

**CITY OF CRAIG
COUNCIL AGENDA
October 5, 2023
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

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

CANVASS ELECTION

- **Chief Election Judge Recommendations on Questioned Ballots (c.c. approves)**
- **Tally of valid absentee and questioned ballots**
- **Certify Election**

CONSENT AGENDA

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

- Meeting minutes of September 14, 2023
-

HEARING FROM THE PUBLIC

- Ordinance # 764-Second Reading-Expanding Range of Modular Buildings Allowed in Mobile Home Parks and Adjustments to Mobile Home Park Standards
-

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

- Treasure Chest-Marijuana Licensing
- USDA- "Ketchikan to Rescind Nonrural Designation"
-

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- **Ordinance #764 – Second Reading- Expanding Range of Modular Buildings Allowed in Mobile Home Parks and Adjustments to Mobile Home Park Standards**
-

UNFINISHED BUSINESS

-

NEW BUSINESS

-

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>.

SETTING UP FOR COUNTING ABSENTEE BALLOTS BY HAND

1. Have the tally sheets ready (at least six) with the candidates names listed on them
2. Have the unofficial results listed on the white board
3. You will need **a)** one pen per person for tallying **b)** letter opener **c)** calculator **d)** markers for white board **e)** Oaths of Office forms and **f)** ballots
4. You will need two persons (or more) to do the tallying on paper and one person to do the tallying on the white board. You will need one person to open the ballots and one to stack the ballots (face down). You will need a reader to read the ballots out loud. The procedure with tallying is on every fifth hash mark the tally people need to say “mark” and mark the fifth hash mark with. This makes sure that their tally marks equal that of the other tally person’s and with the person keeping tally on the white board.
5. After the questioned ballots have been addressed and the clerk’s recommendation has been dealt with then the ballots can be opened (except the questioned ballots not accepted by council) and stacked. Mix the ballots up and have the reader begin.
6. The Official Results should be established, and it should be determined whether the candidates received 40% of votes cast for that seat.
7. At this point the council should make a motion to certify the election.
8. Send Certificate of Election to each elected/re-elected person
9. Send letters to voters who voted a questioned ballot and tell them whether their ballot counted or did not count.

ROLL CALL

Mayor Tim O'Connor called the meeting to order at 6:30 p.m. Present were Hannah Bazinet, Cody Schwegel, Michael Kampnich, and Millie Schoonover attended telephonically. Chanel McKinley and Julie McDonald were Absent/Excused.

Audience Present: Clinton Cook, Kasey Smith, Ken Quigley, Allison Quigley

CONSENT AGENDA

- Meeting Minutes of August 3, 2023
- Ordinance #764-First Reading-Expanding Range of Modular Buildings Allowed in Mobile Home Parks and Adjustments to Mobile Home Park Standards

BAZINET/KAMPNICH

MOVED TO ACCEPT
CONSENT AGENDA
MOTION CARRIED

HEARING FROM THE PUBLIC

- Ordinance #762 Second Reading-Establishing a Late Fee for Delinquent Harbor Accounts
- Ordinance #763-Second Reading-Amedning CMC 4.20.090 Loss of Assigned or Reserved Moorage
- Resolution #23-13- Amending the City of Craig Classification Pay Plan to Include a 4% Cost of Living Adjustment for all Full-Time and Part -Time Employees Memo
- Resolution #23-14 Asset Allocation Plan FY24
- Tammy Demmert Letter

Cook commented on the sample ballot not being posted on the city website. City Clerk explained she had not posted it and had only run the ballots the previous day. Cook also commented on the amount of dog refuse in the public parks and RJ said he would get the Code Enforcement Officer to start issuing tickets to people who are not cleaning up after their dogs. The council went on to discuss the procedure for collecting delinquent property taxes and the council will re-examine the letter brought before the council at a later date.

REPORTS FROM CITY OFFICIALS

Mayor- Discussed the incident with the propane and explained to the council what measure the city took to help and provide support.

Administrator- Provided a brief overview to the council about the status of recruiting and hiring key personnel.

Finance- Gave her report telephonically. The council went on to a discussion about the procedure of collecting delinquent property taxes.

City Clerk- Informed the Council of status of Elections and informed them that the Administrator will be delegating some of her HR and Payroll duties to ease the workload.

Planner- There will be (6) different bus shelters she is focusing on getting funded.

Fire/EMS- Venessa was not feeling well so the mayor and the administrator did their best to fill in the blanks.

Harbormaster- Our Icehouse Operator is leaving and will be gone starting next week. He is working on some last-minute maintenance.

Library- Brian informed the council that the librarian is using the last of her annual leave since she is leaving. Brian updated the council on the status of when the new librarian was going to start.

Police- RJ updated the council on incoming and outgoing personnel. He informed the council about Margaret Gore who will be the new DMV/EMS position and of how he plans to train her for various duties to bridge the gap when they have any personnel shortages.

Recreation- Ellie participated telephonically and updated the council on the monthly activities of the Recreation Department. Ellie is preparing for the After School Programs.

READING OF CORRESPONDENCE

- E-Mail regarding Marijuana retail walk drive-up window
- Statement Regarding APC Rate Updates
- Public Comment Shaan Seet Opposing Land Sale

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Ordinance #762- Second Reading-Establishing a Late Fee for Delinquent Harbor Accounts
SCHOONOVER/BAZINET MOTION PASSED WITH
ROLL CALL VOTE
- Ordinance #763- Second Reading- Amending CMC 4.20.090 Loss of Assigned or Reserved Moorage
SCHWEGEL/KAMPNICH MOTION PASSED WITH
ROLL CALL VOTE
- Resolution 23-13 Amending the City of Craig Classification Pay Plan to Include 4% Cost of Living Adjustment for all Full-time and Part -time Employees- Memo
BAZINET/KAMPNICH MOTION PASSED WITH

- Resolution 23-14 Asset Allocation Plan for FY24
BAZINET/KAMPNICH

ROLL CALL VOTE

MOTION TO PASS AND
ADOPT RESOLUTION 23-
13. MOTION PASSED BY
ROLL CALL VOTE

UNFINISHED BUSINESS

- Current Lease draft for Ken Quigley-Seaborne Seafood Lease
MOTION TO APPROVE
CURRENT LEASE DRAFT
FOR SEABORNE
SEAFOOD. PASSED BY
ROLL CALL VOTE
- Land Sale Lot 2A JT Brown Subdivision Land Sale-Kampnich interjected that he would
like it clarified in the land sale as an amendment in the agreement.
KAMPNICH/BAZINET

MOTION PASSED TO
APPROVE LAND SALE
PASSED BY ROLL CALL
VOTE

NEW BUSINESS

Wage and Compensation Review Committee- Brian explained the options to form a Wage and Compensation Committee and then asked if there were any volunteers. Schwegel, Bazinet, Schoonover and Kampnich all volunteered to be on the committee. Brian will try and set up the first committee meeting within the next week once he gets back from the Southeast Conference.
BAZINET/SCHWEGEL

MOTION PASSED BY
VOICE VOTE

CTA Letter of Intent- Opportunity for the council to look at and make comments. Clinton explained that the trail will start by Calsey Court and will end at Healing Heart Totem Pole.

