

**CITY OF CRAIG
COUNCIL AGENDA
AUGUST 4, 2022
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

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

CONSENT AGENDA

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

- Meeting Minutes July 21, 2022

HEARING FROM THE PUBLIC

- Ordinance 748 Fuel Tax Final Reading
- Resolution 22-20 Appointing Natalie Stone as Clerk – Pro Tem
- Resolution 22-21 Setting the Sales Tax Cap on Fuel in Craig

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

- Letter from Rich Trojan requesting to install a credit card fuel station at carwash

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Ordinance 748 Fuel Tax Cap Final Reading
- Resolution 22-20 Appointing Natalie Stone as Clerk – Pro Tem
- Resolution 22-21 Setting the Sales Tax Cap on Fuel in Craig

UNFINISHED BUSINESS

- Senator Murkowski's August 8 Visit Briefing

NEW BUSINESS

- Reappropriation Request from Public Works for Garbage Truck
- Temporary Finance Director Hire Memo

COUNCIL COMMENTS

ADJOURNMENT

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

ROLL CALL

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

Staff Present: Brian Templin, City Administrator; Heather Mendonsa, City Clerk; Hans Hjort, Harbormaster

Audience Present: None

CONSENT AGENDA

1. Meeting Minutes July 7, 2022
2. First reading for Ordinance 748 Fuel Tax Cap

Councilwoman Chanel McKinley has some concerns about the fuel tax cap because it will require two transactions for businesses. She also does not want to see the fuel tax cap to result in taxes being raised in other areas, such as the bed tax or property tax, to cover the loss. Brian Templin said he and Sheri Purser are looking at alternate methods for collections. He will bring more information to the council. Councilman Jim See added that the tax cap will be in effect until June 30, 2023, and the short time period should not result in small businesses being affected.

SCHOONOVER / KAMPNICH

Moved to adopt the Consent Agenda.
MOTION CARRIED UNANIMOUSLY
BY VOICE VOTE

HEARING FROM THE PUBLIC

No public comment.

READING OF CORRESPONDENCE

1. Letter from Craig Child Care Center

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

None

UNFINISHED BUSINESS

1. Senator Murkowski's August 8 Visit Discussion
Councilman Michael Kampnich is nearly finished with a draft to share with everyone at the next meeting regarding the young growth industry. In addition to the items suggested in the memo sent to the Council for this meeting, Kampnich would like to discuss promoting Thorne Bay as a hub for the young growth industry and the City's opposition to the Pebble Project. Brian would like to add discussion of the CDL training variance Alaska has requested. He will have the meeting points finalized for the next meeting.

NEW BUSINESS

1. False Island Industrial Dock – Cathodic Protection Project

Brian reported that the bids for the False Island Industrial dock were below the engineer’s estimate. It will cost \$11,000 more than originally intended, but it is the recommendation to move forward.

KAMPNICH / SCHOONOVER

Motion to award a contract to place cathodic protection anodes at the False Island Industrial Dock to Alaska Commercial Divers for an amount not to exceed \$160,877 and contract with PND Engineers to conduct contract administration and inspection on the project for a fee not to exceed \$18,778 with all funds appropriated from the city’s Capital Reserve Fund.
MOTION PASSED BY ROLL CALL VOTE

2. North Cove Ramp Expansion Project

See hopes it will be in place before the dock comes down so there won’t be multiple days without access. He hopes the pilings are in the correct place. General discussion ensued about the ramp and removal of the pilings. Hans Hjort provided details about the project and said the pilings can be removed with a hydraulic chainsaw at the mudline. No permits will be needed to do this.

SCHOONOVER / KAMPNICH

Motion to approve the contract to have WSP complete the design work for the North Cove Ramp Expansion Project.
MOTION PASSED BY ROLL CALL VOTE

COUNCIL COMMENTS

Kampnich suggested we work with the harbor committee to adjust the hump in the False Island launch ramp and move the apron down to help trailer some of the boats nearing hauling capacity. He believes it could be completed this fall. Brian agreed and said that has been on his radar, as well. The ramp project won’t start until next year so we have some money that can be reappropriated in the capital budget to meet that need. He will talk to Hans.

Hans said he is aware of the hump. PND Engineering looked at it. Engineering costs are very high right now, so he suggested we contact Southeast Road Builders and see if they have a grinder that could fix it. Hans will look at the drawings and see how deep the aprons are. Kampnich wanted to know how much rebar is in the apron. He also suggested doing the concrete pour in-house.

Councilwoman Millie Schoonover said she will be out of the state for the next meeting and requested to be absent excused.

ADJOURNMENT

SCHOONOVER /KAMPNICH

Moved to adjourn at 6:55 p.m.
MOTION CARRIED

APPROVED on the ____ day of _____, _____.

MAYOR TIMOTHY O'CONNOR

ATTEST: _____
HEATHER MENDONSA, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: July 13, 2022
RE: Ordinance 748 - Fuel Sales Tax Cap – First Reading

At the July 7th council meeting the council held a general discussion on the merits of instituting a cap on sales tax for fuel. Fuel prices have increased by \$2.75 - \$3.50 per gallon since January 2022.

The council briefly discussed the first reading of the ordinance on July 21st. At that meeting staff explained that the cap per gallon was not feasible for the point of sale systems. There are a couple of options that the council may want to consider to provide relief to consumers.

Option A: Set a flat dollar amount cap on the amount taxed. This would be similar to the exemption for cars and boats where only the first \$5,000 of the purchase is taxed. This would likely work well with fuel vendors, but as the size of the sale increases, revenue does not. In order to set this cap at a level that benefits individuals it would result in an outsized benefit to large users and likely a decline in overall sales tax revenue.

Option A is used by vendors in the region and should be fairly easy to implement, but will have the largest impact to sales tax revenue. Likely causing us to collect less sales tax on this item than we did last year. If the council is inclined to choose this option it should consider narrowing the eligibility (i.e. home heating fuel delivered in Craig only). This will have a narrower benefit, but will have less budget impact.

Option B: Set a lower tax rate specifically for fuel. The current sales tax rate is 5%. This rate has been approved by voters. The city can set a lower tax rate and can raise the rate at a later date (as long as the raised rate doesn't exceed what the voters have approved). This would have the advantage of benefiting all sales and not overly benefiting large sales since the tax would apply to all of the fuel sold. We are waiting on further comment from vendors about the ability of the point of sale systems to track this. Ultimately this would be similar to vendors that sell alcohol and other products and are able to tax alcohol at one rate and other goods at another rate (6% and 5%).

Option C: Set a cap per gallon. This is the option that first reading of the ordinance shows. Based on feedback from vendors, this option likely cannot be implemented because there is no way for the vendor to program their point of sale systems to do this.

Option D: Fuel Tax Rebate. All of the other options assume that fuel vendors will manage the tax break at the point of sale. Another option that the council may choose is to require people to submit copies of receipts and a form set by the city on a periodic basis (likely quarterly or annually). This would provide a benefit for the public but would be retroactive and would not show at time of delivery. The rebate would be for a percentage of the taxable sale and would represent a general reduction in the rate. For example, a 1% rebate would bring the purchase down to an effective rate of 4%.

I have attached a draft of the language that would be attached to the ordinance for all of the options above. If the council is concerned about budget impacts, it can choose to narrow eligibility to certain types of fuel (identified in the accompanying resolution)

I have also attached a quick sheet of calculations showing the various amounts of tax collected based on the various options.

Recommendation: The council should discuss the options shown above choose the option to approve.

Recommended Motion: Move to approve Ordinance 748 with Option (A, B, C or D).

