

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

ROLL CALL

Mayor Tim O'Connor, Hannah Bazinet, Cody Schwegel, 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.

HEARING FROM THE PUBLIC

- Ordinance 760, Authorizing the City Administrator to Negotiate a Lease for City Owned Property with Craig Standlee (dba) CFI, LLC
- Ordinance 761, Authorizing the City Administrator to Negotiate a Lease for City Owned Property to the State of Alaska Department of Natural Resources

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

- Updated CTA Updated Public Notice Marijuana Retail License
- Appeals court allows Southeast Alaska king salmon fishery to open July 1st
- Southeast Alaska trollers, federal appeals reverses fishing closure- Alaskan Beacon
- Alaska Gov. Mike Dunleavy vetoes half of proposed funding increase for K-12 public schools- Alaska Beacon
- Major Victory for Southeast Alaska Trollers

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- **Ordinance 761 Authorizing the City Administrator to Negotiate a Lease for city owned property to the State of Alaska Department of Natural Resources**
- **Ordinance 760 Authorizing the City Administrator to Negotiate a lease for city owned property with Craig Standler (dba) CFI, LLC**

UNFINISHED BUSINESS

- Facility Repairs Memo

NEW BUSINESS

- Foraker Group- Employee Feedback Survey Discussion and Appropriation

- Clear.Gov 2023 – Budgeting Software
- Council Meeting Frequency

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 MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: May 24, 2023
RE: June Staff Report

1. FY23 End of Year and Supplemental Budget Process

Marva spent the week of June 12th in Craig working with Kimber and other staff members on a number of issues related to the end of year closeout process, the supplemental budget for FY23, sales tax, property tax and other issues.

Kimber and her staff are working on the FY23 Supplemental Budget which will reconcile spending and revenue adjustments that have been made throughout the fiscal year.

2. Delinquent Account Collection

Marva worked with staff to answer questions about various tax and delinquent account collections.

Staff has been tracking missing quarterly sales tax reports and has been working aggressively on collections for delinquent accounts. We filed our first small claims action on sales tax in several years and have additional accounts that we are working on for small claims or other litigation to collect. Rebecca has been working with Kimber, the municipal attorney and I on these issues. As Rebecca becomes more familiar with the small claims process she will assist other employees to file small claims on delinquent road maintenance fees, harbor fees, and sales tax accounts. I expect that there will be a large number of small claims actions filed as we catch up these delinquent accounts.

Marva is also assisting staff on catching up on property tax delinquencies and we expect to publish a list of delinquent accounts later this year and start the redemption period/foreclosure process for any accounts that remain delinquent after the mandated redemption periods.

It is important to keep in mind that staff has been working very hard throughout the past year to encourage delinquent accounts to get caught up or on payment plans. Any actions taken at this point are at the end of a long process of notices, communications with delinquent accounts and warnings.

3. 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.

4. Water Issues

We are continuing to work with USDA on some funding to pay for some emergency repairs and work on the water treatment plant that resulted in the boil water notice in March.

Public works received the new sludge valve and the nozzles for the fourth treatment train filter this month and installed these items and have all four treatment trains running. We are still having SCADA issues (currently a main router is down and being replaced) but all four treatment trains are operational.

We had one council member attend the tour of the water plant while the crew was removing the old media from train four. If you missed that tour but would like to go through the plant, contact Dave Nelson at 826-3406 directly to find time that works.

We are still limited on our water production capacity due to other bottlenecks in the treatment system. We are hoping that some of the emergency funding from USDA will help us identify the best way to increase production. Likely this will be some expansion of the chlorine contact chamber.

We are still working through the USDA process for the Emergency Community Water Assistance Grant (ECWAG), which is slow and complicated. We have an engineer working on a report of the overall failure that led to the boil water notice and another engineer reviewing the SCADA system impacts to the situation. Both of these engineers will be paid out of ECWAG funds when we can finalize the contract documents and grant agreement with USDA. We are currently waiting on responses from USDA on both the contract and application issues. Staff will continue to work on these.

In addition, we are monitoring the potential congressionally directed spending request by Senator Murkowski for improvement to the water treatment system. This funding will likely be in the neighborhood of \$2.5 million if approved and appropriated in the upcoming federal budget. It is likely that this funding will go through EPA in the form of a grant to the city. Based on discussions regarding a federal appropriation to upgrade lift stations in the current federal budget, we will likely have a 20% non-federal match to the \$2.5 million. These directed spending requests take a great deal of time and it is likely that we will be looking at this funding (if approved) sometime in late 2024. In conversations with public works employees it is likely that we will use some ECWAG funds and any congressionally directed funding for the water treatment system to make upgrades to the existing plant that will bring us to the point of being able to process about 400 or 450 gallons of treated water per minute. This will give us enough capacity year round for current needs (including summer demand). When we get to this treatment capacity we will likely start working on sections of the raw water line from the dam to the treatment plant. After we have made upgrades/replacement of the line and pressure reducing valves between the dam and the treatment plant we will likely start adding to our treatment capacity to get to 500 – 650 gallons per minute capacity. This will allow for continued expansion and growth. It is unlikely that the ECWAG and potential federal funding will get us to this point. Staff will continue to work on funding for the water treatment system over the next several years.

It is also likely that we will consider a DEC revolving loan fund application for water treatment to help with the non-federal share of the project.

5. Capital Projects

Staff is currently working on a number of funding requests or capital projects that are already funded. This includes:

- **Lift Station Replacement.** Approximately \$760,000 (\$950,000 requested) was approved in the current federal fiscal year for replacement of lift stations. This federal funding will go through EPA with a 20% non-federal match. We plan on replacing 1 – 3 aging sewer lift stations in our inventory. The lift stations that

need replaced/upgraded include the downtown lift station (high priority), Easy Street lift station, Crab Creek lift station and the Cannery property lift station. The two highest priorities for the project (likely funding limit) will probably be the downtown lift station (maintenance and safety issues) and the cannery property lift station. The cannery lift station was originally scheduled to be replaced as part of the harbor project, and we may still end up with some funding other than the EPA funding for the cannery site, but if no other funding is available it makes sense to replace this lift station to accommodate any other development on the cannery site. Staff is working on the grant application process to access these funds.

- **Wood Boiler Replacement.** We received a federal appropriation of about \$400,000 (\$800,000 requested) that will be funded through USDA Rural Development to replace the wood boiler used at the pool and middle/elementary school. This funding will require a 50% non-federal match of about \$400,000. It is likely that the project will cost more than \$800,000. Staff is continuing to work on the project and is meeting with the Southeast Conference Biomass Coordinator and the US Forest Service to plan the project out. It is likely that a new boiler would be able to utilize chips (like the current boiler) or pellets as they become more available. Staff is confident that they can get through another year with the existing boiler, but we need to have a replacement in place over the next couple of years to continue to use this resource. Currently we are waiting for USDA to route these funds into a grant program so we can start the application process.
- **Water Treatment Upgrades.** There is currently a \$2.5 million appropriation being submitted in congress for upgrades to the Craig water treatment system. See the Water Issues item in this report to see how those funds would be used. It is likely that this appropriation will be funded through EPA and will require that the city fund 20% (about \$500,000). See the discussion above about this item.
- **New Firehall.** We were recently notified that the appropriation request for the new firehall is being submitted for possible funding in the upcoming federal budget. We do not know what federal agency or grant program that this funding will be processed through. If the funding goes through USDA Rural Development we can expect a 20% - 50% match requirement on the \$5 million funding appropriation. We have 95% designs and specifications for the new firehall which will be located along Cold Storage Road west of the existing public works yard fence. We completed design in about 2015.
- **SCADA System.** We are still working on the State Revolving Loan Fund (SRF) application for the SCADA system upgrades. As a reminder, we are applying for a loan at a low interest rate through the State of Alaska to upgrade the computers and primary logic control panels of the SCADA system. This system tracks, controls and reports (or alarms) much of the water and wastewater system. It is likely that some discrepancies in the SCADA readings at the water tank contributed to the boil water notice in March. We will also likely do some repair/upgrade of the system related to the ECWAG funding that we are working on. The SRF for the SCADA system will forgive up to 50% of the loan amount, reducing the cost to the city. In the meantime, we are making improvements and repairs as necessary. Especially those items that may be eligible for reimbursement under the emergency funding from USDA.

- Wastewater Treatment Plan Roof. We are still working on the loan application through the SRF for \$400,000 to replace the roof at the wastewater treatment plan. This roof is in poor condition and needs replaced. Unlike the SCADA SRF loan, there is no loan forgiveness on this project. Both the SCADA loan and WWTP roof loans are being paid for out of increases to the water and wastewater rates effective in FY24.
- POWER Building Renovation/Repairs. Staff has posted a request for proposals to do about \$250,000 in renovations and repairs to the POWER building using funds from the state legislature appropriated last year. This funding will be used to complete some foundation stabilization, siding, window replacement, and other repairs as funding allows. This RFP process closes at the end of June. If we have a good proposal we will move forward this summer/fall with construction.
- Daycare Center Building. Staff replaced the windows and is continuing to work on restroom fixtures and other repairs to the daycare building. We had one council member attend the tour of the building on June 15th and identified several items that the city should likely provide some funding for. There is a separate memo in the July 6th packet regarding carpet and paint. It is likely that staff will also bring a request to the council to replace some major appliances in the kitchen and make repairs to cabinet drawers and doors. Staff will discuss funding sources with the council as these requests move forward.
- Webloft Roof. The FY24 budget includes \$150,000 for repair/replacement of the web loft roof. Staff will be working on putting out a design/build request for proposals in the next few weeks and intends to start work later this year. It is likely that we will replace the existing roof with metal panels in a neutral color.
- Annual Budget Capital Projects. In addition to these specific projects, staff is also working on a number of equipment and capital improvement projects funded through the city's general fund. For FY23 there is about \$1.3 million in capital projects approved. It is likely that not all of those will be completed and several have been carried over to the new year due to workload and other issues. The recently approved FY24 budget includes about \$1.25 million in capital projects across all departments. Departments are working to finish FY23 projects before the end of June and will start working on FY24 projects after July 1st.

This is not an exhaustive list but is a good representation of current capital projects being worked on across the city. It is likely that we will have to dedicate a significant amount of capital project funding and our state legislative appropriations requests to provide match funding for the federal appropriations over the next few years.

6. Employee Engagement Survey and Wage Analysis

Based on recent council input and requests we are working on a number of issues related to employees.

- We have received a proposal from the Foraker Group to conduct an employee engagement survey. We will work with Foraker to develop the survey and we will help get information out to all employees on how to complete the survey. Foraker will receive all of the responses and will maintain anonymity/confidentiality of the individual responses. Foraker will compile the results and provide a report of results to the city along with any recommendations

that they have as a result. This process will likely cost between \$7,500 and \$10,000. There is a separate item on the July 6th agenda to direct staff on how to proceed and to appropriate necessary funds if the council directs staff to move forward.

- The council asked for a wage survey or analysis to be performed for city wages compared to other communities. We have identified a couple of contractors who can perform this work, but as an Alaska Municipal League member we have access to an annual wage survey that AML does with its member communities in Alaska. It is important to note that it is not a direct comparison. The wage survey does not take all benefits or other costs/compensation into account, job titles/classifications are different in different communities, and there is no analysis of individual job descriptions to ensure that job title/classifications are the same. That being said, I have asked our staff to start compiling some data from the most recent survey to identify (as best we can):
 - The most similar job titles/classifications from other communities compared to our classifications and job titles.
 - The low, high, and average wage paid to these classifications in Alaska communities with populations of 1,000 – 5,000.

While it will not be perfect, this should give us enough insight to determine whether a more robust wage analysis is warranted. I expect that if we contract this service out we will likely pay a fee similar to or higher than the employee engagement survey for the wage analysis.

7. Joint Workshop With CTA Council

At the June 1, 2023 council meeting the council identified three council members (and an alternate) to meet with CTA. Subsequent to that meeting we identified potential dates and sent that list of dates to CTA. There has not been a response from CTA setting a date yet.

8. Meeting With Shaan Seet Inc.

The mayor and I met with Shaan Seet on June 14th to discuss the blind corner at 4th and Main Streets. At the conclusion of the meeting Shaan Seet agreed to modify the rock wall so that it meets the code requirement (and provides visibility at the intersection) and the city agreed to use the measurement that had least impact to the project (while still meeting the code requirements) and to not require Shaan Seet to remove any of the rebuilt rock wall that was placed on the right of way and not on Shaan Seet's property. The majority of the fill and rock wall on that property encroach onto the right of way but are considered a prior non-conforming use (grandfathered). The city is choosing not to take the grandfather rights away for that portion of the wall that was rebuilt as long as Shaan Seet makes the required modifications to the corner. Shaan Seet said they would make the changes to the corner within 30 days.

9. Craig Harbor Project

At the June 15th council meeting the council discussed direction for staff moving forward or stopping the current harbor project at the cannery site. By the end of the discussion the council had reached a consensus not to proceed with the General Reevaluation Report for the current project. The council directed staff work with the USACE on starting a new project, to include a public process for site selection, new feasibility study, and new design if a project moves

forward. The council also directed staff to begin working with the federal delegation to discuss the possibility of requiring the USACE to pay 100% of the feasibility and design costs.

I have reached out to the USACE Alaska District to discuss the process for starting a new project. Bruce Sexauer at the Alaska District has informed me that the USACE no longer does the reconnaissance study (site alternatives and selection) separate from the feasibility study. The current authorized process is to consider site selection and viability of a project as part of the feasibility study or general reevaluation report. Bruce told me that if the council wants to proceed with a new project that we should use the approved funding stream and start back to site selection as part of a general reevaluation report. Either process will require a 50% non-federal match to fund. Bruce also told me that we can still ask the federal delegation to propose congressional language putting 100% of the cost on the federal government.

I have also reached out to Steve Silver in Washington DC and asked him to start discussions with the delegation staff about the possibility and process to have the USACE fund 100% of study and design on a modified project given the results of the last project. Given the information from Bruce Sexauer I will ask Steve to proceed with a discussion about using the existing funding stream and putting the total cost onto the USACE. We will keep the council updated as this discussion progresses.

I have also asked our planner to consider some concept design work for the upland development to begin to move that process forward now that the harbor project is not likely to proceed. We will likely start by modifying the concept drawings that Corvus Design did for us over the past 24 months to start a discussion with the council. The first priority will likely be to identify roads and utilities so we can start the engineering/design and construction processes for those items which will be necessary regardless of any historical preservation/zoning or use discussions. We will provide information to the council for discussion and direction as this moves forward. It is important to note that with the likelihood of the harbor project being canceled, we did not provide funding for design work in the FY24 budget so these funds will have to be appropriated by the council as we move forward.

10. Workshop with Alaska Permanent Capital Management

We will be meeting with Blake Phillips from Alaska Permanent Capital Management on July 13th at 6:30 pm to discuss our endowment fund and capital reserve investments and performance. This meeting will be in a workshop setting and not part of a regular council meeting.

11. Staffing

- a. Public Works. We have interviewed two eligible candidates for the public works director position and have extended a job offer to one of the candidates. He has until July 6th to respond to the offer. In the meantime our Facilities Manager has asked us to consider a restructure of his department to move most of the department management responsibilities off of him and allow him to work seasonally (April – December of each year). We are currently looking at the possibility of having a single manager for both departments as long as there is a lead worker (foreman). We have taken this step on the public works side and could easily realign responsibilities to make this happen on the parks and facilities side. We will discuss this with the potential public works director and make a

decision after we have been able to look at personnel and responsibilities. We are currently looking at how to do this without adding positions this year working within the FY24 budget.

- b. EMS. Tsai submitted his resignation earlier this month effective June 30th. He has asked to continue running with Craig EMS as a volunteer. We have had some discussions about the balance of administrative and medical duties and have rewritten the job description to emphasize more of the administrative duties. The perfect candidate would be one that has strong administrative skills, but is also a credentialed EMT II or better, but that is a difficult position to fill. We have one interested candidate who fills both roles very well, but has not decided yet whether to apply for the position. If they apply, we will be able to fill the position fairly quickly. If they do not, we will continue to advertise the position through our regular channels.
- c. Other positions. We are still looking for a full time lifeguard/coach at the pool working with the swim club. They have had some interested parties, but no applications have been submitted to the city yet. We also have a number of positions that will start with the new fiscal year that are currently being advertised. Most departments are fully staffed.

12. Travel and Leave Schedule

I will be out of the office on personal leave June 26 – 30.

CITY OF CRAIG
MEMORANDUM

July 06, 2023

To: City Council

From: Kimber Mikulecky, Treasurer

Re: Monthly Report

The June monthly financials and APMC reports are included.

Marva came over for a week from June 12th-16th to go over the supplemental budget process, property foreclosures, and assist the rest of the staff as needed. As always, she is very helpful and gave me great advice on how to proceed with the supplemental budget.

We just ended Fiscal Year 2023. After I can complete the supplemental budget, I will be reaching out to our auditor to schedule a time for her to do our FY23 audit in a timely manner.

The girls downstairs have been brainstorming new ideas on how to upgrade the front office. They are interested in new counters, desks, employee mailboxes and the overall layout of the furniture in the front office. I am very impressed with Becca's design on paper and am excited to have it come to life. It will be very refreshing, more functional, and space efficient.