Consider Appointment of Election Judges and Set Compensation-Council approved list of election judges for 2023 Municipal Election on October 3, 2023.
KAMPNICH/BAZINET

MOTION PASSED BY
VOICE VOTE

New Compressor Memo for Icehouse- Council moved to appropriate \$24,000 for a new Compressor.
BAZINET/SCHWEGEL

COUNCIL APPROVED TO
APPROPRIATE \$24,000
MOTION PASSED BY

VOICE VOTE

Wood Boiler Control System- Discussion on how much the wood boiler has cost the city. City Will need to look at more cost-effective resources besides biomass. The history of funding this has been problematic. Brian will reach out to Karen and Priscilla from Southeast Conference to analyze some numbers. The school would like to start it up in October. Council will appropriate \$30,000 until they find another option.

KAMPNICH/BAZINET

COUNCIL MOVED TO
APPROPRIATE \$30,000
TO FUND WOOD BOILER
MOTION PASSED WITH
ROLL CALL VOTE

CITY COUNCIL COMMENTS-

EXECUTIVE SESSION- Seaborne Seafood Lease-Discussion

Next council meeting October 5, 2023

ADJOURNMENT

KAMPNICH/SCHWEGEL

Moved to Adjourn
at 9:42 P.M.

APPROVED ON THE _____ DAY OF _____, 2023.

TIM O'CONNOR, MAYOR

KECIA WEATHERWAX, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Samantha Wilson, City Planner
Date: September 18, 2023
RE: Ordinance 764, Second Reading – Title 18 Amendment: Expanding Range of Modular Buildings Allowed in Mobile Home Parks and Adjustments to Mobile Home Park Standards

The Planning Commission reviewed and passed a resolution recommending changes to the Craig Municipal Code, Title 18 on August 24th, 2023. The Craig City Council completed the first reading on September 14th.

The goal of expanding the types of mobile buildings that may be placed in a mobile home park is to provide affordable options to replace the deteriorating housing that currently exists. Mobile home parks only allow mobile homes on a chassis with wheels by the existing definition of a mobile home park. Mobile buildings, or tiny homes, that are not built on wheels and a chassis but may otherwise be moved as a single unit may provide a higher-quality, cost-effective alternative to RVs and travel trailers that have gradually replaced logging-era mobile homes. To replace double-wide mobile homes with like-structures would largely be out of the price range of most persons utilizing mobile home parks. The dearth of housing in Craig makes providing low to mid-ranged housing options more important as existing mobile homes in trailer parks deteriorate. The proposed language acknowledges other types of “mobile homes” that may be moved as a single, complete unit by means other than an attached chassis and wheels.

At the request of Shaan-Seet Inc. the language was expanded to include two-part modular homes that could be attached on-site with minimal alteration. Ed Douville, president of Shaan Seet Inc., had expressed interest in the manufacture of two-part modular mobile homes for the trailer park if the language were passed.

Additional language was included under the section regarding Mobile Home Park Safety Standards to address concerns that came up during Planning Commission discussion. Of particular concern was the issue of wanigan sprawl and container home stacking. As wanigans have long been an allowed use, it was determined that establishing a limit to maximum wanigan size would be the best way to limit sprawl and the associated fire dangers. Likewise, no container home stacking is to be permitted in mobile home parks.

Please note, the alternative language is intended to only address such structures in mobile home parks. The alternative language is not intended to limit or otherwise affect housing outside of mobile home parks.

Recommendation: The City Council should review the proposed language, discuss public comment, if any and approve the second reading of Ordinance 764, adopting the proposed changes to the Craig Municipal Code.

CITY OF CRAIG
ORDINANCE NO. 764

AN ORDINANCE AMENDING TITLE 18, CRAIG MUNICIPAL CODE,
SECTION 18.00.020 DEFINITIONS AND SECTION 18.07.040 MOBILE
HOME PARKS – STANDARDS C. HEALTH AND SAFETY STANDARDS.

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

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

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance and the application of 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 amends Section 18.00.020 Definitions and Section 18.07.040 Mobile Home Parks – Standards C. Health and Safety Standards of the Craig Municipal Code by deleting the items shown with strikethrough text and surrounded by square brackets (~~strikethrough~~) and by adding the **bold underlined** items, as follows:

Section 18.00.020 Definitions

“Mobile home park” means three or more mobile homes, travel trailers~~[,] [and/or]~~ motor homes~~[, and/or other mobile building]~~ located on one lot or parcel.

[Residential mobile buildings must be built off-site and moved into place either as a completed unit or a two-piece completed unit that can be connected on-site with minimal alterations to demonstrate transportability.]

“Mobile building” means a ~~[single]~~ modular building designed to be transported, **[placed, or removed either as a completed, single unit or two-piece completed units that may be connected on-site with minimal alterations]** ~~[on its own wheels and chassis].~~

Section 18.07.040 Mobile Home Parks – Standards C. Health and Safety Standards

[10. Wanigans attached to mobile units are limited in size to 50 percent of the roof area of the host building or 10x20 ft, whichever is smaller. Additional roofing over the mobile unit shall not count towards wanigan size.]

[11. Modular homes, like shipping container homes, may not be stacked within the mobile home park.]

Passed and approved on _____, 2023.

_____ Mayor Tim O'Connor	Attest	_____ Kecia Weatherwax, City Clerk
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CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: September 26, 2023
RE: October Staff Report

1. Delinquent Account Collection

Based on the council discussion at the September 14th meeting, we have put a hold on further delinquent property tax collections action pending further discussion by the council. The council talked about one property owner's unique circumstances and seems likely to consider forgiveness of one or more tax years. Of the thirteen delinquent real property accounts about half have unique circumstances. For the sake of consistency, it would be helpful for the council to have a full discussion and give direction to staff regarding property tax forgiveness as a whole for the prior delinquent years. I would like to schedule an executive session for the October 19th meeting to talk about all of the delinquent accounts to help the council make a decision.

2. Property Tax Roll

We are continuing to find problems related to the Senior Citizen/Disabled Veteran's Property Tax exemption for the 2023 tax year. In the September staff report we reported that we will work on these issues and the process with the state assessor and bring an amended tax roll to the council later this year. We are working on reviewing the procedures to ensure that prior recipients of the tax exemption are sent a new form each year and that the exemption is well publicized prior to the deadline (usually January of each year).

3. Craig Harbor Project

We are continuing to work on the council's direction that we move the project back to site selection or scoping with the USACE paying the entire cost of the study.

I had the opportunity to meet with Senator Murkowski for a few minutes while she was transiting through Craig at the end of August. She suggested a meeting in Craig in the next few months to sit down with the new USACE Alaska District Commander, CTA, and the city to discuss the issue with the intent of having the USACE move the project study back to site selection or scoping and complete the additional study on a new harbor in Craig.

I have put this request to Chere Klein and Steve Silver is working on this with the DC staff.