Fuel Tax Cap Options and Financial Impacts

	Amount of Purchase and Tax Collected			
	\$ 100.00	\$ 500.00	\$ 1,000.00	\$ 1,500.00
Current Taxes (5% sales tax with no cap)	\$ 5.00	\$ 25.00	\$ 50.00	\$ 75.00
Option A Cap on Total Sale				
Only first \$250 taxable	\$ 5.00	\$ 12.50	\$ 12.50	\$ 12.50
Only first \$500 taxable	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Option B Reduced Sales Tax for Fuel				
4% Tax on Fuel	\$ 4.00	\$ 20.00	\$ 40.00	\$ 60.00
3% Tax on Fuel	\$ 3.00	\$ 15.00	\$ 30.00	\$ 45.00
Option C Fuel Tax Cap Per Gallon				
Fuel tax capped at \$4.50/gallon (based on gallon estimates)	\$ 3.91	\$ 19.57	\$ 39.13	\$ 58.70
Fuel tax capped at \$5.00/gallon (based on gallon estimates)	\$ 4.35	\$ 21.74	\$ 43.48	\$ 65.22
Option D Rebate				
1% of redeemed receipts	\$ 4.00	\$ 20.00	\$ 40.00	\$ 60.00
2% of redeemed receipts	\$ 3.00	\$ 15.00	\$ 30.00	\$ 45.00
Estimated Equivalent Gallons				
Fuel (approximately \$5.75 per gallon)	17.4	87.0	173.9	260.9
Propane (approximately \$3.50 per gallon)	28.6	142.9	285.7	428.6

OPTION A – CAP ON TOTAL SALE
ORDINANCE No. 748
ATTACHMENT A

Title 3 of the Craig Municipal Code is hereby amended by adopting a new definition for “Fuel” in Section 3.08.010 and adding a cap on sales tax collected on fuel in Section 3.08.020 to read as follows:

3.08.010 Definitions

“Fuel”, for purposes of this section, means fuel (refined gasoline, diesel fuel, and propane) that is subject to Craig sales tax. This does not include other products; pre-packaged fuel sold in cans or other containers; or any other types of fuel charges.

3.08.020 Levy of Sales Tax – rate

E. The following are exempt from the tax:

26. Gross receipts derived from sales of fuel for that portion of the sale above a rate set by resolution by the Craig City Council. This provision is effective until June 30, 2023.

OPTION B – REDUCED SALES TAX
ORDINANCE No. 748
ATTACHMENT A

Title 3 of the Craig Municipal Code is hereby amended by adopting a new definition for “Fuel” in Section 3.08.010 and adding a cap on sales tax collected on fuel in Section 3.08.020 to read as follows:

3.08.010 Definitions

“Fuel”, for purposes of this section, means fuel (refined gasoline, diesel fuel, and propane) that is subject to Craig sales tax. This does not include other products; pre-packaged fuel sold in cans or other containers; or any other types of fuel charges.

3.08.020 Levy of Sales Tax – rate

B.1. Sales of fuel shall be taxed at a rate set by resolution by the Craig City Council, not to exceed 5%. This provision is effective until June 30, 2023.

OPTION C – PER GALLON TAX CAP
ORDINANCE No. 748
ATTACHMENT A

Title 3 of the Craig Municipal Code is hereby amended by adopting a new definition for “Fuel” in Section 3.08.010 and adding a cap on sales tax collected on fuel in Section 3.08.020 to read as follows:

3.08.010 Definitions

“Fuel”, for purposes of this section, means fuel (refined gasoline, diesel fuel, and propane) that is subject to Craig sales tax. This does not include other products; pre-packaged fuel sold in cans or other containers; or any other types of fuel charges.

3.08.020 Levy of Sales Tax – rate

E. The following are exempt from the tax:

26. Gross receipts derived from sales of fuel for that portion of the per gallon cost above a rate set by resolution by the Craig City Council. This provision is effective until June 30, 2023.

OPTION C – FUEL SALES TAX REBATE
ORDINANCE No. 748
ATTACHMENT A

Title 3 of the Craig Municipal Code is hereby amended by adopting a new definition for “Fuel” in Section 3.08.010 and adding a cap on sales tax collected on fuel in Section 3.08.020 to read as follows:

3.08.010 Definitions

“Fuel”, for purposes of this section, means fuel (refined gasoline, diesel fuel, and propane) that is subject to Craig sales tax. This does not include other products; pre-packaged fuel sold in cans or other containers; or any other types of fuel charges.

3.08.020 Levy of Sales Tax – rate

B.1. Fuel Sales Tax Rebate:

- a. Customers who purchase fuel from vendors where the sale is subject to Craig Sales Tax are eligible to receive a rebate on a portion of the sales tax paid.
- b. Customers may submit copies of receipts, along with a form prescribed by the city to the city for processing of a rebate.
- c. Rebate submission and payment schedule shall be fixed by the city.
- d. Rebate amount shall be set by the council by resolution.
- e. This provision is effective until June 30, 2023.

**CITY OF CRAIG
ORDINANCE No. 748**

AMENDING SECTION 10.04 OF THE CRAIG MUNICIPAL CODE, ADDING SECTION 3.08.010 AND 3.08.020 ESTABLISHING A CAP ON SALES TAX COLLECTED ON FUEL

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 September 1, 2022.

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

WHEREAS, on January 1, 2022, fuel costs for vehicle, equipment, and heating fuel were approximately \$4.00 per gallon; and

WHEREAS, as of July 10, 2022 fuel prices are between \$5.75 and \$6.50 per gallon depending on type of fuel; and

WHEREAS, the Craig City Council wishes to provide relief to consumers for high fuel prices; and

WHEREAS, the City of Craig is choosing to adopt an ordinance providing for the definition of “fuel” in this context and placing a cap on the amount of sales tax collected per gallon.

Section 5. Action. This ordinance adds Section 3.08.010 and 3.08.020 to the Craig Municipal Code as detailed in Attachment A.

Passed and approved this ___ day of _____, 2022.

Mayor Tim O’Connor

Attest _____
Heather Mendonsa, City Clerk

**CITY OF CRAIG
RESOLUTION 22-20**

APPOINTING NATALIE STONE AS CITY CLERK PRO-TEM

WHEREAS, from time to time the city clerk is unavailable to perform the duties assigned to that office; and,

WHEREAS, when the clerk is unavailable, the clerk pro-tem may perform city clerk duties, as assigned by the mayor, city council, or city administrator; and,

WHEREAS, POWCAC adopted Resolution 22-02 on June 28, 2022; and,

WHEREAS, Section 2.04.050.B of the Craig Municipal Code provides for council appointment of a clerk pro-tem.

NOW, THEREFORE, BE IT RESOLVED that Natalie Stone be appointed as clerk pro-tem.

Adopted this 4th day of August, 2022.

Mayor Tim O'Connor

ATTEST _____
Heather Mendonsa, City Clerk

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: July 27, 2022
RE: Resolution 22-21, Setting the Sales Tax Cap on Fuel in Craig

The council is considering Ordinance 748 for final approval at the August 4, 2022 council meeting. If approved, that ordinance allows the city council to set the cap on fuel sales tax by resolution.

In the discussion of the ordinance the council will consider a couple of alternatives. We have prepared a different attachment for the resolution based on the adopted option included in ordinance 748.

A copy of the resolution and the attachment options are attached to this memo. The council should review the attachment that pertains to the tax cap method chosen in Ordinance 748 and move to adopt the resolution along with that attachment language.

Recommended Motion: Move to approve Resolution 22-21 with Attachment A for Option (A, B, C, or D).

**CITY OF CRAIG
RESOLUTION 22-21**

A RESOLUTION SETTING RATES FOR A CAP ON SALES TAX FOR FUEL

WHEREAS, the Craig City Council has determined that with steeply rising fuel prices that a cap on sales tax collected is in the best interest of the city and its residents; and,

WHEREAS, the Craig City Council has adopted Ordinance 748 amending Section 3.08.010 and 3.08.020 of the Craig Municipal Code to allow for a tax cap on fuel at a rate set by resolution by the council; and,

WHEREAS, this resolution sets that cap.

THEREFORE BE IT RESOLVED that Craig City Council sets a cap on the tax rate/sales tax collected on fuels as shown in attachment A of this resolution.

PASSED AND APPROVED by a duly constituted quorum of the city council this 4th day of August, 2022.

MAYOR TIM O'CONNOR

HEATHER MENDONSA, CITY CLERK

OPTION A – CAP ON TOTAL SALE

Attachment A

As defined in 3.08.010 and detailed in CMC 3.08.020, Unleaded Gasoline and Diesel Fuel – Gross sales after the first \$500 are exempt from city sales tax.

OPTION B – REDUCED SALES TAX

Attachment A

As defined in 3.08.010 and detailed in CMC 3.08.020, Unleaded Gasoline and Diesel Fuel are subject to sales tax at a rate of 4%.

OPTION C – PER GALLON TAX CAP

Attachment A

As defined in 3.08.010 and detailed in CMC 3.08.020, Unleaded Gasoline and Diesel Fuel sales tax at a rate of \$.225 per gallon.

