

**CITY OF CRAIG
COUNCIL AGENDA
April 6, 2023
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

Mayor Tim O’Connor, Hannah Bazinet, Julie McDonald, Michael Kampnich,
Chanel McKinley, Millie Schoonover

CONSENT AGENDA

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

- Meeting minutes of March 16, 2023
-

HEARING FROM THE PUBLIC

- Ordinance #754
- Ordinance # 755

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

- Resignation Letter from Jim See
- Letter from Aaron Bean
- State House Press Release
- Supp. Notice and Outdoor Seating
- RAC Membership
- Monitoring Summary for Craig Public Works

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Ordinance #754 “Authorizing the City Administrator to Negotiate a Lease of City Owned Property with Ken Quigley”
- Ordinance #755 “Authorizing the City Administrator to Negotiate the Terms of a Sale of City Owned Property with Ken Quigley”

UNFINISHED BUSINESS

- CTA Joint Meeting-Update
- Island Daycare Donation Request

- Caselle Software
- Water System Issues (Credit for March Water Bill)

EXECUTIVE SESSION (If needed)

NEW BUSINESS

- Vacancy Seat C-Memo to Council with Letters of Interest

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>.

**CITY OF CRAIG
COUNCIL MEETING MINUTES
March 16, 2023**

ROLL CALL

Mayor Tim O'Connor called the meeting to order at 6:40 p.m. Present was Julie McDonald, Hannah Bazinet, Jim See, Millie Schoonover, Chanel McKinley, Timothy O'Connor. Michael Kampnich was Absent/Excused.

Staff Present: Brian Templin, City Administrator; Kimber Mikulecky, Treasurer; Kecia Weatherwax, City Clerk; Samantha Wilson, Planner; Hans Hjort, Harbormaster

Audience Present: Ken Quigley, Kelesey Sheakley, Aubrey Gamble, Norma Sheakley, Josh Bennett

CONSENT AGENDA

1. City Council Meeting Minutes of March 2, 2023
2. Ordinance #754- Authorization for City Administrator to Negotiate a Lease of City Owned Property to Ken Quigley”
3. Ordinance #755 – Authorization to Sell City Owned Property to Ken Quigley, Lot 2A”

MCKINLEY/SCHOONOVER

Moved to accept the consent agenda.

MOTION CARRIED

HEARING FROM THE PUBLIC

Josh Bennett introduced himself and made comments about minutes not being posted since November. He also mentioned the water issue and it not being posted promptly to the city website. He said we were days behind on postings and that not all the public looks at the website and that we need to be more proactive in our postings. The council need to have a more proactive position on posting and Brian commented on the priority of our postings. We post publicly at the post office, store, and bank. Brian explained that all departments have access to the website. Millie commented that she does not check the website, The mayor explained that it was an oversight in the clerk's training and should be fixed by the end of the week. Brian also mentioned that the minutes are in all the packets already posted to the website, Councilwoman McDonald, explained that all the information is on the website and that the signed copies are the ones to be posted.

Aaron Bean- Under the agenda and would incorporate the letter he submitted and suggested that we post the agenda three weeks in advance. Would also suggest that staff reconsider re-vetting

the criteria. But based on the memo he read he doesn't want the city to waste money on lobbying for the project to be funded. The council did not receive the memo being discussed. The clerk found the copies in her office and had forgotten to give them to the council members. Brian explained the timeline of how we accept submitted comments prior to a city council meeting. Clinton Cook was called upon by the mayor and he publicly thanked Brian and Tim for helping hand out water from the tribe to the citizens of Craig. He went on to comment on the water samples and how they were not tested. He thanked them and went onto discuss the Harbor Project. He said they asked for a review, and they got one. He commented on a memo from Brian and started quoting the memo.

Jim See and the Mayor explained that this project has been discussed for the past fifteen years and this is the first time they have heard of any opposition in the past six months. The city has already spent 1.5 million dollars on this project. Clinton Cook commented on Government-to-Government relations and of how the city had not approached the tribe prior to the project. Clinton stated that they did not want that type of "footprint" left on a village site and where it is a sacred site, and they subsist.

Norma Sheakley- Came forward and placed a box of subsistence food on the table and strongly stated her opinion as a lifelong citizen and explained how it would be devastating to her family and relatives who rely on subsistence. She explained how she teaches her children and teaches in the schools and how it will have an environmental impact. Stressed communicating with each other and working toward a common goal.

Aubrey Gamble- Said she read this and that it angered her. We need to start working together. She did research and was gone for 25 years and has just recently come back. She said there used to be eel grass and that they had dredged it, and that she requested the records, and they were not able to find them. Would like to know what we are doing with this breakwater. Doesn't matter what time of year once you ruin our habitat, and that it is horrible. She said that the Tribe and people like her and Norma will keep fighting for this. We are the people saying this and we do matter.

The mayor explained that this is the first time we have seen anyone comment on this since we have been working on this project.

Clinton Cook went on to say there is a grave site on the Fish E gg Island that there is petroglyphs that can be harmed if this projects proceeds. I go to the corp. and say he is not anti-City of Craig he is anti-Harbor; Now is the time to collaborate.

Mayor asked Aubrey if she wished to speak, and she said she would speak to the research she has done on I am not against infrastructure or progress, but she wants more of a voice not just a subset of a population. We need to come together as an island not just a small portion.

Clinton went on to comment about the article on "Black Seaweed" and said it is a hard thing to re-create and that the Tribe has fought against the commercialization of Black Seaweed for a long time. He thinks it is a hard thing to re-create and that he wanted to thank Mr. Quigley for his commercial fishing operation.

READING OF CORRESPONDENCE

Article on “Seaweed Farming” – Millie asked the mayor what kind of seaweed was the article referring to. The mayor explained that it wasn’t on just one specific seaweed but about the article not referring to native seaweed that is being harvested. Brian explained It is referring to a bill that Mary Peltola is sponsoring. It is one of the things on Brian’s radar and he will be showing the council more once he comes across more pertinent information.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Ordinance #753 “Supplemental Budget FY2022”- City Councilmember, Jim See asked for the bottom line in terms of what we overspent. Brian went on to explain how the expenses have increased and what the standard practice is that the council approves and how the money is spent throughout the year on various expenses that arise unexpectedly. Such as equipment breakdowns and maintenance costs. They also discussed the rising cost of fuel and measures they took to decrease the expense to the city by dropping down the sales tax for fuel costs. They have reduced the costs of tax for fuel for residents. Sheri was on the phone, and commented on the rising cost of liability insurance for employees. We currently pay about \$330,000 a year on Workmen’s Comp. and Liability Insurance, it has doubled since last year. The council will see a budget that reflects all the changes in the budget though out the year. Brian will speak to Marva about what that process looks like.

SCHOONOVER/MCKINLEY

Motion Passed
Roll Call Vote

UNFINISHED BUSINESS

Accounting Software- Kimber is asking for some direction from the council on what option she should move forward with. That is explained in her memo. Jim See pointed out that the cost equals the amount of an employee. McDonald would like to pursue option 2# because we are going into our budget meetings. Millie mentioned that if we are going to do this it will make someone’s job easier. Brian explained that Wrangell is currently going through this process right now. Brian said that Cassell has been around for several years. Accufund’s support has diminished over the past couple of years. We have been going through issues with the software for the past two years and Sheri has been working on it for many months when she was here. Hannah commented on what a horrible system accufund is. She asked how long we have been seriously looking into other software systems. Brian said seriously for the past six months. Brian asked Marva to look at the software and he said she came away from it very impressed with it. Kimber informed the council about the issues she has run into with accufund and of how

responsive Cassell is versus Accufund in resolving issues. The support and their availability is much better. What is involved with the transfer period? Brian explained that the price quote of \$52,00 includes\$20,000 in training and depending on the modules we choose to work with. Sheri commented on Government Funding and on how it specifically works with this type of funding. Brian explained that \$52,000 is pretty much the standard of software. Brian requested that the council make a recommendation to the staff based on the memo Kimber submitted. Hannah commented on the amount of staff time it takes to train on a system that is not effective. Brian wanted the council to be clear that paying the fees now would start the transition period which would be much of the year. This will not go into effect until July 1st Year 2024.

BAZINET/MCDONALD

Motion to
approve.
Voice Vote
Passed

Island Daycare Donation Request- The Council did not have a chance to read the business plan, it was submitted at 11:00 a.m. the day prior to the meeting. Vanessa was on the phone and Brian asked if she was in a rush for a response. Vanessa said she is willing to work with the council. Brian asked for a motion to postpone the meeting to the April 6, meeting.

MCKINLEY/MCDONALD

Motion to
table
discussion
Until next
meeting, April
6th.
Voice Vote
Unanimous

NEW BUSINESS

Craig Harbor Discussion- Millie clarified Government to Government Relations in terms of how it relates to her seat on the City Council. Brian started on the discussion and referred to his memo and of how he and Samantha met with the Corp. Along with Steve Silva and Kris Klein and outlined their discussion and the issues that were discussed. He has not changed his opinion

on the data that was reached and how it is not substantiated data and of how it has been overturned. The Corp. has not said that there is anything wrong but that there needs to be a re-evaluation. The Corp.'s position right now is not that the project is dead, just that it needs to be looked at and whether or not those impacts are a factor. The GR would bring us back to site selection phase and would bring us back to the initial steps we had taken in 2012. A new feasibility study would require more time and a substantial amount of money that Craig would ultimately be responsible for. On the current project we have spent around \$400,000 on pre-construction engineering reports and it has taken 2-3 years. This would put us behind at least 6 years before are ready for construction. There are a couple of options that the council can make Brian would like the council to give him some direction.

The project has really changed course. Fifteen years it was a go and now within the past six months it has taken on a whole new direction as in the Corp. has altered their position and has been overturned. Brian stated that if the council wants to go forward with the project his suggestion is that we go through the legislative process by contacting Senator Murkowski's Office to ask the Congressional Delegation to intervene and have them direct the Army Corp. Of Engineers to go through with the project.

Chanel asked if there was any wiggle room and if we would have to go through with the original course of the project. We are trying to recapture some of the benefits of the project or at least salvage some remnants of the original benefits. Brian explained that there is a permitting process that could be a possible course of action. The timeline if they get the permits would be about a year. Chanel expressed concern about the length of time and amount of money that has been spent and questioned the negative view of the project. Jim See said there had been no ill intent and it was the Corp. that extracted information and misconstrued it. He also stated that there is no dredging, and that logging is ending and that the Dahlstrom's have already stated that they will not be pursuing more economic activity, Sealaska is done. The whole idea of the harbor was to get more boats here, there are no economic opportunities here when logging is finished. We have a 180 -foot dock down there. I have 47 years here with the city, my heart is with this community. This is all a big effort to get economic development here in the community of Craig. The mayor said we have the hatcheries here; we don't have the area to put the boats right now. Three mayor's pursued this project with this in mind, This has already been an expense and time for the city. Millie recalled a ballot for the Harbor and of how it failed miserably. The council let her know that was not about the Harbor but the bond that was going to pass. Millie said she did not appreciate being looked down on and that she has spent years being looked down on by Jim See and they argued back and forth. Jim See said that he has always thought they agreed to disagree, but Millie did not feel the same. Jim See announced his resignation effective this meeting if that was the way Millie felt about him. The mayor pointed out it was a misconception about what was on the ballot, it was not the Harbor it was the bond. Mayor asked what we were going to do for economic development. Aaron Bean said there was a ballot measure in Sitka two times and the reason it hadn't passed was because of the same reason we have now. One of the

things he has heard from the native community is that they want to balance economic development with the preservation of the site.

The mayor asserted why South Cove is out of the question because of the eel beds.

Anything that leaves one foot of wake into the harbor, the Corp. cannot go ahead and was looked at and dismissed by the corp.

Aubrey asked why there was no community wide vote for the harbor. She commented on why we are stuck in the same mind set, and why can't we look at other ideas. She just knows that people did not understand what they were voting for, not everyone reads it. Julie recalled the four-part mailer that was sent out to the community. She recalled the active effort the city made to inform the community on the Harbor Project. The mayor said unless they come up with a better idea.

Brian asked what would the council like him to do?

The Council would like to have a joint meeting and open discussion. No formal action will be taken.

Water Treatment Discussion- Brian said he tries to send regular e-mails to the council. The council asked how many feet were in the tank today. We are at 20 feet today and then asked if they found any more leaks. Jim See, asked whether the computer and the readings were in synch now. The memo stated that R&M Engineering is sending over an engineer Monday. Their job will be to look at the water treatment system overall and determine why it failed. Their assessment will look at the long and short term, and at the request of USDA and ANTHC, he has also contacted the engineer doing the work on our SCADA system. He no longer works for that company. They will come up with a design that will prevent us from having the same problem ever again and develop a report. That is the reason the primary engineer is speaking to both engineers and he sent them a draft contract. Both engineers will be here next week to determine why and how the system failed. We are still calculating that 9-point difference. The Public Works has been doing regular checks on the system and are monitoring the water level. Millie asked what the expiration is in terms of when this should be changed. The mayor said they typically last from 3-5 years. It was a policy that they would be changed every 3-5 years. Brian stated he did not understand the complete failure but they did order filter media and under piping and due to supply train issues this was held up. On Monday the crew had to manually remove the filter media in 5lb. buckets. This was labor intensive and required physically going in and hauling out buckets filled with the filter media. The filter media and the amount of water in the tank were not enough to complete a back wash. On Tuesday night we had half a foot of water, one is 21,000 gallons per foot in the tank. We are building about 3 feet every 24 hours. We will soon be at the 25- foot level and the Public Works will be monitoring the situation now. On Friday, when we released the notice, we were at 20 feet. Since then, we are operating both treatment trains We will need to do some line flushing and we are in a good position. We were worried about people running their water for various reasons. When we released the boil water notice we had about 10 feet. Our main reason was because we thought we would run into other

issues and have to have people boil their water again. Brian is looking forward to reviewing the engineer's report and part of that report is likely to be on preventive maintenance on the filters. Millie appreciated the Public Works employee's efforts to get the water going again. Brian said other people from different departments also helped, CPD, EMS, and Shaan-Seet also sent workers to help. The mayor also helped out at the site and Klawock also helped and offered the use of water from their fire hall. Everyone he asked sent bodies out. His hat is off to all the agencies that helped bring water to the community; Tlingit & Haida, Owners of The Treasure Chest, Sealaska, and CTA. Chanel asked if the pool had opened yet, Ellie was going to check and talk to Russell. Hannah asked about getting a tour of the water treatment plant so the council can get a working knowledge of how it operates. One question from the public was being able to see the water test results. Brian said there is no legal reason why not, Brian heard that some people thought we were putting untreated water back into the system, but there was no evidence of any cross-contamination. The DEC standards are that the water system be treated for e-coli and chloroform.

Council Comments- The owners of The Treasure Chest flew in water and wipes. People were largely supportive. Councilwoman McDonald commented on the city addressing the issue and having engineers come in and look at our system and ways to prevent this from happening again Rather than not looking into it and just simply saying "oops" and like it never happened. I am glad we have an engineer and that we have people coming in and that we are doing follow-up. This was already happening the requirement is that we have a site visit for this funding. Brian said the last conversation he had with a staff member from DEC about this incident she said she was shocked that this had happened. This has only happened twice in 40 years.

Samantha asked if they had passed the ordinance yet, "Yes" Brian replied that it had gone through its first reading. Brian urged them to contact him if anyone had any more questions or comments. He said our staff largely responded as quickly as they could and that they posted on our website every other day. Samantha came in on Sunday night and printed fliers and helped the police go door to door with them. The council asked where they had been handed out and where they had not. They got to Tanne Crab and some streets were missed The Police called in all of their officers, and they posted from 5:00 to 9:00 o'clock that night.

Jim See, I spoke to Brian beforehand about keeping people in jail and setting the bail higher. People need to go to jail, they are not just sick they are making money off this. The people who are selling fentanyl are getting rich and are making an unbelievable amount of money. Chanel said Anchorage is so crazy the amount people will spend on drugs. Tim said one of the school vans in Anchorage had lost all their stuff.

Brian said if there is no objection from the council, he will draft that letter.

Chanel said she knew it had been a long meeting tonight.

Millie told Jim, “My apologies, I really don’t want you to resign tonight. I appreciate how you keep up on all the city stuff side of things and I appreciate you. No, I respect our differences, we work as a team.”

Motion has been made to adjourn.

ADJOURNMENT

SCHOONOVER/MCKINLEY

Meeting Adjourned at 9:22 P.M.

APPROVED ON THE _____ DAY OF _____ .2023.

TIM O’CONNOR, MAYOR

KECIA WEATHERWAX, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: March 30, 2023
RE: April Staff Report

1. FY24 Budget

Kimber and I met with the Budget Committee on March 29th. At this point generally revenues are well up over the current FY budget and while expenses are up for all general fund activities, revenues exceed the increased costs. On the capital budget side, we are looking at putting more into the capital reserve than we will draw out for capital projects. We have sent out a copy of the original draft budget to all council members and will provide updated drafts as the budget committee discussions change the budget. We will be meeting with the budget committee on April 4th and, if necessary, April 11th. We should be ready to introduce the budget to the council for first reading on May 6th.

2. Land Into Trust

We have not seen any updates from the BIA on the status of the land into trust application submitted by the CTA for the old Haidaway property.

3. Water Issues

We provided an overview of the circumstances that led up to the low water pressure/boil water incident on March 5th. There is more information on recent actions and developments in the Public Works staff report included in the packet for the April 6th council meeting. There is also a memo in the meeting packet recommending a credit to water accounts related to the issues of March 5th.

4. Staffing and Employee Retention

We have made several changes to the FY24 budget to encourage employee hiring and retention. These changes include:

- Recommending a 4% COLA increase to all employees.
- Review of wages across all departments with numerous adjustments.
- Additional funding in most departments for employee professional development (education, training, and employee participation in state conferences and professional meetings).

We have also started to introduce some recommendations by the council in our current hiring. Most notably is the addition of a sign-on bonus for licensed CDL drivers for positions that require a CDL. We have already found this to be helpful as one of Public Works recent hires already has their CDL (which saves us significant training costs). I have attached a copy of the policy document regarding the CDL contract obligation or incentive bonuses.

The PD has always had a policy of contractual agreements for officers that attend the academy as city employees, but we are looking at providing incentives for new hires that are already certified in Alaska (or other states with a shortened academy requirement) to offset the cost of training. We will likely also look at other certified positions in Public Works and EMS to see if these type of hiring incentives make sense.

5. Craig Harbor Project

We are still waiting for a response from CTA on potential dates for a joint workshop. There is a memo on this subject in the April 6th meeting packet.

6. Travel and Leave Schedule

I will be on vacation from about two weeks from April 14 – May 3. Most of that time I will be out of the country and not available by phone or email.

CITY OF CRAIG
MEMORANDUM

April 06, 2023

To: City Council

From: Kimber Mikulecky, Treasurer

Re: Monthly Report

The March monthly financials and APMC reports are included.