4. Water Issues

I want to especially thank Dave Nelson, Tony Nelson and the rest of the public works crew for their work keeping the water system running through the summer given the system failure in March, our starting the summer season with little stored water, and continued issues keeping the plant running at optimum. They did a great job and we were able to work through the summer with few (all minor) modifications to water usage. We would also like to thank Silver Bay for their cooperation and help when it was needed. If you see our public works guys or Silver Bay staff, please thank them.

5. Capital Projects

Staff is continuing to work 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. Staff is still 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. We are still waiting for USDA to route these funds into a grant program so we can start the application process. We have submitted a letter of interest to the Denali Commission for up to \$200,000 in funding for the project. If we receive this funding it can be used for match to the federal funding secured by Senator Murkowski.
- Water Treatment Upgrades. We have been notified by Sen. Murkowski's staff that a \$3 million appropriation for water treatment improvements. This appropriation is likely involved in the discussion going on in the Senate related to the government shutdown, debt limit, etc. We will continue to track the funding appropriation bill in congress and will work on the grant application when the funds are appropriated.
- New Firehall. Staff is continuing to monitor this appropriations request and will work through the grant process after the money is appropriated by congress. 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. This will be a major part of the Water System improvement. We will also likely use some funds from the USDA Emergency Community Water Grant program and some of the funds from the congressional appropriation for water treatment to substantially upgrade this system. The ECWAG process has been slow and the amount of eligible funding is uncertain. I met with USDA Rural Development staff in Sitka recently and asked for some help moving this process forward. Completing the revolving loan application and securing this funding will be a top priority for our new public works director.
- Wastewater Treatment Plant Roof. We are still working on the loan application through the SRF for \$400,000 to replace the roof at the wastewater treatment plant. With recent weather we have started having some major leaks and problems with the existing roof. Interim repairs, completion of the revolving loan application, and contracting for the new roof will be one of the top priorities for the new PW director.
- POWER Building Renovation/Repairs. Staff is still working through remediation of the lead paint issues and working to put out a new solicitation for work to replace the siding.
- Webloft Roof. We have executed the contract for replacement of the webloft roof. We are hoping that there is still enough good weather to complete this work this year. If not, work will commence in the spring.

- **Annual Budget Capital Projects.** Departments are continuing to work on individual capital project that were included for their departments in the FY24 budget.

This is not an exhaustive list but is a good representation of current capital projects being worked on across the city.

Based on approved congressionally directed spending requests we will likely have to have \$2.5 million - \$4 million in matching funds to complete the lift stations, firehall, water system improvements and boiler replacement. Staff is working with a number of other grant agencies to secure funding that can be used as match and loan funds which can be used as match. The city also has funds available in the capital reserve that can be used for this purpose if needed. Match for these projects will likely constitute the top priorities in this year's capital improvement project list and in our state legislative funding requests.

6. Employee Engagement Survey and Wage Analysis

The draft survey was sent out to council members in August/September for review. There were no comments or suggested changes. Foraker will be sending out an email with a hyperlink to the online survey in the next week or two. City staff will not have any access to the survey data in order to keep it anonymous and encourage full participation. When the survey period is complete, Foraker will compile, anonymize, and report the data along with their findings for the city.

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. CTA asked that we reschedule the meeting planned for August 31st. CTA is looking at other dates but hasn't suggested any yet. Given the upcoming election, staff suggests that we reappoint council members and revisit this issue after the new council members have been seated later in October.

8. Staffing

- a. **Public Works.** Our new PW Director will start work on October 2nd. We already have a long list of priority projects and he is eager to get started on them. All other open PW positions have been filled. While we do have some vacation and medical leaves scheduled in the department, staffing levels are good going into the fall/winter season. Our current Parks and Facilities Manager is transitioning to a seasonal part-time position at his request. This is in addition to the current full-time assistant retiring in December. In July we converted a full time temporary position to a permanent position as a replacement for the current assistant, but he is leaving in November as well. With Doug transitioning out of the manager position we are taking the opportunity to put the PPF department under the Public Works Director and transitioning the current manager position to a working foreman. This should help share management duties and hands-on work better in the department. We have had two interviews for the foreman position with excellent candidates and we may have one more highly qualified person interview before we make a final determination. Our plan to extend job offers the week of October 2nd for the foreman and assistant position. This will be a top priority for the new PW Director. Once these hires are completed the PPF

- department will have a foreman, full-time assistant, seasonal part time assistant (April – Dec) and full-time seasonal assistant (May – October).
- b. Library. Stephanie Merrit has completed her move back to Craig and has started as our new librarian. Stephanie has been teaching English in Spain for the past several years. We are excited to have her on staff. Please stop by the library and welcome Stephanie back.
 - c. Recreation Director. We have made two job offers, which both have been declined. We are continuing to advertise the position. One applicant is still interested but has not committed. The current director is still scheduled to leave the position at the beginning of November. If we don't have the position filled by then we will scale down department activities to continue with other staff and volunteers.
 - d. Pool. 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 an open full-time lifeguard position that we are currently advertising for.
 - e. Police Department. Officer Cole Connelly was recently sworn in and is starting his field training. Officer Dillon Smith has joined the department from Montana. Officer Smith will have to complete a lateral training academy (about three weeks of training) and Officer Cole Connelly will need to attend the full law enforcement academy (about four months long) as those are available. This puts the department at full staffing levels. We have also filled the shared position between EMS and DMV. Maggie Gore (was previously a dispatcher at CPD) has started training to fill this position.

9. Daycare Building

Getting the wood boiler operating to fill in a heating gap at the school has occupied most of the facilities' staff time lately. Getting the carpet replaced and moving the daycare center forward will be a top priority of the new PPF Foreman and PW Director as they start. Venessa has also been approved for a grant through the State of Alaska which will partially be used to upgrade the facility.

10. Southeast Conference

Mayor O'Connor and I attended the Southeast Conference Annual Meeting in Sitka from September 19 – 21. As usual the meeting was filled with interesting and useful panels throughout the three days. More importantly the mayor and I were able to have extensive conversations and meetings with agency staff and other communities regarding a variety of subjects including:

- Mariculture
- Klawock Cruise Ship Schedule/Plan
- Alaska Marine Lines (Seafood shipping issues)
- Solid Waste
- USDA Rural Development grants and funding assistance

11. Travel and Leave Schedule

I do not have any extensive travel or leave scheduled for October or November.



OCT 05, 2023

TO: Craig City Council

FROM: Kimber Mikulecky, Treasurer
finance@craigak.com
907-826-3275 ext 226

SUBJECT: Monthly report

Note: August's Alaska Permanent Capital Management reports are included. These are the most current reports available currently.