OPTION D – FUEL SALES TAX REBATE

Attachment A

As defined in 3.08.010 and detailed in CMC 3.08.020, Unleaded Gasoline and Diesel Fuel PURCHASES subject to Craig sales tax paid on fuel is eligible for a rebate of 1% of the gross fuel purchase. Rebate requests shall be filed in a time and manner proscribed by the city. To be eligible for a rebate person's must include copies of receipts showing eligible payments for fuel, and a completed form provided by the city.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: July 28, 2022
RE: August Staff Report

1. Staff Updates

We are continuing to make progress in filling positions in the city.

- Our new administrative assistant has started working full time.
- Sheri and Kimber recently hired a new billing clerk. She is started full time on July 28th and is currently training with Michelle Maze, who is leaving August 12th.
- The Finance Director position is still open and being advertised. There is an item on the agenda for a short discussion on this position in the packet.
- The PD is still short staffed. Chief Ely and I are working on some alternatives to relieve some of the workload for the current officers.
- The pool is still critically short staffed, but one of the part time employees will start again in August. Staff will continue to advertise for these positions.

2. Grants and Other Funding Opportunities

We are currently working on a number of grant projects and have several Congressionally Directed Spending requests that Senator Murkowski has included in discussions on various appropriations bills. Staff will continue to work with funding agencies and the delegation on these grant opportunities. We are finalizing an agreement on the \$150,000 in state appropriations for repairs/upgrade of the power building.

3. Craig Cannery/Harbor Project

The USACE is continuing to work on the environmental validation. Staff is scheduled to meet with the Pacific Ocean Division Commander, Alaska District Commander and Alaska District Deputy Commander on September 21st at the harbor site.

4. Alaska State Budget

We were notified back in May/June that additional funds were included in the state budget for contract jails. This funding was reduced by the time the governor signed it, but we were recently notified that even with the reduced amount, that the City of Craig should expect about \$160,000 in additional funding this fiscal year for the contract jail.

5. Daycare Center

The RFP for daycare center operators is currently being advertised. Proposals are due by August 11th. We will keep the council informed as to the results after the proposal deadline.

6. Visit by Senator Murkowski

Senator Murkowski is scheduled to visit Craig and Prince of Wales on August 8th. At this time, she has a packed schedule. She will meet with the Craig City Council, Mayor, and some staff at about 10:45 that morning (time is subject to change). She will also hold a number of meetings with other groups and POWCAC throughout the day before she flies out that afternoon. There is a memo containing discussion items and a briefing paper included in the packet for the meeting. Due to her packed schedule that day we can only expect 30 – 45 minutes with her so it will be important to keep our discussion focused.

7. July 26, 2022 POWCAC Meeting

POWCAC met on July 26th in Whale Pass and talked about a number of issues, including:

- a. USFS Update on Ross Adams Mine Cleanup
- b. Whale Pass Timber Sale
- c. Landless Legislation
- d. Senator Murkowski visit, August 8th
- e. CDL Licensing Requirements on POW
- f. Prince of Wales Chamber of Commerce Board of Directors

8. Travel and Leave Schedule

I will be out of the office from September 13 – 20, partly to attend the SE Conference meeting in Ketchikan and partly for personal travel.

CITY OF CRAIG
MEMORANDUM

July 28, 2022

To: City Council

From: Sheri Purser, Treasurer

Re: Monthly Report

The July monthly financials and APMC reports are included.

I still have not heard back from Christine for our audit. Hoping to hear from her soon. I am preparing for the FY22 Audit. I am also preparing the information that is needed to start bidding out to other auditor's for FY23.

The Property Tax bills have been sent out, there was an error on the empty lot statements. I have fixed that, and we have sent out new bills for those properties.

I am working on year end process. Closing out accounts, balancing the general ledger and starting on the supplemental budget. I will get that to you to be approved as soon as I have that finished.

We have hired April McDougall for the Billing Clerk position. She started today so she can be trained on the end of the month utility billing process. We are excited to welcome her to our accounting team.

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

City of Craig
Cash Balances
7/31/2022

General Fund

Deposit Clearing Account	718,113.34
Checking - First Bank	1,468,834.48
Checking - Wells Fargo	25,218.73
Petty Cash	356.60
Petty Cash-Harbors	165.29
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	134.95
Petty Cash- Library	150.00
Wells Fargo CD Saving Account	<u>510,912.14</u>
Total	<u>2,724,135.53</u>

Restricted Fund

Cares Fund Checking	169,002.08
Cash, Police Fund	40,917.41
Cash Evidence, Police	4,416.00
Police Petty Cash	781.17
Cash Hatchery Salmon Derby	3,222.22
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	46,429.61
MM Invest Muni Land	433.73
Hatchery Saving Account	57,302.94
Cash MMkt NFR -School FB	61,592.36
Cash Invest School Funds APCM	2,901,437.01
Accrued Interest, School	<u>9,484.00</u>
Total	<u>3,318,273.99</u>

Endowment

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

Enterprise Fund

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

City of Craig
02. Craig Gov Revenue

July 31, 2022

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	692,755	692,755	687,480	5,275	101
01 00.4050.00 000 Sales Tax	333,922	333,922	1,205,500	(871,578)	28
01 00.4051.00 000 1% Sales Tax for School	0	0	340,850	(340,850)	0
01 00.4052.00 000 Alaska Remote Sales Tax	0	0	100,000	(100,000)	0
01 00.4053.00 000 1% Sales Tax Pool & Rec	0	0	340,850	(340,850)	0
01 00.4060.00 000 Liquor Sales Tax	22,827	22,827	120,000	(97,173)	19
01 00.4065.00 000 Transient Room Tax	4,335	4,335	20,000	(15,665)	22
Total Local Taxes	1,053,839	1,053,839	2,814,680	(1,760,841)	37
01 00.4100.00 000 Property PILT Funding	0	0	300,000	(300,000)	0
01 00.4110.00 000 State Revenue Sharing	0	0	75,000	(75,000)	0
01 00.4111.00 000 Liquor Revenue Sharing	0	0	4,000	(4,000)	0
01 00.4112.00 000 Fish Bus Tax - DOR	0	0	75,000	(75,000)	0
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
Total State Revenue	0	0	456,000	(456,000)	0
01 00.4200.00 000 COVID 19 Response Revenue	0	0	75,000	(75,000)	0
01 00.4220.00 000 EMS Service Fees	(75)	(75)	50,000	(50,075)	0
01 00.4250.00 000 EMS Training Fees	0	0	1,000	(1,000)	0
01 00.4255.00 000 EMS Estimated NonCollectable	0	0	(25,000)	25,000	0
01 00.4260.00 000 Aquatic Center Revenue	(200)	(200)	50,000	(50,200)	0
01 00.4270.00 000 Library Fees	0	0	1,000	(1,000)	0
01 00.4275.00 000 Recreation Revenue	1,259	1,259	15,000	(13,741)	8
01 00.4280.00 000 Senior Card Fees	225	225	3,000	(2,775)	8
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	0	0	2,500	(2,500)	0
01 00.4644.00 000 Access Permit Fees	0	0	5,500	(5,500)	0
01 00.4646.00 000 PSN Road Maintenance	(300)	(300)	40,000	(40,300)	(1)
Total Permits & Fees	909	909	218,100	(217,191)	0
01 00.4300.00 000 Property Lease/Rentals	(5,608)	(5,608)	53,000	(58,608)	(11)
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
Total Local Revenue	(5,608)	(5,608)	54,000	(59,608)	(10)
01 00.4700.00 000 Police-Fines,Citation	0	0	10,000	(10,000)	0
01 00.4703.00 000 Motor Vehicle Commision	5,831	5,831	60,000	(54,169)	10
01 00.4650.00 000 State Trooper Dispatch	(1,625)	(1,625)	7,200	(8,825)	(23)
01 00.4660.00 000 State Jail Contract Revenue	0	0	357,524	(357,524)	0
01 00.4665.00 000 Klawock Dispatch	0	0	53,088	(53,088)	0
01 00.4670.00 000 Forest Service Dispatch	0	0	3,000	(3,000)	0
Total Public Safety Funds	4,206	4,206	490,812	(486,606)	1
01 00.4820.00 000 Interest Income (A/R)	(3)	(3)	1,000	(1,003)	0
01 00.4900.00 000 Misc Revenue	891	891	5,000	(4,109)	18
01 00.4990.00 000 TRANS.FRM RESERVES BAL. BUDGET	895	895	0	895	0
Total Other Revenue	1,783	1,783	6,000	(4,217)	30
Total Revenues	\$ 1,055,129	\$ 1,055,129	\$ 4,039,592	\$ (2,984,463)	\$ 26

