

**CITY OF CRAIG
COUNCIL AGENDA
JUNE 3, 2021
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

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

CONSENT AGENDA

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

- City Council Meeting Minutes of May 6, 2021
- City Council Meeting Minutes of May 20, 2021
- Ordinance No. 737: Adoption of FY 2022 Operating Budget

HEARING FROM THE PUBLIC

- Open for public comment
- Ordinance No. 736: Updating Section 3.10 of the Craig Municipal Code
- Resolution 21-12, Setting the 2021 Property Tax Levy at 6 Mills
- Resolution 21-13, Establishing a Schedule of Payments for the Payment in Lieu of Employee Health Insurance Benefit
- Ordinance No. 734: Sale of City Owned Tide and Submerged Lands to Rodney Payne

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

- April 2021 Alaska Permanent Capital Management Fund Statement
- Craig School District Support Thank You Letter

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Ordinance No. 736: Updating Section 3.10 of the Craig Municipal Code
- Resolution 21-12, Setting the 2021 Property Tax Levy at 6 Mills
- Resolution 21-13, Establishing a Schedule of Payments for the Payment in Lieu of Employee Health Insurance Benefit
- Ordinance No. 734: Sale of City Owned Tide and Submerged Lands to Rodney Payne

UNFINISHED BUSINESS

- Consider Acquisition of Garbage Truck

NEW BUSINESS

- Craig Tribal Association Cannery Point Land Allotment Request
- Consider Craig Harbor Advisory Committee Appointment of Ralph Mackie
- Consider Acquisition of Shop Truck

COUNCIL COMMENTS

ADJOURNMENT

Note: City council meetings have limited seating capacity due to COVID-19 protocols. For those wishing to attend the council meeting remotely go to:

<https://zoom.us/j/5281996980?pwd=V1RCbnJVcm85bDIRbURmNTdORjZkdz09> (if you are prompted for a passcode, use code 1111), or watch the meeting at:

<https://www.youtube.com/channel/UCTou8Pn03MIEjLLb9Em0Xrg> . To provide public comment to the council remotely, contact the Craig City Clerk at cityclerk@craigak.com, before 5:00 p.m. the day of the council meeting

CITY OF CRAIG
COUNCIL MEETING
THURSDAY MAY 6, 2021

ROLL CALL

Mayor Timothy O'Connor called the meeting to order at 6:43 p.m. and the roll was taken. Present were, Julie McDonald, Jim See, Millie Schoonover, Michael Kampnich, Hannah Bazinet, and Chanel McKinley. Hannah Bazinet left the meeting at 7:22 P.M.

Staff present: Jon Bolling, City Administrator; Brian Templin, City Planner; Tracey Jensen, City Clerk; Sheri Purser, Treasurer; RJ Ely, Police Chief; Victoria Merritt, Recreation Director and Russell Dill, Public Works Director. Jessica Holloway, Aquatic Manager; Hans Hjort, Harbormaster; Doug Ward, Parks and Public Facilities Director attended by telephone. Minnie Ellison, Fire and EMS Coordinator was absent and Angela Matthews, Library Director was absent and excused.

Audience present: Greg Staunton with Alaska Department of Natural Resources, Department of Forestry Division and Edward Douville with Shaan-Seet, Inc., were present. Alison Arians and Hans Reinke with the Alaska Department of Natural Resources, Department of Forestry Division attended by telephone but did not speak.

CONSENT AGENDA

1. City Council Meeting Minutes of March 18, 2021
2. City Council Meeting Minutes of April 1, 2021
3. Ordinance No. 734: Sale of City Owned Tide and Submerged Lands to Rodney Payne
4. Ordinance No. 735: Rezoning Tract F, USS 1429
5. Shelter Cove Lodge Liquor License Renewal

Council Members Kampnich and McDonald requested a discussion of Ordinances 734 and 735 prior to approval of the first reading. Jon Bolling suggested both ordinances be moved to the Consideration of Resolutions and Ordinances heading on the Agenda.

KAMPNICH/BAZINET

Moved to approve the Amended Consent Agenda as to moving Ordinances 734 and 735 First Readings to the Consideration of Resolutions and Ordinances Agenda Item Heading. MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

Greg Staunton with Alaska Department of Natural Resources said that he is the Area Forester responsible for Haines through the Ketchikan and Prince of Wales region. Mr. Staunton described the Alaska Forestry Act, committees, board, regulations, implementations, and practices. Mr. Staunton explained that clear cutting size is not regulated under management statutes and Mental Health Trust land is private and the funds are placed into a trust.

Councilman See and Mayor O'Connor expressed their concerns of complaints received of logging where there should not be logging, and lack of tree shade for the natural fish habitat and water temperatures. Mr. Staunton explained Division of Forestry criteria, habitat, wind, and microbe considerations that encourage habitat. Councilman Kampnich said that although he understands the Mental Health Trust is a private entity he thinks that there is not enough consideration of the long-term deforesting effects that result in losing habitat for deer that will not turn back to normal pristine condition for hundreds of years. Mr. Staunton described violation prosecution procedures and encouraged state land public comments.

Edward Douville with Shaan-Seet, Inc., said that he submitted an opposition letter to Ordinance 734, Sale of City Owned Tide and Submerged Lands to Rodney Payne saying that Shaan-Seet had just learned of it. Council Members McDonald and See clarified that Mr. Douville was requesting more time to respond and explained that this was the first reading of Ordinance 734, therefore the second reading would not be until the next scheduled council meeting on May 20, 2021.

REPORTS FROM CITY OFFICIALS

Mayor- Had nothing new to report.

Administrator- Submitted a written report. Jon Bolling asked the Council if they would like him to invite a brief presentation from the Alaska Native Settlement Claims Act Landless Consulting Group that represents the five corporations. Jon explained that the Council had submitted comments on the legislation that was being considered by Congress last year which did not pass, and with a new Congress it likely means that a new bill will be coming.

Councilman Kampnich recognized and thanked the City of Craig, the State of Alaska, other communities, and their congressional delegation for their work on Southeast Alaska rule exclusion designations for humpback whales.

The Council directed staff to invite a presentation by the Alaska Native Settlement Claims Act Landless Group at the May 20, 2021 City Council Meeting, in person if feasible.

Treasurer- Submitted a written report. Sheri Purser said that next Wednesday at 4:30 p.m. they are meeting for utility rates and it looks like we are on schedule for the first and second readings next month.

Aquatic Manager- Submitted a written report. Chris is back and helping.

Clerk- Submitted a written report. Tracey Jensen said that the next Council meeting scheduled date is May 20, 2021.

Council Members See and Schoonover said they are attending the graduation awards on May 20, 2021 at 6:30 p.m. and can call in if necessary. Jon Bolling said that we will shoot for the regular meeting time and we can adjust the time if necessary.

Planner- Submitted a written report. Brian Templin said that it is likely that the FDA will approve the Pfizer vaccine for 12-to-15-year age groups in the next couple of days and that will improve the vaccination rate to reach the magical 'herd immunity'. Brian explained that due to issues the providers had stopped using the Johnson & Johnson vaccine to do more studies to better identify the higher risk patients in an abundance of caution, but are now offering it again, and it is the Pfizer vaccine being offered to the children.

Councilwoman McKinley said that the Cannery buildings are progressing into bad shape and asked if the City intends to preserve items to auction off, possibly at the Salmon Social. Jon Bolling said that unless the Council gives the staff directions to auction items off, then there is no intent to do so.

Fire/EMS Coordinator- Submitted a written report. Minnie Ellison was absent from the meeting. Councilman Kampnich and Mayor O'Connor acknowledged the EMS call numbers.

Harbormaster- Submitted a written report. Hans Hjort added that the Icehouse is currently shut down and there is about four to five hours of work to bring down the temperature and then they can begin to make ice again.

Library- Submitted a written report. Angela Matthews was absent and excused from the meeting. Councilwoman McDonald said that she sent out an email describing that Angela had done a great job with the re-organization of the Library and that her kids enjoyed their time there.

Police Chief- Submitted a written report. RJ Ely said that it is a busy time of year and that he almost had the jail emptied out and was down to one inmate but in a span of forty-eight hours the jail received eight more inmates.

Public Works- Submitted a written report.

Recreation- Submitted a written report. Victoria Merritt said that Maranda Hamme is coming to work and is currently registering people at volleyball. Victoria said that the Blessing of the Fleet will be Memorial weekend, on May 30 at 4 p.m. at the city dock and that a computerized arcade game that plays various games was donated by someone that would like to remain anonymous. Victoria also said the new POWER roof is coming along nicely.

Parks and Public Facilities- Submitted a written report. Council Members Kampnich, McDonald and Mayor O'Connor said that people are really appreciating the trail work done and have received positive comments from the public.

READING OF CORRESPONDENCE

1. Class of 2021 Scholarship Fund
2. State of Alaska Titles, I, II and III SFY
3. Southeast Senior Services Support Thank-You Letter
4. March 2021 Alaska Permanent Capital Management Statement
5. Michael Douville Email Requesting Excavator Purchase

The Council and Russell Dill discussed that the excavator purchase is in the next year's budget and that the details of the purchase will need to be decided upon. Russell said that a new trailer is on its way now.

Councilman Kampnich requested to move the Class of 2021 Scholarship Fund to the New Business heading on the agenda.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Resolution 21-09, Issuing a Two-Year Access Permit to Seafood Producers Cooperative
SCHOONOVER/KAMPNICH Moved to approve Resolution 21-09, Issuing a Two-Year Access permit to Seafood Producers Cooperative. MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

The Council directed staff to verify that Seafood Producers Cooperative are recording the fish data and making it available to the city as per the agreements. Jon Bolling agreed to speak with Stephen Rhoads. The Council discussed crane usage fees and possible adjustments in the next contract cycle.

2. Ordinance No. 734: Sale of City Owned Tide and Submerged Lands to Rodney Payne
MCDONALD/SEE Moved to approve the first reading of Ordinance No. 734, Sale of City Owned Tide and Submerged Lands to Rodney Payne. MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

3. Ordinance No. 735: Rezoning Tract F, USS 1429
MCKINLEY/MCDONALD Moved to approve the first reading of Ordinance No. 735, Rezoning Tract F, USS 1429. MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

UNFINISHED BUSINESS

1. Discussion of Alaska Forest Practices Act
No additional discussion.

NEW BUSINESS

1. Update on Downtown Harbor Project
Jon Bolling said that he provided a memo updating on the financing, permitting, and budget of \$50,000 for the Cannery site design work and that it will likely cost more in the long run, but it provides a forum for the public to participate and to give advice to the council on how to move ahead with development of the property.

Millie Schoonover said that she would like the local tribe to be added to the historic preservation interested party list to the artifacts from the harbor because that is where the village started and that it's technically the tribe's historical land. Jon Bolling explained that the city has met with the tribe formally with the State of Alaska Historic Preservation and the Army Corps of Engineer's intention is a written agreement, to incorporate all those parties' interest into any cultural artifacts that may be found, and that the document will be subject to Council approval before going into effect. Brian Templin explained the two pending agreements and that they will provide public recommendations as a springboard for discussions. Jon Bolling thinks some of the funding should be spent on an analysis of the buildings for recommendations done by professionals.

2. Consideration of Appropriation of Garbage Truck

Russell Dill said there is no one on POW Island that can do the repairs, or the fabrication required on the 2001 truck and that to ship it out would be very costly that does not include the \$8,000 to \$10,000 in parts alone, or the shipping costs that would end up being less than that amount in salvage value. Russell explained that it has taken a lot of money to keep the truck repaired in the last three years and thinks that even if it were repaired, that it would not last long. Russell said the truck is used for Spring Clean-up as well.

The Council discussed purchase prices, dollar amounts and interest rates.

SCHOONOVER/MCDONALD

Moved to approve the amended motion selection of Option 2 of Jon Bolling's April 8, 2021, Memo to replace the existing box truck with a similar, new vehicle estimated at \$156,046.00, plus shipping, and financed through the dealer at a three-year \$55,222.00 annual payment option for purchase with an interest rate of around 3.05%. The Funds shall be appropriated from the City's Capital Project/Equipment Reserve Fund.
MOTION WITHDRAWN

Councilman Kampnich expressed concerns of a dual garbage system with high costs for a small community. Russell Dill explained trailer park issues that have individual and bear proof challenges, city ordinances and billing costs. Councilman See said that if the current truck does break down in the meantime, that the city still has enough round garbage cans to be used until receiving the replacement truck.

The Council directed the staff to investigate pricing and availability of a dual purpose, front load with side load combination garbage truck and re-add it to the Agenda when the information comes in.

3. Consideration of 2021 Late Filed Senior Property Tax Exemption Applications for Slentz; Isaacs and Farrell

MCDONALD/SCHOONOVER

Moved to accept Gail Slentz, Janice Isaacs and Blanche Farrell's late filed 2021 Senior Citizen and Disabled Veteran Property Tax Exemption Applications. MOTION CARRIED UNANIMOUSLY

Sheri Purser advised the Council that there have been no property tax assessment appeals to date. Jon Bolling said that Mr. Robinson did write a letter report on his field work that was submitted to the Council. The Council agreed that it was not necessary for Mr. Henry Robinson with Horan & Company, LLC, to fly here, or to have the annual Board of Equalization Meeting without any appeals to consider.

4. Consider City Contribution to Craig School District for FY 2022

The Council agreed to discuss this topic at the next Council Meeting and will vote on it.

5. Class of 2021 Scholarship Fund

KAMPNICH/SCHOONOVER

Moved to appropriate \$2,000 from the General Fund to the Class of 2021 Scholarship fund. MOTION CARRIED UNANIMOUSLY

COUNCIL COMMENTS

Councilwoman McDonald inquired as to the Forestry Practices Act public comment window dates and thinks that the city should make it a point to comment on the sale of public lands, as that seems to be the only way to make a difference. Jon Bolling said that the Council did authorize the city to comment not long ago.

Council directed staff to add the notifications of timber sales and land swaps on the meeting agendas under the Reading of Correspondence heading and that way the Council could then decide if they would like to comment.

ADJOURNMENT

SCHOONOVER/KAMPNICH

Moved to adjourn at 9:00 p.m. MOTION CARRIED UNANIMOUSLY

APPROVED on the _____ day of _____, ____.

MAYOR TIMOTHY O'CONNOR

ATTEST: _____
TRACEY JENSEN, CITY CLERK

CITY OF CRAIG
COUNCIL MEETING
THURSDAY MAY 20, 2021

ROLL CALL

Mayor Timothy O'Connor called the meeting to order at 6:42 p.m. and the roll was taken. Present were Julie McDonald, Hannah Bazinet, Michael Kampnich, and Chanel McKinley attended by telephone. Millie Schoonover arrived at 7:00 p.m. Jim See was absent and excused from the meeting.

Staff present: Jon Bolling, City Administrator; Brian Templin, City Planner; Tracey Jensen, City Clerk; and Hans Hjort, Harbormaster.

Audience present:

Clinton Cook, Sr., President of Craig Tribal Association; Edward Douville President of Shaan-Seet, Inc.; and Chris Reitan, Superintendent of Craig School District

Andrew Vanderjack and Todd Antioquia with Cedar Group, Steve Silver, Washington D.C. Lobbyist, and Cecilia Tavoliero, Randy Williams, Nicole Hollingshead and Richard Rheinart with Southeast Alaska Landless Corporation attended by telephone.

CONSENT AGENDA

1. Ordinance No. 736: Updating Section 3.10 of the Craig Municipal Code
KAMPNICH/BAZINET Moved to accept the Consent Agenda first reading of Ordinance No. 736: Updating Section 3.10 of the Craig Municipal Code.
MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

Cecilia Tavoliero the President of the Landless Corporation explained the five corporations left out of the Alaska Native Claims Settlement Act (ANCSA). She added that the legislation now pending in Congress would address the claims of the five landless communities. She said that some parcels are proposed for selection on Prince of Wales Island and she then described area usage history and feuding between Sitka and Wrangell indigenous people.

Todd Antioquia and Randall Williams expressed that they would like to communicate and work with Prince of Wales government and tribes. Andrew Vanderjack said that they were unaware that Prince of Wales was not consulted on the island land claims until it was well underway. Andrew said this legislation has come together over the course of thirty to forty years and there are severe limitations of available lands, but there were efforts made to select lands closer to Ketchikan and explained that it was the United States Forest Service that pushed those selections out of that area. Todd said that there are currently 112 landless community households on Prince of Wales Island. Todd relayed that they selected the land and after the bill passes, a corporation board of directors will be elected to decide what to do with the land selections and may decide on logging, ecotourism, or preservation by carbon sequestration.

Todd believes the decisions will be of economic benefit to Prince of Wales and said that their corporation will have conversations with Prince of Wales people to see what you would like to see them do with the land selections.

Randall Williams said the reason they selected Red Bay and parts of Heceta Island is due to landless selectors originating from the Klawock and Craig area, plus the developmental and economic benefits of the selections. Randall explained that their people are scattered and cannot choose basic land from their homeland of Ketchikan because the city put a perimeter that will not allow land to be selected around it.

Andrew Vanderjack said that the proposed landless bill provides for continuation of perpetuity of public access on the roads, trails and land for non-commercial subsistence hunting and fishing, including recreational activity. Andrew stated that the bill also authorizes the director of the urban corporations to extend any existing special use authorizations that may exist for the term of the permit, as well as for an additional 10-year term, and it then directs the urban corporation to work with the holders of the special use permits from that point forward to permit such activities. Andrew advised that the landless community asked for the language in the six-page bill that the land selection remain open to public access, and the bill contains provisions that the federal and state government can continue to use all the transportation facilities on those lands. Andrew explained that previous formula numbers ran in Petersburg and Wrangell with acreage showed the difference of 1/500th of the property tax income of those communities being extremely high and those activities would be taxed by the borough with jurisdiction over those areas.

Clinton Cook, Sr. said it always hurts when the tribes get left out because they bear the use of that land as rural users and they oppose land being selected on Prince of Wales. Clinton stated that their lands have been logged for years and the areas that the landless group are selecting are what they have left along with the deer habitat. Clinton said that when ANCSA becomes law the land instantly becomes private and is taken away.

Mayor O'Connor explained that the City feels that the Landless Group strongly deserves land, or a settlement of some type, but the City opposes the Prince of Wales land selections as this land is constantly being taken away. The Mayor explained that 50 to 55% of Prince of Wales wilderness has been lost to corporations, U.S. Forest Service, the State of Alaska and the Mental Health Trust already and that Prince of Wales is almost exhausted with the likelihood of the island attracting a new sawmill to come here and handle the second growth timber that will be coming off of the corporate, U.S. Forest Service, State of Alaska and private lands is small. The Mayor said that one concern is that the second growth timber will become available in 10 to 30 years and that Prince of Wales needs a mill on the island that can handle processing it and believes there is a domestic demand for the wood.

Clinton Cook, Sr. said that he submitted a letter to the Council outlining the history of Craig and that Craig Tribal Association is requesting a parcel of land on Cannery Point to re-dedicate their culture for a long house and possibly a museum on the property. Clinton described historic canoe runs and petroglyphs and would like the remembrance of how the community got started.

Ed Douville said that he submitted a letter to the Council outlining three options that Shaan-Seet Inc., is requesting in lieu of the proposed Ordinance 734: Sale of City Owned Tide and Submerged Lands to Rodney Payne. Ed stated that Shaan-Seet Inc. is concerned about maintaining its right of first refusal to purchase back the Mr. Payne's property if the city tideland sold to Mr. Payne is separate from the upland lot. Councilman Kampnich said that he had an issue of Shaan-Seet asking the City Council to make decisions on private land. Ed said that Shaan-Seet has not spoken with Mr. Payne regarding this sale and described possible First Right of Refusal future issues.

Brian Templin explained that if the property owner went through the process to replat the property into a single lot, then that's how it would be recorded but that is not the issue in this case, and if the city went ahead with the sale, that the city would require a survey that could either delineate the tideland as a discrete parcel or could add the tideland to the upland parcel and either way a plat is produced. Brian relayed that the City does not have a requirement either way and leaves it up to the property owner. Councilman Kampnich said that he feels that the City is being put into a position of being an arbitrator of private land outside established zoning.

Clinton Cook, Sr. requested that the Council add his Craig Tribal Association letter requesting land on Cannery Point be added to the next meeting agenda. The Council agreed to add the letter for discussion to the June 3, 2021 council meeting agenda.

READING OF CORRESPONDENCE

1. Southeast Senior Services Support Thank You Letter
2. POW Vocational & Technical Education Center Donation Letter

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Ordinance No. 734: Sale of City Owned Tide and Submerged Lands to Rodney Payne
Brian Templin advised the Council that traditionally the Council has chosen to sell land at fairly close to the appraised market value and that has put the City in confident position about putting the responsibility of the cost of the appraisal upfront on the applicant, as opposed to the City paying for the appraisal upfront and adding the amount to the sale price. Brian requested that the Council provide clarification of continuing the process, and if the sale value would be around appraised value or significantly different than the appraised value.

The Council, Brian Templin and Jon Bolling discussed previous tideland sales, and Jon said that previous Council discussions had indicated that the Council was interested in selling at a premium cost versus the appraisal costs that the city has typically been selling at and has also discussed not selling at all. Jon suggested that if that is the direction the Council would like to move toward sales, then the Council should make a public statement of what their position is so that it is not a surprise for Mr. Payne, or future prospective buyers. Jon Bolling described lease and sale options available to the Council. Brian Templin described council authority and dock permitting requirements.

The Council encouraged Ed Douville, with Shaan-Seet, Inc. to attempt to come to an agreement with Rodney Payne on the tideland sale as it relates to SSI's right of first refusal.

KAMPNICH/MCDONALD

Moved to Table Ordinance No. 734: Sale of City Owned Tide and Submerged Lands to Rodney Payne for second reading, to allow Shaan-Seet, Inc. to get back with the Council regarding a possible mutual agreement between the parties. MOTION TABLED UNANIMOUSLY

2. Ordinance No. 735: Rezoning Tract F, USS 1429
KAMPNICH/BAZINET

Moved to approve the Ordinance No. 735, Rezoning Tract F, USS 1429. MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

3. Resolution 21-10, Establishing November 27, 2021 as Sales Tax Free Day in Craig
MCDONALD/BAZINET

Moved to approve Resolution 21-10, Establishing November 27, 2021 as Sales Tax Free Day in Craig. MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

4. Resolution 21-11, Supporting the Port St. Nicholas Road Paving and Waterline Replacement
KAMPNICH/SCHOONOVER

Moved to approve Resolution 21-11, Supporting the Port St. Nicholas Road Paving and Waterline Replacement. MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

UNFINISHED BUSINESS

1. Consider Options for Acquisition of Garbage Truck

Jon Bolling said that Russell Dill solicited pricing from the vendor who has not responded yet, so there is nothing new to report and that he will add it to the next meeting's agenda as information becomes available.

NEW BUSINESS

1. Consider change to Covid-19 Protocols

Jon Bolling updated the Council that the Center for Disease Control changed their COVID-19 protocols, including that vaccinated persons do not need to mask upon entering facilities. Jon requested Council direction for any changes to the City practices.

The Council discussed the legalities of asking persons if they are vaccinated and directed staff to post the recent Center for Disease Control guideline recommendations and to ask the public to comply with them.

2. Consider City Contribution to Craig City School District for FY 2022

Chris Reitan thanked the Council for its ongoing support of the Craig School District. Councilwoman McDonald said that she is very appreciative of the School's efforts to rehome the Headstart and its work on the Summer School programs. Jon Bolling explained that if the Council takes no action at this meeting that the state statutes governing the school contributions of thirty days beginning May 1, would lapse by the next scheduled City Council Meeting date, and therefore the amount included in the budget documents will be considered approved by default.

SCHOONOVER/MCDONALD

Moved to approve the appropriation of \$550,660 funding contribution into the Fiscal Year 2022 Craig City School District Operating Budget.
MOTION CARRIED UNANIMOUSLY

COUNCIL COMMENTS

Councilman Kampnich recognized Pat Boyd and said that she did a great job of creating and maintaining awareness of Missing and Murdered Indigenous Women.

ADJOURNMENT

BAZINET/KAMPNICH

Moved to adjourn at 8:38 p.m.
MOTION CARRIED

APPROVED on the _____ day of _____, ____.

MAYOR TIMOTHY O'CONNOR

ATTEST: _____
TRACEY JENSEN, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Sheri Purser, Treasurer
Date: May 27, 2021
RE: Ordinance 737

Attached you will find Ordinance No. 737. The ordinance adopts the city's proposed budget for Fiscal Year 2022, beginning July 1, 2021.

A detailed memo from Jon describing the budget is included in the budget document. The budget committee is made up of Julie McDonald, Hannah Bazinet, and Millie Schoonover and held several meetings on the budget. On May 19th, the committee completed its work on the draft. The committee moved the budget to the council with all members recommending passage.

Recommendation

Adopt Ordinance No. 737 at first reading.

CITY OF CRAIG

ORDINANCE NO. 737

PROVIDING FOR THE ADOPTION OF THE FISCAL YEAR 2022 OPERATING BUDGET

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

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

Section 2. Effective Date. This ordinance shall become effective July 1, 2021.

Section 3. Authorization and Appropriation. The appropriations identified in "Attachment A" hereto are adopted and authorized for the period of July 1, 2021 through June 30, 2022 and are the budget for that period. The Administrator may modify line-item expenditures within an authorized appropriation to another line item in any amount which would not annually exceed ten (10) percent or \$10,000, whichever is more.

Section 4. Unexpended Balances. All unexpended balances lapse as of June 30, 2022.

APPROVED this _____ day of June, 2021.

MAYOR - TIM O'CONNOR

ATTEST: Tracey Jenson - CITY CLERK

Attachment A

General Fund Revenues	\$ 3,808,162	
Transfer in: Endowment Fund	249,000	
Enterprise Fund	-57,991	
Police Checking	15,000	
Total	\$ 4,014,171	
General Fund Expenditures		
Administration	622,936	
Aquatic Center	627,069	
Council	21,796	
EMS	298,295	
Facilities & Parks	320,341	
Fire	26,613	
Library	134,921	
Planning	76,282	
Police	1,066,788	
Public Works	499,201	
Recreation	123,837	
Total Expenditures	\$ 3,818,079	
Operating Transfer Out		
School Financing	(200,000)	
Operating Transfer in		
Total Transfers	6,009	
Wage & Benefit Factor	67,386	
Total		(126,606)
Total General Fund Expenditures & Transfers		3,944,684
Excess of Revenues/Transfers over Expenditures		\$ 69,486
Total Transfers		(6,009)
Bonus		(58,754)
		\$ 4,723
Enterprise Fund Revenues		
Cannery	7,000	
Harbor	269,600	
JTB Industrial Park	592,589	
Garbage	322,280	
Wastewater	290,000	
Water	364,868	
Total	\$ 1,846,337	
Transfer In From Endowment		
Water	22,000	
Waste Water	22,000	
		\$ 44,000
Enterprise Fund Expenses		
Cannery	53,370	
Harbor	446,475	
JTB Industrial Park	359,246	
Garbage	358,641	
Wastewater	266,717	
Water	463,880	
Total	1,948,329	
Excess of Revenue/Transfers over Expenditures		\$ (101,991)
Expense to Reserves		\$ (57,991)



Budget
Fiscal Year 2022

City of Craig
Fiscal Year 2022 Budget
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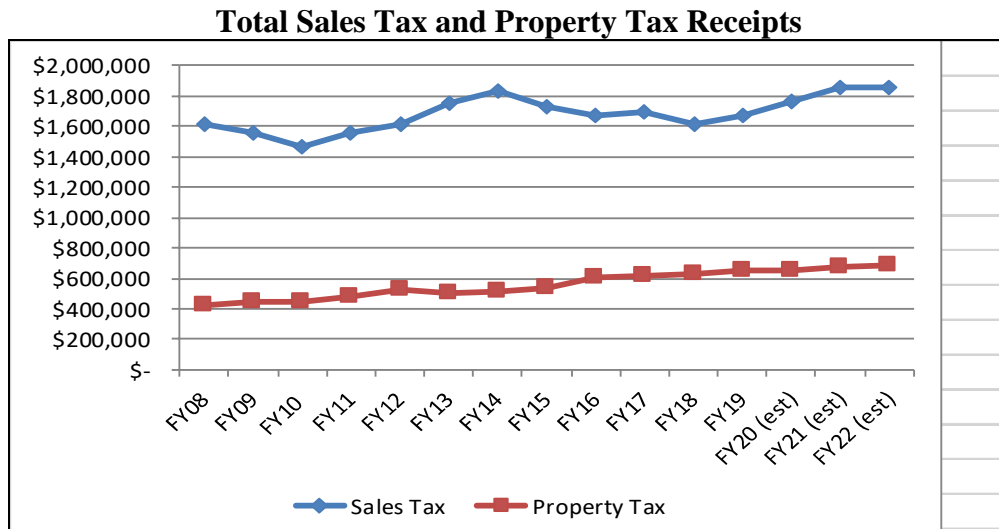
CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: May 28, 2021
RE: Draft FY 2022 City of Craig Operating Budget

Attached you will find the proposed City of Craig operating budget for FY 2022. A summary of the budget is provided below.

A. Revenues

The table below shows past actual and estimated, and next fiscal year's projected local tax receipts.



Sales Tax

As the council is aware, sales tax revenues make up the bulk of locally generated tax receipts. The sales tax numbers shown in the above graph is the sum of general sales tax (5%), liquor sales tax (6%), bed tax receipts (\$5/night), and tax on marijuana products (+5%).

The city weathered the potential loss of revenue during the COVID-19 pandemic. While we saw an initial drop in sales tax revenues for the first quarter of the fiscal year, receipts have since climbed back to a typical level. It is likely that the city will finish close to \$200,000 ahead of the projected sales tax revenue for the current fiscal year. Some uncertainty remains as to how much longer the prophylactic measures in place nationwide will continue, but the trend as of this writing is positive for returning to what we might consider a normal level of economic activity due to fewer travel and sheltering restrictions. While the city has seen variable sales tax revenues since FY 2008, the overall trend shows an increase in receipts in that time, even accounting for the new bed tax and marijuana tax, both of which took effect January 1, 2018. For the purposes of budgeting, staff has consistently assumed either no increase or a slight drop in sales tax receipts each year, based upon actual receipts from prior year(s). For FY 2022 projected sales tax receipts are about the same from the current fiscal year based on the following factors.

1. Actual Receipts. Given the apparent recovery in sales tax receipts resulting from easing of travel restrictions and a return to normal economic activity, and the first

quarter drop during the July-September quarter, we can expect more sales tax collected than in the current year (barring a large new wave of the COVID-19 virus). Fishing lodge bookings are strong, according to conversations with lodge operators. In addition, the millions, if not billions of dollars appropriated in the recent American Rescue Plan Act that will come to Alaska are likely to result in positive economic impact on POW Island.

2. Online Retail Remittances. The city continues to collect sales tax from online sales, thanks to the city's participation in the Alaska Remote Sellers Sales Tax Commission. Collections to date this fiscal year total about \$54,500. The commission is still in the process of signing up online vendors that are currently not collecting and remitting sales tax, so we should expect this revenue item to increase over time.
3. Local Businesses. As noted above, I expect local retailers will see an increase in economic activity in FY2022.

Property Tax

I expect a slight increase in property tax receipts for the coming fiscal year. Property tax receipts have climbed from \$446,000 to \$671,000 since 2008 due to new construction and property value appreciation. The property tax rate of six mills has not changed in more than thirty years. The city council can expect the city's real property values to continue to increase over the next several years, based on market trends and new construction. As a reminder to the council, the city does not set property values in Craig; that work is completed by the city's contract assessor, who sets values based upon market value sales of property in the community. The city council does set the mill rate each year, per Alaska Statutes.

Taken together, staff estimates that all sales tax and property tax revenues for FY 2021 will amount to \$2.6 million, or about 68 percent of all expected revenues for the coming year.

Other Sources

The city typically receives a substantial amount of transfer payments from the US Government and the State of Alaska each year. The projected amount of state payments for FY 2020 is \$505,000. The bulk of this is from one program: Payment in Lieu of Taxes (PILT).

Raw fish tax and municipal revenue sharing account for most of the balance of other income sources. As the council will recall, raw fish tax revenue is highly variable from year to year. Staff does project relatively low raw fish tax receipts for the coming year, budgeted at \$50,000. Any amount received beyond what is budgeted is assigned, per past council direction, to the Equipment Replacement and Harbor Reserve funds.

State community assistance funding for the coming year is likely continue to decline, based on the State of Alaska's revenue shortfall. Current year receipts totaled \$75,361.

COVID Payments

Payments to the city from the recently approved American Rescue Plan Act are anticipated to total about \$450,000 (this is Alaska Municipal League's very preliminary

estimate). The money is believed to come in two payments: one sometime in the next few months, the second about a year later. General fund revenues for the coming fiscal year are budgeted at \$100,000, about one-half the anticipated direct payment due to Craig before June 30, 2021.

B. Expenditures

The FY2020 General Fund budget anticipates a net increase in expenditures of about \$165,000 compared to FY2019. Some notable changes from the current fiscal year are listed below.

- Aquatic Center (+\$12,900). Purchase of a new big-pool toy (\$10,000).
- Craig Police Department (+\$25,000). Some of this increase is for a replacement Tahoe vehicle, of which \$15,000 will be transferred to the city's General Fund from the police drug fund. The balance is due to merit increases sought by Chief Ely for his staff and expected employee benefit costs.
- EMS (+\$55,000). Full funding for three full time positions, plus anticipated on call and volunteer incentives.
- Facilities (+\$26,000). The bulk of this increase is for design of a columbarium at the cemetery, plus landscaping work at Thibodeau Field.
- Public Works (+\$63,000). Most of this increase is to pay for new equipment. The increase will be funded in part by a proposed draw from the city's endowment fund.
- Recreation (+\$37,000). Most of this increase is a \$25,000 appropriation to fund the city's centennial events.
- Cannery Property (+\$50,000). See the last paragraph of Section B on page 4.

Of the \$165,000 overall increase, about \$114,000 is financed from the endowment fund earnings.

Cost of Living Adjustment

The proposed FY20 operating budget includes a three percent, one-time bonus payment to city employees.

Health Insurance Costs

Staff had been told by its insurance broker to expect no increase to the employee health insurance benefit for FY 2022. However the renewal quote included a four percent increase for the medical and prescription portion of the benefit. Fortunately we had overestimated the health insurance rates from the current year, so adding the four percent cost to the FY22 budget did not increase our projected health insurance costs. The renewal benefits are the same for FY22 as they are for the current fiscal year.

I expect to ask the council to continue the payment in lieu of health insurance benefit for FY 2022. The council adopted a policy to pay employees who have taken the employee health care benefit about half of the cost of that benefit as a cash payment at each payroll if the employee chose not to enroll in the health care plan. The goal behind this policy is to reduce the benefit cost to the city for an employee that would have taken the health insurance benefit. Several employees elected to receive the payment in lieu of health insurance. Assuming that those employees would have taken the health insurance benefit

if not for the in-lieu payment, the city spends tens of thousands of dollars less on the health care benefit as a result of the in-lieu payment program.

The employee health insurance benefit also includes continuing the policy to reimburse employees for most of the health insurance deductible. That program includes contracting with a third party, Northwest Marketing Resources Inc, to administer the benefit, an arrangement that has worked well for several years.

School Support

The city has in recent fiscal years added increasing general fund dollars to the annual budget in an attempt to have its general fund contribution to the school reach the \$550,660 cash payment made to the school district each year. After reaching a \$300,000 contribution in FY 2020, staff has scaled back the proposed contribution to just \$200,000 for FY 2022 to balance the city's budget. The council has already approved a \$550,660 contribution to the school district for FY22. Source of funds for the appropriation will be drawn from the federal Secure Rural Schools program, city general fund dollars, and funds drawn from the school cash reserve fund that the city has built up over several prior years.

Staff will continue to add Secure Rural Schools program payments and its General Fund contribution to the investment account it holds at Alaska Permanent Capital Management. That payment will be added to the fund the city maintains to help it meet its annual appropriation to the district. The most recent SRS payment, totaling \$348,189, is the lowest payment amount I can recall seeing from the program, and additional declines are possible in coming years. A summary of the balance of the school funding account, and others, is shown in Section E, below.

The city's state-mandated minimum contribution to the school district is about \$456,000 in the current fiscal year. As noted above the city provides the district \$550,660 in cash, and also provides a number of in-kind contributions. The current statutory funding cap for school support for Craig is about \$2.1 million.

New in the budget for FY 2022 for the Cannery Property Department is a \$50,000 line item to meet expenses needed for long term planning of the uplands and harbor. In light of the Army Corps completing design on the breakwaters in 2021, staff will restart the harbor and upland design process moving ahead with the project, the city should establish a series of public meetings, like it has done in the past, to gather input on design options for the council to consider. The \$50,000 is available to hire needed engineering, architectural, or archeological review work as part of the design process. Additional funds for this planning and design work will likely be needed. Staff will approach the city council with additional funding sources and uses request as the work continues in 2021-2022.

C. Change to Rate Structure of Utility Services

The council directed staff to bring it proposed changes to how the city bills for water, wastewater, and solid waste services. Russell, Sheri, and I have spent considerable time on this challenging project. A separate cover memo will accompany our presentation of the new rate structure to the council.

D. Endowment Fund Earnings

Each year the city may spend up to four percent of the five-year average market value of the Craig Endowment Fund. For FY2022, that four percent amounts to \$440,765. The earnings are typically used to pay the cost of debt service on the pool each year, and the remaining amount typically for capital improvements or one-time costs across the city. The budget committee recommends the following use of fund earnings.

1. Pool debt service \$ 135,000

2. Purchase excavator through financing \$ 66,000

The Public Works Department needs an excavator for work on projects from time to time, as well as maintenance of water and wastewater mains. The \$66,000 is estimated at one-third the cost of the unit, with the understanding that the city will finance the purchase over three years.

3. Purchase dump truck through Financing \$ 42,000

The Public Works Department needs a replacement dump truck. One of the two currently in use needs maintenance beyond the value of the truck, including needing a new engine and hydraulic controls for the plow/sander. The \$42,000 is estimated at one-third the cost of the unit, with the understanding that the city will finance the purchase over three years.

4. Purchase utility truck for Public Works Department \$ 40,000

The utility truck is a one-ton model with a fleet side bed type, 4WD, crew cab with lift gate. This vehicle will be used to service the water treatment plant, water distribution system, wastewater collection system, wastewater treatment plant, and public works.

5. Purchase new pool toy \$ 10,000

The pool toy is durable equipment lasting several years, and used Weekly at the Craig Aquatic Center

Total \$ 293,000

This draw of \$293,000 leaves about \$147,000 available for appropriation and use on other projects, or to retain in the fund, depending upon on city council action.

E. Long-Term Finances

Long-Term Debt

The city holds the following long-term debt.

<u>Debt Class</u>	<u>Balance*</u>	<u>Annual Payments*</u>
Aquatic Center Bonds	\$1,435,000	\$135,000
Water System Improvements	\$ 275,000	\$ 25,000
Total	\$1,710,000	\$160,000

* Approximate

Long-Term Reserve Funds

The list below provides some information for each fund.

<u>Fund Name</u>	<u>Source of Funds</u>	<u>Balance*</u>
1. Craig Endowment	One-time revenues	\$ 15,100,000
2. School Support	Federal & City funds	\$ 2,559,415
3. City General Fund	Multiple sources	\$ 3,102,338
4. Land Development	Sale of city properties	\$ 568,400
5. Capital/Harbor/Equip Fund	Various Sources	\$ 555,688
6. Wells Fargo CDs	General Fund	\$ 505,000
7. Hatchery savings	POWHA	\$ 55,275
8. Clinic Maintenance	Lease payments	\$ 44,000
9. Police Drug	Court awarded	\$ 29,176
10. Halibut Quota	General Fund	\$ 15,500
11. Bond Sinking Fund	General Fund	\$ 15,000
12. Memorial Park	Hilton Foundation	\$ 7,697

*Approximate as of March 31, 2021

The city council should discuss the merits of depositing additional cash into the Craig Endowment Fund. The certificates of deposit at Wells Fargo (\$505,000) and the Land Development Fund (\$568,400) are two candidate sources.

The council already authorized staff to move the Wells Fargo CDs to the endowment fund, but staff informed that council about a year ago that we intended to hold off given the uncertainties over the city’s financial position in light of the then-building COVID-19 virus. Given that the city has weathered the economic impact of the virus response (due in no small part to CARES Act payments) we are in a good position now to complete this transfer.

As to the Land Development Fund, this account was capitalized using receipts from the sales of city land. Because land is a durable fixed asset, converting the asset to cash should necessitate treating that cash essentially also as a fixed asset. That means using cash in the account to acquire more land, or as a perpetual revenue generating asset, such as depositing the cash in a permanent, closely managed fund, like the Craig Endowment Fund.

F. Other Needs

There are a number of needs and desired improvements around our community that will at some point need funding to address. Among them:

• Repairs to Thompson Road	• Repairs to Main Street
• Pave remaining gravel roads	• New roof at wastewater treatment plant
• Equipment shed at public works	• Production upgrades at water plant
• Replace equipment at Harbor Dept..	• Implement maintenance tasks at Harbors
• Upgrade/replace Craig PD building	• Expand public works property

• Expand fitness room at pool

• Expand Craig city cemetery

Add to the list above the effort needed to construct the downtown harbor project, and the city has a long list of meritorious projects to which it can apply its council, staff, and capital resources.

G. Summary

As I have stated in years past, the city's department managers have done good work in controlling their expenditures. They understand the demands placed on the city's General Fund and Enterprise Fund revenues and responded productively again this year when I asked them to limit their expenditures from the current fiscal year. It is a pleasure to work with them.

Payments to the city in the current fiscal year from the federal government in response to the COVID-19 pandemic kept the city from suffering financially from the economic impacts that resulted from preventive measures taken to reduce spread of the disease. The economic rebound from the lifting of many of those measures will hopefully return our island's economy to normal in the coming fiscal year. Even with the rebound, however, our island's economy will suffer from Sealaska's decision to cease logging operations. The equipment, supplies, payroll, and associated activity resulting from the logging was substantial, and its loss will be noticed.

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

- Seafood Producers Cooperative continues to operate a buying station out of Craig, with contributions to the cost to operate the ice house during the summer season.
- The annual release of chum salmon at Port Asumcion climbed to 20 million this year and is projected to stay at 20 million. This calendar year will see the first full return of adults. Some of these chum release sites in Southeast Alaska have failed to return the hoped for volume of fish for cost recovery; we will know the extent of the Port Asumcion return this summer.
- SSRAA continues to release some king salmon smolts into Port St. Nicholas, with potential to expand that release and manage new cost recovery operations. The association will release 500,000 chinook smolts in 2021, and plans for a 600,000 smolt release in 2022.
- The kelp mariculture site at Doyle Bay conducted its second annual harvest of kelp about a month ago. The company brought that product to shore in Craig for subsequent shipment to market. Two more Craig-area kelp sites are in the permitting/application stage.
- The small gold mine that recently reopened in Hollis continues operating, providing significant local payroll to POW residents. The Calder Bay limestone site also continues to operate regularly.
- The recent adoption of the \$1.9 trillion American Rescue Plan Act includes a number of programs that will provide transfer payments to Craig and POW residents. The act also has a capital projects component that has the potential to fund construction projects on POW for the coming two years, although there is uncertainty at this point if any of those funds will be spent here.

The Craig Budget Committee recommends that the full council adopt the attached budget. Staff is prepared to respond to questions and direction from the council regarding the proposed FY 2022 budget.



Financial Summary

Fiscal Year 2022

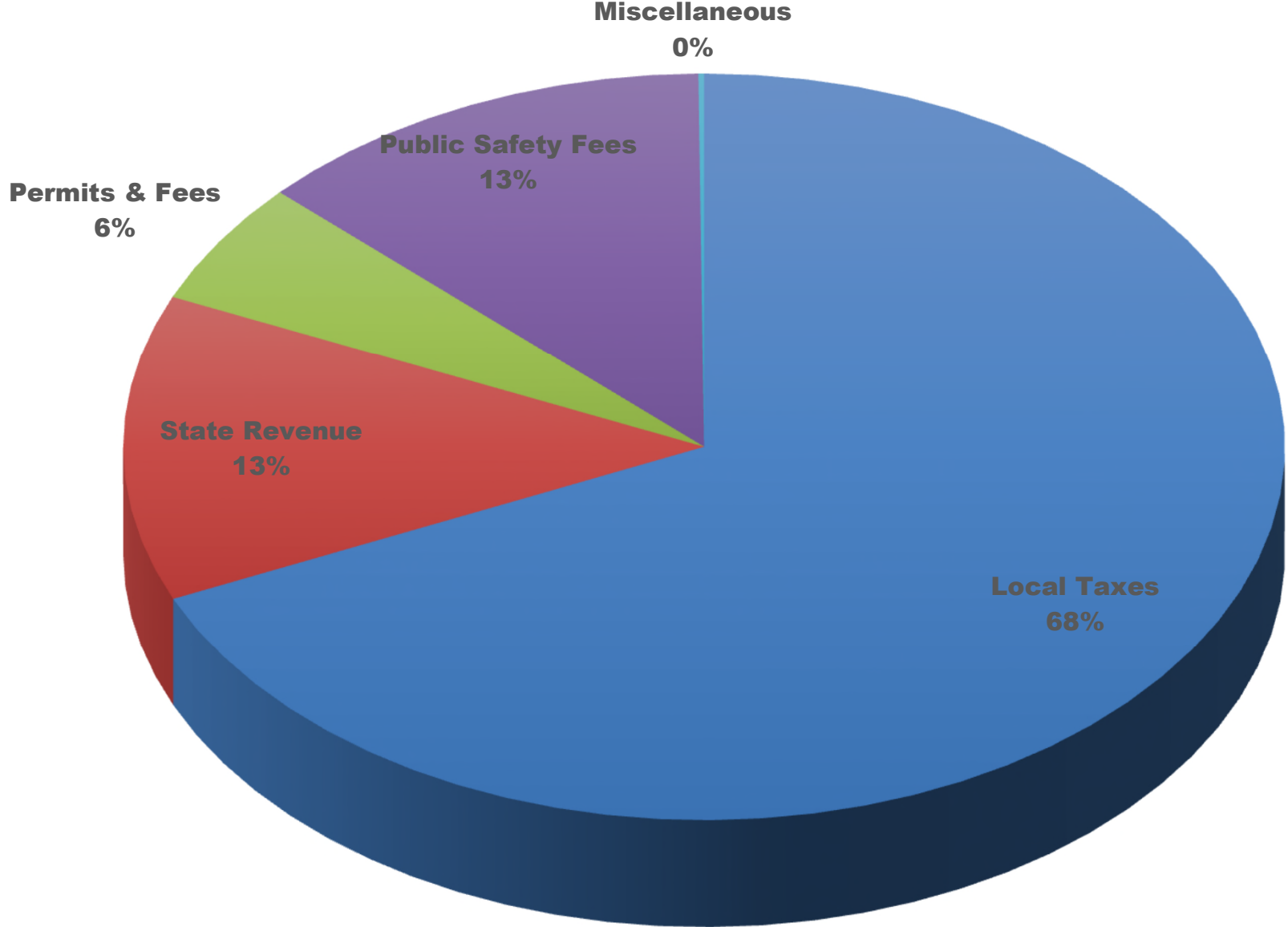
City of Craig
FY2022 Budget
General Fund Revenue & Expenditure Summary

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget
Total General Fund Revenue	\$ 3,561,995	\$ 3,295,338	\$ 3,479,354	3,622,981	3,593,662	3,808,162
			\$ 2,180			
Expenditures						
Administration	702,951	698,943	676,724	683,985	681,519	622,936
Aquatic Center	441,795	512,753	661,056	607,293	614,136	627,069
Council	133,203	82,419	57,331	34,353	33,353	21,796
EMS	326,051	215,282	189,326	202,154	243,049	298,295
Facilities & Parks	286,009	228,476	288,881	269,442	291,342	320,341
Fire	14,823	19,190	34,406	39,593	30,613	26,613
Library	108,626	127,118	137,549	130,361	120,922	134,921
Planning	99,015	74,499	69,151	71,019	73,756	76,282
Police	937,360	932,464	967,739	1,022,588	1,041,697	1,066,788
Public Works	326,792	306,390	336,295	346,012	435,917	499,201
Recreation	99,356	95,727	96,695	110,004	86,431	123,837
Pt. St. Nick Hatchery				56,000	0	0
Total Expenditures	3,475,981	3,293,261	3,515,154	3,572,805	3,652,736	3,818,080
Net Revenues over Expenditures	\$ 86,014	\$ 2,077	\$ (35,800)	50,176	(59,074)	(9,918)
Transfers In to General Fund						
Transfer from Enterprise Fund	241,011	303,824	210,622	48,825	95,339	(57,991)
Endowment Fund Transfer to Gen Fund	178,280	370,650	233,000	175,000	226,000	249,000
Police Checking to GF Police						15,000
Total Transfers	178,280	370,650	233,000	223,825	321,339	206,009
To School Financing		(168,000)	(250,000)	(300,000)	(150,000)	(200,000)
From Endowment To Capital Fund	(186,000)	(270,050)	20,000			
Total transfers Out	(186,000)	(438,050)	(230,000)	(300,000)	(150,000)	(200,000)
Total transfers				(76,175)	171,339	6,009
Bonus					57,361	58,754
Wage & Benefit Turnover Factor						67,386
Total Budget Revenue over Expenditures & Transfers	264,294.0	372,727.0	197,200.0	(25,999)	54,904	4,723

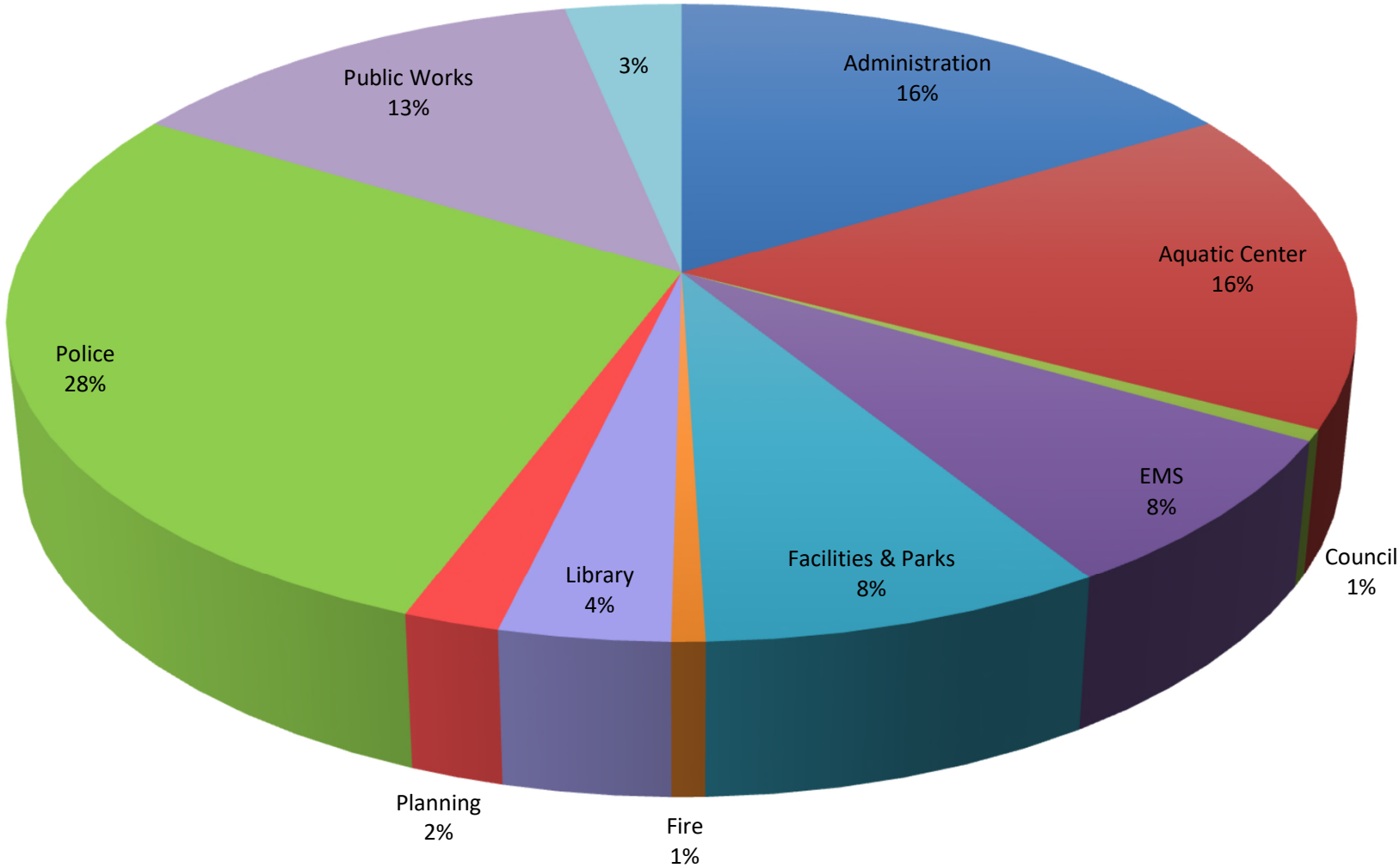
Enterprise Fund Revenue & Expenses Recap FY 2022