Paper timesheets have become a nuisance and are not designed in a way to properly track an employee's hours by earnings. Holiday pay and departments with many earning distributions are prime examples of why the paper timesheets are causing more problems than necessary. I reached out to Accufund and upgraded our number of employee portal licenses by another 50 users. This increased our annual cost by \$50 and will be well worth it until we are able to switch over to Caselle completely. By doing so, we are hoping to remove paper timesheets from our processes all together as much as possible.

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

City of Craig
Cash Balances
6/26/2023

General Fund

Deposit Clearing Account	39,863.56
Checking - First Bank	2,244,116.86
Checking - Wells Fargo	25,218.73
Petty Cash	356.60
Petty Cash-Harbors	165.29
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	204.95
Petty Cash- Library	150.00
Wells Fargo CD Saving Account	<u>1,876.87</u>
Total	<u>2,312,202.86</u>

Restricted Fund

Cares Fund Checking	432,087.78
Cash, Police Fund	11,706.76
Cash Evidence, Police	4,420.60
Cash, Police Federal Fund	11,944.78
Police Petty Cash	781.17
Cash Hatchery Salmon Derby	12,850.22
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	46,429.61
MM Invest Muni Land	433.73
Hatchery Saving Account	54,857.85
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>4,041,142.93</u>

Endowment

Cash Held Endowment	304,340.45
Fixed Inc. Investment Endowment	5,475,757.74
Accr. Int., Endowment	40,042.16
Equity Invest., Endowment	6,936,285.60
Unrealized Gain/Loss Endowment	(531,367.75)
Unrealized Gain/Loss Equity, Endowment	<u>(21,084,885.79)</u>
Total	<u>(8,859,827.59)</u>

Enterprise Fund

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

City of Craig
02a. Craig Gov Rev

June 26, 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	14,675	2,194,851	1,205,500	989,351	182
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	17,069	217,561	100,000	117,561	218
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	63,046	0	63,046	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	122,230	120,000	2,230	102
01 00.4065.00 000 Transient Room Tax	645	40,145	20,000	20,145	201
01 00.4080.00 000 Sales Tax Penalties	66	3,183	0	3,183	0
Total Local Taxes	32,455	3,334,278	2,814,680	519,598	118
01 00.4100.00 000 Property PILT Funding	0	308,529	300,000	8,529	103
01 00.4110.00 000 State Revenue Sharing	0	97,940	75,000	22,940	131
01 00.4111.00 000 Liquor Revenue Sharing	0	7,350	4,000	3,350	184
01 00.4112.00 000 Fish Bus Tax - DOR	0	231,825	75,000	156,825	309
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
Total State Revenue	0	645,644	456,000	189,644	142
01 00.4200.00 000 COVID 19 Response Revenue	0	0	75,000	(75,000)	0
01 00.4220.00 000 EMS Service Fees	954	38,537	50,000	(11,463)	77
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	14,526	42,264	50,000	(7,736)	85
01 00.4270.00 000 Library Fees	62	171	1,000	(829)	17
01 00.4275.00 000 Recreation Revenue	1,073	27,545	15,000	12,545	184
01 00.4280.00 000 Senior Card Fees	100	1,535	3,000	(1,465)	51
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	0	870	2,500	(1,630)	35
01 00.4644.00 000 Access Permit Fees	0	15,430	5,500	9,930	281
01 00.4645.00 000 Subdivision Fees	0	210	0	210	0
01 00.4646.00 000 PSN Road Maintenance	0	13,914	40,000	(26,086)	35
Total Permits & Fees	16,715	140,476	218,100	(77,624)	64
01 00.4300.00 000 Property Lease/Rentals	0	74,498	53,000	21,498	141
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
Total Local Revenue	0	74,498	54,000	20,498	138
01 00.4700.00 000 Police-Fines,Citation	0	10,543	10,000	543	105
01 00.4702.00 000 Drivers License Fees	0	215	0	215	0
01 00.4703.00 000 Motor Vehicle Commision	4,564	71,810	60,000	11,810	120
01 00.4704.00 000 Dog Licenses	0	20	0	20	0
01 00.4650.00 000 State Trooper Dispatch	0	6,250	7,200	(950)	87
01 00.4660.00 000 State Jail Contract Revenue	0	553,382	357,524	195,858	155
01 00.4665.00 000 Klawock Dispatch	1,250	49,914	53,088	(3,174)	94
01 00.4670.00 000 Forest Service Dispatch	0	0	3,000	(3,000)	0
Total Public Safety Funds	5,814	692,134	490,812	201,322	141
01 00.4820.00 000 Interest Income (A/R)	(11)	1,381	1,000	381	138
01 00.4900.00 000 Misc Revenue	277	17,230	5,000	12,230	345
01 00.4990.00 000 TRANS.FRM RESERVES BAL. BUDGET	0	895	0	895	0
Total Other Revenue	266	19,506	6,000	13,506	325

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City of Craig
02a. Craig Gov Rev

June 26, 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	\$ 55,250	\$ 4,906,536	\$ 4,039,592	\$ 866,944	\$ 121

City of Craig

Revenue and Expense YTD & Budget

June 26, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Administration				
Total Personnel Expenditures	342,632	0	335,041	342,632
Total Benefits Expenditures	142,303	0	157,542	142,303
Total Contract Expenditures	219,234	0	178,200	219,234
Total Travel & Expenditures	20,687	0	14,545	20,687
Total Materials Expenditures	18,740	0	11,625	18,740
Total Utilities Expenditures	31,274	0	20,370	31,274
Total Repairs & Maint Expenditures	5,562	0	4,760	5,562
Total Other Expenditures	56,117	0	53,639	56,117
Total Capital & Debt Expenditures	1,932	0	8,000	1,932
Total Expenditures	<u>\$ 838,481</u>	<u>\$ 0</u>	<u>\$ 783,722</u>	<u>\$ 838,481</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (838,481)</u>	<u>\$ 0</u>	<u>\$ (783,722)</u>	<u>\$ (838,481)</u>
Council				
Total Personnel Expenditures	15,714	0	20,124	15,714
Total Benefits Expenditures	1,920	0	6,864	1,920
Total Contract Expenditures	1,358	0	950	1,358
Total Travel & Expenditures	9,583	0	5,050	9,583
Total Materials Expenditures	575	0	1,000	575
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	10,744	0	10,428	10,744
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 39,894</u>	<u>\$ 0</u>	<u>\$ 44,416</u>	<u>\$ 39,894</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (39,894)</u>	<u>\$ 0</u>	<u>\$ (44,416)</u>	<u>\$ (39,894)</u>
Planning				
Total Revenues	\$ 11,878	\$ 0	\$ 0	\$ 11,878
Total Personnel Expenditures	50,705	0	41,915	50,705
Total Benefits Expenditures	22,422	0	26,132	22,422
Total Contract Expenditures	25,100	3,248	6,500	28,348
Total Travel & Expenditures	1,388	649	2,700	2,037
Total Materials Expenditures	50,872	(41,642)	1,000	9,230
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	119	0	500	119
Total Other Expenditures	1,171	0	1,742	1,171
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 151,777</u>	<u>\$ (37,745)</u>	<u>\$ 80,489</u>	<u>\$ 114,032</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (139,899)</u>	<u>\$ 37,745</u>	<u>\$ (80,489)</u>	<u>\$ (102,154)</u>
Parks & Facilities				
Total Personnel Expenditures	152,728	0	158,330	152,728
Total Benefits Expenditures	67,723	0	68,945	67,723
Total Contract Expenditures	8,145	400	7,500	8,545
Total Travel & Expenditures	0	0	0	0

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City of Craig

Revenue and Expense YTD & Budget

June 26, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Materials Expenditures	81,141	35,974	16,175	117,113
Total Utilities Expenditures	28,244	0	19,200	28,244
Total Repairs & Maint Expenditures	0	0	12,000	0
Total Other Expenditures	19,653	0	18,534	19,653
Total Capital & Debt Expenditures	<u>7,842</u>	<u>78,066</u>	<u>48,550</u>	<u>85,908</u>
Total Expenditures	<u>\$ 365,476</u>	<u>\$ 114,440</u>	<u>\$ 349,234</u>	<u>\$ 479,914</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (365,476)</u>	<u>\$ (114,440)</u>	<u>\$ (349,234)</u>	<u>\$ (479,914)</u>
Public Works				
Total Revenues	\$ 18,824	\$ 0	\$ 0	\$ 18,824
Total Personnel Expenditures	122,615	0	111,888	122,615
Total Benefits Expenditures	72,866	0	64,617	72,866
Total Contract Expenditures	12,511	0	720	12,511
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	95,835	3,126	74,825	98,961
Total Utilities Expenditures	19,805	0	18,925	19,805
Total Repairs & Maint Expenditures	70,281	6,693	53,200	76,973
Total Other Expenditures	28,645	0	16,049	28,645
Total Capital & Debt Expenditures	<u>75,899</u>	<u>4,585</u>	<u>111,774</u>	<u>80,484</u>
Total Expenditures	<u>\$ 498,457</u>	<u>\$ 14,404</u>	<u>\$ 451,998</u>	<u>\$ 512,860</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (479,633)</u>	<u>\$ (14,404)</u>	<u>\$ (451,998)</u>	<u>\$ (494,036)</u>
Police				
Total Personnel Expenditures	670,393	0	635,955	670,393
Total Benefits Expenditures	333,129	0	357,833	333,129
Total Contract Expenditures	26,356	0	26,931	26,356
Total Travel & Expenditures	9,463	433	5,000	9,896
Total Materials Expenditures	87,829	8,443	60,000	96,273
Total Utilities Expenditures	18,570	0	27,111	18,570
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	54,459	2,623	56,008	57,081
Total Capital & Debt Expenditures	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>
Total Expenditures	<u>\$ 1,201,199</u>	<u>\$ 11,499</u>	<u>\$ 1,170,838</u>	<u>\$ 1,212,698</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (1,201,199)</u>	<u>\$ (11,499)</u>	<u>\$ (1,170,838)</u>	<u>\$ (1,212,698)</u>
EMS				
Total Personnel Expenditures	170,699	0	202,467	170,699
Total Benefits Expenditures	72,876	0	69,165	72,876
Total Contract Expenditures	6,608	464	4,900	7,072
Total Travel & Expenditures	1,468	0	8,200	1,468
Total Materials Expenditures	10,051	0	13,450	10,051
Total Utilities Expenditures	8,750	0	8,600	8,750
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	11,099	0	10,077	11,099
Total Capital & Debt Expenditures	<u>19,577</u>	<u>147</u>	<u>30,000</u>	<u>19,724</u>
Total Expenditures	<u>\$ 301,128</u>	<u>\$ 611</u>	<u>\$ 346,859</u>	<u>\$ 301,739</u>

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City of Craig

Revenue and Expense YTD & Budget
June 26, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	\$ (301,128)	\$ (611)	\$ (346,859)	\$ (301,739)
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	1,076	0	4,186	1,076
Total Contract Expenditures	5,100	0	5,400	5,100
Total Travel & Expenditures	0	0	2,500	0
Total Materials Expenditures	2,410	1,502	2,300	3,912
Total Utilities Expenditures	5,950	0	5,425	5,950
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	4,527	0	5,954	4,527
Total Capital & Debt Expenditures	0	0	5,000	0
Total Expenditures	\$ 19,063	\$ 1,502	\$ 31,765	\$ 20,565
Excess Revenue Over (Under) Expenditures	\$ (19,063)	\$ (1,502)	\$ (31,765)	\$ (20,565)
Library				
Total Revenues	\$ 53,807	\$ 0	\$ 0	\$ 53,807
Total Personnel Expenditures	80,063	0	76,341	80,063
Total Benefits Expenditures	18,014	0	15,242	18,014
Total Contract Expenditures	1,200	2,491	2,650	3,691
Total Travel & Expenditures	264	0	1,000	264
Total Materials Expenditures	53,273	1,480	11,884	54,753
Total Utilities Expenditures	7,102	0	11,100	7,102
Total Repairs & Maint Expenditures	526	0	500	526
Total Other Expenditures	3,184	0	2,770	3,184
Total Capital & Debt Expenditures	1,015	1,325	2,860	2,340
Total Expenditures	\$ 164,641	\$ 5,296	\$ 124,347	\$ 169,937
Excess Revenue Over (Under) Expenditures	\$ (110,834)	\$ (5,296)	\$ (124,347)	\$ (116,130)
Recreation				
Total Revenues	\$ 12,853	\$ 0	\$ 0	\$ 12,853
Total Personnel Expenditures	70,392	0	82,055	70,392
Total Benefits Expenditures	35,128	0	43,963	35,128
Total Contract Expenditures	1,447	0	1,500	1,447
Total Travel & Expenditures	200	0	0	200
Total Materials Expenditures	1,941	0	2,525	1,941
Total Utilities Expenditures	13,811	0	19,625	13,811
Total Repairs & Maint Expenditures	2,160	0	2,100	2,160
Total Other Expenditures	19,586	0	6,239	19,586
Total Capital & Debt Expenditures	2,282	0	4,000	2,282
Total Expenditures	\$ 146,947	\$ 0	\$ 162,007	\$ 146,947
Excess Revenue Over (Under) Expenditures	\$ (134,094)	\$ 0	\$ (162,007)	\$ (134,094)
Aquatic Center				

City of Craig

Revenue and Expense YTD & Budget

June 26, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Personnel Expenditures	106,639	0	162,472	106,639
Total Benefits Expenditures	67,291	0	115,484	67,291
Total Contract Expenditures	406	0	4,040	406
Total Travel & Expenditures	4,097	0	5,670	4,097
Total Materials Expenditures	16,896	695	23,420	17,590
Total Utilities Expenditures	148,633	0	138,650	148,633
Total Repairs & Maint Expenditures	6,017	345	9,250	6,362
Total Other Expenditures	18,169	0	20,012	18,169
Total Capital & Debt Expenditures	148,076	14,949	157,738	163,026
Total Expenditures	<u>\$ 516,224</u>	<u>\$ 15,989</u>	<u>\$ 636,736</u>	<u>\$ 532,213</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (516,224)</u>	<u>\$ (15,989)</u>	<u>\$ (636,736)</u>	<u>\$ (532,213)</u>
Sewer				
Total Revenues	\$ 245,165	\$ 0	\$ 0	\$ 245,165
Total Personnel Expenditures	117,109	0	137,550	117,109
Total Benefits Expenditures	53,085	0	63,163	53,085
Total Contract Expenditures	7,552	165	7,800	7,716
Total Travel & Expenditures	1,244	1,000	2,280	2,244
Total Materials Expenditures	7,991	1,076	8,350	9,067
Total Utilities Expenditures	55,825	1,392	51,700	57,217
Total Repairs & Maint Expenditures	9,899	208	4,000	10,108
Total Other Expenditures	21,349	0	26,262	21,349
Total Capital & Debt Expenditures	48,555	0	379,445	48,555
Total Expenditures	<u>\$ 322,609</u>	<u>\$ 3,841</u>	<u>\$ 680,550</u>	<u>\$ 326,450</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (77,444)</u>	<u>\$ (3,841)</u>	<u>\$ (680,550)</u>	<u>\$ (81,285)</u>
Water				
Total Revenues	\$ 288,332	\$ 0	\$ 0	\$ 288,332
Total Personnel Expenditures	160,666	0	199,528	160,666
Total Benefits Expenditures	76,553	0	92,026	76,553
Total Contract Expenditures	17,264	1,281	10,000	18,545
Total Travel & Expenditures	4,345	1,198	4,935	5,544
Total Materials Expenditures	105,944	13,599	69,900	119,543
Total Utilities Expenditures	40,958	0	57,400	40,958
Total Repairs & Maint Expenditures	48,138	16,202	30,000	64,340
Total Other Expenditures	5,665	0	18,345	5,665
Total Capital & Debt Expenditures	89,736	(1,680)	83,208	88,055
Total Expenditures	<u>\$ 549,269</u>	<u>\$ 30,600</u>	<u>\$ 565,342</u>	<u>\$ 579,869</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (260,937)</u>	<u>\$ (30,600)</u>	<u>\$ (565,342)</u>	<u>\$ (291,537)</u>
Garbage				
Total Revenues	\$ 337,637	\$ 0	\$ 0	\$ 337,637
Total Personnel Expenditures	45,847	0	50,543	45,847
Total Benefits Expenditures	21,038	0	17,731	21,038
Total Contract Expenditures	166,871	0	239,500	166,871

City of Craig

Revenue and Expense YTD & Budget

June 26, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	15,318	0	9,475	15,318
Total Utilities Expenditures	271	0	500	271
Total Repairs & Maint Expenditures	5,000	0	5,000	5,000
Total Other Expenditures	5,651	0	5,802	5,651
Total Capital & Debt Expenditures	31,765	0	55,831	31,765
Total Expenditures	<u>\$ 291,761</u>	<u>\$ 0</u>	<u>\$ 384,382</u>	<u>\$ 291,761</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 45,876</u>	<u>\$ 0</u>	<u>\$ (384,382)</u>	<u>\$ 45,876</u>

