020; LAND, RESIDENTIAL AND MOBILE HOMES

<b>TABLE 1 - 2020 LAND ASSESSMENT TO SALES RATIO ANALYSIS</b>					
<b>Parcel Number</b>	<b>Address Physical</b>	<b>Sale Date</b>	<b>Sale Price</b>	<b>Assessed Land</b>	<b>Assessment to Sales Ratio</b>
NC-503-120	119 Tanner Crab Court	06/22/2018	\$78,000	\$45,800	170%
EC-208-010	1200 Sunnyside Drive	10/17/2018	\$90,000	\$75,100	120%
WC-103-030	207 Beach Road	09/14/2018	\$94,000	\$63,000	149%
NC-503-130	121 Tanner Crab Court	01/09/2018	\$55,000	\$52,100	106%
EC-216-020	520 Hamilton Drive	10/09/2019	\$ 70,000	\$53,300	131%
			<b>\$387,000</b>	<b>\$289,300</b>	<b>134%</b>

<b>TABLE 2 - 2020 MOBILE HOME ASSESSMENT TO SALES RATIO ANALYSIS</b>					
<b>Parcel Number</b>	<b>Address Physical</b>	<b>Sale Date</b>	<b>Sale Price</b>	<b>Assessed Total</b>	<b>Assessment to Sales Ratio</b>
PS-410-718	Shaan Seet	01/18/2017	\$3,300	\$6,200	53%
WC-120-063	Mackie	03/01/2017	\$4,000	\$5,200	77%
PS-410-319	Shaan Seet	04/19/2017	\$9,500	\$15,600	61%
PS-410-215	Shaan Seet	04/25/2017	\$17,000	\$14,000	121%
PS-410-603	Shaan Seet	05/17/2017	\$17,500	\$17,200	102%
PS-410-718	Shaan Seet	12/12/2017	\$5,000	\$6,200	81%
PS-410-212	Shaan Seet	03/07/2018	\$6,500	\$6,200	105%
PS-410-405	Shaan Seet	04/16/2018	\$14,000	\$11,900	118%
PS-410-616	Shaan Seet	05/21/2018	\$33,000	\$8,700	379%
PS-410-614	614 Shaan Seet	09/28/2018	\$15,000	\$8,400	179%
PS-410-734	734 Shaan Seet	09/29/2018	\$27,500	\$14,700	187%
WC-120-062	Mackie	01/29/2019	\$8,000	\$8,400	95%
PS-410-715	715 Shaan Seet	05/20/2019	\$17,000	\$15,800	108%
WC-123-082	7B Harborview	06/15/2019	\$3,500	\$6,400	55%
			<b>\$180,800</b>	<b>\$144,900</b>	<b>125%</b>

**TABLE 3 - 2020 RESIDENTIAL ASSESSMENT TO SALES RATIO**

<b>Parcel Number</b>	<b>Address Physical</b>	<b>Sale Date</b>	<b>Sale Price</b>	<b>Assessed Land</b>	<b>Assessed Improv.</b>	<b>Assessed Total</b>	<b>A/S* Ratio</b>
EC-204-040	1411 Hamilton Drive	03/17/2017	\$ 485,000	\$205,000	\$235,800	\$440,800	110%
EC-224-100	400 T & H Street	05/19/2017	\$ 185,000	\$42,600	\$92,600	\$170,600	108%
EC-210-040	101 Eagle Tree Court	05/31/2017	\$ 355,000	\$52,600	\$274,800	\$327,400	108%
EC-218-070	505 Thomas Court	06/27/2017	\$ 260,000	\$32,500	\$244,200	\$276,700	94%
WC-127-042	406 3Rd Street	07/18/2017	\$ 300,000	\$38,500	\$197,300	\$235,800	127%
EC-201-080	501 Hamilton Drive	10/26/2017	\$ 315,957	\$55,200	\$234,100	\$289,300	109%
WC-114-060	205 2Nd Street	12/11/2017	\$ 250,000	\$41,500	\$193,100	\$234,600	107%
WC-117-080	507 Spruce Street	01/10/2018	\$ 377,045	\$46,800	\$288,700	\$335,500	112%
EC-212-030	1400 Kelsey Court	03/02/2018	\$ 304,500	\$61,800	\$228,300	\$290,100	105%
EC-212-090	600 Brandi Court	05/30/2018	\$ 380,000	\$61,800	\$298,300	\$360,100	106%
EC-228-030	1900 Hamilton Drive	07/01/2018	\$ 285,000	\$60,500	\$232,400	\$292,900	97%
WC-131-040	800 Main Street	09/04/2018	\$ 250,000	\$51,000	\$171,800	\$222,800	112%
EC-206-070	1309 Sunnyside Drive	09/07/2018	\$ 300,000	\$54,800	\$249,400	\$304,200	99%
EC-206-080	1401 Sunnyside Drive	01/14/2019	\$ 460,000	\$65,400	\$354,800	\$420,200	109%
EC-207-140	603 Oceanview Drive	03/08/2019	\$ 170,000	\$57,700	\$117,200	\$174,900	97%
WC-110-010	305 Cedar Street	06/13/2019	\$ 280,000	\$63,000	\$180,200	\$243,200	115%
			<b>\$4,957,502</b>			<b>\$4,619,100</b>	<b>107%</b>

March 22, 2020

Mr Mayor, Honorable council members

This letter is the follow up to my short presentation at the council meeting, in March, pertaining to the issues I'm having with the Craig police department over street parking at my house at 305 cedar street.

I purchased this house in June 2019. Parking for this house has always been on cedar street. When the road was paved, the off-street parking in front of the house was removed. The owner no longer lived in the home and other parking was not developed. Renters have been parking on the street around my house for years without issues. I am now being told I can not park on Cedar street except for unreasonably short unloading/loading times. The Chief of Police went so far as to inform me I could park there no more than 5 minutes.

February 26, 2020 a Craig police officer stopped by the house and told me I was parked illegally and had to move my truck. At this time I had not slept in my house more than a couple times. I have been parking on Cedar street while unloading and moving in. Mostly I have been out fishing so I have not been parked much on cedar street and when I did the times were short, couple hours here and there between fishing trips. I politely asked the officer what the law was and for my audacity of asking a simple question I was immediately threatened with tickets and towing of my vehicle if I did not move my truck. After further discussion he informed me I was breaking a city ordinance that said there was No street parking. THERE IS NO SUCH ORDINANCE!!! I then said I had no problem moving my truck but I was moving in and parking on Cedar street is the main access to my house. I asked how long I could park there for unloading and I heard him say an hour which I thought was reasonable.

Had I been allowed a reasonable amount of time, say an hour or so, to park In front of my home, I would not be writing this letter and wasting both our time!!!!

The next day after having been parked on Cedar street for 4 minutes Chief Ely shows up and demands that I immediately move my truck and when I tried to ask him about the hour unloading time I was given, I was immediately threatened that if I did not move my vehicle immediately he was going to ticket and then tow my truck. Chief Ely threatened to ticket and tow my my truck two or three times as I was trying to explain that I had been given an hour unloading time. He then said that the officer the previous day unequivocally did not tell me that I had an hour and I now had no longer than 5 minutes to unload my things and if I was there any longer he was going to ticket and tow my truck. I have never been treated with such disrespect. Anyone else, beside a police officer, would have been asked to leave my property and to never return. The disrespect I was shown over a minor parking issue is appalling and the 5 minute parking limit was nonsensical.

I have spoken about this with John Bolling but there was no solution. I was given only the time to unload my things and with the officers being able to arbitrarily decide as to the limit I will always be in fear of having an officer stop and harass me or my guests or repairmen if we are parked there.

I have learned several things since the council meeting. First the city of Craig has no No street parking laws in the municipal code. Under the municipal code, title 10, Vehicles and Traffic 10.08.070, parking prohibitions it states:

When signs are erected giving notice thereof, no person shall park a vehicle at any time upon any of the streets or portions thereof which the council may from time to time designate by resolution, with stated exceptions for specific hours indicated.

Under Requirements for enforcement, 10.08.030, it states:

No provision of this title for which signs are required shall be enforced against an alleged violator if at the time and place of the alleged violation an official sign is not in proper position and sufficiently legible to be seen by an ordinary observant person.

Seems to me the only law I was breaking was parking backwards. The officers did not ask me to only turn my truck around. They demanded I move it. RJ gave out the state statute that he is trying to use to enforce his no street parking rule. Am I not parking on city streets where the city is in charge of street parking and policies? The state statute says you can't block traffic but how was parking on the side of the road blocking traffic? There is plenty of room for cars, utility trucks and emergency vehicles to pass if needed. Visibility was not hindered in any way. This happens everyday, all around Craig. I drive in anchorage and go around cars parked on the streets, with no parking limits, with no more room than there is where I am parked. I have spoken with Dennis Watson and he says while he was mayer this NO parking on the streets was not being enforced in this manner. His understanding and several past and present council members agree that if there is not a No parking sign up then I am not breaking any parking laws.

Unfortunately, with the cops taking the position they have, I must ask the city council to intercede immediately and give me and the Craig Police dept a reasonable amount of time for parking on the street in front of my house. I am attaching a number of pictures of vehicles parked on the street around town. Are these people all being told they can only park there for 5 minutes. Has anyone in Craig received a citation for parking on the street and had their vehicle towed? I'd be very interested to know because right now, I feel I am being unfairly discriminated against. I am not breaking any Craig city parking laws as is written in the municipal code.

