

**CITY OF CRAIG
COUNCIL AGENDA
DECEMBER 14, 2023
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

Mayor Kasey Smith, Hannah Bazinet, Shauna Thomas, Josh Bennett, Michael Kampnich, Chanel McKinley, Millie Schoonover

CONSENT AGENDA

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

- Meeting minutes of November 2, 2023
- Meeting Minutes of November 16, 2023
- Meeting Minutes of November 30, 2023

HEARING FROM THE PUBLIC

- Resolution 23-17, Shared Fisheries Business Tax Application
- Resolution 23-18, Amending the City of Craig Pay Classification Schedule
- Resolution 23-19, Establishing Capital Projects for 2024
- Resolution 23-21, In Memoriam of Mr. Fredrick George Hamilton Sr.

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

-

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Resolution 23-17, Shared Fisheries Business Tax Application
- Resolution 23-18, Amending the City of Craig Pay Classification Schedule
- Resolution 23-19, Establishing Capital Projects for 2024
- Resolution 23-21, In Memoriam of Mr. Fredrick George Hamilton Sr.

UNFINISHED BUSINESS

- Wage and Compensation Committee Recommendations

NEW BUSINESS

- Purchase of Lots 1-8, Block 13, USS 1430
- Adoption of Updated Procurement Policy
- Executive Session to discuss evaluation of City Administrator and contract negotiations.
- Approval of Amendment to City Administrator Contract

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 OF CRAIG
COUNCIL MINUTES
November 2, 2023**

ROLL CALL

Mayor Kasey Smith called the meeting to order at 6:31 pm. Present were, Kasey Smith, Hannah Bazinet, Cody Schwegel, Josh Bennett (telephonically), Michael Kampnich, Chanel McKinley, Millie Schoonover.

Staff Present: Brian Templin, Administrator; Kimber Mikulecky (telephone), Finance Director; Samantha Wilson, Planner; Venessa Russell (telephone), EMS coordinator; Hans Hjort, Harbormaster; Stephanie Merritt, Librarian; RJ Ely (telephone), Police Chief; Oliver Lewis, Public Works; Elli Flagg (telephone), Recreation Director.

SWEARING IN OF COUNCIL MEMBERS AND MAYOR

The administrator asked new council member Josh Bennett; reelected council members Cody Schwegel and Millie Schoonover; and newly elected Mayor Kasey Smith to repeat the oath of office. All council members were sworn in.

CONSENT AGENDA

The Meeting minutes of October 5, 2023, and the Meeting minutes of October 19, 2023, were on the consent agenda. Brian commented that Mayor O'Connor was mistakenly put on the signature block for the October 19th minutes. Brian said that staff would correct that. A motion was made and seconded to approve the consent agenda as amended.

MCKINLEY/KAMPNICH

APPROVED 6-0

HEARING FROM THE PUBLIC

Clinton Cook thanked the mayor for attending the rural subsistence advisory board meeting. Clinton commented that Pt. Bagial is very dark and needs some streetlights. Clinton commented that more ditch maintenance needs to be done around town. Clinton reminded the council that the CTA council would still like to have an elected officials meeting with the Craig City Council.

Michelle Hoffman was unhappy with some recent billing experiences and would like the administrator and mayor to look into it and get back with her.

Victoria Merritt announced that the POWER Christmas Concert will be December 17th.

REPORTS FROM CITY OFFICIALS

Mayor – the mayor attended the rural subsistence advisory board meeting at the Voc Tec Center and felt that there was a good turnout. Mayor Smith talked about meeting with Markos Scheer to talk about mariculture development in Craig.

Administrator – submitted a written report. The council had some questions regarding the daycare building. Brian said that they are moving forward on the carpeting and that Island Daycare was waiting on some funding from the state. Brian went on to say that he expected the

building to be ready by the end of December. Cody Schwegel asked if they had to start their repayment before the center was open. Brian said he would work that out with Island Daycare and get back to the council.

Treasurer – submitted a written report. Kimber added that Natalie Stone would be attending the AFGOA conference in December along with Kimber.

City Clerk – no clerk report was submitted. Brian told the council that the consensus of the council replies was that the second Thursday was a good meeting day for December. Brian said he would schedule the council meeting for December 14th.

City Planner – submitted a written report. There was some discussion about Daniel Nelson's greenhouse and the variance that had been denied recently. Samantha stated Daniel is welcome to get a building permit to move the structure in a different area of his yard or tear it down. The Planning Commission did not set a deadline for Daniel in case he wants to appeal his denied variance, and he has 30 days to file an appeal.

Fire/EMS Coordinator – Venessa said that she had been having some email problems so if anyone had reached out to her and hadn't gotten a response to let her know. Venessa also reported that the oxygen generator was back in operation, staff had performed preventative maintenance on both ambulances, the EMS billing is now caught up, the overhead door in the ambulance bay is fixed, and that they have one new volunteer.

Harbormaster – submitted a written report. Hans added that two new finger floats had been installed and that two more were scheduled for replacement next week. Josh Bennett asked about the parking at the boat launch. He said there were too many violators. Brian and RJ reported that the code enforcement officer should work with the harbormaster. There was a suggestion made that the ditch line be filled in with a culvert to create additional parking. Hans reported that the harbor advisory committee met and talked about fee or additional fine for persons who plug into someone else's meter.

Library – submitted a written report. Cody Schwegel mention that kids were excited to go to the library for Halloween.

Police Chief – submitted a written report. Lots of drug activity and the PD has been busy with that. RJ said that he is helping the harbor be able to issue citations.

Public Works – submitted a written report. Josh Bennett asked about the status of the cameras at the burn pit. Oliver said the cameras were working, but the computer interface was acting up. They have that issue resolved now.

Recreation – submitted a written report. Elli reported that this was her last council meeting and that she would be working remotely for a while.

READING OF CORRESPONDENCE

There were no correspondence items on the agenda.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Appointing Vice Mayor McKinley 2023 Resolution 23-15. Brian reported that the municipal code allows for appointment of a person to stand in for the mayor when they are absent. Brian also said that Chanel was the current appointment and was willing to be reappointed, but that the municipal code required appointment of the vice after each election. A motion was made and seconded to approve Resolution 23-15 appointing Chanel McKinley as vice mayor.

KAMPNICH/BAZINET

APPROVED 5-0
MCKINLEY
RECUSED HERSELF

UNFINISHED BUSINESS

1. Department Head Salary Review Committee. Brian reported that the council had established a committee to review department manager wages but had not been able to meet prior to the election and that some committee members were no longer on the council. Brian reminded the council that the mayor appointed committee members. Mayor Smith appointed Council members Schoonover, Bazinet, Kampnich, and Bennett to the committee. Brian said he would like the committee to meet Tuesday, November 7th. Josh asked to move the meeting time to 4:30 pm.
2. Joint Meeting with CTA Council. Brian reported that the council asked back in April to meet with members of the CTA council. Due to the Open Meetings Act restrictions Brian informed the council that a closed door meeting, as requested by CTA could not include more than three council members. The council appointed Josh Bennett, Mike Kampnich, and Chanel Mckinley to meet with the CTA council members. A motion was made and seconded for the appointments.

BENNETT/BAZINET

APPROVED 6-0

NEW BUSINESS

1. Discussion on Revision of Title 2.04.050, City Clerk. Council member Bennett asked for this item to be added to the council agenda. Josh suggested that having the council hire, supervise and potentially fire the city clerk would be a better way to manage the position. Brian suggested to the council that if they wanted to see a change to the ordinance that they should direct staff to draft an ordinance and bring it back to the council. Other council members felt that it would be difficult for the council as a whole to manage the clerk and that it should remain as it is. No action was taken on this item by the council.
2. Resignation of Cody Schwegel from Craig City Council. Cody reported that he has recently moved to Hollis and felt it was unfair to continue to serve on the council. Brian reported to the council that it was common for the council to solicit letters of interest. Brian said that if the council was interested in this that staff would advertise for letters of interest with a deadline of November 14th so that staff could ensure eligibility and the council could make an appointment at

the November 16th council meeting. A motion was made and seconded to accept Cody's resignation and to direct staff to advertise for letters of interest with a deadline of November 14th.

MCKINLEY/BAZINET

APPROVED 6-0

COUNCIL COMMENTS

Josh Bennett asked staff to start broadcasting meetings again. Brian said that they had stopped because the audio quality had degraded to the point that the broadcasts were unintelligible. Brian said that he would have staff work on the issue.

Michael Kampnich mentioned that there was a national news article recently regarding trawl bycatch that was a good article. Michael expressed that it is still a big battle, but that momentum seems to be going the right way.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:20 pm.

MCKINLEY/BAZINET

APPROVED 6-0

KASEY SMITH, MAYOR

ATTEST: BRIAN TEMPLIN, ADMINISTRATOR

**CITY OF CRAIG
COUNCIL AGENDA
November 16, 2023**

ROLL CALL

Mayor Kasey Smith called the meeting to order at 6:30 pm. Present were Kasey Smith, Hannah Bazinet, Josh Bennett, Michael Kampnich, Chanel McKinley, and Millie Schoonover (telephone).

Staff Present: Brian Templin, Administrator; Mary Salazar, City Clerk; Samantha Wilson (telephone), Planner; and Hans Hjort, Harbormaster.

CONSENT AGENDA

The Meeting minutes of November 2, 2023, and Ordinance 765 were on the consent agenda. Council Member Josh Bennett asked to have the minutes pulled from the consent agenda to have language added to capture a conversation about Daniel Nelson's greenhouse. The minutes have been pulled from the consent agenda and will be brought back at the next meeting for approval. A motion was made and seconded to approve the remaining item on the consent agenda.

MCKNILEY/BAZINET

APPROVED 5-0

HEARING FROM THE PUBLIC

Tim O'Connor submitted an update on the Wild Fish Conservancy lawsuit and the ATA's actions to the council.

READING OF CORRESPONDENCE

1. Southeast Senior Services Quarterly Report. The Southeast Senior Services Program Director, Marianne Mills, thanked the City of Craig for our support and reported their accomplishments for the first quarter of fiscal year 2024.
2. Craig Waverunners Swim Club Quarterly Report. The CWSC President, Annelle Maygren, thanked the City of Craig for our support and gave a quarterly report of their accomplishments.
3. Generations Southeast POW VocTEC Letter. The Administrative Assistant, Michelle James, sent a letter to the City of Craig asking for donations for their Thanksgiving Community Dinner. Brian advised the Council to move this item to new business if they wanted to discuss a donation. The Mayor and the Council agreed.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Resolution 23-16 ADEC Revolving Loan Fund. Brian reported that the ADEC stated they have more money available and suggested we increase the request for the wastewater treatment roof replacement from \$400,000 to \$600,000. This resolution reflects that change. A motion was made and seconded to adopt Resolution 23-16.

MCKINLEY/BAZINET

APPROVED 5-0

UNFINISHED BUSINESS

1. Property Tax Exemption Memo. Samantha Wilson asked the Council for more direction on what they want to see for describing the criteria that need to be met for the exemption. Council Member Chanel McKinley expressed that some people might not want to make any improvements to their properties that result in property tax increases. Creating a Beautification Property Tax Exemption may give residents an incentive to improve the appearance of their homes. Brian asked the council if they wanted to move forward looking into a beautification and improvement tax incentive or looking at tax incentives that generate more housing. Council Member, Josh Bennett, suggested we look at both options. Mayor Kasey Smith wanted more language defining “beautification” for a clearer guideline. Council Member Hannah Bazinet suggested if your property value goes up due to improvements, the difference in that amount should be exempt for the next 3 years. The Council is looking for what amounts to an exemption on improvements for residential properties based on an increase in tax value from appraisals. Brian said that staff would work on the council’s direction and bring some draft language back to the council.

NEW BUSINESS

1. Seat C Appointment Memo. A ballot was passed out to the Council to pick one of the three candidates that applied. There were 3 votes for Shauna Thomas and 2 votes for Tim O’Connor. The Council agreed to go with the candidate that had the majority vote. A motion was made and seconded to appoint Shauna Thomas to Seat C.

KAMPNICH/BENNETT

APPROVED 5-0

2. City Clerk Appointment Memo. A motion was made and seconded to appoint Mary Salazar as the Craig City Clerk.

MCKINLEY/BAZINET

APPROVED 5-0

3. Streetlight Nominations Memo. Mayor Kasey Smith stated there may be a need for more than \$2,000 for streetlights. Brian stated the City already has \$2,000 in the budget for streetlight maintenance and this memo will add \$2,000 more for the project. Council Member Mike Kampnich suggested increasing next year’s budget for streetlight maintenance.

KAMPNICH/MCKINLEY

APPROVED 5-0

1. ICC Code Adoption Memo. Staff recommends a draft of an ordinance to amend Title 14 to adopt building codes that align with the state of Alaska. Council Member Josh Bennett suggested our Planner gets certified for inspections to help enforce these codes and avoid the cost of hiring someone from Ketchikan. Mayor Kasey Smith is concerned about the liability that may create. Brian states the Planner has a lot on her plate and hiring additional staff would be required. A longer discussion is needed on the building code enforcement issue. The Planner will draft an ordinance for the Council to update the amended codes.
2. Generations Southeast POW VocTEC Letter. Council Member Chanel McKinley suggested a donation of \$500. A motion was made and seconded to approve the donation.

MCKINLEY/KAMPNICH

APPROVED 4-0

COUNCIL COMMENTS

Mayor Kasey Smith was approached by landowner, Mike Burgess, to propose the idea of the City buying his 8 lots. The Council agreed to have Staff follow up with Mike.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 7:38 pm.

KEMPNICH/BENNETT

APPROVED 4-0

KASEY SMITH, MAYOR

MARY SALAZAR, CITY CLERK

CITY OF CRAIG
CITY COUNCIL MEETING MINUTES
November 30, 2023

ROLL CALL

Mayor Kasey Smith called the meeting to order at 5:00 pm. Present were Kasey Smith, Hannah Bazinet, Shauna Thomas, Josh Bennett, Michael Kampnich, Chanel McKinley, Millie Schoonover.