	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget
Total Operating Revenue						
Cannery	8,884	8,105	8,105	7,000	7,000	7,000
Harbor	250,590	248,626	258,500	269,600	270,500	269,600
JTB Industrial Park	465,328	453,626	413,023	400,189	417,589	592,589
Garbage	298,369	278,407	311,970	315,000	322,280	322,280
Wastewater	263,835	353,220	290,000	290,000	290,000	290,000
Water	3,384	21,271	307,300	317,476	386,938	364,868
Total Revenue	1,290,390	1,363,255	1,588,898	1,599,265	1,694,307	1,846,337
Total Operating Expenses						
Cannery	1,713	2,700	6,881	7,000	4,820	53,370
Harbor	250,590	248,626	258,500	415,776	351,470	446,475
JTB Industrial Park	287,282	275,548	216,897	233,036	211,622	359,246
Garbage	298,369	278,407	311,970	302,138	308,579	358,641
Wastewater	241,011	303,824	210,622	292,340	250,840	266,717
Water	455,680	365,337	395,671	525,103	471,636	463,880
Total Expenditures	1,534,645	1,474,442	1,400,542	1,775,393	1,598,967	1,948,329
Net Revenues over Expenses						
Cannery	7,171	5,405	1,224	0	2,180	(46,370)
Harbor	0	0	0	(146,176)	(80,970)	(176,875)
JTB Industrial Park	178,046	178,078	196,126	167,153	205,967	233,343
Garbage	0	0	0	12,862	13,701	(36,361)
Wastewater	22,824	49,396	79,378	(2,340)	39,160	23,283
Water	(452,296)	(344,066)	(88,371)	(207,627)	(84,698)	(99,012)
Total	\$ (244,255)	\$ (111,187)	\$ 188,357	\$ (176,128)	\$ 95,340	\$ (101,991)
Transfer from Endowment Fund						
Water				125,000	44,070	22,000
Wastewater						22,000
Harbor				80,000	0	0
Total from Endowment Fund				205,000	44,070	44,000
Expense to Reserves						\$ (57,991)

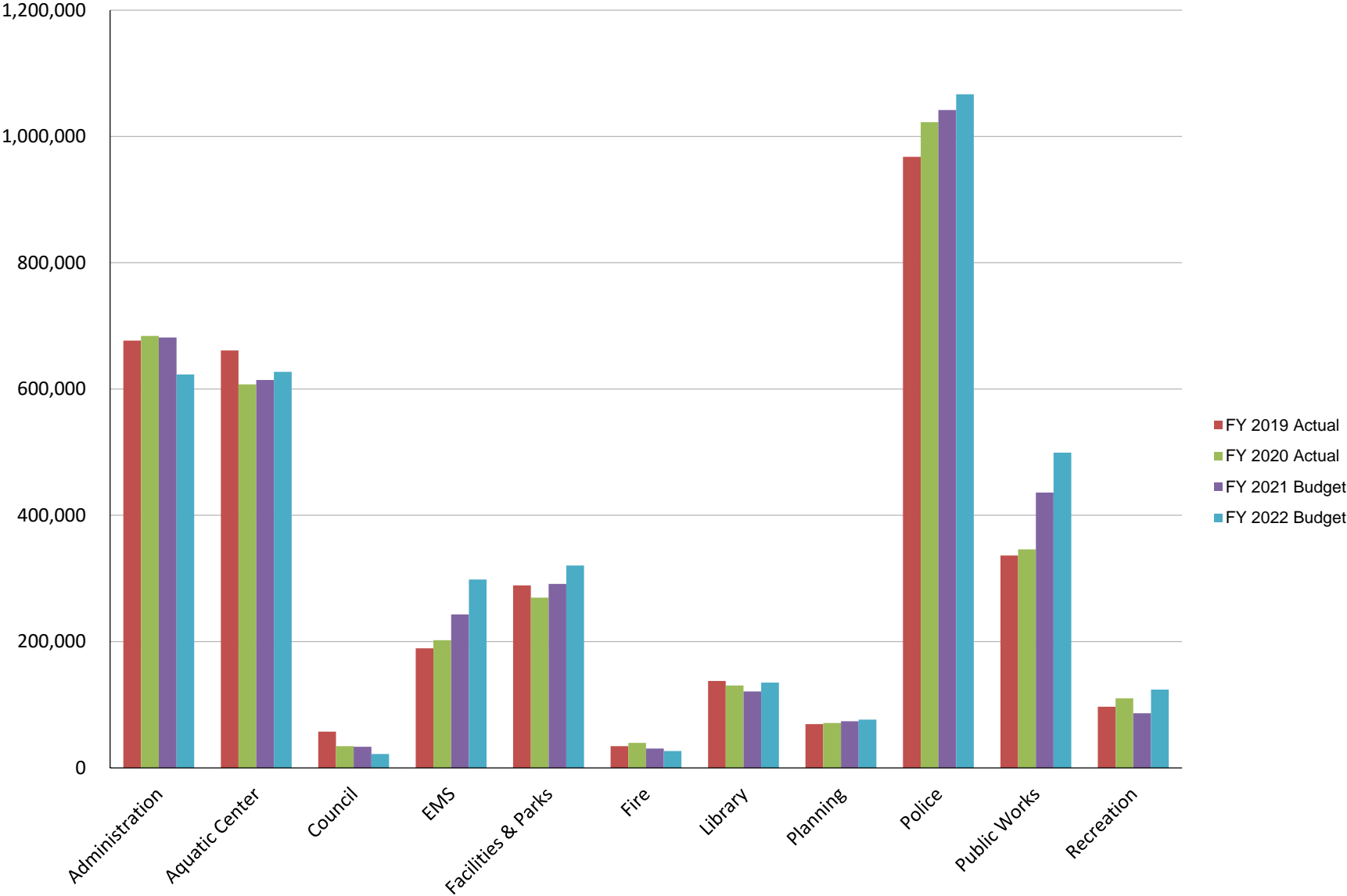
General Fund Revenue



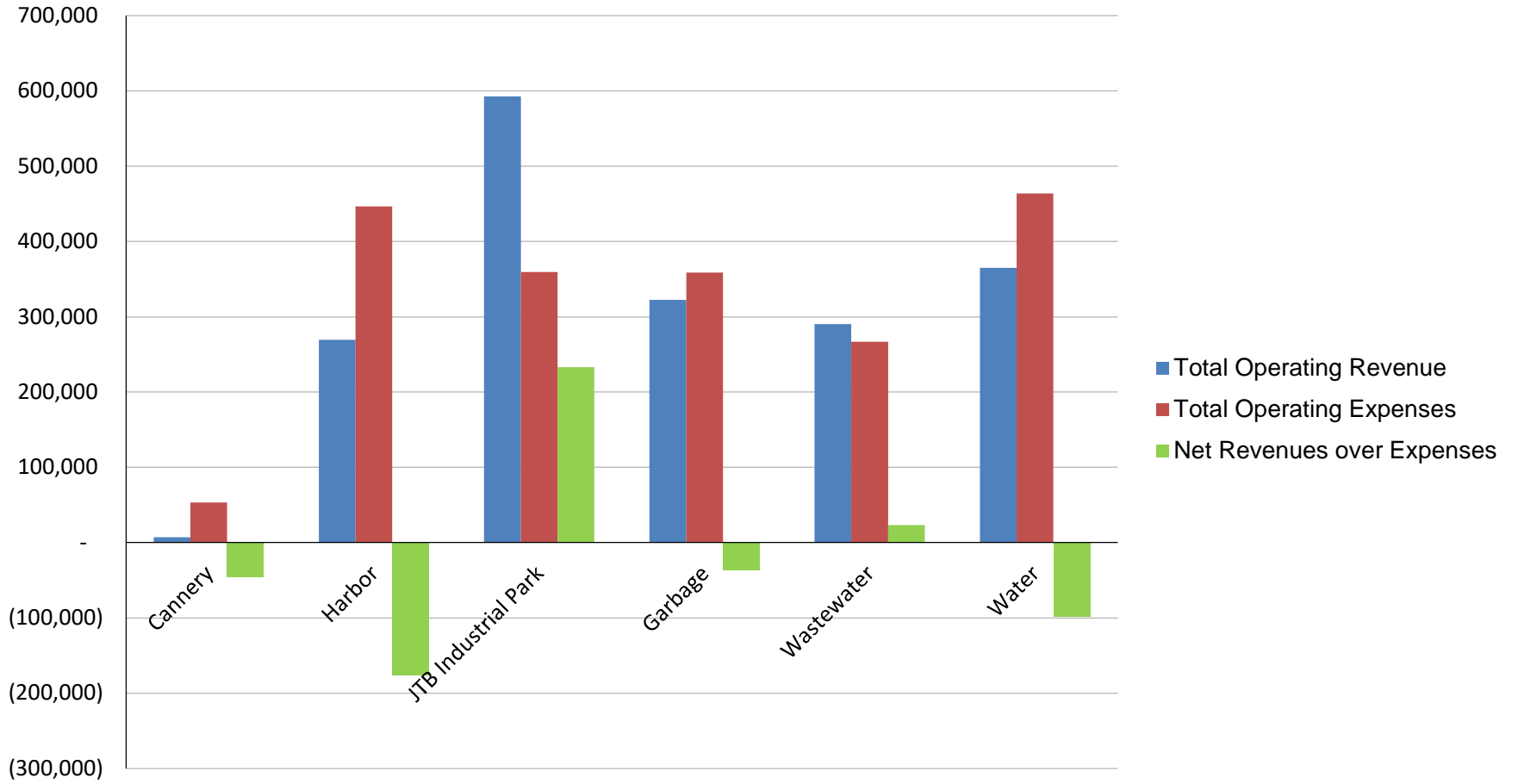
General Fund Total Expenditures



General Fund Expenditures



Enterprise Fund



City of Craig Summary - FY 2022

	GF FY 2022	GF FY 2021	GF Incr(Decr)	EF FY 2022	EF FY 2021	EF Incr(Decr)	FY 2022 Total	FY 2021 Total	FY 2022 Incr(Decr)	% Change
Salary	575,661	524,616	51,045	101,080	98,220	2,860	676,741	622,836	53,905	8.65%
Hourly Wages	1,065,620	1,087,972	(22,352)	365,665	364,334	1,331	1,431,285	1,452,306	(21,021)	-1.45%
Overtime Wages	37,278	36,288	990	11,520	11,290	230	48,798	47,578	1,220	2.56%
On-call Wages	17,400	17,400	0	13,280	13,280	0	30,680	30,680	0	0.00%
In Lieu	37,852	46,730	(8,878)				37,852	46,730		-19.00%
Total Wages	1,733,811	1,713,006	20,805	491,545	487,124	4,421	2,225,356	2,200,130	34,104	1.15%
FICA	106,441	102,021	4,420	30,474	30,200	274	136,915	132,221	4,694	3.55%
Medicare	24,951	23,866	1,085	7,127	7,063	64	32,078	30,929	1,149	3.71%
Workers' Comp	46,832	44,065	2,767	13,547	13,409	138	60,380	57,474	2,906	5.06%
PERS (DB & DC)	335,650	335,053	597	95,140	94,168	972	430,790	429,221	1,569	0.37%
Medical Insurance	294,161	314,358	(20,197)	94,903	95,336	(433)	389,064	409,694	(20,630)	-5.04%
HRA	86,378	78,128	8,250	27,995	22,908	5,087	114,373	101,036	13,337	13.20%
Other Benefits	7,037	6,599	438	1,991	1,991	0	9,028	8,590	438	5.10%
Total Benefits	901,449	904,090	(2,641)	271,178	265,075	6,103	1,172,628	1,169,165	3,463	0.30%
GRAND TOTAL	2,635,260	2,617,096	18,164	762,723	752,199	10,524	3,397,983	3,369,295	37,566	0.85%
								67,385.90		

General Fund Summary - FY 2022

Wages & Benefits

	Admin	Aquatic Center	Council	EMS	Facilities	Fire	Library	Planning	Police	Public Works	Recreation	TOTAL
Salary	157,424	49,920	13,520	49,000	67,291	0	36,360	40,119	82,000	39,420	40,606	575,661
Hourly Wages	161,637	117,040		132,480	58,355		25,903	0	439,666	114,783	15,756	1,065,620
Overtime Wages		0							36,101	1,177		37,278
On-call Wages									17,400			17,400
In Lieu	11,591				9,454			9,454	7,353			37,852
Total Wages	330,652	166,960	13,520	181,480	135,100	0	62,263	49,573	582,520	155,380	56,362	1,733,811
FICA	19,537	10,352	838	10,597	8,376	0	3,860	3,634	36,116	9,635	3,494	106,441
Medicare	4,626	2,421	196	2,478	1,959	0	903	850	8,447	2,253	817	24,951
Workers' Comp	1,053	6,478	45	6,745	4,256	4,186	205	193	17,068	6,417	186	46,832
PERS (DB & DC)	67,023	34,091	0	18,436	26,237		7,999	12,896	125,844	34,189	8,933	335,650
Medical Insurance	19,519	44,009	457	27,589	20,644		27,845	0	115,139	29,762	9,196	294,161
HRA	5,500	13,750	2,750	8,250	5,500		5,500	0	33,000	9,378	2,750	86,378
Other Benefits	720	370	770	418	370		320	120	2,970	819	160	7,037
Total Benefits	117,979	111,471	5,056	74,514	67,342	4,186	46,633	17,694	338,584	92,453	25,537	901,449
GRAND TOTAL	448,631	278,431	18,576	255,994	202,443	4,186	108,896	67,267	921,104	247,833	81,899	2,635,260
GRAND TOTAL FY 21	443,944	283,739	30,133	198,345	201,049	4,186	97,672	74,667	925,769	257,085	79,708	2,596,297
Change	4,687	(5,308)	(11,557)	57,649	1,394	0	11,224	(7,400)	(4,665)	(9,252)	2,191	38,963

Enterprise Fund Summary - FY 2022

Wages & Benefits

	Wastewater	Water	Garbage	Harbor	JTB Park	TOTAL
Salary	18,250	10,950	4,380	45,225	22,275	101,080
Hourly Wages	58,012	121,367	33,801	88,148	64,336	365,665
Overtime Wages	785	1,646	114	5,465	3,510	11,520
On-call Wages	40	40	0	9,900	3,300	13,280
Total Wages	77,087	134,003	38,295	148,738	93,421	491,545
FICA	4,777	8,309	2,374	9,222	5,792	30,474
Medicare	1,117	1,943	555	2,157	1,355	7,127
Workers' Comp	1,707	3,052	1,675	4,641	2,472	13,547
PERS (DB & DC)	16,951	29,484	8,425	26,515	13,765	95,140
Medical Insurance	14,385	21,040	10,443	41,501	7,534	94,903
HRA	4,400	6,380	3,465	11,303	2,448	27,995
Other Benefits	428	369	214	556	424	1,991
Total Benefits	43,766	70,577	27,152	95,894	33,790	271,178
GRAND TOTAL	120,853	204,580	65,448	244,632	127,210	762,723
GRAND TOTAL FY21	124,028	206,560	72,279	223,801	131,555	758,223
Change	(3,175)	(1,980)	(6,831)	20,831	(4,345)	4,500

**FY22 Proposed medical insurance costs and PERS/COLA rate
Static Data - Used in calculations for all departments of the City**

Fiscal Year 2022

Renewal Estimate	100.00%			HRA	Employee	Employee
	%	87%		250		
Medical Insurance	Month	City Exp	Annual		20%	
Employee	837.12	8,739.53	10,045.44	2750	167.42	167.42
Empl/Spouse	1,883.52	19,663.95	22,602.24	5500	376.70	376.70
Family	1,464.95	15,294.08	17,579.40	5500	292.99	292.99
Empl/Dep	2,511.35	26,218.49	30,136.20	5500	502.27	502.27
Dental						
Employee	43.77	456.96	9,196.49			
Empl/Spouse	93.91	980.42	20,644.37			
Family	107.82	1,125.64	16,419.72			
Empl/Dep	155.84	1,626.97	27,845.46			
In Lieu Payments Without Dental						
Employee	161.60	146.60	4201.6	3811.6		
Empl/Spouse	363.61	335.61	9453.86	8725.86		
Family	484.81	445.81	12605.06	11591.06		
Empl/Dep	282.81	257.31	7353.06	6690.06		
PERS Teir 1-3 (DB)	22.00%					
PERS Teir 4 (DC)	22.00%	1,531.27				

	Full Time	Three quarter	Half
Hours worked per year	2080	1560	1040
COLA	1.000		
% time for Salary	100%		

FICA 6.20%
FICA Med 1.45%

WC

6836	3.12%	Harbor
7520	2.48%	Water
7580	2.93%	Sewer
7710	3.57%	EMS V
7704v	3.57%	EMS V
7720	2.93%	Police
8380	3.15%	Mechanic
8810	0.33%	Clerical
9015	3.15%	Public Works
9102	3.88%	Pool
9403	4.94%	Garbage

City of Craig
 FY2022 Revised Budget
 Transfers

	General Fund	Enterprise	Endowment	Equipment	Police	School
Transfer from Enterprise Fund - Bal. Budget	(57,991)	57,991				
National Forest Receipts Road Funds						
Pt St Nick Hatchery						
Gaming/Derby Funds for Hatchery						
Endowment Fund Gen Fund Pool	145,000		(145,000)			
Endowment Fund to Gen Fund Police						
To School Financing	(200,000)					200,000
Endowment Fund to Gen Fund PW	22,000		(22,000)			
Endowment Fund to Ent. Fund Water		22,000	(22,000)			
Endowment Fund to Ent. Fund WW		22,000	(22,000)			
Endowment Fund to Gen Fund PW	82,000		(82,000)			
Police Checking to GF Police	15,000				(15,000)	
From PY reserves						
	6,009	101,991	(293,000)	-	(15,000)	200,000
		4% earnings	440,765			
		Remaining	<u>147,765</u>			

Enterprises Fund Transfers	JTB Dept	Harbor	Water Dept	Wastewater	Garbage
Harbor to Water		(360)	360		
N & S Cove to Water		(5,000)	5,000		
JT Brown to Water	(4,500)		4,500		
Waste Water to Water			6,229	(6,229)	
Harbor to Garbage		(112)			112
N & S Cove to Garbage		(6,720)			6,720
JT Brown to Garbage	(336)				336
Waste Water to Garbage				(112)	112
	(4,836)	(12,192)	16,090	(6,341)	7,280

City of Craig
 FY 2022 Budget
 Endowment Market Value

FY 2014		FY 2017		FY 2020	
Dec 31,2008	6,116,872	Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595
Dec 31,2009	7,191,057	Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847
	<u>37,620,789</u>		44,784,943		47,645,751
Five year Average	7,524,158	Five year Average	8,956,989	Five year Average	9,529,150
4% of Average	300,966	4% of Average	358,280	4% of Average	381,166
Council Set aside	180000	Council Set aside	180000		
	120,966		178,280		
FY 2015		FY 2018		FY 2021	
Dec 31,2009	7,191,057	Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847
Dec 31, 2013	9,864,595	12/31/2016	9,360,777	Dec 31, 2019	11,350,092
	41,368,511		46,326,992		49,754,248
Five year Average	8,273,702	Five year Average	9,265,398	Five year Average	9,950,850
4% of Average	330,948	4% of Average	370,616	4% of Average	398,034
Council Set aside	180000		180000		
	150,948		190,616		
FY 2016		FY 2019		FY 2022	
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847
Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777	Dec 31, 2019	11,350,092
Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650	Dec 31, 2020	14,503,275
	43,419,049		47,972,499		55,095,641
Five year Average	8,683,810	Five year Average	9,594,500	Five year Average	11,019,128
4% of Average	347,352	4% of Average	383,780	4% of Average	440,765
Council Set aside	180000				

City of Craig
 Debt Payment
 FY 2022

Long Term Government Debt		July 1, 2020 Balance	Principal Payment	Interest	Total	Date Due	Revenue Source	Department Budget
Aquatic Center Bonds	Bank of New York	1,435,000.00	70,000.00	32,243.75	102,243.75	10/1/2021	Endowment Fund	Aquatic Center
				30,493.75	30,493.75	4/1/2022		
					132,737.50			
Enterprise Fund								
Water Line Improvements	St of AK DEC	95,000.00	7,133.79	1,603.07	8,736.86	8/1/2021	Water Revenue	Water
Water Main Loan 265081	St of AK DEC	180,000.00	12959.66	3304.71	16,264.37	8/1/2021	Water Revenue	Water
				4,907.78				
	Total All Debt	1,710,000.00	90,093.45	67,645.28	157,738.73			

School Funds
6/30/2021

Year	NFR	Paid School	Excess		City Contribution to School Funds	Total
FY04	\$ 805,626	\$ 692,386	\$ 113,241	113,241		
FY06	1,003,519	860,278	143,241	256,481		
FY05	1,107,861	860,278	247,583	504,064		
FY06	528,261	678,133	(149,872)	354,192		
FY07	594,437	678,133	(83,696)	270,496		
FY08	744,271	400,000	344,271	614,767		
FY09	1,101,332	592,676	508,656	1,123,423		
FY10	1,008,181	550,666	457,515	1,580,938	\$ 50,000	
FY11	871,626	550,666	320,960	1,901,898	100,000	
FY12	836,001	550,666	285,335	2,187,233	150,000	
FY13	807,020	550,660	256,360	2,443,593	250,000	
FY14	657,344	550,660	106,684	2,550,277	300,000	
FY15	594,350	550,600	43,750	2,594,027	350,000	
FY16	486,879	550,600	(63,721)	2,530,307	100,000	
FY17	-	550,600	(550,600)	1,979,707	0	
FY18	447,128	550,600	(103,472)	1,876,235	168,000	
FY19	394,356	550,600	(156,244)	1,719,991	250,000	
FY20	424,503	550,600	(126,097)	1,593,893	300,000	
FY21	348,189	550,600	(202,411)	1,391,482	150,000	
	\$ 12,760,884	\$ 11,369,402	1,593,893		2,168,000	3,761,893
		Interest			232,327	232,327
		Total Cash	\$ 1,593,893		\$ 2,400,327	\$ 3,994,220



**General Fund
Fiscal Year 2022**

City of Craig

General Fund Revenues	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	2022/2021	% Change
Property Tax	619,765	622,000	650,000	655,300	660,000	674,000	14,000	2.08%
Sales Tax	946,272	899,400	930,000	971,550	971,550	1,051,550	80,000	7.61%
Remote Sales Tax						75,000		
Sales Tax 1% Pool & Recreation (1992)	315,424	299,800	310,000	320,850	320,850	330,850	10,000	3.02%
Sales Tax School 1% (1988)	315,424	299,800	310,000	320,850	320,850	330,850	10,000	3.02%
Transient Room Tax		0	25,000	30,000	20,000	20,000	0	0.00%
Sales Tax Liquor	114,397	120,000	120,000	120,000	120,000	120,000	0	0.00%
Total Local Taxes	2,311,282	2,241,000	2,345,000	2,418,550	2,413,250	2,602,250	189,000	7.26%
PILT	299,470	265,500	289,500	289,500	289,500	300,000	10,500	3.50%
State Revenue Sharing	96,626	89,842	95,942	90,019	50,000	50,000	0	0.00%
Liquor Revenue Sharing	7,350	5,000	4,000	4,000	4,000	4,000	0	0.00%
Raw Fish Tax	150,045	50,000	50,000	80,000	50,000	50,000	0	0.00%
Shared Fisheries Tax	4,782	4,000	4,000	4,000	4,000	1,000	(3,000)	-300.00%
National Forest Receipts	0		10,000		10,000	0	(10,000)	
COVID 19 Reimbursements					50,000	100,000	50,000	
Total State Revenue	558,273	414,342	453,442	467,519	457,500	505,000	47,500	9.41%
EMS Service Fees	57,836	83,490	60,000	60,000	70,000	60,000	(10,000)	-16.67%
<i>EMS Contractual Adjustments</i>	(20,606)	(37,776)	(30,000)	(30,000)	(25,000)	(25,000)	0	0.00%
EMS Training Fees & Supplies	15,426	3,981	1,000	1,000	1,000	1,000	0	0.00%
Pool Admissions	49,457	43,692	55,000	55,000	50,000	50,000	0	0.00%
Library Fees	3,156	1,186	1,000	1,000	1,000	1,000	0	0.00%
Recreation Fees	15,249	17,276	13,000	17,000	17,000	15,000	(2,000)	-13.33%
Senior Card Fees	1,079	13,430	3,000	3,000	3,000	3,000	0	0.00%
Itinerant Merchant Permit							0	
Taxi Permit	100	0	100	100	100	100	0	0.00%
Building, Access & Subdivision Permits	11,453	11,770	8,000	8,000	8,000	8,000	0	0.00%
Property Leases	71,074	67,774	72,000	72,000	63,000	63,000	0	0.00%
Material Sales		0	1,000	1,000	1,000	1,000	0	0.00%
PSN Road Maintenance Fees				18,000	27,000	27,000	0	0.00%
Equipment Rentals	4,768	9,589		0	0		0	
Total Permits & Fees	211,758	214,412	184,100	206,100	216,100	204,100	(12,000)	-5.88%
Police Fines	9,414	14,052	10,000	10,000	10,000	10,000	0	0.00%
DMV Commissions	67,153	70,202	60,000	60,000	60,000	60,000	0	0.00%
Trooper Dispatch Service	5,000	10,000	7,200	7,200	7,200	7,200	0	0.00%
Contract Jail Service	322,724	286,584	357,524	357,524	357,524	357,524	0	0.00%
Klawock Dispatch Service	53,088	50,000	53,088	53,088	53,088	53,088	0	0.00%
USDA Forest Service Dispatch	3,000	3,000	3,000	3,000	13,000	3,000	(10,000)	-333.33%
Total Public Safety Revenue	460,379	419,584	490,812	490,812	500,812	490,812	(10,000)	-2.04%
Parks Donations (Flwr Baskets)	427						0	
Interest Income (ckng & CD)	197			34,000	0	0	0	
Interest Income (A/R)	4,087	1,000	1,000	1,000	1,000	1,000	0	0.00%
Misc. Other	15,592	5,000	5,000	5,000	5,000	5,000	0	0.00%
Total Other Revenue	20,303	6,000	6,000	40,000	6,000	6,000	0	0.00%
Total GF Revenues	3,561,995	3,295,338	3,479,354	3,622,981	3,593,662	3,808,162	214,500	5.63%

ADMINISTRATION

GENERAL FUND

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

Administration Department: The City Administrator is responsible for the overall management, administration, and direction of the city operations; the hiring, disciplining, and terminating of City employees; the negotiation, execution, and administration of City contracts within budget appropriations, policy advice to elected officials and open communication with the community.

The City Clerk is responsible for recording and maintaining the official records of the city, preparing agendas and transcribing minutes of the City Council meetings.

The finance department is responsible for all accounting, budgeting, and financial information services for the City of Craig. These services include procurement, accounts payable, property and sales tax collection, water, wastewater, and sanitation utility billing and collection. The finance department collects city leases and other fees such as harbor moorage, ambulance, and pool passes.

Finance Staff Responsibility

To ensure that all financial transactions are processed and recorded in a timely manner consistent with Generally Accepted Accounting Principles and sound financial management techniques. The department continually monitors and evaluates the condition of all City Funds and account groups, and to provide for high returns on investments while minimizing risk. Improve internal systems to maximize efficiency and deliver quality customer service. Provide a uniform method for the management, preservation, retention, and disposal of City records.

2020-2021 Accomplishments

- Worked on COVID-19 finances, grants, and assistance to the community.
- Implement radio read water meter readings with Public Works Department.
- Virtual King Salmon Fish Derby
- Hire, trained 2 new employees and to retain qualified accounting staff
- Continue to improve customer service for Craig residents and customers.

2021-2022 Goals

- Continue completion of unqualified opinions of financial audits
- Managed 1.8 Million in Cares Funds
- Add more radio reads for water meter readings with Public Works Department.
- Continue to improve customer service for Craig citizens.
- Continue adding documents, Accts. Payable and Accts Receivable to digital form
- Keep up to date training to retain qualified accounting staff
- Assist in King Salmon Derby

FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES

Administration Expenses	FY 2017	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	300,618	338,920	328,671	331,058	325,595	330,652	2%
Benefits & Unemployment	173,656	131,896	130,541	134,503	118,350	117,979	0%
Professional Services	135,891	147,120	136,850	142,550	162,200	170,110	5%
Employee Travel, Education, & Dues	16,047	12,217	10,745	11,745	11,745	10,045	-14%
Materials & Supplies	15,808	15,320	9,099	7,500	7,500	6,800	-9%
Utilities	18,753	18,210	18,186	19,592	16,850	16,850	0%
Repairs & Maintenance	2,175	1,252	2,809	3,260	3,260	3,260	0%
Notices	2,431	755	900	900	900	900	0%
Insurance	3,912	6,986	5,345	8,220	8,220	8,220	0%
Contributions	15,401	14,462	13,090	14,558	14,800	14,800	0%
Bank Fees	9,433	3,275	100	100	100	1,000	900%
Bad Debt Write-Off	3,400	244	0	0	0	0	0%
Safety		0	2,000	2,000	2,000	2,000	0%
Miscellaneous	526	3,220	0	2,000	2,000	2,000	0%
Small Equipment	4,900	4,902	27,100	6,000	8,000	1,000	-88%
Equipment > \$5000	0						
Enterprise Fund Support		164	0	0	0	(62,680)	0%
Total Administration Expenses	702,951	698,943	685,436	683,986	681,520	622,936	-9%

Administration

FY 2022

	Acct #		Amount
Salaries	11-5100	\$ 330,652	\$ 330,652
Benefits	11-5200	117,979	117,979
Unemployment	11-5250		0
Enterprise Fund Support			\$ (62,680)
Billing WSG		\$ (62,680)	
Professional Services	11-5310		116,500
Property Assessment (includes Bd of Equalization)	11.5310.02	28,500	
Audit (FY2021 & sales tax)	11.5310.01	40,000	
Legal Fees	11-5315	12,000	
Lobbyist	11-5310	36,000	
Contract Services	11-5320		53,610
AccuFund Support		13,650	
Cleaning		4,500	
Code Publishing		1,200	
Blackpoint		34,260	
Travel	11-5410		5,000
SE Conference		2000	
City Clerk Conference		1000	
Misc Travel		1000	
Finance Travel		1000	
Education & Training			900
Education & Training - SE Conference	11-5420	300	
City Clerk Conference		300	
Finance Conferences		300	
Safety		2,000	2,000
Dues	11-5430		4,145
SE Conference		870	
AK Municipal League		1,770	
AK Assoc of City Clerks		195	
National & AK Government Finance Assoc		255	
Chamber of Commerce		400	
Public Retirement Dues		105	
Misc Dues		250	
UFA		300	
Materials and Supplies	11-5510		6,800
Office Supplies		5,330	
Office Clothing		370	
Freight	11-5525	100	
Vehicle fuel	11-5550	1,000	
Utilities			16,850
Electric	11-5610	5,850	
Heating Fuel	11-5620	4,000	
Telephone	11-5630	7,000	
Water, Sewer, Garbage			
Repairs & Maintenance			3,260
Equipment Repairs	11-5710		
Equipment Maint Agreement(Copier)	11-5740	1,200	
Postage Meter Lease	11-5730	1,560	
Building - Annual Flowers	11-5750	500	
Other Expenditures			9,120
Notice & Advertising			
Newsletter Publishing	11-5840	500	
Ketchikan Daily News	11-5840	200	
Recording Fees Vehicle License	11-5845	200	
Insurance	11-5850	8,220	
Contributions			14,800
Catholic Community Service (Senior)	11-5910	7,000	
4th of July Celebration		500	
POW Marathon		800	
KRBD		500	
Power	11-5911	3,000	
POW Health Network		1,500	
Misc Contributions		1,500	
Credit Card Fees	11-5925	1,000	1,000
Bad Debts for Property tax, sales tax,	11-5930		0
Miscellaneous Expenses	11-5990	2,000	2,000
Misc Small Office Equipment			1,000
Computer upgrades	11-6200	1,000	1,000
Capital Improvement	11-6206		
TOTAL		\$ 622,936	\$ 622,936

Personnel: Director, Lifeguards (4 FTE)

The Aquatic Center provides for very large range users from daily exercise, competitive sports, and leisure to physical therapy. The Aquatic center provides an “out of the weather” activity for children, adults and seniors for the entire island. One of the major services the Aquatic center provides is the “learn to Swim” program. The Aquatic center provides swim lessons to almost every school yearly. Since we are surrounded by water it is with utmost importance that we provide for our youth with the understanding of water safety.

2020-2021 Accomplishments

- Pool Basin Project Completed
- Jessica Taught 3 separate LGI Courses
- Jessica Started Regular CPR training with local Business
- Able to reopen under COVID-19 Restrictions

2021-2022 Goals

- Teach at least 4 LGI courses through the year
- Send one or two employees to CPO certification
- Continue to build current programs
- Re-open to public with more on the schedule
- Continue to build Learn to swim program
- Hire to full staff
- Conduct a Jr Lifeguarding Program in the summer

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT REVENUES**

<i>Aquatic Center Expenses</i>	FY 2017	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	107,636	137,688	154,470	156,536	161,742	166,960	3%
Benefits & Unemployment	54,535	81,465	102,664	128,834	121,997	111,471	-9%
Professional Services	2,383	2,133	3,000	4,700	7,400	6,400	-14%
Employee Travel, Education, & Dues	2,023	2,703	6,110	8,820	10,780	11,080	3%
Materials & Supplies	19,642	17,744	26,360	20,200	23,800	23,720	0%
Utilities	100,592	124,197	114,137	131,920	126,000	126,000	0%
Repairs & Maintenance	1,838	213	2,644	4,800	7,097	3,800	-46%
Recording	560						0%
Insurance	4,835	9,264	10,500	10,800	10,800	10,800	0%
Credit Card Fees	486	44	0	0	1,000	1,000	0%
Bad Debt Write-Off		216					0%
Other							0%
Equipment Purchase	10,777	2,697	1,600	3,796	7,282	12,600	73%
Debt Service	136,488	134,389	136,888	136,888	136,238	136,238	0%
Capital Improvement			100,000			17,000	0%
							0%
Total Swimming Pool Expenses	441,795	512,753	658,372	607,294	614,136	627,069	3%

Aquatic Center

FY 2022

	<u>Acct #</u>		<u>Amount</u>
Salaries	25-5100	166,960	\$ 166,960
Benefits	25-5200	111,471	111,471
Contract Services			
Gym Assistant program	25-5350	500	6,400
Water Sample Testing	25-5320	5,900	
CC Fees	25-5925	1,000	1,000
Employee Travel, Education, & Dues			11,080
Travel (CPO Training Anchorage & Lifeguard instructor)	25-5410	7,680	
Training	25-5420	2,000	
Lifeguarding Certifications		1,400	
Materials	25-5510		23,720
Safety Equipment & First Aid Supplies		1,500	
Office & Cleaning Supplies		5,000	
Supplies		4,200	
Chemicals	25-5515	7,000	
Paint & Painting Supplies		2,020	
Freight	25-5525	4,000	
Utilities			126,000
Electricity	25-5610	52,000	
Heating Fuel (Propane)	25-5620	40,000	
Telephone DSL	25-5630	4,000	
Wood Chips	25-5510.01	30,000	
Water, Sewer, Garbage			
Maintenance			3,800
Misc Repairs	25-5700	1,000	
Stenner Pumps misc		800	
Circulation Pump Pentair		2,000	
Building & Grounds Maintenance			
Insurance			10,800
General Liability	25-5850	10,800	
Property			
Equipment Purchases	25-6200		12,600
Fitness Equipment		5,000	
Pool Cover		3,500	
Suit Spinner		1,900	
Washer and Dryer		2,200	
Capital Improvement	25-6500		17,000
Guard Stand		7,000	
Big Toy		10,000	
Debt Payments			
Bond Pmt	25-7100	136,238	136,238
TOTAL		627,069	\$ 627,069

COUNCIL

GENERAL FUND

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Council Expenses</i>	FY 2017	FY 2018	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	14,122	13,276	14,700	13,500	13,520	13,520	0%
Benefits	110,883	57,816	37,632	17,633	16,613	5,056	-70%
Council Elections	899	645	950	950	950	950	0%
Employee Travel, Education,	6,564	7,313	1,550	2,050	2,050	2,050	0%
Materials & Supplies	168	1,368	2,100	0	0	0	0%
Telecommunications		9					0%
Insurance	140	324	385	220	220	220	0%
Contributions	427	25					0%
New Equipment		1643					0%
Other-(SE Conf)							0%
							0%
Total Council Expenses	133,203	82,419	57,317	34,353	33,353	21,796	-35%

Council

FY 2022

Council Salaries	12-5110		\$ 13,520
Benefits		5,056	5,056
Contract Services			
Election Judges:	12-5331		450
Ballots			500
Auto Ballots			
Employee Travel, Education, & Dues			
Travel			2,050
AML Conference	12-5410	1,000	
	12-5420	500	
Education			
Dues			
SE Conference	12-5430		
AK Conference of Mayors		250	
AML Conference		300	
Misc Supplies	12-5510		
Insurance			220
General Liability			
Property			
			<hr/> \$ 21,796 <hr/>

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

The Craig EMS Department is made up of:
EMS Coordinator, Two Full Time EMTs, and Nine Volunteers, whose Professions include: Telephone Technician, Clinical Assistant/ Phlebotomist, Registered Nurse, Firefighter, Timber Faller, Professional Investor, Charter Captain, Certified Nursing Assistant, Pre-Med Student, Business Owner and Future Paramedic.

Our EMS Squad consists of: Two Advanced Life Services Ambulances, One EMT 3, Five EMT 2s, Four EMT 1s and One Emergency Trauma Trained Person.

All members of the squad are scheduled and respond.

Craig EMS continues to actively recruit new members.

2020 Served as a vastly different year. We were presented with the COVID 19 Pandemic. New Policies and Procedures were developed and used specifically for this Pandemic. Training was held online and in person for EMS Personnel. These trainings were all required.

2019-2020 Accomplishments

- Craig EMS offices/ personnel served as the COVID 19 EMERGENCY MANAGEMENT SUPPLIES CENTER.
- We managed the Federal Disaster Supplies which included dispensing PPE to all Island Emergency Services, Medical Centers, Schools, Post Offices, Airlines and Local offices and businesses.
- Obtained funding and acquired Bullet Proof vests, shields, and helmets for Active Shooter responses.
- Obtained funding for and purchased the Bike Helmets for the Bike Safety Program.

2020-2021 Goals

- Continue to build the Squad Membership, Trainings, and Responsibilities.
- Acquire a new Oxygen System through a grant
- Acquire new Training equipment.



**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Emergency Medical Services</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	86,990	97,165	85,908	106,493	138,546	181,480	31%
Benefits & Unemployment	43,682	67,766	57,272	57,660	60,157	74,514	24%
Contracted Services	3,785	5,793	4,200	3,400	4,845	4,500	-7%
Employee Travel, Education, & Due	11,125	2,918	3,840	5,000	7,400	8,400	14%
Materials & Supplies	17,796	19,927	19,500	16,300	18,650	18,150	-3%
Utilities	6,642	6,642	6,050	6,300	4,900	4,900	0%
Repairs & Maintenance	430	461	950	0	0	0	0%
Recording/Permits	160		650	0	0	0	0%
Insurance	3,727	4,200	5,289	6,351	6,351	6,351	0%
New Equipment	109573		350	650	2,200	0	-100%
Equipment Replacement		2493	5160	0	0	0	0%
Bad Debt Write-Off	42,141	7,917	0	0	0	0	0%
Capital Improvement	0		0	0	0	0	0%
							0%
Total EMS Expenses	326,051	215,282	189,169	202,154	243,049	298,295	23%

Emergency Medical Services

2022

	<u>Acct #</u>		<u>Amount</u>
Salaries	17-5100	181,480	\$ 181,480
Benefits	17-5200	74,514	74,514
Contract Services Software	17-5340		4,500
Systems Design		3,000	
MS Virus software		300	
State reporting		400	
I AM Responding		800	
Employee Travel, Education, & Dues			8,400
Travel	17-5410		
EMT			
DR			
Symposium		1,200	
Hazmat Training		1,000	
Education & Training			
Webinars - ETT, EMTII, EMT III, CPR	17-5420	4,200	
Dr. Koehler Travel		2,000	
Materials & Supplies			18,150
Office supplies	17-5510	500	
Medical Supplies		8,500	
Equipment Supplies		6,000	
Class Materials	17-5530	1,000	
Postage	17-5520	500	
Freight	17-5525	800	
Vehicle Fuel (200gal @ \$4.00)	17-5550	850	
Utilities			4,900
Telephone	17-5630	2,500	
Old Clinic Fuel		1,400	
Old Clinic Electric		1,000	
Water, Sewer, Garbage		-	
Maintenance & Repairs			0
Vehicle Repairs	17-5710		
Dept Maintenance			
Vehicle Licensing & Permits	17-5845		0
Insurance	17-5850		6,351
General Liability		725	
Property		1,825	
Vehicle		3,801	
Permits			
Bad Debts	17-5930		
Small Equipment	17-6200		0
Equipment >\$5000	17-6300	-	0
Capital Improvements	17-6500		0
TOTAL		\$298,295	\$298,295

FACILITIES & PARKS

GENERAL FUND

Personnel: Director, Maintenance Workers FTE: 2.75

The facilities and parks department performs maintenance and repairs for the municipal buildings and parks. The city currently has city hall, library, aquatic center, Biomass boiler, wood shop, gymnasium, day care center, fire hall, and three small parks.

2020-2021 Accomplishments

- Replaced induction fan on wood fired boiler.
- New roof on Ralph James covered picnic area.
- New 400' section of trail built through cemetery.
- Opened new restroom facilities @ Ball Park.
- Trail maintenance on Hamilton Dr. walking path.

2021-2022 Goals

- Pressure wash and clean all park benches, tables, toys, and signage in all city parks.
- Put new layer of gravel on cemetery island trail.
- Pool air Handler maintenance.
- Complete unfinished projects and maintenance on master list.
- Continue looking for ways to improve efficiency, and cost savings.

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Parks/Facilities Expenditures</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	122,552	124,307	122,419	124,005	133,077	135,100	2%
Benefits & Unemployment	99,332	10,793	92,275	69,460	67,197	67,342	-3%
Contracted Services	5,389	7,200	7,200	7,800	7,800	11,100	42%
Employee Travel, Education, & Du	509		0	0	0	0	
Materials & Supplies	25,568	30,698	5,700	16,200	17,000	22,900	41%
Utilities	15944	16518	15964	16,609	16,000	16,000	-4%
Repairs & Maintenance	1,006	1,355	15,000	10,000	15,000	22,250	123%
Insurance	5,942	11,371	12,178	11,968	11,968	11,968	0%
Recording/Permits & Misc.	25	35					0%
Equipment	9,742	608	1,600	7,200	26,000	3,680	-86%
Capital Improvement	0	25,591	6,200	6,200	0	30,000	100%
							0%
Total Parks/Facilities Expenses	286,009	228,476	278,536	269,442	294,042	320,341	19%

Parks & Public Facilities

FY 2022

	Acct #	Amount	
Salaries	14-5100	135,100	135,100
Benefits	14-5200	67,342	67,342
Contractor Services	14-5330		11,100
Janitorial - Float Plane		4,500	
New Clinic Alarm		600	
Fire/Sprinkler Inspections	14-5350	6,000	
Education & Training	14-5410		
Material & Supplies	14-5510		22,900
Buildings		8,000	
Misc.		4,200	
Lawnmower Repair parts		1,500	
Materials for Bear Trap		1,000	
Parks (planter forms, totem park, RJ Park roof)		5,000	
Freight	14-5525		
Equipment Fuel(100@4.00)	14-5550	400	
Vehicle Fuel (800@3.50)		2,800	
Utilities			16,000
Electricity (Shop & POW Health)	14-5610	8,000	
Heating Fuel	14-5620	5,000	
Telephone	14-5630	3,000	
New Clinic Alarm telephone	14-5630.01		
Water, Sewer, Garbage		0	
Maintenance & Repairs	14-5700		22,250
Building Maintenance	14-5750	10,000	
Wood Boiler Sheet Metal Repair	14.5720.01.220	5,000	
Shop Heater/Propane		750	
Maintenance Trails		6,500	
Insurance	14-5850		11,968
General Liability		1,105	
Property		9,151	
Vehicle		1,712	
Equipment	14-6300		3,680
Portable Water Tank/ 150 gal.		280	
Portable Pressure Washer		1,200	
Christmas Decorations for Totem Park		1,000	
Gas Compressor		1,200	
Capital Improvements	14-6500		30,000
Columbarium		5,000	
Memorial, Entrance Garden		25,000	
TOTAL		320,341	<u>\$320,341</u>

The CCVFD responds to fire calls within the City limits, as our Primary Care Coverage Area. We also respond to neighboring communities with Specialty Equipment, and training if needed.

Timber Faller, Fisherman, Accountant, Automotive Mechanic, Diesel Mechanic, Pre-Sale Forestry Technician, Assistant Maintenance Director/ Bus Driver, Water/ Wastewater Treatment Plant Operator, EMT/Fire Fighter, Telephone Technician and High School Student/ Graduate. All these members work hard to directly benefit our department.

CCVFD is also actively recruiting new members.

As part of the Organization structure, we have a "First Responder" who reports directly to the scene. Their assessment includes the entire fire scene. Finding a Fire Hydrant, and the need for additional equipment. This structure has resulted in less damage to property.

The department has been directly affected by COVID 19. We have not been able to meet and train as we have in the past. This was due to National Covid restrictions, and to protect our crew.

2019-2020 Accomplishments

- Increase our vehicles to include a Ford 550 with pumper capable of responded to Port St. Nick and other areas timely and down steep hills, or rough terrain.
- Increase # of State Certified trained volunteers as Basic Firefighter by January 2019 in our program.
- To retain and/or recruit a full team of firefighters willing to participate fully in training exercises.
- Increase protective gear to include breathing apparatus for each Fireman.
- Maintain fire equipment and replace as needed.

2021- 2022 Goals

- Obtain a 450 or 550 Response Truck, to put our recently acquired portable pumper on.
- Acquire additional Hazardous Protective Wear, and Hazard Site Identification/ Training.
- Acquire additional Air-Pak's with tracking equipment, and
- Acquire additional Turn Our Gear

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Fire Expenses</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries			0	0	0	0	
Benefits & Unemployment	2,150	245	4,186	4,186	4,186	4,186	0%
Contracted Services	3,600	3,500	7,400	3,800	5,400	5,400	42%
Employee Travel, Education, & Dues	(625)	1,177	5,735	2,700	2,700	2,700	0%
Materials & Supplies	682	1,274	4,842	6,000	2,600	2,600	-57%
Utilities	5,289	5,091	5,480	6,380	5,900	5,900	-8%
Repairs & Maintenance	0	0	320	3,000	1,000	1,000	-67%
Insurance	3,697	4,608	5,113	4,827	4,827	4,827	0%
Recording/Permits & Misc.	30						
Equipment		3,295	1,980	2,500	0	0	-100%
Capital Improvement				6,200	4,000	0	-100%
Total Fire Expenses	14,823	19,190	35,056	39,593	30,613	26,613	-33%

Fire

FY 2022

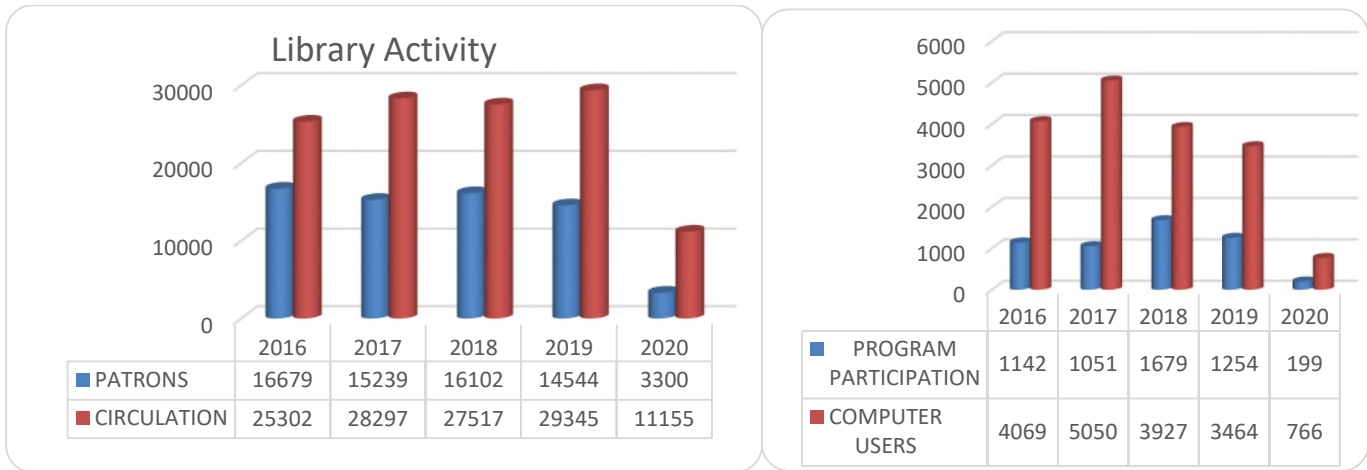
	<u>Acct #</u>	<u>Amount</u>	
Volunteers	18-5100		
Work compensation Insurance	18-5200	4,186	4,186
Contract Services			5,400
Stipends		5,100	
Norton subscription		200	
State Bridge for NIFRS		100	
Employee Travel, Education, & Dues			2,700
Travel	18-5410	1,700	
Education & Training	18-5530	1,000	
Materials & Supplies			2,600
Fire Supplies		1,200	
Office Supplies	18-5510	100	
Vehicle supplies		100	
Promotional Supplies		500	
Postage	18-5520	0	
Freight	18-5525	400	
Fuel		300	
Utilities			5,900
Electric	18-5610	1,500	
Heating fuel	18-5620	2,500	
Vehicle Fuel (100gal @ \$4.00)	18-5650	400	
Telephone		1,500	
Water, Sewer, Garbage		0	
Maintenance & Repairs			1,000
Vehicle Repairs	18-5700	1,000	
Dept Maintenance			
Air refilling			
Vehicle Licensing & Permits			
Insurance	18-5850		4,827
General Liability		135	
Property		791	
Vehicle		3,901	
Small Equipment	18-6200		
Equipment >\$5000			
Capital Improvements			
		0	0
		0	
TOTAL		26,613	<u><u>\$26,613</u></u>

LIBRARY

GENERAL FUND

Personnel: Librarian, 2 PT Library Technician (1.9FTE)

Department Description: Provides to the public a wide selection of nonfiction, fiction, children, and young adult books. The library's collection emphasizes Alaska nonfiction and fiction. The library also has audio books, magazines, videos, and computers for internet access. The book collection is available for check out by members of the public who have been issued a library card. The library is open Monday through Saturday with limited evening hours. **During COVID, the library is open Monday through Saturday by appointment (no evening hours) and offers curbside pickup services.



2020-2021 Accomplishments:

- City of Craig Funds:
 - Increased our existing collections; replaced our old disc repair machine.
- PLAG Funds: \$7,000.
 - Purchased supplies for seasonal reading programs, supplemented city funds for books and movies.
- IMLS Funds: \$10,000.
 - Purchased new tables and chairs for the children's area and a virtual reality system for use in teen programming; continued to provide wages for our Early Literacy Coordinator; purchased supplies for our Baby & Me program.

2021-2022 Goals:

- City of Craig Funds:
 - Increase our existing collections; upgrade the back-office computer.
- Expected PLAG Funds: \$7,000.
 - Purchase supplies for seasonal reading programs; supplement city funds for books and movies; renew magazine subscriptions.
- Expected IMLS Funds: \$10,000.
 - Purchase new children's non-fiction materials to ensure that section is up-to-date, accurate, and intriguing.

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Library Expenditures</i>	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	56,090	64,177	62,250	64,907	62,261	62,263	0%
Benefits & Unemployment	42,397	44,851	48,533	39,007	35,410	46,633	32%
Contracted Services	-1,064	3,104	1,250	2,800	2,900	3,175	9%
Employee Travel, Education, & I	135	448	0	0	0	0	0%
Materials & Supplies	5,740	7,574	9,150	9,270	7,000	7,000	0%
Utilities	4,880	5,728	11,932	11,227	10,600	10,600	0%
Repairs & Maintenance	0	0	1,400	1,400	1,000	1,000	0%
Insurance	448	1,236	1,365	1,750	1,750	1,750	0%
Recording/Permits & Misc.			0	0	0	0	0%
Equipment			0	0	0	2,500	100%
Capital Improvement				0	0	0	0%
Total Library Expenses	108,626	127,118	135,880	130,361	120,921	134,921	12%

Library

FY 2022

	<u>Acct #</u>	<u>Amount</u>	
Salaries	19-5100	62,263	\$ 62,263
Benefits	19-5200	46,633	46,633
Contract services	19-5330		3,175
BlackPoint		400	
Interlibrary Loan		0	
Follett		900	
Digital Library		1,250	
Alaska Library Assoc.		275	
Movie Licensing		350	
Employee Travel, Education, & Dues			
Travel	19-5410		
Library Conference			
Education & Training	19-5430		
Dues	19-5430		
AKLA CONFERENCE			
Materials & Supplies			7,000
Materials	19-5510	2,000	
Books	19-5531	2,500	
Audio & Visual	19-5535	1,500	
Subscriptions	19-5532	500	
Postage	19-5520	500	
Utilities			10,600
Electric	19-5610	3,600	
Heating Fuel (800 gal @ \$3.50)	19-5620	2,000	
Telephone	19-5630	800	
DSL Internet		4,200	
Water, Sewer, Garbage		0	
Maintenance & Repairs	19-5700		1,000
Repairs		500	
Building Maint		500	
Insurance	19-5800	1,750	1,750
Small Equipment Purchases	19-6200		2,500
Office Computer/Monitors		2,500	
Equipment >\$5000	19-6300		0
		0	
Capital Improvements	19-6500		0
		134,921	<u><u>\$134,921</u></u>

Personnel: Planner FTE: 1

Department Description: The Craig Planning and Zoning Department is responsible for land use issues, building permits, coastal management, emergency planning and economic development. The department reviews development proposals, processes building permits and performs code enforcement for land development issues. The department serves as staff for the five-member Planning Commission. Planning commissioners are appointed by the Mayor. The department manages various land use permits, leases/sales of city land, mapping and capital projects for the city.