The Billing Clerk position has been filled by Lisa Sudduth. I was able to walk her through the billing process from start to finish, which went very well. She is taking on to Accufund and her job duties well. I am grateful to have her in the office with us.

I showed Lisa how to pull a utility billing aging report as well as an aging report for the Port Saint Nick road maintenance fees. We went through all outstanding accounts, and sent delinquent notices letters out as necessary.

Becca has been doing a wonderful job at tracking down delinquent sales tax filings and sending out delinquent notice letters to businesses.

With Shannon at the harbor, and us here at city hall keeping track of all services and their delinquent status, I am seeing lots of money collected from bad debts.

The budget process so far has been going great. As it is my first year, I am learning the ropes with the help of Brian and am very excited to go through the process.

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

City of Craig
Cash Balances

3/28/2023

General Fund

Deposit Clearing Account	83,705.91
Checking - First Bank	2,206,712.27
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>2,827,605.89</u>

Restricted Fund

Cares Fund Checking	432,087.78
Cash, Police Fund	11,706.76
Cash Evidence, Police	4,419.12
Cash, Police Federal Fund	11,944.78
Police Petty Cash	781.17
Cash Hatchery Salmon Derby	12,090.13
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	50,029.61
MM Invest Muni Land	433.73
Hatchery Saving Account	54,848.17
Cash MMkt NFR -School FB	534,670.50
Cash Invest School Funds APCM	2,901,437.01
Accrued Interest, School	<u>6,267.46</u>
Total	<u>4,043,971.68</u>

Endowment

Cash Held Endowment	285,848.23
Fixed Inc. Investment Endowment	5,644,379.15
Accr. Int., Endowment	36,869.80
Equity Invest., Endowment	6,893,259.91
Unrealized Gain/Loss Endowment	(453,914.96)
Unrealized Gain/Loss Equity, Endowment	<u>(21,136,834.84)</u>
Total	<u>(8,730,392.71)</u>

Enterprise Fund

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

City of Craig
02a. Craig Gov Rev

March 28, 2023

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	0	692,098	687,480	4,618	101
01 00.4050.00 000 Sales Tax	21,458	1,834,525	1,205,500	629,025	152
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	15,565	166,792	100,000	66,792	167
01 00.4053.00 000 1% Sales Tax Pool & Rec	0	0	340,850	(340,850)	0
01 00.4054.00 000 Fuel Sales Tax	0	32,418	0	32,418	0
01 00.4055.00 000 Delinquent Sales Tax	0	1,164	0	1,164	0
01 00.4060.00 000 Liquor Sales Tax	0	100,416	120,000	(19,584)	84
01 00.4065.00 000 Transient Room Tax	8,110	29,195	20,000	9,195	146
01 00.4080.00 000 Sales Tax Penalties	132	2,295	0	2,295	0
Total Local Taxes	45,265	2,858,903	2,814,680	44,223	102
01 00.4100.00 000 Property PILT Funding	0	304,598	300,000	4,598	102
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	228,221	75,000	153,221	304
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
Total State Revenue	0	532,819	456,000	76,819	117
01 00.4200.00 000 COVID 19 Response Revenue	0	0	75,000	(75,000)	0
01 00.4220.00 000 EMS Service Fees	5,951	33,358	50,000	(16,642)	67
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	1,305	20,371	50,000	(29,629)	41
01 00.4270.00 000 Library Fees	23	109	1,000	(891)	11
01 00.4275.00 000 Recreation Revenue	1,285	18,695	15,000	3,695	125
01 00.4280.00 000 Senior Card Fees	100	1,280	3,000	(1,720)	43
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	0	810	2,500	(1,690)	32
01 00.4644.00 000 Access Permit Fees	1,392	4,925	5,500	(575)	90
01 00.4645.00 000 Subdivision Fees	120	180	0	180	0
01 00.4646.00 000 PSN Road Maintenance	(72)	13,986	40,000	(26,014)	35
Total Permits & Fees	10,104	93,714	218,100	(124,386)	43
01 00.4300.00 000 Property Lease/Rentals	21,398	42,507	53,000	(10,493)	80
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
Total Local Revenue	21,398	42,507	54,000	(11,493)	79
01 00.4700.00 000 Police-Fines,Citation	0	10,738	10,000	738	107
01 00.4702.00 000 Drivers License Fees	0	32	0	32	0
01 00.4703.00 000 Motor Vehicle Commision	5,173	50,302	60,000	(9,699)	84
01 00.4704.00 000 Dog Licenses	0	20	0	20	0
01 00.4650.00 000 State Trooper Dispatch	0	4,625	7,200	(2,575)	64
01 00.4660.00 000 State Jail Contract Revenue	0	415,037	357,524	57,513	116
01 00.4665.00 000 Klawock Dispatch	4,424	35,392	53,088	(17,696)	67
01 00.4670.00 000 Forest Service Dispatch	0	0	3,000	(3,000)	0
Total Public Safety Funds	9,597	516,146	490,812	25,333	105
01 00.4820.00 000 Interest Income (A/R)	(1)	1,025	1,000	25	103
01 00.4900.00 000 Misc Revenue	172	12,146	5,000	7,146	243
01 00.4990.00 000 TRANS.FRM RESERVES BAL. BUDGET	0	895	0	895	0
Total Other Revenue	171	14,066	6,000	8,066	234

City of Craig
02a. Craig Gov Rev

March 28, 2023

	<u>M-T-D Actual</u>	<u>Y-T-D Actual</u>	<u>Budget</u>	<u>Over(Under) Budget</u>	<u>% of Budget</u>
Total Revenues	\$ 86,535	\$ 4,058,155	\$ 4,039,592	\$ 18,562	\$ 100

City of Craig

Revenue and Expense YTD & Budget

March 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Administration				
Total Personnel Expenditures	247,956	0	335,041	247,956
Total Benefits Expenditures	101,943	0	157,542	101,943
Total Contract Expenditures	144,460	0	178,200	144,460
Total Travel & Expenditures	17,473	0	14,545	17,473
Total Materials Expenditures	12,942	0	11,625	12,942
Total Utilities Expenditures	17,819	0	20,370	17,819
Total Repairs & Maint Expenditures	3,701	0	4,760	3,701
Total Other Expenditures	39,098	0	53,639	39,098
Total Capital & Debt Expenditures	1,932	0	8,000	1,932
Total Expenditures	<u>\$ 587,324</u>	<u>\$ 0</u>	<u>\$ 783,722</u>	<u>\$ 587,324</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (587,324)</u>	<u>\$ 0</u>	<u>\$ (783,722)</u>	<u>\$ (587,324)</u>
Council				
Total Personnel Expenditures	12,131	0	20,124	12,131
Total Benefits Expenditures	1,512	0	6,864	1,512
Total Contract Expenditures	998	0	950	998
Total Travel & Expenditures	5,647	0	5,050	5,647
Total Materials Expenditures	450	0	1,000	450
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	4,655	0	10,428	4,655
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 25,393</u>	<u>\$ 0</u>	<u>\$ 44,416</u>	<u>\$ 25,393</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (25,393)</u>	<u>\$ 0</u>	<u>\$ (44,416)</u>	<u>\$ (25,393)</u>
Planning				
Total Revenues	\$ 10,077	\$ 0	\$ 0	\$ 10,077
Total Personnel Expenditures	35,363	0	41,915	35,363
Total Benefits Expenditures	15,601	0	26,132	15,601
Total Contract Expenditures	25,100	0	6,500	25,100
Total Travel & Expenditures	1,147	649	2,700	1,796
Total Materials Expenditures	50,231	(41,642)	1,000	8,589
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	119	0	500	119
Total Other Expenditures	820	0	1,742	820
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 128,381</u>	<u>\$ (40,993)</u>	<u>\$ 80,489</u>	<u>\$ 87,388</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (118,304)</u>	<u>\$ 40,993</u>	<u>\$ (80,489)</u>	<u>\$ (77,311)</u>
Parks & Facilities				
Total Personnel Expenditures	104,453	0	158,330	104,453
Total Benefits Expenditures	50,912	0	68,945	50,912
Total Contract Expenditures	6,516	0	7,500	6,516
Total Travel & Expenditures	0	0	0	0

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City of Craig

Revenue and Expense YTD & Budget

March 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Materials Expenditures	36,678	4,419	16,175	41,096
Total Utilities Expenditures	19,793	0	19,200	19,793
Total Repairs & Maint Expenditures	0	0	12,000	0
Total Other Expenditures	16,084	0	18,534	16,084
Total Capital & Debt Expenditures	<u>7,842</u>	<u>78,066</u>	<u>48,550</u>	<u>85,908</u>
Total Expenditures	<u>\$ 242,278</u>	<u>\$ 82,485</u>	<u>\$ 349,234</u>	<u>\$ 324,762</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (242,278)</u>	<u>\$ (82,485)</u>	<u>\$ (349,234)</u>	<u>\$ (324,762)</u>
Public Works				
Total Personnel Expenditures	93,437	0	111,888	93,437
Total Benefits Expenditures	57,762	0	64,617	57,762
Total Contract Expenditures	300	0	720	300
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	57,885	3,126	74,825	61,012
Total Utilities Expenditures	10,215	0	18,925	10,215
Total Repairs & Maint Expenditures	53,215	4,407	53,200	57,622
Total Other Expenditures	21,015	0	16,049	21,015
Total Capital & Debt Expenditures	<u>72,522</u>	<u>2,985</u>	<u>111,774</u>	<u>75,506</u>
Total Expenditures	<u>\$ 366,351</u>	<u>\$ 10,518</u>	<u>\$ 451,998</u>	<u>\$ 376,869</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (366,351)</u>	<u>\$ (10,518)</u>	<u>\$ (451,998)</u>	<u>\$ (376,869)</u>
Police				
Total Personnel Expenditures	460,641	0	635,955	460,641
Total Benefits Expenditures	241,094	0	357,833	241,094
Total Contract Expenditures	1,837	0	26,931	1,837
Total Travel & Expenditures	8,243	1,393	5,000	9,636
Total Materials Expenditures	60,900	6,535	60,000	67,435
Total Utilities Expenditures	10,395	0	27,111	10,395
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	42,889	2,454	56,008	45,343
Total Capital & Debt Expenditures	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>
Total Expenditures	<u>\$ 826,999</u>	<u>\$ 10,382</u>	<u>\$ 1,170,838</u>	<u>\$ 837,381</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (826,999)</u>	<u>\$ (10,382)</u>	<u>\$ (1,170,838)</u>	<u>\$ (837,381)</u>
EMS				
Total Personnel Expenditures	125,816	0	202,467	125,816
Total Benefits Expenditures	52,716	0	69,165	52,716
Total Contract Expenditures	4,914	464	4,900	5,378
Total Travel & Expenditures	955	0	8,200	955
Total Materials Expenditures	7,832	0	13,450	7,832
Total Utilities Expenditures	5,028	0	8,600	5,028
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	9,099	0	10,077	9,099
Total Capital & Debt Expenditures	<u>0</u>	<u>19,724</u>	<u>30,000</u>	<u>19,724</u>
Total Expenditures	<u>\$ 206,360</u>	<u>\$ 20,188</u>	<u>\$ 346,859</u>	<u>\$ 226,548</u>

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City of Craig

Revenue and Expense YTD & Budget

March 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	\$ (206,360)	\$ (20,188)	\$ (346,859)	\$ (226,548)
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	953	0	4,186	953
Total Contract Expenditures	5,100	0	5,400	5,100
Total Travel & Expenditures	0	0	2,500	0
Total Materials Expenditures	2,196	1,502	2,300	3,699
Total Utilities Expenditures	3,332	0	5,425	3,332
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	3,704	0	5,954	3,704
Total Capital & Debt Expenditures	0	0	5,000	0
Total Expenditures	\$ 15,285	\$ 1,502	\$ 31,765	\$ 16,788
Excess Revenue Over (Under) Expenditures	\$ (15,285)	\$ (1,502)	\$ (31,765)	\$ (16,788)
Library				
Total Revenues	\$ 48,049	\$ 0	\$ 0	\$ 48,049
Total Personnel Expenditures	55,559	0	76,341	55,559
Total Benefits Expenditures	12,870	0	15,242	12,870
Total Contract Expenditures	0	1,291	4,934	1,291
Total Travel & Expenditures	0	0	1,000	0
Total Materials Expenditures	36,808	784	9,600	37,592
Total Utilities Expenditures	3,619	0	11,100	3,619
Total Repairs & Maint Expenditures	277	0	500	277
Total Other Expenditures	2,610	0	2,770	2,610
Total Capital & Debt Expenditures	35	735	2,860	770
Total Expenditures	\$ 111,778	\$ 2,810	\$ 124,347	\$ 114,588
Excess Revenue Over (Under) Expenditures	\$ (63,729)	\$ (2,810)	\$ (124,347)	\$ (66,539)
Recreation				
Total Revenues	\$ 8,820	\$ 0	\$ 0	\$ 8,820
Total Personnel Expenditures	54,308	0	82,055	54,308
Total Benefits Expenditures	27,595	0	43,963	27,595
Total Contract Expenditures	304	0	1,500	304
Total Travel & Expenditures	200	0	0	200
Total Materials Expenditures	2,890	0	2,525	2,890
Total Utilities Expenditures	7,397	0	19,625	7,397
Total Repairs & Maint Expenditures	320	0	2,100	320
Total Other Expenditures	10,644	0	6,239	10,644
Total Capital & Debt Expenditures	1,682	0	4,000	1,682
Total Expenditures	\$ 105,340	\$ 0	\$ 162,007	\$ 105,340
Excess Revenue Over (Under) Expenditures	\$ (96,520)	\$ 0	\$ (162,007)	\$ (96,520)
Aquatic Center				

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City of Craig

Revenue and Expense YTD & Budget
March 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Personnel Expenditures	66,606	0	162,472	66,606
Total Benefits Expenditures	47,741	0	115,484	47,741
Total Contract Expenditures	406	0	4,040	406
Total Travel & Expenditures	1,487	1,820	5,670	3,307
Total Materials Expenditures	8,238	1,165	23,420	9,402
Total Utilities Expenditures	112,793	0	138,650	112,793
Total Repairs & Maint Expenditures	5,389	0	9,250	5,389
Total Other Expenditures	14,707	0	20,012	14,707
Total Capital & Debt Expenditures	148,076	14,949	157,738	163,026
Total Expenditures	<u>\$ 405,443</u>	<u>\$ 17,934</u>	<u>\$ 636,736</u>	<u>\$ 423,377</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (405,443)</u>	<u>\$ (17,934)</u>	<u>\$ (636,736)</u>	<u>\$ (423,377)</u>
Sewer				
Total Revenues	\$ 183,429	\$ 0	\$ 0	\$ 183,429
Total Personnel Expenditures	83,885	0	137,550	83,885
Total Benefits Expenditures	40,831	0	63,163	40,831
Total Contract Expenditures	4,893	165	7,800	5,058
Total Travel & Expenditures	1,844	1,000	2,280	2,844
Total Materials Expenditures	5,458	1,051	8,350	6,509
Total Utilities Expenditures	34,255	1,437	51,700	35,692
Total Repairs & Maint Expenditures	3,586	208	4,000	3,795
Total Other Expenditures	17,477	0	26,262	17,477
Total Capital & Debt Expenditures	48,555	0	379,445	48,555
Total Expenditures	<u>\$ 240,784</u>	<u>\$ 3,861</u>	<u>\$ 680,550</u>	<u>\$ 244,646</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (57,355)</u>	<u>\$ (3,861)</u>	<u>\$ (680,550)</u>	<u>\$ (61,217)</u>
Water				
Total Revenues	\$ 237,265	\$ 0	\$ 0	\$ 237,265
Total Personnel Expenditures	116,779	0	199,528	116,779
Total Benefits Expenditures	60,380	0	92,026	60,380
Total Contract Expenditures	11,547	1,281	10,000	12,828
Total Travel & Expenditures	3,706	1,198	4,935	4,905
Total Materials Expenditures	48,151	27,773	69,900	75,924
Total Utilities Expenditures	18,588	0	57,400	18,588
Total Repairs & Maint Expenditures	23,326	2,173	30,000	25,499
Total Other Expenditures	2,427	0	18,345	2,427
Total Capital & Debt Expenditures	72,312	294	83,208	72,605
Total Expenditures	<u>\$ 357,216</u>	<u>\$ 32,719</u>	<u>\$ 565,342</u>	<u>\$ 389,935</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (119,951)</u>	<u>\$ (32,719)</u>	<u>\$ (565,342)</u>	<u>\$ (152,670)</u>
Garbage				
Total Revenues	\$ 248,647	\$ 0	\$ 0	\$ 248,647
Total Personnel Expenditures	29,528	0	50,543	29,528
Total Benefits Expenditures	14,983	0	17,731	14,983
Total Contract Expenditures	118,574	0	239,500	118,574

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City of Craig

Revenue and Expense YTD & Budget

March 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	11,280	0	9,475	11,280
Total Utilities Expenditures	137	0	500	137
Total Repairs & Maint Expenditures	5,000	0	5,000	5,000
Total Other Expenditures	3,999	0	5,802	3,999
Total Capital & Debt Expenditures	30,846	0	55,831	30,846
Total Expenditures	<u>\$ 214,347</u>	<u>\$ 0</u>	<u>\$ 384,382</u>	<u>\$ 214,347</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 34,300</u>	<u>\$ 0</u>	<u>\$ (384,382)</u>	<u>\$ 34,300</u>

Harbor

Total Revenues	\$ 238,134	\$ 0	\$ 0	\$ 238,134
Total Personnel Expenditures	92,979	0	166,081	92,979
Total Benefits Expenditures	73,693	0	105,024	73,693
Total Contract Expenditures	0	0	1,200	0
Total Travel & Expenditures	2,770	350	2,500	3,120
Total Materials Expenditures	16,402	1,655	29,925	18,057
Total Utilities Expenditures	31,794	0	45,492	31,794
Total Repairs & Maint Expenditures	5,501	2,038	4,000	7,539
Total Other Expenditures	24,820	0	26,619	24,820
Total Capital & Debt Expenditures	56,453	24,224	196,250	80,677
Total Expenditures	<u>\$ 304,412</u>	<u>\$ 28,267</u>	<u>\$ 577,091</u>	<u>\$ 332,679</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (66,278)</u>	<u>\$ (28,267)</u>	<u>\$ (577,091)</u>	<u>\$ (94,545)</u>

JTB Industrail Park

Total Revenues	\$ 587,593	\$ 0	\$ 0	\$ 587,593
Total Personnel Expenditures	97,769	0	97,407	97,769
Total Benefits Expenditures	33,269	0	39,183	33,269
Total Contract Expenditures	358	0	2,200	358
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	7,180	0	22,225	7,180
Total Utilities Expenditures	35,806	0	50,100	35,806
Total Repairs & Maint Expenditures	4,559	13,725	12,500	18,284
Total Other Expenditures	17,118	0	21,081	17,118
Total Capital & Debt Expenditures	137,243	6,101	168,400	143,344
Total Expenditures	<u>\$ 333,302</u>	<u>\$ 19,826</u>	<u>\$ 413,096</u>	<u>\$ 353,128</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 254,291</u>	<u>\$ (19,826)</u>	<u>\$ (413,096)</u>	<u>\$ 234,465</u>