Audience Present/Telephonically: Kristi Kunhert, Jackie Hanson, Chuck Hanson, Jim Taylor, Mel Blanc, Quinn Aboudara, Ed Douville

CONSENT AGENDA

A motion was made and seconded to approve the consent agenda.

SCHOONOVER/KAMPNICH

MOTION PASSED (5-0)

HEARING FROM THE PUBLIC

Kristi Kunhert thanked the council for meeting and thanked Shaan Seet for their fast action on helping during the landslide. She stated there needs to be a permanent fix for the culvert and 62 Pit. She brought to the council's attention that no one on Prince of Wales Island is eligible for flood/landslide insurance because our island is not FEMA compliant.

Mayor Kasey Smith stated that Southeast Roadbuilders proposed to extend the creek by the culvert to redirect water and that is only a temporary fix.

Jackie Hanson (telephonically) thanked the City of Craig and Shaan Seet for their help with the landslide. She brought up another landslide that happened and did damage to their home in 2020. She stated there needs to be a permanent fix to the culvert and the gravel in the culvert needs to be dug out.

Jim Taylor stated at 10-mile PSN there are trees that are slowly sliding down towards the road. He asked if disaster planning will cover out to 10-mile since City ownership does not go that far.

Mayor Kasey Smith stated he would like to schedule a meeting with Clinton Cook and Ed Douville to collaborate and discuss potential solutions.

Quinn Aboudara stated that he is marking hazardous areas of PSN with ribbons and people can contact him at Shaan Seet with concerns.

Chuck Hanson thanks the City Council for having the meeting. He suggested that equipment be staged out PSN when a storm comes through.

Mel Blanc stated he thinks an 84" culvert would solve the problem.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Resolution 23-20, Disaster Declaration. Brian Templin stated this resolution will give the City more flexibility in procurement and spending to respond to the disaster. The disaster declaration

will also be forwarded to the State of Alaska and the disaster may be included in the current disaster declaration for Wrangell.

SCHOONOVER/BAZINET

MOTION PASSED (6-0)

COUNCIL COMMENTS

Shauna Thomas asked Mayor Kasey Smith why he only asked Southeast Roadbuilders to do the work for PSN. She also asked if an engineer had been consulted.

Kasey stated he wanted a cost analysis to bring to the council so they have an idea of what the cost of repairs will be. He stated the engineer report is not ready to be shared and that the 48" culvert is only a temporary fix.

Brian Templin stated that he is sending a letter to the State to extend the funding from the Wrangell Disaster Declaration to Craig. This would allow more money to the City of Craig for the disaster.

Millie Schoonover asked why Prince of Wales Island is not FEMA flood compliant.

Brian Templin stated that the city has never applied for floodplain mapping. Brian also stated that once floodplain mapping were completed that all properties within the mapped floodplain would need flood insurance which may increase the cost of homeowner insurance significantly and could potentially cause more difficulties for people financing homes in the mapped floodplain. He stated that FEMA would have to be invited to Craig for the floodplain assessment in order to become compliant. He stated there is no formal jurisdiction for PSN since it is in the unorganized borough and outside of municipal city limits so it may be difficult to even get FEMA to map that area.

Mike Kampnich stated that we should emphasize to the State that this is a regional issue and not specific to Wrangell since we are all in Southeast Alaska.

Brian stated that the city costs for the portion of the landslides outside of city limits will be applied to the PSN road maintenance fee.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 6:27 pm.

SCHOONOVER/KAMPNICH

APPROVED (6-0)

KASEY SMITH, MAYOR

MARY SALAZAR, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: November 28, 2023
RE: December Staff Report

1. Alaska Municipal League

The mayor, finance director, accounts payable clerk, city clerk, clerk pro-tem and myself will be going to the Alaska Municipal League or affiliate conferences from December 4th through the 8th. Some of the affiliate conferences are staggered so various staff will be out for some part of the week. I will be attending the Alaska Municipal Managers meetings and the AML conference. Mayor Smith will be attending the Alaska Conference of Mayors and the AML conference. Kimber and Natalie will be attending the Alaska Government Finance Officer's Association conference. Mary and Veronica will be attending the Alaska Association of Municipal Clerks conference. With a large portion of city hall staff out of the office for some or all of next week we will be closing city hall from 1 – 2 pm all week to allow for staff lunches. I will be available by cell phone and email throughout the week. Among other things it is likely that we will visit with our state legislators, SE Conference staff, and other agencies.

2. Craig Harbor Project

Steve Silver is continuing to work with staff from Senator Murkowski's office, staff from Senator Sullivan's office and the USACE to set up a meeting to include the city and CTA to discuss moving the study for the harbor back to site selection or scoping. In addition to Senator Murkowski's efforts to set up the meeting with the USACE, Senator Sullivan's staff is currently drafting language to include in the Water Resources Development Act (WRDA) reauthorization scheduled for 2024 that would put the cost of a new study complete on the USACE. The expected cost for the new study is about \$3 million. Usually the non-federal sponsor is responsible for 50% of that cost. At the council's direction we are working to ensure that the city does not have to pay for a new study since we paid the 50% match for the previous study.

3. Capital Projects

Samantha and I have prepared a capital improvement list resolution for 2024. This is routine for the council to approve a list of general priorities and some estimated funding amounts. I want to point out that the first several items on the list are items that we have either received or that have language in current spending bills from federal funds. Information is due to the state legislative finance office through a system called CAPSIS by about February of each year for legislative funding requests for the upcoming fiscal year. We are making a priority of matching funds for the federal congressionally directed spending items since the federal funds are (or are about to be) obligated for those projects:

- 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. This project will be included in our FY25 CAPSIS requests.
- 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 full funding application to the Denali Commission for \$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. We will also include a CAPSIS request to the state legislature for matching funds.

- Water Treatment Upgrades. There is an appropriation in the senate that should get approved as part of the federal budget process for FFY2025. We will continue to track the funding appropriation bill in congress and will work on the grant application when the funds are appropriated. Samantha is making some slow and difficult progress with the USDA Rural Development staff on the emergency funding process for some reimbursement of expenses resulting from the March system issues. We will include this project in the CAPSIS nominations.
- 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. Likely the price has increased since the 2015 design. We will be asking for matching funds through CAPSIS.
- SCADA System. We are still working on the State Revolving Loan Fund (SRF) application for the SCADA system upgrades. With the new public works director on board this process is quickly moving forward. This will be a major part of the Water System improvement project. In addition, Oliver is finalizing the loan agreement with ADEC on this issue and it appears that we will be eligible for 100% loan forgiveness for the \$125,000 loan.
- Wastewater Treatment Plant Roof. We have had to make some emergency repairs recently and public works staff are working on a short term solution to protect the interior space (office, lab, restroom, etc). The new public works director is finalizing paperwork for the ADEC loan application for \$600,000 for the project. This item is a top priority for the public works 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. The contractor appears to be about 50% complete with the work.
- Annual Budget Capital Projects. Departments are continuing to work on individual capital project that were included for their departments in the FY24 budget. Department heads are starting to work on their capital project requests for the FY25 budget process which will start in the next couple of months.

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

4. FY25 Legislative Funding (State and Federal)

Each year the city submits projects to the Alaska legislature through the CAPSIS system. The top priority project for the last several years has been state funding related to the harbor

development and a handful of other projects. This year there is no need to include the harbor project on the CAPSIS list but with our success getting grant funds and directed spending requests from Congress, it is likely that we will need to provide significant non-federal matching funds. Just an estimate at this point, but we will likely need the following for identified projects:

- Wood Boiler Replacement - \$250,000 - \$400,000
- New Firehall - \$1.25 million - \$2 million
- Sewer Lift Stations - \$175,000 - \$250,000
- Water System Upgrades - \$1.2 million - \$3 million

Based on approved congressionally directed spending requests we will likely need \$2.7 million - \$5.25 million in matching funds to complete the lift stations, firehall, water system improvements and boiler replacement. Staff will continue to work with a number of other grant agencies, loan funding sources, and capital reserves to secure funding that can be used as match. Ultimately the goal will be to use state legislative funding or low interest loan funds as match as much as possible. Funding from the state legislature to use as 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.

The annual resolution is on the agenda for council consideration on December 14th. CAPSIS applications to the state are usually due in January/February. This legislative funding will also be a primary focus of discussion with Senator Stedman in February.

On the federal side, we will likely continue to submit appropriations requests to Senator Murkowski in February/March but we are at the point where the discussion on non-federal match for the projects will be very important.

5. Wage Analysis

Wage and Compensation Committee members have met twice and settled on recommendations to the full council. There is an item on the agenda for the December 14th meeting for an additional appropriation to fund the committee's recommendations. If approved by the council the mayor and I will increase manager pay accordingly. I am currently working on evaluations for all managers as part of the process. Thanks to the committee members and the council for this long overdue conversation.

6. Staffing

Public Works. Our new PW Director is fully involved and has had several challenges in his first couple of months on the job. We have hired Jonathan Fitzpatrick as the new Parks and Facilities Foreman. Doug Ward will convert to a part time seasonal position (April – December) starting in April 2024. Oliver has been working to fill the vacant PPF assistant and an open utility worker position.

Recreation Director. We have four applications for the recreation director position and one prior applicant who has been waiting for salary discussions with the council to be completed. I intend to schedule interviews for the four new applicants and can schedule a follow up interview with the prior applicant for the week of December 11 – 15. I will be reaching out to the council to see

if there is a council member interested in sitting on the interview committee. The current director has completed her full-time work, but is still working on a part time basis on the policy guide for the position and is helping the recreation assistant with the December Bazaar. It is likely that the part time work will end at the end of December. We do have a full-time assistant working in the department who is doing a good job maintaining the current programs and did a great job at the November 25th bazaar.

Pool. We are still looking for full-time and part-time lifeguards. Since we have been unable to find a coach candidate who is willing to work as a lifeguard the swim club has made other arrangements with a coach who is not a city employee. Current staffing at the pool consists of the manager, one full time lifeguard and one intermittent part time guard. Jessica has told me that she recently hired another guard.

Police Department. Chief Ely has hired two new police officer recruits. One is local and one is from out of town. Neither are experienced officers or certified. While this will continue to put some stress and a large time commitment on Chief Ely and Sgt. Page, RJ has a good plan to put these new officers to effective use as soon as possible. Both are scheduled to start about mid-December. In the meantime, RJ and Ben are the only certified officers covering Craig.

City Clerk. The new city clerk is settling in nicely and doing a great job. She will be attending the clerk's conference in Anchorage next week alongside other city hall staff.

7. Landslides

As the council is aware we had a major landslide on November 20th at the 62 pit on the PSN Road. This area is within city limits. Due to high saturation levels, darkness, and high winds at the top of the mountain I directed staff to mark off the area and start clearing work the next day. This decision was made for safety reasons for our staff, responders, and the public. Oliver and crew (along with several volunteers and contractors) worked very hard and had the slide area cleared the next day. During the same storm event material came down a previous slide chute at about 4.2 mile and damaged the culvert and road at that location and resulted in significant flooding for some of the downhill residents. That culvert has been cleared but is still damaged and additional stabilization of the basin at the culvert and the road need to be completed. Alaska Homeland Security and Emergency Management staff will be on the island November 30th – December 3rd to look over these slide areas and the slide at Black Bear that has cut off power from the Black Bear and South Fork hydro plants to the grid. We have requested that the state add Craig (and all of POW) to the current disaster declaration which may grant us access to some funds to reimburse response and recovery efforts and help with additional costs at 4.2 mile. A special meeting has been scheduled for November 30th to consider a disaster declaration related to this issue.

8. Travel and Leave Schedule

I will be travelling to Anchorage from December 4 – 8 for the Alaska Association of Municipal Managers meeting and the AML Annual Local Government Conference. I will be on vacation (out of the country) from January 4 through January 21.

I will be out of town for the January 4, 2024 council meeting. I recommend that we cancel that meeting I will be back for the January 25, 2024 meeting.