An unloading zone is only a temporary solution. Nothin in the municipal code says I can't park on the street. If I have a dinner party or have guests over or need a repair man, the only place to park is on the street, this is true for many Craig homeowners. I was harassed a third time for parking on Cedar street when I had the satellite installer over and left my off-street parking area open for him to have access to parking and space to install all needed equipment. Again, I was threatened with tickets and towing. I should not have to live with the fear and anxiety of harassment by the police when I have repair men over or friends stop by.

Whatever is done it needs to be in the municipal code and enforced for the whole town. It needs to take into account that people will need to park on the side of the street for bible meetings, , dinner parties, funerals, weddings, etc. One suggestion by a friend was a four hour parking limit on residential streets. That would cover most temporary guests and social situations.

Most people I have discussed this with agree that the treatment I have received is outrageous and discriminatory because it is clear the five-minute parking rule is not being imposed on all city residents. They also agree that there needs to be short term parking on the side of residential streets up to 4 hours, enough for an evening gathering. This would be a reasonable solution

I thank you for your time and consideration on this issue and hope we can resolve it now to the Craig community's needs and expectations.

Harriet K Wadley



**Title 10**

**VEHICLES AND TRAFFIC**

**Chapters:**

- 10.02 General Provisions**
- 10.04 Enforcement and Obedience**
- 10.06 *Repealed***
- 10.08 Traffic-Control Devices**
- 10.10 Citations**
- 10.12 Impounding**

**Chapter 10.02****GENERAL PROVISIONS**

## Sections:

- 10.02.010 Adoption of state laws by reference.  
10.02.020 Traffic fine schedule – Adoption of state bail forfeiture schedules by reference.

**10.02.010 Adoption of state laws by reference.**

A. The city adopts by reference all vehicle and traffic statutes and regulations of the state of Alaska, as they presently exist and as they may be revised in the future, as the traffic code for the city; except offenses that can be penalized by incarceration.

B. At least one copy of the chapters of the Alaska Administrative Code and the Alaska Statutes adopted herein shall be filed in the office of the city clerk and shall there be kept available for public use, inspection and examination so long as the provisions thereof remain in force. [Ord. 680 § 4, 2016; Ord. 242 § 4, 1985.]

**10.02.020 Traffic fine schedule – Adoption of state bail forfeiture schedules by reference.**

The city adopts as its traffic fine schedule the “Traffic Bail Forfeiture Schedule” and the “Over-size Vehicle Bail Forfeiture Schedule” in Administrative Rules 43.1 and 43.6 of the Alaska Rules of Court and any other bail forfeiture schedules relating to vehicles adopted by the Alaska Supreme Court. In addition, the city adopts all amendments of those schedules that become effective after the effective date of the ordinance codified in this section. Citations for offenses listed on these schedules may be disposed of as provided in AS 12.25.195 through 12.25.230, without a court appearance, upon payment of the amounts listed plus the state surcharge required by AS 12.55.039 and 29.25.074. Fines must be paid to the city clerk. If a traffic offense is not listed on this fine schedule or another fine schedule ordinance, the defendant must appear in court to answer to the charges. Citations charging these offenses must meet the requirements of Minor Offense Rule 3 of the Alaska Rules of Court. If a person charged with one of these offenses appears in court and is found

guilty, the penalty imposed for the offense may not exceed the amount listed for that offense on the schedule. The fines established in this fine schedule may not be judicially reduced. [Ord. 680 § 4, 2016; Ord. 242 § 4, 1985.]

**Chapter 10.04****ENFORCEMENT AND OBEDIENCE**

## Sections:

- 10.04.010 Authority of police and fire department.
- 10.04.020 Obedience to laws required.
- 10.04.030 Obedience to officials required.
- 10.04.040 Applicability to bicycles, push carts or animals.
- 10.04.050 Certain devices prohibited.
- 10.04.060 Applicability to public employees.
- 10.04.070 Impoundment for failure to pay fines.
- 10.04.080 Dispositions of fines.

**10.04.010 Authority of police and fire department.**

A. It shall be the duty of the officers of the police department or such officers as are assigned by the chief of police to enforce all street traffic laws of this city and all of the state vehicle laws applicable to street traffic in the city.

B. Officers of the police department are authorized to direct all traffic by voice, hand or signal in conformance with traffic law; provided, that in the event of a fire or other emergency or to expedite traffic or to safeguard pedestrians, officers of the police department may direct traffic as conditions may require notwithstanding the provisions of the traffic laws.

C. Officers of the fire department, when at the scene of a fire, may direct or assist the police in directing traffic thereat or in the immediate vicinity. [Ord. 242 § 4, 1985.]

**10.04.020 Obedience to laws required.**

It is a violation of this title for any person to do any act which is forbidden or to fail to perform any act required to be performed in this title. [Ord. 242 § 4, 1985.]

**10.04.030 Obedience to officials required.**

The failure or refusal to comply with any lawful order or direction of a police officer or fire department official is a violation of this title. [Ord. 242 § 4, 1985.]

**10.04.040 Applicability to bicycles, push carts or animals.**

Every person propelling any push cart, riding an animal upon a roadway, riding a bicycle, and every person driving any animal-drawn vehicle shall be subject to the provisions of this title applicable to the driver of any vehicle, except those provisions of this title which by their very nature can have no application. [Ord. 572 § 4, 2006; Ord. 242 § 4, 1985.]

**10.04.050 Certain devices prohibited.**

No person upon roller skates, or riding in or by means of any coaster, toy vehicle, sled or similar device shall go upon any street or roadway except while crossing a street on a crosswalk; and when so crossing, such person shall be granted all of the rights and shall be subject to all of the duties applicable to pedestrians. [Ord. 242 § 4, 1985.]

**10.04.060 Applicability to public employees.**

The provisions of this title apply to the driver of any vehicle owned by or used in the service of the United States Government, of the state of Alaska or of the city, and it is unlawful for any said driver to violate any of the provisions of this title, except as otherwise permitted in this title or by state statute. [Ord. 242 § 4, 1985.]

**10.04.070 Impoundment for failure to pay fines.**

Any person who fails or refuses to pay fines duly assessed against him for violations of this title, after the accumulated fines equal or exceed \$300.00, shall become subject to impoundment of any motor vehicle of which he is a registered owner and which was involved in any of such violations. [Ord. 680 § 4, 2016; Ord. 647 § 4, 2013; Ord. 572 § 4, 2006; Ord. 535 § 4, 2004; Ord. 522 § 4, 2003; Ord. 264 § 4, 1988; Ord. 242 § 4, 1985.]

**10.04.080 Dispositions of fines.**

All fines collected upon conviction of any person charged with the violation of any of the provisions of this title shall be paid into the city treasury. [Ord. 680 § 4, 2016; Ord. 242 § 4, 1985.]

**Chapter 10.06****PROVISIONS OF STATE LAW ADOPTED**

(Repealed by Ord. 680)

**Chapter 10.08****TRAFFIC-CONTROL DEVICES****Sections:**

- 10.08.010 Authority to install.
- 10.08.020 Specifications.
- 10.08.030 Requirements for enforcement.
- 10.08.040 Interference with devices.
- 10.08.050 Crosswalks.
- 10.08.060 Traffic lanes.
- 10.08.070 Parking prohibitions.
- 10.08.080 Abandoned vehicle.
- 10.08.090 Unauthorized parking on private property.

**10.08.010 Authority to install.**

The city engineer or any police officer shall place and maintain traffic-control signs, signals and devices when and as required under this title and other traffic ordinances of the city to make effective the provisions of this title and other ordinances. [Ord. 242 § 4, 1985.]

**10.08.020 Specifications.**

All signs and signals required hereunder for a particular purpose shall so far as practicable be uniform as to type and location throughout the city. All traffic-control devices so erected and not inconsistent with the provisions of state law or this title are official traffic-control devices. [Ord. 242 § 4, 1985.]

**10.08.030 Requirements for enforcement.**

No provision of this title for which signs are required shall be enforced against an alleged violator if at the time and place of the alleged violation an official sign is not in proper position and sufficiently legible to be seen by an ordinary observant person. [Ord. 242 § 4, 1985.]

**10.08.040 Interference with devices.**

No person shall without lawful authority attempt to or in fact alter, deface, injure, knock down or remove any official traffic-control device or any inscription, shield or insignia thereon, or any other part thereof. [Ord. 242 § 4, 1985.]



**10.08.050 Crosswalks.**

The city engineer or the police department is authorized to designate and maintain by appropriate devices, marks or lines upon the surface of the roadway, crosswalks at intersections where in his opinion there is particular danger to pedestrians crossing the roadway, and at such other places as he may deem necessary. [Ord. 242 § 4, 1985.]

**10.08.060 Traffic lanes.**

A. The city engineer or the police department is authorized to mark traffic lanes upon the roadway of any street or highway where a regular alignment of traffic is necessary.

B. Where such traffic lanes have been marked, it is unlawful for the operator of any vehicle to fail or refuse to keep such vehicle within the boundaries of any such lane except when lawfully passing another vehicle or preparatory to making a lawful turning movement. [Ord. 242 § 4, 1985.]

**10.08.070 Parking prohibitions.**

When signs are erected giving notice thereof, no person shall park a vehicle at any time upon any of the streets or portions thereof which the council may from time to time designate by resolution, with stated exceptions for specific hours indicated. [Ord. 242 § 4, 1985.]

**10.08.080 Abandoned vehicle.**

It is unlawful for any person to park a vehicle within the right-of-way of any public street or roadway for longer than 48 hours or to abandon any vehicle within such right-of-way. The presence of any vehicle which is inoperative and upon such right-of-way shall be prima facie evidence of abandonment. [Ord. 242 § 4, 1985.]