- ✓ THE SUPPLEMENTAL BUDGET HAS BEEN GOING WELL. I HAVE FOUND SOME MORE MISCODED INVOICES IN WHICH I HAVE DONE JOURNAL ENTRIES TO CORRECT. AS SUCH, I HAVE HAD TO MAKE MORE CHANGES TO THE SUPPLEMENTAL, BUT EACH PROCESS IS HELPING ME LEARN AND PREPARE FOR NEXT YEAR.
- ✓ I HAVE STARTED A FISCAL YEAR 2024 SUPPLEMENTAL BUDGET. IT IS MY INTENT TO KEEP IT UPDATED EACH MONTH AND MAKE NOTES FOR NEW ALLOCATIONS AS THE YEAR PROGRESSES, SO THAT BY THE END OF THE FISCAL YEAR WHEN THE SUPPLEMENTAL IS DUE, IT WILL BE 90% COMPLETE WITH VERY MINOR CHANGES NEEDED PRIOR TO ITS SUBMISSION TO THE COUNCIL FOR REVIEW/PASSING.
- ✓ I AM FEELING VERY CONFIDENT IN MY JOB, AND CONSTANTLY FINDING WAYS TO ADAPT OR IMPROVE SPECIFIC PROCESSES FOR UPCOMING YEARS. STAYING AHEAD AND CURRENT IS ONE OF MY BIGGEST GOALS THAT I CAN SAY HAS BEEN SUCCESSFUL THUS FAR.
- ✓ PER DISCUSSION WITH BRIAN AND I, WE HAVE MADE A SLIGHT CHANGE TO HR RESPONSIBILITIES IN THE OFFICE. WE HAVE DECIDED TO DELEGATE THESE TASKS TO VERONICA, TENTATIVELY. NATALIE, VERONICA, AND I WILL TAKE ON PAYROLL AND HR DUTIES AS THEY COME. I AM IN THE PROCESS OF REACHING OUT TO OUR POINT OF CONTACT FOR EMPLOYEE BENEFITS TO SCHEDULE MEETINGS TO GO OVER EACH BENEFIT, ELIGIBILITY REQUIREMENTS, ETC. THIS WILL INCLUDE MEETINGS AND TRAINING WITH PERS, BLUE CROSS, AND A SIT DOWN WITH BRIAN TO GO OVER THE EMPLOYEE HANDBOOK SPECIFICALLY PERTAINING TO ANNUAL AND SICK LEAVE ELIGIBILITY PER EACH EMPLOYEE CLASSIFICATION.



City of Craig
Cash Balances
9/28/2023

General Fund

Deposit Clearing Account	147,602.57
Checking - First Bank	1,976,560.25
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>2,152,385.26</u>

Restricted Fund

Cares Fund Checking	432,087.78
Cash, Police Fund	11,706.76
Cash Evidence, Police	4,421.70
Cash, Police Federal Fund	11,944.78
Police Petty Cash	781.17
Cash Hatchery Salmon Derby	42,283.24
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	54,867.53
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>4,070,586.73</u>

Endowment

Cash Held Endowment	250,032.14
Fixed Inc. Investment Endowment	5,528,884.77
Accr. Int., Endowment	40,284.13
Equity Invest., Endowment	6,737,496.00
Unrealized Gain/Loss Endowment	(476,302.37)
Unrealized Gain/Loss Equity, Endowment	<u>(21,524,337.60)</u>
Total	<u>(9,443,942.93)</u>

Enterprise Fund

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

City of Craig

Revenue and Expense YTD & Budget

September 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Administration				
Total Personnel Expenditures	88,036	0	231,265	88,036
Total Benefits Expenditures	39,584	0	190,837	39,584
Total Contract Expenditures	57,583	0	275,350	57,583
Total Travel & Expenditures	2,072	0	27,845	2,072
Total Materials Expenditures	4,096	0	13,995	4,096
Total Utilities Expenditures	3,290	0	20,520	3,290
Total Repairs & Maint Expenditures	0	0	4,710	0
Total Other Expenditures	11,993	0	51,139	11,993
Total Capital & Debt Expenditures	0	0	7,500	0
Total Expenditures	<u>\$ 206,654</u>	<u>\$ 0</u>	<u>\$ 823,161</u>	<u>\$ 206,654</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (206,654)</u>	<u>\$ 0</u>	<u>\$ (823,161)</u>	<u>\$ (206,654)</u>
Council				
Total Personnel Expenditures	4,417	0	20,679	4,417
Total Benefits Expenditures	445	0	7,030	445
Total Contract Expenditures	197	0	950	197
Total Travel & Expenditures	1,051	0	5,550	1,051
Total Materials Expenditures	136	0	1,000	136
Total Utilities Expenditures	47	0	0	47
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	108	0	10,428	108
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 6,401</u>	<u>\$ 0</u>	<u>\$ 45,637</u>	<u>\$ 6,401</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (6,401)</u>	<u>\$ 0</u>	<u>\$ (45,637)</u>	<u>\$ (6,401)</u>
Planning				
Total Revenues	\$ 1,696	\$ 0	\$ 0	\$ 1,696
Total Personnel Expenditures	9,672	0	43,560	9,672
Total Benefits Expenditures	5,644	0	28,563	5,644
Total Contract Expenditures	110	(3,248)	0	(3,138)
Total Travel & Expenditures	(235)	(649)	4,000	(883)
Total Materials Expenditures	178	0	1,000	178
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	500	0
Total Other Expenditures	399	0	2,242	399
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 15,768</u>	<u>\$ (3,897)</u>	<u>\$ 79,865</u>	<u>\$ 11,872</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (14,072)</u>	<u>\$ 3,897</u>	<u>\$ (79,865)</u>	<u>\$ (10,176)</u>
Parks & Facilities				
Total Personnel Expenditures	49,040	0	190,534	49,040
Total Benefits Expenditures	23,240	0	74,538	23,240
Total Contract Expenditures	390	(400)	7,500	(10)
Total Travel & Expenditures	0	0	1,500	0

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City of Craig

Revenue and Expense YTD & Budget

September 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Materials Expenditures	20,339	(29,488)	21,350	(9,149)
Total Utilities Expenditures	5,119	0	8,700	5,119
Total Repairs & Maint Expenditures	0	0	12,000	0
Total Other Expenditures	4,927	0	18,534	4,927
Total Capital & Debt Expenditures	315	0	67,729	315
Total Expenditures	<u>\$ 103,370</u>	<u>\$ (29,888)</u>	<u>\$ 402,385</u>	<u>\$ 73,482</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (103,370)</u>	<u>\$ 29,888</u>	<u>\$ (402,385)</u>	<u>\$ (73,482)</u>

Public Works

Total Personnel Expenditures	24,100	0	127,790	24,100
Total Benefits Expenditures	13,712	0	68,911	13,712
Total Contract Expenditures	2,484	2,846	720	5,330
Total Travel & Expenditures	0	0	32,000	0
Total Materials Expenditures	5,244	(978)	81,200	4,266
Total Utilities Expenditures	3,120	0	7,600	3,120
Total Repairs & Maint Expenditures	12,637	1,007	56,000	13,643
Total Other Expenditures	6,667	0	16,049	6,667
Total Capital & Debt Expenditures	47,205	(2,860)	190,260	44,345
Total Expenditures	<u>\$ 115,169</u>	<u>\$ 15</u>	<u>\$ 580,530</u>	<u>\$ 115,183</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (115,169)</u>	<u>\$ (15)</u>	<u>\$ (580,530)</u>	<u>\$ (115,183)</u>

