

**CITY OF CRAIG
COUNCIL AGENDA
May 4, 2023
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

Mayor Tim O’Connor, Hannah Bazinet, Julie McDonald, Michael Kampnich,
Chanel McKinley, Millie Schoonover

CONSENT AGENDA

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

- Meeting minutes of April 6, 2023
- First Reading of Ordinance #756 - “FY24 Final Budget- Without Payroll”
- First Reading of Ordinance #757 - “Reduced Fuel Tax”
- First Reading of Ordinance #758 - “Extending the Cap on Sales Tax Collected on Fuel”

HEARING FROM THE PUBLIC

Resolution 23-06 “Adjusting the Mayor’s Salary”

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

- Request for Funding- P.O.W. Little League
- Island Daycare Donation
-

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- **Resolution 23-06** – “Adjusting the Mayor’s Salary”

EXECUTIVE SESSION

Executive Session for the purpose of discussing matters related to Council Seat Vacancy C – Letters of Interest

UNFINISHED BUSINESS

- Council Seat C Vacancy Seat C – Letters of Interest

NEW BUSINESS

- Appropriation of Jail Fund/ CEO Position

COUNCIL COMMENTS

ADJOURNMENT

To provide public comment to the council remotely, contact the Craig City Clerk at cityclerk@craigak.com, before 5:00 p.m. by the day of the council meeting. City council meetings may be viewed at: <https://www.youtube.com/channel/UCTou8Pn03MIEjLLb9Em0Xrg>.

**CITY OF CRAIG
COUNCIL MEETING MINUTES
April 6, 2023**

ROLL CALL

Mayor Tim O'Connor called the meeting to order at 6:35 p.m. Present were Chanel McKinley, Tim O'Connor, Hannah Bazinet, Millie Schoonover. Julie McDonald and Michael Kampnich were present telephonically.

Staff Present: Brian Templin, City Administrator; Kimber Mikulecky, Treasurer; Kecia Weatherwax, City Clerk; Samantha Wilson, Planner; Tsai, EMS; Hans Hjort, Harbormaster (telephonically); Patricia Gardener, Librarian (-telephonically); RJ Ely, Police Chief; Russell Dill, Public Works; Ellie Flagg, Recreation; Doug Ward, Parks & Public Facilities

Audience Present: Clinton Cook, Aaron Bean, Ken Quigley,

CONSENT AGENDA

1. City Council Meeting Minutes of March 16, 2023
MCKINLEY/SCHOONOVER

Motion to Accept CONSENT
AGENDA
MOTION CARRIED

HEARING FROM THE PUBLIC

- Ordinance #754
- Ordinance #755

Clinton Cook commented on how we broadcast our meetings and suggested we upgrade our microphone system. The mayor told him the public is welcome to get a hard copy anytime they want. There was no other public comment.

REPORTS FROM CITY OFFICIALS

Administrator – Submitted a written report. Updated let the council and let them know the budget passed out of the budget committee and that it will come before the council on May 4th.

Treasurer – Submitted a written report.

City Clerk- Informed the city council that all Senior Tax Exemptions have been entered. I explained how they have passed them on to Henry and that there is currently no one who is on the list of appeals.

Planner- Submitted a written report.

EMS – Submitted a written report. Council member McKinley inquired about the joint position being planned for EMS/CPD. The individual selected will do admin for EMS and DMV for the police. The salary will be divided between both departments. This is pending council's approval of the budget.

Harbormaster- Submitted a written report. Hans was on the phone. Brian pointed out that thanks to Hans and Fred Ensign there are four completed rebuilt fingers ready to go into the harbor. The mayor commented on a good job.

Library – Submitted a written report.

Police – Submitted a written report. The mayor has reached out to other mayors on the island about writing a letter to the District Attorney for stiffer penalties. RJ requested a phone call or letter from the city council. McKinley inquired about the position of Code Enforcement Officer and how they are going to fill that position. RJ explained how Biden changed the matrix of how the courts manage drug cases. This has made it difficult to impose stronger legal penalties to drug offenders,

Public Works – Submitted a written report. Russell was absent excused. Brian would like to put a luncheon together for Wednesday or Thursday before he leaves on vacation. Brian said he is working on the hiring process and how widely the position will be advertised. He informed the council we have just started advertising for a new Public Works Director and gave a brief rundown of the possible recruiting efforts we will be making.

Recreation – Submitted a written report. The mayor commented on Kaila getting her Certified Pool Operator (CPO) certification.

Parks and Public Facilities-Did not submit a written report but was happy to answer any questions. Said he was happy to be back.

READING OF CORRESPONDENCE

- Resignation letter from Jim See
- Letter from Aaron Bean

- State House Press Release
- Supp. Notice and Outdoor Seating
- **RAC Membership-** Resource Advisory Committee, Brian commented on how the selection process works for RAC and of how Forest service Money is set aside and how there is a need for it. Mark Pentecostal and Hillary Woods are the Point of contact. Michael Kampnich informed the council that he has re-submitted his application again. The mayor inquired if they would have enough people on this go around, and Mike replied, “no” Mike and Brian do not know how many seats are available. Millie commented on how Ketchikan and Wrangell do not have any representation on the RAC Committee. Brian informed the council that the Forest Service is looking for RAC Committee members, and explained how they allocate funds for projects. Michael Kampnich commented on how the meetings are run and how long they last. It is worth our time to commit to this, and the funding is significant just for the P.O.W. communities. The mayor asked if there were going to be enough people who are interested in joining. Without enough people they will not have enough for a quorum and will not be able to convene.
- **Monitoring Summary for Craig Public Works-**

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Ordinance #754
MCKINLEY/BAZINET

MOTION TO
PASS/ADOPT
ORDINANCE #754
MOTION CARRIED
UNANIMOUSLY BY ROLL
CALL VOTE
- Ordinance #755
MCKINLEY/BAZINET

MOTION TO PASS/ADOPT
ORDINANCE #755
MOTION CARRIED
UNANIMOUSLY BY ROLL
CALL VOTE

Michael Kampnich had a question, he said if we approve or not it will create an interest in other city-owned lots. The mayor agreed and noted that that if a business is there creating jobs for the community, they are generating income through sales tax and revenue for the community. The

mayor stated, our land is limited in Craig, and we can't afford to let land sit there idle, we need to have interest and the use of it as a resource. Councilmember McKinley inquired about whether it is commercial or industrial, Samantha told her it is "light industrial." Kampnich suggested that the City of Craig retains the right of first refusal or at least the right to first purchase the land back if ownership changes at any point. Councilmember McDonald and the mayor both agreed it was a valid point, Brian will add that when he is in negotiations if the council approves.

NEW BUSINESS

1. CTA Joint Meeting -Update No formal action needed. Brian said there has been no time set to meet as of to date. Clinton mentioned that since it is harvesting time right now everyone is busy. Brian does not need an answer tonight but would like some guidance from the council. Julie would like us to sit down and have a more detailed conversation. Chanel McKinley said that if we don't proceed to lobby and overturn, she suggested that maybe there are projects we could pursue jointly and does not want the land to sit there idle.
2. Island Daycare Donation Request-Vanessa was on the phone. Brian explained how this request has gone through a couple of meetings, because the council wanted more information. Brian referred to a memo that was sent in previously outlining the item she would like to help with. Mille commented that she went through the business plan but was not able to locate a budget. She would like to see the bigger picture. Vanessa requested to speak and explained that they have not opened their doors yet and she cannot provide any concrete numbers as of right now. She pointed out that they are a new daycare and do not want to be judged on the previous daycare. She is not aware of what happened, nor does she know of any previous dealings with the city. The council had some concerns. Brian explained that in her by-laws they created a position for a board member so the city would be able to have someone participate, and someone would be able to participate and report back to the city. Chanel inquired about whether there was any interest in employment from others. Vanessa explained a preliminary amount of people interested in different positions, and she also stated that there is a need, and she hopes to pay their people higher than minimum wage. Brian said that once the council has been able to review the start-up costs they could come back and discuss it. Julie reviewed her business plan and appreciated the time and effort she had made on the plan. Julie remarked that there has always been an unspoken knowledge that if someone started up the daycare, they would need help. Vanessa said it was never their intention to rely solely on the city for financial assistance. She is not just focusing on the city she is pursuing every possible source. Vanessa said they are starting from ground zero and everything is brand new and with shipping costs and the living costs she is trying to find a way to make this work. The mayor also added that this is important that we get some form of childcare going here. He has heard about the need for childcare all over at the meetings he has attended, we are more than willing to help you with this, and Brian asked

if the council would like to take any action tonight. Vanessa said she would be at every meeting after this one and appreciates the council's attention.

3. Caselle Software- - Brian updated the council on the status of the changeover process. The budget committee was agreeable, we will start the process now using the general fund money to pay for the new software. Brian proposes that we pay \$30,000 this year and pay the remaining next year to switch to Caselle by July 2024. Brian explained that the staff has been running into issues and asked the council to make a motion to Motion has been made to start the process.

BAZINET/SCHOONOVER

MOTION CARRIED
UNANIMOUSLY BY
ROLL CALL VOTE.

4. **Water Issues (Credit for Water Bill)**- We are considering giving credit to our customers. Our revenues are generally up for the fiscal year, and we would like to do something to lighten the load for our residents. Chanel asked about how many gallons are used by the average customer. Staff proposed a \$30.00 credit based on the usual usage per household and averaging it out to \$30.00. Chanel remarked about the substantial amount it would cost the city versus whether it would satisfy the residents. Brian explained it is a reasonable effort on the city's part to make amends for the period that potable water was not available. Clinton commented that sewer cost is more than water, the reality is that if you're running your tap to clear the water, you're using your sewage as well. Brian commented that while sewer usage does cost more than water usage that toilets and other water used more related to sewer and were still available to the public. Motion made to credit customers \$30.00 on their next water bill.

BAZINET//SCHOONOVER

MOTION CARRIED
UNANIMOUSLY BY ROLL
CALL VOTE

NEW BUSINESS

1. Vacancy Seat C (Memo to Council with Letters of Interest) Brian went on to explain to the council that they have the option to go into executive session. It is not required but the option is there if there were matters that the council wanted to discuss that would qualify for an executive session. The council decided that there was no need for an executive session. Brian went on to explain there were three applicants and two of the candidates had withdrawn their names from consideration. and Fred Hamilton Jr. and Trampus Conatser both withdrew their names for consideration. Julie interjected that she has somebody who is interested, and she forgot about the deadline. The deadline was the 29th

of March. Brian informed the council that if they decide not to select anybody tonight, we can extend the application period. The mayor thinks it would be a good idea to extend it being that it happened so quickly. Michael said he is comfortable with extending it, Brian suggested extending it to April 26th so it will give Kecia enough time to get advertised. Motion to extend the application for Vacant Seat C on the City Council

SCHOONOVER/MCKINLEY

MOTION CARRIED
UNANIMOUSLY
BY
ROLL CALL VOTE

COUNCIL COMMENTS

Council comment: Julie would like to reiterate the housing issue. Would like us to keep it on our radar and would like the city to foster and encourage housing. She hears from people who need housing. The school is short-staffed because they cannot find housing for their teachers.

Next council meeting will be **May 4, 2023**

ADJOURNMENT

SCHOONOVER/MCKINLEY

Moved to Adjourn
at 8:00p.m.
MOTION CARRIED

APPROVED ON THE _____ DAY OF _____, 2023.

TIM O'CONNOR, MAYOR

KECIA WEATHERWAX, CITY CLERK

**City of Craig
Fiscal Year 2024 Budget
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Attachment A

General Fund Revenues	\$	4,642,832	
Transfers In		224,649	
Total Revenue and Transfers In		\$ 4,867,481	
General Fund Expenditures			
Administration		684,399	
Aquatic Center		529,549	
Council		45,638	
EMS		312,485	
Facilities & Parks		334,655	
Fire		30,540	
Library		162,069	
Planning		79,863	
Police		1,276,619	
Public Works		395,730	
Recreation		221,483	
Total Expenditures		\$ 4,073,031	
Operating Transfer Out			
School Financing		200,000	
To EF (Subsidy)		251,034	
Total Transfers Out			451,034
Total General Fund Expenditures & Transfers Out			4,524,065
Excess of Revenues/Transfers over Expenditures			\$ 343,415
Enterprise Fund Revenues			
Cannery		4,500	
Harbor		257,500	
JTB Industrial Park		433,589	
Garbage		339,432	
Wastewater		310,000	
Water		344,888	
Total		\$ 1,689,909	
Enterprise Fund Expenses			
Cannery		4,786	
Harbor		399,223	
JTB Industrial Park		278,326	
Garbage		370,830	
Wastewater		368,735	
Water		519,044	
Total		1,940,943	
Excess of EF Revenue/Transfers over Expenditures			\$ (251,034)
GF Total Revenue/Transfer In over Total Expenses/Transfer Out			\$ 343,415
GF Transfer to CR			\$ 343,415

CITY OF CRAIG MEMORANDUM

To: Craig Budget Committee
 From: Brian Templin, City Administrator
 Date: April 3, 2023
 RE: Draft FY 2024 City of Craig Operating and Capital Budget

Attached you will find the proposed City of Craig operating and capital budget for FY 2024. A summary of the budget is provided below.

Last year we added a separate capital budget to better identify those one-time (or infrequent) budget items for equipment, building improvements, infrastructure upgrades, planning for capital projects, capital debt service, and other capital type needs. The new capital budget process along with the Capital Reserve (CR) has been helpful in accomplishing our goals. We will continue to tweak the process this year to make the document more usable. We are also continuing to capitalize the CR through the sources identified last year and through other windfall opportunities. This will help us manage capital budgeting in future years.

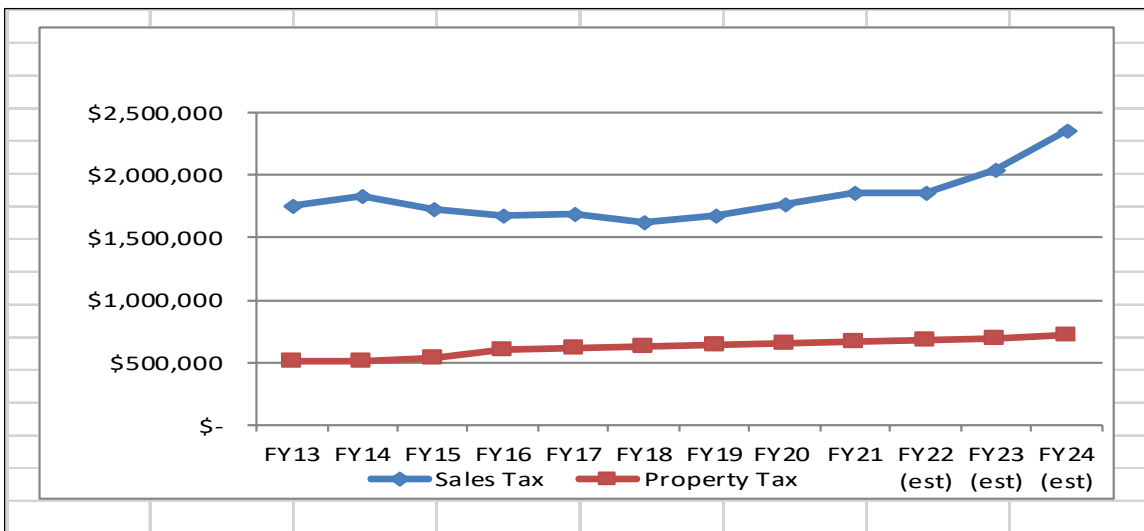
Last year we used identified funds (i.e. endowment fund 4% of POMV, excess fish tax funds, etc.) and planned to draw \$83,567 from the CR to meet the capital projects included in the FY2023 budget. Generally, we are on track to stay within this amount. In fact, it is likely that we will spend less overall on capital projects than planned. We will likely suggest to the council that we leave the 4% of earnings (\$498,000) in the endowment fund rather than move it.

For FY24 it appears that we have more transfers into the CR than projects which will result in an increase of about \$100,000 to the CR, rather than a draw to complete projects.

A. Revenues

The table below shows past actual and estimated, and next fiscal year’s projected local tax receipts.

Total Sales Tax and Property Tax Receipts



Sales Tax

Sales tax revenues makes up the bulk of locally generated tax receipts. The sales tax numbers shown in the above graph is the sum of general sales tax (5%, including 1% for schools and 1% for recreation and the pool), liquor sales tax (6%), bed tax receipts (\$5/night), and tax on marijuana products (10% - this includes 5% sales tax and 5% marijuana tax).

Since returning to mostly normal operations after COVID, the city has done well for revenue during. While we saw an initial drop in sales tax revenues for the first quarter in fiscal year 2021, receipts have since climbed back and exceeded normal levels. Summer activity, including lodge and charter guests have climbed continue at pre-pandemic levels. Many charter operators have added time on both ends of the season to accommodate additional demand. Overall, we are well ahead of sales tax related revenue projections for the current fiscal year. While the city has seen variable sales tax revenues since FY 2008, the overall trend shows an increase in receipts in that time (even during COVID). For the purposes of budgeting, staff has consistently assumed either no increase or a slight drop in sales tax receipts each year, based upon actual receipts from prior year(s). For FY 2024, the projected sales tax receipts are based on the projected receipts for the current fiscal year. We estimate that by the end of FY23 we will reach \$2.143 million. We are projecting \$2.354 million in FY24. The actual is likely to be higher, but this is a conservative increase based on the current FY data and looking at economic conditions.

1. Actual Receipts. Given the strong sales tax receipts resulting from easing of travel restrictions and a return to normal economic activity, and the consistently higher receipts each quarter, we can expect more sales tax collected than in the current year. Fishing lodge bookings are expected to be strong again this year (including additional weeks added to the season), according to conversations with lodge operators. During the current fiscal year, the council lowered the sales tax rate on fuel in Craig to 4% due to high fuel prices. While fuel prices are starting to go down, we have collected enough tax on fuel sales to offset the lower tax rate this year. This tax rate is set to sunset on June 30, 2023. The council should consider extending the sales tax rate through June 30, 2024 or until fuel prices average less than \$4.00 per gallon. Staff will discuss this with the budget committee and take a final recommendation to the council for consideration. Much of the increased sales tax is likely attributed to higher than normal costs for goods and services. Our hope is that this will go down over the next year, but we do not expect it to decrease dramatically.
2. Alaska Remote Sellers Sales Tax Commission (ARSSTC). The city has been participating with the ARSSTC to collect sales tax eligible online vendors for sales in Craig (generally based on the mailing/delivery address). The ARSSTC is constantly updating their list of vendors, which in turn has increased the amount of taxes remitted to the city. Collections to date for FY23 are at about \$120,000 (with five months remaining in the fiscal year). It is expected that this amount will

continue to grow in future years as the ARSSTC continues to sign up online vendors. We are estimating \$150,000 in remote sales tax for the FY24 budget.

3. Local Businesses. As noted above, I expect local retailers will see strong economic activity similar to activity seen in FY2023. Activity from existing mariculture sites near Craig and the planned construction of mariculture processing facilities in Craig will continue to add new economic contributions for Craig.

Property Tax

The assessor's report includes a 7% increase to residential land, a 10% increase to residential improvements and a 30% increase to trailers based on recent sales data. result in a slight increase in property tax receipts for the coming fiscal year. Property tax receipts have climbed from \$446,000 in 2008 to \$687,480 in 2022 due to new construction and property value appreciation. Property tax will likely increase to well above \$725,000 for FY2024 (2023 property taxes). The property tax rate of six mills has not changed in more than thirty years. The city council can expect the city's real property values to continue to increase over the next several years, based on market trends and new construction. As a reminder to the council, the city does not set property values in Craig; that work is completed by the city's contract assessor, who sets values based upon market value sales of property in the community. The city council does set the mill rate each year, per Alaska Statutes. We are estimating \$725,000 for FY24. If the council is inclined to change the mill rate, each 1 mill of increase or decrease represents about \$115,000.

Taken together, staff estimates that all sales tax and property tax revenues for FY 2024 will amount to \$3.154 million, or about 70% percent of all expected general fund revenues for the coming year.

Other Sources

The city typically receives a substantial amount of transfer payments from the US Government and the State of Alaska each year. The projected amount of federal and state payments for FY 2024 is \$556,000. The bulk of this is generally from one program: Payment in Lieu of Taxes (PILT).

Raw fish tax and municipal revenue sharing account for most of the balance of state income sources. Raw fish tax revenue is highly variable from year to year. We expect that the raw fish tax levied in 2023 and paid to the city in FY2024 will be higher than normal due to local processors operating local plants and the new cost recovery fishery for Chum Salmon at Port Asumcion. Last year was the first year of a full return of 9 million Chum released several years ago. The release that will return this year was 18 million. Future returns are likely to continue to grow for the next several years. This year SSRAA released about 29 million Chum at the release site. Staff does project high range raw fish tax amounts based on fish processing activity in Craig last year and has budgeted \$200,000 for FY24. This is a substantial jump from last year's budget. In FY23 we received about \$228,000 and expect this year to be higher. Any amount received beyond what is budgeted is assigned, per past council direction, to the Capital Reserve. On the other hand, the lease with Silver Bay has provisions that significantly reduce the lease cost based on whether or not they operate. Given the circumstances

above, we fully anticipate regular operation of the Silver Bay plant in Craig. We have accounted for the reduced lease fee.

State community assistance funding for the coming year is likely to continue to remain at current levels or decline. Current year receipts totaled about \$79,000. We are projecting \$75,000 for FY24.

COVID Payments

From 2019 to early 2022 the city received a number of payments from two federal COVID relief programs. Some funds were used for small business and individual assistance, some funds were used for COVID mitigation measures, and some funds were used for general government expenses per the program guidelines. We currently have a significant amount of funds remaining in a separate checking account that we have used to accept the funds but have not obligated to a specific purpose. We intend to transfer \$50,000 of this account into the General Fund checking account for general fund expenses this year. We will consider taking the same action next year.

Delinquent Accounts

Last year a review of aging accounts, sales tax reporting, and property tax reviews showed that the city has not been adequately addressing delinquent account issues for several years. This was primarily due to several factors including staff turnover, changes in procedures, increased workloads, and staff shortages. As of the FY23 budget process a review of aging accounts shows more than \$100,000 in outstanding utility, harbor, property, road maintenance and other fees and taxes assessed by the city. In addition, we found that several sales tax accounts in the city were out of compliance and are missing substantial reporting periods. It is likely that there is a fair amount of uncollected sales tax, but we won't know how much until we finish a review of all sales tax accounts for the past several years. We have managed to get the majority of utility accounts caught up, on a payment plan, or processed for water shutoffs. Most delinquent harbor accounts have been either caught up, on a payment plan, or sent to collections. We have made progress on sales tax and property tax, but with staff turnover we have not made as much progress as we had hoped last year. We have current staff that are working on those two issues diligently and I expect a great deal of progress during the current fiscal year.

Eventually we will be going to the city council to write off amounts that we deem uncollectable, but we are still working through our collection options before we write those debts off. Depending on the type of debt our collection actions include penalties, interest, denying further services, garnishment of PFDs, small claims, liens, collections, and other actions.

Staff is doing a great job working aggressively to catch up and maintain delinquent accounts and it is our hope that we move from catch up to maintenance mode on the remainder of account types over the next year. Kudos goes our staff, especially Kimber, Rebecca, and Kecia on moving these collections forward.

The additional part time position that was approved in the FY23 budget has been a huge help distributing other duties so that finance staff can do the collections work to close out delinquent accounts.

Overall, we anticipate that FY24 General Fund Revenues will be \$4,642,832 with another \$224,649 in transfers from other sources of existing money. In addition to the COVID fund transfer shown above, we will also transfer funds from the Enterprise Fund to the General Fund to cover administrative staff time at city hall that is used to support the enterprise departments (primarily billing and other administrative services), and road money that we receive from the federal government as part of the Secure Rural Schools payments. General fund revenues and transfers is expected to total \$4,867,481 for FY24.

Our anticipated expenses and transfers out from the general fund totals about \$4,483,647. This includes transfers from the Enterprise Fund departments to support billing and administrative support, a transfer of general funds to support the local school payment, and a transfer of general funds to subsidize the enterprise fund departments (which are expected to need about \$233,467 to zero revenues and expenses for the Enterprise Fund).

B. Expenditures

The FY2024 General Fund budget anticipates a net increase in operating expenditures of about \$314,403 compared to FY2023. The change to add a capital budget makes it easier to compare the current year operating budget with the FY23 budget. Individual changes are outlined in each department's budget. Some notable overall changes from the current fiscal year are listed below.

- Wage increase. The 4% wage increase over all departments and individual wage increases to help with recruitment and retention accounts for a large part of the increase at the same time, a shift of wages to the Enterprise Fund in the last few years was not properly captured. The result is a net +\$11,218 in GF wages, including the wage increase and additional positions (see below).
- We are including a number of specific wage increases and incentives to help recruit and retain employees for critical, difficult to fill jobs. This includes higher pay generally, higher pay for difficult to fill positions, sign on bonuses for positions that require specific licensing/certification if the newly hired employee already has the required licenses/certificates, and additional professional development.

Capital projects are now funded separately out of the Capital Reserve. We anticipate having \$1,309,209 available (through endowment fund earnings, fund growth in the Capital Reserve, transfer of excess raw fish tax, etc.) for capital projects this year. Total Capital requests in the FY24 budget total \$1,202,738. This will result in funding all capital projects listed in the FY24 budget and depositing an additional \$106,471 into the CR this year.

Cost of Living/Wage Adjustment (COLA)

The proposed FY24 operating budget includes a 4% increase to wages across the city to account for inflation and changes to the consumer price index. We will amend to the current classification and pay scale to be consistent with this wage increase.

Health Insurance Costs

We are working with the insurance company to see if there will be any changes to the employee health insurance benefit for FY 2024. At the moment we are assuming a 5% increase to health insurance across the board.

We will ask the council to continue the payment in lieu of health insurance benefit for FY2024. The council adopted a policy to pay employees who have taken the employee health care benefit about half of the cost of that benefit as a cash payment at each payroll if the employee chose not to enroll in the health care plan. The goal behind this policy is to reduce the benefit cost to the city for an employee that would have taken the health insurance benefit. Several employees elected to receive the payment in lieu of health insurance. Assuming that those employees would have taken the health insurance benefit if not for the in-lieu payment, the city spends tens of thousands of dollars less on the health care benefit as a result of the in-lieu payment program.

School Support

The city makes its contribution to the school each year, using a combination of funds from the federal Secure Rural Schools program (which we save in an account at Alaska Permanent Capital Management) and city general fund dollars. We are budgeting \$200,000 in general funds with the remainder of the payment coming from the school reserves. Payments for the school made through the Secure Rural Schools program are then deposited into the reserve fund at APCM. The school district has indicated that they will request \$550,660 in cash payment for school support in FY2024. A joint budget workshop between the city council and school board will be held on April 5th. The council will have additional opportunities to discuss this contribution through the process of adopting a resolution. The school has indicated a budget shortfall of \$871,000 for FY24 and is likely to ask the city to increase the local contribution.

A summary of the balance of the School Reserve account, and others, is shown in Section E, below.

The city's state-mandated minimum contribution to the school district is about \$438,228 in the current fiscal year. As noted above the city provides the district \$550,660 in cash, and also provides a number of in-kind contributions. The current statutory funding cap for school support for Craig is about \$2.1 million.

Cannery Site Harbor Project

Given the current uncertainty about the future of the project we have not included any funding for harbor development in the FY24 budget. The capital budget does include funding for repairs to the web loft building roof.

Staffing

Due to increasing workload to provide and manage services we are finding that many areas of the city are understaffed to the point where important tasks are not being adequately addressed. We have been working with staff to identify shortfalls for current work and to be able to provide additional services. We are suggesting a number of staffing changes for FY24 that will help solve a number of issues. These changes will result in a net increase of three full time equivalent (FTE) positions to the FY23 budget.