**10.08.090 Unauthorized parking on private property.**

It is unlawful for any person to park a motor vehicle on private property not his own and without the consent of the property owner. [Ord. 242 § 4, 1985.]

**Chapter 10.10****CITATIONS**

## Sections:

- 10.10.010 Forms and records.
- 10.10.020 *Repealed.*
- 10.10.030 Disposition and record.
- 10.10.040 Illegal cancellation.
- 10.10.050 *Repealed.*
- 10.10.060 *Repealed.*
- 10.10.070 Illegally parked vehicle.
- 10.10.080 Failure to comply with citation attached to vehicle.
- 10.10.090 Owner presumed driver.
- 10.10.100 *Repealed.*
- 10.10.110 Records.

**10.10.010 Forms and records.**

The chief of police shall procure and provide books of traffic citation forms which comply with the requirements of Minor Offense Rule 3 in the Alaska Rules of Court, identify the offender and the offense, and meet the needs of public safety and the administration of justice. [Ord. 680 § 4, 2016; Ord. 264 § 5, 1988; Ord. 242 § 4, 1985.]

**10.10.020 Procedure of issuance.**

*Repealed by Ord. 680.* [Ord. 264 § 6, 1988; Ord. 242 § 4, 1985.]

**10.10.030 Disposition and record.**

A. Every police officer, upon issuing a traffic citation to an alleged violator, shall deposit the original of the citation with the chief of police.

B. Upon the filing of such original citation, said citation may be disposed of only by trial before the magistrate of the district court, by other official action by the court, by payment of a fine imposed by the court and any required surcharge, or by payment to the police department of the fine and surcharge specified on the citation.

C. It is unlawful and official misconduct for any member of the police department or for any other officer or public employee to dispose of, alter, or deface a traffic citation or any copy thereof, or the record of the issuance or disposition of any traffic citation, complaint, or warrant in a manner other than as required by law. [Ord. 680 § 4, 2016; Ord. 264 § 7, 1988; Ord. 242 § 4, 1985.]

**10.10.040 Illegal cancellation.**

It is unlawful for any person to cancel or solicit the cancellation of any traffic citation in any manner other than as provided by this chapter. [Ord. 242 § 4, 1985.]

**10.10.050 Citation deemed complaint.**

*Repealed by Ord. 680.* [Ord. 242 § 4, 1985.]

**10.10.060 Failure to obey.**

*Repealed by Ord. 680.* [Ord. 242 § 4, 1985.]

**10.10.070 Illegally parked vehicle.**

Whenever any motor vehicle without a driver is found parked or stopped in violation of any of the restrictions imposed by ordinances of the city or by state law, the officer finding such vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its user, and shall conspicuously affix to such vehicle a traffic citation for the driver to answer to the charge against him within 30 days during the hours and at a place specified in the citation. [Ord. 680 § 4, 2016; Ord. 242 § 4, 1985.]

**10.10.080 Failure to comply with citation attached to vehicle.**

If a violator of the restrictions on stopping, standing or parking under the traffic laws or ordinances does not appear in response to a traffic citation affixed to such motor vehicle within a period of 30 days, the clerk or any police officer shall send the vehicle owner a letter informing him/her of the violation and warning him/her that, in the event such letter is disregarded for a period of 30 days, he/she could be charged with failure to obey citation. [Ord. 688 § 4, 2016; Ord. 680 § 4, 2016; Ord. 242 § 4, 1985.]

**10.10.090 Owner presumed driver.**

A. In any prosecution charging a violation of any law or regulation governing the standing or parking of a vehicle, proof that the particular vehicle described in the complaint was parked in violation of any such law or regulation, together with proof that the defendant named in the complaint was at the time of such parking the registered owner of such vehicle, constitutes in evidence a prima facie presumption that the registered owner of such vehicle was the person who parked or

placed such vehicle at the point where, and for the time during which, such violation occurred.

B. The foregoing stated presumption applies only when the procedure as prescribed in CMC 10.10.070 and 10.10.080 has been followed. [Ord. 242 § 4, 1985.]

**10.10.100 Warrant issuance.**

*Repealed by Ord. 680.* [Ord. 242 § 4, 1985.]

**10.10.110 Records.**

A. The chief of police shall keep or cause to be kept a record of every complaint or citation issued and its final disposition.

B. The chief of police shall also maintain or cause to be maintained a record of all warrants issued by the magistrate which are delivered to the police department for service and of the final disposition of all such warrants. [Ord. 264 § 8, 1988; Ord. 242 § 4, 1985.]

**Chapter 10.12****IMPOUNDING**

## Sections:

- 10.12.010 Authority.
- 10.12.020 Costs and fines.
- 10.12.030 Abandoned vehicle.
- 10.12.040 Sale of abandoned vehicles.

**10.12.010 Authority.**

A. Any police officer is authorized to impound a vehicle from a street or highway to the nearest garage or other place of safety, or if no such place exists within the city, the vehicle shall be impounded where it is as is, under the circumstances hereinafter enumerated:

1. When any vehicle is left unattended upon any bridge or causeway where such vehicle constitutes an obstruction of traffic;

2. When a vehicle upon a street or highway is so disabled as to constitute an obstruction of traffic and the person or persons in charge of the vehicle are by reason of physical disability incapacitated to such an extent as to be unable to provide for its custody or removal;

3. When any vehicle is left unattended upon a street and is so parked illegally as to constitute a definite hazard or obstruction to the normal movement of traffic;

4. When any vehicle is parked in violation of parking prohibitions defined by Alaska regulations adopted herein by reference;

5. When any vehicle is left unattended on the private property of any other person, without such other person's permission and such other person requests the chief of police to remove the same;

6. When the vehicle's owner has accumulated \$300.00 or more in unpaid fines or penalties pursuant to this title.

B. Whenever any officer removes a vehicle from a street as authorized in this section, and the officer knows or is able to ascertain from the registration record in the vehicle the name and address of the owner thereof, such officer shall immediately give or cause to be given notice in writing to such owner of the fact of such removal, the reasons therefor and of the place to which such vehicle has been removed. In the event any such vehicle is

stored in a public garage, a copy of such notice shall be given to the proprietor of such garage.

C. Whenever any officer removes a vehicle from a street under this section and does not know and is not able to ascertain the name of the owner, and in the event the vehicle is not returned to the owner within the period of three days, then and in that event the officer shall immediately send or cause to be sent written report of such removal by mail to the state department or agency whose duty it is to register motor vehicles, and shall file a copy of such notice with the proprietor of any public garage in which the vehicle may be stored. Such notice shall include a complete description of the vehicle, the date, time and place from which removed, the reasons for such removal, and the name of the garage or other place where the vehicle is stored. [Ord. 242 § 4, 1985.]

**10.12.020 Costs and fines.**

Before any vehicle which has been impounded is released, there shall be paid all costs incident to the removal and impounding of such vehicle, in addition to whatever fines may be imposed by the court upon the owner or operator of such vehicle for any violation of this title. Owner is responsible for storage cost of impounding vehicle at a charge of \$5.00 per day. [Ord. 453 § 4, 1998; Ord. 242 § 4, 1985.]

**10.12.030 Abandoned vehicle.**

When a vehicle has been impounded as provided in CMC 10.12.010, then if it has not been claimed or reported as a stolen vehicle within 30 days subsequent to the date when notice of such impounding was given as provided in CMC 10.12.010(B), it shall be deemed to be an abandoned vehicle. [Ord. 242 § 4, 1985.]

**10.12.040 Sale of abandoned vehicles.**

Any abandoned vehicle may be sold by the city as follows:

A. The clerk shall send via registered or certified mail to the owner of such vehicle, and to any person who holds a lien upon such vehicle, at such owner's or such lienholder's last known address, a notice which shall contain the following: an accurate description of the vehicle, the date that the vehicle was impounded, and a statement that unless the owner or lienholder reclaims the vehicle

within 10 days from the date of mailing such notice, that such vehicle shall be sold at public auction at a designated time and place. If with the exercise of reasonable diligence the name of the owner or of a lienholder in respect to such vehicle cannot be ascertained, or if no address can be found with respect to any such person, then the requirement for sending such notice shall be dispensed with.