Harbor

Total Revenues	\$ 274,424	\$ 0	\$ 0	\$ 274,424
Total Personnel Expenditures	129,730	0	166,081	129,730
Total Benefits Expenditures	94,142	0	105,024	94,142
Total Contract Expenditures	0	0	1,200	0
Total Travel & Expenditures	2,781	350	2,500	3,131
Total Materials Expenditures	25,859	1,349	29,925	27,209
Total Utilities Expenditures	48,846	0	45,492	48,846
Total Repairs & Maint Expenditures	7,959	1,290	4,000	9,249
Total Other Expenditures	30,578	0	26,619	30,578
Total Capital & Debt Expenditures	106,552	30,905	196,250	137,457
Total Expenditures	<u>\$ 446,447</u>	<u>\$ 33,894</u>	<u>\$ 577,091</u>	<u>\$ 480,342</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (172,023)</u>	<u>\$ (33,894)</u>	<u>\$ (577,091)</u>	<u>\$ (205,918)</u>

JTB Industrail Park

Total Revenues	\$ 672,741	\$ 0	\$ 0	\$ 672,741
Total Personnel Expenditures	126,429	0	97,407	126,429
Total Benefits Expenditures	48,646	0	39,183	48,646
Total Contract Expenditures	358	0	2,200	358
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	8,467	807	22,225	9,274
Total Utilities Expenditures	49,790	0	50,100	49,790
Total Repairs & Maint Expenditures	20,276	1,558	12,500	21,835
Total Other Expenditures	20,848	0	21,081	20,848
Total Capital & Debt Expenditures	150,498	9,957	168,400	160,453
Total Expenditures	<u>\$ 425,312</u>	<u>\$ 12,322</u>	<u>\$ 413,096</u>	<u>\$ 437,633</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 247,429</u>	<u>\$ (12,322)</u>	<u>\$ (413,096)</u>	<u>\$ 235,108</u>

Ward Cove Cannery

Total Revenues	\$ 2,753	\$ 0	\$ 0	\$ 2,753
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	36	0	0	36
Total Utilities Expenditures	3,354	0	2,800	3,354

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City of Craig

Revenue and Expense YTD & Budget

June 26, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Repairs & Maint Expenditures	152	0	0	152
Total Other Expenditures	2,725	0	2,732	2,725
Total Capital & Debt Expenditures	15,961	0	76,750	15,961
Total Expenditures	<u>\$ 22,228</u>	<u>\$ 0</u>	<u>\$ 82,282</u>	<u>\$ 22,228</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (19,475)</u>	<u>\$ 0</u>	<u>\$ (82,282)</u>	<u>\$ (19,475)</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 Revenues	\$ 485,771	\$ 0	\$ 0	\$ 485,771
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	1,048,056	0	0	1,048,056
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 1,048,056</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,048,056</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (562,285)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (562,285)</u>
Other Fund Sources	(350,660)	0	0	(350,660)
Other Funding Sources/Outflows	(350,660)	0	0	(350,660)
GF Revenue				
Total Revenues	\$ 4,906,536	\$ 0	\$ 4,039,592	\$ 4,906,536
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

City of Craig

Revenue and Expense YTD & Budget

June 26, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Excess Revenue Over (Under) Expenditures	\$ 4,906,536	\$ 0	\$ 4,039,592	\$ 4,906,536
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	\$ 0	\$ 0	\$ 0	\$ 0
Excess Revenue Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Other Fund Sources	724	0	0	724
Other Funding Sources/Outflows	724	0	0	724

CITY OF CRAIG - PERMANENT FUND

Account Statement - Period Ending May 31, 2023



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

ACCOUNT ACTIVITY

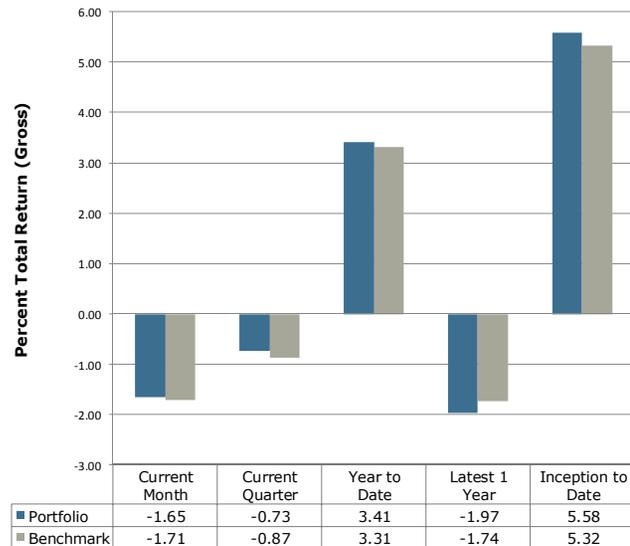
Portfolio Value on 04-30-23	15,167,101
Contributions	0
Withdrawals	-7,014
Change in Market Value	-261,058
Interest	10,394
Dividends	0
Portfolio Value on 05-31-23	14,909,423

MANAGEMENT TEAM

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

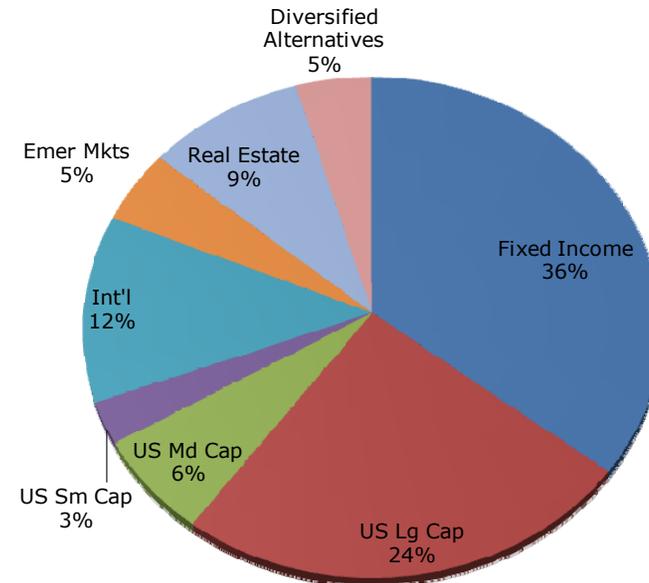
INVESTMENT PERFORMANCE

Current Account Benchmark:
Equity Blend



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



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

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CITY OF CRAIG - CAPITAL RESERVES

Account Statement - Period Ending May 31, 2023



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

ACCOUNT ACTIVITY

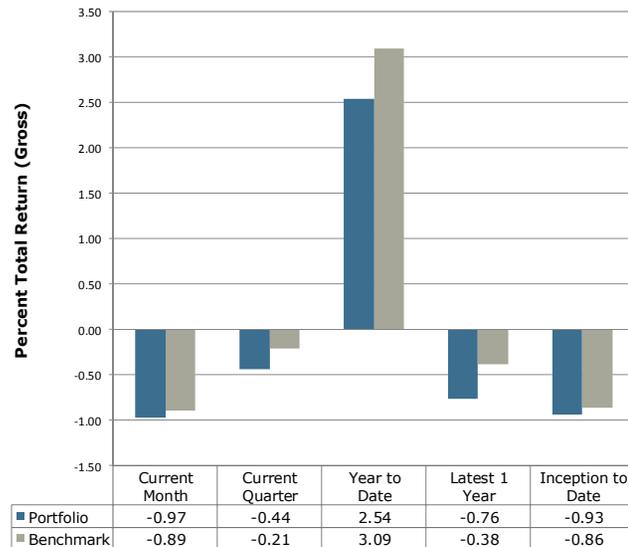
Portfolio Value on 04-30-23	2,283,541
Contributions	485,771
Withdrawals	-486,829
Change in Market Value	-26,782
Interest	15
Dividends	3,408
Portfolio Value on 05-31-23	2,259,124

MANAGEMENT TEAM

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

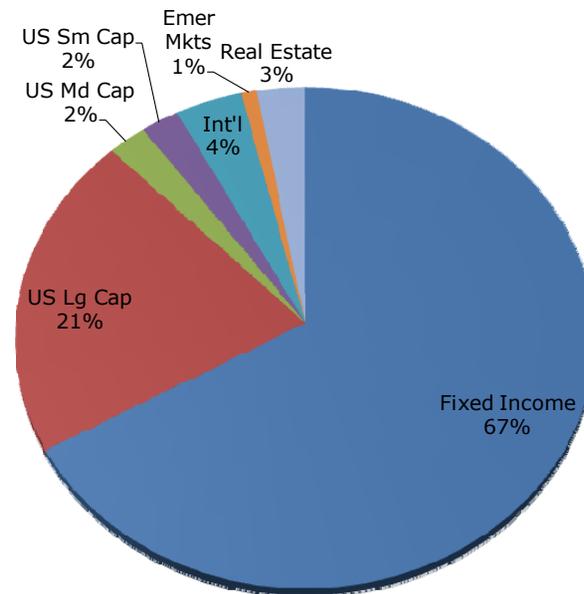
INVESTMENT PERFORMANCE

Current Account Benchmark:
Equity Blend



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



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

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June 27, 2023

To: Craig City Council

From Kecia Weatherwax, City Clerk

June Staff Report

- I attended the Northwest Clerk's Institute at the University of Puget Sound June 10- 17, 2023. I have attached my Certificate of Completion. I attended PDII because the first one was closed. I will get my registration earlier this year. Oregon, Alaska and Washington all attended on campus, and I was able to meet a lot of other people who are doing different duties for their organization. I was able to network and make a lot of contacts for when I need advice or guidance on different situations. The topics we covered were: Supervisory Management, Taking Care of Yourself, Records Retention, Advanced Records Retention, Budgeting and Financial Management, The Good, the Bad and the Ugly Meetings, Different Leadership Roles and I wrote a plan on how to implement my training in the workplace.
- I have renewed the PREMIERA Blue Cross Medical and have communicated with representatives from Sound Benefit, Blue Cross and Colonial Life. I advertised a flyer to our department heads heads to share with their employees. I went though and counted how many of our employees are eligible for Medicare.
- I submitted meeting minutes for a report that is due Iura, the Local Government Specialist by June 30, 2023, which is the deadline.
- I processed three new hires and am dealing with the ones who terminate as soon as I am notified and enter it into accufund.
- I went in and altered the timeline and dates on the Municipal countdown to the October Election. 90 days, 65 days,30 days. So I will know what I need to do and be prepared.
- I deal with department heads and their requests daily as they come to me and ask. I try and get back to them promptly and if I don't know the answer I find out and get back to them.
- I process burial requests.

Certificate of Completion

This is to certify that

Kecia Weatherwax

Craig, Alaska

Has successfully completed

Northwest Clerks Institute, Professional Development Two

Conducted by

Washington State University

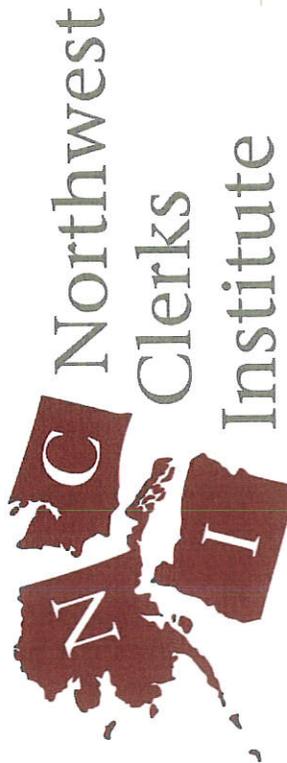


June 30, 2023 (40 CMC Hours)

Joann Tilton

Joann Tilton, Northwest Clerks Institute Director

Date



CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Samantha Wilson, City Planner
Date: June 27, 2023
RE: Planning Department Staff Report – July 2023

1. POWER State Grant:
 - a. Request For proposals posted

2. Cemetery Updates:
 - a. Continued conversation with Chris Piburn to put in Cemetery markers in new grave space

3. Access Permits: Updating and initiating new access permits
 - a. Public Health Network – Gathering at Cannery Point
 - b. Kathy Peavey – Booth
 - c. Cedar Houser – Knapping Class
 - d. Stephanie Jurries – Gale Force Gardens

4. Leases:
 - a. Craig Standlee Lease of Lot 7, JT Brown Drive
 - b. Alaska Department of Natural Resources Craig City Dock

5. Building Permits:
 - a. Robert Anderson: new single-family home and attached boat garage on Lot 4A, Block 28, USS 1430.

6. Planning Commission
 - a. Resolution 617-23PC – CUP Patrick and Judith Murphy: Accessory Building on Lot without an Established Use Lot 5A, Tract 6, Salmonberry/Murphy Subdivision

 - b. Resolution 618-23PC – Replat Robert and Jeanne Anderson: Final plat approval for Lot 4A, Block 28, USS 1430 and Tract C-1, USS 1430.

7. City Council Recording on YouTube
 - a. Learned how to post audio recordings on YouTube
 - b. Created a white sheet on how to post recordings of City Council meetings

8. Craig Library Expansion
 - a. Website Posting Draft
 - b. Public survey development

9. PAWS/GOOD Fix Spay/Neuter Clinic: I took a week off to help host the spay/neuter clinic From June 19th-23rd.



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: June 27, 2023

RE: July staff report

Harbor department report July 2023

- More boat stands have been ordered for the boat yard. They are currently being shipped to AML in Seattle. We have ordered a total of 16 stands.
- We have installed the new coin operated shower equipment in the men's restroom. We are waiting for a few parts to arrive to finish the install in the Women's. The new coin acceptors are very simple and reliable. Harbor shower users will not have to deal with jammed up coin machines anymore.
- Daniel Jackson our seasonal Ice House operator is back and working his regular summer schedule at this time. It is always great to have him back running the Ice House. We have assisted him this year with the Ice House clean out and maintenance. Everything is running good this year.
- The new evaporator for the ice bin has finally arrived to Seattle, and has been forwarded here via AML. We will work on getting it installed this Fall.
- Four finger floats are now built. Harbor staff will install the fingers as soon as we have time and a support vessel available.
- Attached are the minutes from our June 2nd Harbor Advisory Committee meeting.



Craig Harbor Advisory Committee Meeting Minutes

Friday, June 2, 2023 3:30 pm
Craig City Council Chambers

CALL TO ORDER

The meeting was called to order at 3:34 pm by Chairperson Doug Rhodes

ROLL CALL

Members present: Ralph Mackie, Pat Tyner, Michael Kampnich, Steven Peavey, Doug Rhodes

Members Absent: None

Staff present: Hans Hjort, Shannon Isaacs, Brian Templin

APPROVE MINUTES FROM LAST MEETING:

MSA Ralph/Pat to approves minutes from the December 8th, 2022 and March 2nd, 2023 meetings as written.

HEARING FROM THE PUBLIC

No public comments at this time.

REPORTS FROM STAFF

1. Brian Templin, City Administrator

-Brian updated everyone on the new harbor project. Due to the expressed concern from the Tribe, the Army Corps of Engineers has proceeded with an updated report that halted progress with grounds to back track the project into phase 1. To Brian's understanding, the council doesn't want to start over with this project. At this time, it would take a federal ruling to turn over the results given from the Army Corp. and the administration hasn't decided to lead that direction yet. If the council decided to continue this project in phase 1, the estimated timeline would be roughly 8 years with the adopted design we already have. There was previous conversation about a landing barge prior to the new harbor project and Brian stated it was an option along with just updating the 2 existing piers in the area, to add additional space to elevate rafting and overcrowding issues from the

docks. New funding sources would need to be found but as of right now the council will need to decide what direction they will move forward with.

2. Hans Hjort, Harbormaster

-Hans informed the Committee that Daniel Jackson is coming back this summer, but due to the closure of the King fishery, his start date will be later with SPC. The harbor department will assist with the loss of wages during that time acquiring Mr. Jackson as an employee, assisting the existing crew as well as ice appointments in June.

-Hans commented on ordering a new evaporator for the icehouse back in January but the delay is due to back order.

-Hans mentioned that Western Dock & Bridge has an abundance of local projects in Ketchikan and they seem to be unable at this time. So, he will be in contact with the outfit in Petersburg in the near future about the broken pilings.

-Hans updated the Committee that we have the four 40ft size finger floats built. With the assistance of Karl Demmert and Randy Johnson the project will be completed in a timely matter.

-Hans mentioned new boat stand have been ordered and are currently being shipped.

-Hans stated that the tires for the haul out trailer are ready but it is an inconvenient time of year to do a change out, in case something goes awry.

-Hans mentioned that someone purchased Richard Klein's business and he's hoping to build a container storage building with an access opened to the boat yard as well as an extension of the boat yard area.

-City Dock update: Tongass Electric upgraded the electrical system and resolved some problems that were discovered by AP&T recently.

-Hans noted he's been looking into new dock carts. Unfortunately, has been unable to make any progress with the example carts from Kake, but an outfit in Ketchikan can make dock cart and he's inquiring a quote.

-Hans mentioned having someone with a drone take pictures of the breakwater storage to appropriate owners to their items and areas to confirm correct pricing.

READING OF CORRESPONDENCE

None received

OLD BUSINESS

1. Vacant seat: it is still open; reminder that the person has to live in Craig City limits and need to make a formal letter to the Mayor.

NEW BUSINESS

1. North Cove grid maintenance issues.

It is very muddy under the NC grid. Mike Kampnich stated that in the past he's added more rock that will last a few years but he suggested getting rid of the mud.

2. Discuss Craig Municipal Code 4.20.090 Loss of assigned reserved moorage.

The code states that assigned that have been assigned and the holder is not in the slip for at least four months each assignment period, then the reserved space is forfeit. The Committee discussed the seasons of different fisheries and came to a conclusion of changing the timeframe to 3 months and keep the statement allowing the harbormaster to use discretion. Pat stated to target those that need to be directed forfeit but understand situations with discretion.