1. Parks and Facilities Seasonal Assistant. (+.5 FTE). We added a .5 FTE position to allow the facilities manager to take extended leave in FY23. We are recommending that we add a half time position starting in FY24 due to the current workload on facilities staff. In addition, we have one employee retiring from the department this year and plan to extend the current seasonal employee with the intent of moving them into the full time position at the beginning of the new fiscal year so we will be hiring the new half time position after September.
2. Recreation Assistant (+1 FTE). As the council is likely aware, our new recreation director has both taken on additional responsibilities (general supervision of the pool, more involvement in the 4th of July celebration, general supervision of the community garden) and has added a number of new programs to the schedule. While many of the new programs (primarily the adult programs) do not require extra staffing many of the youth and children's programs do require staffing. Based on discussion with the FY24 Budget Committee, the FY24 budget (draft) also includes a new FT position.
3. Public Works. (+1 FTE). Public works has requested a new full time employee to work as a PW Laborer. This position would help spread the workload and allow for additional work (primarily preventative maintenance) to be completed by the department. In addition, we are looking at the eventual retirement of the wastewater plant operator and their replacement. Adding a position this year will allow us to work to get someone trained and certified before their retirement.
4. EMS/Police. (+.75 FTE) to Police and (-.25 FTE) to EMS. We recently converted one .5 FTE EMS position that was unfilled into an administrative position. This will help with grant management, reporting (fire and EMS) and other administrative tasks. In addition the CPD has requested an additional part time position primarily to help operate the DMV. Since both of these tasks are primarily administrative the two departments have asked that we convert the current .5 FTE position at EMS to a full time position working between EMS and CPD. The majority of the increase of the cost between the existing .5 FTE position and the full time position will be funded through other money saved with the increase to the Jail Contract.
5. Library (+.5 FTE) Based on discussion with the department and the Budget Committee we recommend converting one existing PT library position to full time and reduce the other position from 1,300 hours per year to 600 hours per year.
6. Aquatic Center. (+.5 FTE) During FY23 the Waverunners Swim Club decided not to use a portion of one of the FT positions as a swim coach. The club has requested that we add this back into the agreement for FY24. In order to offset the time in this position designated for swim club activities we have added an additional part time position.

In total we are planning an increase of +4 FTE with these changes for FY24.

C. Change to Rate Structure of Utility Services

In FY 22 the general rate structure for water/sewer service was changed. We reported last year that an error in calculations would result in a shortfall of sewer revenue for FY22. In order to correct that issue we increased sewer service rates in FY23. This fixed the revenue issue. Recently the council approved processing of DEC loans for the wastewater roof replacement (\$400,000 with no loan forgiveness) and for updating the

SCADA system (\$125,000 with 50% loan forgiveness). The WWTP roof loan will cost the city about \$20,000 per year for the next twenty years. The SCADA loan will cost the city about \$3,500 per year for the next twenty years. This works out to be about \$.50 per month for water customers and \$2.85 per month for sewer customers. The current budget includes an increase to water and sewer service rates to cover this cost.

D. Endowment Fund Earnings and Capital Reserve Fund

Each year the city may spend up to four percent of the five-year average market value of the Craig Endowment Fund. For FY2024, that four percent amounts to \$530,401. The earnings are typically used to pay the cost of debt service on the pool each year, other debt service, and the remaining amount for capital improvements across the city.

The Capital Reserve (CR) was established at Alaska Permanent Capital Management as a way to better manage our capital expenses, better identify funds that will be used for future capital expenses and allow for some capital growth for funds invested longer term.

We will continue to identify low interest checking/savings accounts and move funds to the CR with council approval.

We have used the same transfers/calculations as last year to calculate the amount that will be transferred into the CR this year for use on capital projects. This includes:

- 4% value of the endowment fund 5-year average
- Excess enterprise (primarily the Silver Bay lease) and general (primarily excess raw fish tax) funds
- 2% growth of the CR as invested
- Windfall funding approved by the council

As part of each year’s budget process, staff will identify capital expenses/projects that the CR will be used to pay for and the total CR draw will be made from the fund to the city general fund to pay for these capital expenditures. The long term goal is to continue to capitalize the CR on an annual basis in an amount that exceeds our planned draw in most years. This will lead to the fund increasing in value over time which will give us greater capital budget flexibility in the future and will result in some earnings/growth of the fund that will help fund additional projects.

Debt payments will have the highest priority for funding from the CRF.

E. Long-Term Finances

Debt

The city holds the following debt.

<u>Debt Class</u>	<u>Balance*</u>	<u>Annual Payments*</u>
Aquatic Center Bonds	\$1,300,000	\$135,000
Water System Improvements	\$ 225,000	\$ 25,000
Excavator	\$ 54,999	\$ 54,999

Dump Truck	\$ 131,107	\$ 47,204
Rear Load Garbage Truck	\$ 98,517	\$ 35,831
WWTP Roof Replacement	\$ 400,000	\$ 20,000
SCADA Upgrades	\$ 62,500	\$ 3,500
Total	\$2,272,123	\$321,534

* Approximate

Long-Term Reserve Funds

The list below provides some information for each fund.

<u>Fund Name</u>	<u>Source of Funds</u>	<u>Balance*</u>
1. Craig Endowment	One-time revenues	\$ 14,627,405
2. School Support	Federal & City funds	\$ 2,742,235
3. Capital Reserve	Multiple sources	\$ 2,235,821
4. City General Fund	Multiple sources	\$ 2,617,527
5. Covid Relief Fund	CARES and ARPA Funds	\$ 150,000

<u>Fund Name</u>	<u>Source of Funds</u>	<u>Balance*</u>
6. Hatchery savings	POWHA/Salmon Derby	\$ 54,854
7. Clinic Maintenance	Lease payments	\$ 4,000
8. Police Drug	Court awarded	\$ 11,945
9. Halibut Quota	General Fund	\$ 15,500
10. Bond Sinking Fund	General Fund	\$ 15,000
11. Memorial Park	Hilton Foundation	\$ 7,697

*Approximate as of March 16, 2023

Even though we have moved the money in the Land Development Fund to the CR, this account was capitalized using receipts from the sales of city land. Because land is a durable fixed asset, converting the asset to cash should necessitate treating that cash essentially also as a fixed asset. That means using cash in the account to acquire more land, or as a perpetual revenue generating asset, such as leaving the cash on deposit in the CR. Staff will continue to bring recommendations to the council regarding funds that should be moved to the CR.

F. Other Needs

There are several needs and desired improvements around our community that will at some point need funding to address. Among them:

• Repairs to Thompson Road	• Repairs to Main Street
• Pave remaining gravel roads	• New roof at wastewater treatment plant
• Equipment shed at public works	• Production upgrades at water plant
• Replace equipment at Harbor Dept..	• Implement maintenance tasks at Harbors
• Upgrade/replace Craig PD building	• Expand public works property
• Expand fitness room at pool	• Expand Craig city cemetery

Add to the list above the funding needed for regular capital projects and equipment/vehicle replacement, and the city has a long list of meritorious projects to which it can apply its council, staff, and capital resources.

In addition to these projects, and other projects identified through the city's capital improvement program, we will begin to see more projects identified as city departments begin preparing more detailed five-year capital plans.

G. Summary

The department managers in the city's enterprise and general fund departments do good work in controlling their expenditures. They understand the demands placed on the city's General Fund and Enterprise Fund revenues and responded productively again this year when I asked them to limit their expenditures from the current fiscal year. It is a pleasure to work with them.

For the longer term, there is reason for optimism, as noted below. Seafood Producers Cooperative continues to operate a buying station out of Craig, with contributions to the cost to operate the ice house during the summer season.

- The annual release of chum salmon at Port Asumcion climbed to 29 million this year and we started seeing fully integrated returns in 2022.
- SSRAA continues to release some 300,000 king salmon smolts into Port St. Nicholas, with potential to expand that release up to the 550,000 range, and manage new cost recovery operations.
- The kelp mariculture sites being operated by Premium Aquatice appear to be successful in their early stages of harvest and the strong potential of adding other farm sites give us the opportunity to be at the center of this mariculture development, processing, and marketing as the industry grows. False Island /Craig was recently identified by Southeast Conference as their preferred mariculture development site for SE Alaska. SE Conference recently was awarded a \$50 million federal grant to work on development of regional processing and harvesting hubs in Alaska. Their choice of Craig as the hub for SE Alaska is promising. All of these activities will result in increased economic activity in Craig.
- The small gold mine in Hollis continues operating, providing significant local payroll to POW residents.
- Continued federal funding for projects through the Build Back Better, Bipartisan Infrastructure Law and resurgence of directed congressional spending is resulting in additional capital projects in Craig that will also boost the local economy with construction related jobs.

The goal of the Budget Committee is to review the proposed budget and direct staff to make modifications to the budget as needed to reach the point where the committee recommends passing the budget on to the full council. Staff is prepared to respond to questions and direction from the budget committee regarding the proposed FY 2024 budget.



Financial Summary

Fiscal Year 2024

City of Craig
FY2024 Budget
General Fund Revenue & Expenditure Summary

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	Change
Total General Fund Revenue	\$ 3,561,995	\$ 3,295,338	\$ 3,479,354	3,622,981	3,593,662	3,808,162	4,039,592	4,642,832	603,240
			\$ 2,180						
Expenditures									
Administration	693,518	695,668	676,724	683,985	681,519	622,936	779,721	684,399	(95,322)
Aquatic Center	441,309	512,709	661,056	607,293	614,136	627,069	491,997	529,549	37,552
Council	133,203	82,419	57,331	34,353	33,353	21,796	44,416	45,638	1,222
EMS	326,051	215,282	189,326	202,154	243,049	298,295	316,859	312,485	(4,374)
Facilities & Parks	286,009	228,476	288,881	269,442	291,342	320,341	300,684	334,655	33,971
Fire	14,823	19,190	34,406	39,593	30,613	26,613	26,765	30,540	3,775
Library	108,626	127,118	137,549	130,361	120,922	134,921	121,487	162,069	40,582
Planning	97,398	74,085	69,151	71,019	73,756	76,282	80,489	79,863	(625)
Police	937,360	932,464	967,739	1,022,588	1,041,697	1,066,788	1,175,837	1,276,619	100,782
Public Works	326,792	306,390	336,295	346,012	435,917	499,201	348,222	395,730	47,508
Recreation	99,356	95,727	96,695	110,004	86,431	123,837	162,007	221,483	59,476
Pt. St. Nick Hatchery				56,000	0	0	0	0	0
Total Expenditures	3,464,445	3,289,528	3,515,154	3,572,805	3,652,736	3,818,080	3,827,925	4,073,032	245,107
Net Revenues over Expenditures	\$ 97,550	\$ 5,810	\$ (35,800)	50,176	(59,074)	(9,918)	211,667	569,800	358,133
Transfers In to General Fund									0
CARES Checking to GF Checking (GF Use)								50,000	50,000
NFR Title 1 (roads) from NFR Fund to GF Ck								18,000	18,000
Transfer from Enterprise Fund (Admin Support)	241,011	303,824	210,622	48,825	95,339	(57,991)	0	156,649	156,649
Endowment Fund Transfer to Gen Fund	178,280	370,650	233,000	175,000	226,000	249,000	0	0	0
Police Checking to GF Police						15,000	0	0	0
Total Transfers In	178,280	370,650	233,000	223,825	321,339	206,009	0	224,649	224,649
To School Financing		(168,000)	(250,000)	(300,000)	(150,000)	(200,000)	(200,000)	(200,000)	0
To Enterprise Fund	(186,000)	(270,050)	20,000					(251,034)	
Total transfers Out	(186,000)	(438,050)	(230,000)	(300,000)	(150,000)	(200,000)	(200,000)	(451,034)	(251,034)
Total transfers (In and Out)				(76,175)	171,339	6,009	(200,000)	(226,386)	(26,386)
Bonus					57,361	50,919			0
Wage & Benefit Turnover Factor						0	0	0	0
Total Budget Revenue over Expenditures & Transfers	275,830.0	376,460.0	197,200.0	(25,999)	54,904	(54,828)	11,667	343,414	331,747

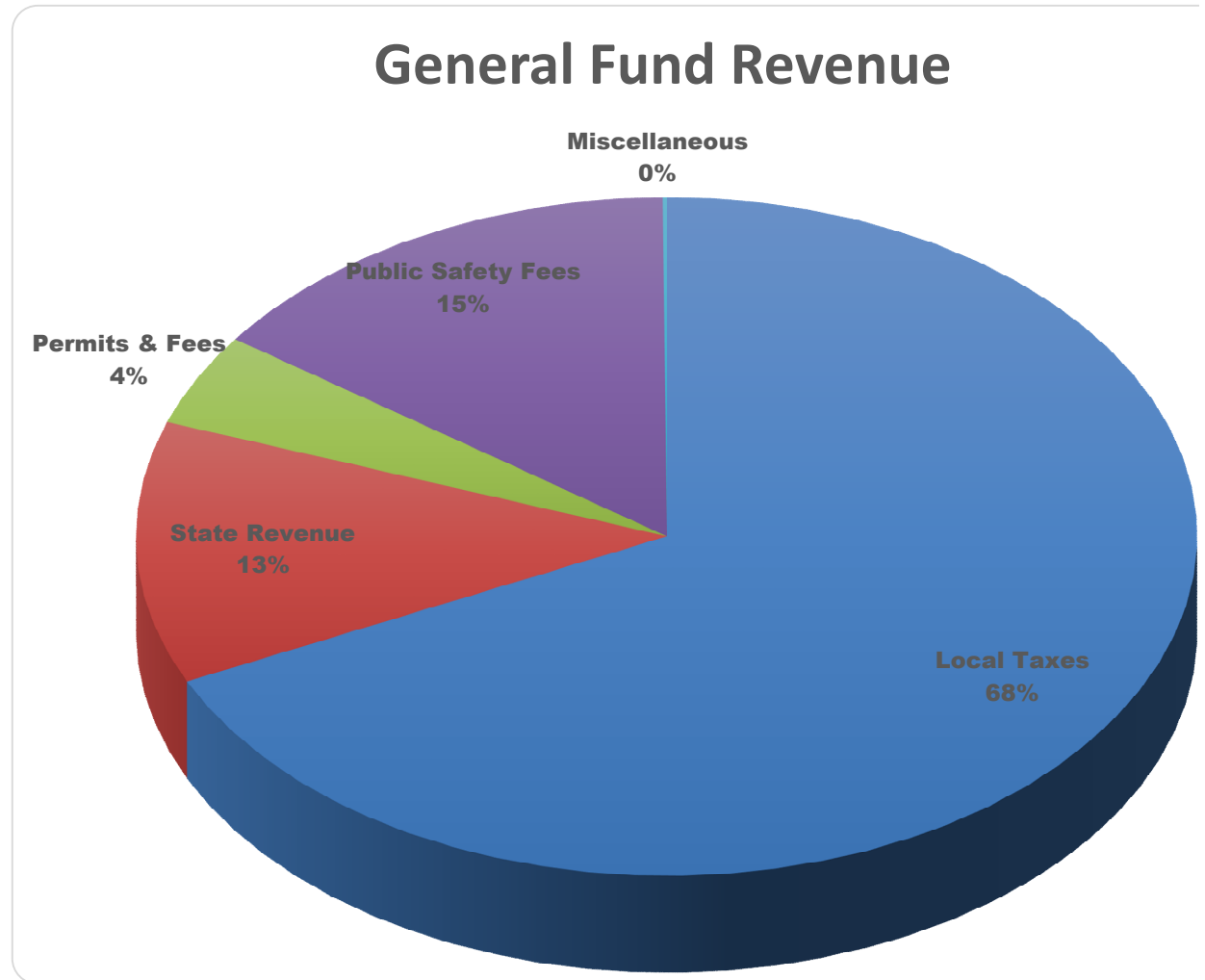
Enterprise Fund Revenue & Expenses Recap FY 2024

	FY 2017	FY 2018	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY23 Budget	FY 2024 Budget	Change
Total Operating Revenue									
Cannery	8,884	8,105	8,105	7,000	7,000	7,000	5,000	4,500	(500)
Harbor	250,590	248,626	258,500	269,600	270,500	269,600	269,600	257,500	(12,100)
JTB Industrial Park	465,328	453,626	413,023	400,189	417,589	592,589	608,589	433,589	(175,000)
Garbage	298,369	278,407	311,970	315,000	322,280	322,280	339,432	339,432	-
Wastewater	263,835	300,080	290,000	290,000	290,000	290,000	290,000	310,000	20,000
Water	3,384	21,271	307,300	317,476	386,938	364,868	340,888	344,888	4,000
Total Revenue	1,290,390	1,310,115	1,588,898	1,599,265	1,694,307	1,846,337	1,853,509	1,689,909	(163,600)
Transfer from Capital Reserve									
Water				125,000	44,070	200		105,549	
Wastewater						0		98,530	
Garbage								136,841	
Harbor				80,000	0	0		163,000	
JTB Park								42,000	
Cannery								175,000	
Total Transfers								720,920	
Total Revenue and Transfers from CR								2,410,829	
Total Operating Expenses									
Cannery	1,713	2,700	6,881	7,000	4,820	53,370	5,532	4,786	(746)
Harbor	250,590	248,626	258,500	415,776	351,470	446,475	379,840	399,223	19,383
JTB Industrial Park	287,282	275,548	216,897	233,036	211,622	371,387	244,695	278,326	33,631
Garbage	298,369	278,407	311,970	302,138	308,579	358,641	328,551	370,830	42,279
Wastewater	241,011	303,824	210,622	292,340	250,840	266,717	301,105	368,735	67,630
Water	455,680	365,337	395,671	525,103	471,636	463,880	462,134	519,044	56,910
Total Expenditures	1,534,645	1,474,442	1,400,542	1,775,393	1,598,967	1,960,470	1,721,856	1,940,943	219,087
Capital Reserve Projects									
Water								105,549	
Wastewater								98,530	
Garbage								136,841	
Harbor								163,000	
JTB Park								42,000	
Cannery								175,000	
Total Capital and Debt Payments								615,371	
Total Expenditures and Capital/Debt								2,556,314	
Net Revenues over Expenses									
Cannery	7,171	5,405	1,224	0	2,180	(46,370)	(532)	(286)	246
Harbor	0	0	0	(146,176)	(80,970)	(176,875)	(110,240)	(141,723)	(31,483)
JTB Industrial Park	178,046	178,078	196,126	167,153	205,967	221,202	363,894	155,263	(208,631)
Garbage	0	0	0	12,862	13,701	(36,361)	10,881	(31,398)	(42,279)
Wastewater	22,824	(3,744)	79,378	(2,340)	39,160	23,283	(11,105)	(58,735)	(47,630)
Water	(452,296)	(344,066)	(88,371)	(207,627)	(84,698)	(99,012)	(121,245)	(174,156)	(52,911)
Total	\$ (244,255)	\$ (164,327)	\$ 188,357	\$ (176,128)	\$ 95,340	\$ (114,133)	\$ 131,653	\$ (251,034)	(382,688)
Total from Capital Reserve				205,000	44,070	200			
GF Total Transfer to EF								343,414	(13,888)
Excess to CRF						\$ (114,133)		92,380	117,479

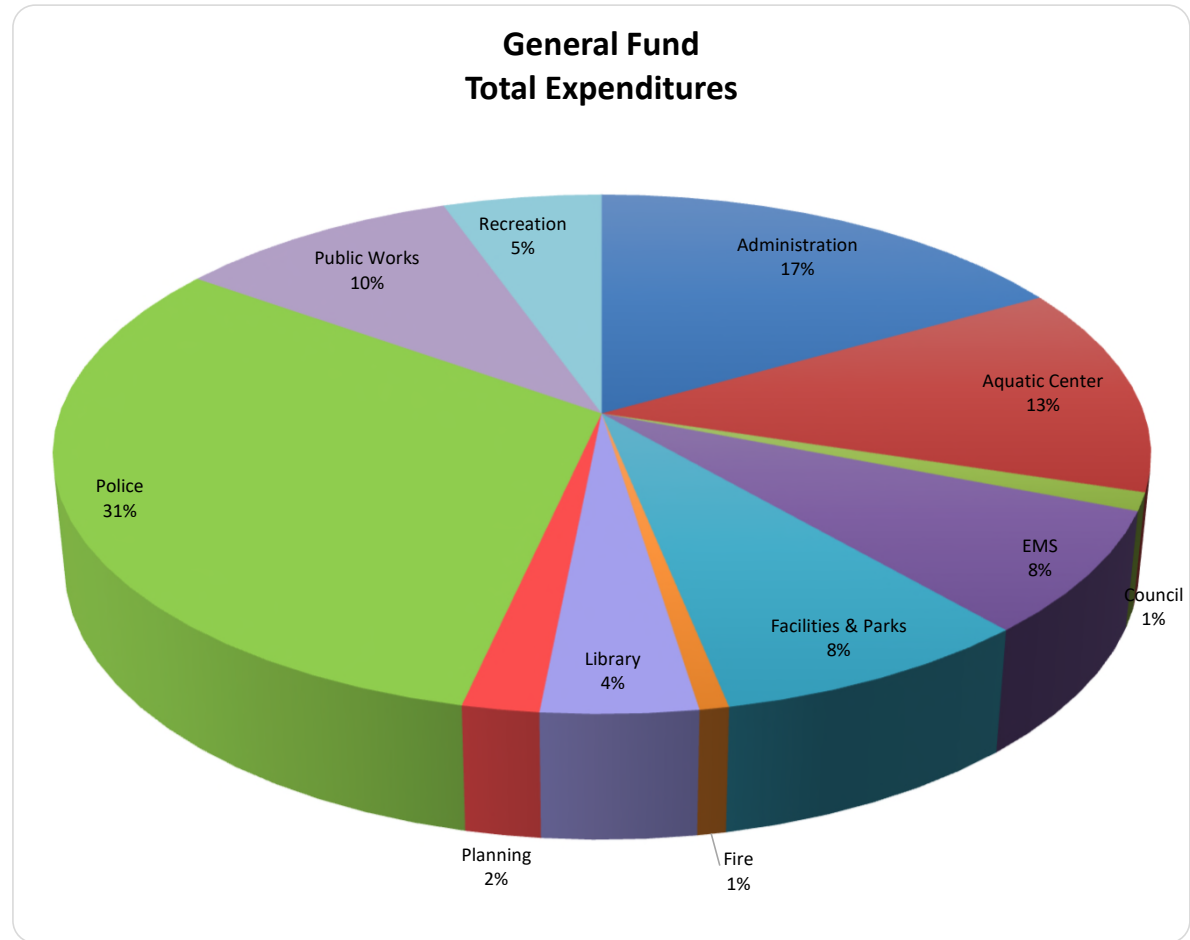
Enterprise Fund Transfers	JTB Dept	Harbor	Water Dept	Wastewater	Garbage
Harbor to Water		(360)	360		
N & S Cove to Water		(5,000)	5,000		
JT Brown to Water	(5,500)		5,500		
Waste Water to Water			3,250	(3,250)	
Harbor to Garbage		(112)			112
N & S Cove to Garbage		(6,720)			6,720
JT Brown to Garbage	(1,100)				1,100
Waste Water to Garbage				(250)	250
	(6,600)	(12,192)	14,110	(3,500)	8,182

General Fund Revenue

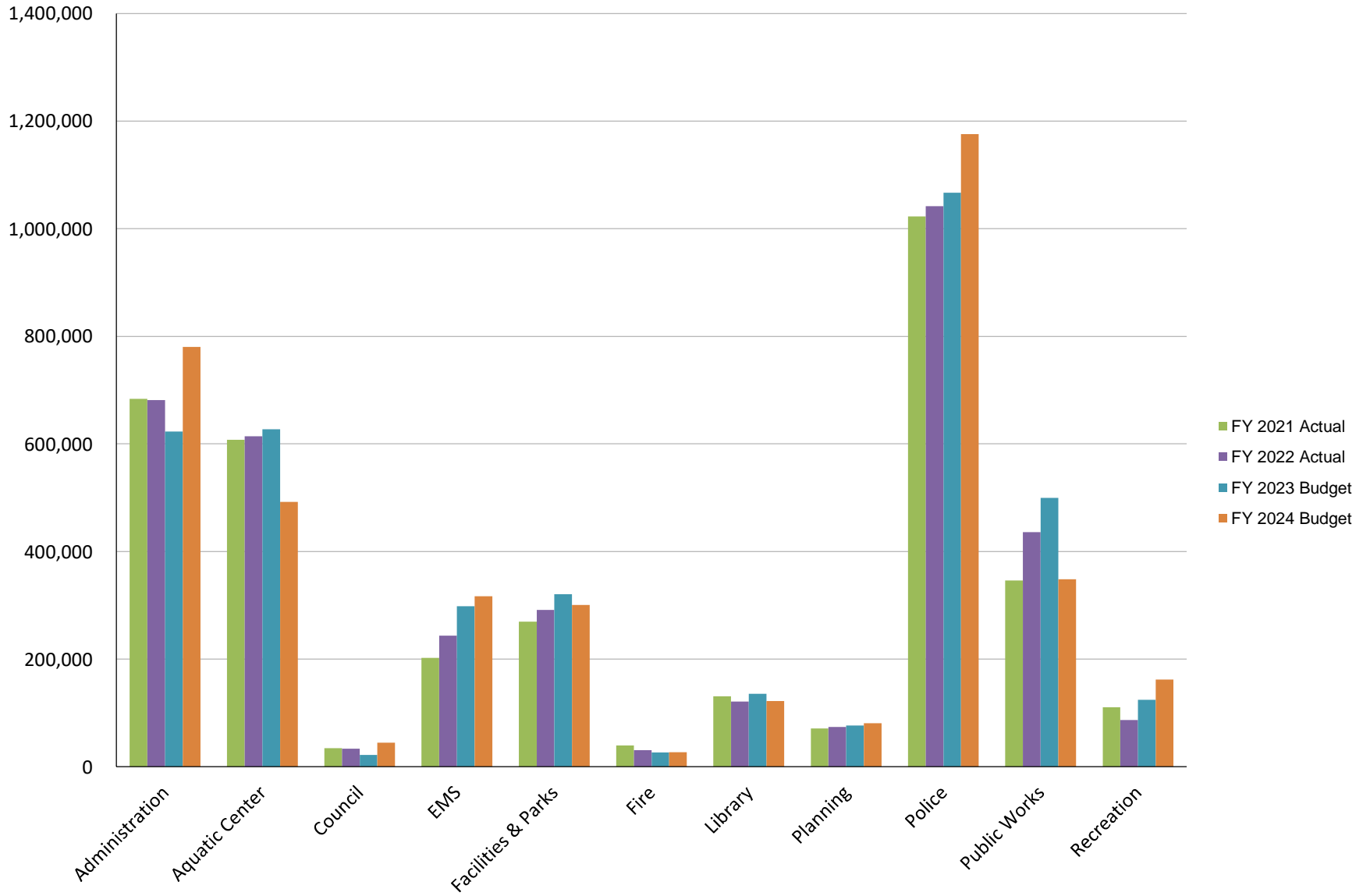
Local Taxes	3,154,700
State Revenue	581,000
Permits & Fees	205,100
Public Safety Fe	696,032
Miscellaneous	6,000
Total General Fu	4,642,832

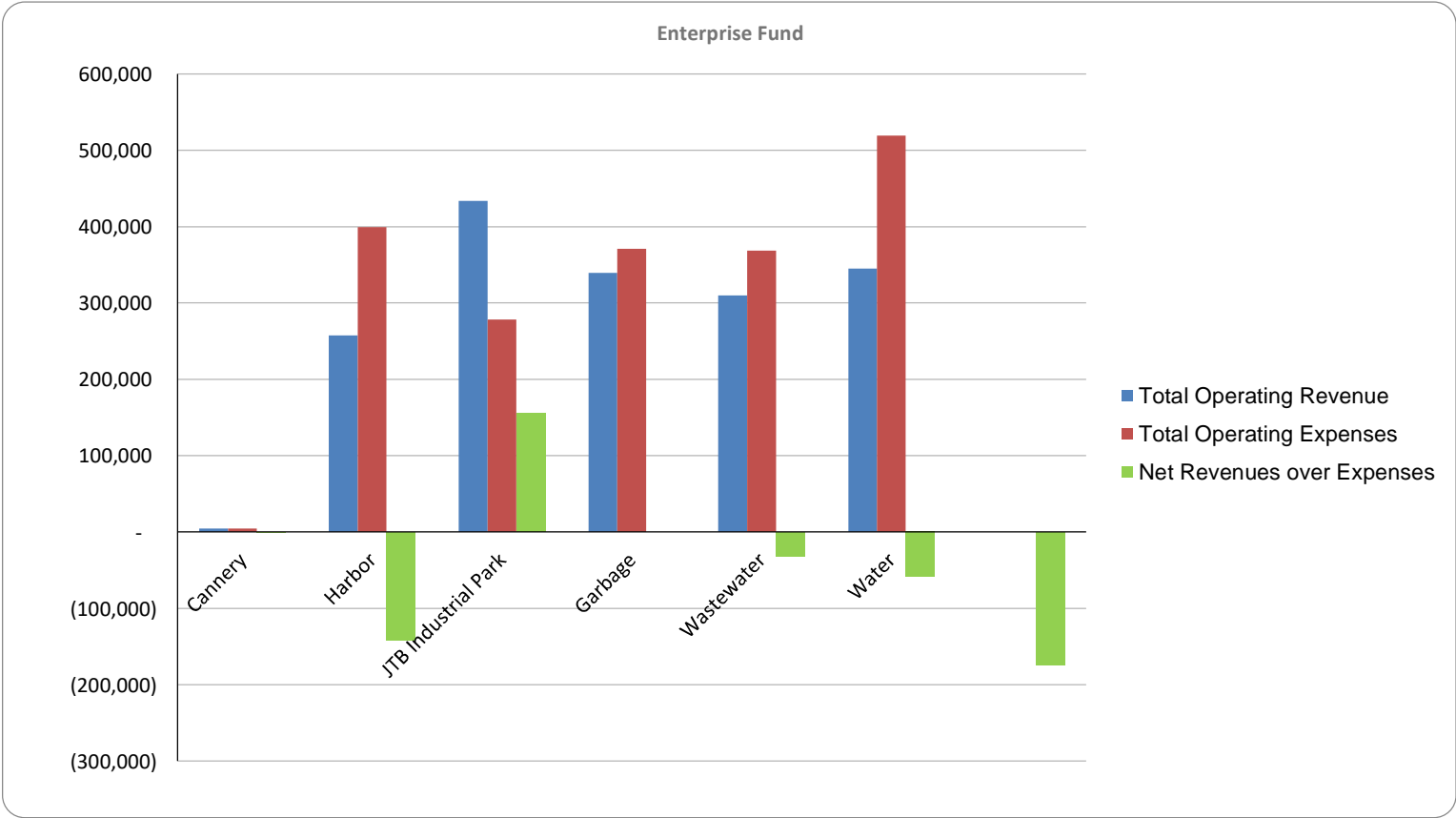


Administration	684,399	17%
Aquatic Center	529,549	13%
Council	45,638	1%
EMS	312,485	8%
Facilities & Parks	334,655	8%
Fire	30,540	1%
Library	162,069	4%
Planning	79,863	2%
Police	1,276,619	31%
Public Works	395,730	10%
Recreation	221,483	5%
Total Expenditures	4,073,031	1