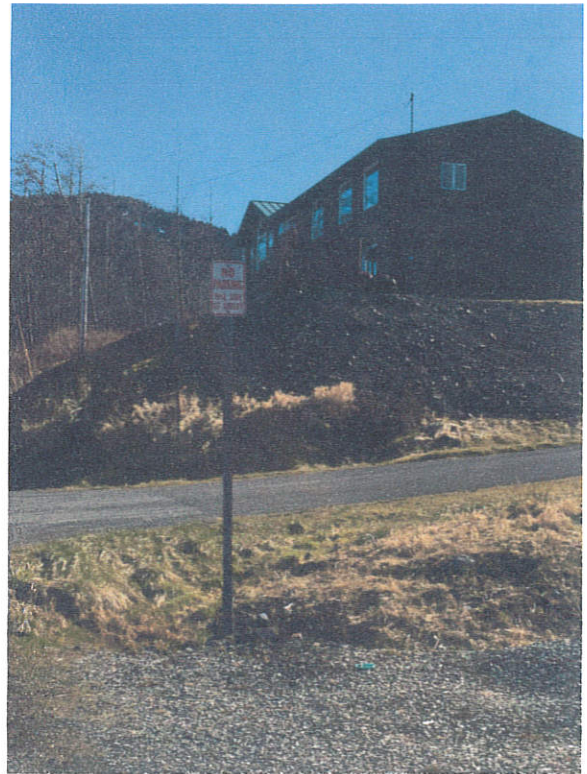
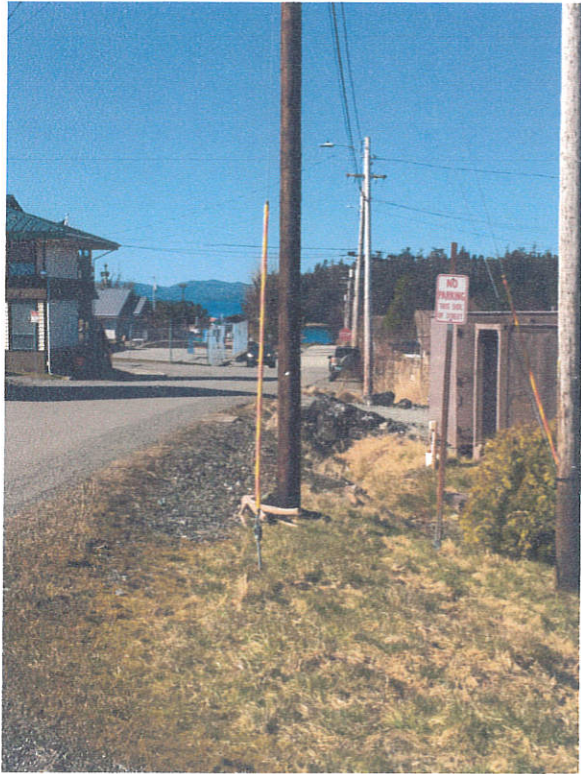
B. After 10 days have elapsed subsequent to the date of the mailing of the notice provided in subsection (A) of this section, or if no such notice is required then at any time, an abandoned vehicle shall be sold at public auction after notice is given as follows: A written notice of the time and place of such sale shall be posted in three public places within five miles of the place where the sale is to be held, not less than 10 days prior to the date of sale, and one of such notices shall be posted at the post office nearest to the place where the sale is to be held.

C. At the time and place of such sale, such abandoned vehicle shall be sold to the bidder who makes the highest and best bid for cash. Any surplus remaining from the proceeds of such sale, after deducting the costs incident to the impounding and storage of such vehicle and in giving notice of such sale and selling the same, and deducting any accumulated fines owed to the city pursuant to this title, shall be held for the owner of such vehicle for a period of 10 days, and if not claimed by the expiration thereof shall be deposited into the city treasury.

D. The owner of any abandoned vehicle or lienholder in respect thereof may reclaim such vehicle at any time prior to the date of sale upon payment to the city of the following: any fine that may be imposed upon the owner or operator of such vehicle by reason of a violation of any provision of this title, and the costs incident to the impounding and storage of said vehicle.

E. If any abandoned vehicle is judged by the impounding officer under reasonable grounds to be worth less than the impound fee, the vehicle will be classified not for sale, and shall be turned over to the public works department for disposal of such vehicle. [Ord. 242 § 4, 1985.]

Signs Posted where the City does not want Parking

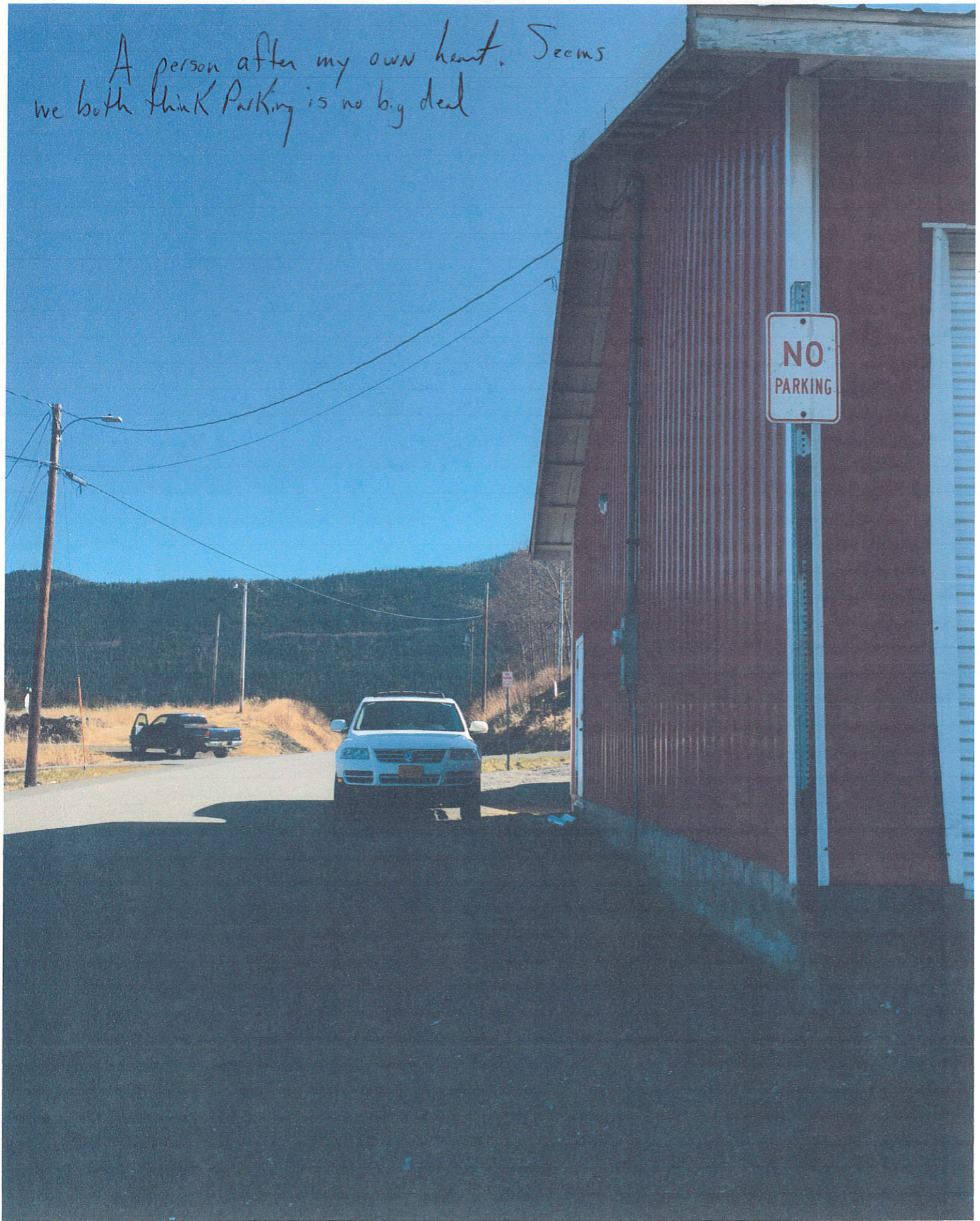




I would bet the owner of this vehicle has ever been harassed about parking on the street.

A person after my own heart. Seems  
we both think Parking is no big deal

NO  
PARKING







**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: March 27, 2020  
RE: Resolution 20-08

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Attached you will find Resolution 20-08. The resolution authorizes the City of Craig to join the Alaska Remote Seller Sales Tax Commission.

At its March 19 meeting, the council, for the second time, reviewed materials regarding joining the commission, and authorized staff to move ahead with documentation for the council to consider that would lead to the City of Craig joining the group.

As noted in past memoranda to the council, joining the commission enables Craig to receive sales tax receipts from online sales for goods and services ordered online and delivered to Craig.

If the council approves the resolution, staff will prepare a subsequent uniform tax code ordinance for consideration by the council.

**Recommendation**

Adopt Resolution 20-08.

**CITY OF CRAIG  
RESOLUTION 20-08**

**A Resolution Authorizing the City of Craig to Join the Alaska Remote Seller Sales Tax Commission for the Purpose of Developing, Implementing, and Enforcing a Remote Sellers Sale Tax Code**

WHEREAS, the inability to effectively collect sales tax on sales of property, products or services transferred or delivered into Alaska in response to orders placed electronically by consumers with remote sellers, is seriously eroding the sales tax base of communities, causing revenue losses and imminent harm to residents through the loss of critical funding for local public services and infrastructure; and

WHEREAS, the harm from the loss of revenue is especially serious in Alaska because the state has no broad-based tax, and sales tax revenues are essential in funding the provision of services by local governments; and

WHEREAS, the failure to collect tax on remote sales creates market distortions by creating tax shelters for businesses that limit their physical presence in the state or cities and boroughs but still sell their goods and services to their consumers, something that becomes easier and more prevalent as technology continues to advance; and

WHEREAS, the structural advantages for remote sellers, including the absence of point-of-sale tax collection, along with the general growth of online retail, make clear that erosion of the sales tax base is and has been occurring and is a growing problem that is likely to only worsen in the near future; and

WHEREAS, remote sellers who make a substantial number of deliveries into or have large gross revenues from Alaska benefit extensively from the Alaska market, affecting the economy generally, as well as local infrastructure; and

WHEREAS, given modern computing and software options, it is neither unusually difficult nor burdensome for remote sellers to collect and remit sales taxes associated with sales into Alaska taxing jurisdictions; and

WHEREAS, the recent decision by the United States Supreme Court in *South Dakota v. Wayfair* allows for the amendment of the sales tax code to account for remote sellers who do not have a physical presence in either the state of Alaska or within the City of Craig but do have a taxable connection with the state of Alaska and the City of Craig; and

WHEREAS, the decision in *South Dakota v. Wayfair* provided guidance that included the defensibility of a single-level statewide administration of remote sales tax collection and remittance; and

WHEREAS, in order to implement a single-level statewide sales tax administration, it is the intent of local taxing jurisdictions within Alaska to establish an intergovernmental entity known as the Alaska Remote Seller Sales Tax Commission (the "Commission"); and

WHEREAS, the function and powers of the Commission will be set forth under the Alaska Intergovernmental Remote Seller Sales Tax Agreement (the "Agreement"), a cooperative agreement between Commission members; and

WHEREAS, under the terms of the Agreement, in order to maintain membership in the Commission, the City of Craig will be required to adopt certain uniform code provisions for the collection and remittance of municipal sales tax applicable to sales made by remote seller; and

WHEREAS, the uniform remote sales tax code will be presented to the Craig City Council for consideration once adopted by the Commission; and

WHEREAS, once adopted, the administration of remote sales tax collection and remittance will be delegated to the Commission; and

WHEREAS, the intent of the Agreement is to enable Alaska's taxing jurisdictions to levy their municipal sales tax to the maximum limit of federal and state constitutional doctrines; and

WHEREAS, Alaska Statutes 29.35.260 provides for the City of Craig exercise a power not otherwise prohibited by law.

