

**CITY OF CRAIG
COUNCIL AGENDA
JANUARY 18, 2024
COUNCIL CHAMBERS 4:30 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 January 4, 2024

HEARING FROM THE PUBLIC

- Open for public comment
- Resolution 24-03, Upgrade on Craig SCADA System

READING OF CORRESPONDENCE

- Klawock EMS Agreement Memo
- Letter of Support, House Bill 201

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Ordinance 765, Unauthorized Use of Power in Harbor Slips
- Ordinance 766, All Purpose Vehicles on City Streets
- Resolution 24-03, Upgrade on Craig SCADA System

UNFINISHED BUSINESS

- Update on Island Daycare
- Kelp Blue Site Locations

NEW BUSINESS

- City Manager Evaluation Forms Memo

COUNCIL COMMENTS

ADJOURNMENT

To provide public comment to the council remotely, contact the Craig City Clerk at cityclerk@craigak.com, before 5:00 p.m. by the day of the council meeting.

**CITY OF CRAIG
CITY COUNCIL MEETING
January 4, 2024**

ROLL CALL

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

Staff present: Mary Salazar, City Clerk; Kimber Mikulecky (telephonically), Finance Director; Samantha Wilson, City Planner; Venessa Ritcher-Russell (telephonically), EMS/Fire Coordinator; Hans Hjort, Harbormaster; RJ Ely, Police Chief; Stephanie Merritt, Library; Oliver Lewis, Public Works/Parks and Public Facilities.

CONSENT AGENDA

Meeting minutes December 14, 2023

Ordinance 765, Unauthorized Use of Power in Harbor Slips

Ordinance 766, All Purpose Vehicles on City Streets

SCHOONOVER/BAZINET

Moved to adopt the Consent Agenda

MOTION CARRIED UNANIMOUSLY

SWEARING IN OF COUNCIL MEMBER

Shauna Thomas was sworn in as a City Council member.

HEARING FROM THE PUBLIC

Clinton Cook Sr made comments about mariculture in our community. He stated every bay around Craig has been used for sustenance gathering. NOAA released findings that our area is prime for kelp farming, but they harm the sustenance users. Craig Tribal Association has been working with Kelp Blue in finding solutions to these areas in Sea Otter Sound. Clinton stated there was a kelp farm in Port Real Marina and the CTA were the only ones that spoke against this location due to the important gathering of seal and halibut. He stated before long, there will be “No Wake” signs in areas that we are using the waters. Doyle Bay is now useless to sustenance users because of kelp farming and oyster farming. He stated that Kelp Blue came out with a map of kelp farms that would directly affect the herring spawn that we rely on in the spring and it may also alter the route of the king salmon. Clinton urges the city to consider how these farms affect our community. Clinton shared that he dropped off an application for land purchase at the cannery point. The CTA plans to construct a longhouse, museum, and carving shed. He stated this land is indigenous to the Haidas and the CTA would be doing our community a great justice by having cultural sites there. Clinton commented on how destroyed the grass at the cannery point is and the mud and standing water is terrible.

Julie McDonald made a comment on behalf of the school board. Julie requested to schedule a meeting between the school board and the city council. The school board is meeting with an auditor and has appointed a budget committee to go over this year’s budget. The middle school is extremely old and needs to undergo extensive renovation. The school has acquired \$13 million in grants for maintenance on the middle school and minor repairs on the elementary, but there needs to be a \$1.7 million match. Julie has requested help with this project.

Resolution 24-01, EMS Response Stipend and Bonus

Resolution 24-02, Capital Projects 2024

REPORTS FROM CITY OFFICIALS

Mayor- Mayor Smith and Mike Kampnich met with the CTA about concerns that both parties can work together on in the community. Mayor Smith was happy with the meeting. He stated other municipalities and tribes have a memorandum of understanding with each other to show collaboration in supporting the same things. An MOU will be on a future agenda for discussion. They also spoke about the boundaries of the kelp farms and how those areas are important to our community. Mayor Smith stated we need to ensure any letter of support to Kelp Blue is site specific and not within our boundary. There has been a concern about streetlights and AP&T advised we do a streetlight audit, preferably at night, then AP&T can investigate those poles. Oliver Lewis commented that approximately 75 lights are out, to include 12 major intersections and there is a limited budget on fixing streetlights.

Clinton commented that the city can reach out to the CTA to collaborate on allocating funds to streetlights for safe streets for the children.

Hans commented that the Harbor purchased lights from North Cove Lighting, and he has often seen these lights missing a shorting cap, which is an inexpensive repair.

Shauna commented that we should also look at streets that have no streetlights at all, specifically Thomas Court. There are 23 children on that street without any streetlights at all.

Administrator- Brian was absent but submitted a written report.

Mike Kampnich commented that the executive session for Brian's evaluation is scheduled for February 1st, but Mike will not be out of town until the 17th. Mayor Smith commented that he would like the executive session to take place with a full council.

Josh Bennett commented that a previous council voted to end the harbor project and was asking why it is still being brought up. Mayor Smith commented that the harbor is not a priority item for capital projects unless there is collaboration from all entities in the community. Clinton Cook commented that he received a call from Mary Peltola, and she was approached by Brian at the Alaska Municipal League Conference asking her for support in the cannery project. Clinton stated it was a shocking call to find out words were being put in the tribe's mouth. Clinton stated that there needs to be a meeting with the Mayor and the Administrator to discuss how far this will continue to be pushed. Clinton stated he has been bribed and threatened by the Administrator for not supporting the harbor expansion. Mayor Smith assured Clinton that the harbor project is not a priority. Shauna asked Clinton if there was a discussion for support from the CTA for a new harbor study. Clinton said no but he is interested in discussing how to repair what is currently there. Mike Kampnich commented that a modestly scaled project is appropriate and it needs to fit the needs of the community.

Millie Schoonover asked if the applicants for the Recreation Director job received a letter that they were not selected. Mayor Smith said he would follow up to make sure the letters are sent out. Mayor Smith expressed disappointment in not being involved in processes that he was expecting to and would like to update policy on applying for jobs in-house. Shauna Thomas commented that the new Recreation Director was announced at the city's holiday party and two applicants were

also present. Those applicants were unaware that they did not get the job. Mayor Smith was unaware of this and stated he would extend his apologies to those applicants.

Josh Bennett asked Mayor Smith if the managers were present for their evaluations. Mayor Smith stated that three evaluations have been done so far and he was unsure if they were done in person.

Treasurer- submitted a written report.

City Clerk- submitted a written report. Shauna Thomas asked if it is feasible to call the remaining residents on the list for the senior property tax exemption. Mary Salazar responded that she had already started to call people and only had about 20 people left on the list but was able to speak to everyone or at least leave a voicemail. Shauna suggested reaching out to Kari Mackie, Craig's Tlingit and Haida Community Navigator, with reaching out to tribal members or assisting them with their application.

Millie Schoonover thanked Mary for following up with the seniors.

City Planner- Samantha Wilson shared the CTA turned in a land purchase application and the first viewing will be February 1st and it will be viewed a second time and voted on by the council on February 15th.

Millie Schoonover asked if the capital projects list was put in order of priority. Samantha stated she put the list in the order that Mayor Smith had written.

Josh Bennett asked when the Power building will go back up. Samatha reported that she received test results back that reported there were double the reportable amount of lead in the building and there needs to be proper disposal of that material.

Fire/EMS- Venessa reported they received two oxygen concentrators for EMS, two batteries for the fire department, she is working on budgets and capital projects.

Josh Bennett asked about their search for an MES coordinator. Venessa stated that they do have a doctor on staff, but that doctor was away responding to the disaster in Wrangell.

Millie Schoonover commented that it is very important for department heads to be present for council meetings because it is difficult to understand people over the phone.

Harbormaster- submitted a written report.

Police Chief- submitted a written report. Chief Ely reported the DMV Agent/EMS Assistant gave notice of resignation, and her last day is January 14th. That position is currently being advertised. Chief Ely extended an offer to a candidate for the Code Enforcer position, and he accepted. Chief Ely has been staying busy with limited staff and also covering for dispatch.

Mayor Smith asked if he could share Chief Ely's contact details with the town's new pawn shop owner and Chief Ely agreed.

Shauna Thomas commented that Jim Seley contacted her about getting an ordinance drafted to prohibit citizens from buying alcohol for individuals who are on the no alcohol list. Chief Ely stated that he has also been in contact with Mr. Seley, and they agreed it would be beneficial in helping people staying sober. Chanel McKinley asked how they would fine people, and Chief Ely stated they would need proof, which would most likely be by video recording.

Library- submitted a written report. Shauna Thomas commented that the gift-wrapping station provided by the library was great to offer.

Recreation- no report submitted due to the new Recreation Director not starting work yet. Mayor Smith commented that Victoria Merritt has been helping with the Recreation department. Mayor Smith stated that the Recreation Director will also be overseeing the pool until a new Pool Director has been hired. Chanel McKinley commented that both roles may be too much for one person. Mayor Smith commented that a new Pool Director may be coming in February.

Public Works/Parks and Public Facilities- submitted a written report. Mayor Smith stated he was contacted by a concerned Port St. Nick citizen about the roads and requested the debris be cleared. Oliver Lewis stated they had hired Shaan Seet to clear the road up to 62 pit and it will be a continued effort.

Chanel McKinley commented on the potholes by the post office and how huge they are. Oliver stated he received authorization to fix the pothole with city staff.

Josh Bennett asked what needs to be done for the daycare. Oliver stated plumbing is an issue because the toilets are much smaller than an average sized one, making it harder to find parts and materials to repair them. The carpet and base trim have been installed. Oliver stated meeting with the daycare operator is the next step in moving forward.

Josh stated the burn pit is in bad condition right now and suggested closing the gate. Oliver stated he has received many complaints about materials being in the burn pit that aren't supposed to be. Chief Ely stated that closing the gate at night may help the situation until the Code Officer can mitigate the improper dumping.

Oliver showed the council the new garbage cans that will be going on Tanner Crab Court.

Clinton commented that the city can reach out to the CTA to collaborate on allocating resources for maintenance throughout the city. Mayor Smith commented that an MOU will help the city and tribe collaborate on projects.

Mike Kampnich shared that Cheryl Fecko cleaned off graffiti at Ralph James Park and Mike also cleared trees off the overhead of the park. Mayor Smith stated he would send a thank you letter to Mrs. Fecko.

Josh Bennett suggested that Oliver should look into purchasing more vehicles since that department is at full staff.

READING OF CORRESPONDENCE

Landmark "Landless" Legislation Passes Committee for First Time in History Murkowski 2023

2023 Postal Rates Article

Mike Kampnich is pleased to see Congress' support for maintaining reasonable postal rates.