Police

Total Personnel Expenditures	179,310	0	701,784	179,310
Total Benefits Expenditures	98,594	0	390,912	98,594
Total Contract Expenditures	2,399	0	27,106	2,399
Total Travel & Expenditures	381	492	7,500	873
Total Materials Expenditures	17,652	4,641	61,800	22,293
Total Utilities Expenditures	3,473	0	16,510	3,473
Total Repairs & Maint Expenditures	491	261	1,000	753
Total Other Expenditures	11,138	1,712	60,008	12,851
Total Capital & Debt Expenditures	28,025	33,451	74,200	61,475
Total Expenditures	<u>\$ 341,463</u>	<u>\$ 40,557</u>	<u>\$ 1,340,820</u>	<u>\$ 382,021</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (341,463)</u>	<u>\$ (40,557)</u>	<u>\$ (1,340,820)</u>	<u>\$ (382,021)</u>

EMS

Total Personnel Expenditures	36,745	0	187,169	36,745
Total Benefits Expenditures	18,822	0	75,588	18,822
Total Contract Expenditures	1,093	0	7,400	1,093
Total Travel & Expenditures	1,650	0	9,700	1,650
Total Materials Expenditures	861	0	13,950	861
Total Utilities Expenditures	1,249	0	8,600	1,249
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	2,328	0	10,077	2,328
Total Capital & Debt Expenditures	0	0	7,000	0
Total Expenditures	<u>\$ 62,748</u>	<u>\$ 0</u>	<u>\$ 319,484</u>	<u>\$ 62,748</u>

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City of Craig

Revenue and Expense YTD & Budget

September 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	\$ (62,748)	\$ 0	\$ (319,484)	\$ (62,748)
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	172	0	4,186	172
Total Contract Expenditures	0	0	5,700	0
Total Travel & Expenditures	175	0	5,000	175
Total Materials Expenditures	0	(1,502)	3,400	(1,502)
Total Utilities Expenditures	421	0	5,300	421
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	921	0	5,954	921
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	\$ 1,689	\$ (1,502)	\$ 30,540	\$ 187
Excess Revenue Over (Under) Expenditures	\$ (1,689)	\$ 1,502	\$ (30,540)	\$ (187)
Library				
Total Revenues	\$ 10,000	\$ 0	\$ 0	\$ 10,000
Total Personnel Expenditures	24,469	0	100,152	24,469
Total Benefits Expenditures	8,147	0	32,137	8,147
Total Contract Expenditures	16,436	(1,200)	3,660	15,236
Total Travel & Expenditures	0	0	1,000	0
Total Materials Expenditures	4,115	(1,392)	11,600	2,723
Total Utilities Expenditures	1,022	0	10,250	1,022
Total Repairs & Maint Expenditures	147	0	500	147
Total Other Expenditures	848	0	2,770	848
Total Capital & Debt Expenditures	457	(1,325)	33,000	(868)
Total Expenditures	\$ 55,641	\$ (3,917)	\$ 195,069	\$ 51,724
Excess Revenue Over (Under) Expenditures	\$ (45,641)	\$ 3,917	\$ (195,069)	\$ (41,724)
Recreation				
Total Revenues	\$ 240	\$ 0	\$ 0	\$ 240
Total Personnel Expenditures	21,073	0	114,140	21,073
Total Benefits Expenditures	10,748	0	54,456	10,748
Total Contract Expenditures	594	0	9,000	594
Total Travel & Expenditures	0	0	1,500	0
Total Materials Expenditures	1,812	0	13,410	1,812
Total Utilities Expenditures	2,676	0	19,625	2,676
Total Repairs & Maint Expenditures	0	0	2,100	0
Total Other Expenditures	4,250	0	6,239	4,250
Total Capital & Debt Expenditures	927	0	11,450	927
Total Expenditures	\$ 42,080	\$ 0	\$ 231,920	\$ 42,080
Excess Revenue Over (Under) Expenditures	\$ (41,840)	\$ 0	\$ (231,920)	\$ (41,840)

Aquatic Center

City of Craig

Revenue and Expense YTD & Budget

September 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Personnel Expenditures	29,676	0	204,733	29,676
Total Benefits Expenditures	21,801	0	120,093	21,801
Total Contract Expenditures	0	0	4,040	0
Total Travel & Expenditures	0	0	7,770	0
Total Materials Expenditures	2,584	(578)	24,420	2,006
Total Utilities Expenditures	42,405	0	138,650	42,405
Total Repairs & Maint Expenditures	0	(345)	4,500	(345)
Total Other Expenditures	4,752	0	20,012	4,752
Total Capital & Debt Expenditures	114,475	(11,048)	157,679	103,427
Total Expenditures	<u>\$ 215,693</u>	<u>\$ (11,971)</u>	<u>\$ 681,897</u>	<u>\$ 203,722</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (215,693)</u>	<u>\$ 11,971</u>	<u>\$ (681,897)</u>	<u>\$ (203,722)</u>
Sewer				
Total Revenues	\$ 54,003	\$ 0	\$ 0	\$ 54,003
Total Personnel Expenditures	28,191	0	164,916	28,191
Total Benefits Expenditures	13,145	0	68,043	13,145
Total Contract Expenditures	1,908	598	7,800	2,506
Total Travel & Expenditures	200	(1,000)	3,280	(800)
Total Materials Expenditures	850	(149)	14,400	701
Total Utilities Expenditures	7,518	(1,392)	42,300	6,126
Total Repairs & Maint Expenditures	2,185	1,479	5,000	3,665
Total Other Expenditures	5,361	0	28,263	5,361
Total Capital & Debt Expenditures	24,224	0	118,530	24,224
Total Expenditures	<u>\$ 83,582</u>	<u>\$ (464)</u>	<u>\$ 452,532</u>	<u>\$ 83,119</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (29,579)</u>	<u>\$ 464</u>	<u>\$ (452,532)</u>	<u>\$ (29,116)</u>
Water				
Total Revenues	\$ 81,415	\$ 0	\$ 0	\$ 81,415
Total Personnel Expenditures	39,257	0	241,983	39,257
Total Benefits Expenditures	17,352	0	105,432	17,352
Total Contract Expenditures	1,640	1,690	12,500	3,330
Total Travel & Expenditures	943	(1,198)	7,570	(255)
Total Materials Expenditures	12,286	(7,353)	79,850	4,931
Total Utilities Expenditures	15,306	0	29,000	15,306
Total Repairs & Maint Expenditures	10,454	(12,244)	39,620	(1,790)
Total Other Expenditures	4,378	0	20,346	4,378
Total Capital & Debt Expenditures	0	0	105,549	0
Total Expenditures	<u>\$ 101,616</u>	<u>\$ (19,105)</u>	<u>\$ 641,850</u>	<u>\$ 82,509</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (20,201)</u>	<u>\$ 19,105</u>	<u>\$ (641,850)</u>	<u>\$ (1,094)</u>
Garbage				
Total Revenues	\$ 76,707	\$ 0	\$ 0	\$ 76,707
Total Personnel Expenditures	10,798	0	75,159	10,798
Total Benefits Expenditures	3,241	0	18,859	3,241
Total Contract Expenditures	56,024	0	249,500	56,024