2020-2021 Accomplishments

- Continued to work on design and development of the new harbor at the Craig Cannery Site with the US Army Corps of Engineers, State Legislature, and Federal Delegation.
- Assisted other city departments with planning, design and construction of various projects including.
- Managed the city website and social media presence.
- Assisted with 2020 elections (primary, general, and municipal) during the time the city was without a city clerk, or transitioning a new clerk in.
- Worked on day-to-day management of the city's response to the COVID-19 pandemic to include management of the \$1.8 million in CARES funding received by the city.
- Acted as incident commander for 2020 landslides.

2021 - 2022 Goals

- Continue to work on COVID-19 related issues including use of funds through the American Rescue Plan, CARES, and other funding sources related to COVID-19 response, vaccination, testing, and other issues.
- Continue to update leases of city property based on the completed 2017 lease audit.
- Complete an updated transportation plan.
- Continue to work with the USACE and complete the Preconstruction Engineering and Design phase of the new harbor project and to begin construction. Continue to work with public, city staff, the planning commission, and the city council based on the recommendations for development of the upland property at the Craig Cannery Site.
- Work with the Craig Library to move the library renovation/replacement project forward
- Work with POWER to determine long range plans regarding the POWER building.
- Continue to work on existing capital projects (including the new fire hall, new harbor, aquatic center upgrades, etc.)

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Planning Expenses</i>	Fy 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	57,919	47,697	51,939	45,759	47,046	49,573	5%
Benefits & Unemployment	36,261	24,389	17,532	17,695	17,695	17,694	0%
Contracted Services	1,617	414	7,500	5,800	6,500	6,500	0%
Employee Travel, Education,	63	0	0	0	0	0	0%
Materials & Supplies	2,408	950	1,000	1,000	1,000	1,000	0%
Utilities	0		0	0	0	0	0%
Repairs & Maintenance	0		0	0	500	500	0%
Insurance	87	276	308	265	265	265	0%
Recording/Permits & Misc.	660	773	500	500	750	750	0%
Equipment			0	0	0	0	0%
Capital Improvement							
Total Planning Expenses	\$99,015	\$74,499	\$78,780	71,019	73,756	76,282	3%

Planning

FY 2022

Salaries	13-5110	\$	49,573
City Planner, (18,500 Reimb EMPC Grant)			
Benefits	13-5200	17,694	17,694
Contractual Services	13-5330		6,500
Website Maintenance		4,000	
Omnilert		2,500	
Employee Travel, Education, & Dues			
Plan Commissioner Training,	13-5410		
Conference	13-5420		
Materials & Supplies	13-5510	1,000	1,000
Books, Subscriptions	13-5530		
Postage	13-5520		
Freight	13-5525		
Equipment Repairs	13-5700	500	500
Advertising - Legal Notices	13-5840	500	500
Recording	13-5845	250	250
Insurance	13-5850		265
Equipment Purchases	13-6200		0
Total		\$	<u>76,282</u>

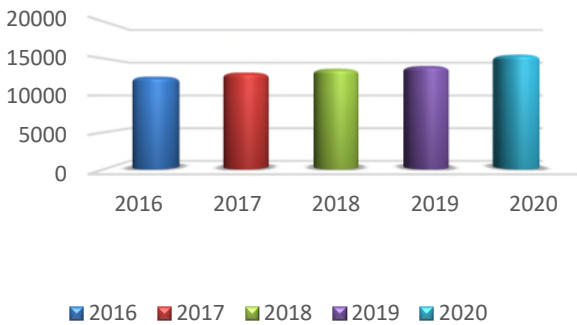
POLICE

GENERAL FUND

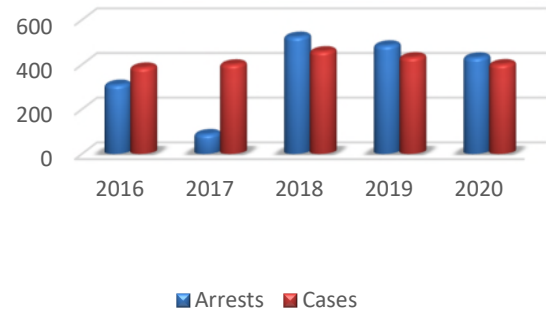
Personnel: Police Chief, Sergeant, three (3) Officers, Six (6) Dispatchers (10.5 FTE)

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

Calls



Police Arrests & Cases



2020 – 2021 Accomplishments

- Hired, completed training on new dispatcher – still have jailer program to complete
- Hired Josh Connolly as Police Officer, completed FTO and currently in academy
- Hired Dustin Connolly as Police Officer, completed FTO Training / completed recertification academy
- Signed up for Police One Training / On Line Based Training Program, several agencies in AK are using and gives Officers APSC Credited Training Hours
- BlackPoint IT set up, installed new server. New computers set up, for officers, dispatchers and court system
- Secured contacts for DMV / AST / USFS / KPD
- Renewed ongoing PED commitments / secured funding
- Identified new DMV Agent, training started, mostly completed, will have additional training in 2022 budget
- Secured a 2015 Tahoe to replace older police vehicle. Hasn't been acquired, should have before July 1, 2021
- Completed training staff on new UCR Process and reporting; went live on 01/01/2021
- McKenna Holloway is in process of being trained, certified on TWIC / TSA / Hazmat Prints, should be signed off, by 6/2021

Upcoming Projects

- Obtain SART Training / Ofc. D. Connolly / J. Connolly
- Radar Certification for Ofc. D. Connolly / J. Connolly
- Selecting new staff member to become CDL / Motorcycle Testing Certified
- Funding for another Tahoe, to replace another older police vehicle
- Continue working with KPD to get ALMR Radio's / set up and working / talk groups
- Work with Craig Fire / Craig EMS, get ALMR Radios for their vehicles.
- Obtain new digital video/audio recording system for Jail & PD

2021 – 2022 Goals

- Obtain Police Officer Certifications for Josh Connolly and Dustin Connolly
- Complete jailer training program, for new officers / dispatchers
- Complete revisions of Title 4 city code / Boat Harbor
- Complete Policy Updates, Police Department and Jail
- Keep working with State / DOC / USFS / KPD on contracts for:
 - Jail / DMV / Dispatching Agreements / PED / EM
- Get Ofc. J. Connolly SART Certified
- Keep seeking funding sources for training, officers, and dispatcher.
- Send Sgt. Medina to First Line Supervisors Training
- Send Dispatch Supervisor Traci McIntire to First Line Supervisors Training

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Police & Jail Expenditures</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	494,247	517,835	533,269	549,339	574,090	582,520	1%
Benefits & Unemployment	340,303	308,358	326,197	321,618	336,473	338,584	1%
Contracted Services	2,313	4,952	4,200	3,825	7,020	8,920	27%
Employee Travel, Education, & I	7,021	7,768	3,300	5,350	3,000	3,000	0%
Materials & Supplies	49,229	52,373	46,000	43,000	47,500	49,500	4%
Utilities	30,041	25,957	29,288	29,742	27,000	27,000	0%
Repairs & Maintenance	0	0	0	0	0	0	0%
Insurance	13,200	7,860	8,722	29,414	29,414	29,414	0%
Recording/Permits & Misc.	2,921	2,091	425	300	2,200	2,200	0%
Credit Card Fees	0	50	0	0	0	0	0%
Equipment	-1,915	2,330	9,500	40,000	15,000	10,650	-29%
Capital Improvement		2,890				15,000	
Police & Jail Expenses	937,360	932,464	960,901	1,022,588	1,041,697	1,066,788	2%

Police

FY 2022

	<u>Acct #</u>		<u>Amount</u>
Salaries	16-5100	582,520	582,520
Benefits	16-5200	338,584	338,584
Contract Services	16-5330		8,920
Blackpoint Backup		5,520	
Stencial & Blackpoint-Jail	16-5330.01	2,500	
Crime Star		900	
Travel & Education			3,000
Travel	16-5410	2,000	
Education	16-5420	1,000	
Materials & Supplies	16-5510		49,500
Uniforms		2,500	
Office supplies	16-5510	6,000	
Supplies - Jail	16-5510.01	5,000	
Food - Jail	16-5519.01	20,000	
Postage	16-5520	500	
Postage - Jail	16-5520.01	500	
Freight	16-5525	500	
Freight - Jail	16-5525.01	500	
Vehicle Fuel (4000 @3.50)	16-5652	10,614	
Vehicle Fuel (4000 @3.50) - Jail	16-5652.01	3,386	
Utilities			27,000
Electric	16-5610	5,370	
Electric - Jail	16-5610.01	6,630	
Heating (1600gal @ \$4.00)	16-5620	743	
Heating (1600gal @ \$4.00) Jail	16-5620.01	4,257	
Telephone	16-5630	5,958	
Telephone - Jail	16-5630.01	4,042	
<i>Water, Sewer, Garbage</i>		0	
Maintenance & Repairs	16-5710		
Vehicle Repairs	16-5700		
Building & Grounds Maint	16-5750		
Advertising	16-5840	500	500
Licensing Vehicles & Software	16-5845	200	200
Credit Card Fees		1,500	1,500
Insurance	16-5850		29,414
General Liability		15,937	
General Liability-Jail	16-5850-01	8,063	
Property Liability		1,626	
Vehicle		3,788	
Small Equipment	16-6200		650
Scanner/Printer - Jail	16-6200.01	650	
Equipment >5000	16-6300		10,000
Video-Audio		10,000	
Capital Improvements	16-6500		15,000
Vehicle - Tahoe		15,000.00	
TOTAL		\$1,066,788	\$1,066,788

RECREATION

GENERAL FUND

Personnel: Director (1 FTE)

1. Enhance the quality of life in our community.
2. make Craig an even more desirable place to live and have a family.
3. Provide activities to connect youth to the community.
4. Involve youth and families in healthy activities and promote volunteerism and pride in their community.
5. Provide activities for all community members.
6. Promote all Recreation Activities and community events thru the weekly radio show, newspaper articles, calendar and Facebook posts, email and posters, interagency meetings,
7. Work with the Craig City School District, Civil Air Patrol, the Seibukan Karate DoJo, Girl Scouts, Boy Scouts, The Craig Child Care Center and other groups.

2020-21

- We had full programming until mid March 2020, when the governor recommended that the state close due to the worldwide pandemic.
- We did manage to pull off a distanced ballet recital as the state closed down.
- Operated volleyball league.
- After the shutdown I helped Brian Templin with a mask making and distribution program.
- Cleaned and organizing the facilities.
- 4th of July program.
- Working on a handbook of my job.
- When school opened back up, we started to add safe programming. It has moved to Saturdays at 4
- A small bazaar was held on March 27 and it was a success.
- The counter at the Youth/Rec Center has been redone and looks great.

2021-2022

- The Craig Centennial will be held March 1, 2022. The committee has lots of fun things planned.
- We are planning the Craig 4th of July
- There will be a King Salmon Derby and we will wait to see if we can have a celebration, perhaps an outdoor bbq.
- Keep implementing community clean up
- Paint doors at City Gym

So a lot has been accomplished and there is still a lot to do. I will be retiring June 30, 2022 so the City of Craig will need to hire and train a new Recreation director.

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT REVENUES**

<i>Recreation Expense</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	45,420	44,653	45,484	53,362	37,606	40,606	8%
Benefits & Unemployment	32,247	27,119	24,091	25,772	24,745	25,537	3%
Contracted Services	4,679	5,693	5,000	3,600	3,600	1,500	-58%
Employee Travel, Education, & Dues		0					
Materials & Supplies	2,198	2,688	2,500	2,000	1,050	4,025	283%
Utilities	12,471	11,874	15,938	17,140	13,000	13,000	0%
Repairs & Maintenance		7	0	0	1,000	2,600	160%
Insurance	2,317	3,696	4,095	4,630	4,630	4,630	0%
Recording/Permits & Misc.	24		0	0	0	0	0%
Equipment		0	2,415	3,500	800	1,439	80%
Capital Improvement			0	0	0	5,000	0%
Centennial Celebration						25,500	
Total Recreation Expenses	99,356	95,730	99,524	110,004	86,431	123,837	43%

Recreation

FY2022

	<u>Acct #</u>	<u>Amount</u>	
Salaries	24-5100	40,606	\$ 40,606
Benefits	24-5200	25,537	25,537
Contract Services	24-5330		1,500
Classes, Misc. Instructors		1,500	
Janitor			
Travel	24-5410		
Instructor			
Materials & Supplies	24-5510		4,025
T-Shirts -Soccer, V-Ball, B-Ball		800	
Office Supplies			
Misc.		1,100	
Postage	24-5520	25	
Upgrade Toys & Games		100	
Food/Supplies For After School Program		500	
Solid Door for Storage		1,500	
Centennial Celebration			25,500
Materials & Supplies	24-5510.01	25,500	
Utilities			13,000
Electric	24-5610	3,500	
Heating Fuel/City GYM (2500 gal @ \$4.00)	24-5620	6,000	
Heating Fuel/Youth Center (500GAL @ \$4.00)		2,000	
Telephone	24-5630	1,500	
Water, Sewer, Garbage		0	
Maintenance & Repairs			
Equipment Repairs	24-5750		2,600
Building Maintenance		500	
Landscape/Gravel		1,600	
Doors		0	
Bathroom Heaters		0	
CC Fees		500	
Insurance	24-5850	4,630	4,630
Equipment Purchases	24-6200		1,439
Heaters (Bathroom)		1,000	
Ping Pong, Pickle Ball, Badmitten Tables		439	
Equipment Purchases >5000			5,000
Van		5,000	
Capital Improvements	24-6500		
TOTAL		\$123,837	\$123,837

PUBLIC WORKS

GENERAL FUND

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

The Public Works Department operates and maintains the city water and sewer utilities as well as collects garbage and maintains the streets. The Department also services and maintains the City's vehicles.

The Department assists and supports other Departments in the City as needed. The crew supports the Police Department by towing vehicles, the Harbors and Facilities Departments with equipment, materials and manpower.

2020 - 2021 Accomplishments

- Baseball concession/restroom facility lift station installed.
- Worked with CTA on the sidewalk projects to completion.
- Over 35 wind rings installed on garbage cans to date.
- Dog Salmon Creek bridge repair/ maintenance completed.
- Exercised approximately 80% of City of Craig water main valves.
- Clean up and repairs associated with three landslides.
- Re-stripped PSN road.
- Ten bear proof dumpsters installed in Shaan Seet.
- New Aluminum Sulfate chemical feeder installed at water treatment plant.
- Radio read meter system incorporated into the distribution system. 25 radios have been installed to date.

2021-2022 Goals

1. Streets:
 - ❖ Grade/add road material to water line road.
 - ❖ Grub ditch lines along PSN road within the 5.1 mile corridor.
 - ❖ Replace bridge at water line road.
 - ❖ Adjust grade and re-pour concrete sidewalk at Seventh St. and Beach Rd.
 - ❖ If asphalt is available, repair Main St. from Sixth St. to Fifth St.
 - ❖ Asphalt repairs to landslide areas on pavement.
2. Fleet Maintenance:
 - ✓ Develop preventive maintenance system.
 - ✓ Spring public auction for unused vehicles

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Public Works Expenditures</i>	FY2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	139,071	140,968	147,775	153,242	155,380	155,380	0%
Benefits & Unemployment	96,401	78,487	119,709	107,016	102,169	92,453	-14%
Contracted Services	1,456	5,288	720	8,220	720	720	-91%
Employee Travel, Education, & Due	11	4,771	0	0	0	0	0%
Materials & Supplies	23,841	27,089	30,600	25,850	28,850	30,850	19%
Utilities	13,810	13,938	18,138	18,886	14,800	14,800	-22%
Repairs & Maintenance	39,683	17,635	25,000	25,000	68,200	68,200	173%
Insurance	3,774	6,864	7,612	7,798	7,798	7,798	0%
Recording/Permits & Misc.	915	7,962	100	0	0	0	0%
Equipment	7,830	3,388	0	0	0	25,000	0%
Capital Improvement			2,000	0	5,800	104,000	100%
Total Public Works Expenses	326,792	306,390	351,654	346,012	383,717	499,201	44%

Public Works

FY 2022

	Acct #	Amount	
Salaries	15-5100	155,380 \$	155,380
Employee Benefits	15-5200	92,453	92,453
Contractual Services	15-5300		720
Drug Testing	15-5350	720	
Travel & Education			
Misc Travel	15-5410		
Training	15-5420		
Dues	15-5430		
Material & Supplies			30,850
Misc Supplies	15-5510	15,000	
Gravel and Sand			
Equipment Fuel (2000 @4.00)	15-5550	8,000	
Vehicle Fuel (1500@3.50)	15-5552	5,250	
Propane		100	
Freight	15-5525	2,500	
Utility			14,800
Electricity, Street Lights	15-5612	7,000	
Electricity	15-5610	4,500	
Heating Fuel	15-5620		
Telephone/DSL	15-5630	3,300	
Water, Sewer, Garbage			
Repairs & Maintenance			68,200
Equipment Repairs	15-5720	50,000	
Street Light Maint.	15-5710	1,200	
Building maint.	15-5750	2,000	
Department Fleet Maint.			
Snow Plow Repair		15,000	
Miscellaneous			
Advertising	15-5840		
Vehicle Licensing	15-5845		
Insurance	15-5850		7,798
Property Liability		3,731	
General Liability		1,300	
Auto		2,767	
Small Equipment	15-6200		
Equipment > \$5000	15-6300		25,000
Sander		25,000	
Capital Investments (10% Depreciation)			\$104,000
Dump Truck		42,000	
Utility Truck		40,000	
Excavator		22,000	
TOTAL		499,201	<u><u>\$499,201</u></u>



**Enterprise Fund
Fiscal Year 2022**

2021-2022 Goals

3. Water distribution:

- Exercise all water main valves, and document with GPS location.
- Flush and number all hydrants, and document with GPS location.
- Continue installation of radios on all meters.
- Develop preventative maintenance plan.

4. Waste water treatment:

- Repair drainage from second floor wash down drains.
- Install new type of insulation in main building.
- Replace rotted sections of security fencing.
- Roof repairs
- Develop preventative maintenance plan.

5. Sewer collections:

- Install 50 manhole inserts to reduce storm water infiltration.

6. Water treatment plant:

- ❖ Complete treatment study on volume increase potentials.
- ❖ Install new soda ash machine.
- ❖ Develop preventative maintenance plan.

7. Solid waste:

- ✚ Work with fish and game to apply for grant money for self-locking lid type garbage cans.

Enterprise Water Fund FY22

Water Revenues	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Metered service	\$ 242,490	\$ 285,021	\$ 300,000	\$ 310,080	\$ 319,382	\$ 319,382	0%
Non-metered service	6,893	9,060	4,800	4,896	4,896	4,896	0%
Meter sales	5,117	3,217	1,000	1,000	1,000	1,000	0%
Turnoff notice fee	50	275	1,000	1,000	1,000	1,000	0%
Reconnection fee	440	0	500	500	500	500	0%
Interest	14						
Water Rev. from Other Departments					16,090	16,090	0%
Total Operations Revenue	255,004	297,573	307,300	317,476	342,868	342,868	0%
Transfer from Endowment Fund				125,000	44,070	22,000	-50%
Total Revenue and Endowment Fund					386,938	364,868	-6%
Water Expenses							
Salaries	151,536	129,877	142,562	131,908	134,003	134,003	0%
Benefits & Unemployment	154,663	65,772	84,459	81,029	72,557	70,577	-3%
Contracted Services	8,195	8,560	8,000	85,000	14,000	14,000	0%
Employee Travel, Education, & Dues	957	1,316	-	3,935	3,935	3,935	0%
Materials & Supplies	66,466	67,239	51,600	57,475	62,400	67,400	8%
Utilities	56,446	55,789	59,400	57,400	57,400	57,400	0%
Repairs & Maintenance	10,025	3,630	10,000	10,000	10,000	10,000	0%
Insurance	4,194	7,896	8,800	8,800	8,800	8,800	0%
Recording/Permits & Misc.	2,167	248	8,850	50	50	50	0%
Equipment	1,031	25010	22000	59,310	29,420	19,820	-33%
Admin Support						20,893	
Capital Improvement	-		-	5,000	54,070	32,000	-41%
Total Operations Expenses	455,680	365,337	395,671	499,907	446,635	438,879	
Debt Service							
Interest	2319.00	7103.00	5205.00	8737	8737	8,737	
Debt Retirement	19782	19884	19991	16459	16264	16,264	
Total Debt Service	22101.00	26987.00	25196.00	25196	25001	25,001	
Operating Expense + Debt Service					471,636	463,880	
Total Water Revenues							
	255,004	297,573	307,300	442,476	386,938	364,868	
Total Water Expenses							
	477,781	392,324	420,867	525,103	471,636	463,880	
Net Revenue (Expense)	\$ (222,777)	\$ (94,751)	\$ (113,567)	\$ (82,627)	\$ (84,698)	\$ (99,012)	
Operating Revenue - Expense						-99,012	

Water-Operational Expenses**FY 2022**

	Acct #		Amount
Salaries	22-5100	\$ 134,003	\$ 134,003
Employee Benefits	22-5200	70,577	70,577
Admin Support			20,893
Billing WSG		20,893	
Contract Services	22-5350		14,000
Laboratory testing		3,500	
Boreal Controls		6,500	
CC Fees		4,000	
Employee Travel, Education, & Dues			3,935
Travel	22-5410	2,000	
Water/Wastewater CEU	22-5420	1,000	
Dues		935	
Material & Supplies			67,400
Misc Supplies	22-5510	20,000	
Chemicals	22-5515	30,000	
Postage	22-5520	600	
Freight	22-5525	16,000	
Equipment Fuel (250 gal @ 3.50)	22-5650	800	
Utilities			57,400
Electric	22-5610	55,000	
Heating Fuel	22-5620		
Telephone	22-5630	2,400	
Sewer, Garbage			
Maintenance & Repairs			10,000
Equipment Repair	22-5700	5,000	
Building & Grounds Maintenance	22-5750		
Shop Supplies			
Treatment Plant repairs		5,000	
Recording/Permits & Misc.			8,850
Advertising	22-5440		
Vehicle Licensing	22-5445	50	
Insurance	22-5550	8,800	
Permits			
Credit Card Fees	22-5925		
Small Equipment Purchases	22-6200		1,000
King Heater		1,000	
Equipment Purchases >5000	22-6300		18,820
Radio Read Meters		18,820	
Capital Improvements	22-6500		32,000
Clean & Test Water Tank (Steel Tank)		10,000	
Excavator		22,000	
Debt Service			25,001
Interest			25,001
Water End Connection Loan	22-7100	8,737	
Water Line Loan		16,264	
Capital Investments (10% Depreciation)			
TOTAL		463,880	<u><u>\$ 463,880</u></u>

Wastewater-Operational Expenses**FY 2022**

	<u>Acct #</u>		<u>Amount</u>
Salaries	21-5100	77,087	\$ 77,087
Benefits	21-5200	43,766	43,766
Admin Support			20,893
Billing WSG		20,893	
Contractual Services	21-5310		11,800
Laboratory Fees		3,500	
Sludge disposal		3,300	
Boreal Controls		1,000	
Tyler Pump Truck			
CC Services		4,000	
Education & Training	21-5420		1,280
Water/Wastewater CEU			
Wastewater cert renewal	21-5430		
WEF/AWWMA dues, city-wide share w/water		1,280	
Other			
Materials & Supplies	21-5510		8,200
Safety			
Shop Supplies		3,000	
Chemicals		1,500	
Postage	21-5520	600	
Freight	21-5525	1,500	
Equipment Fuel (500@3.50)	21-5650	1,600	
Utilities	21-5610		55,741
Electricity, treatment plant		34,000	
8 lift stations,		13,000	
Telephone	21-5630	2,400	
Water, Garbage		6,341	
Maintenance & Repairs	21-5710		4,000
Repairs		4,000	
Pump Stations			
Building Maintenance	21-5750		
Recording/Permits & Misc.			5,450
DEC wastewater disposal permit			
Vehicle Licensing	21-5845		
Insurance	21-5850	5,450	
Bad Debts	21-5930		
Small Equipment Purchase	21-6200		1,000
Hot Water Tank		1,000	
Equipment Purchase >5000			37,500
Excavator		22,000	
5 HP Submersival Pump		7,500	
Fence		8,000	
Capital Investments (10% Depreciation)			
TOTAL		266,717	<u>\$ 266,717</u>

Enterprise Garbage Fund FY 2022

Garbage Revenues	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Collection Fees, incl Live Aboard	\$ 290,779	\$ 302,708	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	0%
Dumpster Sales		\$ (200)					
Garbage Exp. From other Depts.					0	7,280	0%
Dumpster Rental			0				
Total Operations Revenue	290,779	302,508	315,000	315,000	322,280	322,280	0%
Garbage Expenses							
Salaries	36,651	43,657	40,313	37,896	38,295	38,295	0%
Benefits & Unemployment	48,589	34,586	43,457	38,442	33,983	27,152	-20%
Contracted Services	201,536	185,290	212,500	207,500	211,500	211,500	0%
Employee Travel, Education, & Dues			0	0	0	0	0%
Materials & Supplies	6,460	7,686	7,000	9,300	9,300	9,300	0%
Utilities		149	0	500	500	500	0%
Repairs & Maintenance	0	3,607	5,000	5,000	7,500	7,500	0%
Insurance	2,252	3,312	3,700	3,500	3,500	3,500	0%
Recording/Permits & Misc.	2,127	120	0	0	0	0	0%
Equipment	754		0	0	4,000	0	-100%
Admin Support						20,893	
Capital Improvement						40,000	
Total Garbage Expenses	298,369	278,407	311,970	302,138	308,578	358,641	16%
Total Water Revenues	290,779	302,508	315,000	315,000	322,280	322,280	0%
Total Water Expenses	298,369	278,407	311,970	302,138	308,579	358,641	16%
Net Revenue (Expense)	\$ (7,590)	\$ 24,101	\$ 3,030	\$ 12,862	\$ 13,701	\$ (36,361)	-365%
Operating Revenue - Expense						-36,361	

Garbage-Operational Expenses**FY 2022**

	<u>Acct #</u>		<u>Amount</u>	
Salaries	23-5100	\$	38,295	\$ 38,295
Benefits	23-5200		27,152	27,152
Admin Support				20,893
Billing WSG			20,893	
Contract Services	23-5330			211,500
Dump Fees	23-5350		200,000	
HHW program	23-5350		7,500	
CC Fees			4,000	
Travel	23-5410			
Materials & Supplies				9,300
Misc Supplies	23-5510		3,500	
Postage	23-5520		600	
Freight	23-5525			
Equipment Fuel	23-5650		5,200	
Utilities				
Telephone Burn pit internet	23-5630		500	500
Water, Sewer, Garbage				
Maintenance & Repairs				7,500
Equipment Repairs	23-5710		5,000	
Dumpster Repair				
Wind Ring			2,500	
Recording/Permits & Misc.				3,500
Advertising	23-5840			
Vehicle Licensing	23-5845			
Insurance	23-5850		3,500	
Credit Card Fees	23-5920			
Bad Debts	23-5930			
Small Equipment Purchase	23-6200			
Equipment Purchase > \$5000	23-6300			
Capital Improvement	23-6500			40,000
Bear Proof Garbage Cans			40,000	
TOTAL			\$358,641	\$358,641

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

Purpose: The city's harbor and ports provide safe and secure boat moorage for permanent commercial and sport fishermen. The harbor also has transient moorage for the summer marine traffic. The harbor provides electrical hookups, cranes for offloading, water, and waste disposal. The harbor department manages the boat haul out and storage at the JT Brown industrial park.

2020/2021 Accomplishments:

- Replace entire breakwater lighting system
- New LED lights in upper web loft.
- Install heating system in harbor response boat
- North Cove gangway improvements(to be completed this spring)
- Oil shed improvements
- Continue work on water systems on all dock and harbors
- Dock cart improvements. Welding and rebuilding as needed.
- Ice house maintenance to happen this spring.
- Harbor condition assessment survey work and planning.
- New heater for Ice house Penthouse.
- Installed new overhead lights to light JT Brown Boat yard.

2021/2022 Goals:

- Order lumber decking to replace sections of North cove and South cove floats.
- Design and install new water system for South cove harbor.
- Purchase 6 new dock carts
- Purchase new piling for two broken guard pile. One is located at the False island dock and the other is at the City dock. We plan to purchase the piling and have them on hand when a pile driving company comes to town.
- Purchase VHF radios and antennas to mount in harbor vehicles.
- Purchase two more pumps to use for vessel pump outs.
- Purchase and install camera security system for the JT Brown boat yard lower yard.
- Install lights on the outside of the boat yard shop.
- Design and purchase zincs for cathodic protection system for the False island dock. We plan to break this project up into two phases. This next fiscal year we will have the system designed and purchase the zinc anodes. The next year we would have the anodes installed.
- Have the boat hauler re-painted.

Enterprise Docks & Harbors Fund FY 2022

<i>Dock & Harbor Revenues</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Permanent Moorage	85388	84528	97000	115000	115000	115000	0%
Transient Moorage	109855	102466	110000	105000	105000	105000	0%
Container Storage	15950	16295	14000	14000	14000	14000	0%
Outside Storage Fees	7273	9447	7000	7000	7000	7000	0%
Equipment Rental	1588	1950	1000	1000	1000	1000	0%
Crane User Fees	3585	2900	5000	5000	5000	5000	0%
Shower Fees	2092	2372	2000	2000	2000	2000	0%
Wharfage	2077	1195	2000	2000	2000	2000	0%
Launch Ramp Fees	2933	2976	3000	3000	3000	3000	0%
Electricity from Moorage	16670	16702	14000	14,000	14,000	14,000	0%
Impound Fees			1000	1,000	1,000	1,000	0%
Vessel Assist	684	525	1500	600	1,500	600	-60%
Grant Revenue		6270	0	0	0	0	0%
Other	2495	1000	1000	0	0	0	0%
<i>Total Dock & Harbor Revenues</i>	250,590	248,626	258,500	269,600	270,500	269,600	0%
<i>Dock & Harbor Expenses</i>							
Salaries	127,521	130,972	127,383	129,538	145,882	148,738	2%
Benefits & Unemployment	109,350	74,760	100,097	78,825	81,904	95,894	17%
Contracted Services	19,459	957	0	2,850	10,900	11,400	5%
Employee Travel, Education, & Dues	833	4,153	4,400	4,350	2,100	2,200	5%
Materials & Supplies	47,912	19,273	7,900	18,445	10,400	9,650	-7%
Utilities	32,744	30,935	40,675	62,868	44,592	44,592	0%
Repairs & Maintenance	10,155	31,110	22,450	14,400	17,000	108,050	536%
Insurance	18,412	22,478	21,330	24,000	24,500	24,000	-2%
Recording/Permits & Misc.	19,023	634	250	500	500	300	-40%
Equipment	1,696	28,187	1,000	0	1,500	1,650	10%
Capital Improvement	12,160		130,000	80,000	0	0	0%
Bad Debts							
Total Operational Expenses	399,265	343,459	455,485	415,776	339,278	446,475	32%
<i>Total Harbor Revenues</i>	250,590	248,626	258,500	269,600	270,500	269,600	0%
<i>Total Harbor Expenses</i>	399,265	343,459	455,485	415,776	351,470	446,475	27%
<i>Net Revenue (Expense)</i>	\$ (148,675)	\$ (94,833)	\$ (196,985)	\$ (146,176)	\$ (80,970)	\$ (176,875)	118%
Operating Revenue - Expense						(176,875)	

Docks & Harbors-Operational Expenses**FY 2022**

	<u>Acct #</u>		<u>Harbor</u>
Salaries	27-5100	\$ 148,738	\$ 148,738
Benefits	24-5200	95,894	95,894
Contract Services	27-5330		11,700
Crane Inspection		900	
CC Fees	27-5925	10,000	
CC Fees (Crane)		500	
Permit	27-5810	300	
Employee Travel, Education, & Dues	27-5430		2,200
Harbor Master Dues		150	
Harbor Master Conference	27-5410	350	
Misc. Education			
Harbormaster travel & hotel		1,700	
Materials	27-5510		9,650
Misc. Supplies		500	
Binoculars		300	
Harbor Office	27-5510.05	900	
Harbor Improvements		350	
Small Tools		200	
Harbor Bathrooms	27-5510.05 100	750	
Equipment Fuel (200@4.00)	27-5550	400	
Vehicle Fuel (1500@3.50)	27-5552	5,500	
Advertising	27-5840	750	
Utilities	27-5610		44,592
Electricity Harbor Bldg.		3,000	
Electricity (Billable)		14,000	
Electricity (Grid)		1,000	
Electricity (St. Lights)		6,500	
Heating Fuel		3,600	
Telephone		4,300	
Water, Sewer, Garbage		12,192	
Maintenance	27-5700		108,050
North Cove Supplies		44,950	
Gangway upgrades		0	
Electrical		500	
Finger Float Repair		25,000	
Decking & Bolts		10,000	
Response boat		1,200	
Water Pedestals		500	
Dock cart maintenance		750	
freight		7,000	
South Cove Supplies		30,100	
South Cove Water System Replacement		12,000	
Water Pedestals		150	
Dock Cart Maaintenance		750	
Electrical		200	
Decking & Bolts		10,000	
freight		7,000	
City Pier, Dock & Old Fuel Dock		33,000	
Cross Bracing and Bolts		8,000	
Rebuild sections of water line		0	
Crane repairs			
New Guard Piling		25000	
Freight		1200	
Float Plane Dock			
Decking & Bolts			
freight			
Boat Hauler			
Insurance			24,000
General Liability	27-5800	24,000	
Bad Debts			
Equipment Purchases	27-6200		1,650
Honda gas pump 1 inch		500	
3 VHF radios & Antenna's		750	
Electric Submersible Pump		400	
Capital Improvements	27-6300		
		\$ 446,475	\$ <u>446,475</u>

Enterprise JT Brown Industrial Park Fund FY 2022

<i>Revenues,</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
PMS Lease	90000	90000	90000	\$96,510	\$96,510	96,510	0%
Silver Bay Lease	245215	158992	158992	158,992	158,992	333,992	110%
Other Leases	14988	18631	15531	17,587	17,587	17,587	0%
Ice Revenue	77327	114612	85000	80,000	80,000	80,000	0%
Storage & Other Revenue	28367	38857	32000	20,000	33,000	33,000	0%
Haulout Revenue	6289	30160	24000	24,000	24,000	24,000	0%
Power Revenue	3142	2374	7500	3,100	7,500	7,500	0%
Total Operational Revenues	\$465,328	\$453,626	\$413,023	\$400,189	\$417,589	\$592,589	42%
Operational Expenses							
Salaries	69,483	105,614	86,791	88,625	91,856	93,421	2%
Benefits & Unemployment	34,487	33,169	41,465	42,004	37,594	33,790	-10%
Contracted Services	391	1847	1800	15,500	1,900	1,900	0%
Materials & Supplies	13,879	7,318	12,200	17,800	6,500	49,975	669%
Utilities	44,988	45,903	58,535	52,782	53,336	53,336	0%
Repairs & Maintenance	116,034	7,785	5,000	4,000	3,300	17,500	430%
Insurance	6,095	11,112	9,281	12,000	12,300	12,325	0%
Recording/Permits & Misc.	1,925	325	325	325	0	0	0%
Equipment	-	10,570	1,500	0	0	0	0%
Capital Improvement	-	51,905	-	0	0	97,000	0%
Interest							
Total Operational Expenses	287,282	275,548	216,897	233,036	206,786	359,246	74%
Total JT Brown Ind. Park Revenues	465,328	453,626	413,023	400,189	417,589	592,589	42%
Total JT Brown Ind. Park Expenses	287,282	275,548	216,897	233,036	211,622	359,246	70%
Net Revenue (Expense)	\$ 178,046	\$ 178,078	\$ 196,126	\$ 167,153	\$ 205,967	\$ 233,343	13%
Operating Revenue - Expense						233,343	

\$448,089

JT Brown Industrial Park

FY 2022

	<u>Acct #</u>		
Salaries	28-5100	\$ 93,421	\$ 93,421
Benefits	28-5200	33,790	33,790
Contract Services	28-5330		1,900
Crane inspection		900	
CC Fees		1,000	
Materials	28-5510		49,975
Boat Yard		2,600	
Camera System for lower boat yard		300	
Misc Tools & Supplies		1,500	
Outside lighting for haulout building		400	
Workbench lighting		150	
Boat Stand maintenance		250	
Boat Launch			
False Isand Pier		36,500	
Zinc Cathodic Protection Design Build		30,000	
Paint & Supplies		0	
Freight		1,500	
Piling		5,000	
Icehouse		10,875	
Salt		4500	
Lumber		0	
DEC Permit		325	
Repairs		2,500	
Refrigerant		2,000	
Misc Postage	28-5520	50	
Misc Freight	28-5525	1500	
Utilities	28-5610		53,336
Electricity		46000	
Telephone		1500	
Water, Sewer, Garbage		4,836	
Propane to heat shop		1,000	
Maintenance	28-5700		17,500
Ice House Maintenance		2,500	
Boat Hauler Maintenance		15,000	
Insurance			
General Liability	28-5800		12,325
Property Liability		12000	
Vehicle			
Permits	28-5810.02 100	325	
Advertising			
Equipment Purchases	28-6200		
Capital Improvements	28-6500		97,000
Cathodic Protection		97000	
Capital Reserve			
		\$ 359,246	\$ 359,246

Enterprise Cannery Fund FY 2022

Revenues, Cannery	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Storage	\$8,884	\$8,105	\$7,000	\$7,000	\$7,000	\$7,000	-14%
Material Sales							
Total Craig Cannery Revenues	\$8,884	\$8,105	\$8,105	\$7,000	\$7,000	\$7,000	-14%
Cannery Expenses							
Salaries							
Benefits & Unemployment							
Contracted Services			0	\$0	\$0	\$50,000	0%
Employee Travel, Education, & Dues							
Materials & Supplies	92	40	0	880	200	750	275%
Utilities	1465	1564	2100	3,100	1,600	1,600	0%
Repairs & Maintenance	156	136	2750	1,000	1,000	0	-100%
Insurance	0	960	31	1,020	1,020	1,020	0%
Recording/Permits & Misc.							
Equipment		0	2000	0	0	0	0%
Capital Improvement				1,000	1,000	0	-100%
Total Craig Cannery Expenses	1,713	2,700	6,881	7,000	4,820	53,370	1007%
Total Cannery Revenues	8,884	8,105	8,105	7,000	7,000	7,000	0%
Total Cannery Expenses	1,713	2,700	6,881	7,000	4,820	53,370	1007%
Net Revenue (Expense)	\$ 7,171	\$ 5,405	\$ 1,224	\$ -	\$ 2,180	\$ (46,370)	

Cannery

FY 2022

Contract Services	28-5810		
Site Planning	28-5330	\$	50,000
Ground Maint			0
Materials			750
Door		750	
Electric	28-5610		1,600
Garbage			0
Insurance	28-5550		1,020
Equipment Purchase	28-6200		
Capital Improvements	28-6206		0
	TOTAL		<u><u>\$53,370</u></u>

CRAIG SCHOOL IN-KIND & BILLED SERVICES

IN-KIND SERVICES

SCHOOL SEASON:

WATER

High School (metered)	\$834.66				\$834.66	100-000-600-431	168000 gallons
Middle School	\$50.13 x	3.65	x	(per every 20)	\$1,646.77	100-100-600-431	
Elementary	\$50.13 x	5.95	x	(per every 20)	\$2,684.46	100-300-600-431	
Staff Trailer	\$50.13 x	1	x	Dwelling	\$451.17	390-600-431	

SEWER

High School (metered)					\$990.00	100-000-600-431	
Middle School	\$66.40 x	3.65	x	(per every 20)	\$2,181.24	100-100-600-431	
Elementary	\$66.40 x	5.95	x	(per every 20)	\$3,555.72	100-300-600-431	
Staff Trailer	\$66.40	1		Dwelling	\$597.60	390-600-431	

GARBAGE

HS Dumpsters	\$336.00 x	2	x	3x/week @\$112	\$6,048.00	100-000-600-431	
MS Dumpsters	\$336.00 x	2	x	3x/week @\$82ea	\$6,048.00	100-100-600-431	
Elem Dumpsters	\$336.00 x	3	x	3x/week @\$82ea	\$9,072.00	100-300-600-431	
Staff Trailer	\$112.00 x		x			390-600-431	

WOOD HEAT

<u>Operational</u>							
Elementary School	\$112.67 X	0.333	X	243 days	\$8,779.47	100-300-600-438	
Middle School	\$112.67 X	0.333	X	243 days	\$8,779.47	100-100-600-438	
<u>Maintenance</u>							
Elementary School	\$9,927.62 x	0.333	x	1	\$3,305.90	100-300-600-438	
Middle School	\$9,927.62 x	0.333	x	1	\$3,305.90	100-100-600-438	

SUMMER SEASON:

WATER

MS	\$50.13 x	3	x	Dwellings	\$451.17	100-100-600-431	
Elementary	\$50.13 x	3	x	Dwellings	\$451.17	100-300-600-431	
Staff Trailer	\$50.13 x	1	x	Dwelling	\$150.39	390-600-431	

SEWER

MS	\$66.40 x	3	x	Dwellings	\$597.60	100-100-600-431	
Elementary	\$66.40 x	3	x	Dwellings	\$597.60	100-300-600-431	
Staff Trailer	\$66.40 x	1	x	Dwelling	\$199.20	390-600-431	

GARBAGE

HS Dumpsters	\$336.00 x	1	x	3x/week @\$82ea	\$1,008.00	100-000-600-431	
MS Dumpsters	\$336.00 x	1	x	3x/week @\$82ea	\$1,008.00	100-100-600-431	
Elem Dumpsters	\$336.00 x	1	x	3x/week @\$82ea	\$1,008.00	100-300-600-431	

ROAD MAINT.

HS Snow Removal	\$125.00 x	30	x	hours	\$3,750.00	100-000-600-442	
Elem Snow Removal	\$125.00 x	10	x	hours	\$1,250.00	100-300-600-442	
School Road lighting					\$926.00	100-300-600-436	

FY19-20 CRAIG SCHOOL IN-KIND SERVICES	\$69,677.49
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BILLED SERVICES

Elementary Swim Lessons	\$3,005.00	100-300-100-412
High School PE	\$6,131.00	100-000-100-412
Middle School PE	\$3,646.00	100-100-100-412
High School Swim Team	\$6,150.00	100-000-100-412

FY19-20 CRAIG SCHOOL BILLED SERVICES	\$18,932.00
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CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Sheri Purser, Treasurer
Date: May 27, 2021
RE: Ordinance 737

Attached you will find Ordinance No. 737. The ordinance adopts the city's proposed budget for Fiscal Year 2022, beginning July 1, 2021.

A detailed memo from Jon describing the budget is included in the budget document. The budget committee is made up of Julie McDonald, Hannah Bazinet, and Millie Schoonover and held several meetings on the budget. On May 19th, the committee completed its work on the draft. The committee moved the budget to the council with all members recommending passage.

Recommendation

Adopt Ordinance No. 737 at first reading.

CITY OF CRAIG

ORDINANCE NO. 737

PROVIDING FOR THE ADOPTION OF THE FISCAL YEAR 2022 OPERATING BUDGET

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

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

Section 2. Effective Date. This ordinance shall become effective July 1, 2021.

Section 3. Authorization and Appropriation. The appropriations identified in "Attachment A" hereto are adopted and authorized for the period of July 1, 2021 through June 30, 2022 and are the budget for that period. The Administrator may modify line-item expenditures within an authorized appropriation to another line item in any amount which would not annually exceed ten (10) percent or \$10,000, whichever is more.

Section 4. Unexpended Balances. All unexpended balances lapse as of June 30, 2022.

APPROVED this _____ day of June, 2021.

MAYOR - TIM O'CONNOR

ATTEST: Tracey Jenson - CITY CLERK

Attachment A

General Fund Revenues	\$ 3,808,162	
Transfer in: Endowment Fund	249,000	
Enterprise Fund	-57,991	
Police Checking	15,000	
Total	\$ 4,014,171	
General Fund Expenditures		
Administration	622,936	
Aquatic Center	627,069	
Council	21,796	
EMS	298,295	
Facilities & Parks	320,341	
Fire	26,613	
Library	134,921	
Planning	76,282	
Police	1,066,788	
Public Works	499,201	
Recreation	123,837	
Total Expenditures	\$ 3,818,079	
Operating Transfer Out		
School Financing	(200,000)	
Operating Transfer in		
Total Transfers	6,009	
Wage & Benefit Factor	67,386	
Total		(126,606)
Total General Fund Expenditures & Transfers		3,944,684
Excess of Revenues/Transfers over Expenditures		\$ 69,486
Total Transfers		(6,009)
Bonus		(58,754)
		\$ 4,723
Enterprise Fund Revenues		
Cannery	7,000	
Harbor	269,600	
JTB Industrial Park	592,589	
Garbage	322,280	
Wastewater	290,000	
Water	364,868	
Total	\$ 1,846,337	
Transfer In From Endowment		
Water	22,000	
Waste Water	22,000	
		\$ 44,000
Enterprise Fund Expenses		
Cannery	53,370	
Harbor	446,475	
JTB Industrial Park	359,246	
Garbage	358,641	
Wastewater	266,717	
Water	463,880	
Total	1,948,329	
Excess of Revenue/Transfers over Expenditures		\$ (101,991)
Expense to Reserves		\$ (57,991)



Budget
Fiscal Year 2022

City of Craig
Fiscal Year 2022 Budget
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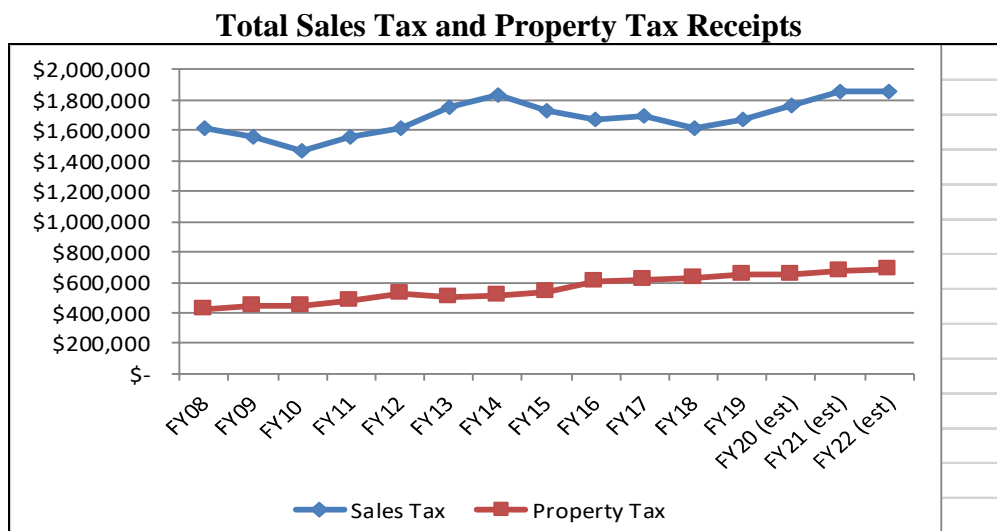
CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: May 28, 2021
RE: Draft FY 2022 City of Craig Operating Budget

Attached you will find the proposed City of Craig operating budget for FY 2022. A summary of the budget is provided below.

A. Revenues

The table below shows past actual and estimated, and next fiscal year's projected local tax receipts.



Sales Tax

As the council is aware, sales tax revenues make up the bulk of locally generated tax receipts. The sales tax numbers shown in the above graph is the sum of general sales tax (5%), liquor sales tax (6%), bed tax receipts (\$5/night), and tax on marijuana products (+5%).

The city weathered the potential loss of revenue during the COVID-19 pandemic. While we saw an initial drop in sales tax revenues for the first quarter of the fiscal year, receipts have since climbed back to a typical level. It is likely that the city will finish close to \$200,000 ahead of the projected sales tax revenue for the current fiscal year. Some uncertainty remains as to how much longer the prophylactic measures in place nationwide will continue, but the trend as of this writing is positive for returning to what we might consider a normal level of economic activity due to fewer travel and sheltering restrictions. While the city has seen variable sales tax revenues since FY 2008, the overall trend shows an increase in receipts in that time, even accounting for the new bed tax and marijuana tax, both of which took effect January 1, 2018. For the purposes of budgeting, staff has consistently assumed either no increase or a slight drop in sales tax receipts each year, based upon actual receipts from prior year(s). For FY 2022 projected sales tax receipts are about the same from the current fiscal year based on the following factors.

1. Actual Receipts. Given the apparent recovery in sales tax receipts resulting from easing of travel restrictions and a return to normal economic activity, and the first

quarter drop during the July-September quarter, we can expect more sales tax collected than in the current year (barring a large new wave of the COVID-19 virus). Fishing lodge bookings are strong, according to conversations with lodge operators. In addition, the millions, if not billions of dollars appropriated in the recent American Rescue Plan Act that will come to Alaska are likely to result in positive economic impact on POW Island.

2. Online Retail Remittances. The city continues to collect sales tax from online sales, thanks to the city's participation in the Alaska Remote Sellers Sales Tax Commission. Collections to date this fiscal year total about \$54,500. The commission is still in the process of signing up online vendors that are currently not collecting and remitting sales tax, so we should expect this revenue item to increase over time.
3. Local Businesses. As noted above, I expect local retailers will see an increase in economic activity in FY2022.

Property Tax

I expect a slight increase in property tax receipts for the coming fiscal year. Property tax receipts have climbed from \$446,000 to \$671,000 since 2008 due to new construction and property value appreciation. The property tax rate of six mills has not changed in more than thirty years. The city council can expect the city's real property values to continue to increase over the next several years, based on market trends and new construction. As a reminder to the council, the city does not set property values in Craig; that work is completed by the city's contract assessor, who sets values based upon market value sales of property in the community. The city council does set the mill rate each year, per Alaska Statutes.

Taken together, staff estimates that all sales tax and property tax revenues for FY 2021 will amount to \$2.6 million, or about 68 percent of all expected revenues for the coming year.

Other Sources

The city typically receives a substantial amount of transfer payments from the US Government and the State of Alaska each year. The projected amount of state payments for FY 2020 is \$505,000. The bulk of this is from one program: Payment in Lieu of Taxes (PILT).

Raw fish tax and municipal revenue sharing account for most of the balance of other income sources. As the council will recall, raw fish tax revenue is highly variable from year to year. Staff does project relatively low raw fish tax receipts for the coming year, budgeted at \$50,000. Any amount received beyond what is budgeted is assigned, per past council direction, to the Equipment Replacement and Harbor Reserve funds.

State community assistance funding for the coming year is likely continue to decline, based on the State of Alaska's revenue shortfall. Current year receipts totaled \$75,361.

COVID Payments

Payments to the city from the recently approved American Rescue Plan Act are anticipated to total about \$450,000 (this is Alaska Municipal League's very preliminary

estimate). The money is believed to come in two payments: one sometime in the next few months, the second about a year later. General fund revenues for the coming fiscal year are budgeted at \$100,000, about one-half the anticipated direct payment due to Craig before June 30, 2021.

B. Expenditures

The FY2020 General Fund budget anticipates a net increase in expenditures of about \$165,000 compared to FY2019. Some notable changes from the current fiscal year are listed below.

- Aquatic Center (+\$12,900). Purchase of a new big-pool toy (\$10,000).
- Craig Police Department (+\$25,000). Some of this increase is for a replacement Tahoe vehicle, of which \$15,000 will be transferred to the city's General Fund from the police drug fund. The balance is due to merit increases sought by Chief Ely for his staff and expected employee benefit costs.
- EMS (+\$55,000). Full funding for three full time positions, plus anticipated on call and volunteer incentives.
- Facilities (+\$26,000). The bulk of this increase is for design of a columbarium at the cemetery, plus landscaping work at Thibodeau Field.
- Public Works (+\$63,000). Most of this increase is to pay for new equipment. The increase will be funded in part by a proposed draw from the city's endowment fund.
- Recreation (+\$37,000). Most of this increase is a \$25,000 appropriation to fund the city's centennial events.
- Cannery Property (+\$50,000). See the last paragraph of Section B on page 4.

Of the \$165,000 overall increase, about \$114,000 is financed from the endowment fund earnings.

Cost of Living Adjustment

The proposed FY20 operating budget includes a three percent, one-time bonus payment to city employees.

Health Insurance Costs

Staff had been told by its insurance broker to expect no increase to the employee health insurance benefit for FY 2022. However the renewal quote included a four percent increase for the medical and prescription portion of the benefit. Fortunately we had overestimated the health insurance rates from the current year, so adding the four percent cost to the FY22 budget did not increase our projected health insurance costs. The renewal benefits are the same for FY22 as they are for the current fiscal year.

I expect to ask the council to continue the payment in lieu of health insurance benefit for FY 2022. The council adopted a policy to pay employees who have taken the employee health care benefit about half of the cost of that benefit as a cash payment at each payroll if the employee chose not to enroll in the health care plan. The goal behind this policy is to reduce the benefit cost to the city for an employee that would have taken the health insurance benefit. Several employees elected to receive the payment in lieu of health insurance. Assuming that those employees would have taken the health insurance benefit

if not for the in-lieu payment, the city spends tens of thousands of dollars less on the health care benefit as a result of the in-lieu payment program.

The employee health insurance benefit also includes continuing the policy to reimburse employees for most of the health insurance deductible. That program includes contracting with a third party, Northwest Marketing Resources Inc, to administer the benefit, an arrangement that has worked well for several years.

School Support

The city has in recent fiscal years added increasing general fund dollars to the annual budget in an attempt to have its general fund contribution to the school reach the \$550,660 cash payment made to the school district each year. After reaching a \$300,000 contribution in FY 2020, staff has scaled back the proposed contribution to just \$200,000 for FY 2022 to balance the city's budget. The council has already approved a \$550,660 contribution to the school district for FY22. Source of funds for the appropriation will be drawn from the federal Secure Rural Schools program, city general fund dollars, and funds drawn from the school cash reserve fund that the city has built up over several prior years.