Ward Cove Cannery

Total Revenues	\$ 2,222	\$ 0	\$ 0	\$ 2,222
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	2,073	0	2,800	2,073

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City of Craig

Revenue and Expense YTD & Budget

March 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	2,230	0	2,732	2,230
Total Capital & Debt Expenditures	9,461	0	76,750	9,461
Total Expenditures	<u>\$ 13,764</u>	<u>\$ 0</u>	<u>\$ 82,282</u>	<u>\$ 13,764</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (11,542)</u>	<u>\$ 0</u>	<u>\$ (82,282)</u>	<u>\$ (11,542)</u>
PSN Hatchery				
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	508	0	0	508
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>\$ 508</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 508</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (508)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (508)</u>
School Support				
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	550,660	0	0	550,660
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 550,660</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 550,660</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (550,660)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (550,660)</u>
Other Fund Sources	(350,660)	0	0	(350,660)
Other Funding Sources/Outflows	(350,660)	0	0	(350,660)
GF Revenue				
Total Revenues	\$ 4,058,155	\$ 0	\$ 4,039,592	\$ 4,058,155
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>

City of Craig

Revenue and Expense YTD & Budget

March 28, 2023

	<u>Y-T-D Actual</u>	<u>Y-T-D Encumbrance</u>	<u>Y-T-D Budget</u>	<u>Total</u>
Excess Revenue Over (Under) Expenditures	\$ 4,058,155	\$ 0	\$ 4,039,592	\$ 4,058,155
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	338	0	0	338
Other Funding Sources/Outflows	338	0	0	338

CITY OF CRAIG - PERMANENT FUND

Account Statement - Period Ending February 28, 2023



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

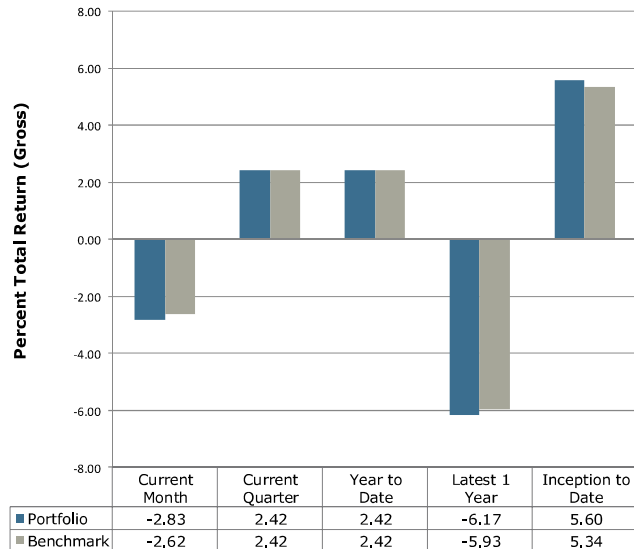
ACCOUNT ACTIVITY

Portfolio Value on 01-31-23	15,210,896
Contributions	0
Withdrawals	-3,531
Change in Market Value	-440,516
Interest	9,669
Dividends	0

Portfolio Value on 02-28-23 14,776,518

INVESTMENT PERFORMANCE

Current Account Benchmark: Equity Blend

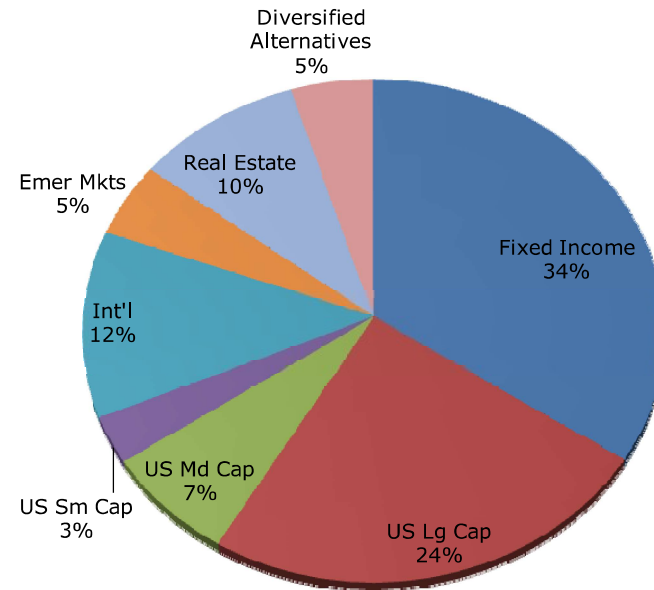


Performance is Annualized for Periods Greater than One Year

MANAGEMENT TEAM

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

PORTFOLIO COMPOSITION



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

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CITY OF CRAIG - PERMANENT FUND

Account Statement - Period Ending February 28, 2023



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

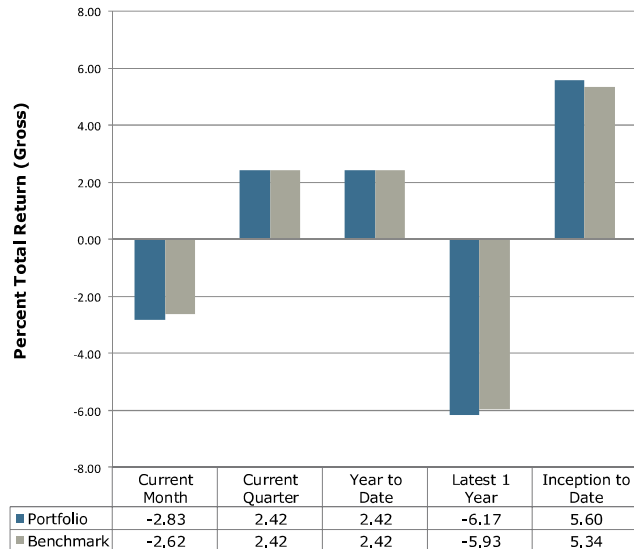
ACCOUNT ACTIVITY

Portfolio Value on 01-31-23	15,210,896
Contributions	0
Withdrawals	-3,531
Change in Market Value	-440,516
Interest	9,669
Dividends	0

Portfolio Value on 02-28-23 14,776,518

INVESTMENT PERFORMANCE

Current Account Benchmark: Equity Blend

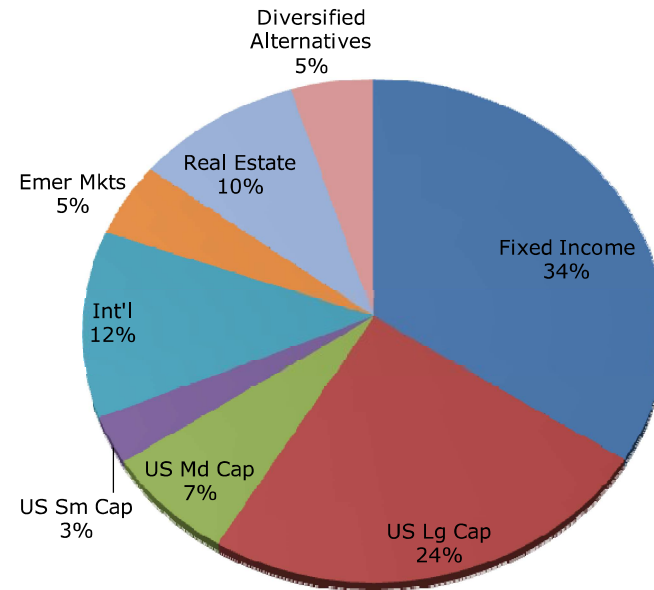


Performance is Annualized for Periods Greater than One Year

MANAGEMENT TEAM

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

PORTFOLIO COMPOSITION



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

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CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Kecia Weatherwax, City Clerk
Date: March 28, 2023
RE: April Staff Report

- I have processed several new hires and one promotion within the city. I set up their drug tests and entered them into the payroll and prepared their personnel file.
- I entered the Senior Property Taxes into the MARS (Municipal Assessment Records System) for the 2023 Senior Property Taxes, Veronica, and I each took a portion of 2023 and scanned and entered in the data.
- I assisted the Public Works Department Head with organizing and posting, advertising on the website and Facebook for his position openings. I have accepted and forwarded job applications to department heads and waited for direction from them on how to proceed,
- I assisted the harbormaster with posting a bid for a seine net and posted it to the website, opened bids with him.
- Processed three new hires and one promotion within and entered the information for payroll.
- I have responded to phone calls and property inquiries as they came in and assisted other department heads with their requests as well.
- Compiled information for City Council packet and listened to minutes of City Council March 16, 2023, meeting.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Samantha Wilson, City Planner
Date: March 28, 2023
RE: Planning Department Staff Report –April 2023

1. Federal Appropriation Applications: Five applications submitted: Ward Cove harbor (general), water treatment upgrades, biomass boiler replacement, fire hall construction, scoping and site selection public safety building.
2. SHSP Grant Progress:
 - a. Naukati and Coffman Cove have been contacted regarding the disaster trailers. Coffman Cove has rejected the terms of agreement.
 - b. Craig staff has reached out to Whale Pass to see if they are interested in hosting the third trailer.
 - c. NCSR (National Cybersecurity Review) has been completed.
3. EMPG Grant:
 - a. EMPG & LEPC Meeting in Anchorage. Traveling Monday, April 17th to Saturday, April 22nd.
4. Water Treatment Emergency:
 - a. Water treatment plant inspection with engineer Trevor Sande w/ R&M Engineering
 - b. Contracts R&M Engineering and RMC Engineering Services
 - c. Meetings for ECWAG grant
5. False Island Boat Ramp Nationwide Maintenance Permit
6. Planning Commission Meeting held March 23rd:
 - a. PC Resolution 611-23-PC CUP Helen McCoy B&B Lot 3, HS 790. Partially approved: one bedroom B&B in existing structure permitted.
 - b. PC Resolution 612-23-PC Replat Robert and Jeanne Anderson Tract C & Lot 4 Block 28 USS 1430. Approved.
 - c. PC Resolution 613-23-PC Replat CTA Vacating lot lines on Tract 18 Lots 18 E, 18F, 18G for Senior Center. Approved.
 - d. PC Resolution 614-23-PC Variance Aaron Bean Approved.
 - e. PC Resolution 615-23-PC CUP Aaron Bean. Tabled.
7. Planning Commissioner Reappointments: Barbara Stanley and Sharylin Zellhuber have been reappointed.
8. Leases
 - a. Ken Quigley lease of portion of Lot 4, JT Brown Subdivision
 - b. Ken Quigley purchase of leased property Lot 2A, JT Brown Subdivision

9. Gary Lawton Planning Project: guided students in Klawock on how to subdivide/develop their city project and understand what goes into City Planning. Presented information on planning commissions, zoning, subdividing, rights-of-way, easements, etc.

10. Tract D-1 dilapidated float house: notice letters have gone out to owner and associates of the collapsed float house. One call back from associate with more information, follow-up needed. The float house and debris field on Craig property will be removed after a set notice time.

EMS Report

March 28th, 2023

Submitted by Tsai, EMS/Fire Coordinator

Calls to Date

March 2023 Calls: 21 (Updated 3/28)

2023 Calls to date: 55 (Updated 3/28)

Crew Status

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

James is working on his NREMT-Basic Certification.

EMT Certifications are all up to date until End of Year.

Sandy is taking the AKEMT Class.

I will be gone from April 26th - May 10th. (Coverage scheduled for my absence)

Training

Monthly Meetings are occurring again for EMS and the Fire Department.

Recruitment

Looking for additional volunteers (CPR/First Aid certified is the minimum requirement)

1 driver added onto roster, 1 volunteer is in the process of joining.

Other Responsibilities:

Working on obtaining a new medical director

- Been prepping letters to send to the possible medical director & Island EMS

Power Gurney (Nearing completion, unsure of date of delivery)

Creating a new position that will support my admin needs and DMV needs.

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

Updating and maintaining Team Schedule

Revising the On Call/Stipend Policy



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: March 29, 2023

RE: April staff report

Harbor department report April 2023

- Still working to get the pile driving barge here from Ketchikan to replace the broken piling at the City Dock Float. The contractor came and looked at the job. He thinks he will be able to swing over the top of the City approach dock and drive a new larger pile over the old broken off pile. When he comes he will also replace a wood fender pile at the False Island dock.
- The zinc anodes for the False Island dock are now installed. There is still a system test that needs to be performed to make sure the anodes are working correctly.
- Harbor staff replaced the planks and the grating on the North Cove ramp.
- The Ice House is up and running. The ice bin is full now. We will be putting the public ice out sometime this weekend.
- Four finger floats are now built. Harbor staff will install the fingers as soon as we have time and a support vessel available.
- False Island boat ramp is set to have some work done to it next week. We are still working out all the details of the project at this point.
- The tires for the Brownell haul out trailer are now on the way here. The company actually had to have the tires custom made by a tire manufacturer. The new tires are mounted to wheels and are filled with foam.
- We also ordered speedy sleeves and new seals to fix the leaking wheel hubs. We will need to take the machine out of service for a day or two to get the work done.
- Brownell also sent us a remote control for the trailer. While we are doing some of the other maintenance work, we will install the remote control.

02/27/22-03/27/23

Patron Visits: 432

Circulation: 2,325

Alaska Digital Library: 203

Computer Usage: 52

Wi-Fi Usage: 89 unique visitors, 312 total visits

Programs: Craig Public Library Story Time (56 Children)

Winter Program: Valentine Activities and Take Home Kits

Spring Program: 80 Planting Kits, and Seed Exchange

Teen Computer Gaming 12

Free Items 59 (Victoria)

Inter-Library Loans: 19

Volunteer Hours: 56 hours

New-

- ✓ Working with MRV- Zane Jones
- ✓ Craig Library Association (CLA)- meeting
- ✓ Finished Writing Grant- ALA, IMLS Basic, RIF, PLAG
- ✓ Spring Reading Program- planned and ordered.
- ✓ Book Fair August

Project-

- Summer Reading Program planning and ordering.
- Working on children's picture books.
- Working on two new grants.



Submitted by Patricia Gardner, Library Director

**CITY OF CRAIG
MEMORANDUM**



Date: 03/29/2023
To: Honorable Tim O'Connor, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / March 2023

RJ Ely

ACTIVITY

Activity from February 22, 2023 through March 28, 2023, the Dispatch Center took the following amount of calls for service.

Craig	824	
Klawock	35	(CPD Assisting AST with Calls)
AST	8	

DEPARTMENT OF MOTOR VEHICLES

Drop Off's are increasing, as is in person DMV Traffic

DISPATCHER(S)

Fully Staffed

OFFICER(S)

Robert LaRue has been promoted from CEO (Code Enforcement Officer) to Police Officer Recruit. He will be attending the Sitka Academy, starting in late July this year.

OTHER

Klawock Police Department is without any officers. Alaska State Troopers (AST) is providing coverage at this time. City of Klawock has reached out to me, inquiring about Craig Police Department contracting to provide police services, in Klawock. Currently no formal agreement / contract is completed and prior to any signature, council will be advised.

Sgt. Ben Page, Officer Josh Connolly and Officer Dustin Connolly all attended ARIDE / Advanced Roadside Impaired Driving Enforcement Training in Ketchikan, May 20th & 21st this year.

We have had numerous drug arrests, in Craig and Klawock. Large amounts of fentanyl, Meth & Heroin have been seized. Several weapons & money have been seized as well. These cases would normally go federal, but due to changes with federal acceptance of state cases, none of these will.

I'm working with City Administrator on getting a letter drafted and submitted to parties that oversee bail conditions, sentencing & handling of drug cases. Due to high increase of drug cases, not only on POW, but all of Southeast, something needs to be done to address the lack of accountability for those charged/convicted of drug related crimes.

RETURN TO TOP

Public works Report

3.28.2023

Streets and Alleys:

- a. Working on street condition assessment.
- b. Public works will be working with R&M to receive engineering quotes for drainage work on Thompson Rd. for the next fiscal year cycle.
- c. Grading of PSN Rd. is scheduled for the week of: 4/3/2023.

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 of SRF loan documents.
- d. Public works anticipates going to bid for the WWTP roof project end of May 2023.
- e. Public Works is in the process of developing an asset management program for the sewer system.

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. Quarterly TTHM and HAA5 samples are scheduled to be taken in the beginning of April.
- f. TOC/Alkalinity samples will be taken at the beginning of May.
- g. Public Works is in the process of developing an asset management program for the water system.
- h. On 3.05.2023, ADEC was contacted at 8:59 pm with a Boil Water Notice for the City of Craig's water system due to a drop-in pressure below 20psi. City staff worked throughout the rest of the week to establish proper pressure throughout the distribution system. On 3.08.2023 water samples, and chlorine residuals were taken at the same time for Total Coliform, and E. coli. All three samples were **absent** for Total Coliform, and E. coli. On 3.10.2023, ADEC rescinded the boil water notice. Public Works staff continued to work over the next eight days to build adequate volume in the storage tank to begin a flush/rinse procedure to eliminate air, and disturbed sediments in the distribution system. On 3.20.2023 Trevor Sande with R&M Engineering went to the Water Treatment Plant to conduct an engineered assessment. On 3.27.2023 one of the larger water users turned on their system for a short time and was running about

Public works Report

3.28.2023

550 gpm through their line. Normal demand overall for our system is between 150 gpm and 300 gpm (in the summer). The extremely high flow, scoured the system, causing discolored water in the system. The Public Works crew immediately upon notification began flushing/rinsing the water distribution system, and simultaneously took chlorine residual readings from the hydrants. These chlorine readings exceeded State minimum requirements. Based upon the required monitoring program outlined by ADEC; the water being delivered to all premises within the City of Craig water distribution system is safe from Total Coliform and E. coli, and is safe to drink **after it clears**. The City of Craig Public Works will do the very best job it can to give advance notice to non-routine hydrant flushing/ rinsing in the future.

Storage tank cleaning and inspection is scheduled to be completed in the next two months.

Equipment:

Solid Waste:

- a. Weekly pick-up process performed as require.

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. (**Completed, awaiting report from Engineers**)
- d. Water line road bridge replacement (working to replace bridge May thru August 2023). Working with Shaan Seet to find more cost effect bridge solution.
- e. Waste Water Treatment Plant Roof Project. (work in progress)
- f. Funding opportunities for sewer and water treatment projects. (work in progress)
- g. Totem Pole Project at Cemetery Island. (**Complete**)
- h. 7th Street sidewalk project. (**Completed**)

RECREATION SUMMARY FOR COUNCIL MEETING

4/6/23

Whats going on with recreation?