DEC 14, 2023

TO: Craig City Council

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

SUBJECT: Monthly report

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

- ✓ PAYROLL HAVE BEEN GOING VERY SMOOTH SINCE THE CHANGE IN PROCESS AND THE EMPLOYEE'S RESPONSIBLE FOR GETTING PAYROLL PROCESSED. VERONICA HAS BEEN WONDERFUL IN THE HR DEPARTMENT. SHE IS VERY THOROUGH, DETAIL ORIENTED AND CATCHING ON QUICKLY.
- ✓ THE SUPPLEMENTAL BUDGET HAS BEEN GOING WELL. I HAVE BEEN SENDING DRAFTS TO MARVA FOR REVIEW PRIOR TO BRINGING IT BEFORE THE COUNCIL. I ANTICIPATE GETTING AN ORDINANCE TOGETHER TO PRESENT TO THE COUNCIL DURING JANUARY'S MEETING.
- ✓ CASELLE AND Q90 HAVE BEEN WORKING DILIGENTLY TO GET OUR DATA OUT OF ACCUFUND INTO THE PROPER FORMAT TO BE ABLE TO UPLOAD INTO CASELLE.
- ✓ THINGS AT CITY HALL HAVE BEEN GOING SMOOTH. I AM VERY PROUD TO HAVE THE GROUP WE DO. THEY ARE DOING A FANTASTIC JOB AT KEEPING UP WITH THEIR DUTIES, HELPING EACH OTHER OUT WHEN NEEDED, AND GOING ABOVE AND BEYOND.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ME VIA EMAIL AT FINANCE@CRAIGAK.COM

City of Craig
Cash Balances
11/27/2023

General Fund

Deposit Clearing Account	22,637.16
Checking - First Bank	2,582,095.49
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>2,632,955.09</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	41,173.16
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	54,873.95
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>4,069,483.07</u>

Endowment

Cash Held Endowment	258,074.57
Fixed Inc. Investment Endowment	8,210,125.08
Accr. Int., Endowment	47,692.13
Equity Invest., Endowment	5,465,254.18
Unrealized Gain/Loss Endowment	(672,435.34)
Unrealized Gain/Loss Equity, Endowment	<u>(20,361,447.13)</u>
Total	<u>(7,052,736.51)</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

November 27, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Administration				
Total Personnel Expenditures	144,925	0	231,265	144,925
Total Benefits Expenditures	64,237	0	190,837	64,237
Total Contract Expenditures	77,906	0	275,350	77,906
Total Travel & Expenditures	5,311	1,018	27,845	6,328
Total Materials Expenditures	5,977	0	13,995	5,977
Total Utilities Expenditures	8,881	0	20,520	8,881
Total Repairs & Maint Expenditures	914	0	4,710	914
Total Other Expenditures	18,870	0	51,139	18,870
Total Capital & Debt Expenditures	0	0	7,500	0
Total Expenditures	<u>\$ 327,021</u>	<u>\$ 1,018</u>	<u>\$ 823,161</u>	<u>\$ 328,038</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (327,021)</u>	<u>\$ (1,018)</u>	<u>\$ (823,161)</u>	<u>\$ (328,038)</u>
Council				
Total Personnel Expenditures	6,851	0	20,679	6,851
Total Benefits Expenditures	659	0	7,030	659
Total Contract Expenditures	958	0	950	958
Total Travel & Expenditures	2,170	0	5,550	2,170
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	716	0	10,428	716
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 11,537</u>	<u>\$ 0</u>	<u>\$ 45,637</u>	<u>\$ 11,537</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (11,537)</u>	<u>\$ 0</u>	<u>\$ (45,637)</u>	<u>\$ (11,537)</u>
Planning				
Total Revenues	\$ 1,806	\$ 0	\$ 0	\$ 1,806
Total Personnel Expenditures	17,902	0	43,560	17,902
Total Benefits Expenditures	9,725	0	28,563	9,725
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	182	0	500	182
Total Other Expenditures	614	0	2,242	614
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 28,476</u>	<u>\$ (3,897)</u>	<u>\$ 79,865</u>	<u>\$ 24,580</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (26,670)</u>	<u>\$ 3,897</u>	<u>\$ (79,865)</u>	<u>\$ (22,774)</u>
Parks & Facilities				
Total Personnel Expenditures	80,671	0	190,534	80,671
Total Benefits Expenditures	38,771	0	74,538	38,771
Total Contract Expenditures	26,369	(400)	7,500	25,969
Total Travel & Expenditures	0	0	1,500	0

BACK TO TOP

City of Craig

Revenue and Expense YTD & Budget

November 27, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Materials Expenditures	24,352	(29,488)	21,350	(5,136)
Total Utilities Expenditures	11,606	0	8,700	11,606
Total Repairs & Maint Expenditures	0	0	12,000	0
Total Other Expenditures	9,853	0	18,534	9,853
Total Capital & Debt Expenditures	315	0	67,729	315
Total Expenditures	<u>\$ 191,937</u>	<u>\$ (29,888)</u>	<u>\$ 402,385</u>	<u>\$ 162,049</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (191,937)</u>	<u>\$ 29,888</u>	<u>\$ (402,385)</u>	<u>\$ (162,049)</u>

Public Works

Total Personnel Expenditures	47,656	35	127,790	47,690
Total Benefits Expenditures	25,910	0	68,911	25,910
Total Contract Expenditures	2,544	2,846	720	5,390
Total Travel & Expenditures	120	0	32,000	120
Total Materials Expenditures	12,051	(978)	81,200	11,073
Total Utilities Expenditures	7,522	0	7,600	7,522
Total Repairs & Maint Expenditures	21,868	(773)	56,000	21,095
Total Other Expenditures	12,668	0	16,049	12,668
Total Capital & Debt Expenditures	47,205	(2,860)	190,260	44,345
Total Expenditures	<u>\$ 177,544</u>	<u>\$ (1,730)</u>	<u>\$ 580,530</u>	<u>\$ 175,813</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (177,544)</u>	<u>\$ 1,730</u>	<u>\$ (580,530)</u>	<u>\$ (175,813)</u>

Police

Total Personnel Expenditures	267,765	0	701,784	267,765
Total Benefits Expenditures	150,037	0	390,912	150,037
Total Contract Expenditures	2,908	0	27,106	2,908
Total Travel & Expenditures	1,949	492	7,500	2,441
Total Materials Expenditures	28,035	4,065	61,800	32,098
Total Utilities Expenditures	9,037	0	16,510	9,037
Total Repairs & Maint Expenditures	491	261	1,000	753
Total Other Expenditures	26,412	(1,496)	60,008	24,916
Total Capital & Debt Expenditures	36,986	33,451	74,200	70,437
Total Expenditures	<u>\$ 523,620</u>	<u>\$ 36,773</u>	<u>\$ 1,340,820</u>	<u>\$ 560,392</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (523,620)</u>	<u>\$ (36,773)</u>	<u>\$ (1,340,820)</u>	<u>\$ (560,392)</u>

EMS

Total Personnel Expenditures	70,342	0	187,169	70,342
Total Benefits Expenditures	31,950	0	75,588	31,950
Total Contract Expenditures	1,154	0	7,400	1,154
Total Travel & Expenditures	1,650	0	9,700	1,650
Total Materials Expenditures	1,860	0	13,950	1,860
Total Utilities Expenditures	3,389	0	8,600	3,389
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	4,655	0	10,077	4,655
Total Capital & Debt Expenditures	0	0	7,000	0
Total Expenditures	<u>\$ 115,000</u>	<u>\$ 0</u>	<u>\$ 319,484</u>	<u>\$ 115,000</u>

BACK TO TOP

City of Craig

Revenue and Expense YTD & Budget

November 27, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	<u>\$ (115,000)</u>	<u>\$ 0</u>	<u>\$ (319,484)</u>	<u>\$ (115,000)</u>
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	344	0	4,186	344
Total Contract Expenditures	0	0	5,700	0
Total Travel & Expenditures	175	0	5,000	175
Total Materials Expenditures	177	(1,502)	3,400	(1,326)
Total Utilities Expenditures	1,487	0	5,300	1,487
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	1,842	0	5,954	1,842
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 4,025</u>	<u>\$ (1,502)</u>	<u>\$ 30,540</u>	<u>\$ 2,522</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (4,025)</u>	<u>\$ 1,502</u>	<u>\$ (30,540)</u>	<u>\$ (2,522)</u>
Library				
Total Revenues	\$ 18,649	\$ 0	\$ 0	\$ 18,649
Total Personnel Expenditures	45,184	0	100,152	45,184
Total Benefits Expenditures	13,896	0	32,137	13,896
Total Contract Expenditures	16,436	(1,200)	3,660	15,236
Total Travel & Expenditures	0	0	1,000	0
Total Materials Expenditures	7,143	(139)	11,600	7,004
Total Utilities Expenditures	3,040	0	10,250	3,040
Total Repairs & Maint Expenditures	147	0	500	147
Total Other Expenditures	1,696	0	2,770	1,696
Total Capital & Debt Expenditures	457	(1,325)	33,000	(868)
Total Expenditures	<u>\$ 87,999</u>	<u>\$ (2,664)</u>	<u>\$ 195,069</u>	<u>\$ 85,335</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (69,350)</u>	<u>\$ 2,664</u>	<u>\$ (195,069)</u>	<u>\$ (66,686)</u>
Recreation				
Total Revenues	\$ 240	\$ 0	\$ 0	\$ 240
Total Personnel Expenditures	34,388	0	114,140	34,388
Total Benefits Expenditures	17,749	0	54,456	17,749
Total Contract Expenditures	1,509	0	9,000	1,509
Total Travel & Expenditures	0	0	1,500	0
Total Materials Expenditures	9,770	0	13,410	9,770
Total Utilities Expenditures	6,128	0	19,625	6,128
Total Repairs & Maint Expenditures	80	0	2,100	80
Total Other Expenditures	6,787	0	6,239	6,787
Total Capital & Debt Expenditures	2,652	0	11,450	2,652
Total Expenditures	<u>\$ 79,063</u>	<u>\$ 0</u>	<u>\$ 231,920</u>	<u>\$ 79,063</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (78,823)</u>	<u>\$ 0</u>	<u>\$ (231,920)</u>	<u>\$ (78,823)</u>

Aquatic Center

City of Craig

Revenue and Expense YTD & Budget

November 27, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Personnel Expenditures	47,607	0	204,733	47,607
Total Benefits Expenditures	35,947	0	120,093	35,947
Total Contract Expenditures	0	0	4,040	0
Total Travel & Expenditures	535	0	7,770	535
Total Materials Expenditures	4,676	(1,382)	24,420	3,294
Total Utilities Expenditures	61,783	0	138,650	61,783
Total Repairs & Maint Expenditures	0	(345)	4,500	(345)
Total Other Expenditures	9,469	0	20,012	9,469
Total Capital & Debt Expenditures	114,475	(11,048)	157,679	103,427
Total Expenditures	<u>\$ 274,492</u>	<u>\$ (12,775)</u>	<u>\$ 681,897</u>	<u>\$ 261,717</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (274,492)</u>	<u>\$ 12,775</u>	<u>\$ (681,897)</u>	<u>\$ (261,717)</u>
Sewer				
Total Revenues	\$ 96,421	\$ 0	\$ 0	\$ 96,421
Total Personnel Expenditures	55,329	0	164,916	55,329
Total Benefits Expenditures	22,908	0	68,043	22,908
Total Contract Expenditures	2,327	598	7,800	2,925
Total Travel & Expenditures	(867)	(1,000)	3,280	(1,867)
Total Materials Expenditures	1,733	(149)	14,400	1,583
Total Utilities Expenditures	16,326	(1,392)	42,300	14,934
Total Repairs & Maint Expenditures	7,196	1,479	5,000	8,675
Total Other Expenditures	10,928	0	28,263	10,928
Total Capital & Debt Expenditures	24,224	0	118,530	24,224
Total Expenditures	<u>\$ 140,104</u>	<u>\$ (464)</u>	<u>\$ 452,532</u>	<u>\$ 139,639</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (43,683)</u>	<u>\$ 464</u>	<u>\$ (452,532)</u>	<u>\$ (43,218)</u>
Water				
Total Revenues	\$ 129,724	\$ 0	\$ 0	\$ 129,724
Total Personnel Expenditures	70,110	0	241,983	70,110
Total Benefits Expenditures	29,265	0	105,432	29,265
Total Contract Expenditures	4,356	1,690	12,500	6,046
Total Travel & Expenditures	1,243	(1,198)	7,570	45
Total Materials Expenditures	23,859	(7,353)	79,850	16,504
Total Utilities Expenditures	27,072	0	29,000	27,072
Total Repairs & Maint Expenditures	15,150	(11,661)	39,620	3,489
Total Other Expenditures	8,963	0	20,346	8,963
Total Capital & Debt Expenditures	0	0	105,549	0
Total Expenditures	<u>\$ 180,018</u>	<u>\$ (18,522)</u>	<u>\$ 641,850</u>	<u>\$ 161,494</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (50,294)</u>	<u>\$ 18,522</u>	<u>\$ (641,850)</u>	<u>\$ (31,770)</u>
Garbage				
Total Revenues	\$ 146,738	\$ 0	\$ 0	\$ 146,738
Total Personnel Expenditures	17,443	0	75,159	17,443
Total Benefits Expenditures	4,784	0	18,859	4,784
Total Contract Expenditures	91,841	0	249,500	91,841

BACK TO TOP

City of Craig

Revenue and Expense YTD & Budget

November 27, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	1,815	0	12,500	1,815
Total Utilities Expenditures	158	0	500	158
Total Repairs & Maint Expenditures	203	3,217	8,500	3,420
Total Other Expenditures	4,009	0	5,802	4,009
Total Capital & Debt Expenditures	35,831	0	136,841	35,831
Total Expenditures	<u>\$ 156,084</u>	<u>\$ 3,217</u>	<u>\$ 507,661</u>	<u>\$ 159,301</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (9,346)</u>	<u>\$ (3,217)</u>	<u>\$ (507,661)</u>	<u>\$ (12,563)</u>

Harbor

Total Revenues	\$ 193,497	\$ 0	\$ 0	\$ 193,497
Total Personnel Expenditures	68,328	0	195,063	68,328
Total Benefits Expenditures	44,850	0	106,975	44,850
Total Contract Expenditures	1,000	1,000	1,200	2,000
Total Travel & Expenditures	2,575	1,319	2,500	3,894
Total Materials Expenditures	5,935	381	13,875	6,316
Total Utilities Expenditures	22,792	0	36,942	22,792
Total Repairs & Maint Expenditures	6,747	(608)	18,000	6,139
Total Other Expenditures	14,833	0	26,619	14,833
Total Capital & Debt Expenditures	0	(16,315)	163,000	(16,315)
Total Expenditures	<u>\$ 167,060</u>	<u>\$ (14,223)</u>	<u>\$ 564,174</u>	<u>\$ 152,837</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 26,437</u>	<u>\$ 14,223</u>	<u>\$ (564,174)</u>	<u>\$ 40,660</u>

JTB Industrail Park

Total Revenues	\$ 527,158	\$ 0	\$ 0	\$ 527,158
Total Personnel Expenditures	78,118	0	117,394	78,118
Total Benefits Expenditures	27,241	0	62,051	27,241
Total Contract Expenditures	0	0	2,200	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	7,500	8,156	22,600	15,656
Total Utilities Expenditures	33,914	0	44,600	33,914
Total Repairs & Maint Expenditures	5,306	(1,558)	12,500	3,748
Total Other Expenditures	10,730	0	21,081	10,730
Total Capital & Debt Expenditures	125,803	(977)	66,000	124,826
Total Expenditures	<u>\$ 288,612</u>	<u>\$ 5,621</u>	<u>\$ 348,426</u>	<u>\$ 294,233</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 238,546</u>	<u>\$ (5,621)</u>	<u>\$ (348,426)</u>	<u>\$ 232,925</u>

