

CITY OF CRAIG
COUNCIL AGENDA
SEPTEMBER 15, 2011
COUNCIL CHAMBERS 7:30 P.M.

ROLL CALL

Mayor Millie Schoonover, Greg Head, Joni Kuntz, Jim See, Marge Young, Don Pierce and Mike Douville

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

- City council minutes of September 1, 2011
- Introduction and first reading of Ordinance No. 638, Authorizing the city administrator to negotiate a lease of city owned property with Silver Bay Seafoods

HEARING FROM THE PUBLIC

- Final Reading and Public Hearing on Ordinance No. 637, An ordinance amending Title 18, Craig Land Development Code, Section 18.05.002, Residential-Medium Density (RM) Zone

READING OF CORRESPONDENCE

- Monthly report from the Craig Aquatic Center for August, 2011
- The third quarter report for Southeast Senior Services, Craig/Klawock program

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Ordinance No. 637, An ordinance amending Title 18, Craig Land Development Code, Section 18.05.002, Residential-Medium Density (RM) Zone

UNFINISHED BUSINESS

-

NEW BUSINESS

- Consider approval of grant agreement with E.P.A.
- Purchase of Lot 2, Block 27, USS 1430
- Consider approval of stairway for Prince of Wales Health Care Center
- Harbormaster's recommendations for changes to live-aboard fees

EXECUTIVE SESSION

- Performance evaluation of city administrator

ADJOURNMENT

ROLL CALL

Mayor Millie Schoonover called the meeting to order and the roll was taken. Present were Greg Head, Joni Kuntz, Jim See, Marge Young, Don Pierce and Mike Douville.

Staff present: Jon Bolling, City Administrator; Vicki Hamilton, City Clerk; Brian Templin, City Planner; Daniel Nelson, Harbormaster; Amy Marshall, Librarian; R.J. Ely, Acting Police Chief; Victoria Merritt, Parks and Recreation Director; and Joyce Mason, Treasurer.

Audience present: Roberta Landgren, Kevin Barry, Michael Kampnich

CONSENT AGENDA

The consent agenda was presented, it contained The city council minutes of July 21st and August 11th, 2011 and introduction and first reading of Ordinance No. 637, An ordinance amending Title 18, Craig Land Development Code, Section 18.05.002, Residential-Medium Density (RM) Zone.

PIERCE/KUNTZ: moved to adopt the consent agenda. MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

There were no comments from the public.

REPORTS FROM CITY OFFICIALS

MAYOR-Millie reminded the council that she would be returning from S.E. Conference in Ketchikan the same evening of our regularly scheduled city council meeting. (The I.F.A ferry gets into Hollis at 6:30 p.m.) Jim See reported he would not be at the second meeting in September. Millie stated that the meeting would be scheduled for 7:30 p.m. instead of the regular time, 7:00 p.m.

ADMINISTRATOR-Jon Bolling provided a written staff report to the council. Due to recent water line breaks, Jim See suggested that the city put in all new plastic water pipes from the intersection of the Port Saint Nicholas Road out to the Marine Industrial Park. The section that hasn't had the pipe replaced yet is from the Sunnahae Trail entrance to Tanner Crab Court. Jon commented that the installation of the new water line could cost about \$70 per foot. The city would buy the pipe from Craig Community Association.

CITY CLERK-Vicki Hamilton reported the last day to submit your name, as a candidate for municipal office, is Friday, September 2nd. Absentee voting begins on Tuesday, September 20th. The Job Center in Ketchikan sent a brochure for anyone interested in attending training for working in mines. The training will be held in Juneau. The cost for the training as well as the airfare to Juneau and room and board will be paid for. After the training session is complete, persons may be interviewed for a job at the mines.

Vicki reported Southeast Conference is going to be held in Ketchikan September 13-15th at the Ted Ferry Civic Center. If you're interested in attending, let Vicki know.

CITY CLERK CONT-Vicki stated if any council members were interested in attending the Alaska Municipal League Conference in Fairbanks, to please let her know so she can make arrangements. The conference dates are November 7-11th.

The next regular city council meeting is scheduled for September 15th at 7:30 p.m.