City of CraigRevenue and Expense YTD & Budget
July 31, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Administration				
Total Personnel Expenditures	23,203	0	330,652	23,203
Total Benefits Expenditures	9,644	0	124,715	9,644
Total Contract Expenditures	61,199	0	170,110	61,199
Total Travel & Expenditures	2,856	0	12,045	2,856
Total Materials Expenditures	1,706	0	6,800	1,706
Total Utilities Expenditures	1,326	0	16,850	1,326
Total Repairs & Maint Expenditures	245	0	3,260	245
Total Other Expenditures	2,511	576	26,920	3,087
Total Capital & Debt Expenditures	0	0	1,000	0
Total Expenditures	<u>\$ 102,690</u>	<u>\$ 576</u>	<u>\$ 692,352</u>	<u>\$ 103,266</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (102,690)</u>	<u>\$ (576)</u>	<u>\$ (692,352)</u>	<u>\$ (103,266)</u>
Council				
Total Personnel Expenditures	1,340	0	12,920	1,340
Total Benefits Expenditures	142	0	5,008	142
Total Contract Expenditures	0	0	950	0
Total Travel & Expenditures	0	0	2,050	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	12	0	0	12
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	18	0	220	18
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 1,512</u>	<u>\$ 0</u>	<u>\$ 21,148</u>	<u>\$ 1,512</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (1,512)</u>	<u>\$ 0</u>	<u>\$ (21,148)</u>	<u>\$ (1,512)</u>
Planning				
Total Personnel Expenditures	5,607	0	49,573	5,607
Total Benefits Expenditures	1,839	0	19,452	1,839
Total Contract Expenditures	1,878	0	6,500	1,878
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	1,996	(1,388)	1,000	608
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	500	0
Total Other Expenditures	144	0	1,015	144
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 11,464</u>	<u>\$ (1,388)</u>	<u>\$ 78,040</u>	<u>\$ 10,076</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (11,464)</u>	<u>\$ 1,388</u>	<u>\$ (78,040)</u>	<u>\$ (10,076)</u>
Parks & Facilities				
Total Personnel Expenditures	11,464	0	135,100	11,464
Total Benefits Expenditures	5,447	0	71,111	5,447
Total Contract Expenditures	599	0	11,100	599
Total Travel & Expenditures	120	0	0	120
Total Materials Expenditures	2,359	544	22,900	2,904

City of Craig

Revenue and Expense YTD & Budget

July 31, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Utilities Expenditures	1,286	0	16,000	1,286
Total Repairs & Maint Expenditures	720	0	22,250	720
Total Other Expenditures	1,536	0	11,968	1,536
Total Capital & Debt Expenditures	1,647	0	33,680	1,647
Total Expenditures	<u>\$ 25,178</u>	<u>\$ 544</u>	<u>\$ 324,109</u>	<u>\$ 25,723</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (25,178)</u>	<u>\$ (544)</u>	<u>\$ (324,109)</u>	<u>\$ (25,723)</u>
Public Works				
Total Personnel Expenditures	10,404	0	155,380	10,404
Total Benefits Expenditures	6,817	0	105,171	6,817
Total Contract Expenditures	0	0	720	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	1,833	16,606	30,750	18,439
Total Utilities Expenditures	1,373	0	14,900	1,373
Total Repairs & Maint Expenditures	4,637	3,466	68,200	8,102
Total Other Expenditures	1,410	0	7,798	1,410
Total Capital & Debt Expenditures	250	7,855	129,000	8,105
Total Expenditures	<u>\$ 26,724</u>	<u>\$ 27,927</u>	<u>\$ 511,919</u>	<u>\$ 54,650</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (26,724)</u>	<u>\$ (27,927)</u>	<u>\$ (511,919)</u>	<u>\$ (54,650)</u>
Police				
Total Personnel Expenditures	35,215	0	582,521	35,215
Total Benefits Expenditures	21,341	0	354,234	21,341
Total Contract Expenditures	485	0	8,920	485
Total Travel & Expenditures	0	0	3,000	0
Total Materials Expenditures	6,989	2,148	49,500	9,137
Total Utilities Expenditures	1,933	0	27,000	1,933
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	5,135	0	31,614	5,135
Total Capital & Debt Expenditures	15,000	0	25,650	15,000
Total Expenditures	<u>\$ 86,098</u>	<u>\$ 2,148</u>	<u>\$ 1,082,439</u>	<u>\$ 88,246</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (86,098)</u>	<u>\$ (2,148)</u>	<u>\$ (1,082,439)</u>	<u>\$ (88,246)</u>
EMS				
Total Personnel Expenditures	14,336	0	181,480	14,336
Total Benefits Expenditures	4,887	0	77,917	4,887
Total Contract Expenditures	660	0	4,500	660
Total Travel & Expenditures	0	0	8,400	0
Total Materials Expenditures	553	0	18,150	553
Total Utilities Expenditures	672	0	4,900	672
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	880	0	6,351	880
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 21,988</u>	<u>\$ 0</u>	<u>\$ 301,698</u>	<u>\$ 21,988</u>

City of Craig

Revenue and Expense YTD & Budget

July 31, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	\$ (21,988)	\$ 0	\$ (301,698)	\$ (21,988)
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	132	0	4,186	132
Total Contract Expenditures	5,100	0	5,400	5,100
Total Travel & Expenditures	0	0	2,700	0
Total Materials Expenditures	171	0	2,600	171
Total Utilities Expenditures	92	0	5,900	92
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	449	0	4,827	449
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	\$ 5,944	\$ 0	\$ 26,613	\$ 5,944
Excess Revenue Over (Under) Expenditures	\$ (5,944)	\$ 0	\$ (26,613)	\$ (5,944)
Library				
Total Revenues	\$ 300	\$ 0	\$ 0	\$ 300
Total Personnel Expenditures	4,657	0	62,263	4,657
Total Benefits Expenditures	2,550	0	48,500	2,550
Total Contract Expenditures	2,295	1,195	3,175	3,490
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	3,602	381	7,000	3,983
Total Utilities Expenditures	2,401	0	10,600	2,401
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	209	0	1,750	209
Total Capital & Debt Expenditures	0	0	2,500	0
Total Expenditures	\$ 15,714	\$ 1,576	\$ 136,788	\$ 17,290
Excess Revenue Over (Under) Expenditures	\$ (15,414)	\$ (1,576)	\$ (136,788)	\$ (16,990)
Recreation				
Total Personnel Expenditures	2,960	0	56,362	2,960
Total Benefits Expenditures	3,815	0	27,227	3,815
Total Contract Expenditures	200	0	1,500	200
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	(1,094)	0	29,525	(1,094)
Total Utilities Expenditures	922	0	13,000	922
Total Repairs & Maint Expenditures	0	0	2,100	0
Total Other Expenditures	544	0	5,130	544
Total Capital & Debt Expenditures	0	0	6,439	0
Total Expenditures	\$ 7,347	\$ 0	\$ 141,283	\$ 7,347
Excess Revenue Over (Under) Expenditures	\$ (7,347)	\$ 0	\$ (141,283)	\$ (7,347)
Aquatic Center				
Total Personnel Expenditures	11,661	0	166,960	11,661