General Fund Expenditures





City of Craig Payroll Summary - FY 2024

	GF FY 2024	GF FY 2023	GF Incr(Decr)	EF FY 2024	EF FY 2023	EF Incr(Decr)	FY 2024 Total	FY 2023 Total	FY 2024 Incr(Decr)	% Change
Salary	676,535	734,805	(58,270)	113,775	113,775	0	790,310	848,580	(58,270)	-6.87%
Hourly Wages	1,313,005	1,384,101	(71,096)	513,114	477,218	35,896	1,826,119	1,861,319	(35,200)	-1.89%
Overtime Wages	56,670	66,553	(9,883)	11,341	13,614	(2,273)	68,010	80,167	(12,157)	-15.16%
On-call Wages	17,400	17,400	0	13,200	13,280	(80)	30,600	30,680	(80)	-0.26%
In Lieu	23,412	23,412	0				23,412	46,730	(23,318)	-49.90%
Total Wages	2,087,022	2,226,271	(139,249)	651,429	617,887	33,542	2,738,451	2,867,476	(129,024)	-4.50%
FICA	124,812	132,872	(8,059)	40,389	38,310	2,079	165,201	171,182	(5,981)	-3.49%
Medicare	28,891	31,075	(2,184)	9,147	8,960	187	38,038	40,035	(1,997)	-4.99%
Workers' Comp	52,089	59,454	(7,365)	17,731	17,396	335	69,820	76,850	(7,030)	-9.15%
PERS (DB & DC)	389,169	394,024	(4,855)	132,529	129,690	2,839	521,698	523,714	(2,016)	-0.38%
Medical Insurance	353,838	371,336	(17,498)	121,292	104,924	16,369	475,131	476,259	(1,129)	-0.24%
HRA	88,688	89,375	(688)	28,985	28,985	0	117,673	118,360	(688)	-0.58%
Other Benefits	7,115	7,532	(417)	2,413	2,413	0	9,528	9,945	(417)	-4.19%
Total Benefits	1,044,602	1,085,667	(41,065)	352,486	330,677	21,809	1,397,088	1,416,345	(19,257)	-1.36%
GRAND TOTAL	3,131,624	3,311,938	(180,314)	1,003,915	948,564	55,351	4,135,539	4,283,821	(148,281)	-3.46%

General Fund Payroll Summary - FY 2024

Wages & Benefits

	Admin	Aquatic Center	Council	EMS	Facilities	Fire	Library	Planning	Police	Public Works	Recreation	TOTAL
Salary	202,800	55,120	16,175	40,856	74,360	0	52,000	43,560	91,075	45,209	55,380	676,535
Hourly Wages	175,660	150,609		142,198	106,720		48,152	0	550,754	79,373	59,540	1,313,005
Overtime Wages				14,115					42,555			56,670
On-call Wages				0					17,400			17,400
In Lieu	9,454		4,504		9,454			0	0			23,412
Total Wages	387,914	205,729	20,679	197,169	190,534	0	100,152	43,560	701,784	124,582	114,920	2,087,022
FICA	24,051	11,788	1,282	11,728	8,073	0	6,209	3,321	43,511	7,724	7,125	124,812
Medicare	5,625	2,757	300	2,743	1,888	0	1,452	777	10,176	1,507	1,666	28,891
Workers' Comp	1,280	7,377	68	7,396	4,102	4,186	331	177	20,562	6,231	379	52,089
PERS (DB & DC)	78,044	38,396	4,153	25,272	24,845		11,440	11,783	151,853	22,871	20,512	389,169
Medical Insurance	69,997	46,085	457	21,675	29,760		9,635	9,635	126,777	20,551	19,267	353,838
HRA	11,000	13,750	0	6,188	5,500		2,750	2,750	35,063	6,188	5,500	88,688
Other Benefits	840	275	770	586	370		320	120	2,970	624	240	7,115
Total Benefits	190,836	120,428	7,031	75,589	74,538	4,186	32,137	28,562	390,911	74,580	54,690	1,044,602
GRAND TOTAL FY24	578,750	326,157	27,710	272,758	265,072	4,186	132,289	72,122	1,092,695	199,162	169,610	3,131,624
GRAND TOTAL FY23	448,631	278,431	18,576	255,994	202,443	4,186	108,896	67,267	921,104	247,833	81,899	3,112,698
FY24												
Change	130,119	47,726	9,134	16,764	62,629	0	23,393	4,855	171,591	(48,671)	87,711	18,926

Enterprise Fund Payroll Summary - FY 2024

Wages & Benefits

	Wastewater	Water	Garbage	Harbor	JTB Park	TOTAL
Salary	20,930	12,558	5,023	50,427	24,837	113,775
Hourly Wages	125,595	175,061	27,138	112,703	72,617	513,114
Overtime Wages				6,840	4,500	11,341
On-call Wages				9,900	3,300	13,200
Total Wages	146,525	187,619	32,161	179,870	105,255	651,429
FICA	9,085	11,632	1,994	11,152	6,526	40,389
Medicare	1,826	2,720	466	2,608	1,526	9,147
Workers' Comp	3,060	4,267	1,341	5,696	3,368	17,731
PERS (DB & DC)	27,698	41,276	7,075	36,623	19,856	132,529
Special Clothing	599	570	183			
Medical Insurance	20,191	28,203	6,040	41,787	25,071	121,292
HRA	5,885	7,590	1,760	8,553	5,198	28,985
Other Benefits	599	570	183	556	506	2,413
Total Benefits	68,942	96,829	19,042	106,974	62,050	352,486
GRAND TOTAL FY24	215,467	284,448	51,203	286,844	167,305	1,003,915
GRAND TOTAL FY23	120,853	204,580	65,448	244,632	127,210	762,723
Change	94,614	79,868	(14,245)	42,212	40,095	241,192

**FY23 Proposed medical insurance costs and PERS/COLA rate
Static Data - Used in calculations for all departments of the City**

Fiscal Year 2024

Renewal Estimate	100.00%			HRA	Employee	Employee
	%	87%		250		
Medical Insurance	Month	City Exp	Annual		20%	
Employee	878.98	9,176.55	10,547.76	2750	175.80	175.80
Empl/Spouse	1,877.70	19,603.19	22,532.40	5500	375.54	375.54
Family	1,538.20	16,058.81	18,458.40	5500	307.64	307.64
Empl/Dep	2,636.92	27,529.44	31,643.04	5500	527.38	527.38
Dental						
Employee	43.77	456.96	9,633.51			
Empl/Spouse	93.91	980.42	20,583.61			
Family	107.82	1,125.64	17,184.45			
Empl/Dep	155.84	1,626.97	29,156.41			
In Lieu Payments Without Dental						
Employee	161.60	146.60	4201.6	3811.6		
Empl/Spouse	363.61	335.61	9453.86	8725.86		
Family	484.81	445.81	12605.06	11591.06		
Empl/Dep	282.81	257.31	7353.06	6690.06		
PERS Teir 1-3 (DB)	22.00%					
PERS Teir 4 (DC)	22.00%	1,531.27				

	Full Time	Three quarter	Half
Hours worked per year	2080	1560	1040
COLA	104%		
% time for Salary	104%		

FICA 6.20%
FICA Med 1.45%

WC

6836 3.12% Harbor
7520 2.48% Water
7580 2.93% Sewer
7710 3.57% EMS V
7704v 3.57% EMS V
7720 2.93% Police
8380 3.15% Mechanic
8810 0.33% Clerical
9015 3.15% Public Works
9102 3.88% Pool
9403 4.94% Garbage

City of Craig
 FY 2024 Budget
 Endowment Market Value

FY 2014		FY 2017		FY 2020		FY 2022	
Dec 31,2008	6,116,872	Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650
Dec 31,2009	7,191,057	Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777	Dec 31, 2019	11,350,092
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650	Dec 31, 2020	14,503,275
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847	Dec 31, 2021	16,520,000
	<u>37,620,789</u>		<u>44,784,943</u>		<u>47,645,751</u>		<u>62,254,864</u>
Five year Average	7,524,158	Five year Average	8,956,989	Five year Average	9,529,150	Five year Averag	12,450,973
4% of Average	300,966	4% of Average	358,280	4% of Average	381,166	4% of Average	498,039
Council Set aside	180000	Council Set aside	180000				
	120,966		178,280				
FY 2015		FY 2018		FY 2021		FY 2023	
Dec 31,2009	7,191,057	Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777	Dec 31, 2019	11,350,092
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650	Dec 31, 2020	14,503,275
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847	Dec 31, 2021	16,520,000
Dec 31, 2013	9,864,595	12/31/2016	9,360,777	Dec 31, 2019	11,350,092	Dec 31, 2022	14,388,922
	<u>41,368,511</u>		<u>46,326,992</u>		<u>49,754,248</u>		<u>66,300,135</u>
Five year Average	8,273,702	Five year Average	9,265,398	Five year Average	9,950,850	Five year Averag	13,260,027
4% of Average	330,948	4% of Average	370,616	4% of Average	398,034	4% of Average	530,401
Council Set aside	180000		180000				
	150,948		190,616				
FY 2016		FY 2019		FY 2022			
Dec 31,2010	7,795,988	Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777		
Dec 31, 2011	7,818,728	Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650		
Dec 31, 2012	8,698,143	Dec 31, 2015	9,161,882	Dec 31, 2018	9,537,847		
Dec 31, 2013	9,864,595	Dec 31, 2016	9,360,777	Dec 31, 2019	11,350,092		
Dec 31, 2014	9,241,595	Dec 31, 2017	10,343,650	Dec 31, 2020	14,503,275		
	<u>43,419,049</u>		<u>47,972,499</u>		<u>55,095,641</u>		
Five year Average	8,683,810	Five year Average	9,594,500	Five year Average	11,019,128		
4% of Average	347,352	4% of Average	383,780	4% of Average	440,765		
Council Set aside	180000						

City of Craig
Debt Payment
FY 2024

Long Term Government Debt		July 1, 2022 Balance	Principal Payment	Interest	Total	Date Due	Revenue Source	Department Budget
Aquatic Center Bonds	Bank of New York	1,365,000.00	75,000.00	30,493.75	105,493.75	10/1/2022	Capital Reserve	Aquatic Center
				28,618.75	28,618.75	4/1/2023	Capital Reserve	
Total General Fund					134,112.50			
Enterprise Fund								
Water Line Improvements	St of AK DEC	77,687.84	7,459.65	1,277.21	8,736.86	8/1/2022	Water Revenue	Water
Water Main Loan 265081	St of AK DEC	168,475.61	12,959.66	2,721.53	15,681.19	8/1/2022	Water Revenue	Water
SCADA Loan	St of AK DEC	62,500.00	4000		4,000.00		Water Revenue	
WWTP Roof Loan	St of AK DEC	400,000.00	20,000.00		20,000.00		Sewer Revenue	
Boiler Replacement Loan		400,000.00	50,000.00		50,000.00			
Lift Station Match Loan	St of AK DEC	190,000.00	9,500.00		9,500.00			
Water System Match Loan	St of AK DEC	600,000.00	30,000.00		30,000.00			
Excavator			58,335.00		58,335.00		Capital Reserve	PW, W,S,G
Garbage Truck			35,831.00		35,831.00		Capital Reserve	Garbage
Dump Truck			47,204.00		47,204.00		Capital Reserve	PW, W,S,G
Total Enterprise					279,288.05			
Total All Debt		3,263,663.45	350,289.31	63,111.24	413,400.55			

School Funds
6/30/2023

Year	NFR	Paid School	Excess		City Contribution to School Funds	Total
FY04	\$ 805,626	\$ 692,386	\$ 113,241	113,241		
FY06	1,003,519	860,278	143,241	256,481		
FY05	1,107,861	860,278	247,583	504,064		
FY06	528,261	678,133	(149,872)	354,192		
FY07	594,437	678,133	(83,696)	270,496		
FY08	744,271	400,000	344,271	614,767		
FY09	1,101,332	592,676	508,656	1,123,423		
FY10	1,008,181	550,666	457,515	1,580,938	\$ 50,000	
FY11	871,626	550,666	320,960	1,901,898	100,000	
FY12	836,001	550,666	285,335	2,187,233	150,000	
FY13	807,020	550,660	256,360	2,443,593	250,000	
FY14	657,344	550,660	106,684	2,550,277	300,000	
FY15	594,350	550,600	43,750	2,594,027	350,000	
FY16	486,879	550,600	(63,721)	2,530,307	100,000	
FY17	-	550,600	(550,600)	1,979,707	0	
FY18	447,128	550,600	(103,472)	1,876,235	168,000	
FY19	394,356	550,600	(156,244)	1,719,991	250,000	
FY20	424,503	550,600	(126,097)	1,593,893	300,000	
FY21	348,189	550,600	(202,411)	1,391,482	150,000	
FY22	363,235	550,600	(187,365)	1,204,117	200,000	
FY23	491,646	550,660	(59,014)	1,145,103	200,000	
	\$ 13,615,765	\$ 12,470,662	1,593,893		2,568,000	4,161,893
		Interest			232,327	232,327
		Total Cash	\$ 1,593,893		\$ 2,800,327	\$ 4,394,220



General Fund Fiscal Year 2024

City of Craig

1051550	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY24	2023/2022	% Change
Property Tax	650,000	655,300	660,000	674,000	687,480	725,000	37,520	5.18%
Sales Tax	930,000	971,550	971,550	1,051,550	1,205,500	1,405,500	200,000	14.23%
Remote Sales Tax				75,000	100,000	175,000	75,000	42.86%
Sales Tax 1% Pool & Recreation (1992)	310,000	320,850	320,850	330,850	340,850	350,850	10,000	2.85%
Sales Tax School 1% (1988)	310,000	320,850	320,850	330,850	340,850	350,850	10,000	2.85%
Transient Room Tax	25,000	30,000	20,000	20,000	20,000	27,500	7,500	27.27%
Liquor Sales Tax	120,000	120,000	120,000	120,000	120,000	120,000	0	0.00%
Total Local Taxes	2,345,000	2,418,550	2,413,250	2,602,250	2,814,680	3,154,700	340,020	10.78%
PILT	289,500	289,500	289,500	300,000	300,000	300,000	0	0.00%
State Revenue Sharing	95,942	90,019	50,000	50,000	75,000	75,000	0	0.00%
Liquor Revenue Sharing	4,000	4,000	4,000	4,000	4,000	4,000	0	0.00%
Raw Fish Tax	50,000	80,000	50,000	50,000	75,000	200,000	125,000	62.50%
Shared Fisheries Tax	4,000	4,000	4,000	1,000	2,000	2,000	0	0.00%
National Forest Receipts (Title III)	10,000		10,000	0	0	0	0	0.00%
COVID 19 Reimbursements			50,000	100,000	75,000	0	(75,000)	0.00%
Total State Revenue	453,442	467,519	457,500	505,000	531,000	581,000	50,000	8.61%
EMS Service Fees	60,000	60,000	70,000	60,000	50,000	50,000	0	0.00%
<i>EMS Contractual Adjustments</i>	(30,000)	(30,000)	(25,000)	(25,000)	(25,000)	(25,000)	0	0.00%
EMS Training Fees & Supplies	1,000	1,000	1,000	1,000	1,000	1,000	0	0.00%
Pool Admissions	55,000	55,000	50,000	50,000	50,000	50,000	0	0.00%
Library Fees	1,000	1,000	1,000	1,000	1,000	500	(500)	-100.00%
Recreation Fees	13,000	17,000	17,000	15,000	15,000	25,000	10,000	40.00%
Senior Card Fees	3,000	3,000	3,000	3,000	3,000	2,000	(1,000)	-50.00%
Itinerant Merchant Permit							0	0.00%
Taxi Permit	100	100	100	100	100	100	0	0.00%
Building, Access & Subdivision Permits	8,000	8,000	8,000	8,000	8,000	8,000	0	0.00%
Property Leases	72,000	72,000	63,000	63,000	53,000	53,000	0	0.00%
Material Sales	1,000	1,000	1,000	1,000	1,000	500	(500)	-100.00%
PSN Road Maintenance Fees		18,000	27,000	27,000	40,000	40,000	0	0.00%
Equipment Rentals		0	0		0	0	0	0.00%
Total Permits & Fees	184,100	206,100	216,100	204,100	197,100	205,100	8,000	3.90%
Police Fines	10,000	10,000	10,000	10,000	10,000	12,000	2,000	16.67%
DMV Commissions	60,000	60,000	60,000	60,000	60,000	60,000	0	0.00%
Trooper Dispatch Service	7,200	7,200	7,200	7,200	7,200	7,200	0	0.00%
Contract Jail Service	357,524	357,524	357,524	357,524	357,524	550,000	192,476	35.00%
Klawock Dispatch Service	53,088	53,088	53,088	53,088	53,088	63,832	10,744	16.83%
USDA Forest Service Dispatch	3,000	3,000	13,000	3,000	3,000	3,000	0	0.00%
Total Public Safety Revenue	490,812	490,812	500,812	490,812	490,812	696,032	205,220	29.48%
Parks Donations (Flwr Baskets)							0	0.00%
Interest Income (ckng & CD)		34,000	0	0	0	0	0	0.00%
Interest Income (A/R)	1,000	1,000	1,000	1,000	1,000	1,000	0	0.00%
Misc. Other	5,000	5,000	5,000	5,000	5,000	5,000	0	0.00%
Total Other Revenue	6,000	40,000	6,000	6,000	6,000	6,000	0	0.00%
Total GF Revenues	3,479,354	3,622,981	3,593,662	3,808,162	4,039,592	4,642,832	603,240	12.99%

Personnel: City Administrator, City Clerk/HR, City Treasurer, administrative assistant, and three accounting clerks (6.5 FTE)

Administration Department: The City Administrator is responsible for the overall management, administration, and direction of the city operations; the hiring, disciplining, and terminating of City employees; the negotiation, execution, and administration of City contracts within budget appropriations, policy advice to elected officials and open communication with the community.

The City Clerk is responsible for recording and maintaining the official records of the city, preparing agendas and transcribing minutes of the City Council meetings.

The finance department is responsible for all accounting, budgeting, and financial information services for the City of Craig. These services include procurement, accounts payable, property and sales tax collection, water, wastewater, and sanitation utility billing and collection. The finance department collects city leases and other fees such as harbor moorage, ambulance, and pool passes.

Finance Staff Responsibility

To ensure that all financial transactions are processed and recorded in a timely manner consistent with Generally Accepted Accounting Principles and sound financial management techniques. The department continually monitors and evaluates the condition of all City Funds and account groups, and to provide for high returns on investments while minimizing risk. Improve internal systems to maximize efficiency and deliver quality customer service. Provide a uniform method for the management, preservation, retention, and disposal of City records.

2022-2023 Accomplishments

- King Salmon Fish Derby
- Hired new city clerk and new finance staff.
- Continue to improve customer service for Craig residents and customers.
- Significantly decreased bad debt accounts
- Updated and improved internal control processes

2023-2024 Goals

- Continue completion of unqualified opinions of financial audits.
- Fully transition to the new accounting software -Caselle
- Continue to improve customer service for Craig citizens.
- Continue digitizing city hall records.
- Recruit and retain additional employees.
- Keep up to date training to retain qualified accounting staff
- Host King Salmon Derby

FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES

FY2024

FY2023

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	% Change
	Budget	Budget	Budget	Budget	Budget	Budget	
Administration Expenses							
Salaries	328,671	212,831	325,595	330,652	386,367	387,914	0.4%
Benefits & Unemployment	130,541	134,503	118,350	117,979	161,542	198,836	23.1%
Professional Services	136,850	142,550	162,200	170,110	186,200	154,050	-17.3%
Contract Services						119,300	
Employee Travel, Education, & Dues	10,745	11,745	11,745	10,045	14,545	27,845	91.4%
Materials & Supplies	9,099	164,083	7,500	6,800	11,625	13,995	20.4%
Utilities	18,186	9,454	16,850	16,850	20,370	20,520	0.7%
Repairs & Maintenance	2,809	3,260	3,260	3,260	4,760	4,710	-1.1%
Notices and Advertising	900	386,367	900	900	1,900	1,900	0.0%
Insurance	5,345	0	8,220	8,220	14,939	14,939	0.0%
Contributions	13,090	36,786	14,800	14,800	26,800	19,300	-28.0%
Bad Debt Write-Off	0	23,955	0	7,000	0	5,000	
Contributions to Capital Res.		5602				(156,649)	
Contributions to Equipment Res.		1275					
Miscellaneous	0	840	2,000	2,000	2,000	2,000	0.0%
Small Equipment	27,100	6,000	8,000	1,000			
Equipment > \$5000							
Enterprise Fund Support	0	0	0	(62,680)	(51,327)	(129,262)	151.8%
Total Administration Expenses	683,336	1,139,251	679,420	626,936	779,721	684,399	-12.2%

Administration

FY 2024

FY24 Changes

	Acct #	FY2023	FY24 Amount		
Salaries	11-5100	386,367	387,914	\$	1,547
				\$	-
Benefits	11-5200	157,542	194,836	\$	37,294
AL Buy Out	11-5165	4,000	4,000	\$	-
				\$	-
Enterprise Fund Support			(156,649)		
Billing/Admin Support WSG		(51,327)	(129,262)		
Billing/Admin Support Harbor/JTB/Can			(27,387)		
Professional Services	11-5310		154,050	\$	154,050
Property Assessment (includes Bd of Equalization)	11-5310.02	29,050	29,050	\$	-
Audit (FY2021 & sales tax)	11-5310.01	40,000	40,000	\$	-
Legal Fees	11-5315	19,000	19,000	\$	-
Finance training			30,000		
Lobbyist	11-5310	36,000	36,000	\$	-
Contract Services			119,300		
Caselle	11-5340		40,000	\$	40,000
AccuFund Support	11-5340	13,650	13,650	\$	-
Cleaning	11-5330	4,500	8,000	\$	3,500
Code Publishing	11-5330	1,200	1,200	\$	-
Blackpoint	11-5340	34,800	48,450	\$	13,650
CC Fees	11-5925	8,000	8,000	\$	-
Travel	11-5410		11,500		
SE Conference		2,000	3,000	\$	1,000
City Clerk Conference		1,000	2,000	\$	1,000
Misc Travel		1,000	3,000	\$	2,000
Finance Travel		1,000	3,500	\$	2,500
				\$	-
Education & Training			12,200		
Education & Training - SE Conference	11-5420	300	300	\$	-
Office Software Training			3,500	\$	3,500
City Clerk Training			3,000	\$	3,000
City Clerk Conference		300	300	\$	-
Finance Conferences		300	600	\$	300
Tuition Assistance		2,500	2,500	\$	-
Safety		2,000	2,000	\$	-
Dues	11-5430		4,145		
SE Conference		870	870	\$	-
AK Municipal League		1,770	1,770	\$	-
AK Assoc of City Clerks		195	195	\$	-
National & AK Government Finance Assoc		255	255	\$	-
Chamber of Commerce		400	400	\$	-
Public Retirement Dues		105	105	\$	-
Misc Dues		250	250	\$	-
UFA		300	300	\$	-
Materials and Supplies	11-5510		13,995		
Office Supplies		5,330	7,500	\$	2,170
Office Clothing		370	370	\$	-
Toner		2,500	2,500	\$	-
Freight	11-5525	100	300	\$	200
Postage	11-5520	2,500	2,500	\$	-
Unleaded Gas	11-5552	825	825	\$	-
Utilities			20,520	\$	20,520
Electric	11-5610	5,850	4,500	\$	(1,350)
Heating Fuel	11-5620	5,000	10,000	\$	5,000
Telephone	11-5630	7,000	3,500	\$	(3,500)
Water, Sewer, Garbage	11-5650	2,520	2,520	\$	-
Repairs & Maintenance			4,710		
Equipment Repairs	11-5710	1,500	1,500	\$	-
Postage Meter Lease	11-5730	1,560	1,560	\$	-
Equipment Maint Agreement(Copier)	11-5740	1,200	1,500	\$	300
Building - Annual Flowers	11-5750	500	150	\$	(350)
				\$	-
Other Expenditures			1,900		
Notice & Advertising		1,000	1,000	\$	-
Newsletter Publishing	11-5840	500	500	\$	-
Ketchikan Daily News	11-5840	200	200	\$	-
Recording Fees Vehicle License	11-5845	200	200	\$	-
Insurance			14,939		
General Liability	11-5850	8,130	8,130	\$	(0)
Property		6,169	6,169	\$	0
Vehicle		640	640	\$	0
Contributions			19,300		
Catholic Community Service (Senior)	11-5910	7,000	7,500	\$	500
4th of July Celebration (\$500 past)		5,000	2,500	\$	(2,500)
POW Marathon		800	800	\$	-
CTA Transit		4,500	0	\$	(4,500)
POW Health Network		1,500	1,500	\$	-
KRBD		500	500	\$	-
Power		3,000	3,000	\$	-
Local Red Cross Team			500	\$	500
Misc Contributions		1,500		\$	(1,500)
Christmas Party		3,000	3,000	\$	-
Miscellaneous Expenses			7,000		
Bad Debts for Property tax, sales tax,	11-5930	0	5,000	\$	5,000
Other Expenses	11-5999	2,000	2,000	\$	-
				\$	-
TOTAL		\$ 779,721	\$ 684,399	\$	(95,322)

Personnel: Director, Lifeguards (4 FTE)

The Aquatic Center provides for very large range users from daily exercise, competitive sports, and leisure to physical therapy. The Aquatic center provides an “out of the weather” activity for children, adults and seniors for the entire island. One of the major services the Aquatic center provides is the “learn to Swim” program. The Aquatic center provides swim lessons to almost every school yearly. Since we are surrounded by water it is with utmost importance that we provide for our youth with the understanding of water safety.