Ward Cove Cannery

Total Revenues	\$ 2,851	\$ 0	\$ 0	\$ 2,851
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	875	0	2,000	875

[BACK TO TOP](#)

City of Craig

Revenue and Expense YTD & Budget

November 27, 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	1,406	0	2,732	1,406
Total Capital & Debt Expenditures	48,995	0	175,000	48,995
Total Expenditures	<u>\$ 51,426</u>	<u>\$ 0</u>	<u>\$ 179,786</u>	<u>\$ 51,426</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (48,575)</u>	<u>\$ 0</u>	<u>\$ (179,786)</u>	<u>\$ (48,575)</u>
GF Revenue				
Total Revenues	\$ 3,185,727	\$ 0	\$ 4,633,332	\$ 3,185,727
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>\$ 3,185,727</u>	<u>\$ 0</u>	<u>\$ 4,633,332</u>	<u>\$ 3,185,727</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	220	0	0	220
Other Funding Sources/Outflows	220	0	0	220

City of Craig
02a. Craig Gov Rev

November 27, 2023

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	(1,312)	700,533	715,500	(14,967)	98
01 00.4050.00 000 Sales Tax	114,481	1,264,956	1,405,500	(140,544)	90
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	23,926	119,006	175,000	(55,994)	68
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	139,409	0	139,409	0
01 00.4060.00 000 Liquor Sales Tax	0	77,466	120,000	(42,534)	65
01 00.4065.00 000 Transient Room Tax	1,020	19,925	27,500	(7,575)	72
01 00.4070.00 000 Property Tax Penalties	0	(152)	0	(152)	0
01 00.4080.00 000 Sales Tax Penalties	646	5,099	0	5,099	0
Total Local Taxes	138,761	2,326,242	3,145,200	(818,958)	74
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	349,290	200,000	149,290	175
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
Total State Revenue	0	692,113	581,000	111,113	119
01 00.4220.00 000 EMS Service Fees	2,667	8,581	50,000	(41,419)	17
01 00.4250.00 000 EMS Training Fees	0	0	1,000	(1,000)	0
01 00.4255.00 000 EMS Estimated NonCollectable	0	0	(25,000)	25,000	0
01 00.4260.00 000 Aquatic Center Revenue	1,902	15,463	50,000	(34,538)	31
01 00.4270.00 000 Library Fees	0	28	500	(472)	6
01 00.4275.00 000 Recreation Revenue	(287)	5,315	25,000	(19,685)	21
01 00.4280.00 000 Senior Card Fees	50	560	2,000	(1,440)	28
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	0	270	2,500	(2,230)	11
01 00.4644.00 000 Access Permit Fees	0	3,223	5,500	(2,277)	59
01 00.4645.00 000 Subdivision Fees	60	60	0	60	0
01 00.4646.00 000 PSN Road Maintenance	0	0	40,000	(40,000)	0
Total Permits & Fees	4,392	33,500	151,600	(118,101)	22
01 00.4300.00 000 Property Lease/Rentals	0	14,983	53,000	(38,017)	28
01 00.4400.00 000 Material Sales	0	0	500	(500)	0
Total Local Revenue	0	14,983	53,500	(38,517)	28
01 00.4700.00 000 Police-Fines,Citation	(20)	2,965	12,000	(9,035)	25
01 00.4701.00 000 Vehicle/Animal Impound Fees	0	375	0	375	0
01 00.4703.00 000 Motor Vehicle Commision	2,799	24,895	60,000	(35,105)	41
01 00.4650.00 000 State Trooper Dispatch	0	3,250	7,200	(3,950)	45
01 00.4660.00 000 State Jail Contract Revenue	0	60,260	550,000	(489,740)	11
01 00.4665.00 000 Klawock Dispatch	0	17,696	63,832	(46,136)	28
01 00.4670.00 000 Forest Service Dispatch	0	3,000	3,000	0	100
Total Public Safety Funds	2,779	112,441	696,032	(583,591)	16
01 00.4820.00 000 Interest Income (A/R)	(3)	4,630	1,000	3,630	463
01 00.4900.00 000 Misc Revenue	345	1,508	5,000	(3,492)	30
Total Other Revenue	342	6,138	6,000	138	102
Total Revenues	\$ 146,274	\$ 3,185,417	\$ 4,633,332	\$ (1,447,916)	\$ 69

BACK TO TOP

Portfolio Overview

BEGINNING VALUE
+ ACCRUED **\$15,046,354**

TRANSFERS IN/
OUT **-\$7,087**

REALIZED GAINS/
LOSSES **\$87,858**

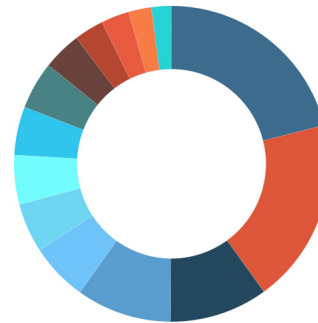
CHANGE IN
MARKET VALUE **-\$401,214**

INTEREST INCOME **\$9,532**

DIVIDEND INCOME **\$3,411**

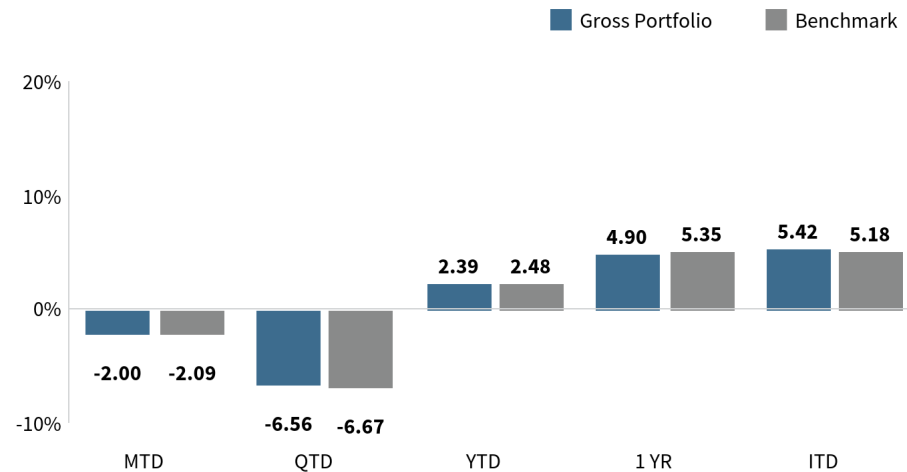
ENDING VALUE +
ACCRUED **\$14,738,854**

Portfolio Composition



- U.S. Large Cap Equity **21.1%**
- U.S. Fixed Income **18.9%**
- Alternative Beta **10.1%**
- U.S. Mid Cap Equity **9.8%**
- Developed International Equity **5.9%**
- International Fixed Income **5.1%**
- U.S. High Yield Fixed Income **5.0%**
- Infrastructure **5.0%**
- U.S. Small Cap Equity **4.9%**
- Emerging Market Equity **4.0%**
- Commodities **3.0%**
- REITs **2.9%**
- Cash **2.3%**
- TIPS **2.0%**

Investment Performance



Performance is annualized for periods greater than one year. Inception to date performance begins September 01, 2001.

Past performance is not indicative of future results.

[BACK TO TOP](#)

Portfolio Overview

BEGINNING VALUE
+ ACCRUED **\$2,312,941**

TRANSFERS IN/
OUT **\$152,150**

REALIZED GAINS/
LOSSES **-\$734**

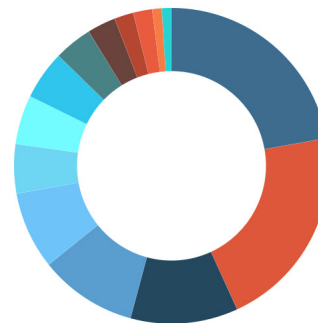
CHANGE IN
MARKET VALUE **-\$31,502**

INTEREST INCOME **\$1,494**

DIVIDEND INCOME **\$3,463**

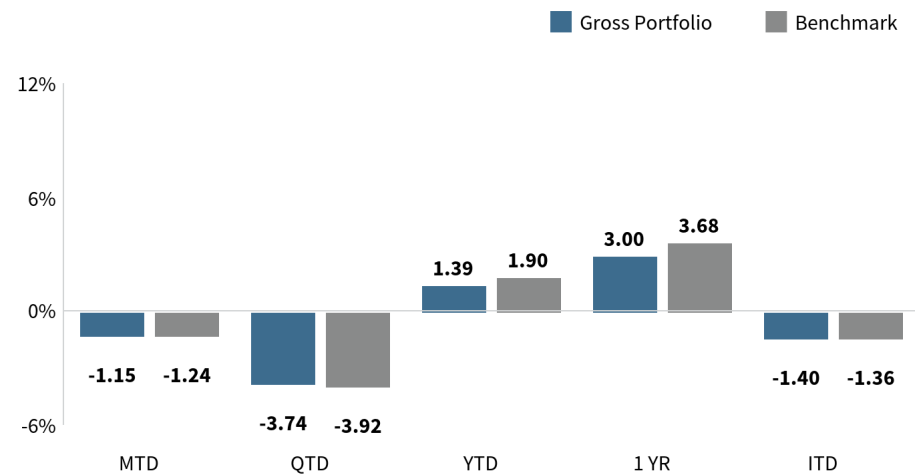
ENDING VALUE +
ACCRUED **\$2,437,812**

Portfolio Composition



- U.S. 1-5 Gov / Credit **22.2%**
- U.S. Fixed Income **21.0%**
- U.S. Large Cap Equity **11.1%**
- Alternative Beta **10.0%**
- U.S. High Yield Fixed Income **8.0%**
- TIPS **5.0%**
- International Fixed Income **5.0%**
- Cash **5.0%**
- Developed International Equity **3.9%**
- U.S. Mid Cap Equity **2.9%**
- Infrastructure **2.0%**
- U.S. Small Cap Equity **1.9%**
- Emerging Market Equity **1.0%**
- REITs **1.0%**

Investment Performance



Performance is annualized for periods greater than one year. Inception to date performance begins April 01, 2022
Past performance is not indicative of future results.

[BACK TO TOP](#)

CITY OF CRAIG MEMORANDUM

To: Mayor Smith and the Craig City Council
From: Mary Salazar, City Clerk
Date: November 30, 2023
RE: December Staff Report

2024 Senior Citizen/Disabled Veteran Property Tax Exemption:

The 2024 Senior Citizen and Disabled Veteran Property Tax Exemption applications have been distributed to elders via mail and notices have been publicly posted. The deadline for submission is January 15, 2024.

Ordinances and Resolutions:

The Ordinances and Resolutions have undergone a comprehensive review and filing records have been duly updated.

Craig Cemetery:

I have accurately updated the master list of all cemetery plots and synchronized the list to align with the corresponding map.

City Clerk Duties:

The majority of the clerk's duties consist of compiling information for the council; council meeting set up; preparing council packets; staff reports; creating council meeting minutes; and posting resolutions and ordinances.

New iPads

I have ordered 7 new iPads for the Council Members and Mayor. They are expected to arrive by January 2024.

Next Craig City Council Meeting:

The next council meeting is scheduled for Thursday, January 4, 2024.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Samantha Wilson, City Planner
Date: November 30, 2023
RE: Planning Department Staff Report – December 2023

1. Grant Reporting:
 - a. Capital Projects List Memo & Updated List
 - b. SHSP & EMPG: Introduction training
 - i. SHSP FY 2023: Award allocation of \$47,250 for air cascade system upgrades and hazmat response training. Award accepted.
 - ii. EMPG FY 2023: Award allocation of \$20,000 for employee work towards emergency management. Award accepted.
 - iii. NCSR Review: National Cybersecurity Review – Completed
 - c. ECWAG grant troubleshooting and meetings.
 - d. Denali Commission Application: \$200,000 funds for the biomass boiler. Submitted.
 - e. EPA Congressionally Directed Spending Grant: preapplication in progress.
2. SCERP: Review and updates in progress.
3. ICS 400: Emergency Management Training.
4. Planning Commission Meeting: Meeting held on November 30th to the following:
 - a. PC Resolution 621-23-PC – Preliminary plat for Shaan-Seet inc. to replat Commercially Zoned Lot 1 and Lot 2 of USS 2613 (1700 & 1710 Craig-Klawock Highway).
 - b. PC Resolution 622-23-PC – Variance for Craig Tribal Association to maintain a structure encroaching into the 10' side yard setback in a Commercial Zone at 404 Main Street (Lot 2, Block 18, USS 1430).
5. Building Permits:
 - a. Daniel Nelson: Lot F2, Tract F, USS 2327. 440 Hamilton Drive. Greenhouse Construction and relocation (Relocation due January 15th).
 - b. SEARHC: Lot 6 HS 600. 1325 Craig-Klawock Highway. Site preparation.

EMS Coordinator Report

November 30, 2023

To the City Council:

We have been working on getting all the equipment serviced for the fire and EMS Department. New batteries are getting ordered for the Jaws of Life.

We are currently working with Red Cross on a community engagement program to do home fire inspections and give out fire alarms and CO2 detectors.

We have slowly been receiving all of our supplies for the EMS.

We have currently three of our crew working on becoming AEMT (Advanced emergency medical technicians)

The stairs are in that will be installed From the EMS Hall down to the fire hall, will be installed in the spring.

The question about billing and prices that was brought to my attention at the last meeting. I have attached a comparison of what is charged per run and per mileage for the city council to look over to give inside of where our prices are comparative to other departments in the state.