Craig Waverunners & Swim Club Letter

Hannah Bazinet asked why the club is asking for funds toward swim fees when she recalls the council waiving the club's rental fees as well as half of the cost of their swim coach. Mayor Smith stated he would look into this matter with the Finance Director.

Action to Support Alaska Seafood Industry

Mike Kampnich pointed out that bycatch is not mentioned in this letter of support, and he advised against us supporting this letter.

Update on Island Daycare

Josh Bennett asked why the daycare is asking for an extension on paying rent when the space is only \$1 per month. Hannah Bazinet stated that there was a loan given to the daycare director that still needs to be paid back.

Josh Bennett asked if Venessa has the qualifications to operate the daycare. Venessa responded that paperwork was submitted to the state six months ago and she has been following up with them regarding her application status. Mayor Smith expressed how important this daycare will be for our community and stated he would like to reach out to the state as well to put pressure on moving forward.

Shauna Thomas asked why the building isn't ready. Venessa stated that she was waiting on grant money to move forward with purchasing supplies for the building.

Letter from James Seley, Streetlights and Maintenance

Shauna Thomas shared that Jim Seley is concerned about streetlights and offered to help in any way that he can. Mr. Seley also pointed out that Craig was not very festive this holiday season and he proposed to ask businesses in the community to sponsor festive lights. Oliver commented that he recently found out that the city has decorations, and we can also purchase more. Mayor Smith stated that the city will be working with AP&T to resolve the streetlight issues. Shauna stated that Mr. Seley also mentioned the 4th of July decorations were also sparse. Mayor Smith stated that we need to be mindful of how the decorations are displayed because they may become a hazard to the power lines.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Resolution 24-01, EMS Response Stipend and Bonus BAZINET/MCKINLEY

Moved to adopt Resolution 24-01,
approving the EMS Response Stipend
and Bonus.
APPROVED BY ROLL CALL VOTE
(4-1). Millie recused herself.

Resolution 24-02, Capital Projects 2024 SCHOONOVER/BAZINET

Motion to adopt Resolution 24-02,
approving the 2024 Capital Projects.
APPROVED BY ROLL CALL VOTE
(6-0).

UNFINISHED BUSINESS

Property Tax Exemption Memo

Mike Kampnich commented that he agrees with Samantha's recommendation, there needs to be a clearer solution for a property tax exemption. The council directed staff to explore other avenues of providing a property tax exemption.

NEW BUSINESS

Craig Harbor Policy Manual

BAZINET/MCKINLEY

Motion passed to approve the Craig Harbor Policy Manual.

MOTION CARRIED UNANIMOUSLY

Harbor Advisory Committee Seat Appointment

KAMPNICH/BENNETT

Motion to approve the Harbor Advisory Committee Seat Appointment.

MOTION CARRIED UNANIMOUSLY

Kelp Blue 49 Lease Site Letter of Support

The council directed staff to send the letter of support to Kelp Blue.

COUNCIL COMMENTS

Millie Schoonover- Millie commented on the form the council received for the Administrator's evaluation and asked staff for a more in-depth evaluation form.

Mike Kampnich- Mike commented that policy may need to be revised to include guidance on conducting the Administrator's evaluation.

The council directed staff to find a different manager evaluation form and bring it to the next meeting.

Chanel McKinley- Chanel commented that instead of directing staff in drafting ordinances regarding alcohol sales or marijuana, the city should be more concerned about the distribution of illegal substances.

Josh Bennett- Josh requested a council meeting for January 18th.

Mike Kampnich- Mike requested to continue the conversation regarding Kelp Blue at the next council meeting.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 9:09 pm.

SCHOONOVER/BAZINET

MOTION CARRIED UNANIMOUSLY

MAYOR KASEY SMITH

MARY SALAZAR, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: EMS Coordinator
Date: 12/28/2023
RE: Klawock EMS Agreement

We have seen an increase in coverage for the City of Klawock over the last four months, this is making us have to pull volunteers and staff from Craig to cover Klawock calls. Recently Klawock EMS has been providing a calendar showing days that they do not have adequate coverage for calls but sometimes we have no notice and find out when we are paged out for the EMS call. It is the Craig Dispatch Center's policy to page out Klawock EMS for Klawock calls three times and then page out Craig EMS if there is no response. This costs the city money and reduces coverage for Craig when we do not have enough notice to put additional EMTs on call.

When we respond to Klawock calls the city pays each medic that goes up to \$50 per person plus their on call pay if they are on call when we know that Klawock has no coverage we are paying additional on call pay for 12 hour shifts to Craig volunteers to ensure that we have enough EMTs to respond to both Craig and Klawock. We have to put two extra crew members on call, make sure that ambulance two is then reserved for Klawock calls, pay for supplies used on the call and fuel for the ambulance, these are all costs for city. Each 12 hour coverage cost us \$48 per person, calls including two to three medics cost between for the city \$200- \$250.

Staff would like to enter into an agreement with the City of Klawock to reimburse the city for periods that we have to keep extra staff and equipment on call and when we respond to those Klawock calls. This would not apply to mutual aid type calls or mass casualty incidents where there would be no charge to Klawock. This would only apply to Craig EMS responses to Klawock EMS calls. The agreement would include a daily rate for periods where we are notified that Klawock will not have coverage, will include an hourly rate for medics who respond, and will include a higher rate for calls on days where Craig EMS is not notified that Klawock responders will not be available.

A copy of the draft agreement is attached.

Recommendation: Move to direct staff to start negotiation with Klawock on an agreement for Craig to provide EMS coverage for them when needed. Once an agreement has been negotiated between the two parties, this agreement would then be returned to the council for final approval.

AGREEMENT FOR EMERGENCY MEDICAL RESPONSE AND SERVICES IN KLAWOCK PROVIDED BY CRAIG EMS

This agreement is made and entered into between the City of Craig and City of Klawock to provide EMS services to the City of Klawock by Craig EMS from _____ through _____. Contact the Craig EMS Coordinator to arrange coverage at least two weeks before coverage is needed.

Section 1. PURPOSE

The purpose of this agreement is to provide emergency services during the period listed when EMS is unable, or has limited ability to respond to calls.

Section 2. IMPLEMENTATION

Craig EMS would respond to all “emergency calls” that need to be covered during the dates shown above. Craig EMS would be on call/standby 12 hours shifts for the shifts and dates shown above. Emergency call is defined as any medical call that requires an EMS/driver to respond. All calls will be documented and reported to the EMS Coordinator upon the responding EMT’s return to Craig. Determination of emergency calls and dispatch of Craig EMS to Klawock shall be at the sole discretion of the Craig EMS Department.

Section 3. LIABILITY

The City of Klawock will provide workmen’s compensation and general liability insurance coverage through their insurance provider and show proof to the City of Craig that Craig EMS will be covered under the City of Klawock’s Insurance Policy during the dates/times shown above.

The City of Klawock agrees to defend and indemnify responding Craig EMT’s and the City of Craig from any civil or criminal liability or lawsuit resulting from responses outlined under this agreement

Craig EMS shall not be held liable for any act or omission in good faith on the part of such forces while so engaged, or on account of maintenance or use of any equipment or supplies connected herewith.

Section 4. COMPENSATION

Craig EMS will have on call/standby EMTs and an ambulance to ensure that a medic is available to respond to emergency calls in Klawock.

If Craig EMS is required to respond, it shall be billed at the rate, to include wages, benefits and other costs of the employee, such as taxes, etc (\$50 per hour per medic). A minimum of one hour will be billed for each response.

The City of Klawock will pay an hourly rate of \$50 per hour for each medic dispatched to Klawock under this agreement (in addition to the daily rate).

The City of Klawock shall pay to the City of Craig a shift (12 hours) rate of \$250.00 dollars to cover fuel, vehicle insurance, on call time and other non-personnel costs associated with this agreement. This is in addition to hourly costs for each responding medic as shown in this section. The daily fee shall be paid to the City of Craig prior to coverage for the times and dates shown above. The \$250 is will be rate for scheduled coverage time, this is not for any mutual aid assists. If Klawock does not give 24 hours' notice of coverage needed then the amount is \$150 per medic that goes on the call.

Section 5. FINANCE

The City of Craig will submit an invoice to the City of Klawock at the conclusion of the agreement period for all costs outlined in this agreement other than the prepaid daily fee. The City of Klawock shall remit full payment within 30 days of the date of the invoice. City of Klawock agrees to cover all financial obligations while this agreement is in effect. Examples include damage to emergency vehicles, loss or damage of duty issued equipment, legal fees, etc.

Section 6. IMPLEMENTATION

This agreement shall be effective during the dates and times listed above.

I, the authorized representative for the service listed below, do hereby agree to the above Emergency Medical Services service agreement.

Signature / City of Craig

Title & Date

Signature / City of Klawock

Title & Date

City Clerk

Subject: FW: HB201

From: Kurt Whitehead <kurtpowguide@gmail.com>

Sent: Friday, January 12, 2024 2:47 PM

To: City Clerk <CityClerk@craigak.com>

Subject: HB201

Craig City Council,

Please draft a letter of support for HB201.

This is a very important piece of legislation for every resident of Craig, PoW and Alaska.

The bill will be heard in its first committee hearing as early as Jan. 22 so I urge the council to support it at the upcoming meeting.

I've attached several other letters of support.

Thank you,

Kurt Whitehead

East Prince of Wales Fish and Game Advisory Committee

Amy Jennings, Chair
jajennings401@gmail.com
Thorne Bay, Alaska

December 20, 2023

Dear Legislators of the 33rd Alaska Legislature,

The East PoW AC supports House Bill 201, sponsored by Representatives Himschoot and Hannan, which will change the residency requirements for hunting, trapping and sport fishing privileges to align with the requirements to receive a Permanent Fund Dividend (AS 43.23).

Passage of HB201 will benefit all Alaskans by:

1. limiting the amount of time and reasons one can be absent from the state and still qualify for a resident license;
2. making residency requirements easier to enforce; and
3. protecting subsistence resources for year-round Alaska residents.

The statute changes proposed in HB 201 will ensure that Alaskans who qualify for a resident hunting, trapping or sport fishing license are in fact year-round residents of Alaska who deserve the increased bag limits that are a privilege of state residents.

We urge the 33rd Legislature to pass HB 201 into Alaska law.