City of Craig

Revenue and Expense YTD & Budget

July 31, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Benefits Expenditures	6,816	0	116,480	6,816
Total Contract Expenditures	0	0	6,400	0
Total Travel & Expenditures	5,300	(4,196)	11,080	1,103
Total Materials Expenditures	1,899	(1,399)	23,720	500
Total Utilities Expenditures	5,485	0	126,000	5,485
Total Repairs & Maint Expenditures	0	0	3,800	0
Total Other Expenditures	1,604	0	11,800	1,604
Total Capital & Debt Expenditures	0	0	165,838	0
Total Expenditures	<u>\$ 32,765</u>	<u>\$ (5,595)</u>	<u>\$ 632,078</u>	<u>\$ 27,169</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (32,765)</u>	<u>\$ 5,595</u>	<u>\$ (632,078)</u>	<u>\$ (27,169)</u>
Sewer				
Total Revenues	\$ 25,705	\$ 0	\$ 290,000	\$ 25,705
Total Personnel Expenditures	6,301	0	77,087	6,301
Total Benefits Expenditures	3,548	0	43,765	3,548
Total Contract Expenditures	118	0	7,800	118
Total Travel & Expenditures	400	0	1,280	400
Total Materials Expenditures	661	350	8,200	1,012
Total Utilities Expenditures	3,247	0	55,741	3,247
Total Repairs & Maint Expenditures	127	8,380	4,000	8,507
Total Other Expenditures	1,587	0	9,450	1,587
Total Capital & Debt Expenditures	18,400	25,455	66,500	43,855
Total Expenditures	<u>\$ 34,389</u>	<u>\$ 34,185</u>	<u>\$ 273,823</u>	<u>\$ 68,575</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (8,684)</u>	<u>\$ (34,185)</u>	<u>\$ 16,177</u>	<u>\$ (42,870)</u>
Water				
Total Revenues	\$ 29,039	\$ 0	\$ 326,778	\$ 29,039
Total Personnel Expenditures	10,148	0	134,003	10,148
Total Benefits Expenditures	5,619	0	70,577	5,619
Total Contract Expenditures	614	0	10,000	614
Total Travel & Expenditures	1,343	344	3,935	1,687
Total Materials Expenditures	4,220	0	67,400	4,220
Total Utilities Expenditures	3,857	0	57,400	3,857
Total Repairs & Maint Expenditures	1,428	1,924	10,000	3,352
Total Other Expenditures	1,336	0	12,850	1,336
Total Capital & Debt Expenditures	24,612	1,166	76,821	25,778
Total Expenditures	<u>\$ 53,177</u>	<u>\$ 3,434</u>	<u>\$ 442,986</u>	<u>\$ 56,611</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (24,138)</u>	<u>\$ (3,434)</u>	<u>\$ (116,208)</u>	<u>\$ (27,572)</u>
Garbage				
Total Revenues	\$ 30,427	\$ 0	\$ 322,280	\$ 30,427
Total Personnel Expenditures	2,774	0	38,295	2,774
Total Benefits Expenditures	3,528	0	27,151	3,528
Total Contract Expenditures	19,991	0	211,500	19,991
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	1,297	0	9,300	1,297

City of Craig

Revenue and Expense YTD & Budget

July 31, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Utilities Expenditures	28	0	500	28
Total Repairs & Maint Expenditures	221	0	7,500	221
Total Other Expenditures	596	0	3,500	596
Total Capital & Debt Expenditures	500	0	40,000	500
Total Expenditures	<u>\$ 28,935</u>	<u>\$ 0</u>	<u>\$ 337,746</u>	<u>\$ 28,935</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 1,492</u>	<u>\$ 0</u>	<u>\$ (15,466)</u>	<u>\$ 1,492</u>
Harbor				
Total Revenues	\$ 21,965	\$ 0	\$ 269,600	\$ 21,965
Total Personnel Expenditures	9,564	0	148,739	9,564
Total Benefits Expenditures	5,223	0	99,896	5,223
Total Contract Expenditures	129	0	900	129
Total Travel & Expenditures	0	1,207	2,200	1,207
Total Materials Expenditures	1,566	(256)	24,100	1,310
Total Utilities Expenditures	5,664	0	44,592	5,664
Total Repairs & Maint Expenditures	2	0	108,050	2
Total Other Expenditures	13,062	0	35,550	13,062
Total Capital & Debt Expenditures	859	(859)	1,650	0
Total Expenditures	<u>\$ 36,069</u>	<u>\$ 92</u>	<u>\$ 465,677</u>	<u>\$ 36,161</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (14,104)</u>	<u>\$ (92)</u>	<u>\$ (196,077)</u>	<u>\$ (14,196)</u>
JTB Industrail Park				
Total Revenues	\$ 72,962	\$ 0	\$ 592,589	\$ 72,962
Total Personnel Expenditures	17,037	0	93,421	17,037
Total Benefits Expenditures	3,491	0	35,938	3,491
Total Contract Expenditures	0	0	1,900	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	561	0	49,975	561
Total Utilities Expenditures	10,088	0	53,336	10,088
Total Repairs & Maint Expenditures	0	0	17,500	0
Total Other Expenditures	1,749	0	12,325	1,749
Total Capital & Debt Expenditures	0	0	97,000	0
Total Expenditures	<u>\$ 32,926</u>	<u>\$ 0</u>	<u>\$ 361,395</u>	<u>\$ 32,926</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 40,036</u>	<u>\$ 0</u>	<u>\$ 231,194</u>	<u>\$ 40,036</u>
Ward Cove Cannery				
Total Revenues	\$ 531	\$ 0	\$ 7,000	\$ 531
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	50,000	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	14	0	750	14
Total Utilities Expenditures	253	0	1,600	253
Total Repairs & Maint Expenditures	23	0	0	23
Total Other Expenditures	256	0	1,020	256

City of Craig

Revenue and Expense YTD & Budget

July 31, 2021

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Capital & Debt Expenditures	0	0	1,000	0
Total Expenditures	<u>\$ 546</u>	<u>\$ 0</u>	<u>\$ 54,370</u>	<u>\$ 546</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (15)</u>	<u>\$ 0</u>	<u>\$ (47,370)</u>	<u>\$ (15)</u>
GF Revenue				
Total Revenues	\$ 1,395,724	\$ 0	\$ 3,808,162	\$ 1,395,724
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 Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 1,395,724</u>	<u>\$ 0</u>	<u>\$ 3,808,162</u>	<u>\$ 1,395,724</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 Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Other Fund Sources	65	0	0	65
Other Funding Sources/Outflows	65	0	0	65

CITY OF CRAIG - PERMANENT FUND

Account Statement - Period Ending June 30, 2022



Registered Investment Adviser

ACCOUNT ACTIVITY

Portfolio Value on 05-31-22	15,251,005
Contributions	0
Withdrawals	-3,594
Change in Market Value	-947,571
Interest	8,595
Dividends	74,575

Portfolio Value on 06-30-22 14,383,010

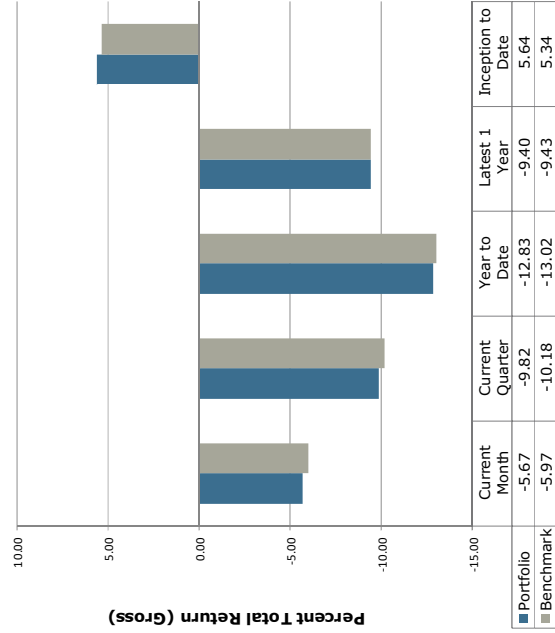
MANAGEMENT TEAM

Client Relationship Manager: **Blake Phillips, CFA®**
 Blake@apcm.net

Your Portfolio Manager: **Bill Lierman, CFA®**
 907/272 -7575

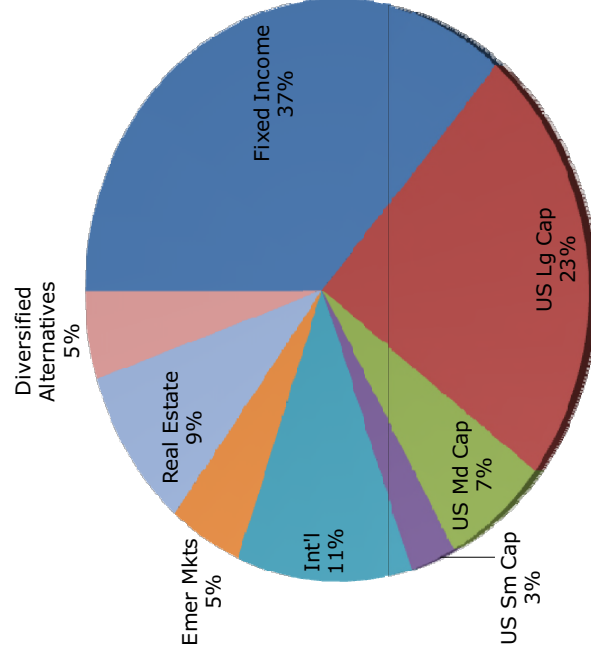
INVESTMENT PERFORMANCE

Current Account Benchmark:
Equity Blend



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



CITY OF CRAIG MEMORANDUM

To: Mayor O'Connor and the Craig City Council
From: Heather Mendonsa, City Clerk
Date: July 28, 2022
RE: July Staff Report and 2022 Municipal Election Information

City Council:

Most time is spent compiling information for the council; council meeting set up; preparing council packets; staff reports; and creating council meeting minutes.