NOW, THEREFORE, BE IT RESOLVED BY THE CRAIG CITY COUNCIL:

**Section 1. Authorization.** The Craig City Council authorizes the Mayor to negotiate, execute, and submit all necessary documents to obtain and maintain membership in the Alaska Remote Seller Sales Tax Commission.

**Section 2. Representation.** The Craig City Council designates the Mayor, or the Mayor's designee, as the city's representative on the Commission.

**Section 3. Scope of Agreement.** The Alaska Intergovernmental Remote Seller Sales Tax Agreement is included as Attachment A.

**Section 4. Effective Date.** This resolution shall be effective immediately upon its adoption.

Adopted this Second Day of April, 2020.

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Mayor Tim O'Connor

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Jillian Carl, City Clerk

ATTACHMENT A  
RESOLUTION 20-08

Alaska Intergovernmental  
Remote Seller  
Sales Tax Agreement

FINAL DRAFT

October 11, 2019

## **Alaska Intergovernmental Remote Seller Sales Tax Agreement**

This Agreement is made and entered into by the signatories representing Alaska's cities and boroughs to enable them to implement single-level, statewide administration of remote sales tax collection and remittance. The provisions of the Agreement do not apply to administration and collection of sales taxes for the sales of goods and services originating from within the boundaries of a member municipality nor does this Agreement restrict how a member municipality administers and collects sales tax on such sales, nor on sales made by those retailers with a physical presence in the municipality. The authority to set rates and exemptions is maintained by the member municipality.

### **Article I. Background Principles.**

1. The signatories wish to enable local governments to benefit from opportunities for collection of existing sales tax on sales made by remote sellers. Remote sellers are sellers who sell, often through the internet, products or services in a taxing jurisdiction without having a physical presence in the taxing jurisdiction.
2. The collection of remote sales tax provides a level playing field for local businesses and strengthens the ability of local governments to provide public services and infrastructure.
3. The signatories are particularly mindful of the specific holding in, and implications of, the Supreme Court's *South Dakota v. Wayfair* decision, which provides guidance relative to nexus and the legal defensibility of a single-level statewide administration that reduces or removes potential burdens to interstate commerce.
4. Alaska's local governments have the authority to enter into intergovernmental agreements and applicable taxing authority has been delegated to organized boroughs and cities.
5. The signatories desire to establish an intergovernmental entity to enable cooperative centralized administration of sales tax collection, remittance, and enforcement on sales made by remote sellers.

### **Article II. Purpose.**

The purpose of this Agreement is to:

1. Enable cooperative centralized administration of sales tax collection, remittance, and enforcement on sales made by remote sellers using a single statewide intergovernmental entity;
2. Provide for and promote reasonable uniformity and compatibility in significant components of local sales tax levy and collection on sales made by remote sellers and marketplace facilitators in order to facilitate streamlined joint administration; and
3. Facilitate taxpayer and tax collector convenience and compliance in the filing of tax returns, the payment of tax, and in other phases of tax administration of sales made and services provided by remote sellers and marketplace facilitators.

### **Article III. Definitions.**

As used in this Agreement:

1. “Commission” means the Alaska Remote Seller Sales Tax Commission established pursuant to this Agreement.
2. “Local Government” means any home rule, first class, or second class borough, or any home rule, first class, or second class city, or unified municipality in Alaska.
3. “Member” means a Local Government signatory to this Agreement.
4. “Remote seller” means any corporation, partnership, firm, association, governmental unit or agency, or person acting as a business entity that sells property or products or performs services in the State of Alaska or a taxing municipality in the state, using the internet, mail order, or telephone, without having a physical presence in the state or taxing municipality.
5. “Sales tax” means a tax imposed with respect to the transfer for a consideration of ownership, possession, or custody of property or the rendering of services measured by the price of the property transferred or services provided.
6. “Marketplace facilitator” means a person that provides for sellers a platform to facilitate for consideration, regardless of whether deducted as fees from the transaction, the sale of the seller’s products or services (excluding lodging and rentals) through a physical or electronic marketplace operated by the person, and engages:
  - a. Directly or indirectly, through one or more affiliated persons in any of the following:
    - i. Transmitting or otherwise communicating the offer or acceptance between the buyer and seller;
    - ii. Owning or operating the infrastructure, electronic or physical, or technology that brings buyers and sellers together;
    - iii. Providing a virtual currency that buyers are allowed or required to use to purchase products from the seller; or
    - iv. Software development or research and development activities related to any of the activities described in (b) of this subsection (3), if such activities are directly related to a physical or electronic marketplace operated by the person or an affiliated person;
  - b. In any of the following activities with respect to the seller's products:
    - i. Payment processing services;

- ii. Fulfillment or storage services;
- iii. Listing products for sale;
- iv. Setting prices;
- v. Branding sales as those of the marketplace facilitator;
- vi. Order taking;
- vii. Advertising or promotion; or
- viii. Providing customer service or accepting or assisting with returns or exchanges.

#### **Article IV. The Commission.**

##### **1. Organization and Management.**

- a. The Alaska Remote Seller Sales Tax Commission (the “Commission”) is hereby established as an intergovernmental entity in the state of Alaska. It will be comprised of one designated representative from each Member, who shall have the authority to act on the Member’s behalf.
- b. Each Member will be entitled to one vote.
- c. To assist conducting business when the full Commission is not meeting, the Commission will annually elect a Board of Directors of seven members, including officers. The Board of Directors will act subject to the provisions of this Agreement and as provided in the bylaws of the Commission, as ratified by the members.
- d. No action will be binding unless approved by a majority of the Directors present at a meeting.
- e. The Commission will adopt an official logo.
- f. The Commission will hold an annual meeting rotating the location of the meeting each year, with telephonic participation provided for, in addition to scheduled regular meetings and special meetings as provided by its bylaws. Notices of special meetings must include the reasons for the meeting and the items to be considered.
- g. The Commission will elect annually, from among its members, a Chairman, a Vice Chairman, and a Secretary/Treasurer. The bylaws of the Commission shall provide for nomination and election of officers.
- h. The Commission will contract at formation for support and administrative functions with the Alaska Municipal League (AML). The Executive Director of the AML will

serve as a liaison between the Commission and AML and may appoint necessary staff support. This provision will be revisited within three years of legal formation of the Commission.

- i. The Commission may contract for supplies and professional services, and delegates to AML the same ability on its behalf.
- j. To carry out any purpose or function, the Commission may accept and utilize donations and grants of money, equipment, supplies, materials and services, conditional or otherwise, from any Member or governmental entity.
- k. The Commission may establish one or more offices for the transacting of its business. Upon formation, its registered office and place of business will be the Alaska Municipal League at One Sealaska Plaza, Suite 200, Juneau, AK 99801.
- l. The Members will adopt the initial bylaws of the Commission. The Commission will make its bylaws easily accessible for Members and prospective members. The power to adopt, alter, amend or repeal bylaws is vested in the Board of Directors unless it is reserved to the Members per the bylaws. The bylaws shall contain provisions for the regulation and management of the affairs of the Commission not inconsistent with this Agreement.
- m. The Commission will provide annual reports to its members covering its activities for the preceding fiscal year. The Commission may make additional reports.

## 2. Committees.

- a. In furtherance of its activities, the Commission may establish advisory and technical committees by a majority vote of the membership body. Membership on a technical committee, may include private persons and public officials. Committees may consider any matter of concern to the Commission, including issues of special interest to any member and issues pertaining to collection of sales tax on behalf of members.
- b. The Commission may establish additional committees by a majority vote of the membership or Board of Directors as its bylaws may provide.
- c. Committees may not take any action but may recommend action to the Board of Directors for consideration.

## 3. Powers.

In addition to powers conferred elsewhere in this Agreement and in the bylaws, the Commission may:

- a. Study federal, state and local sales tax systems, and particular types of state and local taxes.