Respectfully,

The East Prince of Wales Fish and Game Advisory Committee



Sponsor: Lee Burger
Approved on: July, 18 2023
Vote: 6 Yeas, 0 Nays, 1 Absent

CITY OF THORNE BAY
RESOLUTION 23-07-05-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THORNE BAY, ALASKA,
SUPPORTING HB201 AN ACT CHANGING THE RESIDENCY REQUIREMENTS FOR HUNTING,
TRAPPING, AND SPORT FISHING PRIVILEGES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council is the governing body for the City of Thorne Bay, Alaska; and

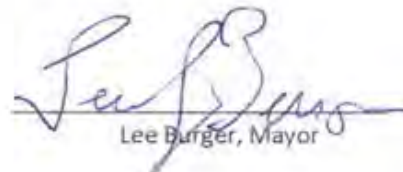
WHEREAS, House Bill 201 RESIDENCY REQ: HUNTING, TRAPPING, FISHING aligns requirements for an individual to receive a resident hunting, trapping, or sport fishing license with the requirement to receive a Permanent Fund Dividend (AS 43.23). With the increased pressure on our limited fish and game resources, it is important to ensure that those who enjoy the lower cost and increased bag limits associated with a resident license are, in fact, full-time residents of the State of Alaska; and

WHEREAS, The current definition of residency is too broad and difficult to enforce. Currently, individuals can qualify for a resident license and be indefinitely absent so long as they meet the low threshold of intending to remain in Alaska, maintaining a domicile in Alaska, and not establishing residency elsewhere. Someone who is away from Alaska for most of the year but still currently qualifies as a resident has the same access to our finite fish and game resources as someone who lives in the state 12 months of the year; and

WHEREAS, HB 201 does not prohibit out-of-state hunters or fishermen from coming to Alaska to participate in the state's well-managed hunts and fisheries. Guided hunting and fishing industries are an important part of Alaska's economy. Under this legislation, visitors will still be able to obtain non-resident permits without additional restrictions. HB 201 ensures that those who qualify for a resident hunting, trapping, or sportfishing license are in fact year-round residents of Alaska and are deserving of the increased bag limits and reduced costs that are the privilege of state residents; and

NOW THEREFORE BE IT RESOLVED the City Council for the City of Thorne Bay supports HB201 changing the residency requirements for hunting, trapping, and sport fishing privileges; and providing for an effective date.

PASSED AND APPROVED this 5th day of July 2023.


Lee Burger, Mayor

ATTEST:


Caitlyn Sawyer, City Clerk/Treasurer



December 18, 2023

Dear Legislators of the 33rd Alaska Legislature,

The Petersburg Borough Assembly supports House Bill 201, sponsored by Representatives Himschoot and Hannan, which will change the residency requirements for hunting, trapping, and sport fishing privileges to align with the requirements to receive a Permanent Fund Dividend (AS 43.23).

Passage of HB 201 will benefit all Alaskans by:

- 1) limiting the amount of time and reasons one can be absent from the state and still qualify for a resident license;
- 2) making residency requirements easier to enforce; and
- 3) protecting subsistence resources for year-round Alaska residents.

The statute changes proposed in HB 201 will ensure that Alaskans who qualify for a resident hunting, trapping, or sport fishing license are in fact year-round residents of Alaska who deserve the increased bag limits that are the privilege of state residents.

We urge the 33rd Legislature to pass HB 201 into Alaska law.

Respectfully,

Mark Jensen
Mayor

December 14, 2023

Alaska State Legislators,

The Klawock Advisory Committee is pleased to offer its unanimous SUPPORT for House Bill 201.

The Klawock AC is a diverse group of 13 members from the Klawock, AK area.

Listed below are a few of the many reasons we support HB201.

-It will improve our lives and better protect our subsistence resources for those who need them most.

-It will improve enforcement and deter criminal activity.

-It will generate additional revenue for the state and ADFG.

-It will not change the requirements for a true, year round, Alaskan resident to obtain a sport fishing, hunting or trapping license.

We urge you to vote YES on HB201.

Thank you,

The Klawock Advisory Committee

Craig Fish and Game Advisory Committee

*Ellen Hannan, Chair
Ehannan32@gmail.com
Craig, Alaska*

□

December 5, 2023

Alaska State Legislators,

The Craig Advisory Committee is pleased to offer its unanimous SUPPORT for House Bill 201.

The Craig AC is a diverse group of 14 members from the Craig, AK area. Below, we have listed a few of the many reasons we support HB201.

- It will improve our lives and better protect our subsistence resources for those who need them most.
- It will generate additional revenue for the state and ADFG.
- It will improve enforcement and deter criminal activity.
- It will not change the requirements for a bonafide, year round, Alaskan resident to obtain a sport fishing, hunting or trapping license.

We urge you to vote YES on HB201.

Thank you,

The Craig Fish and Game Advisory Committee

Legislators,

Thank you for allowing me to meet with you or one of your aides on Feb. 1st & 2nd, 2023 in Juneau.

I was impressed with how accommodating, helpful and hard working all of you and your staff are and how committed everyone is to improving Alaska.

In our meetings, we discussed the seasonal resident problem we have in SE Alaska.

Seasonal residents claim to be AK residents but really they are just visitors to AK who fish/hunt/trap with a resident license to take advantage of our generous resident fishing/hunting/trapping bag limits.

They show up during fishing season and/or hunting season to harvest as much as possible then leave shortly afterwards.

THE ASK:

Sponsor and/or co-sponsor a bill that would increase the requirements for residency when purchasing a resident hunting/fishing/trapping license.

THE PROBLEM:

Our dwindling resources, specifically king salmon and halibut, are making it difficult for real year-round Alaskans to secure food. We have an increasing number of seasonal residents that come to our coastal communities, drive up property values, harvest our precious resources with little regard to conservation and don't contribute much of anything back into local communities after their initial investment of property and/

or home ownership. They come here for a few weeks or months during harvesting season to catch as much as possible. Shortly afterwards they leave and head back to their true residence in the lower 48.

THE SOLUTION:

Make the resident hunting/fishing/trapping requirements mirror the Permanent Fund requirements.

We aren't suggesting they need to receive the PFD, just that they must meet the requirements. Another great option would be to keep the current requirement of one full continuous year AND add the PFD requirements for the successive years.

THE NUMBERS:

The Dingell Johnson Act is a 10% federal excise tax on sport fishing and boating equipment that provides money for state fish restoration and management plans and projects.

The Pittman Robertson Act is a 11% federal excise tax on all guns and ammunition that provides funding to each state to manage wildlife.

For every dollar that the State collects in licenses and tags these two Acts match three to one dollars.

Annual non-resident sport fishing license is \$145.

Annual Non-Resident King Salmon stamp is \$100. Total is \$245.

The 3:1 Dingell-Johnson match is $\$245 \times 3 = \735 .

$\$245 + \$735 = \$980$ total from one non resident angler directly to ADFG!

Annual Resident sport fishing license is \$29.

Annual king salmon stamp is \$10. Total =\$39.

$\$39 \times 3 = \117 . $\$39 + \$117 = \$156$ from one resident angler to ADFG.

The difference is \$824 per angler!

It is even more substantial if they are playing the permanent ID game. If so, the difference is \$980 per angler AND the community also gets sales tax revenue.

The State is losing \$824 for every seasonal resident fisherman who is getting a resident license. If the seasonal resident has been able to get a Permanent License, then the State is missing out on the full \$980 annually. Those funds would go a long way in ADFG budgets to benefit more anglers.

The financial loss to AK for each seasonal non resident for sport fishing alone is quite substantial without considering Commercial Fisheries licenses, subsistence, Halibut SHARQ cards and other benefits related to Alaska Residency.

In addition to the financial benefits for a seasonal resident angler to pay less for the resident license, the resource incentive is large. For example, current regulations in SE Alaska during the summer allow resident fisherman to catch one or two King Salmon and a Ling Cod daily and 2 halibut of any size.

A non-resident angler has an annual limit of three Kings, one Lingcod and one or two halibut per day depending if they are guided or unguided.

Other areas of Alaska have also met with the issue of residency as it relates to seasonal residents and their domicile. In larger communities it might be more difficult to know who these seasonal residents are but in small communities it is much easier to spot them.

THE SUPPORTING EVIDENCE:

Several members of both the Klawock AC, the Craig AC and the East POW AC purchased the ADFG licensing list for the entire state. The list confirmed that many seasonal residents are purchasing resident ADFG licenses or have a Permanent Identification Card.

In Craig, AK a seasonal resident shipped 17 boxes of fish home on the barge after being here for just two months. He has been doing this for years.

In Klawock, a seasonal resident claims residency because he has a cabin on a nearby island and has been coming here for decades harvesting as much as possible then feeding it to his guests when he operates his business in the lower 48.

Many seasonal residents in SE AK claim their boat as their principal home, even though they are only here for a few weeks or months.

Many in Klawock rent cabins or RV spaces, maintain a PO Box, have a drivers license, fish nearly every day, use a maximum number of crab pots, fill up their freezers and/or canning jars then go back to their true residence shortly afterwards.

In the Mary Jackson subdivision of Klawock, we have dozens of lots owned by seasonal residents. Some have a building but many just have an RV, a vehicle and/or ORV and/or a boat that are parked and dormant for 9 months or more.

In Coffman Cove, they have a census of almost 200 but there are only about 92 year-round real residents.

Nearly 108 of them are here just in the summer. Many of them have beautiful homes. A few entertain a steady stream of “friends” every week.

New “friends” that all fish under the guise of resident anglers and/or unguided nonresident anglers.

Some even pull their boats completely out of the water every night because they don’t want to unload their fish in front of anyone, instead, taking the boat “home” where they process fish in privacy.

Few boat owners rarely ever go through that much effort to haul/launch every day since it makes no sense.

The disparity in the halibut regulations between residents/unguided nonresidents vs guided nonresidents is what’s driving this increasing halibut fishing effort.

Currently unguided nonresident anglers are allowed 2 halibut of any size. Same as residents.

Guided anglers have a much more restrictive bag limit of 1 fish under 40”(subject to change every year) or 1 fish over 72” with no retention at all on Mondays starting July 24th.

We can't do much about halibut regulations since they are managed by the feds but WHAT WE CAN DO is increase the requirement for Alaskan resident hunting/fishing/trapping licenses to mirror the PFD requirements.

The PFD requirements are well thought out and have withstood challenges in the courts.

This change will force residents to spend the majority of their time in Alaska and make them contribute to our economies instead of competing with real Alaskans and depleting our precious and important natural food resources.

Currently, you can get an AK drivers license the day you arrive.

Thirty days later you can get a voter ID and a PO Box.

After you serve one full year of residency in the state you are free to come and go as you please to your true residence in the lower 48.

As long as you don't claim residency in another state, enforcement and the courts have a very difficult time proving these seasonal resident cases.

It takes enforcement an inordinate amount of time to prosecute these cases and many times they are thrown out because the judge has a different interpretation of the word "domicile".