CITY PLANNER-Brian Templin reported the advisory committee for the Career Technical Education Center met on August 29th in Klawock. A site was selected for the Career Technical Education Center on Boundary Road. The City of Klawock is currently working on their Request for Proposals for architectural and engineering services.

Brian reported the Forest Service dumped several loads of firewood at 62 Pit 1½ weeks ago. It was gone in a few days. The Forest Service would like to dump another 10-12 loads at 62 Pit for local residents to use. This wood was available after a thinning contract was completed near the Maybeso Creek. When the Forest Service contract is terminated the area will be opened up to the public to take the firewood from where it sits. Brian reported two development projects are in the works. The first project is the development of USS 2611 Tract 18, land belonging to Craig Community Association. This project has some tri-plexes in the plan. The first thing Brian has to do is to amend the Craig Municipal Code by adding an ordinance to include tri-plexes. The second project is the development of land by Shaan-Seet, Inc. for use as a gas station located across the street from the Port Saint Nicholas main intersection with the Craig-Klawock Highway. Brian stated he has the site plan is getting ready to issue a permit for the foundation.

Jim See was referring to C.C.A's Tract 18 property when he asked whether the new development was going to be a tax-free development. Brian stated that Craig Community Assoc. has a responsibility to come to the city to negotiate a cooperative agreement with the city. This is where they negotiate payment in lieu of taxes for property tax or any tax-exempt development for the rentals. Brian stated they will have to see about sales tax on the rentals.

HARBORMASTER-Daniel Nelson reported it is starting to slow down in the harbor. The seiners are starting to head home. The Dive Fisheries fleet will be starting to show up in a couple of weeks. Daniel reported the harbors have no water leaks. The Seafood Producers Co-op is planning to leave the city dock in a couple of weeks. They liked the use of the city dock this past summer and would like to lease the city dock again next summer for their fish buying business. Daniel reported Fox Refrigeration repaired the leak in the shaft seal at the Ice House; now the Ice House is back in business. Daniel reported he has changed out a plank on the city dock. There are other planks that will need to be changed out.

LIBRARIAN-Amy Marshall provided a comparison report to the council for the years 2007-2011. All numbers are up for attendance. The summer reading program was fantastic. This year the library is receiving \$6,500 from the State of Alaska. Last year the library received \$6,300. Through the O.W.L. Program the Craig library received two new computers, changing out two of our old computers.

POLICE CHIEF-Sergeant Ely provided a written report. Sergeant Ely reported Chief Habib is back in Craig. Sergeant Ely reported putting down an aggressive bear at Tanner Crab Court.

PARKS AND RECREATION-Victoria Merritt provided the council with photos of the different activities her program provided to the kids over the summer. Victoria reported some of the funding for here summer programs came from the QS2 Grant from the Craig Schools.

TREASURER-Joyce reported the auditors, Christine Harrington, CPA, arrived today. They will be auditing the city books starting on Monday, September 5th. Some of the businesses that the city is auditing will be done now and the rest of the audits will be done in October when Christine is back in Craig.

READING OF CORRESPONDENCE

Don Pierce commented on Senator Begich's letter in regards to the upcoming 10th anniversary of the 9-11 attacks on the United States. This was moved to "new business" for further discussion.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Resolution No. 11-11, Setting Fees for CDL Road Testing, was presented.

PIERCE/KUNTZ: moved to approve Resolution No. 11-11. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Resolution No.11-12, Adopting Amended EMS Fee Schedule Rates, was presented.

PIERCE/KUNTZ: moved to adopt Resolution No. 11-12. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

UNFINISHED BUSINESS

None to consider.

NEW BUSINESS

- **Approving the appointment of the 2011 municipal election chairman and judges-**

PIERCE/SEE: moved to appoint the election judges: Kim Baxter, Karen Coffey, Carolyn Gardner with Sarah Altland as alternate. MOTION CARRIED UNANIMOUSLY

- **Consider award of North Fork Lake NEPA and Conceptual Design Work**-Jon Bolling reported the city did solicit proposals to complete preliminary engineering and environmental work required under the National Environmental Policy Act (NEPA) for the North Fork Lake and conceptual design work project.