- b. Develop and recommend proposals to promote uniformity and compatibility of local sales tax laws with a view toward encouraging the simplification and improvement of local tax law and administration.
- c. Compile and publish information to support and assist members in implementing the Agreement or assist taxpayers in complying with local government sales tax laws.
- d. Do all things necessary and incidental to the administration of its functions pursuant to this Agreement, including:
  - i. Sue and be sued.
  - ii. Administer provisions of uniform sales tax ordinances pursuant to authority delegated by Members
- f. The Commission may create and adopt policies and procedures for any phase of the administration of sales tax collection and remittance in accordance with this Agreement and the Commission's bylaws, including delegated authority to administer taxation or prescribing uniform tax forms. Prior to the adoption of any policy, the Commission will:
  - 1. As provided in its bylaws, hold at least one meeting after due notice to all affected members and to all taxpayers and other persons who have made timely requests to the Commission for advance notice of its policy-making proceedings.
  - 2. Afford all affected members and interested persons an opportunity to submit relevant written comments, which will be considered fully by the Commission.
- g. The Commission will submit any policy adopted by it to the designated representative of all Members to which they might apply. Each such Member will in turn consider any such policy for adoption in accordance with its own laws and procedures.

#### 4. Finance.

- a. At least 90 days prior to the start of a new fiscal year, the Board of Directors will adopt a budget of its estimated expenditures for the upcoming fiscal year and submit to Members.
- b. The Commission will follow a July 1 to June 30 fiscal year.
- c. The Commission's budgets must contain specific recommendations for service fees built into statewide administration. Service fees will account for direct staff and software costs, and indirect costs, as justifiable to the Board of Directors.

- d. The Commission will not pledge the credit of any member. The Commission may meet any of its obligations in whole or in part with funds available to it, provided that it takes specific action to set aside such funds prior to incurring any obligation to be met in whole or in part in such manner. Except where the Commission makes use of funds available to it, the Commission may not incur any obligation prior to the allocation and commitment of funds adequate to meet the same.
- e. The Commission must keep accurate accounts of all receipts and disbursements. The receipts and disbursements of the Commission will be subject to the audit and accounting procedures established under its bylaws. All receipts and disbursements of funds handled by the Commission will be audited annually by a certified public accountant and the report of the audit will be included in and become part of the annual report of the Commission to Members.
- f. The accounts of the Commission will be open at any reasonable time for inspection by duly constituted officers of the Members, the State of Alaska, and by any persons authorized by the Commission.
- g. Nothing contained in this Article may be construed to prevent Commission compliance with laws relating to audit or inspection of accounts by or on behalf of any government contributing to the support of the Commission.

#### **Article V. Membership Requirements; Remote Seller Sales Tax Code.**

1. To obtain and retain full membership, the Local Government must submit either an Ordinance or Resolution authorizing entry into the Agreement, including to:
  - a. Designate the individual at the municipality that may execute initial binding documents on behalf of the municipality and who will be the Member's representative on the Commission.
2. Once the Commission adopts its bylaws and adopts a uniform Remote Sellers Sales Tax Code, members must submit an Ordinance or Resolution that:
  - a. Delegates remote seller sales tax registration, exemption certification, collection, remittance, and audit authority to the Commission.
  - b. Within one hundred twenty (120) days, adopts, by reference or otherwise, the Remote Seller Sales Tax Code in its entirety as it pertains to collection of sales tax from remote sellers and marketplace facilitators. The Remote Seller Sales Tax Code is provided as "Addendum A".
3. To retain full membership status, changes made to the Agreement or Code should be ratified by the Member within one hundred twenty (120) days of the date the Commission adopts the change.

4. The Member must provide notice of tax or boundary changes to the Commission and must assure the Commission of the accuracy of rates and exemptions. Rate and exemption changes will take effect within thirty (30) days of the date the Commission receives notice of the tax or boundary change.

## **Article VI. Sales Tax Collection and Administration.**

### **1. Collection; Registration; Remittance.**

- a. Every remote seller and marketplace facilitator meeting the Threshold Criteria of one hundred thousand (\$100,000) in annual sales or 100 annual transactions occurring in Alaska during the current or previous calendar year, shall collect sales taxes from the buyer at the time of sale or service and shall transmit the sales taxes collected to the Commission on a monthly or quarterly basis.
- b. The Commission will remit and report to Members by the last business day of the month.
- c. A remote seller or marketplace facilitator meeting the Threshold Criteria shall apply for a certificate of sales tax registration within thirty (30) calendar days of the adoption of this Remote Seller Sales Tax Code and/or within thirty (30) calendar days of meeting the threshold, whichever occurs later. Registration shall be to the Commission on forms prescribed by the Commission as set out in the remote seller sales tax code.
- d. Upon receipt of a properly executed application, the Commission shall issue the applicant a certificate of registration, stating the legal name of the seller, the primary address, and the primary sales tax contact name and corresponding title. A list of registered sellers in good standing shall be distributed to Members, made public and available on the Commission's webpage.

### **2. Returns; Confidentiality.**

- a. The Commission will provide all sales tax return information to the taxing jurisdiction, consistent with local tax codes.
- b. All returns, reports and information required to be filed with the Commission under this Code, and all information contained therein, shall be kept confidential and shall be subject to inspection only by:
  - i. Employees and agents of the Commission and taxing jurisdiction whose job responsibilities are directly related to such returns, reports and information;
  - ii. The person supplying such returns, reports and information; or

- iii. Persons authorized in writing by the person supplying such returns, reports and information.

**3. Title; Penalty and Interest; Overpayment.**

- a. Upon collection by the seller, title to the sales tax vests in the Commission and the member on whose behalf the original tax arose. The Commission shall act as a third-party trustee and remit taxes collected on behalf of the member no later than thirty (30) days after each filing deadline.
- b. The Remote Sellers Sales Tax Code shall establish the per annum interest rate and any applicable penalties for late or non-compliant remote sellers.
- c. Upon request from a buyer or remote seller the Commission shall provide a determination of correct tax rate and amount applicable to the transaction. In the case of an overpayment of taxes, the remote seller shall process the refund and amend any returns accordingly.

**4. Audit; Compliance and Enforcement.**

- a. The Commission shall have sole audit authority and will make final determinations regarding: (1) whether a remote seller or marketplace facilitator meets Threshold criteria; (2) the accuracy of returns filed by a remote seller or marketplace facilitator with the Commission; and (3) whether a remote seller or marketplace facilitator filing returns with the Commission is in compliance with collection and remittance obligations.
- b. The Commission shall have authority to enforce issues relating to the Remote Sellers Sales Tax Code including, but not limited to, the collection of late fees and penalties, and filing of civil suits and injunctions.

**Article VII. Entry into Force and Withdrawal.**

- 1. This Agreement will be in force and effective when formally approved by any seven signatories and will terminate if membership falls below seven.
- 2. Any Member may withdraw from this Agreement through ordinance or resolution rescinding signatory action and giving notice to the Commission of the effective date of the ordinance, with a minimum of 30 days' notice. Withdrawal will not affect any liability already incurred by or chargeable to a Member prior to the effective date of such withdrawal. The obligations of the Commission to remit and report remain until no longer necessary.

**Article VIII. Effect on Other Laws and Jurisdiction.**

Nothing in this Agreement may be construed to:

1. Affect the power of any local government to fix rates or tax exemptions, except that all members must adopt and implement the Commission's common definitions and tax code changes or demonstrate parity or non-applicability.
2. Withdraw or limit the authority of local government with respect to any person, corporation, or other entity or subject matter, except to the extent that such authority is expressly conferred by or pursuant to this Agreement upon another agency or body.
3. Supersede or limit the jurisdiction of any court of the State of Alaska.

**Article IX. Construction and Severability.**

This Agreement shall be liberally construed so as to effectuate its purposes. The provisions of this Agreement shall be severable and if any phrase, clause, sentence, or provision is declared or held invalid by a court of competent jurisdiction, the validity of the remainder of this Agreement and its applicability to any government, agency, person or circumstance will not be affected. If any provision of this Agreement is held contrary to the charter of any member, the Agreement will remain in full force and effect as to the remaining members and in full force and effect as to the Member affected in all other provisions not contrary to charter.

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: March 31, 2020  
RE: Resolution 20-09

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Attached you will find Resolution 20-09. The resolution adds the new employment category of “Furlough” to the city’s personnel manual.

As proposed in the attached draft policy, furlough status would be applied to any position of employment within the city where the mayor determines that due to the shortage of work or funds, or the abolishment of a position, a reduction in the number of employees is needed.

The proposed furlough status is an alternative for the city to an outright layoff. Under the city’s current personnel manual, a layoff severs the city’s relationship with the employee. A furlough, as defined in the resolution, provides for the city to maintain a relationship with the employee, meaning the employee may retain accrued leave in the hope of being called back to work. Under the current personnel manual there is no mechanism for the city to remove an employee from active status without formally ending the employer-employee relationship. The furlough status provides for the employee to miss work while still being subject to recall without the formality of rehiring.

The policy provides the city the option to continue paying the cost of the furloughed employee’s benefits, for up to 60 days.

Changes to the city’s personnel manual are typically adopted by the city council, by resolution.

### **Recommendation**

Adopt Resolution 20-09.

**CITY OF CRAIG  
RESOLUTION 20-09**

**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**, among these terms and conditions is a need for a policy defining furlough of employees.

**NOW, THEREFORE BE IT RESOLVED THAT** the Craig city council amends the City of Craig Employee Handbook to add a new section titled “Section 603-Furloughs” a copy of which is attached to this resolution.

**BE IT FURTHER RESOLVED** that the effective date of this action is April 3, 2020.

PASSED AND APPROVED by a duly constituted quorum of the city council this 2nd day of April, 2020.

\_\_\_\_\_  
MAYOR TIM O’CONNOR

\_\_\_\_\_  
JILLIAN CARL, CITY CLERK

## **603 Furlough**

Effective Date: 04/03/2020

Revision Date:

The City may place any employee on furlough status. Furlough status removes the employee from regular work schedule due to economic, public emergency, or other circumstance.