2022-2023 Accomplishments

- Jessica Taught 3 separate LGI Courses
- Jessica Started Regular CPR training with local Business
- Jessica Recertified as LGIT
- Hired 1 full time employee
- Sent one employee to CPO Course
- Replaced old and used fitness equipment with new

2023-2024 Goals

- Teach at least 3 LGI courses through the year
- Send one or two employees to CPO certification
- Continue to build current programs
- Continue to build Learn to swim program
- Hire to full staff including a swim coach
- Attend and teach LGI course at ARPA
- Restart school lessons

**FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT REVENUES**

Aquatic Center Expenses	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	% Change
Salaries	154,470	156,536	161,742	166,960	180,221	205,729	12%
Benefits & Unemployment	102,664	128,834	121,997	111,471	115,484	124,428	7%
Professional Services	3,000	4,700	7,400	6,400	4,640	4,640	0%
Employee Travel, Education, & Dues	6,110	8,820	10,780	11,080	5,670	7,770	27%
Materials & Supplies	26,360	20,200	23,800	23,720	23,420	24,420	4%
Utilities	114,137	131,920	126,000	126,000	138,650	138,650	0%
Repairs & Maintenance	2,644	4,800	7,097	3,800	4,500	4,500	0%
Recording							
Insurance	10,500	10,800	10,800	10,800	19,412	19,412	0%
Bad Debt Write-Off							
Other							
Equipment Purchase	1,600	3,796	7,282	12,600	0	0	
Debt Service	136,888	136,888	136,238	136,238	0	0	
Capital Improvement	100,000			17,000	0	0	
Total Swimming Pool Expenses	658,372	607,294	613,136	626,069	491,997	529,549	7%

Aquatic Center

FY 2024

Changes

	Acct #	FY23	FY24	
Salaries	25-5100	180,221	\$ 205,729	25507.64 0.00
Benefits	25-5200	115,484	\$ 124,428	8944.11
Leave Buyout			4,000	4000.00
Contract Services			4,640	
Gym Assistant program	25-5350	500	500	0.00
Water Sample Testing	25-5320	2,500	2,500	0.00
Alarm System	25-5310	540	540	0.00
Accufund Clock	25-5310	500	500	0.00
CC Fees	25-5925	600	600	0.00
Employee Travel, Education, & Dues			7,770	
Travel (CPO Training Anchorage & Lifeguard instructor)	25-5410	2,000	3,000	1000.00
Training	25-5420	1,000	1,500	500.00
Lifeguarding Certifications		1,470	2,070	600.00
ARPA Training		1,200	1,200	0.00
Materials	25-5510		24,420	
Safety Equipment & First Aid Supplies		1,500	1,500	0.00
Office & Cleaning Supplies		5,000	5,000	0.00
Supplies		4,200	4,200	0.00
Stenner (Chem Feeder)		700	700	0.00
Sand for Filters		1,000	0	(1000.00)
Paint & Painting Supplies		2,020	2,020	0.00
Chemicals	25-5515	6,000	6,000	0.00
Freight	25-5525	3,000	5,000	2000.00
Utilities			138,650	
Electricity	25-5610	52,000	52,000	0.00
Heating Fuel (Propane)	25-5620	35,000	-	(35000.00)
Propane	25-5625	15,000	50,000	35000.00
Telephone DSL	25-5630	3,000	3,000	0.00
Wood Chips	25-5510.01	30,000	30,000	0.00
Water, Sewer, Garbage	25-5650	3,650	3,650	0.00
Maintenance			4,500	4500.00
Pool Cover	25-5700	3,500	3,500	0.00
Misc Repairs		1,000	1,000	0.00
Building & Grounds Maintenance				0.00
Insurance			19,412	
Liability	25-5850	6,907	6,907	0.00
Property		12,505	12,505	0.00
TOTAL		491,997	\$ 529,549	37551.75

**FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

Council Expenses	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	% Change
Salaries	14,700	13,500	13,520	20,124	20,124	20,679	3%
Benefits	37,632	17,633	16,613	7,031	6,864	7,031	-2%
Council Elections	950	950	950	1,450	950	950	-34%
Employee Travel, Education, & Dues	1,550	2,050	2,050	5,000	5,050	5,550	1%
Materials & Supplies	2,100	0	0	10,000	1,000	1,000	
Telecommunications							
Insurance	385	220	220	220	428	428	0%
Contributions					10,000	10,000	
New Equipment							
Total Council Expenses	57,317	34,353	33,353	43,825	44,416	45,638	3%

Council

		2023	FY24	FY24 Changes
Council Salaries	12-5110	20,124	\$ 20,679	\$ 555
Benefits		6,864	7,031	\$ -
Contract Services			950	\$ 167
Election Judges:	12-5331	450	450	\$ -
Ballots		500	500	\$ -
Auto Ballots				\$ -
Employee Travel, Education, & Dues				\$ -
Travel			5,000	\$ -
AML Conference, Other Travel	12-5410	3,000	3,500	\$ 500
Education & Training	12-5420	1,500	1,500	\$ -
Materials & Supplies			1,000	\$ -
Equipment Repair & Supplies	12-5510	1,000	1,000	\$ -
Education and Dues				\$ -
SE Conference	12-5430		550	\$ -
AK Conference of Mayors		250	250	\$ -
AML Conference		300	300	\$ -
Insurance			428	\$ -
Liability	12-5850	428	428	\$ (0)
Contributions			10,000	\$ -
Council Discretionary	12-5910	10,000	10,000	\$ -
				\$ -
		\$ 44,416	\$ 45,638	\$ 1,222

Personnel: Coordinator, Part-time EMT 2, EMT 1 and volunteers. FTE:

The Craig EMS Department is made up of:
EMS Coordinator, Two Full Time EMTs, and Nine Volunteers, whose Professions include: Telephone Technician, Clinical Assistant/ Phlebotomist, Registered Nurse, Firefighter, Timber Faller, Professional Investor, Charter Captain, Certified Nursing Assistant, Student, Business Owner and Future Paramedic.
Our EMS Squad consists of: Two Advanced Life Services Ambulances, One EMT 3, Seven EMT 2s, Two EMT 1s and Two ETTs
All members of the squad are scheduled and respond to calls as needed.
Craig EMS continues to actively recruit new members.

2020 Served as a vastly different year. We were presented with the COVID 19 Pandemic. New Policies and Procedures were developed and used specifically for this Pandemic. Training was held online and in person for EMS Personnel. These trainings were all

2022-2023 Accomplishments

- Held classes/tours for different communities on the island for EMS/Fire
- Went to different schools for Fire Safety Month
- funding and acquired Bullet Proof vests, shields, and helmets for Active Shooter responses.
- Continued the Bike Helmets for the Bike Safety Program
- Obtained Power Gurney for Ambulance 1
- Obtained Portable Oxygen Generator for Ambulance 1

2023-2024 Goals

- Continue to build the Squad Membership, Trainings, and Responsibilities
- Create and staff a dual position with Craig PD (DMV Agent/Admin Clerk)
- Acquire a small oxygen bottle refill system
- Acquire new AEDs to provide an easier ordering system



**FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Emergency Medical Services</i>	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	% Change
Salaries	85,908	106,493	138,546	181,480	202,466	187,169	12%
Benefits & Unemployment	57,272	57,660	60,157	74,514	69,165	75,589	-7%
Contracted Services	4,200	3,400	4,845	4,500	4,900	7,400	9%
Employee Travel, Education, & Due	3,840	5,000	7,400	8,400	8,200	9,700	-2%
Materials & Supplies	19,500	16,300	18,650	18,150	13,450	13,950	-26%
Utilities	6,050	6,300	4,900	4,900	8,600	8,600	76%
Repairs & Maintenance	950	0	0	0	0	0	
Recording/Permits	650	0	0	0	0	0	
Insurance	5,289	6,351	6,351	6,351	10,077	10,077	59%
New Equipment	350	650	2,200	0	0	0	
Equipment Replacement	5160	0	0	0	0	0	100%
Bad Debt Write-Off	0	0	0	0	0	0	
Capital Improvement	0	0	0	0	0	0	
Total EMS Expenses	189,169	202,154	243,049	298,295	316,858	312,485	6%

Emergency Medical Services 2024

	<u>Acct #</u>	<u>FY23</u>	<u>Amount</u>		<u>FY24 Changes</u>
Salaries	17-5100	212,467	197,169	\$	(15,298.36)
EMPG Grant (Split with planning)	17-5105	(10,000)	(10,000)	\$	-
Benefits	17-5200	69,165	75,589	\$	6,423.95
				\$	-
Contract Services Software	17-5310		7,400		
Systems Design		3500	3,500	\$	-
MS Virus software		300	300	\$	-
State reporting		400	400	\$	-
Medical Director		700	2,500	\$	1,800.00
I AM Responding			700	\$	700.00
Employee Travel, Education, & Dues			9,700		
Travel	17-5410	1,500	3,000	\$	1,500.00
EMT					
DR					
Hazmat Training		1,000	1,000	\$	-
Education & Training					
Webinars - ETT, EMTII, EMT III, CPR	17-5420	4,200	4,200	\$	-
Medical Director		1,500	1,500	\$	-
Materials & Supplies			13,950		
Office supplies	17-5510	500	500	\$	-
Medical Supplies		7,000	5,500	\$	(1,500.00)
Equipment Supplies		3,000	5,500	\$	2,500.00
Class Materials	17-5530	1,000	0	\$	(1,000.00)
Postage	17-5520	150	150	\$	-
Freight	17-5525	800	800	\$	-
Vehicle Fuel	17-5550	1000	1,500	\$	500.00
Utilities			8,600		
Telephone	17-5630	2500	2,000	\$	(500.00)
Old Clinic Fuel		1750	2,750	\$	1,000.00
Old Clinic Electric		3000	2,500	\$	(500.00)
Water, Sewer, Garbage	17-5650	1350	1,350	\$	-
Maintenance & Repairs			0		
Vehicle Repairs	17-5710				
Dept Maintenance					
Vehicle Licensing & Permits	17-5845		0		
Insurance			10,077	\$	10,077.00
General Liability	17-5850	3,288	3,288		
Property		2,671	2,671		
Vehicle		4,118	4,118		
Permits					
Bad Debts	17-5930				
TOTAL		\$316,859	\$312,485	\$	(4,374.70)

FACILITIES & PARKS

GENERAL FUND

Personnel: Director, Maintenance Workers FTE: 2.75

The facilities and parks department performs maintenance and repairs for the municipal buildings and parks. The city currently has city hall, library, aquatic center, Biomass boiler, wood shop, gymnasium, day care center, fire hall, and three small parks.

2022-2023 Accomplishments

-
- Put a new layer of gravel on cemetery island trail.
- Annual Lagoon Beach Clean-up.
- Ballfield maintenance and upkeep
- Annual wood boiler maintenance.

2023-2024 Goals

- Pressure wash and clean all park benches, tables, toys, and signage in all city parks.
- Ballfield maintenance and removal of old concession building.
- Install new planters at ballfield
- Pool air Handler maintenance.
- Complete unfinished projects and maintenance on master list.
- Continue looking for ways to improve efficiency, and cost savings.

**FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Parks/Facilities Expenditures</i>	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	% Change
Salaries	122,419	124,005	133,077	135,100	158,329	190,534	20%
Benefits & Unemployment	92,275	69,460	67,197	67,342	68,946	74,538	8%
Contracted Services	7,200	7,800	7,800	11,100	7,500	7,500	0%
Employee Travel, Education, & Dues	0	0	0	1,500	0	1,500	
Materials & Supplies	5,700	16,200	17,000	22,900	16,175	21,350	32%
Utilities	15,964	16,609	16,000	16,000	19,200	8,700	-55%
Repairs & Maintenance	15,000	10,000	15,000	22,250	12,000	12,000	0%
Insurance	12,178	11,968	11,968	11,968	18,534	18,534	0%
Recording/Permits & Misc.							
Equipment	1,600	7,200	26,000	3,680	0	0	
Capital Improvement	6,200	6,200	0	30,000	0	0	
Total Parks/Facilities Expenses	278,536	269,442	294,042	321,841	300,684	334,655	11%

Parks & Public Facilities FY 2024

	Acct #	FY2023	FY2024	Changes
Salaries	14-5100	158,329	190,534	32,205
Benefits	14-5200	68,945	74,538	5,593
Contractor Services	14-5330		7,500	
Janitorial - Float Plane	14-5330.01.130	500	500	-
Misc contract Services		1,000	1,000	-
Fire/Sprinkler Inspections	14-5350	6,000	6,000	-
Education & Training	14-5410		1,500	
Staff Training			1,500	
Material & Supplies	14-5510		21,350	
Buildings		5,000	5,000	-
Misc.		4,200	4,200	-
Tools		1,500	1,500	-
Burial Supplies		1,500	1,500	-
Fertilizer		1,100	1,100	-
Freight	14-5525	500	5,000	4,500
Equipment Fuel	14-5550	500	500	-
Vehicle Fuel		1,875	2,550	675
Utilities			8,700	
Electricity (Shop & POW Health)	14-5610	8,000	3,000	(5,000)
Heating Fuel (Shop & POW Health)	14-5620	7,500	3,000	(4,500)
Telephone	14-5630	2,500	1,500	(1,000)
New Clinic Alarm telephone	14-5630.01	600	600	-
Water, Sewer, Garbage	14-5650	600	600	-
Maintenance & Repairs	14-5700		12,000	
Building Maintenance	14-5750	12,000	12,000	-
				-
Insurance	14-5850		18,534	
General Liability		3,104	3,104	(0)
Property		13,725	13,725	0
Vehicle		1,704	1,704	0
TOTAL		300,682	<u><u>\$334,655</u></u>	33,973

The City of Craig Volunteer Fire Department responds to fire calls within the City limits, as our Primary Care Coverage Area. We also respond to neighboring communities with Specialty Equipment, and training if needed.

Timber Faller, Fisherman, Accountant, Automotive Mechanic, Diesel Mechanic, Pre-Sale Forestry Technician, Assistant Maintenance Director/ Bus Driver, Water/ Wastewater Treatment Plant Operator, EMT/ Fire Fighter, Telephone Technician and High School Student. All these members work hard to directly benefit our department.

CCVFD is also actively recruiting new members.

As part of the Organization structure, we have a "First Responder" who reports directly to the scene. Their assessment includes the entire fire scene. Finding a Fire Hydrant, and the need for additional equipment.

This structure has resulted in less damage to property.

The department has been directly affected by COVID 19. Trainings have been occurring more frequently.

2022-2023 Accomplishments

- Retained and recruited a full team of firefighters willing to participate fully in training exercises
- Received 6 new breathing apparatus from SHSP Grant for Hazmat Responses
- Maintained fire equipment and replace as needed
- Returned to normal meetings after COVID19, training continued all equipment
- Acquired additional Hazardous Protective Wear and Hazard Site Identification/Training

2023-2024 Goals

- Retaining and recruiting a full team of firefighters willing to participate fully in training exercises
- Continue replacing all the older SCBA
- Replace all Turnout Gear
- Retrain on Trucks & Fire equipment, test hoses
- Upgrade Cascade system for filling larger air tanks
- New heater for keeping firehouse

**FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Fire Expenses</i>	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	% Change
		Budget	Budget	Budget	Budget	Budget	
Salaries	0	0	0	0	0	0	
Benefits & Unemployment	4,186	4,186	4,186	4,186	4,186	4,186	0%
Contracted Services	7,400	3,800	5,400	5,400	5,400	5,700	0%
Employee Travel, Education, & Dues	5,735	2,700	2,700	2,700	2,500	5,000	0%
Materials & Supplies	4,842	6,000	2,600	2,600	2,600	3,400	31%
Utilities	5,480	6,380	5,900	5,900	5,125	5,300	3%
Repairs & Maintenance	320	3,000	1,000	1,000	1,000	1,000	0%
Insurance	5,113	4,827	4,827	4,827	5,954	5,954	0%
Recording/Permits & Misc.							
Equipment	1,980	2,500	0	0	0	0	100%
Capital Improvement		6,200	4,000	0	0	0	
Total Fire Expenses	35,056	39,593	30,613	26,613	26,765	30,540	1%

Fire

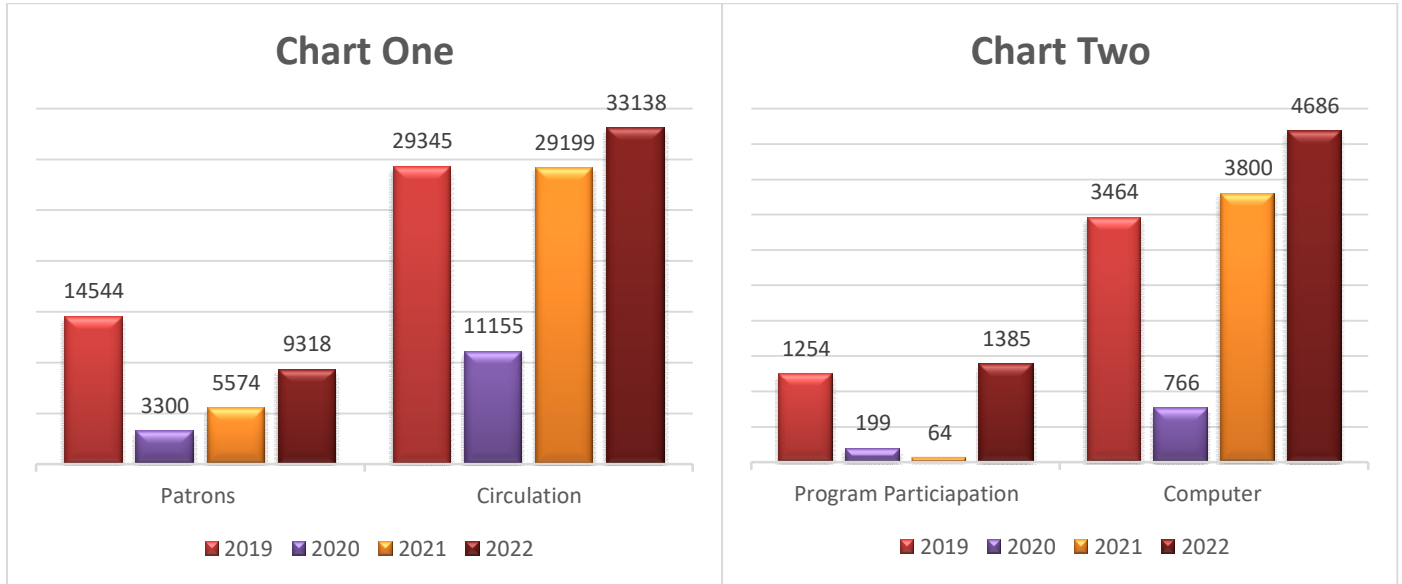
FY 2024

FY24 Changes

	<u>Acct #</u>	<u>FY2023</u>	<u>Amount</u>	
Volunteers	18-5100			
Work Compensation Insurance	18-5260	4,186	4,186	0
				0
Contract Services			5,700	
Stipends	18-5320	5,400	5,400	0
Norton subscription		200	200	0
State Bridge for NIFRS		100	100	0
Employee Travel, Education, & Dues			5,000	
Travel	18-5410	1,500	3,000	1,500
Education & Training	18-5530	1,000	2,000	1,000
				0
Materials & Supplies			3,400	
Fire Supplies		1,200	2,000	800
Office Supplies	18-5510	100	100	0
Vehicle supplies		100	100	0
Promotional Supplies		500	500	0
Postage	18-5520	0	0	0
Freight	18-5525	400	400	0
Fuel		300	300	0
Utilities			5,300	
Electric	18-5610	1,500	1,000	-500
Heating fuel	18-5620	3,125	3,500	375
Vehicle Fuel	18-5650	500	800	300
Telephone		0	0	0
Water, Sewer, Garbage		0	0	0
Maintenance & Repairs			1,000	
Vehicle Repairs	18-5700	1,000	1,000	0
Dept Maintenance				0
Air refilling				0
Vehicle Licensing & Permits				0
Insurance	18-5850		5,954	
General Liability		783	783	0
Property		1,125	1,125	0
Vehicle		4,046	4,046	0
				0
TOTAL		27,065	<u>\$30,540</u>	3,475

Personnel: 1- Librarian, 2 -PT Library Technician (29 hours, 11 hours)

Department Description: Provides to the public a wide selection of adult, young adult, and children nonfiction, fiction, and audio books. The library’s collection emphasizes Alaska nonfiction and fiction. The library also has laptops, magazines, videos, free books, and desktop computers for internet access as well as printing capabilities. The book collection is available for check out by members of the public who have been issued a library card. The library is open Monday through Saturday with evening hours Tuesday through Thursday.



2022-2023 Accomplishments:

- ▣ City of Craig Funds:
 - ▣ Increased our existing collections; upgraded front desk computer and office monitors.
- ▣ PLAG Funds: \$7,000.
 - ▣ Purchased supplies for seasonal reading programs, supplemented city funds for books and movies.
- ▣ IMLS Funds (Shaan Seet): \$10,000.
 - ▣ Purchased of increasing existing collections; purchased supplies for programs.
- ▣ ALA Grant: \$20,000
 - ▣ Increased our existing collection, outdoor seating, COVID related upgrades.
- ▣ The Alaska Community Foundation Grant: \$5,000
 - ▣ Increase children participating in library activity by sending home kits.
- ▣ Rasmuson Foundation TIER I Grant: \$15,000
 - ▣ Funding for space analysis.
- ▣ Shaan Seet Donation: \$250
 - ▣ Programming funding.

2023-2024 Goals:

- ▣ City of Craig Funds:
 - ▣ Increase our existing collections.
- ▣ Expected PLAG Funds: \$7,000.
 - ▣ Purchase supplies for seasonal reading programs; supplement city funds for books and movies; renew magazine subscriptions.
- ▣ Expected IMLS Funds: \$10,000.
 - ▣ Increase our existing collections, support programs, and add seating.

**FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Library Expenditures</i>	FY 2018	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	% Change
Salaries	64,177	62,250	64,907	62,261	62,263	76,341	100,152	31%
Benefits & Unemployment	44,851	48,533	39,007	35,410	46,633	15,242	32,137	111%
Contracted Services	3,104	1,250	2,800	2,900	3,175	4,934	3,660	-26%
Employee Travel, Education, & Materials & Supplies	448	0	1,000	0	1,000	1,000	1,000	0%
Utilities	7,574	9,150	9,270	7,000	7,000	9,600	11,600	21%
Repairs & Maintenance	5,728	11,932	11,227	10,600	10,600	11,100	10,250	-8%
Insurance	0	1,400	1,400	1,000	1,000	500	500	0%
Recording/Permits & Misc.	1,236	1,365	1,750	1,750	1,750	2,770	2,770	0%
Equipment		0	0	0	1,580			
Capital Improvement		0	0	0	2,500	0	0	
Total Library Expenses	127,118	135,880	131,361	120,921	137,501	121,487	162,069	33%

Library

FY 2024

FY24 Changes

	Acct #	FY2023	Amount		FY24 Changes
Salaries	19-5100	76,341	\$ 100,152	\$	23,811
				\$	-
Benefits	19-5200	15,242	32,137	\$	16,895
				\$	-
Contract services	19-5330		3,660		
BlackPoint		900	900	\$	-
Interlibrary Loan		134	35	\$	(99)
Surpass (July) SIP Server Subscript		300	0	\$	(300)
Surpass Cloud Large		1,200	1,200	\$	-
Enhanced Content Level 1		525	0	\$	(525)
Alaska Digital Library		1,250	1,250	\$	-
Alaska Library Assoc.		275	275	\$	-
Movie Licensing		350	0	\$	(350)
Employee Travel, Education, & Dues			1,000		
Travel	19-5410	1,000		\$	(1,000)
Library Conference				\$	-
Education & Training	19-5430		1,000	\$	1,000
Dues	19-5430			\$	-
AKLA CONFERENCE				\$	-
				\$	-
Materials & Supplies			11,600		
Materials	19-5510	2,000	2,000	\$	-
Books	19-5531	3,000	3,000	\$	-
Audio & Visual	19-5535	2,000	2,000	\$	-
Subscriptions	19-5532	800	800	\$	-
Postage	19-5520	1,800	1,800	\$	-
Programming			2,000	\$	2,000
				\$	-
Utilities			10,250		
Electric	19-5610	3,600	2,750	\$	(850)
Heating Fuel	19-5620	2,500	2,500	\$	-
Telephone	19-5630	800	800	\$	-
DSL Internet		4,200	4,200	\$	-
Water, Sewer, Garbage		0	0	\$	-
Maintenance & Repairs	19-5700		500	\$	500
Building Maint		500	500	\$	-
				\$	-
Insurance	19-5850		2,770		
Liability		1,580	1,580	\$	-
Property		1,190	1,190	\$	-
		121,487	\$162,069	\$	40,582

Personnel: Planner FTE: 1

Department Description: The Craig Planning and Zoning Department is responsible for land use issues, building permits, coastal management, emergency planning and economic development. The department reviews development proposals, processes building permits and performs code enforcement for land development issues. The department serves as staff for the five-member Planning Commission. Planning commissioners are appointed by the Mayor. The department manages various land use permits, leases/sales of city land, mapping and capital projects for the city.

2022-2023 Accomplishments

- Learned process for hosting monthly Planning Commission meetings.
- Managing routine planning and zoning applications for the public (CUPs, land sale documentation, variances, replats, building permits, etc) as it applies to Craig Municipal Code 16 and 18.
- Emergency Management Program Grant: Completed FEMA Training Professional Development Series, IS-100, IS-200, IS-700, IS-800, additional trainings, and managed reporting of EMPG.
- SHSP Grant: purchased emergency disaster trailers and supplies and managed reporting of SHSP.
- Progress on Scanning and Electronically Filing Paperwork
 - P&Z Master List from 2000-Present
 - P&Z meeting minutes and resolutions
 - Access Permits
 - Leases (in progress)
- Updating MARS and working with Henry to improve data
- Cemetery project scoping, design, public comment work.
- Ward Cove project meetings, contractor management assistance, etc.

2023-2024 Goals

- Fulfill basic planning and zoning duties: planning and zoning applications for the public (CUPs, land sale documentation, variances, replats, building permits, etc) and Planning Commission meetings
- Meet the requirements for the Emergency Management Program Grant
 - Dedicate 25% of my time on emergency management/preparedness projects
 - Assist with other EMPG grant needs as required
- POWER State Funds: produce a bid document and manage grant funds awarded to renovate POWER.
- Assist with managing federal appropriations to the extent of my capabilities.
- Continue to organize, scan, electronically file, and update leases
- Work with Kimber and other department heads to develop a system of verification for leases and access permits (payments and oversight).
- Work with finance staff to verify home occupation requirements that require a conditional use permits
- Continue to scan and electronically file old, relevant paperwork (old appraisals, reports, etc) and archive physical copies as required.
 - Continue to develop the P&Z Master List
- Continue to work with Henry to update and improve MARS records

**FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Planning Expenses</i>	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	% Change
Salaries	51,939	45,759	47,046	49,573	41,915	43,560	4%
Benefits & Unemployment	17,532	17,695	17,695	17,694	26,132	28,562	9%
Contractual Services	7,500	5,800	6,500	6,500	6,500	0	-100%
Employee Travel, Education,	0	0	0	0	2,700	4,000	48%
Materials & Supplies	1,000	1,000	1,000	1,000	1,000	1,000	0%
Utilities	0	0	0	0	0	0	
Repairs & Maintenance	0	0	500	500	500	500	0%
Insurance	308	265	265	265	992	992	0%
Advertising - Legal Fees					500	500	0%
Recording/Permits & Misc.	500	500	750	750	250	750	200%
Equipment	0	0	0	0	0	0	
Capital Improvement							
Total Planning Expenses	\$78,780	71,019	73,756	76,282	80,489	79,863	-1%

Planning		FY 2024		Changes
		FY2023	FY24	
Salaries	13-5110	\$ 41,915	\$ 43,560	1,645
City Planner, (5,000 Reimb EMPG)				0
Benefits	13-5200	26,132	28,562	2,430
				0
Contractual Services			0	
Website Maintenance		4,000	0	(4,000)
Omnilert		2,500	0	(2,500)
				0
Employee Travel, Education, & Dues			4,000	
Plan Commissioner Training	13-5410			0
Conference	13-5420	1,200	2,000	800
Education		1,500	2,000	500
Materials & Supplies			1,000	
Materials	13-5510	1,000	1,000	0
Postage	13-5520			0
Freight	13-5525			0
				0
Equipment Repairs	13-5700		500	
Equipment Repairs		500	500	0
Advertising - Legal Notices	13-5840		500	
Legal Notices		500	500	0
Recording	13-5845		750	
Recording Fees		250	750	500
Insurance	13-5850		992	
Liability		992	992	0
Equipment Purchases	13-6200		0	0
			<u>0</u>	<u>0</u>
Total		80,489	<u><u>\$ 79,863</u></u>	(625)

Personnel: Police Chief, Sergeant, three (3) Officers, Six (6) Dispatchers, one (1) DMV Clerk (11.25 FTE)

The Police Department is responsible for the public safety of the citizens of Craig, AK. The police department provides a secure facility for housing prisoners for Prince of Wales Island.