Resolutions/Ordinances:

The city website is current with all council meeting minutes, resolutions, and ordinances.

Next Craig City Council Meeting:

The third Thursday of the month will be August 18, 2021.

Personal Leave:

No leave is on file.

Municipal Elections:

Absentee voting will begin August 1 and continue through August 12 at the city offices. Updated election information and open seats will be posted in The Island Post in August. Signs have also been posted on the website and around town.

The following terms and expirations are listed below for your convenience:

MAYOR/CITY COUNCIL SCHOOL BOARD PLANNING COMMISSION

2023 Tim O'Connor	2022 Patricia Conatser	2023 Sharilyn Zellhuber
2022 Chanel McKinley	2022 Scott Brookshire	(Chair) 2023 Barbara Stanley
2022 Michael Kampnich	2023 Tristan Douville	2024 Vacant
2023 Millie Schoonover	2023 Marla Dillman	2022 John Moots
2023 Julie McDonald	2024 Joel Steenstra	2022 Kevin McDonald
2024 Jim See		
2024 Hannah Bazinet		

Attached is the Notice of Open Seat Vacancy for the Craig Municipal Election on October 4, 2022.



**CITY OF CRAIG
NOTICE OF OPEN SEATS AT THE
CRAIG MUNICIPAL ELECTION ON OCTOBER 4, 2022**

CITY COUNCIL

- **SEAT B: THREE-YEAR TERM**
- **SEAT F: THREE-YEAR TERM**

SCHOOL BOARD

- **2 SEATS**
 - **THREE-YEAR TERMS**

**DECLARATION OF CANDIDACY FORMS ARE AVAILABLE AUGUST 2, 2022
FILING OPENS AT 8:00 A.M. ON AUGUST 5, 2022
AT CRAIG CITY HALL DURING REGULAR OFFICE HOURS
MON.-FRI. 8 A.M. - 5 P.M.**

**CANDIDACY FORMS MUST BE SUBMITTED TO CITY HALL NO LATER THAN
5:00 P.M. ON SEPTEMBER 2, 2022**

To run for office, you must be a U.S. Citizen, at least 18 years old, have been a resident of Craig for at least 30 days and be a qualified voter registered to vote in Craig and the State of Alaska for at least 30 days prior to the election.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Samantha Wilson, City Planner
Date: July 28, 2022
RE: Planning Department Staff Report – August 2022

1. Senator Murkowski 2022 Appropriation Requests: In addition to the wastewater treatment plant improvements (\$360,000) and the replacement of up to three deteriorating wastewater lift stations (\$760,000), two more of our appropriation requests have been championed by Senator Murkowski. These additional congressionally directed spending requests include the micro-hydroelectric generator (\$350,000) and the replacement biomass boiler (\$800,000). These requests must still be passed by the house, the senate, and receive the President's signature.
 - a. Unless her bout of COVID affects plans, Senator Murkowski is scheduled to visit Craig on August 8th.
2. POWER Building funding: \$150,000 funding to repair the POWER building has been approved through Bill HB 281. Now a scope of work for the project is required as a completed signatory authority form, and site control documents. I am conversing with Doug and Victoria about repair priorities.
3. Grant Research:
 - a. USDA Placemaking Grant: the City of Craig was contacted by Ed Douville with Shaan Seet regarding a USDA grant that is due August 15th. This grant may award up to \$250,000 to a tribe or local government to develop "placemaking" within a community. Heavy emphasis is put on cooperation between entities. The grant does not allow money to be used on construction, construction design plans, or equipment. Research regarding this grant suggests the possibility and desirability of developing a Placemaking/Recreation Master Plan with or without the grant. This will ultimately be up to the Recreation department with support from Planning. This could be done in partnership with other organizations including Shaan Seet and possibly the Craig Tribal Association who have both expressed cursory interest in pursuing this option. This grant may be a good one to apply for next year after establishing a foundation with interested organizations and outreach to the community.
4. Cemetery Expansion: A survey has been released and two public "open houses" have been hosted at City Hall (July 22nd and July 27th) to evaluate the first draft designs. Planning Commission reviews are being planned in August (11th and 25th) to evaluate public comment and direct the next design draft. The City Council review is planned on September 1st.

5. Tsunami Brochure: An adjusted inundation line was decided by the Planning Commission during the June 23rd meeting. I have reviewed and edited the draft brochure provided by the UAF Alaska Earthquake Center and approved it for print.
6. EMPG Final financial/progress reports were due on July 15th with an extension to July 31st requested. Much of the grant funds will be unclaimed; the extension was requested to try to track down hours from the 1st and 2nd quarters that hadn't been documented previously.
7. SHSP Grant Progress (Emergency Disaster Trailers):
 - a. Quarterly financial/progress reports were submitted outlining purchases and remaining funds.
 - b. I reached out to the Red Cross and attended a meeting regarding potential access to cots and blankets that may have been set aside for POW. We are scheduled to meet August 5th.
 - c. I have reached out to Zach West, the VPSO of Kasaan regarding two pallets of blankets they received after getting a tip from Sandy Curtis. I was directed to follow up with Chaundell Piburn to see where she sourced the blankets.
 - d. There are funds remaining from the EMS Hazmat portion of the project, I will need to work on transferring remaining funds to the trailer project with EMS approval.
8. Municipal Code review, research, and discussion for potential revision regarding non-wheeled mobile homes in trailer parks like shipping container homes.
9. Heather Mendonsa B&B CUP. A conditional use permit application was submitted by Heather Mendonsa to continue to operate a Bed and Breakfast. PC Resolution 601-22 will be reviewed by the Planning Commission on July 28th.
10. Building Permits.
 - a. Tiffany Stephens is working on a drainage project on 1150 Sunnyside that requires construction of a retaining wall. She is seeking a building permit and an easement. Earlier this month I scheduled a visit out at the site with Russell to inspect the area and get an outline of the proposed project.
11. The plotter was down for a couple weeks due to expired printheads. New printheads were purchased and used to replace old printheads. The plotter is back up and running and has been used to print new posters for the Craig Aquatic Center, the POW Chamber of Commerce, and others.
12. Library Paint Class: I partnered with the Craig Library to lead a painting class as part of the library youth programming on July 20th. We had approximately 8 kids who painted an octopus with acrylic paints on canvas.

13. Port St. Nick Slide at 2.9 mile: I worked to communicate with Russell regarding the slide and provide resources to the crew working on the slide. I worked with Heather to keep the public informed progress developed.
14. I inspected and flagged a dead tree of interest on City of Craig property. A local business is interested in harvesting the tree. The tree is a large deceased spruce located a short way from Gale Force Gardens. According to the interested party, it once housed an eagle's nest but no longer contains one. No eagle nests were observed upon inspection and no remains of a nest were found underneath the tree. Contact with USF&W revealed that although eagles and eagle nests are protected, old eagle trees that no longer contain a nest do not retain that protection. Continued interest needs to be verified before moving forward in determining City actions if any. If interest remains the next steps moving forward will need to be determined. Close proximity to Crab Creek and smaller streams feeding into it in the area will need to be considered.
15. FEMA 200 training completed
16. Thorne Bay Omnilert list for Fire and EMS were updated.
17. Absentee Ballot training completed
18. Lot 3A Murphy/Salmonberry Subdivision Land Sale: We are awaiting final payment which is due August 22nd.

EMS Report/July 28th, 2022

Submitted by Tsai, EMS Coordinator

Calls to Date

July 2022 Calls: 26 (Updated 7/28)

2022 Calls to date: 154 (Updated 7/28)

Crew Status

One EMT will be chartering in July, August. He will not be on the schedule until late August.

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

There are now 3 new EMT 2's.

Training

The EMS office is now a training room for anyone to come in and practice.

In person training is on hold due to crew schedules, and will resume in September.

Recruitment

Looking for 1 part time EMT and additional volunteers.

Hired a part time employee, he has passed his ETT class and will continue obtaining his EMT 1 certification. I will be moving him to full time hopefully in August.