NEXT MEETING

The next meeting is scheduled for September 7, 2023 at 3:30 pm.

ADJOURNMENT

MSA Pat/Doug to adjourn. Meeting adjourned at 5:05 pm.

05/22/23-06/26/23

Patron Visits: 803

Circulation: 3,065

Alaska Digital Library: 140

Computer Usage: 88

Wi-Fi Usage: 209 unique visitors, 628 total visits

Programs: Craig Public Library Story Time (35 Children)

Summer Program:

120 people signed up for the Summer Reading Program

Teen Computer Gaming 24

Free Items 422 (Victoria)

Inter-Library Loans: 78

Volunteer Hours: 55 hours

New-

- ✓ Put together 20 bags/80 items for summer reading bags for take home month of July.
- ✓ Library Survey
- ✓ Had 2 craft weeks at the library.
- ✓ Started programming on Mondays for the summer.

Project-

- Summer Reading Program- Over 120 people signed up for the programs.
- Working on J books.
- Working with MRV- Zane Jones
- Processing books.
- ALA Grant' \$10,000



Date: 06/26/2023
To: Honorable Tim O'Connor, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / June 2023 *RJ Ely*

ACTIVITY

Activity from May 24, 2023 through June 25, 2023 the Dispatch Center took the following amount of calls for service.

Craig	838
Klawock	125
AST	3

DEPARTMENT OF MOTOR VEHICLES

Currently working with EMS on filling the DMV / EMS Admin Position. Interviews are taking place and hope to have position filled soon.

DISPATCHER(S)

Fully Staffed

OFFICER(S)

Cole Connelly accepted the CEO Position and has started training.

Ofc. Josh Connolly has accepted a position with AST / Alaska State Troopers and will be leaving in July.

OTHER

Ofc. Dustin Connolly completed 2 weeks of assisted training with new officers at Police Academy in Sitka. He overall eval from Staff and new officers was excellent.

I moved Ofc. R LaRue from the Police Academy this July and he is now set to attend the academy in January 2024. With Ofc. Josh Connolly leaving sooner than anticipated, not wanting to leave PD shorthanded with certified officers, is why I moved his academy date.

Klawock's has hired another police officer, who starts 06/26/2023. Craig PD did cover Klawock for almost 5 days, while their Police Chief was off island. This was contractual and didn't short Craig for these few days.

Public Works Report June 2023

Streets & Drainage:

- a. Street Sweeping as time and weather allows
- b. Keeping culverts and catch basins clear and flowing
- c. Continuing to keep fire hydrants cleared of grass and weeds
- d. Pot holes filled at float plane dock

Sewer:

- a. Monthly Sludge processing
- b. Monthly sampling
- c. Dealing with weekly failing Lift stations
- d. Maintenance of grounds (weed eating and brush clearing)
- e. Received new updated modem for SCADA system

Water:

- a. Monthly and quarterly sampling
- b. Train 3 has new desludge valve installed and is online
- c. Train 4 has new nozzles and new media and is also online
- d. Monthly data reported to DEC
- e. Monthly reports to DNR
- f. Received new updated modem for SCADA system

Solid Waste:

- a. Working to get the route sheets updated completely and then they will be generated by the billing clerk in the near future.
- b. Island Repair has ordered more parts for sideload truck to hopefully resolve the continuing issues.
- d. Adding summer receptacles as requested
- e. Dumping harbors twice every garbage day and at least once the weekend

f. Continuing training for Brian on solid waste regular maintenance

Projects:

a. Getting Water Treatment Plant up and running to its full capacity

Routine operations:

a. Monthly meter reads and rereads

b. Burn pit maintenance once or twice a week

c. City shop facility grounds and RV station keeping

d. Public Works equipment repairs as needed

e. Weekly safety meetings

f. Continuing training for Sam on normal PW operations

Administrative:

a. Implemented new procedure for electronic distribution of documents to city hall personnel

RECREATION SUMMARY FOR COUNCIL MEETING

7/6/23

Whats going on with recreation?

In the past month

- organized duck selling, hero raffle ticket selling, 4th of July volunteers and planning
- visited Petro and black bear twice a week to update leader boards and collect tickets.
- went on a 2-week vacation with family in town so not a lot of new things during this period
 - hired a new worker, full-time, kimejoe
 - got new garden baskets out
 - 4th trailer repaired
 - replaced rollerblades
 - rebuilt 4th of July games
 - updated city website

In the next month

- making a recreation advisory board
 - July 15th swap meet
 - July soccer begins
 - Salmon derby social planning
- donation collection for salmon derby social begins
- ordering new playground equipment for outside gym
- repainting and pressure washing outside of youth center
 - building new playground equipment
 - getting in new wrestling mats
 - self-defense classes
- getting 4th of July financials organized and reorganizing trailer after the event
 - planning calendar for next year
 - planning new events
- making a new schedule fit to employees availability

I'm taking a break from pool drop ins and management until I get the full-time employee in July. I will be training her for a month then will dive back into having more of a presence over there. The pool is still looking for a full-time swim coach and part time worker. They will be closed down for routine maintenance most of July.

Staff Report –June 2023

To: Craig Mayor and City Council

From: Douglas Ward

Current Projects Underway:

- 1 Craig Child Care building repairs and preparations for occupancy.
- 2 Little League Ballfield building removal.
- 3 Aquatic center HVAC control system component failure.
- 4 Design and install new flower pots at ballfield entrance.
- 5 Install cornhole game at ballfield.
- 6 Fire suppression system repairs at Medical Center.

COMPLETED ITEMS

- Ball field clean up and prep for 4th of July.
- Columbarium purchase.
- Weekly mowing.
- Lawncare equipment maintenance.

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

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



Public Notice

Application for Marijuana Establishment License

License Number: 34761

License Status: Initiated

License Type: Retail Marijuana Store

Doing Business As: 420 Green Street

Business License Number: 2168530

Email Address: clintoncooks@craigtribe.org

Latitude, Longitude: 55.477180, -133.151000

Physical Address: 505 Front Street
Craig, AK 99921
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10001670

Alaska Entity Name: Craig Tribal Association

Phone Number: 907-401-0391

Email Address: clintoncooks@craigtribe.org

Mailing Address: PO Box 828
Craig, AK 99921
UNITED STATES

Entity Official #1

Type: Individual

Name: Clinton Cook SR

Phone Number: 907-401-0391

Email Address: clintoncooks@craigtribe.org

Mailing Address: PO Box 828
Craig, AK 99921
UNITED STATES

Entity Official #2

Type: Individual

Name: June Durgan

Phone Number: 907-401-0391

Email Address: clintoncooks@craigtribe.org

Mailing Address: PO Box 828
Craig, AK 99921
UNITED STATES

Entity Official #3

Type: Individual

Name: Alberta Schoonover

Phone Number: 907-401-0391

Email Address: clintoncooks@craigtribe.org

Mailing Address: PO Box 828
Craig, AK 99921
UNITED STATES

Entity Official #4

Type: Individual

Name: Michael Douville

Phone Number: 907-401-0391

Email Address: clintoncooks@craigtribe.org

Mailing Address: PO Box 828
Craig, AK 99921
UNITED STATES

Entity Official #5

Type: Individual

Name: Emmet Benolken

Phone Number: 907-401-0391

Email Address: clintoncooks@craigtribe.org

Mailing Address: PO Box 828
Craig, AK 99921
UNITED STATES

Entity Official #6

Type: Individual

Name: Fred Hamilton JR

Phone Number: 907-401-0391

Email Address: clintoncooks@craigtribe.org

Mailing Address: PO Box 828
Craig, AK 99921
UNITED STATES

Entity Official #7

Type: Individual

Name: Kellie Ebbighausen

Phone Number: 907-401-0391

Email Address: clintoncooks@craigtribe.org

Mailing Address: PO Box 828
Craig, AK 99921
UNITED STATES

Note: No affiliates entered for this license.

Interested persons may object to the application by submitting a written statement of reasons for the objection to their local government, the applicant, and the Alcohol & Marijuana Control Office (AMCO) not later than 30 days after the director has determined the application to be complete and has given written notice to the local government. Once an application is determined to be complete, the objection deadline and application information will be posted on AMCO's website at

<https://www.commerce.alaska.gov/web/amco>. Objections should be sent to AMCO at marijuana.licensing@alaska.gov or to 550 W 7th Ave, Suite 1600, Anchorage, AK 99501.

POSTING DATE _____

Appeals court allows Southeast Alaska king salmon fishery to open 1 July

By Nathan Strout

The king salmon troll fishery in Southeast Alaska will be allowed to open in just over a week after the U.S. Court of Appeals for the Ninth Circuit paused a district court ruling that threatened to keep the fishery closed this summer and winter.

“This has been an extremely challenging time for all of us,” Alaska Trollers Association (ATA) Executive Director Amy Daugherty said. “But thankfully, with the state’s help and the tribes recent declarations and our delegation, we have alerted the court to the disastrous consequences of a summer in [Southeast Alaska] without trolling.”

The decision comes just days before the fishery is set to open on 1 July. The appeals court panel ruled 21 June that Judge Richard Jones from the Western District Court of Washington was mistaken when he vacated portions of a 2019 Southeast Alaska biological opinion that allowed for commercial chinook salmon trolling in the region, even if the document was flawed. The court added that the State of Alaska and ATA had shown that the impact of the closure on the commercial fishing industry likely outweighs the “speculative environmental threats” of keeping the fishery open while the biological opinion is fixed.

“A flawed agency rule does not need to be vacated upon remand and instead may be left in place when equity demands,” the panel wrote.

“We are grateful for the 9th circuit recognizing the overwhelming impacts that the district court’s ruling would have on the residents of Southeast Alaska,” ATA attorney Doug Steding said.

NOAA Fisheries has been working to correct the 2019 Southeast Alaska biological opinion since Jones' 2 May ruling.

The challenge to the commercial king salmon troll fishery began in 2020 when the environmental nonprofit Wild Fish Conservancy sued NOAA Fisheries. The group claimed the 2019 Southeast Alaska biological opinion used to justify the commercial harvest relied on uncertain information, and commercial fishing is depriving southern resident killer whales of their prey, leading to starvation and population decline. There are estimated to be just 73 of the endangered marine mammals left.

The district court ruled in WFC’s favor in 2021, agreeing that the biological opinion was flawed. WFC then asked the court for a temporary restraining order to vacate the portions of the document that

supported the king salmon troll fishery. [Judge Jones again found in WFC's favor](#), vacating those portions and remanding the biological opinion back to NOAA Fisheries to be corrected. That action effectively closed the troll fishery before the summer season even began.

WFC hailed the decision as a major victory for killer whale recovery, while industry groups insisted that [the ruling would not actually help wild orcas](#).

“As a wild salmon-focused environmental organization, SalmonState condemns the Wild Fish Conservancy’s misguided, irresponsible litigation – which in all probability won’t save a single endangered killer whale, but will ruin the livelihoods of thousands of Southeast Alaska’s most committed, long-term conservationists and wild salmon allies,” SalmonState Executive Director Tim Bristol said. “This is an abuse of the Endangered Species Act by out-of-touch, ideological, serial litigants.”

The ruling [kicked off a flurry of legal filings](#) as the state and ATA looked to the Ninth Circuit Court of Appeals for relief. The groups filed a motion to stay the lower court’s decision to vacate portions of the biological opinion, which was ultimately granted on 21 June.

“The Ninth Circuit got it right when it found that Alaska’s fishing interests outweighed the 'speculative environmental threats,’” Governor Mike Dunleavy said. “The ruling comes just in time so that our commercial troll fishers in Southeast have a season. And we are grateful for it.”

However, the battle may be continuing on another front. Earlier this month, WFC informed the State of Alaska that it plans to petition NOAA Fisheries [to list Southeast Alaska chinook salmon habitat under the Endangered Species Act](#). While the ESA has been used to protect a number of chinook salmon habitats, Alaska Department of Fish and Game Commissioner Doug Vincent-Lang told SeafoodSource he had confidence no chinook salmon stocks are in danger of extinction in Southeast Alaska.

“The state does not believe that any Alaskan chinook salmon stocks are endangered or threatened with extinction in the foreseeable future,” Vincent-Lang said. “There is a big difference between not having enough surplus fish to support a directed fishery and a stock being threatened with extinction. ADF&G foremost salmon management priority is to provide for the long-term health and sustainability of the state’s stocks. The ESA is not the right tool to address issues related to low productivity.”

Photo courtesy of Michael Vi / Shutterstock

Want seafood news sent to your inbox?

Alaska Gov. Mike Dunleavy vetoes half of proposed funding increase for K-12 public schools - Alaska Beacon

By: James Brooks - June 19, 2023 6:42 pm

Gov. Mike Dunleavy signed Alaska's [\\$6 billion state budget](#) into law Monday after vetoing more than \$200 million from the document [approved in mid-May](#) by the Alaska Legislature.

The governor's biggest single cut was half of a \$175 million one-time funding boost for K-12 public schools. Lawmakers intended the addition to partially compensate for inflation-driven cost increases. Because school districts have already had to set their budgets for the coming year, Dunleavy's veto leaves some of them facing additional budget cuts or the prospect of entering next year with nothing left in savings.

In the capital city, the Juneau School District was counting on a funding increase [of at least \\$430 to the Base Student Allocation](#), the state's per-student funding formula. Dunleavy's veto leaves the funding boost at \$340, which means the Juneau district now has a hole in its budget, and officials aren't sure how it will be filled.

"It really depends on how the (school board) goes about it," said Bridget Weiss, the district's acting superintendent.

"They could increase the (pupil-to-teacher ratio) which means increasing class sizes. They could look at other one-time costs and reduce those. It really is going to be a bit of a puzzle," she said.



BACK TO TOP



Anna Latham, deputy legislative director for Gov. Mike Dunleavy, delivers the state budget to the office of the House Clerk on Monday, June 19, 2023, at the Alaska State Capitol. (Photo by James Brooks/Alaska Beacon)

At the Anchorage School District, the state’s largest, superintendent Jharrett Bryantt said he and others at the district are “extremely disappointed in the governor’s decision to veto half of the much-needed public education funds. This year’s historic support from the Legislature was a critical investment in the future of Alaska’s schools.”

Roy Getchell, the superintendent of schools in the Southeast Alaska town of Haines, said school districts and the public testified loudly that they were facing a dire need for additional funding.

“Very clearly, I think Alaskans made their opinions known in public testimony. \$340 is not — that doesn’t cover a dire need,” he said.

In the Bristol Bay School District of southwest Alaska, superintendent Bill Hill called the veto “super disappointing.”

“I think overall, the governor is sending a message with his cut ... education is going to take a back seat to whatever his priorities are,” he said.

The governor’s reasoning wasn’t immediately clear. Unusually, the governor did not hold a question-and-answer session with reporters — his last news conference was April 17 — and his office declined a request for an interview. A question about the decision-making behind the amount went unanswered.

The budget covers state services from July 1, 2023, through June 30, 2024, what the state calls Fiscal Year 2024.

In a prepared statement about the budget overall, the governor said that it is “a responsible path for Alaska’s fiscal future.”

“Budgets should reflect the values of Alaskans; the FY24 budget accomplishes that. We continue to invest in public safety, public education, and economic development. While this is a responsible budget for FY24, I look forward to working with lawmakers and Alaskans to establish a long-term,

sustainable fiscal plan,” he said.

Speaker of the House Cathy Tilton, R-Wasilla, was among state legislators who were briefed on the governor’s decisions Monday morning and said that in those conversations, Dunleavy indicated that he could be willing to allow greater funding in a supplemental budget bill early next year if school attendance and budget figures this fall warrant the change.

“The big question is going to be on the education funding outside the BSA and that reduction,” Tilton said. “He did reduce that funding outside the BSA in half but with a commitment to continue the conversation through the interim and to look at what enrollment numbers and what other key numbers look like.”

Sen. Löki Tobin, D-Anchorage, issued a statement condemning the veto and noting that the Legislature’s \$640 figure was already below the \$1,348 that would have been needed to keep the base-student allocation equal to inflation since 2015.

She said she supports an effort by the Legislature to override the governor’s veto, but multiple lawmakers said there will not be an override.

The Alaska Constitution requires three-quarters of the state’s 60 legislators to vote in favor of an override in order to overturn a gubernatorial budget veto, and school-funding increases lack sufficient support.

Rep. Neal Foster, D-Nome and co-chair of the House Finance Committee, is a member of the predominantly Republican majority in the state House.

He is “disappointed” by the education number, but there was some sense that a cut was in the offing.

“The education one wasn’t too much of a surprise,” he said, “and I haven’t heard of anyone saying, ‘We need to revisit this and override it.’”

The education funding cut, while the largest of the vetoes, wasn’t the only item on the chopping block. The governor renewed his perennial opposition to state funding for public radio by vetoing funding approved by the Legislature for a fifth consecutive year.

The governor’s vetoes included many — but not all — maintenance projects at the University of Alaska and at K-12 public schools.

The governor preserved most Legislature-proposed funding increases for child care and health care, as well as most changes to public safety funding.

The governor’s office said he wanted to return to his original flat-funding figure.