Our local troopers have stopped prosecuting these cases because of the time involved and low success rate.

Anyone who buys a summer place and pays the electric bills and/or city utility bills even if they never actually come here can show twelve months of “evidence” that they’re “residents.”

The truth is that no one issuing licenses can verify real residence status and once a seasonal resident lies and pays for their license, the entire burden of proving non-resident status falls onto the State of Alaska. Judges are throwing cases out due to their interpretation of the word “domicile”.

After enough years have passed and the person reaches 60 years of age, they leverage their now long-standing “resident” status to get a PID then they never have to worry about it again. The state receives no money for licenses, the community receives no sales tax then they leave with full freezers.

Seasonal residents are getting away with hiding their true domicile information because it’s easy to sign your name to a license that includes a false affirmation of residency but time consuming and costly for the state to compile evidence proving otherwise.

There are a few cases where enforcement has successfully charged these seasonal residents and gained convictions.

Even cases where the non-resident has registered to vote in Alaska, gotten an Alaska DL and bought local property. Some of these people have histories going back ten years.

And the Alaska Supreme Court has confirmed that it is constitutional for the state to impose different durational

residency requirements for different purposes and has laid out conditions under which judges and juries can distinguish between real residents who are temporarily absent and seasonal residents who are temporarily present in Alaska.

Those conditions include many of the factors we've discussed such as seasonal residency, wife and kids living in the states, property owned in the states, etc.

The courts, at all levels, are relying on the history and demonstrated intentions (versus stated intentions) of these people.

The few enforcement efforts the state has pursued have targeted higher profile cases which is to be expected given constrained law enforcement resources.

For example, in a 2012 Sitka case, two men were convicted for falsely claiming residency. They had been getting resident licenses since 1997 and 1998 respectively. The facts of the case included many of the same things we discussed: both owned property in Alaska that they claimed as their domicile but their wives and children lived in the Lower 48, both owned homes in the Lower 48, and both traveled to Alaska for the summer but left in the winter. They even co-owned a fishing lodge in Sitka.

In a 2013 Elfin Cove case, two other fishing lodge co-owners were similarly charged. The facts of the case were about the same and one of the investigating officers stated: *"His actions are consistent with that of a seasonal business owner who comes up to the state of Alaska to run a sport fish charter*

business during the summer months then returns to his true home state once the season is over instead of electing to stay in the state in which he is claiming resident benefits,”

A 1991 case in Circle, AK resulted in conviction for a man who owned a cabin but had never spent a full 12 months in the state. He'd been coming up in the summer and leaving in the winter for 9 years.

It is extremely easy to get away with lying about your residency status to receive a resident hunting, fishing or trapping license. All it really takes is an unverified false oath of resident status and once a person has claimed resident status the burden of proving otherwise falls to the state which must accumulate enough factual evidence to overcome the presumption of innocence built into our justice system.

The Alaska Supreme Court has upheld both different residency requirements for different state purposes **AND** a durational residency requirement for the PFD.

The problem with the CURRENT law is a lack of law enforcement resources to adequately investigate potential residency violations.

Investigating officers are doing a lot of research into property records, travel histories, residency status of spouses and children, school records, vehicle and other registrations, voter registrations, benefits received in other states, statements made by suspects on other government documentation...essentially a deep dive into everything about the suspect.

That's expensive and time consuming but necessary to counter the red herrings and other misdirections that defense attorneys are so practiced at throwing out to generate doubt in the minds of jurors and judges.

If this is the real problem then law enforcement leadership would be motivated by budgetary concerns to prioritize more serious crimes (murder, rape, assault, theft, etc) over licensing violations and, when resources are dedicated toward licensing violations, to prioritize higher profile or more serious cases.

To win cases under the current law, more resources must be allocated toward investigating license violations. Thorough investigations will provide prosecutors with the evidence they need to feel confident of a win and that's what they need to justify dedicating their time, effort and budget toward these cases.

Other more serious and high profile crimes will always come first over lying about your residency status.

If budgetary concerns are actually the problem that should be reflected in the direction that law enforcement leaders and district attorneys are handing down to their subordinates. Are licensing violations being prioritized or downplayed? If downplayed then our problem is probably budget and we need to focus on that.

If these licensing violations have been given normal or enhanced priority the budget isn't the issue and something else is going on.

In that case we need to review the arguments being made by prosecuting and defense attorneys and the decisions being written by judges to find out where the weaknesses are.

It is a broken system that non-residents are abusing.

KEY POINTS:

1. A resident is physically present in the state with the intent to remain in the state indefinitely.
2. The person must have maintained domicile in the state for the immediately preceding 12 months.
3. Domicile is the true and permanent home from which the person has no present intention of moving.

Show through travel records that a person has never spent a full year in state and that their travel originated and ended in another state and a first year law student should be able to win a conviction.

If you haven't physically been in the state for 12 months, ever (as shown through travel records), then you cannot claim domicile in Alaska and if you can't claim domicile then you cannot be a resident for purposes of obtaining a resident hunting, fishing or trapping license.

It's completely straightforward.

For cases where it is unknown if the person has ever spent 12 months in the state it takes more in-depth research to prove non-residency.

Sec. 16.05.415. Determination of residency.

(a) In AS 16.05.330 – 16.05.430, a person, except as provided in (c) – (f) of this section, is a resident if the person

(1) is physically present in the state with the intent to remain in the state indefinitely and to make a home in the state;

(2) has maintained the person's domicile in the state for the 12 consecutive months immediately preceding the application for a license;

(3) is not claiming residency in another state, territory, or country; and

(4) is not obtaining benefits under a claim of residency in another state, territory, or country.

Sec. 16.05.940. Definitions.

In AS 16.05 – AS 16.40,

(11) "domicile" means the true and permanent home of a person from which the person has no present intention of moving and to which the person intends to return whenever the person is away; domicile may be proved by presenting evidence acceptable to the boards of fisheries and game;

(28) "resident" means

(A) a person who for the 12 consecutive months immediately preceding the time when the assertion of residence is made has maintained the person's domicile in the state and who is neither claiming residency in another state, territory, or country nor obtaining benefits under a claim of residency in another state, territory, or country;

(B) a partnership, association, joint stock company, trust, or corporation that has its main office or headquarters in the state; a natural person who does not otherwise qualify as a resident under this paragraph may not qualify as a resident by virtue of an interest in a partnership, association, joint stock company, trust, or corporation;

(C) a member of the military service, or United States Coast Guard, who has been stationed in the state for the 12 consecutive months immediately preceding the time when the assertion of residence is made;

(D) a person who is the dependent of a resident member of the military service, or the United States Coast Guard, and who has lived in the state for the 12 consecutive months immediately preceding the time when the assertion of residence is made; or

(E) an alien who for the 12 consecutive months immediately preceding the time when the assertion of residence is made has maintained the person's domicile in the state and who is neither claiming residency in another state, territory, or country nor obtaining benefits under a claim of residency in another state, territory, or country;

In a past seasonal residency case on POW, the magistrate convicted on the theory that the one year domicile requirement hadn't been met based on information from a PFD application. On appeal the defense demonstrated that the PFD information had been interpreted incorrectly.

On appeal the court is limited in what facts it can rely on...the appeal isn't a retrying of the facts of the case so the appeal judge is restricted to the trial record.

The defense successfully argued that the magistrate had incorrectly determined that the domicile period in question had begun one day later than it had.

The appeal judge had no choice but to overturn the conviction.

The mistake here was not arguing at trial that the defendant lacked the intent to remain indefinitely in the state as one of the points for conviction.

If that had been presented as a legal theory at trial the appeal judge could have addressed that under the precedent set in Thomas v. State of Alaska and might have upheld that the defendant lacked the required intent as demonstrated by his intention to leave the state every single year after spending what amounts to a long vacation here during the fishing and hunting seasons.

AS 16.05.415 (a) (1) defines three requirements, one being *"intent to remain in the state indefinitely."* It is impossible to prove an intent to remain in the state indefinitely if all you've ever done is travel to Alaska during the hunting and fishing season with the intention to leave every single winter. The fact that the person leaves every year is prima facie evidence that they lack an intent to stay indefinitely. They may have an intent to return every year for the season but that would be properly considered as a vacation.

Every seasonal resident who has **never** spent a winter in Alaska, only coming here for what is really nothing but a

vacation of varying length, can be convicted under this legal theory.

AS 16.05.415 (a) (2) concerns domicile. AS 16.05.940 (11) defines domicile.

Domicile is a second, independent of intent, legal concept that lays the foundation for a second legal theory to prosecute on.

Domicile is harder to convict on because of subjectivity around what the defendant claims as his true and permanent home, his intentions to return when away, etc.

But...a person who has an out of state home that he leaves to vacation in Alaska but that he then returns to every winter would have an uphill battle convincing a judge that the out of state home isn't actually his true and permanent home, especially if he owned the home prior to purchasing a home in Alaska.

Every residency case taken to trial should include both of these legal theories so that if one is rejected the other might convict or stand up on appeal.

The case we just looked at had only domicile and should have included intent to remain indefinitely because it's obvious that there is no intent to remain if you have a history of leaving every year AND have never spent a full year in the state.

It would be interesting to have a seasonal resident cited and then tried under both intent to remain indefinitely and domicile.

CONCLUSION:

At the past Board of Fish meeting March 20-24, 2022, the East POW AC submitted two proposals that were also supported by the Craig AC and the Klawock AC.

Proposal 235: Improve the definition of the word “domicile” to make it easier to convict seasonal residents.

Proposal 236: Increase the requirement for resident fishing/hunting/trapping licenses to mirror the PFD.

The Board of Fish correctly determined that both of the above proposals required a statute change not a regulation change.

Hence the need for a bill from one of you.

We can save the state a lot of time, money and our natural resources by tightening the residency requirements for fishing/hunting/trapping licenses to mirror the PFD requirements.

Thank you very much,

Kurt Whitehead and all the real residents of POW.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Hans Hjort
Date: January 8, 2024
RE: Ordinance 765, Amending CMC 4.30.170 UNAUTHORIZED USE OF POWER
IN HARBOR SLIPS

The Harbor Advisory Committee reviewed and passed proposed alterations to the Municipal Code to amend CMC 4.30.170 regarding the unauthorized use of power in harbor slips during the September 7th 2023 Harbor Advisory Committee meeting.

The City of Craig Harbor owns and maintains approximately 180 power pedestal in North Cove and South Cove Harbors. Most of the permanent slips have access to a pedestal that they are able to turn on thorough AP&T to get electricity for their boats. The Harbor Department does the best we can to let transient vessels know that the power in the Harbor is privately held and urges new customers to not plug into any of the pedestals except those marked for transient use. Two years ago we ordered a custom sticker that we placed on each pedestal that informed customers that they were not to plug into the pedestal and that doing so would result in a fine.