Since the past city council meeting

- planted 80 veggies
- planted 160 flower starts
- repainted women's bathroom
- spent 4 hours per day at afterschool programming, scheduling 15 different kids each day while balancing office work, planning and rentals on weekends.
- communicated to 60 parents with questions pertaining to ballet and ball as well as with renters before the weekend came up.
- spent the last of the moose donation of 10 grand
- replaced old curtain by gym
- repainted basketball hoops & replaced netting
- cleaned out back-room storage closet and found two inflatables we can rent for 0-5 ages for gym profit
- installed led color changing flood lights for special events such as concerts, dances or rentals, controlled by an easily downloadable app.
- installed new polk atrium Bluetooth speakers in all 4 corners of the gym, easily connected to any phone.
- started painting Mondays and clay day Wednesdays at the youth center.
- Swap meet

The aquatic center is back up and running smoothly, kaila got her CPO cert. in anchorage last week and is doing well. We are losing two lifeguards for summer but hoping more applications will roll in with the nice season coming up.

In the next month

- having schools tour the youth center
 - K-2 bball and ballet
- easter carnival requiring almost 20 volunteers and \$500 worth of merch.
- developing an in-town geocaching hunt.
- building a curtain stand to hide random items on gym floor such as slides and tables.
- halting teen nights
- 4th/5th grade dance 4/29
 - swap meet 5/6
- began planning for redo of garden stands and baskets in the next month
- starting outside programming for youth center
 - repainting men's bathroom
 - finishing deck redo at youth center
 - repainting trim in gym
- sending another set of donation requests out for programming
 - finalizing plans for 4th of July
- beginning planning/advertising for salmon derby
 - putting flower baskets out
- organizing gardening meetings and getting information out to new gardeners.
- clearing out more community garden space
- building a greenhouse at the youth center
- repainting garden stands.

We have continued to be able to feed the kids at our programming through generous donations by the parents. We should be able to make it through the school year.

We will be having a spring bazaar the day after the POW marathon, then the blessing of the fleet and also a craft day mid may or early June.

3-16-23

I James See hereby resign my
position as a Craig City Council member
effective 3-16-23.

James See

Aaron D. Bean
505 Hilltop Drive
Craig Alaska 99921

March 18th 2023

Craig City Council
P.O Box 725
Craig Alaska 99921

RE: Follow-up to Council meeting dated March 16th 2023.

Dear Craig City Council through Mayor O'Connor,

I am writing to express my continued strong opposition to the proposed navigation improvements in Craig Harbor. Since the above referenced meeting, I was provided a copy of the Craig Harbor Navigation Improvements Validation Report. As a concerned resident, I believe that the project is not technically sound, environmentally or socially acceptable, and is not economically justified.

According to the Project Delivery Team (PDT) tasked with validating the conditions documented in the 2015 Integrated Feasibility Report and Environmental Assessment (IFREA), the authorized project is not within the Chief's authority to implement. The PDT found that the 2015 IFREA did not sufficiently address the proposed project's potential impacts on fishery resources, cultural sites, navigation, recreation, wildlife, and marine habitat. Additionally, the PDT found that the data used in the IFREA did not identify the prevalence of subsistence users in the project site or how the authorized project would disproportionately affect older and low-income subsistence users. Community engagement revealed that subsistence users tended to believe that the authorized project would hurt rather than benefit them.

Moreover, the updated project cost estimates to current 2023 levels increased the project first cost from \$36.4 million to \$52.5 million. The subsistence benefits have also been updated to reflect concerns that the original benefits calculated in the IFREA represent the maximum of a range of economic outcomes. The cost and benefit updates change the IFREA finding of a Benefit-Cost Ratio (BCR) of 1.24 to a range of 0.70 to 1.05 with a most likely BCR of 0.88. As mentioned in my previous written public comment, which was directed at the Administrator' Templin's memo to council concerning the project. In spite of Mr. Templin comments at the meeting, under the current economic and environmental findings, the authorized project is **not economically justified**.

Given these significant findings, I urge the council to reconsider the proposed project location and explore alternative options which could have public buy-in. The report recommends a General Reevaluation Report (GRR) to thoroughly assess alternatives, mitigation measures, and economic analysis to address the issues found in the validation study. Under a

GRR, an authorized plan can be reformulated or modified, which is outside the scope of a validation study. If the GRR determines that the recommended project has changed sufficiently, the current project construction authorization may require reauthorization. I think it would be in the best interest of Craig's citizens for council to create a committee which could help determine the following:

- A) If the citizens would be willing to put forth general fund revenue to fund a General Reevaluation Report (GRR).
- B) If so, determine an alternative project sites.
- C) Create a ballot question for the people to decide which sites will be used.

Finally, if the council would rather not create a committee, I'd recommend that the council create a referendum question for the next ballot to gauge public opinion on the proposed project should proceed. As you all know, It is crucial that the community has a say in any significant changes that could affect their environment, economy, and quality of life.

Thank you for your continued attention to this matter.

Sincerely,

/s/Aaron D. Bean
505 Hilltop Drive
Craig Alaska 99921
(907) 738-8923
Aaronbean28@gmail.com

FOR IMMEDIATE RELEASE

March 20, 2023



Defense of Alaska Fisheries Resolution Passes Legislature

JUNEAU - Today, on a unanimous vote, the Senate passed [House Joint Resolution 5](#), by Representative Himschoot, calling on the Federal Government and State of Alaska to continue to defend Alaska's fisheries, including the **Southeast Alaska troll fishery** and do everything within their power to keep the fishery open.

The Southeast Alaska troll salmon fishery is being threatened by a lawsuit filed by the Washington State-based environmental group **Wild Fish Conservancy**.

The suit seeks to stop the Southeast troll fishery over what Wild Fish Conservancy sees as impacting southern resident killer whales in Puget Sound. A recent report from a Magistrate Judge in Washington recommended not allowing the retention of king salmon during the winter and summer troll seasons of the Southeast Alaska troll fishery. This closure would be devastating for the troll fleet and have a significant economic impact on the region.

"Fishing in Southeast Alaska not only provides thousands of jobs, but it's also a way of life throughout the region. Having the largest fleet of trollers in Southeast brings in business opportunities and extensive economic activity for these small communities," said **Senator Bert Stedman** (R-Sitka), who carried **HJR5** in the Senate. "If our resources begin to be managed through lawsuits, we will lose

RETURN TO TOP

the lifeblood of our communities. Alaskans know best how to manage our resources, and we're fighting to ensure it stays that way."

"I am pleased we were able to act quickly to pass this resolution," said **Minority Leader Calvin Schrage** (NP-Anchorage). "I hope this serves as an important reminder that the Legislature has no interest in allowing outside groups to stand in the way of hard-working Alaskans."

Trolling is a low barrier, sustainable fishery where fishermen from nearly all 33 communities in Southeast Alaska catch each fish with hook and line. State residents hold 85% of the permits. There are approximately 1450 trollers contributing over \$85 million to the economies of coastal Alaska.

"This would be devastating for the troll fleet and have a significant economic impact on the region," said **Tim O'Connor**, Mayor of Craig and Commercial Troller.

"The Southeast troll fishery has been sustainably managed for over a hundred years, and it continues to be today, and I am thankful the legislature recognizes the importance of this resolution." said **Amy Daugherty**, Executive Director of the Alaska Trollers Association. "I am shocked an outside group thinks it makes sense to manage a fishery, with over a hundred-year history, by lawsuit rather than sound science."

"The resolution's overwhelming bipartisan support shows the Wild Fish Conservancy that the State of Alaska is committed to continue defending the fishery. I hope the Wild Fish Conservancy reconsiders pursuing this misguided lawsuit and instead starts addressing the factors impacting the Southern Resident Killer Whales in their own back yard." said **Representative Rebecca Himschoot**.



Graham Judson
Communications Director
Alaska House Coalition

(907) 465-5284

Graham.Judson@akleg.gov

SUPPLEMENTAL NOTICE OF PROPOSED CHANGES ON LICENSED PREMISES –
OUTDOOR SEATING IN THE REGULATIONS OF THE ALCOHOLIC BEVERAGE
CONTROL BOARD

Brief Description: The Alcoholic Beverage Control Board proposes to change regulations in Title 3, Chapter 304 of the Alaska Administrative Code dealing with licensed premises – outdoor seating, to allow for certain liquor license holders to have outdoor seating areas where alcoholic beverages may be consumed by patrons.

The Alcoholic Beverage Control Board proposes to make changes dealing with licensed premises including the following:

3 AAC 304.185(b) is proposed to be amended to include the types of alcoholic beverage establishments that may apply for an outdoor seating area.

3 AAC 304.185(g) is repealed.

3 AAC 304.185(h) – (i) would be new sections. (h) carves out permission for the licensee or employee to bring alcoholic beverages across a portion of the public right of way still open for public access and the approved outdoor seating area. (i) defines “licensed premises” under section (i).

This is a SUPPLEMENTAL NOTICE adding to the NOTICE OF PROPOSED CHANGES issued on December, 28, 2022, concerning the above proposed revisions, contained in Department of Law File No. 2022200612. You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Alcoholic Beverage Control Board will accept comments by email at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later **than 4:30 pm on April 24, 2023**.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501 or to amco.regs@alaska.gov. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 269-0359 not later than April 15, 2023, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907)

269-0359.

After the public comment period ends, the Alcoholic Beverage Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS 04.06.090; AS 04.06.100; AS 26.23.020

Statutes being implemented, interpreted, or made specific: AS 04.06.090; AS 04.06.100

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Alcoholic Beverage Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the AMCO office at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: March 21, 2023



Kristina Serezhenkov
Acting Regulations Specialist

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Date: March 21, 2023



Kristina Serezhenkov
Acting Regulations Specialist

(Words in boldface and underlined indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 304.185 is amended to read:

3 AAC 304.185. Licensed premises. (a) A license is issued for a specific place which is the licensed premises and which must be clearly designated in a line drawing accompanying an application. The address of the licensed premises and the business name under which the licensee is doing business at that address must be indicated on the license application.

(b) With the exception of a recreational site license,₂ [AND] a destination resort license, **and an outdoor seating area on a street or sidewalk authorized by the local government for sole control by a alcoholic beverage licensee,** the licensed premises must be one area, but may include separate rooms if the rooms are adjacent to one another or if they are rooms described in AS 04.11.090(d). If the licensed premises consist of more than one room in which a fixed counter or service bar is regularly maintained, a duplicate license is required for the additional rooms. A recreational site license,₂ [AND] a destination resort license, **and a licensee for whom a local government has approved use of an adjoining public right of way** may have multiple separate licensed premises areas with the approval of the board.

(c) The licensee shall conspicuously post the license within the licensed premises.

(d) A licensee may not alter the functional floor plan, reduce or expand the area, or change the business name of the licensed premises without the prior written approval of the director. The licensee must provide a new line drawing showing the proposed changes in the premises. A licensee must pay a fee of \$250 for changing the business name or line

drawing of the licensee's licensed premises when the name or line drawing change is not part of a transfer of ownership or location. A request for a business name or line drawing change for licensed premises not part of a transfer must be made on a form prescribed by the board.

(e) If a business establishment or facility consists of both licensed premises and an unlicensed area, the licensee shall clearly segregate the licensed premises and the unlicensed area.

(f) A licensee may request to have a portion of its licensed premises alternate as licensed or unlicensed premises on a seasonal basis under the following conditions:

(1) the request is made on a form prescribed by the board, accompanied by a detailed premises diagram and \$250 fee;

(2) a debt that is incurred during times when the identified area is unlicensed will be considered a debt incurred in the operation of the licensed business for purposes of transfer of license under AS 04.11.360;

(3) at any time with written notice to the licensee, the board may withdraw its approval of use of the identified area as alternating premises; and

(4) during times the identified area is designated as an unlicensed premises, all alcoholic beverages must either be removed from the identified area or be stored in a location approved by the board to be secure from the public.

(g) Repealed ___/___/____. [NOTWITHSTANDING (A) – (F) OF THIS SECTION, A LICENSEE MAY PERMIT AN AGENT OR EMPLOYEE TO TAKE AN ALCOHOLIC

BEVERAGE OFF OF A LICENSED PREMISES AND BRING IT TO A PURCHASER FOR CURBSIDE PICKUP OR HOME DELIVERY, UNDER THE CONDITIONS DESCRIBED IN 3 AAC 304.920 OR 3 AAC 304.925.]

(h) Notwithstanding (a) – (f) of this section , a licensee with an approved outdoor seating area on a public right of way may permit an agent or employee to take an alcoholic beverage across a portion of the public right of way still open for public access and the outdoor seating area for which the local government has granted sole control to the licensee during the licensee’s business hours.

(i) For purposes of applying the definition of “licensed premises” at AS 04.21.080(b)(15), the outdoor seating area the local government approves for use on a public right of way in front of or otherwise adjacent to a licensed establishment shall be considered at the specific address for which the license is issued. (Eff. 11/29/81, Register 80; am 12/13/2009, Register 192; am 7/1/2018, Register 226; am 8/17/2018, Register 227; am 4/16/2020, Register 234; am 8/23/2020, Register 235; am 11/17/2020, Register 236; am ___/___/____, Register _____)

Authority: AS 04.06.090 AS 04.06.100 AS 26.23.020

Brian Templin

From: Brian Templin
Sent: Wednesday, March 29, 2023 1:07 PM
To: POWCAC B; POWCAC A
Subject: FW: INFO PACKET --SECURE RURAL SCHOOLS RESOURCE ADVISORY COMMITTEE UPDATE- Tongass NF
Attachments: 20230217_ALL Recruitment letter RAC signed.pdf; 20221213-76176 Fed Reg. Vol. 87. No. 238.pdf; Form AD-755 Advisory Committee Background Information.pdf

At our meeting on March 28th, District Ranger Mark Pentecost gave an update on the status of the RAC and RAC funding for POW and Southern Southeast. One of the primary factors in making money available for RAC projects at the moment is that the current RAC representing Southern SE (Including POW) does not have enough members. Please consider distributing the attached information to your governing bodies, community members, or others that you feel might be interested in participating. Application forms are attached and the point of contact is shown below in Mark's email.

Thanks,
Brian

From: Pentecost, Mark - FS, AK <brian.pentecost@usda.gov>
Sent: Wednesday, March 29, 2023 9:20 AM
To: Brian Templin <administrator@craigak.com>; A. Millie Schoonover <amschoonover@yahoo.com>
Cc: Ostrom, Ken - FS, AK <Kenneth.Ostrom@usda.gov>
Subject: INFO PACKET --SECURE RURAL SCHOOLS RESOURCE ADVISORY COMMITTEE UPDATE- Tongass NF

Brian / Millie,

Great to see you both yesterday. We always enjoy seeing yall and attending the meeting.

Attached, and below, is another update on SRS RAC. Included is the application for committee membership. We will appreciate any help you can provide with recruiting new members so we can start having regular meetings and spending the money on worthwhile projects.

Many thanks,
Mark

From: Woods, Hillary - FS, AK <hillary.woods@usda.gov>
Sent: Tuesday, March 28, 2023 7:25 AM
To: Pentecost, Mark - FS, AK <brian.pentecost@usda.gov>
Cc: Ostrom, Ken - FS, AK <Kenneth.Ostrom@usda.gov>
Subject: FW: Sample Email.... INFO PACKET --SECURE RURAL SCHOOLS RESOURCE ADVISORY COMMITTEE UPDATE-FEBRUARY 2023, Tongass NF

Mark,
We are still w/o enough to hold a RAC meeting, so we are seeking packages. We cannot hold a SRS committee meeting until we have enough members. We have prior year funding and additional SRS RAC funds for 2023 that will come out in April.

From: Woods, Hillary - FS, AK

Sent: Friday, February 24, 2023 5:29 PM

Subject: SECURE RURAL SCHOOLS RESOURCE ADVISORY COMMITTEE UPDATE- FEBUARY 2023, Tongass NF

The Secure Rural Schools and Community Self Determination Act, as amended, provides critical funding for schools, roads, and other municipal services to more than 70 U.S. and Puerto Rico counties to help stabilize the funds available to rural communities. Funding is divided into three distinct categories, or Titles: Title I for roads and schools, Title II for projects on Federal lands, and Title III for county projects.^[1]

Each [Secure Rural School Resource Advisory Committee \(SRS RAC\)](#) must meet a membership quorum to hold meetings. A quorum is reached by having 15 members, five (5) members from each of the 3 specific interest categories; or having 9 members (with an approved composition Waiver), including three (3) members from each of the 3 specific interest categories. A call for member nominations and more specific details on the specific interest categories may be referenced in the attached December 13, 2022, Federal Register Notice, [87 FR 76176](#). A copy is attached for reference. The deadline in the notice has been extended, please get your nomination packet in as soon as possible. There are “Instructions” are in the Federal Register Notice of where to submit your nomination packet information.

During 2021-2022, the Tongass National Forest reduced the number of SRS RACs from seven (7) to two (2) RACs. The two newly formed Tongass SRS RACs are the North and South Tongass RACs. The North Tongass RAC is comprised of the former Lynn-Canal-Icy Strait RAC, Juneau RAC, Yakutat RAC, and Sitka RAC. The South Tongass RAC is comprised of the former Wrangell-Petersburg RAC, Ketchikan RAC, and Prince of Wales RAC. Each membership term is for four (4) years.

Currently, there are not enough members or membership applications for the South or North Tongass RACs. to be able to hold a committee meeting, create a charter, or vote on proposed and funded projects. The Forest Service is actively seeking applications for the South and North Tongass RACs’. We still need several applicants to fill the vacant RAC membership and committee requirements to form a fully functioning/voting committee.

Application Process.... Applicants/Nominees must:

1. Be a resident of the State in which the SRS RAC has jurisdiction,
2. Identify what interest group they would represent and how they are qualified to represent that interest group,
3. Provide a cover letter stating why they want to serve on the SRS RAC and what they can contribute,
4. Provide a resume showing their experience in working successfully as part of a group working on forest management activities,
5. Complete Form AD-755 (Attached), Advisory Committee or Research and Promotion Background Information.

The Form AD-755 may be obtained from the Regional Coordinators listed below or from the following SRS RACs website:

<https://cms.fs.usda.gov/working-with-us/secure-rural-schools/title-2>.

Nominations and completed applications for SRS RACs should be sent to:

Nicole Olsen, Alaska Regional Coordinator,
Forest Service, 709 West 9th Street, Room 561C, Juneau, Alaska 99801-1807,
907-586-7836, nicole.olsen2@usda.gov

We will establish a date for an informational meeting very soon and will email you the video link (either Teams or Zoom) for the date and time to attend. Hope to see you on the next video call.

If you have questions, please contact your local District Ranger, or myself. My contact information is below.