Staff will continue to add Secure Rural Schools program payments and its General Fund contribution to the investment account it holds at Alaska Permanent Capital Management. That payment will be added to the fund the city maintains to help it meet its annual appropriation to the district. The most recent SRS payment, totaling \$348,189, is the lowest payment amount I can recall seeing from the program, and additional declines are possible in coming years. A summary of the balance of the school funding account, and others, is shown in Section E, below.

The city's state-mandated minimum contribution to the school district is about \$456,000 in the current fiscal year. As noted above the city provides the district \$550,660 in cash, and also provides a number of in-kind contributions. The current statutory funding cap for school support for Craig is about \$2.1 million.

New in the budget for FY 2022 for the Cannery Property Department is a \$50,000 line item to meet expenses needed for long term planning of the uplands and harbor. In light of the Army Corps completing design on the breakwaters in 2021, staff will restart the harbor and upland design process moving ahead with the project, the city should establish a series of public meetings, like it has done in the past, to gather input on design options for the council to consider. The \$50,000 is available to hire needed engineering, architectural, or archeological review work as part of the design process. Additional funds for this planning and design work will likely be needed. Staff will approach the city council with additional funding sources and uses request as the work continues in 2021-2022.

C. Change to Rate Structure of Utility Services

The council directed staff to bring it proposed changes to how the city bills for water, wastewater, and solid waste services. Russell, Sheri, and I have spent considerable time on this challenging project. A separate cover memo will accompany our presentation of the new rate structure to the council.

D. Endowment Fund Earnings

Each year the city may spend up to four percent of the five-year average market value of the Craig Endowment Fund. For FY2022, that four percent amounts to \$440,765. The earnings are typically used to pay the cost of debt service on the pool each year, and the remaining amount typically for capital improvements or one-time costs across the city. The budget committee recommends the following use of fund earnings.

1. Pool debt service \$ 135,000

2. Purchase excavator through financing \$ 66,000

The Public Works Department needs an excavator for work on projects from time to time, as well as maintenance of water and wastewater mains. The \$66,000 is estimated at one-third the cost of the unit, with the understanding that the city will finance the purchase over three years.

3. Purchase dump truck through Financing \$ 42,000

The Public Works Department needs a replacement dump truck. One of the two currently in use needs maintenance beyond the value of the truck, including needing a new engine and hydraulic controls for the plow/sander. The \$42,000 is estimated at one-third the cost of the unit, with the understanding that the city will finance the purchase over three years.

4. Purchase utility truck for Public Works Department \$ 40,000

The utility truck is a one-ton model with a fleet side bed type, 4WD, crew cab with lift gate. This vehicle will be used to service the water treatment plant, water distribution system, wastewater collection system, wastewater treatment plant, and public works.

5. Purchase new pool toy \$ 10,000

The pool toy is durable equipment lasting several years, and used Weekly at the Craig Aquatic Center

Total \$ 293,000

This draw of \$293,000 leaves about \$147,000 available for appropriation and use on other projects, or to retain in the fund, depending upon on city council action.

E. Long-Term Finances

Long-Term Debt

The city holds the following long-term debt.

<u>Debt Class</u>	<u>Balance*</u>	<u>Annual Payments*</u>
Aquatic Center Bonds	\$1,435,000	\$135,000
Water System Improvements	\$ 275,000	\$ 25,000
Total	\$1,710,000	\$160,000

* Approximate

Long-Term Reserve Funds

The list below provides some information for each fund.

<u>Fund Name</u>	<u>Source of Funds</u>	<u>Balance*</u>
1. Craig Endowment	One-time revenues	\$ 15,100,000
2. School Support	Federal & City funds	\$ 2,559,415
3. City General Fund	Multiple sources	\$ 3,102,338
4. Land Development	Sale of city properties	\$ 568,400
5. Capital/Harbor/Equip Fund	Various Sources	\$ 555,688
6. Wells Fargo CDs	General Fund	\$ 505,000
7. Hatchery savings	POWHA	\$ 55,275
8. Clinic Maintenance	Lease payments	\$ 44,000
9. Police Drug	Court awarded	\$ 29,176
10. Halibut Quota	General Fund	\$ 15,500
11. Bond Sinking Fund	General Fund	\$ 15,000
12. Memorial Park	Hilton Foundation	\$ 7,697

*Approximate as of March 31, 2021

The city council should discuss the merits of depositing additional cash into the Craig Endowment Fund. The certificates of deposit at Wells Fargo (\$505,000) and the Land Development Fund (\$568,400) are two candidate sources.

The council already authorized staff to move the Wells Fargo CDs to the endowment fund, but staff informed that council about a year ago that we intended to hold off given the uncertainties over the city’s financial position in light of the then-building COVID-19 virus. Given that the city has weathered the economic impact of the virus response (due in no small part to CARES Act payments) we are in a good position now to complete this transfer.

As to the Land Development Fund, this account was capitalized using receipts from the sales of city land. Because land is a durable fixed asset, converting the asset to cash should necessitate treating that cash essentially also as a fixed asset. That means using cash in the account to acquire more land, or as a perpetual revenue generating asset, such as depositing the cash in a permanent, closely managed fund, like the Craig Endowment Fund.

F. Other Needs

There are a number of needs and desired improvements around our community that will at some point need funding to address. Among them:

• Repairs to Thompson Road	• Repairs to Main Street
• Pave remaining gravel roads	• New roof at wastewater treatment plant
• Equipment shed at public works	• Production upgrades at water plant
• Replace equipment at Harbor Dept..	• Implement maintenance tasks at Harbors
• Upgrade/replace Craig PD building	• Expand public works property

• Expand fitness room at pool	• Expand Craig city cemetery
-------------------------------	------------------------------

Add to the list above the effort needed to construct the downtown harbor project, and the city has a long list of meritorious projects to which it can apply its council, staff, and capital resources.

G. Summary

As I have stated in years past, the city's department managers have done good work in controlling their expenditures. They understand the demands placed on the city's General Fund and Enterprise Fund revenues and responded productively again this year when I asked them to limit their expenditures from the current fiscal year. It is a pleasure to work with them.

Payments to the city in the current fiscal year from the federal government in response to the COVID-19 pandemic kept the city from suffering financially from the economic impacts that resulted from preventive measures taken to reduce spread of the disease. The economic rebound from the lifting of many of those measures will hopefully return our island's economy to normal in the coming fiscal year. Even with the rebound, however, our island's economy will suffer from Sealaska's decision to cease logging operations. The equipment, supplies, payroll, and associated activity resulting from the logging was substantial, and its loss will be noticed.

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

- Seafood Producers Cooperative continues to operate a buying station out of Craig, with contributions to the cost to operate the ice house during the summer season.
- The annual release of chum salmon at Port Asumcion climbed to 20 million this year and is projected to stay at 20 million. This calendar year will see the first full return of adults. Some of these chum release sites in Southeast Alaska have failed to return the hoped for volume of fish for cost recovery; we will know the extent of the Port Asumcion return this summer.
- SSRAA continues to release some king salmon smolts into Port St. Nicholas, with potential to expand that release and manage new cost recovery operations. The association will release 500,000 chinook smolts in 2021, and plans for a 600,000 smolt release in 2022.
- The kelp mariculture site at Doyle Bay conducted its second annual harvest of kelp about a month ago. The company brought that product to shore in Craig for subsequent shipment to market. Two more Craig-area kelp sites are in the permitting/application stage.
- The small gold mine that recently reopened in Hollis continues operating, providing significant local payroll to POW residents. The Calder Bay limestone site also continues to operate regularly.
- The recent adoption of the \$1.9 trillion American Rescue Plan Act includes a number of programs that will provide transfer payments to Craig and POW residents. The act also has a capital projects component that has the potential to fund construction projects on POW for the coming two years, although there is uncertainty at this point if any of those funds will be spent here.

The Craig Budget Committee recommends that the full council adopt the attached budget. Staff is prepared to respond to questions and direction from the council regarding the proposed FY 2022 budget.



Financial Summary Fiscal Year 2022

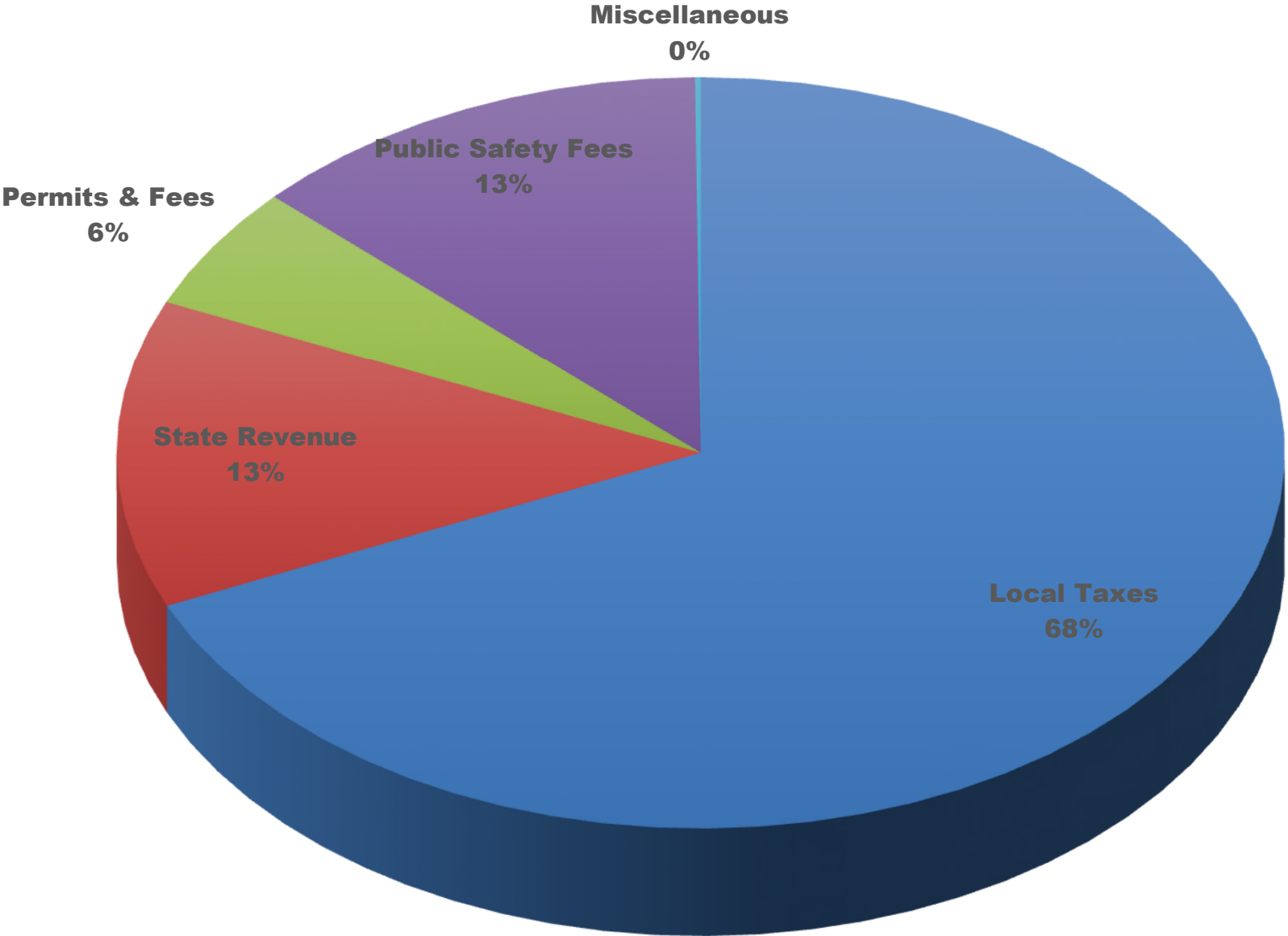
City of Craig
FY2022 Budget
General Fund Revenue & Expenditure Summary

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget
Total General Fund Revenue	\$ 3,561,995	\$ 3,295,338	\$ 3,479,354	3,622,981	3,593,662	3,808,162
			\$ 2,180			
Expenditures						
Administration	702,951	698,943	676,724	683,985	681,519	622,936
Aquatic Center	441,795	512,753	661,056	607,293	614,136	627,069
Council	133,203	82,419	57,331	34,353	33,353	21,796
EMS	326,051	215,282	189,326	202,154	243,049	298,295
Facilities & Parks	286,009	228,476	288,881	269,442	291,342	320,341
Fire	14,823	19,190	34,406	39,593	30,613	26,613
Library	108,626	127,118	137,549	130,361	120,922	134,921
Planning	99,015	74,499	69,151	71,019	73,756	76,282
Police	937,360	932,464	967,739	1,022,588	1,041,697	1,066,788
Public Works	326,792	306,390	336,295	346,012	435,917	499,201
Recreation	99,356	95,727	96,695	110,004	86,431	123,837
Pt. St. Nick Hatchery				56,000	0	0
Total Expenditures	3,475,981	3,293,261	3,515,154	3,572,805	3,652,736	3,818,080
Net Revenues over Expenditures	\$ 86,014	\$ 2,077	\$ (35,800)	50,176	(59,074)	(9,918)
Transfers In to General Fund						
Transfer from Enterprise Fund	241,011	303,824	210,622	48,825	95,339	(57,991)
Endowment Fund Transfer to Gen Fund	178,280	370,650	233,000	175,000	226,000	249,000
Police Checking to GF Police						15,000
Total Transfers	178,280	370,650	233,000	223,825	321,339	206,009
To School Financing		(168,000)	(250,000)	(300,000)	(150,000)	(200,000)
From Endowment To Capital Fund	(186,000)	(270,050)	20,000			
Total transfers Out	(186,000)	(438,050)	(230,000)	(300,000)	(150,000)	(200,000)
Total transfers				(76,175)	171,339	6,009
Bonus					57,361	58,754
Wage & Benefit Turnover Factor						67,386
Total Budget Revenue over Expenditures & Transfers	264,294.0	372,727.0	197,200.0	(25,999)	54,904	4,723

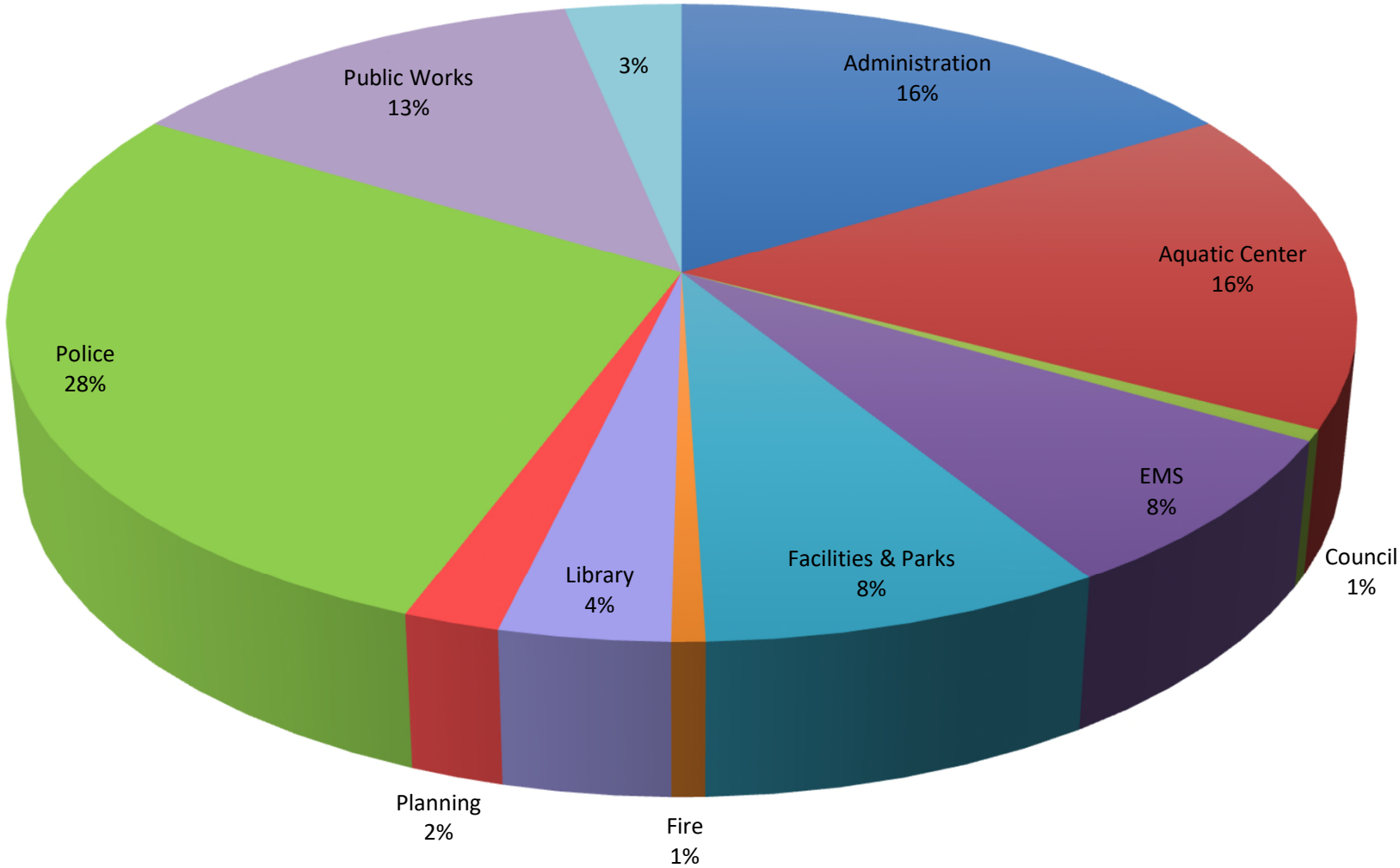
Enterprise Fund Revenue & Expenses Recap FY 2022

	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget
Total Operating Revenue						
Cannery	8,884	8,105	8,105	7,000	7,000	7,000
Harbor	250,590	248,626	258,500	269,600	270,500	269,600
JTB Industrial Park	465,328	453,626	413,023	400,189	417,589	592,589
Garbage	298,369	278,407	311,970	315,000	322,280	322,280
Wastewater	263,835	353,220	290,000	290,000	290,000	290,000
Water	3,384	21,271	307,300	317,476	386,938	364,868
Total Revenue	1,290,390	1,363,255	1,588,898	1,599,265	1,694,307	1,846,337
Total Operating Expenses						
Cannery	1,713	2,700	6,881	7,000	4,820	53,370
Harbor	250,590	248,626	258,500	415,776	351,470	446,475
JTB Industrial Park	287,282	275,548	216,897	233,036	211,622	359,246
Garbage	298,369	278,407	311,970	302,138	308,579	358,641
Wastewater	241,011	303,824	210,622	292,340	250,840	266,717
Water	455,680	365,337	395,671	525,103	471,636	463,880
Total Expenditures	1,534,645	1,474,442	1,400,542	1,775,393	1,598,967	1,948,329
Net Revenues over Expenses						
Cannery	7,171	5,405	1,224	0	2,180	(46,370)
Harbor	0	0	0	(146,176)	(80,970)	(176,875)
JTB Industrial Park	178,046	178,078	196,126	167,153	205,967	233,343
Garbage	0	0	0	12,862	13,701	(36,361)
Wastewater	22,824	49,396	79,378	(2,340)	39,160	23,283
Water	(452,296)	(344,066)	(88,371)	(207,627)	(84,698)	(99,012)
Total	\$ (244,255)	\$ (111,187)	\$ 188,357	\$ (176,128)	\$ 95,340	\$ (101,991)
Transfer from Endowment Fund						
Water				125,000	44,070	22,000
Wastewater						22,000
Harbor				80,000	0	0
Total from Endowment Fund				205,000	44,070	44,000
Expense to Reserves						\$ (57,991)

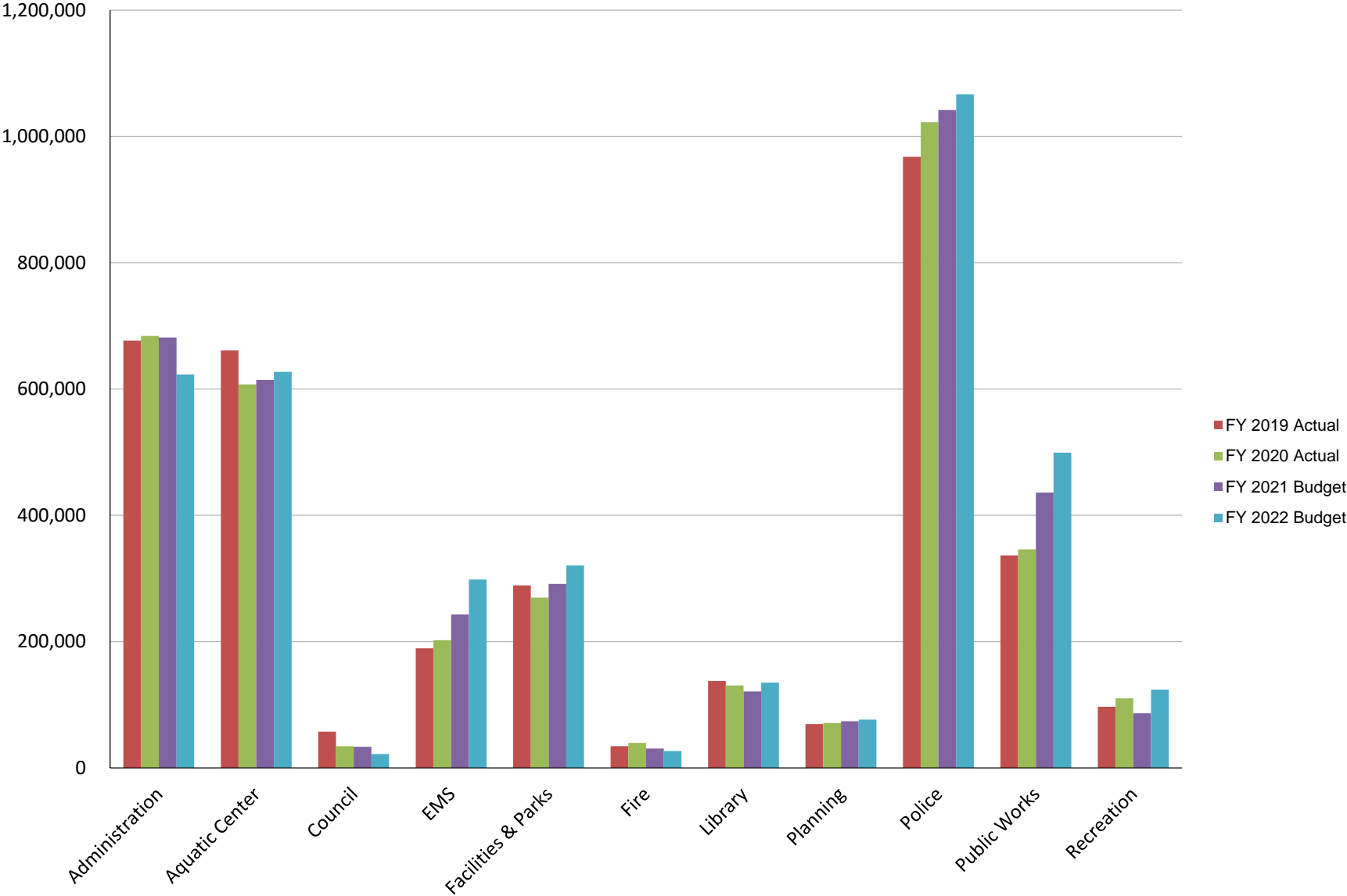
General Fund Revenue



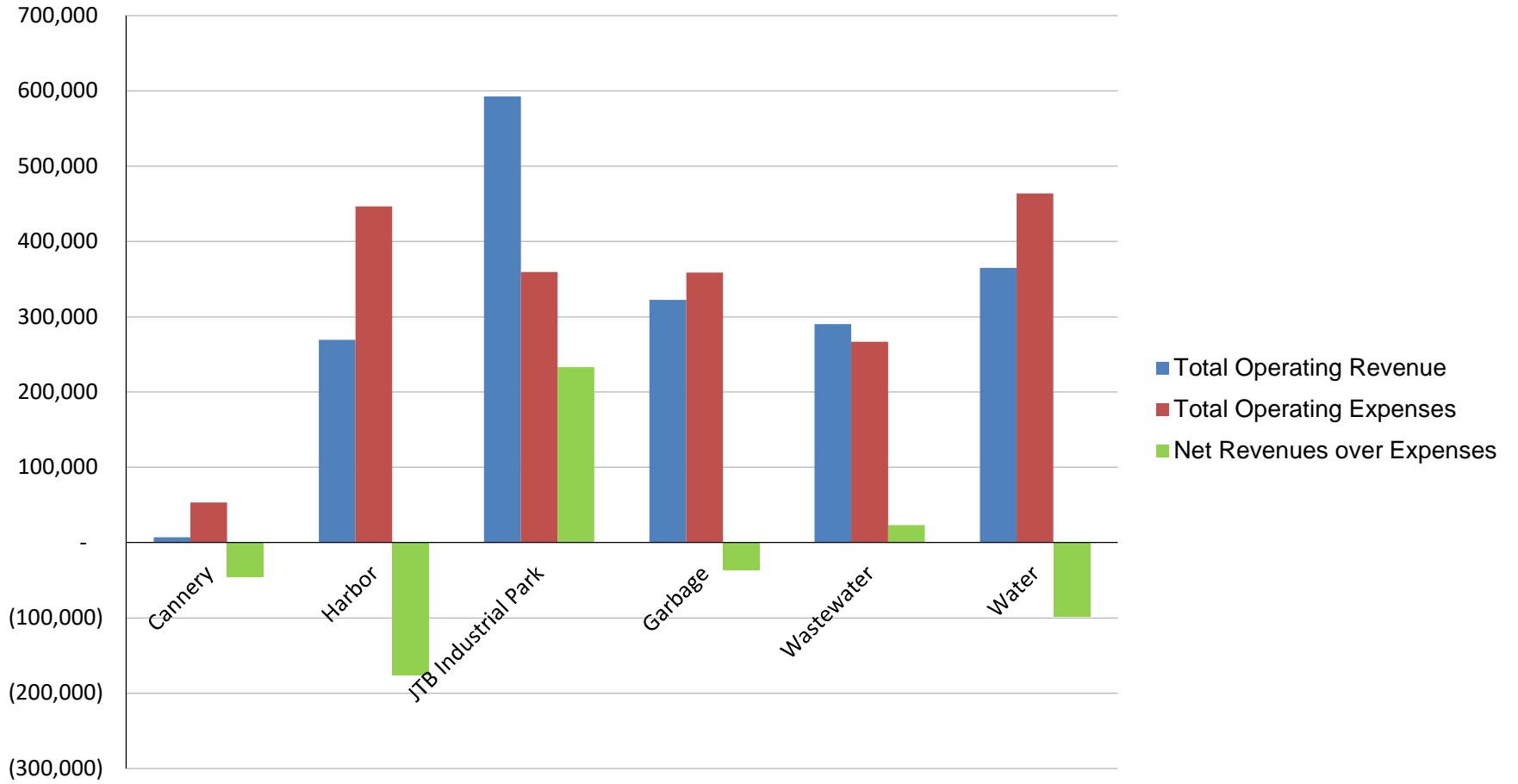
General Fund Total Expenditures



General Fund Expenditures



Enterprise Fund



City of Craig Summary - FY 2022

	GF FY 2022	GF FY 2021	GF Incr(Decr)	EF FY 2022	EF FY 2021	EF Incr(Decr)	FY 2022 Total	FY 2021 Total	FY 2022 Incr(Decr)	% Change
Salary	575,661	524,616	51,045	101,080	98,220	2,860	676,741	622,836	53,905	8.65%
Hourly Wages	1,065,620	1,087,972	(22,352)	365,665	364,334	1,331	1,431,285	1,452,306	(21,021)	-1.45%
Overtime Wages	37,278	36,288	990	11,520	11,290	230	48,798	47,578	1,220	2.56%
On-call Wages	17,400	17,400	0	13,280	13,280	0	30,680	30,680	0	0.00%
In Lieu	37,852	46,730	(8,878)				37,852	46,730		-19.00%
Total Wages	1,733,811	1,713,006	20,805	491,545	487,124	4,421	2,225,356	2,200,130	34,104	1.15%
FICA	106,441	102,021	4,420	30,474	30,200	274	136,915	132,221	4,694	3.55%
Medicare	24,951	23,866	1,085	7,127	7,063	64	32,078	30,929	1,149	3.71%
Workers' Comp	46,832	44,065	2,767	13,547	13,409	138	60,380	57,474	2,906	5.06%
PERS (DB & DC)	335,650	335,053	597	95,140	94,168	972	430,790	429,221	1,569	0.37%
Medical Insurance	294,161	314,358	(20,197)	94,903	95,336	(433)	389,064	409,694	(20,630)	-5.04%
HRA	86,378	78,128	8,250	27,995	22,908	5,087	114,373	101,036	13,337	13.20%
Other Benefits	7,037	6,599	438	1,991	1,991	0	9,028	8,590	438	5.10%
Total Benefits	901,449	904,090	(2,641)	271,178	265,075	6,103	1,172,628	1,169,165	3,463	0.30%
GRAND TOTAL	2,635,260	2,617,096	18,164	762,723	752,199	10,524	3,397,983	3,369,295	37,566	0.85%
								67,385.90		

General Fund Summary - FY 2022

Wages & Benefits

	Admin	Aquatic Center	Council	EMS	Facilities	Fire	Library	Planning	Police	Public Works	Recreation	TOTAL
Salary	157,424	49,920	13,520	49,000	67,291	0	36,360	40,119	82,000	39,420	40,606	575,661
Hourly Wages	161,637	117,040		132,480	58,355		25,903	0	439,666	114,783	15,756	1,065,620
Overtime Wages		0							36,101	1,177		37,278
On-call Wages									17,400			17,400
In Lieu	11,591				9,454			9,454	7,353			37,852
Total Wages	330,652	166,960	13,520	181,480	135,100	0	62,263	49,573	582,520	155,380	56,362	1,733,811
FICA	19,537	10,352	838	10,597	8,376	0	3,860	3,634	36,116	9,635	3,494	106,441
Medicare	4,626	2,421	196	2,478	1,959	0	903	850	8,447	2,253	817	24,951
Workers' Comp	1,053	6,478	45	6,745	4,256	4,186	205	193	17,068	6,417	186	46,832
PERS (DB & DC)	67,023	34,091	0	18,436	26,237		7,999	12,896	125,844	34,189	8,933	335,650
Medical Insurance	19,519	44,009	457	27,589	20,644		27,845	0	115,139	29,762	9,196	294,161
HRA	5,500	13,750	2,750	8,250	5,500		5,500	0	33,000	9,378	2,750	86,378
Other Benefits	720	370	770	418	370		320	120	2,970	819	160	7,037
Total Benefits	117,979	111,471	5,056	74,514	67,342	4,186	46,633	17,694	338,584	92,453	25,537	901,449
GRAND TOTAL	448,631	278,431	18,576	255,994	202,443	4,186	108,896	67,267	921,104	247,833	81,899	2,635,260
GRAND TOTAL FY 21	443,944	283,739	30,133	198,345	201,049	4,186	97,672	74,667	925,769	257,085	79,708	2,596,297
Change	4,687	(5,308)	(11,557)	57,649	1,394	0	11,224	(7,400)	(4,665)	(9,252)	2,191	38,963

Enterprise Fund Summary - FY 2022

Wages & Benefits

	Wastewater	Water	Garbage	Harbor	JTB Park	TOTAL
Salary	18,250	10,950	4,380	45,225	22,275	101,080
Hourly Wages	58,012	121,367	33,801	88,148	64,336	365,665
Overtime Wages	785	1,646	114	5,465	3,510	11,520
On-call Wages	40	40	0	9,900	3,300	13,280
Total Wages	77,087	134,003	38,295	148,738	93,421	491,545
FICA	4,777	8,309	2,374	9,222	5,792	30,474
Medicare	1,117	1,943	555	2,157	1,355	7,127
Workers' Comp	1,707	3,052	1,675	4,641	2,472	13,547
PERS (DB & DC)	16,951	29,484	8,425	26,515	13,765	95,140
Medical Insurance	14,385	21,040	10,443	41,501	7,534	94,903
HRA	4,400	6,380	3,465	11,303	2,448	27,995
Other Benefits	428	369	214	556	424	1,991
Total Benefits	43,766	70,577	27,152	95,894	33,790	271,178
GRAND TOTAL	120,853	204,580	65,448	244,632	127,210	762,723
GRAND TOTAL FY21	124,028	206,560	72,279	223,801	131,555	758,223
Change	(3,175)	(1,980)	(6,831)	20,831	(4,345)	4,500

**FY22 Proposed medical insurance costs and PERS/COLA rate
Static Data - Used in calculations for all departments of the City**

Fiscal Year 2022

Renewal Estimate	100.00%			HRA	Employee	Employee
	%	87%		250		
Medical Insurance	Month	City Exp	Annual		20%	
Employee	837.12	8,739.53	10,045.44	2750	167.42	167.42
Empl/Spouse	1,883.52	19,663.95	22,602.24	5500	376.70	376.70
Family	1,464.95	15,294.08	17,579.40	5500	292.99	292.99
Empl/Dep	2,511.35	26,218.49	30,136.20	5500	502.27	502.27
Dental						
Employee	43.77	456.96	9,196.49			
Empl/Spouse	93.91	980.42	20,644.37			
Family	107.82	1,125.64	16,419.72			
Empl/Dep	155.84	1,626.97	27,845.46			
In Lieu Payments Without Dental						
Employee	161.60	146.60	4201.6	3811.6		
Empl/Spouse	363.61	335.61	9453.86	8725.86		
Family	484.81	445.81	12605.06	11591.06		
Empl/Dep	282.81	257.31	7353.06	6690.06		
PERS Teir 1-3 (DB)	22.00%					
PERS Teir 4 (DC)	22.00%	1,531.27				

	Full Time	Three quarter	Half
Hours worked per year	2080	1560	1040
COLA	1.000		
% time for Salary	100%		

FICA 6.20%
FICA Med 1.45%

WC

6836	3.12%	Harbor
7520	2.48%	Water
7580	2.93%	Sewer
7710	3.57%	EMS V
7704v	3.57%	EMS V
7720	2.93%	Police
8380	3.15%	Mechanic
8810	0.33%	Clerical
9015	3.15%	Public Works
9102	3.88%	Pool
9403	4.94%	Garbage

City of Craig
 FY2022 Revised Budget
 Transfers

	General Fund	Enterprise	Endowment	Equipment	Police	School
Transfer from Enterprise Fund - Bal. Budget	(57,991)	57,991				
National Forest Receipts Road Funds						
Pt St Nick Hatchery						
Gaming/Derby Funds for Hatchery						
Endowment Fund Gen Fund Pool	145,000		(145,000)			
Endowment Fund to Gen Fund Police						
To School Financing	(200,000)					200,000
Endowment Fund to Gen Fund PW	22,000		(22,000)			
Endowment Fund to Ent. Fund Water		22,000	(22,000)			
Endowment Fund to Ent. Fund WW		22,000	(22,000)			
Endowment Fund to Gen Fund PW	82,000		(82,000)			
Police Checking to GF Police	15,000				(15,000)	
From PY reserves						
	6,009	101,991	(293,000)	-	(15,000)	200,000
		4% earnings	440,765			
		Remaining	<u>147,765</u>			

Enterprises Fund Transfers	JTB Dept	Harbor	Water Dept	Wastewater	Garbage
Harbor to Water		(360)	360		
N & S Cove to Water		(5,000)	5,000		
JT Brown to Water	(4,500)		4,500		
Waste Water to Water			6,229	(6,229)	
Harbor to Garbage		(112)			112
N & S Cove to Garbage		(6,720)			6,720
JT Brown to Garbage	(336)				336
Waste Water to Garbage				(112)	112
	(4,836)	(12,192)	16,090	(6,341)	7,280

City of Craig
 FY 2022 Budget
 Endowment Market Value

FY 2014		FY 2017		FY 2020	
Dec 31,2008	6,116,872	Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595
Dec 31,2009	7,191,057	Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847
	<u>37,620,789</u>		<u>44,784,943</u>		<u>47,645,751</u>
Five year Average	7,524,158	Five year Average	8,956,989	Five year Average	9,529,150
4% of Average	300,966	4% of Average	358,280	4% of Average	381,166
Council Set aside	180000	Council Set aside	180000		
	120,966		178,280		
FY 2015		FY 2018		FY 2021	
Dec 31,2009	7,191,057	Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847
Dec 31, 2013	9,864,595	12/31/2016	9,360,777	Dec 31, 2019	11,350,092
	<u>41,368,511</u>		<u>46,326,992</u>		<u>49,754,248</u>
Five year Average	8,273,702	Five year Average	9,265,398	Five year Average	9,950,850
4% of Average	330,948	4% of Average	370,616	4% of Average	398,034
Council Set aside	180000		180000		
	150,948		190,616		
FY 2016		FY 2019		FY 2022	
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847
Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777	Dec 31, 2019	11,350,092
Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650	Dec 31, 2020	14,503,275
	<u>43,419,049</u>		<u>47,972,499</u>		<u>55,095,641</u>
Five year Average	8,683,810	Five year Average	9,594,500	Five year Average	11,019,128
4% of Average	347,352	4% of Average	383,780	4% of Average	440,765
Council Set aside	180000				

City of Craig
 Debt Payment
 FY 2022

Long Term Government Debt		July 1, 2020 Balance	Principal Payment	Interest	Total	Date Due	Revenue Source	Department Budget
Aquatic Center Bonds	Bank of New York	1,435,000.00	70,000.00	32,243.75	102,243.75	10/1/2021	Endowment Fund	Aquatic Center
				30,493.75	30,493.75	4/1/2022		
					132,737.50			
Enterprise Fund								
Water Line Improvements	St of AK DEC	95,000.00	7,133.79	1,603.07	8,736.86	8/1/2021	Water Revenue	Water
Water Main Loan 265081	St of AK DEC	180,000.00	12959.66	3304.71	16,264.37	8/1/2021	Water Revenue	Water
				4,907.78				
	Total All Debt	1,710,000.00	90,093.45	67,645.28	157,738.73			

School Funds
6/30/2021

Year	NFR	Paid School	Excess		City Contribution to School Funds	Total
FY04	\$ 805,626	\$ 692,386	\$ 113,241	113,241		
FY06	1,003,519	860,278	143,241	256,481		
FY05	1,107,861	860,278	247,583	504,064		
FY06	528,261	678,133	(149,872)	354,192		
FY07	594,437	678,133	(83,696)	270,496		
FY08	744,271	400,000	344,271	614,767		
FY09	1,101,332	592,676	508,656	1,123,423		
FY10	1,008,181	550,666	457,515	1,580,938	\$ 50,000	
FY11	871,626	550,666	320,960	1,901,898	100,000	
FY12	836,001	550,666	285,335	2,187,233	150,000	
FY13	807,020	550,660	256,360	2,443,593	250,000	
FY14	657,344	550,660	106,684	2,550,277	300,000	
FY15	594,350	550,600	43,750	2,594,027	350,000	
FY16	486,879	550,600	(63,721)	2,530,307	100,000	
FY17	-	550,600	(550,600)	1,979,707	0	
FY18	447,128	550,600	(103,472)	1,876,235	168,000	
FY19	394,356	550,600	(156,244)	1,719,991	250,000	
FY20	424,503	550,600	(126,097)	1,593,893	300,000	
FY21	348,189	550,600	(202,411)	1,391,482	150,000	
	\$ 12,760,884	\$ 11,369,402	1,593,893		2,168,000	3,761,893
		Interest			232,327	232,327
		Total Cash	\$ 1,593,893		\$ 2,400,327	\$ 3,994,220



**General Fund
Fiscal Year 2022**

City of Craig

General Fund Revenues	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	2022/2021	% Change
Property Tax	619,765	622,000	650,000	655,300	660,000	674,000	14,000	2.08%
Sales Tax	946,272	899,400	930,000	971,550	971,550	1,051,550	80,000	7.61%
Remote Sales Tax						75,000		
Sales Tax 1% Pool & Recreation (1992)	315,424	299,800	310,000	320,850	320,850	330,850	10,000	3.02%
Sales Tax School 1% (1988)	315,424	299,800	310,000	320,850	320,850	330,850	10,000	3.02%
Transient Room Tax		0	25,000	30,000	20,000	20,000	0	0.00%
Sales Tax Liquor	114,397	120,000	120,000	120,000	120,000	120,000	0	0.00%
Total Local Taxes	2,311,282	2,241,000	2,345,000	2,418,550	2,413,250	2,602,250	189,000	7.26%
PILT	299,470	265,500	289,500	289,500	289,500	300,000	10,500	3.50%
State Revenue Sharing	96,626	89,842	95,942	90,019	50,000	50,000	0	0.00%
Liquor Revenue Sharing	7,350	5,000	4,000	4,000	4,000	4,000	0	0.00%
Raw Fish Tax	150,045	50,000	50,000	80,000	50,000	50,000	0	0.00%
Shared Fisheries Tax	4,782	4,000	4,000	4,000	4,000	1,000	(3,000)	-300.00%
National Forest Receipts	0		10,000		10,000	0	(10,000)	
COVID 19 Reimbursements					50,000	100,000	50,000	
Total State Revenue	558,273	414,342	453,442	467,519	457,500	505,000	47,500	9.41%
EMS Service Fees	57,836	83,490	60,000	60,000	70,000	60,000	(10,000)	-16.67%
<i>EMS Contractual Adjustments</i>	(20,606)	(37,776)	(30,000)	(30,000)	(25,000)	(25,000)	0	0.00%
EMS Training Fees & Supplies	15,426	3,981	1,000	1,000	1,000	1,000	0	0.00%
Pool Admissions	49,457	43,692	55,000	55,000	50,000	50,000	0	0.00%
Library Fees	3,156	1,186	1,000	1,000	1,000	1,000	0	0.00%
Recreation Fees	15,249	17,276	13,000	17,000	17,000	15,000	(2,000)	-13.33%
Senior Card Fees	1,079	13,430	3,000	3,000	3,000	3,000	0	0.00%
Itinerant Merchant Permit							0	
Taxi Permit	100	0	100	100	100	100	0	0.00%
Building, Access & Subdivision Permits	11,453	11,770	8,000	8,000	8,000	8,000	0	0.00%
Property Leases	71,074	67,774	72,000	72,000	63,000	63,000	0	0.00%
Material Sales		0	1,000	1,000	1,000	1,000	0	0.00%
PSN Road Maintenance Fees				18,000	27,000	27,000	0	0.00%
Equipment Rentals	4,768	9,589		0	0		0	
Total Permits & Fees	211,758	214,412	184,100	206,100	216,100	204,100	(12,000)	-5.88%
Police Fines	9,414	14,052	10,000	10,000	10,000	10,000	0	0.00%
DMV Commissions	67,153	70,202	60,000	60,000	60,000	60,000	0	0.00%
Trooper Dispatch Service	5,000	10,000	7,200	7,200	7,200	7,200	0	0.00%
Contract Jail Service	322,724	286,584	357,524	357,524	357,524	357,524	0	0.00%
Klawock Dispatch Service	53,088	50,000	53,088	53,088	53,088	53,088	0	0.00%
USDA Forest Service Dispatch	3,000	3,000	3,000	3,000	13,000	3,000	(10,000)	-333.33%
Total Public Safety Revenue	460,379	419,584	490,812	490,812	500,812	490,812	(10,000)	-2.04%
Parks Donations (Flwr Baskets)	427						0	
Interest Income (ckng & CD)	197			34,000	0	0	0	
Interest Income (A/R)	4,087	1,000	1,000	1,000	1,000	1,000	0	0.00%
Misc. Other	15,592	5,000	5,000	5,000	5,000	5,000	0	0.00%
Total Other Revenue	20,303	6,000	6,000	40,000	6,000	6,000	0	0.00%
Total GF Revenues	3,561,995	3,295,338	3,479,354	3,622,981	3,593,662	3,808,162	214,500	5.63%

ADMINISTRATION

GENERAL FUND

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

Administration Department: The City Administrator is responsible for the overall management, administration, and direction of the city operations; the hiring, disciplining, and terminating of City employees; the negotiation, execution, and administration of City contracts within budget appropriations, policy advice to elected officials and open communication with the community.

The City Clerk is responsible for recording and maintaining the official records of the city, preparing agendas and transcribing minutes of the City Council meetings.

The finance department is responsible for all accounting, budgeting, and financial information services for the City of Craig. These services include procurement, accounts payable, property and sales tax collection, water, wastewater, and sanitation utility billing and collection. The finance department collects city leases and other fees such as harbor moorage, ambulance, and pool passes.

Finance Staff Responsibility

To ensure that all financial transactions are processed and recorded in a timely manner consistent with Generally Accepted Accounting Principles and sound financial management techniques. The department continually monitors and evaluates the condition of all City Funds and account groups, and to provide for high returns on investments while minimizing risk. Improve internal systems to maximize efficiency and deliver quality customer service. Provide a uniform method for the management, preservation, retention, and disposal of City records.

2020-2021 Accomplishments

- Worked on COVID-19 finances, grants, and assistance to the community.
- Implement radio read water meter readings with Public Works Department.
- Virtual King Salmon Fish Derby
- Hire, trained 2 new employees and to retain qualified accounting staff
- Continue to improve customer service for Craig residents and customers.

2021-2022 Goals

- Continue completion of unqualified opinions of financial audits
- Managed 1.8 Million in Cares Funds
- Add more radio reads for water meter readings with Public Works Department.
- Continue to improve customer service for Craig citizens.
- Continue adding documents, Accts. Payable and Accts Receivable to digital form
- Keep up to date training to retain qualified accounting staff
- Assist in King Salmon Derby

FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES

Administration Expenses	FY 2017	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	300,618	338,920	328,671	331,058	325,595	330,652	2%
Benefits & Unemployment	173,656	131,896	130,541	134,503	118,350	117,979	0%
Professional Services	135,891	147,120	136,850	142,550	162,200	170,110	5%
Employee Travel, Education, & Dues	16,047	12,217	10,745	11,745	11,745	10,045	-14%
Materials & Supplies	15,808	15,320	9,099	7,500	7,500	6,800	-9%
Utilities	18,753	18,210	18,186	19,592	16,850	16,850	0%
Repairs & Maintenance	2,175	1,252	2,809	3,260	3,260	3,260	0%
Notices	2,431	755	900	900	900	900	0%
Insurance	3,912	6,986	5,345	8,220	8,220	8,220	0%
Contributions	15,401	14,462	13,090	14,558	14,800	14,800	0%
Bank Fees	9,433	3,275	100	100	100	1,000	900%
Bad Debt Write-Off	3,400	244	0	0	0	0	0%
Safety		0	2,000	2,000	2,000	2,000	0%
Miscellaneous	526	3,220	0	2,000	2,000	2,000	0%
Small Equipment	4,900	4,902	27,100	6,000	8,000	1,000	-88%
Equipment > \$5000	0						
Enterprise Fund Support		164	0	0	0	(62,680)	0%
Total Administration Expenses	702,951	698,943	685,436	683,986	681,520	622,936	-9%

Administration

FY 2022

	Acct #		Amount
Salaries	11-5100	\$ 330,652	\$ 330,652
Benefits	11-5200	117,979	117,979
Unemployment	11-5250		0
Enterprise Fund Support			\$ (62,680)
Billing WSG		\$ (62,680)	
Professional Services	11-5310		116,500
Property Assessment (includes Bd of Equalization)	11.5310.02	28,500	
Audit (FY2021 & sales tax)	11.5310.01	40,000	
Legal Fees	11-5315	12,000	
Lobbyist	11-5310	36,000	
Contract Services	11-5320		53,610
AccuFund Support		13,650	
Cleaning		4,500	
Code Publishing		1,200	
Blackpoint		34,260	
Travel	11-5410		5,000
SE Conference		2000	
City Clerk Conference		1000	
Misc Travel		1000	
Finance Travel		1000	
Education & Training			900
Education & Training - SE Conference	11-5420	300	
City Clerk Conference		300	
Finance Conferences		300	
Safety		2,000	2,000
Dues	11-5430		4,145
SE Conference		870	
AK Municipal League		1,770	
AK Assoc of City Clerks		195	
National & AK Government Finance Assoc		255	
Chamber of Commerce		400	
Public Retirement Dues		105	
Misc Dues		250	
UFA		300	
Materials and Supplies	11-5510		6,800
Office Supplies		5,330	
Office Clothing		370	
Freight	11-5525	100	
Vehicle fuel	11-5550	1,000	
Utilities			16,850
Electric	11-5610	5,850	
Heating Fuel	11-5620	4,000	
Telephone	11-5630	7,000	
Water, Sewer, Garbage			
Repairs & Maintenance			3,260
Equipment Repairs	11-5710		
Equipment Maint Agreement(Copier)	11-5740	1,200	
Postage Meter Lease	11-5730	1,560	
Building - Annual Flowers	11-5750	500	
Other Expenditures			9,120
Notice & Advertising			
Newsletter Publishing	11-5840	500	
Ketchikan Daily News	11-5840	200	
Recording Fees Vehicle License	11-5845	200	
Insurance	11-5850	8,220	
Contributions			14,800
Catholic Community Service (Senior)	11-5910	7,000	
4th of July Celebration		500	
POW Marathon		800	
KRBD		500	
Power	11-5911	3,000	
POW Health Network		1,500	
Misc Contributions		1,500	
Credit Card Fees	11-5925	1,000	1,000
Bad Debts for Property tax, sales tax,	11-5930		0
Miscellaneous Expenses	11-5990	2,000	2,000
Misc Small Office Equipment			1,000
Computer upgrades	11-6200	1,000	1,000
Capital Improvement	11-6206		
TOTAL		\$ 622,936	\$ 622,936

Personnel: Director, Lifeguards (4 FTE)

The Aquatic Center provides for very large range users from daily exercise, competitive sports, and leisure to physical therapy. The Aquatic center provides an “out of the weather” activity for children, adults and seniors for the entire island. One of the major services the Aquatic center provides is the “learn to Swim” program. The Aquatic center provides swim lessons to almost every school yearly. Since we are surrounded by water it is with utmost importance that we provide for our youth with the understanding of water safety.

2020-2021 Accomplishments

- Pool Basin Project Completed
- Jessica Taught 3 separate LGI Courses
- Jessica Started Regular CPR training with local Business
- Able to reopen under COVID-19 Restrictions

2021-2022 Goals

- Teach at least 4 LGI courses through the year
- Send one or two employees to CPO certification
- Continue to build current programs
- Re-open to public with more on the schedule
- Continue to build Learn to swim program
- Hire to full staff
- Conduct a Jr Lifeguarding Program in the summer

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT REVENUES**

<i>Aquatic Center Expenses</i>	FY 2017	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	107,636	137,688	154,470	156,536	161,742	166,960	3%
Benefits & Unemployment	54,535	81,465	102,664	128,834	121,997	111,471	-9%
Professional Services	2,383	2,133	3,000	4,700	7,400	6,400	-14%
Employee Travel, Education, & Dues	2,023	2,703	6,110	8,820	10,780	11,080	3%
Materials & Supplies	19,642	17,744	26,360	20,200	23,800	23,720	0%
Utilities	100,592	124,197	114,137	131,920	126,000	126,000	0%
Repairs & Maintenance	1,838	213	2,644	4,800	7,097	3,800	-46%
Recording	560						0%
Insurance	4,835	9,264	10,500	10,800	10,800	10,800	0%
Credit Card Fees	486	44	0	0	1,000	1,000	0%
Bad Debt Write-Off		216					0%
Other							0%
Equipment Purchase	10,777	2,697	1,600	3,796	7,282	12,600	73%
Debt Service	136,488	134,389	136,888	136,888	136,238	136,238	0%
Capital Improvement			100,000			17,000	0%
							0%
Total Swimming Pool Expenses	441,795	512,753	658,372	607,294	614,136	627,069	3%

Aquatic Center

FY 2022

	<u>Acct #</u>		<u>Amount</u>
Salaries	25-5100	166,960	\$ 166,960
Benefits	25-5200	111,471	111,471
Contract Services			
Gym Assistant program	25-5350	500	6,400
Water Sample Testing	25-5320	5,900	
CC Fees	25-5925	1,000	1,000
Employee Travel, Education, & Dues			11,080
Travel (CPO Training Anchorage & Lifeguard instructor)	25-5410	7,680	
Training	25-5420	2,000	
Lifeguarding Certifications		1,400	
Materials	25-5510		23,720
Safety Equipment & First Aid Supplies		1,500	
Office & Cleaning Supplies		5,000	
Supplies		4,200	
Chemicals	25-5515	7,000	
Paint & Painting Supplies		2,020	
Freight	25-5525	4,000	
Utilities			126,000
Electricity	25-5610	52,000	
Heating Fuel (Propane)	25-5620	40,000	
Telephone DSL	25-5630	4,000	
Wood Chips	25-5510.01	30,000	
Water, Sewer, Garbage			
Maintenance			3,800
Misc Repairs	25-5700	1,000	
Stenner Pumps misc		800	
Ciruculation Pump Pentair		2,000	
Building & Grounds Maintenance			
Insurance			10,800
General Liability	25-5850	10,800	
Property			
Equipment Purchases	25-6200		12,600
Fitness Equipment		5,000	
Pool Cover		3,500	
Suit Spinner		1,900	
Washer and Dryer		2,200	
Capital Improvement	25-6500		17,000
Guard Stand		7,000	
Big Toy		10,000	
Debt Payments			
Bond Pmt	25-7100	136,238	136,238
TOTAL		627,069	\$ 627,069

COUNCIL

GENERAL FUND

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Council Expenses</i>	FY 2017	FY 2018	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	14,122	13,276	14,700	13,500	13,520	13,520	0%
Benefits	110,883	57,816	37,632	17,633	16,613	5,056	-70%
Council Elections	899	645	950	950	950	950	0%
Employee Travel, Education,	6,564	7,313	1,550	2,050	2,050	2,050	0%
Materials & Supplies	168	1,368	2,100	0	0	0	0%
Telecommunications		9					0%
Insurance	140	324	385	220	220	220	0%
Contributions	427	25					0%
New Equipment		1643					0%
Other-(SE Conf)							0%
							0%
Total Council Expenses	133,203	82,419	57,317	34,353	33,353	21,796	-35%

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

The Craig EMS Department is made up of: EMS Coordinator, Two Full Time EMTs, and Nine Volunteers, whose Professions include: Telephone Technician, Clinical Assistant/ Phlebotomist, Registered Nurse, Firefighter, Timber Faller, Professional Investor, Charter Captain, Certified Nursing Assistant, Pre-Med Student, Business Owner and Future Paramedic.