The problem continues to happen, usually during the busy summer months, and usually by the same vessels year after year. The current Craig Municipal Code has provisions for a fine for the theft of power; however the fine is only \$25.00

In September I met with the Harbor Advisory Committee to discuss the issue and to propose a change to the amount of the fine. Discussion was held and the committee agreed that \$100.00 for the first offence and \$300.00 for any future violations was fair. We all agreed that if a vessel continued to plug into other people's power that after 3 offences the Craig Police Department would be brought in to help.

Recommendation: The City Council should pass the second reading of Ordinance 765.

CITY OF CRAIG
ORDINANCE NO. 765

AN ORDINANCE AMENDING TITLE 4, CRAIG MUNICIPAL CODE, SECTION 4.30.170
UNAUTHORIZED USE OF POWER IN HARBOR SLIPS

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

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

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

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

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

WHEREAS, the Craig Harbor Department provide assigned reserved moorage; and

WHEREAS, the Craig Harbor department is authorized to manage reserved moorage by resolution approved by the Craig City Council; and

WHEREAS, the current municipal code provides for citations for the unauthorized use of another person's electrical power without permission.

Section 5. Action.

This ordinance amends section 4.30.170 section B. to the Craig Municipal Code as follows:

4.30.170 Unauthorized use of power in harbor slips.

- A. No person may use power owned or leased by another unless the person using the power has been authorized to do so by the owner or lessee of the power.
- B. Any person that uses another person's power without authorization may be issued a citation in the amount of ~~\$25.00~~ **\$100.00 for the first occurrence, and \$300.00 for future occurrences. After three (3) occurrences the matter will be referred to the Craig Police Department.**

Passed and approved on _____, 2024.

Mayor Kasey Smith

Attest _____
Mary Salazar, City Clerk

**CITY OF CRAIG
MEMORANDUM**

To: Mayor and Craig City Council
From: Brian Templin, City Administrator
Date: December 20, 2023
RE: All Purpose Vehicles on City Streets – Craig Ordinance 766

The State of Alaska adopted regulations effective January 1, 2022 that allowed for the use of all purpose vehicles (APVs) on public roads in Alaska with posted speed limits of less than 45 mph. In March 2022 the Craig City Council passed ordinance 744 establishing regulations allowing for this use in Craig. These regulations sunset on March 1, 2023.

Chief Ely reports that there have been no major accidents or incidents with all purpose vehicle use under this code since it was adopted.

Allowing the regulations to sunset in March was an oversight. The attached ordinance reinstates those regulations with no sunset date.

The council should consider approval of Ordinance 766. If the council would like to establish another sunset date, the ordinance should be amended prior to adoption.

Recommendation: Approve first reading of Ordinance 766.

CITY OF CRAIG
ORDINANCE No. 766

AMENDING TITLE 10 OF THE CRAIG MUNICIPAL CODE, AMENDING SECTION 10.14,
ALLOWING FOR ALL PURPOSE VEHICLE USE ON PUBLIC ROADWAYS WITHIN THE
CITY OF CRAIG

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

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

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

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

WHEREAS, on January 1, 2022, changes to portions of Section 13 of the Alaska Administrative Code went into effect allowing the use of all purpose vehicles on roadways in Alaska with posted speed limits of 45 miles per hour or less; and

WHEREAS, the Craig City Council reviewed the implications and processes related to this regulation change and increased use of all purpose vehicles on Craig streets; and

WHEREAS, the City of Craig approved Ordinance 744 on March 17, 2022 regulating the use of all purpose vehicles on roadways with a sunset date of March 1, 2023 ; and

WHEREAS, the City of Craig desires to reinstate the regulations allowing for all purpose vehicle use on permitted city streets.

Section 5. Action.

1. Adds Section 10.14 (and all subsections) to the Craig Municipal Code as detailed in Addendum A.

Passed and approved this ____ day of _____, 2024.

Mayor Kasey Smith

Attest _____
Mary Salazar, City Clerk

Chapter 10.14

All Purpose Vehicles on Public Roadways

Sections:

- 10.14.005 General
- 10.14.010 Definitions.
- 10.14.015 Operators required to be licensed.
- 10.14.020 Registration required.
- 10.14.025 Insurance required.
- 10.14.030 Prohibited areas of operation.
- 10.14.035 Helmets required.
- 10.14.040 Lights.
- 10.14.045 Citation for defective or altered equipment.
- 10.14.050 Public nuisance and impoundment.
- 10.14.055 Parental responsibility.
- 10.14.060 Owner responsibility.
- 10.14.065 Penalty for violation and impoundment.

10.14.005 General.

All-purpose vehicles are allowed to be used on public roadways within the City Limits of the City of Craig subject to requirements and restrictions shown in 13 AAC and the Craig Municipal Code.

10.14.010 Definitions.

When used in this section, the following words and phrases shall have the meanings set forth in this section:

“All Purpose Vehicle (APV)” as defined in 13 AAC 40.010(a)(67) means any self-propelled vehicle designed to travel on wheels or tracks in contact with the ground and is commonly used to transport persons for recreational purposes, including vehicles such as four-wheel drive units, all-terrain vehicles (APVs), or utility terrain vehicles (UVs); does not include off-highway vehicles as defined in 13 AAC 40.010(a).

“Police officer” or “peace officer” means and includes the chief of police, any officer or employee of the police department and other persons authorized by the police chief to perform the duties of a “police officer.”

10.14.015 Operators required to be licensed.

A. No person shall operate an APV on any public roadway within the Craig City Limits unless they have a valid driver’s license in their possession.

B. No person shall operate an APV in violation of any condition or limitation on the person’s driver’s license.

10.14.020 Registration required.

No person shall operate an APV on any public roadway within the Craig City Limits, or on public property within the city limits without a current state of Alaska registration as shown in AS 28.10.451 and AS 28.10.461.

10.14.025 Insurance Required

No person shall operate an APV on any public roadway within the Craig City Limits, or on public property within the city limits without proof of current insurance on their person. Operators of APVs must provide proof of insurance to law enforcement officers upon request.

10.14.030 Prohibited areas of operation.

A. No person shall operate an APV on any of the following city public properties without the prior permission of the City of Craig:

1. School grounds;
2. Parks and playgrounds;
3. Recreation areas; and
4. Walking/hiking trails.

B. No person shall operate an APV on any private properties without the prior permission of the property owner or property manager. No person shall operate an APV on private roads, including those roads within trailer courts without prior permission of the property owner or property manager.

10.14.035 Helmets required.

All APV operators who are under 18 years of age and all passengers (regardless of age), on a public roadway within the Craig City Limits must wear a helmet while operating or riding an APV.

10.14.040 Lights.

All APVs to which this section applies shall be equipped with at least one functional headlight, taillight and brake light that meet the requirements of Title 13 AAC for this equipment. The headlight and taillight must be illuminated whenever the APV is being operated.

10.14.045 Citation for defective or altered equipment.

A. A police officer may issue a “fix it” citation to the operator of an APV which is not in safe mechanical condition or properly equipped as required by AS Title 28, Title 13 AAC, or the provisions of this section. A citation issued under this section shall specify the repair or adjustment to be made.

B. An operator or owner receiving a “fix it” citation under this section shall within a time specified by the inspecting officer appear at the office of the Craig police department and present acceptable evidence of having made the repairs or adjustment or present the APV for reinspection. If the defective part or item is at that time determined to be operating in good repair, and the vehicle otherwise meets the requirements of AS Title 28, Title 13 AAC and the provisions of this section, the inspecting officer shall void the “fix it” citation. Failure to present evidence of repair or adjustment or to present the vehicle for reinspection within the time specified will result in the fine being owed and payment due as ordered on the citation.

C. All APV’s must be equipped, maintained, and operated so as to prevent excessive or unusual noise. APV must be equipped with a muffler or other effective noise-suppressing system, in good working order and in constant operation. No person may use a muffler cutout, bypass, or similar device, or modify the exhaust system of the APV in a manner which amplifies or increases the noise emitted by the engine of the APV above that emitted by the muffler originally installed on the APV.

10.14.050 Public nuisance and impoundment.

A. The purposes of this section include protecting the public, removing public nuisances, and deterring violations of this chapter, but do not include the generation of revenue for the city.

B. Any APV operated or modified in a manner that violates the Craig Municipal Code or state law is hereby declared a public nuisance.

C. Any APV that is a public nuisance may be impounded immediately by any police officer. Impoundment may be accomplished through a seizure of the APV at the time the citation is issued, or pursuant to a court order entered in the course of civil or criminal enforcement proceedings. Impoundment at the time of issuance of a citation is at the discretion of the citing officer.

D. An APV operated by, or driven by, or in the actual physical control of, an individual cited for violation of any section of this chapter is presumed to have been so operated by the owner(s) thereof or having been operated by another person with the knowledge and consent of the owner(s). An APV so operated is declared to be a public nuisance for which the owner(s) hold legal responsibility subject only to the defenses as set forth by law.

E. The owner(s) of an APV impounded by the city may obtain the release of the APV after the criminal matter has concluded or either the Chief of Police or District Attorney has authorized the release and upon providing proof of ownership, current valid insurance, and payment of a \$150.00 impound fee with an additional \$10.00 per day storage fee plus any additional costs incurred during the impoundment.

F. An APV seized for impoundment shall be held in the custody of the Craig police department. Any APV not claimed within 30 days of impound shall be considered abandoned and may be disposed of in accordance with AS 28.11.020 and AS 28.11.025.

G. The city may waive impound fees and return an impounded APV to the owner(s) if there is no requirement to maintain possession of the impounded APV for pending criminal or civil court actions and, the owner(s) can establish by a preponderance of the evidence that:

1. The owner(s) had an interest in the APV at the time of the alleged violation;
2. A person other than the owner(s) was in possession of the APV and was responsible for or caused the act which resulted in impound; and
3. That the APV was stolen and used without the owner(s)' permission.

10.14.055 Parental responsibility.

A parent or guardian of a minor under the age of 16 violates this chapter if he or she knowingly permits, or by insufficient control, allows their child or ward to operate an APV in violation of this chapter. Indifference as to the activities or whereabouts of the minor under the age of 16 shall be prima facie evidence of insufficient control.

10.14.060 Owner responsibility.

No person who owns or controls an APV shall permit a person to operate the APV if he or she knows or should reasonably know that it is likely to be operated in violation of this section.

10.14.065 Penalty for violation and impoundment.

A. Any person violating any provision of this chapter is guilty of an infraction and shall be punished by the fine established in the CMC 1.16.020, fine schedule if the offense is listed in that fine schedule or by a fine of up to \$300.00 if the offense is not listed in the CMC 1.16.040 fine schedule.