Hillary Woods
Administrative Operations
Specialist and Staff Officer

Forest Service
Tongass National Forest

p: 907-228-6289

c: 907-617-2149

hillary.woods@usda.gov

648 Mission Street, Suite #110

Ketchikan, AK 99901

www.fs.usda.gov



**Caring for the land and serving
people**

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

[¹] Secure Rural Schools Program, <https://www.fs.usda.gov/working-with-us/secure-rural-schools>

Monitoring Summary for CRAIG PUBLIC WORKS

Public water system ID#AK2120193

Population: 1475

February 10, 2023

Community Water System, Surface water

Requirement	Sample Point ID	Required Sampling Frequency	Last Sample	Next Sample
Sanitary Survey		Every 3 years	12/31/2020	2023
DS NORTH FORK LAKE (Facility ID:DS001)				
COLIFORM (TCR)	SPDS001TCR	2 sample(s) monthly	01/10/2023	Monthly, according to Sample Siting Plan
HAA5 (HALOACETIC)	SPDS1DBP2-H	1 sample(s) quarterly	01/09/2023	See stage 2 sampling detail information below
TOTAL TRIHALOMETHANE	SPDS1DBP2-T	1 sample(s) quarterly	01/09/2023	See stage 2 sampling detail information below
LEAD AND COPPER	SPDS001PC	10 sample(s) every 3 years	10/02/2020	2023
IN NORTH FORK LAKE (Facility ID:IN001)				
TOC & ALKALINITY	SPIN001	1 sample(s) quarterly	10/31/2022	Quarterly
TP FOR NORTH FORK LAKE (Facility ID:TP001)				
SOC	SPTP001	1 sample(s) quarterly	06/20/2006	Submit SOC waiver renewal application by Sept 30, 2024
CARBON, TOTAL	SPTP001	1 sample(s) quarterly	10/31/2022	Quarterly
NITRATE	SPTP001	1 sample(s) annually	04/05/2022	2023
VOC	SPTP001	1 sample(s) annually	04/05/2022	2023
ARSENIC - SINGLE	SPTP001	1 sample(s) per 9 year cycle	08/16/2022	Between 2029 and 2037
INORGANICS	SPTP001	1 sample(s) per 9 year cycle	08/16/2022	Between 2029 and 2037
RADIUM 226 AND 228	SPTP001	1 sample(s) per 9 year cycle	08/16/2022	Between 2026 and 2034
TOTAL GROSS ALPHA	SPTP001	1 sample(s) per 9 year cycle	08/16/2022	Between 2026 and 2034

Stage 2 Sampling Detail Information - Sample frequency listed in requirements above

Contaminant	Sample Pt. ID	Location	Sample Count	Sample Dates
TTHM	SPDS1DBP2-T	BEACH & CEDAR	1	January, April, July, and October
HAA5	SPDS1DBP2-H	EAST SCHOOL DR.	1	January, April, July, and October

Operator Report

Requirement	Location	Sampling Frequency	Last Report	
TURBIDITY	After Filters	Daily - Every 4 hours while treatment plant is operating	01/01/2023	Test and record daily. Send reports to ADEC on the last day of the month (before the 10th day of the following month).
CHLORINE	Distribution System	Same time/place as routine TCR sample	01/01/2023	
CHLORINE	Entry Point	Daily	01/01/2023	

Compliance Schedules

Schedule/Action	Due	Comments
LCRR		
SUBMIT DRAFT LSL INVENTORY	04/24/2024	Submit Draft of Lead Service Line Inventory to DEC by 4/24/2024. For more information visit DW LCRR website https://dec.alaska.gov/eh/dw/lcrr/
SUBMIT LEAD SERVICE LINE INVENTORY	10/16/2024	Please submit a completed Lead Service Line Inventory to DEC by 10/16/2024.
Consumer Confidence Report		
CCR - SUBMITTAL	06/30/2023	CCR due to customers and DEC by July 1, 2023
CCR - CERTIFICATION PAGE	09/30/2023	CCR Certification due to DEC by October 1, 2023

**NSF = No sample found

- 1) Periods are three years in length. The current period is 1/1/2023 - 12/31/2025 and the next period will be 1/1/2026 - 12/31/2028. Cycles are nine years in length. The current cycle is from 1/1/2020 - 12/31/2028 and the next cycle is 1/1/2029 - 12/31/2037.
- 2) Periods for radionuclides (gross alpha, radium 226/228, and uranium) are three or six years in length. The current 6 year period is 01/01/2020 - 12/31/2025, the next 6 year period will be 01/01/2026 - 12/31/2031. Cycles for radionuclides are nine years in length. The current cycle is from 01/01/2017 - 12/31/2025 and the next cycle is 01/01/2026 - 12/31/2034.
- 3) WL (well) or TP (treatment plant) is the entry point to the distribution system, except for raw water samples and WL (well) is the raw water tap. DS (distribution system) is the home and buildings that receive water from a piped water system.
- 4) Water quality parameters are tested in order to conduct a corrosion control study. Please contact your engineer, health corporation, or certified laboratories for assistance.
- 5) Lead/Copper samples on an annual or 3 year schedule should be collected in month of warmest water temperature.
- 6) Water systems with multiple water sources that do not combine before entering the distribution must take one sample from each entry point to the distribution and may do a composite sample according to 18AAC80.325(17), 18AAC80.315(4).
- 7) SOC waiver renewal forms are due every three year period. SOC waiver, new and renewal, forms can be found at <http://dec.alaska.gov/eh/dw/soc/>.
- 8) Each public water system is required to have a water operator (or operators) certified at or above the drinking water treatment and drinking water distribution level assigned to the system. To check on current level of certification for your water operator please see the Alaska Certified Water/Wastewater Operator Database maintained by the Division of Water: <https://dec.alaska.gov/Applications/Water/OpCert/Home.aspx?p=OperatorSearch>. If you have questions regarding the water system level or the operator certification level please contact Operator Certification at 907-465-1139 or at dec.water.fco.opcert@alaska.gov.

Monitoring Summaries reflect sample results the Drinking Water Program has record of at the time the summary is drafted (see date at top of summary). If information appears incorrect or is inconsistent with previous monitoring summaries please contact DW staff. Monitoring summaries are part of the DW Program's compliance assistance efforts to summarize requirements to help water systems stay in compliance. However, they do not cover all items that may be required of a Public Water System (PWS), nor does it supersede the regulation requirement as outlined in the Code of Federal Regulations or the Alaska Administrative Code. The PWS owner/operator is required to understand or seek assistance in understanding what regulations apply to their PWS.

Monitoring summary completed by Christina Harris, Environmental Program Specialist/ADEC. If you have any questions please contact ADEC at (907) 262-3420 or 1-866-956-7656 Email: christina.harris@alaska.gov Fax: (907) 262-2294.

Sincerely,

Christina Harris
Environmental Program Specialist

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Samantha Wilson, City Planner
Date: March 27, 2023
RE: Ordinance 754 – Authorization for City Administrator to negotiate a lease of City Owned Property to Ken Quigley

Attached is Ordinance No. 754, presented for the second reading at the city council's meeting of April 6th. The first reading passed with no comment during the March 16th City Council meeting.

Ken Quigley has applied to lease a 50' x 90' (4,500 square feet) portion of Lot 4A, JT Brown Subdivision, 120 JT Brown Drive, to provide storage and employee parking related to business activities on adjacent Lots 2A and 3A.

This leased area has been utilized by Ken Quigley for the same stated use via access permit for the last two years. A 12-month extension to the original 12-month access permit was approved last May through the city council by resolution. Access permits may only be approved continuously for up to 24 months. The extension expires April 30th, 2023.

As a standard lease, the minimum rate may be no less than eight percent of the property value as determined either through appraisal, assessment, or use of the consumer price index to adjust the rental rate from a pre-existing value. Appraisals or assessments must have taken place within the last 12 months to be utilized. As the property in question has not been leased and the property is untaxable, there is currently no assessment value, leaving either an appraisal (at the cost of the applicant) or utilization of the consumer price index to adjust the rental rate based on similar leased sites nearby.

Approval of this ordinance will allow the City Administrator to begin to negotiate the terms of the lease with Ken Quigley. The final terms of the lease will be brought back to the council for final approval.

Recommendation: Pass the second reading of Ordinance 754 and approve it to begin the lease negotiation process.

**CITY OF CRAIG
ORDINANCE No.754**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH KEN QUIGLEY, THE TERMS OF A LEASE OF CITY OWNED LANDS CONSISTING OF APPROXIMATELY 4,500 SQUARE FEET OF LOT 4A, JT BROWN SUBDIVISION.

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.

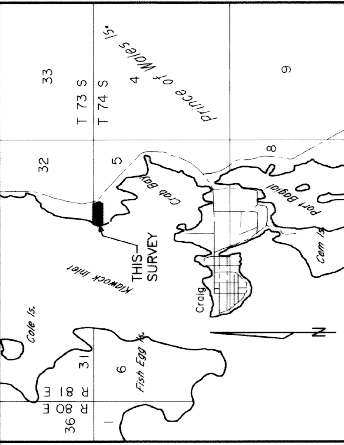
Section 3. Effective Date. This ordinance shall be effective immediately upon adoption.

Section 4. Action. This ordinance authorizes the City Administrator to negotiate the lease of approximately 4,500 square feet of city owned upland consisting of a portion of Lot 4A, JT Brown Subdivision. Final terms of said lease are subject to the approval of the Craig City Council.

Passed and approved on _____, 2023.

Mayor Tim O'Connor

Attest _____
Kecia Weatherwax, City Clerk



VICINITY MAP - Craig B-4, 1949 (Rev 1989) Scale 1" = 3400'

CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owners of Lots 2A, 3A and 4A JT Brown Subdivision, that we do approve of this survey and plot and that we do for ourselves, our heirs, and assigns dedicate, donate, and convey to the public all right-of-way / alleys / public utility areas / easements / other public ways as shown hereon.

Thomas Briggs May 24, 2002
 Date

NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn before me this 24th day of May, 2002.

Personally appeared *Thomas Briggs*
 My Commission Expires *8-12-05*

NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn before me this 24th day of May, 2002.

Personally appeared *Thomas Briggs*
 My Commission Expires *8-12-05*

NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn before me this 24th day of May, 2002.

Personally appeared *Thomas Briggs*
 My Commission Expires *8-12-05*

NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn before me this 24th day of May, 2002.

Personally appeared *Thomas Briggs*
 My Commission Expires *8-12-05*

PLAT OF:

Lots 2A, 3A and 4A, JT Brown Subdivision

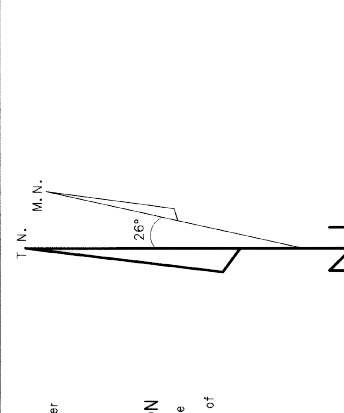
A REPLAT OF LOTS 2-4, JT BROWN SUBDIVISION Plat 2002-11

LOCATED WITHIN:
 SEC 5, T 74 S, R 81 E, CRM, ALASKA
 KETCHIKAN RECORDING DISTRICT

Surveyed For:
 City of Craig
 PO Box 725
 Craig AK 99921

Surveyed By:
 TEMPLIN LAND SURVEYING
 PO Box WWP - WHALE PASS
 KETCHIKAN, AK, 99850
 (907) 846-5120

Scale: 1"=80' Drawn By: Checked By: File No:
 03/12/02 B.L.T. C.L.T. CGA-F12



Source: Craig "B-4" Quad Rev. 1986

TAX STATEMENT

I hereby certify that all ad valorem taxes, special assessments, and other charges required by law to be placed on the tax rolls have been paid.

Victoria Hamilton 5-24-02
 City Clerk Date

APPROVAL BY CITY OF CRAIG PLANNING COMMISSION

This final subdivision plat has been reviewed and approved in accordance with the Craig Land Development Code - Subdivision Ordinance. All dedications to the public have been inspected and accepted by the City of Craig.

Chris Redden 5-24-02
 City Planning Official Date

APPROVAL BY CITY OF CRAIG PLANNING COMMISSION

This final subdivision plat has been reviewed and approved in accordance with the Craig Land Development Code - Subdivision Ordinance. All dedications to the public have been inspected and accepted by the City of Craig.

Haven Stafford 5-23-02
 Presiding Officer - Planning Commission Date

APPROVAL BY CITY OF CRAIG PLANNING COMMISSION

This final subdivision plat has been reviewed and approved in accordance with the Craig Land Development Code - Subdivision Ordinance. All dedications to the public have been inspected and accepted by the City of Craig.

Crystal & Bureau 5-23-02
 Planning Commission Member Date

NOTES:

1. The subsurface estate within this subdivision is owned by Sealaska Corporation, and that an easement for use of the subsurface is recorded at Book 260, pages 282-285, Ketchikan Recording District.

RECORDED-FILED

Subdivision: REC. DIST.
 DATE: TIME: APPROVED BY:

2002-44 Ketchikan RECORDIST
 DATE: June 4, 2002
 TIME: 2:30 P.M.
 Approved By: City of Craig

STATE OF ALASKA
 49110
 CRAIG L. TEMPLIN
 Registered Professional Land Surveyor
 No. 3491-S

Craig L. Templin
 CRAIG L. TEMPLIN, AK RLS No. 3491
 4-30-2002
 Date

CERTIFICATE OF IMPROVEMENTS

No improvements are required for this subdivision.

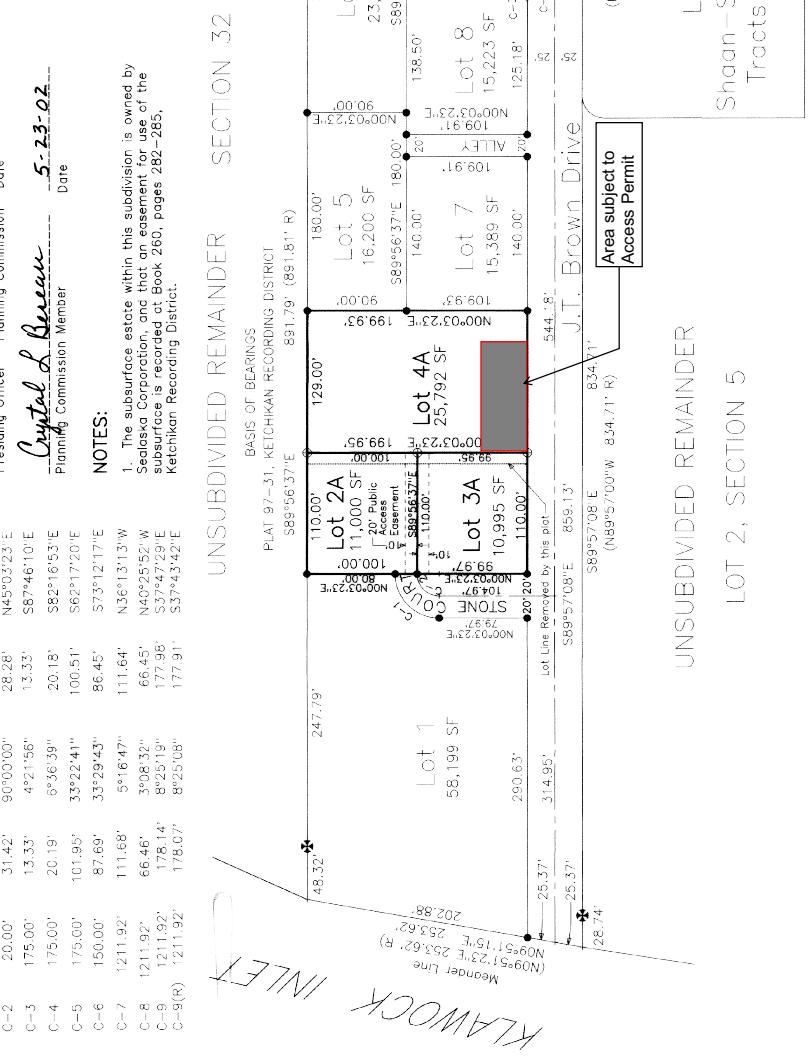
M.B. McKinnis 5-24-02
 Reviewed and Approved: PUBLIC WORKS DIRECTOR Date

Chris Redden 5-24-02
 Reviewed and approved: CITY OFFICIAL Date

Crystal & Bureau 5-23-02
 Reviewed and approved by: PLANNING COMMISSION Date

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	CHL BEARING	CHORD
C-1	40.00'	52.83'	90°00'00"	N45°03'23"E	56.57'
C-2	20.00'	31.42'	90°00'00"	N45°03'23"E	28.28'
C-3	175.00'	13.33'	4°21'56"	S87°46'10"E	13.33'
C-4	175.00'	20.19'	8°36'39"	S82°16'53"E	20.18'
C-5	175.00'	101.95'	33°22'41"	S62°17'20"E	100.51'
C-6	150.00'	87.69'	33°29'43"	S62°17'20"E	86.45'
C-7	1211.92'	111.68'	5°16'47"	N36°13'13"W	111.64'
C-8	1211.92'	66.48'	3°08'32"	N60°25'52"W	66.45'
C-9	1211.92'	178.14'	8°23'19"	S37°43'28"E	177.96'
C-9(R)	1211.92'	178.07'	8°25'08"	S37°43'42"E	177.91'



UNSUBDIVIDED REMAINDER SECTION 32

UNSUBDIVIDED REMAINDER LOT 2, SECTION 5

LEGEND:

- Found 3 1/4" BLM Monument
- Set 2" Altop on 5'-8" x 30" Rebar
- Found 2" Altop on Rebar
- Record Data (Plat 97-31)

SURVEYOR'S CERTIFICATE

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, that this plat represents a survey made by me or under my direct supervision, that the monuments shown hereon actually exist as described and that all dimensions and other details are correct.

Craig L. Templin
 CRAIG L. TEMPLIN, AK RLS No. 3491
 4-30-2002
 Date

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Samantha Wilson, City Planner
Date: March 27, 2023
RE: Ordinance 755 – Application to Sell City Owned Property to Ken Quigley, Lot 2A

Attached is Ordinance No. 755, presented for the second reading at the city council's meeting of April 6th. The first reading of the ordinance was passed without comment March 16th.

Ken Quigley, dba Seaborn Seafood recently filed an application to purchase Lot 2A, JT Brown Industrial Park from the city; Seaborn Seafood currently leases this property. The lease allows an option to purchase the property under the condition that a permanent industrial building on the property be constructed and that the application to purchase date is no later than three months prior to the termination date of the lease. A commercial building was constructed on the property in question by the applicant in 2018 and the lease expires December 31st, 2027. Mr. Quigley is exercising the option to purchase. Seaborn Seafood will continue to operate on the property. The purchase of the property will allow them to negotiate a larger revolving line of credit with the bank to be used to purchase seafood product for processing and sale.

The sale notice was published in the Island Post with the public hearing scheduled at the regular city council meeting on April 6, 2023. Public notices were also posted on the City of Craig website as well as via flyers in at least four prominent locations around town. An error in advertising through the Island Post was noted and corrected with an additional publishing date scheduled before the April 6th meeting.

Funds from this sale will be placed in the city's land development fund.

Recommendation: Pass the second reading of Ordinance 755, authorizing negotiation of the sale of city owned property to Ken Quigley.