PIERCE/HEAD: moved to award the North Fork Lake NEPA and conceptual design project to R&M Engineering in an amount not to exceed \$26,300.

Discussion: There was discussion amongst the council concerning R&M and their bid amount not to "exceed \$26,300". The council did not want a fee tacked on later by R&M where the city would be paying them above and beyond their bid amount. Jon explained to the council that if it is required to have more engineer work done the city will have the opportunity to continue with R&M or go to bid and solicit bids for the final engineering work. Jon informed the council that there is a wild card here; it is the bridge that is located just below the dam on the North Fork Lake Range. Jon is hoping if the bridge needs repairs, it will be affordable. Jon won't know this until the preliminary work is done.

MOTION CARRIED UNANIMOUSLY

- **Proposed Grant Agreement from Alaska Department of Fish and Game**-Jon reported Fish and Game has some funding to redesign the floats next to the boat launch ramp at the Industrial Park. Fish and Game has funding but doesn't want to do the engineering work themselves so they have asked the city to use Fish and Game money, up to \$60,000 to find an engineer to design a new float system for the facility. Fish and Game will be involved in the design process. The city will solicit the design work to come up with a new design. Jon suggests that council adopt the recommended motion.

PIERCE/YOUNG: moved to authorize staff to sign Cooperative Agreement COOP 12-034 between the City of Craig and the Alaska Department of Fish and Game to work on Phase I of the False Island Moorage Float Replacement Project.
MOTION CARRIED UNANIMOUSLY

- **Status of damaged bunkhouse at the Craig Cannery Property**-Jon Bolling reported there was a fire in one of the buildings on the cannery property last month. The bunkhouse behind the administration building was the one that was damaged by fire and water. Jon is asking the council what they would like to see happen to the building. There was discussion concerning the damaged bunkhouse and discussion concerning the other buildings on the cannery site. Jim See commented the boardwalk is in need of repair.

It was recommended by the council that the city take down the damaged bunkhouse building at the Craig Cannery Property.

- **9-11 Discussion-Senator Begich letter**-Council had some comments. Jon Bolling said he would discuss it with the department heads at its monthly meeting on September 6th.

ADJOURNMENT

HEAD/DOUVILLE: moved to adjourn. MOTION CARRIED

The meeting adjourned at 7:58 p.m.

APPROVED _____

MAYOR A. MILLIE SCHOONOVER

ATTEST VICKI HAMILTON, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: September 7, 2011
RE: Application to Lease City Property to Silver Bay Seafoods

As the council is aware the city leases upland and tidelands to Silver Bay Seafoods and the seafood processing building located on those lands. The original lease area includes land for the processing plant, land for the bunkhouse, tideland for the receiving structure and the building itself.

In 2011 the city completed a trade of city owned property for property owned by Shaan-Seet Inc. This trade included an additional portion of False Island adjacent to the lease area currently leased by Silver Bay.

Silver Bay Seafoods has applied to lease a portion of this city owned upland located on Lot 2A, False Island for expanded operations and staging area necessitated by continued expansion of the plant and bunkhouse on currently leased space. Silver Bay has applied to lease an additional area up to 53,526 square feet (the entirety of the newly acquired city area).

The lease notice will be published in the Island News September 12/19/26 and October 3rd with the public hearing scheduled at the regular city council meeting on October 6th.

Recommendation: Approve the first reading of Ordinance 638, authorizing the city administrator to negotiate the lease of additional city owned property to Silver Bay Seafoods.

**CITY OF CRAIG
ORDINANCE No. 638**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH SILVER BAY SEAFOODS AN AMENDMENT TO THE TERMS OF A LEASE OF CITY-OWNED PROPERTY AT LOT 2A, FALSE ISLAND SUBDIVISION.

Section 1. Classification. This is a non-code ordinance.