2022 – 2023 Accomplishments

- Hired a Sergeant / Ben Page, former Officer with CPD
- Sgt. Page obtained DataMaster cdm Supervisor Certification
- Officers Completed ARIDE Training
- ProComm Came to Craig/Completed needed updates to MC5500 / Radio Consolettes / Vehicle Radio's
- All staff obtained First Aid / AED / CPR Training
- Stancil was replaced, newer improved system obtained, set up and company was on site to move all recordings over to new system
- Apsin Audit / completed requiring a few added updates to conform with federal law
- Ofc. Dustin Connolly obtained Taser Instructor Certification
- Worked with Klawock PD, ProComm & ALMR to get them on better, reliable radio system to communicate with Craig Dispatch Center

Upcoming Projects

- Work with APSC to obtain funding for Ofc. LaRue Police Academy Training
- Finalizing Department Policy Manuel / Jail Manuel – both needing updates to conform with State & Federal Laws
- DOC / Jail Audit
- Taser Training for all staff
- Replacing all Tuff Book Laptops with newer equipment – system that does TrACS (citation issuing, filing system)
- Keep seeking out two new Tahoe Vehicles to replace the failing Ford Expeditions that are still in service
- Renewing On Line Training Program, Police One for all officers. This allows for completion of mandatory training required for officers to keep certifications
- Working with city of Klawock, new Chief (once hired), new officers and Dispatching Contract that is still in place

2023 – 2024 Goals

- Hire another C.E.O., train and have ready to replace an officer that will be leaving during middle of FY Budget
- Complete required updates to Apsin Agreement
- Have another DMV Agent / Road Examiner to assist with increasing traffic
- Update Crime Star, obtain another license to deal with increasing case load
- Continue working with PED / BI, getting working SL3 Devices that will work on POW
- Having new officers cross train in dispatch center, to fill in as needed
- Work towards getting new police building, larger jail, pull in larger amounts of funding for running said jail
- Seek funding for radio equipment upgrades
- Obtain Jail Officer Certification for New Hired Staff

**FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

Police & Jail Expenditures	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	% Change
	Budget	Budget	Budget	Budget	Budget	Budget	
Salaries	533,269	549,339	574,090	582,520	635,954	701,784	10%
Benefits & Unemployment	326,197	321,618	336,473	338,584	367,833	400,911	9%
Contracted Services	4,200	3,825	7,020	8,920	26,931	27,106	1%
Employee Travel, Education, &	3,300	5,350	3,000	3,000	5,000	7,500	50%
Materials & Supplies	46,000	43,000	47,500	49,500	56,000	64,800	16%
Utilities	29,288	29,742	27,000	27,000	27,111	16,510	-39%
Repairs & Maintenance	0	0	0	0	1,000	1,000	0%
Insurance	8,722	29,414	29,414	29,414	53,808	53,808	0%
Recording/Permits & Misc.	425	300	2,200	2,200	700	3,200	357%
Credit Card Fees	0	0	0	0	1,500	0	-100%
Equipment	9,500	40,000	15,000	10,650			-100%
Capital Improvement				15,000			-100%
Police & Jail Expenses	960,901	1,022,588	1,041,697	1,066,788	1,175,837	1,276,619	10%

Police	FY 2024			FY24 Changes
	Acct #	FY2023	Amount	
Salaries	16-5100	635,954	701,784	65,830
				0
Benefits	16-5200	357,832	400,911	43,079
AL Buy Out		10,000	10,000	0
Contract Services	16-5330		27,106	
Blackpoint Backup		21,456	21,456	0
Stencial-Jail	16-5330.01	800	800	0
Crime Star	16-5330.01	900	900	0
APOA	16-5330.01	475	750	275
Email 365	16-5330.01	1,200	1,200	0
Crossmatch	16-5330.01	2,100	2,000	(100)
Travel & Education			7,500	
Travel	16-5410	3,000	4,500	1,500
Education	16-5420	2,000	3,000	1,000
				0
Materials & Supplies	16-5510		64,800	
Uniforms		2,500	2,500	0
Office supplies	16-5510	6,000	6,000	0
Supplies - Jail	16-5510.01	5,000	6,000	1,000
Food - Jail	16-5519.01	22,000	22,000	0
Postage	16-5520	500	500	0
Postage - Jail	16-5520.01	500	500	0
Freight	16-5525	750	750	0
Freight - Jail	16-5525.01	500	500	0
Vehicle Fuel	16-5652	14,000	14,000	0
Vehicle Fuel - Jail	16-5652.01	4,250	4,250	0
DMV			300	300
Reimbursable Expenditures	16-5992		3,000	3,000
AEDs - Jail	16-5510. 01		4,500	4,500
Utilities			16,510	
Electric	16-5610	6,193	2,000	(4,193)
Electric - Jail	16-5610.01	6,183	4,000	(2,183)
Heating	16-5620	1,000	1,000	0
Heating- Jail	16-5620.01	2,750	2,750	0
Telephone	16-5630	3,697	1,000	(2,697)
Telephone - Jail	16-5630.01	4,528	3,000	(1,528)
Water, Sewer, Garbage		2,760	2,760	0
Maintenance & Repairs			1,000	
Vehicle Repairs	16-5700	500	500	0
Building & Grounds Maint	16-5750	500	500	0
Recording & Permits			3,200	
Advertising	16-5840	500	500	0
Licensing Vehicles & Software	16-5845	200	200	0
Credit Card Fees		1,500	2,500	1,000
Insurance	16-5850		53,808	
General Liability		35,149	35,149	0
General Liability-Jail	16-5850-01	10,000	10,000	0
Property Liability		4,085	4,085	0
Vehicle		4,574	4,574	0
				0
TOTAL		\$1,175,836	\$1,276,619	100,783

Personnel : Director, two (2) Rec Assistants (2.5 FTE)

1. Enhance the quality of life in our community.
2. Make Craig a more desirable place to live and have a family.
3. Provide activities to connect youth to the community.
4. Involve youth & families in healthy activities and promote volunteerism and pride in their community.
5. Promote all Recreation Activities and community events thru the weekly radio show, newspaper articles, calendar and Facebook posts, email and posters, interagency meetings.
6. Work with the Craig City School District, Civil Air Patrol, the Seibukan Karate DoJo, Girl Scouts, Boy Scouts, The Craig Child Care Center, and other groups.

2022-2023

- Soccer season was July and August and well attended.
- Afterschool has skating or blading at the gym and games at the Rec Center.
- Held a Harvest Festival, a Christmas tree lighting, craft festival, the employee holiday party, a Halloween festival, a haunted house and had three successful Bazaars.
- Jiu Jitsu, HIIT classes, pickleball, elementary vball, ballet, self defense classes, kickball, karate is strong.
- The Craig 4th of July, Spring Carnival, & The king salmon derby was a success.
- Successful 4 on 4 volleyball League. Have added a Mellow Monday to the open gym schedule, Tuesday, and Thursday as usual all at 7 pm.
- Time to start planting the flowers for the city baskets and redoing the stands and hanging the stainless-steel signs made for the centennial.
- Rentals for the gym and rec center are now available.
- Redoing the deck and parking lot area at the youth center.
- Repainted gym.
- Repainting bathrooms and hallway at the gym.
- Collected over 10 grand in donations.
- Created a new social media page with daily posts, a monthly and weekly calendar gets traffic of around 100 people per day and 200 per post.
- Cleared out 10 garbage truck loads of random items from facilities, spent 15 hours per week organizing facilities.
- Managed an afterschool program with over 50 participants into a 15 person rotating weekly schedule, communicated with parents before the start of each week on schedules.
- Made binders for each event so anyone can pick up the binder and know how to do the job.
- Made a contact list of people from the community.
- Made project list each department can add on too.

- Started an online payment system that has made program management much more efficient.
- Started an online spreadsheet of user waivers and information.
- Looked at budget and found holes that we need funding for.
- Replaced old equipment in gym, all old balls replaced with new ones, old curtains.
- Made an inventory of equipment.
- Cleared out backrooms and reorganized on newly built shelving.

2023-2024

- Will be adding new events to the calendar such as self defense classes, 3 craft fests, murder mystery nights, school dances, teen nights, holiday festivals, luau party, summer craft days, haunted house, instructor led classes such as yoga, paint nights, cooking classes, processing classes and more.
- Creating a non-profit advisory board to help fundraise for programs.
- Making a volunteer list for the community to help out with certain city tasks.
- Increase rec center profits by 100%.
- Increase gym profits by 100%.
- Held usual yearly events such as a Harvest Festival, a Christmas tree lighting, three Bazaars.
- Will be working to repaint the outside of the youth center and redo floors on the inside.
- Remaking flower baskets and hangers.
- Graveling lower portion of gym by the left side.
- Adding fencing and expanding the community garden space.
- Combing the aquatic center and recreation.
- Adding a new water fountain to gym
- Creating a membership tier system.
- Making plans for a new recreation center.
- Writing more grant applications.
- Making plans to develop a card opening artic entrance for the gym.

**FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT REVENUES**

Recreation Expense	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	% Change
Salaries	53,362	37,606	40,606	82,055	114,920	40%
Benefits & Unemployment	25,772	24,745	25,201	43,963	54,690	24%
Contracted Services	3,600	3,600	1,500	4,000	9,000	125%
Employee Travel, Education, & Dues				1,500	1,500	
Materials & Supplies	2,000	1,050	4,025	2,525	13,410	431%
Utilities	17,140	13,000	13,000	19,625	19,625	0%
Repairs & Maintenance	0	1,000	2,600	2,100	2,100	0%
Insurance	4,630	4,630	4,630	6,139	6,139	0%
Recording/Permits & Misc.	0	0	0	100	100	
Equipment	3,500	800	1,439	0	0	
Capital Improvement	0	0	5,000	0	0	
Centennial Celebration			25,500	0	0	
Total Recreation Expenses	110,004	86,431	123,501	162,007	221,483	37%

Recreation

FY2024

FY24 Changes

	Acct #	FY2023	Amount	FY24 Changes
Salaries	24-5100	82,055	\$ 114,920	32,865
Benefits	24-5200	43,963	54,690	10,727
AL Buy Out		4,000		-4,000
Contract Services	24-5330		9,000	
Classes, Misc. Instructors		1,500	4,000	2,500
Janitor			2,400	2,400
Movie License			800	800
POS Licensensing			1,800	1,800
Travel	24-5410		1,500	
Conferences and Education			1,500	1,500
Materials & Supplies	24-5510		13,410	
Equipment		800	3,050	2,250
concessions			4,050	4,050
Misc.		1,100	2,910	1,810
Postage	24-5520	25	0	-25
Community Garden		100	300	200
Food/Supplies For After School Program		500	3,100	2,600
Utilities			19,625	
Electric	24-5610	5,500	5,500	
Heating Fuel/City GYM	24-5620	4,375	4,375	
Heating Fuel/Youth Center		2,500	2,500	
Telephone	24-5630	2,050	2,050	
Internet		1,200	1,200	
Water, Sewer, Garbage		4,000	4,000	
Maintenance & Repairs			2,100	
Equipment Repairs	24-5750			
Building Maintenance		500	500	0
Landscape/Gravel		1,600	1,600	0
Tables & Chairs		0	0	0
Bounce House fan		0	0	0
CC Fees			100	100
Credit Card Fees		100	100	0
Insurance	24-5850		6,139	
Liability		1,294		-1,294
Property		4,845		-4,845
TOTAL		\$162,007	\$221,483	59,477

Personnel: Director, Water Treatment Operator, Wastewater Treatment Operator, Mechanic/Garbage, Utility Worker FTE: 7

The Public Works Department operates and maintains the city water and sewer utilities as well as collects garbage and maintains the streets. The Department also services and maintains the City's vehicles.

The Department assists and supports other Departments in the City as needed. The crew supports the Police Department by towing vehicles, the Harbors and Facilities Departments with equipment, materials and manpower.

2022 Accomplishments

- Adjusted grade and re-pour concrete sidewalk at Seventh St. and Beach Rd.
- Developed a preventative maintenance plan.

- Distributed additional Kodiak carts.
- Installed additional wind rings on 300-gallon carts

- Exercised 40% of water main valves
- Continued installation of radios on all meters
- Flushed 20% of hydrants

2023 Goals

1. Streets:
 - ❖ Grade/add road material to water line road.
 - ❖ Grub ditch lines along PSN road within the 5.1 mile corridor.
 - ❖ Thompson Road drainage repair.
 - ❖ If asphalt is available, repair Main St. from Sixth St. to Fifth St.

2. Fleet Maintenance:
 - ✓ Develop a preventive maintenance system.
 - ✓ Spring public auction for unused vehicles

**FY2024 BUDGET WORKSHEET
GENERAL FUND
DEPARTMENT EXPENDITURES**

<i>Public Works Expenditures</i>	FY 2019	FY 2020 Budget	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	% Change
Salaries	147,775	153,242	155,380	155,380	111,888	124,582	-28%
Benefits & Unemployment	119,709	107,016	102,169	92,453	72,615	77,580	-21%
Contracted Services	720	8,220	720	720	720	720	0%
Employee Travel, Education, & Due	0	0	0	0	0	32,000	
Materials & Supplies	30,600	25,850	28,850	30,850	74,950	81,300	143%
Utilities	18,138	18,886	14,800	14,800	18,800	7,500	27%
Repairs & Maintenance	25,000	25,000	68,200	68,200	53,200	56,000	-22%
Insurance	7,612	7,798	7,798	7,798	16,049	16,049	106%
Recording/Permits & Misc.	100	0	0	0	0	0	
Equipment	0	0	0	25,000	0	0	-100%
Capital Improvement	2,000	0	5,800	104,000	0	0	-100%
Total Public Works Expenses	351,654	346,012	383,717	499,201	348,222	395,730	-30%

Public Works		FY 2024		FY 24 Changes	
	Acct #	FY2023	Amount		
Salaries	15-5100	111,888	\$ 124,582	\$	12,694
				\$	-
Employee Benefits	15-5200	64,615	77,580	\$	12,965
AL Buy Out		8,000		\$	(8,000)
CDL Sign On Bonus			3,000	\$	3,000
Contractual Services			720		
Drug Testing	15-5350	720	720	\$	-
				\$	-
Travel & Education			32,000		
Misc Travel	15-5410			\$	-
Training	15-5420		16,000		
Dues	15-5430			\$	-
CDL Training			16,000	\$	16,000
Material & Supplies			81,300		
Misc Supplies	15-5510	15,000	15,000	\$	-
Gravel and Sand	15-5510.04	44,500	22,950	\$	(21,550)
Freight	15-5525	5,000	7,500	\$	2,500
Propane		125	100	\$	(25)
Equipment Fuel	15-5550	3,750	8,000	\$	4,250
Vehicle Fuel	15-5552	6,575	5,250	\$	(1,325)
HHW Event			22,500	\$	22,500
Utility			7,500		
Electricity, Street Lights	15-5612	7,000	3,000	\$	(4,000)
Electricity	15-5610	4,500	2,000	\$	(2,500)
Heating Fuel	15-5620			\$	-
Telephone/DSL	15-5630	3,300	2,500	\$	(800)
Water, Sewer, Garbage	15-5650	4,000		\$	(4,000)
Repairs & Maintenance			56,000		
Equipment Repairs	15-5720	50,000	50,000	\$	-
Street Light Maint.	15-5710	1,200	2,000	\$	800
Building maint.	15-5750	2,000	4,000	\$	2,000
Department Fleet Maint.				\$	-
Miscellaneous				\$	-
Advertising	15-5840			\$	-
Vehicle Licensing	15-5845			\$	-
Insurance			16,049		
General Liability	15-5850	3,961	3,961	\$	-
Property Liability		9,925	9,925	\$	-
Auto		2,163	2,163	\$	-
TOTAL		\$ 348,222	<u>\$395,730</u>	\$	47,509

2023 Goals

3. Water distribution:

- Exercise all water main valves, and document with GPS location.
- Flush and number 20% of hydrants, and document with GPS location.
- Continue installation of radios on all meters.
- Develop a preventative maintenance plan.

4. Wastewater treatment:

- Repair drainage from the second floor wash down drains.
- Replace roof.
- Develop a preventative maintenance plan.

5. Sewer collections:

- Install 50 manhole inserts to reduce stormwater infiltration.
- Down town lift station fully repaired

6. Water treatment plant:

- ❖ Complete treatment study on volume increase potentials.
- ❖ Continue work on Asset Management Plan

7. Solid waste:

- 🚚 Distribute additional Kodiak carts.
- 🚚 Install additional wind rings on 300 gallon carts

Enterprise Water Fund FY24

<i>Water Revenues</i>	FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		FY 2024		% Change
	Budget		Budget		Budget		Budget		Budget		Budget		
Metered service	\$ 300,000	\$ 310,080	\$ 319,382	\$ 319,382	\$ 319,382	\$ 319,382	\$ 319,382	\$ 319,382	\$ 319,382	\$ 319,382	\$ 323,382	\$ 323,382	1%
Non-metered service	4,800	4,896	4,896	4,896	4,896	4,896	4,896	4,896	4,896	4,896	4,896	4,896	0%
Meter sales	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0%
Turnoff notice fee	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0%
Reconnection fee	500	500	500	500	500	500	500	500	500	500	500	500	0%
Interest													
Water Rev. from Other Departments			16,090	16,090	16,090	16,090	16,090	16,090	16,090	16,090	16,090	16,090	0%
Total Operations Revenue	307,300	317,476	342,868	342,868	342,868	342,868	342,868	342,868	340,888	340,888	344,888	344,888	1%
Transfer from Endowment Fund		125,000	44,070	22,000	22,000	22,000	22,000	22,000	22,000	22,000	0	0	0%
Total Revenue and Endowment Fund			386,938	364,868	340,888	340,888	340,888	340,888	340,888	340,888	344,888	344,888	1%
Water Expenses													
Salaries	142,562	131,908	134,003	134,003	134,003	134,003	134,003	134,003	178,634	178,634	187,619	187,619	5%
Benefits & Unemployment	84,459	81,029	72,557	70,577	70,577	70,577	70,577	70,577	92,026	92,026	97,704	97,704	6%
Contracted Services	8,000	85,000	14,000	14,000	14,000	14,000	14,000	14,000	12,000	12,000	16,500	16,500	27%
Employee Travel, Education, & Dues	-	3,935	3,935	3,935	3,935	3,935	3,935	3,935	4,935	4,935	7,570	7,570	35%
Materials & Supplies	51,600	57,475	62,400	67,400	67,400	67,400	67,400	67,400	69,900	69,900	79,850	79,850	12%
Utilities	59,400	57,400	57,400	57,400	57,400	57,400	57,400	57,400	57,400	57,400	29,000	29,000	-98%
Repairs & Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	39,620	39,620	75%
Insurance	8,800	8,800	8,800	8,800	8,800	8,800	8,800	8,800	16,295	16,295	16,296	16,296	0%
Recording/Permits & Misc.	8,850	50	50	50	50	50	50	50	50	50	50	50	0%
Equipment	22000	59,310	29,420	19,820	19,820	19,820	19,820	19,820	20,893	20,893	44,835	44,835	0%
Admin Support	-	5,000	54,070	32,000	32,000	32,000	32,000	32,000	0	0	105,549	105,549	53%
Capital Improvement and Debt													0%
Capital Improvement and Debt Transferred from CR											(105,549)	(105,549)	0%
Total Operations Expenses	395,671	499,907	446,635	438,879	438,879	438,879	438,879	438,879	462,134	462,134	519,044	519,044	
Debt Service													
Interest	5205.00	8737	8737	8737	8737	8737	8737	8737	8737	8737	8737	8737	
Debt Retirement	19991	16459	16264	16264	16264	16264	16264	16264	16264	16264	16264	16264	
Total Debt Service	25196.00	25196	25001	25001	25001	25001	25001	25001	-	-	519,044	519,044	
Operating Expense + Debt Service			463,880	463,880	463,880	463,880	463,880	463,880	462,134	462,134	519,044	519,044	
Total Water Revenues	307,300	442,476	386,938	364,868	364,868	364,868	364,868	364,868	340,888	340,888	344,888	344,888	
Total Water Expenses	420,867	525,103	471,636	463,880	463,880	463,880	463,880	463,880	462,134	462,134	519,044	519,044	
Net Revenue (Expense)	\$ (113,567)	\$ (82,627)	\$ (84,698)	\$ (99,012)	\$ (99,012)	\$ (99,012)	\$ (99,012)	\$ (99,012)	\$ (121,245)	\$ (121,245)	\$ (174,156)	\$ (174,156)	
Operating Revenue - Expense			(99,012)	(121,245)	(121,245)	(121,245)	(121,245)	(121,245)	(174,156)	(174,156)	(174,156)	(174,156)	

Water-Operational Expenses		FY 2024		
	Acct #	FY23	FY24	Changes
Salaries	22-5100	\$ 178,634	\$ 187,619	8,985 U
Employee Benefits	22-5200	92,026	97,704	5,678
Admin Support			44,835	
Billing WSG		20,893	44,835	23,942
Contract Services			16,500	
Laboratory testing	22-5350	3,500	4,000	500
Boreal Controls	22-5320	6,500	8,500	2,000
CC Fees	22-5925	2,000	4,000	2,000
Employee Travel, Education, & Dues			7,570	
Travel	22-5410	3,000	3,000	0
Water/Wastewater CEU	22-5420	1,000	1,000	0
Dues		935	3,570	2,635
Material & Supplies			79,850	
Misc Supplies	22-5510	20,000	20,000	0
Chemicals	22-5515	32,100	32,100	0
Postage	22-5520	800	1,000	200
Freight	22-5525	16,000	25,000	9,000
Equipment/Vehicle Fuel	22-5650	1,000	1,750	750
Utilities			29,000	
Electric	22-5610	55,000	27,500	(27,500)
Heating Fuel	22-5620			0
Telephone	22-5630	2,400	1,500	(900)
Sewer, Garbage				0
Maintenance & Repairs			39,620	
Equipment Repair	22-5700	5,000	27,500	22,500
Building & Grounds Maintenance	22-5750		7,120	7,120
Shop Supplies				0
Treatment Plant repairs		5,000	5,000	0
Recording/Permits & Misc.			50	
Advertising	22-5440			0
Vehicle Licensing	22-5445	50	50	0
Permits				0
Insurance			16,296	
Liability	22-5850	5,979	5,979	0
Property		9,876	9,876	0
Auto		441	441	(0)
TOTAL		\$ 462,134	\$ 519,044	56,910

Enterprise Wastewater Fund FY2024

Revenues	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	%
	Budget	Budget	Budget	Budget	Budget	Budget	Change
Service fees	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 310,000	0%
Service fees - metered							
Material sales							
Grant Funding for Capital							
Total Operations Revenue	290,000	290,000	290,000	290,000	290,000	310,000	0%
Transfer from Endowment Fund				22,000		0	-100%
Total Revenue and Transfers				312,000	290,000	310,000	-7%
Wastewater Expenses							
Salaries	72,832	75,938	77,087	77,087	116,657	146,525	51%
Benefits & Unemployment	53,088	52,563	46,941	43,766	63,163	80,867	44%
Contracted Services	7,800	7,800	11,800	11,800	9,800	11,800	-17%
Employee Travel, Education, & Dues	300	1,280	1,280	1,280	2,280	3,280	78%
Materials & Supplies	5,400	8,350	8,200	8,200	8,350	14,400	2%
Utilities	46572	71,963	55,741	55,741	51,700	42,300	-7%
Repairs & Maintenance	4000	4,000	4,000	4,000	4,000	5,000	0%
Insurance	5300	5,450	5,450	5,450	24,262	24,263	345%
Recording/Permits & Misc.	12830			-		-	
Equipment	2500	5,000	2,000	1,000		-	-100%
Admin Support				20,893	20,893	40,300	0%
Capital Improvement and Debt							
Capital Improvement and Debt							
Transferred from CR			32,000	37,500		(98,530)	-363%
Total Operations Expenses	210,622	232,344	244,499	266,717	301,105	368,735	13%
Total Wastewater Revenues	\$ 290,000	\$ 290,000	\$ 290,000	\$ 312,000	\$ 290,000	\$ 310,000	-7%
Total Wastewater Expenses	210,622	232,344	250,840	266,717	301,105	368,735	13%
Net Revenue (Expense)	\$ 79,378	\$ 57,656	\$ 39,160	\$ 45,283	\$ (11,105)	\$ (58,735)	
Operating Revenue - Expense					(11,105)	(58,735)	(0)

Wastewater-Operational Expenses			FY 2024		Changes
	Acct #	FY23	Amount		
Salaries	21-5100	116,657	\$ 146,525		29,868
					0
Benefits	21-5200	63,163	80,867		17,704
					0
Admin Support			40,300		
Billing WSG		20,893	40,300		19,407
Contractual Services			11,800		
Laboratory Fees	21-5350	3,500	3,500		0
Sludge disposal	21-5350	3,300	3,300		0
Boreal Controls	21-5320	1,000	1,000		0
CC Services	21-5925	2,000	4,000		2,000
					U
Education & Training			3,280		
Water/Wastewater CEU	21-5420	1,000	2,000		1,000
Wastewater cert renewal	21-5430	1,280			(1,280)
WEF/AWWMA dues, city-wide share w/water			1,280		1,280
Other					0
					0
Materials & Supplies	21-5510		14,400		
Safety					0
Shop Supplies		3,500	7,500		4,000
Chemicals	21-5515	1,500	1,500		0
Postage	21-5520	600	800		200
Freight	21-5525	1,500	3,000		1,500
Equipment Fuel	21-5550	1,250	1,600		350
					0
Utilities	21-5610		42,300		
Electricity, treatment plant		34,000	25,000		(9,000)
8 lift stations,		13,000	13,000		0
Telephone	21-5630	1,200	800		(400)
Water, Garbage	21-5650	3,500	3,500		0
Maintenance & Repairs	21-5700		5,000		
Repairs		4,000	5,000		1,000
Pump Stations					0
Building Maintenance	21-5750				0
					U
Recording/Permits & Misc.					0
DEC wastewater disposal permit					0
Vehicle Licensing	21-5845				0
Bad Debts	21-5930				0
Insurance			24,263		
Liability	21-5850	3,360	3,360		0
Property		15,453	15,453		0
Auto		5,450	5,450		0
					0
TOTAL		301,105	\$ 368,735		67,630

Enterprise Garbage Fund FY 2024

Garbage Revenues	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	%
	Budget	Budget	Budget	Budget	Budget	Budget	Change
Collection Fees, incl Live Aboard	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 330,750	\$ 330,750	0%
Dumpster Sales							
Garbage Exp. From other Depts.	0	7280	7280	8,682	8,682	8,682	0%
Dumpster Rental							
Total Operations Revenue	315,000	315,000	322,280	322,280	339,432	339,432	0%
Garbage Expenses							
Salaries	40,313	37,896	38,295	38,295	29,650	32,161	8%
Benefits & Unemployment	43,457	38,442	33,983	27,152	17,731	18,869	6%
Contracted Services	212,500	207,500	211,500	211,500	239,500	249,500	4%
Employee Travel, Education, & Dues	0	0	0	0	0	0	0%
Materials & Supplies	7,000	9,300	9,300	9,300	9,475	12,500	32%
Utilities	0	500	500	500	500	500	0%
Repairs & Maintenance	5,000	5,000	7,500	7,500	5,000	8,500	70%
Insurance	3,700	3,500	3,500	3,500	5,802	5,802	0%
Recording/Permits & Misc.	0	0	0	0	0	0	0%
Equipment	0	0	4,000	0	0	0	0%
Admin Support				20,893	20,893	42,998	106%
Capital Improvement and Debt				40,000	0	136,841	0%
Capital Improvement and Debt							
Transferred from CR						-136,841	
Total Garbage Expenses	311,970	302,138	308,578	358,641	328,551	370,830	13%
Total Garbage Revenues	315,000	315,000	322,280	322,280	339,432	339,432	0%
Total Garbage Expenses	311,970	302,138	308,579	358,641	328,551	370,830	13%
Net Revenue (Expense)	\$ 3,030	\$ 12,862	\$ 13,701	\$ (36,361)	\$ 10,881	\$ (31,398)	-389%
Operating Revenue - Expense				(36,361)	10,881	(31,398)	

Garbage-Operational Expenses FY 2024

	Acct #	FY23	FY24	Amount	Changes
Salaries	23-5100	\$ 29,650	\$ 32,161		2,511
Benefits	23-5200	17,731	18,869		1,138
Admin Support			42,998		
Billing WSG	23-5105	20893	42,998		22,105
Contract Services	23-5330		249,500		
Dump Fees	23-5350	230,000	240,000		10,000
HHW program	23-5350	7,500	7,500		0
CC Fees	23-5920	2,000	2,000		0
Travel	23-5410				
Materials & Supplies			12,500		
Misc Supplies	23-5510	3,500	3,500		0
Postage	23-5520	800	800		0
Freight	23-5525	800	3,000		2,200
Equipment Fuel	23-5650	4,375	5,200		825
Utilities			500		
Telephone Burn pit internet	23-5630	500	500		0
Water, Sewer, Garbage					
Maintenance & Repairs			8,500		
Equipment Repairs	23-5700	5,000	6,000		1,000
Dumpster Repair			2,500		2,500
Recording/Permits & Misc.			0		
Advertising	23-5840				0
Vehicle Licensing	23-5845				0
Bad Debts	23-5930				0
Insurance			5,802		
Liability	23-5850	3,469	3,469		0
Auto		2,332	2,332		0
TOTAL		\$328,551	\$370,830		42,279

Personnel: Harbor master, Two (2) Assistant Harbormasters, Full-time clerk, Part-time clerk (4.5 FTE)

Purpose: The city's harbor and ports provide safe and secure boat moorage for permanent commercial and sport fishermen. The harbor also has transient moorage for the summer marine traffic. The harbor provides electrical hookups, cranes for offloading, water, and waste disposal. The harbor department manages the boat haul out and storage at the JT Brown industrial park.