CITY OF CRAIG
ORDINANCE No. 755

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE THE TERMS OF A SALE OF CITY OWNED LANDS CONSISTING OF LOT 2A, JT BROWN SUBDIVISION.

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 11,000 square feet of city owned land consisting of Lot 2A, JT Brown Subdivision as shown on Plat 2002-44, Ketchikan Recording District. Final terms of said sale are subject to the approval of the Craig city council.

Passed and approved on _____, 2023.

Mayor Tim O'Connor

Attest _____
Kecia Weatherwax, City Clerk

CERTIFICATE OF IMPROVEMENTS
 No improvements are required for this subdivision.

Reviewed and Approved: Micki Hennicke PUBLIC WORKS DIRECTOR
 Date: 5-24-02
 Reviewed and approved: Neil Boyd CITY OFFICIAL
 Date: 5-24-02
 Reviewed and approved by: Capital & Revenue PLANNING COMMISSION
 Date: 5-23-02

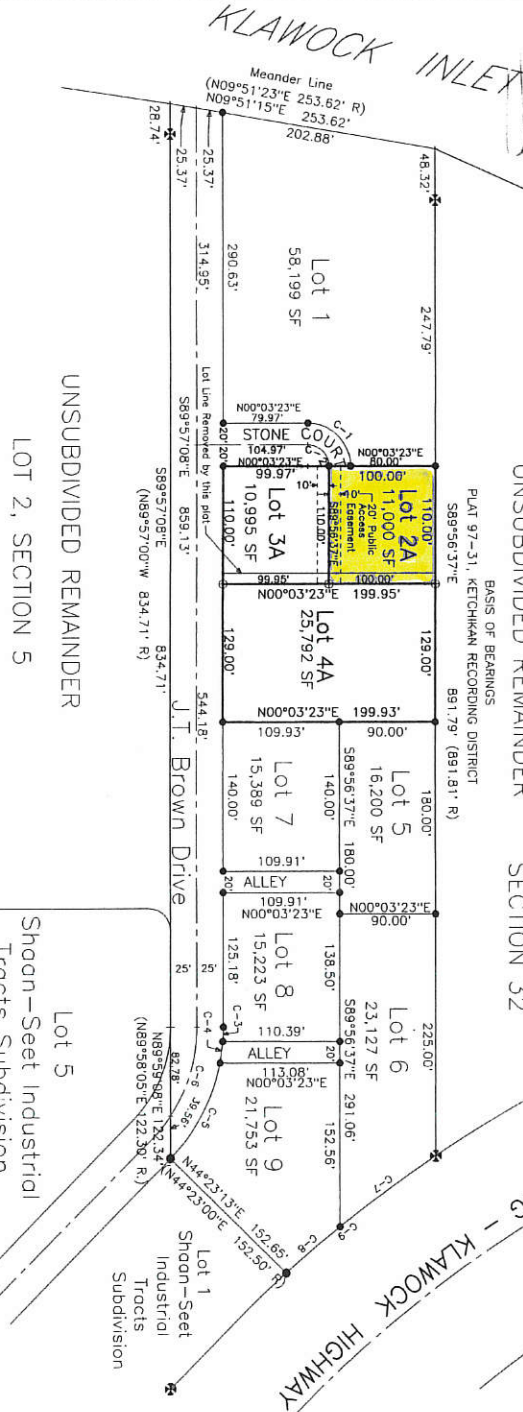
CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	CHORD	CH-BEARING
C-1	40.00'	62.83'	90°00'00"	56.57'	N45°03'23"E
C-2	20.00'	31.42'	90°00'00"	28.28'	N45°03'23"E
C-3	175.00'	13.33'	4°21'56"	13.33'	S87°46'10"E
C-4	175.00'	20.19'	6°36'39"	20.18'	S82°16'53"E
C-5	150.00'	101.95'	33°22'41"	100.51'	S62°17'20"E
C-6	150.00'	87.66'	33°29'43"	86.45'	S73°12'17"E
C-7	1211.92'	111.68'	5°16'47"	111.64'	N36°13'13"W
C-8	1211.92'	66.46'	3°08'32"	66.45'	N40°25'52"W
C-9	1211.92'	178.14'	8°25'19"	177.98'	S37°47'29"E
C-9(e)	1211.92'	178.07'	8°25'08"	177.91'	S37°43'42"E

TAX STATEMENT
 I hereby certify that all ad valorem taxes, special assessments, and other charges required by law to be placed on the tax rolls have been paid.
 City Clerk: Nicki Hennicke Date: 5-24-02

APPROVAL BY CITY OF CRAIG PLANNING COMMISSION
 This final subdivision plat has been reviewed and approved in accordance with the Craig Land Development Code - Subdivision Ordinance. All dedications to the public have been inspected and accepted by the City of Craig.
 City Planning Official: Neil Boyd Date: 5-24-02
 Planning Officer - Planning Commission: Hiram Vahlsheid Date: 5-23-02
 Planning Commission Member: Capital & Revenue Date: 5-23-02

NOTES:
 1. The subsurface estate within this subdivision is owned by Salsosko Corporation, and that an easement for use of the subsurface is recorded at Book 260, pages 282-285, Ketchikan Recording District.
 Source: Code "B-4" Quad Rev. 1986



LEGEND:
 * Found 3 1/4" BLM Monument
 @ Set 2" Alcp on 5/8"x30" Rebar
 • Found 2" Alcp on Rebar
 (R) Record Date (Plat 97-31)

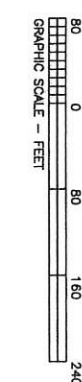
SURVEYOR'S CERTIFICATE
 I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, that this plat represents a survey made by me or under my direct supervision, that the monuments shown hereon actually exist as described and that all dimensions and other details are correct.
 Surveyor: Craig L. Templin
 Address: Craig L. Templin, AK Reg. No. 3491
 Date: 4-30-2002



RECORDED-FILED
 Ketchikan REC. DIST.
 DATE: June 4, 2002
 TIME: 2:30 P.M.
 Requested By: Capital & Revenue
 Address: _____

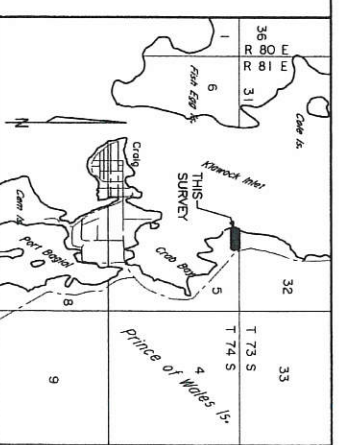
RECORDED-FILED
 Ketchikan REC. DIST.
 DATE: _____
 TIME: _____
 Requested By: _____
 Address: _____

PLAT OF:
 Lots 2A, 3A and 4A, JT Brown Subdivision
 A REPLAT OF LOTS 2-4, JT BROWN SUBDIVISION
 Plat 2002-11
 SEC 5, T 74 S, R 81 E, CNM, ALASKA
 LOCATED WITHIN:
 KETCHIKAN RECORDING DISTRICT
 Surveyed For: _____
 City of Craig
 PO BOX 725
 Craig AK 99921
 Surveyed By: _____
 TEMPLIN LAND SURVEYING
 PO BOX W/P - WHALE PASS
 KETCHIKAN, AK, 99950
 (907) 846-5120
 Scale: 1"=80' Date: 05/12/02
 Drawn By: _____
 Checked By: _____
 Title: _____
 COA #12



NOTARY'S ACKNOWLEDGEMENT
 Subscribed and sworn before me this 24th day of May 2002.
 Personally appeared: Thomas Briggs
Nicki Hennicke
 Notary Public for the State of Alaska
 My Commission Expires 8-12-05

CERTIFICATE OF OWNERSHIP AND DEDICATION
 We hereby certify that we are the owners of Lots 2A, 3A and 4A, JT Brown Subdivision, that we do approve of this survey and plat and that we do for ourselves, our heirs, and assigns dedicate, donate, and convey to the public all right-of-way / dikes / public utility areas / segments / other public ways as shown hereon.
 Owner: Thomas Briggs Date: May 24, 2002



**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: March 30, 2023
RE: Joint Craig City Council and CTA Workshop Regarding Cannery Property

At the March 16, 2023 council meeting the council asked for a joint meeting with the CTA council to discuss the cannery development issue.

I reached out to CTA through the Tribal Administrator and Tribal Council President on March 17th and suggested meeting on April 13th. On March 20th Clinton Cook responded that it appeared difficult to set a workable date with their council members for the times that we have available before May. I sent a follow up email to Clinton on March 20th asking for some suggestions on alternate dates/timeframes that would work for the CTA Council. I have not received a response to that request to date.

It would be helpful to provide some agenda to the meeting so that all parties have a basis for discussion and some idea of the goal for the meeting.

Staff requests that the council have a short discussion about what they would like to see discussed and any desired outcomes of the meeting (if any) and provide guidance to staff on information to include in an agenda that can be used when we eventually set a meeting date.

Recommendation: Discuss the agenda and outcomes that the council would like to see for the joint workshop with the CTA Council and give direction to staff.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: March 30, 2023
RE: Island Daycare Donation Request

At the March 2, 2023 meeting a donation request was included under correspondence in the meeting packet. The council asked that this item be placed on the agenda for discussion at the March 16, 2023 meeting. The council commented that they didn't have adequate time to review the business plan and tabled the discussion to April 6th.

If the council is inclined to provide some funding (grant, donation, subsidized loan, etc.) the council should settle on some amount and purpose for the loan. The request letter lists a number of needs.

As the council may recall, we established a discretionary fund for the council to use for donation requests. There is approximately \$6,000 remaining in that budget line item for this year. In addition, we have funds reserved from past gaming activities (i.e. salmon derby) that could be used for a donation to a non-profit such as Island Daycare.

I have asked Venessa Richter to be at the meeting on the 6th to answer questions from the council.

Recommendation: The council should discuss this donation request and give staff direction, including appropriation of funds.

Dear Craig City Counsel,

My name is Venessa Russell, and I am the president of Island Daycare Nonprofit. At Island Daycare, we seek to help families by offering a place children 3 months- 5 years can have a chance to be exceptional in their growth. We want to collaborate with each family to invest in their children's future. Children can learn and achieve greatness at an early age. Our mission is also to provide clients' children with an atmosphere of love conducive to creative play and exploration of their growing world.

While we have made some great strides, Island Daycare still has a lot to accomplish.

We need your support to help with opening costs, while we wait for funding to start for any parents who are utilizing state pay, unfortunately, this can sometimes take 3 months.

Would you consider donating any or all of the following: \$1000 for power, internet, and phone. 200 gallons of DSL, \$5000 for insurance costs, and up to 3 months of payroll as needed with the understanding that we would pay back 50% of this amount over the next year to help us achieve our mission?

If you have any questions, I would be happy to provide you with more information about how you can help support our work at Island Daycare.

We greatly appreciate your donation, and it will be used to help us have a successful opening while we wait for state funding to take effect.

Sincerely,

Venessa Russell

vrichterrussell@gmail.com



BUSINESS PLAN



Venessa Richter-Russell

Margaret Gore MA, CT

Island Daycare

Confidentiality Agreement

The undersigned reader acknowledges that the information provided by **Island Daycare** in this business plan is confidential; therefore, reader agrees not to disclose it without the express written permission of **Island Daycare**.

It is acknowledged by reader that information to be furnished in this business plan is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by reader, may cause serious harm or damage to **Island Daycare**.

Upon request, this document is to be immediately returned to **Island Daycare**.

Signature

Name (typed or printed)

Date

Disclaimer

Some of the statements contained in this **Business Plan**, includes information incorporated by reference, discuss future expectations and financial projections gathered by the management and is believed to be significant. Those statements are subjected to both known and unknown risks, uncertainties and other unforeseen factors, which could be beyond the management control.

The financial projections Plan are estimated revenues, expenses, and cash flow, which are based on research and the assumptions discussed throughout this Business Plan. Important factors that may cause the actual results to differ from those expressed within may include, but are not limited to:

- ❖ The success or failure of the company's effort to successfully market its services as scheduled.
- ❖ The company's ability to maintain a substantial level of returned customer and a growing referral base.
- ❖ The effect of changing legislation and government regulation.

However, the assumptions disclosed herein are those that management believes are significant to the growth of the company.

1 Business Overview

1.1



INDUSTRY OVERVIEW

Global

The global market for child care reached a value of nearly \$339.1 billion in 2018, having grown at a compound annual growth rate (CAGR) of 8.3% since 2014, and is expected to grow at a CAGR of 11.3% to nearly \$520.4 billion by 2023.

Growth in the historic period resulted from economic growth in emerging markets, the rise in awareness of the benefits of early learning, government funding in developed nations towards child care costs and an increase in the number of families with both parents working. Factors that negatively affected growth in the historic period were increased unemployment rates and falling fertility rates.

Going forward, government initiatives to support child care, rising corporate profits which enable companies to spend more on social benefits to employees, and awareness of the benefits of early-life education due to rising internet penetration, will drive growth.

1.2 EXECUTIVE SUMMARY

Several families in the United States need access to affordable child care and preschool to support working parents and to ensure that children start kindergarten

ready to learn. During the first five years of life, children learn critical skills such as language and socio-emotional regulation, which provide a foundation for lifelong learning. High-quality preschool and child care can support healthy development and enable parents to work with more effectiveness.

Island Daycare is a Limited Liability Company that offers total immersion in sign language, other local language if available in Craig, AK and serves the residents of Prince of Wales Island. We offer a curriculum in the language chosen by the parent and offer exchange language which means that once a week the student can learn another language than the one his parent chose. Island Daycare will be a nursery, and a preschool. The total of children will be 35, the total of classes 4, 2 teachers and 4 assistant teachers.

At Island Daycare, the child's safety and well-being is our top priority. We believe in using technology and hands-on training to support that mission. Our goal is to provide reliable, quality care in the safest way possible so parents can feel at ease having their children taken care of, without worry.

It is our duty to provide parents with babysitters they can trust. That is why we conduct multi-state background checks on all our sitters. We require drug tests, First Aid and CPR certification and negative COVID-19 tests no more than 72 hours prior to arrival. For extra security, parents are able to check on their child from anywhere in the world using the video monitoring and two-way calling system set up at the time of service.

Island Daycare is a community-based preschool where children learn with love and laughter. We will provide care for children ages birth-5 and would like to expand care to school age children for after school services as well. Benefits of a community-based preschool include: young children transition easily into a community home- like preschool setting; our center will provide a safe, clean and caring environment that promotes learning; small class sizes allow for lots of 1-1 time with the teacher.

Island Daycare will be located in Craig, AK. Island Daycare will provide, a nurturing, stable and learning environment for children.

Island Daycare offers its clients' children a safe, stimulating and secure care environment, and close personal attention. Island Daycare will also provide breakfast, lunch and snacks. The goals of the center will include to help parents feel good about the care of their children and to make it a safe, educational, and fun experience for the children.

We believe children learn best when children are actively engaged with their environment. Our curriculum focuses on the whole child- cognitively, socially, emotionally and physically. We allow time each day for student led activities, as well as teacher guided learning. Our programs capture infants, toddlers, and preschoolers.



We are equipped professional care givers with credentials to not only enhance child's early social and motor skills, but to also teach them advanced studies in the arts and sciences. We are in the industry to deliver excellent childcare services to all parents who will patronize our services.

We will also ensure that in line of carrying out our duty, we comply with the laws and childcare regulations in the State of Alaska. Island Daycare's team currently consists of two individuals both with childcare experience. One has taught preK and Kindergarten, and has a Master's Degree in Special Education. The other has worked as an EMS trainer, a child specialist at an agency that provides services to childrens and infants with special needs. Both are also currently qualifying to become childcare directors in Craig, AK.

The childcare facility will be targeting families that are interested in something more than simple baby-sitting facilities but that would like their children to be enrolled in a program that offers development of many different skills including: socialization skills, arts and crafts, large muscle group workouts, reading, numbers, etc. Parents who are professionals, who are ambitious by nature themselves, are typically eager for their children to be bright and move ahead and are willing to pay for the best development care services for their children. Our work force are well trained to operate within the framework of our organization's corporate culture and also to meet the needs of all our customers.



Island Daycare is founded and managed by Venessa Richter Russell and Margaret Gore. Both have a combined experience in early childhood education of over 40 years.

All of these ideas combined with their passion for childcare is what led to the opening of this center giving the business broader opportunity for faster growth and expansion.

The founder's plan in funding its continuous operation is utilizing funds from a personal equity bank loan, and grants from the State of Alaska. The business has no plans for additional debt as growth will be financed mainly through cash flow.

Apart from our intended guerilla marketing approach, we expect to win the market shares by undergoing the following strategies:

- Understand the opportunity in detail, at the local and national level;
- Develop more affordable services adapted to the needs of individual markets;
- Get the right talent to pursue domestic opportunities and establish more care opportunities; and
- Optimize offsets and other obligations through sound and responsible strategies.

1.3 VISION AND MISSION STATEMENT

Vision

- To become the leading childcare facility in Craig, AK.
- To have a reliable and strong customer base all over Prince of Wales Island.
- To be financially sufficient.

Mission

Island Daycare will provide the opportunity for children 3 months- 5 years a chance to be exceptional in their growth. We want to collaborate with each family to invest in their children's future. Children can learn and achieve greatness at an early age

Our mission is also to provide clients' child with an atmosphere of love conducive to creative play and exploration of their growing world. Child's safety and well-being is our top priority. We believe in using technology and hands-on training to support that mission.

1.4 BUSINESS AIMS AND OBJECTIVE

The following are the aims and objectives of Island Daycare. We have chosen to split the objectives of the company into financial and non-financial objectives.:

Non-Financial Objectives

- Provide outstanding customer service and unmatched childcare services which will enhance our customer's efficiency and secure the school's long-term relationship via contracts and referrals.
- To provide a solid foundation for the growth of the business.
- To maintain excellent relationships that enrich and enhance the lives of all those that patronize us.
- To establish and maintain our company's reputation through exceptional childcare services to ensure continuous activities and functioning.
- Achieve 95% customers' satisfaction to foster cordial client-brand relationship and encourage word-of-mouth advertisement.
- Build our website, build online presence and build online reviews and ratings.
- Continually learn from customers' feedback.

Financial Objectives

- Increase the number of clients by 40% over the next three years of operations.
- To maintain the monthly and yearly increase in revenue generated from the business.
- To achieve a modest initial gross profit in the first business year, increasing that by at least 20% per year.
- Achieve a double-digit growth rate for each future year at minimum of 10%.

1.5 KEYS TO SUCCESS

The following are what we believe to be the main keys to achieving our success.

- **Marketing:** Marketing will be our first strength to achieving our success and serve as a competitive edge. We will employ all forms of marketing, which ranges from media advertisement, mobile advertisement etc. to ensure we get

a large population of people informed about the quality and uniqueness of our daycare services, which will be advantageous to our patronage.

