

**CITY OF CRAIG
COUNCIL AGENDA
MARCH 7, 2024
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

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

CONSENT AGENDA

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

- Meeting minutes of February 22, 2024

HEARING FROM THE PUBLIC

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

- ISO-PPC Correspondence

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Resolution 24-04, Amending the City's Personnel Rules

UNFINISHED BUSINESS

- City/CTA MOU
- Craig Small Boat Harbor Discussion

NEW BUSINESS

- Parliamentary Procedure/Meeting Training Discussion
- Council Meeting Procedures
- Department Head Attendance at Council Meetings
- Small Boat Harbor Town Hall Meeting
- Planner Duties and Workload
- RFP Civil Engineering Services

COUNCIL COMMENTS

ADJOURNMENT

To provide a public comment remotely, contact cityclerk@craigak.com no later than 5:00 pm on the day of the council meeting. The conference line phone number has changed to 858-939-0244. A code is not needed to enter.

**CITY OF CRAIG
CITY COUNCIL MEETING MINUTES
FEBRUARY 22, 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 were Brian Templin, Administrator; Mary Salazar, City Clerk; Kimber Mikulecky, Finance Director; and Samantha Wilson, Planner.

CONSENT AGENDA

Meeting Minutes February 2, 2024

SCHOONOVER/BAZINET

Motion to adopt the consent agenda

MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

Loni Bennett expressed her support for the CTA's land sale application. Mrs. Bennett highlighted the importance of reclaiming ancestral land for indigenous communities, expressing concern over the gradual loss of cultural identity among younger generations. She emphasized that the aim is not to diminish the integrity of the community but rather to contribute to it, providing a sense of pride and purpose for future generations. Mrs. Bennett expressed the potential benefits for both the people and the community. She also criticized the recent zoning and planning meeting for causing division rather than unity, advocating for collaboration to address both the need for a new library and the land sale. Mrs. Bennett closed with a quote from a former Mayor, underlining the necessity of utilizing land as a valuable resource for the community's benefit.

Rob Yates expressed his support for the CTA's land sale application, highlighting the historical significance of Haida sites in Craig. He described three specific locations: Cannery Point, Fish Egg Island, and the lagoon. Remnants such as petroglyphs and gardens still exist in Craig from the Haida people. Mr. Yates recounted how his family's land was taken by the US Forest Service in 1913, leading to a history of colonization, displacement, and marginalization for indigenous communities. He emphasized the importance of reclaiming this land, expressing a willingness to fight for it if necessary, and stressed that the presence of a Haida longhouse would benefit Craig without causing division.

Mayor Smith clarified that at the planning commission meeting, there was no opposition voiced against the idea of a longhouse. The discussion was evenly split between those in favor of the land sale and those proposing leasing the land. Mayor Smith expressed satisfaction with the overall conduct and outcome of the meeting.

Ed Douville, on behalf of Shaan Seet Inc., voiced strong support for the CTA land sale application, noting that he had previously submitted a letter outlining the benefits to the council. He emphasized the positive impact the sale would have on the community.

Mike Jones, Kassan Tribal President, expressed his support for the land sale application on behalf of his Haida village.

Clinton Cook Sr, Craig Tribal Association President, addressed a lawsuit facing Southeast Alaska concerning the endangered status of king salmon, expressing the tribe's priority to overturn it and emphasizing their commitment to protecting resources. President Cook inquired about the city's stance on opposing the Ketchikan rural status application, expressing concerns about the impact on resources on Prince of Wales Island. President Cook also discussed comments made at a planning and zoning meeting regarding the CTA's land sale application, addressing concerns about the lot size and clarifying the city's lack of development of Cannery Point. President Cook highlighted the importance of cultural preservation, stating that the CTA makes choices that are best suited for the community and ensures there would be public access to land similar to their tribal hall.

Mayor Smith clarified his previous remarks regarding the size of the lot in the CTA land purchase application, indicating that the requested size might necessitate additional time for the planning commission due to the need to run utilities in the area.

Councilwoman Chanel McKinley clarified her comments made during the planning commission meeting. She expressed a concern about whether the carving shed would follow a native preference like the cultural classes held at the CTA, or if it would be open to everyone. Additionally, she addressed comments implying that nothing has been done with Cannery Point, emphasizing the efforts of the planning commission who have dedicated time to discussing the topic.

June Durgan expressed support for the land sale both as a tribal member and as a lifelong resident of Craig.

Fred Hamilton Jr. expressed his support for the land sale, emphasizing its significant community benefits and inclusive nature. He highlighted the project as a substantial opportunity for community development and emphasized its potential to positively impact all members of the community.

John Bolling emphasized the significant value and potential of the cannery property. He encouraged the council to maintain an updated development plan and to consider a lease-only approach for the land. Mr. Bolling advocated for the city to retain ownership of the property.

Rob Yates emphasized the importance of having a sacred Haida longhouse on land owned by the tribe rather than leased. He expressed concern that leasing the land would diminish the sacred significance of the longhouse. Mr. Yates also raised concerns about the consequences if the city were to terminate the lease agreement.

Tim O'Connor expressed support for leasing the land, highlighting the potential tax benefits compared to selling it to the tribe. He noted that a concept drawing from three years ago included a space for a longhouse. Tim urged the council to consider putting the matter on the next ballot for public vote.

President Cook acknowledged that the tribe's efforts to obtain land in trust in Craig had caused some division between the city and the tribe. He expressed pride in having a tribe within the community capable of achieving this. President Cook highlighted the recognition from the BIA among 230 tribes in Alaska for their efforts. President Cook agreed with Mr. Yates regarding the potential for leases to be terminated. He emphasized the significance of tax contributions from the tribe, noting the importance of what taxes do for the City of Craig.

Councilwoman Millie Schoonover emphasized that leasing the land is not viable for the tribe, as ownership is necessary to access grants and funding for a longhouse. Councilwoman Schoonover clarified that cultural classes are only restricted to tribal members when federally funded through grants, highlighting that the CTA previously hosted a cultural camp open to the public.

Wendy Hamilton voiced support for the land sale, emphasizing the importance of having a native longhouse on native-owned land rather than city-leased land. She highlighted the potential for the sale to boost tourism in the area.

Felicia Dupea expressed support for the land sale, noting a lack of activities for children in the community. She proposed utilizing the carving shed to provide children with activities and aiming to support their mental health.

Council member Mike Kampnich highlighted the rarity of proposals for the land over the 18 years of city ownership, stating that the current land sale application from the CTA is the first suggestion he deems worthy of consideration. Council member Kampnich stated the application fits the land and it is fitting for our community. He commended the planning commission for their careful consideration, emphasizing the importance of patience in waiting for the right project to emerge over the 18 years of city ownership. He stated that there has been an indigenous presence on this island for as long as the herring have been spawning on Fish Egg Island.

READING OF CORRESPONDENCE

Catholic Community Service Letter

Southeast Senior Services Letter

2Tongass Plan Revision: Invitation for Engagement- Mike Kampnich stated we should be paying attention to this plan. Mayor Smith stated this plan hasn't been updated since 1997.

Game Day T-Shirt Project for Craig High School- The council directed staff to purchase a sponsorship for a sleeve spot.

USDA and SEARHC Prescription Produce Program- The council directed staff to send a letter of support.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Ordinance 767, Adoption of the FY 2023 Supplemental Operating Budget
MCKINLEY/SCHOONOVER Motion to adopt Ordinance 767
MOTION CARRIED UNANIMOUSLY

Ordinance 768, CTA Land Purchase Application
SCHOONOVER/BAZINET Motion to adopt Ordinance 768
MOTION CARRIED UNANIMOUSLY

KAMPNICH/BAZINET Motion to amend Section 3, effective date. This Ordinance shall be effective upon completion of report from the Craig Planning Commission as to development scenarios for the property as a whole with specific consideration for the proposed sale or lease of property identified by the Craig Tribal Association as a site for establishment of a longhouse, carving shed, and museum. Reports should be submitted by July 31, 2024.
NOT PASSED (2-4)

BENNETT/BAZINET Motion to amend the Ordinance to remove “lease.”
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

MOU/Agreement Between the City of Craig and the Craig Tribal Association- The council directed staff to draft a MOU and send it to the Craig Tribal Association.

Budget Committee Selection FY2025- The council selected Josh Bennett, Shauna Thomas, Millie Schoonover, and Mike Kampnich to be on the budget committee.

Appropriation of General Funds for Fiscal Year 2022 & Fiscal Year 2023 Audits
MCKINLEY/THOMAS Motion to appropriate \$70,000 from the General Fund to complete the fiscal year 2022 and 2023 audits.
MOTION CARRIED UNANIMOUSLY

Craig Medical Director
MCKINLEY/BAZINET Motion to accept Dr. Joseph Livengood as the Craig Medical Director.
MOTION CARRIED UNANIMOUSLY

Executive Session - City Administrator Evaluation

BENNETT/THOMAS

Motion to move to executive session.
MOTION CARRIED UNANIMOUSLY

KAMPNICH/BAZINET

Motion to move back into session.
MOTION CARRIED UNANIMOUSLY

Amendment to City Administrator Employment Agreement

BENNETT/BAZINET

Motion to amend the Craig City Administrator contract.
MOTION CARRIED UNANIMOUSLY

COUNCIL COMMENTS

Shauna Thomas formally requested a meeting with Venessa Richter-Russel to discuss the status of the daycare.

Shauna inquired about Addam Parsons' status, referencing Chief Ely's report stating that Addam did not complete the Police Academy. Brian Templin clarified that Addam is still allowed to work for the Police Department and he is planning on attending the academy again in August.

Shauna raised a question regarding the fees for the swim club. Brian clarified that while the fees are not waived, there is an agreement in place for a discount.

Shauna thanked staff for their efforts in getting the council meeting streamed on YouTube again.

Mike Kampnich expressed satisfaction with the proactive approach of the staff in reminding individuals to pay sales tax.

Josh Bennett suggested that the Public Works department should wear high visibility clothing or vests to enhance their safety.

Chanel McKinley offered to donate a vintage fire truck located on her late father's property to the city, if they are interested in accepting it.

Millie Schoonover commented that the council chamber needs new chairs, and they are very uncomfortable.

ADJOURNMENT

A motion was made to adjourn the meeting at 10:30 pm.

MCKINLEY/KAMPNICH

MOTION CARRIED UNANIMOUSLY

KASEY SMITH
MAYOR

MARY SALAZAR
CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: January 26, 2024
RE: March Staff Report

1. **Work session on February 8th.** Staff attended the joint workshop with the planning commission and city council on February 8th to discuss planning for the cannery property development. The session was well attended and was positive. Staff got enough information to move forward and both the planning commission and city council supported the planning process laid out by the planner.

Due to the planner's recent resignation, we will be talking with the council at the March 7th council meeting about moving forward with a contractor or delaying the planning process since we will not have sufficient/correct staff to move this process forward.

2. **Staffing.**
 - a. Planner. The planning director's resignation is effective March 29th. We are in the process of updating the job description and advertising the position. Much of the planner's job will likely be set aside until we get a new planner hired. There is a memo in the council packet with suggestions about high priority tasks.
 - b. Police Department. The department is currently working through the interview process for a third police officer hire. Other than that position the police department is fully staffed.
 - c. Public Works. We have had a couple of employees recently leave public works for various reasons, but current overstaffing and recent hires leave the department well staffed at the moment. We will be advertising for some internal moves between positions and will start advertising for the remaining open positions if there are any. We will also be bringing on the two seasonal parks and facilities employees over the next couple of months.
 - d. Pool. The pool is still significantly understaffed for lifeguards. Mandy Griffin is traveling to Alaska on the March 13th ferry and will be ready to start as the new pool manager by the end of March. She will work on increasing staffing as one of her first priorities when she arrives.

Most other departments are at or near full staffing.

3. **School Board Workshop.** There is a joint workshop between the Craig City School Board and the Craig City Council scheduled for Wednesday, March 13th at 6:00 pm here at city hall. The purpose of this workshop is to allow an opportunity for the school district to talk about the district's projected budget deficit for the upcoming fiscal year and the actions they propose to close some of that deficit. This is **not** the annual joint workshop to review the final draft budget. The district may have a draft, but it will not be the final draft for discussion. The district is not requesting any presentations or input from the city and will generally guide the meeting. I will prepare a memo prior to the meeting outlining the funding process used by the city and a historical look at the Forest Receipt payments over the past ten years.

4. **Budget.** Budget work has been taking up most of my time the past couple of weeks. Kimber and I have been meeting with department heads and have reviewed the projected FY25 revenues. We should wrap up budget meetings and have the first draft of the budget completed by March 5th or so and will follow up with departments in preparation for the first budget committee meeting the week of March 11th. Kimber will work with council members on the budget schedule.
5. **Southeast Conference and Legislative Visit.** The Mayor and I attended Southeast Conference Mid-Session February 6 – 7. As always, the SE Conference meetings were filled with information and there were lots of opportunities to network with other communities and agency officials.

We met with both Senator Stedman and Representative Himschoot and talked about a number of issues including school funding and the city's capital project requests.

6. **Leave and Travel Schedule.** I do not have any significant leave or travel scheduled through March and April.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Kimber Mikulecky
Date: March 07, 2024
RE: March Staff Report – Finance Director

January's Alaska Permanent Capital Management reports are included. Please note that these are the most current reports available.

1. 2024 Property value assessments will be mailed out by the 31st of March.
2. Altman, Rogers & Co. will be here the week of April 22nd to work on Fiscal Year 2022 and 2023 audits. We have been in frequent communication and sending over documents as they request them, as well as preparing documents for their review in office
3. 2023 Port Saint Nick Road fee bills will be sent out soon if they haven't yet been mailed.
4. I am currently taking Accounting 202 in which I have managed to stay a month ahead in my homework assignments. I will continue to take classes as I am able to balance them with my work load. Depending on the classes, I have chosen to do two at a time in the past, which I will continue as I can.
5. We are making headway with Caselle and getting information to them as needed in order for us to convert to their software by July 1st. Tentatively, we should be going live beginning in June. I will be heading to Utah for in person training beginning of May roughly around the week of May 13th at this time.

If you have any questions, please reach out to me directly via email at finance@craigak.com or by phone at 907-826-3275 extension 226.

City of Craig
Cash Balances
6/30/2024

General Fund

Deposit Clearing Account	50,029.07
Checking - First Bank	1,397,270.00
Checking - Wells Fargo	25,218.73
Petty Cash	356.60
Petty Cash-Harbors	165.29
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	241.26
Petty Cash- Library	150.00
Wells Fargo CD Saving Account	<u>1,876.87</u>
Total	<u>1,475,557.82</u>

Restricted Fund

Cares Fund Checking	432,087.78
Cash, Police Fund	21,841.00
Cash Evidence, Police	4,421.70
Cash, Police Federal Fund	11,944.78
Police Petty Cash	781.17
Cash Hatchery Salmon Derby	60,160.16
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	46,429.61
MM Invest Muni Land	433.73
Hatchery Saving Account	54,883.63
Cash MMkt NFR -School FB	534,670.50
Cash Invest School Funds APCM	2,901,437.01
Accrued Interest, School	<u>6,267.46</u>
Total	<u>4,098,613.99</u>

Endowment

Cash Held Endowment	213,715.86
Fixed Inc. Investment Endowment	7,975,007.00
Accr. Int., Endowment	47,692.13
Equity Invest., Endowment	5,014,964.12
Unrealized Gain/Loss Endowment	(843,888.12)
Unrealized Gain/Loss Equity, Endowment	<u>(21,160,890.93)</u>
Total	<u>(8,753,399.94)</u>

Enterprise Fund

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

City of Craig**Revenue and Expense YTD & Budget****June 30, 2024**

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Administration				
Total Personnel Expenditures	245,920	0	231,265	245,920
Total Benefits Expenditures	110,923	0	190,837	110,923
Total Contract Expenditures	105,009	0	275,350	105,009
Total Travel & Expenditures	13,089	668	27,845	13,756
Total Materials Expenditures	10,473	0	13,995	10,473
Total Utilities Expenditures	20,328	0	20,520	20,328
Total Repairs & Maint Expenditures	1,906	0	4,710	1,906
Total Other Expenditures	42,415	0	51,139	42,415
Total Capital & Debt Expenditures	0	0	7,500	0
Total Expenditures	<u>\$ 550,063</u>	<u>\$ 668</u>	<u>\$ 823,161</u>	<u>\$ 550,730</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (550,063)</u>	<u>\$ (668)</u>	<u>\$ (823,161)</u>	<u>\$ (550,730)</u>
Council				
Total Personnel Expenditures	11,044	0	20,679	11,044
Total Benefits Expenditures	1,180	0	7,030	1,180
Total Contract Expenditures	1,200	0	950	1,200
Total Travel & Expenditures	6,157	0	5,550	6,157
Total Materials Expenditures	410	0	1,000	410
Total Utilities Expenditures	47	0	0	47
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	1,147	0	10,428	1,147
Total Capital & Debt Expenditures	9,110	9,110	10,000	18,219
Total Expenditures	<u>\$ 30,295</u>	<u>\$ 9,110</u>	<u>\$ 55,637</u>	<u>\$ 39,404</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (30,295)</u>	<u>\$ (9,110)</u>	<u>\$ (55,637)</u>	<u>\$ (39,404)</u>
Planning				
Total Revenues	\$ 4,158	\$ 0	\$ 0	\$ 4,158
Total Personnel Expenditures	31,920	0	43,560	31,920
Total Benefits Expenditures	17,043	0	28,563	17,043
Total Contract Expenditures	4,375	(3,248)	0	1,127
Total Travel & Expenditures	(235)	(649)	4,000	(883)
Total Materials Expenditures	178	0	1,000	178
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	192	0	500	192
Total Other Expenditures	1,871	0	2,242	1,871
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 55,344</u>	<u>\$ (3,897)</u>	<u>\$ 79,865</u>	<u>\$ 51,448</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (51,186)</u>	<u>\$ 3,897</u>	<u>\$ (79,865)</u>	<u>\$ (47,290)</u>
Parks & Facilities				
Total Personnel Expenditures	116,099	0	190,534	116,099
Total Benefits Expenditures	60,744	0	74,538	60,744
Total Contract Expenditures	27,830	(400)	7,500	27,430
Total Travel & Expenditures	0	0	1,500	0

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City of Craig**Revenue and Expense YTD & Budget****June 30, 2024**

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Materials Expenditures	29,299	(29,488)	51,350	(189)
Total Utilities Expenditures	19,666	0	8,700	19,666
Total Repairs & Maint Expenditures	11,856	1,499	12,000	13,355
Total Other Expenditures	29,559	0	18,534	29,559
Total Capital & Debt Expenditures	17,934	0	67,729	17,934
Total Expenditures	<u>\$ 312,987</u>	<u>\$ (28,389)</u>	<u>\$ 432,385</u>	<u>\$ 284,598</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (312,987)</u>	<u>\$ 28,389</u>	<u>\$ (432,385)</u>	<u>\$ (284,598)</u>

Public Works

Total Personnel Expenditures	109,079	35	127,790	109,114
Total Benefits Expenditures	57,054	0	68,911	57,054
Total Contract Expenditures	28,194	2,846	720	31,040
Total Travel & Expenditures	120	0	32,000	120
Total Materials Expenditures	25,030	(978)	81,200	24,052
Total Utilities Expenditures	15,437	0	7,600	15,437
Total Repairs & Maint Expenditures	32,279	(1,894)	56,000	30,384
Total Other Expenditures	36,672	0	16,049	36,672
Total Capital & Debt Expenditures	70,506	1,010	190,260	71,515
Total Expenditures	<u>\$ 374,371</u>	<u>\$ 1,019</u>	<u>\$ 580,530</u>	<u>\$ 375,388</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (374,371)</u>	<u>\$ (1,019)</u>	<u>\$ (580,530)</u>	<u>\$ (375,388)</u>

Police

Total Personnel Expenditures	457,304	0	701,784	457,304
Total Benefits Expenditures	258,917	0	390,912	258,917
Total Contract Expenditures	27,770	0	27,106	27,770
Total Travel & Expenditures	4,009	492	7,500	4,501
Total Materials Expenditures	42,313	10,309	61,800	52,622
Total Utilities Expenditures	14,204	0	16,510	14,204
Total Repairs & Maint Expenditures	491	0	1,000	491
Total Other Expenditures	70,558	(1,086)	60,008	69,472
Total Capital & Debt Expenditures	36,986	0	74,200	36,986
Total Expenditures	<u>\$ 912,552</u>	<u>\$ 9,715</u>	<u>\$ 1,340,820</u>	<u>\$ 922,267</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (912,552)</u>	<u>\$ (9,715)</u>	<u>\$ (1,340,820)</u>	<u>\$ (922,267)</u>

EMS

Total Personnel Expenditures	150,553	0	187,169	150,553
Total Benefits Expenditures	59,753	0	75,588	59,753
Total Contract Expenditures	2,617	0	7,400	2,617
Total Travel & Expenditures	8,075	0	9,700	8,075
Total Materials Expenditures	7,964	0	13,950	7,964
Total Utilities Expenditures	6,263	0	8,600	6,263
Total Repairs & Maint Expenditures	4,760	0	0	4,760
Total Other Expenditures	13,966	0	10,077	13,966
Total Capital & Debt Expenditures	5,601	0	7,000	5,601
Total Expenditures	<u>\$ 259,552</u>	<u>\$ 0</u>	<u>\$ 319,484</u>	<u>\$ 259,552</u>

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City of Craig
Revenue and Expense YTD & Budget
June 30, 2024