2022/2023 Accomplishments:

- Built 5 new finger floats for 40ft slips in North Cove harbor
- Zinc annodes installed and tested at the False Island Dock
- Replaced 2 broken piling
- Updated and repaired electrical system at the City dock building
- Purchased several tools to assist with operations and maintenance at the JTB Park
- New light fixtures installed at City dock
- New evaporator purchased and will be installed in the ice bin
- Purchased new truck for Harbor Dept.
- Ordered plow and salt spreader for new harbor truck
- Ordered and received lumber for North Cove decking and bull rails
- Construct living quarters for Ice House operator

2023/2024 Goals:

- Get engineering work done to extend and flatten boat launch ramp.
- More finger float and dock repair work
- Purchase new ADA compliant ramp for North Cove harbor
- Replace webloft roof
- Rebuild sections of cannery board walk

Enterprise Docks & Harbors Fund FY 2024

Dock & Harbor Revenues	FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		FY 2024		% Change
	Budget		Budget		Budget		Budget		Budget		Budget		
Permanent Moorage	97000		115000		115000		115000		115000		130000		12%
Transient Moorage	110000		105000		105000		105000		105000		85000		-24%
Container Storage	14000		14000		14000		14000		14000		10000		-40%
Outside Storage Fees	7000		7000		7000		7000		7000		7000		0%
Equipment Rental	1000		1000		1000		1000		1000		1000		0%
Crane User Fees	5000		5000		5000		5000		5000		5000		0%
Shower Fees	2000		2000		2000		2000		2000		1750		-14%
Wharfage	2000		2000		2000		2000		2000		0		0%
Launch Ramp Fees	3000		3000		3000		3000		3000		1500		-100%
Electricity from Moorage	14000		14,000		14,000		14,000		14,000		14,000		0%
Impound Fees	1000		1,000		1,000		1,000		1,000		1,000		0%
Vessel Assist	1500		600		1,500		600		600		750		20%
Grant Revenue	0		0		0		0		0		0		0%
Other	1000		0		0		0		0		500		100%
Total Dock & Harbor Revenues	258,500		269,600		270,500		269,600		269,600		257,500		-5%
Dock & Harbor Expenses													
Salaries	127,383		129,538		145,882		148,738		166,080		179,870		8%
Benefits & Unemployment	100,097		78,825		81,904		95,894		105,024		105,024		0%
Contracted Services	0		2,850		10,900		11,400		9,700		10,000		3%
Employee Travel, Education, & Dues	4,400		4,350		2,100		2,200		2,500		2,500		0%
Materials & Supplies	7,900		18,445		10,400		9,650		16,675		14,625		-14%
Utilities	40,675		62,868		44,592		44,592		45,492		36,942		-23%
Repairs & Maintenance	22,450		14,400		17,000		108,050		17,000		18,000		6%
Insurance	21,330		24,000		24,500		24,000		17,069		17,069		0%
Recording/Permits & Misc.	250		500		500		300		300		0		0%
Equipment	1,000		0		1,500		1,650		0		0		0%
Capital Improvement and Debt	130,000		80,000		0		0		0		163,000		0%
Capital Improvement and Debt													
Trasferred from GR													
Admin Support													
Bad Debts													
Total Operational Expenses	455,485		415,776		339,278		446,475		379,840		399,223		5%
Total Harbor Revenues	258,500		269,600		270,500		269,600		269,600		257,500		-5%
Total Harbor Expenses	455,485		415,776		351,470		446,475		379,840		399,223		5%
Net Revenue (Expense)	\$ (196,985)		\$ (146,176)		\$ (80,970)		\$ (176,875)		\$ (110,240)		\$ (141,723)		22%
Operating Revenue - Expense							(176,875)		(110,240)		(141,723)		

Docks & Harbors-Operational Expenses			FY 2024	changes
	Acct #	FY23	FY24	
Salaries	27-5100	\$ 166,080	\$ 179,870	13,790
				0
Benefits	24-5200	105,024	105,024	0
Admin Support			15,193	
Admin/Billing Support			15,193	
Contract Services	27-5330		10,000	
Crane Inspection		1,200	1,200	0
CC Fees	27-5925	8,000	8,000	0
CC Fees (Crane)		500	500	0
Permit	27-5810	300	300	0
Employee Travel, Education, & Dues	27-5430		2,500	
Harbor Master Dues		150	150	0
Harbor Master Conference	27-5410	350	350	0
Misc. Education				0
Harbormaster travel & hotel		2,000	2,000	0
				0
Materials	27-5510		14,625	
Misc. Supplies		500	1,000	500
Harbor Pressure Washer Maint.		1,200	1,200	0
Harbor Office	27-5510.05	900	900	0
Harbor Improvements		350	350	0
Public Shower Coin Op Machines		3,000	150	(2,850)
Small Tools		200	200	0
Harbor Bathrooms	27-5510.05 100	1,200	1,500	300
Equipment Fuel	27-5550	1,550	1,550	0
Vehicle Fuel	27-5552	7,025	7,025	0
Advertising	27-5840	750	750	0
Utilities	27-5610		36,942	
Electricity Harbor Bldg.		3,000	1,500	(1,500)
Electricity (Billable)		14,000	10,000	(4,000)
Electricity (Grid)		1,000	750	(250)
Electricity (St. Lights)		6,500	4,500	(2,000)
Heating Fuel		4,500	5,500	1,000
Telephone		4,300	2,500	(1,800)
Water, Sewer, Garbage		12,192	12,192	0
Maintenance	27-5700		18,000	
North Cove Supplies			10,300	
Electrical	27-5710.01	500	500	0
Harbor Skiff Maint.		600	800	200
Response boat		1,200	2,000	800
Freight		7,000	7,000	0
South Cove Supplies			7,200	
Electrical	27-5710.02	200	200	0
Freight		7,000	7,000	0
City Pier, Dock & Old Fuel Dock			500	
Crane Repairs		500	500	0
Float Plane Dock				0
			0	0
Boat Hauler			0	0
Insurance			17,069	
General Liability	27-5850	4,746	4,746	0
Property		11,219	11,219	0
Auto		1,104	1,104	0
		\$ 379,840	\$ 399,223	19,383

JT Brown Industrial Park FY 2024

Changes

	<u>Acct #</u>	FY23	FY24	
Salaries	28-5100	\$ 97,406	\$ 105,255	7,849
Benefits	28-5200	39,183	62,050	22,867
Admin Support			12,140	
Admin Support/Billing			12,140	
Contract Services	28-5330		2,200	
Crane inspection		1,200	1,200	0
CC Fees		1,000	1,000	0
Materials	28-5510		18,825	
Boat Yard			2,050	
Misc Tools & Supplies		1,800	1,800	0
Boat Stand maintenance		250	250	0
Boat Launch				
False Isand Pier			6,500	
Paint & Supplies		0	0	0
Freight		1,500	1,500	0
Piling		5,000	5,000	0
Icehouse			14,375	
Salt		4800	5,500	700
Parts		2,500	2,500	0
DEC Permit	28-5810.02 100	325	325	0
Repairs		2,500	2,500	0
Refrigerant		2,000	2,000	0
Misc Postage	28-5520	50	50	0
Misc Freight	28-5525	1500	1500	0
Utilities	28-5610		44,600	
Electricity		40000	35000	-5,000
Telephone	28-5630-02.100	1500	1000	-500
Water, Sewer, Garbage		6,600	6,600	0
Propane to heat shop		2,000	2,000	0
Maintenance			12,500	
Ice House Maintenance	28-5710.02	2,500	2,500	0
Boat Hauler Maintenance	28-5720	10,000	10,000	0
Insurance			20,756	
General Liability	28-5260	2,699	2,699	0
Property Liability		17938	17938	0
Vehicle		119	119	0
Permits		325		-325
Advertising				
		\$ 244,695	\$ 278,326	33,631

Enterprise Cannery Fund FY 2024

Revenues, Cannery	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	%
	Budget	Budget	Budget	Budget	Budget	Budget	Change
Storage	\$7,000	\$7,000	\$7,000	\$7,000	\$5,000	\$4,500	-29%
Material Sales							
Total Craig Cannery Revenues	\$8,105	\$7,000	\$7,000	\$7,000	\$5,000	\$4,500	-29%
Cannery Expenses							
Salaries							
Benefits & Unemployment							
Contracted Services	0	\$0	\$0	\$50,000	\$0	\$0	-100%
Employee Travel, Education, & Dues							
Materials & Supplies	0	880	200	750	0	0	-100%
Utilities	2100	3,100	1,600	1,600	2,800	2,000	75%
Repairs & Maintenance	2750	1,000	1,000	0			
Insurance	31	1,020	1,020	1,020	2,732	2,732	168%
Admin support						54	
Recording/Permits & Misc.	2000	0	0	0	0	0	0%
Equipment							
Capital Improvement and Debt		1,000	1,000	0		175,000	100%
Capital Improvement and Debt						(175,000)	
Trasferred from CR							
Total Craig Cannery Expenses	6,881	7,000	4,820	53,370	5,532	4,786	-90%
Total Cannery Revenues	8,105	7,000	7,000	7,000	5,000	4,500	-29%
Total Cannery Expenses	6,881	7,000	4,820	53,370	5,532	4,786	-90%
Net Revenue (Expense)	\$ 1,224	\$ -	\$ 2,180	\$ (46,370)	\$ (532)	\$ (286)	

Cannery

FY 2024

FY24 Changes

		FY23	FY24	
Contract Services	29-5810			
Admin Support			54	
Admin Support/Billing			54	54
Materials				0
				0
Utilities			2,000	
Electric	29-5610 2800	2000		-800
Insurance	29-5550		2,732	
Liability		98	98	0
Property		2634	2634	0
Equipment Purchase	29-6200			
TOTAL		5,532	\$4,786	-746



Capital Projects Fiscal Year 2024

City of Craig
 FY2024 Capital Reserve (CR)
 Transfers

	CR	General	Endowment
Remaining GF Transfer from FY24 Budget	343,414	(343,414)	
Endowment Fund (4%) to CRF	530,401		(530,401)
Raw Fish Tax	125,000	-	
Prior Year Reserves (excess GF Checking)	225,000		
	1,223,815	(343,414)	

Total GF/EF Transfers into CRF

1,223,815

FY24 Capital Reserve Funds Summary

Starting Fund Balance	\$2,248,756	
<hr/>		
Transfers into CR FY24	\$1,223,815	
2% Projected Growth	\$44,975	(Anticipated Growth of CR)
Total Transfers Into CR/Growth	\$1,268,790	
<hr/>		
CR Balance Allocated to FY24 Projects	\$1,252,738	
Projected CR Balance for FY24		
Transfers In	\$1,268,790	
FY24 Capital Expenditures	\$1,252,738	
Additional Draw from CRF	(\$16,053)	
<hr/>		

FY24 Capital Budget (All Depts.)

General Fund				Notes
Administration				
Capital Equipment < \$10,000	11-6200		7,500	
Computer upgrades		5,000		
Furniture		2,500		
Total			7,500	
Aquatic Center				
Capital Equipment < \$10,000	25-6200		16,341	
Pool Pump Backups		2,000		
Pump Parts/Probes		3416		
Lane Lines		3500		
Lane Line Reel		1525		
Swim Training Platform		900		
Fitness Equipment Replacement		5000		
Capital Improvement < \$10,000	25-6400		5,100	
Sauna Heater		1,500		
Pool Lights		3,600		
Debt Payments			136,238	
Bond Pmt	25-7100	136,238		Debt Pd FY35
Total			157,679	
Council				
Capital Equipment < \$10,000	12-6200		10,000	
IPads for Council		10,000		
Total			10,000	
EMS				
Capital Equipment < \$10,000	17-6200		5,000	
EMS Stairs		5,000		
Capital Improvement < \$10,000	17-6400		2,000	
EMS building Renovations		2,000		
Total			7,000	
Facilities				
Capital Equipment < \$10,000	14-6200		10,729	
Sander		6,000		
Ventrac K8160 Leaf Blower		3,080		
Floor Drill Press		1,349		
8' Step Ladder		300		
Capital Improvements < \$10,000	14-6400		0	
Capital Improvements > \$10,000	14-6500		40,000	
Cemetery Upgrades		40,000		
Total			50,729	
Fire				
Capital Equipment < \$10,000	18-6200			
Total			0	
Library				
Capital Equipment < \$10,000	19-6200		2,500	
Laptop Replacements		1,500		
Tv & Mobile TV stand		1,000		
Capital Improvements < \$10,000	19-6400		30,500	
Planning Match Funds		30,000		
Electrical Outlets		500		
Total			33,000	
Police				
Capital Equipment < \$10,000	16-6200.01		3,200	
Firearm Upgrades		2500		
DMV multi-function copier		700.00		
Capital Equipment > \$10,000	16-6300.01		71,000	
New Police Tahoes		36,000.00		
Multifunction Specialize Laptops		35,000.00		
Total			74,200	

Recreation			
Capital Equipment < \$10,000	24-6200		3,700
POS System		3,700	
Capital Improvements < \$10,000	24-6400		7,750
Repaint Rec Center		1,200	
Refinish Rec Center Floor		2,000	
Resurface Rec Center Ramp		300	
Repair Rec Center Floor		500	
Replace Rear Door City Gym		1,500	
City Gym Water Fountain		1,800	
Repaint City Gym Bathrooms		450	
Total			11,450

Public Works			
Capital Equipment < \$10,000	15-6200		26,862
Cross over Ramp		6,270	
(x2) Fluke Meters AC/DC AMP		1,107	
Bench Grinder		750	
Mobile Tool Box		8,110	
Solvent Tank		2,225	
Backhoe Tires - Complete Set		4,600	
Garbage Truck Tires - Complete Set		3,800	
Capital Equipment > \$10,000	15-6300		33,849
Motor Grader Tires - Complete Set		12,000	
Lincoln Welder		21,849	
Capital Improvements < \$10,000	15-6400		6,500
Liberty Creek Bridge Engineering		6,500	
Capital Improvements > \$10,000	15-6500		56,400
Thompson Rd Drainage		21,400	
PSN Road Striping		35,000	
Debt Payments			66,649
Excavator	15-7100	19,445	
Dump Truck	15-7100	47,204	
Total			190,260

General Fund Total **\$531,818** Notes

Enterprise Fund

Sewer				
Capital Equipment < \$10,000	21-6200		36,285	
Confined Space Retrieval System		2500		
1.5 Horse Power Valdor Sludge Pump		2675		
2 Horpe Power Sump Pump		2675		
Beach Road 10 Horse Power Pump		9095		
Cold Storage 10 Horse Power Pump		9095		
Downtown 5 Horse Power Pump		6500		
Ward Cove 3 Horse Power Pump		3745		
Capital Equipment > \$10,000	21-6300		42,800	
10,000LB Wench		10,700		
Sludge Pump, Plunger Type		32,100		
Debt Payment	21-7100		19,445	
Excavator		19,445		ARPA/GF WWTF Roof
WWTP Roof		20,000		
Total			98,530	

Water				
Capital Equipment < \$10,000	22-6200		23,086	
Emergency Lighting Repairs		7,120		
Main Line Repair Socket Set		200		
Main Line Chain Scraper		200		
Magnet Tool for Valve Lids		1,266		
12inch DI/C900 Repair Bands		2,500		
Hot Tap Kit		3,500		
Colorimeter		500		
(x10) 3/4in Meter		2,500		
(x3) 1/4in Resettlers		4,600		
Touchpad Reader x2		700		
Capital Equipment > \$10,000	22-6300		34,600	
Radio Read Meters		17,100		
Filter Media One Train		17,500		
Capital Improvements > \$10,000	22-6500		0	
Debt Service	22-7100		47,863	
Excavator		19,445		Debt Pd FY24
Interest				
Water End Connection Loan		8,737		Debt Pd FY35
Water Line Loan		15,681		Debt Pd FY36
SCADA Loan		4,000		
Total			\$ 105,549.05	

Garbage				
Capital Equipment < \$10,000	23-6200		8,000	
Bear Proof Dumpsters (x2)		8,000		
Capital Equipment > \$10,000	23-6300		93,010	
(x100) 64g Bear Resistant Carts		33,010		
Dumpster Improvement/Replacement		50,000		
Side Load Garbage Truck Parts		10,000		
Debt Payments	23-7200		35,831	
Garbage Truck		35,831		Debt Pd FY25
Total			136,841	

Harbor				
Capital Improvements > \$10,000	27-6500		163,000	
Finger Float Replacement x5		43,000		
North Cove Ramp Repair		120,000		
Total			163,000	

JTB			
Capital Equipment < \$10,000	28-6200		0
Capital Improvements < \$10,000	28-6400		0
Capital Improvements > \$10,000	28-6500		42,000
Launch Ramp Upgrades		42,000	
Total			42,000

Cannery			
Capital Improvements > \$10,000	29-6500		175,000
Boardwalk Replacement		25,000	
Webloft Roof		150,000.00	
Total			175,000

Enterprise Fund Total **\$720,920**

Total Capital Expenditures **\$ 1,252,738**
Total Capital Transfers 1,268,790

Draw from CRF **-16,053**

Capital Reserve Fund (CRF) Allocation

Starting FY24 CRF Balance
Projected FY24 Investment

\$2,123,534.00
\$697,507.00

Category	Department	Project	FY23 Allocated	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	Unallocated
Harbor		Cannery Door	\$750.00					\$230,000.00
		Cannery Webloft Roof Repairs	\$2,500.00					
		Harbor NC Decking	\$10,000.00					
		Harbor Dock Carts	\$2,000.00					
		Harbor SC Decking	\$10,000.00					
		Harbor Guard Piling	\$25,000.00					
		Harbor Finger Float Repair	\$25,000.00					
		Harbor Doors	\$1,800.00					
		JT Brown Cathodic Protection (False Island)	\$100,000.00					
		JT Brown Shop Door	\$600.00					
		JT Brown Camera System for Boatyard	\$300.00					
		JT Brown Mobile Building - Ice House Support	\$5,000.00					
		JT Brown Torque Wrench	\$650.00					
		JT Brown Flamables Storage	\$1,300.00					
		JT Brown Forklift Fork Extensions	\$500.00					
		JT Brown Boat Stands	\$3,000.00					
		JT Brown Prop Puller	\$700.00					
		JT Brown Boat Launch Light Fixtures	\$1,200.00					
		JT Brown Engineering for Boat Launch Upgrades	\$15,000.00					
		JT Brown Icehouse Pallet Jack	\$450.00					
	New Harbor/Cannery Site Development		Cannery Cannery Harbor (GNF Match)			\$1,100,000.00		
		Cannery Cannery Design/Engineering	\$50,000.00					
		Cannery Breakwater Environmental Work	\$53,500.00					
Capital Projects and Equipment		Administration Computer Upgrades	\$1,000.00					\$225,874.25
		Administration Phone Upgrades	\$6,000.00					
		Administration Furniture	\$1,000.00					
		Aquatic Center Fitness Equipment	\$5,000.00					
		Aquatic Center Rescue Mannequin	\$1,500.00					
		Aquatic Center Big Pool Backup Pump	\$1,200.00					
		Aquatic Center Small Poll Backup Pump	\$800.00					
		City Council Discretionary spending	\$10,000.00	\$10,000.00				
		EMS Power Gurney	\$20,000.00					
		EMS Oxygen Generator	\$10,000.00					
		Facilities Generator	\$1,500.00					
		Facilities Drill Press	\$800.00					
		Facilities Cemetery Upgrade/Expansion	\$30,000.00					
		Facilities Ballfield Drainage	\$5,000.00					
		Facilities Concrete Apron - Ballfield Concession	\$2,750.00					
		Facilities East Hamilton Park (chips)	\$2,500.00					
		Facilities Totem Park Christmas Decorations	\$1,000.00					
		Facilities Wood Boiler Sheet Metal Repair	\$5,000.00					
		Fire Capital Grant Matching	\$5,000.00					

	Library Computer Upgrades	\$1,200.00				
	Library Furniture	\$160.00				
	Library Phone Upgrades	\$1,500.00				
	Police Computer Upgrades	\$1,000.00				
	Police Vehicle (replacement Tahoe)			\$17,000.00		
	Public Works Fluke Meters (2)			\$1,100.00		
	Public Works IBC Totes(5)	\$7,825.00				
	Public Works Trash Pumps (2)	\$850.00		\$850.00		
	Public Works Cold Patch (20 five gallon pails)	\$1,500.00				
	Public Works Ice Cutting Blade	\$3,000.00				
	Public Works Standard Cutting Blade	\$3,000.00				
	Public Works Grader Chains	\$1,450.00				
	Public Works Grader Wheel			\$5,000.00		
	Public Works Beach and 7th Sidewalk Radius Reconstruct	\$7,500.00				
	Recreation Emergency Ramp	\$4,000.00				
	Recreation Storage Area			\$3,000.00		
	Sewer Pump			\$7,500.00		
	Water Heater			\$1,000.00		
	Water Radio Read Meters	\$18,820.00				
	Water Clean/Test Water Tank	\$10,000.00				
	Water Mainline Valve Box Top Section (10)	\$1,000.00		\$1,000.00		
	Water Socket Set			\$200.00		
	Water 6" Repair Bands	\$2,500.00				
	Water Colorimeter	\$500.00				
	Water 3/4" meter Gaskets	\$75.00				
	Water 3/4" Meters	\$2,500.00				
	Water 3/4" Re Setters (3)	\$3,600.00				
	Water Touch Pad Sensors (2)	\$350.00		\$350.00		
	Garbage Garbage Truck Repair	\$20,000.00				
	Garbage Wind Rings			\$2,500.00		
	Garbage Bear Proof 4CY Dumpsters (2)			\$6,000		
	Garbage Bear Resistant 96 Gal Cans (100)			\$40,000.00		
Land Development (restricted)						\$567,660.02
Debt Service (priority)						
	Aquatic Center Pool Bond Debt	\$136,238.00	\$135,000.00	\$135,000.00	\$135,000.00	\$135,000.00
	PW/Wtr/Swr Excavator	\$58,320.00	\$58,320.00			
	Public Works Dump Truck	\$47,205.00	\$47,205.00	\$47,205.00		
	Garbage Garbage Truck	\$35,831.00	\$35,831.00	\$35,831.00		
	Water Water End Connection	\$8,750.00	\$8,750.00	\$8,750.00		\$8,750.00
	Water Waterline Loan	\$15,700.00	\$15,700.00	\$15,700.00	\$15,700.00	\$15,700.00
Uncategorized						0



Special Revenue Fund Fiscal Year 2024

RESTRICTED FUNDS FY 2024

SCHOOL

Net Cash beginning of Year

Secure School Funding	\$	1,325,634
City Appropriation Prior Yr	\$	1,718,000

Revenue

National Forest Receipts	\$	-
City Appropriation FY 2018	\$	300,000
Interest Revenue	\$	1,826

Total \$ 301,826

Expenditures

Electricity St Lights	\$	4,400
School Support	\$	550,600
Craig Booster Club (Gym Ad)	\$	400
Craig Graduation	\$	500
Craig School Trip to College, Tech School	\$	1,500

Total \$ 557,400

Net Cash

\$ 2,788,060

Roads

National Forest Revenue (Prior Year Balance)	\$	13,128.52
Bridge	\$	-

Total \$ 13,129

Gravel	\$	4,528.52
Equipment	\$	8,600.00
Labor		

Total \$ 13,128.52

Net Cash

\$ -

Equipment Acquisition for Governmental Funds

Beginning Balance	\$	173,967
Endowment Earnings		90,000

Total 263,967

Expenditures

Police Server		25,000
Police Vehicle		15,000

Total 40,000

Net Cash

\$ 223,967

Capital Project Match Funds

Beginning Balance	\$	154,540
FY 2020 Endowment Fund		-

Total 154,540

Expenditures

Total -

Net Cash

\$ 154,540

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: April 13, 2023
RE: Reduced Fuel Tax - Ordinance 757

The council may remember that last year (August 2022) that due to very high prices the council approved a reduced sales tax rate for fuel sales in Craig. The council set a sunset date of June 30, 2023 for the reduced tax to coincide with the fiscal year.

After reviewing sales tax data and fuel prices for the period of August 2023 to present, this has not had a substantial negative impact on projected sales tax revenue for fuel sales in Craig. With fuel prices still being very high (between \$5.50 and \$6.00 per gallon) it is reasonable to extend or reimplement the reduced sales tax for some or all of FY24.

During the discussions last year there was an emphasis on reducing the tax for heating fuel. In the end the council decided to apply the reduced tax rate to all fuel sold in Craig, especially since the reduced rate did not go into effect until after the summer season. There is a much higher use of fuel during the summer months and potential for greater impact to projected revenues.

The attached ordinance amends CMC Title 3.08.020 to allow both the reduced rate and the effective date (including the sunset date) by resolution instead of requiring an ordinance change to the municipal code to change the end date.

A separate resolution will be included in the May 18th council meeting agenda/packet setting the rate and sunset date for FY24. We cannot consider the resolution to change the sunset date unless the council approves Ordinance 758 at both readings.

Staff is likely to recommend that the council extend the reduced fuel tax for August 1, 2023 through June 30, 2024 to maximize benefits for local residents. Staff is also likely to recommend that the fuel tax rate remain at 4% for this period of time as long as the average fuel price is greater than \$5.00 per gallon. The council is welcome to discuss these suggestions, but a full discussion will take place when the council considers the related resolution on May 18th.

Recommended Motion: Move to adopt Ordinance 757 for first reading and schedule a public hearing on the ordinance at the May 18, 2023 city council meeting.

**CITY OF CRAIG
ORDINANCE No. 757**

AMENDING SECTION 3.08 OF THE CRAIG MUNICIPAL CODE, AMENDING SECTION
3.08.020 EXTENDING THE CAP ON SALES TAX COLLECTED ON FUEL

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

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

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

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

WHEREAS, on January 1, 2022, fuel costs for vehicle, equipment, and heating fuel were approximately \$4.00 per gallon; and

WHEREAS, as of April 12, 2023, fuel prices remain between \$5.50 and \$6.50 per gallon depending on type of fuel; and

WHEREAS, the Craig City Council wishes to continue to provide relief to consumers for high fuel prices; and

WHEREAS, On August 18, 2022, the Craig City Council adopted Ordinance 748 and Resolution 22-21 allowing for and adopting a lower tax rate for fuel sold in Craig with a sunset date of June 30, 2023; and

WHEREAS, the Craig City Council is choosing to amend this section of the municipal code by allowing for the rate and sunset date to be set by resolution.

Section 5. Action. This ordinance amends Section 3.08.020 to the Craig Municipal Code as detailed in Attachment A.

Passed and approved this ____ day of _____, 2023.

Mayor Tim O'Connor

Attest _____
Kecia Weatherwax, City Clerk

**ORDINANCE No. 757
ATTACHMENT A**

Title 3 of the Craig Municipal Code is hereby amended by amending section 3.08.020 to allow the City Council to set the tax rate and effective date by resolution. Language deleted from this section are shown with a ~~striethrough~~ and language added under this section are shown in *[bracketed bold italics]*.

3.08.020 Levy of Sales Tax – rate

B.1. Sales of fuel shall be taxed at a rate set by resolution by the Craig City Council, not to exceed 5%. ~~This provision is effective until June 30, 2023.~~ *[The effective date, including the end date of the tax rate shall be set by resolution by the Craig City Council.]*

**CITY OF CRAIG
ORDINANCE No. 758**

AMENDING SECTION 3.08 OF THE CRAIG MUNICIPAL CODE, AMENDING SECTION
3.08.020 EXTENDING THE CAP ON SALES TAX COLLECTED ON FUEL

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

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

Section 3. Effective Date. This ordinance shall be effective September 1, 2022.

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

WHEREAS, on January 1, 2022, fuel costs for vehicle, equipment, and heating fuel were approximately \$4.00 per gallon; and

WHEREAS, as of April 12, 2023, fuel prices remain between \$5.50 and \$6.50 per gallon depending on type of fuel; and

WHEREAS, the Craig City Council wishes to continue to provide relief to consumers for high fuel prices; and

WHEREAS, On August 18, 2022, the Craig City Council adopted Ordinance 748 and Resolution 22-21 allowing for and adopting a lower tax rate for fuel sold in Craig with a sunset date of June 30, 2023; and

WHEREAS, the Craig City Council is choosing to amend this section of the municipal code by allowing for the rate and sunset date to be set by resolution.