- **Professionalism:** The school will include seasoned management team of professionals, who are capable of delivering their assigned tasks in a professional way. Everyone associated with our school will appear as professional as possible, to help us achieve a great edge in the business.
- **Exceptional Services:** We will be known for great, durable and quality child caring and learning services. Island Daycare will stand out from the other providers because of its service specification and pricing features.
- **Pro-activeness:** We will always be proactive and not reactive such that issues are anticipated, risks are managed, while the business is quickly solving the problem and gaining ground.
- **Client Retention:** Retaining new clients, particularly within the first year of operation, will be very important to achieve the company's projected financial objectives. To ensure the required number of clients are retained quickly, Island Daycare. will allocate a substantial part of the company's budget to marketing and promotional activities.
- **Strategic Location:** Our location is selected to cover the target market. Prince of Wales has a large population of working-class parents who we have marked as our target market; these are our potential customers, therefore, making it a good location for the business that will attract several clients.

1.6 GUIDING PRINCIPLES

Island Daycare is guided with the following principles, which will place us as the most relevant company in this business. These principles do not only apply to business; they apply to all life situations. At Island Daycare these principles apply to the general management such that we are always innovative, offering services that set the pace for other businesses in our industry.

- **Diligence:** Each individual is responsible and accountable for achieving personal goals, as well as giving 100 percent effort in helping achieve corporate or team goals.
- **Collaboration:** We will adopt a collaborative approach with colleagues and business partners and engage positively with each other to generate positive working relationships.
- **Integrity:** Integrity is essential to our business success. We will do what is right, not just whatever "works." Our success is measured not only in economic terms, but by the respect, trust and credibility we earn.
- **Satisfaction:** Everyone wants to derive satisfaction from what they pay for, Island Daycare is not only there to give its customers the best service but to as well give them the maximum satisfaction beyond their expectation.

1.7 OUR CORPORATE SOCIAL RESPONSIBILITY IN ACTION

At Island Daycare, we understand that our business decisions and the methods by which we engage our key stakeholders affect not only our organization, but also in a profound way, the communities, and environment that support our businesses.

With this firm knowledge and a determination to ensure that our efforts to meet the needs of the present do not deprive future generations of their ability to meet their own needs, our Corporate Social Responsibility strategy demands that we responsibly run our business while simultaneously ensuring long-term sustainability.

1.8 BUSINESS MODEL CANVAS

Key Partners	Key Activities <ul style="list-style-type: none"> • Skills teaching 	Value Proposition	Customer Relationship	Customer Segments
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<ul style="list-style-type: none"> ▪ Working Class parents ▪ Parents ▪ Low-income earners 	<ul style="list-style-type: none"> • Baby sitting • After school care services • Holiday school services. 	<ul style="list-style-type: none"> ▪ Employment opportunities for our workers ▪ Affordable prices to accommodate low-income earners. 	<ul style="list-style-type: none"> ▪ Company's office facility ▪ Social networks: Facebook, Twitter, Instagram, Snapchat, etc. 	Location
	<p>Key Resources</p> <ul style="list-style-type: none"> ▪ Human resources ▪ Care Center ▪ Company's Website. 		<p>Channels</p> <ul style="list-style-type: none"> ▪ Our day-care center 	
<p>Cost Structure</p> <ul style="list-style-type: none"> ▪ School building (high-level budget). ▪ Marketing (mid-level budget). ▪ Computer, Mobile phone (Mid-Level Budget) ▪ Maintenance (High budget) 		<p>Revenue Streams</p> <ul style="list-style-type: none"> ▪ Revenue generated from our day-care services. 		

2 Company Overview

2.1 REGISTERED NAME AND CORPORATE STRUCTURE

Island Daycare is a start-up business that would be registered in the United States. Island Daycare hasn't commenced its operations therefore, it will be treated as a start-up business in this business plan.

2.2 COMPANY DESCRIPTION

Company Name: Island Daycare.

Founder: Venessa Richter Russell and Maggie Gore

Legal Status: LLC

Location: PO BOX 1155 Craig Alaska 99921

Email Address: vrichterrussell@gmail.com, mac4724@live.com,
islanddaycare907@gmail.com

Mobile number: 907-401-0272, 9074014283

As a proven leader in education and business who is passionate about high-quality experiences for all patrons Mrs. Richter-Russell, Mrs. Gore have devoted her career to developing as a leader in education and business. Being a lifelong learner as well, she developed professional skills combine with her experience as an educator with her knowledge of successfully running a business and business practices to that she believes these will help her to run a successful childcare center.

Our mission is to provide our customer with our unmatched childcare services with effective child training and development strategies. The mission is to establish an important brand that represents quality in all of its service offerings.

Island Daycare was designed with families in mind. As a parent, the founder understands the challenges of having to separate from your children and return into the workforce. All you want is a place where you feel comfortable and confident that your children can receive the same nurturing environment you would provide at home. Island Daycare would like to provide your children with an opportunity for learning in a nurturing environment.

At Island Daycare, our goal is to provide a learning environment that will meet children's needs to enhance their learning potential. We strive to promote confidence in children as they achieve readiness for their journey towards the kindergarten experience.

Island Daycare will accomplish this using: High-Quality Research, Creative Marketing Program, Internet Presence, use of modern technology and Consumer Catalogue. By utilizing this multi-channel approach, the business will be able to reach the niche market for quality services in a rapid and efficient manner.

This would also allow the company to develop itself as the brand for quality childcare services within the target market.

Part of our goal is to grow to become the top renowned and most utilized childcare in the entire Prince of Wales area within our next three years of business operation. Island Daycare will be committed when it comes to maintaining a strong portfolio of high-quality childcare services and evolution strategies. We will also focus on providing a dynamic, proactive and vibrant atmosphere.

The Founder expects that the business will aggressively expand during the next three years of operation. We intend to implement marketing campaigns that will effectively target local individuals within the target market.

2.3 THE FINANCING

Maintaining forward operations at Island Daycare adequate funding is needed. Presently the company is solely financed by the founder. The amount required to set up and get running will be based on support from the City of Craig. We would need to get information on what was being spent on the old daycare. More information will be needed to get this number.

The funding obtained will be crucial in the payroll, marketing, maintenance, and administration costs that keep the company in operation.

2.4 COMPANY RESOURCES

The following are the resources which are used by the company:

- Human Resources
- Company Website.
- Day-care building space
- Office supplies
- Computer Systems

2.5 SERVICES DESCRIPTION

Our childcare facility will be a locally-owned, state-accredited full-service facility, catering primarily to parents with children aged 3 months to 5- years.

We offer daycare services; Before and after school care. Add on services, activities, specialty travel, eventually autism/special needs assistants. Our services are developed to provide Safety & Security, developmentally appropriate Curriculum and nutritious meals and snacks.

2.6 RISKS AND MITIGATION PROCESSES

Uncertainty is a potential, unpredictable, and uncontrollable outcome; the risk is an aspect of action taken despite uncertainty. Risks come in the way of businesses too. The following table analyzes the possible risks and the mitigation strategies adopted by Island Daycare:

TYPE OF RISK	RISK	MITIGATING STRATEGY
COMPETITIVE RISK	Declining business revenue or margins due to the actions of competitors in and around us in the Prince of Wales Island area.	<ul style="list-style-type: none"> ● Invest in intelligence tools, e.g., social media monitoring ● Improve competitive analysis ● Offer superior and additional services that will build loyal clients. ● Implement effective marketing strategies to attract clients such discounts on our services. ● Build networks and spur strategic partnerships with members of the community.
DIGITAL PLATFORM RISK	Technical break down of the company's platform	<ul style="list-style-type: none"> ● Follow recommended servicing and maintenance schedules ● Have a contract with a tech company that offers 24/7 maintenance service.
COMPLIANCE RISK	Exposure to legal penalties, financial forfeiture, and material loss an organization faces when it fails to act following market laws and regulations, internal policies, or prescribed best practices.	<ul style="list-style-type: none"> ● Seek legal advice on new legislation, market-specific regulations ● Create a quality assurance team.

CASHFLOW	Insufficient funds to meet financial obligations.	<ul style="list-style-type: none"> ● Improve cash flow management ● Review costs ● Accountancy software use/replacement ● Careful use of long- and short-term financing
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3 Market Research

3.1 REPORT OVERVIEW

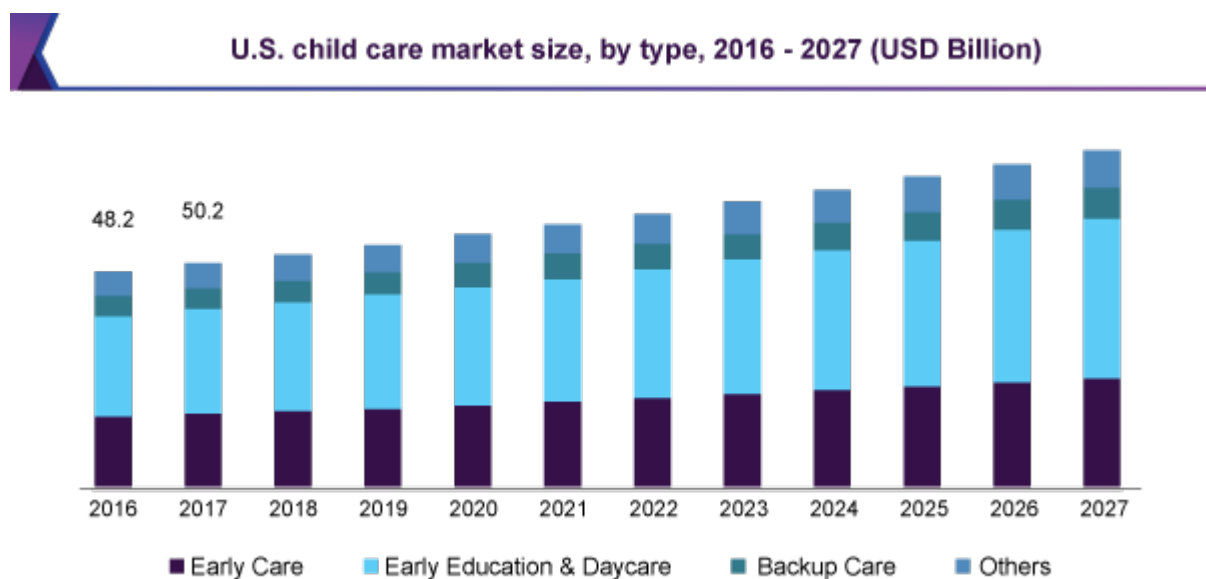
The U.S. child care market size was valued at USD 54.3 billion in 2019 and is expected to expand at a compound annual growth rate (CAGR) of 3.9% from 2020 to 2027. The increase in the number of working parents and the subsequent demand for child care are factors that are expected to drive the market in the coming years. A survey conducted by the Center for American Progress reported that around 2.0 million parents had to make career sacrifices due to the childcare-related problems in 2016. There is a rise in awareness regarding the link between economic growth, parental employment, and access to child care, which is expected to increase the availability of child care centers at affordable prices.

According to the Child Care Aware of America’s report ‘Parents and the High Cost of Child Care’ in 2019, the child care expenditure comprises a major part of a family’s budget. To address this problem, the Child Care Development Block Grant (CCDBG) was granted additional funding worth USD 5.3 billion in 2019. The rising trend of employers offering onsite or near-site childcare facilities for their employees is expected to contribute to market growth over the forecast period.

The early education providers are undertaking necessary measures to ensure efficient education for all the children. In May 2020, Parma City Schools introduced Kindergarten Launch Academy, which will focus on problem-solving, foundational literacy, math skills, and social and emotional learning to make the younger kids ready for kindergarten.

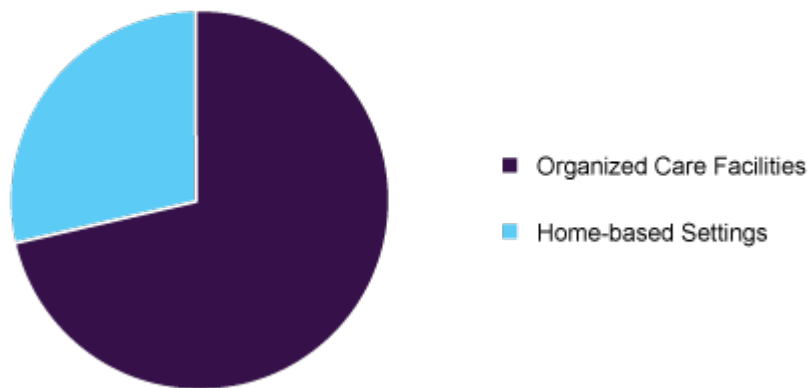
3.2 TYPE INSIGHTS

The early education and daycare segment dominated the U.S. child care market and accounted for the largest revenue share in 2019. This is owing to an increasing number of daycare and early education centers in the country. The demand for early education is growing rapidly as around 1.4 million and 3.7 million students were enrolled in prekindergarten and kindergarten respectively in 2019.



Moreover, the availability of at-home daycare services is helping to meet the shortage of daycare centers. In March 2020, the ‘Rain the Growth Agency’ sponsored the

U.S. child care market share, by delivery type, 2019 (%)



Source: www.grandviewresearch.com

virtual child care show launched by the Fab Lab. The show features a live daily virtual child care show in the form of a supplementary educational program which includes Storytime, exercise activities, and snack ideas.

3.3 DELIVERY TYPE INSIGHTS

The organized care facilities segment dominated the market and accounted for the largest revenue share in 2019. The segment is also expected to witness the fastest growth rate from 2020 to 2027. The rising number of working parents and a growing demand for child care services is expected to drive the segment.

3.4 KEY COMPANIES & MARKET SHARE INSIGHTS

The market is characterized by the increase in demand for child care centers, the measures taken by the government, and strategies adopted by the service providers to expand their facilities. The care quality and unavailability of slots are some of the challenges faced by the parents while choosing child care services. Hence, service providers are adopting technology solutions to assist the parents in choosing child care services. In June 2018, Bright Horizons launched a mobile solution for parents to make reservations for backup care when regular care is unavailable.

The ongoing COVID-19 pandemic has largely affected child care services in the U.S. However, some of the service providers are resuming operations after a temporary shutdown. According to the ProCare Solutions, a child-care management software provider, out of the 61.0% child care centers shut down in March, around 46.0% reopened in June 2020, following the permissions from the majority of the states. In addition, Amazon announced to provide family care benefits to 650,000 part-time and full-time Whole Foods Market and Amazon employees through Care.com in June 2020. The program will provide subsidized emergency backup child care for up to 10 days to every employee until January 2021. Some of the prominent players in the U.S. child care market include:

- Bright Horizons Family Solutions, Inc.
- KinderCare Education Primrose Schools
- Learning Care Group, Inc.
- Spring Education Group
- Cadence Education
- The Learning Experience
- Childcare Network
- Kids 'R' Learning Academies
- Goddard Systems

3.5 TARGET MARKET

Given that, we have conducted our market research, and we have ideas of what our target market would be expecting from us. We are in business to retail our services to the following groups; single, working parents, or parents away from home who need short term, reliable, in-home/on-site childcare.

3.6 TARGET MARKET STRATEGY

Island Daycare will position itself as the premier one-stop childcare. We provide outstanding quality practical solutions to our esteemed customers.

The company will focus on getting more clients by starting with a special rate for new clients. We plan on bringing first-time clients back by a smart marketing strategy as well as a customer support system to ensure maximum feedback from our customers.

4 Strategy and Implementation

Summary

4.1 **MARKETING AND SALES STRATEGY**

The goal of the marketing strategy will be to raise awareness levels regarding Island Daycare its offerings, and values. We will employ several marketing outlets to reach out to our targeted audience.

Marketing Objectives

- To reach out to a large percentage of the target market and gain loyal customers.
- To increase our income and revenue within the next few months of our existence
- To positively impact the environment through quality childcare services.
- To establish a stable and constant customer base all over Prince of Wales Island.

As a forward-thinking entrepreneur, there are viable plans already in place for the running of the business. We have outlined several plans to announce our

introduction into the market as well as create massive awareness in our immediate environment:

- Fees lower than the competitors.
- Use of technology to reduce spending on human resources and to enhance administrative/management and delivery processes

4.2 THE 4P'S TO SUCCESS

- **Positioning:** Island Daycare will be positioned as one of the most dependable childcare businesses on Prince of Wales Island.
- **Place:** We will be operating from Craig, AK which will help us reach a broader range of customers.
- **Promotion Strategy:** We will depend on word of mouth, client referrals, community exposure, and direct mail campaigns as a way to reach and expand our customer base. However, we intend to explore every avenue that is fundamentally connected to promotional success.
- **Pricing:** Good services definitely do not come cheap, but we are sure going to work towards fixing prices that will be pocket-friendly. Our services will come at an affordable rate. We will try as much as lies within our power to strike a balance between making profits and satisfying our highly esteemed customers.

4.3 MARKETING STRATEGY

We are going to adopt the following marketing strategies to ensure that we do not only attract customers but generate repeated sales from them. Parts of the marketing and sales strategies that we will adopt are;

- Introduce our services by sending introductory letters alongside our brochure to households and key stake holders on Prince of Wales Island.

- Ensure that we have a wide range of enough trained and certified teachers that will cover a large number of clients' needs at all times.
- Make use of attractive hand bills to create awareness and also to give direction to our site and office.
- Position our signage / flexi banners at strategic places all around Prince of Wales Island.
- Position our greeters to welcome and direct potential customers.
- Create a loyalty plan that will enable us to reward our regular customers.

4.4 PUBLICITY AND ADVERTISING STRATEGY

We are quite aware that one of the effective ways of promoting schools is to create special internal promotions which in turn will help us achieve our aim of leveraging on word-of-mouth publicity.

Here are the platforms we intend leveraging on to promote and advertise Island Daycare;

- Encourage the use of word-of-mouth publicity from our loyal customers.
- Leverage on the internet and social media platforms like; YouTube, Instagram, Facebook, Twitter, LinkedIn, Snapchat, Badoo, Google+ and other platforms (music online forums) to promote our business.
- Ensure that we position our banners and flyers in strategic positions all around Prince of Wales Island.
- Distribute our fliers and handbills in target areas in and around our neighborhood.
- Contact households by calling them up and informing them of Island Daycare and our services as well.
- Advertise our services on our official website and employ strategies that will help us pull traffic to the site.

- Brand our agency and ensure that all our staff members and management staff wear our branded shirt or cap at regular intervals.