Client Name	BLS-NE		BLS-E		ALS1-E		ALS2		SCT		Mileage		Non-TX		Bill	Supply	Use Coll	Agency Balance	Bill Res?	Effective Date
	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR	Res	NR						
	A0428		A0429		A0427		A0433		A0434		A0425		A0998							
Anchor Point-Kenai, AK	340.8		568		681.6		908.8				12.5				N	N	Y	7/1/2019		
Bear Creek-Kenai, AK	340.8		568		681.6		908.8				12.5				N	N	Y	7/1/2019		
Central Emergency Svcs-Kenai, AK	340.8		568		681.6		908.8				12.5				N	N	Y	7/1/2019		
Cooper Landing EMS			500		700		800				16		250	500	N	N	Y	7/1/2020		
Copper River			650.00								12.00				N	Y	Y	12/1/2016		
Cordova, AK	500.00		500.00								15.00				N	Y	Y	1/1/2016		
Craig, AK	450		625		925		1025		925		15		225		Y	Y	Y	11/1/2019		
Dillingham	412		464		569		824		974		13		206		N	N	Y	2/2/2017		
Fairbanks, AK	950	1000	950	1000	950	1000	950	1000			12		150		N	N	Y	6/1/2019		
Fairbanks North Star Borough	1000		1000		1000		1000		1000		12		150		N	Y	Y	7/1/2017		
Gustavus, AK	500		600		700		800		1000		11		500		N	N	N	9/17/2019		
Homer, AK	750	1000	750	1000	950	1500	1250	1750			15				N	Y	Y			
Hoonah, AK	600	692	600	692	725	833	725	833			15.15		265	321	N	N	Y	1/1/2017		
Hope Sunrise EMS			500		700		800				16.00		250	500	N	Y	Y	8/1/2021		
Kachemak-Kenai, AK	340.8		568		681.6		908.8				12.5				N	N	Y	7/1/2019		
Kenai, AK	450		575		700		875				14				N	Y	Y	7/1/2019		
Ketchikan, AK	600	800	600	800	800	1000	1000	1200			13				N	Y	Y	5/1/2018		
Ketchikan Gateway-N/S Tongass	600		600		700		966				12				N	Y	Y	3/18/2014		
Klawock, AK	678	792	678	792	859	1045	915	1045	1255	1455	15.15		265	321	N	Y	Y	1/1/2021		
Kodiak, AK	400		500		600		800				15				N	N	Y	7/1/2020		
Nenana Volunteer EMS	1500		1700		2000		2500				15		1500		N	Y	Y	1/1/2018		
Ninilchick Emergency Services	850		1000		1400		1400		1400		15		300		N	Y	Y	5/1/2019		
Nikiski-Kenai, AK	340.8		568		681.6		908.8				12.5				N	N	Y	7/1/2019		
Nome, AK			675		725		725				15							7/1/2016		
North Pole			1000		1000		1000				12				N	Y	N	9/16/2019		
Seward Volunteer Amb Corps	600		600		850		1000				15				N	N	Y	5/1/2016		
Tok Area EMS	1200		1200		1400		1400				16				N	N	Y	9/1/2018		
Unalaska	300	900	500	1000	600	1200	800	1500	3000		11				N	Y	Y	7/1/2020		
Average R/NR	610.6	864.0	700.3	880.7	856.2	1096.3	1003.8	1221.3	1364.9	1455.0	13.7	####	369.2	410.5						
Alaska Overall Average	663.0		732.1		901.2		1044.6		1376.1		13.7	Mileage	Non-TX							
	BLS-NE		BLS-E		ALS1-E		ALS2		SCT											

Date Printed 10/2/2019



To: Craig City Council
From: Hans Hjort, Harbor Master
Date: November 30, 2023
RE: December staff report

Harbor department report December 2023

- Harbor staff replaced 4 40 foot fingers in North Cove harbor. The new fingers look really good. This makes 5 finger floats replaced out of the 12 total 40 foot fingers of the same design. We have plans to improve the design of the next fingers that we have built for the harbor.
- We were able to repair a large section of float in North Cove near the stern of the Silverado. The area had splices that were done at both the bull rail and the timbers under the decking. The splices had started to fail and created a lot of movement on the float. We sistered 6x6 beams to the dock timbers and shimmed the bull rails. The area also got new decking.
- The lumber for the cannery board walk decking has been milled and delivered. We still need to get framing lumber. We hope to start on the project in the next couple months.
- The Webloft roof is coming along really well. Unfortunately, we got a late start on the project. The ground is fully saturated. The lift the contractor is using has torn up the grass. The contractor has voluntarily offered to rent a track type skid steer and smooth things over as best he can. Harbor staff can then re-seed the area. The area has good soil, so the grass should grow back quickly. During the original site visit, the contractor thought that he could work around the two trees near the building. As work progressed, he realized that he would not be able to work around the trees. I removed the trees.
- The Harbor Advisory Committee will be meeting December 14th at 4pm for our regular quarterly meeting.

Staff Report – Library – Stephanie Merritt

Library Services Statistics

Patron Visits : 544	Wifi Users : 144
Circulation : 677	InterLibrary Loan : 23
Alaska Digital Library Checkouts : 234	Free Items : 39
Computer Usage : 56	Volunteer Hours : 24 hrs

Communications

- The library section of the city **website has been updated** to improve the user experience.
- The library will have a **table at the bazaar** to promote the winter reading program and library services.
- A **quarterly newsletter promoting library events and programming** will start in January.

Programming

Winter Reading Program

- Sign up started Nov. 27th. We are using a **digital form to sign up** participants this year.
- Program details can be found on the **library website**.

Grants

Rasmuson Foundation

- The library has received an award of \$9,000 to purchase new tables for the library as well as further develop the collection.

Projects

Libraries Transforming Communities Accessible Small and Rural Communities Grant

- Provides homebound seniors with tools and resources to better access library services.
- Sign up for the services provided by this grant will open Dec. 9th.

Updates

- We are in the process of distributing sign up forms via island entities who serve the elder population.

CITY OF CRAIG MEMORANDUM



Date: 11/30/2023
To: Honorable Kasey Smith, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / November 2023 *RJ Ely*

ACTIVITY

Activity from October 23, 2023, through November 29, 2023, the Dispatch Center took the following number of calls for service:

Craig	786
Klawock	168
AST	7

DEPARTMENT OF MOTOR VEHICLES

Maggie Gore has completed most of the DMV Training and is able to conduct certain transactions. She will attend more training in December, to get fully certified.

Due to statewide outages, Craig DMV had to close on two occasions. Even though closed, staff were still able to accept drop-offs for items that can be completed later.

DISPATCHER(S)

Fully Staffed

OFFICER(S)

Cole Connolly is no longer employed with City of Craig / Craig PD.

Ofc. Dustin Connolly has submitted his resignation, and his last day will be 12/05/2023.

Andrew "Drew" Richter has been hired as a police officer and will start on 12/18/2023. He has military and other governmental experience and will attend the academy in August 2024.

Addam Parsons has been hired as a police officer recruit and will start on 12/18/2023. He will attend the academy in January 2024.

Have other applications, backgrounds being conducted to fill the other police officer opening and the code enforcement officer position.

OTHER

Due to staffing, I will not be attending the Executive Development Conference / Chiefs meetings / Etc. in Anchorage this year.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Oliver Lewis, Public Work
Date: November 30, 2023
RE: Public Works December Staff Report

Streets & Drainage:

- a. Culvert and Road Maintenance at Port Saint Nick Ongoing.
- b. Port Saint Nick annual plan of work in draft form needs more discussion since slide .
- e. Plow and sander sitting in shop ready for action for snow event.

Sewer:

- a. Monthly Sludge processing.
- b. Monthly sampling.
- c. Have all materials for temp waterproofing of conditioned areas in sewer plant.
- d. Working through loan application for new roof on Sewer treatment plant. The council approved resolution 23-16. All documentation is submitted to the State revolving fund. Waiting for comments.

Water:

- a. Continuing to perform monthly and quarterly sampling as scheduled.
- b. Have a quote for additional repair materials for future water line breaks.
- c. High service pump 3 VFD is still out of service. Have Vendor quotes for this.
- d. Working through loan with state revolving fund to upgrade our SCADA system and get both VFDs upgraded to have two working pumps. In submittal stage of documentation for loan to state revolving fund.
- e. Monthly data reported to DEC.
- f. Monthly reports to DNR
- g. Tracking ongoing water usage from Plant to Water tank. Potential leak in that area.

Solid Waste:

- a. Garbage service operating smoothly with part time employee.
- b. Minor repairs to side load garbage truck over next few months. Should not affect service.

Routine operations:

- a. Monthly meter reads and rereads.
- b. City shop facility grounds clean up and re-organize over the next few months. RV station winterized and out of use until next year.
- c. Public Works equipment repairs as needed.
- d. Weekly safety meetings
- e. Continuing Training Brian on garbage routes

- f. Equipment regular maintenance getting performed.

Administrative:

- a. Interviewed utility worker 10-26-23. Hired Jason Wright as Utility Worker.
- b. Discussion between City administrator and public works for software to model water usage, rate structure, future set aside for repair, etc. Company named “waterworth”.
- c. 3 employees working towards commercial driver’s license.

Port St. Nick:

- a. Rain event on 11-20-23 led to several creeks running over the road.
- b. Slide at 62 pit. Cleared road enough to be usable. Continued effort ongoing
- c. Plugged culvert at mile 4.5 PSN road. Working on plan for short term fix and long term solution. Ongoing
- d. Prior to storm public works crew spent 3 days prepping and cleaning out culverts and Grading/filling potholes in worst areas.
- c. Conversation taking place to discuss engineering support to review and make recommendations for future solutions.

Parks and public facilities:

- a. Current P & PF managers Doug Ward and Terry Kelly are transitioning out of roles by end of the year. Doug will return as a maintenance worker in the spring part time. Terry is retiring.
- b. Public works director will take on 100% of duties at that time.
- c. Columbarium is set to be in Craig by March 1st. and installed shortly after.
- d. Daycare project ongoing. New flooring installed. New dishwasher on site.
- e. Burn Pit is being monitored by PD again as necessary. Have asked Convergent to quote a new system that can be monitored in real time at remote locations.



DEC 14, 2023

TO: Craig City Council

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

SUBJECT: FY2024 Shared Fisheries Business Tax Application

Attached is the FY23 Shared Fisheries Business Tax application that is needing approval. The purpose of the program is to allocate a share of state fish tax collected outside municipal boundaries with municipalities affected by fishing industry activities. The application deadline is February 15, 2024.

Recommendation: Council moves to approve Resolution 23-17, FY2024 Shared Fisheries Business Tax Application to be submitted to the State for the city to be eligible to receive these funds.

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

FY24 SHARED FISHERIES BUSINESS TAX PROGRAM

ALTERNATE METHOD APPLICATION

For

FMA 19: SOUTHERN SOUTHEAST AREA

Name of Municipality: City of Craig

Mailing Address: Po Box 725

Craig, AK 99921

Contact Person: Kimber Mikulecky

Title: Finance Director/Treasurer

Email Address: Finance@craigak.com

Phone Number: 907-826-3275 ex. 226

Return with resolution

E-mail

caa@alaska.gov

Subject Line

“Municipality Name, FY24, SFBT”

Or

Mail

State of Alaska DCCED

Shared Fisheries Business Tax Program

550 W 7th Avenue, Suite 1650

Anchorage, Alaska 99501

FMA 19: Southern Southeast					FY 22 Landing Tax Allocation \$0.00	Reference Number
		Total allocation: \$20,679.24	50% Divided \$10,339.62	50% per capita \$10,339.62	Calculated Allocation	
Community	Population	50% divided share	50% per capita share	Calculated Allocation	Total Distribution	
City of Craig	992	\$1,148.85	\$626.49	\$1,775.34	\$ 1,775.34	24-SF19-01
City of Edna Bay	55	\$1,148.85	\$34.73	\$1,183.58	\$ 1,183.58	24-SF19-02
City of Hydaburg	347	\$1,148.85	\$219.15	\$1,367.99	\$ 1,367.99	24-SF19-03
City of Kasaan	73	\$1,148.85	\$46.10	\$1,194.95	\$ 1,194.95	24-SF19-04
Ketchikan Gateway Borough	5,408	\$1,148.85	\$3,415.38	\$4,564.23	\$ 4,564.23	24-SF19-05
City of Ketchikan	7,998	\$1,148.85	\$5,051.08	\$6,199.93	\$ 6,199.93	24-SF19-06
City of Klawock	694	\$1,148.85	\$438.29	\$1,587.14	\$ 1,587.14	24-SF19-07
City of Saxman	356	\$1,148.85	\$224.83	\$1,373.68	\$ 1,373.68	24-SF19-08
City of Thorne Bay	449	\$1,148.85	\$283.56	\$1,432.41	\$ 1,432.41	24-SF19-09
Totals	16,372	\$10,339.62	\$10,339.62	\$20,679.24	\$ 20,679.24	
Community Count		9				

* All municipalities share 50% of allocation equally; share remaining 50% on a per capita basis.

**Ketchikan Borough Population = Borough (13,895) - Cities of Saxman and Ketchikan

FY24 Shared Fisheries Business Tax Program
Alternative Method Resolution

Craig

(City or Borough)

RESOLUTION NO. 23-17

A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY24
SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS
ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT
EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 19: SOUTHERN SOUTHEAST AREA

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY24 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development that the municipality suffered significant effects during calendar year 2022 from fisheries business activities; and,

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community, and Economic Development; and,

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community, and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

WHEREAS, The City of Craig
(Governing Body) proposes to use an alternative allocation method for allocation of FY24 funding available within the FMA 19: SOUTHERN SOUTHEAST AREA in agreement with all other municipalities in this area participating in the FY24 Shared Fisheries Business Tax Program;

NOW THEREFORE BE IT RESOLVED THAT: The City of Craig
(Governing Body) by this resolution certifies that the following alternative allocation method fairly represents the distribution of significant effects during 2022 of fisheries business activity in FMA 19: SOUTHERN SOUTHEAST AREA:

- All municipalities share equally 50% of allocation; all municipalities share remaining 50% on a per capita basis.
- Ketchikan Gateway Borough population is reduced by the population of the Cities of Ketchikan and Saxman

PASSED and APPROVED by a duly constituted quorum of the City of Craig this ____ day
(Governing Body)
of ____ 20__.