Our EMS Squad consists of: Two Advanced Life Services Ambulances, One EMT 3, Five EMT 2s, Four EMT 1s and One Emergency Trauma Trained Person.

All members of the squad are scheduled and respond.

Craig EMS continues to actively recruit new members.

2020 Served as a vastly different year. We were presented with the COVID 19 Pandemic. New Policies and Procedures were developed and used specifically for this Pandemic. Training was held online and in person for EMS Personnel. These trainings were all required.

2019-2020 Accomplishments

- Craig EMS offices/ personnel served as the COVID 19 EMERGENCY MANAGEMENT SUPPLIES CENTER.
- We managed the Federal Disaster Supplies which included dispensing PPE to all Island Emergency Services, Medical Centers, Schools, Post Offices, Airlines and Local offices and businesses.
- Obtained funding and acquired Bullet Proof vests, shields, and helmets for Active Shooter responses.
- Obtained funding for and purchased the Bike Helmets for the Bike Safety Program.

2020-2021 Goals

- Continue to build the Squad Membership, Trainings, and Responsibilities.
- Acquire a new Oxygen System through a grant
- Acquire new Training equipment.



**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Emergency Medical Services</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	86,990	97,165	85,908	106,493	138,546	181,480	31%
Benefits & Unemployment	43,682	67,766	57,272	57,660	60,157	74,514	24%
Contracted Services	3,785	5,793	4,200	3,400	4,845	4,500	-7%
Employee Travel, Education, & Due	11,125	2,918	3,840	5,000	7,400	8,400	14%
Materials & Supplies	17,796	19,927	19,500	16,300	18,650	18,150	-3%
Utilities	6,642	6,642	6,050	6,300	4,900	4,900	0%
Repairs & Maintenance	430	461	950	0	0	0	0%
Recording/Permits	160		650	0	0	0	0%
Insurance	3,727	4,200	5,289	6,351	6,351	6,351	0%
New Equipment	109573		350	650	2,200	0	-100%
Equipment Replacement		2493	5160	0	0	0	0%
Bad Debt Write-Off	42,141	7,917	0	0	0	0	0%
Capital Improvement	0		0	0	0	0	0%
							0%
Total EMS Expenses	326,051	215,282	189,169	202,154	243,049	298,295	23%

Emergency Medical Services

2022

	<u>Acct #</u>		<u>Amount</u>
Salaries	17-5100	181,480	\$ 181,480
Benefits	17-5200	74,514	74,514
Contract Services Software	17-5340		4,500
Systems Design		3,000	
MS Virus software		300	
State reporting		400	
I AM Responding		800	
Employee Travel, Education, & Dues			8,400
Travel	17-5410		
EMT			
DR			
Symposium		1,200	
Hazmat Training		1,000	
Education & Training			
Webinars - ETT, EMTII, EMT III, CPR	17-5420	4,200	
Dr. Koehler Travel		2,000	
Materials & Supplies			18,150
Office supplies	17-5510	500	
Medical Supplies		8,500	
Equipment Supplies		6,000	
Class Materials	17-5530	1,000	
Postage	17-5520	500	
Freight	17-5525	800	
Vehicle Fuel (200gal @ \$4.00)	17-5550	850	
Utilities			4,900
Telephone	17-5630	2,500	
Old Clinic Fuel		1,400	
Old Clinic Electric		1,000	
Water, Sewer, Garbage		-	
Maintenance & Repairs			0
Vehicle Repairs	17-5710		
Dept Maintenance			
Vehicle Licensing & Permits	17-5845		0
Insurance	17-5850		6,351
General Liability		725	
Property		1,825	
Vehicle		3,801	
Permits			
Bad Debts	17-5930		
Small Equipment	17-6200		0
Equipment >\$5000	17-6300		0
Capital Improvements	17-6500		0
TOTAL		<u>\$298,295</u>	<u>\$298,295</u>

FACILITIES & PARKS

GENERAL FUND

Personnel: Director, Maintenance Workers FTE: 2.75

The facilities and parks department performs maintenance and repairs for the municipal buildings and parks. The city currently has city hall, library, aquatic center, Biomass boiler, wood shop, gymnasium, day care center, fire hall, and three small parks.

2020-2021 Accomplishments

- Replaced induction fan on wood fired boiler.
- New roof on Ralph James covered picnic area.
- New 400' section of trail built through cemetery.
- Opened new restroom facilities @ Ball Park.
- Trail maintenance on Hamilton Dr. walking path.

2021-2022 Goals

- Pressure wash and clean all park benches, tables, toys, and signage in all city parks.
- Put new layer of gravel on cemetery island trail.
- Pool air Handler maintenance.
- Complete unfinished projects and maintenance on master list.
- Continue looking for ways to improve efficiency, and cost savings.

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Parks/Facilities Expenditures</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	122,552	124,307	122,419	124,005	133,077	135,100	2%
Benefits & Unemployment	99,332	10,793	92,275	69,460	67,197	67,342	-3%
Contracted Services	5,389	7,200	7,200	7,800	7,800	11,100	42%
Employee Travel, Education, & Du	509		0	0	0	0	
Materials & Supplies	25,568	30,698	5,700	16,200	17,000	22,900	41%
Utilities	15944	16518	15964	16,609	16,000	16,000	-4%
Repairs & Maintenance	1,006	1,355	15,000	10,000	15,000	22,250	123%
Insurance	5,942	11,371	12,178	11,968	11,968	11,968	0%
Recording/Permits & Misc.	25	35					0%
Equipment	9,742	608	1,600	7,200	26,000	3,680	-86%
Capital Improvement	0	25,591	6,200	6,200	0	30,000	100%
							0%
Total Parks/Facilities Expenses	286,009	228,476	278,536	269,442	294,042	320,341	19%

Parks & Public Facilities

FY 2022

	Acct #	Amount	
Salaries	14-5100	135,100	135,100
Benefits	14-5200	67,342	67,342
Contractor Services	14-5330		11,100
Janitorial - Float Plane		4,500	
New Clinic Alarm		600	
Fire/Sprinkler Inspections	14-5350	6,000	
Education & Training	14-5410		
Material & Supplies	14-5510		22,900
Buildings		8,000	
Misc.		4,200	
Lawnmower Repair parts		1,500	
Materials for Bear Trap		1,000	
Parks (planter forms, totem park, RJ Park roof)		5,000	
Freight	14-5525		
Equipment Fuel(100@4.00)	14-5550	400	
Vehicle Fuel (800@3.50)		2,800	
Utilities			16,000
Electricity (Shop & POW Health)	14-5610	8,000	
Heating Fuel	14-5620	5,000	
Telephone	14-5630	3,000	
New Clinic Alarm telephone	14-5630.01		
Water, Sewer, Garbage		0	
Maintenance & Repairs	14-5700		22,250
Building Maintenance	14-5750	10,000	
Wood Boiler Sheet Metal Repair	14.5720.01.220	5,000	
Shop Heater/Propane		750	
Maintenance Trails		6,500	
Insurance	14-5850		11,968
General Liability		1,105	
Property		9,151	
Vehicle		1,712	
Equipment	14-6300		3,680
Portable Water Tank/ 150 gal.		280	
Portable Pressure Washer		1,200	
Christmas Decorations for Totem Park		1,000	
Gas Compressor		1,200	
Capital Improvements	14-6500		30,000
Columbarium		5,000	
Memorial, Entrance Garden		25,000	
TOTAL		320,341	<u><u>\$320,341</u></u>

The CCVFD responds to fire calls within the City limits, as our Primary Care Coverage Area. We also respond to neighboring communities with Specialty Equipment, and training if needed.

Timber Faller, Fisherman, Accountant, Automotive Mechanic, Diesel Mechanic, Pre-Sale Forestry Technician, Assistant Maintenance Director/ Bus Driver, Water/ Wastewater Treatment Plant Operator, EMT/Fire Fighter, Telephone Technician and High School Student/ Graduate. All these members work hard to directly benefit our department.

CCVFD is also actively recruiting new members.

As part of the Organization structure, we have a "First Responder" who reports directly to the scene. Their assessment includes the entire fire scene. Finding a Fire Hydrant, and the need for additional equipment. This structure has resulted in less damage to property.

The department has been directly affected by COVID 19. We have not been able to meet and train as we have in the past. This was due to National Covid restrictions, and to protect our crew.

2019-2020 Accomplishments

- Increase our vehicles to include a Ford 550 with pumper capable of responded to Port St. Nick and other areas timely and down steep hills, or rough terrain.
- Increase # of State Certified trained volunteers as Basic Firefighter by January 2019 in our program.
- To retain and/or recruit a full team of firefighters willing to participate fully in training exercises.
- Increase protective gear to include breathing apparatus for each Fireman.
- Maintain fire equipment and replace as needed.

2021- 2022 Goals

- Obtain a 450 or 550 Response Truck, to put our recently acquired portable pumper on.
- Acquire additional Hazardous Protective Wear, and Hazard Site Identification/ Training.
- Acquire additional Air-Pak's with tracking equipment, and
- Acquire additional Turn Our Gear

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Fire Expenses</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries			0	0	0	0	
Benefits & Unemployment	2,150	245	4,186	4,186	4,186	4,186	0%
Contracted Services	3,600	3,500	7,400	3,800	5,400	5,400	42%
Employee Travel, Education, & Dues	(625)	1,177	5,735	2,700	2,700	2,700	0%
Materials & Supplies	682	1,274	4,842	6,000	2,600	2,600	-57%
Utilities	5,289	5,091	5,480	6,380	5,900	5,900	-8%
Repairs & Maintenance	0	0	320	3,000	1,000	1,000	-67%
Insurance	3,697	4,608	5,113	4,827	4,827	4,827	0%
Recording/Permits & Misc.	30						
Equipment		3,295	1,980	2,500	0	0	-100%
Capital Improvement				6,200	4,000	0	-100%
Total Fire Expenses	14,823	19,190	35,056	39,593	30,613	26,613	-33%

Fire

FY 2022

	<u>Acct #</u>	<u>Amount</u>	
Volunteers	18-5100		
Work compensation Insurance	18-5200	4,186	4,186
Contract Services			5,400
Stipends		5,100	
Norton subscription		200	
State Bridge for NIFRS		100	
Employee Travel, Education, & Dues			2,700
Travel	18-5410	1,700	
Education & Training	18-5530	1,000	
Materials & Supplies			2,600
Fire Supplies		1,200	
Office Supplies	18-5510	100	
Vehicle supplies		100	
Promotional Supplies		500	
Postage	18-5520	0	
Freight	18-5525	400	
Fuel		300	
Utilities			5,900
Electric	18-5610	1,500	
Heating fuel	18-5620	2,500	
Vehicle Fuel (100gal @ \$4.00)	18-5650	400	
Telephone		1,500	
Water, Sewer, Garbage		0	
Maintenance & Repairs			1,000
Vehicle Repairs	18-5700	1,000	
Dept Maintenance			
Air refilling			
Vehicle Licensing & Permits			
Insurance	18-5850		4,827
General Liability		135	
Property		791	
Vehicle		3,901	
Small Equipment	18-6200		
Equipment >\$5000			
Capital Improvements			
		0	0
		0	
TOTAL		26,613	<u><u>\$26,613</u></u>

Fire 2022

Volunteer

				FY 2022		Original FY 2021	Changes
			14	TOTAL			
	Total Wages		0	0	0	0	
Workers' Comp	5.98%		4,186	4,186	4,186	0	
FICA	6.40%			0			
Medicare	1.29%			0			
	Total Benefits		4,186	4,186	4,186	0	
	GRAND TOTAL		4,186	4,186	4,186	0	

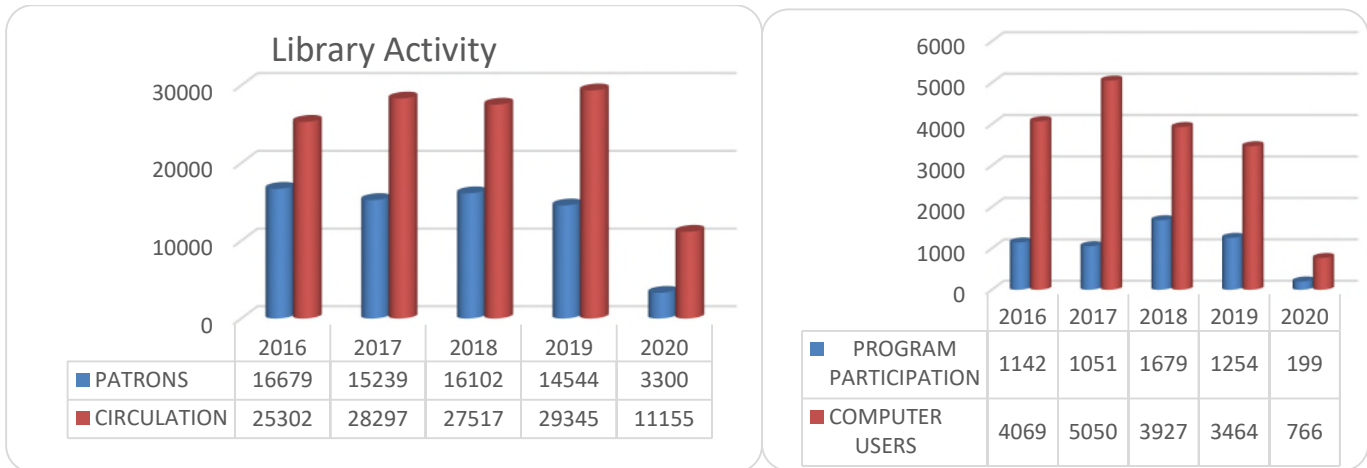
Note: WC calculated @ \$5,000/volunteer

LIBRARY

GENERAL FUND

Personnel: Librarian, 2 PT Library Technician (1.9FTE)

Department Description: Provides to the public a wide selection of nonfiction, fiction, children, and young adult books. The library's collection emphasizes Alaska nonfiction and fiction. The library also has audio books, magazines, videos, and computers for internet access. The book collection is available for check out by members of the public who have been issued a library card. The library is open Monday through Saturday with limited evening hours. **During COVID, the library is open Monday through Saturday by appointment (no evening hours) and offers curbside pickup services.



2020-2021 Accomplishments:

- City of Craig Funds:
 - Increased our existing collections; replaced our old disc repair machine.
- PLAG Funds: \$7,000.
 - Purchased supplies for seasonal reading programs, supplemented city funds for books and movies.
- IMLS Funds: \$10,000.
 - Purchased new tables and chairs for the children's area and a virtual reality system for use in teen programming; continued to provide wages for our Early Literacy Coordinator; purchased supplies for our Baby & Me program.

2021-2022 Goals:

- City of Craig Funds:
 - Increase our existing collections; upgrade the back-office computer.
- Expected PLAG Funds: \$7,000.
 - Purchase supplies for seasonal reading programs; supplement city funds for books and movies; renew magazine subscriptions.
- Expected IMLS Funds: \$10,000.
 - Purchase new children's non-fiction materials to ensure that section is up-to-date, accurate, and intriguing.

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Library Expenditures</i>	FY 2017	FY 2018	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	56,090	64,177	62,250	64,907	62,261	62,263	0%
Benefits & Unemployment	42,397	44,851	48,533	39,007	35,410	46,633	32%
Contracted Services	-1,064	3,104	1,250	2,800	2,900	3,175	9%
Employee Travel, Education, & I	135	448	0	0	0	0	0%
Materials & Supplies	5,740	7,574	9,150	9,270	7,000	7,000	0%
Utilities	4,880	5,728	11,932	11,227	10,600	10,600	0%
Repairs & Maintenance	0	0	1,400	1,400	1,000	1,000	0%
Insurance	448	1,236	1,365	1,750	1,750	1,750	0%
Recording/Permits & Misc.			0	0	0	0	0%
Equipment			0	0	0	2,500	100%
Capital Improvement				0	0	0	0%
Total Library Expenses	108,626	127,118	135,880	130,361	120,921	134,921	12%

Library

FY 2022

	<u>Acct #</u>	<u>Amount</u>	
Salaries	19-5100	62,263	\$ 62,263
Benefits	19-5200	46,633	46,633
Contract services	19-5330		3,175
BlackPoint		400	
Interlibrary Loan		0	
Follett		900	
Digital Library		1,250	
Alaska Library Assoc.		275	
Movie Licensing		350	
Employee Travel, Education, & Dues			
Travel	19-5410		
Library Conference			
Education & Training	19-5430		
Dues	19-5430		
AKLA CONFERENCE			
Materials & Supplies			7,000
Materials	19-5510	2,000	
Books	19-5531	2,500	
Audio & Visual	19-5535	1,500	
Subscriptions	19-5532	500	
Postage	19-5520	500	
Utilities			10,600
Electric	19-5610	3,600	
Heating Fuel (800 gal @ \$3.50)	19-5620	2,000	
Telephone	19-5630	800	
DSL Internet		4,200	
Water, Sewer, Garbage		0	
Maintenance & Repairs	19-5700		1,000
Repairs		500	
Building Maint		500	
Insurance	19-5800	1,750	1,750
Small Equipment Purchases	19-6200		2,500
Office Computer/Monitors		2,500	
Equipment >\$5000	19-6300		0
		0	
Capital Improvements	19-6500		0
		134,921	<u><u>\$134,921</u></u>

Personnel: Planner FTE: 1

Department Description: The Craig Planning and Zoning Department is responsible for land use issues, building permits, coastal management, emergency planning and economic development. The department reviews development proposals, processes building permits and performs code enforcement for land development issues. The department serves as staff for the five-member Planning Commission. Planning commissioners are appointed by the Mayor. The department manages various land use permits, leases/sales of city land, mapping and capital projects for the city.

2020-2021 Accomplishments

- Continued to work on design and development of the new harbor at the Craig Cannery Site with the US Army Corps of Engineers, State Legislature, and Federal Delegation.
- Assisted other city departments with planning, design and construction of various projects including.
- Managed the city website and social media presence.
- Assisted with 2020 elections (primary, general, and municipal) during the time the city was without a city clerk, or transitioning a new clerk in.
- Worked on day-to-day management of the city's response to the COVID-19 pandemic to include management of the \$1.8 million in CARES funding received by the city.
- Acted as incident commander for 2020 landslides.

2021 - 2022 Goals

- Continue to work on COVID-19 related issues including use of funds through the American Rescue Plan, CARES, and other funding sources related to COVID-19 response, vaccination, testing, and other issues.
- Continue to update leases of city property based on the completed 2017 lease audit.
- Complete an updated transportation plan.
- Continue to work with the USACE and complete the Preconstruction Engineering and Design phase of the new harbor project and to begin construction. Continue to work with public, city staff, the planning commission, and the city council based on the recommendations for development of the upland property at the Craig Cannery Site.
- Work with the Craig Library to move the library renovation/replacement project forward
- Work with POWER to determine long range plans regarding the POWER building.
- Continue to work on existing capital projects (including the new fire hall, new harbor, aquatic center upgrades, etc.)

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Planning Expenses</i>	Fy 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	57,919	47,697	51,939	45,759	47,046	49,573	5%
Benefits & Unemployment	36,261	24,389	17,532	17,695	17,695	17,694	0%
Contracted Services	1,617	414	7,500	5,800	6,500	6,500	0%
Employee Travel, Education,	63	0	0	0	0	0	0%
Materials & Supplies	2,408	950	1,000	1,000	1,000	1,000	0%
Utilities	0		0	0	0	0	0%
Repairs & Maintenance	0		0	0	500	500	0%
Insurance	87	276	308	265	265	265	0%
Recording/Permits & Misc.	660	773	500	500	750	750	0%
Equipment			0	0	0	0	0%
Capital Improvement							
Total Planning Expenses	\$99,015	\$74,499	\$78,780	71,019	73,756	76,282	3%

Planning

FY 2022

Salaries	13-5110	\$	49,573
City Planner, (18,500 Reimb EMPC Grant)			
Benefits	13-5200	17,694	17,694
Contractual Services	13-5330		6,500
Website Maintenance		4,000	
Omnilert		2,500	
Employee Travel, Education, & Dues			
Plan Commissioner Training,	13-5410		
Conference	13-5420		
Materials & Supplies	13-5510	1,000	1,000
Books, Subscriptions	13-5530		
Postage	13-5520		
Freight	13-5525		
Equipment Repairs	13-5700	500	500
Advertising - Legal Notices	13-5840	500	500
Recording	13-5845	250	250
Insurance	13-5850		265
Equipment Purchases	13-6200		0
Total		\$	<u>76,282</u>

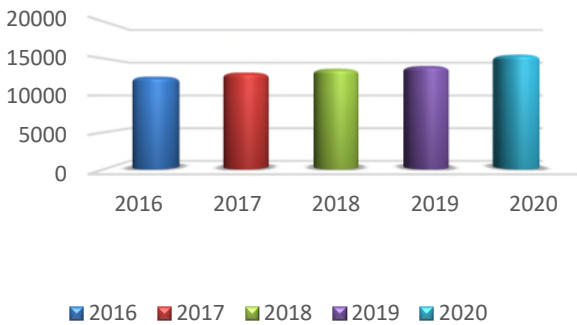
POLICE

GENERAL FUND

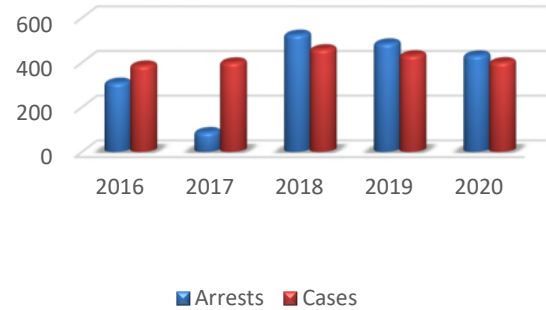
Personnel: Police Chief, Sergeant, three (3) Officers, Six (6) Dispatchers (10.5 FTE)

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

Calls



Police Arrests & Cases



2020 – 2021 Accomplishments

- Hired, completed training on new dispatcher – still have jailer program to complete
- Hired Josh Connolly as Police Officer, completed FTO and currently in academy
- Hired Dustin Connolly as Police Officer, completed FTO Training / completed recertification academy
- Signed up for Police One Training / On Line Based Training Program, several agencies in AK are using and gives Officers APSC Credited Training Hours
- BlackPoint IT set up, installed new server. New computers set up, for officers, dispatchers and court system
- Secured contacts for DMV / AST / USFS / KPD
- Renewed ongoing PED commitments / secured funding
- Identified new DMV Agent, training started, mostly completed, will have additional training in 2022 budget
- Secured a 2015 Tahoe to replace older police vehicle. Hasn't been acquired, should have before July 1, 2021
- Completed training staff on new UCR Process and reporting; went live on 01/01/2021
- McKenna Holloway is in process of being trained, certified on TWIC / TSA / Hazmat Prints, should be signed off, by 6/2021

Upcoming Projects

- Obtain SART Training / Ofc. D. Connolly / J. Connolly
- Radar Certification for Ofc. D. Connolly / J. Connolly
- Selecting new staff member to become CDL / Motorcycle Testing Certified
- Funding for another Tahoe, to replace another older police vehicle
- Continue working with KPD to get ALMR Radio's / set up and working / talk groups
- Work with Craig Fire / Craig EMS, get ALMR Radios for their vehicles.
- Obtain new digital video/audio recording system for Jail & PD

2021 – 2022 Goals

- Obtain Police Officer Certifications for Josh Connolly and Dustin Connolly
- Complete jailer training program, for new officers / dispatchers
- Complete revisions of Title 4 city code / Boat Harbor
- Complete Policy Updates, Police Department and Jail
- Keep working with State / DOC / USFS / KPD on contracts for:
 - Jail / DMV / Dispatching Agreements / PED / EM
- Get Ofc. J. Connolly SART Certified
- Keep seeking funding sources for training, officers, and dispatcher.
- Send Sgt. Medina to First Line Supervisors Training
- Send Dispatch Supervisor Traci McIntire to First Line Supervisors Training

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Police & Jail Expenditures</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	494,247	517,835	533,269	549,339	574,090	582,520	1%
Benefits & Unemployment	340,303	308,358	326,197	321,618	336,473	338,584	1%
Contracted Services	2,313	4,952	4,200	3,825	7,020	8,920	27%
Employee Travel, Education, & I	7,021	7,768	3,300	5,350	3,000	3,000	0%
Materials & Supplies	49,229	52,373	46,000	43,000	47,500	49,500	4%
Utilities	30,041	25,957	29,288	29,742	27,000	27,000	0%
Repairs & Maintenance	0	0	0	0	0	0	0%
Insurance	13,200	7,860	8,722	29,414	29,414	29,414	0%
Recording/Permits & Misc.	2,921	2,091	425	300	2,200	2,200	0%
Credit Card Fees	0	50	0	0	0	0	0%
Equipment	-1,915	2,330	9,500	40,000	15,000	10,650	-29%
Capital Improvement		2,890				15,000	
Police & Jail Expenses	937,360	932,464	960,901	1,022,588	1,041,697	1,066,788	2%

Police

FY 2022

	<u>Acct #</u>		<u>Amount</u>
Salaries	16-5100	582,520	582,520
Benefits	16-5200	338,584	338,584
Contract Services	16-5330		8,920
Blackpoint Backup		5,520	
Stencial & Blackpoint-Jail	16-5330.01	2,500	
Crime Star		900	
Travel & Education			3,000
Travel	16-5410	2,000	
Education	16-5420	1,000	
Materials & Supplies	16-5510		49,500
Uniforms		2,500	
Office supplies	16-5510	6,000	
Supplies - Jail	16-5510.01	5,000	
Food - Jail	16-5519.01	20,000	
Postage	16-5520	500	
Postage - Jail	16-5520.01	500	
Freight	16-5525	500	
Freight - Jail	16-5525.01	500	
Vehicle Fuel (4000 @3.50)	16-5652	10,614	
Vehicle Fuel (4000 @3.50) - Jail	16-5652.01	3,386	
Utilities			27,000
Electric	16-5610	5,370	
Electric - Jail	16-5610.01	6,630	
Heating (1600gal @ \$4.00)	16-5620	743	
Heating (1600gal @ \$4.00) Jail	16-5620.01	4,257	
Telephone	16-5630	5,958	
Telephone - Jail	16-5630.01	4,042	
<i>Water, Sewer, Garbage</i>		0	
Maintenance & Repairs	16-5710		
Vehicle Repairs	16-5700		
Building & Grounds Maint	16-5750		
Advertising	16-5840	500	500
Licensing Vehicles & Software	16-5845	200	200
Credit Card Fees		1,500	1,500
Insurance	16-5850		29,414
General Liability		15,937	
General Liability-Jail	16-5850-01	8,063	
Property Liability		1,626	
Vehicle		3,788	
Small Equipment	16-6200		650
Scanner/Printer - Jail	16-6200.01	650	
Equipment >5000	16-6300		10,000
Video-Audio		10,000	
Capital Improvements	16-6500		15,000
Vehicle - Tahoe		15,000.00	
TOTAL		\$1,066,788	\$1,066,788

RECREATION

GENERAL FUND

Personnel: Director (1 FTE)

1. Enhance the quality of life in our community.
2. make Craig an even more desirable place to live and have a family.
3. Provide activities to connect youth to the community.
4. Involve youth and families in healthy activities and promote volunteerism and pride in their community.
5. Provide activities for all community members.
6. Promote all Recreation Activities and community events thru the weekly radio show, newspaper articles, calendar and Facebook posts, email and posters, interagency meetings,
7. Work with the Craig City School District, Civil Air Patrol, the Seibukan Karate DoJo, Girl Scouts, Boy Scouts, The Craig Child Care Center and other groups.

2020-21

- We had full programming until mid March 2020, when the governor recommended that the state close due to the worldwide pandemic.
- We did manage to pull off a distanced ballet recital as the state closed down.
- Operated volleyball league.
- After the shutdown I helped Brian Templin with a mask making and distribution program.
- Cleaned and organizing the facilities.
- 4th of July program.
- Working on a handbook of my job.
- When school opened back up, we started to add safe programming. It has moved to Saturdays at 4
- A small bazaar was held on March 27 and it was a success.
- The counter at the Youth/Rec Center has been redone and looks great.

2021-2022

- The Craig Centennial will be held March 1, 2022. The committee has lots of fun things planned.
- We are planning the Craig 4th of July
- There will be a King Salmon Derby and we will wait to see if we can have a celebration, perhaps an outdoor bbq.
- Keep implementing community clean up
- Paint doors at City Gym

So a lot has been accomplished and there is still a lot to do. I will be retiring June 30, 2022 so the City of Craig will need to hire and train a new Recreation director.

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT REVENUES**

<i>Recreation Expense</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	45,420	44,653	45,484	53,362	37,606	40,606	8%
Benefits & Unemployment	32,247	27,119	24,091	25,772	24,745	25,537	3%
Contracted Services	4,679	5,693	5,000	3,600	3,600	1,500	-58%
Employee Travel, Education, & Dues		0					
Materials & Supplies	2,198	2,688	2,500	2,000	1,050	4,025	283%
Utilities	12,471	11,874	15,938	17,140	13,000	13,000	0%
Repairs & Maintenance		7	0	0	1,000	2,600	160%
Insurance	2,317	3,696	4,095	4,630	4,630	4,630	0%
Recording/Permits & Misc.	24		0	0	0	0	0%
Equipment		0	2,415	3,500	800	1,439	80%
Capital Improvement			0	0	0	5,000	0%
Centennial Celebration						25,500	
Total Recreation Expenses	99,356	95,730	99,524	110,004	86,431	123,837	43%

Recreation

FY2022

	<u>Acct #</u>	<u>Amount</u>	
Salaries	24-5100	40,606	\$ 40,606
Benefits	24-5200	25,537	25,537
Contract Services	24-5330		1,500
Classes, Misc. Instructors		1,500	
Janitor			
Travel	24-5410		
Instructor			
Materials & Supplies	24-5510		4,025
T-Shirts -Soccer, V-Ball, B-Ball		800	
Office Supplies			
Misc.		1,100	
Postage	24-5520	25	
Upgrade Toys & Games		100	
Food/Supplies For After School Program		500	
Solid Door for Storage		1,500	
Centennial Celebration			25,500
Materials & Supplies	24-5510.01	25,500	
Utilities			13,000
Electric	24-5610	3,500	
Heating Fuel/City GYM (2500 gal @ \$4.00)	24-5620	6,000	
Heating Fuel/Youth Center (500GAL @ \$4.00)		2,000	
Telephone	24-5630	1,500	
Water, Sewer, Garbage		0	
Maintenance & Repairs			
Equipment Repairs	24-5750		2,600
Building Maintenance		500	
Landscape/Gravel		1,600	
Doors		0	
Bathroom Heaters		0	
CC Fees		500	
Insurance	24-5850	4,630	4,630
Equipment Purchases	24-6200		1,439
Heaters (Bathroom)		1,000	
Ping Pong, Pickle Ball, Badmitten Tables		439	
Equipment Purchases >5000			5,000
Van		5,000	
Capital Improvements	24-6500		
TOTAL		\$123,837	\$123,837

PUBLIC WORKS

GENERAL FUND

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

The Public Works Department operates and maintains the city water and sewer utilities as well as collects garbage and maintains the streets. The Department also services and maintains the City's vehicles.

The Department assists and supports other Departments in the City as needed. The crew supports the Police Department by towing vehicles, the Harbors and Facilities Departments with equipment, materials and manpower.

2020 - 2021 Accomplishments

- Baseball concession/restroom facility lift station installed.
- Worked with CTA on the sidewalk projects to completion.
- Over 35 wind rings installed on garbage cans to date.
- Dog Salmon Creek bridge repair/ maintenance completed.
- Exercised approximately 80% of City of Craig water main valves.
- Clean up and repairs associated with three landslides.
- Re-stripped PSN road.
- Ten bear proof dumpsters installed in Shaan Seet.
- New Aluminum Sulfate chemical feeder installed at water treatment plant.
- Radio read meter system incorporated into the distribution system. 25 radios have been installed to date.

2021-2022 Goals

1. Streets:
 - ❖ Grade/add road material to water line road.
 - ❖ Grub ditch lines along PSN road within the 5.1 mile corridor.
 - ❖ Replace bridge at water line road.
 - ❖ Adjust grade and re-pour concrete sidewalk at Seventh St. and Beach Rd.
 - ❖ If asphalt is available, repair Main St. from Sixth St. to Fifth St.
 - ❖ Asphalt repairs to landslide areas on pavement.
2. Fleet Maintenance:
 - ✓ Develop preventive maintenance system.
 - ✓ Spring public auction for unused vehicles

**FY2022 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Public Works Expenditures</i>	FY2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Salaries	139,071	140,968	147,775	153,242	155,380	155,380	0%
Benefits & Unemployment	96,401	78,487	119,709	107,016	102,169	92,453	-14%
Contracted Services	1,456	5,288	720	8,220	720	720	-91%
Employee Travel, Education, & Due	11	4,771	0	0	0	0	0%
Materials & Supplies	23,841	27,089	30,600	25,850	28,850	30,850	19%
Utilities	13,810	13,938	18,138	18,886	14,800	14,800	-22%
Repairs & Maintenance	39,683	17,635	25,000	25,000	68,200	68,200	173%
Insurance	3,774	6,864	7,612	7,798	7,798	7,798	0%
Recording/Permits & Misc.	915	7,962	100	0	0	0	0%
Equipment	7,830	3,388	0	0	0	25,000	0%
Capital Improvement			2,000	0	5,800	104,000	100%
Total Public Works Expenses	326,792	306,390	351,654	346,012	383,717	499,201	44%

Public Works

FY 2022

	Acct #	Amount	
Salaries	15-5100	155,380 \$	155,380
Employee Benefits	15-5200	92,453	92,453
Contractual Services	15-5300		720
Drug Testing	15-5350	720	
Travel & Education			
Misc Travel	15-5410		
Training	15-5420		
Dues	15-5430		
Material & Supplies			30,850
Misc Supplies	15-5510	15,000	
Gravel and Sand			
Equipment Fuel (2000 @4.00)	15-5550	8,000	
Vehicle Fuel (1500@3.50)	15-5552	5,250	
Propane		100	
Freight	15-5525	2,500	
Utility			14,800
Electricity, Street Lights	15-5612	7,000	
Electricity	15-5610	4,500	
Heating Fuel	15-5620		
Telephone/DSL	15-5630	3,300	
Water, Sewer, Garbage			
Repairs & Maintenance			68,200
Equipment Repairs	15-5720	50,000	
Street Light Maint.	15-5710	1,200	
Building maint.	15-5750	2,000	
Department Fleet Maint.			
Snow Plow Repair		15,000	
Miscellaneous			
Advertising	15-5840		
Vehicle Licensing	15-5845		
Insurance	15-5850		7,798
Property Liability		3,731	
General Liability		1,300	
Auto		2,767	
Small Equipment	15-6200		
Equipment > \$5000	15-6300		25,000
Sander		25,000	
Capital Investments (10% Depreciation)			\$104,000
Dump Truck		42,000	
Utility Truck		40,000	
Excavator		22,000	
TOTAL		499,201	<u><u>\$499,201</u></u>



**Enterprise Fund
Fiscal Year 2022**

2021-2022 Goals

3. Water distribution:

- Exercise all water main valves, and document with GPS location.
- Flush and number all hydrants, and document with GPS location.
- Continue installation of radios on all meters.
- Develop preventative maintenance plan.

4. Waste water treatment:

- Repair drainage from second floor wash down drains.
- Install new type of insulation in main building.
- Replace rotted sections of security fencing.
- Roof repairs
- Develop preventative maintenance plan.

5. Sewer collections:

- Install 50 manhole inserts to reduce storm water infiltration.

6. Water treatment plant:

- ❖ Complete treatment study on volume increase potentials.
- ❖ Install new soda ash machine.
- ❖ Develop preventative maintenance plan.

7. Solid waste:

- ✚ Work with fish and game to apply for grant money for self-locking lid type garbage cans.

Enterprise Water Fund FY22

Water Revenues	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Metered service	\$ 242,490	\$ 285,021	\$ 300,000	\$ 310,080	\$ 319,382	\$ 319,382	0%
Non-metered service	6,893	9,060	4,800	4,896	4,896	4,896	0%
Meter sales	5,117	3,217	1,000	1,000	1,000	1,000	0%
Turnoff notice fee	50	275	1,000	1,000	1,000	1,000	0%
Reconnection fee	440	0	500	500	500	500	0%
Interest	14						
Water Rev. from Other Departments					16,090	16,090	0%
Total Operations Revenue	255,004	297,573	307,300	317,476	342,868	342,868	0%
Transfer from Endowment Fund				125,000	44,070	22,000	-50%
Total Revenue and Endowment Fund					386,938	364,868	-6%
Water Expenses							
Salaries	151,536	129,877	142,562	131,908	134,003	134,003	0%
Benefits & Unemployment	154,663	65,772	84,459	81,029	72,557	70,577	-3%
Contracted Services	8,195	8,560	8,000	85,000	14,000	14,000	0%
Employee Travel, Education, & Dues	957	1,316	-	3,935	3,935	3,935	0%
Materials & Supplies	66,466	67,239	51,600	57,475	62,400	67,400	8%
Utilities	56,446	55,789	59,400	57,400	57,400	57,400	0%
Repairs & Maintenance	10,025	3,630	10,000	10,000	10,000	10,000	0%
Insurance	4,194	7,896	8,800	8,800	8,800	8,800	0%
Recording/Permits & Misc.	2,167	248	8,850	50	50	50	0%
Equipment	1,031	25010	22000	59,310	29,420	19,820	-33%
Admin Support						20,893	
Capital Improvement	-		-	5,000	54,070	32,000	-41%
Total Operations Expenses	455,680	365,337	395,671	499,907	446,635	438,879	
Debt Service							
Interest	2319.00	7103.00	5205.00	8737	8737	8,737	
Debt Retirement	19782	19884	19991	16459	16264	16,264	
Total Debt Service	22101.00	26987.00	25196.00	25196	25001	25,001	
Operating Expense + Debt Service					471,636	463,880	
Total Water Revenues	255,004	297,573	307,300	442,476	386,938	364,868	
Total Water Expenses	477,781	392,324	420,867	525,103	471,636	463,880	
Net Revenue (Expense)	\$ (222,777)	\$ (94,751)	\$ (113,567)	\$ (82,627)	\$ (84,698)	\$ (99,012)	
Operating Revenue - Expense						-99,012	

Water-Operational Expenses**FY 2022**

	Acct #		Amount
Salaries	22-5100	\$ 134,003	\$ 134,003
Employee Benefits	22-5200	70,577	70,577
Admin Support			20,893
Billing WSG		20,893	
Contract Services	22-5350		14,000
Laboratory testing		3,500	
Boreal Controls		6,500	
CC Fees		4,000	
Employee Travel, Education, & Dues			3,935
Travel	22-5410	2,000	
Water/Wastewater CEU	22-5420	1,000	
Dues		935	
Material & Supplies			67,400
Misc Supplies	22-5510	20,000	
Chemicals	22-5515	30,000	
Postage	22-5520	600	
Freight	22-5525	16,000	
Equipment Fuel (250 gal @ 3.50)	22-5650	800	
Utilities			57,400
Electric	22-5610	55,000	
Heating Fuel	22-5620		
Telephone	22-5630	2,400	
Sewer, Garbage			
Maintenance & Repairs			10,000
Equipment Repair	22-5700	5,000	
Building & Grounds Maintenance	22-5750		
Shop Supplies			
Treatment Plant repairs		5,000	
Recording/Permits & Misc.			8,850
Advertising	22-5440		
Vehicle Licensing	22-5445	50	
Insurance	22-5550	8,800	
Permits			
Credit Card Fees	22-5925		
Small Equipment Purchases	22-6200		1,000
King Heater		1,000	
Equipment Purchases >5000	22-6300		18,820
Radio Read Meters		18,820	
Capital Improvements	22-6500		32,000
Clean & Test Water Tank (Steel Tank)		10,000	
Excavator		22,000	
Debt Service			25,001
Interest			25,001
Water End Connection Loan	22-7100	8,737	
Water Line Loan		16,264	
Capital Investments (10% Depreciation)			
TOTAL		463,880	<u><u>\$ 463,880</u></u>

Wastewater-Operational Expenses**FY 2022**

	<u>Acct #</u>		<u>Amount</u>
Salaries	21-5100	77,087	\$ 77,087
Benefits	21-5200	43,766	43,766
Admin Support			20,893
Billing WSG		20,893	
Contractual Services	21-5310		11,800
Laboratory Fees		3,500	
Sludge disposal		3,300	
Boreal Controls		1,000	
Tyler Pump Truck			
CC Services		4,000	
Education & Training	21-5420		1,280
Water/Wastewater CEU			
Wastewater cert renewal	21-5430		
WEF/AWWMA dues, city-wide share w/water		1,280	
Other			
Materials & Supplies	21-5510		8,200
Safety			
Shop Supplies		3,000	
Chemicals		1,500	
Postage	21-5520	600	
Freight	21-5525	1,500	
Equipment Fuel (500@3.50)	21-5650	1,600	
Utilities	21-5610		55,741
Electricity, treatment plant		34,000	
8 lift stations,		13,000	
Telephone	21-5630	2,400	
Water, Garbage		6,341	
Maintenance & Repairs	21-5710		4,000
Repairs		4,000	
Pump Stations			
Building Maintenance	21-5750		
Recording/Permits & Misc.			5,450
DEC wastewater disposal permit			
Vehicle Licensing	21-5845		
Insurance	21-5850	5,450	
Bad Debts	21-5930		
Small Equipment Purchase	21-6200		1,000
Hot Water Tank		1,000	
Equipment Purchase >5000			37,500
Excavator		22,000	
5 HP Submersival Pump		7,500	
Fence		8,000	
Capital Investments (10% Depreciation)			
TOTAL		266,717	<u><u>\$ 266,717</u></u>

Enterprise Garbage Fund FY 2022

Garbage Revenues	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Collection Fees, incl Live Aboard	\$ 290,779	\$ 302,708	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	0%
Dumpster Sales		\$ (200)					
Garbage Exp. From other Depts.					0	7,280	0%
Dumpster Rental			0				
Total Operations Revenue	290,779	302,508	315,000	315,000	322,280	322,280	0%
Garbage Expenses							
Salaries	36,651	43,657	40,313	37,896	38,295	38,295	0%
Benefits & Unemployment	48,589	34,586	43,457	38,442	33,983	27,152	-20%
Contracted Services	201,536	185,290	212,500	207,500	211,500	211,500	0%
Employee Travel, Education, & Dues			0	0	0	0	0%
Materials & Supplies	6,460	7,686	7,000	9,300	9,300	9,300	0%
Utilities		149	0	500	500	500	0%
Repairs & Maintenance	0	3,607	5,000	5,000	7,500	7,500	0%
Insurance	2,252	3,312	3,700	3,500	3,500	3,500	0%
Recording/Permits & Misc.	2,127	120	0	0	0	0	0%
Equipment	754		0	0	4,000	0	-100%
Admin Support						20,893	
Capital Improvement						40,000	
Total Garbage Expenses	298,369	278,407	311,970	302,138	308,578	358,641	16%
Total Water Revenues	290,779	302,508	315,000	315,000	322,280	322,280	0%
Total Water Expenses	298,369	278,407	311,970	302,138	308,579	358,641	16%
Net Revenue (Expense)	\$ (7,590)	\$ 24,101	\$ 3,030	\$ 12,862	\$ 13,701	\$ (36,361)	-365%
Operating Revenue - Expense						-36,361	

Garbage-Operational Expenses**FY 2022**

	<u>Acct #</u>		<u>Amount</u>	
Salaries	23-5100	\$	38,295	\$ 38,295
Benefits	23-5200		27,152	27,152
Admin Support				20,893
Billing WSG			20,893	
Contract Services	23-5330			211,500
Dump Fees	23-5350		200,000	
HHW program	23-5350		7,500	
CC Fees			4,000	
Travel	23-5410			
Materials & Supplies				9,300
Misc Supplies	23-5510		3,500	
Postage	23-5520		600	
Freight	23-5525			
Equipment Fuel	23-5650		5,200	
Utilities				
Telephone Burn pit internet	23-5630		500	500
Water, Sewer, Garbage				
Maintenance & Repairs				7,500
Equipment Repairs	23-5710		5,000	
Dumpster Repair				
Wind Ring			2,500	
Recording/Permits & Misc.				3,500
Advertising	23-5840			
Vehicle Licensing	23-5845			
Insurance	23-5850		3,500	
Credit Card Fees	23-5920			
Bad Debts	23-5930			
Small Equipment Purchase	23-6200			
Equipment Purchase > \$5000	23-6300			
Capital Improvement	23-6500			40,000
Bear Proof Garbage Cans			40,000	
TOTAL			<u>\$358,641</u>	<u>\$358,641</u>

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

Purpose: The city's harbor and ports provide safe and secure boat moorage for permanent commercial and sport fishermen. The harbor also has transient moorage for the summer marine traffic. The harbor provides electrical hookups, cranes for offloading, water, and waste disposal. The harbor department manages the boat haul out and storage at the JT Brown industrial park.

2020/2021 Accomplishments:

- Replace entire breakwater lighting system
- New LED lights in upper web loft.
- Install heating system in harbor response boat
- North Cove gangway improvements(to be completed this spring)
- Oil shed improvements
- Continue work on water systems on all dock and harbors
- Dock cart improvements. Welding and rebuilding as needed.
- Ice house maintenance to happen this spring.
- Harbor condition assessment survey work and planning.
- New heater for Ice house Penthouse.
- Installed new overhead lights to light JT Brown Boat yard.

2021/2022 Goals:

- Order lumber decking to replace sections of North cove and South cove floats.
- Design and install new water system for South cove harbor.
- Purchase 6 new dock carts
- Purchase new piling for two broken guard pile. One is located at the False island dock and the other is at the City dock. We plan to purchase the piling and have them on hand when a pile driving company comes to town.
- Purchase VHF radios and antennas to mount in harbor vehicles.
- Purchase two more pumps to use for vessel pump outs.
- Purchase and install camera security system for the JT Brown boat yard lower yard.
- Install lights on the outside of the boat yard shop.
- Design and purchase zincs for cathodic protection system for the False island dock. We plan to break this project up into two phases. This next fiscal year we will have the system designed and purchase the zinc anodes. The next year we would have the anodes installed.
- Have the boat hauler re-painted.

Enterprise Docks & Harbors Fund FY 2022

Dock & Harbor Revenues	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Permanent Moorage	85388	84528	97000	115000	115000	115000	0%
Transient Moorage	109855	102466	110000	105000	105000	105000	0%
Container Storage	15950	16295	14000	14000	14000	14000	0%
Outside Storage Fees	7273	9447	7000	7000	7000	7000	0%
Equipment Rental	1588	1950	1000	1000	1000	1000	0%
Crane User Fees	3585	2900	5000	5000	5000	5000	0%
Shower Fees	2092	2372	2000	2000	2000	2000	0%
Wharfage	2077	1195	2000	2000	2000	2000	0%
Launch Ramp Fees	2933	2976	3000	3000	3000	3000	0%
Electricity from Moorage	16670	16702	14000	14,000	14,000	14,000	0%
Impound Fees			1000	1,000	1,000	1,000	0%
Vessel Assist	684	525	1500	600	1,500	600	-60%
Grant Revenue		6270	0	0	0	0	0%
Other	2495	1000	1000	0	0	0	0%
Total Dock & Harbor Revenues	250,590	248,626	258,500	269,600	270,500	269,600	0%
Dock & Harbor Expenses							
Salaries	127,521	130,972	127,383	129,538	145,882	148,738	2%
Benefits & Unemployment	109,350	74,760	100,097	78,825	81,904	95,894	17%
Contracted Services	19,459	957	0	2,850	10,900	11,400	5%
Employee Travel, Education, & Dues	833	4,153	4,400	4,350	2,100	2,200	5%
Materials & Supplies	47,912	19,273	7,900	18,445	10,400	9,650	-7%
Utilities	32,744	30,935	40,675	62,868	44,592	44,592	0%
Repairs & Maintenance	10,155	31,110	22,450	14,400	17,000	108,050	536%
Insurance	18,412	22,478	21,330	24,000	24,500	24,000	-2%
Recording/Permits & Misc.	19,023	634	250	500	500	300	-40%
Equipment	1,696	28,187	1,000	0	1,500	1,650	10%
Capital Improvement	12,160		130,000	80,000	0	0	0%
Bad Debts							
Total Operational Expenses	399,265	343,459	455,485	415,776	339,278	446,475	32%
Total Harbor Revenues	250,590	248,626	258,500	269,600	270,500	269,600	0%
Total Harbor Expenses	399,265	343,459	455,485	415,776	351,470	446,475	27%
Net Revenue (Expense)	\$ (148,675)	\$ (94,833)	\$ (196,985)	\$ (146,176)	\$ (80,970)	\$ (176,875)	118%
Operating Revenue - Expense						(176,875)	

Docks & Harbors-Operational Expenses**FY 2022**

	<u>Acct #</u>		<u>Harbor</u>
Salaries	27-5100	\$ 148,738	\$ 148,738
Benefits	24-5200	95,894	95,894
Contract Services	27-5330		11,700
Crane Inspection		900	
CC Fees	27-5925	10,000	
CC Fees (Crane)		500	
Permit	27-5810	300	
Employee Travel, Education, & Dues	27-5430		2,200
Harbor Master Dues		150	
Harbor Master Conference	27-5410	350	
Misc. Education			
Harbormaster travel & hotel		1,700	
Materials	27-5510		9,650
Misc. Supplies		500	
Binoculars		300	
Harbor Office	27-5510.05	900	
Harbor Improvements		350	
Small Tools		200	
Harbor Bathrooms	27-5510.05 100	750	
Equipment Fuel (200@4.00)	27-5550	400	
Vehicle Fuel (1500@3.50)	27-5552	5,500	
Advertising	27-5840	750	
Utilities	27-5610		44,592
Electricity Harbor Bldg.		3,000	
Electricity (Billable)		14,000	
Electricity (Grid)		1,000	
Electricity (St. Lights)		6,500	
Heating Fuel		3,600	
Telephone		4,300	
Water, Sewer, Garbage		12,192	
Maintenance	27-5700		108,050
North Cove Supplies		44,950	
Gangway upgrades		0	
Electrical		500	
Finger Float Repair		25,000	
Decking & Bolts		10,000	
Response boat		1,200	
Water Pedestals		500	
Dock cart maintenance		750	
freight		7,000	
South Cove Supplies		30,100	
South Cove Water System Replacement		12,000	
Water Pedestals		150	
Dock Cart Maintenance		750	
Electrical		200	
Decking & Bolts		10,000	
freight		7,000	
City Pier, Dock & Old Fuel Dock		33,000	
Cross Bracing and Bolts		8,000	
Rebuild sections of water line		0	
Crane repairs			
New Guard Piling		25,000	
Freight		1,200	
Float Plane Dock			
Decking & Bolts			
freight			
Boat Hauler			
Insurance			24,000
General Liability	27-5800	24,000	
Bad Debts			
Equipment Purchases	27-6200		1,650
Honda gas pump 1 inch		500	
3 VHF radios & Antenna's		750	
Electric Submersible Pump		400	
Capital Improvements	27-6300		
		\$ 446,475	\$ <u>446,475</u>

Enterprise JT Brown Industrial Park Fund FY 2022

<i>Revenues,</i>	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
PMS Lease	90000	90000	90000	\$96,510	\$96,510	96,510	0%
Silver Bay Lease	245215	158992	158992	158,992	158,992	333,992	110%
Other Leases	14988	18631	15531	17,587	17,587	17,587	0%
Ice Revenue	77327	114612	85000	80,000	80,000	80,000	0%
Storage & Other Revenue	28367	38857	32000	20,000	33,000	33,000	0%
Haulout Revenue	6289	30160	24000	24,000	24,000	24,000	0%
Power Revenue	3142	2374	7500	3,100	7,500	7,500	0%
Total Operational Revenues	\$465,328	\$453,626	\$413,023	\$400,189	\$417,589	\$592,589	42%
Operational Expenses							
Salaries	69,483	105,614	86,791	88,625	91,856	93,421	2%
Benefits & Unemployment	34,487	33,169	41,465	42,004	37,594	33,790	-10%
Contracted Services	391	1847	1800	15,500	1,900	1,900	0%
Materials & Supplies	13,879	7,318	12,200	17,800	6,500	49,975	669%
Utilities	44,988	45,903	58,535	52,782	53,336	53,336	0%
Repairs & Maintenance	116,034	7,785	5,000	4,000	3,300	17,500	430%
Insurance	6,095	11,112	9,281	12,000	12,300	12,325	0%
Recording/Permits & Misc.	1,925	325	325	325	0	0	0%
Equipment	-	10,570	1,500	0	0	0	0%
Capital Improvement	-	51,905	-	0	0	97,000	0%
Interest							
Total Operational Expenses	287,282	275,548	216,897	233,036	206,786	359,246	74%
Total JT Brown Ind. Park Revenues	465,328	453,626	413,023	400,189	417,589	592,589	42%
Total JT Brown Ind. Park Expenses	287,282	275,548	216,897	233,036	211,622	359,246	70%
Net Revenue (Expense)	\$ 178,046	\$ 178,078	\$ 196,126	\$ 167,153	\$ 205,967	\$ 233,343	13%
Operating Revenue - Expense						233,343	

\$448,089

JT Brown Industrial Park

FY 2022

	<u>Acct #</u>			
Salaries	28-5100		\$ 93,421	\$ 93,421
Benefits	28-5200		33,790	33,790
Contract Services	28-5330			1,900
Crane inspection			900	
CC Fees			1,000	
Materials	28-5510			49,975
Boat Yard			2,600	
Camera System for lower boat yard		300		
Misc Tools & Supplies		1,500		
Outside lighting for haulout building		400		
Workbench lighting		150		
Boat Stand maintenance		250		
Boat Launch				
False Isand Pier			36,500	
Zinc Cathodic Protection Design Build		30,000		
Paint & Supplies		0		
Freight		1,500		
Piling		5,000		
Icehouse			10,875	
Salt		4500		
Lumber		0		
DEC Permit		325		
Repairs		2,500		
Refrigerant		2,000		
Misc Postage	28-5520	50		
Misc Freight	28-5525	1500		
Utilities	28-5610			53,336
Electricity			46000	
Telephone			1500	
Water, Sewer, Garbage			4,836	
Propane to heat shop			1,000	
Maintenance	28-5700			17,500
Ice House Maintenance			2,500	
Boat Hauler Maintenance			15,000	
Insurance				
General Liability	28-5800			12,325
Property Liability			12000	
Vehicle				
Permits	28-5810.02 100		325	
Advertising				
Equipment Purchases	28-6200			
Capital Improvements	28-6500			97,000
Cathodic Protection			97000	
Capital Reserve				
			\$ 359,246	\$ 359,246

Enterprise Cannery Fund FY 2022

Revenues, Cannery	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	% Change
Storage	\$8,884	\$8,105	\$7,000	\$7,000	\$7,000	\$7,000	-14%
Material Sales							
<i>Total Craig Cannery Revenues</i>	<u>\$8,884</u>	<u>\$8,105</u>	<u>\$8,105</u>	<u>\$7,000</u>	<u>\$7,000</u>	<u>\$7,000</u>	-14%
Cannery Expenses							
Salaries							
Benefits & Unemployment							
Contracted Services			0	\$0	\$0	\$50,000	0%
Employee Travel, Education, & Dues							
Materials & Supplies	92	40	0	880	200	750	275%
Utilities	1465	1564	2100	3,100	1,600	1,600	0%
Repairs & Maintenance	156	136	2750	1,000	1,000	0	-100%
Insurance	0	960	31	1,020	1,020	1,020	0%
Recording/Permits & Misc.							
Equipment		0	2000	0	0	0	0%
Capital Improvement				1,000	1,000	0	-100%
<i>Total Craig Cannery Expenses</i>	<u>1,713</u>	<u>2,700</u>	<u>6,881</u>	<u>7,000</u>	<u>4,820</u>	<u>53,370</u>	1007%
Total Cannery Revenues	8,884	8,105	8,105	7,000	7,000	7,000	0%
Total Cannery Expenses	1,713	2,700	6,881	7,000	4,820	53,370	1007%
Net Revenue (Expense)	\$ 7,171	\$ 5,405	\$ 1,224	\$ -	\$ 2,180	\$ (46,370)	

Cannery

FY 2022

Contract Services	28-5810		
Site Planning	28-5330	\$	50,000
Ground Maint			0
Materials			750
Door		750	
Electric	28-5610		1,600
Garbage			0
Insurance	28-5550		1,020
Equipment Purchase	28-6200		
Capital Improvements	28-6206		0
	TOTAL		<u><u>\$53,370</u></u>

CRAIG SCHOOL IN-KIND & BILLED SERVICES

IN-KIND SERVICES

SCHOOL SEASON:

WATER

High School (metered)	\$834.66				\$834.66	100-000-600-431	168000	gallons
Middle School	\$50.13 x	3.65	x	(per every 20)	\$1,646.77	100-100-600-431		
Elementary	\$50.13 x	5.95	x	(per every 20)	\$2,684.46	100-300-600-431		
Staff Trailer	\$50.13 x	1	x	Dwelling	\$451.17	390-600-431		

SEWER

High School (metered)					\$990.00	100-000-600-431		
Middle School	\$66.40 x	3.65	x	(per every 20)	\$2,181.24	100-100-600-431		
Elementary	\$66.40 x	5.95	x	(per every 20)	\$3,555.72	100-300-600-431		
Staff Trailer	\$66.40	1		Dwelling	\$597.60	390-600-431		

GARBAGE

HS Dumpsters	\$336.00 x	2	x	3x/week @\$112	\$6,048.00	100-000-600-431		
MS Dumpsters	\$336.00 x	2	x	3x/week @\$82ea	\$6,048.00	100-100-600-431		
Elem Dumpsters	\$336.00 x	3	x	3x/week @\$82ea	\$9,072.00	100-300-600-431		
Staff Trailer	\$112.00 x			x		390-600-431		

WOOD HEAT

<u>Operational</u>								
Elementary School	\$112.67 X	0.333	X	243 days	\$8,779.47	100-300-600-438		
Middle School	\$112.67 X	0.333	X	243 days	\$8,779.47	100-100-600-438		
<u>Maintenance</u>								
Elementary School	\$9,927.62 x	0.333	x	1	\$3,305.90	100-300-600-438		
Middle School	\$9,927.62 x	0.333	x	1	\$3,305.90	100-100-600-438		

SUMMER SEASON:

WATER

MS	\$50.13 x	3	x	Dwellings	\$451.17	100-100-600-431		
Elementary	\$50.13 x	3	x	Dwellings	\$451.17	100-300-600-431		
Staff Trailer	\$50.13 x	1	x	Dwelling	\$150.39	390-600-431		

SEWER

MS	\$66.40 x	3	x	Dwellings	\$597.60	100-100-600-431		
Elementary	\$66.40 x	3	x	Dwellings	\$597.60	100-300-600-431		
Staff Trailer	\$66.40 x	1	x	Dwelling	\$199.20	390-600-431		

GARBAGE

HS Dumpsters	\$336.00 x	1	x	3x/week @\$82ea	\$1,008.00	100-000-600-431		
MS Dumpsters	\$336.00 x	1	x	3x/week @\$82ea	\$1,008.00	100-100-600-431		
Elem Dumpsters	\$336.00 x	1	x	3x/week @\$82ea	\$1,008.00	100-300-600-431		

ROAD MAINT.