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	\$ (259,552)	\$ 0	\$ (319,484)	\$ (259,552)
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	1,133	0	4,186	1,133
Total Contract Expenditures	0	0	5,700	0
Total Travel & Expenditures	175	0	5,000	175
Total Materials Expenditures	350	(1,502)	1,300	(1,153)
Total Utilities Expenditures	3,658	0	5,300	3,658
Total Repairs & Maint Expenditures	593	0	3,100	593
Total Other Expenditures	5,526	0	5,954	5,526
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	\$ 11,435	\$ (1,502)	\$ 30,540	\$ 9,932
Excess Revenue Over (Under) Expenditures	\$ (11,435)	\$ 1,502	\$ (30,540)	\$ (9,932)
Library				
Total Revenues	\$ 27,649	\$ (2,689)	\$ 0	\$ 24,960
Total Personnel Expenditures	73,024	0	100,152	73,024
Total Benefits Expenditures	23,442	0	32,137	23,442
Total Contract Expenditures	16,436	(1,200)	3,660	15,236
Total Travel & Expenditures	292	0	1,000	292
Total Materials Expenditures	15,620	(139)	11,600	15,481
Total Utilities Expenditures	5,751	0	10,250	5,751
Total Repairs & Maint Expenditures	2,259	0	500	2,259
Total Other Expenditures	5,088	0	2,770	5,088
Total Capital & Debt Expenditures	457	(1,325)	33,000	(868)
Total Expenditures	\$ 142,369	\$ (2,664)	\$ 195,069	\$ 139,705
Excess Revenue Over (Under) Expenditures	\$ (114,720)	\$ (25)	\$ (195,069)	\$ (114,745)
Recreation				
Total Revenues	\$ 240	\$ 0	\$ 0	\$ 240
Total Personnel Expenditures	55,565	0	114,140	55,565
Total Benefits Expenditures	25,671	0	54,456	25,671
Total Contract Expenditures	2,209	0	9,000	2,209
Total Travel & Expenditures	438	0	1,500	438
Total Materials Expenditures	12,043	0	13,410	12,043
Total Utilities Expenditures	11,387	0	19,625	11,387
Total Repairs & Maint Expenditures	80	0	2,100	80
Total Other Expenditures	15,761	0	6,239	15,761
Total Capital & Debt Expenditures	2,652	0	11,450	2,652
Total Expenditures	\$ 125,806	\$ 0	\$ 231,920	\$ 125,806
Excess Revenue Over (Under) Expenditures	\$ (125,566)	\$ 0	\$ (231,920)	\$ (125,566)
Aquatic Center				

City of Craig**Revenue and Expense YTD & Budget****June 30, 2024**

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Personnel Expenditures	76,613	0	204,733	76,613
Total Benefits Expenditures	60,311	0	120,093	60,311
Total Contract Expenditures	535	535	4,040	1,070
Total Travel & Expenditures	535	862	7,770	1,398
Total Materials Expenditures	6,647	(1,333)	24,420	5,314
Total Utilities Expenditures	85,464	0	138,650	85,464
Total Repairs & Maint Expenditures	0	(345)	4,500	(345)
Total Other Expenditures	27,756	0	20,012	27,756
Total Capital & Debt Expenditures	141,094	(11,115)	157,679	129,980
Total Expenditures	<u>\$ 398,955</u>	<u>\$ (11,396)</u>	<u>\$ 681,897</u>	<u>\$ 387,561</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (398,955)</u>	<u>\$ 11,396</u>	<u>\$ (681,897)</u>	<u>\$ (387,561)</u>
Sewer				
Total Revenues	\$ 155,807	\$ 0	\$ 0	\$ 155,807
Total Personnel Expenditures	102,253	0	164,916	102,253
Total Benefits Expenditures	43,755	0	68,043	43,755
Total Contract Expenditures	6,326	(165)	7,800	6,161
Total Travel & Expenditures	583	(1,000)	3,280	(417)
Total Materials Expenditures	4,716	1,406	14,400	6,121
Total Utilities Expenditures	28,619	(1,392)	42,300	27,227
Total Repairs & Maint Expenditures	8,013	(5)	5,000	8,008
Total Other Expenditures	30,538	0	28,263	30,538
Total Capital & Debt Expenditures	49,246	5,786	118,530	55,032
Total Expenditures	<u>\$ 274,049</u>	<u>\$ 4,630</u>	<u>\$ 452,532</u>	<u>\$ 278,678</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (118,242)</u>	<u>\$ (4,630)</u>	<u>\$ (452,532)</u>	<u>\$ (122,871)</u>
Water				
Total Revenues	\$ 193,752	\$ 0	\$ 0	\$ 193,752
Total Personnel Expenditures	102,775	0	241,983	102,775
Total Benefits Expenditures	43,192	0	105,432	43,192
Total Contract Expenditures	6,810	927	12,500	7,737
Total Travel & Expenditures	1,932	(1,198)	7,570	734
Total Materials Expenditures	31,637	(5,218)	79,850	26,419
Total Utilities Expenditures	38,363	0	29,000	38,363
Total Repairs & Maint Expenditures	16,404	(11,661)	39,620	4,744
Total Other Expenditures	24,643	0	20,346	24,643
Total Capital & Debt Expenditures	26,565	0	105,549	26,565
Total Expenditures	<u>\$ 292,321</u>	<u>\$ (17,150)</u>	<u>\$ 641,850</u>	<u>\$ 275,172</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (98,569)</u>	<u>\$ 17,150</u>	<u>\$ (641,850)</u>	<u>\$ (81,420)</u>
Garbage				
Total Revenues	\$ 243,745	\$ 0	\$ 0	\$ 243,745
Total Personnel Expenditures	28,534	0	75,159	28,534
Total Benefits Expenditures	9,494	0	18,859	9,494
Total Contract Expenditures	137,475	0	249,500	137,475

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City of Craig**Revenue and Expense YTD & Budget****June 30, 2024**

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	2,884	0	12,500	2,884
Total Utilities Expenditures	228	0	500	228
Total Repairs & Maint Expenditures	213	3,217	8,500	3,430
Total Other Expenditures	9,510	0	5,802	9,510
Total Capital & Debt Expenditures	35,831	0	136,841	35,831
Total Expenditures	<u>\$ 224,169</u>	<u>\$ 3,217</u>	<u>\$ 507,661</u>	<u>\$ 227,386</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 19,576</u>	<u>\$ (3,217)</u>	<u>\$ (507,661)</u>	<u>\$ 16,359</u>

Harbor

Total Revenues	\$ 219,737	\$ 0	\$ 0	\$ 219,737
Total Personnel Expenditures	106,607	0	195,063	106,607
Total Benefits Expenditures	79,211	0	106,975	79,211
Total Contract Expenditures	1,000	0	1,200	1,000
Total Travel & Expenditures	2,575	(350)	2,500	2,225
Total Materials Expenditures	8,612	(305)	13,875	8,307
Total Utilities Expenditures	35,286	0	36,942	35,286
Total Repairs & Maint Expenditures	8,403	(1,290)	18,000	7,113
Total Other Expenditures	35,682	0	26,619	35,682
Total Capital & Debt Expenditures	0	(16,315)	163,000	(16,315)
Total Expenditures	<u>\$ 277,376</u>	<u>\$ (18,260)</u>	<u>\$ 564,174</u>	<u>\$ 259,116</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (57,639)</u>	<u>\$ 18,260</u>	<u>\$ (564,174)</u>	<u>\$ (39,379)</u>

JTB Industrail Park

Total Revenues	\$ 562,965	\$ 0	\$ 0	\$ 562,965
Total Personnel Expenditures	102,189	0	117,394	102,189
Total Benefits Expenditures	43,378	0	62,051	43,378
Total Contract Expenditures	0	0	2,200	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	8,743	3,028	22,600	11,771
Total Utilities Expenditures	41,310	0	44,600	41,310
Total Repairs & Maint Expenditures	8,736	345	12,500	9,081
Total Other Expenditures	32,515	0	21,081	32,515
Total Capital & Debt Expenditures	125,803	(977)	66,000	124,826
Total Expenditures	<u>\$ 362,674</u>	<u>\$ 2,396</u>	<u>\$ 348,426</u>	<u>\$ 365,070</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 200,291</u>	<u>\$ (2,396)</u>	<u>\$ (348,426)</u>	<u>\$ 197,895</u>

Ward Cove Cannery

Total Revenues	\$ 3,718	\$ 0	\$ 0	\$ 3,718
Total Personnel Expenditures	0	0	54	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	150	0	0	150
Total Utilities Expenditures	1,947	0	2,000	1,947

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City of Craig**Revenue and Expense YTD & Budget****June 30, 2024**

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	4,218	0	2,732	4,218
Total Capital & Debt Expenditures	159,312	2,694	175,000	162,006
Total Expenditures	<u>\$ 165,627</u>	<u>\$ 2,694</u>	<u>\$ 179,786</u>	<u>\$ 168,321</u>

Excess Revenue Over (Under) Expenditures	<u>\$ (161,909)</u>	<u>\$ (2,694)</u>	<u>\$ (179,786)</u>	<u>\$ (164,603)</u>
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School Support

Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	685,005	0	0	685,005
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 685,005</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 685,005</u>

Excess Revenue Over (Under) Expenditures	<u>\$ (685,005)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (685,005)</u>
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GF Revenue

Total Revenues	\$ 3,999,188	\$ 0	\$ 4,633,332	\$ 3,999,188
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Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

Excess Revenue Over (Under) Expenditures	<u>\$ 3,999,188</u>	<u>\$ 0</u>	<u>\$ 4,633,332</u>	<u>\$ 3,999,188</u>
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Inter Governmental Transfers

Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

City of Craig
Revenue and Expense YTD & Budget
June 30, 2024

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under)	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures				
Other Fund Sources	382	0	0	382
Other Funding Sources/Outflows	382	0	0	382

City of Craig
02a. Craig Gov Rev

June 30, 2024

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	0	695,923	715,500	(19,577)	97
01 00.4050.00 000 Sales Tax	0	1,638,243	1,405,500	232,743	117
01 00.4051.00 000 1% Sales Tax for School	0	0	350,850	(350,850)	0
01 00.4052.00 000 Alaska Remote Sales Tax	0	169,813	175,000	(5,187)	97
01 00.4053.00 000 1% Sales Tax Pool & Rec	0	0	350,850	(350,850)	0
01 00.4054.00 000 Fuel Sales Tax	0	161,647	0	161,647	0
01 00.4055.00 000 Delinquent Sales Tax	0	1,185	0	1,185	0
01 00.4060.00 000 Liquor Sales Tax	0	106,328	120,000	(13,673)	89
01 00.4065.00 000 Transient Room Tax	0	23,585	27,500	(3,915)	86
01 00.4070.00 000 Property Tax Penalties	0	5,068	0	5,068	0
01 00.4080.00 000 Sales Tax Penalties	0	5,222	0	5,222	0
Total Local Taxes	0	2,807,014	3,145,200	(338,187)	89
01 00.4100.00 000 Property PILT Funding	0	342,823	300,000	42,823	114
01 00.4110.00 000 State Revenue Sharing	0	0	75,000	(75,000)	0
01 00.4111.00 000 Liquor Revenue Sharing	0	0	4,000	(4,000)	0
01 00.4112.00 000 Fish Bus Tax - DOR	0	349,290	200,000	149,290	175
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
Total State Revenue	0	692,113	581,000	111,113	119
01 00.4220.00 000 EMS Service Fees	0	18,230	50,000	(31,770)	36
01 00.4250.00 000 EMS Training Fees	0	0	1,000	(1,000)	0
01 00.4255.00 000 EMS Estimated NonCollectable	0	0	(25,000)	25,000	0
01 00.4260.00 000 Aquatic Center Revenue	0	26,877	50,000	(23,124)	54
01 00.4270.00 000 Library Fees	0	32	500	(468)	6
01 00.4275.00 000 Recreation Revenue	0	14,058	25,000	(10,942)	56
01 00.4280.00 000 Senior Card Fees	0	960	2,000	(1,040)	48
01 00.4620.00 000 Taxi Permit Fees	0	100	100	0	100
01 00.4640.00 000 Building Permit Fees	0	330	2,500	(2,170)	13
01 00.4644.00 000 Access Permit Fees	0	3,223	5,500	(2,277)	59
01 00.4645.00 000 Subdivision Fees	0	210	0	210	0
01 00.4646.00 000 PSN Road Maintenance	0	(72)	40,000	(40,072)	0
Total Permits & Fees	0	63,948	151,600	(87,653)	42
01 00.4300.00 000 Property Lease/Rentals	0	25,958	53,000	(27,042)	49
01 00.4400.00 000 Material Sales	0	0	500	(500)	0
Total Local Revenue	0	25,958	53,500	(27,542)	49
01 00.4700.00 000 Police-Fines,Citation	0	3,615	12,000	(8,385)	30
01 00.4701.00 000 Vehicle/Animal Impound Fees	0	375	0	375	0
01 00.4703.00 000 Motor Vehicle Commision	0	36,372	60,000	(23,628)	61
01 00.4650.00 000 State Trooper Dispatch	0	3,250	7,200	(3,950)	45
01 00.4660.00 000 State Jail Contract Revenue	0	319,551	550,000	(230,449)	58
01 00.4665.00 000 Klawock Dispatch	0	35,392	63,832	(28,440)	55
01 00.4670.00 000 Forest Service Dispatch	0	3,000	3,000	0	100
Total Public Safety Funds	0	401,555	696,032	(294,477)	58
01 00.4820.00 000 Interest Income (A/R)	0	7,286	1,000	6,286	729
01 00.4900.00 000 Misc Revenue	0	2,073	5,000	(2,928)	41
Total Other Revenue	0	9,359	6,000	3,358	156
Total Revenues	\$ 0	\$ 3,999,947	\$ 4,633,332	\$ (633,388)	\$ 86

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Portfolio Overview

BEGINNING VALUE
+ ACCRUED **\$16,253,921**

TRANSFERS IN/
OUT **-\$3,742**

REALIZED GAINS/
LOSSES **\$226,469**

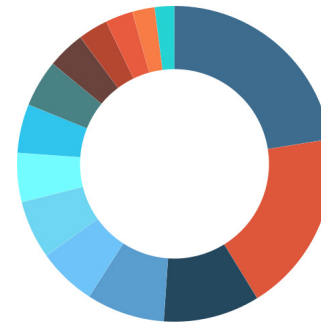
CHANGE IN
MARKET VALUE **-\$278,256**

INTEREST INCOME **\$10,710**

DIVIDEND INCOME **\$0**

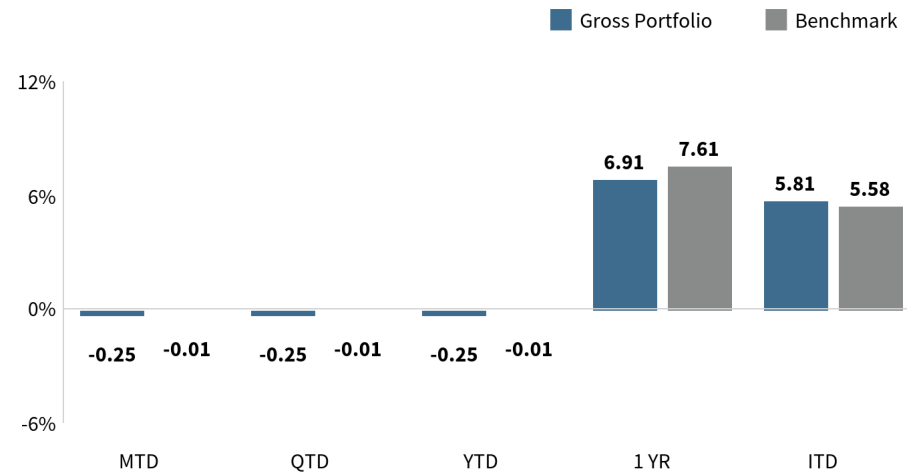
ENDING VALUE +
ACCRUED **\$16,209,102**

Portfolio Composition



U.S. Large Cap Equity	22.5%
U.S. Fixed Income	18.7%
U.S. Mid Cap Equity	9.9%
Alternative Beta	8.0%
Developed International Equity	6.0%
International Fixed Income	6.0%
U.S. High Yield Fixed Income	5.0%
Infrastructure	5.0%
U.S. Small Cap Equity	4.8%
Emerging Market Equity	3.9%
Commodities	3.0%
REITs	2.8%
Cash	2.3%
TIPS	2.0%

Investment Performance



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

Past performance is not indicative of future results.

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Portfolio Overview

BEGINNING VALUE
+ ACCRUED **\$2,776,560**

TRANSFERS IN/
OUT **-\$639**

REALIZED GAINS/
LOSSES **\$15,139**

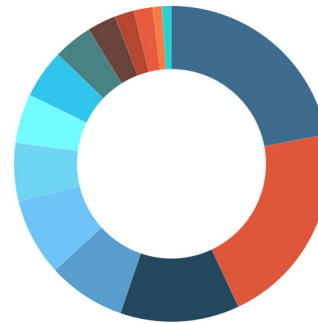
CHANGE IN
MARKET VALUE **-\$14,616**

INTEREST INCOME **\$1,615**

DIVIDEND INCOME **\$0**

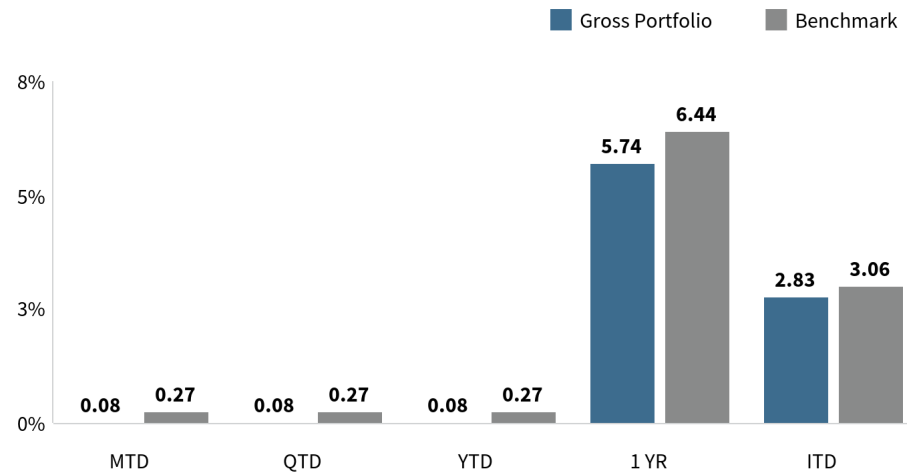
ENDING VALUE +
ACCRUED **\$2,778,058**

Portfolio Composition



- U.S. 1-5 Gov / Credit **22.0%**
- U.S. Fixed Income **21.0%**
- U.S. Large Cap Equity **12.3%**
- Alternative Beta **8.0%**
- U.S. High Yield Fixed Income **8.0%**
- International Fixed Income **6.0%**
- TIPS **5.0%**
- Cash **5.0%**
- Developed International Equity **4.0%**
- U.S. Mid Cap Equity **3.0%**
- Infrastructure **2.0%**
- U.S. Small Cap Equity **1.9%**
- Emerging Market Equity **1.0%**
- REITs **0.9%**

Investment Performance



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

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CITY OF CRAIG MEMORANDUM

To: Mayor Smith and the Craig City Council
From: Mary Salazar, City Clerk
Date: February 26, 2024
RE: March Staff Report

2023 Delinquent Property Taxes:

I have been collaborating with Kimber on delinquent property taxes. Currently, my focus is on managing the notification process for delinquent accounts from 2023. On February 21st, I dispatched 25 letters to notify homeowners of their outstanding taxes. The next step in the process is sending out another batch of letters on March 8th, constituting the official 30-day warning. Upon completion of the 30-day period, a list of delinquent properties will be forwarded to the city's attorney for foreclosure proceedings.

MARS:

I have successfully applied the 2024 Senior Property Tax Exemptions into Craig's Municipal Assessment Record System (MARS) application. Additionally, arrangements have been made for Henry from Horan & Company to provide training on the software during his visit to town on March 4th.

TurboBridge:

Our previous teleconference company is being discontinued, so we now have a subscription with TurboBridge. The new conference line number is 858-939-0244 and participants are not required to enter a code.

City Council Meetings:

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

Craig City Council Meetings:

The next council meetings are scheduled for March 21, 2024, at 6:30 pm, and April 4, 2024, at 6:30 pm.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Samantha Wilson, City Planner
Date: February 28, 2024
RE: Staff Report – Planner

1. Grant Reporting:
 - a. CAPSIS Submission
 - b. SHSP & EMPG:
 - i. SHSP FY 2023: research and preparation for procurements.
 1. EHP Submission
 2. Additional documents EMPG
2. Ward Cove Cannery Development:
 - a. Development Plan Map Samples
 - b. Memo/summary of Ward Cove Cannery Development
 - c. February 8th Meeting Packet
3. Army Corps Permit Piling repair submission of additional documentation
4. MARS record corrections and preparation for assessments
5. Planning Commission:
 - a. Streetlight nominations
 - b. PC Resolution 624-24-PC – CUP Joel & Leanne Steenstra to operate a B&B located at 3A, Tract C, USS 2327 (604 Hamilton Drive).
 - c. PC Resolution 625-24-PC – Variance James Carle to build and operate a second long-term residential unit on Commercially zoned property located on Lot 3, Block 18, USS 1430 (402 Main Street).
 - d. PC Resolution 626-24-PC – Replat Sharon Demmert to replat Tract A, USS 2327 to produce Lot A-1 & Lot A-2, Tract A, USS 2327 (1111 Craig-Klawock Highway).
 - e. PC Resolution 627-24-PC – Rezoning Sharon Demmert's proposed Lot A-2, Tract A, USS 2327 (1111 Craig-Klawock Highway) from High-Density Residential to Commercial Zoning.
 - f. PC Resolution 628-24-PC – Replat Kim Patotzka to replat Lot 3 & Lot 4, Block 2A, USS 1430 to for a single Lot 3A, Block 2A, USS 1430 (503 & 505 Beach Road).
 - g. PC Resolution 629-24-PC – Replat ROW development and dedication Tract P City of Craig and Criag Tribal Association.

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: EMS Coordinator, Venessa Richter-Russell
Date: 2/27/24
RE: EMS March Report

Fire Assistance Grant is being worked on an applied for by 3/15/24.

Opioid training in anchorage AK that are three EMS members went to was very enlightening to them. They learned many different skills and contact information that could better our understanding and training opportunities in the future.

In April there will be the SEREMS symposium in Sitka AK that we will be sending a few of our active squad members too. This opportunity will allow them to improve their continuous education, meet other community representatives, and open lines of communication with other departments that could in the future lead to opportunities.

Dr Joe Livengood has accepted the opportunity to be our doctor sponsor for the City of Craig. We will be meeting with him over zoom in the next few weeks to continue implementing the changes that he would like to see for the EMS. He is a great asset for our city and our EMS crew as he will allow us to perform ALS services for our members of our city. Our crew is looking forward to meeting and learning from him and continuing to grow the education and the opportunities for the EMS here in the City of Craig.