Employees may be furloughed whenever the Mayor determines a shortage of work or funds, the abolishment of a position, or other changes in the City's organization necessitate a reduction in the number of active employees for the good of the city. Performance evaluations may be undertaken and used as an aid in determining the good of the city at the time of furlough.

The city may implement furloughs at any time in writing to the affected employee. The furlough may be definite or indefinite in length. Salary/wages will not be paid to a furlough employee. The city may continue to pay employee benefits during the furlough period, or may furlough an employee without benefits, provided that the employee is notified in writing of the terms of compensation, if any, during the furlough period. In no event will benefits be paid to a furloughed employee for more than 60 days of any given furlough event.

An employee on furlough status may be recalled to work, or the employee's status may be changed to Lay Off, or another status identified in Section 408 of these rules. Upon written notification, an employee on furlough status will return to active status without delay, and be restored to the salary/wage and benefits in place for the employee when the furlough order was issued, subject to city-wide salary/wage and/or benefit changes made by the Craig City Council. Furloughed employees may be changed to Layoff status at any time by the City of Craig.



## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: March 27, 2020  
RE: City of Craig COVID-10 Response

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On March 11 the WHO declared COVID-19 a pandemic and the State of Alaska issued a state disaster declaration. On March 13<sup>th</sup> President Trump declared a national emergency in response to the virus pandemic. The State of Alaska has issued 4 public health mandates related to COVID-19 affecting travelers and various facilities open to the public. The City of Craig has implemented measures to meet these mandates.

While staff had already been monitoring the situation the city activated its Emergency Operations Center (EOC) staff at EOC Activation Level 1. This essentially means that the city has activated key positions of its incident management team (IMT) and is monitoring the situation and planning and executing the city's response to the outbreak.

The CDC and AKDHSS are continuing to monitor the outbreak and provide information and guidance. City staff and IMT members are keeping up with this information as it is distributed.

The city's IMT has been meeting twice a week to monitor the situation and plan actions. The IMT has been very deliberate in its actions with a focus on protecting Craig residents from a quick spread of any outbreaks.

Among other things, the city is promoting good hygiene and social distancing to slow the spread of the virus. The city has currently closed all city facilities to the public, recommended that all employees who are sick stay at home, and has modified payments and other services to meet the public needs while protecting both the public and our staff.

Staff has been preparing and distributing a Situation Report once or twice a week depending on what is happening. A copy of the most recent report is attached to this memo.

One of the best sources for information right now about city actions and information is a dedicated page on the city web site. Residents can go to [www.craigak.com](http://www.craigak.com) and click on the banner for current information about city closures, links to public notices and situation reports related to the incident, links to CDC, AK Public Health, WHO, and AK DHS&EM for more information.

On March 24<sup>th</sup> the council passed two resolutions regarding the COVID-19 outbreak declaring a disaster and issuing a "stay in place" advisory for residents. On March 27<sup>th</sup> the city adopted a policy regarding quarantine of vessels that have traveled from outside of the state within the past 14 days.

Staff has been inventorying, and distributing caches of disaster supplies to responders and essential service providers who are still open during the outbreak. The city has a fair stock of supplies procured through the State Homeland Security Grant program over the years and Prince of Wales has a medical tent and a supply cache purchased through the Metropolitan Medical Response System (MMRS) that is available to the island. This cache includes a large stock of personal protective equipment (PPE) and hand sanitizer. Brian, Chaundell, and Stacey Mank (Public Health) have been working to get good inventories and move these supplies out to those who need them. Staff will continue to work with the existing caches and will work with the State Emergency Operations Center (SEOC) to have the PPE and other supplies that we need if we see an outbreak on Prince of Wales.

Craig City School District schools will be closed to in person classes until at least May 1<sup>st</sup>. The school district is continuing to provide meals to all students under the age of 18. We are supporting the school's efforts using the supplies in the disaster caches that the city and MMRS maintain.

In addition to supporting Craig responders, the Craig schools, and Craig essential services, we are supporting communities, EMS squads, health clinics, essential service providers, and residents through support from our staff, technical assistance, and the disaster supplies caches that we maintain.

The City of Craig has taken steps to live stream council meetings to allow the public to participate while keeping in person attendance to a minimum.

Staff continues to work on Continuity of Operations Planning (COOP) to ensure that the city will provide essential services during the pandemic. Many city services are identified by the governor as essential, meaning that most city staff continue to report to work.

The COVID-19 pandemic landscape is subject to sudden changes. Staff is available to respond to council questions, and will provide an update to this report at the April 2 meeting.