HS Snow Removal	\$125.00 x	30	x	hours	\$3,750.00	100-000-600-442		
Elem Snow Removal	\$125.00 x	10	x	hours	\$1,250.00	100-300-600-442		
School Road lighting					\$926.00	100-300-600-436		

FY19-20 CRAIG SCHOOL IN-KIND SERVICES	\$69,677.49
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BILLED SERVICES

Elementary Swim Lessons	\$3,005.00	100-300-100-412
High School PE	\$6,131.00	100-000-100-412
Middle School PE	\$3,646.00	100-100-100-412
High School Swim Team	\$6,150.00	100-000-100-412

FY19-20 CRAIG SCHOOL BILLED SERVICES	\$18,932.00
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CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: May 27, 2021
RE: June Staff Report

1. Meeting with Senate Delegation Staff

Staff from the offices of our US Senators will be on POW Island on Saturday, June 5 to meet with the city council and others to discuss proposed new ANCSA corporation land selections on POW, and other topics of interest to the council. The staff plans a meeting with the POWCAC membership later in the day. Please plan to attend the Saturday morning meeting, and let me know if there are particular issues you would like to bring up with the staff. The city council meeting is set for 9:00 a.m. at city hall.

2. ARPA Funding

While much uncertainty still exists, the US Treasury department did issue additional guidance on American Rescue Plan Act funding. I have not yet had the chance to read the guidance, but must do so before long. It appears that the city may qualify for about \$100,000 more from ARPA than I had originally estimated. Once we have read the guidance, staff will develop recommendations for the council on management of the funding.

3. POW RAC Funds

As a follow up to this item in my May staff report, it appears that the US Forest Service may be able to reassemble the old POW Resource Advisory Council with mostly POW residents to make recommendations on the local use of some \$500,000 of Title II funds from the federal Secure Rural Schools program. The USFS is likely, later this year, to consolidate the many Tongass-based RACs to just a few subregional RACs, meaning that POW might share a RAC with Ketchikan or Wrangell/Petersburg, or some other area in southern SE Alaska. As I reported last month, Michael Kampnich and I will work with Forest Service staff to encourage them to reappoint past RAC members for one last POW-based group to ensure the Title II funding benefits POW communities.

4. FY 2022 Budget Documents.

Final preparation of the budget and associated utility rate structure occupied much of my time in May. The budget documents will come to the council starting with the June 3 meeting. The utility rate ordinance will follow in July.

5. Travel Schedule

None scheduled.

CITY OF CRAIG
MEMORANDUM

May 27, 2021

To: City Council

From: Sheri Purser, Treasurer

Re: Monthly Report

The April monthly financial reports are included.

Jon and I have met with the budget committee through out the month of May. May 19th the committee had approved for the FY22 budget to be brought to the council. I have submitted it in this packet. May 12, we met with the council to talk about the revamp of the utility rates. The committee asked us to do some adjustments on a few things and asked for us to come back and present it to them. We met again on May 26th and showed the committee the adjustments. They seemed pleased with what was presented. We are now working towards presenting it to the council and the public in the future.

Christine Harrington came this week to work on FY20 Audit. I dropped her and her assistant back to the airport today. They will finish doing the audit back in Sitka and ask for things to be emailed. She is hoping to have us a financial report in a few weeks.

We are preparing for the year end for the FY21 which is ending June 30. Christine Harrington has mentioned she would like to come back at the end of August to do the Audit for FY21.

We are having the meetings for the Emergency Operation Incident Management Team. We have changed meetings to 1 time a month 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.

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

City of Craig
Cash Balances
4/30/2021

General Fund

Deposit Clearing Account	51,121.11
Checking - First Bank	3,506,989.85
Checking - Wells Fargo	20,923.07
Petty Cash	325.00
Petty Cash-Harbors	200.00
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	134.95
Petty Cash- Library	150.00
Special Recreation Savings	1,941.55
Wells Fargo CD Saving Account	<u>510,865.65</u>
Total	<u>4,092,901.18</u>

Restricted Fund

Cares Fund Checking	0.01
Cash, Police Fund	51,444.19
Cash Evidence, Police	4,413.78
Police Petty Cash	781.17
Cash Equipment Fund	555,671.02
Cash Hatchery Salmon Derby	2.22
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	25,014.04
MM Invest Muni Land	568,283.35
Hatchery Saving Account	55,256.68
Cash MMkt NFR -School FB	61,541.51
Cash Invest School Funds APCM	3,085,520.15
Accrued Interest, School	<u>9,484.00</u>
Total	<u>4,440,667.58</u>

Endowment

Cash Held Endowment	66,321.81
Fixed Inc. Investment Endowment	4,286,110.45
Accr. Int., Endowment	18,558.63
Equity Invest., Endowment	6,472,454.10
Unrealized Gain/Loss Endowment	238,034.64
Unrealized Gain/Loss Equity, Endowment	<u>2,033,440.01</u>
Total	<u>13,114,919.64</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
02a. Craig Gov Rev

April 30, 2021

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of
01 00.4000.00 000 Property Tax	0	671,234	660,000	11,234	102
01 00.4050.00 000 Sales Tax	166,969	1,015,898	971,550	44,348	105
01 00.4051.00 000 1% Sales Tax for School	55,659	345,212	320,850	24,362	108
01 00.4052.00 000 Alaska Remote Sales Tax	5,851	57,058	0	57,058	0
01 00.4053.00 000 1% Sales Tax Pool & Rec	55,659	345,212	320,850	24,362	108
01 00.4055.00 000 Delinquent Sales Tax	0	1,500	0	1,500	0
01 00.4060.00 000 Liquor Sales Tax	20,367	89,016	120,000	(30,984)	74
01 00.4065.00 000 Transient Room Tax	1,400	14,021	20,000	(5,979)	70
01 00.4070.00 000 Property Tax Penalties	0	(5)	0	(5)	0
01 00.4080.00 000 Sales Tax Penalties	0	294	0	294	0
Total Local Taxes	305,905	2,539,440	2,413,250	126,190	105
01 00.4100.00 000 Property PILT Funding	1,944	305,401	289,500	15,901	105
01 00.4110.00 000 State Revenue Sharing	0	75,361	50,000	25,361	151
01 00.4111.00 000 Liquor Revenue Sharing	0	7,350	4,000	3,350	184
01 00.4112.00 000 Fish Bus Tax - DOR	0	153,110	50,000	103,110	306
01 00.4120.00 000 Shared Fish Tax - DCED	0	499	4,000	(3,501)	12
Total State Revenue	1,944	541,721	397,500	144,221	136
01 00.4200.00 000 COVID 19 Response Revenue	0	893,370	50,000	843,370	1,787
01 00.4220.00 000 EMS Service Fees	1,649	28,457	70,000	(41,543)	41
01 00.4250.00 000 EMS Training Fees	0	175	1,000	(825)	18
01 00.4255.00 000 EMS Estimated NonCollectable	0	0	(25,000)	25,000	0
01 00.4260.00 000 Aquatic Center Revenue	3,979	30,498	50,000	(19,502)	61
01 00.4270.00 000 Library Fees	0	447	1,000	(553)	45
01 00.4275.00 000 Recreation Revenue	1,400	4,746	17,000	(12,254)	28
01 00.4280.00 000 Senior Card Fees	100	810	3,000	(2,190)	27
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	155	905	0	905	0
01 00.4644.00 000 Access Permit Fees	(20)	5,794	8,000	(2,206)	72
01 00.4645.00 000 Subdivision Fees	0	105	0	105	0
01 00.4646.00 000 PSN Road Maintenance	0	87	27,000	(26,913)	0
Total Permits & Fees	7,263	965,394	202,100	763,294	478
01 00.4300.00 000 Property Lease/Rentals	1,691	45,257	63,000	(17,743)	72
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
01 00.4450.00 000 K Salmon Hatchery Support	0	14,561	0	14,561	0
Total Local Revenue	1,691	59,818	64,000	(4,182)	93
01 00.4700.00 000 Police-Fines,Citation	155	8,164	10,000	(1,836)	82
01 00.4703.00 000 Motor Vehicle Commision	7,378	56,528	60,000	(3,472)	94
01 00.4650.00 000 State Trooper Dispatch	1,625	7,875	7,200	675	109
01 00.4660.00 000 State Jail Contract Revenue	0	268,143	357,524	(89,381)	75
01 00.4661.00 000 State Jail Dental	0	133	0	133	0
01 00.4662.00 000 State Jail Prescription	0	61	0	61	0
01 00.4665.00 000 Klawock Dispatch	0	22,120	53,088	(30,968)	42
01 00.4670.00 000 Forest Service Dispatch	0	0	13,000	(13,000)	0
Total Public Safety Funds	9,158	363,024	500,812	(137,788)	72
01 00.4820.00 000 Interest Income (A/R)	181	1,200	1,000	200	120
01 00.4900.00 000 Misc Revenue	1,911	5,071	5,000	71	101
Total Other Revenue	2,092	6,271	6,000	271	105
Total Revenues	\$ 328,053	\$ 4,475,668	\$ 3,583,662	\$ 892,006	\$ 125

City of Craig
Revenue and Expense YTD & Budget
April 30, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Administration				
Total Personnel Expenditures	242,990	0	242,990	332,164
Total Benefits Expenditures	(78,715)	0	(78,715)	118,350
Total Contract Expenditures	133,912	0	133,912	162,200
Total Travel & Expenditures	4,942	0	4,942	11,745
Total Materials Expenditures	20,106	0	20,106	9,500
Total Utilities Expenditures	14,864	0	14,864	16,850
Total Repairs & Maint	3,946	0	3,946	3,260
Total Other Expenditures	32,194	0	32,194	26,020
Total Capital & Debt Expenditures	<u>4,178</u>	<u>0</u>	<u>4,178</u>	<u>8,000</u>
Total Expenditures	<u>\$ 378,417</u>	<u>\$ 0</u>	<u>\$ 378,417</u>	<u>\$ 688,089</u>
Excess Revenue Over (Under)	<u>\$ (378,417)</u>	<u>\$ 0</u>	<u>\$ (378,417)</u>	<u>\$ (688,089)</u>

Council				
Total Personnel Expenditures	13,425	0	13,425	13,520
Total Benefits Expenditures	10,344	0	10,344	16,612
Total Contract Expenditures	650	0	650	950
Total Travel & Expenditures	0	0	0	2,050
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	63	0	63	220
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 24,482</u>	<u>\$ 0</u>	<u>\$ 24,482</u>	<u>\$ 33,352</u>
Excess Revenue Over (Under)	<u>\$ (24,482)</u>	<u>\$ 0</u>	<u>\$ (24,482)</u>	<u>\$ (33,352)</u>

Planning				
Total Revenues	\$ 125,625	\$ 0	\$ 125,625	\$ 0
Total Personnel Expenditures	60,674	0	60,674	47,046
Total Benefits Expenditures	703,020	0	703,020	17,694
Total Contract Expenditures	381,400	0	381,400	6,500
Total Travel & Expenditures	5,055	0	5,055	0
Total Materials Expenditures	47,334	5,462	52,796	1,000
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	500
Total Other Expenditures	429,460	0	429,460	1,015
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 1,626,943</u>	<u>\$ 5,462</u>	<u>\$ 1,632,405</u>	<u>\$ 73,755</u>
Excess Revenue Over (Under)	<u>\$ (1,501,318)</u>	<u>\$ (5,462)</u>	<u>\$ (1,506,780)</u>	<u>\$ (73,755)</u>

Parks & Facilities				
Total Personnel Expenditures	100,565	0	100,565	137,652
Total Benefits Expenditures	47,936	0	47,936	67,197
Total Contract Expenditures	17,408	7,700	25,108	5,100
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	11,105	7,065	18,169	17,000
Total Utilities Expenditures	18,026	0	18,026	16,000

City of Craig
Revenue and Expense YTD & Budget
April 30, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Total Repairs & Maint	5,573	1	5,573	15,000
Total Other Expenditures	11,996	0	11,996	11,968
Total Capital & Debt Expenditures	<u>22,852</u>	<u>0</u>	<u>22,852</u>	<u>26,000</u>
Total Expenditures	<u>\$ 235,461</u>	<u>\$ 14,766</u>	<u>\$ 250,225</u>	<u>\$ 295,917</u>
Excess Revenue Over (Under)	<u>\$ (235,461)</u>	<u>\$ (14,766)</u>	<u>\$ (250,225)</u>	<u>\$ (295,917)</u>

Public Works				
Total Revenues	\$ 15,046	\$ 0	\$ 15,046	\$ 0
Total Personnel Expenditures	114,709	0	114,709	162,044
Total Benefits Expenditures	66,011	0	66,011	103,569
Total Contract Expenditures	28,174	0	28,174	720
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	64,565	31,627	96,193	27,350
Total Utilities Expenditures	16,959	0	16,959	14,900
Total Repairs & Maint	80,429	8,296	88,725	68,200
Total Other Expenditures	10,183	0	10,183	7,798
Total Capital & Debt Expenditures	<u>1,635</u>	<u>30,332</u>	<u>31,967</u>	<u>58,000</u>
Total Expenditures	<u>\$ 382,665</u>	<u>\$ 70,255</u>	<u>\$ 452,921</u>	<u>\$ 442,581</u>
Excess Revenue Over (Under)	<u>\$ (367,619)</u>	<u>\$ (70,255)</u>	<u>\$ (437,875)</u>	<u>\$ (442,581)</u>

Police				
Total Personnel Expenditures	493,905	0	493,905	589,296
Total Benefits Expenditures	(210,649)	988	(209,660)	336,473
Total Contract Expenditures	4,452	0	4,452	7,020
Total Travel & Expenditures	5,531	931	6,462	3,000
Total Materials Expenditures	48,626	7,987	56,614	47,500
Total Utilities Expenditures	19,150	0	19,150	27,000
Total Repairs & Maint	57	0	57	0
Total Other Expenditures	30,832	110	30,942	31,614
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>
Total Expenditures	<u>\$ 391,904</u>	<u>\$ 10,016</u>	<u>\$ 401,922</u>	<u>\$ 1,056,903</u>
Excess Revenue Over (Under)	<u>\$ (391,904)</u>	<u>\$ (10,016)</u>	<u>\$ (401,922)</u>	<u>\$ (1,056,903)</u>

EMS				
Total Revenues	\$ 50	\$ 0	\$ 50	\$ 0
Total Personnel Expenditures	113,166	0	113,166	152,636
Total Benefits Expenditures	(33,911)	0	(33,911)	60,157
Total Contract Expenditures	2,399	0	2,399	4,845
Total Travel & Expenditures	1,538	350	1,888	7,400
Total Materials Expenditures	11,582	(1,957)	9,626	18,650
Total Utilities Expenditures	7,544	0	7,544	4,900
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	5,516	0	5,516	6,351
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,200</u>
Total Expenditures	<u>\$ 107,834</u>	<u>\$ (1,607)</u>	<u>\$ 106,228</u>	<u>\$ 257,139</u>

City of Craig
Revenue and Expense YTD & Budget
April 30, 2021

	<u>Y-T-D Actual</u>	<u>Y-T-D Encumbrance</u>	<u>Total</u>	<u>Y-T-D Budget</u>
Excess Revenue Over (Under)	\$ (107,784)	\$ 1,607	\$ (106,178)	\$ (257,139)

Fire Department

Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	(156)	0	(156)	4,186
Total Contract Expenditures	12,510	0	12,510	5,400
Total Travel & Expenditures	2,852	0	2,852	2,700
Total Materials Expenditures	2,163	(721)	1,442	2,600
Total Utilities Expenditures	3,316	0	3,316	5,900
Total Repairs & Maint	367	0	367	1,000
Total Other Expenditures	4,165	0	4,165	4,827
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,000</u>
Total Expenditures	\$ 25,217	\$ (721)	\$ 24,496	\$ 30,613
Excess Revenue Over (Under)	\$ (25,217)	\$ 721	\$ (24,496)	\$ (30,613)

Library

Total Revenues	\$ 18,085	\$ 0	\$ 18,085	\$ 0
Total Personnel Expenditures	50,628	0	50,628	64,129
Total Benefits Expenditures	24,811	0	24,811	35,410
Total Contract Expenditures	3,914	(1,195)	2,719	2,900
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	20,179	(3,220)	16,961	7,000
Total Utilities Expenditures	5,514	0	5,514	10,600
Total Repairs & Maint	469	469	937	1,000
Total Other Expenditures	1,956	(22)	1,933	1,750
Total Capital & Debt Expenditures	<u>1,450</u>	<u>0</u>	<u>1,450</u>	<u>1,300</u>
Total Expenditures	\$ 108,921	\$ (3,968)	\$ 104,953	\$ 124,089
Excess Revenue Over (Under)	\$ (90,836)	\$ 3,968	\$ (86,868)	\$ (124,089)

Recreation

Total Personnel Expenditures	36,270	0	36,270	54,963
Total Benefits Expenditures	(5,207)	0	(5,207)	24,744
Total Contract Expenditures	1,440	0	1,440	3,600
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	1,606	0	1,606	1,050
Total Utilities Expenditures	13,151	0	13,151	13,000
Total Repairs & Maint	0	0	0	500
Total Other Expenditures	3,766	0	3,766	5,130
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>800</u>
Total Expenditures	\$ 51,026	\$ 0	\$ 51,026	\$ 103,787
Excess Revenue Over (Under)	\$ (51,026)	\$ 0	\$ (51,026)	\$ (103,787)

Aquatic Center

Total Personnel Expenditures	86,482	0	86,482	166,594
Total Benefits Expenditures	53,446	0	53,446	121,997
Total Contract Expenditures	257,951	0	257,951	6,400

City of Craig
Revenue and Expense YTD & Budget
April 30, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Total Travel & Expenditures	2,482	628	3,110	10,780
Total Materials Expenditures	19,641	2,372	22,014	23,800
Total Utilities Expenditures	91,304	(9,988)	81,316	126,000
Total Repairs & Maint	2,330	0	2,330	7,097
Total Other Expenditures	9,961	0	9,961	11,800
Total Capital & Debt Expenditures	<u>107,051</u>	<u>2,600</u>	<u>109,651</u>	<u>144,820</u>
Total Expenditures	<u>\$ 630,648</u>	<u>\$ (4,388)</u>	<u>\$ 626,261</u>	<u>\$ 619,288</u>
Excess Revenue Over (Under)	<u>\$ (630,648)</u>	<u>\$ 4,388</u>	<u>\$ (626,261)</u>	<u>\$ (619,288)</u>

Sewer				
Total Revenues	\$ 240,534	\$ 0	\$ 240,534	\$ 296,341
Total Personnel Expenditures	70,143	0	70,143	80,999
Total Benefits Expenditures	35,910	0	35,910	46,940
Total Contract Expenditures	7,554	134	7,688	7,800
Total Travel & Expenditures	1,280	0	1,280	1,280
Total Materials Expenditures	9,672	700	10,372	8,200
Total Utilities Expenditures	49,536	0	49,536	49,400
Total Repairs & Maint	6,220	2,606	8,826	4,000
Total Other Expenditures	14,040	0	14,040	5,450
Total Capital & Debt Expenditures	<u>7,679</u>	<u>0</u>	<u>7,679</u>	<u>34,000</u>
Total Expenditures	<u>\$ 202,034</u>	<u>\$ 3,440</u>	<u>\$ 205,474</u>	<u>\$ 238,069</u>
Excess Revenue Over (Under)	<u>\$ 38,500</u>	<u>\$ (3,440)</u>	<u>\$ 35,060</u>	<u>\$ 58,272</u>

Water				
Total Revenues	\$ 245,470	\$ 0	\$ 245,470	\$ 333,162
Total Personnel Expenditures	106,624	0	106,624	137,561
Total Benefits Expenditures	53,690	0	53,690	78,941
Total Contract Expenditures	8,688	0	8,688	10,000
Total Travel & Expenditures	1,023	(845)	178	3,935
Total Materials Expenditures	67,018	(7,768)	59,250	62,400
Total Utilities Expenditures	45,168	0	45,168	57,400
Total Repairs & Maint	10,967	0	10,967	10,000
Total Other Expenditures	10,709	0	10,709	12,850
Total Capital & Debt Expenditures	<u>121,412</u>	<u>0</u>	<u>121,412</u>	<u>108,390</u>
Total Expenditures	<u>\$ 425,299</u>	<u>\$ (8,613)</u>	<u>\$ 416,686</u>	<u>\$ 481,477</u>
Excess Revenue Over (Under)	<u>\$ (179,829)</u>	<u>\$ 8,613</u>	<u>\$ (171,216)</u>	<u>\$ (148,315)</u>

Other Fund Sources	0	44,070	44,070	0
Other Funding Sources/Outflows	0	44,070	44,070	0

Garbage				
Total Revenues	\$ 243,355	\$ 0	\$ 243,355	\$ 316,787
Total Personnel Expenditures	35,909	0	35,909	39,149
Total Benefits Expenditures	25,746	0	25,746	35,657
Total Contract Expenditures	153,039	(388)	152,652	211,500
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	16,125	(342)	15,783	9,300
Total Utilities Expenditures	305	0	305	500

City of Craig
Revenue and Expense YTD & Budget
April 30, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Total Repairs & Maint	2,922	2,000	4,922	7,500
Total Other Expenditures	4,060	0	4,060	3,500
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,000</u>
Total Expenditures	<u>\$ 238,106</u>	<u>\$ 1,270</u>	<u>\$ 239,377</u>	<u>\$ 311,106</u>
Excess Revenue Over (Under)	<u>\$ 5,249</u>	<u>\$ (1,270)</u>	<u>\$ 3,978</u>	<u>\$ 5,681</u>

Harbor				
Total Revenues	\$ 263,328	\$ 0	\$ 263,328	\$ 270,500
Total Personnel Expenditures	104,539	0	104,539	149,801
Total Benefits Expenditures	49,980	0	49,980	74,001
Total Contract Expenditures	65	0	65	900
Total Travel & Expenditures	659	0	659	2,100
Total Materials Expenditures	11,269	893	12,161	10,400
Total Utilities Expenditures	30,013	0	30,013	44,592
Total Repairs & Maint	9,639	6,316	15,955	17,000
Total Other Expenditures	28,090	0	28,090	35,000
Total Capital & Debt Expenditures	<u>1,398</u>	<u>0</u>	<u>1,398</u>	<u>1,500</u>
Total Expenditures	<u>\$ 235,652</u>	<u>\$ 7,209</u>	<u>\$ 242,860</u>	<u>\$ 335,294</u>
Excess Revenue Over (Under)	<u>\$ 27,676</u>	<u>\$ (7,209)</u>	<u>\$ 20,468</u>	<u>\$ (64,794)</u>

JTB Industrail Park				
Total Revenues	\$ 554,791	\$ 0	\$ 554,791	\$ 417,589
Total Personnel Expenditures	75,733	0	75,733	93,961
Total Benefits Expenditures	21,444	0	21,444	37,595
Total Contract Expenditures	0	0	0	1,900
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	3,049	0	3,049	6,500
Total Utilities Expenditures	39,725	0	39,725	53,336
Total Repairs & Maint	3,093	1,389	4,482	3,300
Total Other Expenditures	13,415	0	13,415	12,300
Total Capital & Debt Expenditures	<u>600</u>	<u>0</u>	<u>600</u>	<u>0</u>
Total Expenditures	<u>\$ 157,059</u>	<u>\$ 1,389</u>	<u>\$ 158,448</u>	<u>\$ 208,892</u>
Excess Revenue Over (Under)	<u>\$ 397,732</u>	<u>\$ (1,389)</u>	<u>\$ 396,343</u>	<u>\$ 208,697</u>

Ward Cove Cannery				
Total Revenues	\$ 4,949	\$ 0	\$ 4,949	\$ 7,000
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	55	0	55	200
Total Utilities Expenditures	2,199	0	2,199	1,600
Total Repairs & Maint	809	357	1,166	1,000
Total Other Expenditures	1,989	0	1,989	1,020
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
Total Expenditures	<u>\$ 5,052</u>	<u>\$ 357</u>	<u>\$ 5,409</u>	<u>\$ 4,820</u>

City of Craig
Revenue and Expense YTD & Budget
April 30, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Excess Revenue Over (Under)	\$ (103)	\$ (357)	\$ (460)	\$ 2,180
PSN Hatchery				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	6,907	0	6,907	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	445	0	445	0
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	99	0	99	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 7,451</u>	<u>\$ 0</u>	<u>\$ 7,451</u>	<u>\$ 0</u>
Excess Revenue Over (Under)	<u>\$ (7,451)</u>	<u>\$ 0</u>	<u>\$ (7,451)</u>	<u>\$ 0</u>
School Support				
Total Revenues	\$ 348,189	\$ 0	\$ 348,189	\$ 0
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	550,600	0	550,600	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 550,600</u>	<u>\$ 0</u>	<u>\$ 550,600</u>	<u>\$ 0</u>
Excess Revenue Over (Under)	<u>\$ (202,411)</u>	<u>\$ 0</u>	<u>\$ (202,411)</u>	<u>\$ 0</u>
Special Revenue				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	70,698	0	70,698	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 70,698</u>	<u>\$ 0</u>	<u>\$ 70,698</u>	<u>\$ 0</u>
Excess Revenue Over (Under)	<u>\$ (70,698)</u>	<u>\$ 0</u>	<u>\$ (70,698)</u>	<u>\$ 0</u>
GF Revenue				
Total Revenues	\$ 4,476,344	\$ 0	\$ 4,476,344	\$ 3,583,662
Total Personnel Expenditures	0	0	0	0

City of Craig
Revenue and Expense YTD & Budget
April 30, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under)	<u>\$ 4,476,344</u>	<u>\$ 0</u>	<u>\$ 4,476,344</u>	<u>\$ 3,583,662</u>

Inter Governmental Transfers

Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

Other Fund Sources	1,387	0	1,387	0
Other Funding Sources/Outflows	1,387	0	1,387	0

PSN Road Maintenance Fee

Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	(17,637)	0	(17,637)	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ (17,637)</u>	<u>\$ 0</u>	<u>\$ (17,637)</u>	<u>\$ 0</u>
Excess Revenue Over (Under)	<u>\$ 17,637</u>	<u>\$ 0</u>	<u>\$ 17,637</u>	<u>\$ 0</u>

CITY OF CRAIG MEMORANDUM

To: Mayor O'Connor and the Craig City Council
From: Tracey Jensen, City Clerk
Date: May 27, 2021
RE: May 2021 Staff Report

City Council Meetings:

As always, the majority of the Clerk's duties consist of compiling information for the council; setting up council meetings; preparing council packets; staff reports; and creating council meeting minutes.

The Clerk has been catching up on meeting minutes for the June 3, 2021, Council Meeting packet.

Cemetery:

The Clerk has been reorganizing and updating the cemetery documents while working with Brian Templin on creating the 2021 cemetery map.

Municipal Elections:

The Clerk is learning the Municipal Election procedures and providing updated election information to the Alaska Public Offices Commission in preparation of upcoming elections.

Next Craig City Council Meeting

The third Thursday of the Month will be June 17, 2021.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Planner
Date: May 26, 2021
RE: Planner Staff Report

Craig Harbor Project

The USACE is continuing to work on the breakwater and harbor basin design. The USACE will be making a couple of trips to Craig in May related to the project. On May 11 – 12 the design lead and a geotechnical engineer were in town to view the site. Public works provided a backhoe and operator so the Geotech engineer could get a sample pit dug on the beach and the harbor department provided a boat and operator to help show them the project site from the water and potential rock sources/landings. On May 13th and 14th additional staff were in town to add some current data in the channel between Craig and Fishegg Island. Thanks to the harbor department for spending a long day getting the vessel ready and using the harbor vessel as a platform for the current study. All staff and equipment time will be documented as in-kind match to the project.

SB74 was heard in committee but did not make it to the floor of the senate or house before the end of the regular session. We will continue to work on funding issues through the state capital process.

The Craig Planning Commission is continuing general discussions regarding any historical overlay or zoning changes for the property. If the commission settles on a draft then the city council will have to approve an ordinance making the changes to the zoning code.

Area COVID-19 Cases and Information

The April/May outbreak of COVID-19 cases on Prince of Wales dropped off significantly by the second week of May. Ketchikan and Metlakatla are currently experiencing extremely high case counts. Ketchikan has been in their highest community risk category for the past couple of weeks. We are still getting single and double cases each week, but no major outbreaks on POW. Current case counts for POW include (as of May 24, 2021):

Resident Cases: 74

Non-Resident Cases: 6

Currently Active Cases: 5

Recovered Cases: 75

SEARHC and PeaceHealth POW continue to distribute Moderna vaccine to all persons 16 years old and older and Pfizer vaccine to persons 12+. There has been good turnout for the 12-15 year old vaccination clinics. The Johnson & Johnson vaccine is back in use with very limited distribution. Vaccinations have definitely plateaued and the State of Alaska is working with the State Chamber of Commerce and local chambers of commerce (Including POW Chamber) on a promotion campaign to encourage people to get vaccinated. People are encouraged to sign up at www.covid19.search.org.

We have continued to monitor the alert level, number, and type of cases and will continue to have city facilities generally open to the public unless the situation changes based on the policy presented to the council in January. The current policy for city facilities is that unvaccinated persons in city facilities must wear a face mask/covering when six-foot social distancing cannot be met. Fully vaccinated persons are not required to wear masks.

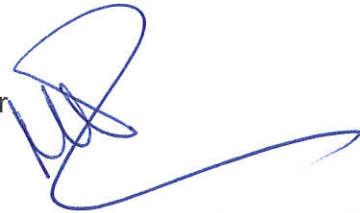
American Rescue Plan

Congress recently passed the American Rescue Plan to provide additional funding for a number of COVID related activities. The plan includes additional money for states and communities. The Treasury Department released some of the program guidelines on May 10th, but we are waiting on further guidance to the State of Alaska from the Treasury Department and grant agreements with the state for fund distribution. We will keep the council informed as we get more information on these funds.

Craig EMS Report

May 25, 2021

Submitted by: Minnie Ellison, EMS Coordinator



May 2021 Runs

CEMS Run #:

Total
2021
Runs:

May runs: 17 with 53 EMT/ETT Responses

Last Name	First Name	Total 2021 Runs:
Conatser	Trampus	35
McCoy	Josiah	53
Ellison	Minnie	67
Hamme	Laura	12
Moots	Beccy	2
Moots	John	46
O'Connor	Tim	50
Richter-Russell	Venessa	3
Owen	Ken	48
Stumpf	Madison	40
Koehler	Danita	0
Tsai	V.	55
Purser	Sherry	2
Total Members Attended		414

Billing - All calls are billed.

Training - I currently have one EMT who is working on their EMT I course work, one EMT who must finish getting skills signed off, one EMT who is in the buddy system, and one EMT who is now a new full time EMT I, with the rest of us.

Madison has taken a leave of absence. This was planned. We hope to get Madison back in September.

We are also currently assisting in a CHS ETT class, where I will attempt to recruit, as well.

EMS Trainings are scheduled once a month, unless required sooner.

Scheduling - All members are scheduled and responding.

Recruitment- Recruitment will be a full time, ongoing task.

Currently, I am expecting a HS Graduate, and an Experienced Fire Fighter to join.

I will stay in contact with these two, to get them joined.



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: May 27, 2021

RE: June staff report

Harbor department report June 2021

We have been busy at the ice house and have completed two big projects. The first project was moving the back wall of the ice bin further back to allow the rake system to be properly adjusted. The second project was changing out a bearing in the delivery system. The bearing was under the dock and is only accessible at the right tide. The new bearing has an upgraded way to be greased remotely instead of having to use a boat to grease the bearing now it can be greased from up above on the dock. Our ice house operator believes that this has eliminated 90% of the rust flakes that were discoloring the ice.

We have one more bearing to replace in the ice delivery system. We will need to schedule the work around boat yard work as well as fishing openers. The bearing is located at the top of the elevator auger and requires us to pull a large part of the shaft out to access the bearing.

The boat yard has kept us very busy. We expect to be very busy until the end of June. All of the old derelict boats have been disposed of now.

We've had some problems with dock ladders and will be ordering a new ladder for City dock.

The Harbor department has removed the old water system from the City dock float and replaced it with a new system. There is now a fish cleaning table on the float as well.

The abandoned vehicles at the harbor office parking lot have been removed.

Harbor staff has also been weed wacking and mowing and removing brush at our various locations.

4/26/2021-5/26/2021

Patron Visits: 431

Circulation: 2036

Computer Usage: 112

WiFi Usage: 156 unique visitors, 527 total visits

Tests Proctored: 0

Meetings: 3

Story Times: 5 Facebook, 2 Zoom with Klawock Head Start

Inter-Library Loans: 30

Summer Reading starts on June 1st, and that has been taking up most of my time at the library. We have been planning craft events, purchasing supplies and prizes, creating info packets and designing promotional materials, and decorating our kids' area.

We are continuing to see an increase in patron count and computer usage, and we are still receiving compliments on the new library layout. Hopefully this summer will bring new people in and bring past regulars back.

Brynna will be returning to New York toward the end of June. I am so sad to see her go but she has bigger and brighter things in her future I wish her all the best. Michelle will pick up more hours but I will also post a job opening soon so we can retain a 3-person team.

**CITY OF CRAIG
MEMORANDUM**



Date: 0/27/2021
To: Honorable Tim O'Connor, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / May 2021

RJ Ely

ACTIVITY

Activity from April 28, 2021 through May 26, 2021 Dispatch Center took the following amount of calls for service.

Craig	833
Klawock	260
AST	19

DEPARTMENT OF MOTOR VEHICLES

Dispatcher Tuttle will be attending DMV CDL Training, 80 hours of classroom and in person training, Anchorage AK to become a certified CDL Examiner. Hoping to be able to offer the CDL Class A, B & C road tests, starting July 1, 2021.

DISPATCHER(S)

Full staffed / some staff are working on jail officer's certifications training and should be completed in next few months.

OFFICER(S)

Sgt. Medina is taking undetermined amount of leave, to deal with a matter.

Still looking to find a full time officer, to fill former Ofc. Ben Page position.

OTHER

Ofc. Dustin completed drug training, Sitka and obtained certification.

Ofc. Whittom, Klawock Police Department has given notice and no longer works for KPD.

Have taken possession of the 2015 Tahoe and am currently working on installing all equipment and putting CPD Decals on.

Ofc. Josh Connolly is set to graduate the Police Academy, June 11, 2021 and will return to Craig on June 12, 2021.

We raised \$420.00 dollars, 2021 Law Enforcement Torch Run for Special Olympics – with 12 Pledges Collected.

**CITY OF CRAIG
MEMORANDUM**



Here is a photo of divider that was installed, in DMV Office to allow for two tests to occur at the same time.



Public works Report

Streets and Alleys:

- a. Spring operations i.e.: road right away trimming, sweeping, cleanup, and brushing has been started.
- b. Phase 1.2 sidewalk project concrete curb work started the week of May 17th, 2021.

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.
- d. Gardner property sewer service connection project should be complete by the second week in June.

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. Additional radios have been ordered.
- e. Soda Ash machine has been installed as required.
- f. TTHM&HAA5 samples lab results indicate levels below the MCL.
- g. Sanitary survey completed as required by ADEC. No deficiencies to address, just recommendations, which staff have began working on, and/or have completed.

Equipment:

Solid Waste:

- a. Weekly pick-up process performed as require.
- b. Rear load solid waste truck is currently inoperable, awaiting vendor response to part replace vs. truck replacement.
- c. Household Hazardous Waste event has been canceled until further notice. Staff will work to reschedule for later this year.
- d. Spring clean 2021 is complete, and staff is working to tally volumes delivered to the local landfill.

Public works Report

Projects:

- a. Safety Program review (work in progress)
- b. New soda ash machine installed at water treatment plant (Completed)
- c. North & South Cove Harbors back-flow preventer installation project bid (work in progress)
- d. Lagoon beach cleanup (completed).





Parks & Public Facilities

5/28/2021

Staff Report – June 2021

To: Craig Mayor and City Council

From: Douglas Ward

Personal Time off 5/12 – 5/17

Current Projects Underway:

1. Trail repairs, and re-graveling. Cemetery Island Trail.
2. Installation of touchless faucets at City Hall.
3. Road upgrade on entrance to Ralph James Picnic Shelter.
4. Ventilation for new mechanical room at Pool.
5. Paint new parking lines at Medical Center parking lot.
6. Pour concrete sidewalk ambulance ramp at Medical Center building.

Completed Items:

1. Cemetery Weed eat and cleanup.
2. Pressure wash Medical center parking lots and entrance.
3. Pressure wash City Hall parking lot, and stripe lines.
4. Day to day service calls

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

CITY OF CRAIG-Public/Government

Account Statement - Period Ending 4/30/2021



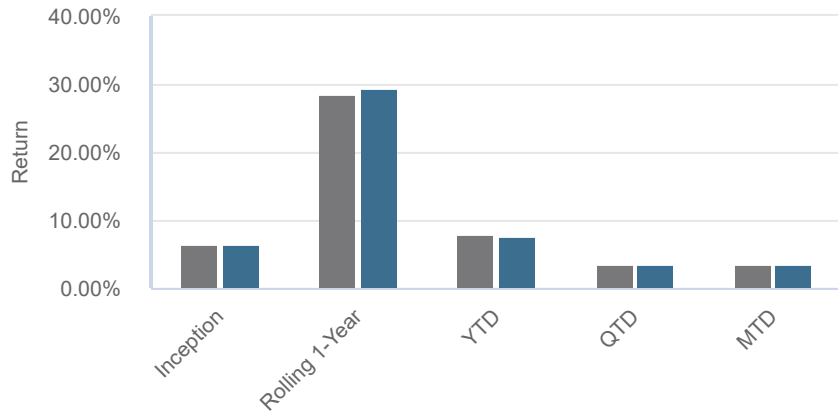
Account Activity

Portfolio Value on 4/1/2021	\$15,146,333.74
Contributions	\$0.00
Withdrawals	\$0.00
Change in Market Value	\$493,469.87
Dividends and Interest	\$17,273.94
Portfolio Value on 4/30/2021	\$15,641,157.90

Management Team

Client Relationship Manager:	Allison Capps
	Allison@apcm.net
Portfolio Manager	Bill Lierman, CFA®
	Bill@apcm.net
Contact Phone Number:	(907) 272-7575

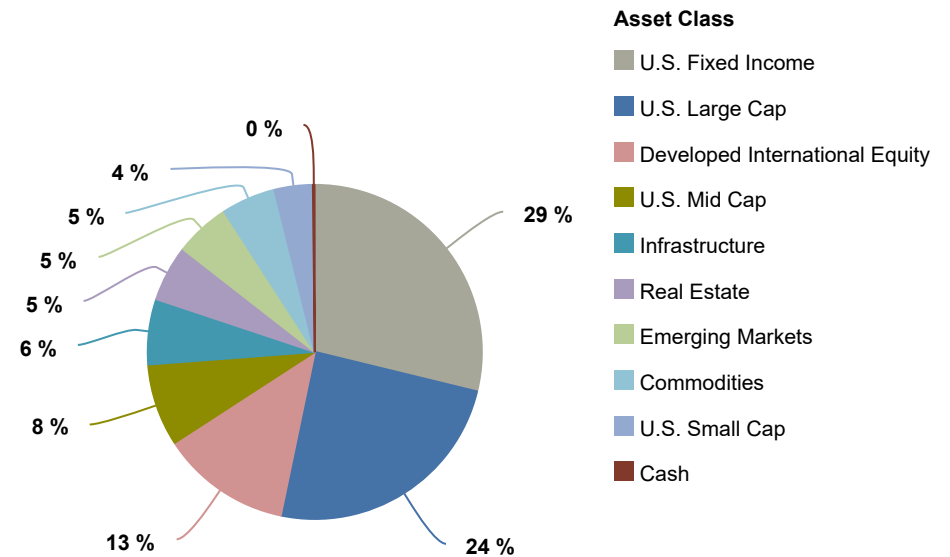
Investment Performance



	Inception	Rolling 1 Year	Year to Date	Quarter to Date	Month to Date
Portfolio	6.42 %	28.67 %	7.82 %	3.32 %	3.32 %
Strategic Benchmark	6.11 %	29.10 %	7.24 %	3.29 %	3.29 %

Performance Is Annualized for Periods Greater than One Year

Portfolio Composition



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

Portfolio Summary and Targets

Allocation Range

Asset Class and Target	Market Value	Percent of Assets	Range:
Fixed Income (34.00 %)			
Fixed Income (34.00 %)			
U.S. Fixed Income (34.00 %)	\$4,504,892.01	28.80 %	20% to 45%
Cash (0.00 %)	\$28,717.54	0.18 %	na
Subtotal	\$4,533,609.55	28.99 %	
Equity (51.00 %)			
Equity (51.00 %)			
U.S. Large Cap (24.00 %)	\$3,825,389.10	24.46 %	15% to 35%
U.S. Mid Cap (7.00 %)	\$1,246,291.36	7.97 %	2% to 12%
U.S. Small Cap (3.00 %)	\$577,682.04	3.69 %	0% to 6%
Developed International Equity (12.00 %)	\$1,967,208.63	12.58 %	7% to 17%
Emerging Markets (5.00 %)	\$835,135.32	5.34 %	0% to 10%
Subtotal	\$8,451,706.45	54.04 %	
Alternatives (15.00 %)			
Alternatives (15.00 %)			
Real Estate (5.00 %)	\$849,337.16	5.43 %	0% to 10%
Commodities (5.00 %)	\$820,345.30	5.24 %	0% to 10%
Infrastructure (5.00 %)	\$986,159.44	6.30 %	0% to 10%
Subtotal	\$2,655,841.90	16.98 %	
Total Portfolio	\$15,641,157.90	100.00 %	

Portfolio Appraisal

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Percent of Assets
U.S. Large Cap						
Core Domestic Large Cap Equity						
9,167.00	SPDR S&P 500 Trust	SPY	\$1,566,333.64	\$417.30	\$3,825,389.10	
			\$1,566,333.64		\$3,825,389.10	24.46 %
U.S. Mid Cap						
Core Domestic Mid Cap Equity						
4,586.00	iShares Core S&P Mid-Cap ETF	IJH	\$621,910.29	\$271.76	\$1,246,291.36	
			\$621,910.29		\$1,246,291.36	7.97 %
U.S. Small Cap						
Core Domestic Small Cap Equity						
5,226.00	iShares Core S&P Small-Cap ETF	IJR	\$351,126.47	\$110.54	\$577,682.04	
			\$351,126.47		\$577,682.04	3.69 %
Developed International Equity						
Core International Equity						
26,473.00	iShares Core MSCI EAFE	IEFA	\$1,738,065.31	\$74.31	\$1,967,208.63	
			\$1,738,065.31		\$1,967,208.63	12.58 %
Emerging Markets						
Core Emerging Market Equity						
12,756.00	iShares Core MSCI Emerging Markets	IEMG	\$603,241.47	\$65.47	\$835,135.32	
			\$603,241.47		\$835,135.32	5.34 %
Real Estate						
Core Real Estate Equity						
4,009.00	Pacer Benchmark Industrial Real Estate Sector ETF	INDS	\$141,381.28	\$42.12	\$168,859.08	
7,328.00	JP Morgan Beta Builders MSCI US REIT ETF	BBRE	\$563,255.60	\$92.86	\$680,478.08	
			\$704,636.88		\$849,337.16	5.43 %
Commodities						
Core Commodities						
15,693.00	iShares US Bloomberg Roll	CMDY	\$604,104.81	\$52.27	\$820,345.30	

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Percent of Assets
Commodities						
			\$604,104.81		\$820,345.30	5.24 %
Infrastructure						
Core Infrastructure Equity						
17,038.00	FlexShares STOXX Global Broad Infrastructure	NFRA	\$847,651.99	\$57.88	\$986,159.44	
			\$847,651.99		\$986,159.44	6.30 %
U.S. Fixed Income						
Agencies						
50,000.00	Freddie Mac 0.45% 12/24/2024	3134GWQ82	\$50,012.89	\$0.99	\$49,739.50	
50,000.00	FHLB Ser 5146 0.50% 4/14/2025	3130AJHU6	\$50,159.61	\$1.00	\$49,770.00	
40,000.00	Fhfb 0.60% 08/27/25	3130AJZ36	\$39,975.00	\$0.99	\$39,582.00	
40,000.00	FHLB Bond 1.63% 3/12/2027	3130AJ4B2	\$41,470.12	\$1.03	\$41,264.00	
Corporate Bonds						
50,000.00	Gilead Sciences Inc Note Call Make Whole 1.95% 3/1/2022	375558BH5	\$49,678.37	\$1.01	\$50,622.00	
50,000.00	Unitedhealth Group Inc 2.875% 3/15/2022	91324PBV3	\$50,250.10	\$1.02	\$50,814.00	
50,000.00	Aflac Inc Sr Unsecured M-W Cal Lable 3.625% 6/15/2023	001055AL6	\$51,115.06	\$1.07	\$53,421.45	
50,000.00	Bank New York Mellon Corp 2.20% 8/16/2023	06406FAD5	\$49,571.09	\$1.04	\$52,015.50	
50,000.00	JP Morgan Chase 3.875% 2/1/2024	46625HJT8	\$50,882.01	\$1.09	\$54,541.00	
50,000.00	Metlife Inc 3.60% 4/10/2024	59156RBH0	\$51,270.72	\$1.09	\$54,404.50	
50,000.00	Wells Fargo & Company Mtn 3.30% 9/9/2024	94974BGA2	\$49,941.00	\$1.08	\$54,130.00	
50,000.00	Applied Matls Inc Note Call Make Whole 3.90% 10/1/2025	038222AJ4	\$52,256.49	\$1.12	\$55,918.00	
50,000.00	Target Corp Note Call Make Whole 2.50% 4/15/2026	87612EBE5	\$48,950.06	\$1.07	\$53,665.50	
40,000.00	Conoco Inc Note 6.95% 4/15/2029	208251AE8	\$55,124.41	\$1.34	\$53,471.60	
25,000.00	Intel Corp 2.45% 11/15/2029	458140BH2	\$26,264.11	\$1.03	\$25,772.50	
50,000.00	Simon Pty Group LP Note Call Make Whole 2.65% 7/15/2030	828807DK0	\$52,243.23	\$1.01	\$50,666.00	
FNMA & FHMLC Mortgage Pools						
1,946.41	FHLMC PC Gold Comb 4.00% 4/1/2026	3128MC3L7	\$2,980.91	\$1.07	\$2,082.13	
US Treasury Notes						
75,000.00	US Treasury Note 2.00% 10/31/2021	912828F96	\$75,000.92	\$1.01	\$75,726.75	
350,000.00	US Treasury Note 0.375% 3/31/2022	912828ZG8	\$350,505.63	\$1.00	\$351,011.85	