Still working on implementing the agreement with the City of Klawock when we are covering for them for EMS services.

We are going to be looking at training opportunities to increase the active members of the EMS squad for the city of Craig.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: RJ Ely
Date: February 29, 2024
RE: February 2024 Staff Report – Police Chief

ACTIVITY

Activity from January 25, 2024, through February 28, 2024, the Dispatch Center took the following amount of calls for service:

Craig	741
Klawock	229
AST	6

DEPARTMENT OF MOTOR VEHICLES

Maggie Gore is finishing up a grant and then will be resigning. Once done, will start looking to fill the DMV Agent / EMS Admin Assistance Position.

DISPATCHER(S)

Fully Staffed

OFFICER(S)

Ofc. Parsons sustained an injury three days into the academy. Due to this injury and estimated healing time, it was decided to pull him from this academy, and he will attend another, once fit for duty. Per APSC I have 14 months to get someone into an approved academy.

CEO / Code Enforcement Officer Knowles is almost completed with his FTO and should be working solo next week. He has progressed well, during this short time.

Ofc. Richter is progressing well through FTO and is set to attend the Academy in August 2024.

Ofc. Vanstralen is now due to arrive, April 2024 and will start FTO once he arrives.

Have located another vendor for acquiring police vehicles. I should have new vehicles purchased, stripped and on POW by end of May.

With extra funding approved from DOC, working with Oliver, we are going to be replacing the heating system, in the PD. An add on is set to be completed, for Attorney/inmates visits.

Klawock has another officer, Ernie Cahala. He has close to 20 years experience and is currently working.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Oliver Lewis
Date: February 28th, 2024
RE: March Staff Report – Public Works

Streets & Drainage:

- a. Culvert and Road Maintenance at Port Saint Nick as required for winter months.
- b. Public Works crew has only had to plow snow 3 times so far this year.
- c. Repaired street at Port Saint Nick Road. Poured concrete over water repair patch.

Sewer:

- a. Monthly Sludge processing.
- b. Monthly sampling.
- c. Bid solicitation for new Waste water treatment plant roof is complete and will be posted to the public by 3-11-24 or sooner. Assuming no problems bids will be due to City by 4-1-24. Anticipated construction schedule to start by 6-15-24.
- d. Rotary screen electrical upgrade scheduled 3-11-24.

Water:

- a. Continuing to perform monthly and quarterly sampling as scheduled.
- b. Monthly Data reported to DEC.
- c. SCADA upgrades bids due 3-1-24. Plan to award ASAP. There were 8 bidders at the teleconference. Work is scheduled to start on June 10th.
- d. Working with Kevin Ulrich at ANTHC. Kevin has procured funds to complete a Preliminary Engineering Report that would allow for expansion of the water plant and greater water production. Timing is critical and we will work together over the next month.
- e. Working with the State revolving fund to get more water projects approved for funding in the future.

Solid Waste:

- a. Garbage service operating smoothly with part time employee.
- b. Major repairs done to side load garbage truck in Early February. Truck running smoothly.

Routine operations:

- a. Monthly meter reads and rereads.
- b. Public Works Employees all set up with e-mail to participate in City wide safety program.
- c. Public Works equipment repairs as needed.
- d. City to order High Viz gear for Public Works employees.
- e. Equipment regular maintenance getting performed.

Administrative:

- a. Jason Wright and Travis White have CDL learner permits. Travis will go to Juneau 4-18 through 4-23 and return home with class a CDL. Jason 5-1 through 5-5. Sam McCarty also has CDL learners permit and is not scheduled for training yet.
- b. Next Water treatment level 1 training for employees September 18th in Fairbanks.

Port St. Nick:

- a. PSN annual plan of work in draft form. Send out in January for next year maintenance.
- b. Have requested invoice from Shaan Seet for Slide clean up two different times. Ongoing.
- c. State still waiting on Federal declaration of disaster. State checked in with no update on 2-26-24. Ongoing.

Parks and public facilities:

- a. Public Works director is now 100% in charge of Parks and Public Facilities.
- b. Site work complete for Columbarium at Cemetery. Granite Columbarium's confirmed to be delivered 3-7-24. Will install ASAP.
- c. Daycare project still working on miniature toilets. City staff available for additional work as required.
- d. Burn Pit was closed for Maintenance 2-20 through 2-23. Burned all material, exported ash, general clean up around property. Installed two new light posts at entrance for additional lighting and cameras. Will get on monthly maintenance throughout 2024.
- e. Fred Hamilton funeral complete. Public facilities staff received thank you letter from Hamilton Family.

RECREATION SUMMARY FOR COUNCIL MEETING 3/7/2024

Staffing:

The Director has been advertising for an additional 20 hour a week staff member. Job is posted.

Facility Usage:

4 rentals of youth center in February

8 rentals of gym and bounce house in February

After-school Program:

15-20 students daily utilizing the facility.

Monthly Calendar and Birthday Celebrations

Special guests

- Once a week Library visits with Stephanie and Michelle
- International Theme Cooking Classes
- Painting Classes
- Bird House Making Classes
- Pinata Making Classes

New Test Activities at Gym

Elder Walking and Socializing

Tuesday 9-11AM

W-Thursday 9-10:30AM

Open Basketball

Monday- Wednesday 3-5PM

Community Garden and Flower Baskets

Veronica been working on updates to community garden

Gretchen has been working on updates to baskets

Organized Sports and Dance Activities:

Volleyball - Continues Championship Games

Volunteer leads: Melissa Bean and Jos'e Cervera

Gymnastics - started January 27th, 2024

Volunteer leads: Julie McDonald

Ballet - starts March 3rd, 2024

Volunteer lead: AnnMarie Adams

Basketball K-5 - starts April 1st 2024

Volunteer Lead: Vanessa James

Annual Events:

Easter Carnival, Firshing Derby, and Fourth of July

Preparation in full swing.

Outreach & Promotions:

Bi-Annual Parks and Recreation Guide Unveiled.

Thank you.

Submitted by Gretchen Klein



Save the Dates:

March 16th St Patrick's Day Walk at Alaska Gifts

March 29th Moose Lodge Egg Decorating 2PM

March 30th Egg Swim and Carnival

Moose Egg Hunt at Park

June 2nd Ballet, Gymnastics, and Dance

Craig School Auditorium

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**THE CRAIG YOUTH CENTER
ACTIVITIES**

**COOKING
CLASSES AT THE CITY OF CRAIG
AFTERSCHOOL PROGRAM**

**WE ARE EXCITED TO HAVE GUEST
CHEFS ONCE A MONTH
PREPARING A TASTY ENTREE**

THIS COMING WEEK
MICHELLE WILL
TEACH US HOW TO
MAKE LUMPIAS AND
FRIED RICE!

MONDAY
FEBRUARY 26TH
3:00PM-5:00PM

20 STUDENT LIMIT




**CRAIG CITY GYM
WELLNESS WALKS
TUESDAYS
9:00AM-11AM**

**WED/THURSDAY
9:00AM-10:30AM
55+FREE!**

ENJOY A LITTLE
WALK BEFORE LUNCH



**1 MILE IS 26 LAPS.
STAY WARM AND DRY INSIDE!**

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Stephanie Merritt
Date: February 28th, 2024
RE: March Staff Report – Library

Usage of Library Services

Patron Visits : 632	Wifi Sessions : 228
Circulation : 1,075	InterLibrary Loan : 46
Alaska Digital Library Checkouts : 164	Free Items : 231
Computer Usage : 79	Volunteer Hours : 24 hrs

Programming

- **Spring Reading Program**
 - Materials for the spring reading program have been purchased. Our theme will focus on gardening and spring topics.
- **Summer Reading Program**
 - We are collaborating with Craig Recreation Department this year for our summer reading program. Our theme will be biodiversity, ecology, and conservation. We are planning activities together that will support each other.
- **Adult Craft Bags**
 - The craft bags have been very popular. We are planning on adding a Jewelry Making bag too.
 -

Library Collection

- We've added 160 resources to our collection, updating different parts of our collection including DVDs, adult fiction, and children's books.
- We are currently going through our non-fiction books to bring this collection up to date and add titles that encourage lifelong learning.

Library Services

- We have given out 75 paper PFD applications.

Grants

- We have applied to the IMLS Native American Basic Grant, the Alaska Community Foundations Camp Initiative Grant, and the Public Library Assistance Grant.
- We have collaborated with the Craig Recreation Department to apply for the Camp Initiative Grant.



1000 Bishops Gate Blv. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

February 26, 2024

Mr. Tim O'Connor, Mayor
Craig
P.O. Box 725
Craig, Alaska, 99921

RE: Craig, Prince Of Wales Outer K County, Alaska
Public Protection Classification: 05/5X
Effective Date: June 01, 2024

Dear Mr. Tim O'Connor,

We wish to thank you and Mr. Tim O'Connor for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert

Manager -National Processing Center

cc: Mr. Ron McIntosh, Director of Public Works, Craig City Public Works
Mr. RJ Ely, Police Chief, Craig PD Dispatch Center
Mr. Tim O'Connor, Chief, Craig Fire Department

INSURANCE SERVICES OFFICE, INC.
HYDRANT FLOW DATA SUMMARY

Community Craig

County Alaska(Prince Of Wales Outer K),

State ALASKA
(54)

Witnessed by: Insurance Services Office

Survey Date: December 1, 2023

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$				PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE	FLOW TEST DATE
				INDIVIDUAL HYDRANTS		TOTAL		STATIC	RESID.	NEEDED **	AVAIL.			
1		Craig-Klawack Hwy & Cold Storage Rd	Craig City Public Works, Main	1000	0	0	1000	66	49	1500	1700		FTPC	04/06/2009
2		Port Bagial Rd, south of C-K Hwy	Craig City Public Works, Main	970	0	0	970	58	44	3000	1700		FTPC	04/06/2009
3		Achten Court & Windy Way	Craig City Public Works, Main	1240	0	0	1240	80	64	750	2500		FTPC	04/06/2009
4		3rd St & Front St	Craig City Public Works, Main	1070	0	0	1070	81	59	2500	1900		FTPC	04/06/2009
5		High School Parking Lot	Craig City Public Works, Main	1030	0	0	1030	67	45	750	1600		FTPC	04/06/2009
6		2nd Hydrant on JT Brown	Craig City Public Works, Main	1060	0	0	1060	75	48	1250	1600		FTPC	04/06/2009

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

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Public Protection Classification (PPC®) Summary Report

Craig

ALASKA

Prepared by

**Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554**

**Report Created FEBRUARY 2024
Effective JUNE 1, 2024**

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 39,000 fire protection areas across the United States using its FSRs. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRs score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRs creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRs fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRs creditable water supply.
- Class 10 does not meet minimum FSRs criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

What's changed?

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

What's changed with Class 10W?

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?

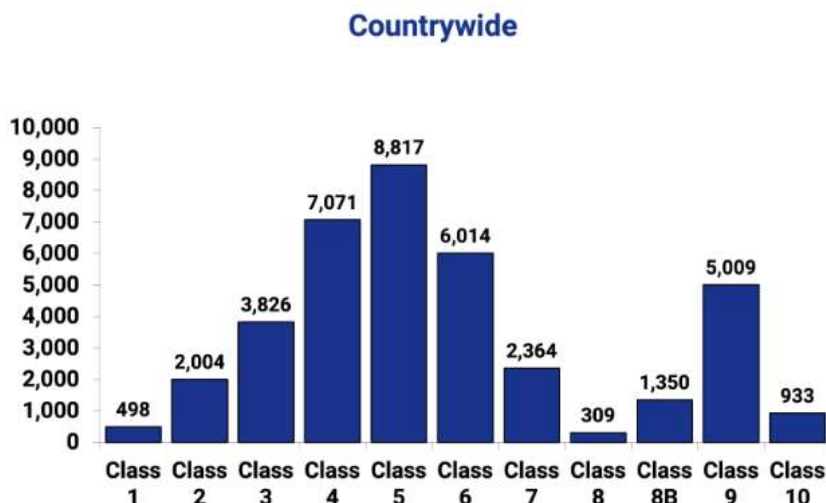
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

What if I have additional questions?

Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

Distribution of PPC Grades

The 2023 published countrywide distribution of communities by the PPC grade is as follows:



Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRs and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

PPC Review

ISO concluded its review of the fire suppression features being provided for Craig. The resulting community classification is **Class 05/5X**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., “6” in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., “6” in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	1.50	3
422. Credit for Telecommunicators	3.20	4
432. Credit for Dispatch Circuits	2.10	3
440. Credit for Emergency Communications	6.80	10
Fire Department		
513. Credit for Engine Companies	5.00	6
523. Credit for Reserve Pumpers	0.00	0.50
532. Credit for Pump Capacity	2.50	3
549. Credit for Ladder Service	2.27	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	6.67	10
571. Credit for Company Personnel	1.67	15
581. Credit for Training	0.06	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	20.17	50
Water Supply		
616. Credit for Supply System	24.15	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	1.60	7
640. Credit for Water Supply	28.75	40
Divergence	-6.31	--
1050. Community Risk Reduction	3.91	5.50
Total Credit	53.32	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	1.50	3
422. Credit for Telecommunicators	3.20	4
432. Credit for Dispatch Circuits	2.10	3
Item 440. Credit for Emergency Communications:	6.80	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1 For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	20.00	20
1. E9-1-1 Wireless Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	10.00	25
2. E9-1-1 Voice over Internet Protocol (VoIP) Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	10.00	25
3. Computer Aided Dispatch Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	10.00	15
4. Geographic Information System (GIS/AVL) <u>The PSAP uses</u> a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments. The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.	0.00	15
Review of Emergency Reporting total:	50.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
A1. Alarm Receipt (AR) Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	20.00	20
A2. Alarm Processing (AP) Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	20.00	20
B. Emergency Dispatch Protocols (EDP) Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	0.00	20
C. Telecommunicator Training and Certification (TTC) Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i> , and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i> . Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	20.00	20
D. Telecommunicator Continuing Education and Quality Assurance (TQA) Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	20.00	20
Review of Telecommunicators total:	80.00	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 “Credit for Dispatch Circuits (CDC)” = 2.10 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	5.00	6
523. Credit for Reserve Pumpers	0.00	0.5
532. Credit for Pumper Capacity	2.50	3
549. Credit for Ladder Service	2.27	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	6.67	10
571. Credit for Company Personnel	1.67	15
581. Credit for Training	0.06	9
730. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	20.17	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 1500 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **2 engine companies**

- a) **1 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **2 engine companies** to support a Basic Fire Flow of 1500 gpm.
- c) **2 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **2 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 5.00 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 “Credit for Reserve Pumpers (CRP)”. This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 “Credit for Reserve Pumpers (CRP)” = 0.00 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 “Credit for Pumper Capacity (CPC)”. The total pump capacity available should be sufficient for the Basic Fire Flow of 1500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 “Credit for Pumper Capacity (CPC)” = 2.50 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 “Credit for Ladder Service (CLS)”. This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **0 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **1 service companies** in service.

Item 549 “Credit for Ladder Service (CLS)” = 2.27 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 6.67 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRs recognizes **0.00 on-duty personnel** and an average of **5.00 on-call personnel** responding on first alarm structure fires.

Item 571 “Credit for Company Personnel (CCP)” = 1.67 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
A. Facilities, and Use For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.	0.00	35
B. Company Training For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	0.63	25
C. Classes for Officers For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	0.00	12
D. New Driver and Operator Training For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	0.00	5
E. Existing Driver and Operator Training For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	0.00	5
F. Training on Hazardous Materials For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	0.00	1
G. Recruit Training For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	0.00	5
H. Pre-Fire Planning Inspections For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	0.00	12

Item 580 “Credit for Training (CT)” = 0.06 points

Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	24.15	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	1.60	7
Item 640. Credit for Water Supply:	28.75	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 24.15 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 81 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ -inch outlets	81
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 3.00 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 1.60 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 0.00 points

Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 1.60 points

Divergence = -6.31

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	1.54	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.38	2.2
1044. Credit for Fire Investigation Programs (CIP)	0.99	1.1
Item 1050. Credit for Community Risk Reduction	3.91	5.50

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	10.00	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	0.00	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	3.38	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	12.00	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	28.00	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	5.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	20.00	30
Review of Public Safety Education Programs (CFSE) subtotal:	25.00	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	4.05	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	18.05	20

Summary of PPC Review
for
Craig

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	1.50	3
422. Credit for Telecommunicators	3.20	4
432. Credit for Dispatch Circuits	2.10	3
440. Credit for Emergency Communications	6.80	10
Fire Department		
513. Credit for Engine Companies	5.00	6
523. Credit for Reserve Pumpers	0.00	0.5
532. Credit for Pumper Capacity	2.50	3
549. Credit for Ladder Service	2.27	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	6.67	10
571. Credit for Company Personnel	1.67	15
581. Credit for Training	0.06	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	20.17	50
Water Supply		
616. Credit for Supply System	24.15	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	1.60	7
640. Credit for Water Supply	28.75	40
Divergence	-6.31	--
1050. Community Risk Reduction	3.91	5.50
Total Credit	53.32	105.5

Final Community Classification = 05/5X

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: February 27, 2024
RE: Resolution 24-04, Amending the Personnel Handbook to include the City Administrator Evaluation process

The council has recently commented that it could not find the evaluation process for the city administrator in the personnel handbook. Even though this information is in the administrator's employment agreement the council expressed interest in seeing it in the employee handbook.

Resolution 24-22 establishes section 208-1 in the personnel handbook outlining this process. The language in Resolution 24-22 is identical to the language in the current administrator's employment agreement (except replacing the name of the current administrator with the title "city administrator").

If the council wants to change the language contained in Resolution 24-04 then the council should direct the mayor to negotiate an amendment of the administrator's employment agreement to match.

Failure to match up the language in the two sections may result in a process that is either in breach of the administrator's contract or the adopted personnel rules.

Recommendation: Approve Resolution 24-04, amending the Craig personnel rules to include the city administrator evaluation process.

**CITY OF CRAIG
RESOLUTION NO. 24-04**

AMENDING THE CITY OF CRAIG EMPLOYEE HANDBOOK

WHEREAS, the City of Craig Employee Handbook, also known as the Personnel Rules, sets many terms and conditions of employment at the City of Craig; and,

WHEREAS, this resolution modifies the Handbook by adding Section 208.1 “City Administrator Evaluations” to document the process used by the mayor and city council to conduct evaluations of the city administrator.

NOW, THEREFORE BE IT RESOLVED the Craig City Council amends the City of Craig Employee Handbook to add Section 208.1 – City Administrator Employee Evaluation, the text of which is shown below.

208.1 City Administrator Employee Evaluation

Effective Date: 03/07/2024

Revision Date:

- A. The Mayor and individual members of the Council may but are not required to periodically identify their concerns to the city administrator by either informal discussions with the city administrator or by more formal means during Council meetings. The Mayor shall meet with the city administrator at least annually for the purpose of setting Council goals and priorities. The Mayor may but is not required to meet with the city administrator annually to evaluate and assess the performance of the city administrator in meeting or progressing toward the goals of the Council. If the Mayor or Council chooses to evaluate the city administrator, the city administrator is required to fully cooperate with the Mayor and Council in completing that evaluation process.
- B. In the event the Mayor or Council determines that the performance of the city administrator is unsatisfactory in any respect or needs significant improvement in an area, the Mayor may describe these concerns in writing.

APPROVED this _____ day of March 2024

MAYOR KASEY SMITH

MARY SALAZAR, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Mayor and City Council
From: Brian Templin, City Administrator
Date: February 27, 2024
RE: Memorandum/Agreement Between the City of Craig and the Craig Tribal Association

At the February 22, 2024 council meeting the Craig City Council directed staff to draft a memorandum of understanding (MOU) between the city and Craig Tribal Association (CTA) based on the agreement between the City and Borough of Sitka and the Sitka Tribe of Alaska. At that meeting the council did not have any edits to the document. The council asked staff to send the draft to the CTA for comment when it was finished.

Staff drafted an MOU and sent a copy of the draft to the CTA.

A copy of the original draft and the comment received from the CTA are attached. The item that CTA asked to be removed is still in the original draft document, but the council can amend the MOU to remove this language. The council may also offer other amendments to change the language before it is adopted by the council.

Recommendation: The council should discuss the draft MOU and the CTA comment, amend the MOU as the council desires and adopt a final document.

Recommended Motion: Move to approve the MOU between the City of Craig and the Craig Tribal Association.

MEMORANDUM OF UNDERSTANDING
between the
CITY OF CRAIG
and the
CRAIG TRIBAL ASSOCIATION

ARTICLE I, PURPOSE.

This Memorandum of Understanding is made and entered into by and between the Craig Tribal Association and the City of Craig to recognize areas of mutual concern and support, establish a framework for cooperative relations and promote government-to-government communication for the benefit of the community of Craig as a whole.

Both the Tribe and the City have responsibilities and interests in the establishment of cooperative relationships that meet the needs of both Tribal and City governments. The Tribe, in managing tribal affairs, has information and resources beneficial to the City. The City, in managing municipal affairs, has information and resources beneficial to the Tribe. It is the desire of both parties to cooperate concerning the legal and political matters inherent in a government-to-government relationship.

ARTICLE II, STATEMENT OF WORK.

In consideration of the above declaration of purpose, the parties agree to the following:

A. THE TRIBE SHALL:

1. Make Tribal resources, lands and professional expertise available for the furtherance of cooperative relationships envisioned by this agreement, subject to the applicable tribal and federal laws and regulations, as well as the approval of the Craig Tribal Association Council.
2. Cooperate in the planning, implementation and monitoring of project work undertaken pursuant and supplemental to this agreement.
3. Assign a Tribal liaison officer who shall be responsible for routine activities between the Tribe and the City.

B. THE CITY SHALL:

1. Make Municipal resources, lands and professional expertise available for the furtherance of cooperative relationships envisioned by this agreement, subject to the applicable municipal, state and federal laws, as well as the approval of the Craig City Council.
2. Cooperate in the planning, implementation and monitoring of project work undertaken pursuant and supplemental to this agreement.
3. Assign a Municipal liaison officer who shall be responsible for routine activities between the City and the Tribe.