Overall, the governor’s budget vetoes, coming atop a balanced plan passed by the Legislature, would leave the state with a likely surplus of almost \$300 million if North Slope oil production meets

expectations and prices average \$72 per barrel in the new fiscal year.

This year's Permanent Fund dividend will be about \$1,300 per recipient, below the amount proposed in December by the governor. The governor's veto powers allow him to reduce appropriations but not to increase them.

This spring, Dunleavy suggested he might call legislators into a special session this fall to work on a long-term state fiscal plan. Legislators said on Monday that it remains unclear whether that will happen.

Reporter Claire Stremple contributed reporting to this article from Angoon.

Correction: A description of Dunleavy's veto of funding for the Alaska Native Science and Engineering Program was incorrect. Dunleavy vetoed \$5 million added by the Legislature on top of the \$5 million he requested.

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In "major victory" for Southeast Alaska trollers, federal appeals panel reverses fishery closure - Alaska Beacon

By: Nathaniel Herz, Northern Journal - June 21, 2023 1:12 pm

[Economy & Environment](#)

A last-second ruling Wednesday will allow this summer's Southeast Alaska troll chinook salmon fishery to open as scheduled July 1.

A federal appeals panel issued a last-second ruling Wednesday that will allow this summer's Southeast Alaska troll chinook salmon fishery to open as scheduled July 1 — reversing a lower court [ruling](#) that would have kept the \$85 million industry off the water.

"It's a major victory," Alaska Fish and Game Commissioner Doug Vincent-Lang said in a brief phone interview. "We can go fishing."

The panel, in a [five-page ruling](#), said that the entities defending the fishery — the Alaska Trollers Association, the state of Alaska and the National Marine Fisheries Service — met the legal standard required to grant what's known as a "stay" of the lower court ruling.

The decision, the panel said, was based on the likelihood that those entities could show that "the certain and substantial impacts" of closing the harvest on the Alaska salmon fishing industry outweigh the "speculative environmental threats" posed by allowing the fishery to take place.

The Washington-based environmental group that [sued](#) in an effort to shut down the harvest, the Wild Fish Conservancy, argued that allowing the fishery to continue would harm a population of 73 endangered orca whales that live off the coast of Oregon, Washington and British Columbia.

The "Southern Resident" orcas depend on chinook salmon for most of their diet. But the two sides in the case sharply disagreed about how much closing the Southeast Alaska troll fishery would help.

One expert working with Wild Fish Conservancy [argued that up to 97%](#) of Alaska-caught chinook originate from rivers in Canada, Washington, Oregon and Idaho. And she said that the National Marine Fisheries Service is allowing harvests in Southeast Alaska "at levels that will lead to the continued starvation of Southern Residents, causing the species to hasten its decline towards extinction."

But another scientist working with the Alaska Trollers Association [said that the share of Alaska-](#)

[caught chinook](#) that originate outside the state could be as low as 75%. And he testified that if chinooks are spared from harvest by Alaska fishermen, many would still be eaten by predators or caught in other fisheries instead of being eaten by the Southern Resident orcas.

Defenders of the troll fishery [argue that habitat degradation and pollution](#) in the orcas' home region, including in Puget Sound near Seattle, are bigger factors in the whales' decline.

“It is patently ridiculous to believe a small-boat, hook-and-line troll salmon fishery hundreds of miles away is having more of an impact on the sustainability of Puget Sound orca whales than the toxins, pollution, noise and vessel traffic in their own backyard,” Republican U.S. Sen. Dan Sullivan said in a prepared statement Wednesday.

Emma Helverson, Wild Fish Conservancy's executive director, responded to an interview request with a prepared statement that said her organization was “disheartened” by Wednesday's ruling, which she described as “pausing the landmark and comprehensive decision” that the lower court made “after three years of careful consideration of the science and arguments.”

“It is unfortunate that the Ninth Circuit determined the short-term economic interests of a few should be prioritized over the continued existence of these species and the current and future generations of First Nations, tribal nations, and communities throughout the Pacific Northwest,” Helverson said.

It's possible, she added, to “subsidize and protect” fishermen from economic harm, while, “once lost, we cannot buy another Southern Resident killer whale.”

The legal dispute began in 2020. After dozens of legal filings, a Seattle-based federal district judge, Richard Jones, [issued a ruling early last month](#) that had the effect of closing the summer chinook harvest.

Specifically, Jones' decision invalidated a key document published by the National Marine Fisheries Service that said the trollers could harvest chinook without harming the Southern Resident orcas — a necessary finding under the Endangered Species Act.

The trollers' defenders appealed to the 9th Circuit Court of Appeals, and asked for a stay of Jones' decision while the two sides' underlying arguments play out.

Their request drew support from Alaska's Congressional delegation and [more than 20 Alaska tribes and Native corporations](#), who submitted friend-of-the-court briefs on the trollers' behalf.

“That may have been critical,” said Matt Donohoe, president of the trollers association. “I'm choked up. Really grateful.”





A troller plies the waters of Sitka Sound earlier this year. (Photo by Max Graham)

Wednesday's ruling quickly reverberated across Southeast Alaska, where the troll industry employs some 1,500 skippers and crew, sustains jobs in processing plants and generates tax revenue for communities throughout the region.

"I'm in my office, crying, trying to confirm this with everybody," said Celeste Weller, who manages sales and fish processing at Yakobi Fisheries, in the tiny Southeast Alaska town of Pelican. "I started out in fishing as a deckhand, and then I trolled my own boat. My boyfriend is a troller; most of my friends here are trollers. My boss who runs the company, he started out trolling. It's personal. It's business. It's everything for us right now."

In the Prince of Wales Island town of Craig, population 1,000, there are between 20 and 30 trollers, said Mayor Tim O'Connor, who's also the vice president of the Alaska Trollers Association.

A closure, he added, "would have thrown most of these small communities into a complete tailspin."

While trollers also harvest coho salmon during the summer season, chinook typically make up between 40% and 50% of the fleet's yearly harvest value, according to a 2019 study.

"This is a very key portion of their annual income," O'Connor said.

Trollers usually fish alone or with a single deckhand. They use hooks and lines to catch one fish at a time, and supply high-grade salmon filets that can fetch \$40 a pound at grocery stores across the country.

Weller, from the Pelican fish processing company, said there's "absolutely" still a market for the king salmon that trollers will be allowed to harvest when the season opens next week.

"I've got my whiteboard with my orders behind me, and it's thousands and thousands of pounds," she said.

Trollers now face a scramble to plan for the summer harvest, after weeks of uncertainty about whether they'd be able to fish at all.

One woman working with a small Southeast Alaska trolling business told Northern Journal that on Tuesday, she bought chinooks caught by a seiner — a different type of fishing boat — to sell to her customers, assuming that she would have no troll-caught chinooks to sell this summer.

But others expressed pure relief, and said Wednesday's ruling will give trollers enough time to

prepare their boats and gear by July 1.

“They’ll be ready,” said O’Connor. “This gives them enough time to scramble.”

This story was updated.

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CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Samantha Wilson, City Planner
Date: June 27, 2023
RE: Ordinance 760 – Authorization for City Administrator to negotiate a lease of City Owned Property to Craig Standlee (dba) CFI Industries LLC.

Craig Standlee has applied to lease a 109.9' x 91.0' (10,000 square feet) portion of Lot 7, JT Brown Subdivision, 124 JT Brown Drive, to operate a marine diesel, hydraulic technician, machinist, robotics & automation business. Mr. Standlee is looking to purchase Klein Marine Diesel LLC, which has operated in that location since 2006.

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 a previously established lease value and has been assessed, the consumer price index may be used to adjust the rental rate from either the assessed value or the total property value associated with the previous lease.

Approval of this ordinance allows the City Administrator to negotiate the terms of the lease with Craig Standlee dba CFI Industries LLC. The first reading passed June 15th without comment. As is standard with leases of city owned property, the final terms of the lease will be brought back to the council for final approval.

Recommendation: Pass the second reading of Ordinance 760 authorizing the City Administrator to negotiate lease terms with CFI Industries LLC.

**CITY OF CRAIG
ORDINANCE No.760**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH CRAIG STANDLEE DBA CFI INDUSTRIES LLC. THE TERMS OF A LEASE OF CITY OWNED LANDS CONSISTING OF APPROXIMATELY 10,000 SQUARE FEET OF LOT 7, 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 10,000 square feet of city owned upland consisting of a portion of Lot 7, 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

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Samantha Wilson, City Planner
Date: June 27, 2023
RE: Ordinance 761 – Authorization for City Administrator to negotiate a lease of City Owned Property to the Alaska Department of Natural Resources

Peter Flint, on behalf of the Alaska Department of Natural Resources, has applied to lease a 3 sqft section of wall space inside the warehouse located on the Craig City Dock located at Lot 4B, Block 27A, USS 1430. The space is intended to be used for the placement of an antenna mount and associated equipment as part of an effort to modernize Alaska's geodetic infrastructure known as ACORN (Alaska's Continuously Operating Reference Network). This equipment will improve three-dimensional positioning information through cell networks.

As the Alaska Department of Natural Resources is a state agency and the use of the lease space will be to the benefit of the public, this lease satisfies the requirements associated with section 16.02.030 Minimum Rent, Section B: Public Use where a lease may be assigned at less-than 8% of the appraised value.

Approval of this ordinance will allow the City Administrator to negotiate the terms of the lease with the Alaska Department of Natural Resources. The first reading was passed during the City Council meeting on June 15th without comment. As is standard with leases of city owned property, the final terms of the lease will be brought back to the council for final approval.

Recommendation: Pass the 2nd reading of Ordinance 761, authorizing the City Administrator to negotiate lease terms with the Alaska Department of Natural Resources.

**CITY OF CRAIG
ORDINANCE No.761**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH THE ALASKA DEPARTMENT OF NATURAL RESOURCES THE TERMS OF A LEASE OF CITY OWNED LANDS CONSISTING OF APPROXIMATELY 3 SQUARE FEET OF LOT 4B, BLOCK 27A, USS 1430.

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 3 square feet of city owned property consisting of a portion of Lot 4B, Block 27A, USS 1430. 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

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: June 20, 2023
RE: Daycare Building Carpet

As the council is aware, Venessa Richter Russell dba Island Daycare is working on opening the daycare again in the next few months. Recently Venessa, Doug Ward, Julie McDonald, Mayor O'Connor, and I toured the facility with Venessa.

Under the previous lease with the Craig Childcare Center (CCCC) and our current lease with Island Daycare the city assumes maintenance responsibility for the outside of the building and the building shell (i.e. plumbing, electrical, etc.) and the lessee assumes maintenance of the interior of the building.

Due to age, and a lack of regular maintenance of the interior there are some significant items that Island Daycare is working on to get the building fully useful again. This includes (but certainly isn't limited to):

- Paint. The interior is in need of a total repaint. The current paint is aged, and is very patchwork and not consistent throughout the facility.
- Carpet. The carpet is likely 25+ years old and in poor shape. Venessa is willing to clean it and keep the current carpet, but this is the ideal time to replace carpet throughout the building.
- Kitchen Appliances. There are a number of issues in the kitchen that need to be taken care of in order to get it approved and in useful condition. This includes repairing/replacing the industrial dish washer, ensuring that all plumbing is working correctly, potentially replacing the stove, etc. This is in addition to structural work that is currently being done to repair soft spots in the floor.
- Cabinet doors and drawers missing or broken throughout the facility.

At the conclusion of our walkthrough with Venessa the mayor and I shared with her that it would be reasonable for us to discuss the issue with the city council and to recommend helping with some of the building maintenance that is primarily caused by age and poor maintenance by the previous tenant. Venessa has agreed to provide most of the labor for things like painting but is asking for some help with material costs or for the city to consider recarpeting or repairing/purchasing appliances for the kitchen. We think this is a fair request. Specifically, I asked Venessa to get a quote for paint and to have the carpet replaced.

Venessa reached out to Dale Bode and got a quote for \$11,000 to replace the carpet throughout the building. This would be all materials and labor to remove and dispose of the existing carpet and to replace it. Doug estimates that it would cost about \$500 for

enough paint to repaint the interior. Doug has offered to loan the painting equipment to Venessa and she has agreed to provide the labor to repaint.

We have some funds, largely generated from past Salmon Derbies that could be used for this purpose, or the council can appropriate funds from the city's general fund reserves.

We will continue to look at the other facility needs and bring some additional recommendations to the council over the next couple of months.

Recommendation: Restarting the daycare has a number of expenses that Island Daycare has to meet aside from restoring the condition of the building. Since the interior of the building was left in poor condition, at no fault to Island Daycare, it is fair as the building owner to fund some of these repairs. While there are other parts of the project that the city may fund as repairs go on, paint and carpet are the most pressing.

Recommended Motion: Move to appropriate \$12,000 from savings at First Bank OR from general fund reserves and approve new carpet and paint at the daycare building.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: June 19, 2023
RE: Foraker Group Employee Engagement Survey

At a recent executive session the council expressed interest in conducting an employee engagement process where current employees would complete a survey and some contractor would provide information about employee satisfaction and other issues.

Pursuant to that conversation with the council, the City Clerk and I met with staff from the Foraker Group. Foraker Group is an Alaska non-profit organization that specializes in assisting other non-profits and government entities with various functions, including this process.

Foraker recently sent us pricing information and an estimate of time to complete this work. I have attached the scope of work agreement and pricing information from Foraker. In a follow up email we asked what the rate was for non-partners (see the rate section in the attached proposed scope of work agreement) and an estimate of the number of hours needed for our project.

Foraker estimates 21 – 26 hours to develop the survey, distribute the survey to all current staff, and to compile the survey results and submit recommendations to the city. Other than helping to prepare the surveys and providing a link to employees to go fill out the surveys, the survey process would be anonymous and handled by Foraker and the city would not have access to any of the individual survey results that were not anonymized.

Based on the scope of work agreement and additional information from Foraker it is estimated that the project will cost about \$8,500 total. This discussion with the council took place after the FY24 budget was approved so no funds were appropriated in the upcoming fiscal year. If the council is interested in moving forward on this, the city will need to appropriate \$10,000 for this purpose. Additional target groups, in person surveys, individual interviews or other additional tasks will be billed at the hourly rate and may exceed this appropriation.

Council should discuss the process and direct staff to contract with Foraker Group for an employee experience survey.

Recommended Motion: Move to appropriate up to \$10,000 to conduct an employee experience survey and direct staff to execute the scope of work agreement with Foraker Group to provide this service.

City of Craig

Employee Experience Survey Scope of Work

June 2023

The Foraker Group (Foraker) recommends the following approach to support the City of Craig's Employee Experience Assessment. As our work with you progresses, we may find that adjustments to this plan are advisable. In that case, we will discuss with you proposed modifications to the approach.

It is Foraker's expectation that this work will be coordinated with City of Craig's administrator, Brian Templin and other staff as appropriate. Foraker will act as a mentor, partner, and guide, yet Foraker will not serve as a decision maker for the organization. Foraker will not provide legal advice under the scope of these services.

At the time this scope of work is drafted, Foraker Senior Director of Human Resources, Rebecca Savidis will be the primary contact, however other members of Foraker's consulting team will be engaged, as needed, to support the work.

Overview of project

The City of Craig contacted The Foraker Group seeking assistance with conducting an employee experience survey.

An employee experience assessment can be performed to get the 'lay of the land,' in order to: 1) identify the cause(s) of the concerns, 2) serve as a guide in determining potential solutions to move the organization forward in a positive direction, and 3) assist in evaluating the impact of those interventions. Foraker's practice for conducting an employee experience assessment is for the approach to be a positive and forward-focused tool.

To best assist the City of Craig in meeting its goals, The Foraker Group recommends the following approach to conduct the employee experience assessment.

- Gathering feedback from staff obtained through confidential electronic surveys.
 - An electronic survey will be distributed to all staff. (estimated 6 hours, to include preparation and analysis)
- Compiling and summarizing the information in a report. (estimated 15 – 20) hours, to include preparation and analysis)

- Dominant themes are identified in this process and minority perceptions are also acknowledged.
- Identifiers or potential identifiers are not included in the final report in order to maintain confidentiality.
- It is not the intent of The Foraker Group to make decisions for the City of Craig, but instead to provide reliable and valid information that can be used in strategic and coordinated decision-making to enhance the organizational culture of the City of Craig.

Please note that as the work progresses, changes in the tasks and priorities may be warranted. Any such changes will be coordinated and approved between both parties prior to any changes being effectuated.

Timeframe and Deliverables

Many factors may impact the Employee Experience Assessment including, but not limited to: the accessibility and response of staff members.

Fees and expenses

All work will be delivered virtually. However, in the event an in-person meeting is requested, City of Craig is responsible for related fees and expenses including but not limited to travel, lodging, parking, and meals. Should this be necessary, both City of Craig and Foraker will discuss any impacts to the budget and health safety measures.

Rates

- City of Craig agrees to become and maintain its Foraker Partnership or be subject to standard Foraker rates.
- **Current Rate:** A rate of \$230/hour will be charged for all consultation and development of the work product.
- At the end of each month, the Foraker applicable rate per hour will be assessed for all hours worked during that month and billed to City of Craig. Payment is expected within 30 days of billing.

Intellectual property

During the course of, or incidental to, performing services for City of Craig, Foraker will utilize its own intellectual property. This can include tools, materials, forms, activities created by Foraker for our own use. City of Craig does not have permission to replicate any of this material or activities without the express permission of Foraker and then only when City of Craig continues to cite its source as Foraker.