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Percent of Assets
U.S. Fixed Income						
US Treasury Notes						
200,000.00	US Treasury Note 2.125% 6/30/2022	912828XG0	\$198,641.55	\$1.02	\$204,746.00	
150,000.00	US Treasury Note 1.625% 11/15/2022	912828TY6	\$149,132.66	\$1.02	\$153,439.50	
80,000.00	US Treasury Note 2.625% 2/28/2023	9128284A5	\$79,782.96	\$1.05	\$83,606.40	
165,000.00	US Treasury Note 0.25% 4/15/2023	912828ZH6	\$164,941.45	\$1.00	\$165,270.77	
125,000.00	US Treasury Note 2.50% 8/15/2023	912828VS6	\$124,611.33	\$1.05	\$131,511.25	
130,000.00	US Treasury Note 1.375% 8/31/2023	9128282D1	\$129,898.44	\$1.03	\$133,493.75	
115,000.00	US Treasury Note 2.125% 3/31/2024	912828W71	\$114,054.08	\$1.05	\$120,997.02	
100,000.00	US Treasury Note 2.375% 8/15/2024	912828D56	\$100,082.92	\$1.06	\$106,424.00	
75,000.00	US Treasury Note 1.50% 9/30/2024	912828YH7	\$78,135.63	\$1.04	\$77,660.25	
65,000.00	US Treasury Note 2.125% 11/30/2024	9128283J7	\$65,943.81	\$1.06	\$68,773.25	
75,000.00	US Treasury Note 2.00% 2/15/2025	912828J27	\$75,325.68	\$1.05	\$79,095.75	
360,000.00	US Treasury Note 0.50% 3/31/2025	912828ZF0	\$361,910.97	\$1.00	\$358,818.73	
80,000.00	US Treasury Note Ser Y-2025 0.38% 4/30/2025	912828ZL7	\$80,206.19	\$0.99	\$79,267.20	
50,000.00	US Treasury Note 0.375% 11/30/2025	91282CAZ4	\$50,037.48	\$0.98	\$49,126.00	
100,000.00	US Treasury Note 2.50% 2/28/2026	9128286F2	\$100,260.08	\$1.08	\$107,998.00	
50,000.00	United States Treas Ser W-2026 0.75% 3/31/2026	91282CBT7	\$49,768.90	\$1.00	\$49,781.50	
60,000.00	US Treasury Note 1.625% 5/15/2026	912828R36	\$60,338.39	\$1.04	\$62,229.00	
200,000.00	US Treasury Note 2.00% 11/15/2026	912828U24	\$197,845.44	\$1.05	\$210,804.00	
145,000.00	US Treasury Note 0.625% 3/31/2027	912828ZE3	\$146,038.66	\$0.97	\$141,239.06	
50,000.00	US Treasury Note 0.50% 4/30/2027	912828ZN3	\$50,023.07	\$0.96	\$48,219.00	
125,000.00	US Treasury Note 2.25% 11/15/2027	9128283F5	\$120,697.26	\$1.06	\$133,093.75	
100,000.00	US Treasury Note 0.625% 11/30/2027	91282CAY7	\$99,928.99	\$0.96	\$96,086.00	
70,000.00	United States Treas Ser J-2028 1.25% 3/31/2028	91282CBS9	\$69,727.85	\$1.00	\$69,759.90	
80,000.00	US Treasury Note 3.125% 11/15/2028	9128285M8	\$81,274.14	\$1.12	\$89,997.60	
125,000.00	US Treasury Note 2.625% 2/15/2029	9128286B1	\$124,770.07	\$1.09	\$136,136.25	
50,000.00	US Treasury Note 1.625% 8/15/2029	912828YB0	\$49,673.20	\$1.01	\$50,574.00	
20,000.00	US Treasury Note 1.75% 11/15/2029	912828YS3	\$20,177.61	\$1.02	\$20,407.20	
70,000.00	US Treasury Note 1.50% 2/15/2030	912828Z94	\$75,256.95	\$1.00	\$69,757.10	
50,000.00	United States Treas Ser E-2030 0.63% 8/15/2030	91282CAE1	\$49,475.90	\$0.92	\$45,797.00	

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Percent of Assets
U.S. Fixed Income						
US Treasury Notes						
50,000.00	US Treassury Note 0.88% 11/15/2030	91282CAV3	\$49,807.95	\$0.93	\$46,726.50	
100,000.00	United Sts Treas Nts 1.125% 2/15/2031	91282CBL4	\$95,566.83	\$0.95	\$95,438.00	
			\$4,410,988.17		\$4,504,892.01	28.80 %
Cash						
Cash Sweep						
28,717.54	Schwab Bank Sweep	SchwabCash	\$28,717.54	\$1.00	\$28,717.54	
			\$28,717.54		\$28,717.54	0.18 %
Total Portfolio			\$11,476,776.57		\$15,641,157.90	100.00 %

Transaction Summary From 4/1/2021 - 4/30/2021

Trade Date	Settle Date	Security	Quantity	Trade Amount
Exchange In				
4/1/2021	4/6/2021	Schwab Bank Sweep	79,987.59	\$79,987.59
4/1/2021	4/6/2021	Schwab Bank Sweep	14,713.60	\$14,713.60
4/7/2021	4/8/2021	United States Treas Ser W-2026 0.75% 3/31/2026	50,015.07	\$49,768.90
4/7/2021	4/8/2021	United States Treas Ser J-2028 1.25% 3/31/2028	70,015.06	\$69,727.85
			Exchange In Total:	\$214,197.94
Exchange Out				
4/1/2021	4/6/2021	SPDR S&P 500 Trust	-200.00	-\$79,987.59
4/1/2021	4/6/2021	iShares Core MSCI EAFE	-202.00	-\$14,713.60
4/7/2021	4/8/2021	Schwab Bank Sweep	-49,768.90	-\$49,768.90
4/7/2021	4/8/2021	Schwab Bank Sweep	-69,727.85	-\$69,727.85
			Exchange Out Total:	-\$214,197.94
Dividends and Interest				
4/1/2021	4/1/2021	Applied Matls Inc Note Call Make Whole 3.90% 10/1/2025	0.00	\$975.00
4/7/2021	4/8/2021	United States Treas Ser W-2026 0.75% 3/31/2026	0.00	-\$8.20
4/7/2021	4/8/2021	United States Treas Ser J-2028 1.25% 3/31/2028	0.00	-\$19.13
4/10/2021	4/12/2021	Metlife Inc 3.60% 4/10/2024	0.00	\$900.00
4/14/2021	4/14/2021	FHLB Ser 5146 0.50% 4/14/2025	0.00	\$125.00
4/15/2021	4/15/2021	Conoco Inc Note 6.95% 4/15/2029	0.00	\$1,390.00
4/15/2021	4/15/2021	Target Corp Note Call Make Whole 2.50% 4/15/2026	0.00	\$625.00
4/15/2021	4/15/2021	US Treasury Note 0.25% 4/15/2023	0.00	\$206.25
4/15/2021	4/15/2021	FHLMC PC Gold Comb 4.00% 4/1/2026	0.00	\$6.75
4/15/2021	4/15/2021	FHLMC PC Gold Comb 4.00% 4/1/2026	0.00	\$78.75
4/30/2021	4/30/2021	US Treasury Note 2.00% 10/31/2021	0.00	\$750.00
4/30/2021	4/30/2021	US Treasury Note Ser Y-2025 0.38% 4/30/2025	0.00	\$150.00
4/30/2021	4/30/2021	US Treasury Note 0.50% 4/30/2027	0.00	\$125.00
4/30/2021	4/30/2021	SPDR S&P 500 Trust	0.00	\$11,969.04
			Dividends and Interest Total:	\$17,273.46

Trade Date	Settle Date	Security	Quantity	Trade Amount
Dividend Interest Reinvested				
4/15/2021	4/15/2021	Schwab Bank Sweep	0.48	\$0.48
			Dividend Interest Reinvested Total:	\$0.48
Miscellaneous Charges				
4/1/2021	4/6/2021	SPDR S&P 500 Trust	0.00	-\$0.41
4/1/2021	4/6/2021	iShares Core MSCI EAFE	0.00	-\$0.08
4/7/2021	4/8/2021	United States Treas Ser W-2026 0.75% 3/31/2026	-15.07	-\$15.00
4/7/2021	4/8/2021	United States Treas Ser J-2028 1.25% 3/31/2028	-15.06	-\$15.00
			Miscellaneous Charges Total:	-\$30.49
Advisory Fees Paid				
4/21/2021	4/21/2021	Schwab Bank Sweep	-3,786.58	-\$3,786.58
			Advisory Fees Paid Total:	-\$3,786.58

Realized Gain/Loss

Acquired Date	Units	Security	Cost Basis	Proceeds	Total Gain/Loss
CITY OF CRAIG-Public/Government					
6/1/2016	202.00	iShares Core MSCI EAFE	\$11,037.44	\$14,713.60	\$3,676.16
3/25/2008	200.00	SPDR S&P 500 Trust	\$27,708.15	\$79,987.59	\$52,279.44
CITY OF CRAIG-Public/Government Total:			\$42,532.17	\$98,487.77	\$55,955.60

CITY OF CRAIG - SCHOOL FUNDS-Public/Government

Account Statement - Period Ending 4/30/2021



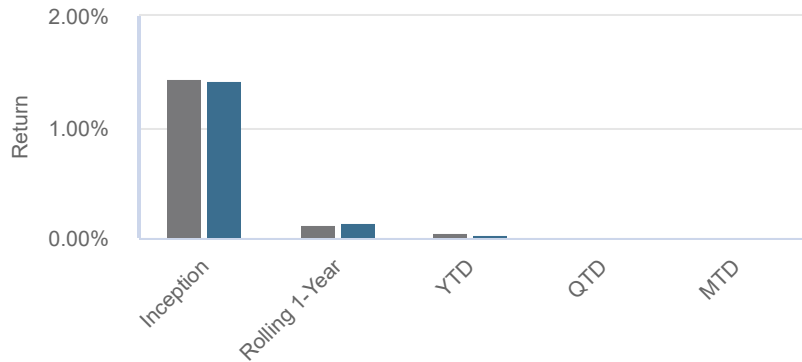
Account Activity

Portfolio Value on 4/1/2021	\$2,556,821.93
Beginning Bond Accrual	\$2,571.82
Contributions	\$0.00
Withdrawals	\$0.00
Change in Market Value	-\$1,054.45
Dividends and Interest	-\$2,877.58
Portfolio Value on 4/30/2021	\$2,552,889.90
Ending Bond Accrual	\$6,641.72

Management Team

Client Relationship Manager:	Allison Capps
	Allison@apcm.net
Portfolio Manager	Bill Llerman, CFA®
	Bill@apcm.net
Contact Phone Number:	(907) 272-7575

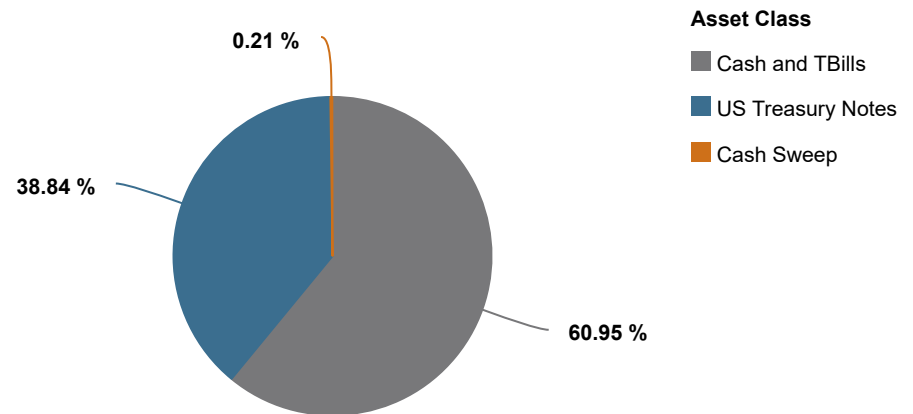
Investment Performance



	Inception	Rolling 1 Year	Year to Date	Quarter to Date	Month to Date
Portfolio	1.43 %	0.12 %	0.04 %	0.01 %	0.01 %
Strategic Benchmark	1.40 %	0.13 %	0.02 %	0.00 %	0.00 %

Performance is Annualized for Periods Greater than One Year.

Portfolio Composition



Fixed Income Statistics
 Average Quality: AAA Yield to Maturity: 0.03% Average Maturity: 0.39 Yrs

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

Portfolio Appraisal

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Accrued Interest	Percent of Assets
U.S. Fixed Income							
US Treasury Notes							
485,000.00	US Treasury Note 1.50% 11/30/2021	912828YT1	\$489,122.14	\$1.01	\$489,092.43	\$3,054.70	
490,000.00	US Treasury Note 2.50% 1/15/2022	9128285V8	\$498,173.04	\$1.02	\$498,421.88	\$3,587.02	
			\$987,295.18		\$987,514.31	\$6,641.72	38.84 %
Cash							
Cash and TBills							
220,000.00	Us Treasury Bill21 U S T Bill Due 05/18/21	912796F95	\$219,950.98	\$1.00	\$219,999.08	\$0.00	
340,000.00	United States Treas Bills Zero Cpn 0.00% 7/22/2021	912796C49	\$339,865.40	\$1.00	\$339,988.78	\$0.00	
560,000.00	United States Treas Bills Zero Cpn 0.00% 8/26/2021	912796D55	\$559,869.96	\$1.00	\$559,968.64	\$0.00	
440,000.00	United States Treasury Bills B Ill 0% 9/23/2021	912796F53	\$439,926.11	\$1.00	\$439,965.02	\$0.00	
Cash Sweep							
5,454.07	Schwab Bank Sweep	SchwabCash	\$5,454.07	\$1.00	\$5,454.07	\$0.00	
			\$1,565,066.52		\$1,565,375.59	\$0.00	61.16 %
Total Portfolio			\$2,552,361.70		\$2,552,889.90	\$6,641.72	100.00 %

Transaction Summary From 4/1/2021 - 4/30/2021

Trade Date	Settle Date	Security	Quantity	Trade Amount
Buy Exchange				
4/22/2021	4/22/2021	Schwab Bank Sweep	490,000.00	\$ 490,000.00
4/22/2021	4/23/2021	US Treasury Note 1.50% 11/30/2021	485,014.87	\$ 489,277.67
			Buy Exchange Total:	\$ 979,277.67
Sell Exchange				
4/22/2021	4/22/2021	US Treasury Bill 0.00% 4/22/2021	-490,000.00	-\$ 490,000.00
4/22/2021	4/23/2021	Schwab Bank Sweep	-489,277.67	-\$ 489,277.67
			Sell Exchange Total:	-\$ 979,277.67
Dividends and Interest				
4/22/2021	4/23/2021	US Treasury Note 1.50% 11/30/2021	0.00	-\$ 2,878.02
			Dividends and Interest Total:	-\$ 2,878.02
Dividend Interest Reinvested				
4/15/2021	4/15/2021	Schwab Bank Sweep	0.44	\$ 0.44
			Dividend Interest Reinvested Total:	\$ 0.44
Exchange and Other Trade Fees				
4/22/2021	4/23/2021	US Treasury Note 1.50% 11/30/2021	-14.87	-\$ 15.00
			Exchange and Other Trade Fees Total:	-\$ 15.00

Realized Gain/Loss

Acquired Date	Units	Security	Cost Basis	Proceeds	Total Gain/Loss
CITY OF CRAIG - SCHOOL FUNDS-Public/Government					
10/21/2020	490,000.00	US Treasury Bill 0.00% 4/22/2021	\$489,729.81	\$490,000.00	\$270.19
CITY OF CRAIG - SCHOOL FUNDS-Public/Government Total:			\$489,729.81	\$490,000.00	\$270.19



Craig City School District

P.O. Box 800, Craig, Alaska 99921
www.craigschools.com
Phone (907) 826.3274
FAX (907) 826.3322

Chris Reitan, Superintendent
Jackie Hanson, Elem./MS Principal
Kim Brand, HS Principal
Mollie Harings, PACE Principal

May 21, 2021

Dear Mayor O'Connor and City of Craig Council Members,

On behalf of Craig City School District, I want to thank the Craig City Council for approving the local contribution for the district's FY 22 operating costs during last night's Council meeting. The \$632,637 total local contribution in cash, supplemental funding, and in-kind funding for FY 22 is significantly above the required local minimum contribution and speaks volumes to the priority the City places on the education of our community's children.

Thank you for providing me the opportunity last night to speak to the Craig City Council. CCSD is extremely appreciative of the strong partnership that exists between the City and district.

Thank you for your support.

Sincerely,

Chris Reitan, CCSD Superintendent
Email: creitan@craigschools.com

Cc: CCSD School Board

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: May 27, 2021
RE: Ordinance No. 736: Updating Section 3.10 of the Craig Municipal Code

Attached you will find Ordinance No. 736. The ordinance updates the Remote Sellers Sales Tax Code found at Section 3.10 of the Craig Municipal Code.

A year ago the city council adopted Ordinance No. 726. That ordinance first enabled the City of Craig to collect sales tax from online vendors that made sales to persons who had those goods shipped or service delivered to a Craig address. Since adoption of Ordinance No. 726, the city, through the Alaska Remote Seller Sales Tax Commission (RSSTC), has received some \$60,000 in sales tax receipts from online sales that would otherwise likely not have been subject to the city's sale tax code.

Among the commission's activities since it formed is one to update the remote sellers sales tax code to improve effectiveness of the code in response to input from online vendors, commission members, and commission staff. In February the commission's governing body approved the updated code and distributed it to member communities for local adoption.

The updated code is adopted in whole by Ordinance 736, in Addendum A. The proposed changes are many. A summary of those changes is attached in the helpful document titled "Uniform Code Updates – March 2021".

City staff also has a 22-page document from the commission that shows specific page-by-page edits, deletions, and additions. I have not included that document in the council packet, but would be happy to supply it to anyone wishing to read through the document.

The commission also provided a three-page opinion from its law firm providing justification for the definition of the term "services" in Addendum A.

As a member of the RSSTC, the City of Craig will need to continue to maintain a code compliant with the commission.

Recommendation

Adopt Ordinance No. 736 at second reading.



To: ARSSTC Members

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Re: Uniform Code Updates – March 2021

Over the months of December & January, Commission staff met weekly with representatives from member jurisdictions to discuss and work through numerous code updates that Commission staff have been accumulating over the last year. Many of these needed updates are more clerical in nature, but several are more substantive and will have a clear impact on the Commission and/or member jurisdictions.

Following is a breakdown of the more substantive updates that were agreed upon by the Code Update Working Group, including a brief justification / background of why the update is being recommended.

At its February 24, 2021 meeting, the ARSSTC Board of Directors formally approved the proposed updates to the Uniform Code.

Code Section	Description	Justification / Background
Section 040(A)	Threshold calculation updated to include current year, not just previous calendar year.	Not as limiting a timeframe since there are now two time windows to be examined in determining threshold.
Section 050	Was the old Section 230; renamed section to more accurate description; included language for local sale.	No change to the original intent of this section. Section title better describes goal of section and inclusion of “local sale” better describes the type of transaction. “Local Sale” was also added as a new definition.
Section 080 A & B	Remove registration requirement for marketplace sellers who only sell on marketplaces.	Tax would already be collected by the marketplace, the seller would have nothing to report. Versions of this can be found in other states. Added affidavit requirement.
Section 080 (H)	Member jurisdiction business license clarification	Add language explaining that registration as remote seller satisfies jurisdiction business license requirements, but only if seller does not have physical presence in jurisdiction. Common question from sellers.
Section 090 (B)	Allow for annual filing frequency, dependent on member jurisdiction code allowances.	Will be modifying filing frequency change policy to only grant annual if no taxable sales.
Section 110 (A)	Clarifies rounding language	Specifies that only gross sales and exempt sales should be rounded.
Section 120 (C)	Interest on refund requests	Specifies that the Commission will not pay interest on refund requests.



Section 170 (A)	Late Filing fee language	Update late filing fee to max out at 4 months, same as penalty in C.
Section 170 (F)	Penalty Waivers	The code specifies the timeframe in which a waiver can be requested and limits the waiver to one a year. Waiver policy will be developed to fine-tune the number of waivers allowed and the circumstances that will qualify for a waiver.
Section 180	Remote Reseller Certificate	Codifies the existence of the remote reseller certificate
Section 240	Penalty cleanup / clarification	Paragraph A was added to defer to member jurisdiction penalties if the member penalty is different. Removed old paragraph E on late filing fees since that is a duplicate of Section 170.
Section 260	Savings Clause	Provides discrimination protection.
Section 270 – Definitions		
	Local sale	Used in Section 050
	Marketplace	Used in conjunction with definition of marketplace seller, for purposes of Section 080
	Marketplace Seller	For purposes of Section 080
	Point of Delivery	Added paragraph C specific to POD for services
	Remote Seller	Cleaned up definition to focus on a seller making sales into jurisdiction where the seller does not have physical presence. Applies to both in-state & out of state sellers.
	Services	Updated definition to specify any service provided which is delivered into a member jurisdiction.

Other Changes throughout the Uniform Code

- Throughout the code the use of the term jurisdiction was updated to focus on either taxing jurisdiction or member jurisdiction. These definitions were updated such that taxing jurisdiction is just a jurisdiction in Alaska with a sales tax. Member jurisdiction is a taxing jurisdiction that has adopted the Uniform Code.
- Sections 100(C), 130(C), 150(E), and 200 were all standardized for a 3-year timeframe, instead of the varying years.

**CITY OF CRAIG
ORDINANCE No. 736**

AMENDING SECTION 03.10 OF THE CRAIG MUNICIPAL CODE, UPDATING THE
REMOTE SELLER SALES TAX CODE

Section 1. Classification. This ordinance is of a general and permanent nature and the code sections adopted hereby shall become a part of the code of the City of Craig, Alaska.

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

Section 3. Effective Date. This ordinance shall be effective July 1, 2021.

Section 4. Findings. The Craig City Council finds the following:

WHEREAS, the inability to effectively collect sales tax on sales of property, products or services transferred or delivered into Alaska 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 income tax, and sales tax revenues are one of the primary sources of funding for services provided by local governments; and

WHEREAS, the failure to collect sales tax on remote sales creates market distortions by creating an unfair tax advantage for businesses that limit their physical presence in the taxing jurisdictions but still sell goods and services to consumers, which becomes easier and more prevalent as technology advances; and

WHEREAS, the failure to tax remote sales results in the creation of incentives for businesses to avoid a physical presence in the state and its respective communities, resulting in fewer jobs and increasing the share of taxes to those consumers who buy from competitors with a physical presence in the state and its cities; 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

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 as well as burdening local infrastructure and services; and

WHEREAS, delivery of goods and services into local municipalities rely on and burden local transportation systems, emergency and police services, waste disposal, utilities and other infrastructure and services; 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, due to a recent decision by the United States Supreme Court and the lack of a state sales tax it is appropriate for the municipalities to collectively amend their sales tax codes to account for remote sellers who do not have a physical presence either in the State of Alaska or in a specific taxing jurisdiction, but do have a taxable connection with the State of Alaska or taxing jurisdiction; and

WHEREAS, this ordinance is not retroactive in its application; and

WHEREAS, this ordinance provides a safe harbor to those who transact limited sales in Alaska; and

WHEREAS, amending local sales tax codes reflects the 2018 Supreme Court “*Wayfair*” decision to allow for the application of the taxing jurisdiction’s sales tax code requirements to sellers without a physical presence in the State of Alaska or taxing jurisdiction; and

WHEREAS, the intent is to levy municipal sales tax to the maximum limit of federal and state constitutional doctrines; and

WHEREAS, the [insert name of municipality] has entered into a cooperative agreement with other local governments called the Alaska Remote Seller Sales Tax Agreement (“the Agreement”); and

WHEREAS, the terms of the Agreement require adoption of certain uniform provisions for collection and remittance of municipal sales tax applicable to sales made by remote sellers similar to the Streamlined Sales and Use Tax Agreement.

WHEREAS, the Craig City Council first adopted the Remote Seller Sales Tax Code on May 21, 2020, and updates that Code by adoption of this ordinance.

Section 5. Action. This ordinance adopts the Remote Seller Sales Tax Code detailed in Addendum A.

Passed and approved this ___ day of _____, 2021.

Mayor Tim O’Connor

Attest _____
Tracey Jensen, City Clerk

ORDINANCE No. 736
ADDENDUM A
REMOTE SELLER SALES TAX CODE & COMMON DEFINITIONS

Title 3 of the Craig Municipal Code is hereby amended by adopting a new Section 3.10 to read as follows:

3.10 ALASKA REMOTE SELLER SALES TAX CODE

SECTION 010 – Interpretation

- A. In order to prevent evasion of the sales taxes and to aid in its administration, it is presumed that all sales and services by a person or entity engaging in business are subject to the sales tax.
- B. The application of the tax to be collected under this Code shall be broadly construed and shall favor inclusion rather than exclusion.
- C. Exemptions from the tax to be collected under this Code shall be narrowly construed against the claimant and allowed only when such exemption clearly falls within an exemption defined in the member jurisdiction's Code.
- D. The scope of this Code shall apply to remote sellers or marketplace facilitators, delivering products or services into Member municipalities adopting this Code, within the state of Alaska.

SECTION 020 – Title to Collected Sales Tax

Upon collection by the remote seller or marketplace facilitator, title to collected sales tax vests in the Commission for remittance to the member jurisdiction. The remote seller or marketplace facilitator remits collected sales tax to the Commission on behalf of the member jurisdiction, from whom that power is delegated, in trust for the member jurisdiction and is accountable to the Commission and member jurisdiction.

SECTION 030 – Collection – Rate

- A. To the fullest extent permitted by law, the sales tax levied and assessed by the member jurisdiction shall be collected on all remote sales where delivery is made within the member jurisdiction, within the state of Alaska.
- B. The applicable tax shall be added to the sales price as provided in the member jurisdiction's sales tax code, based on Point of Delivery.
- C. The tax rate added to the sale price shall be the tax rate for the member jurisdiction(s) where the property or product is sold, or service that was rendered is received, and based on the date the property or product was sold or the date the service rendered was received.
- D. An Address and Tax Rate Database will be made available to remote sellers and marketplace facilitators, indicating the appropriate tax rate to be applied.
- E. The tax assessed shall be consistent with relevant jurisdictional tax caps, single unit sales, and exemptions.
- F. When a sale is made on an installment basis, the applicable sales tax shall be collected at each payment, calculated at the sales tax rate in effect, and with the cap applied, at the time of the original sale or the date the service is rendered, based on the member jurisdictions' Code(s).

- G. When a sales transaction involves placement of a single order with multiple deliveries made at different points in time that are separately invoiced, the applicable sales tax shall be collected on each separately invoiced delivery, calculated at the sales tax rate in effect, and with the cap applied, at the time of the original sale or the date the service is rendered.

SECTION 040 – Obligation to Collect Tax - Threshold Criteria

- A. Any remote seller or marketplace facilitator must collect and remit sales tax in compliance with all applicable procedures and requirements of law, provided the remote seller or marketplace facilitator has met one of the following Threshold Criteria (“Threshold Criteria”) in the current or previous calendar year:
 - 1. The remote seller’s statewide gross sales, including the seller’s marketplace facilitator’s statewide gross sales, from the sale(s) of property, products or services delivered in the state meets or exceeds one hundred thousand dollars (\$100,000); or
 - 2. The remote seller, including the seller’s marketplace facilitator, sold property, products, or services delivered in the state in two hundred (200) or more separate transactions.
- B. For purposes of determining whether the Threshold Criteria are met, remote sellers or marketplace facilitators shall include all gross sales, from all sales of goods, property, products, or services rendered within the state of Alaska.

SECTION 050 – Reporting and remittance requirements for local and remote sales

- A. Sellers with a physical presence in a member jurisdiction conducting only local sales shall report and remit to, and comply with standards of, including audit authority, the member jurisdiction.
- B. Sellers with a physical presence in a member jurisdiction that also have remote or internet-based sales where the Point of Delivery is in a different Member Jurisdiction shall (i) report and remit the remote or internet sales to the Commission; and ii) report and remit the local sales to the Member Jurisdiction.
- C. Sellers with a physical presence in a Member Jurisdiction that also have remote or internet-based sales where the Point of Delivery is in the same Member Jurisdiction shall report and remit those remote sales to the Member Jurisdiction.
- D. Sellers and marketplace facilitators that do not have a physical presence in a Member Jurisdiction must report and remit to the Commission all remote sales where the Point of Delivery is in a Member Jurisdiction.
- E. A marketplace facilitator is considered the remote seller for each sale facilitated through its marketplace and shall collect, report, and remit sales tax to the Commission. A marketplace facilitator is not considered to be the remote seller for each sale or rental of lodging facilitated through its marketplace, wherein the seller is considered to have a physical presence in the member jurisdiction.

SECTION 060. – No Retroactive Application

The obligations to collect and remit sales tax required by this chapter are applicable at the effective date of the member jurisdiction’s ordinance adopting the Alaska Remote Seller Sales Tax Code.

SECTION 070 – Payment and Collection

Pursuant to this Code, taxes imposed shall be due and paid by the buyer to the remote seller or marketplace facilitator at the time of the sale of property or product or date service is rendered, or with respect to credit transactions, at the time of collection. It shall be the duty of each remote seller or marketplace facilitator to collect the taxes from the buyer and to hold those taxes in trust for the taxing authority of the member jurisdiction. Failure by the remote seller or marketplace facilitator to collect the tax shall not affect the remote seller's, or marketplace facilitator's, responsibility for payment to the Commission.

SECTION 080 – Remote Seller and Marketplace Facilitator Registration Requirement

- A. If a remote seller's gross statewide sales meets or exceeds the Threshold Criteria from Section 040, the remote seller shall register with the Commission. If the remote seller is a marketplace seller and only makes sales in Alaska through a marketplace, the marketplace seller is not required to register with the Commission. The marketplace seller must submit an affidavit attesting to these facts on a form provided by the Commission.
- B. If a marketplace facilitator's gross statewide sales meets or exceeds the Threshold Criteria from Section 040, the marketplace facilitator shall register with the Commission.
- 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 effective date of this Code or within thirty (30) calendar days of meeting the Threshold Criteria whichever occurs second. Registration shall be to the Commission on forms prescribed by the Commission.
- D. An extension may be applied for and granted based on criteria established by the Commission, based on evidence produced to describe time necessary to update software or other technical needs, not to exceed ninety (90) days.
- E. Upon receipt of a properly executed application, the Commission shall confirm registration, stating the legal name of the remote seller or marketplace facilitator, the primary address, and the primary sales tax contact name and corresponding title. The failure of the Commission to confirm registration does not relieve the remote seller or marketplace facilitator of its duty to collect and remit sales tax.
- F. Each business entity shall have a sales tax registration under the advertised name.
- G. The sales tax certificate is non-assignable and non-transferable.
- H. The sales tax certificate satisfies a member jurisdiction's requirement to obtain a municipal business license, provided the seller does not have a physical presence in that member jurisdiction.

SECTION 090 – Tax Filing Schedule

- A. All remote sellers or marketplace facilitators subject to this Code shall file a return on a form or in a format prescribed by the Commission and shall pay the tax due.
- B. Filing of sales tax returns are due monthly; quarterly or less frequent filing is optional upon application and approval by the Commission, consistent with the code of the member jurisdiction.
- C. A remote seller or marketplace facilitator who has filed a sales tax return will be presumed to be making sales in successive periods unless the remote seller or marketplace facilitator files a return showing a termination or sale of the business in

accordance with this Code.

- D. The completed and executed return, together with the remittance in full for the tax due, shall be transmitted to and must be received by the Commission on or before midnight Alaska Standard Time on the due date. Monthly returns are due the last day of the immediate subsequent month. Quarterly returns are due as follows:

Quarter 1 (January – March)	April 30
Quarter 2 (April – June)	July 31
Quarter 3 (July – September)	October 31
Quarter 4 (October – December)	January 31

- E. If the last day of the month following the end of the filing period falls on a Saturday, Sunday, federal holiday or Alaska state holiday, the due date will be extended until the next business day immediately following.
- F. Any remote seller or marketplace facilitator holding a remote seller registration shall file a sales tax return even though no tax may be due. This return shall show why no tax is due. If the remote seller or marketplace facilitator intends to continue doing business a return shall be filed reflecting no sales and a confirmation of the intent to continue doing business and shall continue to do so each filing period until the entity ceases doing business or sells the business. If the remote seller or marketplace facilitator intends to cease doing business, a final return shall be filed along with a statement of business closure.
- G. The remote seller or marketplace facilitator shall prepare the return and remit sales tax to the Commission on the same basis, cash or accrual, which the remote seller or marketplace facilitator uses in preparing its federal income tax return. The remote seller or marketplace facilitator shall sign the return, and transmit the return, with the amount of sales tax and any applicable penalty, interest or fees that it shows to be due, to the Commission.
- H. Remote sellers and marketplace facilitators failing to comply with the provisions of this Code shall, if required by the Commission and if quarterly filing has been chosen, file and transmit collected sales taxes more frequently until such time as they have demonstrated to the Commission that they are or will be able to comply with the provisions of this Code. Six (6) consecutive on-time sales tax filings, with full remittance of the sales taxes collected, shall establish the presumption of compliance and return to quarterly filing.
- I. The preparer of the sales tax return shall keep and maintain all documentation supporting any and all claims of exempted sales and purchases. Documentation for exempted sales should include the number of the exemption authorization card presented by the buyer at the time of the purchase; the date of the purchase; the name of the person making the purchase; the organization making the purchase; the total amount of the purchase; and the amount of sales tax exempted. This documentation shall be made available to the Commission upon request. Failure to provide such documentation may invalidate that portion of the claim of exemption for which no documentation is provided.

SECTION 100 – Estimated Tax

- A. In the event the Commission is unable to ascertain the tax due from a remote seller or

marketplace facilitator by reason of the failure of the remote seller or marketplace facilitator to keep accurate books, allow inspection, or file a return, or by reason of the remote seller or marketplace facilitator filing a false or inaccurate return, the Commission may make an estimate of the tax due based on any evidence in their possession.

- B. Sales taxes may also be estimated, based on any information available, whenever the Commission has reasonable cause to believe that any information on a sales tax return is not accurate.
- C. A remote seller's or marketplace facilitator's tax liability under this Code may be determined and assessed for a period of three (3) years after the date the return was filed or due to be filed with the Commission. No civil action for the collection of such tax may be commenced after the expiration of the three (3) year period except an action for taxes, penalties and interest due from those filing periods that are the subject of a written demand or assessment made within the three (3) year period, unless the remote seller or marketplace facilitator waives the protection of this section.
- D. The Commission shall notify the remote seller or marketplace facilitator, in writing, that the Commission has estimated the amount of sales tax that is due from the remote seller or marketplace facilitator. The Commission shall serve the notice on the remote seller or marketplace facilitator by delivering the notice to the remote seller's or marketplace facilitator's place of business, or by mailing the notice by certified mail, return receipt requested, to the remote seller's or marketplace facilitator's last known mailing address. A remote seller or marketplace facilitator who refuses the certified mail will be considered to have accepted the certified mail for purposes of service.
- E. The Commission's estimate of the amount of sales tax that is due from a remote seller or marketplace facilitator shall become a final determination of the amount that is due unless the remote seller or marketplace facilitator, within thirty (30) calendar days after service of notice of the estimated tax:
 - 1. Files a complete and accurate sales tax return for the delinquent periods supported by satisfactory records and accompanied by a full remittance of all taxes, interest, penalties, costs and other charges due; or
 - 2. Files a written notice with the Commission appealing the estimated tax amount in accordance with the appeal procedures, under the provisions of section .160 of this chapter.
 - 3. Arguments or reasons for failure to timely file a return and remit taxes collected shall not be considered a valid basis or grounds for granting an appeal. The basis and grounds for granting an appeal of an assessment are:
 - a. The identity of the remote seller or marketplace facilitator is in error;
 - b. The amount of the debt is erroneous due to a clerical error (and the nature and extent of the error is specified in the request for appeal); or
 - c. The remote seller or marketplace facilitator disputes the denial of exemption(s) for certain sales.
- F. The amount of sales tax finally determined to be due under this section shall bear interest and penalty from the date that the sales tax originally was due, plus an additional civil penalty of fifty dollars (\$50) for each calendar month or partial month for which the amount of sales tax that is due has been determined.

SECTION 110 – Returns – Filing Contents

- A. Every remote seller or marketplace facilitator required by this chapter to collect sales tax shall file with the Commission upon forms furnished by the Commission a return setting forth the following information:
 - 1. Gross sales rounded to the nearest dollar;
 - 2. The nontaxable portions separately stating the amount of sales revenue attributable to each class of exemption, rounded to the nearest dollar;
 - 3. Computation of taxes to be remitted;
 - 4. Calculated discount (if applicable) based on member jurisdiction's code; and
 - 5. Such other information as may be required by the Commission.
- B. Each tax return remitted by a remote seller or marketplace facilitator shall be signed (digital or otherwise) by a responsible individual who shall attest to the completeness and accuracy of the information on the tax return.
- C. The Commission reserves the right to reject a filed return for failure to comply with the requirements of this Code for up to three (3) months from the date of filing. The Commission shall give written notice to a remote seller or marketplace facilitator that a return has been rejected, including the reason for the rejection.

SECTION 120 – Refunds

- A. Upon request from a buyer or remote seller or marketplace facilitator, 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 or marketplace facilitator shall process the refund and amend any returns accordingly.
- B. If the claimant is a remote seller or marketplace facilitator, and the tax refund is owed to any buyer, the remote seller or marketplace facilitator submits, and the Commission approves, a refund plan to all affected buyers.
- C. Interest will not be paid on tax refund requests filed with the Commission.
- D. The Member Jurisdictions may allow a buyer to request a refund directly from the Member Jurisdiction.

SECTION 130 – Amended Returns

- A. A remote seller or marketplace facilitator may file an amended sales tax return, with supporting documentation, and the Commission may accept the amended return, but only in the following circumstances:
 - i. The amended return is filed within one (1) year of the original due date for the return; and
 - ii. The remote seller or marketplace facilitator provides a written justification for requesting approval of the amended return; and
 - iii. The remote seller or marketplace facilitator agrees to submit to an audit upon request of the Commission.
- B. The Commission shall notify the remote seller or marketplace facilitator in writing (by email or otherwise) whether the Commission accepts or rejects an amended return, including the reasons for any rejection.
- C. The Commission may adjust a return for a remote seller or marketplace facilitator if, after investigation, the Commission determines the figure included in the original returns are incorrect; and the Commission adjusts the return within three (3) years of the

original due date for the return.

- D. A remote seller or marketplace facilitator may file a supplemental sales tax return, with supporting documentation, and the Commission may accept the supplemental return, but only in the following circumstances:
 - i. The remote seller or marketplace facilitator provides a written justification for requesting approval of the supplemental return; and
 - ii. The remote seller or marketplace facilitator agrees to submit to an audit upon request of the Commission.

SECTION 140 – Extension of Time to File Tax Return

Upon written application of a remote seller or marketplace facilitator, stating the reasons therefor, the Commission may extend the time to file a sales tax return but only if the Commission finds each of the following:

- 1. For reasons beyond the remote seller's or marketplace facilitator's control, the remote seller or marketplace facilitator has been unable to maintain in a current condition the books and records that contain the information required to complete the return;
- 2. Such extension is a dire necessity for bookkeeping reasons and would avert undue hardship upon the remote seller or marketplace facilitator;
- 3. The remote seller or marketplace facilitator has a plan to cure the problem that caused the remote seller or marketplace facilitator to apply for an extension and the remote seller or marketplace facilitator agrees to proceed with diligence to cure the problem;
- 4. At the time of the application, the remote seller or marketplace facilitator is not delinquent in filing any other sales tax return, in remitting sales tax to the Commission or otherwise in violation of this chapter;
- 5. No such extension shall be made retroactively to cover existing delinquencies.

SECTION 150 – Audits

- A. Any remote seller or marketplace facilitator who has registered with the Commission, who is required to collect and remit sales tax, or who is required to submit a sales tax return is subject to a discretionary sales tax audit at any time. The purpose of such an audit is to examine the business records of the remote seller or marketplace facilitator in order to determine whether appropriate amounts of sales tax revenue have been collected by the remote seller or marketplace facilitator and remitted to the Commission.
- B. The Commission is not bound to accept a sales tax return as correct. The Commission may make an independent investigation of all retail sales or transactions conducted within the State or member jurisdiction.
- C. The records that a remote seller or marketplace facilitator is required to maintain under this chapter shall be subject to inspection and copying by authorized employees or agents of the Commission for the purpose of auditing any return filed under this chapter, or to determine the remote seller's or marketplace facilitator's liability for sales tax where no return has been filed.
- D. In addition to the information required on returns, the Commission may request, and the remote seller or marketplace facilitator must furnish, any reasonable information deemed necessary for a correct computation of the tax.
- E. The Commission may adjust a return for a remote seller or marketplace facilitator if, after investigation or audit, the Commission determines that the figures included in the original

return are incorrect, and that additional sales taxes are due; and the Commission adjusts the return within three (3) years of the original due date for the return.

- F. For the purpose of ascertaining the correctness of a return or the amount of taxes owed when a return has not been filed, the Commission may conduct investigations, hearings and audits and may examine any relevant books, papers, statements, memoranda, records, accounts or other writings of any remote seller or marketplace facilitator at any reasonable hour on the premises of the remote seller or marketplace facilitator and may require the attendance of any officer or employee of the remote seller or marketplace facilitator. Upon written demand by the Commission, the remote seller or marketplace facilitator shall present for examination, in the office of the Commission, such books, papers, statements, memoranda, records, accounts and other written material as may be set out in the demand unless the Commission and the person upon whom the demand is made agree to presentation of such materials at a different place.
- G. The Commission may issue subpoenas to compel attendance or to require production of relevant books, papers, records or memoranda. If any remote seller or marketplace facilitator refuses to obey any such subpoena, the Commissioner may refer the matter to the Commission's attorney for an application to the superior court for an order requiring the remote seller or marketplace facilitator to comply therewith.
- H. Any remote seller, marketplace facilitator, or person engaged in business who is unable or unwilling to submit their records to the Commission shall be required to pay the Commission for all necessary expenses incurred for the examination and inspection of their records maintained outside the Commission.
- I. After the completion of a sales tax audit, the results of the audit will be sent to the business owner's address of record.
- J. In the event the Commission, upon completion of an audit, discovers more than five hundred dollars (\$500) in additional sales tax due from a remote seller or marketplace facilitator resulting from a remote seller's or marketplace facilitator's failure to accurately report sales and taxes due thereupon, the remote seller or marketplace facilitator shall bear responsibility for the full cost of the audit. The audit fee assessment will be in addition to interest and penalties applicable to amounts deemed to be delinquent by the Commission at the time of the conclusion of the audit.

SECTION 160 – Audit or Estimated Tax protest

- A. If the remote seller or marketplace facilitator wishes to dispute the amount of the estimate, or the results of an examination or audit, the remote seller or marketplace facilitator must file a written protest with the Commission, within thirty (30) calendar days of the date of the notice of estimated tax or results of an audit or examination. The protest must set forth:
 - 1. The remote seller's or marketplace facilitator's justification for reducing or increasing the estimated tax amount, including any missing sales tax returns for the periods estimated; or
 - 2. The remote seller's or marketplace facilitator's reasons for challenging the examination or audit results.
- B. In processing the protest, the Commission may hold an informal meeting or hearing with the remote seller or marketplace facilitator, either on its own or upon request of the remote seller or marketplace facilitator and may also require that the remote seller or

marketplace facilitator submit to an audit, if one was not previously conducted or a more formal audit, if an estimation audit was previously performed.

- C. The Commission shall make a final written determination on the remote seller's or marketplace facilitator's protest and mail a copy of the determination to the remote seller or marketplace facilitator.
- D. If a written protest is not filed within thirty (30) days of the date of the notice of estimated tax or the result of a review, audit or examination, then the estimated tax, review, audit or examination result shall be final, due and payable to the Commission.

SECTION 170 – Penalties and Interest for Late Filing

- A. A late filing fee of twenty-five dollars (\$25) per month, or fraction thereof, shall be added to all late-filed sales tax reports, until a total of one-hundred dollars (\$100) has been reached. An incomplete return shall be treated as the filing of no return.
- B. Delinquent sales tax bear interest at the rate of fifteen percent (15%) per annum until paid.
- C. In addition, delinquent sales tax shall be subject to an additional penalty of 5% per month, or fraction thereof, until a total of 20% of delinquent tax has been reached. The penalty does not bear interest.
- D. Fees, penalties and interest shall be assessed and collected in the same manner as the tax is assessed and collected, and applied first to fees, penalties and interest, second to past due sales tax.
- E. The filing of an incomplete return, or the failure to remit all tax, shall be treated as the filing of no return.
- F. A penalty assessed under this section for the delinquent remittance of sales tax or failure to file a sales tax return may be waived by the Commission, upon written application of the remote seller or marketplace facilitator accompanied by a payment of all delinquent sales tax, interest and penalty otherwise owed by the remote seller or marketplace facilitator, within forty-five (45) calendar days after the date of delinquency. A remote seller or marketplace facilitator may not be granted more than one (1) waiver of penalty under this subsection in any one calendar year, in accordance with the Commission's penalty waiver policy. The Commission shall report such waivers of penalty to the member jurisdiction, in writing.

SECTION 180 – Remote Reseller Certificate of Exemption

- A. A remote seller with no physical presence in a member jurisdiction purchasing goods or services for the express purpose of resale to buyer(s) located in that member jurisdiction shall apply for a resale certificate through the Commission.
- B. The Remote Reseller Certificate of Exemption will expire at the end of the calendar year it is issued.

SECTION 190 – Repayment Plans

- A. The Commission may agree to enter into a repayment plan with a delinquent remote seller or marketplace facilitator. No repayment plan shall be valid unless agreed to by both parties in writing.
- B. A remote seller or marketplace facilitator shall not be eligible to enter into a repayment plan with the Commission if the remote seller or marketplace facilitator has defaulted on

a repayment plan in the previous two (2) calendar years.

- C. The repayment plan shall include a secured promissory note that substantially complies with the following terms:
- i. The remote seller or marketplace facilitator agrees to pay a minimum of ten percent (10%) down payment on the tax, interest and penalty amount due. The down payment shall be applied first to penalty, then to accumulated interest, and then to the tax owed.
 - ii. The remote seller or marketplace facilitator agrees to pay the balance of the tax, penalty and interest owed in monthly installments over a period not to exceed two (2) years.
 - iii. Interest at a rate of fifteen percent (15%) per annum shall accrue on the principal sum due. Interest shall not apply to penalties owed or to interest accrued at the time the repayment plan is executed or accruing during the term of the repayment plan.
 - iv. If the remote seller or marketplace facilitator is a corporation or a limited liability entity, the remote seller or marketplace facilitator agrees to provide a personal guarantee of the obligations under the repayment plan.
 - v. The remote seller or marketplace facilitator agrees to pay all future tax bills in accordance with the provisions of this chapter.
 - vi. The remote seller or marketplace facilitator agrees to provide a security interest in the form of a sales tax lien for the entire unpaid balance of the promissory note to be recorded by the Commission at the time the repayment plan is signed. The remote seller or marketplace facilitator shall be responsible for the cost of recording the tax lien.
- D. If a remote seller or marketplace facilitator fails to pay two (2) or more payments in accordance with the terms of the repayment plan agreement, the remote seller or marketplace facilitator shall be in default and the entire amount owed at the time of default shall become immediately due. The Commission will send the remote seller or marketplace facilitator a notice of default. The Commission may immediately foreclose on the sales tax lien or take any other remedy available under the law.

SECTION 200 – Remote Seller or Marketplace Facilitator Record Retention

Remote sellers or marketplace facilitators shall keep and preserve suitable records of all sales made and such other books or accounts as may be necessary to determine the amount of tax which the remote seller or marketplace facilitator is obliged to collect. Remote sellers or marketplace facilitators shall preserve suitable records of sales for a period of three (3) years from the date of the return reporting such sales, and shall preserve for a period of three (3) years all documentation supporting exempted sales of goods or services and all such other books, invoices and records as may be necessary to accurately determine the amount of taxes which the remote seller or marketplace facilitator was obliged to collect under this chapter.

SECTION 210 – Cessation or Transfer of Business

- A. A remote seller or marketplace facilitator who sells, leases, conveys, forfeits, assigns, gifts or otherwise transfers (collectively, a “transfer”) the majority of their business interest, including to a creditor or secured party, shall make a final sales tax return within thirty (30) days after the date of such conveyance.

- B. At least ten (10) business days before any such transfer is completed, the remote seller or marketplace facilitator shall send to the Commission, by approved communication (email confirmation, certified first-class mail, postage prepaid) a notice that the remote seller's or marketplace facilitator's interest is to be conveyed and shall include the name, address and telephone number of the person or entity to whom the interest is to be conveyed.
- C. Upon notice of transfer and disclosure of buyer, the Commission shall be authorized to disclose the status of the remote seller's or marketplace facilitator's sales tax account to the named buyer or assignee.
- D. Upon receipt of notice of a transfer, the Commission shall send the transferee a copy of this Code with this section highlighted.
- E. Neither the Commission's failure to give the notice nor the transferee's failure to receive the notice shall relieve the transferee of any obligations under this section.
- F. Following receipt of the notice, the Commission shall have sixty (60) days in which to perform a final sales tax audit and assess sales tax liability against the remote seller or marketplace facilitator. If the notice is not mailed at least ten (10) business days before the transfer is completed, the Commission shall have twelve (12) months from the date of the completion of the transfer or the Commission's knowledge of the completion of the transfer within which to begin a final sales tax audit and assess sales tax liability against the remote seller or marketplace facilitator. The Commission may also initiate an estimated assessment if the requirements for such an assessment exist.
- G. A person acquiring any interest of a remote seller or marketplace facilitator in a business required to collect the tax under this chapter assumes the liability of the remote seller or marketplace facilitator for all taxes due the Commission, whether current or delinquent, whether known to the Commission or discovered later, and for all interest, penalties, costs and charges on such taxes.
- H. Before the effective date of the transfer, the transferee of a business shall obtain from the Commission an estimate of the delinquent sales tax, penalty and interest, if any, owed by the remote seller or marketplace facilitator as of the date of the transfer, and shall withhold that amount from the consideration payable for the transfer, until the remote seller or marketplace facilitator has produced a receipt from the Commission showing that all tax obligations imposed by this chapter have been paid. A transferee that fails to withhold the amount required under this subsection shall be liable to the Commission and member jurisdiction for the lesser of the amount of delinquent sales tax, penalty and interest due from the remote seller or marketplace facilitator as of the date of transfer, and the amount that the transferee was required to withhold.
- I. In this section, the term "transfer" includes the following:
 - 1. A change in voting control, or in more than fifty percent (50%) of the ownership interest in a remote seller or marketplace facilitator that is a corporation, limited liability company or partnership; or
 - 2. A sale of all or substantially all the assets used in the business of the remote seller or marketplace facilitator; or
 - 3. The initiation of a lease, management agreement or other arrangement under which another person becomes entitled to the remote seller's or marketplace facilitator's gross receipts from sales, rentals or services.
- J. Subsection H of this section shall not apply to any person who acquires their ownership

interest in the ongoing business as a result of the foreclosure of a lien that has priority over the Commission's sales tax lien.

- K. Upon termination, dissolution or abandonment of a business entity, any officer having control or supervision of sales tax funds collected, or who is charged with responsibility for the filing of returns or the payment of sales tax funds collected, shall be personally liable for any unpaid taxes, interest, administrative costs and penalties on those taxes if such person willfully fails to pay or cause to be paid any taxes due from the corporation. In addition, regardless of willfulness, each director, member, or general partner of the entity shall be jointly and severally liable for unpaid amounts. The person shall be liable only for taxes collected which became due during the period he or she had the control, supervision, responsibility or duty to act for the corporation. This section does not relieve the entity of other tax liabilities or otherwise impair other tax collection remedies afforded by law.
- L. A remote seller or marketplace facilitator who terminates the business without the benefit of a purchaser, successor or assign shall make a final tax return and settlement of tax obligations within thirty (30) days after such termination. If a final return and settlement are not received within thirty (30) days of the termination, the remote seller or marketplace facilitator shall pay a penalty of one hundred dollars (\$100), plus an additional penalty of twenty-five dollars (\$25) for each additional thirty- (30-) day period, or part of such a period, during which the final return and settlement have not been made, for a maximum of six (6) additional periods.

SECTION 220 – Use of Information on Tax Returns

- A. Except as otherwise provided in this chapter, 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:
 - 1. Employees and agents of the Commission and member jurisdiction whose job responsibilities are directly related to such returns, reports and information;
 - 2. The person supplying such returns, reports and information; and
 - 3. Persons authorized in writing by the person supplying such returns, reports and information.
- B. The Commission will release information described in subsection A of this section pursuant to subpoena, order of a court or administrative agency of competent jurisdiction, and where otherwise required by law to do so.
- C. Notwithstanding subsection A of this section, the following information is available for public inspection:
 - A. The name and address of sellers and marketplace facilitators;
 - B. Whether a business is registered to collect taxes under this chapter;
 - C. The name and address of businesses that are sixty (60) days or more delinquent in filing returns or in remitting sales tax, or both filing returns and remitting sales tax; and, if so delinquent, the amount of estimated sales tax due, and the number of returns not filed.
- D. The Commission may provide the public statistical information related to sales tax collections, provided that no information identifiable to a particular remote seller or marketplace facilitator is disclosed.
- E. Nothing contained in this section shall be construed to prohibit the delivery to a person,

or their duly authorized representative, of a copy of any return or report filed by them, nor to prohibit the publication of statistics so classified as to prevent the identification of particular buyers, remote sellers, or marketplace facilitators, nor to prohibit the furnishing of information on a reciprocal basis to other agencies or political subdivisions of the state or the United States concerned with the enforcement of tax laws.

- F. Nothing contained in this section shall be construed to prohibit the disclosure through enforcement action proceedings or by public inspection or publication of the name, estimated balance due, and current status of payments, and filings of any remote seller or marketplace facilitator or agent of any remote seller or marketplace facilitator required to collect sales taxes or file returns under this chapter, who fails to file any return and/or remit in full all sales taxes due within thirty (30) days after the required date for that business. Entry into any agreement whether pursuant to the provisions of this chapter or otherwise shall not act as any prohibition to disclosure of the records of that remote seller or marketplace facilitator as otherwise provided in this chapter.
- G. A prospective lessee or purchaser of any business or business interest may inquire as to the obligation or tax status of any business upon presenting to the Commission a release of tax information request signed by the authorized agent of the business.
- H. Except as otherwise provided herein, all returns referred to in this chapter, and all data taken therefrom, shall be kept secure from public inspection, and from all private inspection.