C. IT IS MUTUALLY AGREED AND UNDERSTOOD:

1. The parties will meet annually to develop guidelines for cooperative relationships and proposals to meet the purpose of this agreement, including, but not limited to:
 - a. Taxes and agreements for payment in lieu of taxes, if any;
 - b. Zoning and development of areas important to the respective governments;

- c. Economic development;
 - d. Protection of the environment and customary and traditional hunting, fishing, and gathering;
 - e. Educational and social advancement;
 - f. Administration of justice and enforcement;
 - g. Cultural and historic preservation.
2. This agreement in no way restricts the parties from participating with other public and private agencies, organizations, and individuals, or from accepting contributions and donations for other similar agreements or projects.
3. Nothing in this agreement shall obligate either the Tribe or the City in expenditure for funds, or by future payments of money, in excess of appropriations authorized by law and administratively allocated by the respective governments.
4. The Tribe and City agree, at a minimum, that each government will be responsible for its own acts and the results thereof; shall not be responsible for the actions of the other party; and each party agrees it will assume to itself the risk and liability resulting in any manner under the terms of this agreement.

ARTICLE III. TERMS OF AGREEMENT:

A. DURATION OF AGREEMENT

The duration of this agreement is perpetual, until and unless revised or terminated pursuant to the terms of this agreement.

B. REVISION OF AGREEMENT

This agreement may be revised as necessary, by mutual consent of both parties, by issuance of a written amendment, signed and dated by the proper representative of each government.

C. TERMINATION OF AGREEMENT

This agreement may be terminated by either government by providing 30 days' written notice.

ARTICLE IV, EFFECTIVE DATE:

In witness of whereof, the Tribe and City have executed this agreement on _____.

Clinton Cook Sr.
Tribal Council President
Craig Tribal Association

Kasey Smith
Mayor
City of Craig

Brian Templin

From: Justna Cook <tribal.admin@craigtribe.org>
Sent: Friday, February 23, 2024 4:04 PM
To: Brian Templin
Subject: MOU

Hello Brain,

President Cook would like the following removed.
C. a. Taxes and agreements for payment in lieu of taxes, if any;

Háw'aa/Thank you,

Justna Cook

Tribal Administrator
Craig Tribal Association
505 Front Street
PO Box 828
Craig, Alaska 99921-0828
(907) 826-3996

Mission Statement

"The Craig Tribal Association, a federally recognized Indian tribe, will protect and enhance the quality of life of its members by preserving, protecting and promoting its history, culture and traditions; promoting self-sufficiency and a strong work ethic; exercising the powers of self-government and sovereign immunity; while providing social, health, economic and education resources, opportunities and services that contribute to the well-being of the tribal community."

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CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: February 28, 2024
RE: USACE Small Boat Harbor Study

As the council is aware the city was working with the US Army Corps of Engineers (USACE) on a small boat harbor project until the project was put on hold last year.

At the time the project was put on hold, the USACE project was still open and a number of options were presented to the city moving forward. The next step for the USACE to move forward was to conduct a General Reevaluation Report (GRR) on the issues that caused the hold. This process (according to the USACE) would likely take up to three years to complete the GRR and up to \$3 million. The GRR would be funded 50/50 between the city and the USACE under their normal procedures.

The USACE informed the city that the GRR could include looking at other sites and rescoping the project size. This would essentially look like a new study without having to go through the process to get a new start authorized.

The options presented to the council in June 2023 ranged from abandoning the harbor project completely to funding the GRR and moving forward with several options in between. In discussions with the USACE and the federal delegation, staff asked if it was possible to require the USACE to fully fund a study that went all the way back to selecting a site and sizing/scoping a project. This option would take congressional action, but the USACE staff and the delegation felt it was an option.

At the June 15, 2023 council meeting the council gave staff direction to abandon the current project as located and scoped and to pursue the option of having the USACE pay 100% of the cost of the GRR (essentially a new study at this point). Staff has consistently acted on that direction and the council has not given direction to staff to abandon that action. Staff has provided regular updates in staff reports to the council regarding this direction.

Recently, council members have made a number of comments that indicated that they thought the project had been abandoned entirely. While this is not correct, the council should take an opportunity to give clear direction to staff.

If the city abandons the project entirely for more than a couple of years it will likely result in the need to start any new harbor project completely from scratch. It is a complicated and time consuming process to get a new USACE project put on the list of new starts and approved by the USACE HQ. With the previous project it took two – three years to get on the list and have the USACE start the feasibility study in 2012. It is also unlikely that going through the process of a new start would result in full funding by

the USACE. It is unlikely that the circumstances related to the USACE that were integral to the previous project stopping would be applied to a new project and the chances of getting the congressional action needed would be very low.

Based on the council's direction in June 2023, staff has continued to work with the federal delegation to put the mechanism in place for the USACE to move the study back to the beginning completely at USACE cost.

Currently we have strong support from Senator Murkowski and Senator Sullivan both. Senator Sullivan's office is working on language to insert in the next Water Resources Development Act (WRDA) bill which is likely set for reauthorization this year. This bill is the mechanism to start new projects and give the USACE special instruction on things like our funding request. This bill is generally reauthorized every five – six years.

While the council has not given specific direction, comments by council members have indicated that the council may be interested in abandoning the current process completely. The council should discuss this item and give direction to staff.

If the council chooses to abandon the project entirely staff will notify the federal delegation and Steve Silver (who has been working on this on our behalf in Washington DC) to cease working on the USACE funding discussion.

Recommended Motion: Move to direct staff to abandon the discussions related to the GRR and to notify the federal delegation that the city has made this decision.

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: February 27, 2024
RE: Parliamentary Procedure/Robert's Rules/Council Meeting Training

Councilmember Josh Bennett has requested that staff look into providing some training related to parliamentary procedure and participating in council meetings.

The council has a number of options related to this issue.

1. The council can direct staff to schedule some training sessions and practice meetings with the council instructed/moderated by staff. The current city administrator has extensive experience running meetings using Robert's Rules of Order and parliamentary procedures. This option would allow several short sessions and would be easy to schedule at no cost to the city.
2. The council can direct staff to hire an outside contractor to come in and act as the instructor/moderator. Staff can research this option and look at appropriate funding. It is likely that this option would require a more compressed schedule since outside instructors would likely be onsite for only a short time.
3. The council can direct staff to find some online options for completing training. This could be interactive with an offsite instructor or could be self paced courses on the computer.
4. The council can choose not to pursue any of the options above.

The council should discuss options and direct staff based on that discussion.

Recommendation: Move to direct staff to work on one of the options above.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: February 28, 2024
RE: Council Meetings Procedures Discussion

Councilmember Bennett recently reached out to staff to ask about items that the council might consider in order to have smoother, more effective council meetings. Staff made two suggestions. The first suggestion would be to do some meeting/parliamentary procedures training and practice. There is a separate action item on the March 7th meeting agenda that outlines this discussion and asks for council action.

The second suggestion was to develop a set of meeting policies and procedures and document them so they are available for all council members, the mayor, staff, and the public.

Policies and procedures for council meetings are fairly common – either incorporated into municipal codes or adopted as a separate policy document. These documents often talk about:

- Rules, procedures, and guidelines related to public testimony,
- A recap of the most common parliamentary procedures,
- Customs or practices that differ from strict Robert's Rules of Order,
- Order of business,
- Other items that councils want to document that are not contrary to city code or Alaska Statute.

These documents help set expectations and get all elected officials on the same page on items.

We have attached a number of sample documents for the council to consider. Please review the attached samples and “cherry pick” items that you think might be useful. Council members may also discuss items not in any of the samples that council members might want to see in a Craig policy document.

Recommendation: The council should review the examples provided by staff and be prepared to discuss the value of having such a document for Craig City Council meetings AND should provide staff with enough information to draft a document for council review.

If the council is inclined to adopt such a document staff will draft based on the council discussion and will bring a document back to the council at a future meeting for consideration.

**Missoula City Council Rules
for the Conduct of Meetings and Business
Updated 2/5/2024**

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City Council Rules for the Conduct of Meetings and Business

Rule 1. Regular and Special Meetings of the City Council

Prior to the beginning of each calendar year, the Council President and City Clerk shall establish a schedule of the time, date, and place of regular meetings for the year. City Council should strive to hold approximately 36 meetings per year and to meet three times per month on average. The Council may adjourn and/or reconvene a meeting from time to time and the meeting shall be considered a meeting for the transaction of all business which may come up before the Council.

Notice of Council's annual meeting schedule shall be posted on the City's web site and shall be published where the City publishes other legal notices at least once prior to the beginning of the year. The notice should (1) set forth the time, date, and place of all regular meetings of the Council for the year, and (2) state that the agenda for each meeting shall be displayed at a City Hall entrance at least two days prior to the meeting.

Special meetings of the Council may be called, from time to time, by the Mayor, or by a majority of Council members. The City Clerk shall give written notice of the special meeting to all members of City Council at least 2 calendar days in advance of the meeting. The notice shall specify date, time, place, and subject(s) of the special meeting. The meeting shall be limited to subject(s) listed on the agenda.

At least two days prior to the Council meeting, the agenda shall be displayed at a City Hall entrance, shall be posted on the City's web page, and shall be provided to people and news media outlets who have signed up to receive notice.

The City Council's committee meetings shall be announced at the City Council meeting and meeting agendas shall be posted on the City's website at least two days prior to the meeting.

City Council and committee meetings may be conducted virtually, in person or a hybrid of virtual attendance and in person "hybrid." City Council President in consultation with Council Vice-President and the Mayor, shall make the decision about the format of City Council and committee meetings.

City Council meetings shall be presided at by the Mayor or in the Mayor's absence, by the City Council President. If both the Mayor and Council President are absent, the Council Vice-President (or their designee) shall preside at the Council meeting. Committee chairs shall preside at committee meetings and in their absence, the committee vice-chair (or their designee) shall preside at committee meetings.

In the Mayor's absence, the Council President may perform the duties of mayor. (7-4-4403 MCA and Missoula City Charter Article II, 8, (2)).

Remote Participation by Meeting Body Members in Meetings

In person participation by City Council members is expected whenever possible. Extraordinary circumstances (e.g. pandemic/public safety emergency/emergencies/construction etc.) may dictate that City Council members may need to hold virtual meetings. If a City Council member is facing extraordinary circumstances in their life (illness, family and parental leave, unexpected work travel, etc.) they may submit a request via e-mail to Council to participate remotely for a finite period of time to continue to fulfill their duties as an elected official during the extraordinary circumstances. See Council Rule 29 as the procedure for approval/objection to the request.

Meeting body members participating remotely are considered to be taking part in the meeting as though they were physically present at the meeting and shall attend via an audio/video connection. If the meeting body member is having technical difficulties staying connected to the meeting and participating, they may attend and participate via audio connection only. Remote meeting body members connected via audio/video or audio only are counted in determining a quorum and are eligible to vote on all business presented during the meeting. If a meeting body member does not have an audio or audio/video connection to a meeting, they shall be considered absent and are not eligible to vote.

Meeting procedures when members are participating remotely:

1. A quorum shall be established through a roll call.
2. Members shall either be recognized by name by the chair before speaking or shall state their names prior to speaking if the chair does not call on them by name.
3. Prior to voting on a question, the chair shall clearly summarize the pending motion.
4. Votes shall be taken by roll call or unanimous consent.

Remote Participation by Interested Parties

Public participation in City Council meetings and committee meetings is invited and encouraged. Meeting agendas shall indicate the meetings' time, date and place (either virtual hosting software and/or a physical location if the meeting is being held in person or hybrid). Public participation technology shall allow for simultaneous, interactive communication that enables remote participants and all person present at the meeting location to be clearly audible to one another. Acceptable means of public participation during a virtual meeting are via an audio connection to the meeting, City Council voice mail box or City Council e-mail. Links to join the meeting, phone numbers (including a toll-free option for landline phones to avoid long distance charges) and a staff phone number for any technical issues associated with virtual participation shall be posted on the meeting agenda. At the beginning of the meeting, the chair will announce how remote participants can raise their hands to be recognized when the chair calls for public comment on an agenda item. See Rule 2 for procedures for public participation.

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Rule 2. *Citizen Participation in Decision-making*

Public comment shall be taken before the consideration of any final action at a City Council meeting, committee meeting or subcommittee meeting. In addition, each meeting agenda shall include an opportunity for public comment on public matters that are not on the agenda and are within the jurisdiction of the meeting body conducting the meeting. Public comment on agenda items must be germane to the business under consideration. The Presiding Officer may reasonably limit audience participation at any time.

The procedure for taking public comment shall be as follows for each agenda item:

Agenda Item Type	Procedure
Public hearing	Staff presentation Developer remarks (if necessary, on a land use matter) Questions from council Main motion Public comment Parliamentary debate Vote (if necessary)
New business	Staff presentation (if necessary) Questions from council Main motion Public comment Parliamentary debate Vote
Consent agenda	Public comment taken in "items on the agenda" section City Clerk reads consent agenda items Council members may separate question or announce intent to abstain Vote
Regular business	Public comment taken in "items on the agenda" section Staff presentation (if necessary) Questions from council Main motion Parliamentary debate Vote

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Rule 3. *Ex parte communications*

In the case of property owner applications for subdivision or zoning decisions and other land use entitlements, Council decisions are quasi-judicial, and Council members should avoid ex parte discussions, whether with interested parties or other members of the public in order to maintain fairness. Ex parte discussions are those held informally or privately, and thus, out of the public forum. Public meeting laws require that deliberations be publicly noticed and open to public attendance. Council members should urge citizens to make the communication where it will be part of the public record, rather than ex parte. Communications should be in writing and addressed to the City Council and the Mayor. In the event of an ex parte discussion that could potentially influence a Council members' vote, the Council member should enter a record of the discussion's content in the public record prior to the closing of public comment, or if that is not possible, prior to the final Council vote.

City Council may commence deliberation after the public hearing is closed.

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Rule 4. *Decorum at Meetings*

City Council members, the Mayor, City staff and the public are all required to follow the same basic rules of order and decorum to maintain a productive atmosphere and the integrity of governmental business before Council. City Council meetings involve the City's business that must be addressed and dealt with. Conduct that is disruptive and remarks that are too long, unduly repetitious, or irrelevant impede the ability of the City Council to conduct the pressing business before it. See *White v. Norwalk*, 900 F.2d 1421 (9th Cir. 1990); *Acosta v. City of Costa Mesa*, 718 F.3d 800 (9th Cir. 2013).

- All meeting attendees shall strive to be professional in tone and conduct.

- Comments about elected officials, staff, or members of the public should be truthful, based in fact and be germane to the agenda item under consideration, as concise as possible, and identify a specific concern about the issue being discussed.
- All comments shall be addressed to the presiding officer and not individual members of the governing body, staff, or other members of the public.
- Because the following conduct may cause disruptions or impede the ability of the City to conduct its business attendees are asked to refrain from: name-calling or personal attacks; treating others with disrespect; making comments or noises while another person is recognized to speak; ridiculing with contemptuous and dismissive language or behavior directed toward a person rather than the agenda item under consideration; impugning motives of members of the public or staff by implying that they are not entirely honest or honorable absent supporting facts; using loud, threatening, abusive, indecent, or profane language; or participating in other conduct which actually disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting.
- A person who resorts to persistent irrelevance or persistent repetition after the attention of the body has been called to the matter may be directed to discontinue the speech by the presiding officer.
- Any actions that disrupt the orderly conduct of the meeting shall subject those engaging in such actions to removal from the meeting after they receive the presiding officer's warning to cease these actions immediately.

A meeting may be recessed or adjourned by the presiding officer or chair of the meeting until order can be restored.

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Rule 5. Conduct of Council members

City Council members are subject to federal, state and city non-discrimination and harassment laws. Council member conduct with one another and with staff shall be professional. The City Council President will make arrangements with the City's Human Resources office to train newly elected City Council officials on responsibilities and obligations Council members have relating to employee relations as part of the official onboarding program. Training is required.

In the event of an alleged conduct violation, a confidential written complaint shall be reported to and investigated by a panel consisting of the City Council president, vice-president and chair of Public Safety, Health and Operations. Complaints about discriminatory or harassing conduct made to other employees or Human Resources shall be forwarded to the panel. The panel shall conduct a confidential due process investigation of the complaint with the assistance of the City Attorney as set forth in the city's human resources policies. In cases where a complaint is found to have merit, the panel shall determine and carry out the proper action/sanction up to and including remedies allowed under law. If the complaint is against an investigation panel member, the Land Use and Planning Committee chair shall serve in their stead.

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Rule 6. Open Meetings

All meetings Council and committee meetings shall be open to the public in accordance with 2-3-203 Montana Code Annotated (MCA).

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Rule 7. Parliamentary Authority

All meetings of the Missoula City Council shall be conducted in accordance with these *City Council Rules for the Conduct of Meetings and Business*. In all cases not covered by these rules, the

controlling parliamentary authority shall be the 2020 edition of Mason's Manual of Legislative Procedure.

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Rule 8. *Interpretation of Rules*

The Presiding Officer shall interpret and apply the rules. If a procedural question arises, the Presiding Officer may refer the question to the Administration and Finance Committee for a parliamentary ruling. Or if the Presiding Officer's ruling is challenged by a majority of those Council members present and voting, the current meeting shall recess, and the Administration and Finance Committee shall be convened immediately and issue a parliamentary ruling.

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Rule 9. *Suspension of the Rules*

Two-thirds of those present and voting may suspend any of these rules or of *Mason's Manual of Legislative Procedure*.

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Rule 10. *Amendments of the Council Rules*

Amendments of the *City Council Rules for the Conduct of Council Meetings and Business* require an affirmative vote of two-thirds of all City Council members (7-5-4103 MCA). The Budget and Finance Committee is responsible for considering proposed amendments to the rules and making a recommendation to the City Council for a final vote.

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Rule 11. *Order of Business for City Council and committee meetings*

Order of business for regular City Council meetings

The regular order of business is as follows:

1. Call to order and roll call
2. Approval of minutes
3. Announce changes to committee meeting agendas and committee membership appointments
4. Special presentations and proclamations
5. Public hearings
6. New business
7. Public comment for items on the agenda
8. Consent agenda
9. Regular business
10. Public comment for items not on the agenda
11. Communications from the Mayor
12. General comments of City Council members
13. Adjournment

Order of business at City Council committee meetings

1. Public comments from citizens (on items not on the agenda)
2. Committee business
3. Adjournment

Upon request of the presiding officer or any Council member present, an item on the agenda may be taken up out of the order listed above, unless a majority of the Council members objects.

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Rule 12. *Minutes of City Council meetings*

Verbatim transcripts of City Council regular and special meetings shall be prepared at the direction of the City Clerk's office for all sections of the agenda except:

1. Call to order and roll call
2. Approval of minutes
3. Public comments-Non-agenda items
4. Announce committee meetings, committee membership appointments and changes to committee agendas
5. Comments from City staff, City agencies, Community Forum, neighborhood councils, boards, commissions, or authorities
6. Special presentations and proclamations
7. Communications from the Mayor
8. General comments of City Council members
9. Miscellaneous communications reports, and announcements
10. Adjournment

A short, descriptive summary of these items identifying the speakers and the subject of their presentation or comments will be included in the minutes.

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Rule 13. *Closing of the Agenda*

1. All items of business to be considered at any regular City Council or committee meeting shall be placed on the agenda by 5 p.m. of the previous Thursday so they may be properly noticed. Council and committee agendas are published Friday for the following week's meetings.
2. Items that are not on the agenda will not be considered, except under a suspension of these rules.
3. In extraordinary circumstances, a City Council committee chair may request to add an agenda item to a committee after the deadline in Rule 12 (1) provided the item's addition is announced during the City Council meeting and the committee agenda is updated and published on Monday.

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Rule 14. *Consent Agenda*

The consent agenda is a portion of the regular Council meeting where non-controversial agenda items are approved by a roll call vote as a group without Council discussion. If a committee vote is unanimous or if committee member(s) concur, the committee chairperson may direct staff to place the item on the Council's consent agenda.

The following items may be placed on the consent agenda without first being considered in a city council committee:

1. All land use matters.
2. Requests for waivers of noise ordinance for routine public entity construction projects
3. Neighborhood Council, Community Forum and Board/Commission bylaws that have been reviewed and approved by the meeting body, staff and the City Attorney for compliance with state statutes, the city charter, and city laws and policies
4. Police officer and firefighter confirmations if they have been recommended by the Mayor and their respective chief.
5. Approval and ratification of accounts payable.

Prior to the consent agenda vote, the presiding officer will ask (1) if there is any public comment on any of the consent agenda items, (2) if any Council member has clarifying questions or statements or technical corrections, and (3) if any Council member would like a separate vote on any consent agenda item. Council members requesting a separate vote may briefly state the reason for requesting a separate vote. Any Council member wishing to have additional discussion on an item before the vote shall request the item be taken up under committee reports.

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Rule 15. *Restrictions on City Council Comments*

General comments of City Council members (see Rule 10, #13) shall be brief, in the interest of the community, and for the betterment of the community.

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Rule 16. *Motions*

All motions shall be stated in clear and definite language. Main motions shall not be in order and business may not be transacted during:

- Comments from City staff, City agencies, Community Forum, neighborhood councils, boards, commissions, or authorities
- Special presentations and proclamations
- Communications from the Mayor
- General comments of City Council members
- Miscellaneous communications reports, and announcements

Prior to consideration, all ordinances and resolutions shall be presented to the City Council in writing. A City Council member may refer to a written document in moving its adoption.

Any member desiring that a measure be considered section by section may request, stating how the matter is to be divided. After consideration section by section, the entire measure, as amended, shall be voted upon.

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Rule 17. *Public Hearings*

1. A public hearing, unless otherwise provided by law, is an advisory hearing before the City Council. It is held for the purpose of noticing legislative facts and receiving expressions of public opinion on a question, including the views of interested parties.
2. At the commencement of a public hearing, the Presiding Officer may set time limits for the presentation of views of proponents and opponents of the measure. These time limits shall be adhered to strictly.
3. At the conclusion of testimony at a public hearing, City Council members may ask questions directed through the presiding officer. The time involved in such question and reply shall not count against the time allowed for the presentation of views.
4. Once a public hearing is closed, one of three actions may be taken: 1) Final action may be taken. 2) Any council member present may return the matter to committee. A member's right to return a matter to committee may only be overridden by a suspension of the rules. 3) The matter may be taken up at a future meeting.