Section 5. Action. This ordinance amends Section 3.08.020 to the Craig Municipal Code as detailed in Attachment A.

Passed and approved this ___ day of _____, 2023.

Mayor Tim O'Connor

Attest _____
Kecia Weatherwax, City Clerk

**ORDINANCE No. 758
ATTACHMENT A**

Title 3 of the Craig Municipal Code is hereby amended by amending section 3.08.020 to allow the City Council to set the tax rate and effective date by resolution. Language deleted from this section are shown with a ~~strike through~~ and language added under this section are shown in *[bracketed bold italics]*.

3.08.020 Levy of Sales Tax – rate

B.1. Sales of fuel shall be taxed at a rate set by resolution by the Craig City Council, not to exceed 5%. ~~This provision is effective until June 30, 2023.~~ *[The effective date, including the end date of the tax rate shall be set by resolution by the Craig City Council.]*

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: April 11, 2023
RE: Resolution 23-06, Adjusting the Mayor's Salary

The council adjusted the mayor's salary in FY23 to add some amount to offset the lack of eligibility for PERS under the current system. This year the draft FY24 budget contains a 4% COLA for all personnel. According to CMC 2.04.045, the mayor's compensation is set by the city council by resolution.

Staff recommends that the mayor's salary be increased to include the 4% COLA for FY24, effective July 1, 2023.

Recommended Motion: Move to adopt Resolution 23-06 setting the mayor's compensation for FY24.

**CITY OF CRAIG
RESOLUTION NO. 23-06**

ADJUSTING THE MAYOR'S SALARY

WHEREAS, in accordance with Craig Municipal Code 2.04.045, the mayor of the city shall receive compensation, to be established by resolution; and,

WHEREAS, the duties of the Office of Mayor require a substantial commitment of time, and sometimes reduce the personal income of the mayor as official duties require; and,

WHEREAS, the city's longstanding practice has been to compensate the mayor with a salary and health insurance benefits; and,

WHEREAS, the FY24 Budget contains a 4% cost of living adjustment across all employee salaries and wages; and,

WHEREAS, this resolution sets the mayor's total compensation until otherwise adjusted by the City Council.

NOW THEREFORE BE IT RESOLVED THAT the Mayor's salary is set at \$14,375 per fiscal year to be paid in approximately equal amounts in conjunction with the City's adopted payroll schedule.

BE IT FURTHER RESOLVED THAT the mayor shall receive _____

BE IT FURTHER RESOLVED THAT this resolution supercedes all prior previous resolutions adjusting the Mayor's salary.

APPROVED _____

MAYOR TIMOTHY O'CONNOR

ATTEST _____
KECIA WEATHERWAX, CITY CLERK

CITY OF CRAIG
MEMORANDUM

May 04, 2023

To: City Council

From: Kimber Mikulecky, Treasurer

Re: Monthly Report

The April monthly financials and APMC reports are included.

Things have been going great here at city hall. Everyone is mostly caught up and able to stay on top of their duties in a timely manner.

We did cut a check to Caselle for the first half of the software purchase. I am working with a third-party company to get a quote for extracting our data from Accufund and uploading it into Caselle. We do not have someone internally that is qualified to do this job and find it most beneficial to have a third party complete this extensive task. After speaking with Wade Walker at Caselle, he had stated that by hiring this third-party company will keep us on track with using Caselle by the start of FY25. If we were to extract and upload our own data, it could most definitely prolong the start of using the new software.

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

City of Craig
Cash Balances
4/25/2023

General Fund

Deposit Clearing Account	139,619.12
Checking - First Bank	2,007,763.06
Checking - Wells Fargo	25,218.73
Petty Cash	356.60
Petty Cash-Harbors	165.29
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	204.95
Petty Cash- Library	150.00
Wells Fargo CD Saving Account	<u>510,912.14</u>
Total	<u>2,684,639.89</u>

Restricted Fund

Cares Fund Checking	432,087.78
Cash, Police Fund	11,706.76
Cash Evidence, Police	4,420.60
Cash, Police Federal Fund	11,944.78
Police Petty Cash	781.17
Cash Hatchery Salmon Derby	12,090.13
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	50,029.61
MM Invest Muni Land	433.73
Hatchery Saving Account	54,851.43
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>4,043,976.42</u>

Endowment

Cash Held Endowment	285,848.23
Fixed Inc. Investment Endowment	5,644,379.15
Accr. Int., Endowment	36,869.80
Equity Invest., Endowment	6,893,259.91
Unrealized Gain/Loss Endowment	(453,914.96)
Unrealized Gain/Loss Equity, Endowment	<u>(21,136,834.84)</u>
Total	<u>(8,730,392.71)</u>

Enterprise Fund

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

City of Craig
02a. Craig Gov Rev

April 25, 2023

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	0	692,098	687,480	4,618	101
01 00.4050.00 000 Sales Tax	152,665	1,990,203	1,205,500	784,703	165
01 00.4051.00 000 1% Sales Tax for School	0	0	340,850	(340,850)	0
01 00.4052.00 000 Alaska Remote Sales Tax	15,981	182,772	100,000	82,772	183
01 00.4053.00 000 1% Sales Tax Pool & Rec	0	0	340,850	(340,850)	0
01 00.4054.00 000 Fuel Sales Tax	30,628	63,046	0	63,046	0
01 00.4055.00 000 Delinquent Sales Tax	0	1,164	0	1,164	0
01 00.4060.00 000 Liquor Sales Tax	13,904	114,320	120,000	(5,680)	95
01 00.4065.00 000 Transient Room Tax	1,375	30,570	20,000	10,570	153
01 00.4080.00 000 Sales Tax Penalties	286	2,731	0	2,731	0
Total Local Taxes	214,839	3,076,904	2,814,680	262,224	109
01 00.4100.00 000 Property PILT Funding	0	308,529	300,000	8,529	103
01 00.4110.00 000 State Revenue Sharing	0	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	231,825	75,000	156,825	309
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
Total State Revenue	0	540,354	456,000	84,354	119
01 00.4200.00 000 COVID 19 Response Revenue	0	0	75,000	(75,000)	0
01 00.4220.00 000 EMS Service Fees	3,811	37,794	50,000	(12,206)	76
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	22,070	50,000	(27,930)	44
01 00.4270.00 000 Library Fees	0	109	1,000	(891)	11
01 00.4275.00 000 Recreation Revenue	3,791	24,104	15,000	9,104	161
01 00.4280.00 000 Senior Card Fees	75	1,375	3,000	(1,625)	46
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	0	810	2,500	(1,690)	32
01 00.4644.00 000 Access Permit Fees	2,016	6,941	5,500	1,441	126
01 00.4645.00 000 Subdivision Fees	0	180	0	180	0
01 00.4646.00 000 PSN Road Maintenance	(144)	13,914	40,000	(26,086)	35
Total Permits & Fees	9,549	107,297	218,100	(110,803)	49
01 00.4300.00 000 Property Lease/Rentals	0	67,436	53,000	14,436	127
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
Total Local Revenue	0	67,436	54,000	13,436	125
01 00.4700.00 000 Police-Fines,Citation	(90)	11,020	10,000	1,020	110
01 00.4702.00 000 Drivers License Fees	183	215	0	215	0
01 00.4703.00 000 Motor Vehicle Commision	4,038	57,304	60,000	(2,697)	96
01 00.4704.00 000 Dog Licenses	0	20	0	20	0
01 00.4650.00 000 State Trooper Dispatch	0	6,250	7,200	(950)	87
01 00.4660.00 000 State Jail Contract Revenue	0	415,037	357,524	57,513	116
01 00.4665.00 000 Klawock Dispatch	0	44,240	53,088	(8,848)	83
01 00.4670.00 000 Forest Service Dispatch	0	0	3,000	(3,000)	0
Total Public Safety Funds	4,131	534,086	490,812	43,273	109
01 00.4820.00 000 Interest Income (A/R)	(4)	1,180	1,000	180	118
01 00.4900.00 000 Misc Revenue	1,120	17,886	5,000	12,886	358
01 00.4990.00 000 TRANS.FRM RESERVES BAL. BUDGET	0	895	0	895	0
Total Other Revenue	1,116	19,961	6,000	13,961	333

City of Craig
02a. Craig Gov Rev

April 25, 2023

	<u>M-T-D Actual</u>	<u>Y-T-D Actual</u>	<u>Budget</u>	<u>Over(Under) Budget</u>	<u>% of Budget</u>
Total Revenues	\$ 229,635	\$ 4,346,038	\$ 4,039,592	\$ 306,445	\$ 108

City of Craig

Revenue and Expense YTD & Budget April 25, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Administration				
Total Personnel Expenditures	279,998	0	335,041	279,998
Total Benefits Expenditures	114,729	0	157,542	114,729
Total Contract Expenditures	197,764	0	178,200	197,764
Total Travel & Expenditures	20,855	0	14,545	20,855
Total Materials Expenditures	16,985	0	11,625	16,985
Total Utilities Expenditures	23,141	0	20,370	23,141
Total Repairs & Maint Expenditures	4,446	0	4,760	4,446
Total Other Expenditures	45,755	0	53,639	45,755
Total Capital & Debt Expenditures	1,932	0	8,000	1,932
Total Expenditures	<u>\$ 705,605</u>	<u>\$ 0</u>	<u>\$ 783,722</u>	<u>\$ 705,605</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (705,605)</u>	<u>\$ 0</u>	<u>\$ (783,722)</u>	<u>\$ (705,605)</u>
Council				
Total Personnel Expenditures	13,125	0	20,124	13,125
Total Benefits Expenditures	1,600	0	6,864	1,600
Total Contract Expenditures	1,085	0	950	1,085
Total Travel & Expenditures	8,679	0	5,050	8,679
Total Materials Expenditures	450	0	1,000	450
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	4,655	0	10,428	4,655
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 29,594</u>	<u>\$ 0</u>	<u>\$ 44,416</u>	<u>\$ 29,594</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (29,594)</u>	<u>\$ 0</u>	<u>\$ (44,416)</u>	<u>\$ (29,594)</u>
Planning				
Total Revenues	\$ 10,077	\$ 0	\$ 0	\$ 10,077
Total Personnel Expenditures	39,209	0	41,915	39,209
Total Benefits Expenditures	17,308	0	26,132	17,308
Total Contract Expenditures	25,100	3,248	6,500	28,348
Total Travel & Expenditures	1,147	649	2,700	1,796
Total Materials Expenditures	50,231	(41,642)	1,000	8,589
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	119	0	500	119
Total Other Expenditures	946	0	1,742	946
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 134,060</u>	<u>\$ (37,745)</u>	<u>\$ 80,489</u>	<u>\$ 96,315</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (123,983)</u>	<u>\$ 37,745</u>	<u>\$ (80,489)</u>	<u>\$ (86,238)</u>
Parks & Facilities				
Total Personnel Expenditures	117,353	0	158,330	117,353
Total Benefits Expenditures	56,135	0	68,945	56,135
Total Contract Expenditures	7,846	400	7,500	8,246
Total Travel & Expenditures	0	0	0	0

City of Craig

Revenue and Expense YTD & Budget

April 25, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Materials Expenditures	41,791	4,419	16,175	46,209
Total Utilities Expenditures	21,058	0	19,200	21,058
Total Repairs & Maint Expenditures	0	0	12,000	0
Total Other Expenditures	16,084	0	18,534	16,084
Total Capital & Debt Expenditures	<u>7,842</u>	<u>78,066</u>	<u>48,550</u>	<u>85,908</u>
Total Expenditures	<u>\$ 268,109</u>	<u>\$ 82,885</u>	<u>\$ 349,234</u>	<u>\$ 350,993</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (268,109)</u>	<u>\$ (82,885)</u>	<u>\$ (349,234)</u>	<u>\$ (350,993)</u>
Public Works				
Total Personnel Expenditures	103,220	0	111,888	103,220
Total Benefits Expenditures	62,366	0	64,617	62,366
Total Contract Expenditures	300	0	720	300
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	59,929	3,126	74,825	63,056
Total Utilities Expenditures	13,487	0	18,925	13,487
Total Repairs & Maint Expenditures	56,151	4,407	53,200	60,558
Total Other Expenditures	21,015	0	16,049	21,015
Total Capital & Debt Expenditures	<u>75,730</u>	<u>2,209</u>	<u>111,774</u>	<u>77,939</u>
Total Expenditures	<u>\$ 392,198</u>	<u>\$ 9,742</u>	<u>\$ 451,998</u>	<u>\$ 401,941</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (392,198)</u>	<u>\$ (9,742)</u>	<u>\$ (451,998)</u>	<u>\$ (401,941)</u>
Police				
Total Personnel Expenditures	544,134	0	635,955	544,134
Total Benefits Expenditures	276,620	0	357,833	276,620
Total Contract Expenditures	25,306	0	26,931	25,306
Total Travel & Expenditures	8,243	1,393	5,000	9,636
Total Materials Expenditures	66,300	5,348	60,000	71,647
Total Utilities Expenditures	12,505	0	27,111	12,505
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	43,279	3,242	56,008	46,521
Total Capital & Debt Expenditures	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>
Total Expenditures	<u>\$ 977,387</u>	<u>\$ 9,983</u>	<u>\$ 1,170,838</u>	<u>\$ 987,369</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (977,387)</u>	<u>\$ (9,983)</u>	<u>\$ (1,170,838)</u>	<u>\$ (987,369)</u>
EMS				
Total Personnel Expenditures	142,097	0	202,467	142,097
Total Benefits Expenditures	59,110	0	69,165	59,110
Total Contract Expenditures	5,425	464	4,900	5,889
Total Travel & Expenditures	980	0	8,200	980
Total Materials Expenditures	8,058	0	13,450	8,058
Total Utilities Expenditures	6,218	0	8,600	6,218
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	9,119	0	10,077	9,119
Total Capital & Debt Expenditures	<u>0</u>	<u>19,724</u>	<u>30,000</u>	<u>19,724</u>
Total Expenditures	<u>\$ 231,007</u>	<u>\$ 20,188</u>	<u>\$ 346,859</u>	<u>\$ 251,195</u>

City of Craig

Revenue and Expense YTD & Budget

April 25, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	\$ (231,007)	\$ (20,188)	\$ (346,859)	\$ (251,195)
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	953	0	4,186	953
Total Contract Expenditures	5,100	0	5,400	5,100
Total Travel & Expenditures	0	0	2,500	0
Total Materials Expenditures	2,196	1,502	2,300	3,699
Total Utilities Expenditures	4,230	0	5,425	4,230
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	3,704	0	5,954	3,704
Total Capital & Debt Expenditures	0	0	5,000	0
Total Expenditures	\$ 16,183	\$ 1,502	\$ 31,765	\$ 17,686
Excess Revenue Over (Under) Expenditures	\$ (16,183)	\$ (1,502)	\$ (31,765)	\$ (17,686)
Library				
Total Revenues	\$ 48,049	\$ 0	\$ 0	\$ 48,049
Total Personnel Expenditures	61,706	0	76,341	61,706
Total Benefits Expenditures	14,222	0	15,242	14,222
Total Contract Expenditures	0	2,491	4,934	2,491
Total Travel & Expenditures	0	0	1,000	0
Total Materials Expenditures	39,948	784	9,600	40,732
Total Utilities Expenditures	4,651	0	11,100	4,651
Total Repairs & Maint Expenditures	277	0	500	277
Total Other Expenditures	2,610	0	2,770	2,610
Total Capital & Debt Expenditures	280	735	2,860	1,015
Total Expenditures	\$ 123,694	\$ 4,010	\$ 124,347	\$ 127,704
Excess Revenue Over (Under) Expenditures	\$ (75,645)	\$ (4,010)	\$ (124,347)	\$ (79,655)
Recreation				
Total Revenues	\$ 9,953	\$ 0	\$ 0	\$ 9,953
Total Personnel Expenditures	59,342	0	82,055	59,342
Total Benefits Expenditures	29,387	0	43,963	29,387
Total Contract Expenditures	304	0	1,500	304
Total Travel & Expenditures	200	0	0	200
Total Materials Expenditures	1,643	0	2,525	1,643
Total Utilities Expenditures	10,014	0	19,625	10,014
Total Repairs & Maint Expenditures	320	0	2,100	320
Total Other Expenditures	12,395	0	6,239	12,395
Total Capital & Debt Expenditures	1,682	0	4,000	1,682
Total Expenditures	\$ 115,287	\$ 0	\$ 162,007	\$ 115,287
Excess Revenue Over (Under) Expenditures	\$ (105,334)	\$ 0	\$ (162,007)	\$ (105,334)
Aquatic Center				

City of Craig

Revenue and Expense YTD & Budget
April 25, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Personnel Expenditures	77,703	0	162,472	77,703
Total Benefits Expenditures	52,333	0	115,484	52,333
Total Contract Expenditures	406	0	4,040	406
Total Travel & Expenditures	1,487	1,820	5,670	3,307
Total Materials Expenditures	8,092	1,165	23,420	9,256
Total Utilities Expenditures	118,767	0	138,650	118,767
Total Repairs & Maint Expenditures	5,389	345	9,250	5,734
Total Other Expenditures	14,811	0	20,012	14,811
Total Capital & Debt Expenditures	148,076	14,949	157,738	163,026
Total Expenditures	<u>\$ 427,064</u>	<u>\$ 18,279</u>	<u>\$ 636,736</u>	<u>\$ 445,343</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (427,064)</u>	<u>\$ (18,279)</u>	<u>\$ (636,736)</u>	<u>\$ (445,343)</u>
Sewer				
Total Revenues	\$ 207,162	\$ 0	\$ 0	\$ 207,162
Total Personnel Expenditures	95,595	0	137,550	95,595
Total Benefits Expenditures	45,497	0	63,163	45,497
Total Contract Expenditures	5,209	165	7,800	5,374
Total Travel & Expenditures	1,844	1,000	2,280	2,844
Total Materials Expenditures	5,684	1,051	8,350	6,735
Total Utilities Expenditures	39,890	1,437	51,700	41,327
Total Repairs & Maint Expenditures	3,586	208	4,000	3,795
Total Other Expenditures	17,560	0	26,262	17,560
Total Capital & Debt Expenditures	48,555	0	379,445	48,555
Total Expenditures	<u>\$ 263,420</u>	<u>\$ 3,861</u>	<u>\$ 680,550</u>	<u>\$ 267,282</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (56,258)</u>	<u>\$ (3,861)</u>	<u>\$ (680,550)</u>	<u>\$ (60,120)</u>
Water				
Total Revenues	\$ 247,639	\$ 0	\$ 0	\$ 247,639
Total Personnel Expenditures	137,653	0	199,528	137,653
Total Benefits Expenditures	67,866	0	92,026	67,866
Total Contract Expenditures	12,257	1,281	10,000	13,538
Total Travel & Expenditures	4,345	1,198	4,935	5,544
Total Materials Expenditures	64,200	13,057	69,900	77,257
Total Utilities Expenditures	24,718	0	57,400	24,718
Total Repairs & Maint Expenditures	25,126	2,173	30,000	27,299
Total Other Expenditures	2,510	0	18,345	2,510
Total Capital & Debt Expenditures	74,286	5,980	83,208	80,265
Total Expenditures	<u>\$ 412,961</u>	<u>\$ 23,689</u>	<u>\$ 565,342</u>	<u>\$ 436,650</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (165,322)</u>	<u>\$ (23,689)</u>	<u>\$ (565,342)</u>	<u>\$ (189,011)</u>
Garbage				
Total Revenues	\$ 278,201	\$ 0	\$ 0	\$ 278,201
Total Personnel Expenditures	34,410	0	50,543	34,410
Total Benefits Expenditures	16,929	0	17,731	16,929
Total Contract Expenditures	131,359	0	239,500	131,359

City of Craig

Revenue and Expense YTD & Budget

April 25, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	12,621	0	9,475	12,621
Total Utilities Expenditures	173	0	500	173
Total Repairs & Maint Expenditures	5,000	0	5,000	5,000
Total Other Expenditures	4,169	0	5,802	4,169
Total Capital & Debt Expenditures	30,846	0	55,831	30,846
Total Expenditures	<u>\$ 235,507</u>	<u>\$ 0</u>	<u>\$ 384,382</u>	<u>\$ 235,507</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 42,694</u>	<u>\$ 0</u>	<u>\$ (384,382)</u>	<u>\$ 42,694</u>

Harbor

Total Revenues	\$ 248,770	\$ 0	\$ 0	\$ 248,770
Total Personnel Expenditures	105,227	0	166,081	105,227
Total Benefits Expenditures	80,734	0	105,024	80,734
Total Contract Expenditures	0	0	1,200	0
Total Travel & Expenditures	2,770	350	2,500	3,120
Total Materials Expenditures	18,817	1,349	29,925	20,167
Total Utilities Expenditures	36,676	0	45,492	36,676
Total Repairs & Maint Expenditures	6,705	1,290	4,000	7,995
Total Other Expenditures	25,306	0	26,619	25,306
Total Capital & Debt Expenditures	64,913	17,348	196,250	82,262
Total Expenditures	<u>\$ 341,148</u>	<u>\$ 20,337</u>	<u>\$ 577,091</u>	<u>\$ 361,487</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (92,378)</u>	<u>\$ (20,337)</u>	<u>\$ (577,091)</u>	<u>\$ (112,717)</u>

JTB Industrail Park

Total Revenues	\$ 622,253	\$ 0	\$ 0	\$ 622,253
Total Personnel Expenditures	106,656	0	97,407	106,656
Total Benefits Expenditures	38,332	0	39,183	38,332
Total Contract Expenditures	358	0	2,200	358
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	7,331	0	22,225	7,331
Total Utilities Expenditures	39,659	0	50,100	39,659
Total Repairs & Maint Expenditures	16,999	1,558	12,500	18,557
Total Other Expenditures	17,118	0	21,081	17,118
Total Capital & Debt Expenditures	140,618	6,757	168,400	147,375
Total Expenditures	<u>\$ 367,071</u>	<u>\$ 8,315</u>	<u>\$ 413,096</u>	<u>\$ 375,386</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 255,182</u>	<u>\$ (8,315)</u>	<u>\$ (413,096)</u>	<u>\$ 246,867</u>

Ward Cove Cannery

Total Revenues	\$ 2,299	\$ 0	\$ 0	\$ 2,299
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	2,390	0	2,800	2,390

City of Craig

Revenue and Expense YTD & Budget

April 25, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Repairs & Maint Expenditures	4	0	0	4
Total Other Expenditures	2,230	0	2,732	2,230
Total Capital & Debt Expenditures	9,461	0	76,750	9,461
Total Expenditures	<u>\$ 14,085</u>	<u>\$ 0</u>	<u>\$ 82,282</u>	<u>\$ 14,085</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (11,786)</u>	<u>\$ 0</u>	<u>\$ (82,282)</u>	<u>\$ (11,786)</u>
PSN Hatchery				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	508	0	0	508
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 508</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 508</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (508)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (508)</u>
School Support				
Total 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	550,660	0	0	550,660
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 550,660</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 550,660</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (550,660)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (550,660)</u>
Other Fund Sources	(350,660)	0	0	(350,660)
Other Funding Sources/Outflows	(350,660)	0	0	(350,660)
GF Revenue				
Total Revenues	\$ 4,346,038	\$ 0	\$ 4,039,592	\$ 4,346,038
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

April 25, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	\$ 4,346,038	\$ 0	\$ 4,039,592	\$ 4,346,038
Inter Governmental Transfers				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Excess Revenue Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Other Fund Sources	463	0	0	463
Other Funding Sources/Outflows	463	0	0	463

CITY OF CRAIG - PERMANENT FUND

Account Statement - Period Ending March 31, 2023



**ALASKA PERMANENT
CAPITAL MANAGEMENT**
Registered Investment Adviser

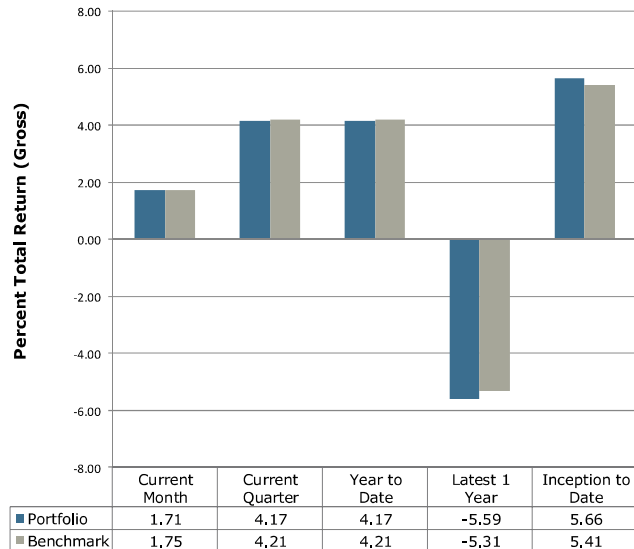
ACCOUNT ACTIVITY

Portfolio Value on 02-28-23	14,776,518
Contributions	0
Withdrawals	-3,440
Change in Market Value	215,930
Interest	10,182
Dividends	27,181

Portfolio Value on 03-31-23 15,026,371

INVESTMENT PERFORMANCE

**Current Account Benchmark:
Equity Blend**

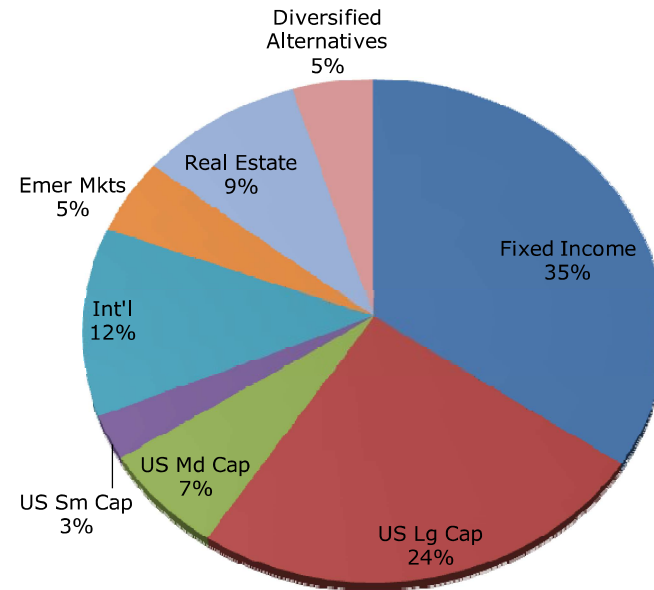


Performance is Annualized for Periods Greater than One Year

MANAGEMENT TEAM

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

PORTFOLIO COMPOSITION



CITY OF CRAIG - CAPITAL RESERVES

Account Statement - Period Ending March 31, 2023



**ALASKA PERMANENT
CAPITAL MANAGEMENT**
Registered Investment Adviser

ACCOUNT ACTIVITY

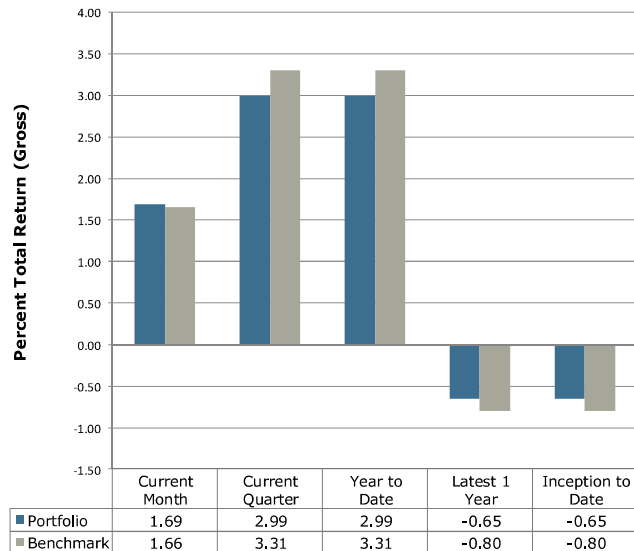
Portfolio Value on 02-28-23	2,234,094
Contributions	0
Withdrawals	-520
Change in Market Value	32,729
Interest	9
Dividends	5,051
Portfolio Value on 03-31-23	2,271,363

MANAGEMENT TEAM

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

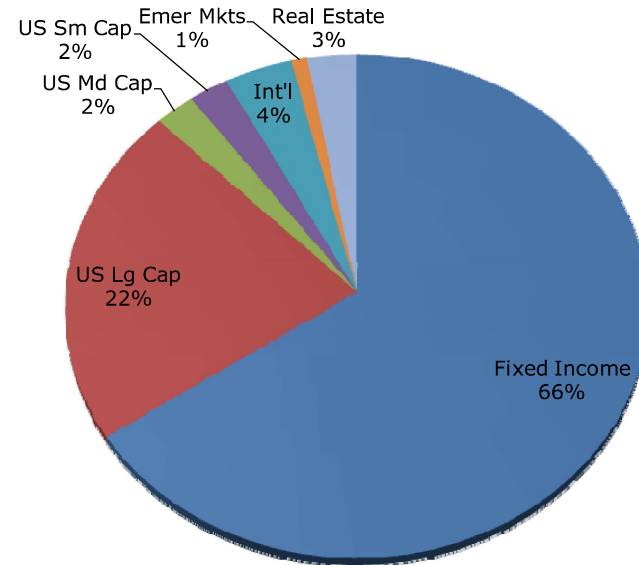
INVESTMENT PERFORMANCE

**Current Account Benchmark:
Equity Blend**



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



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

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Kecia Weatherwax, City Clerk
Date: April 24, 2023
RE: Staff Report

- I have processed new hires and one promotion within the city. I set up their drug tests and entered them into the payroll and prepared their personnel file.
- I processed my first Workmen's Compensation Claim for an employee. I collected the incident report, went through the claims process, and followed through with the employee and his supervisor.
- I assisted the Public Works Department Head with organizing and posting, advertising on the website and Facebook for his position openings. I have accepted and forwarded job applications to department heads and waited for direction from them on how to proceed,
- I advertised the Public Works Director Position with Anchorage Daily News, Ketchikan Daily News, Seattle Times and Indeed.
- I posted the Spring Clean-up on May 9-12th.
- I have responded to phone calls and property inquiries as they came in and assisted other department heads with their requests as well.
- Compiled information of the meeting packet and assembled the packet and posted it.
- Veronica found the excel spreadsheet for the Spring Clean up so we will be entering in the data and getting everything prepped. Tony is down from 7 to 3.5

workers and so I am thinking we may have to adjust our timeline. There are only two workers with their CDL.