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. Action. This ordinance authorizes the City Administrator to negotiate A lease of city-owned property to Silver Bay Seafoods for the purpose of expanded operations and staging area for the seafood processing business located on Lot 2A, False Island Subdivision. This ordinance will allow the city administrator to negotiate lease of additional space recently acquired by the city.. The property considered for the amendment is limited to a portion of Lot 2A, False Island Subdivision consisting of not more than 53,526 square feet of upland. Final terms of amended lease are subject to the approval of the Craig city council.

The City Administrator is under no obligation to negotiate amendments to the lease of Lot 2A, False Island Subdivision and the City Council is under no obligation to approve any lease negotiated by the City Administrator with Silver Bay Seafoods.

Passed and approved on _____, 2011.

Mayor A. Millie Schoonover

Attest _____
Vicki Hamilton, City Clerk

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: September 8, 2011
RE: Ordinance 637, Amending Title 18 of the Craig Municipal Code

Earlier this year staff found that the current municipal code omitted allowing triplexes in Medium Density Residential (RM) Zones. Under the current code duplexes are allowed as an outright permitted use and apartments (four units or more) are allowed as a conditional use. Since the zone allows for four-plexes or greater as a conditional use the omission of triplexes appears to have been an oversight. Since there have been no applications to build triplexes in this zone it has not been an issue.

Earlier this year the Craig Community Association (CCA) met with city staff to discuss development of Tract 18, USS 2611 on East Hamilton Drive. CCA's development proposal consists of a mix of single family, duplex, triplex and four-plex units. While discussing the permitting and density requirements the omission of triplexes in the municipal code was discovered.

The Craig Planning Commission has discussed the issue and on August 25th a public hearing was held on the issue. While the commission found that triplexes could be appropriate as either a permitted or conditional use in the RM zone, they determined that it would be more appropriate to allow public testimony and the ability to place conditions on that level of development in that zone.

On August 25, 2011 the planning commission approved Resolution 533-11-PC, recommending that the Craig City Council approve an amendment to the Craig Municipal Code, Section 18.05.002(C)(3) allowing development of apartments (three units or more) as a conditional use in the Medium Density Residential Zone.

Recommendation: Approve final reading of Craig Ordinance 637.

CITY OF CRAIG
ORDINANCE NO. 637

AN ORDINANCE AMENDING TITLE 18, CRAIG LAND DEVELOPMENT CODE,
SECTION 18.05.002, RESIDENTIAL – MEDIUM DENSITY (RM) ZONE.

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

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

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

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

Section 4. Action. This ordinance amends Sections 18.05 and 18.16 of the Craig Land Development Code by deleting the items shown with strikethrough text and surrounded by square brackets (~~[strikethrough]~~) and by adding the underlined items, as follows:

Section 18.05.002 (C)(3) RESIDENTIAL – MEDIUM DENSITY (RM) ZONE,
CONDITIONAL USES

B. CONDITIONAL USES


3. Apartments (~~[four]~~ three units or more)

Passed and approved on _____, 2011.

Mayor A. Millie Schoonover

Attest _____
Vicki Hamilton, City Clerk

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator 
Date: September 9, 2011
RE: Consideration of Stairway Addition at POW Health Care Center

The City of Craig owns the Prince of Wales Health Care Center building at 1800 Craig-Klawock Highway. The city leases space in the building to PeaceHealth, Community Connections, and the State of Alaska Department of Health and Social Services. The tenants in the building have asked that the city install a stairway connecting the first and second floors of the building. The tenants tell me that there is a fair amount of pedestrian traffic between the upper and lower floors of the building, and that foot traffic currently either walks around along the clinic driveway or climbs up and down the dirt trail that runs the slope between the upper and lower floors.

After considering several options staff asked the Alaska Native Tribal Health Consortium (ANTHC), which oversaw the design of the building, to design an exterior stairway on the north side of the building. The current stairway design includes a metal frame stairway with open tread steps, a cover over the stairway to keep pedestrians out of the rain, and some lighting to keep the stairs illuminated.

ANTHC completed the preliminary design work and sent the design to a project estimating company to estimate the anticipated cost to construct the stairway. The estimate came to \$148,028. I asked ANTHC staff to get a bid on the work from McGraw's Custom Construction, the project general contractor. ANTHC did so recently and received a quote from McGraw's for \$110,000. At this point ANTHC recommends hiring McGraw to complete the work as a change order to the original project. If the council approves the change order McGraw will put Chris Blanc, who oversaw construction of the building, in charge of the stairway installation.