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Rule 18. *Voting*

- A. All contracts, ordinances and resolutions require a roll call vote. (7-5-4121 MCA)

- B. At the request of any member, any action of the Council may be taken by roll call vote.
- C. In case a voice vote is indeterminate, a roll call vote shall be taken.
- D. The Mayor has the authority to break tie votes with the exception of when the Council is selecting its officers, when it is appointing a Council Member to fill a vacant seat, and when the Council is voting to appoint a Council Member as its representative to a board, committee, or commission.
- E. When a Council Member is acting as Presiding Officer during the absence of the Mayor, they have the ability to vote in the same manner as they would as a Council Member (without a tie-breaking vote.)

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Rule 19. *Reconsideration*

A motion to reconsider any action may be made at any time before or during the second regular meeting after such action is taken. Such a motion may be made only if it has been regularly placed on the agenda (see Rule 12 (1) by a Council member who voted with the prevailing side in the original vote on the item. Approval of a motion to reconsider requires two-thirds of those members present and voting. The effect of a motion to reconsider means the entire matter is before the body for consideration.

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Rule 20. *Committee and Subcommittee Meetings*

A. Conduct of Committee meetings

A majority of the members of a committee or subcommittee constitutes a quorum. A committee meeting that has been noticed as provided in Rule 1, may conduct business in the absence of a quorum (7-5-4121 MCA); but when it does so, the fact shall be noted in the report or recommendation.

To ensure the orderly conduct of business in committee meetings, a committee or subcommittee chair who wishes to participate extensively in discussion of an issue may ask another committee member to preside over the meeting for that agenda item.

B. Standing Committees

The standing committees of the Missoula City Council are as follows:

1. Housing, Redevelopment, and Community Programs (HRCP)
2. Committee of the Whole (COW)
3. Climate, Conservation & Parks & Conservation (CCP)
4. Land Use and Planning (LUP)
5. Public Safety, Health & Operations (PSHO)
6. Public Works Mobility (PWM)
7. Budget and Finance (BF)

C. Subcommittees and ad hoc committees

The City Council may create ad hoc committees as deemed necessary. Standing committees may form subcommittees specific to an issue. Committee chairpersons shall automatically appoint committee members to the ad hoc or subcommittees they have requested.

When forming an ad hoc committee or subcommittee, the standing committee shall:

1. define the purpose of the subcommittee
2. define the scope of subcommittee's work
3. determine the subcommittee's voting membership, which may include more than City Council members.
4. provide a timeframe for completion of the subcommittee's work

D. Committee Appointments

City Council members shall be members of the Committee of the Whole, Budget Committee of the Whole, and whatever other City Council committees they are interested in serving on. If a City Council member wishes to be appointed to or removed from a City Council committee, the member shall inform the Council President and the City Council prior to a regular council meeting. The Council President shall officially make the announcement at the Council meeting and direct the Clerk to update the Committee Membership List. The Clerk shall redistribute the Committee Membership List to City Council Members and committee staff each time it is updated. At the first meeting in January following a municipal general election, all Council Members shall be appointed by the Council President to serve on the standing committees they have requested.

The Mayor shall serve as an ex officio, non-voting member of all committees and subcommittees.

E. Selecting committee chairpersons

Committee chairpersons shall be elected by the Committee of the Whole following the first regular meeting of the City Council in January after the general municipal election. Chairperson selection is made by the Committee of the Whole and is not forwarded to a City Council meeting for a vote. A majority of all Council members elected is required to approve this type of appointment. In the event of a tie, or by a majority vote of the Committee of the Whole, the committee chairperson election shall be continued to the next regular Committee of the Whole meeting. If the tie vote cannot be resolved by the Committee of the Whole members within the next two regular Committee of the Whole meetings after the first regularly scheduled Committee of the Whole meeting in January, the selection of a committee chairperson shall be referred to the City Council President who shall select a chairperson for the committee.

A committee vice chairperson may be appointed by the committee chairperson as the need arises.

F. Voting at City Council committee meetings

Voting at City Council committee meetings shall be limited to City Council members who have been appointed to the respective City Council committee and who have not resigned or abandoned their committee appointment. Committee chairpersons, including temporary chairpersons, may vote and initiate motions in all matters that come before the committee.

G. Scheduling public hearings

When City Council schedules a public hearing on an ordinance or resolution, staff shall create a draft called the “public hearing draft copy” and attach it to the agenda. The public hearing draft copy may not be amended until the public hearing on the matter has concluded. If amendments are identified prior to the public hearing, the amendments shall be presented in writing to the City Clerk for inclusion in the Council packet prior to the public hearing subject to Rule 11(1).

H. Committee reports

Each committee shall submit a report to the Council on all actions taken, together with recommendations for Council action, where appropriate. Any committee member disagreeing with the committee report or recommendation on any matter may submit a minority report which shall be included in the committee's report to the Council.

I. Absence from Committee

A committee member's un-notified absence from three consecutive committee meetings shall constitute abandonment of the individual's membership on the committee. It is an individual committee member's responsibility to notify or leave a message for the committee chairperson and the City staff member assigned to the committee or the department secretary of the City staff member assigned to the committee, if they will be unable to attend a regular committee meeting. Extended illness shall automatically constitute a notified absence.

J. Removing agenda items from the committee schedule

When a committee makes a recommendation to the City Council, the item shall be removed from the committee schedule, unless the committee desires to hold the item in committee for further discussion. At the last committee meeting in December, and periodically, the committee chair shall

review the items held in their committee to determine if any of them may be removed. If the chair identifies an item to be removed, they shall contact the sponsor to see if they are willing to withdraw the item. If the sponsor concurs, a note to remove the item from the committee schedule shall be made in the committee report. If the sponsor does not concur, any member of the committee may make a motion to remove the item from the committee schedule. A majority vote of the committee is required to remove the agenda item. The item may not resubmitted to the committee until three (3) months have elapsed after the date when the committee took action to remove the item. If the person who sponsored the item is no longer on the Council, the item shall automatically be removed unless a sitting council person agrees to sponsor it.

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Rule 21. *Placing Items on Agenda*

Except as provided in Rule 13, Consent Agenda, or in cases where the Presiding Officer or a committee chair determines immediate action on an item is required (See New Business below) all substantive items of business where Council action may be required must first be considered in a committee of the Council or considered by an independent advisory board or commission (i.e.. Planning Board) before being placed on the Council agenda. Committee agenda items are submitted in accordance with Rule 11 (1) and Committee chairs decide which items will be considered at their meeting and the date and time of the committee meeting. When a committee votes to make a recommendation to the City Council, the motion shall be included in the committee minutes. The committee may recommend to the City Council that a main motion be approved, denied, or it may forward the item to the City Council agenda without a recommendation.

No item shall be re-submitted to a committee after the City Council has acted on the item until six (6) months have elapsed after the date when the City Council took action on the item.

A. *Placing Special Presentations on the agenda*

The Mayor or Acting Mayor shall determine whether a request to make a presentation to the City Council other than a citizen public comment, shall be placed on the City Council agenda as a special presentation. If the Mayor or Acting Mayor has reservations about placing the item on the City Council agenda, the item may be submitted to the appropriate City Council Committee for their consideration and determination as to whether the citizen presentation shall be placed on the City Council agenda.

B. *New business*

Urgent items may be placed on the City Council agenda under “New Business” without first being considered by committee. The Mayor and/or a committee chair must authorize the placement of an item on the Council’s agenda for new business subject to Rule 12 Closing of the Agenda.

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Rule 22. *Getting Item from Committee*

Whenever any item of business duly submitted to a Council committee has not been discussed by that committee within six weeks of its submission date, the petition of two members of the committee shall activate the item for discussion at the next committee meeting. After the item has been discussed by the committee at a subsequent committee meeting, any two Committee members may bring that item directly to the Council floor for discussion and a vote under “New Business” at the next regularly scheduled meeting of the Council.

A tabled item cannot be activated using this rule.

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Rule 23. *Motions to Lay on the Table*

When an item has been tabled, the item shall remain on the table for a period of up to six months and then shall automatically cease to exist, unless one of the following actions occurs:

- a motion is approved to remove the item from the table
- a motion is approved to continue the item's tabled status for an additional period of time or until a specified condition is met.

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Rule 24. *Adoption of Ordinances*

Unless otherwise provided by State law, the adoption procedure for City ordinances shall be as follows:

- A. In accordance with 7-5-103 (3) MCA the City Council will hold first reading and preliminarily adopt an ordinance and simultaneously schedule a public hearing on the ordinance.
- B. A notice of the public hearing containing the date, time, place, subject of the ordinance and information about where copies can be accessed, shall be published at least one week before the hearing, or in accordance with state law, so that public notice of the hearing is given.
- C. The City Council will conduct public hearing on the ordinance on the appointed day and time. After the public hearing is closed, City Council will conduct second reading and take final action (See Rule 16, Public Hearings)
- D. Alternatively, the council may choose to set and hold the public hearing prior to the first reading and adoption of the ordinance. Once the public hearing is closed, the council may take action to approve the ordinance on first reading. In this case, the second reading and adoption will be scheduled for no less than 12 days after the first reading and adoption, and after first reading the ordinance will be posted and copies made available to the public.

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Rule 25. *Adoption of Resolutions*

Resolutions, unless otherwise provided by law or unless the Council desires to schedule a formal public hearing, shall be adopted by a majority vote of the Council after the public has had the opportunity to comment.

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Rule 26. *Effective Date of Ordinances and Resolutions*

- A. Ordinances shall become effective thirty (30) days after final passage or as provided in the ordinance. Emergency ordinances and general appropriation ordinances shall become effective immediately.
- B. Resolutions shall become effective immediately upon passage or as provided in the resolution.
- C. Prior to the next regularly scheduled City Council meeting, all ordinances and resolutions approved by the City Council must be either vetoed by the Mayor, signed by the Mayor or returned to the City Clerk without the Mayor's signature. If an ordinance or resolution is not signed or vetoed by the Mayor prior to the next regularly scheduled City Council meeting, the ordinance or resolution will go into effect without the Mayor's signature.

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Rule 27. *Emergency Ordinances*

In the case of emergency measures, the Council may enact emergency ordinances without complying with Rule 20, Placing Items on the Agenda. Emergency ordinances shall be effective immediately upon passage. However, the following limitations apply to emergency ordinances:

- A. The nature of the emergency must be expressed in the preamble or body of the ordinance;
- B. The ordinance must receive a two-thirds vote of all members elected;

- C. An emergency ordinance can only be passed if it is immediately necessary for the preservation of peace, health and safety of the citizens of Missoula.
- D. An ordinance passed as an emergency ordinance shall remain effective for no more than ninety (90) days.

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Rule 28. *Election of Officers*

- A. Prior to the first regularly scheduled City Council meeting in January following a general municipal election, any member of the newly organized City Council who wishes to be a candidate for City Council President shall notify the other City Council members and the City Clerk, via e-mail, of his/her desire to be President.
- B. The election of a City Council President and Vice President shall be taken up as separate items of new business on the City Council agenda at the first regular City Council meeting in January immediately following a general municipal election. The chronological order of these respective elections shall be (1) City Council President and (2) City Council Vice President. The election of City Council President and Vice President shall be viva voce with the ayes and nays recorded. A majority of the full Council is required to elect the Council President. The City Council President candidates shall be those individuals who have notified the City Council in the manner required pursuant to Rule 27 (A), Election of Officers. New nominations for City Council President may not be made unless there have been two (2) successive roll call votes wherein the votes cast were identical each time. City Council vice-president candidates shall be nominated by any member of the City Council, immediately preceding the City Council vote. Unsuccessful candidates for City Council President may be included in the nominations for City Council vice-president.
- C. After these two elections, pursuant to a separate new business item on the City Council agenda for that meeting, the individual elected City Council President shall appoint the City Council committee memberships in accordance with Council Rule 19 (D) , Committee appointments.
- D. If the position of City Council President or Vice President is vacated, the City Council shall elect a new City Council President or Vice President at the first regular City Council meeting after the vacancy occurs.

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Rule 29. *Responsibilities of City Council President with Respect to New City Council Members*

- A. As soon as the results of a general municipal election have been officially verified by the Missoula County Elections Official, the City Council President shall request the City Clerk's staff to send a copy of these *City Council Rules for the Conduct of Meetings and Business* to each newly elected City Council member. Further, the City Council President shall also request the City Clerk's staff send City Council members-elect e-agenda notifications .
- B. Once the results of a general municipal election have been officially verified, the City Council President shall make arrangements with the City Clerk to schedule orientation and information meetings about City affairs and City departments for all newly elected City Council members as well as interested current City Council members. To the extent newly elected members' schedules permit, the majority of these meetings shall be scheduled for and conducted prior to the regular commencement of the terms of office on the first Monday in January after the general municipal election of the newly elected City Council members.
- C. The City Council President shall be responsible for making arrangements to ensure that once the oath of office is administered to new City Council members, that it is certified by the official before whom the same was taken and is filed with the County election administrator

as is required by Section 7-1-4137, MCA, before the new City Council member exercises any official duties.

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Rule 30. *Absences of City Officers from the City for a Continuous Time Period of Ten (10) /Days or More*

A City officer desiring to be absent from the City continuously for ten (10) calendar days or more shall submit an e-mail to the City Council, Mayor and City Clerk their request for permission to be absent. If six (6) or more Council members have an objection to the absence, they may object, via e-mail, within three (3) calendar days after a copy of the request for absence has been sent. If no written objection is filed, the request shall be deemed approved. Pursuant to Section 7-4-4111, MCA entitled, "Determination of Vacancy in Municipal Office," this provision shall be applicable to all City officers who are elected or appointed to a term of office, and this shall be the City Council's mechanism for giving its consent pursuant to Section 7-4-4111 (5), MCA, and shall provide for objecting parties to show cause for objection to request for absence.

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Rule 31. *City Council Procedures for Filling a Vacancy in an Elected City Office*

- A. As soon as the City Council President becomes aware of a vacancy in an elected City office, or as soon as the City Council President receives official notice that an elected City office will become vacant at a specified date in the future, the City Council President shall make arrangements with the City Clerk to publicly announce the vacancy through the news media, develop interview questions for prospective applicants and determine the structure of applicant interviews. The City Clerk's office will receive written applications from citizens interested in applying to fill the vacancy in the elected office for ten (10) calendar days from the date of the first public announcement by the City Clerk's office.
- B. The public announcement issued by the City Clerk's office shall identify all the statutorily established qualifications for an individual to be eligible to hold the vacant office. The City Clerk's staff, in conjunction with the City Attorney, shall prepare an application form for use by applicants interested in being selected to fill the vacant position. The application form shall request information as to the full name and address of the applicant, as well as all information necessary to determine the applicant's eligibility pursuant to the statutorily established qualifications for the elected office. The application form shall further request information as to the applicant's previous organizational affiliation (including political) and activities, relevant work and lived experience and educational background. The application form shall also request the applicant to explain why he/she is interested in being selected for the vacant position.
- C. The City Clerk shall review the written application forms to determine if each applicant is eligible pursuant to State law for the vacant office applied for. A list of all applicants, as well as the status of their statutory eligibility along with a copy of each applicant's application shall be submitted by the City Clerk to the City Council at its next regular City Council meeting after the deadline for applying for the vacant elected office. During this same City Council meeting each City Council member is entitled to select the name of one applicant for inclusion in a list of applicants to be interviewed by the City Council Committee of the Whole. After interviewees are selected, the interview order will be determined by a random drawing.
- D. The City Clerk will contact the applicants selected by Council for interviews and schedule their interviews. After interviews have concluded, the appointment of a person to fill the vacancy will be placed on a Council agenda.
- E. Any City Council member may place the name of any applicant who is a qualified person and who was interviewed for the position by the City Council into nomination for the vacancy. Once all nominations have been received, nominations shall be closed, and City Council members shall vote naming the candidate of their choice. Voting shall be viva voce

pursuant to alphabetical roll call vote with the first City Council member's name called moved to last for the immediately subsequent roll call if another vote is required. At the end of each roll call vote, the presiding officer shall make inquiry as to whether anyone wants to change their vote prior to tallying the votes. A majority of the existing members of the council is necessary to make the appointment 7-5-4121 MCA.) New nominations may not be made unless there have been two (2) successive roll call votes wherein the votes cast were identical each time. New nominations may include the name of any qualified person whether or not that person has applied for and has been interviewed for the vacant office. In accordance with 7-4-4112 MCA and Article VIII. Addition Provisions, 2 Filling of vacancies, Missoula City Charter, a majority vote of the members is required.

- F. Whenever the City Council has sufficient advance notice of a future vacancy in an elected City office, the City Council shall attempt to fill the future vacancy in advance of the actual vacancy in order to ensure that the elected City office incurs no time period of actual vacancy. A vacating Council member may vote for their replacement.

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Rule 32. *Appointments to Various Boards, Agencies and Commissions*

- A. Purpose. In order to assure the greatest involvement and participation in boards, agencies, commissions, and in order to achieve competent and qualified appointments to those committees, it is deemed necessary to establish a procedure for making appointments to the various boards, agencies and commissions. Boards and committees support a broad range of needs and experiences representing Missoulians of all backgrounds and the membership of the committees should be reflective of the diversity of experiences including race, age, economic experience, etc. From time to time, circumstances may arise in which it is beneficial to deviate from these appointment procedures for the betterment of the committee. In these circumstances, the Chair of the relevant committee may propose an alternate method for filling said vacancy, subject to a majority vote of the relevant committee.
- B. Mayor appointments It is recognized that the Mayor has the power and authority to make appointments to many boards, agencies and commissions subject only to confirmation by the City Council. It is the intent of the Council in adopting this policy that confirmation proceedings will be conducted according to this procedure. The Mayor is encouraged to follow this policy in making his recommendations to the Council to the extent possible. City Council encourages the Mayor to announce the appointments for which the Council has no oversight to the City Council at a City Council meeting.
- C. Designated Council Committees. For each board, agency, or commission, the Council President in consultation with the committee chair most closely aligned with the work of the board, will designate a specific Council committee to oversee appointments. The designated committee will interview and assess applicants for Council appointment and will review the Mayor's recommendations for appointments; the committee will then recommend appointment actions to the Council as a whole.
- D. Application of Policy. This policy shall apply to City Council appointments and confirmation of Mayoral appointments to all boards, commissions, and agencies*, including, but not limited to, the following:

Affordable Housing Resident
Oversight Committee
Animal Control Board
Bicycle & Pedestrian Advisory
Board
Board of Adjustment
Building Code Board of Appeals
Cemetery Board
Community Forum
Conservation District

Criminal Justice Coordinating
Committee
Design Review Board
Downtown Business
Improvement District
Energy and Climate Team
Food Policy Advisory Board
Health Board
Historic Preservation Commission
Impact Fee Advisory Committee

Library Board
 Local Emergency Planning
 Committee
 Mayor's Downtown Advisory
 Commission
 Missoula Civic Television
 Advisory Commission
 Missoula Redevelopment Agency
 Missoula Urban Transportation
 District Board

Open Space Advisory Committee
 Parking Commission
 Parks and Recreation Board
 Planning Board
 Police Commission
 Public Art Committee
 Tourism Business Improvement
 District
 Transportation Policy
 Coordinating Committee

* The City Clerk is authorized to administratively update this list if new boards or commissions are established by City Council.

E. Appointments.

a. Chair responsibilities

1. When a Council-appointed board term is expiring or a position becomes vacant, the City Clerk office will notify the appropriate committee chair. The committee chair has the discretion to:
 1. Bring the reappointment of the incumbent board member forward to City Council for consideration (if the board member is interested in continuing service)
 2. If the board position is vacant and there is an alternate who is interested in being appointed to the regular position, bring the appointment of the alternate to the regular position to the City Council for consideration.
 3. Notify the incumbent board member that the position is being opened and inviting them to reapply, and direct the City Clerk office to advertise the position.
 4. Bring applicants to the committee who have interviewed for the board in the past twelve months in order to fill a newly vacant position.
 5. The designated committee chair shall review interview questions and application forms periodically to ensure they meet current needs and align with the city's strategic goals of justice, equity, diversity and inclusion.
 6. The designated committee chair will identify community groups the City Clerk office should reach out to when positions are announced.

b. Advertising positions

- i. The City Clerk office will publish the position announcements on the city's website and notify subscribers who have expressed interest in receiving notifications of board service opportunities and related community groups identified by the committee chair.
- ii. The notice shall specify any qualifications or requirements for the position, length of term of appointment, and the date through which applications will be accepted.

F. Council Appointments, Committee Review of Applicants.

At the close of the application period, the City Clerk shall forward all applications to the members of the designated committee for consideration as follows:

1. The Committee chairperson shall schedule meeting time of the committee or of a special subcommittee for the purpose of interviewing the applicants. The City Clerk will then schedule individual applicant interviews. If an applicant is unable to meet at the scheduled time, the committee may decide to reschedule, to consider the applicant's application nevertheless, or to drop the applicant from consideration. If an applicant has been interviewed for the same post within the past year, the committee may decide that an interview is not necessary.
2. During the interview, the Committee shall ask each applicant similar questions to insure equitable evaluation. Minor variations in the questions to account for an incumbent's experience on the board vs. a new applicant are permissible. Committee members may follow up on these questions or ask additional questions.
3. The Committee shall make its recommendations to the Council.

G. Appointment of City Council Members to Boards and Commissions.

When a position exists that requires the appointment of a City Council member, Committee of the Whole is the designated committee. The Chair of Committee of the Whole will announce the opening at a Missoula City Council meeting. Interested Council members shall submit an e-mail to the City Clerk indicating their interest. Committee of the Whole shall make a recommendation for appointment. A majority of the Council members elected is required to approve this type of appointment.

H. Mayoral Appointments to Boards and Commissions--Council Review.

Any Mayoral appointment to fill a vacancy on one of these bodies shall be referred to the designated committee. The committee will review the nominee's qualifications as it sees fit and make its recommendations to the Council.

I. Criteria for Appointments.

In making its appointments and confirming Mayoral appointments, the Council shall consider the following factors:

1. Particular needs or area of expertise required by board, agency or commission.
2. Council commitment to encourage a broad range of knowledge and expertise, diverse citizen representation particularly from traditionally marginalized and oppressed populations.
3. If reappointment, the attendance record of applicant.