SIGNED _____
Mayor

ATTEST _____
Clerk

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: November 22, 2023
RE: Resolution 23-18, Amending the City of Craig Pay Classification Schedule

The city's wage and compensation committee has recommended a number of changes to the pay structure and pay for department managers in the city to make their salaries more competitive and fairer. These recommendations require a number of changes to the current pay classification sheet in order to enact.

Changes include adjustment of grade ranges for some positions, ensuring that there are five progressive levels for each position, modifying one position to a foreman position, documenting a new foreman position and adding two additional grades to accommodate senior positions.

The city's classification schedule is adopted by resolution by the city council.

Recommendation: Move to approve Resolution 23-18.

**CITY OF CRAIG
RESOLUTION 23-18**

**AMENDING THE CITY OF CRAIG CLASSIFICATION PAY PLAN RECOMMENDATIONS
MADE BY THE CITY WAGE AND COMPENSATION COMMITTEE**

WHEREAS, the City of Craig established a Wage and Compensation Committee in 2023.

WHEREAS the Wage and Compensation Committee recommended changes to several management positions to ensure competitive and fair salaries and wages and amendment to the current classification pay plan was recommended to be consistent with the wage increases and adjustments; and,

WHEERAS, the City of Craig has revised the pay schedule to reflect these changes to salaries and wages, to adjust manager position on the classification schedule and to add grades as needed to the schedule.

NOW, THEREFORE BE IT RESOLVED that the Craig City Council adopts the pay grade schedule attached to this resolution to include the adjustments recommended by the Wage and Compensation Committee.

BE IT FURTHER RESOLVED that the effective date of this action is December 15, 2023.

PASSED AND APPROVED by a duly constituted quorum of the city council this 14th day of December 2023.

Mayor Kasey Smith

ATTEST: Mary Salazar, City Clerk

**CITY OF CRAIG PAY GRADE CLASSIFICATION
CITY COUNCIL RESOLUTION 23-18**

Grade	Wage FY24 Rate	Job Classification	Department	Supervisor	Salary/ Hourly
1	\$11.55 to \$15.32	ETT I	EMS	EMS Coordinator	H
		Library Clerk I	Library	Library Director	H
		Lifeguard I	Swim Pool	Aquatic Manager	H
2	\$15.33 to \$18.61	Assistant Harbormaster I	Harbor	Harbormaster	H
		Dispatcher Recruit	Police	Dispatch Supervisor	H
		EMT I	EMS	EMS Coordinator	H
		ETT 2	EMS	EMS Coordinator	H
		Jailer Recruit	Police	Police Chief	H
		Library Clerk II	Library	Library Director	H
		Lifeguard II	Swim Pool	Aquatic Manager	H
		Parks/Facilities Laborer I	Parks/Facilities	Parks/Facilities Manager	H
		Recreation Assistant I	Recreation	Recreation Director	H
		Utility Worker / Operator I	Public Works	Public Works Operator	H
3	Hourly \$18.62 to \$21.89 Salary \$38,721.28 to \$45,535.36	Accounting Clerk I	Administration	Finance Director	H
		Administrative Assistant I	Administration	City Administrator	H
		Aquatic Manager I	Swim Pool	City Administrator	S
		Assistant Harbormaster II	Harbor	Harbormaster	H
		Dispatch Supervisor I	Police	Police Chief	H
		Dispatcher / Jailer I	Police	Dispatch Supervisor	H
		EMS / EMT II	EMS	EMS Coordinator	H
		Harbor Accounting Clerk I	Harbor	Harbormaster	H
		Harbor Maintenance I	Harbor	Harbormaster	H
		Head Lifeguard I	Swim Pool	Aquatic Manager	H
		Library Clerk III	Library	Library Director	H
		Lifeguard III	Swim Pool	Aquatic Manager	H

Grade	Wage FY24 Rate	Job Classification	Department	Supervisor	Salary/ Hourly
3	(continued)	Parks/Facilities Assistant I	Parks/Public Facilities	Parks/Facilities Manager	H
		Parks/Facilities Laborer II	Parks/Public Facilities	Parks/Facilities Manager	H
		Recreation Assistant II	Recreation	Recreation Director	H
		Swim Coach I	Swim Pool	Aquatic Manager	H
		Utility Worker / Operator II	Public Works	Public Works Director	H
		Water/Sewer Oper. Trainee	Public Works	Public Works Director	H

4	Hourly \$21.90 to \$25.18 Salary \$45,556.99 to \$52,371.07	Accounting Clerk II	Administration	Finance Director	H
		Administrative Assistant II	Administration	City Administrator	H
		Aquatic Manager II	Swim Pool	City Administrator	S
		Assistant Harbormaster III	Harbor	Harbormaster	H
		Deputy Harbormaster I	Harbor	Harbormaster	H
		Dispatch Supervisor II	Police	Police Chief	H
		Dispatcher/Jailer II	Police	Dispatch Supervisor	H
		EMS Coordinator I	EMS	City Administrator	S
		EMS EMT III	EMS	EMS Coordinator	H
		Harbor Accounting Clerk II	Harbor	Harbormaster	H
		Harbor Maintenance II	Harbor	Harbormaster	H
		Head Lifeguard II	Swim Pool	Aquatic Manager	H
		Ice House Operator I	Harbor	Harbormaster	H
		Library Director I	Library	City Administrator	S
		Library Clerk IV	Library	Library Director	H
		Lifeguard IV	Swim Pool	Aquatic Manager	H
		Parks/Facilities Assistant II	Parks/Public Facilities	Parks/Facilities Manager	H
		Parks/Facilities Laborer III	Parks/Public Facilities	Parks/Facilities Manager	H
		Police Dispatcher III	Police	Dispatch Supervisor	H
		Police Officer I	Police	Police Sergeant	H
		Recreation Assistant III	Recreation	Recreation Director	H

Grade	Wage FY24 Rate	Job Classification	Department	Supervisor	Salary/ Hourly
4	(continued)	Swim Coach II	Swim Pool	Aquatic Manager	H
		Utility Worker/Operator III	Public Works	Public Works Director	H
		WWTP Operator I	Public Works	Public Works Director	H
		Water/Sewer Operator I	Public Works	Public Works Director	H
5	Hourly \$25.19 to \$28.41 Salary \$52,392.70 to \$59,098.62	Accounting Clerk III	Administration	Finance Director	H
		Aquatic Manager III	Swim Pool	City Administrator	S
		Assistant Harbormaster IV	Harbor	Harbormaster	H
		City Clerk I	Administration	City Administrator	S
		Dispatch Supervisor III	Police	Police Chief	H
		Dispatcher / Jailer III	Police	Dispatch Supervisor	H
		EMS Coordinator II	EMS	City Administrator	S
		Harbor Accounting Clerk III	Harbor	City Administrator	H
		Harbor Maintenance III	Harbor	Harbormaster	H
		Head Lifeguard III	Swim Pool	Aquatic Manager	H
		Ice House Operator II	Harbor	Harbormaster	H
		Lead Accounting Clerk I	Administration	Finance Director	H
		Library Director II	Library	City Administrator	S
		Parks/Facilities Assistant III	Parks / Public Facilities	Parks/Facilities Manager	H
		Planning Director I	Planning Director	City Administrator	S
		Police Officer II	Police	Police Sergeant	H
		Recreation Director I	Recreation	City Administrator	S
		Swim Coach III	Swim Pool	Aquatic Manager	H
		Utility Worker / Operator IV	Public Works	Public Works Director	H
		Water / Sewer Operator II	Public Works	Public Works Director	H
		WWTP Operator II	Public Works	Public Works Director	H

Grade	Wage FY24 Rate	Job Classification	Department	Supervisor	Salary/ Hourly
6	Hourly \$28.42 to \$31.74 Salary \$59,120.26 to \$66,020.86	Aquatic Manager IV	Swim Pool	City Administrator	S
		Assistant Harbormaster V	Harbor	Harbormaster	H
		City Clerk II	Administration	City Administrator	S
		Dispatch Supervisor IV	Police	Police Chief	H
		EMS Coordinator III	EMS	City Administrator	S
		Harbormaster I	Harbor	City Administrator	S
		Ice House Operator III	Harbor	Harbormaster	H
		Lead Accounting Clerk II	Administration	Finance Director	H
		Library Director III	Library	City Administrator	S
		Parks/Facilities Foreman I	Parks / Public Facilities	Public Works Director	H
		Planning Director II	Planning	City Administrator	S
		Police Officer III	Police	Police Sergeant	H
		Police Sergeant I	Police	Police Chief	H
		Public Works Foreman I	Public Works	Public Works Director	H
		Recreation Director II	Recreation	City Administrator	S
		Utility Worker V	Public Works	Public Works Director	H
		Water / Sewer Operator III	Public Works	Public Works Director	H
7	Hourly \$31.75 to \$35.03 Salary \$66,042.50 to \$72,856.58	Aquatic Manager V	Swim Pool	City Administrator	S
		City Clerk III	Administration	City Administrator	S
		EMS Coordinator IV	EMS	City Administrator	S
		Harbormaster II	Harbor	City Administrator	S
		Lead Accounting Clerk III	Administration	Finance Director	H
		Library Director IV	Library	City Administrator	S
		Parks/Facilities Foreman II	Parks / Public Facilities	Public Works Director	H
		Planning Director III	Planning	City Administrator	S
		Police Officer IV	Police	Police Sergeant	H
		Police Sergeant II	Police	Police Chief	H
		Public Works Foreman II	Public Works	Public Works Director	H
		Recreation Director III	Recreation	City Administrator	S
		Utility Worker VI	Public Works	Public Works Director	H
		Water/Sewer Operator IV	Public Works	Public Works Director	H

Grade	Wage FY24 Rate	Job Classification	Department	Supervisor	Salary/ Hourly
8	Hourly \$35.04 to \$38.31	Chief of Police I	Police	City Administrator	S
		City Clerk IV	Administration	City Administrator	S
		EMS Coordinator V	EMS	City Administrator	S
		Harbormaster III	Harbor	City Administrator	S
		Lead Accounting Clerk IV	Administration	Finance Director	H
	Salary \$72,878.21 to \$79,692.29	Library Director V	Library	City Administrator	S
		Parks/Facilities Foreman III	Parks / Facilities	Public Works Director	H
		Planning Director IV	Planning	City Administrator	S
		Police Officer V	Police	Police Sergeant	H
		Police Sergeant III	Police	Police Chief	H
		Public Works Director I	Public Works	City Administrator	S
		Public Works Foreman III	Public Works	Public Works Director	H
		Recreation Director IV	Recreation	City Administrator	S
		Treasurer / Finance Dir. I	Administration	City Administrator	S
		Water/Sewer Oper. V	Public Works	Public Works Director	H
9	Hourly \$38.32 to \$41.60	Chief of Police II	Police	City Administrator	S
		City Clerk V	Administration	City Administrator	S
		Harbormaster IV	Harbor	City Administrator	S
		Lead Accounting Clerk V	Administration	Finance Director	H
	Salary \$79,713.92 to \$86,528.00	Parks/Facilities Foreman IV	Parks/Facilities	Public Works Director	H
		Planning Director V	Planning	City Administrator	S
		Police Sergeant IV	Police	Police Chief	H
		Public Works Director II	Public Works	City Administrator	S
		Public Works Foreman IV	Public Works	Public Works Director	H
		Recreation Director V	Recreation	City Administrator	S
		Treasurer / Finance Dir. II	Administration	City Administrator	S

Grade	Wage FY24 Rate	Job Classification	Department	Supervisor	Salary/ Hourly
10	Hourly \$41.61 to \$44.89 Salary \$86,549.63 to \$93,363.71	Chief of Police III	Police	City Administrator	S
		Harbormaster V	Harbor	City Administrator	S
		Parks/Facilities Manager V	Park/Facilities	Public Works Directpr	H
		Police Sergeant V	Police	Chief of Police	H
		Public Works Director III	Public Works	City Administrator	S
		Public Works Foreman V	Public Works	Public Works Director	H
		Treasurer/Finance Dir. III	Administration	City Administrator	S
11	Hourly \$44.90 to \$48.48 Salary \$93,385.34 to \$100,848.38	Chief of Police IV	Police	City Administrator	S
		Public Works Director IV	Public Works	City Administrator	S
		Treasurer/Finance Dir. IV	Administration	City Administrator	S
12	Hourly \$48.49 to \$52.09 Salary \$100,849.00 to \$108,349.00	Chief of Police IV	Police	City Administrator	S
		Public Works Director V	Public Works	City Administrator	S
		Treasurer/Finance Dir. V	Administration	City Administrator	S

Grade	Wage FY24 Rate	Job Classification	Department	Supervisor	Salary/ Hourly
13	Hourly	Chief of Police V	Police	City Administrator	S
	\$52.10 to \$60.10				
	Salary \$108,350.00 to \$125,000.00				

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Samantha Wilson, Craig City Planner
Date: November 28, 2023
RE: Capital Improvement Projects - Resolution 23-19

Attached you will find Resolution 23-19. The resolution identifies the city's capital project priorities for 2024.

The council annually adopts a capital projects resolution to guide staff in prioritizing projects and capital funding requests. Listing out city priorities is useful in identifying what projects are important to Craig. This resolution provides guidance from the council to staff on what projects to commit time and resources to. It also allows legislators to match local priorities with existing or proposed funding programs.

Based on the approved list of capital projects, staff will begin working on project submissions for the state legislature and the congressional delegation (usually due in February/March). Craig has been fortunate in past years to receive capital project funding through the state legislative budget process (CAPSIS), through federal direct appropriations and through a variety of state and federal grant programs. Those projects were funded from lists provided to the state from prior year resolutions. At this time, several capital improvement projects have been nominated or approved for federal funding consideration as a part of this process and are set to be reviewed at the federal level. These next few years are likely to be much busier due to an influx of congressionally directed spending funds.