The Denali Commission is prepared to pay two-thirds of the cost of the stairway, just as they did with the construction cost of the building. That would bring the city's cost to approximately \$36,300. If the council is prepared to move ahead with its match, staff will use grant funds remaining from the project to use as the city's required one-third match.

In my view the stairway will be used regularly by staff and patients/clients at the POW Health Care Center and while quite expensive, constructing the stairway with Denali Commission and ANTHC participation will minimize the city's cost to install the improvement. One final note: staff would also like to replace the north door in the PeaceHealth space and install a wider door to accommodate movement of an ambulance gurney in and out of the building. I am not sure yet if the McGraw bid includes that work but will find out by the council's 9/15/11 meeting.

Recommendation


Authorize city staff to proceed with stairway installation at the Prince of Wales Health Care Center.

Recommended motion: I move to appropriate \$36,300 toward the construction of an exterior stairway at the POW Health Care Center.

**City of Craig
Memorandum**

Date: September 9, 2011

To: Mayor and city council

From: Harbormaster, Daniel Nelson 

Re: Live-aboard Fees

The live-aboard fees for people living on their boats have been an on-going issue in the city harbors. The problem we are running into is the individuals being charged the live-aboard fees are complaining that they are being charged for the live-aboard fees when they have not been living on the boat for more than fifteen days in a given month.

The Craig Municipal Code states in section 4.30.010 A. A person living aboard his/her own or another person's vessel for 15 days within any 30-day period is considered a live-aboard for purposes of this title.

It would be beneficial to remove the 15-day policy and just have a straight live-aboard fee for anyone living aboard their vessel for any length of time. This would eliminate having to keep track of the people living on their boats. This would bring in a steady revenue.

I am proposing that the 15-day policy for the live-aboards be removed and a \$50.00 live-aboard fee be put in place for anyone living on their vessel.

Pets with Live-aboards

It states in the Craig Municipal Code 4.30.010 B. Pets may be kept on a live-aboard vessel at the discretion of the harbormaster. I believe this policy is fine. I would like to see a fee of \$15.00 per month established in this section of the code for pets being kept on vessels.

Craig AquaticCenter Monthly Report

For the Month of: AUGUST

Prepared by: cdd

	Aug-10	Aug-11
LAP SWIM		
Walk Ins	84	110
Passes	135	231
FAMILY SWIM		
Youth		
Walk Ins	11	0
Passes	0	0
Adult		
Walk Ins	1	0
Passes	1	0
OPEN SWIM		
Youth		
Walk Ins	413	582
Passes	142	190
Adult		
Walk Ins	192	248
Passes	67	81
Tot Swim	6	8
Adaptive Swim		
Walk Ins	0	0
Passes	0	0
Activity Swim		
Walk Ins	0	0
Passes	0	0
SCHOOL INSTRUCTION		
Walk Ins	4	0
Passes	7	108
RENTALS		
Walk Ins	16	19
Passes	0	21
AQUA-AEROBICS		
Walk Ins	0	14
Passes	423	596
FITNESS		
Walk Ins	277	387
Passes	39	24
SHOWER ONLY		
Walk Ins	0	203

Revenue	Number of		Monthly		Number of		Monthly	
	People 2010	Amt 2010	People 2011	Amt 2011	People 2011	Amt 2011		
Cash	917	\$ 1,869.50	1127	\$ 2,276.00				
Swim Pass	21	\$ 670.00	15	\$ 320.00				
10 Day	0	\$ -	0	\$ -				
3 Month	0	\$ -	0	\$ -				
6 Month	0	\$ -	0	\$ -				
1 Year	1	\$ 300.00	0	\$ -				
Payments	0	\$ -	0	\$ -				
Fitness	353	\$ 1,066.00	579	\$ 1,658.50				
Fitness Room	2	\$ 8.00	1	\$ 1.00				
Aqua-Aerobics	0	\$ -	0	\$ -				
Walkins	0	\$ -	0	\$ -				
Pass	0	\$ -	0	\$ -				
Special	0	\$ -	0	\$ -				
Life Guard Class	0	\$ -	0	\$ -				
WSI Class	0	\$ -	0	\$ -				
Swim Team	0	\$ -	0	\$ -				
Rental	2	\$ 215.00	7	\$ 454.00				
Pool Rental	0	\$ -	3	\$ 160.00				
Locker Rental	0	\$ -	0	\$ -				
Misc. Revenue	76	\$ 112.00	107	\$ 122.00				
Gift Certificates	0	\$ -	0	\$ -				
Shirts, Etc.	4	\$ 4.00	8	\$ 395.00				
Lessons								