Confidential Information Disclosure

During the course of, or incidental to, performing services for City of Craig, Foraker may acquire confidential information. All confidential information received through provision of these services shall not be disclosed to others, except Foraker management as appropriate, unless required by law.

Primary contact for The Foraker Group

Rebecca H. Savidis, SPHR, SHRM-SCP
(907) 743-1210
rsavidis@forakergroup.org

Primary contact for City of Craig

Brian Templin
(907) 826-3275
administrator@craigak.com

Signatures

The signatures below indicate that we understand and agree to the terms outlined in this Scope of Work:

Chellie Skoog, The Foraker Group **Date**

Brian Templin, City of Craig **Date**

Signed copies must be submitted to the primary contact for the City of Craig and to The Foraker Group.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: June 16, 2023
RE: Budgeting Software

As most of the council members are aware, the budget process that we follow each year is complicated and time-consuming. Our general process for the past 20 – 30 years has been to manually build the budget using a large and complicated excel workbook.

Our budget process is participative for departments, the budget committee, and the city council in that we gather input, recalculate the budget and provide updated information and options at several points through the process. Generally this includes:

- Development of revenue projections (treasurer and administrator)
- Department budget formation (department managers, administrator, treasurer)
- Editing department budgets based on available revenue funding (department managers, administrator, treasurer). In most years this includes meetings with all department managers to discuss the overall revenue/expense projections and then a series of meetings with individual department managers to modify their department budgets.
- Review of budget with budget committee (generally three – four council members, mayor, administrator, treasurer). Most years this requires 2 – 4 budget committee meetings with amended budgets between each meeting.
- Review of budget by all council members. Each year we send a copy of the draft budget and the updated budget as major revisions are made for the council to review prior to considering adoption (administrator, treasurer, mayor, council members).
- Consideration and adoption of budget by ordinance (administrator, treasurer, council members, mayor).

The budget process generally starts in November/December and results in an approved budget in May or June. It is not unusual to have five or six amended budgets between the original draft and final adopted budget.

The current manual budget process has worked for us but there are some limitations/issues with doing the budget manually. Including:

- Each draft of the budget must be manually drafted, converted to .pdf, and distributed to the appropriate parties. This is time consuming and is regularly rechecked and reviewed to make sure that we did not break any links/formulas in the spreadsheet. It also means that it is not unusual for someone to be looking at a previous draft if they have not gotten the most current draft. ClearGov will maintain the budget online and the most current version with all changes will be available to view.

- Multiple drafts result in staff having to print and bind multiple copies of each draft and for staff to take previous drafts out of circulation. With ClearGov, staff will be able to do most distribution electronically and will only have to print the budget at select stages. With ClearGov we will not have multiple versions of the budget out at the same time.
- The budget is very static at each stage, meaning that it is not simple to immediately look at the overall effect of any change. If a change is made to the draft budget all of the data has to be entered into the spreadsheet, all pages double checked for accuracy, and a new draft being distributed electronically or in print. ClearGov is designed to reflect any changes to the budget immediately. This is useful to staff, the budget committee, city council, and the public. It will make it much easier to make adjustments to the budget and have confidence that those changes are populated throughout the budget document.
- There is no mechanism for departments, council members, budget committee members or members of the public to make theoretical changes to the budget and see how that affects the bottom line. It is becoming more and more common for states and municipalities to allow theoretical tweaks to the budget to support any recommendations. ClearGov would allow us to post a version of the budget online that could be “played with” without affecting the actual budget document. This would give users the ability to adjust revenue and expenses throughout the budget to see what it would do to the bottom line. This is especially useful for staff and council members to see what a suggested change would do to the rest of the budget.
- The public has access to .pdf documents at various stages of editing/developing the budget but does not have real time access to the budget as it is changed. With ClearGov, the city could give viewing access to the budget online that would automatically update as the city made adjustments to the budget. Since the budget would be in real time there is reduced opportunity for the public to have the wrong version of the budget.
- Under the current budget process most budget entries have to be manually entered into the accounting software. ClearGov is built to carry changes throughout the budget document. Changes in a wage or changes to an individual line item in a department automatically adjust department revenue/expenses and budget totals immediately.

As you can see, there are a number of advantages to using ClearGov for our budgeting process. It will save significant amounts of staff time, ensure accuracy of the budget document, integrate well with the new accounting software, increase transparency and make development and review of the budget much easier. If we can get the system to a price point that is acceptable, staff highly recommend moving to ClearGov for our budgeting process. If it is helpful, ClearGov has provided some existing budget documents online for other clients to give the council an example of the final, publicly viewable budgets.

- [Ogunquit, Maine Digital Budget Book](#)

- [Clyde Hill, Washington Digital Budget Book](#)
- [Platte City, Missouri Digital Budget Book](#)

Based on our initial overview and discussion with ClearGov they have quoted us a \$5,800 setup fee (one-time) and about \$21,000 per year to use the system. This is a significant cost and is higher than what we feel is appropriate for this function. We have asked the vendor to look at their pricing and that an annual fee in the neighborhood of \$5,000 - \$10,000 would be more appropriate. Even at \$10,000 per year the system would provide significant cost savings and improvements to the budget process.

A copy of the proposed agreement with ClearGov and information on the service from ClearGov is attached.

Recommendation: The council should discuss migrating the City of Craig's budget process from the current manual budget development to ClearGov if we can negotiate a more appropriate price point.

Recommended Motion: Move to direct staff to negotiate the annual fee with ClearGov and bring a final recommendation back to the council at the July 20th council meeting.



OUR MISSION

We Create Easy-to-Use Software to Help Governments Budget Better

NACo endorses ClearGov Budget Cycle Management as the budgeting solution of choice for local governments.



"ClearGov's commitment to modernizing the government budgeting process with affordable, easy-to-use software has saved counties countless hours by streamlining and automating the annual budget process. After our rigorous evaluation process, we are pleased to share ClearGov's innovative solutions with our members."

Paul Terragno
Financial Services Center Managing Director,
NACo

Budget Better Together

ClearGov Operational Budgeting is a suite of flexible, cloud-based budgeting, forecasting and fund balance modules designed to leverage your existing financial data into a more efficient and collaborative budget building process that streamlines communication with department heads and other budget stakeholders.

It is a one-stop shop to dynamically forecast what-if scenarios, build a budget and communicate budgeting rationale. Designed specifically for local governments and school districts, ClearGov Operational Budgeting is a giant step forward from building your budgets and forecasts with Excel or the legacy accounting system budgeting tools.

[Watch a 5 minute micro-demo here](#)

- ✓ **Budget Dashboard**
- ✓ **Departmental Collaboration**
- ✓ **All Funds Summary**
- ✓ **End of Year Projections**
- ✓ **Automated Audit Trail**
- ✓ **Integrated Report Builder**
- ✓ **Budget to Actuals Charts**
- ✓ **Fund Balance Metrics**
- ✓ **Unlimited Budgets**
- ✓ **Multi-Year Forecasting, and more...**



"From start to finish, ClearGov Budget Cycle Management is a suite that's well thought out. They clearly did their homework and did a great job integrating all of the products. ClearGov software is worth more than what we're paying for it!"

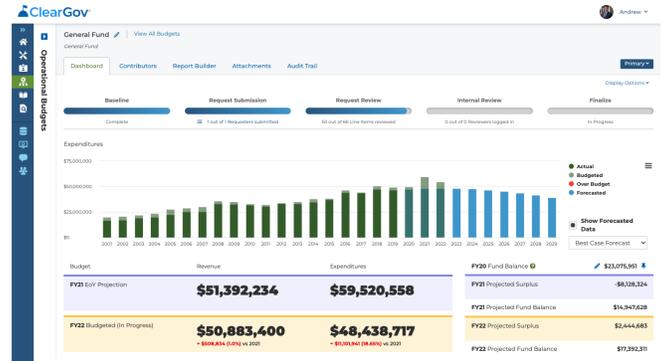
Brandon Neish
Finance Director
City of Sweet Home, OR
Population: 10,000



Budget Builder

ClearGov's Budget Builder helps your staff budget better, together. Using a single, shared online workspace, financial executives, committee members, and department heads can collaborate on building a budget using an efficient tool that's been designed specifically to meet the budgeting needs of local governments.

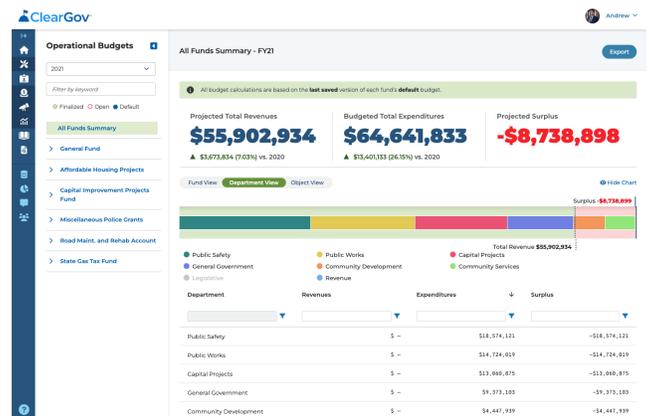
- **Choose your baseline:** Base your budget on last year's data, on a simple-to-generate budget forecast (see below) or use zero-based budgeting.
- **Collaborate effectively:** ClearGov Budgets makes it easy to manage, merge, track and review budget requests and changes as a team, every step of the way.
- **Create unlimited budgets:** Create multiple budgets every year across different funds or for the same fund. You can even build out what-if scenarios.
- **Add notes and supporting material:** Comments and supporting documents are easily attached directly to line items so they are readily available for reference.
- **Keep a thorough audit trail:** Automatically track every change, comment, and version so you always know who changed what and when.
- **Build custom reports with a click:** Easily create and export custom reports to share your operational budget with internal and external stakeholders and existing systems.
- **Operational Budget Dashboard:** Quickly see and share the status of your budget-building process. Filter on current and historical financial data. Automatically aggregate all budget requests in one place.



All Funds Summary

With ClearGov's automated All Funds Summary dashboard, you can easily review your holistic budget. No more switching between spreadsheet tabs or scrolling screen by screen to get the full picture.

- **Automated Summary:** View your budget across all funds via an interactive, visual dashboard.
- **Toggle Your Views:** Filter and sort functionality is built-in. You can toggle your view by fund, department or object.
- **All Funds Summary Export:** Online collaborators will have access to the All Funds Dashboard, and with one click, you can export a full report to Excel, CSV or PDF.





End of Year Projections

As your fiscal year progresses or as the fiscal year-end approaches, your collaborators can submit end-of-year projections. ClearGov automatically updates your projected fund balances to help you make more informed decisions for next year's budget.

Object	FY20 Projected	FY21 (In Progress)	FY22 Forecasted
Public Safety	\$18,437,833.00	\$0.00	\$18,449,120.00 -0.02%
Police Services	\$18,437,833.00	\$0.00	\$18,449,120.00 -0.02%
Capital Outlay	\$0.00	\$0.00	\$0.00 n/a
Personnel	\$118,978.00	\$0.00	\$118,978.00 0%
Operations and Maintenance	\$221,291.00	\$0.00	\$232,559.00 -1.31%
INCENTIVE PAY	\$0.00	\$0.00	\$0.00 n/a
MEMBERSHIPS & DUES	\$505.00	\$0.00	\$282.00 -58%
TRAINING & EDUCATION	\$0.00	\$0.00	\$20.00 -99.78%
FY19 Fund Balance	\$18,267,038	\$0.00	\$1,500.00 14990%
FY20 Proj. Surplus	\$31,214,636	\$0.00	\$0.00 n/a
FY20 Proj. Fund Balance	\$40,481,674	\$1,618.00	\$1,618.00 0%
FY21 Proj. Surplus	-\$8,348,424	\$0.00	\$30,300.00 0%
FY21 Proj. Fund Balance	\$41,333,250	\$0.00	\$0.00 -100%
SUBSCRIPTIONS & BOOKS	\$0.00	\$0.00	\$0.00 n/a
UNIFORMS	\$18,100.00	\$0.00	\$18,100.00 0%

- **EOY Collection:** Seamlessly include an “End-of-Year Projection” column in your budget workspace. Default to previous year’s numbers or zero-balance.
- **Fund Balance Analysis:** Utilize interactive charts to give your finance team new perspectives and insights on your projected Fund Balances.
- **Pin Your Chart:** Your collaborators can pin their fund balance chart to their workspace to see live updates as they work through their budget requests entry.

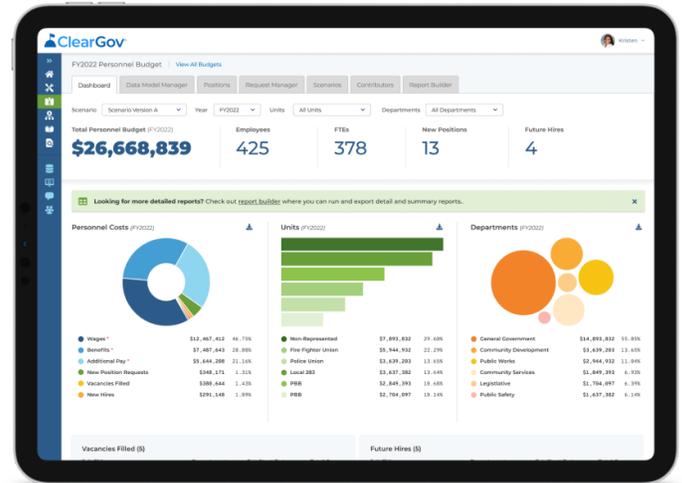
Why does Craig need this?

- **Improve accuracy:** Nearly 9 out of 10 spreadsheets contain errors. Finding those mistakes and fixing them can be frustrating and wastes precious time. But ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster that has to be managed and merged manually.
- **Collaborate more effectively:** ClearGov allows everyone involved to work from the same platform, share comments and suggestions, and immediately see the impact across the organization — in real time — as budget development unfolds.
- **Free up time and resources:** Preparing the annual budget consumes a big chunk of your time, but it's not the only thing you do. Modernizing your budgeting process will free up your time and talent to focus on other critical projects as well.
- **Make better budgeting decisions:** ClearGov’s dynamic, graphical interface helps you clearly visualize historical trends — at a glance — so you can readily identify areas that are consistently under or over budget and make adjustments accordingly.
- **Plan for the long term:** Access to an AI-driven forecasting tool enables you to better assess how budget decisions made today will impact revenues and expenditures down the road. Create multiple forecasts to better plan for “best case” or “worst case” scenarios.
- **Identify areas of potential overspend/prevent waste:** With instant, easy access to benchmarking data, you can uncover areas for savings quickly and adjust your budget accordingly.

Modern Personnel Planning

Chances are that people represent the biggest chunk of your annual budget, and it's also the most complicated. ClearGov's Personnel Budgeting solution enables you to throw away those massive spreadsheets that you've been managing by hand and streamlines the entire personnel planning and forecasting process in a single, cloud-based, collaborative solution.

Complete with powerful tools to manage position requests, inform union negotiations and much more, ClearGov's Personnel Budgeting application is a unique software platform built specifically to help finance directors more easily budget for salaries, benefits and other personnel costs.



[Watch a 5 minute micro-demo here](#)

- ✓ Personnel Dashboard
- ✓ Union Negotiation Planning
- ✓ Position Request Manager
- ✓ Multi-year Position Budgeting
- ✓ Vacancy Planning
- ✓ Integrated Report Builder
- ✓ Unlimited Scenario Planning
- ✓ And more...



"The more we work in ClearGov, the easier it gets. We first bought Transparency, and then subsequently added Digital Budget Book several months later. Now, we are planning to upgrade to the full suite this spring so we can use Operational Budgeting, Capital Budgeting, and Personnel Budgeting for our next budget cycle. The ClearGov team has been amazing to work with."

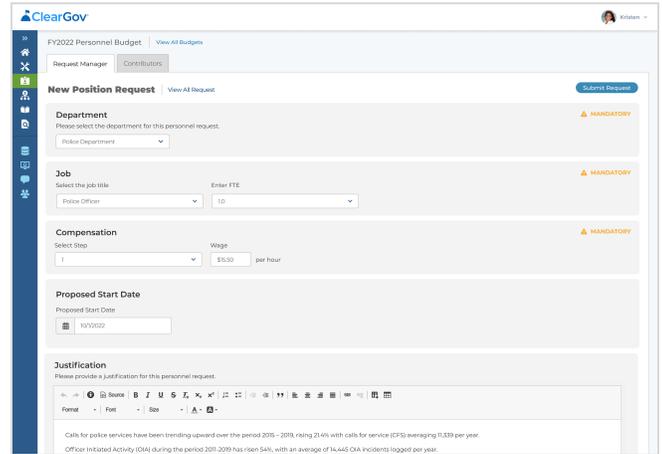
Linda Watson
Finance Director
Paige, AZ
Population: 7,375



Personnel Request Manager

The ClearGov Personnel Budgeting solution enables you to quickly and easily setup and organize your personnel data, collective bargaining rules, open positions and more. Automated workflow tools enable you to capture position requests in a digital format and automatically incorporate these changes into your personnel planning model.