Council members explaining their assessments of candidates should word their statements in terms of:

1. specific qualifications, background and experience that make candidates suitable or unsuitable for the particular appointment in question, or
2. specific characteristics that promise to be strengths or weaknesses in the particular appointed role.

In the absence of such specific statements from a Council member, it is unacceptable for that member to express general assessment by simple reference to a candidate's race, color, religion, creed, political party affiliations, sex, sexual orientation, gender identity or expression, age, marital status, physical or mental disability, or national origin; such statements pose a legal threat to the appointment process. However, it may be reasonable or necessary to explain how one of these listed characteristics plays a part in a particular candidate's individual qualifications for the appointment.

J. Voting on appointments

The committee chair shall open nominations for a board appointment. After nominations have been received, committee members will vote by stating the candidate's name. The candidate's name with the most votes shall be recommended to the City Council for appointment. A majority of the whole number of the Council members elected is required to appoint a board member.

K. City Clerk Responsibility.

The City Clerk shall keep a record of all appointments to the boards, agencies, and commissions as herein defined and as may be subsequently established, together with each term of office and date of expiration of term. and keep and provide a list of interview questions.

L. Ad hoc committee appointments.

From time to time, a Council representative may be requested to serve on ad hoc committees, interview panel or in other capacities. The Council President shall be responsible for making appointments to these committees, as needed.

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Rule 33. *City Council Consideration of Mayoral Appointments*

- A. With regard to City Police and Fire Departments. Sections 7-32-4108 and 7-33-4106, MCA specifies that Mayoral appointments to the Police and Fire Departments be subject to the confirmation by the City Council. Any Mayoral appointment to a position on the Police and Fire Departments, including successful completion of probationary time periods, shall be placed on the City Council's consent agenda.
- B. With regard to City Department Heads and Officers, [Section 7-4-4101 MCA](#) specifies that, in addition to all officers in the Police and Fire Departments, the following offices are appointed by the Mayor with the "advice and consent" of the Council: City Attorney, City Clerk, City Finance Director/Treasurer, and Police Chief. The City Charter states the Mayor may appoint and remove, with the "consent" of the City Council, all department heads in accordance with law. Whenever a City officer or department head is being appointed, the City Council encourages the Mayor to create an opportunity for the City Council to visit with or interview any of the finalists for department head and officer positions.
- C. When the Mayor appoints a city officer or department head, the standing committee whose functional area most closely relates to the duties of the position shall review the nominee's qualifications and make its recommendations to the Council.

Note: The City Clerk is authorized to make any clerical corrections to these rules.

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**RESOLUTION 2022-068
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ADOPTING AMENDED RULES OF PROCEDURE GOVERNING THE
CONDUCT OF CITY COUNCIL MEETINGS AND COUNCIL WORK SESSIONS**

WHEREAS, the City Council has previously adopted certain Rules of Procedure Governing the Conduct of City Council Meetings (the “Rules of Procedure”), which Rules of Procedure have been amended from time to time by the Council, most recently in October 2021 with the adoption of Resolution 2021-093; and

WHEREAS, the Rules of Procedure are intended to promote the orderly and efficient conduct of the meetings and ensure fair treatment of members of the public wishing to comment for Council’s consideration; and

WHEREAS, the City Council wishes to further amend the Rules of Procedure to require members of the public wishing to comment for Council’s consideration to sign up to provide public comment using a City-provided sign-up system; and

WHEREAS, the City Council wishes to clarify expectations of how members of the public will comport themselves while attending a meeting and while providing public comment during a meeting in order to ensure the orderly and efficient conduct of the meetings; and

WHEREAS, the City Council wishes to include in the Rules recognition of the common practice of placing Community Reports, when provided, early in a meeting agenda; and

WHEREAS, the revision of the Rules of Procedure to address the issues noted herein, as set forth in Exhibit “A,” will improve the conduct of Council meetings and provide clarity for the public; and

WHEREAS, the City Council believes that such rules and regulations are in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That the City Council hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. That the revised Rules of Procedure Governing the Conduct of City Council Meetings and Work Sessions (“Rules of Procedure”), attached hereto as Exhibit “A” and incorporated herein by this reference, are hereby adopted by the City Council.

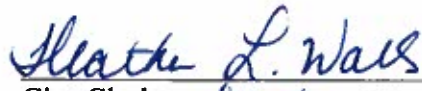
Section 3. That the Rules of Procedure shall supersede all previous rules of procedure that have heretofore been adopted by the City Council including, but not limited to, Resolution 2021-093.

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 5th day of July, A.D. 2022.



Mayor

ATTEST:



City Clerk, *Heather L. Wall*



Rules of Procedure Governing the Conduct of City Council Meetings and Work Sessions

Adopted July 5, 2022

Resolution 2022-068

Section 1. Attendance and Participation in Regular or Special Council Meetings.

- a. Councilmembers may participate in discussion at Council Regular and Special meetings, including executive sessions, using remote technology, except that only Councilmembers present in person at a meeting are allowed to participate in consideration of quasi-judicial items, to be treated as present for the purpose of establishing a quorum, or to vote on any item.
- b. Council may authorize additional use of remote technology through the adoption of an ordinance (such as Ordinance No. 079, 2020, regarding the COVID-19 emergency) or through modification of the City Code.
- c. The public may participate in any Regular or Special Council meeting as set out in these Rules using the remote technologies that have been arranged for that meeting.

Section 2. Order of Business for Regular or Special Council Meetings.

- a. Regular Council meetings shall be conducted in the following order (except for special items described in Subsection 2.c, 2.d, 2.e or 2.f, below):
 - (A) Proclamations and Presentations. (Prior to the meeting)
 - (B) Call Meeting to Order
 - (C) Pledge of Allegiance
 - (D) Roll Call
 - (E) City Manager's Agenda Review (including City Manager removal of items from Consent Calendar for individual discussion)
 - (F) Community Reports
 - (G) Public Comment on Any Topics or Items or Community Events (including requests for removal of items from Consent Calendar for individual discussion)
 - (H) Public Comment Follow-up
 - (I) Councilmember Removal of Items from Consent Calendar for Discussion
 - (J) Adoption of Consent Calendar
 - (K) Consent Calendar Follow-up
 - (L) Staff Reports

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- (M) Councilmember Reports
 - (N) Consideration of Items Removed from Consent Calendar for Individual Discussion
 - (O) Consideration of Items Planned for Discussion
 - (P) Other Business
 - (Q) Adjournment
- b. Special Council meetings shall be conducted in the following order (except for special items described in Subsection 2.c, 2.d, 2.e or 2.f, below):
- (A) Call Meeting to Order
 - (B) Pledge of Allegiance
 - (C) Roll Call
 - (D) Consideration of Items Identified in the Call of Special Meeting
 - (E) Adjournment
- c. Appeals to Council shall be conducted in accordance with Division 3 of Article II of Chapter 2 of the City Code.
- d. Addition of a Permitted Use applications pursuant to Land Use Code Section 1.3.4(c)(3) and zonings and rezonings of land with an area of six hundred forty acres or less (“Quasi-judicial Rezonings”), shall be conducted as follows subject to such limitations in time and scope as may be imposed at the discretion of the presiding officer:
- (1) Announcement of Item;
 - (2) Consideration of any procedural issues;
 - (3) Explanation of the application by City staff;
 - (4) Presentation by the applicant and/or by the affected property owner (if not the applicant);
 - (5) Public testimony regarding the application;
 - (6) Rebuttal testimony by the applicant/property owner;
 - (7) Councilmember questions of City staff, the applicant/property owner and other commenters; and
 - (8) Motion, discussion and vote by the City Council.

**City Council Rules of Procedure
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- e. Protest hearings required under City Code Section 7-88 (regarding re-districting) or Section 7-156 (regarding ballot title and/or submission clause) shall be conducted in the following order, as part of the agenda item for the item under protest:
 - (1) Announcement of Item;
 - (2) Staff Presentation for Agenda Item;
 - (3) Presentation by each person who timely filed a Protest;
 - (4) Councilmember questions of City staff and the protesting parties; and
 - (5) Motion on each Protest, discussion and vote on each Protest by the City Council.

After completion of the Protest Hearing, Council will return to the Agenda Item and receive comments from any persons desiring to speak on the Agenda Item.

- f. Procedures for conduct of other types of special proceedings by the Council shall be established by the presiding officer and shall comply with any applicable legal requirements.
- g. Items for which a public hearing is required may be considered as part of the Consent Calendar, and if any item is not pulled from the Consent Calendar for individual consideration and is adopted as part of the Consent Calendar, it will be deemed to have been the subject of a public hearing as required by any applicable Code or other legal requirements.

Section 3. Length of Regular Meetings

- a. Regular Council meetings will begin at 6:00 p.m. Proclamations will be presented prior to the meeting at approximately 5:00 p.m. and will end no later than 5:30 p.m.
- b. Appropriate breaks will be taken during meetings at the presiding officer's discretion based on meeting length and agenda.
- c. Every regular Council meeting will end no later than midnight, except that: (1) any item of business commenced before midnight may be concluded before the meeting is adjourned and (2) the Council may, at any time prior to adjournment, by majority vote, extend a meeting beyond midnight for the purpose of considering additional items of business. Any matter that has been commenced and is still pending at the conclusion of the Council meeting, and all matters scheduled for consideration at the meeting that have not yet been considered by the Council, will be deemed continued to the next regular Council meeting, unless Council determines otherwise.

Section 4. Public Comment During Regular and Special Council Meetings.

- a. Comment during Public Participation. During the “Public Comment” segment of each meeting, comment will be allowed on matters of interest or concern to members of the public, including items the Council will consider at that night’s meeting. Each speaker will be required to sign up to provide public comment on a City-provided form or system. Each speaker will only be allowed to speak one time during Public Comment. If a speaker comments on a particular agenda item during the time for general public comment, that speaker will not also be entitled to speak during discussion of the particular agenda item.

Section 2-48 of the City Code allows certain interested parties to appeal development review and other types of decisions to Council for review. In considering a matter on appeal, the Council must follow certain procedures and must limit its review to the matters on appeal and the record of the decision that was appealed. Because of this, comments on matters that are the subject of a board or hearing officer decision that will be appealable to the Council are not permitted once the application, review and decision-making process has been initiated.

- b. Comment on Agenda Items. Council will receive public comment during consideration of individual action items, including any item that is addressed by formal Council action under the “Other Business” segment of the meeting that may directly affect the rights or obligations of any member of the general public. Each speaker will only be allowed to speak one time to comment on any particular agenda item. A speaker who addresses Council during general public participation about a particular agenda item will not be entitled to speak again as part of Council’s consideration of that particular item. Comments given during the comment period for an agenda item must pertain to the item under consideration.

The Council may, but is not required to, receive public comment in connection with procedural matters and motions. Except as otherwise provided in these rules, public comment will be permitted only once per item regardless of the number of motions made during Council’s consideration of the item.

- c. Decorum; Scope and Type of Comments Allowed.
 - (1) Comment and testimony are to be directed to the Council. When referring to a Councilmember, a speaker is expected to use the Councilmember’s official title. Unless otherwise directed by the presiding officer, all comments must be made into the microphone.
 - (2) During general public comment, speakers may speak to any matter of public interest or concern. During discussion of a particular agenda item, speakers shall limit their comments to that item; testimony that strays from the topic will be out of order.

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- (3) Speakers shall not make personal, impertinent, profane, vulgar, slanderous intimidating or harassing remarks that disturb, disrupt or impede the conduct of the meeting or the Council's completion of its business. Similarly, threats of violence or harm, or abusive language, and racial or ethnic slurs directed at any person or group of persons, are prohibited.
 - (4) Speakers shall avoid lengthy repetition of comments already provided.
 - (5) The comment forum is provided to address Council on the designated topics only and may not be used for comment or speech not germane to the designated topic. Dialogue between a speaker and attendees or audience of a meeting, or comments directed to other speakers, are disruptive to the meeting and will be out of order.
- d. Process and Time Limits for Speaking.
- (1) The presiding officer may require those intending to speak to indicate their intention by a show of hands or some other means, such as "raising a hand" using remote technology.
 - (2) The amount of time to be allotted to each speaker will be set by the presiding officer based upon the number of persons expected to speak, in order to allow as many as possible to address the Council within a reasonable time given the scheduled agenda and as necessary to facilitate Council's understanding of an item.
 - (3) The presiding officer may ask those physically present at the meeting and wishing to speak to move to one of the two lines of speakers (or to a seat nearby for those not able to stand while waiting).
 - (4) Each speaker will be asked to provide their full name and general address at the beginning of their comments.
 - (5) After speakers physically present at the meeting have spoken, the presiding officer will ask those participating remotely who had indicated they wish to speak to provide their comments.
- e. Yielding the Lectern. Each speaker shall promptly cease their comments and yield the lectern immediately upon the expiration of the time allotted by the presiding officer.
- f. Yielding of Time. No speaker may yield part or all of their time to another speaker, and no speaker will be credited with time requested but not used by another.
- g. Public Presentation Materials and Evidence. The use of City projection equipment to display presentation materials to Council will be allowed in limited

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circumstances that permit City staff to manage the use of the equipment, prepare materials for display and avoid delay or disruption to the meeting. The following limits will apply to all presentations by members of the public:

- (1) Persons wishing to display presentation materials using the City's display equipment under the Public Comment portion of a meeting or during discussion of any Council item must provide any such materials to the City Clerk in a form or format readily usable on the City's display technology no later than two (2) hours prior to the beginning of the meeting at which the materials are to be presented.
- (2) As an exception to subsection (1), parties-in-interest in agenda items considered under Section 2.c, 2.d, 2.e or 2.f, above, shall provide all presentation materials to be displayed or proffered for Council consideration to the City Clerk (whether in hard copy or for display) in the manner specified by the City Clerk no later than noon on the day of the meeting at which the subject item is scheduled for consideration or 4:00 p.m. the business day prior to the meeting if the meeting begins earlier than 6:00 p.m. Any such materials must be in a form or format readily usable on the City's display technology. NOTE: Parties in appeals to Council may present new evidence only in the limited circumstances set forth in Chapter 2 of the City Code.

Section 5. Public Conduct During Regular and Special Council Meetings and Work Sessions.

- a. General Comment, or Expressions of Support or Opposition. Members of the audience are not entitled to speak except as provided in these Rules of Procedure, or as expressly requested by the presiding officer or City staff and shall not engage in expressions of support or opposition, such as clapping, whistling, cheering, foot stomping, booing, hissing, speaking out, yelling, or other acts, that disturb, disrupt, or impede the meeting or any recognized speaker.
- b. Signs and Props.
 - (1) Signs and props no larger than 11" x 17" are permitted in the City Council Chambers or in the Council Information Center or other Council meeting room (collectively referred to as the "Meeting Room"), except no such signs or props shall be displayed during the conduct of a quasi-judicial hearing during which general public comment is not taken other than by authorized speakers in connection with their hearing testimony.
 - (2) Such signs or props must be held directly in front of one's body so as not to impede the view of others.

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- (3) Signs or props may not be waved, held by more than one person at a time, or used in a manner that, in the judgment of the presiding officer, disrupts the orderly conduct of business.
 - (4) Signs or props may not be left unattended anywhere in the Meeting Room or left unattended on display in the City Hall lobby area.
 - (5) Signs or props attached to sticks, poles, or other objects are prohibited.
- c. **Distribution of Literature.** Distribution of fliers or other literature is permitted in the public lobby areas of City Hall only when City Hall is open for a public event. Distribution of fliers and other literature is permitted on the sidewalks and grounds around City Hall. Persons wishing to engage in such activities may do so only in a manner that does not interfere with the movement of persons or obstruct the passage of pedestrians or vehicles.
- d. **Video and Audio Recording.** Video and audio recording by the press or other members of the public is permitted in the Meeting Room only if the person making the recording is using a small unobtrusive recording device and is seated or standing at a speaker lectern when authorized to speak, or in line awaiting an opportunity to speak, or is either standing in the back of the Meeting Room behind all seated persons. Other video or audio recording is allowed only in a manner and area pursuant to the direction of the presiding officer in their reasonable discretion or as designated for that purpose in advance by the City.
- e. **Areas Permitted for Seating and Standing.** Except for persons waiting in line to speak in accordance with the presiding officer's instructions, no persons shall sit in the Meeting Room except in chairs or seats provided by the City or in wheelchairs or other assistive devices, and no persons shall stand in the aisles or other locations in the Meeting Room except in the back of the Meeting Room, and only in accordance with other applicable limits for fire and building safety.
- f. **Cellphone and Pagers.** The ringer or other tones of any cellphones, pagers or other communications devices must be off, to avoid disrupting the meeting.
- g. **Leaving the Meeting.** Meeting attendees leaving the meeting before it has been adjourned must leave in a quiet and orderly manner until outside of the building, to avoid disrupting the meeting.

Section 6. Procedural Decisions Subject to Modification by Council.

Decisions by the presiding officer regarding procedures and procedural issues, including but not limited to time limits for public comment, may be overridden by a majority vote of the Council.

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Section 7. Council Questions and Debate.

Council questions and debate regarding an agenda item during a regular or special Council meeting will occur immediately following public input and prior to entertaining any main motion related to the item. Except when raising a point of order at a regular or special Council meeting, Councilmembers seeking to ask questions or participate in debate or discussion will do so only when recognized by the presiding officer. The presiding officer may limit or curtail questions or debate as the presiding officer deems necessary for the orderly conduct of business. The presiding officer may participate in questions and debate.

Section 8. Basic Rules of Order for Regular and Special Council Meetings.

The following commonly used rules of order will govern the conduct of City Council business at regular and special Council meetings. *Except as specifically noted, all motions require a second.* These rules of order are in concept based upon Robert's Rules of Order Newly Revised and reflect the existing practices of the Council and the requirements of the City Charter and City Code. For example, while a two-thirds vote is necessary for the passage of some of the motions listed below under Robert's Rules of Order, all motions of the Council, except a motion to go into executive session or a motion to adopt an emergency ordinance, may be adopted upon approval of a majority vote of the members present at a Council meeting, pursuant to Art. II, Sec. 11 of the City Charter.

If there is a question of procedure not addressed by these rules, reference may be made to Robert's Rules of Order for clarification or direction, however, adherence to Robert's Rules of Order is not mandatory, and, in the event of any conflict between these rules of order and Robert's Rules of Order, these rules of order shall prevail. In the event of any conflict between these rules of order or Robert's Rules of Order and a City Charter or City Code provisions, the City Charter or City Code provision shall prevail. Any councilmember and the presiding officer may make or second any motion, except as specifically limited by these rules.

MAIN MOTIONS

- Main motions are used to bring business before the Council for consideration and action.
- A main motion can be introduced only if no other business is pending.
- All main motions require a second and may be adopted by majority vote of those Councilmembers present and voting, except that: (1) a motion to go into executive session requires a two-thirds vote of those present and voting and (2) a motion to adopt an emergency ordinance requires the affirmative vote of at least five (5) Councilmembers for approval.
- A main motion may be made or seconded by any Councilmember, including the presiding officer.
- A main motion is debatable and may be amended.

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SUBSIDIARY MOTIONS

These are motions that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it. All subsidiary motions require a second to proceed.

1. Motion to Amend. The point of a motion to amend is to modify the wording - and, within certain limits, the meaning - of a pending motion before the pending motion itself is acted upon.

- A motion to amend, once seconded, is debatable and may itself be amended once.
- A "secondary amendment," which is a change to a pending "primary amendment," cannot be amended.
- Once a motion to amend has been seconded and debated, it is decided before the main motion is decided.
- Certain motions to amend are improper.
 - For example, an amendment must be “germane” to be an order. To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied.
 - Also, some motions to amend are improper, for example, a motion that would merely make the adoption of the amended question equivalent to a rejection of the original motion, or one that would make the question as amended identical with, or contrary to, one previously decided by the Council during the same session.
- “Friendly” amendments acceptable to the maker and the seconder of the main motion do not require a second and are permissible at any time before formal motions to amend the main motion have been made, and after one or more formal motions to amend the main motion have been made unless one or more members of Council objects to amending by “friendly” amendment (in which case a formal motion to amend the main motion must be used for that purpose).

2. Withdrawal of a Motion. After a motion has been seconded and stated by the presiding officer it belongs to the Council as a whole and the maker may withdraw their motion unless one or more members of the Council objects, in which case the majority of the Council must consent to withdrawal of the motion.

3. Motion to Postpone to a Certain Time (or Definitely). This is the motion by which action on an agenda item or a pending motion can be put off to a definite day, meeting or hour, or until after a certain event has occurred.

- A motion to postpone definitely must be seconded to proceed.
- A motion to postpone definitely can be debated only to the extent necessary to enable the Council to determine whether the main motion should be postponed and,

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if so, to what date or time.

- Similarly, it is amendable only as to the date or time to which the main motion should be postponed.

4. Motion to Lay on the Table. A motion to table is intended to enable the Council to lay the pending question aside temporarily, but only when something else of immediate urgency has arisen.

- A motion to lay on the table must be seconded to proceed.
- Adoption of a motion to lay on the table immediately halts the consideration of the affected motion, since a motion to table is neither debatable nor amendable.

5. Motion to Postpone Indefinitely. A motion to postpone indefinitely is, in effect, a motion that the Council decline to take a position on an agenda item or main motion.

- Adoption of a motion to postpone indefinitely kills the agenda item or main motion and avoids a direct vote on the item or motion. It is useful in disposing of an item or motion that cannot either be adopted or expressly rejected without undesirable consequences.
- A motion to postpone indefinitely must be seconded to proceed.
- A motion to postpone indefinitely is debatable but not amendable.

6. "Calling the Question". "Calling the question" may sometimes motivate unanimous consent to end debate. If it does not, however, then debate does not automatically end.

- If any member objects to ending the debate, the presiding officer should ask if there is a second to the motion and, if so, the presiding officer must immediately take a vote on whether to end debate.
- A motion to call the question is not debatable or amendable.

INCIDENTAL MOTIONS.

These are motions that usually apply to the method of conducting business rather to the business itself.

1. Point of Order. If a Councilmember thinks that the rules of order are being violated, the Councilmember can make a point of order, thereby calling upon the presiding officer for a ruling and an enforcement of the regular rules.