POOL

NUMBER OF PATRONS FOR THE MONTH **1818** **2822**

REVENUE FOR THE MONTH **\$ 4,264.50** **\$ 5,386.50**



Dignity • Care • Compassion

419 6th Street

Juneau, AK 99801

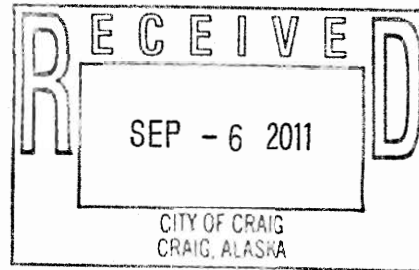
Telephone: 907.463.6100

Fax: 907.586.9018

www.ccsjuneau.org

July 31, 2011

Mr. Jon Bolling
City Administrator
City of Craig
PO Box 725
Craig, AK 99921



Dear Mr. Bolling:

A copy of the Quarterly Expenditure Report for Southeast Senior Services' Craig/Klawock Program is enclosed. The report covers the period from April 1, 2011 through June 30, 2011.

The following services were provided during the fourth quarter of Fiscal (FY) 2011:

- * 43 individuals received 1,703 home-delivered meals.
- * 62 individuals received 1,012 congregate meals.
- * 28 individuals received 952 unassisted rides.
- * 9 individuals received 196 assisted rides.
- * 33 individuals received 98.5 hours of driver's homemaker services.
- * 4 individuals received 189 hours of Caregiver Support Homemaker services.
- * 15 individuals received 29 assisted/unassisted rides to/from the Hollis Ferry.

** The Caregiver Support Homemaker services and Hollis Ferry rides are provided through funds available through a Title VI Caregiver Support grant.

On behalf of Craig/Klawock seniors, I would like to thank you for your continued support of the Craig/Klawock Senior Program.

Sincerely,

Rosemary Hagevig
Executive Director

RH/hi

Enclosures



Description	4th Quarter Actual	Year to date Actual
4001 T3 NSIP	\$ 415.87	\$ 1,956.58
4033 T3 Nutrition & Transportation	\$ 20,619.65	\$ 62,390.00
4100 City of Craig	\$ 917.23	\$ 3,666.00
4364 Title VI-Care Giver Support	\$ 4,435.21	\$ 16,318.00
4365 Title VI-NTS	\$ 23,458.10	\$ 86,243.00
4369 Title VI-NSIP	\$ 473.50	\$ 1,894.00
4410 Congregate Meal Contr-Over 60	\$ 171.75	\$ 488.25
4411 Congregate Meal Contr-Under 60	\$ 120.00	\$ 327.00
4412 Home Deliv Meal Contr-Over 60	\$ -	\$ 15.00
4414 Transportation Contr-Over 60	\$ 127.50	\$ 558.75
4553 Medicaid	\$ 7,631.21	\$ 23,063.64
4600 In-Kind Revenue	\$ 972.00	\$ 3,888.00
4990 Miscellaneous Revenue	\$ -	\$ 4,200.00
Total Revenue	\$ 59,342.02	\$ 205,008.22
6110 Salaries & Wages Expense	\$ 25,418.74	\$ 91,932.58
6115 Substitute Wages Expense	\$ 3,657.50	\$ 16,087.20
6120 Payroll Taxes & Benefits	\$ 4,701.01	\$ 30,292.11
6220 Staff Travel & Training	\$ -	\$ 94.09
6310 Facility Rent	\$ 1,755.00	\$ 6,520.00
6311 In-Kind Rent	\$ 972.00	\$ 3,888.00
6320 Phone Service Charges	\$ 519.45	\$ 1,943.72
6410 Office Supplies	\$ -	\$ 3.29
6420 Postage	\$ 83.00	\$ 246.16
6440 Vehicle Supplies	\$ -	\$ -
6450 Program Supplies	\$ 2,715.11	\$ 3,646.01
6470 Household Supplies	\$ 109.23	\$ 1,684.82
6475 Home Delivery Containers	\$ 165.99	\$ 3,981.89
6480 Raw Food	\$ 11,464.84	\$ 37,615.41
6485 Fundraising	\$ -	\$ -
6490 Gas & Oil	\$ 2,275.92	\$ 7,633.18
6510 Vehicle Repair	\$ 49.50	\$ 1,016.39
6610 Professional Services	\$ -	\$ -
6620 Vehicle Insurance	\$ 178.78	\$ 536.36
6630 Property & Liability Insurance	\$ 79.08	\$ 342.60
Total Expenditure	\$ 54,145.15	\$ 207,463.81
Excess Revenues over (under) Expenses	\$ 5,196.87	\$ (2,455.59)