B. If a person is operating an APV in violation of the Craig Municipal Code or state law as incident to an arrest or other situation where the vehicle may require protection, the APV may be impounded immediately by a police officer or other authorized official. The APV shall be released only upon proof of ownership, proof of insurance, and payment in full of impoundment and storage charges.



MEMORANDUM

To: Brian Templin and City Council
From: Oliver Lewis
Date: 12-8-24

Brian Templin and City Council Members,

The City of Craig Administrator and the Public Works Department have previously asked the City Council to approve resolution 23-04. This resolution is for SCADA upgrades to the water treatment plant for \$125,000.00 with loan forgiveness of \$125,000.00 dollars. The Council approved this resolution and it was signed by Mayor Tim O'Connor on May 2nd.

The new resolution 24-03 is exactly the same as the old. No dollar amounts were changed. There were some typographical errors that referenced the wastewater plant that were removed.

Recommended Motion:

Adopt resolution 24-03.

Respectfully,

A handwritten signature in black ink, appearing to read "Oliver Lewis", is written over the printed name.

Oliver Lewis
City of Craig Public Works Director

**CITY OF CRAIG
RESOLUTION 24-03**

A RESOLUTION OF CITY OF CRAIG, ALASKA AUTHORIZING BRIAN TEMPLIN, CRAIG CITY ADMINISTRATOR, TO APPLY TO THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) FROM THE ALASKA DRINKING WATER FUND FOR THE PROJECT ENTITLED, “UPGRADE OF CRAIG SCADA SYSTEM.”

WHEREAS, the Upgrade of the Craig SCADA System would include the following work; Install master PLC at Water Treatment Plant (WTP) and improved communication links between the WTP, the storage tanks and the WTP.

WHEREAS, the City of Craig, seeks to obtain the necessary financial assistance for the project, and

WHEREAS, the State of Alaska Department of Environmental Conservation (ADEC) is able to offer funding through the Alaska Drinking Water Fund, and

WHEREAS, the State of Alaska Department of Environmental Conservation (ADEC) is able to offer funding through the Alaska Drinking Water Fund project priority list for the fiscal year; and

WHEREAS, the loan up to \$125,000.00 would be repaid over no more than a 20 - year term, with a finance rate calculated pursuant to 18AAC 76.255 (Alaska Drinking Water Loan); and

WHEREAS, upon receiving the loan document, City of Craig authorizes the City Administrator, Brian Templin to apply to the State of Alaska Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund

NOW, THEREFORE IT BE RESOLVED that the City of Craig authorizes the City Administrator, Brian Templin to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund for the Upgrade of the Craig SCADA System Project.

The City of Craig authorizes the Craig City Administrator to execute the loan agreement which will become a binding obligation in accordance with its terms when signed by both parties. The Craig City Administrator is authorized to represent the City of Craig to carry out the City of Craig's responsibilities under the loan agreement. The City of Craig Manager is authorized to delegate responsibility to appropriate City of Craig Staff to carry out technical, financial, and administrative activities associated with the loan agreement.

APPROVED _____

MAYOR KASEY SMITH

ATTEST _____
MARY SALAZAR, CITY CLERK

Island Daycare
Po BOX 1155
Craig Alaska 99921

Questions from the Council:

Will give more information once I talk to Louis and or Judith. Left message for them both today Jan 8,2024

A complete list of what has been completed and exactly what needs to be completed from everyone involved.

- Flooring is in the daycare
- Dishwasher is there and going to be put in
- Working with Public Works on fixing toilets and items that are still needing to be fixed
- Grant was received: Program for daycare was ordered, Playground is in the works of being made
- Starlink has been ordered

The names of supervisors that you have been in contact with at the State of Alaska.

- Working with Louis Watson from the Anchorage Office Manager talked to him on Dec 27,2023 and Judith from the Juneau Office Childcare Licensing Specialist talked to her on Dec 11,2023

Provide any licensing credentials that you have, as well as staff that will be working there.

- Margaret Gore (Sped teacher, Early Learning teacher, taking her counseling degree, EMT-1, there is more she has)
- Venessa Richter Russell (Administrator, DPS Certified , EMT-2, BLS and CPR instructor, 15 + years of management , owner and operated daycare in State of Alaska in 2009 and 2017)



Subject: FW: Gulf of Esquibel Site Locations for Kelp Blue Lease Application Jan 1. 2024

From: Maranda Hamme <maranda.hamme@kelp.blue>

Date: December 21, 2023 at 12:52:06 PM AKST

To: "Clinton Cook Sr." <clintoncooksr@craigtribe.org>

Subject: Gulf of Esquibel Site Locations for Kelp Blue Lease Application Jan 1. 2024

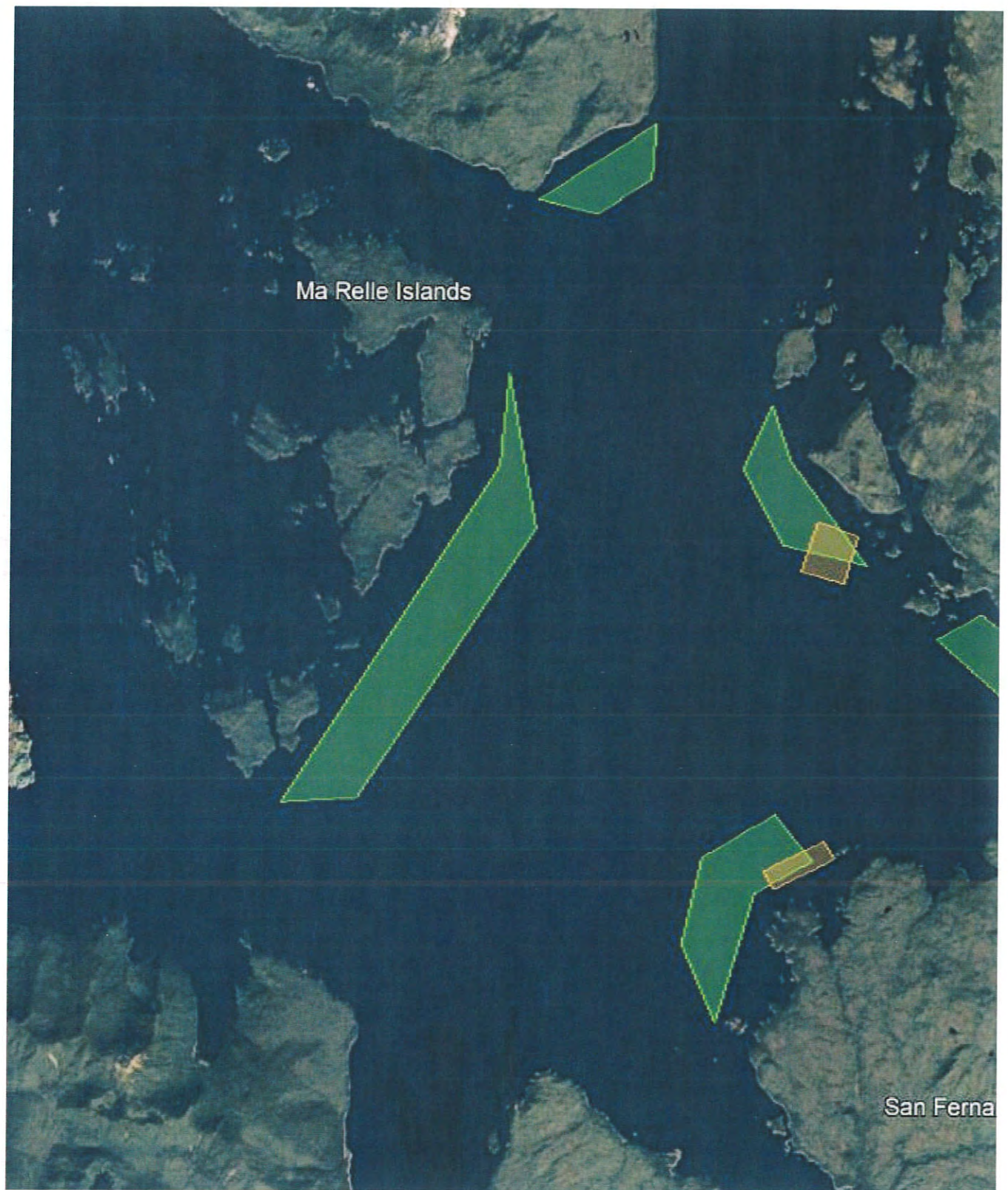
Good afternoon, President Cook,

Below are maps and locations that have been identified as ideal areas for growing macrocystis (giant kelp) internally at Kelp Blue by our engineers.

Please feel free to share this email with the council to review. All of your input would be greatly appreciated as we move forward. We plan to apply for a site location in Gulf of Esquibel by the Jan 1 due date. We are interested in discussing the opportunities around St Philip, Garcia or San Christoval. My schedule is open anytime today this afternoon, tomorrow or early next week (Tuesday/Wednesday).

General Overview of Selected Sites:

- Desconocida and Maurelles would both be challenging for anchoring - not explored in detail.
- Saint Philip and San Christoval could cause most issues with navigation, both on the southwestern side.
- Saint Philip and Garcia have interesting rock anchoring options, see orange polygons below. Where San Christoval has a relatively flat seabed.