Online marketing

The following are the online marketing strategy options we will employ:

- **Leverage on the internet-of-things to promote our business:** increase the traffic to our online website; Social media updates, posts, and uploads; Blog Creation; Blog Posts; E-mails; YouTube; Facebook; Twitter; Instagram; LinkedIn; and Pinterest.
- **Utilize Search Engine Marketing and Optimization:** We plan to utilize Search engine marketing and optimization to develop a robust online presence by allowing our brand and services to appear on a list of search engine results whenever a keyword search is done on major search engines such as www.google.com et al. We will utilize Google and Bing paid search campaigns to target our customers. This will include pay-per-click campaigns that target high search volume terms to drive traffic to our website. With a strong SEO strategy, our company's website will become associated with the keywords used to find our school.
 - **Utilize Affiliate and Associate Programs:** With an affiliate program, people who believe in our company will be encouraged to share information about our company to enable us to grow our market on a commission-based platform.
 - **Use Email Marketing:** We will utilize a personalized email campaign that caters to the specific needs of our niche market and puts into consideration the purchasing habits and buying patterns of our potential clients.
 - **Use an Opt-In Email List:** Utilizing an opt-in email list allows customers to visit our website and sign up to receive email campaigns and

correspondence. This will enable us to connect with new customers or clients and increase our overall click-through.

- **Blog:** Blogger outreach is hugely an effective strategy to obtain relevant backlinks back to the company website. Although search engines are paying careful attention to how backlinks are obtained, legitimate backlinks still earn a lot of search engine love. Additionally, the company shall post its blog articles weekly to inform potential customers about the benefits in the company's customer support services, and share new services being developed.

Social media strategy

We will also maintain a strong social media campaign with a guerilla marketing strategy.

- Facebook: Island Daycare will create a Facebook Fan page and begin to populate the page with content of trending childcare solution approaches offered by Island Daycare.
- Twitter: Island Daycare will start a Twitter account and begin to use the original company's content as well as marketing messages to drive interest and traffic to the site. Tweets will also include links that educate twitter users about the quality of our services. The company will support related followers, steer conversations and create a buzz in the space.
- LinkedIn: Island Daycare expects that it could achieve a professional engagement on LinkedIn. We shall join research groups, discuss issues and approach experts for insightful and impactful discussions. Also, LinkedIn could be used as a network to communicate with more prominent brands, share trending demands of clients. Thus, Island Daycare can be seen as a reliable provider of spectacular service.

4.5 COMPETITOR'S ANALYSIS

A close study of the childcare industry reveals that the market has become much more intensely competitive in recent years. As a matter of fact, one has to be highly creative, customer-centric and proactive if one must survive in this industry. We are aware of the competition, and we are prepared to compete with other providers in the area such as:

- Tlingit and Haida Preschool
- Various home providers of childcare

These centers have established a reputation and positive service representation over the years. They have been in the industry before us and may be regarded as one of the leading companies in our line of operation.

Our competitive edge is building long-term relationships with our clients and continually delivering them the best of the best at all times. We will make use of Technology, extra easy communication between parents and their children regardless of distance, high standards for employees and hiring process. Branding is nostalgic to the generations of parents needing such services.

4.6 COMPETITIVE STRATEGY

We will ensure that all our customers, to a reasonable degree, are satisfied with our services. We will also gather information from them to serve them better. This type of first-hand market research will prove effectiveness in attracting more customers and retaining existing ones. We will supplement this marketing with announcements, advertisements in the local newspapers and our website.

4.7 PRICING STRATEGY

Island Daycare has completed a thorough analysis of its competitors' pricing. Keeping in mind our competition's pricing and the cost of customer acquisition.

5 SWOT Analysis

We intend to enter a highly lucrative market in a rapidly growing economy. We foresee our strengths as the ability to respond timeously to the market dictates and to provide exemplary and unique kinds of childcare services.

5.1 STRENGTHS

- Passion and experience of the founder and staff members.
- Our location is strategic. Prince of Wales Island is where large numbers of working-class parents are found.
- Quality Customer Service
- **Clear vision of the market needs:** We know what the needs of our customers are, what they are missing from our competitors, and most importantly, we know how to meet these needs.
- Our strength lies in the fact that we have a robust relationship with a large number of parents on Prince of Wales Island.
- Strategic partnerships and synergies
- Efficient delivery of our services
- Use of technology

5.2 WEAKNESS

- Lack of a reputation in comparison to our competitors, because we are still new in the market. However, this shall be addressed, as shown in the marketing section of this plan.
- A limited financial base and low startup capital.

- The struggle to appear continually on the edge

5.3 OPPORTUNITY

- **The growing industry:** In the last couple of years, it was discovered that there is a gradual increase in numbers of females going into the workforce which calls for childcare centers.
- New service development.

5.4 THREATS

- Global economic downturn caused by COVID-19 which usually affects the purchasing power of customers and the fear of parents about the possibility of their wards getting affected.
- One of the challenges that are likely going to confront our business is the fact that we are competing with already established companies.
- Possibility of business imitation.
- The need to always stay innovative (ahead of the game).

6 Management Summary

6.1 Owner/Founder

The company is owned and managed by Mrs. Richter-Russell and Mrs. Gore . Their passion and expertise in business will be the driving force for a successful business.

They would be saddled with the responsibility of making all executive and administrative decisions as regards the operations and functionality of Island Daycare . They are very experienced, creative, forward-thinking, strong, and passionate about her business and career. Mrs. Gore is highly efficient and results-oriented with exceptional management and organizational skills.

Mrs. Richter Russell also has exceptional interpersonal skills combined with a proven ability to drive profitability, manage and nurture talent, deliver sales growth, form strategic partnerships and successfully implement challenging projects. She has a strong customer service orientation to work effectively with partners.

They will oversee and decide what goes on in the business, which is in line with the stated goals and objectives. They will be in full operation devising all means and strategies, putting her entrepreneurship skills and experience in the industry to help Arielle to achieve its best standard and become people's first choice.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: March 30, 2023
RE: Caselle Software Migration

At the March 16 2023 council meeting staff asked the council for direction regarding the recent staff proposal to move our accounting software from Accufund to Caselle. Staff asked the council to consider three options.

1. Stay with the current software.
2. Begin the transition to Caselle completely within the next fiscal year.
3. Begin the transition using current fiscal year general revenue funds and adding general revenue funds to the FY24 budget to complete the transition and begin live service.

At the March 16th meeting the general consensus of the council was that we should start the transition as soon as possible with the goal to be a complete switchover by the beginning of FY25 (July 1, 2024).

We asked Caselle to update their quote. The current quote is attached. To begin the move to Caselle, they require a signed agreement (see quote) and payment of 50% of the up front investment. This amounts to \$26,191 (current FY funds) and about \$40,000 in FY24 funds to complete the transition and have the system live for some months prior to full implementation. There will likely also be a fee to have a third party pull data from the current system and put it in a format that will transfer to Caselle. This cost is dependent on how much historical data we want to convert and how much work we want to do as opposed to hiring a contractor to do all of that work. That cost will be incurred in FY24.

If the council is ready to make the change in accounting software, staff is prepared to proceed.

Recommended Motion: Move to direct staff to execute the agreement with Caselle and to appropriate up to \$30,000 in funds from the city's general fund reserves to begin the transition process.



Caselle® Hosted Software & Services Proposal

City of Craig, AK

January 5, 2023

(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle® Hosted Software & Services Proposal
City of Craig, AK
January 5, 2023

Proposal Summary

License Type	Hosted
Total Training	\$20,225
Total Setup	21,950
Total Conversion	10,207
Total Investment	\$52,382

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Hosted Maintenance & Support will be \$4,610.

I have read and agree to all terms & conditions proposed herein. I understand if the City of Craig is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date



Caselle® Hosted Software & Services Proposal
 City of Craig, AK
 January 5, 2023

Proposal Detail

<i>Caselle®</i> Application Software	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$2,250	\$700	\$2,000	\$4,950
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	2,500	2,500
miExcel GL	Hosted	Included	1,000	-	1,000
Payroll/Direct Deposit	Hosted	3,375	1,750	1,207	6,332
Electronic W2/1099	Hosted	Included	-	-	-
Timekeeping	Hosted	1,100	500	-	1,600
Human Resources	Hosted	550	-	-	550
Online Pay Stubs/W2's	Hosted	-	3,000	-	3,000
Accounts Payable	Hosted	550	500	2,200	3,250
AP Direct Pay	Hosted	Included	-	-	-
Purchases & Requisitions	Hosted	550	-	-	550
Accounts Receivable	Hosted	1,100	500	500	2,100
Utility Management	Hosted	2,250	1,500	1,000	4,750
Utility Electronic Reading Interface	Hosted	Included	250	-	250
Utility Service Orders	Hosted	550	500	-	1,050
Online Mapping	Hosted	-	-	-	-
Cash Receipting	Hosted	550	500	-	1,050
Online/Electronic Payments Bundle	Hosted	500	2,250	-	2,750
Cash Receipting Web Services	Hosted	-	-	-	-
Utility Management Web Services	Hosted	-	-	-	-
Asset Management	Hosted	550	500	500	1,550
Business License	Hosted	550	500	300	1,350
Business Tax Collection	Hosted	550	1,500	*Per Bid	2,050
Business Tax Online Filing/Payment	Hosted	Included	3,000	-	3,000
Business License/Tax Web Services	Hosted	-	-	-	-
Caselle Document Management	Hosted	3,000	2,000	-	5,000
Zonal OCR	Hosted	-	-	-	-
Property Tax Collection	Hosted	2,250	1,500	*Per Bid	3,750
Ten (10) Concurrent User Licenses	Hosted	-	-	-	Included
Grand Total	Hosted	\$20,225	\$21,950	\$10,207	\$52,382



Caselle® Hosted Software & Services Proposal
City of Craig, AK
January 5, 2023

Notes:

1. The training will take place at Caselle.
2. Monthly credit card and electronic payment transaction fees are billed separately by Xpress Bill Pay.
3. Online Paystubs includes 71 employees paid bi-weekly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
4. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
5. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

Caselle® Hosted Software & Services Proposal
City of Craig, AK
January 5, 2023

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Caselle® Hosted Software & Services Proposal
City of Craig, AK
January 5, 2023

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle’s current hourly rate and are not included in this proposal.

General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization’s daily, monthly, and fiscal year-end steps; as well as budget procedures.

Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

1,000 accounts are included

**Bank Reconciliation
Data Conversion**

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

5 bank accounts are included



Caselle® Hosted Software & Services Proposal

City of Craig, AK

January 5, 2023

Payroll/Direct Deposit Setup

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

71 employees are included

Timekeeping Setup

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts.

Caselle[®] Hosted Software & Services Proposal
City of Craig, AK
January 5, 2023

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.
- 1,100** vendors are included

AP Direct Pay Setup

- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up vendors with necessary routing and account numbers.
- Format one direct pay voucher.

Purchases & Requisitions Setup

- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.
- Additional custom purchase order form set up will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Accounts Receivable Setup

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
 - Customer balances will be converted.
- 250** accounts are included



Caselle® Hosted Software & Services Proposal

City of Craig, AK

January 5, 2023

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.

500 meters or customers are included

Utility Electronic Reading Interface Setup

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.

Service Orders Setup

- Set up the Service Order options (including user, department, and actions).
- Customize Service Order data entry screens.
- Format three Service Order form layouts.
- Set up the Utility Management interface.
- Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Cash Receipting Setup

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

Caselle® Hosted Software & Services Proposal

City of Craig, AK

January 5, 2023

Online/Electronic Payments Setup

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.

Asset Management Setup

- Establish the default depreciation frequency and method, with the asset number format.
- Set up departments, classifications, and asset types.
- Create a Checklist to document procedures, including the asset creation and General Ledger updates.

Data Conversion

- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
- Accumulated depreciation can be converted to ensure an accurate beginning balance.

Business License Setup

- Format one form layout for each of the following: business license, renewal letter, delinquent notice, and application.
- Set up billing rates, billing frequencies, license types, and business activities.
- Additional forms or licenses will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- All applicable business information and account balances will be converted.
- Business information includes the owner, manager, license type, and business codes, if provided.
- All standard reports will be set up.

300 businesses are included

Business Tax Collection Setup

- Set up fees, frequencies, tax agencies, tax return types, and tax types.
- Format six business tax return forms.
- Format four other forms (delinquent notice, non-file notice, overpayment notice, renewal notice, etc.)
- Create a Checklist to document Business Tax procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- All applicable business information will be converted.
- Open returns.

Note: Balances are not converted; however, options can be discussed for a particular situation.

Caselle® Hosted Software & Services Proposal
City of Craig, AK
January 5, 2023

**Property Tax
Collection Setup**

- Set up organization, districts, tax entities, land codes, tax codes, personal property types, parcel information, owners and periods.
- Format one form each for valuation notice, tax statement, personal property affidavit, tax coupons and delinquent notice.
- Default reports for billing and reviewing of parcel/customer information are setup.
- Create a Checklist to document daily, monthly and billing procedures.
- Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: March 30, 2023
RE: Water Service Credit

As the council is aware, we recently issued a boil water notice due to low pressure issues related to the water treatment system.

Water was unavailable for drinking from March 5 – March 9, 2023 and many areas of town saw turbidity for another week at least. This week a private business opened all of their water lines and ran about three times our normal demand through the system for about 10 minutes. This completely dislodged most sediment remaining in the line and caused significant turbidity Monday. Public Works crews immediately began flushing lines at fire hydrants trying to flush as much turbid water out of the system as possible.

In all, water service has been disrupted for most of March and we will likely continue to see some water color issues for some amount of time.

Staff feels that a water credit would be appropriate given the recent water issues.

While we can calculate some portion of each water bill, this would be extremely labor intensive to make these adjustments to accounts.

Staff recommends applying a \$30 credit for each account in Craig (with the exception of the two large trailer parks in town) and an amount of credit for the trailer parks consistent with their usage prior to the water incident on March 5th.

\$30 dollars is the total water bill for households that use about 2,000 – 3,000 gallons per month. The trailer parks are billed at a higher rate because of total usage.

If the council wants staff to issue these credits, this will amount to about \$22,500 total. We would issue the credits to water accounts in early April so they could be applied to the April utility bills. This would include water only, and no credit would be applied to the sewer portion of the utility bill.

Recommendation: Move to direct staff to apply credits to all City of Craig water services as discussed above.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: March 30, 2023
RE: Council Seat Vacancy, Appointing Replacement

As the council is aware, Jim See resigned his council seat effective March 16th. Per the Craig Municipal Code and State Statute the council should appoint a replacement within 30 days of the effective date of the resignation.

Staff posted notices of the vacancy and solicited letters of interest from interested, eligible persons. We allowed the maximum amount of time that we could while still being able to prepare the council meeting packets for the April 6, 2023 meeting. With that in mind the deadline for submitting letters of interest was set at 5:00 pm on Wednesday, March 29th.

We have had three letters of interest submitted from local residents that appear to be eligible to fill the vacant seat.

Per our municipal code and State Statute, the appointment will be effective at a date set by the council (we suggest that the appointment be effective Monday, April 9th. This is consistent with the timing for new council members to be seated under our elections process. The appointment will expire after the canvass of the 2023 election (in October) and a council member is elected to fill the seat. The newly elected council member (which may be the appointed person) will fill the seat until the original term of the seat expires. Seat C is scheduled up for election in October 2024.

Jack Olsen, Fred Hamilton Jr. and Trampus Conatser all submitted letters of interest prior to the deadline. We have attached all three letters of interest.

Mr. Hamilton verbally notified the City Clerk on March 30th that he wanted to remove his name from consideration, but as with the normal declaration of candidacy period, names not withdrawn by the closing of the application period remain in consideration.

Staff recommends that the council discuss the remaining two letters of interest and give some time to each person to share with the council and answer council questions. If the council would like to have a discussion that may include personnel matters, matters that may be prejudicial to individuals, or have some other impact that is exempt from the open meetings act the council may adjourn to an executive (closed) session for discussion, but will have to finish deliberations and take any action after the executive session has adjourned and returned to open session. I will put an executive session on the agenda, but the council is not obligated to use it.

After discussion is complete the council should move and second to appoint one of the applicants to the seat and then vote on approving that applicant. The vote is still subject to the requirement of four affirmative votes to pass and mayoral veto (just like any council action). If the council does not approve one appointment, it may repeat the process with another applicant or direct staff to reopen the application period. This will likely take us past the 30 day timeline but if the council is unable to seat a replacement then this will not be avoidable.

Recommended Motion 1 (if the council wants to move into executive session under limited circumstances, per 44.62.310 of Alaska Statutes. Those circumstances must include one or more of the following:

1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. matters which by law, municipal charter, or ordinance are required to be confidential;
4. matters involving consideration of government records that by law are not subject to public disclosure.

MOTION: Move to enter into executive session for the purpose of discussing subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; or matters which by law, municipal charter, or ordinance are required to be confidential.

Recommended Motion 2 (if the council moves back into open session, or chooses not to move into executive session):

MOTION: Move to appoint _____ to fill the vacant Craig City Council Seat C, effective April 9, 2023 and expiring after canvassing of the 2023 Municipal Election results.



3-27-23

To: The Craig City Council

My name is Jack L. Olsen, I have been a resident of Craig for the last year.

Also I have lived almost all my life on Prince of Wales Island. I love the small town experience that our island offers, a place where everyone knows everyone else, by name or reputation.

I have lived in Hydaburg, where I was elected to 6 years on the City Council and at the same time, a member of the school board. That in itself should tell that the people trusted me to represent the whole town. I feel that I can bring my experience to Craig and best serve the people that live here. I am always open to learning more.

It has been a pleasure meeting new people here, they are open and friendly. If appointed to the council I will do my best to represent the city and the people of Craig to my best abilities. Thank you

my # 907 401 3936

Jack Olsen *Jack Olsen*

From: [Trampus Conatser](#)
To: [City Clerk](#)
Subject: City Council Vacancy Seat C, Craig City Council
Date: Wednesday, March 29, 2023 1:04:05 PM

To Whom it may Concern,

My name is Trampus Conatser. I am a resident of the City of Craig and have been so continuously for the past 10.5 years. I previously ran for the City Council and maintain an interest in sitting as a member on the Craig City Council, Seat C.

As stated above, I have been a resident of Craig for 10+ years now. I am very active in the community in multiple entities including volunteer Fire / EMS and several youth activities along with coaching. I love this community and would like to serve our community members more actively on the the City Council to ensure that our community continuities to grow and flourish in positive ways. I would like to be considered for the City Council Vacancy, Seat C.

Kindly,

Trampus Conatser
(907) 401-1273

City Clerk

From: Fred Hamilton <minty@aptalaska.net>
Sent: Tuesday, March 28, 2023 3:48 PM
To: City Clerk
Subject: Letter of Interest for vacant Councilman seat

Subject: Letter of Interest for vacant Councilman seat

Fred Hamilton Jr
PO Box 106
Craig, Alaska 99921
907-401-0275
March 28th, 2023

This letter is to express my interest in filling the vacant seat on the City of Craig Council.

I am a lifelong resident of the City of Craig with a deep-rooted family history of community service. My personal commitment has always been to Craig and its residents in the form of volunteer works on various Boards. I have served 30+ years on the Craig Tribal Council, 18 years on the Craig City School Board, 20+ years on Craig Fish & Game Advisory Board, and 6 years as the Craig Little League coach.

I would be honored to serve my community as a Craig Councilman.
Fred Hamilton Jr