SECTION 230 – Violations

- A. A remote seller or marketplace facilitator that fails to file a sales tax return or remit sales tax when due, in addition to any other liability imposed by this Code, shall pay to the Commission all costs incurred by the Commission to determine the amount of the remote seller's or marketplace facilitator's liability or to collect the sales tax, including, without limitation, reviewing and auditing the remote seller's or marketplace facilitator's business records, collection agency fees, and actual reasonable attorney's fees.
- B. A person who causes or permits a corporation of which the person is an officer or director, a limited liability company of which the person is a member or manager, or a partnership of which the person is a partner, to fail to collect sales tax or to remit sales tax to the Commission as required by this Code shall be liable to the Commission for the amount that should have been collected or remitted, plus any applicable interest and penalty.
- C. Notwithstanding any other provision of law, and whether or not the Commission initiates an audit or other tax collection procedure, the Commission may bring a declaratory judgment action against a remote seller or marketplace facilitator believed to meet the criteria to establish that the obligation to remit sales tax is applicable and valid under local, state and federal law. The action shall be brought in the judicial district of the member jurisdiction.
- D. The Commission may cause a sales tax lien to be filed and recorded against all real and personal property of a remote seller or marketplace facilitator where the remote seller or marketplace facilitator has:
 - 1. Failed to file sales tax returns for two (2) consecutive filing periods as required by the Code; or

2. Failed within sixty (60) days of the end of the filing period from which taxes were due to either (a) remit all amounts due or (b) to enter into a secured payment agreement as provided in this Code.
 3. Prior to filing a sales tax lien, the Commission shall cause a written notice of intent to file to be mailed to the last known address of the delinquent remote seller or marketplace facilitator.
- E. In addition to other remedies discussed in this Code, the Commission may bring a civil action to:
1. Enjoin a violation of this Code. On application for injunctive relief and a finding of a violation or threatened violation, the superior court shall enjoin the violation.
 2. Collect delinquent sales tax, penalty, interest and costs of collection, either before or after estimating the amount of sales tax due.
 3. Foreclose a recorded sales tax lien as provided by law.
- F. All remedies hereunder are cumulative and are in addition to those existing at law or equity.

SECTION 240 – Penalties for Violations

- A. In the event that a penalty provided below is different from the same penalty in a member jurisdiction's sales tax code, the penalty prescribed in the member jurisdiction's sales tax code will apply.
- B. A buyer, remote seller, or marketplace facilitator who knowingly or negligently submits false information in a document filed with the Commission pursuant to this Code is subject to a penalty of five hundred dollars (\$500).
- C. A remote seller or marketplace facilitator who knowingly or negligently falsifies or conceals information related to its business activities with the Commission or member jurisdiction is subject to a penalty of five hundred dollars (\$500).
- D. A person who knowingly or negligently provides false information when applying for a certificate of exemption is subject to a penalty of five hundred dollars (\$500).
- E. A remote seller or marketplace facilitator who fails or refuses to produce requested records or to allow inspection of their books and records shall pay to the Commission a penalty equal to three (3) times any deficiency found or estimated by the Commission with a minimum penalty of five hundred dollars (\$500).
- F. A remote seller or marketplace facilitator who falsifies or misrepresents any record filed with the Commission is guilty of an infraction and subject to a penalty of five hundred dollars (\$500) per record.
- G. Misuse of an exemption card is a violation and subject to a penalty of fifty dollars (\$50) per incident of misuse;
- H. Nothing in this chapter shall be construed as preventing the Commission from filing and maintaining an action at law to recover any taxes, penalties, interest and/or fees due from a remote seller or marketplace facilitator. The Commission may also recover attorney's fees in any action against a delinquent remote seller or marketplace facilitator.

SECTION 250 – Remittance of Tax; Remote Seller Held Harmless

- A. Any remote seller or marketplace facilitator that collects and remits sales tax to the Commission as provided by law may use an electronic database of state addresses that is

certified by the Commission pursuant to subsection (C) of this section to determine the member jurisdictions to which tax is owed.

- B. Any remote seller or marketplace facilitator that uses the data contained in an electronic database certified by the Commission pursuant to subsection (C) of this section to determine the jurisdictions to which tax is owed shall be held harmless for any tax, charge, or fee liability to any member jurisdiction that otherwise would be due solely as a result of an error or omission in the database.
- C. Any electronic database provider may apply to the Commission to be certified for use by remote sellers or marketplace facilitators pursuant to this section. Such certification shall be valid for three years. In order to be certified, an electronic database provider shall have a database that satisfies the following criteria:
 - 1. The database shall designate each address in the state, including, to the extent practicable, any multiple postal address applicable to one location and the taxing jurisdictions that have the authority to impose a tax on purchases made by purchasers at each address in the state.
 - 2. The information contained in the electronic database shall be updated as necessary and maintained in an accurate condition. In order to keep the database accurate, the database provider shall provide a convenient method for member jurisdictions that may be affected by the use of the database to inform the provider of apparent errors in the database. The provider shall have a process in place to promptly correct any errors brought to the provider's attention.

SECTION 260 – Savings Clause

- A. If any provision of Chapter 3.10, the Remote Seller Sales Tax Code, and Chapter 3.08, Sales Tax Code is determined by the Commission or an adjudicatory body of competent jurisdiction to discriminate against a remote seller in favor of a local seller with a physical presence in the taxing jurisdiction, the discriminatory provision shall continue in effect only to the extent such provision does not discriminate against a remote seller, and the comparable code provision applicable to a local seller will apply to a remote seller, and the remainder of Chapter 3.08 and Chapter 3.10 shall continue in full force and effect.

SECTION 270 – Definitions

Adoption of definitions does not compel an individual municipality to exempt certain defined items. Each municipality should specifically adopt definitions necessary for consistency to implement both brick-and-mortar sales tax code and provisions related to remote sellers or marketplace facilitators. For definitions that have no applicability to brick-and-mortar sales tax code, municipality may choose either to include definitions in the definitional section of general sales tax ordinance or adopt the common definitions by reference.

“Buyer” or “purchaser” means a person to whom a sale of property or product is made or to whom a service is furnished.

“Commission” means the Alaska Remote Seller Sales Tax Commission established by Agreement between local government taxing jurisdictions within Alaska, and delegated tax collection authority.

“Delivered electronically” means delivered to the purchaser by means other than tangible storage media.

“Delivery Charges” means charges by the seller of personal property or services for preparation and delivery to a location designated by the purchaser of personal property or services including, but not limited to, transportation, shipping, postage, handling, crating and packing.

“Entity-based exemption” means an exemption based on who purchases the product or who sells the product. An exemption that is available to all individuals shall not be considered an entity-based exemption.

“Goods for resale” means:

- A. the sale of goods by a manufacturer, wholesaler or distributor to a retail vendor; sales to a wholesale or retail dealer who deals in the property sold, for the purpose of resale by the dealer.
- B. Sales of personal property as raw material to a person engaged in manufacturing components for sale, where the property sold is consumed in the manufacturing process of, or becomes an ingredient or component part of, a product manufactured for sale by the manufacturer.
- C. Sale of personal property as construction material to a licensed building contractor where the property sold becomes part of the permanent structure.

“Lease” or “rental” means any transfer of possession or control of tangible personal property for a fixed or indeterminate term for consideration. A lease or rental may include future options to purchase or extend.

“Local Sale” means a sale by a seller with a physical presence in a taxing jurisdiction, where the point of delivery is a location within the same taxing jurisdiction.

“Marketplace” means a physical or electronic place, platform or forum, including a store, booth, internet website, catalog or dedicated sales software application, where products or services are offered for sale.

“Marketplace facilitator” means a person that contracts with remote sellers to facilitate for consideration, regardless of whether deducted as fees from the transaction, the sale of the remote seller’s property, product or services 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 remote seller;

- (ii) Owning or operating the infrastructure, electronic or physical, or technology that brings buyers and remote sellers together;
- (iii) Providing a virtual currency that buyers are allowed or required to use to purchase products from the remote seller; or
- (iv) Software development or research and development activities related to any of the activities described in (b) of this subsection , if such activities are directly related to a physical or electronic marketplace operated by the person or an affiliated person; and

(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.

“Marketplace seller” means a person that makes retail sales through any physical or electronic marketplace that is operated by a marketplace facilitator.

“Member Jurisdiction” means a taxing jurisdiction that is a signatory of the Alaska Remote Seller Sales Tax Agreement, thereby members of the Commission, and who have adopted the Alaska Remote Seller Uniform Sales Tax Code.

“Monthly” means occurring once per calendar month.

“Nonprofit organization” means a business that has been granted tax-exempt status by the Internal Revenue Service.

“Person” means an individual, trust, estate, fiduciary, partnership, limited liability company, limited liability partnership, corporation, or any other legal entity.

“Physical presence” for purposes of section .050 means a seller who establishes any one or more of the following within a member jurisdiction:

1. Has any office, distribution or sales house, warehouse, storefront, or any other place of business within the boundaries of the member jurisdiction;
2. Solicits business or receiving orders through any employee, agent, salesman, or other representative within the boundaries of the member jurisdiction;
3. Provides services or holds inventory within the boundaries of the member jurisdiction;
4. Rents or Leases property located within the boundaries of the member jurisdiction.

A seller that establishes a physical presence within the local member jurisdiction in any calendar year will be deemed to have a physical presence within the member jurisdiction for the following calendar year.

“Point of delivery” means the location at which property or a product is delivered or service is rendered.

- A. When the product is not received or paid for by the purchaser at a business location of a remote seller in a Member Jurisdiction, the sale is considered delivered to the location where receipt by the purchaser (or the purchaser's recipient, designated as such by the purchaser) occurs, including the location indicated by instructions for delivery as supplied by the purchaser (or recipient) and as known to the seller.
- B. When the product is received or paid for by a purchaser who is physically present at a business location of a Remote Seller in a Member Jurisdiction the sale is considered to have been made in the Member Jurisdiction where the purchaser is present even if delivery of the product takes place in another Member Jurisdiction. Such sales are reported and tax remitted directly to the Member Jurisdiction not to the Commission.
- C. When the service is not received by the purchaser at a business location of a remote seller, the service is considered delivered to the location where the purchaser receives the service.
- D. For products or services transferred electronically, or other sales where the remote seller or marketplace facilitator lacks a delivery address for the purchaser, the remote seller or marketplace facilitator shall consider the point of delivery of the sale to be the billing address of the buyer.

“Product-based exemptions” means an exemption based on the description of the product and not based on who purchases the product or how the purchaser intends to use the product.

“Professional services” means services performed by architects, attorneys-at-law, certified public accountants, dentists, engineers, land surveyors, surgeons, veterinarians, and practitioners of the healing arts (the arts and sciences dealing with the prevention, diagnosis, treatment and cure or alleviation of human physical or mental ailments, conditions, diseases, pain or infirmities) and such occupations that require a professional license under Alaska Statute.

“Property” and **“product”** and **“good”** means both tangible property, an item that can be seen, weighed, measured, felt, or touched, or that is in any other manner perceptible to the senses; and intangible property, anything that is not physical in nature (i.e.; intellectual property, brand recognition, goodwill, trade, copyright and patents).

“Quarter” means trimonthly periods of a calendar year; January-March, April-June, July-September, and October-December.

“Receive” or **“receipt”** for purposes of section .030 and the definition of “Point of Delivery” means

- A. Taking possession of property or product;
- B. Making first use of services; or
- C. Taking possession or making first use of digital goods, whichever comes first.

The terms “receive” and “receipt” do not include temporary possession by a shipping company on behalf of the purchaser.

“Remote sales” means sales of goods or services by a remote seller or marketplace facilitator.

“Remote seller” means a seller or marketplace facilitator making sales of goods or services for delivery within the State of Alaska without having a physical presence in the member jurisdiction in which delivery is being made.

“Resale of services” means sales of intermediate services to a business where the charge for which will be passed directly by that business to a specific buyer.

“Sale” or “retail sale” means any transfer of property or product or any provision of service(s) for consideration for any purpose other than for resale.

“Sales price” or “purchase price” means the total amount of consideration, including cash, credit, property, products, and services, for which property, products, or services are sold, leased, or rented, valued in money, whether received in money or otherwise, without any deduction for the following:

- A. The seller’s cost of the property or product sold;
- B. The cost of materials used, labor or service cost, interest, losses, all costs of transportation to the seller, all taxes imposed on the seller, and any other expense of the seller;
- C. Charges by the seller for any services necessary to complete the sale, other than delivery and installation charges;
- D. Delivery charges;
- E. Installation charges; and
- F. Credit for any trade-in, as determined by state law.

“Seller” means a person making sales of property, products, or services, or a marketplace facilitator facilitating sales on behalf of a seller.

“Services” means all services of every manner and description, which are performed or furnished for compensation, and delivered electronically or otherwise into a member jurisdiction including but not limited to:

- A. Professional services;
- B. Services in which a sale of property or product may be involved, including property or products made to order;
- C. Utilities and utility services not constituting a sale of property or products, including but not limited to sewer, water, solid waste collection or disposal, electrical, telephone services and repair, natural gas, cable or satellite television, and Internet services;
- D. The sale of transportation services;
- E. Services rendered for compensation by any person who furnishes any such services in the course of his trade, business, or occupation, including all services rendered for commission;
- F. Advertising, maintenance, recreation, amusement, and craftsman services.

“Tax cap” means a maximum taxable transaction.

“Taxing jurisdiction” means a local government in Alaska that has a sales tax.

“Transferred electronically” means obtained by the purchaser by means other than tangible storage media.

SECTION 280 – Supplemental Definitions

For purposes of this Chapter, the Commission may promulgate Supplemental Definitions that are incorporated into this Remote Seller Sales Tax Code, provided they are not in conflict with or contrary to definitions set forth in the general sales tax ordinance of the member jurisdiction. Supplemental Definitions are available at www.arsstc.org. Provisions of the Supplemental Definitions that are amended, deleted, or added prior to or after the effective date of the latest amendment to this chapter shall be applicable for purposes of this chapter on the effective date provided for such amendments, deletions, or additions, including retroactive provisions.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: May 28, 2021
RE: Resolution 21-12 – Setting Property Tax Mill Levy for 2021

Attached you will find Resolution 21-12. The resolution sets the mill rate at six mills for calendar year 2021.

City of Craig Municipal Code Section 3.04.070 states that the council shall establish the rate of the levy by June 15 of each year. The FY 2021 budget includes an estimate for property tax receipts which is based on a 6 mill rate. The proposed Fiscal Year 2022 budget ordinance estimates that the six mill rate will produce approximately \$674,000 in property tax revenues in 2021. The property tax levy in Craig of 6 mills has remained unchanged for at least the last 30 years. Setting the mill levy is done at the discretion of the city council.

Recommendation

Adopt Resolution 21-12.

**CITY OF CRAIG
RESOLUTION NO. 21-12**

SETTING THE 2021 PROPERTY TAX LEVY AT 6 MILLS

WHEREAS, the Council for the City of Craig exercises its authority to assess, levy and collect a general property tax.

NOW, THEREFORE BE IT RESOLVED that the Council for the City of Craig, Alaska:

1. Sets the mill levy for 2021 at 6 mills.
2. Assessment and collection of property taxes are made subject to Section 3.04 of the Craig Municipal Code.

APPROVED this _____ day of June, 2021

MAYOR TIM O'CONNOR

TRACEY JENSEN, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: May 28, 2021
RE: Resolution 21-13

Attached you will find Resolution 21-13. The resolution authorizes an employee benefit that allows a qualifying employee to take a cash payment instead of the city's employee health insurance benefit. This measure, called "Payment in Lieu of Employee Health Insurance" is offered as a means to reduce staffing costs. The in lieu payment was first offered in FY18.

In short, the proposed benefit provides for a cash payment to an employee in FY 2022 equal to about one half of the city's cost of the health insurance benefit that the employee took in FY 2021. In order to qualify for the payment in lieu benefit in FY 2022, the employee must be eligible for the city's employee health insurance benefit, and must have either taken the employee health insurance benefit or elected to take the in-lieu payment in FY 2021.

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

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

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

1. Unlike the value of the employee health insurance benefit, the cash in lieu of benefit payment is subject to federal income tax, and PERS deduction.
2. An employee that declines an employer's offer of group health coverage is not eligible for a subsidy from the Exchange system set up in the ACA. The employee can still buy health insurance from the Exchange, but must do so at full price.
3. The payment in lieu program proposed in Resolution 21-13 is unconditional, meaning that it is not intended to reimburse employees for purchasing other insurance. Employees receiving the payment are free to use the payment for whatever use they see fit.
4. Employees who accept the cash payment are still bound by the ACA to carry medical insurance, although the penalty for not doing so is set at \$0.

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

benefit. Attachment A to Resolution 21-13, if approved by the council, amends the plan to include the program.

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

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

It is important to note here that the choice to participate in the city's health insurance benefit or accept the cash payment is entirely up to the employee. In the current year, four employees opted for the in-lieu payment. I expect that the same amount of the city's full time employees will choose the in lieu option in FY 2022. A year ago the in lieu payment amounts proposed were adjusted up ten percent from the FY 2020 amount, to keep the payments close to the 50 percent target. I propose no increase in the benefit for FY 22.

As I noted a year ago, participation level requirements imposed by Premera on the city's group health coverage require at least 75 percent of eligible city employees must participate in employee health insurance benefit. That rule limits the amount of employees who can participate in the in lieu payment program. If fewer than 75 percent of city employees sign up for the health insurance benefit, staff will use a process of random selection to determine who participates in the in lieu program in FY2022.

Recommendation

Adopt Resolution 21-13.

**CITY OF CRAIG
RESOLUTION 21-13**

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

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

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

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

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

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

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

Schedule of Payments in Lieu of Health Insurance Benefit - FY 2022		
FY 2021 Coverage Type or in lieu Payment level	FY 2022 Payment per pay period	
Employee only	\$178.93	
Employee & Spouse	\$365.54	
Employee & Dependents	\$317.60	
Employee & Family	\$496.13	

NOW, THEREFORE, BE IT RESOVED that the Craig City Council directs city staff to implement the Payment in Lieu of Employee Health Insurance Benefit for the City of Craig’s 2022 Fiscal Year, beginning July 1, 2021, and modify the city’s “cafeteria plan” consistent with the terms set in this resolution.

PASSED AND APPROVED this _____ day of June, 2022.

MAYOR TIM O’CONNOR

TRACEY JENSEN, CITY CLERK

**RESOLUTION 21-13
ATTACHMENT A**

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

Payment In Lieu of Health Insurance Benefit. Any Participant who accepted employee health insurance coverage during the entirety of Employer Fiscal Year 2021 (July 1, 2020 through June 30, 2021) or who accepted a Payment in Lieu of Health Insurance Benefit during Employer Fiscal Year 2021, and who remains eligible for the city's employee health insurance benefit, may choose to receive a cash payment in lieu of the employee health insurance coverage during Employer Fiscal Year 2022 (July 1, 2021 through June 30, 2022). The amount of the cash payment is set from time to time by the Craig City Council.

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

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

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

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council

From: Brian Templin, City Planner

Date: May 27, 2021

RE: Application to Sell City Property to Rodney Payne – Ordinance 734 2nd Reading

Rodney Payne owns lot 5, Port St. Nicholas Subdivision Number 3, located within the Craig City limits. This subdivision fronts on city owned tide and submerged lands. The city has already approved an easement on the lot for a sewer outfall.

Mr. Payne has applied to the city for a sale of a portion of Tract A, ATS 1410 abutting lot 5 for the purpose of constructing and maintaining a private dock associated with a residential structure that will be constructed on Lot 5. The area of the lot will be laid out as an extension of the upland lot lines seaward about 150 feet to accommodate the dock and room to tie up a vessel all around the new dock. This sale is similar to property sold to Mr. John McCallum in front of lots 6 and 7 in the same subdivision in 2015. The area subject to this sale would be approximately 40,000 square feet.

The sale notice was published in the two editions of the Island Post with the public hearing originally scheduled at the regular city council meeting on April 15, 2021. The April 15th meeting was canceled due to lack of a quorum and the public hearing moved to the next scheduled meeting which was May 6th.

Market value sales of city owned land are set at a minimum price of the market value appraisal. The city council has authority to charge more, but the code sets the minimum value.

Since this is the first municipal land sale many of the council members will be a part of, the sequence of events for land sales are:

1. Application submitted to the city (COMPLETE)
2. Public Notice is posted for 30 days (including posting twice in the Island Post) and a Public Hearing is scheduled (usually at a regular council meeting) after the notice has been posted for at least 30 days. (COMPLETE)
3. First Reading/Consideration of an ordinance authorizing the city administrator to negotiate the sale. (COMPLETE)
4. Second Reading/Consideration of the enacting ordinance
5. If approved, staff works with the purchaser to complete a number of steps
 - a. The purchaser is responsible to hire an MAI certified appraiser (with city approval) and have the property appraised. Generally, the appraiser documents a “per square foot” value so that the overall value can be adjusted after the survey is complete.
 - b. The purchaser is responsible to hire a surveyor to complete a subdivision survey documenting the parcel to be sold.

- c. The planning commission approves the preliminary plat and the surveyor completes the plat.
 - d. Once the appraisal and survey plat are completed, we calculate the sales price (minimum) based on the market value and the actual square footage shown on the plat.
 - e. Staff works with the purchaser to finalize terms of the sale (generally a quit claim deed after full payment, payment generally required within 90 days)
6. The final sales terms are presented to the council for consideration
 7. Staff completes the financial transaction and issues a quit claim deed.

At the May 6, 2021 council meeting, the council had a discussion regarding the sale value of city property compared to the appraised values. Craig Municipal Code Title 16.03.040 directs that sale or disposal of real property owned by the city will be sold where “the price shall not be less than the fair market value plus the cost of the appraisal plus survey, platting, recording, and other costs to the city attendant to the transaction.” The city and/or the council has latitude to set the value higher than the appraised value during negotiations, but not lower.

It has been our practice in recent sales to require the applicant to directly hire a qualified appraiser with the city listed as a party to the appraisal. Generally, this has been fairly stable for the applicants since the council has generally approved these sales at or near the appraised value plus the other costs attendant to the transaction. In some cases, we have added some additional amount to account for additional costs in development (i.e. underground utilities).

If the council is interested in significantly increasing the sale price beyond the appraised value it may want to consider some changes to our regular practice. In order to provide some stability for the applicant and give the council an opportunity to weigh in on the negotiations after the appraised value is determined, it may make more sense for the city to hire an appraiser and pay for the appraisal up front and then bring the appraised value to the council for discussion before completing negotiations. The value of the appraisal would then be added to the final cost of the sale. Alternatively, the council may choose to settle on a more predictable view of the appraised value and direct staff to sell the property at the appraised value plus some premium percentage (for example, appraised value + 10%, etc.). If the final sale price is more predictable related to the appraisal, then we would be in a better position to require the applicant to pay for the appraisal up front. This would not require any change in the municipal code, just in our regular application of it. In terms of the steps laid out above, this would mean that the city would hire the appraiser at step 5a and then bring the appraised value back to the council for discussion before step 5b. The cost of the property would be calculated in step 5d based on the council input regarding the appraised value. The cost of the appraisal would be added as a term of the sale in step 5e. There is some risk that the city may pay for an appraisal and be stuck with the cost if the sale does not go through.

It is probably a good idea for the council to have further discussion about policy regarding both leases and sales of city property and potentially look at making changes to

the current code. I will prepare some information and bring it back to the council at a future meeting for a deeper discussion, but the council should make some decisions on the current application as it moves forward and amend the ordinance to include specific guidance on who should pay for the appraisal up front and how the council would like to set the sale value based on the appraisal.

At the May 6th council meeting the council tabled this item until Mr. Douville and Mr. Payne talked about Shaan-Seet's comments. Mr. Payne called me on Thursday, May 27th and informed me that he would plat the property as a single parcel if the sale is approved and finalized, per Shaan-Seet's comments.

Recommendation: The council should consider the discussion above and provide some specific guidance to staff related to sales price and appraisal for the current application by Mr. Payne. The council should take action as follows:

1. Move to Approve Ordinance 734 (this puts the ordinance on the floor for discussion)
2. Discuss the issues outlined above, particularly the issues related to who should pay for the appraisal up front, and the issue of the sale value relative to the appraisal
3. Move to Amend Ordinance 734 based on the discussion
4. Vote on the Amendment
5. Resume discussion and move/vote on any other amendments
6. When all amendments have been made and the council is finished discussing the issue, Vote on the original Motion to adopt the ordinance

1st Recommend Motion: Approve Ordinance 734, authorizing the city administrator to negotiate the sale of city owned property to Mr. Rodney Payne.

Motion to Amend: Move to amend Ordinance 734 (specific amendment based on the discussion)

**CITY OF CRAIG
ORDINANCE No. 734**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH RODNEY PAYNE, THE TERMS OF A SALE OF CITY OWNED TIDE AND SUBMERGED LANDS AT TRACT A, ATS 1410

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

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

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

Section 4. Action. This ordinance authorizes the City Administrator to negotiate the sale of approximately 40,000 square feet of city owned tide and submerged land, a portion of Tract A, ATS 1410. Final terms of said sale are subject to the approval of the Craig city council.

Passed and approved this _____ day of May, 2021.

Mayor Tim O'Connor

Attest _____
Tracey Jensen, City Clerk

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: May 28, 2021
RE: Consider Options for Acquisition of Garbage Truck

At its May 6 meeting the city council considered options for the purchase of a new rear load garbage truck. After some deliberation, the council asked staff to research the acquisition of a vehicle that includes both side loading and rear loading functions. The Public Works Department managed to secure a quote from a vendor for a combination side/rear load vehicle (copy attached). The estimated cost is \$355,373.

The quoted vehicle is not suitable for use in Craig. The unit is a 24-yard capacity, double rear axle truck. That sized vehicle is substantially larger than either of the two existing garbage trucks. Staff would find the truck too large to safely and efficiently operate in Craig's streets and trailer courts. City staff is not aware of a single axle, smaller capacity vehicle with both side and rear loading capacity available on the market.

In considering options for solid waste collection, staff and the council are trying to address several issues here:

1. Eliminating problem with bears scattering solid waste;
2. Continued consolidation of solid waste in dumpsters in the SSI Trailer Court;
3. Minimizing labor required of SSI and city staff to collect solid waste and manage dumpsters;
4. Avoid individual can collection in trailer courts;
5. Acquire equipment suitably sized for use on local streets and private roads.

Staff weighed a number of options to address these issues.

- Return to using existing 300-gallon black dumpsters.
- Convert the SSI trailer court to individual can pickup using the existing household carts.
- Convert the SSI trailer court and all households in town to individual can pickup using bear-resistant individual household-sized carts for use throughout town.
- Maintain rear-load, bear proof dumpsters at SSI Trailer Court and acquire new rear-load box truck.
- Purchase oversized 24-yard, side/rear load vehicle described above.

The option that addresses all five issues is to purchase a single axle, rear-load box truck. Other options fall short of meeting all identified needs, leaving at least one major issue unaddressed. Unfortunately acquisition of the vehicle is also one of the second most expensive option in terms of capital outlay. The city would still need to plan for the acquisition, in the near future, of a second side loading garbage truck.

Keeping bears away from garbage containers is the issue that complicates the matter to the greatest degree. Past discussions about chaining down the existing 300-gallon dumpsters and using latching mechanisms are generally impractical given the design of the dumpsters and need to have each dumpster properly latched, or a fence door secured, after every use by the public.

The existing bear proof dumpsters in place have proved very effective at preventing bears from scattering garbage, and becoming a nuisance or a danger to residents. A new box-style rear load garbage truck will provide the means to empty the bear proof dumpsters, as well as enable the public works crew to use the truck for other solid waste needs.

Recommendation

Direct staff to solicit bids for a new rear-load garbage truck and return to the council for final approval and appropriation.



BOB'S SERVICES, LLC

2009 SPAR AVENUE

ANCHORAGE, ALASKA 99501

SHOP (907) 276-3221 - FAX (907) 276-1972

Proposal

Order Number: 0080294
Order Date: 5/11/2021

Salesperson: 1900
Customer Number: 00-CRAIG

Sold To:

City of Craig
PO Box 725
500 3rd Street
Craig, AK 99921

Ship To:

City of Craig
PO Box 725
500 3rd Street
Craig, AK 99921

907-826-3275

Confirm To: Tina Habib

Customer P.O.

Ship VIA

Comment
garbage truck

VIN
STOCK#

Item Number	Description	Description	Price	Amount
*GARBAGE TRUCK	1.00		198,473.00	198,473.00
		HEIL MULTIPACK UNIT WITH SIDELOAD CART TIPPER. 12,000 POUND WINCH FOR REAR LOAD. REAR CAMERA, AND WORK LIGHTS INCLUDED. CHASSIS NOT INCLUDED		
*CHASSIS	1.00		151,900.00	151,900.00
		2022 PETERBILT 520DDRH CHASSIS IS ON THE GROUND READY		

Quotes are good for 30 days

** All credit card payments are subject to a service charge of 3.0%

Net Order:	350,373.00
Less Discount:	0.00
Freight:	5,000.00
Sales Tax:	0.00
Order Total:	355,373.00

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: May 28, 2021
RE: Request from CTA – Cannery Property

The attached correspondence from the Craig Tribal Association, dated May 14, 2021, expresses the tribe's interest in the allotment of a parcel of land at the city-owned cannery property downtown. The letter specifically identifies property "central to the harbor where the main office is located". The CTA goes on to state its interest in establishment of a tribal museum and long house. At its May 20 meeting the city council directed staff to list this item on the June 3 meeting agenda.

The cannery property, which includes uplands and tide/submerged lands, is of particular interest to the community. Both its history and economic potential are significant. The city has been moving slowly but deliberately toward redevelopment of the site since the city paid \$1.75 million for title to the land in 2006.

At council direction, city staff continues to work with the Army Corps of Engineers through its Small Boat Harbor Program toward the design and construction of breakwaters at the site. The breakwaters are needed to protect the subsequent system of floats that will provide moorage in the harbor basin.

The attached request from CTA is not the first made to the city regarding uses of the cannery property. On January 16, 2020 the city council approved a series of recommendations (copy attached) for future uses and design of the proposed harbor and cannery property that resulted from a public planning effort. As the council considers the attached request from CTA, and others that may follow regarding the cannery property, it should do so in light of the recommendations it has already approved to govern development of the site.

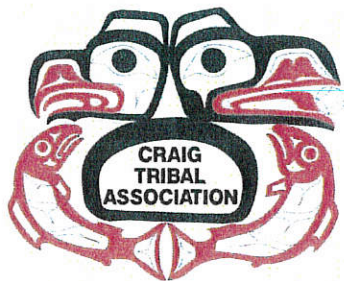
The city's FY 2022 budget contains \$50,000 to continue work on upland and harbor design based on the cannery site development recommendations approved January 2020. That appropriation is likely short of what will be needed to implement the planning and design recommendations; staff will approach the council with options for additional funding as the work progresses. The council should avoid designating specific uses to parcels until the planning process is complete.

CTA's correspondence also requests that artifacts found on the cannery property be turned over to the tribe. As I reported to the council in April, the city has in hand a draft memorandum of agreement from the Army Corps/State of Alaska that is intended to govern management of historical and cultural artifacts found on the site. The draft MAO includes text providing for a separate MOA with CTA for disposition of cultural items discovered during Army Corps construction activities.

Recommendation

Direct city staff to add CTA's May 14, 2021 letter to the project record and continue with efforts to plan for development of the cannery property.

RECEIVED
MAY 17 2021



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
Fax: 907-826-3997

May 14, 2021

City of Craig
504 3rd Street
Craig, AK 99921

To the Honorable Mayor and City Council;

The Craig Tribal Association is interested in the allotment of a parcel of land, central to the harbor where the main office is located, for a Tribal Museum and Long House, located on Cannery Point. The land, since time immemorial, has been occupied by Alaskan Native People and we believe we are entitled to teach our cultural history to the Indigenous people and children of Prince of Wales Island.

History of this land shows the Haida People occupied Cannery Point located here in Craig, Alaska since time immemorial. Attached to this letter is a study, done by Steve J. Langdon, Ph. D., showing structures located at the Craig Cannery Point which the Haida People of Southeast Alaska occupied.


We would like to discuss reclamation after cultural appropriation and request all the artifacts found to be reclaimed by the Craig Tribal Association and displayed at the Cultural Museum.

It is our belief this land would be a benefit to the City of Craig and the Craig Tribal Association. It will carry forward to Tribal Members for many generations. Our customs and traditions are to look out for our children many generations ahead.

Traditional gatherings help us to heal, gather, and represent our pride in ourselves. The benefit is to teach values, connect generations and offer comfort to Our People all while showing our identity and our strengths as connected people.

As elected officials to our community, we appreciate the time you took to read this and listen to us.

Háw'aa (Thank you),

A handwritten signature in cursive script that reads "Clinton E. Cook Sr".

Clinton E. Cook, Sr.,
Tribal President

Attached:

*Craig Downtown Harbor Project
Historical Information Concerning Cannery Point, Craig, Alaska*

RECEIVED
MAY 17 2021

Historical Information Concerning Cannery Point, Craig, Alaska

Steve J. Langdon, Ph.D.

Professor emeritus of anthropology

University of Alaska Anchorage

Prepared: March 28, 2019

The information provided in this commentary are based on interviews with Haida and Tlingit elders (now deceased), oral traditions, historical documents and photographs.

Prior to the coming of Spaniards to the Craig-Klawock area in 1779, Tlingit Indians from Klawock and numerous other surrounding villages had been coming to Shaanda (Fish Egg Island) for hundreds if not thousands of years in the springtime to await the arrival of herring. Over 300 camped at the site for the herring harvest as the large size of the former village and garden site on Fish Egg indication. They prepared harvesting and processing facilities at their camps. They utilized the area on the central western part of the island for their camps. Haida groups immigrated from Haida Gwaii into the southern part of the Prince of Wales Archipelago perhaps 300 years ago eventually establishing five villages in the region south of modern day Waterfall resort. At some point after their arrival, Haidas began coming to area in the spring time setting up camps on the southend of Shaanda and on the point of land across Shaan Seet, the Tlingit name for the passage between Shaanda and what is now cannery point. They too came to harvest and process herring and herring roe. The camps of the two groups remain separate throughout the time of their use.

Three pictures of the Cannery Point area show a number of elements about presence and use at different times over the approximate period of 1890-1915.



Figure 1. This picture is likely the earliest. It appears to have been taken from the mid-to-low tide area looking to the south southwest toward Trocadero Bay. The structures all appear as small shelters for short term camps. Scale and quality are less than what appears in Haida villages of the time. Construction materials for the structures appear for the most part to be of traditional plank manufacture. Roofing material in the structure in the foreground appears to be cedar shingles.

There appears to be a small punt or dinghy leaning against the structure in the foreground. On the right of that structure there appears to be a canoe.

Most importantly on the right center of the picture we see racks that would have been associated with drying of harvested row on kelp.

The date of the picture is unknown but likely was taken between 1890 and 1900.



Figure 2. This image was taken from the south end of Shaanda across Shaan Seet toward the Cannery Point village. The structures at the point on the left appear to have been replaced with more permanent structures. With possible exception of most recent apparent structures that appear to be of a more permanent basis using American architectural principles that are partially hidden by the woods on the right of the picture, the other structures appear to be of more traditional camp-style construction based on the presence of the smoke hole in the roof of the structure.

Quite apparent in the intertidal zone are four canoe runs. These are paths from above high tide to low tide made by clearing rocks away to create a lineal access point for canoe. Each pathway probably leads to a specific house and was owned by those who constructed it.

This picture was likely taken around 1905 – 1907. Unfortunately we can not see east of the point where the buildings associated with saltery/cold storage were located. That would give us a better indication of the date of the photo.



Figure 3. This picture is the most recent of the three displaying the now substantial fish processing structure and the small wharf. However also evident in the foreground is a traditional structure with smoke hole and wood planks. It is larger than the earlier seasonal structures but

still probably not a permanent residence. On the side of the house is a canoe with an Eagle prow, probably indicating the moiety of the owner. It appears not to have been used in some time.

This picture was probably taken after 1910.



Origin of the Name Craig – I was told the following story by Curly Demmert in the middle 1970s but never confirmed it with her father, George Hamilton. The Millar family began

interacting with Haidas in the village of Klinkwan and Howkan who assisted them in building salteries at Nichols Bay and Hunter's Bay. Among them was Craig Millar who struck out on his own and visited the Cannery Point site with his Haida colleagues who knew of it. Millar thought it would be a good site as it was centrally located in a new area and the land had already been cleared due to the presence of the camps. Using the labor of a number of Haida men, Millar constructed his fish processing facility and other buildings. When it was ready to be used, Millar said to the men that the location should be named Georgetown because all seven of the Haida men who helped him had the first name of George. [These would have included George Hamilton, George Haldane, George Edenso, George Vandal, George Edenshaw and one other.] The Haida men discussed the idea and responded that no, that name would be too common and they proposed that instead the site be named Craig due to the unique quality of the name. And so it came to be known.

Fate of the Haida Structures – Following the creation of the Tongass National Forest in 1907 and the withdrawal of lands for the community when it was incorporated in 1919 or 20, the Haidas were evicted from their camps on the land as it was deeded to the newly built cannery. According to her daughter, Hannah Cogo, a matriarch and significant figure in the origins of the village on the point objected vociferously to having her house and land appropriated. In order to quiet her, she was given the beach property immediately north of cannery boundary where she eventually built an ice cream store that I first entered in 1973. On the surrounding land abutting the south side of the cannery, lots were given to Cogos, Hamiltons, Haldanes, and others as recompense for their lost land and structures on Cannery Point.

Biography of author – Dr. Steve Langdon is a cultural anthropologist who received a Ph.D. from Stanford University in 1977. He resided in Craig from 1973-1976 conducting research for

his doctoral degree by learning from Haida and Tlingit residents about the area and its history and by fishing on purse seine vessels captained by Tlingit and Haida skippers. He learned a great deal from George Hamilton, members of the Cogo family and other early residents about the community and its beginnings. He had continued research on the Craig-Klawock region since that time.

Craig Downtown Harbor Project

Project Information Sheet #1



The City of Craig is working toward developing a public harbor downtown on tidelands fronting the cannery property. This project information sheet is the first in a series of information sheets about the project. This sheet focuses on the need for a new harbor, and the breakwater phase of the project.

What is the downtown harbor project?

The project consists of construction of a harbor fronting the old cannery property downtown. The project will be developed in two phases: construction of rock breakwaters, followed later by construction of the mooring/float system.

Why does Craig need another harbor?

There are several reasons to add moorage capacity in Craig.

- *Moorage Waiting List.* The waiting list for moorage in Craig is lengthy; current wait time for moorage for some of the 90 vessels on the wait list sizes is 3-5 years.
- *Capture Economic Opportunity.* Each year the city is not able to accommodate demand for vessel moorage results in many tens of thousands of dollars in forgone revenue to the community in vessel support expenditures, fuel sales, fishing effort, moorage fees, and other related economic activity.
- *Anticipation of New Maritime Activities.* A new harbor provides infrastructure for new and planned maritime activities, including:
 - Chum salmon fishery at Port Asumcion, where a new annual release of 18 million-plus chum salmon will create a new local fishing opportunity.
 - 200,000-plus release of king salmon each year at Port St. Nicholas benefitting commercial and non-commercial fisheries.
 - New kelp mariculture facilities now in operation, and others in development, in close proximity to Craig.
 - Existing and planned oyster farm sites in the Craig area.
 - Support for existing commercial seafood buyers and processors in Craig.

Why build the project downtown?

The city purchased the cannery property in 2006 for the purpose of redeveloping the site. The tidelands at the site are large enough to host a sizable float system, and the uplands can meet demands for parking and access needed for the harbor. The site is the best location available where the city owns both uplands and adjacent tidelands at a single location that is also suitable to operate a harbor. The city will also look to other uses of the uplands beyond what is needed to support the proposed harbor.

What effort has been made on the project so far?

The city has worked closely with the US Army Corps of Engineers toward development of breakwaters at the property, through a specific Army Corps harbor program. The Army Corps will submit initial design documents to the city for review in the next few months for review and comment. The design process is set to conclude this year.

What else is being done?

The city applied for and has received preliminary approval for the conveyance of approximately 20 acres of state-owned tideland to city ownership. The parcel is adjacent to tideland already owned by the city and is needed to accommodate the footprint of the breakwater.

What is the next step in the project?

Once breakwater design is complete, the Army Corps will be prepared to move to construction. The estimated cost of the breakwaters is \$22 million. The Army Corps will provide 80 percent of the project cost. The remaining 20 percent, totaling \$4.4 million, is the city's matching share. The city may be able to lower its cash match requirement using the value of the property within the harbor as an in-kind match.

How will the city finance its match?

The city council proposes to finance its share through a loan using its ability to issue what is called municipal general obligation debt. This type of loan allows the city to achieve an interest rate less than non-general obligation loans. Current interest rates are low, ranging between 2% and 3%. Another financing option may come from a state-funded \$8.3 million appropriation proposed for the harbor project in a bill (SB 74) pending in the Alaska Legislature.

Can the city repay the loan without raising taxes?

Money needed to repay the loan is already on hand. The city plans to repay the loan using earnings from the Craig Endowment Fund. Cash in the Fund earns about twice the rate of interest as the city would pay on general obligation debt. At current market value (approximately \$15 million), the Fund generates about \$530,000 in revenue annually, of which about \$400,000 is available for use to repay a breakwater loan. The annual payment on a \$4.4 million breakwater loan is estimated at \$295,000.

How long will the Army Corps have its share of the construction funding available?

The Corps expects to have construction funding available in 2021. If the city cannot meet its match, or if the construction funding is not committed to the project soon after design work is done, the city risks losing the construction funding.

What details are available about the mooring/float system?

Project Information Sheet #2 will include information about moorage in the basin.



Questions?

For more information about the downtown harbor project, contact the city at 826-3275, or info@craigak.com.

Craig Downtown Harbor Project

Project Information Sheet #2



The City of Craig is working toward developing a public harbor downtown on tidelands fronting the cannery property.

This project information sheet is the second in a series about the project, and focuses on the moorage floats phase of the project. Sheet #1 addressed the need for the harbor, and construction of the harbor's breakwaters.

What is the downtown harbor project?

The project consists of construction of a harbor fronting the old cannery property downtown. The project will be developed in two phases: construction of rock breakwaters; followed later by construction of the mooring/float system.

How many vessels will a new harbor accommodate?

The design of the float system has not yet begun. However, city staff estimates the ten-acre moorage basin inside the breakwaters will create space for between 125-145 vessels.

What will the moorage floats cost?

Early estimates of the cost of design and construction of moorage floats and features such as electrical services, lighting, and water for the downtown harbor are about \$10 million.

How will the city pay for the moorage floats?

No specific funding source is secured yet for the float system. The city council has prioritized the project as its top capital project for the community; Craig's elected representatives in Juneau are well aware of the project and understand that the city is counting on capital project funding from the State of Alaska for construction. Similar sized harbor projects were approved for State of Alaska construction funding in the past decade for the communities of Wrangell, Hoonah, and Haines, and a bill now pending in the Alaska Legislature (SB 74) would provide \$8.3 million to the project. City staff are also researching other funding sources to contribute to the capital cost.

What is the next step in the project?

The next step in the project is construction of breakwaters, as reported in Information Sheet #1. Once breakwaters are in place, the harbor basin within the breakwaters will be ready for use. As part of the moorage float construction phase, some existing pile supported structures and scattered piling in the basin will be removed to make room for moorage floats when funding for the floats is secured. An image of the proposed harbor basin is shown on page 2 of this sheet.



What about the uplands at the cannery property?

A portion of the cannery property uplands will be used to provide access to the moorage floats, parking for harbor users, installation of water and wastewater utilities to serve the harbor, and other harbor support features. The moorage float design process will include a planning effort related to the rest of the cannery property to prepare for redevelopment of the rest of the 4.0 acre upland site.

Questions?

For more information about the downtown harbor project, contact the city at 826-3275, or info@craigak.com.

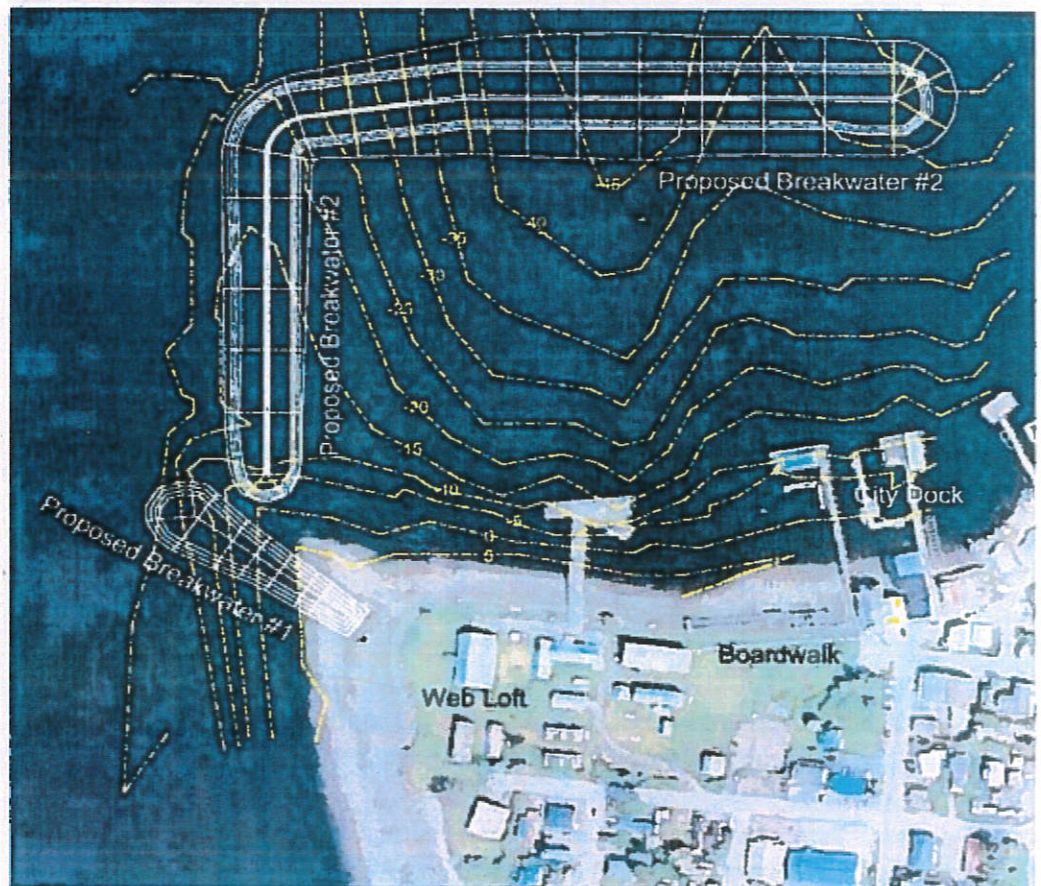


Image of harbor basin with breakwaters. Moorage floats will be designed to fit within the basin.

Craig Downtown Harbor Project

Project Information Sheet #3

March 2021



The City of Craig is working toward developing a public harbor downtown on tidelands fronting the cannery property.

This project information sheet is the third in a series of information sheets about the project. This sheet focuses on how the proposed harbor complements existing infrastructure and can improve Craig's economy.

What is the downtown harbor project?

The project consists of construction of a harbor fronting the old cannery property downtown. The project will be developed in two phases: construction of rock breakwaters; followed later by construction of the mooring/float system. Projected capacity of the new harbor is between 125-145 vessels. See Craig Downtown Harbor Project Information Sheets 1 and 2 for additional background information.

Does a downtown harbor fit in with other waterfront facilities?

The downtown harbor project is next in a series of improvements to the community's waterfront that support the local fishing fleets. Among those improvements are the following.

- Acquire ownership of near-shore tidelands - 1992
- Construction of new harbormaster building - 1992
- Expansion of North Cove Harbor - 1993
- South Cove addition and upgrade - 1995 & 2011
- JT Brown Industrial Park uplands development - 1999
- JT Brown Industrial Park Dock - 1999
- Public use cranes at City Dock and industrial park dock - 1992 & 2000
- Boat launch ramp at industrial park - 2000
- Craig public ice house Construction and Upgrades - 2001, 2014 & 2019
- Acquire ownership of Craig floatplane dock and terminal building - 2004
- Craig 60-ton vessel haul out trailer - 2006
- Acquisition of downtown cannery property - 2006
- Construction of seafood processing building leased to SBS - 2009
- First year of City Dock summer use agreement with SPC - 2011
- New mooring float at boat launch ramp - 2014

The proposed harbor builds on and complements past waterfront improvements. Commercial grade ice, vessel haul out and storage, proximity of the industrial park, and shore-based commercial seafood buyers all serve the local fleet. The downtown harbor project both meets existing demand and creates long-term capacity to support the local maritime projects and services listed above. The city's moorage waiting list of some 90 vessels is in part a product of the completed waterfront projects listed above.

What about the need to maintain existing harbor facilities?

Like all Southeast Alaska communities, Craig's harbors require ongoing maintenance. With that need in mind, the city council approved funding for a harbor condition report. While the report concludes that Craig's harbors are in good condition, the document also identifies a wide range of maintenance tasks to complete. City of Craig Harbor Department staff

have already begun to prioritize the listed projects, and work on the first of those projects is now underway. Many tasks can be completed in-house by Harbor Department staff. Others, such as adding zinc cathodic protection to steel piling around the city's harbor facilities, will require some design work and subsequent installation. A copy of the condition report is available from city staff, or at the city's website at www.craigak.com.

Who will maintain the new harbor?

The rock breakwaters will be owned and maintained by the Army Corps of Engineers. The city's operational costs are limited to maintaining the moorage floats.

How does the downtown harbor project benefit Craig?

The waterfront infrastructure projects listed on page one of this information sheet have led to new commercial, charter, and sport fishing activities in Craig. Based on documented demand for new harbor space, the downtown harbor project will likewise generate annual benefits to vessel operators, and also generate new economic activity for businesses in Craig resulting from the addition of scores of home port vessels and increased capacity to accommodate transient vessel traffic. This new activity will broadly benefit local goods and services providers, most of whom already work with maritime-based customers.

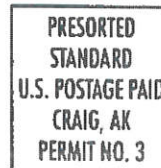
Expanded harbor infrastructure also builds on existing and new enhanced fisheries, including expanded king salmon releases at Port St. Nicholas, and the new terminal chum fishery release at Port Asumcion. Other maritime projects, including kelp mariculture and expanding shellfish mariculture, also lend support to increasing harbor capacity. What's more, the project is based on the reuse of property that has a long history of maritime activities, and in close proximity to other public infrastructure such as water and wastewater mains, and road access.

Questions?

For more information about the downtown harbor project, contact the city at 826-3275, or info@craigak.com.



500 3rd Street,
Craig, AK 99921



RECEIVED
4-2-2021

MP
4/2/21

**BOXHOLDER
CRAIG, AK 99921**

May 24, 2021

To: City of Craig

From: Ralph Mackie

Re: Vacancy on Harbor Committee

I would like to be considered to fill a current vacancy on the Craig Harbor Committee. I am a lifelong resident of Craig, currently residing at 512 First Street. I currently pay moorage on 2 commercial fishing vessels in the Craig Harbor, and am interested in Harbor business.

Thanks for your consideration,

A handwritten signature in black ink that reads "RMackie". The letters are cursive and somewhat stylized, with the "M" being particularly prominent.

Ralph Mackie

Cell 406-465-1784

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: May 28, 2021
RE: Consider Acquisition of Shop Truck – Public Works Department

The proposed FY 2022 budget contains \$40,000 to acquire a shop truck. The proposed truck would include components useful in working on utilities and equipment in the field when those items are not practical to repair/maintain at the city shops. Those components include crane, welder, compressor, and compartments for tool and fittings storage. Funding for the proposed purchase in the coming year's budget is set to come from endowment fund earnings.

While this purchase is planned for the fiscal year beginning July 1, 2021, an opportunity arose to provide for the acquisition of a suitable used shop truck in June, meaning the current fiscal year. The unit is a 2007 Ford F-550 Super Duty 4x4. The truck body has 320,000 miles, with 50,000 miles on the engine rebuilt with new head, turbo, water pump, radiator, injectors and other features. The vehicle's transmission was also replaced. The vehicle is on Prince of Wales Island. A copy of the offer to sell is attached.

Public Works Director Russell Dill advises that the vehicle is suitable to meet the needs of public works, at about forty percent of the FY 22 budgeted cost, and recommends the city purchase the vehicle.

This does appear to be a good opportunity to conveniently acquire a planned-for vehicle at a reasonable price. The city has room under its annual draw from the Craig Endowment Fund earnings to finance the proposed \$15,000 purchase. About \$93,500 remains eligible for appropriation this fiscal year.

Recommendation

Appropriate \$15,000 of Craig Endowment Fund earnings to acquire a 2007 Ford F-550 shop truck.

On-Site Diesel Repair

P.O. Box 843
Craig, AK 99921 US
+1 907 401 4168
onsitedieselpow@gmail.com



Estimate

ADDRESS
City of Craig
504 3rd St
Craig, AK 99921

ESTIMATE 1002
DATE 05/17/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Sales	Service Truck to include: Truck, Bed, Crane, Compressor, Welder.	1	15,000.00	15,000.00

2007 Ford F-550 Super Duty 4x4
1FD4F57PX7EB12560
320,000 miles on body.
Only 50,000 on engine with new heads (ported and polished), head studs, new turbo, new water pump, radiator, high pressure oil pump, injectors, remote mounted heavy duty oil cooler, etc.
Can send long list of upgrades done at that time.
Also transmission replaced about the same time, unsure of milage on transmission now.
Engine is basically new, runs strong.
Stellar 3500 lb hydraulic over electric crane
Knapheide service bed
New Honda 13hp on compressor.
Welder runs, generates power, needs new motherboard in order to weld.

TOTAL

\$15,000.00

Accepted By

Accepted Date