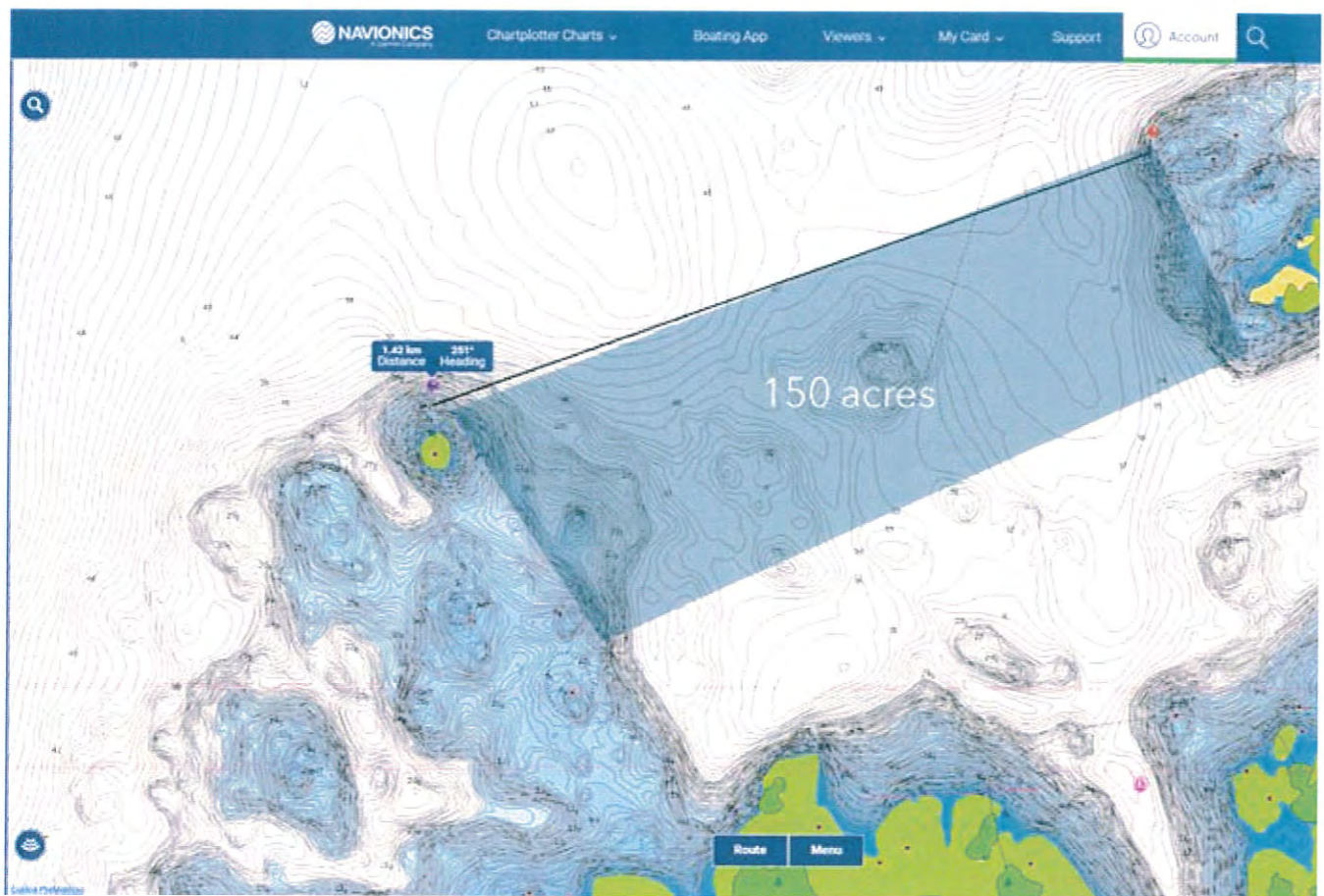


Garcia - 150 acres

- There is a very interesting plot of 150 acres right in front of the Garcia Cove, see below. This could become one large array with rock anchors in every

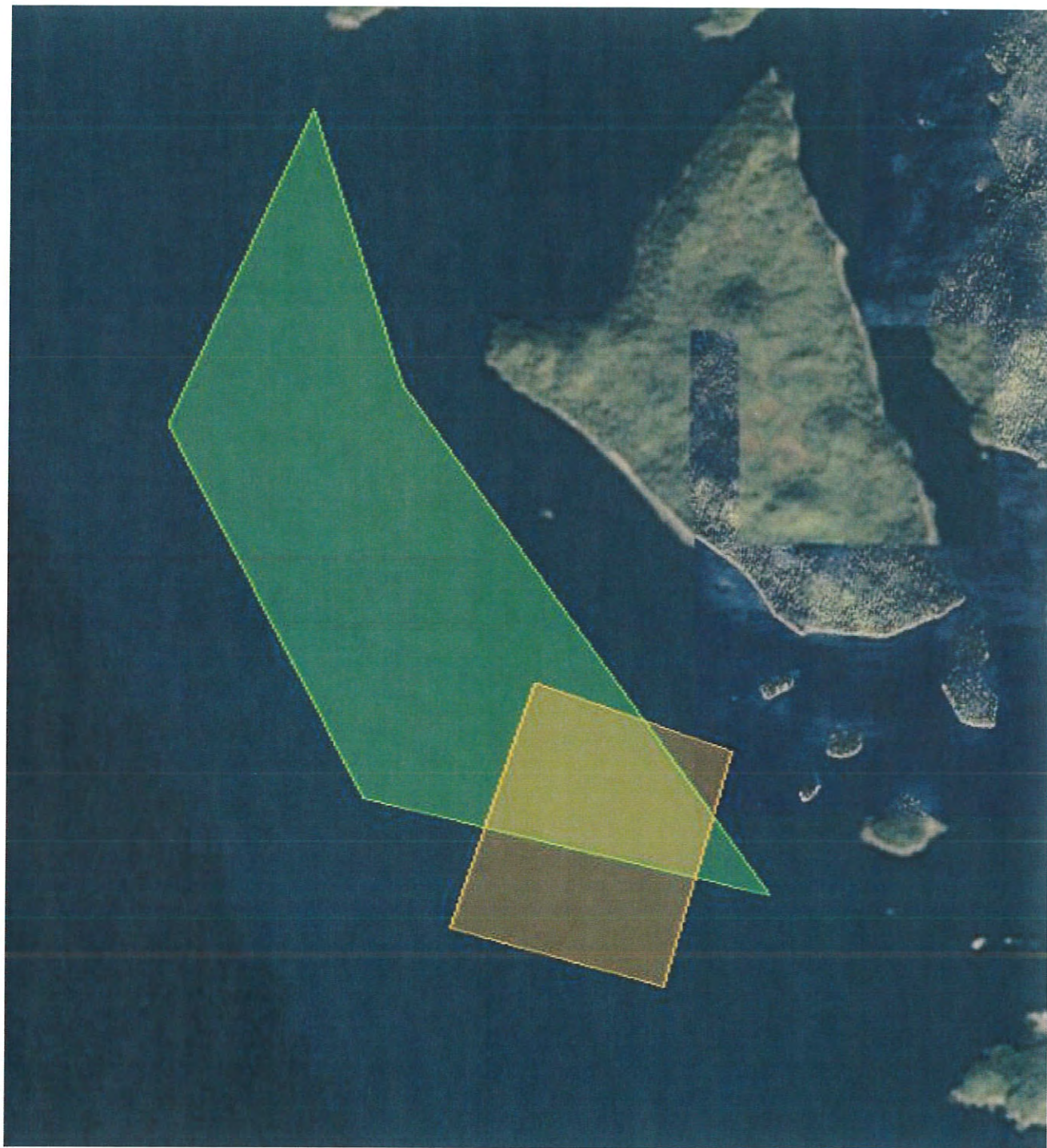
corner.

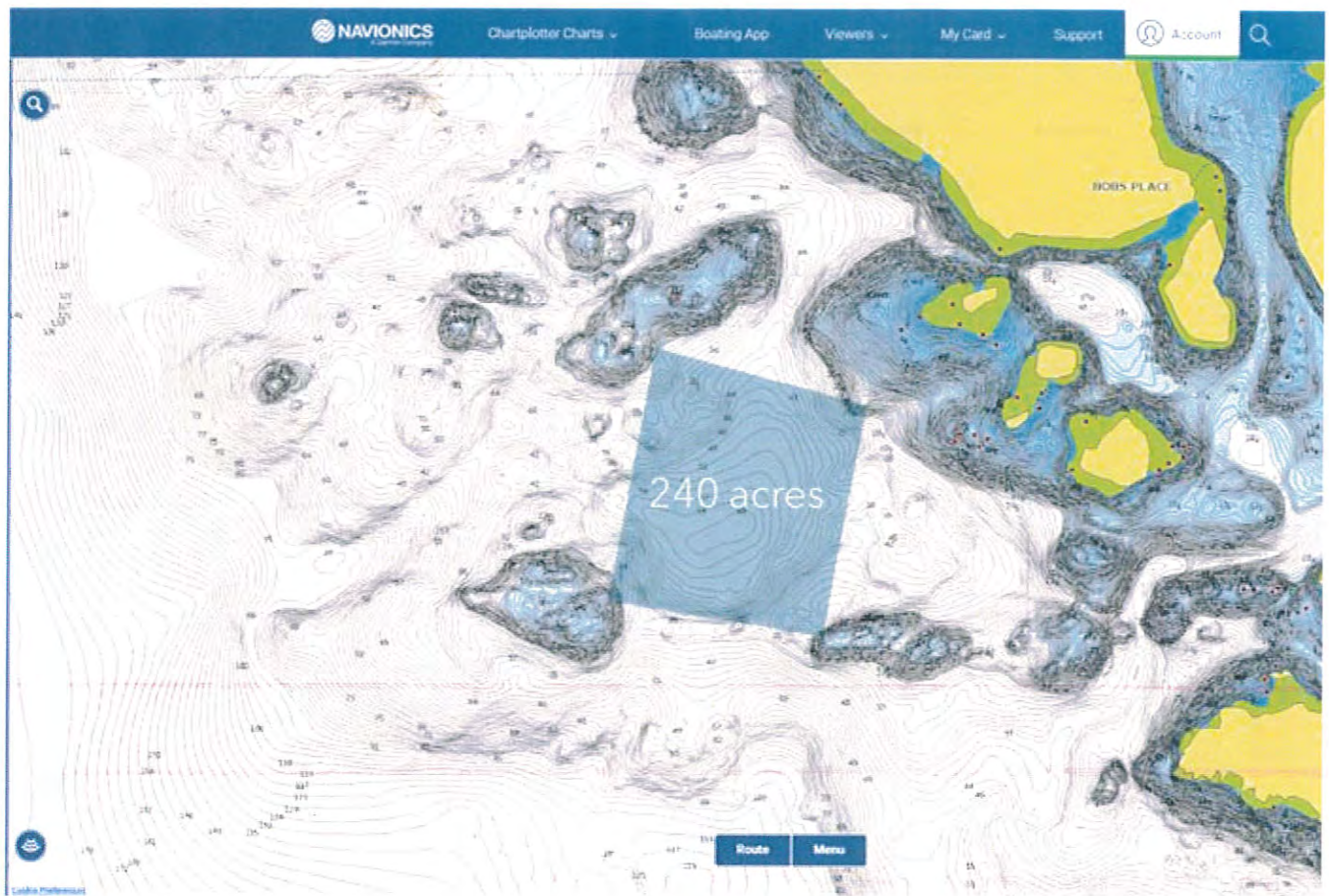




Saint Philip - 240 acres

- The orange site below could also become one large array with rock anchors in every corner.





San Christoval

- Large relatively shallow area where we would have to further investigate the type of seabed.