Other Responsibilities:

EMPG:

- Applications/Work Plan Projects for FY2022
- WCIF submission with City Planner
- FEMA courses

Reports for EMPG/SHSP

SHSP Grant: SCBA tanks ordered

Working on revised On Call Policy

Creating Incentive Policy for Volunteers/Employees

Keeping reports up to date with EMS System/Billing and State of Alaska

Continue working on standing orders and the possibility of a new medical director

Updating and maintaining Team Schedule



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: July 29, 2022

RE: August staff report

Harbor department report August 2022

- The boat yard has slowed down. We usually are still hauling one or two boats a week. We have started working with Brownell to retro-fit the trailer with a remote control system. The remote will allow us to easily walk around the trailer and boat while loading or unloading a boat in the yard. The old cable remote will stay in place as a back-up system.
- The ice house has been running smoothly this season. We have two small maintenance projects that we need to take care of. The first is changing the drive chains on the ice rakes. This should take us about an entire day to do. We have all the parts for this job, we just need to find a convenient time to take the ice house out of service. The other project is changing out a bearing on an auger. We have all the parts, we just need 4-5 hours to get the job done. We will get both these projects done before the end of the season when our ice house operator leaves.
- Another piling got broken off at false island. The owner of the vessel has accepted responsibility and we will get the piling replaced the next time a pile driver is in town.
- We are working on applying for a matching state grant to extend the North Cove ramp. WSP is doing the engineer work and should be done soon.
- The harbor is pretty busy this year. Almost as busy as pre-Covid19. We are seeing more pleasure vessels this year than the last couple years.
- We've already sold well over 300 tons of ice since Daniel Jackson has been here. He is estimating that we'll sell at least 700 tons of ice summer.

06/30/22-07/27/22

Patron Visits: 812

Circulation: 3129

Computer Usage: 705

WiFi Usage: 367 unique visitors, 1,109 total visits

Story Times: Craig Public Library Story Time (34 Children)

Summer Reading Program 135 participants

Inter-Library Loans: 50

Volunteer Hours -20 hours

New-

- ✓ IMLS Grant for \$10,000 Awarded (Shaan Seet)
- ✓ PLAG \$7000 Awarded
- ✓ Finished State of Alaska PLAG Report
- ✓ Painted office
- ✓ Cleaned out all storage areas
- ✓ Processing Books and Materials

Project-

- Working on the summer reading program.
- Working on the ALA Grant
- Inventory/Ordering



Submitted by Patricia Gardner, Library Director

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**CITY OF CRAIG
MEMORANDUM**



Date: 07/xx/2202
To: Honorable Tim O'Connor, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / July 2022

RJ Ely

ACTIVITY

Activity from June 30, 2022 through July 26, 2022, the Dispatch Center took the following amount of calls for service.

Craig	737
Klawock	259
AST	5

DEPARTMENT OF MOTOR VEHICLES

Drop Off's are increasing, causing DMV Staff to open extra batch on Thursday's, to deal with increased amounts of drop offs.

Travis has been doing several motorcycle tests. CDL's have slowed down, most likely due to knew rule-law that went into effect; mandating extra training requirements.

DISPATCHER(S)

Dispatcher Holloway is back to work.

OFFICER(S)

Still advertising for an officer and Sergeant.

OTHER

Have obtained, installed and set up new Stencil System / Voice Logger that records all incoming/outgoing phone lines. All backed up files recovered, installed and are again accessible.

With Magistrate Clark retiring and is no longer working. Court staff is down a clerk position. Deputy Magistrate Kim Rice was offered, accepted and as of 7/25/2022 she is now the Magistrate/Judge for POW Court.

As of 07/21/2022 a Trial System of Filing Court Documents. This "trial" is only in Southeast Alaska and will be evulgated after a few months.

All Contract Jails will see a increase in funding. I was informed, as of 7/27/2022 that proposed amount that Craig will see, \$195.000 increase from last years funding amount.

Public works Report

7.28.2022

Streets and Alleys:

- a. Continued brushing of PSN road
- b. Street sweeping as needed.
- c. Landslide cleanup completed on 7.13.22
- d. PSN road is scheduled to have pavement marking performed in the summer of 2023. Currently many areas on the paved sections of PSN road need traffic marking. I have reached out to **Specialty Pavement Marking company (SPM)**; who is working for ADOT on Prince of Wales Island; to see if they might have extra paint and would be willing to quote the City of Craig a price to do the work. In July of 2020, Jolt Construction marked PSN road for \$15,800.00. I have not received any response from SPM.

Sewer:

- a. Daily and Monthly General maintenance and sampling at the wastewater treatment plant as required.
- b. Monthly Sludge removal as required.
- c. Working with Architect on WWTP roof Project. Review/ approval of draft concept design. Awaiting final concept drawings.

Water:

- a. "Water Operator Report". 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 reads meter system.
- e. Public works Dept. has begun water main valve exercising on the west side of the city.
- f. Quarterly TTHM and HAA5 samples were taken in the beginning of July, and are below the MCL standard.
- g. Public notice was sent out to the City of Craig concerning water conservation to help meet peak demand for all users.

Equipment:

- a. Opening of Public Bids for surplus vehicles was conducted at 3:30 pm on June 21st. All but three vehicles were sold.
- b. Over the counter sale is complete for the additional vehicles. It is Public Works goal to have another public bid process by the end of August.

Public works Report

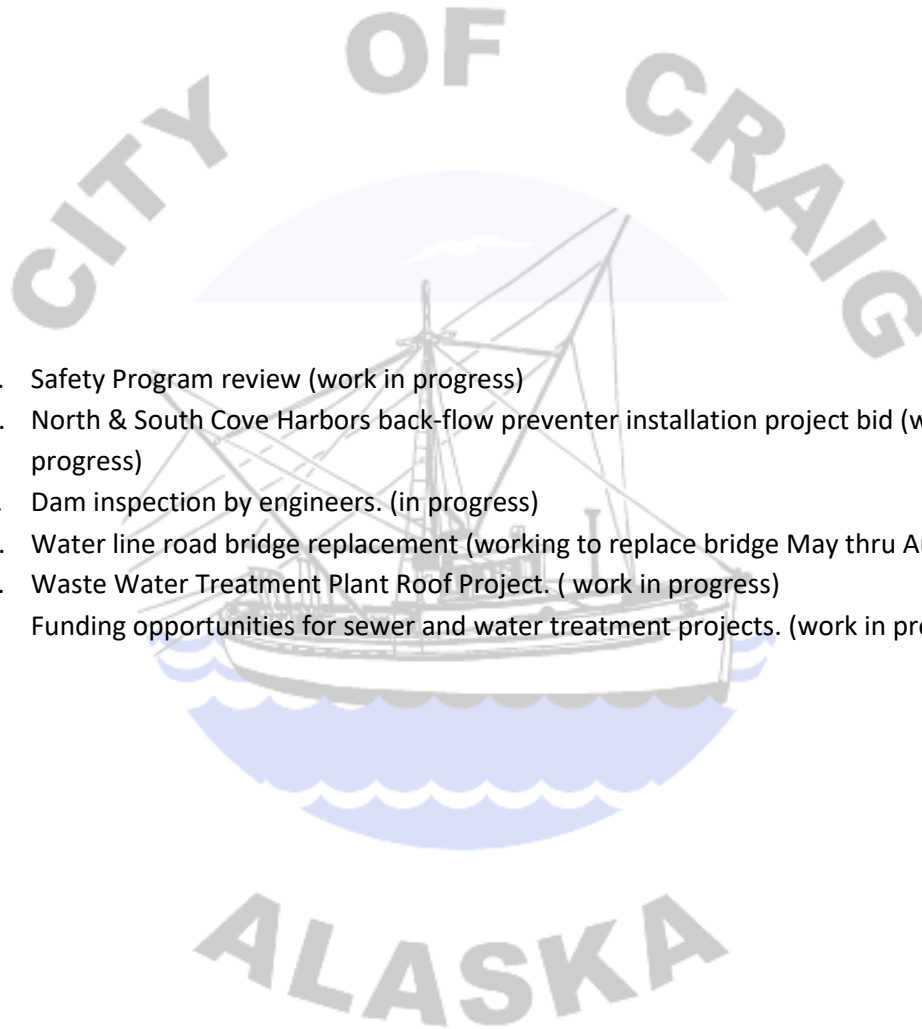
7.28.2022

Solid Waste:

- a. Weekly pick-up process performed as require.
- b. A partial order has been sent in for parts on the sload solid waste truck. Additional funding is needed for the complete order.