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City of Craig

Revenue and Expense YTD & Budget

September 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	1,403	0	12,500	1,403
Total Utilities Expenditures	89	0	500	89
Total Repairs & Maint Expenditures	203	3,217	8,500	3,420
Total Other Expenditures	1,893	0	5,802	1,893
Total Capital & Debt Expenditures	35,831	0	136,841	35,831
Total Expenditures	<u>\$ 109,482</u>	<u>\$ 3,217</u>	<u>\$ 507,661</u>	<u>\$ 112,699</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (32,775)</u>	<u>\$ (3,217)</u>	<u>\$ (507,661)</u>	<u>\$ (35,992)</u>

Harbor

Total Revenues	\$ 47,294	\$ 0	\$ 0	\$ 47,294
Total Personnel Expenditures	36,751	0	195,063	36,751
Total Benefits Expenditures	27,869	0	106,975	27,869
Total Contract Expenditures	1,000	1,000	1,200	2,000
Total Travel & Expenditures	1,163	439	2,500	1,602
Total Materials Expenditures	2,889	315	13,875	3,204
Total Utilities Expenditures	12,728	0	36,942	12,728
Total Repairs & Maint Expenditures	1,479	1,385	18,000	2,864
Total Other Expenditures	6,993	0	26,619	6,993
Total Capital & Debt Expenditures	0	(16,315)	163,000	(16,315)
Total Expenditures	<u>\$ 90,872</u>	<u>\$ (13,176)</u>	<u>\$ 564,174</u>	<u>\$ 77,696</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (43,578)</u>	<u>\$ 13,176</u>	<u>\$ (564,174)</u>	<u>\$ (30,402)</u>

JTB Industrail Park

Total Revenues	\$ 137,371	\$ 0	\$ 0	\$ 137,371
Total Personnel Expenditures	64,113	0	117,394	64,113
Total Benefits Expenditures	18,626	0	62,051	18,626
Total Contract Expenditures	0	0	2,200	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	5,334	7,533	22,600	12,867
Total Utilities Expenditures	22,492	0	44,600	22,492
Total Repairs & Maint Expenditures	814	(923)	12,500	(109)
Total Other Expenditures	5,365	0	21,081	5,365
Total Capital & Debt Expenditures	62,149	(977)	42,000	61,172
Total Expenditures	<u>\$ 178,893</u>	<u>\$ 5,633</u>	<u>\$ 324,426</u>	<u>\$ 184,526</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (41,522)</u>	<u>\$ (5,633)</u>	<u>\$ (324,426)</u>	<u>\$ (47,155)</u>

Ward Cove Cannery

Total Revenues	\$ 2,547	\$ 0	\$ 0	\$ 2,547
Total Personnel Expenditures	0	0	54	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	150	0	0	150
Total Utilities Expenditures	443	0	2,000	443

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City of Craig

Revenue and Expense YTD & Budget

September 28, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	703	0	2,732	703
Total Capital & Debt Expenditures	75	0	175,000	75
Total Expenditures	<u>\$ 1,371</u>	<u>\$ 0</u>	<u>\$ 179,786</u>	<u>\$ 1,371</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 1,176</u>	<u>\$ 0</u>	<u>\$ (179,786)</u>	<u>\$ 1,176</u>
GF Revenue				
Total Revenues	\$ 1,802,004	\$ 0	\$ 4,633,332	\$ 1,802,004
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 1,802,004</u>	<u>\$ 0</u>	<u>\$ 4,633,332</u>	<u>\$ 1,802,004</u>
Inter Governmental Transfers				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Other Fund Sources	93	0	0	93
Other Funding Sources/Outflows	93	0	0	93

City of Craig
02a. Craig Gov Rev

September 28, 2023

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	(8,759)	702,708	715,500	(12,792)	98
01 00.4050.00 000 Sales Tax	18,511	527,973	1,405,500	(877,527)	38
01 00.4051.00 000 1% Sales Tax for School	0	0	350,850	(350,850)	0
01 00.4052.00 000 Alaska Remote Sales Tax	20,563	74,995	175,000	(100,005)	43
01 00.4053.00 000 1% Sales Tax Pool & Rec	0	0	350,850	(350,850)	0
01 00.4054.00 000 Fuel Sales Tax	0	41,891	0	41,891	0
01 00.4060.00 000 Liquor Sales Tax	0	37,508	120,000	(82,492)	31
01 00.4065.00 000 Transient Room Tax	705	7,350	27,500	(20,150)	27
01 00.4070.00 000 Property Tax Penalties	(2,181)	(152)	0	(152)	0
01 00.4080.00 000 Sales Tax Penalties	186	478	0	478	0
Total Local Taxes	29,025	1,392,751	3,145,200	(1,752,449)	44
01 00.4100.00 000 Property PILT Funding	0	342,823	300,000	42,823	114
01 00.4110.00 000 State Revenue Sharing	0	0	75,000	(75,000)	0
01 00.4111.00 000 Liquor Revenue Sharing	0	0	4,000	(4,000)	0
01 00.4112.00 000 Fish Bus Tax - DOR	0	0	200,000	(200,000)	0
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
Total State Revenue	0	342,823	581,000	(238,177)	59
01 00.4220.00 000 EMS Service Fees	2,038	5,259	50,000	(44,741)	11
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	2,965	8,262	50,000	(41,738)	17
01 00.4270.00 000 L brary Fees	0	28	500	(472)	6
01 00.4275.00 000 Recreation Revenue	1,918	1,829	25,000	(23,171)	7
01 00.4280.00 000 Senior Card Fees	100	385	2,000	(1,615)	19
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	60	240	2,500	(2,260)	10
01 00.4644.00 000 Access Permit Fees	3,193	3,223	5,500	(2,277)	59
01 00.4646.00 000 PSN Road Maintenance	0	0	40,000	(40,000)	0
Total Permits & Fees	10,274	19,226	151,600	(132,374)	13
01 00.4300.00 000 Property Lease/Rentals	2,025	9,087	53,000	(43,913)	17
01 00.4400.00 000 Material Sales	0	0	500	(500)	0
Total Local Revenue	2,025	9,087	53,500	(44,413)	17
01 00.4700.00 000 Police-Fines,Citation	(260)	2,725	12,000	(9,275)	23
01 00.4701.00 000 Vehicle/Animal Impound Fees	0	375	0	375	0
01 00.4703.00 000 Motor Vehicle Commision	4,701	16,227	60,000	(43,773)	27
01 00.4650.00 000 State Trooper Dispatch	0	1,625	7,200	(5,575)	23
01 00.4660.00 000 State Jail Contract Revenue	0	0	550,000	(550,000)	0
01 00.4665.00 000 Klawock Dispatch	0	8,848	63,832	(54,984)	14
01 00.4670.00 000 Forest Service Dispatch	0	3,000	3,000	0	100
Total Public Safety Funds	4,441	32,800	696,032	(663,232)	5
01 00.4820.00 000 Interest Income (A/R)	(1,871)	4,230	1,000	3,230	423
01 00.4900.00 000 Misc Revenue	483	1,087	5,000	(3,913)	22
Total Other Revenue	(1,388)	5,317	6,000	(683)	89
Total Revenues	\$ 44,377	\$ 1,802,004	\$ 4,633,332	\$ (2,831,328)	\$ 39