Thanks for your time and looking forward to your response,
Maranda

CITY OF CRAIG MEMORANDUM

To: Mayor Kasey Smith
From: Mary Salazar
Date: January 10, 2024
RE: Evaluation Example Forms

At the previous City Council meeting, the council requested new evaluation forms for city managers. The purpose of these evaluation forms will contribute to a more comprehensive and effective evaluation process. Alongside this, I have included self-evaluation forms for your review.

Attached to this memo, you will find:

1. Two examples of evaluation forms
2. Three examples of self-evaluation forms

Recommendation:

I recommend that the council review these options and provide staff with directions regarding modifications, implementation, or further exploration of additional examples as deemed necessary.

EXAMPLE A

City Manager Performance Evaluation

City of _____

Evaluation period: _____ to _____

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and will to adapt

_____ Mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? _____

What performance area(s) would you identify as most critical for improvement? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____

EXAMPLE B

CITY MANAGER

PERFORMANCE EVALUATION

ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

	<u>Weak</u>		<u>Strong</u>		
A. Providing Information					
1. Does the City Manager keep you informed, in a timely manner, of the things you want to know about?	1	2	3	4	5
2. Do you feel that you receive information on an equal basis with other Councilmembers?	1	2	3	4	5
3. Do reports provide adequate information and analysis to help you make sound decisions?	1	2	3	4	5
4. Are agenda items and supporting documents appropriate and brought to Council in sufficient time for deliberations?	1	2	3	4	5
5. Does the City Manager regularly consult with the Mayor before setting the agenda to determine appropriate topics and timing?	1	2	3	4	5
6. Does the City Manager follow up promptly on Council requests for information or action without having to be reminded?	1	2	3	4	5
7. Are Council packets relatively free of errors and omissions?	1	2	3	4	5
Comments _____					

	<u>Weak</u>		<u>Strong</u>		
B. Providing Advice					
1. Does the City Manager have adequate knowledge of municipal affairs?	1	2	3	4	5
2. Does he exercise good judgment?	1	2	3	4	5
3. Do you feel that the City Manager considers alternatives before making recommendations?	1	2	3	4	5
4. Does the City Manager plan ahead, anticipate needs and recognize potential problems?	1	2	3	4	5
5. How do you feel about the quality of analysis that accompanies recommendations?	1	2	3	4	5
6. Does he have a good sense of timing in bringing issues to the Council for action?	1	2	3	4	5

Comments _____

INTERNAL ADMINISTRATION

	<u>Weak</u>		<u>Strong</u>		
A. Financial Management					
1. Are you comfortable with the City Manager’s approach to budget preparation and review?	1	2	3	4	5
2. Is the City Manager effective in controlling costs through economical utilization of manpower, materials and equipment?	1	2	3	4	5
3. Does the City Manager have sufficient knowledge of financial matters?	1	2	3	4	5
4. Does the City Manager provide you with sufficient information on the financial status of the City government?	1	2	3	4	5
5. Is the budget submitted on time?	1	2	3	4	5

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Comments _____

		<u>Weak</u>		<u>Strong</u>	
B. Personnel Management					
1. Is the City Manager successful in guiding people so that they work together as a team toward common objectives?	1	2	3	4	5
2. Is the City Manager effective in selecting and placing personnel?	1	2	3	4	5
3. Does the City Manager develop and motivate personnel so that they are increasingly effective in performing their duties?	1	2	3	4	5
4. Is the City Manager willing to face up to disciplinary problems and take action when warranted?	1	2	3	4	5
5. Is the City Manager effective in promoting positive employer-employee relations?	1	2	3	4	5
6. Does the City Manager respond to Council suggestions on employee training, work priorities and productivity? Are the decisions explained to Council?	1	2	3	4	5
7. Is the City Manager effective on assuring that staff makes a positive impression on citizens?	1	2	3	4	5
8. Does the City Manager ensure that every City employee receives a written annual performance review?	1	2	3	4	5

Comments _____

		<u>Weak</u>		<u>Strong</u>	
C. Getting the Job Done					
1. Do you have the feeling that things the Council decides or directs get done?	1	2	3	4	5
2. Does the City Manager organize or assign work so that it is performed efficiently and effectively?	1	2	3	4	5
3. Does the City Manager pay sufficient attention to detail to avoid error or things "slipping through the cracks"?	1	2	3	4	5
4. Does the City Manager put in sufficient time and effort to perform to your expectations?	1	2	3	4	5
5. Does the City Manager have a good sense of priorities in the way he spends his time on the job?	1	2	3	4	5
6. Is the City Manager able to analyze problems or issues and identify causes, reasons and implications?	1	2	3	4	5
7. Does the City Manager develop and carry out short and long-term action plans?	1	2	3	4	5
Comments _____					

EXTERNAL RELATIONS

		<u>Weak</u>		<u>Strong</u>	
A. Citizen Relations					
1. Does the City Manager generally make a positive impression on citizens and is he respected in San Carlos?	1	2	3	4	5
2. Is he effective in handling disputes or complaints involving citizens?	1	2	3	4	5

	<u>Weak</u>		<u>Strong</u>		
3. Does the City Manager have appropriate visibility or identity in the community?	1	2	3	4	5
4. Does the City Manager represent Council positions and policies accurately and effectively?	1	2	3	4	5
5. Does the City Manager give sufficient credit to Council?	1	2	3	4	5
6. Does the City Manager think and act in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are key?	1	2	3	4	5

Comments _____

		<u>Weak</u>		<u>Strong</u>		
B. Intergovernmental Relations						
1.	Is the City Manager effective representing the City's interests in dealing with other agencies?	1	2	3	4	5
2.	Does the City Manager participate in enough intergovernmental activity to have an impact on behalf of the City?	1	2	3	4	5

Comments _____

PERSONAL CHARACTERISTICS

		<u>Weak</u>		<u>Strong</u>		
A. Personality						
1.	Is the City Manager’s personality suited to effective performance of his duties?	1	2	3	4	5

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	<u>Weak</u>		<u>Strong</u>		
B. Communications					
1. Is the City Manager easy to talk to?	1	2	3	4	5
2. Do you feel he is a good listener?	1	2	3	4	5
3. Are communications thoughtful, clear and to the point?	1	2	3	4	5
4. Does the City Manager show sensitivity to the concerns of others?	1	2	3	4	5

Comments _____

	<u>Weak</u>		<u>Strong</u>		
C. Management Style					
1. Does the City Manager demonstrate interest and enthusiasm in performing his duties?	1	2	3	4	5
2. Does he have sufficient leadership characteristics to command respect and good performance from employees?	1	2	3	4	5
3. Does the City Manager show initiative and creativity in dealing with issues, problems and unusual situations?	1	2	3	4	5
4. Is the City Manager open to new ideas and suggestions for change?	1	2	3	4	5
5. Does the City Manager create an atmosphere in which employees can enjoy working for the City?	1	2	3	4	5
6. Is the City Manager honest and ethical?	1	2	3	4	5
7. Does the City Manager work well under pressure?	1	2	3	4	5

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	<u>Weak</u>		<u>Strong</u>		
8. Is the City Manager able to change his approach to fit new situations?	1	2	3	4	5
9. Can the City Manager consistently put aside personal views and implement Council policy and direction?	1	2	3	4	5

ACHIEVEMENTS

List the top three achievements or strong points of the City Manager for the past twelve (12) months.

FUTURE DEVELOPMENT

List three performance objectives for the City Manager that you feel are the most important targets for this year.

	<u>Weak</u>		<u>Strong</u>		
<u>OVERALL RATING</u>	1	2	3	4	5

Councilmember _____

Date _____

EXAMPLE C

EMPLOYEE SELF-EVALUATION FORM

NAME: _____ DATE: _____

POSITION TITLE: _____

1) Position Description

- a) What are your main job responsibilities?

- b) What job responsibilities do you view as most important? Why?

- c) Have there been any special circumstances that have helped or hindered you in doing your job this year? If yes, what were they, and how did they affect your work?

2) Accomplishments and Strengths

- a) Please list your major accomplishments during the review period.

- b) Please list the strengths you feel you bring to your position.

3) Areas for Future Development

- a) What are your goals for next year and what actions will you take to accomplish them?

- b) What can your supervisor do to help you accomplish your goals?

c) What are some things you would like to improve or change within your department?

d) In what areas do you feel additional education, training, and/or development would be beneficial to you?

4) Relationships

a) What could your supervisor do to help you do a better job?

b) How could others in the department help you do a better job?

c) What could you do to make this department a better place in which to work?

Evaluator's signature_____

Employee's signature_____

Employee Self-Evaluation

EXAMPLE D

Please take some time to answer the following questions. Your input will be used to help develop and implement your career/position goals over the next year. Please return this form to your manager by **(Enter a Date Here)**; we will schedule your performance review at that time. Thank you for your input.

A. What You Have Done. Address your overall performance record. What have you done to:

1. Improve yourself?

2. Improve your position?

3. Increase your efficiency (save time)?

4. Improve the company (quality)?

5. How would you grade yourself in terms of: (scale of 1 to 5, 1 = low, 5 = high)

_____ Consistency _____ Communication _____ Technical skills
_____ Reliability _____ Organizational skills _____ Competence

B. What You Plan To Do. What are your concrete goals over the next review period, and what are the measurable outcomes that will demonstrate that you have achieved those goals?

1. Your goals:

[BACK TO TOP](#)

2. Measurable outcomes:

C. What Your Supervisor and the Company Can Do to Help.

1. In what areas do you feel that you need added support, structure, and direction?

2. What can I, as your supervisor (and the company), do to ensure that you are fulfilling your career development goals by building a solid portfolio of skills?

Additional Comments:

Employee Name: _____ Department: _____

Supervisor Name: _____ Review Period: _____

Employee Signature: _____ Date: _____

EXAMPLE E

SELF-EVALUATION FORM

This form can be used in lieu of conducting a Self-Assessment based upon specific performance expectations. This form can be used to generate discussion about general aspects of the job.

Name: _____ Date: _____

Title: _____ Department: _____

Review Period: _____

Please complete the questions listed below and return to your supervisor prior to your performance evaluation. As you complete the form, consider your own personal performance as it relates to your current job description and expectations for the review period.

1. Do you understand the requirements of your job? Yes ____ No ____
If no, what aspects of your job need clarification?

2. List the expectations for the review period and assess how well you have succeeded in meeting each expectation. Attach a separate sheet if necessary.

3. What changes in duties or priorities did you face during the review period and how did you handle them?

4. What are your strengths (the things you do well) and how do you put them to use in your position?

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

6. What would help you enhance your performance (training, equipment, etc.)?

7. What are your expectations for the coming evaluation period?

8. How would you rate your overall performance for this review period?

Outstanding ____ Exceeds Expectations ____

Meets Expectations ____ Below Expectations ____

Unsatisfactory ____