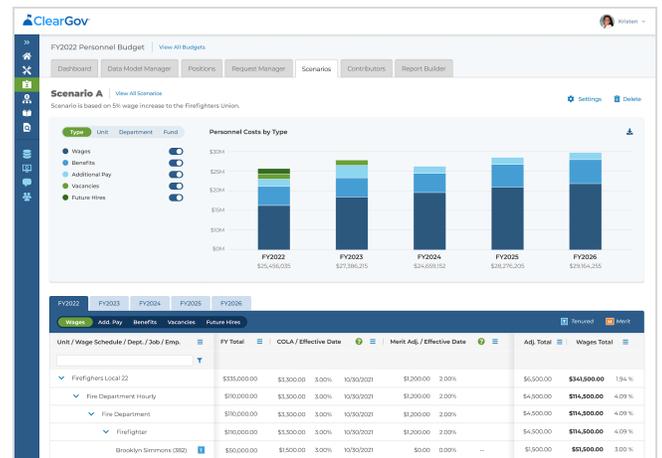
- **Position Management:** Easily import all people, positions and units from your accounting system and set up rules for steps, lanes, benefits, overtime and more.
- **Digital Request Forms:** Stop using paper or Excel request forms. Enable department heads to submit new position requests using digital request forms, and all data is automatically captured within your personnel plan.
- **Request Manager:** Manage all new position requests from one table. Easily see the details of each request, add comments for the requester, and take other actions on the request. Requests can be included in scenarios to see the impact of new positions as you build your personnel budget.



Personnel Planning

ClearGov Personnel Budgeting provides a powerful yet intuitive set of tools to review, plan, compare and communicate multiple personnel plan scenarios to help you make smart decisions about your team and your budget. Compare and contrast single year or multi-year budgets. Easily alter any of your key assumptions to examine unlimited what-if scenarios.

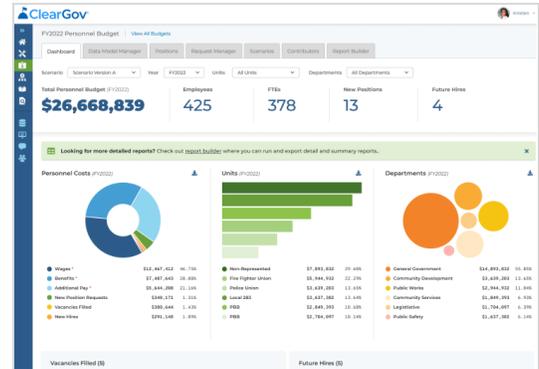
- **Data and Rules Manager:** Intuitive tools enable you to set up and manage key assumptions and rules by position or by CBA unit.
- **Scenario Planning:** Seamlessly create unlimited, personnel budget scenarios based on applicable rules and assumptions by unit, by position or by individual.
- **Union Negotiations:** Analyze the effects of adjustments to salaries and benefits for more informed negotiations.
- **Vacancy Planning:** Get a complete picture of your current and future workforce budget; create and fill vacant positions on specified dates.
- **Multi-Year Planning:** Automatically create salary and benefit plans for up to 20 years in the future.





Personnel Dashboard

ClearGov Personnel Budgeting rolls up all of your critical information into an easy-to-read, graphical dashboard to help you immediately see the impact of key decisions and share these insights with the rest of your team in a common cloud-based environment.



- **Robust Filtering:** Immediately see the impact on your headcount plans from multiple angles. Filter your personnel dashboard by department, job type, position, unit, and more.
- **Report Builder:** Create and export custom reports to share your workforce budget with internal and external stakeholders and existing systems.

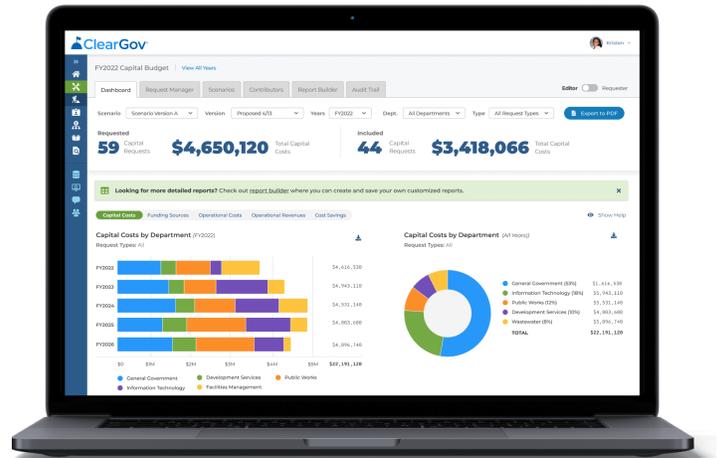
Why does Craig need this?

- **Scrap the Spreadsheets:** Get rid of those massive personnel planning spreadsheets and stop sorting through emails to find the right update. Best of all, eliminate those tedious spreadsheet errors that take hours and hours of precious time to find and fix. ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster.
- **Accurate forecasts:** More accurately forecast personnel expenses, including salaries, benefits and other ancillary compensation such as overtime to help you make better, fact-based decisions today.
- **Critical insights:** Leverage scenario planning to understand the true impact of key labor contract negotiations, plan for vacancies, furloughs and more.
- **Save time and effort:** Manage new position and reclassification requests more efficiently and incorporate those changes directly into your planning.
- **Streamline Budget Reviews:** Share your dashboard and key reports with internal and external stakeholders for review, feedback and approval. With all of the relevant information in one place, your budget review meetings will be a snap.
- **Synchronized budgeting:** ClearGov's Personnel Budgeting also syncs directly with ClearGov Operational Budgeting to further streamline your overall annual budgeting process.

Smart Capital Planning

Capital planning doesn't have to be complicated and it definitely doesn't need to be manual. It's time to get rid of those hard copy capital request forms and move your entire capital planning process into the digital age.

ClearGov Capital Budgeting is the first cloud-based capital improvement planning (CIP) solution specifically designed for local governments that streamlines requests, provides a multi-year scenario optimization process, and generates website-based pages automatically for each capital improvement.



[Watch a 7 minute micro-demo here](#)

✓ **Capital Budgeting Dashboard**

✓ **Unlimited Contributors**

✓ **Capital Request Manager**

✓ **Project Request Templates**

✓ **Request Scoring & Ranking**

✓ **Integrated Report Builder**

✓ **Unlimited Scenario Planning**

✓ **And more...**



"Our CIP team absolutely loves the capital budgeting product. They love the fact that they can import our projects into it, and we can show our citizens this information. We are going to use the Transparency pages so that our citizens can get updates on our projects."

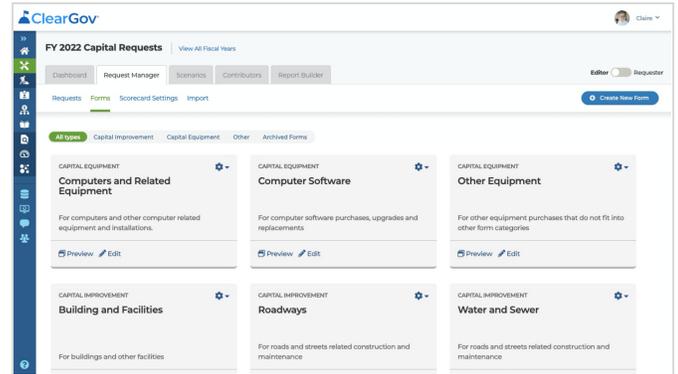
Christin Lindsey
SR Budget Analyst
Pflugerville, TX - City
Population: 61,700



Capital Requests

The Capital Request function is a dashboard-driven tool that automates and optimizes the process of collecting, organizing, and reporting capital requests across all departments and automatically populates your capital plan. Think of it as a modern, digital-first solution to an age-old, paper problem.

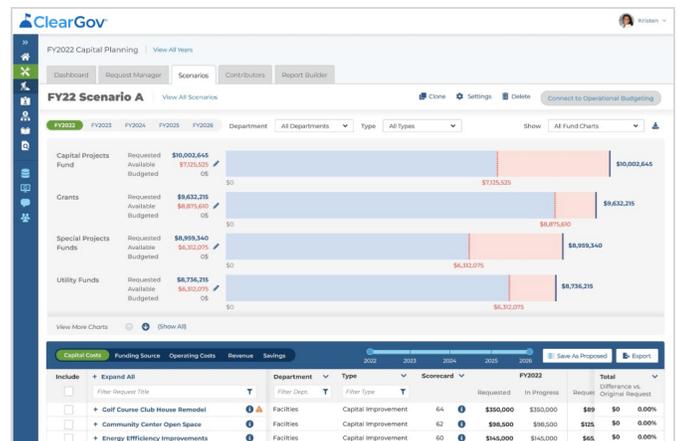
- **Digitize your requests:** Save some trees with a simple online form that captures and submits requests electronically.
- **Customize your form(s):** Easily customize the default templates with a few simple clicks to precisely fit your needs and preferences. Create as many different form types as you need.
- **Automate your workflow:** Initiate, collect, track, and manage all your requests online, even set triggered reminders for department heads.
- **Digital audit trail:** Your department heads can easily attach pictures, PDFs, and other supplemental materials to their digital request form. These materials travel with the request, so they're always just a click away.
- **View capital requests at a glance:** Report and review requests by department, funding source, fiscal year, and more — all from an intuitive dashboard.



Scenario Planning

All capital request data is automatically integrated into the Scenarios functionality. Powerful but simple tools enable you to easily and visually identify how your expected funding matches up against all of the requests. Scenarios makes it point-and-click easy to examine multiple scenarios to help you make insightful decisions about which projects you need and can afford to fund.

- **Unlimited Scenarios:** Easily create, analyze and compare multiple scenario plans to propose and optimize your capital budget - both near and long term.
- **Scoring and Ranking:** Assign priorities and ratings to each project based on how they directly impact your key strategic initiatives.
- **Shift Funding Assumptions:** Can't afford to completely fund a project in one year...no problem. ClearGov Capital Budgeting enables you to spread funding assumptions across multiple years and explore multi-year what-if scenarios.

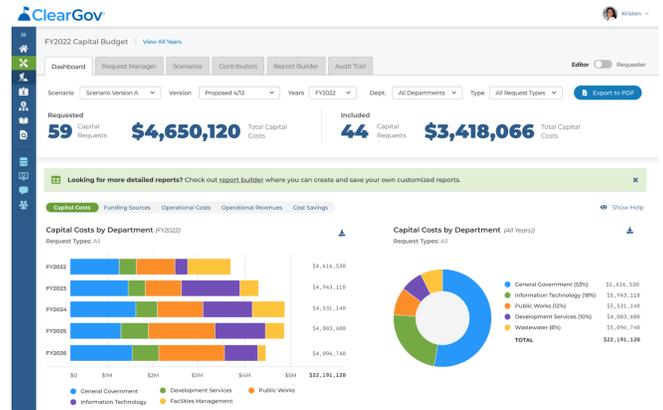




Capital Budgeting Dashboard

The Capital Budgeting dashboard centralizes everything you need to plan and present your budget and provide deeper insight into capital requests. Use filters to visualize the data from multiple angles while you review capital costs, funding sources, operational costs, cost savings and project revenue.

- **Robust Filtering:** Immediately see the impact of capital requests on your budget from multiple angles. Filter your dashboard by department, year, request type and more.
- **Auto-generated graphs:** View your capital budget data with auto-generated charts that can be downloaded instantly to be used in presentations or shared with stakeholders.
- **Analyze Requests:** Easily click on a request to drill down into the details to see pictures, attachments and a cost breakdown.



Why does Craig need this?

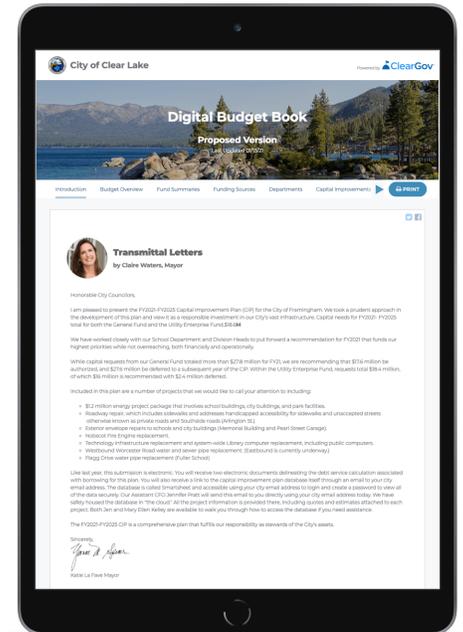
- **It's so much more efficient:** The sooner you automate out-dated manual processes, the more efficiently you can govern. Once you streamline the tedious task of organizing your capital requests, you'll have more time and energy to invest in one of the most critical components of good governance — strategic planning.
- **Eliminate the paper chase:** Instead of chasing down paper requests and slogging through the data entry process, you can kick off each new request cycle with a click.
- **Critical insights:** Leverage scenario planning to understand the true impact of key capital projects in both the short term and over time.
- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.
- **Synchronized budgeting:** ClearGov's Capital Budgeting syncs directly with ClearGov Operational Budgeting to further streamline your overall annual budgeting process. Capital Budgeting also syncs with and automatically generates a capital request summary with detail pages for each department/request for your ClearGov Digital Budget Book.

Build an Award-Winning Budget Book in a Fraction of the Time

The annual budget book is your government's most important, public-facing policy document. You want it to be polished, professionally formatted, and accessible to as many residents and stakeholders as possible. And, ideally, you want it to be easy and efficient to produce on your end.

ClearGov Digital Budget Book is the industry's first website-based solution that automates most of the budget book creation process using templates and data-driven charts and tables. Meet GFOA award criteria and deliver new levels of clarity, engagement and understanding for your citizens.

[Watch a 5 minute micro-demo here](#)



✓ Automated Fund Summaries

✓ Capital Improvements Inclusion

✓ Department Specific Pages

✓ Automatic Data Updates

✓ Collaborate and Customize

✓ Automated Workflows

✓ Built-in GFOA Best Practices

✓ And more...



*"We are proud to have won a GFOA award for our latest budget book that we created with ClearGov's Digital Budget Book. One GFOA reviewer even gave us an **Outstanding** rating for Document-wide Criteria and noted: 'The new software they have implemented is great. Graphics, charts, formatting: all exceptional. Outstanding as a communication device.' We are thankful to ClearGov for all of their support throughout the process."*

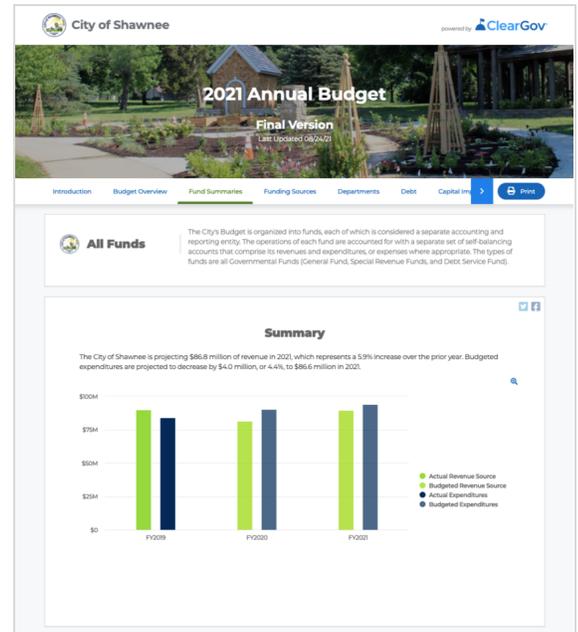
Janet Holman
Financial System Manager
Montgomery County, OH



Budget Book Builder

The Budget Book Builder module helps you produce an interactive and engaging budget book in a fraction of the time it takes today. Instead of manually building your book in a clunky document editor, you build it collaboratively using simple web apps that streamline the steps from start to publish.

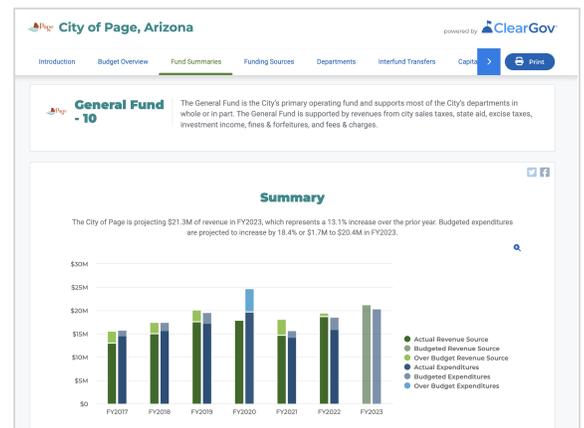
- **Prepopulated and preformatted:** Start with a core framework that includes all of your pre-loaded budget data with integrated, pre-built charts
- **Smarter workflow:** Collaborate and work faster to add your narrative with fewer headaches
- **Highly customizable:** Add images, choose chart colors, and select styles to reflect your civic brand.
- **Better end product:** Produce a polished piece that is ADA-Optimized and built from the ground up to meet GFOA best practices



Auto-generated Charts, Graphs and More

ClearGov automatically generates charts, graphs, and Fund Summary pages using your budget data - giving you a profound head start in content creation.

- **Page creation:** Fund Summary pages are pre-built with easy-to-edit template panels. Simply add narrative to the panels to tell your story.
- **Pre-populated:** Fund Summary pages are pre-populated with revenue, expense, and historical data so you don't have to enter it manually.
- **Auto-generated graphs:** Pages include compelling, colorful graphs to complement the data and to help visualize the numbers for each section of your budget. All your graphs and data are auto-updated if you change the numbers.