The council may choose to edit project titles, discuss or edit project estimates, and move projects up or down the priority list on the resolution. The resolution is generally intended to show the priority of projects for the year but it is not uncommon for specific funding opportunities to arise during the year or for staff to target funding requests to specific projects regardless of where they fall on the project resolution.

Projects:

1. Water System Upgrades - \$4,500,000. The city has a number of projects related to upgrading the city's water treatment and distribution system. These projects include:
 - Increasing chlorine contact efficiency by baffling and/or expansion of the current contact chamber and making other changes to the water treatment system in order to generally increase the treated water production capacity at the treatment plan.
 - Replacement of problematic sections of the raw water transmission line.
 - Demolition of the Spruce Street water tank to remove this unused tank from the system completely.
 - Design/engineering/construction of a new raw water transmission line (from North Fork Lake to the treatment plant) and treated water transmission line (from the water treatment plant to the steel storage tank) line upgrades and replacement.
 - Pump replacements and upgrades throughout the system.

This project has been nominated for \$3,000,000 in congressionally directed spending and a request for \$1,500,000 in State funding will be included in the list of CAPSIS projects to help close the match funding gap.

2. Wastewater Collection System (Lift Station Replacement) - \$950,000. The city maintains a number of lift stations throughout Craig. These stations are collectors at low points of the wastewater collection system. The lift stations collect wastewater and pump (force) the wastewater to the treatment plant. Several of the stations that the city maintains are aging (some past their expected lifespan). There are no major issues with existing stations but a regular scheduled maintenance and replacement plan is important. Currently the city has identified three stations that should be replaced. This project has been approved for \$760,000 in congressionally directed spending and a request for \$190,000 will be included in the list of CAPSIS projects to help close the match funding gap.
3. Firehall/EMS Building Construction - \$7,000,000. In 2015 the city completed design for a new firehall/EMS building to replace the existing firehall and EMS office. The new building would contain office space, five vehicle bays, backup power, a training room, equipment storage, and sufficient parking. The new building will be located behind Thompson House along Cold Storage Road. This project has been nominated for \$4,100,000 in congressionally directed spending and will be included in the list of CAPSIS projects to help close the match funding gap.
4. Bridge Structures Inspection and Upgrade - \$150,000. The city currently owns/maintains three bridges: False Island, Dog Salmon Creek (on PSN Road) and a bridge on the road leading to the city dam at North Fork Lake. The log stringer bridge on the road to the dam was inspected within the past several years and is in usable shape but needs replacement. This project will be included in the requested CAPSIS project list for funding.
5. Biomass Boiler Replacement - \$800,000. The city currently operates a biomass boiler at the aquatic center that supports the center and the middle/elementary school campus. This boiler has been operating for more than ten years and is requiring extensive maintenance due to age-related deterioration. It will likely need to be replaced in the next couple years. Staff will work on identifying funding for design and installation of a new boiler in the building. This project has been approved for \$400,000 of congressionally directed spending and a request for \$200,000 will be included in the CAPSIS projects list to help close the match funding gap. Currently, \$200,000 in match funding from the Denali Commission is under consideration as well.
6. Development of Cannery Property - \$2,500,000. This project entails making access and utility improvements to the site in preparation for some future public use. Work may also entail restoring, improving, and maintaining existing docks. Further direction for the site will be needed from the City Council.
7. Public Safety Building Siting and Design - \$100,000. There has been some discussion of a multi-agency public safety building located in Craig to provide space for Craig PD,

Alaska State Troopers, the Craig Jail, the court, and/or other public safety agencies. This project would provide for initial concept design work, scoping and siting.

8. Wastewater Treatment Plant Upgrades - \$450,000. Staff are completing the ADEC revolving loan fund application process to replace the roof. The treatment plant roof is in poor condition. The bulk of this project budget is for replacement of the roof and associated HVAC systems related to the roof replacement. This project also includes the purchase and installation of a backup power generator for the wastewater treatment plant.
9. Public Works Tract P Development - \$400,000. This project includes the design and construction of additional vehicle bays in the Public Works Yard as well as sitework and further development of the Tract P property.
10. Library Expansion Design - \$200,000. Some funding was attained to begin the scoping process. It was determined through a public process that citizens of Craig are interested in a new library building with improved parking; the cannery property was a popular suggested site. Additional scoping and work will be needed to establish a preliminary concept design for a new library facility.
11. Public Works Heavy Equipment Purchase - \$350,000. In FY2021 the city purchased (through financing using endowment fund earnings) a new dump truck with a plow and sander; a new garbage truck; and a new excavator. New equipment such as a replacement for the side load garbage truck remain.
12. Aquatic Center Repairs, Upgrade, and Expansion - \$500,000. In July 2014 Jensen, Yorba, Lott completed a condition assessment of the pool. This condition assessment identified several million dollars worth of upgrade and renovation projects. The most critical projects included the roof and mechanical systems. In 2016 the city completed about \$2 million worth of work that included a new roof and replacement of most of the mechanical (heating) system. The city has continued to make additional improvements as time and finances have allowed. Recently the city completed refinishing the lap pool and kiddie pool basins and replacing the propane boilers. The funding identified by this project will be used to upgrade/expand the facility's fitness area. This program is popular with the public but is undersized for the variety of demands.
13. Micro Hydro Generator at Water Treatment Plant - \$285,000. This project includes the design and installation of a micro hydro generator inline with the raw water line near the city's water treatment plant. This generator would provide most of the power needed by the water treatment facility and by the SSRAA hatchery facility co-located with it. This project has been nominated for congressionally directed spending as part of water system upgrades.
14. Cemetery Expansion Construction - \$1,000,000. This project encompasses the 30–50 year plan for the cemetery including: installation of columbaria, rerouting and re-establishing an access road for maintenance equipment, grave space expansion, improved/expanded parking, remediation and restoration of historical staircases, and

other landscaping work that will be required. This project is scalable and follows the Cemetery master plan developed in 2022. Two columbaria have been purchased and will be installed upon arrival. A draft plan for additional grave layouts in existing space until the access road can be relocated and the available grave space further expanded.

15. Complete Phase II Improvements in Klawock Airport Master Plan - \$25,000,000. In 2006 the State of Alaska completed the Klawock Airport Master Plan. This plan lays out projected improvements for 20 – 25 years. The state has been steadily making improvements to navigation and facilities at the airport which have helped facilitate additional air carriers and routes and facilities at the airport. This project encourages the State to continue to seek funding specifically for upgrading the Klawock Airport.
16. Craig-Klawock Separated Bike Path - \$4,100,000. This project includes the design and construction of a separated bike/pedestrian path from the Craig High School to Klawock. This would essentially be an extension of the existing separated bike path in Craig. This project has been on the Craig Tribe's work plan on and off over the past 20 years and the city has provided support and assistance with the project.
17. Community Quota Entity Quota Share Purchase - \$150,000. The City of Craig completed their application to be a Community Quota Entity in 2004. This allows the city to purchase and lease Halibut and Sablefish IFQ and lease it to local fishermen. The program did not contain any financing for quota shares, just the opportunity for the community to retain some quota in the community. Staff prepared a business plan for the council after the CQE was formed. The business plan shows that significant cash input would be required to allow purchase (even if a portion was financed). This project would provide funds that could be leveraged to purchase quota share to be held by the CQE and leased to local fishermen.
18. Upgrade and Expand Boat Launch Area at Industrial Park - \$200,000. This project includes the design and construction of a second (parallel) or expanded launch ramp at False Island. This project would expand the capacity for launching small craft. In 2023 the existing ramp was resurfaced and had its grade reduced, thereby enhancing the ability of the city-owned boat haul out trailer to launch and recover vessels using the existing ramp.
19. Child Development/Daycare Center - \$100,000. The council requested that an item regarding daycare/child development be added to the CIP list for 2020. This project would include investigation, initial concept design, and siting discussions for a facility to potentially house the daycare, Head Start, and/or other daycare/child development activities. Currently efforts are being made to renovate and improve the existing daycare building for Island Daycare, the current lessee.
20. Outdoor Recreation Improvements - \$350,000. A number of improvement projects to outdoor recreational spaces have been identified. These include installation of a skatepark on a portion of Tract D near Crab Bay, installation of a covered area at the City Gym

over the basketball courts, and repair/replacement of the foundation and hardcourt at East Hamilton Park.

21. City Floatplane Facility Upgrades - \$100,000. This project entails expansion and improvement of parking facilities, dock repairs, and the addition of plane pullouts. This project would improve existing infrastructure and may make the site more attractive to seaplane operators.

Recommendation

The council should discuss the priority of items shown on the attached resolution. The council may also add, delete, or modify items as it wishes. After council discussion the council should move to adopt Resolution 23-19.

**CITY OF CRAIG
RESOLUTION 23-19
Establishing Capital Projects for 2024**

WHEREAS, the City of Craig Council annually prepares a comprehensive capital improvement program for the City of Craig; and,

WHEREAS, the United States Government and the State of Alaska annually prepare budgets and appropriate funds to local governments and state and federal agencies for the implementation of local and state capital improvement projects; and,

WHEREAS, the Craig City Council has identified certain capital improvement project priorities for the City of Craig for calendar year 2024.

NOW, THEREFORE, BE IT RESOLVED that the following projects, set forth in order of priority, are established as the City of Craig's top priorities for capital improvement projects for calendar year 2024:

1. Water System Upgrades	\$ 4,500,000
2. Wastewater Collection System (Lift Station Replacement)	\$ 950,000
3. Firehall/EMS Building Construction	\$ 7,000,000
4. Bridge Structures Inspection and Upgrade	\$ 150,000
5. Biomass Boiler Replacement	\$ 800,000
6. Development of Cannery Property	\$ 2,500,000
7. Public Safety Building Siting and Design	\$ 100,000
8. Wastewater Treatment Plant Upgrades	\$ 450,000
9. Public Works Tract P Development	\$ 400,000
10. Library Expansion Design	\$ 200,000
11. Public Works Heavy Equipment Purchase	\$ 350,000
12. Aquatic Center Repairs, Upgrade and Expansion	\$ 500,000
13. Micro Hydro Generator at Water Treatment Plant	\$ 285,000
14. Cemetery Expansion Construction	\$ 1,000,000
15. Complete Phase II Improvements in Klawock Airport Master Plan	\$25,000,000
16. Craig-Klawock Separated Bike Path	\$ 4,100,000
17. Community Quota Entity Quota Share Purchase	\$ 150,000
18. Upgrade and Expand Boat Launch Area at Industrial Park	\$ 200,000
19. Child Development/Daycare Center	\$ 100,000
20. Outdoor Recreation Improvements	\$ 400,000
21. City Floatplane Facility Upgrades	\$ 100,000

APPROVED: December 14, 2024.

_____	ATTEST _____
Kasey Smith, Mayor	Mary Salazar, City Clerk



CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Mary Salazar
Date: December 11, 2023
RE: Resolution 23-21, In Memoriam of Mr. Fredrick George Hamilton Sr.

Attached you will find Resolution 23-21. This resolution is to recognize the passing of Mr. Fredrick George Hamilton Sr. on December 5, 2023, at 102 years old.

This resolution recognizes Mr. Hamilton's lifetime of community service and contributions to various organizations in his tribe and community.

This resolution extends condolences to Mr. Hamilton's family and friends, honoring his impactful contributions to our community.

Recommended motion:
Adopt Resolution 23-21 in honor of Mr. Fredrick George Hamilton Sr.

CITY OF CRAIG Resolution 23-21

In Memoriam of Mr. Fredrick George Hamilton Sr.

WHEREAS, Mr. Fredrick George Hamilton Sr. born on February 2, 1921, in Craig, Alaska, devoted his entire life to the betterment of our community;

WHEREAS, Mr. Hamilton exemplified an unwavering commitment to community service, having served as a boy scout leader, timekeeper at school basketball games, volunteer fireman, school board member, and dedicated City Council member;

WHEREAS, his extensive involvement extended beyond our community, as evidence by his significant contributions as member of the board of directors of Shaan-Seet Inc., Alaska Native Brotherhood, and membership in the Tlingit and Haida Indian Tribes of Alaska, and membership of the Craig Tribal Association;

WHEREAS, Mr. Hamilton's lifelong dedication to the Presbyterian Church of Craig and Klawock;

WHEREAS, Mr. Hamilton's diverse professional background, including roles as a commercial fisherman, local agent for airlines serving Craig, small business owner of Fred's Furnace Service, and the Prince of Wales Island agent for Alaska Marine Highway System, further enriched our community;

WHEREAS, the community of Craig has been profoundly impacted by Mr. Hamilton's prodigious hours of service, leaving an indelible mark on the lives of countless individuals;

NOW, THEREFORE, BE IT RESOLVED, that the community extends its deepest condolences to the family and friends of Mr. Fredrick George Hamilton Sr. and honors his memory for the selfless contributions that have enriched our lives and community. May his legacy inspire continued dedication to the principles of community service and compassion.

Approved this eleventh day of December 2023.

KASEY SMITH, MAYOR

MARY SALAZAR, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: November 22, 2023
RE: City of Craig Department Manager Salary

In October the city council established a wage and compensation committee to review city department manager salaries to ensure that city salaries were competitive and fair to employees. The council appointed four council members to the committee. The committee met on November 7th and November 21st to review the data and formulate recommendations to the full council.

The committee determined that city manager salary scales were generally low and that salaries paid to each individual manager were low.

The committee also made several recommendations to go along with the salary discussion.