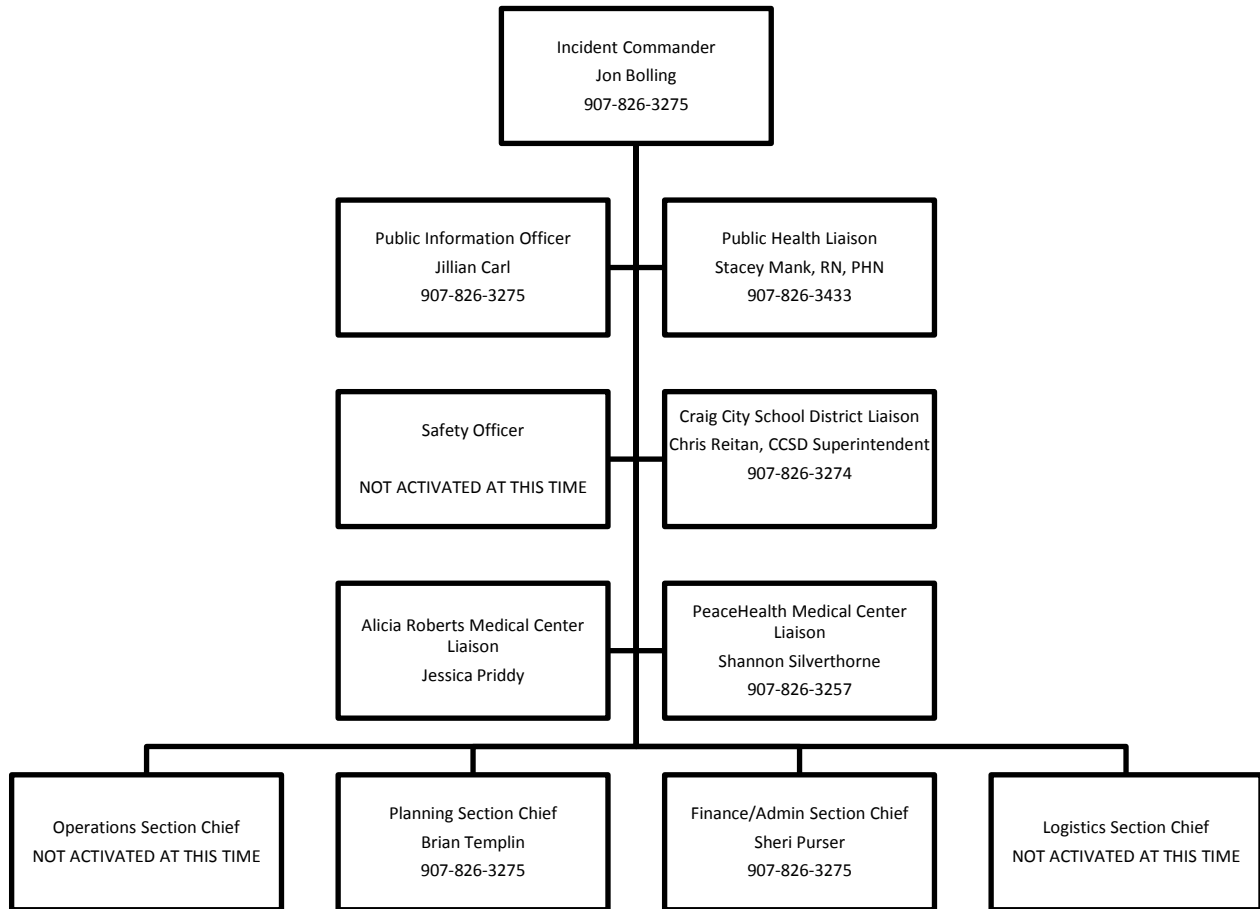
## SITUATION REPORT

<b>1. Incident Name:</b>	<b>Craig Alaska 2020 COVID-19 Response</b>		
<b>2. Incident #</b> SITREP #5	<b>3. Date/Time:</b> March 26, 2020 0900	<b>4. Prepared By:</b> Brian Templin, Craig City Planner, Planning Section Chief	
<b>5. Jurisdiction Name:</b> City of Craig, Alaska			
<b>6. Casualty Status (Prince of Wales Island and Craig)</b>			
<b>6a. POW COVID-19 Related Deaths</b>	0	<b>6b. POW COVID-19 Confirmed Cases</b>	0
<b>6c. Craig COVID-19 Related Deaths</b>	0	<b>6d. Craig COVID-19 Confirmed Cases</b>	0
<b>7. General Situation</b>			
<p>The City of Craig at EOC Level 1 - see IMT Chart at page 4.</p> <p>On March 11 the WHO declared COVID-19 a pandemic and the State of Alaska issued a state disaster declaration. On March 13<sup>th</sup> President Trump declared a national emergency in response to the virus pandemic. The State of Alaska has issued 4 public health mandates related to COVID-19 affecting travelers and various facilities open to the public. The City of Craig has implemented measures to meet these mandates.</p> <p>The CDC and AKDHSS are continuing to monitor the outbreak and provide information and guidance.</p> <p>As of March 23, 2020 WHO reports 413,467 cases and 40,712 deaths worldwide, the CDC reports 68,490 cases and 994 deaths in the US, AK DHSS reports 59 cases with 0 deaths in Alaska and 11 cases with no deaths in Ketchikan. There are no confirmed cases on Prince of Wales or in Craig.</p> <p>The city is promoting good hygiene and social distancing to slow the spread of the virus. The city's incident management team will continue to meet and will meet with city department heads to determine courses of action that the city will take in response to the virus.</p> <p>To date the city has taken the following actions (New or updated items are <i>italicized and bolded</i>):</p> <ul style="list-style-type: none"> <li>• Level 1 activation of the EOC and establishment of critical IMT positions</li> <li>• <b><i>The City Council declared a disaster (Resolution 20-06) and issued a "stay in place" advisory (Resolution 20-07) on March 24, 2020</i></b></li> <li>• <b><i>City Staff are working to distribute Metropolitan Medical Response System supplies to communities and agencies that have a POW regional focus.</i></b></li> <li>• Closure of city facilities to the public as of 5:00 pm March 23, 2020. The closure will be in effect until April 5<sup>th</sup> unless extended.</li> <li>• Monitoring and following State of Alaska mandates issued by the governor under Alaska Statute 26.23</li> <li>• Monitoring and following guidance established by Alaska Public Health and the Center for Disease Control and Prevention (CDC)</li> <li>• Requiring residents to use non-contact methods of conducting business with the city when possible (i.e. DMV drop off services, web pay, phone pay, or dropping payments in the drop box at city hall, etc.) to reduce person to person contact. The Craig City Council approved waiving credit card fees at the March 19, 2020 meeting to encourage remote payments.</li> </ul>			

- **Monitoring equipment and supplies (including PPE) inventory that may be needed for a larger or prolonged response.**
- Maintaining a COVID-19 information page on the city web site and provide updates through social media. The page includes mandates and guidelines that have been issued, a table of closures and modified city services, links to important information from the CDC and Alaska Public Health, and other information that the city feels is important to the general public.
- The library is keeping the internet access on and people can access the internet from outside the building (likely in parked cars). The library is also working on procedures to provide pick-up and drop-off services so that patrons can still get books and videos from the library during the closure. All services that are still being offered are being designed for minimal person to person contact.
- The Craig City Schools will be closed until at least May 1st. School district personnel are working on establishing procedures for delivering online, correspondence, or other non-contact delivery for students. The school district will also work on providing meals to students who qualify for free meals if this service is needed.
- EMS and Craig Dispatch have put additional protocols in place for responder safety.
- Most training, meetings, and other group activities have been canceled or postponed.
- Staff is using technology (audio and video) to allow council members to participate in council meetings remotely and for the public to submit comments and hear/view meetings remotely.
- We are providing general reminders to staff and the public to frequently wash hands, use hand sanitizer, and maintain good social distancing to reduce the spread of the virus.
- **COOP planning to ensure that we can continue to deliver essential services to the community if the event has more impact in Craig. Department heads are currently identifying essential services and how to deliver them safely. The Planning Section Chief (City Planner) has completed a preliminary draft of the city's COOP plan and will meet with department heads on March 30<sup>th</sup> to finalize the plan.**
- **Staff has moved the Metropolitan Medical Response System (MMRS) tent and medical supplies containers to Craig to stage them and inventory items leaning forward in support of Public Health, PeaceHealth, and Alicia Roberts Medical Center (ARMC). Staff has inspected and cleaned the MMRS tent and will inspect HVAC, power generation, and heating systems to make sure that it is ready for use. Staff will also continue to inspect and inventory supplies in the MMRS connex and provide an inventory of that information to the clinics and Public Health.**
- Departments are reviewing procedures to protect high risk (persons over 60 years old and immune compromised persons) employees and still deliver essential services.
- **A teleconference was held March 24<sup>th</sup> for Prince of Wales Community Advisory Council members. All communities that called in shared the actions that they have taken in regards to the COVID-19 outbreak. Some highlights include:**
  - **IFA is limiting passenger count on all trips to 40 passengers to allow for social distancing**
  - **Most communities have closed public facilities or have modified services to reduce person to person contact**

<b>8. Road Closures</b>	
None	
<b>9. Current Sheltering/Evacuation Status</b>	
a. Number of Shelters Open	0
b. Total Registered at Shelter	0
c. Total Sheltered Last Night	0
<b>10. Current Priority Needs</b>	
<ul style="list-style-type: none"> <li>ARMC has requested additional ventilators from the SEOC. The City of Craig supports this request.</li> </ul>	
<b>11. Future Outlook/Planned Actions</b>	
<p>Staff will review federal guidance regarding the recently passed emergency sick leave act and will consider:</p> <ul style="list-style-type: none"> <li>Developing policies for employees who are worried and don't want to come to work, or employees who are self isolating/quarantining (as opposed to employees who are sick or caring for sick family members). Clarify use of sick leave and personal leave time during the outbreak.</li> </ul> <p>After meeting with department heads on March 30th, staff will:</p> <ul style="list-style-type: none"> <li>Publishing a COOP Plan based on Department Head input</li> </ul> <p>Staff is working with Public Health, State EOC, US Coast Guard and Craig Harbors to manage quarantine of vessels with crew members who should be quarantined based on recent travel</p>	
<b>12. Weather (current and projected)</b>	
N/A	
<b>13. Other Comments</b>	
<p>The IMT will meet at least weekly as needed during this response. We will continue to use the GCI teleconference line (1-800-315-6338, code 63275#) to facilitate this meeting for people that do not want to meet in person at City Hall. Situation Reports will be published as they are needed.</p>	
<b>14. State Emergency Operations Center</b>	
<b>Hours:</b> Full EOC staffing during regular business hours, Duty Officer/Comm Center after hours	<b>Phone/Email Contacts:</b> State EOC – 907-428-7100, 800-478-2337 2020_COVID-19@ak-prepared.com  Mark Roberts – 428-7016 <a href="mailto:mark.roberts@alaska.gov">mark.roberts@alaska.gov</a>
<b>15. Approved by:</b>	
Jon Bolling, Craig City Administrator, Incident Commander	

# Craig COVID-19 Response Incident Management Team



## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: March 27, 2020  
RE: Consider Deposit into Craig Endowment Fund

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The city has funds invested in certificates of deposit at both Wells Fargo and First Bank. The funds are safely invested, but yield low rates of interest.

In my November 19, 2019 memo to the council regarding financing options for the downtown harbor breakwater construction project, I recommended that the council add \$2.5 million to the Craig Endowment Fund. I further recommended that a portion of the earnings from the Endowment Fund should be dedicated to pay debt service on the \$4 million project match the city is likely to owe for the breakwater construction.

To that end, staff would like council input on the merits of cashing out the CDs and forwarding the funds to the city's broker at Alaska Permanent Capital Management Company, where the city's endowment fund is managed. It is important to note here that moving the funds from the CDs now will mean a withdrawal penalty, because the CDs have not matured.

A summary of the CDs currently held is provided below.

### First Bank

The CD at First Bank totals approximately \$506,140. The source of these funds is from one-time payments the Federal government made to the city more than a decade ago--funds from the same source that capitalized the city's Endowment Fund. The certificate earns interest at a rate of just 0.17%--less than two-tenths of one percent.

The CD matures February 18, 2021. Redeeming the CD before its maturity date will incur a penalty of about \$432.16.

### Wells Fargo

The city has two CDs at Wells Fargo Bank. The smaller of the two, totaling \$507,259 matures May 5, 2020. The larger of the two, totaling \$1,538,544 matures November 5, 2020. Each of the CDs earns interest at between 1.31% and 1.33%. Withdrawal of the funds from the CDs before the maturity dates will result in a penalty of about \$5,500. The penalty is based on loss of three months of interest on the balance of the CDs.

As the council knows, the investments held in the city's Endowment Fund include shares in mutual funds that hold stocks. Other Endowment Fund investments include corporate bonds, and US Agency and US Treasury instruments. Collectively, these investments produce returns, on an average annual basis, of around six percent. Some of these investments are also far more volatile than CDs, and unlike CDs, the Endowment Fund investments sometimes lose value. Still, with the recent and significant drop in the stock market, the council should now consider adding cash to the Endowment Fund in the hope of positioning now for a rebound in the stock

market once the U.S. and other countries rebound from the economic impacts of the COVID-19 pandemic.

While a \$5,500 early withdrawal penalty gives some pause, it is also worth noting that in the seven months between now and November 5, the \$2.5 million now in CDs can earn ten times more than the withdrawal penalty, assuming the whole of the city's endowment fund earns its annual average of six percent.

Having said all this, I do have some pause about committing the \$506,140 CD at First Bank to the Endowment Fund. With the uncertain revenue picture ahead for the city given the economic losses to our nation's economy from the COVID-19 outbreak, there is merit in retaining the First Bank CD, at least for the time being. However, given that it earns so little interest, and given that the council may recall it from the Endowment Fund at any time by unanimous vote, the cash now in the CD is more likely (though certainly not guaranteed) to provide better return to the city as part of the Endowment Fund.

**Recommendation**

That the council direct staff to transfer cash from the three CDs to the Craig Endowment Fund.

Recommended motion: I move to direct staff to close three certificates of deposit currently held at First Bank and Wells Fargo, the sum total of which is approximately \$2,553,638, and direct that net receipts from those CDs be added to the Craig Endowment Fund.