Projects:

- a. Safety Program review (work in progress)
- b. North & South Cove Harbors back-flow preventer installation project bid (work in progress)
- c. Dam inspection by engineers. (in progress)
- d. Water line road bridge replacement (working to replace bridge May thru August 2023).
- e. Waste Water Treatment Plant Roof Project. (work in progress)
- f. Funding opportunities for sewer and water treatment projects. (work in progress)



Recreation report to the Craig City Council , August 2022

July has been busy!

Training Elli is a work of art in progress. She is doing a great job.

4th of July. Was a great success! Volunteers make it happen.

Soccer will have one week left. 30 kids signed up!

Skating and blading has been busy, as has dodgeball.

Volleyball continues to be popular.

Ellen Hannan won the Womens mini King Salmon derby.

Derby will end on August 15 with a kids derby on August 13 and 14. Social is being planned for August 20th.





Parks & Public Facilities

7/28/2022

Staff Report –July 2022

To: Craig Mayor and City Council

From: Douglas Ward

Current Projects Underway:

- 1 Build and install shelving in Municipal offices.
- 2 Install conduit and wiring for heating controls at Harbor building.
- 3 We are awaiting delivery of the Ventrac mower / snow removal equipment.
- 4 Annual Wood Boiler repair and maintenance.
- 5 Windows for the Child Care Center have arrived.
- 6 Lawn cutting and weed eating throughout city parks.
 - Installed cameras at false island and bridge to transmit to Harbor offices.
 - Installed new camera system at City Burn Pit.
 - Replaced faulty camera system at the Ballfield.
 - Pressure washed Medical Clinic parking lots.
 - Pressure washed City Hall parking lot.
 - Pressure washed DMV parking lot.
 - Assisting with 4th of July set-up.
 - Installed new exterior door at WWTP.
 - Assisting other department heads with repairs and help as needed.
 - Performed required administrative duties throughout the month.

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

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

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From: Richard Trojan <richardtrojan@outlook.com>

Sent: Monday, July 25, 2022 7:10 AM

To: Accounts Pay <acctspay@craigak.com>; City Clerk <CityClerk@craigak.com>

Subject: FW: Gas station

Subject: Gas station

To the city of Craig,

I have been doing some research on installing a credit card fuel station at my carwash location. I have located a 6k gallon , above ground, storage tank. And would put a card station somewhere on the lot.

I will entertain moving ahead on the idea if the city will meet my requirement.

My requirement that the mayor rescind his veto for the sale of my leased land.

Rich Trojan

CITY OF CRAIG MEMORANDUM

To: Craig City Council

From: Brian Templin, City Administrator

Date: July 27, 2022

RE: Senator Murkowski's August 8th Visit

Based on discussion at the July 21st meeting the council gave direction to staff on a number of issues to include in the meeting with Senator Murkowski on August 8th. The council would like to discuss:

- Craig Harbor
- Landless Bill
- Trawl Bycatch
- Mariculture
- CDL Variance
- Transition to Young Growth
- Pebble Mine Development

Attached is a one-page briefing paper that will give the Senator and her staff a heads up on which issues we would like to talk to her about during her visit. In addition to the meeting with the council we will likely also do a quick windshield tour that will include the harbor site, industrial park, biomass boiler at the pool, and the fire department.

Due to her schedule that day the meeting will likely be 30 – 45 minutes with the Senator and the windshield tour will be very brief.

We will keep the council updated when we have a set time.

The council should review the attached briefing paper and provide any additional guidance to staff.



Senator Murkowski Visit with Craig City Council and Mayor August 8, 2022

1. Craig Harbor Project. City staff is scheduled to meet with the USACE on site on September 21st for an update on the Environmental Validation work and to revisit the construction timeline for the breakwater. BG Kirk Gibbs, Pacific Ocean Division Commander; COL Delarosa, AK District Commander; and Randy Bowker, AK Deputy Commander will be in attendance. It is our intent to try to get the project to construction ready in mid-2023 or early 2024. Securing the \$30 million Federal appropriation for construction is still needed.
2. Landless Bill (S.3269). The city has submitted comments to the Senate Energy and Natural Resources Committee and maintains the position that the city does not oppose land selections, just additional selections on Prince of Wales Island.
3. Trawl Bycatch. The North Pacific Fisheries Management Council met this year and despite the ability to reduce trawl bycatch limits, chose to put the issue off for another year. The city strongly maintains that trawl bycatch limits need to be reduced just as commercial fleets are under fisheries abundance based management principles. The issues not only affects Chinook and other species in Western Alaska, but strongly affects halibut and black cod statewide, including SE Alaska.
4. Mariculture Development. The city strongly supports mariculture development in SE Alaska. Kelp farms and oyster production have had a strong impact on Prince of Wales Island and the potential for value added processing and production have the potential to be a major economic driver in the future.
5. CDL Variance. Based on rules passed by the Federal Motor Carrier Safety Administration that took effect in February it is no longer possible for new drivers to secure their CDL without travelling off island for training and testing. Recently this cost the city well over \$6,000 to get one new driver certified. With nearly a dozen communities, a major need for CDL licensed drivers for various industries, four school districts, and trucking hubs for goods coming to Prince of Wales it is critical that CDLs can be obtained locally. The city supports the Governor's request for the variance for remote communities in Alaska and asks that the Federal delegation work with the administration to see this approved as quickly as possible.
6. Young Growth Timber. The city continues to support an effort to begin developing the infrastructure to initiate an integrated timber industry utilizing our second growth forest.
7. Pebble Mine. The city does not support development of the Pebble mine due to potential impacts to watersheds and fish within the region, which may have wide ranging affects in Alaska.

CITY OF CRAIG
MEMORANDUM

To: Brian Templin and City Council
From: Russell Dill
Date: 7/22/2022
RE:

The City of Craig Public Works Department needs an additional \$15,000.00 for parts and freight for the side load solid waste truck. These parts are needed to fully repair the garbage truck. City of Craig has budgeted \$20,000.00 for these repair parts. There was an oversight from the vendor's quote.

Currently there is \$360,000.00 budgeted for the Waste Water Treatment Plant (WWTP) Roof Project. We are working with an Architect firm now to finalize concept drawings. This project will be bid out either in late Fall of 2022, or early Spring in 2023, and hopefully go to construction in August to September 2023. According to this time line, the City of Craig would have an opportunity to add funds for the WWTP Roof Project in the next fiscal year if needed.

Public Works Department has submitted questionnaires thru the State Revolving Fund (SRF) Program for potential financing of the wastewater treatment plant roof project through the Alaska Clean Water Fund. We have been told that the chances of obtaining a loan through the SRF Program this cycle is very high.

The Fiscal Year 2023 federal appropriations process includes opportunities to fund local projects through Congressionally Directed Spending (CDS). Senator Murkowski has requested funding for the WWTP Roof Project under: Interior, Environment, and Related Agencies.

Recommended Motion: Move to re-appropriate \$15,000.00 from the WWTP roof project to the garbage truck repairs authorized in the City's Capital Reserve Fund.

- \$9,098.61 Dump Arm Assembly
- \$5,901.39 Freight for all parts

Respectfully,

Russell W. Dill
Public Works Director

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: July 22, 2022
RE: Finance Director Position

As the council is aware we have been advertising for a new Finance Director since Sheri Purser submitted her resignation letter in April. Sher is still working for us remotely full time and it is a great help to have her continue working. I recently asked her about the timeframe that she will continue to be available for remote work. She told me that she is likely available for the rest of the year, pending any jobs that open that she is particularly interested in where she is at now.

We have had a number of applications and have offered the job twice. Both offers were turned down by the applicant. We have not had any eligible applicants recently.

We are having some discussion about internal promotion, but we are still looking for an experienced government accountant to help make sure things are clean for a handoff. One of the potential solutions is to offer a higher than scale salary for a specific period of time. We suggest that we advertise for a temporary employee at a contract rate of \$90,000 - \$100,000 per year for up to one year by contract. This will give us an opportunity to make sure that any issues in the position are resolved and will give us more time to hire a permanent replacement (internal or external)

If we do not have any success with either the permanent hire or a temporary hire at a higher rate by October/November, we will consider other hiring options to fill the position.

Recommendation: Move to direct staff to begin advertising for a temporary Finance Director to be hired under contract.