- I have collected and responded to the different people who have applied for the City Council Vacant Seat C.

CITY OF CRAIG MEMORANDUM

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

1. Federal Appropriation Applications: Five applications submitted: CDS requests for water system upgrades and fire hall/EMS building constructed are being considered for the FY24 budget.
2. SHSP Grant Progress:
 - a. Whale Pass determined they would be unable to fulfill the terms of agreement for the 2nd sheltering trailer.
3. EMPG Grant:
 - a. EMPG & LEPC Meeting in Anchorage. April 17th to Saturday, April 22nd. Primary topics included infrastructure resilience, cybersecurity, drones, and training opportunities.
 - b. Quarterly report submitted
4. POWER State Grant:
 - a. Quarterly report submitted
5. ARPA Reporting: Covid-19 funds
6. Water Treatment Emergency:
 - a. EJCDC Contracts R&M Engineering and RMC Engineering Services
 - b. ECWAG Grant
7. False Island Boat Ramp Nationwide Maintenance Permit is considered complete and has been approved.
8. Planning Commission Meeting held April 27th:
 - a. PC Resolution 603-22-PC CUP Craig Tribal Association (CTA) marijuana retail licensing time extension amendment request. 505 Front Street (Lot B, Block B, USS 1430).
 - b. PC Resolution 596-21-PC Seventh Day Adventist Church FCC licensing requirement time extension amendment request. 401 6th Street (Lot 7 & 8, Block 19, USS 1430).
 - c. PC Resolution 616-23-PC Recommend Rezone Robert and Jeanne Anderson Tract C & Lot 4 Block 28 USS 1430 parcels from Marine Industrial to High-Density Residential I and vice-versa.
9. Leases
 - a. Ken Quigley lease of portion of Lot 4, JT Brown Subdivision

- b. Ken Quigley purchase of leased property Lot 2A, JT Brown Subdivision Meeting: Appraisal needed.
- 10. Tract D-1 dilapidated float house: RJ reached out to the owner of the float house and was able to reach an agreement to have the float house signed over. The city will be in possession of the float-house starting May 10th. Planning with public works to initiate clean-up activities will take place after Spring Clean-up.

EMS Report

April 25th, 2023

Submitted by Tsai, EMS/Fire Coordinator

Calls to Date

April 2023 Calls: 15 (Updated 4/25)

2023 Calls to date: 72 (Updated 4/25)

Crew Status

All EMTs are responding as scheduled or to back up crew as needed.

James is working on his NREMT-Basic Certification.

EMT Certifications are all up to date until End of Year.

Sandy is taking the AKEMT Class.

I will be gone from April 26th - May 9th, back on May 10th. (Coverage scheduled for my absence)

Training

Monthly Meetings are occurring again for EMS and the Fire Department.

Recruitment

Looking for additional volunteers (CPR/First Aid certified is the minimum requirement)

1 driver added onto roster (will be taking ETT soon)

Other Responsibilities:

Working on obtaining a new medical director

- Letter sent out to one potential medical director (No response)

Power Gurney (Received, trained, and is now in Ambulance 1)

Posted the position for DMV/Admin Clerk position

Completed FEMA courses 700 & 800

Attended Emergency Preparedness Conference Virtually

Keeping reports up to date with EMS System/Billing and State of Alaska.

Updating and maintaining Team Schedule

EMS/Fire Budgets



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: April 26, 2023

RE: May staff report

Harbor department report May 2023

- Still working to get the pile driving barge here from Ketchikan to replace the broken piling at the City Dock Float. The contractor came and looked at the job. He thinks he will be able to swing over the top of the City approach dock and drive a new larger pile over the old broken off pile. When he comes he will also replace a wood fender pile at the False Island dock. The contractor has some other work happening at the end of May or the beginning of June here on the island. He plans to come after that work is completed.
- The boat yard has been keeping us very busy this spring. Things are going good so far.
- We have finally received the new coin operated shower timers for the Harbor restrooms. We will be changing out the old coin boxes and mechanical timer system with a new modern system. The new system is almost impossible to jamb up with coins. The old system was very temperamental and jammed up frequently.
- The false island boat ramp project has been placed on hold. We are waiting to have the permit approved. At this point we are hoping to get the work done in October when things are slow but the weather will still allow the work to happen.
- Four finger floats are now built. Harbor staff will install the fingers as soon as we have time and a support vessel available.
- The tires for the Brownell haul out trailer are now here. The company actually had to have the tires custom made by a tire manufacturer. The new tires are mounted to wheels and are filled with foam. We will be replacing the tires and wheels as soon as we have a good weather day with no boats to haul. When we remove the wheels we will also pull the hubs off and replace the wheel seal. The spindles have corrosion issues so we will install speedy sleeves to fix the problem.
- Brownell also sent us a remote control for the trailer. While we are doing some of the other maintenance work, we will install the remote control.
- We are in the process of ordering more boat stands for the boat yard.

03/27/23-04/21/23

Patron Visits: 486

Circulation: 2,712

Alaska Digital Library: 147

Computer Usage: 51

Wi-Fi Usage: 107 unique visitors, 229 total visits

Programs: Craig Public Library Story Time (46 Children)

Spring Program: 80 Planting Kits, and Seed Exchange

☞ 100 people signed up for the Spring Reading Program

Teen Computer Gaming 25

Free Items 80 (Victoria)

Inter-Library Loans: 33

Volunteer Hours: 55 hours

New-

- ✓ Craig Library Association (CLA)- meeting
- ✓ Received ALA Grant- \$10,000
- ✓ Book Fair Meeting

Project-

- Summer Reading Program planning and ordering.
- Working on children's picture books.
- Working with MRV- Zane Jones

Submitted by Patricia Gardner, Library Director

Craig Public Library
504 Third Street, Craig, AK (907) 826-3281
<https://craigpl.library.site>

Been Spring Cleaning?
And....

- Have a pile of books you no longer want?
- Tired of watching those DVDs?

Drop them off at the Craig Public Library.
We will go through them & add some to our collection for others to enjoy.

OR

You found an overdue library book or DVD?

Take advantage of SPRING CLEANING FINE FORGIVENESS!!*
Bring it in along with this ad or a photo of this ad or just mention that you saw this ad and your fine is forgiven! *Limited time

LIBRARY HOURS
Monday 12:15 p.m.- 5 p.m.
Tuesday - Friday: 10 a.m.-5 p.m.
Saturday 11 a.m.- 3 p.m.

Open Evenings: Call first
Tues., Wed., Thurs. 5:30 p.m. to 7:30 p.m.
libraryclerk@craigak.com

Come Visit Us
Sponsored by the Craig Library Association.

**CITY OF CRAIG
MEMORANDUM**



Date: 04/15/2023
To: Honorable Tim O'Connor, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / March 2023 *RJ Ely*

ACTIVITY

Activity from March 28, 2023 through April 14, 2023, the Dispatch Center took the following amount of calls for service.

Craig	512	
Klawock	16	(CPD Assisting AST with Calls)
AST	4	

DEPARTMENT OF MOTOR VEHICLES

In person transactions & both Motorcycle & CDL Road Testing is increasing.

Have updated CDL Training scheduled for Traci, McKenna and Travis, over the next few months.

DISPATCHER(S)

Fully Staffed

OFFICER(S)

Fully Staffed

OTHER

I will be attending 2023 Emergency Management Conference, in Anchorage from April 18 – 21, 2023.

I will be out of the office, taking leave after this Conference, for 2 to 3 weeks. During my absence, Sgt. Ben Page will be in charge of the PD. I will be available, via email or phone.

Seeking funding for upcoming firearms training, Juneau this year. If funding approved, will send Sgt. Page to said training.

Funding secured to send Ofc. Dustin Connolly to Active Shooter Training, later this year.

Public works Report

4.26.2023

Streets and Alleys:

- a. Working on street condition assessment.
- b. Public works will be working with R&M to receive engineering quotes for drainage work on Thompson Rd. for the next fiscal year cycle.
- c. Grading of PSN Rd. is scheduled for the week of: 4/24/2023.

Sewer:

- a. Daily and Monthly General maintenance and sampling at the wastewater treatment plant as required.
- b. Monthly Sludge removal as required.
- c. Working with Architect on WWTP roof Project. Review of SRF loan documents.
- d. Public works anticipates going to bid for the WWTP roof project end of May 2023.
- e. Public Works is in the process of developing an asset management program for the sewer system.

Water:

- a. "Water Operator Report". Daily and Monthly General maintenance and sampling at the water treatment plant and distribution system as required.
- b. Water meter repair and/or replace as required.
- c. Monthly Bacti samples collected as required.
- d. Continuous work with radio reads meter system.
- e. Quarterly TTHM and HAA5 samples have been taken, and awaiting results.
- f. TOC/Alkalinity samples will be taken at the beginning of May.
- g. Public Works is in the process of developing an asset management program for the water system.

Equipment:

Solid Waste:

- a. Weekly pick-up process performed as require.

Public works Report

4.26.2023

Projects:

- a. Safety Program review (work in progress)
- b. North & South Cove Harbors back-flow preventer installation project bid (work in progress)
- c. Dam inspection by engineers. **(Completed, awaiting report from Engineers)**
- d. Water line road bridge replacement (working to replace bridge May thru August 2023). Working with Shaan Seet to find more cost effect bridge solution.
- e. Waste Water Treatment Plant Roof Project. (work in progress)
- f. Funding opportunities for sewer and water treatment projects. (work in progress)
- g. Totem Pole Project at Cemetery Island. **(Complete)**
- h. 7th Street sidewalk project. **(Completed)**



RECREATION SUMMARY FOR COUNCIL MEETING

5/4/23

Whats going on with recreation?

In the past month

- had the Highschool tour the youth center
- K-2 bball and ballet
- easter carnival requiring almost 20 volunteers and \$500 worth of merch.
- 4th/5th grade dance 4/29
- community cleanup 4/2
- ballet recital planning
- 4th of July planning
- sent out a round of donation letters for my programming.
- organizing gardening meetings and getting information out to new gardeners

The garden has over 10 new members and we are utilizing the community grant to purchase fencing and supplies to expand it to offer even more space to those interested. I also plan to use money to put in playground equipment down by the gym and at the youth center, replace most our existing rollerblades, get official wrestling mats as well as replace our volleyball equipment. All of the existing equipment is close to falling apart.

The aquatic center is back up and running smoothly, kaila got her CPO cert. in anchorage and is doing well. We are losing two lifeguards for summer but hoping more applications will roll in with the nice season coming up. Jessica has started head start lessons & we are working together to prepare the job description for the swim coach to be added back onto our staff next year. We are working to finalize the waverunners contract as well.

in the next month-

- developing an in-town geocaching hunt
 - developing our summer schedule
- building a curtain stand to hide random items on gym floor such as slides and tables.
 - swap meet 6/3
- redo of garden stands and baskets in the next month
- starting outside programming for youth center
 - repainting men's bathroom
 - finishing deck redo at youth center
 - repainting trim in gym
- weekly 4th of July meetings, no longer every two weeks
 - HERO raffle ticket selling
 - blessing of the fleet
 - 4th of July games sorting
 - hiring new staff member
- planting flowers and putting them up
 - Duck distribution
 - salmon derby ticket distribution
- beginning advertising for salmon derby .
- clearing out more community garden space
- building a greenhouse at the youth center
 - repainting garden stands.

We have continued to be able to feed the kids at our programming through generous donations by the parents. We should be able to make it through the school year.

We will be having a spring bazaar the day after the POW marathon, then the blessing of the fleet and also a craft day mid may or early June.



Parks & Public Facilities

4/26/2023

Staff Report –April 26, 2023

To: Craig Mayor and City Council

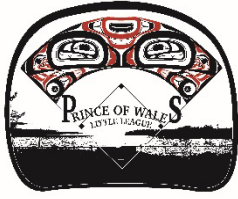
From: Douglas Ward

Current Projects Underway:

- 1 Cemetery Trail maintenance brushing.
 - 2 Little League Ballfield annual cleanup and maintenance.
 - 3 Install conduit and wiring for heating controls at Harbor building.
 - 4 Design and install new flower pots at ballfield entrance.
 - 5 Install cornhole game at ballfield.
 - 6 Lawncare equipment maintenance.
- Remove downed tree on Cemetery Trail
 - Finished cutting trees down at community garden.
 - Parking lot pothole repair and grooming with Ventrac.
 - Assisting other department heads with repairs and help as needed.
 - Spring cleanup around shop and yard.
 - Sweeping with the Ventrac.
 - Replace lights @Medical Center Building.

We are about to start the grass and weed cutting season for the year.
Responded to day-to-day routine, and emergency calls as they come in.

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



Prince of Wales Little League
PO Box 8
Craig, AK 99921

Craig City Council
PO Box 725
Craig, AK 99921

Dear council members,

On behalf of Prince of Wales Little League I would like to thank you for your past and continued support of our baseball program. I am writing to request the City of Craig help us, the board of Prince of Wales Little League, renovate the facilities at Thibodeau Memorial Ballpark.

As you may or may not know, our current facilities are in dire need of repair and upgrading. The tee ball field is virtually unusable as the outfield is prone to flooding and rarely dries out enough for a ball to even roll across the grass. Most of the backstop and fencing are worn out beyond repair. Our major's field is covered in potholes that are becoming impossible to keep filled. Please don't take this letter as a complaint. We are grateful for the facility and the opportunity we have to teach our youth the sport of baseball; we could not do it without your help and support. We are further grateful for your help and contribution with the newly constructed concession stand/bathroom facilities.

The board of Prince of Wales Little League is requesting the City of Craig help us fund our projected \$750,000 project. While the plans are still being finalized, the renovations will include: a permanent artificial turf field where the tee ball field now resides; new backstops and fencing; a press box to service both fields; covered spectator seating; a batting cage; and a new removable mesh fence for the north outfield and foul lines.

We are currently finalizing a brick paver campaign that is projected to raise \$90,000 or more in profit to our project. We will be reaching out to our business partners for corporate sponsorships and exhausting every option for private and public grants possible. We are asking the city to provide up to \$1,000,000 in funding so we can break ground at the end of our 2023 season. As a board, we will guarantee to repay a minimum of \$500,000 back to the city within 10 years and repay the entire amount within 20 years if necessary.

Our goal, albeit a lofty one, is to complete renovations to the fields prior to the April 2024 spring baseball season. With your help we can make our field comparable to other facilities in Southeast, Alaska, including a \$12 million renovation to the field in Ketchikan taking place right now. We plan to begin hosting the regional baseball tournament(s) in the future.

Sincerely,

Kevin R. McDonald
Treasurer



**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: April 13, 2023
RE: Island Daycare Donation Request

At the March 2, 2023 meeting a donation request was included under correspondence in the meeting packet. The council asked that this item be placed on the agenda for discussion at the March 16, 2023 meeting. The council commented that they didn't have adequate time to review the business plan and tabled the discussion to April 6th. At the April 6th meeting the council commented that they wanted to see the daycare budget before committing to a donation.

A copy of the business plan with the budget included was sent out to council members on April 13th.

If the council is inclined to provide some funding (grant, donation, subsidized loan, etc.) the council should settle on some amount and purpose for the grant/loan. The request letter lists a number of needs.

As the council may recall, we established a discretionary fund for the council to use for donation requests. There is approximately \$6,000 remaining in that budget line item for this year. In addition, we have funds reserved from past gaming activities (i.e. salmon derby) that could be used for a donation to a non-profit such as Island Daycare.

I have asked Venessa Richter to be at the meeting on May 4th to answer questions from the council.

Recommendation: The council should discuss this donation request and give staff direction, including appropriation of funds.

Dear Craig City Counsel,

My name is Venessa Russell, and I am the president of Island Daycare Nonprofit. At Island Daycare, we seek to help families by offering a place children 3 months- 5 years can have a chance to be exceptional in their growth. We want to collaborate with each family to invest in their children's future. Children can learn and achieve greatness at an early age. Our mission is also to provide clients' children with an atmosphere of love conducive to creative play and exploration of their growing world.

While we have made some great strides, Island Daycare still has a lot to accomplish.

We need your support to help with opening costs, while we wait for funding to start for any parents who are utilizing state pay, unfortunately, this can sometimes take 3 months.

Would you consider donating any or all of the following: \$1000 for power, internet, and phone. 200 gallons of DSL, \$5000 for insurance costs, and up to 3 months of payroll as needed with the understanding that we would pay back 50% of this amount over the next year to help us achieve our mission?

If you have any questions, I would be happy to provide you with more information about how you can help support our work at Island Daycare.

We greatly appreciate your donation, and it will be used to help us have a successful opening while we wait for state funding to take effect.

Sincerely,

Venessa Russell

vrichterrussell@gmail.com

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: April 11, 2023
RE: Resolution 23-06, Adjusting the Mayor's Salary

The council adjusted the mayor's salary in FY23 to add some amount to offset the lack of eligibility for PERS under the current system. This year the draft FY24 budget contains a 4% COLA for all personnel. According to CMC 2.04.045, the mayor's compensation is set by the city council by resolution.

Staff recommends that the mayor's salary be increased to include the 4% COLA for FY24, effective July 1, 2023.

Recommended Motion: Move to adopt Resolution 23-06 setting the mayor's compensation for FY24.

**CITY OF CRAIG
RESOLUTION NO. 23-06**

ADJUSTING THE MAYOR'S SALARY

WHEREAS, in accordance with Craig Municipal Code 2.04.045, the mayor of the city shall receive compensation, to be established by resolution; and,

WHEREAS, the duties of the Office of Mayor require a substantial commitment of time, and sometimes reduce the personal income of the mayor as official duties require; and,

WHEREAS, the city's longstanding practice has been to compensate the mayor with a salary and health insurance benefits; and,

WHEREAS, the FY24 Budget contains a 4% cost of living adjustment across all employee salaries and wages; and,

WHEREAS, this resolution sets the mayor's total compensation until otherwise adjusted by the City Council.

NOW THEREFORE BE IT RESOLVED THAT the Mayor's salary is set at \$14,375 per fiscal year to be paid in approximately equal amounts in conjunction with the City's adopted payroll schedule.

BE IT FURTHER RESOLVED THAT the mayor shall receive _____

BE IT FURTHER RESOLVED THAT this resolution supercedes all prior previous resolutions adjusting the Mayor's salary.

APPROVED _____

MAYOR TIMOTHY O'CONNOR

ATTEST _____
KECIA WEATHERWAX, CITY CLERK

**CITY OF CRAIG
MEMORANDUM**



To: Craig City Council
Fr: RJ Ely, Chief of Police
Date: April 12, 2023
Re: Appropriation of Jail Funds / CEO Position *RJ Ely*

Currently Craig Police Department is fully staffed with Officers. In Mid July, 2023 I will lose one officer for about 5 months, due to said officer attending the Police Academy in Sitka. In Late September to Mid October 2023 I will be losing one of my full time officers.

This will create times that my staffing will be either 4 officers or 3 officers to provide police services, for several months. City Council had already approved a Temporary Code Enforcement Officer Position, that allowed me to train and prepare that employee to be promoted up to Police Officer. This was done and that C.E.O. has been promoted to Police Officer.

After talking with administration, who support this and with fact that I received an extra \$190,000.00 dollars plus funding in my jail budget for current year and am projected to receive the same amount for FY24 I would like to hire another C.E.O. Position. This position would free up officer's time to deal with criminal matters, while the C.E.O. deals with the minor offenses & city code violations, that occur.

This also allows me to train this C.E.O. in policies, procedures, Dispatch Center, Jail Operations and begin F.T.O. towards becoming a Police Officer. If this person preforms satisfactory, he/she would be promoted to Police Officer, once a vacancy presents itself.

Running the numbers, being this would be a part time position, no benefits needing to be paid, I would be looking at expending around \$20,000 dollars. There is sufficient funds left, in current jail budget to cover this expense, as well covering expenses in upcoming jail budget.

Recommendation: Approve this Temp Position and appropriate funds for this FY and direct staff to include funding in FY24 budget.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: April 13, 2023
RE: Council Seat Vacancy, Seat C, Appointing Replacement

As the council is aware, Jim See resigned his council seat effective March 16th. Per the Craig Municipal Code and State Statute the council should appoint a replacement within 30 days of the effective date of the resignation.

Staff posted notices of the vacancy and solicited letters of interest from interested, eligible persons. We allowed the maximum amount of time that we could while still being able to prepare the council meeting packets for the April 6, 2023 meeting. With that in mind the deadline for submitting letters of interest was set at 5:00 pm on Wednesday, March 29th. We have had three letters of interest submitted from local residents but two of the three withdrew their names from consideration before the April 6th meeting.

The council determined that postponing the decision until the May 4th Council Meeting and allowing additional time for applications was the best move forward.

Staff began readvertising on about April 7th with a deadline for applications of April 26th.

Per our municipal code and State Statute, the appointment will be effective at a date set by the council (we suggest that the appointment be effective Monday, April 9th. This is consistent with the timing for new council members to be seated under our elections process. The appointment will expire after the canvass of the 2023 election (in October) and a council member is elected to fill the seat. The newly elected council member (which may be the appointed person) will fill the seat until the original term of the seat expires. Seat C is scheduled up for election in October 2024.

Including the remaining candidate from the April 6th meeting, ??? people submitted letters of interest (attached).

Staff recommends that the council discuss the letters of interest and give some time to each person to share with the council and answer council questions. If the council would like to have a discussion that may include personnel matters, matters that may be prejudicial to individuals, or have some other impact that is exempt from the open meetings act the council may adjourn to an executive (closed) session for discussion, but will have to finish deliberations and take any action after the executive session has adjourned and returned to open session. I will put an executive session on the agenda, but the council is not obligated to use it.

After discussion is complete the council should move and second to appoint one of the applicants to the seat and then vote on approving that applicant. The vote is still subject to the requirement of four affirmative votes to pass and mayoral veto (just like any council action). If the council does not approve one appointment, it may repeat the process with another applicant or direct staff to reopen the application period again. This will take us past the 30 day timeline but if the council is unable to seat a replacement then this will not be avoidable.

Recommended Motion 1 (if the council wants to move into executive session under limited circumstances, per 44.62.310 of Alaska Statutes. Those circumstances must include one or more of the following:

1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. matters which by law, municipal charter, or ordinance are required to be confidential;
4. matters involving consideration of government records that by law are not subject to public disclosure.

MOTION: Move to enter into executive session for the purpose of discussing subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; or matters which by law, municipal charter, or ordinance are required to be confidential.

Recommended Motion 2 (if the council moves back into open session, or chooses not to move into executive session):

MOTION: Move to appoint _____ to fill the vacant Craig City Council Seat C, effective May 3, 2023 and expiring after canvassing of the 2023 Municipal Election results.

City Clerk

From: Pat Tyner <aktyners@gmail.com>
Sent: Monday, April 24, 2023 9:32 AM
To: City Clerk
Subject: Council seat C vacancy

To the Mayor and city council members:

I would like to be considered for appointment to the city council seat C recently vacated by Jim See. I would like to serve the citizens of Craig as well as learn more about our city government.

I have never served on any governmental body before, but I have served on several hatchery boards: POWHA and SSRAA. I am currently serving on the board of directors of Seafood Producers Cooperative. In addition I am a long time member of the Craig harbor advisory committee.

I do have several caveats to my application that should be considered however. I would like to be able to continue on the harbor advisory committee upon the expiration of any appointment, and for the past decade, I have vacationed in Canada during September as well as part of October and would be unavailable. And though I am still an active commercial fisherman, I would make a good effort to attend council meetings during the summer fishing season.

I have no illusions that I would be able to fully grasp the complexity of city operations or the obligations of a council person in such a short space of time, but I would do my best.

Sincerely,

Patrick Tyner



3-27-23

To: The Craig City Council

My name is Jack L. Olsen, I have been a resident of Craig for the last year.

Also I have lived almost all my life on Prince of Wales Island. I love the small town experience that our island offer, a place where everyone knows everyone else, by name or reputation.

I have lived in Hydaburg, where I was elected to 6 years on the City Council and at the same time, a member of the school board. That in itself should tell that the people trusted me to represent the whole town. I feel that I can bring my experience to Craig and best serve the people that live here. I am always open to learning more.

It has been a pleasure of meeting new people here, they are open and friendly. If appointed to the Council I will do my best to represent the City and the people of Craig to my best abilities. Thank you

my # 907 401 3936

Jack Olsen *Jack Olsen*

Dear Craig City Council,

My Name is Cody Schwegel, and I am writing to express my interest in filling the council member position that has recently become vacant. As a resident of Craig, I have a vested interest in the well-being of our community and I believe I have a unique perspective to offer.

I was approached by a council member and asked to consider applying for the position. After careful consideration, I have decided to move forward with the application process.

As the Power Operations manager for Alaska Power and Telephone, I have gained a comprehensive understanding of the economic condition of Prince of Wales island. I am constantly involved with and aware of the local industries and what drives them to success. This understanding will allow me to contribute to the council's decision-making process in a meaningful way.

In addition, I am also a pastor of Liberty Church in the city of Craig. This role has given me a unique understanding of the people of our city and what drives them. I am familiar with the needs of our community and I am committed to serving the people of Craig to the best of my ability.

I am excited about the opportunity to work alongside the other council members to make positive changes in our community. I believe that my diverse background and experience will be an asset to the council and the people of Craig.

Thank you for your time and consideration.

Sincerely,

Cody Schwegel

City of Craig re: Council Position

500 Third St.

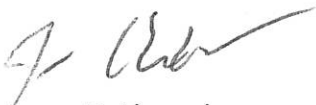
Craig, AK, 99921

My name is Jim Alexander, and I am a sixty-four-year-old, retired commercial fisherman. I have fished in southeast Alaska for 30 years and have lived in Ketchikan, Hollis, and Craig for the last eight years. I have been a committee member on the Southeast Regional Dive Fisheries Association Board. My goal as a member was to help maintain and grow a viable fishery for Southeast Alaska.

I have now made Craig my home in which to spend my retirement and best years to come. I first came to Craig in 1990 and loved the small but tight knit community. Now, 34 years later, I still find Craig the ideal town for me. I have seen the changes over the years which have been small but substantial.

I would like to be a part of Craig's future and be involved in the decision-making process that will keep Craig a nice town to live in. I have an open mind and I am a great listener. Please consider me to be a part of the City Council for Craig.

Sincerely,



James D. Alexander

PO Box 325/304 8th St.

Craig, AK, 99921

City Clerk

From: Josh Bennett Construction Four B's LLC <907sealaska@gmail.com>
Sent: Monday, April 24, 2023 4:41 PM
To: City Clerk
Subject: Open City council seat

Hello my name is Josh Bennett I am interested in filling the seat vacated by Jim See. I stopped by the city today and found there is no forms to be filed for the seat. Please attach my name to the list of individuals applying for the seat.