Digital Budget Book Examples

Check just a few of the outstanding Digital Budget Books created using the ClearGov solution:

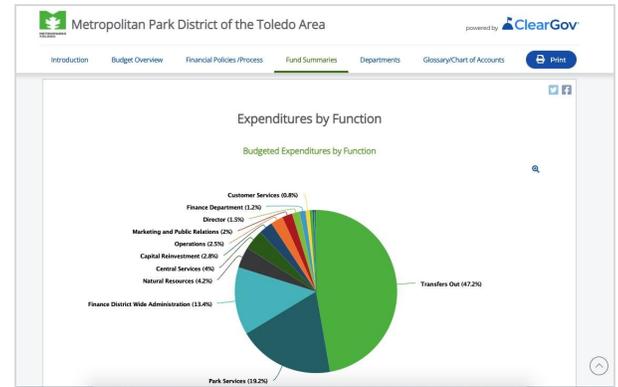
- [El Mirage, AZ Digital Budget Book](#)
- [Shawnee, KS Digital Budget Book](#)
- [Woodbridge, CT Digital Budget Book](#)
- [Yuma County, AZ Digital Budget Book](#)
- [Sussex County, DE Digital Budget Book](#)



Automatic Data Updates

Revenue and expense data are automatically updated throughout your Digital Budget Book as the numbers change, eliminating errors and saving time - especially valuable for those inevitable last-minute tweaks.

- **Embedded Data:** Easily embed budget numbers into your narrative. Embedded numbers automatically update whenever your budget changes. No more searching through 300 pages.
- **Smart Charts:** All charts and graphs also update automatically, and they're interactive to help provide a complete picture of your budget.
- **Integrated Budget:** Syncs directly with ClearGov Operational Budgeting or upload your budget data into an integrated, intuitive budget editor.



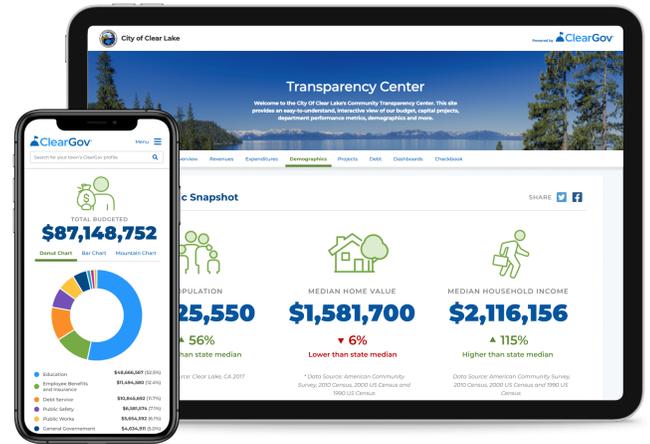
Why does Craig need this?

- **The short-cut you always wanted:** One simple click generates a fully formatted framework that's automatically populated with your financial data, along with pre-built charts, tables and graphs, and even some pre-written content. You simply fill in the blanks and customize the content as you see fit.
- **Improve accuracy:** The more spreadsheets you manage and papers you shuffle, the greater the margin of error. ClearGov's digital-first approach is automated, templated, and paperless so you can stop manually collecting, merging, and managing all that input from dozens of department heads.
- **You save time and aggravation:** Recreating charts, tables, and graphs from spreadsheets every time a figure changes is not only tedious, it's inefficient. With ClearGov, every time you change a number in your budget, all of the applicable charts, tables and graphs are updated automatically.
- **Print on demand:** Printing a budget book is expensive and often out of date before the ink dries. ClearGov enables you and your citizens to print specific sections or the entire budget book whenever you like - which saves both time and money.
- **GFOA kudos:** ClearGov's Digital Budget Book is structured to meet GFOA best practice guidelines. In fact, there is a GFOA checklist built right in, so you can check off each Distinguished Budget Award Presentation requirement as you complete it.

Tell Your Story

Tell your financial story using our simple-to-navigate transparency center. Easy-to-understand infographics help you share financial information, departmental goals and results in a way that informs and engages your community.

ClearGov Transparency is a suite of cloud-based solutions designed to remove the static from your communications efforts, so you can keep your community in the loop with the solid work you and your team are doing. With innovative, turnkey transparency profiles, project pages and department dashboards ClearGov Transparency helps you tell your story and show your work.



[Watch a 5 minute micro-demo here](#)

✓ **Fiscal Transparency**

✓ **Department Dashboards**

✓ **Peer Comparison**

✓ **Custom Chart Builder**

✓ **Open Checkbook**

✓ **Performance Metrics**

✓ **Capital Project Pages**

✓ **And more...**



"We have received nothing but positive feedback from the public on our new ClearGov Transparency profile. It has helped us communicate our financials in a user-friendly and interactive way."

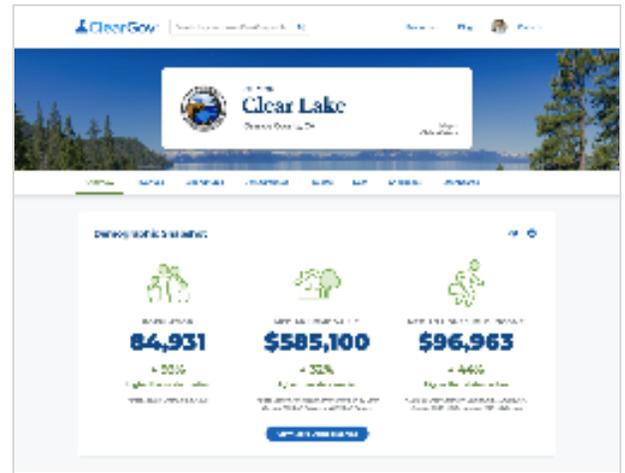
John Frye
Financial Services Director
Pinehurst, NC
Population: 15,580



Financial Transparency

Build community trust and support by publishing your financial data in an online profile that's feature-rich, easy to use, and easy to understand. It's an instant best-in-class transparency center that's miles ahead of the usual complex spreadsheets and static PDFs.

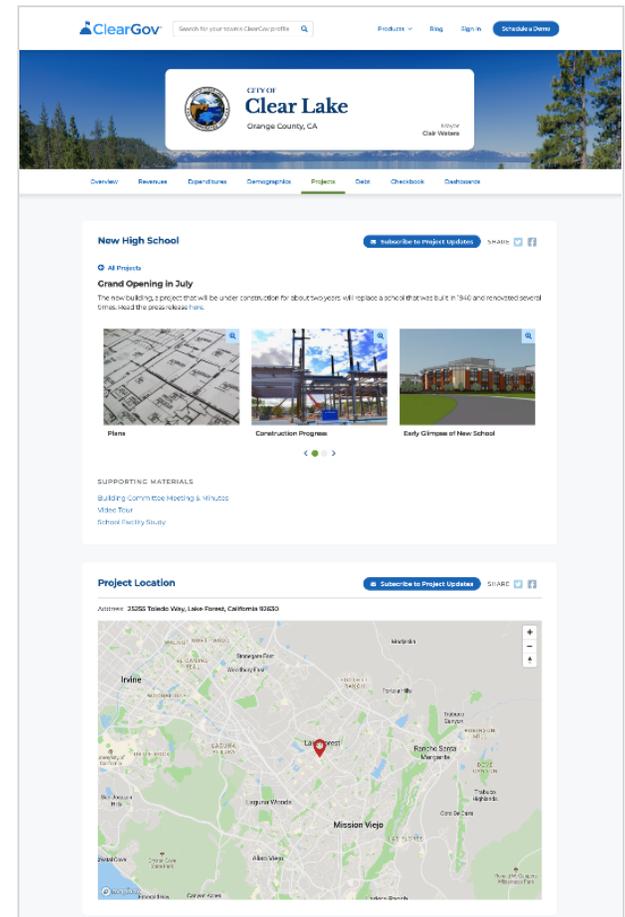
- **Easy-to-understand infographic format:** Help citizens and other stakeholders easily visualize and interpret important metrics.
- **Context features that make transparency meaningful:** Add explanatory notes that tell the story behind the numbers. Allow users to compare data side-by-side with similar communities near you.
- **Budget vs. actuals:** Clearly show how funds are collected and allocated. Reveal trends by showing historical data as well.
- **Open checkbook:** If desired, you can provide searchable, check-level detail revealing line-item spend.



Capital Project Communications

Keep citizens in the loop with key data and updates about all of your key projects. Project Pages take only minutes to populate and allow you to share photos, timelines, funding sources, and more — all in one centralized location. If you're also using ClearGov Capital Budgeting you can publish capital requests from department heads directly to project pages in just one click.

- **Share project finances:** Post your project's budget, funding sources and track expenditures along the way.
- **Share images:** Bring your project's story to life by posting photos and architectural renderings.
- **Allow citizens to subscribe:** Visitors to your Project Pages can subscribe to receive automatic email updates every time you make a change.
- **Collect citizen feedback:** Invite visitors to ask questions or post comments in a moderated forum that you control.



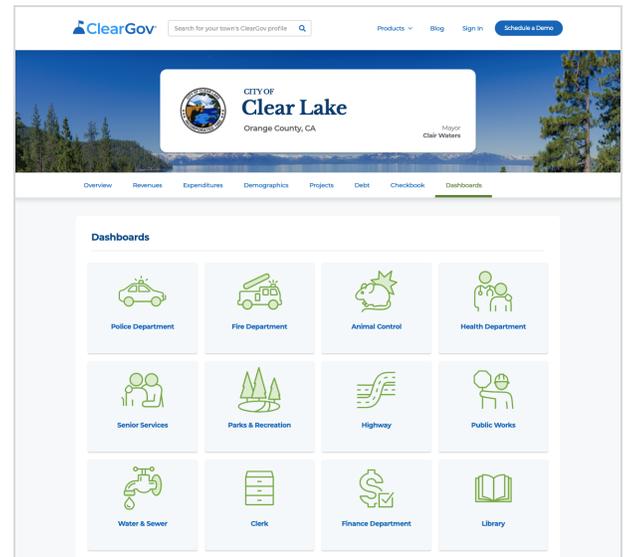


Department Dashboards

Tell your government's whole story by publishing updates detailing department-level performance metrics. Showcase KPIs for any and all departments, from animal control to the zoning board.

ClearGov Department Dashboards are extremely flexible and point-and-click easy to assemble. You can use Department Dashboards to display any metric you like. Plus, the ClearGov solution makes sure that your data is presented in a way that's easy for your residents to interpret and understand.

- **Customize:** Display department-specific KPIs. Add the department head's name, title, picture, and a brief intro letter.
- **Create panels:** Select the appropriate template for each section you want to display. If you like, add commentary or explanatory text.
- **Add charts:** Pull in existing graphics from the ClearGov Chart Builder App or easily create new ones specific to your dashboard.



Why does Craig need this?

- **Drive community support:** By sharing critical facts and figures with citizens, you can foster a climate of trust and understanding that helps drive public support for key initiatives.
- **Dispel public misconceptions:** MIT research shows that false news travels faster, farther, and deeper than true news, particularly through social media. In the age of misinformation, readily accessible and easily understood facts are your best defense against public misconceptions.
- **Reduce inquiries:** Research by the Sunlight Foundation indicates that municipal transparency programs reduce citizen information requests by 30 percent. The more data you share with constituents now, and the clearer you make it, the fewer inquiries and record requests you'll field on an ongoing basis.
- **Promote value:** Where else can the average citizen go to find out about police response times or annual fundraising efforts? Department Dashboards let every division tell its own unique story.
- **Hold departments accountable:** They say that what gets measured is what gets done. ClearGov dashboards are a simple and effective way to track department performance against goals and to promote a culture of performance and transparency agency-wide.
- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.



Service Order

2 Mill & Main; Suite 630; Maynard, MA 01754

Created by	Shane Barrett
Contact Phone	205-451-8517
Contact Email	sbarrett@cleargov.com

Order Date	Jun 13, 2023
Order valid if signed by	Jun 21, 2023

Customer Information					
Customer	City of Craig, Alaska	Contact	Brian Templin	Billing Contact	Brian Templin
Address	PO Box 725	Title	City Administrator	Title	City Administrator
City, St, Zip	Craig, AK 99921	Email	administrator@craigak.com	Email	administrator@craigak.com
Phone	(907) 826-3275			PO # (If any)	PO Box 725

The Services you will receive and the Fees for those Services are...			
Set up Services		Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions		Tier 1	\$ 9,000.00
ClearGov Setup: BCM Bundle Discount - Discount for bundled BCM solutions		Tier 1	\$ (3,150.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME			\$ 5,850.00
Subscription Services		Tier	Service Fees
ClearGov BCM Operational Budgeting - Civic Edition		Tier 1	\$ 9,100.00
ClearGov BCM Personnel Budgeting - Civic Edition		Tier 1	\$ 8,300.00
ClearGov BCM Capital Budgeting - Civic Edition		Tier 1	\$ 6,200.00
ClearGov BCM Digital Budget Book - Civic Edition		Tier 1	\$ 5,200.00
ClearGov BCM Transparency - Civic Edition		Tier 1	\$ 4,500.00
ClearGov BCM Bundle Discount: Discount for bundled BCM solutions		Tier 1	\$ (11,655.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE			\$ 21,645.00

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Setup	Jun 22, 2023	Jun 22, 2023	ClearGov Setup Services
Initial	Jun 22, 2023	Jun 21, 2026	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Jun 22, 2023	\$5,850.00	One Time Setup Fee
Jun 22, 2023	\$21,645.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.		
Billing Terms and Conditions		
Valid Until	Jun 21, 2023	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Initial Period Rate Increase	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
Rate Increase	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions

[BACK TO TOP](#)

Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an " Annual Term "), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

Customer	
Signature	
Name	Brian Templin
Title	City Administrator

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Customer Upgrades (ClearGov internal use only)			
This Service Order is a Customer Upgrade	No	If Yes: Original Service Order Date	

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- If Customer is subscribing to any products that require data onboarding:
 - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
 - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
 - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
 - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- If Customer is subscribing to any products that require data onboarding:
 - Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
 - Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: June 23, 2023
RE: Discussion on moving to one Craig City Council meeting per month

At the June 15th council meeting council members asked staff to do some research and prepare a discussion on changing the frequency of city council meetings from two meetings per month to one meeting per month. The frequency of council meetings is dictated by Alaska Statute 29.20.160b and Craig Municipal Code 2.04.150A:

AS 29.20.160 (b) A governing body shall hold at least one regular meeting each month unless otherwise provided by ordinance. If a majority of the members are given at least 24 hours oral or written notice and reasonable efforts are made to notify all members, a special meeting of the governing body may be held at the call of the presiding officer or at least one-third of the members. A special meeting may be conducted with less than 24 hours notice if all members are present or if absent members have waived in writing the required notice. Waiver of notice can be made before or after the special meeting is held. A waiver of notice shall be made a part of the journal for the meeting.

CMC 2.04.150 A. Regular meetings of the council shall be held on the first and third Thursdays of every month in the council chambers unless public notice is given for a period of at least 24 hours to the effect that the meeting will be held on a different day and/or in a different place. Whenever a first or third Thursday of the month is a holiday or if it is found that there is not going to be a quorum for a meeting, the regular meeting scheduled for that day may be changed to a different day, hour or place, or it may be cancelled, so long as there is at least one regular meeting in the month, in accordance with AS 29.20.160(b), and proper notices have been posted as noted above. No notice of any regular meeting is required except that in the month of January of each year the clerk shall post a notice in three public places in the city stating the time and place of regular meetings of the council as provided by this chapter.

AS 29 requires a minimum of one meeting per month for city councils and allows municipalities to set the date, and additional frequency of meetings by ordinance. The days and frequency for Craig City Council meetings are laid out in CMC 2.04 at two per month on the first and third Thursday of each month. If the council is interested in changing the frequency of meetings it can do so as long as there is a minimum of one meeting per month.

As the council can expect, there are pros and cons of meeting less frequently. The council should discuss the merits and issues related with this decision.

If the council is inclined to meet less frequently (at least once per month), there are a couple of options.

1. The council may approve an ordinance changing the municipal code section 2.04.150(b) to set a single meeting date each month. Most other language in the section would remain the same. If the council chooses this approach, staff recommends that the meeting be set at the first Thursday of each month allowing sufficient time to schedule another meeting if that meeting needs to be cancelled or the council does not have a quorum. This also makes it easiest to accommodate other requirements like certifying elections. If the council chooses this option staff will draft an ordinance and bring it back to the council.
2. The council may choose to leave the current language in CMC 2.05.150 (b), but may regularly cancel one of the meetings every month unless there is some pressing reason to hold the meeting. If the council chooses this option we would amend the public posting described in CMC 2.04.150 (b) to state:

*“Regular meetings of the council shall be held on the first **Thursday** and **on the** third Thursdays (**when necessary**) of every month in the council chambers unless public notice is given for a period of at least 24 hours to the effect that the meeting will be held on a different day and/or in a different place...*

This would not require an amendment to the municipal code but staff would have to make sure to post a cancellation notice for the second meeting of the month on a regular basis. This may be a good option if the council want to see how one meeting a month will work before changing the municipal code.

Recommendation: Council should discuss this item and provide direction to staff.