- A "point of order" takes precedence over any pending question out of which it may arise *and does not require a second.*

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- A “point of order” is not amendable.
- Technically, a “point of order” is not debatable; however:
 - With the presiding officer's consent, the member raising the point of order may be permitted to explain their point.
 - In response to a point of order, the presiding officer can either immediately rule, subject to appeal to the Council, or the presiding officer can refer the point of order to the judgment of the Council, in which case the point becomes debatable.
 - In ruling, the presiding officer may consult with the City Attorney or request the advice of experienced members of the Council.
 - No member has the right to express an opinion unless requested to do so by the presiding officer.
- When the presiding officer has made a ruling, any two Councilmembers can appeal the ruling (one making the appeal and the other seconding it).
 - When an appeal is taken, the matter is decided by majority vote of the Council.
 - A tie vote sustains the decision of the presiding officer.
- If a point of order is to be raised, it must be raised promptly at the time the perceived violation of the rules occurs.

2. Point of Information. Robert’s Rules of Order provides for a “point of information” or a “request for information” that is appropriate in the formal setting of a large legislative body. Because Council consideration of an item is generally an opportunity to request information and ask questions, the formal “point of information” procedure provided in Robert’s Rules is not needed or appropriate for City Council meetings.

3. Motion to Divide a Question. If a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition by itself, the parts of the motion can be separated for consideration and voted on as if they were distinct questions by the adoption of a motion for division of the question.

- A motion to divide a question, if seconded, takes precedence over the main motion and is not debatable.
- The motion to divide must clearly state the manner in which the question is to be divided, and while the motion to divide is pending, another member can propose a different division by moving an amendment to the motion to divide, in which case the amended form of the motion, if seconded, would be decided first.
- Often, little formality is involved in dividing a question, and it is arranged by unanimous consent.

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4. Motion to Suspend the Rules. When the Council wishes to do something that it cannot do without violating one or more of its regular rules, it can adopt a motion to suspend the rules that interfere with the proposed action.

- A motion to suspend the rules can be made at any time that no question is pending and can be applied to any rule except those that are fundamental principles of the City Charter, City Code or other applicable laws.
- A motion to suspend the rules must be seconded to proceed.
- This motion is neither debatable nor amendable.

The presiding officer may suspend the rules by stating the desire to do so, unless a Councilmember states an objection. In the event of an objection, a motion, second and approval by a majority vote, as described above, is required.

RESTORATIVE MOTIONS

These are motions that bring a question again before the Council for its consideration.

1. Motion to Take from the Table. The object of this motion is to take from the table and make pending again before the Council a motion or series of adhering motions that previously had been laid on the table.

- A motion to take an item from the table must be seconded to proceed.
- A motion to take an item from the table is neither debatable nor amendable.
- When a question is taken from the table, it is before the Council with everything adhering to it, exactly as it was when laid on the table.

2. Motion to Reconsider. This motion enables a majority of the Council to bring back for further consideration a motion that has already been voted on.

- A motion to reconsider is in order only if made on the same date that the vote to be reconsidered was taken and can be made only by a member who voted with the prevailing side of the vote to be reconsidered.
- A motion to reconsider must be seconded by a member who voted with the prevailing side of the vote to be reconsidered to proceed.
- The purpose of reconsidering a vote is to permit the correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of a vote.
- When a member who cannot make a motion for reconsideration believes that there

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are valid reasons for one, the member can try, if there is time or opportunity, to persuade someone who voted with the prevailing side to make such a motion.

- A motion to reconsider is debatable whenever the motion proposed to be reconsidered was debatable. And, when debatable, opens to debate the merits of the question to be reconsidered.
- A motion to reconsider is not amendable.
- The effect of the adoption of a motion to reconsider is that the question on which the vote was reconsidered is immediately placed before the Council in the exact position it occupied the moment before it was voted on originally.

3. Motion to Rescind or Amend Something Previously Adopted. By means of the motions to rescind or to amend something previously adopted, the Council can change an action previously taken or ordered.

- A motion to rescind or amend something previously adopted must be seconded to proceed.
- A motion to rescind or amend something previously adopted is debatable and amendable.
- In contrast to a motion to reconsider, there is no time limit on making a motion to rescind or a motion to amend something previously adopted (provided that no action has been taken by anyone in the interim that cannot be undone), and these motions can be moved by any member of the Council, regardless of how that member voted on the original question.
- The effect of passage of this motion is not to place the matter back before the assembly as it was just prior to a vote being taken.
 - Instead, it either entirely nullifies the previous action or modifies it, depending upon which motion is used.
 - For that reason, adoption of a motion to rescind or amend something previously adopted should be carefully considered if third parties may have relied to their detriment on the previous action.
- In order to modify an adopted resolution or ordinance, Council must adopt a new resolution or ordinance making the desired modification, in compliance with all formalities applicable to adoption of a resolution or ordinance (as applicable).

PRIVILEGED MOTIONS

These motions are of such urgency or importance that they are entitled to immediate consideration, even when another motion is pending. This is because these motions do not relate to the pending business but have to do with special matters of immediate and overriding importance that should be allowed to interrupt the consideration of anything else, without debate.

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1. Motion to Adjourn. Generally, the presiding officer adjourns the meeting at their discretion at the completion of the agenda. However, any Councilmember may move to adjourn the meeting at any time.

- A motion to adjourn requires a second.
- A motion to adjourn is always a privileged motion except when the motion is conditioned in some way, as in the case of a motion to adjourn at, or to, a future time.
 - Such a conditional motion is not privileged and is treated just as any other main motion.
 - A conditional motion to adjourn at or to a future time is always out of order while business is pending.
- An unconditional, privileged motion to adjourn takes precedence over most other motions.
- The privileged motion to adjourn is neither debatable nor amendable, while a conditioned motion to adjourn is debatable and may be amended.

2. Motion to Recess. A motion to recess is essentially a motion to take a break during the course of a Council meeting.

- A motion to recess must be seconded.
 - A motion to recess that is made when no question is pending is a main motion and should be treated as any other main motion.
 - A motion to recess is said to be privileged if it is made when another question is pending, in which case it takes precedence over all subsidiary and incidental motions and most other privileged motions. It is not debatable and is amendable only as to the length of the recess.
- After a recess, the meeting resumes when the presiding officer has called the meeting back to order.

Guidelines for Public Comment Period And Public Hearings

The presiding officer has discretion in enforcing these guidelines for the orderly and civil conduct of City Council meetings. The guidelines below apply to both the public comment period and legislative public hearings before Council unless noted otherwise.

1. Public comment period is provided at the discretion of the City Council.
2. Sign-up sheets for speaking during the public comment period and public hearings will be available 30 minutes before the start of the meeting. Citizens may not sign up on behalf of others.
3. For the public comment period, each speaker is allowed three minutes, unless time is extended by the presiding officer. The public comment period may be limited to 15 minutes. A time limit may be imposed for individual testimony at a public hearing.
4. *Meeting attendees may not “donate” their speaking time to another person.*
5. Speakers are not permitted to comment during the public comment period on topics that come up later as a public hearing item.
6. All remarks should be addressed to the Council as a whole.
7. Speakers shall refrain from comment or behavior that involves:
 - a. Disorderly speech or action; name-calling or personal attacks; obscene or indecent remarks; and derogatory comments on personalities;
 - b. Advertising or promoting the sale of products, services, or private enterprise;
 - c. Promoting any contest or lottery; and
 - d. Promoting candidates for public office or upcoming ballot measures.
8. Any person who engages in speech or action as described in Section 7.a, when such speech or action disrupts, disturbs or otherwise impedes the orderly conduct of any Council meeting, may, at the discretion of the presiding officer, be barred from further audience before the Council during that meeting.
9. Any person who engages in speech or action as described in Sections 7.b-d may, at the discretion of the presiding officer, be barred from further audience before the Council during that meeting.
10. In addition to the limits specified above, the presiding officer may set other reasonable, viewpoint-neutral limits to prevent disruption of Council business.

Public Meetings Handbook



January 2023

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PUBLIC MEETINGS HANDBOOK

INTRODUCTION

As you know, all public meetings are governed by Idaho Open Meeting Law (Idaho Code § 74-201 through 74-208). Although the Idaho Open Meetings Law sets out the legal requirements for a public meeting, the manner in which that meeting is conducted is left to the City and to the various members of the Council, Board, Commission, Committee, or Task Force holding such a meeting. The purpose of this manual is to assist you in participating in the meeting process and to make suggestions regarding effective meetings. This manual includes practical tips on how to prepare for, and participate in, a public meeting, and it introduces you to the basics of parliamentary procedure. Even though this manual is an attempt to answer frequently asked questions, it should not be considered as a substitute for preparation or common sense. While the City generally uses Robert's Rules of Order as a template for carrying out meetings in a consistent, predictable and orderly manner, process and procedure should be secondary to open access to government.

Finally, even though adherence to parliamentary procedure is advisable, the “bottom line” should always be that government is the servant of the people and, therefore, function should supersede form, if a choice needs to be made between the two.

I. MEETINGS

A. Meeting Notice

1.Regular meetings

A regular meeting is a convening of a governing body to conduct the general business of the agency. These meetings usually follow a regular schedule. There are two ways to provide notice to the public that a regular meeting will occur. First, five (5) calendar days in advance of the meeting, posting a notice of the meeting in a prominent place at City Hall and on the City's website. Secondly, and alternatively, if the body

meets at least once a month, posting a list of the meetings scheduled for the entire year at a prominent place at City Hall and on the City's website.

2.Special meetings

A special meeting is a meeting that is focused on a specific topic that the body must address outside of its regular meeting schedule. Typically, these meetings are called when the body must react to a specific issue quickly. Special meetings require twenty-four (24) hour advanced notice, unless there is an emergency that imperils injury to damage to persons, property, or immediate financial loss. **Note:** unlike regular meetings, the twenty-four (24) notice of a special meeting must also include the agenda for the special meeting. Notice of a special meeting must be posted at City Hall and on the City's website.

B. Agenda Preparation and Agenda Notice

1. For all Meetings.

The agenda of the upcoming meeting must be prepared and made available to the public no less than forty eight (48) hours prior to the beginning of the meeting. If a "special" meeting is to be held, the agenda notice must occur at least twenty four (24) hours prior to the meeting (unless an emergency exists). As the City maintains an online presence, agenda notice must also include publishing the agenda electronically on the City's website or the City's social media.

An agenda should detail the business that the meeting will take up. Although the Open Meetings Law does not set out the general requirements for an agenda, a general rule of thumb is that the agenda's description of the business should be detailed enough that a member of the public can understand what will be discussed or decided at the meeting. **Note:** Business items that require a vote must be identified on the agenda as an "action item" to provide notice to the public that a decision may be made at the meeting. However,

simply identifying a business item as an “action item” does not require the body to vote.

In most cases the agenda prepared should be followed. However, an agenda may be amended to add additional items in the event of an emergency or because there was some valid reason why the agenda item could not have been anticipated at the time the agenda was published. Because these situations are rare, a good faith effort must be made to include in the original agenda all probable items of discussion. Where an item needs to be added to the agenda because it could not have been anticipated or there is a need to make a decision on it that cannot wait until the subsequent meeting, it may be added to the agenda. In order to add an item to an agenda, the Chair of the meeting should introduce the proposed addition and the majority should determine whether to add it to the agenda and should also explain the “good faith reason” that necessitates the last minute adding of the agenda item.

It is recommended that the discussion regarding the possibility of adding an agenda item should occur at the beginning of the meeting and that the item added should be considered at the end of the meeting. This might allow those interested in the newly added item to have a little time to prepare for its consideration. **Note:** If a business item is added to the agenda, final action on the added business item cannot take place unless the body declares an emergency that necessitates action. If an emergency is declared, the emergency declaration and its justification must be reflected in the meeting minutes.

2. For City Council Meetings.

The Clerk normally gathers information from the Mayor, and City Division Directors, and, as directed by the Mayor, puts together the agenda for the regular and special Council meetings and for meetings of the Council members as they occur. The deadline for submission of Council agenda items is usually by the end of the

Monday prior to the subsequent Council meeting. The City Clerk publishes the agenda as required by the Idaho Code. Currently minutes are kept by the Clerk or someone under the direction of the Clerk.

The Council agenda can generally be found (a) posted on the first floor of the City Hall; (b) on the City's website <http://www.idahofallsidaho.gov>; and (c) by request from the City Clerk, (208) 612-8414.

3. For the Board of Adjustment and the Planning Commission.

The Planning/Building Division Director, with input from staff and pursuant to the Local Land Use Planning Act (LLUPN) requirements, formulates the agenda for the Boards and the Commissions. Since many items on the agendas are pursuant to the Idaho Falls Zoning Code and/or the LLUPA and require certain statutory notifications, the items included in agendas are frequently directed by statutes and ordinances. Currently minutes are taken by a recording secretary.

4. For a Committee or Task Force.

Agendas for a committee or task force are normally developed by the chair in cooperation with the City staff liaison to the committee or task force. Many times the charge given to a committee or task force directs which items should be placed on the agenda for consideration. The chair has the general responsibility to see that minutes of meetings are kept.

B. Before the Meeting

1. Preparation for the Meeting.

Preparation for a meeting is sometimes difficult for the busy people who serve, but it is a very effective tool to promote order and efficiency. Usually the most prepared members are the most effective.

When all members are prepared, meetings tend to run smoothly and produce good results. Meeting preparation may include a review of the agenda items and any attachments, reading the relevant rules, procedures or law related to the items on the agenda, and/or speaking with City staff familiar with the items on the agenda.

Although preparation is important, some decisions must be made only upon information contained in the official record discussed during a meeting where the Council, Board or Commission functions as a quasi-judicial body.

2. Consideration of Legislative Items.

Legislative action is action taken by a governing body which guides or directs the public by enacting rules and regulations. Legislative action is generally open ended and is broad in its scope. It usually affects a broad class of individuals or groups and usually can be applied to a variety of situations. Formation of a general rule or policy or the consideration and passage of an ordinance or procedure is usually considered legislative action.

There is little restriction on what can be gathered or considered concerning a legislative action. A member can talk to anyone he or she wishes to. The member can gather information from lobbyists, interested groups and individuals, magazines, newspapers, printed materials, web sites, and other sources. Because the effect of legislation is broad and general, the process involved in reaching the decision regarding legislation is also very broad.

For hearing procedures, please refer to IV. Hearing Procedures, Legislation or IV. Hearing Procedures, Quasi-Judicial.

3. Consideration of Quasi-Judicial Items.

In contrast to consideration of a legislative item, consideration of a quasi-judicial item is far more restrictive. A governing board acts

in a quasi-judicial capacity when it applies rules and regulations to a particular group or individual or to a particular piece of land, property or interest. Many quasi-judicial proceedings are governed by LLUPA. Examples of quasi-judicial functions include rezoning, lot splits and consolidations, considerations of particular applications, rezoning ordinances, variances, conditional use permits, special use permits, plats, and appeals.

In cases where the Council, Board or Commission acts in a quasi-judicial capacity, the only information which should be considered when rendering a decision is that which is presented or acknowledged during the public hearing.

It is strongly recommended that there be no preparation by a member prior to a scheduled public hearing other than reading the materials from City staff included with the agenda. While a member may wish to be better informed on a quasi-judicial matter, information considered should only be that which is brought forth within the public hearing process.

Because the member acts as though he or she is a “judge” when considering a quasi-judicial item, the “judge” should consider only the “evidence” presented in the public forum. In this way, both the applicant and the public can be assured that the decision made regarding the quasi-judicial item is based upon the facts and not upon undue or unknown influences.

For more information regarding legislative and quasi-judicial matters, you may wish to consult the Public Service Handbook published by the City of Idaho Falls or you may wish to speak with the City Attorney.

For hearing procedures, please refer to IV. Hearing Procedures, Legislation or IV. Hearing Procedures, Quasi-Judicial.

4. During the Meeting.

a. Start on time.

It is important to start a meeting on time to promote consistency and to set the proper tone for a fair and business like consideration of the agenda items. Although there are occasions when a meeting cannot begin on time, members should remind themselves that a quorum is necessary in order to conduct business and that there are many people who are affected by items to be considered. Members should plan to arrive on time or should let the chair know in advance of any planned absence.

b. Minutes.

Someone other than the chair should be assigned to take the minutes of the meeting. If the person who is normally assigned to take minutes does not attend, someone other than the chair should take minutes of the meeting. Minutes should reflect, in general, what occurred during the meeting. Motions made and votes on motions or other actions should be recorded in the minutes. Minutes do not need to be a verbatim account of everything that occurred during the meeting, but they do need to give a subsequent reader a general idea of motions considered, discussion regarding the motions, and actions (including notes) taken by the group.

c. Follow the agenda.

The purpose of an agenda is to organize and publish the order of business in a logical manner. The agenda should be followed where possible. Occasionally, changes to an agenda may be made during a meeting. Reasons for reordering agenda items may be (a) to accommodate a large group of people who are interested in one particular item; (b) to “buy time” while waiting for important participants on an agenda item to appear;

(c) to insure a noticed public hearing begins when scheduled; or (d) to proceed with business in a logical manner. The person in charge of the meeting has the right and the duty to rearrange the agenda as appropriate.

d. Adding a Last Minute Item.

If an item is to be considered for addition to the agenda, the chair should explain the reasons for failure to include the item in the published agenda and should propose its addition to the agenda. Upon a finding of a good faith reason for failure to add the item to the published agenda, a majority should vote on the item to be added. If the item is added to the agenda, it is suggested that it occur last in the meeting so that some time can be given to prepare for the added agenda item. In most cases, an item not appearing on the agenda can simply be deferred to a subsequent meeting; however, there are occasions where time is of the essence or there is an emergency that requires action to be taken that cannot wait until a subsequent meeting. **Note:** Final action on the added item cannot take place unless the body declares an emergency that necessitates action. If an emergency is declared, the emergency declaration and its justification must be reflected in the meeting minutes.

e. The order of business in a meeting.

i. Approval of minutes. Most agendas list approval of minutes as one of the first items of business. This is logical because it wraps up any business from the previous meeting and confirms the accuracy of the previous meeting's proceedings. Many times the only permanently kept record of a meeting is the minutes. Any amendments to minutes which make them more complete or accurate should be considered prior to adoption of the minutes.

ii. Consent agenda items. Much of the business of any standing governing board is routine and/or without controversy. For purposes of efficiency, such items are put on an agenda as “consent” items. Typical consent agenda items include approval of routine license renewals, items administered by staff but which require approval of a governing board, and the like. You should remember that any consent agenda item may be moved onto the regular agenda by a motion. In other words, a consent agenda item only remains so if there is consent.

iii. Regular agenda items. Regular agenda items are those which require discussion and/or input prior to passage. Including an agenda item on the regular agenda is the mechanism whereby a full and fair consideration can be given an issue. Most issues of import will be regular agenda items.

iv. Publicly noticed hearings. Certain issues to be considered by a governing board must follow legally established procedures. Many financial, land use, and environmental related matters must be considered in a publicly noticed hearing. Typical publicly noticed hearings include zoning ordinances, matters requiring federal monies, changes to the local zoning, subdivision ordinances, or as specifically required by law. A publicly noticed hearing must occur on or after the specific time set for such hearing. Most publicly noticed hearings are quasi-judicial in nature.

v. Reports. Reports are usually considered following the close of action items on the agenda. This is a good opportunity for members to report on activities by sub-committees or other organizations they belong to. Reports keep all of the members generally informed of one another’s activities and it also informs the public of work and effort on the public’s behalf.

vi. Executive session (where proper). An executive session is allowed by Idaho Code where a matter is of import to the governing board but is not yet ripe for a final decision by the governing board or for dissemination to the public. An executive session may be held to consider personnel issues, acquisition of real property, public records which are exempt from disclosure, preliminary negotiations or litigation. No executive session may be held for the purpose of taking any final action or making any final decision. I.C. § 74-206(3). Executive sessions are used sparingly and are not to be substitutes for public decision making.

C. After the Meeting

Because each Council, Board, Commission and Committee functions as an on-going body, it is important that, following a meeting, there is consideration of what needs to be done to follow up on the business conducted in the meeting and in preparation for the next meeting. The following is a check list which may help you to organize meeting follow-up:

1. Was the decision made final? If the decision made was final, was a clear “reasoned statement” memorialized in writing, in the minutes, or otherwise?
2. Was the City Clerk or minute taker given all materials submitted in support of the final decision?
3. Is there a need for individual follow up?
4. Was I given an assignment related to the meeting?
5. Do I know when the next meeting will take place? Will I attend or do I need to let someone know of my absence?
6. Was the decision “held over” from a previous agenda?

7. Do I need to avoid ex parte communications on this issue prior to a final decision or prior to the expiration of an appeal time?
8. Could I have done something differently to make the meeting more effective?
9. Is there a suggestion I can make about improving the efficiency of the Council, Board, Commission or Committee on which I serve?
10. Do I need more information before the next meeting?

II. PARLIAMENTARY PROCEDURE

A. Robert's Rules of Order

1. Introduction

Robert's Rules of Order are based upon procedures used in British Parliament which were originally developed so that meetings would be conducted in a fair and orderly manner, so that the presiding officer would not be able to bully or dominate members, and in order to protect and balance the right of the majority, minority, individual members, absent members, and all of these together. President Thomas Jefferson utilized the rules for Congress. Henry Martin Robert later modified the British Parliamentary Rules to meet the needs of organizations in general. Robert wanted to move meetings along fairly and efficiently, but also wanted to develop a procedure to allow the proper consideration of controversial issues.

Parliamentary procedure has sometimes been described as an application of the Golden Rule with common sense and courtesy.

2. How Business Gets Done Under Robert's Rules

a. The Main Motion

There is nothing mysterious about how business gets done under Robert's Rules of Order.

The person in charge of the meeting normally announces what item on the agenda will be considered next. Most of the time the person in charge moves in an orderly fashion down the agenda and moderates the discharge of each item. Occasionally, the person in charge may deviate from the exact order of the agenda in order to handle business more expeditiously.

After the person in charge determines what item of business should be considered next, there may be a short presentation by the person in charge, by staff, or by an applicant or presenter. That person may give a brief history of developments up to the point of consideration, may review the reason why the item is on the agenda, and/or may suggest a process or outcome which is appropriate or desired.

The person in charge may review with the members how he or she wishes the item to be considered. The person in charge may recognize a member who is then said to “have the floor.”