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CITY OF CRAIG - PERMANENT FUND

Account Statement - Period Ending August 31, 2023



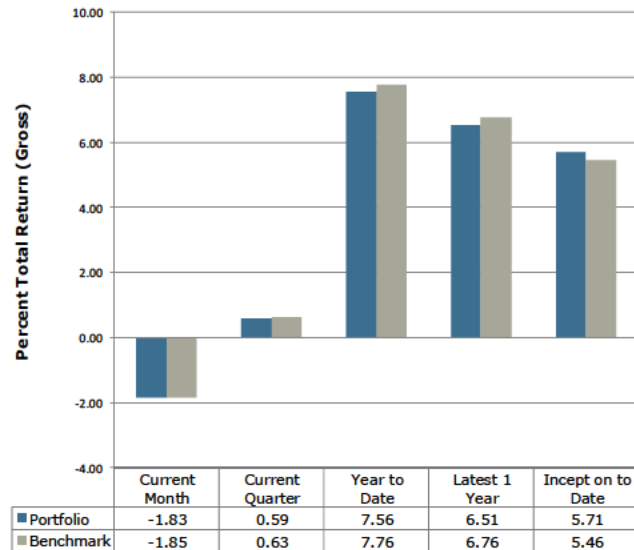
ACCOUNT ACTIVITY

Portfolio Value on 07-31-23	15,790,384
Contributions	0
Withdrawals	-3,653
Change in Market Value	-300,686
Interest	10,992
Dividends	0

Portfolio Value on 08-31-23 15,497,037

INVESTMENT PERFORMANCE

Current Account Benchmark:
Equity Blend

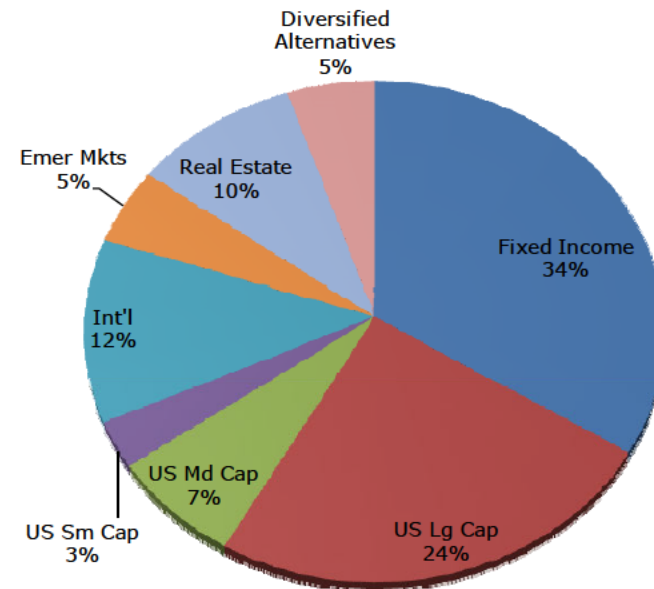


Performance is Annualized for Periods Greater than One Year

MANAGEMENT TEAM

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

PORTFOLIO COMPOSITION



CITY OF CRAIG - CAPITAL RESERVES

Account Statement - Period Ending August 31, 2023



ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

ACCOUNT ACTIVITY

Portfolio Value on 07-31-23 2,319,495

Contributions	0
Withdrawals	-537
Change in Market Value	-20,497
Interest	4
Dividends	3,824

Portfolio Value on 08-31-23 2,302,289

MANAGEMENT TEAM

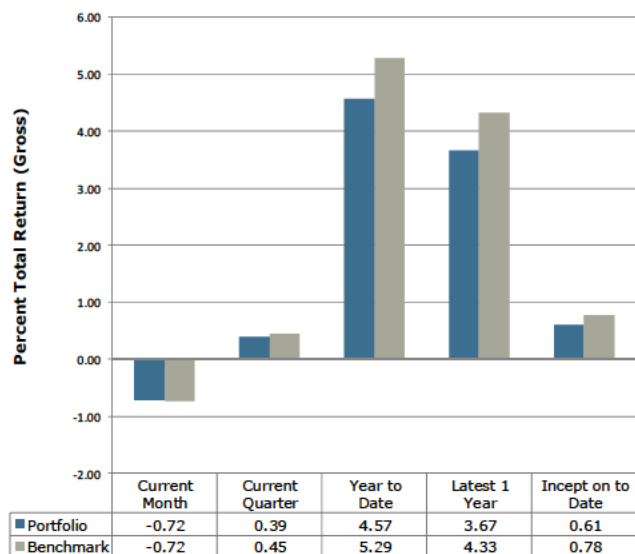
Client Relationship Manager: Blake Phillips, CFA®
Blake@apcm.net

Your Portfolio Manager: Brandy Niclai, CFA®

Contact Phone Number: 907/272-7575

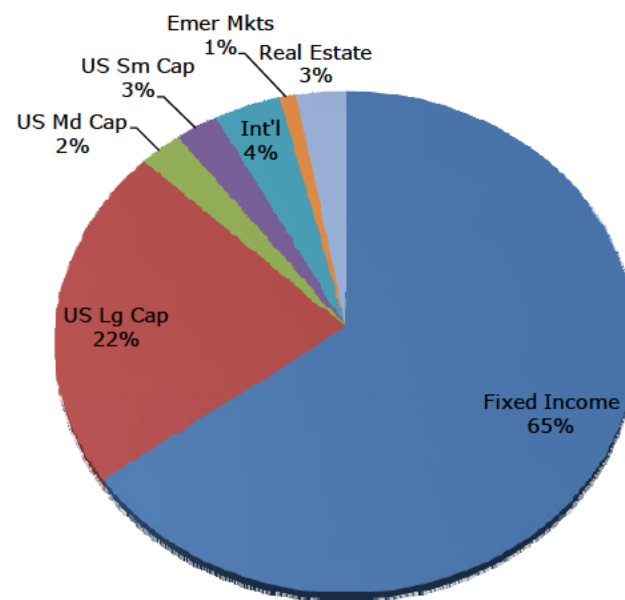
INVESTMENT PERFORMANCE

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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CITY OF CRAIG MEMORANDUM

To: Mayor O'Connor and the Craig City Council
From: Kecia Weatherwax, City Clerk
Date: October 5, 2023
RE: 2023 October Staff Report

- 1) Working on Municipal Elections with staff. Brian gave us a training session so the staff would know how to accept and process incoming absentee ballots from the public.
- 2) Natalie helped me post the sign and Brian helped me print off the ballots.
- 3) I have been following and doing the steps outlines in the election timeline, and I feel confident in the staff and Election Judges. Still super nervous.
- 4) Brian has offset my responsibilities, so I am not so overwhelmed. Veronica is now handling incoming and outgoing employees and the managerial aspect of Human Resources for the City now.
- 5) I conducted two exit interviews with out going employees, and I am training Veronica with handling HR. Veonica is currently only part-time and I am handling time-sensitive issues such as processing their paperwork and entering them into payroll.
- 6) Working on property tax issues as they come in when I can.
- 7) I applied for a scholarship for the City Clerk Training in December 2-6th in Anchorage, will know at the end of October if I qualify. They are offering a 2-day training for City Clerk's I would like to attend.