Recommendations:

1. Ensure that all employees, including managers, are given evaluations on a regular basis using a consistent evaluation format.
2. Classify each manager position to include five grades to allow for proper classification and promotion.
3. Expand job descriptions to show the requirements and path for promotion from one grade to another within the position on the pay classification schedule.
4. Amend the pay classification schedule to include additional grades to allow for adjusted manager position salaries.
5. Amend the FY24 budget to increase salaries and benefits for each department as discussed by the committee and set by the city administrator and mayor as shown below. (Please note, the salary and benefit amounts shown below are by department and not by position)

Department	FY24 Salary Increase	FY24 Benefit Increase	FY24 Total Increase
Administration	\$31,243	\$8,752	\$39,994
EMS	\$3,350	\$2,035	\$5,385
Harbor	\$5,518	\$1,479	\$6,997
Library	\$4,690	\$1,605	\$6,295
Planning	\$6,365	\$1,896	\$8,261
Police	\$21,030	\$5,223	\$26,253
Public Works	\$10,380	\$3,450	\$13,830
Recreation	\$14,418	\$4,435	\$18,853
Total Increase for Remainder of FY24			\$126,527

Once funds are appropriated the mayor and city administrator will conduct evaluations for each employee affected by the increases and make increases to their salary. No other action will be required by the council for most department managers.

Staff will include the increased salaries in the FY25 budget.

Since the City Administrator salary is included in the discussion the mayor and council should conduct an evaluation of the administrator in executive session and negotiate the increase of the administrator's salary. The council will then have to approve the amendment to the contract in open session. All of this can be done at the December 14th council meeting.

Recommended Motion: Move to adopt the Wage and Compensation Committee recommendations shown above and appropriate \$130,000 from FY24 general fund reserves to increase city department manager salaries.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: November 28, 2023
RE: Council Discussion on Purchase of Lots 1 – 8, Block 13, USS 1430

At the November 16th council meeting Mayor Smith reported to the council that Mike Burgess had reached out to him to give the city an opportunity to purchase Lots 1 – 8, Block 13, USS 1430 (locally known as felony flats or Bumblebee trailer court) before other offers were considered.

During a short discussion at the November 16th meeting the council was interested and asked staff to follow up with Mike and Misty regarding the offer.

Staff reached out and received the attached email from Misty Fitzpatrick regarding the property. The price of the property included in the email is \$650,000. The current assessed value of the property is \$272,900.

Title 16 of the Craig Municipal Code details the process for the city to sell city owned land, but the council has wide latitude in purchasing property. The city has done a handful of residential subdivisions of land conveyed to the city under the ANCSA 14c3 process and has bought or traded for land for a variety of purposes over the years, but the city has not purchased land for residential purposes before.

If the council is interested in this purchase the council should discuss how it would like to use the land to meet city needs, primarily residential needs.

When the city sells land an appraisal is required and generally the city has done an appraisal of property prior to purchases, but it is not required for purchases like it is for sales.

If the council is interested in purchasing the property the purchase should be made using available funds from the city's land development fund with any proceeds of a development being deposited back into the fund. There is currently \$692,680 in the land development fund available for these types of purchases or development.

Recommendation: The council should discuss the potential purchase of Lots 1 – 8, Block 13, USS 1430 and give direction to staff.

Brian Templin

From: Misty Fitzpatrick <Misty@mistyseacharters.com>
Sent: Tuesday, November 28, 2023 8:36 AM
To: Brian Templin
Cc: Kasey Smith - Mayor; Micheal Burgess
Subject: Purchase of Lots 1-8, Block 13, Plat No. 81-68

Good Morning Brian,

I am following up on our conversation regarding the purchase of Lots 1-8, Block 13, US Survey No. 1430, according to the Plat filed Nov. 25, 1981, as Plat No. 81-68, Ketchikan Recording District, First Judicial District, State of Alaska.

In April, Mike and I purchased the parcels of land formerly known as Bumblebee Trailer Court which is currently being operated as a trailer park/low income housing. We've spoken about the possibility and benefit to the community should the property be converted to individual building lots for family housing (or potentially other purposes that we have not considered). It's our opinion that doing so could make a positive impact on the neighborhood in which the property resides (increase in property values, overall aesthetics and availability of family housing). That being said, we are unable to make a business case for doing so ourselves.

The City may be in a position to take on such an endeavor without the burden of "turning a profit" in the process. Consequently, we are interested in selling the property to the City at a firm fixed price of \$650,000.

Please let me know if you have any questions.

Thank you,

--

Misty Sea Fitzpatrick

Managing Member

Misty Sea Charters & Lodging LLC

p: 907-329-2398

a: PO BOX 18007, Coffman Cove, Alaska 99918

w: mistyseacharters.com **e:** misty@mistyseacharters.com

CITY OF CRAIG MEMORANDUM

To: Mayor and City Council
From: Kimber Mikulecky, Finance Director and Brian Templin, City Administrator
Date: November 28, 2023
RE: City of Craig Procurement Policy

The city has a procurement policy that directs staff on how formal the procurement process needs to be depending on the level of purchase being made. This policy has not been updated in several years.

The policy was reviewed in light of proposed emergency procurement and it is a good opportunity to update the policy as needed and put it before the council for approval.

The policy largely remains unchanged except for two spending limits:

1. For purchases over \$250 a purchase order was required under the previous policy. This number has been changed to \$1,000. This will significantly reduce paperwork on routine purchases by departments as part of their daily business. In Accufund the purchase order process is complicated and time consuming. While purchase orders have their place it is reasonable to increase this limit.
2. In practice for a long time we have routinely made purchases under \$25,000 - \$30,000 without using a formal bid process. Purchasers generally shop known sources for work or directly ask contractors to provide a price quote for items in this price range. The current procurement policy dictates that every purchase over \$10,000 must go through a more formal procurement process. Staff proposes raising that amount to \$25,000 in the updated policy. Employees will still have to seek out multiple sources, but can do that less formally and in a quicker manner than the formal procurement process.
3. The requirement for purchases in excess of \$25,000 (unless it is an emergency) is a formal invitation to bid or request for proposal process.

Recommendation: Move to adopt the November 2023 City of Craig Procurement Policy.

Procurement Quick List For City Funds

Procurement by micro-purchases.

- Less than \$3,000
- Use multiple suppliers
- Price reasonable
- Documentation includes sales slip, receipt, or requisition, reasonable price justification

Procurement by small purchase procedures.

- Between \$3,000 and \$25,000
- Request three quotes (can be web based)
- Use lowest quote
- Documentation includes requisition and quotes

Procurement by sealed bids (formal advertising).

- Bids are publicly solicited
- Must be a firm fixed price contract (lump sum or unit price) from a responsible bidder
- Must be the lowest in price
- Must have at least 2 bidders
- Documentation includes requisition, all bids, bidders list at bid opening

Procurement by competitive proposals

- Conditions not appropriate for sealed bids
- Bids are publicly solicited
- Proposals from adequate number of sources
- City conduct technical evaluation of proposal
- Awarded to most advantageous to program with price considered.
- Documentation includes check request or requisition, all bids, bidders list at bid opening

Procurement by noncompetitive proposals.

- Item available only from single source
- Emergency procurement
- Competition is inadequate
- Documentation includes check request or requisition, sole source justification

General Procurement Standards:

- 1) The City of Craig will use these procurement procedures which reflect applicable State and local laws and regulations provided that the procurements conform to Alaska Statutes Section 36.30 and the standards identified in this section.
- 2) The City of Craig must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specification of their contracts and purchase orders.
- 3) The City of Craig will follow its written standards of conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the City of Craig is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The City of Craig must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts.
- 4) The City of Craig's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- 5) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the city, the city is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.
- 6) The City of Craig is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- 7) The City of Craig is encouraged to use value engineering clauses in contracts of construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
- 8) The City of Craig must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- 9) The City of Craig may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and material type contract means a contract whose cost to a City of Craig is the sum of:
- a) The actual cost of materials; and
 - b) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
 - c) Since this formula generates an open-ended contract price, a time and materials contract provide no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the City of Craig awarding such a contract must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- 10) The City of Craig alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurement. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of Craig of any contractual responsibilities under its contracts.

Methods of Procurement to Be Followed

The City of Craig must use one of the following methods of procurement.

- 1) **Procurement by micro-purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the City of Craig must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the City of Craig considers the price to be reasonable.
- 2) **Procurement by small purchase procedures.** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$25,000. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number (preferably at least 3) of qualified sources.

All service contracts and purchase of materials over \$1,000 in value must first have a requisition processed through the accounting system before the goods and services are obtained. Procurement requirements may not be artificially divided or fragmented so as to constitute a purchase under the \$1,000 limit. For services and goods purchased less than \$1,000.00 a signed receipt must be submitted. The city recommends blanket purchase orders for purchases of large quantity of single goods such as jail food, fuel, water treatment chemicals and medical supplies. The costs of the goods should be determined to be reasonable at the beginning of the purchasing

period with the documentation submitted with the requisition. As the goods are delivered the quantities are applied to the open purchase order. If costs change more than 10% the purchase order should be evaluated as to reasonable costs and vendor selection as to competition. If needed the purchase order will be closed and a new requisition will be issued.

The requisition must have a complete description for the materials or service, the cost per unit and the total cost. The documentation for quotes for small purchases must be submitted to the accounting department. The accounting system emails the City Treasurer that there is a requisition to be approved. The purchase is compared to the budget and if the department is within the budget the requisition is approved. If the budget has been exceeded the Treasurer will call the department manager and discuss other options. When the order is approved a purchase order is automatically generated.

For all purchases when the materials arrive or the service is complete, the department manager checks the items to the packing slip with a check mark, dates the slip and signs the slip. The manager gives the accounts payable clerk the packing slips. All slips will be turned in to the accounts payable clerk immediately or no later than the end of the week.

When the invoices are received by the accounting department they are matched to corresponding purchase orders and packing slips. The line items are matched and the prices are verified. If any discrepancies the department manager will be notified and the discrepancies will be corrected. The account codes are written on the invoice and checked by the treasurer. The invoices are entered in the accounting software and payments are authorized by the treasurer or city administrator. The accounting clerk prints the checks and they are signed by two city officials. The accounting clerk scans all documents for the purchase and files the paper copies. The filed copies should contain the quote documents, the packing slip, invoice and proof of payment.

For local vendors charge accounts will be set up by the finance department before purchases are allowed. It is recommended charge accounts be established for all new vendors.

If vendors only accept payment by credit care the following procedures will be followed. The department manager determines the materials, parts, or service. The purchase order procedure is followed as described above. If the items are to be purchased online the manager will complete the transaction with the Wells Fargo purchase card issued in his/her name. The department manager will determine shipping also. The department manager will print the order, sign the order, and submit to the accounts payable clerk.

- 3) **Procurement by competitive proposals.** The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
- a) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b) Proposals must be solicited from an adequate number of qualified sources;
 - c) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
 - d) The City of Craig may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- 4) **Procurement by noncompetitive proposals.** Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- a) The item is available only from a single source;
 - b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c) After solicitation of a number of sources, competition is determined inadequate.
- 5) **Procurement by sealed bids (formal advertising).** Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction.

In order for sealed bidding to be feasible, the following conditions should be present:

- a) A complete, adequate, and realistic specification or purchase description is available;
- b) Two or more responsible bidders are willing and able to compete effectively for the business;
- c) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- d) If only one bid is received after public solicitation the city council has the option to award the contract if it determines it is reasonable.
- e) If sealed bids are used, the City of Craig will conduct the procurement in accordance with AS 36.30 and 2AAC12 of the state of Alaska.

Competition

- 1) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
 - a) Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b) Requiring unnecessary experience and excessive bonding;
 - c) Noncompetitive pricing practices between firms or between affiliated companies;
 - d) Noncompetitive contracts to consultants that are on retainer contracts;
 - e) Organizational conflicts of interest;
 - f) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
 - g) Any arbitrary action in the procurement process.
- 2) The City of Craig must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable state statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- 3) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

- 4) The City of Craig must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the City of Craig must not preclude potential bidders from qualifying during the solicitation period.

Contract Cost and Price

The City of Craig must perform a cost or price analysis in connection with every procurement action in excess of \$25,000 including contract modifications. The method and degree of analysis is dependent on the facts surrounding the procurement situation, but as a starting point, the City of Craig must make independent estimates before receiving bids or proposals.

**CITY OF CRAIG
MEMORANDUM**

To: Mayor and Craig City Council
From: Brian Templin, City Administrator
Date: November 22, 2023
RE: Amendment to City Administrator Contract

As the council is aware, the Wage and Compensation Committee has been meeting to discuss city manager salaries to ensure that they are competitive and fair and to clearly establish progressive grades for each position. This discussion has included the city administrator's salary.

Unlike other employees, the city administrator is employed under a contract agreement with the city. Changes to the administrator's salary require a contract amendment approved by the council.

The current contract is a three year contract that began in 2022 and has two years remaining on the contract. The administrator's salary was set at \$87,000 per year effective November 1, 2022 and the contract stated that the administrator shall be eligible for annual cost of living increases, bonuses, or other general wage increases approved for city employees.

In July 2023 the 4% COLA included in the FY24 budget increased the administrator salary to \$90,480.

During the review of all city manager wages the Wage and Compensation committee generally agreed that a range of \$111,815 - \$140,000+ was competitive and fair. The report to the committee suggested that the salary be set at the low/mid range at \$120,000. The administrator suggested that the council meet in executive session to complete an evaluation of the administrator and negotiate the increase before the amendment to the contract was approved in open session. That executive session is scheduled for the December 14th council meeting prior to this action.

Recommendation: Move to amend the Craig City Administrator contract Section 6A to set the administrator's salary at \$_____ and authorize the mayor to execute the amendment. No other terms of the contract are changed.

AMENDMENT 1
EMPLOYEE AGREEMENT
CRAIG CITY ADMINISTRATOR

The employee agreement (hereinafter referred to as “agreement”) between the City of Craig and Brian Templin effective November 1, 2022 is hereby amended:

Section 6. A. Templin’s salary shall be set at \$_____ per year effective December 15, 2023.

All other terms and conditions of the agreement shall remain in effect.