The member who has the floor usually proposes action in the form of a motion by saying “I move that” followed by what the member wishes to have considered. The motion requires a second, which is just an indication that the member seconding the motion wishes the matter to come before the other members for consideration. If a motion is made, but not seconded, the motion is not considered (because it is then apparent that no one, other than the movant, wishes the motion to be considered).

Following a second, the person in charge either restates the motion or allows the discussion to occur by recognizing different members during a discussion which considers the motion. It is the responsibility of the person in charge to allow for a fair discussion to occur. The person in charge should call on both those in favor of, and those opposed to, the motion, so that there can be a fair exposition of all the parties’ opinions on the matter. The person in charge also should insure that nothing other than the motion considered is discussed. If there is more to consider than what is in the motion, the person in charge can always allow for the discussion at a later time in the same or different meeting.

If, during the discussion, the motion needs to be amended, there are rules which allow for such an amendment.

When all the members have had an opportunity to discuss the motion, and the person in charge believes that it is time, the motion is then put to a vote. This is usually done by requesting all those in favor to say “Aye” and all of those opposed to say “Nay” or “No.” If it cannot be determined from the voice vote whether the motion passed, the person in charge can always ask for a “roll call” vote where each individual member says “Aye” or “Nay” in turn.

After the vote is taken, the person in charge announces the result of the vote, after which another motion may be made.

This is the basic “engine” of the Robert’s Rules of Order (although there are various permutations and deviations from the basic format as needed).

b. Other Motions

In order to keep the “engine” running, there are rules which establish a hierarchy of motions (*i.e.*, privileged motions, subsidiary motions, and main motions), and there are rules which bring back motions for consideration and other incidental motions which are generally used to address the way the procedure be carried out.

Included at the end of this pamphlet is a chart which sets out the basic rules related to the commonly used motions. You should note that some are to be used when the movant has the floor; some need a second and some do not; some are debatable and some are not; some are able to be amended and some are not; and some require majority vote while others require a 2/3 vote or no vote. While it is preferable that each member familiarize themselves with the types of motions, and

those activities which are related to them, it is not essential that each member understand each rule and its potential exceptions.

c. Finding Copies of Robert's Rules of Order

The City Clerk has a copy of "Pointers on Parliamentary Procedure," and the current edition of "Robert's Rules of Order Newly Revised." Copies of Robert's Rules of Order are available at the public libraries, book stores and on the internet. Some current internet web sites which contain Robert's Rules of Order are as follows:

<http://www.parliamentarians.org>

<http://www.robertsrules.com>

<http://msucares.com/pubs/publications/p0216.pdf>

d. Hints on Robert's Rules of Order

Robert's Rules of Order work best when all participants remember the following:

i. The decisions of the organization supersede the desires of any individual, or group of individuals.

ii. Remarks are always directed through the chair.

iii. Personal remarks are always out of order.

iv. All members have equal rights.

v. Only one (1) main motion should be considered at a time, and only one (1) member at a time should speak.

vi. A member should not be allowed to speak twice on the same topic without first allowing others to speak if they wish.

vii. Most of the time, a majority vote decides a question unless the basic rights of members are involved (in which case a larger vote is required).

viii. Once the question is settled, it may not be presented in a different form or as an “end-run” around the decision that was just made. The only way to bring up the same question again at the same meeting, is by moving to reconsider the vote on the same motion.

ix. Two-thirds ($2/3$) votes are usually necessary where a motion would cut off fundamental rights of a member (*e.g.*, changing the rules of the on-going debate, cutting off the debate, closing nominations, or rescinding an action without notice). There is a minimum number of voting members who must be present in order to transact business legally.

x. For example, a “quorum” is a majority of the full City Council. A majority is one-half plus one ($1/2 + 1$) of all members present who are legally entitled to vote.

B. The Role of the Person in Charge

The presiding officer of the meeting generally has the following responsibilities:

1. Open the meeting on time and call the meeting to order.
2. Generally announce in proper sequence the business on the agenda.
3. Recognize members who are entitled to the floor.

4. State, and put to a vote, all legitimate questions which arise during the meeting. If a motion is out of order, the person in charge should rule it out of order.
5. Protect the governing body from frivolous, repetitive or delaying motions or commands, by refusing to recognize, or to allow them.
6. Evenhandedly enforce the rules regarding debate and keep order.
7. Expedite business in a way compatible with the rights and desires of the members and others.
8. Make the ultimate decision on questions of order (in consultation with staff, if necessary).

C. The Role of Members

1. Members should make every effort to prepare for every meeting, to attend every meeting, and to be on time for every meeting.
2. Members should understand the rules of procedure as well as parliamentary procedure and abide by them.
3. Members should address all remarks through the person in charge.
4. Members should use their parliamentary knowledge in a constructive manner rather than to use it to hinder or to obstruct the business of the meeting.
5. Members should be knowledgeable and familiar with the issues before them, so that they can participate in the meeting by:

- a. introducing motions;
- b. seconding another member's motion;
- c. discussing the issue according to the rules, or asking questions of information regarding issues;
- d. voting:
 - i. a member may vote, but cannot be forced to do so. Remember, a member should not vote if he or she has a conflict of interest as defined by Idaho law;
 - ii. a member may change a vote before the person in charge announces the result of the vote. After the result of the vote is announced, a majority of the members must vote to allow a member to change his or her vote;
 - iii. a member may request a "role call" when a voice vote is in doubt.

6. Members should enjoy their experience!

D. Questions Which Might Improve a Discussion

- 1. To Open Discussion:
 - a. "Could we clarify the terms connected with this topic?";
 - b. "What do you think the general idea or problem is?";
 - c. "What are the elements essential to understanding the topic?"; and
 - d. "Would anyone care to offer suggestions on facts we need to better our understanding of the problem or topic?"

2. To Broaden Participation:

a. “Now that we have heard from a number of our members, would others who have not spoken like to add their ideas?”; and

b. “How do the ideas presented thus far sound to those of you who have been thinking about them?”

3. To Limit Participation:

a. “We appreciate your contributions. However, it might be good to hear from some of the others. Would some of you who have not spoken, care to add your ideas to those already expressed?”;

b. “You have made several good statements, and I am wondering if someone else might like to make some remarks.”; or

c. “Since all our group members have not yet had an opportunity to speak, I wonder if you could hold your comments until a little later?”

4. To Focus Discussion:

a. “Where are we now in relation to our goal for this discussion?”;

b. “Would you like to have me review my understanding of the things we have said and the progress we have made in this discussion?”; or

c. “Your comment is interesting. However, I wonder if it is quite on target for the problem we’re discussing.”

5. To Help the Group Move Along:

a. “I wonder if we have spent enough time on this phase of the problem. Should we move to another aspect of it?”;

b. “Have we gone into this part of the problem far enough so that we might now shift our attention and consider this additional area?”; or

c. “In view of the items we still have to consider, should we look at the next question before us?”

6. To Help the Group Evaluate Itself:

a. “I wonder if any of you have a feeling that we are blocked on the particular question; why are we tending to slow down?”;

b. “Should we take a look at our original objective for this discussion and see where we are in relation to it?”; or

c. “Now that we are nearing the conclusion of our meeting, would anyone like to offer suggestions on how we might improve our next meeting?”

7. To Help the Group Reach a Decision:

a. “Am I right in sensing agreement on these points?” (Chair then gives a brief summary);

b. “Since we tend to be moving in the direction of a decision, should we consider what it will mean for our group if we decide the matter in this way?”; or

c. “What have we accomplished in our discussion up to this point?”

8. To Lend Continuity to the Discussion:

a. “Since we had time for a particular consideration of the problem at the last meeting, would someone care to review what we covered then?”;

b. “Since we cannot reach a decision at this meeting, what are some of the points we should take up at the next one?”; or

c. “Would someone care to suggest points which need further study before we convene again?”

III. Parliamentary Procedure (Table)

Privileged Motions

Say This

Adjourn the meeting	"I move that we adjourn."
Recess the meeting	"I move that we recess until..."
Make a complaint or request	"Question of privilege"
Calls for Orders of the Day	"I call for orders of the day."

Subsidiary Motions

Say This

Suspend further consideration of something	"I move to lay the question on the table."
End debate	"I move the previous question."
Limit or extend limits of debate	"I move that debate be limited/extended to..."
Postpone to a certain time	"I move to postpone the question to..."
Have something studied further	"I move to refer the question to..."
Change a motion	"I move to amend the motion by..."
Division of a question	"I move to divide..."
Postpone indefinitely	"I move to postpone the motion indefinitely."

Main Motions

Say This

Introduce a main motion	"I move that..."
Take up a matter tabled	"I move that we take from the table..."
Reconsider something already voted on	"I move to reconsider the vote on the motion..."

Incidental Motions

Say This

Object to procedure	"Point of Order"
Ask Chair about parliamentary procedure	"Parliamentary Inquiry"
Request information	"Point of information"
Question the announced vote	"Division of the house"
Object to considering something improper	"I object to the consideration of the question"
Change rules or order of business	"I move we suspend the rules to..."
Vote on ruling of the chair	"I appeal from the decision of the chair"
Withdraw motion (by maker of the motion)	"I ask permission to withdraw the motion"

<u>Interrupt Speaker</u>	<u>Second Needed?</u>	<u>Debatable</u>	<u>Amendable</u>	<u>Vote</u>
No	Yes	No	No	Majority
No	Yes	No	Yes	Majority
Yes	No	No	No	None
Yes	No	No	No	2/3 to override

<u>Interrupt Speaker</u>	<u>Second Needed?</u>	<u>Debatable</u>	<u>Amendable</u>	<u>Reconsider The Vote</u>
No	Yes	No	No	Majority
No	Yes	No	No	2/3
No	Yes	No	Yes	2/3
No	Yes	Yes	Yes	Majority
No	Yes	Yes	Yes	Majority
No	Yes	Yes	Yes	Majority
No	Yes	No	Yes	Majority
No	Yes	Yes	No	Majority

<u>Interrupt Speaker</u>	<u>Second Needed?</u>	<u>Debatable</u>	<u>Amendable</u>	<u>Reconsider The Vote</u>
No	Yes	Yes	Yes	Majority
No	Yes	No	No	Majority
No	Yes	Yes	No	Majority

No

<u>Interrupt Speaker</u>	<u>Second Needed?</u>	<u>Debatable</u>	<u>Amendable</u>	<u>Reconsider The Vote</u>
Yes	No	No	No	None
Yes	No	No	No	None
Yes	No	No	No	None
Yes	No	No	No	None
Yes	No	No	No	2/3
No	Yes	No	No	2/3
Yes	Yes	Yes	No	Majority
Yes	No	No	No	None
(unless obj)				(unless obj)

IV. IDAHO FALLS PUBLIC HEARING PROCEDURES

A. Quasi-Judicial Hearing.

Note: Ex parte contacts, personal investigation, or research are prohibited in this type of hearing.

1. Preliminary

- a. The Chair announces the agenda item, including the purpose and subject of the hearing.
- b. The Chair should ask if any member wishes to declare a conflict. Members of the body should reveal a conflict, if there is one. That member may either reveal the conflict and participate or they may recuse themselves (and move off the dais) until the next agenda item is considered. A member of the decision-making body with a potential conflict should consult the City Attorney's office before the agenda item is considered. Discussion with the City Attorney regarding potential conflicts will normally insulate the member from legal liability.

2. Hearing

- a. The hearing begins with an announcement to that effect from the Chair and BEFORE the staff presentation.
- b. The staff presents the matter and asks the Chair to accept staff proffered materials as part of the hearing record. The staff presentation and all questions and answers by staff should be "on the record." Members of the body should ask all of their questions to staff during the hearing and prior to public testimony, if possible.

- c. The Chair then gives an opportunity for the applicant and/or the applicant's representative to present the applicant's testimony and supporting materials.
- d. Next, the Chair gives an opportunity for presentation of any supporting, opposing, neutral or mixed testimony and materials/evidence (positive or negative).
- e. Finally, the Chair gives the applicant an opportunity to rebut or to respond to or to address matters brought up following the applicant's presentation.
- f. BEFORE the close of the public hearing, the Chair ensures, to the extent possible, that all of the information that needs to be made part of the record and will contribute to the decision, has been presented in the public hearing. This includes questions to City staff, any written or other tangible materials presented, and electronic communications received by the City, such as emails, photos, and the like.
- g. The Chair announces that the public hearing is closed.

3. Deliberation

- a. Next, the Chair facilitates deliberation based only upon testimony, materials, and/or information presented during the public hearing.
- b. If there is any discussion or consideration of matters that were not made part of the record, the Chair should stop the discussion.
- c. *Note – Reopening hearing:* The Chair and the decision-making body may decide to reopen the public hearing for the receipt and inclusion of materials and/or data that was not made part of the record (in order to make sure that the consideration of the issue is not based on any non-record data). If the hearing is reopened, the applicant and others

should be given the opportunity to comment on the new information before the hearing is closed and deliberations are resumed.

4. Decision

- a. Following deliberation, the Chair should entertain a motion to decide the question, then a final decision should be made.

B. Legislative or Informal Hearing

Note: Ex parte contacts are not prohibited in this type of hearing.

1. Preliminary

- a. The Chair announces the agenda items, including the purpose and subject of the hearing.

2. Hearing

- a. The hearing begins with an announcement to that effect from the Chair and BEFORE the staff presentation, if any, and BEFORE any testimony is received.
- b. The Chair accepts any written or other materials received by the City prior to the hearing, as part of the hearing record.
- c. The Chair gives an opportunity for all who wish to give testimony or materials to present. Normally, the order of testimony should be those in favor, those opposed, and then mixed or other comments.
- d. BEFORE the close of the public hearing, the Chair ensures, to the extent possible, that all of the information that needs to be made part of the record and will contribute to the deliberation has been presented in the public hearing. This includes any written or other tangible materials presented

(before or during the hearing) and includes electronic communications received, such as emails, photos, and the like.

- e. The Chair announces that the public hearing is closed.

3. Deliberation

- a. The Chair facilitates a deliberation based upon any materials and testimony included in the record of the hearing. Deliberation and discussion is not limited to only materials and testimony presented because the purpose of such a hearing is to give an opportunity for broad and extensive input on and consideration of the topic.

4. Decision

- a. Following deliberation, the Chair should entertain a motion to take legislative action or take other action deemed appropriate. (Resolution 2018-18)

Acknowledgments

Special thanks to Kay Keskinen, American Institution of Parliamentarians, for reviewing the first printing of this pamphlet and making numerous helpful suggestions.

Additionally, many of the ideas included in this pamphlet are taken from a presentation entitled ‘Effective Meeting Techniques,’ given to the Association of Idaho Cities, June 20, 1996, by Margery A. Price, CMC/RP.

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: February 27, 2024
RE: Department Head Attendance at Council Meetings

At several council meetings recently council members have commented that they would like to see certain department heads attend the first meeting of the month in person and not by teleconference.

Currently department heads are generally required to attend the first council meeting of each month to answer questions regarding their staff reports. Since the beginning of COVID the city administrator has given wide latitude for department heads to attend by teleconference. Traditionally the administrator has worked with department heads regarding attendance in person, attendance by teleconference, or being excused from attendance.

Based on recent council member comments, the council appears interested in changing this practice to require in person attendance.

The whole council should discuss this subject and give clear direction to staff regarding the council's policy direction. The recommendation below is based on the premise that the council does want mandatory in person attendance.

Recommendation: Move to direct staff to implement a policy requiring city department heads to attend the first city council meeting of each month in person.

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: February 27, 2024
RE: Community Town Hall to Take Comments on Future Harbor/Harbor Planning

Councilmember Kampnich has requested that we hold a public meeting to take comments on a future harbor in Craig.

We have looked at dates and venues over the next couple of months and would suggest April 10, 2024 at 6:00 pm at the Craig HS auditorium. This date does not conflict with other city meetings or sports and the auditorium is available for the date.

Staff suggests that the council consider a town hall style meeting where the mayor and council sit at a table onstage and we set up microphones at each of the aisles of the auditorium and allow members of the public some period of time to make their comments.

The town hall could be recorded and a transcript of the comments could be prepared after the meeting.

Recommendation: Move to direct staff to set up a town hall meeting to take public comments regarding a future small boat harbor in Craig.

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: February 28, 2024
RE: Duties Related to the Planning Director

As the council is aware, Planning Director Samantha Wilson recently tendered her resignation effective March 29, 2024.

The planner's office is especially busy and has a high number of priority projects that she is working on. Unlike several other positions in city hall, this position is one deep and no other staff members (aside from the city administrator) have the knowledge or skillset to effectively pick up these tasks completely.

We are currently reviewing the job description and will start advertising the position by the week of March 3rd, the last planner hire took 4 – 6 months to find a good candidate and another 3 – 6 months to get them working on all tasks.

While many of the duties can wait until a new planner is hired and brought up to speed, there are three areas that will likely need immediate attention. These are:

1. Building permits and planning/zoning processes. It is likely that until a new planner is hired and trained, the administrator will have to oversee issuance of building permits and processing of subdivisions, replats, conditional use permits, variances, rezoning, land sale/lease applications, and staffing the planning commission meetings. We plan on using other staff members (i.e. city clerk and administrative assistant) to help with mailing notices, preparing planning commission packets/minutes, and other administrative tasks related to these items. This will put pressure on their workload as well as having a significant effect on the administrator's workload.
2. Grants. The planner is currently managing a few open grants (primarily homeland security/emergency management) and actively working on grants related to the water system, wood boiler, sewer lift stations, POWER building, the new firehall, and others. The planner also works on emergency planning/management issues under some funding under the Emergency Management Performance Grant (EMPG). It is unlikely that we will replace her efforts under the EMPG grant and likely that the remaining funds in that grant will not be used. The planner is also the point person for state and federal legislative appropriation requests. The state requests have been submitted and may result in more grants by August. The federal appropriation requests have not been submitted and can't be until the federal government passes the federal appropriations bills.

- Working on these grants is a significant time investment and we are unlikely to have the ability to absorb this grant work by existing staff. If the council approves funding, it would be our plan to hire a temporary grant administrator/writer to fill this gap in the interim. It would be our goal to find someone local who is already experienced working with state and federal grants.
3. Cannery Property Planning Process. As the council is aware, the current planner has set up a robust planning process for the property with a projected timeframe of having a concept drawing approved by the planning commission and to the council by July. This process will require specific skills and it is not likely that we have enough skilled staff time to complete this process on the timeline laid out. Staff recommends that we advertise a request for proposals for architectural or planning firms to conduct the public hearings, concept development and finish a master plan for the site development. This process will still likely impact getting to a final product by July, not hiring the process out may put the project 6 – 12 months behind. This will be an expensive project and the council will need to appropriate funds to move forward.

There are a number of other items in the planner's portfolio (such as updating leases, cemetery planning, emergency management, etc.) that will likely not be worked on until a new planner is in place, but the three areas described above should be addressed in the short term.

Recommendation 1: Move to appropriate up to \$10,000 from city general funds and direct staff to hire a temporary grant administrator/grant writer.

Recommendation 2: Move to appropriate up to \$50,000 from city general funds and direct staff to advertise a request for proposals for planning services related to the cannery property development.



CITY OF CRAIG
MEMORANDUM

To: Brian Templin and City Council
From: Oliver Lewis
Date: 2-28-24
RE: Draft Request for Proposal (RFP)

Brian Templin and City Council members,

The Public works department would like to present a draft RFP for civil engineering service. The purpose of this document is to spell out the relationship between an engineering consultant and the City. The engineer would work at the direction of the public works department to provide engineering support, budgeting, Grant/Financing support for both large and small projects. This service would mostly be utilized for drinking water related projects. This consultant could also be used for any other engineering related items. The attached document is not a working version but more of a draft to stimulate conversation.

Recommended motion:

Authorize City administrator to solicit proposals from qualified engineering firms for a duration of 2 years with one optional extension.

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

REQUEST FOR PROPOSALS
CIVIL ENGINEERING SERVICES

City of Craig Public Works Department
PO Box 500
Craig, AK 99921

The City of Craig ("City") requests written proposals for civil engineering services for a period of up to 2 years with an optional 1 year extension. The work includes but is not necessarily limited to condition surveys, designs, and cost estimates to support the public works department in preliminary engineering related to utility design and any other civil related project as required. The City expects to award a two-year contract with the possibility of a one year extension.

Evaluative criteria are as follows:

1. Company Profile – Provide an overview of your company including a brief description of your company's history, ownership structure, financial stability, philosophy/culture, and approximate number of employees –30%
2. Experience within the past ten years in providing similar services in Alaska, with emphasis on experience in southeast Alaska, especially in areas with maritime climate conditions -- 30%;
3. Qualified staff - Please include a brief biography of the team members who would support City public works staff. Who will be the day-to-day contacts for public works staff? -- 20%;
4. References – Provide at least three references for companies with similar size, complexity and characteristics of City of Craig. Include reference contact person, phone number and email address –10%
5. Ability to perform beginning on or about April 15, 2024 -- 10%.

Proposals, limited to 28 pages, estimated annual value of contract will be \$100,000.00, must be submitted in PDF format via email to be received no later than 4:00 PM, March 20, 2024, at the office of Brian Templin, City Administrator, City of Craig, administrator@craigak.com 907-826-3275

The City reserves the right to reject any and all proposals and to waive any irregularities or informalities. There are no expressed or implied obligations for the City to reimburse responding firms for any expenses incurred in preparing and submitting proposals in response to this request. An evaluation committee (Committee) will evaluate the proposals in accordance with its competitive selection process. The Committee will evaluate the proposals on the basis of the guidelines set forth in this RFP and present its findings and recommendation to the City administrator, who will make a final selection and award.

THIS ADVERTISEMENT CONSTITUTES THE ENTIRE REQUEST FOR PROPOSALS. DO NOT CONTACT THE CITY FOR THE RFP. NO ADDENDA ARE ANTICIPATED. HOWEVER, IN THE EVENT THAT ADDENDA ARE ISSUED, FIRMS MAY RECEIVE THEM BY EMAILING A NOTICE OF "INTENT TO PROPOSE" TO BRIAN TEMPLIN AT THE EMAIL ADDRESS ABOVE INCLUDING THE FIRM'S CONTACT PERSON AND THE PERSON'S PHONE NUMBER AND EMAIL ADDRESS.