CITY OF CRAIG MEMORANDUM

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

1. Grant Reporting:
 - a. SHSP FY 2023: Award allocation of \$47,250 for air cascade system upgrades and hazmat response training (awaiting paperwork)
 - b. EMPG FY 2023: Award allocation of \$20,000 for employee work towards emergency management (awaiting paperwork)
 - c. EPA Congressionally Directed Spending Grant Training
 - d. Follow-up on ECWAG grant
 - e. WCIF required reporting
 - f. Denali Commission Biomass boiler funding letter of interest.
2. Web Loft Roof Replacement:
 - a. Leach test completed, determined to be less than reportable amount. Results submitted to landfill.
 - b. Contract with Building Specialties Inc.
3. LEPC (Local Emergency Planning Committee) Meeting: meeting held at POW VocTech center with John Skan. Participants discussed known emergency management gaps on Prince of Wales and discussed needs. Next meeting scheduled in December.
4. CTA Projects: continued communication, inspected site with Tony and CTA work lead to see what next steps are. Drafted contract for work. Continuing conversations on CTA bus stops.
5. Ordinance 764: Second Reading – Title 18 Amendment: Expanding Range of Modular Buildings Allowed in Mobile Home Parks and Adjustments to Mobile Home Park Standards.
 - a. Additional notices, website/Facebook updates, and letters to trailer park owners.
6. Leases:
 - a. Ken Quigley: Lease of Lot 4A, JT Brown Subdivision. Completed.
 - b. Alaska Department of Natural Resources: Lease of Craig City dock draft lease and further discussion. Negotiations continuing.
 - c. Silverbay Lease Amendment: Changes to the Silverbay lease are being proposed. These proposed changes are being reviewed by the City lawyers. Negotiations continuing.
 - d. Craig Standlee Lease of Lot 7, JT Brown Drive: draft lease, awaiting confirmation.
7. Property Sale:

- a. Ken Quigley: Sale of Leased Lot 2A, JT Brown Subdivision.
8. Building Permits:
- a. Joel Steenstra: Lot 2, Tract 7 USS 2611. Construction of a shed.
 - b. Joel Steenstra: Lot 3A, Tract C, USS 2327. Enclosing of carport to extend living space.
 - c. Mike Castagno & Russell Cowin: Lot 1A, Block 6A, USS 1430. Single-family home.

Craig Public Library-2023

08/22/2023 – 09/28/2023

Numbers

Patron Visits: 922

Circulation: 2,496

Alaska Digital Library: ?

Computer Usage: 108

Wifi Usage: ?

Programs:

Children Story Time:

Fall Program:

Teen Computer Gaming: 0

Free Items: 305

Inter-Library Loan: 23

Volunteer Hours: 40

New

- Me

Project

Training the new director

CITY OF CRAIG MEMORANDUM



Date: 09/27/2023
To: Honorable Tim O'Connor, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / September 2023

RJ Ely

ACTIVITY

Activity from July 26, 2023 through September 26, 2023 the Dispatch Center took the following amount of calls for service:

Craig	1,335
Klawock	321
AST	17

DEPARTMENT OF MOTOR VEHICLES

Maggie Gore has been hired as the new DMV Agent / EMS Administrative Assistant and has started working. She will be primarily with EMS, until she receives all training to become certified as DMV Agent.

DISPATCHER(S)

Fully Staffed

OFFICER(S)

Cole Connolly has been promoted to Police Officer Recruit and has started his 16 week F.T.O. / Field Training. He will attend academy, in January 2024.

Dillion Smith will be attending the recertification academy in late November, ending first week of December 2023.

OTHER

Ofc. Dillion Smith completed S.A.R.T. Training and is now certified & part of POW SART Team.

With recent drug investigations, case have concluded and CPD has obtained more weapons / electronics / money.

Officers will be receiving training on new firearms, holsters that have been purchased in next few weeks.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

September 11, 2023

Licensee: **Thee Treasure Chest LLC**

DBA: THEE TREASURE CHEST LLC

VIA email: treasurechest907@gmail.com

Local Government: Craig

Via Email: cityclerk@craigak.com ; adminclerk@craigak.com

Re: Retail Marijuana Store #16184 Combined Renewal Notice

License Number:	#16184
License Type:	Retail Marijuana Store
Licensee:	Thee Treasure Chest
Doing Business As:	THEE TREASURE CHEST LLC
Physical Address:	1000 Water St. Craig, AK 99921
Designated Licensee:	Eric Vanveen
Phone Number:	907-738-9554
Email Address:	treasurechest907@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first name "Joan" being the most prominent.

Joan M. Wilson, Director
907-269-0350



Public Hearing announced for a proposal to rescind the Nonrural Determination for Ketchikan

The proposal, submitted by the Ketchikan Indian Community, requests that the Board rescind the nonrural determination for Ketchikan, Alaska, changing the designation of Ketchikan to a rural community. If this proposal is adopted, the permanent Alaska residents of Ketchikan will be rural residents and eligible to harvest fish and wildlife resources for subsistence on Federal public lands in Alaska.

A public hearing to receive testimony on this matter is scheduled for **October 23, 2023, 6:30–9:30 p.m.** (or until conclusion of public comments). The public is welcome and encouraged to attend this meeting in person or by calling the telephone number provided below:

Teleconference toll-free: (833) 436-1163,

Conference ID: 931 332 420#

In person: Prince of Wales Vocational and Technical Education Center

6565 Boundary Road, Klawock

A summary of comments received during the public hearing will be forwarded to the Board for consideration when it acts on the nonrural determination proposal for Ketchikan during its Winter 2025 meeting. Further information on that Board meeting will be provided through news releases, radio and newspaper ads, the Federal Subsistence Management Program's webpage (<https://www.doi.gov/subsistence/board>), and social media.

Members of the public may also provide oral or written comments on this nonrural determination proposal at the Southeast Alaska Subsistence Regional Advisory Council (Council) during its fall 2023 meeting in Klawock, October 24-26, 2023. The agenda and meeting materials for the Council meeting will be posted on the Program's webpage

(https://www.doi.gov/subsistence/regions/se_materials) at least two weeks prior to the meeting.

Additional information on the Federal Subsistence Management Program may be found on the web at www.doi.gov/subsistence or by visiting www.facebook.com/subsistencealaska ([link is external](#)).

Missing out on the latest Federal subsistence issues? If you'd like to receive emails and notifications on the Federal Subsistence Management Program you may subscribe for regular updates by emailing fws-fsb-subsistence-request@lists.fws.gov.

[View Full Meeting Announcement here](#)

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