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: September 8, 2011
RE: Ordinance 637, Amending Title 18 of the Craig Municipal Code

Earlier this year staff found that the current municipal code omitted allowing triplexes in Medium Density Residential (RM) Zones. Under the current code duplexes are allowed as an outright permitted use and apartments (four units or more) are allowed as a conditional use. Since the zone allows for four-plexes or greater as a conditional use the omission of triplexes appears to have been an oversight. Since there have been no applications to build triplexes in this zone it has not been an issue.

Earlier this year the Craig Community Association (CCA) met with city staff to discuss development of Tract 18, USS 2611 on East Hamilton Drive. CCA's development proposal consists of a mix of single family, duplex, triplex and four-plex units. While discussing the permitting and density requirements the omission of triplexes in the municipal code was discovered.

The Craig Planning Commission has discussed the issue and on August 25th a public hearing was held on the issue. While the commission found that triplexes could be appropriate as either a permitted or conditional use in the RM zone, they determined that it would be more appropriate to allow public testimony and the ability to place conditions on that level of development in that zone.

On August 25, 2011 the planning commission approved Resolution 533-11-PC, recommending that the Craig City Council approve an amendment to the Craig Municipal Code, Section 18.05.002(C)(3) allowing development of apartments (three units or more) as a conditional use in the Medium Density Residential Zone.

Recommendation: Approve final reading of Craig Ordinance 637.

CITY OF CRAIG
ORDINANCE NO. 637

AN ORDINANCE AMENDING TITLE 18, CRAIG LAND DEVELOPMENT CODE,
SECTION 18.05.002, RESIDENTIAL – MEDIUM DENSITY (RM) ZONE.

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

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

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

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

Section 4. Action. This ordinance amends Sections 18.05 and 18.16 of the Craig Land Development Code by deleting the items shown with strikethrough text and surrounded by square brackets (~~[strikethrough]~~) and by adding the underlined items, as follows:

Section 18.05.002 (C)(3) RESIDENTIAL – MEDIUM DENSITY (RM) ZONE,
CONDITIONAL USES

B. CONDITIONAL USES

3. Apartments (~~[four]~~ three units or more)


Passed and approved on _____, 2011.

Mayor A. Millie Schoonover

Attest

Vicki Hamilton, City Clerk

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Planner 
Date: September 6, 2011
RE: Grant Agreement with EPA

Attached is a draft grant agreement between the City of Craig and the Environmental Protection Agency.

The agreement governs the use of \$244,000 in grant funds due to the City of Craig for water and wastewater projects. The city received this funding via Congressional earmark in 2009.


The grant agreement allows the grant funds to be used for up to a 43 percent match for eligible project costs (however, the match percentage could increase up to 55 percent depending upon the final cost of the projects funded). City staff has told staff at EPA that the project funds will be used for replacing the Craig North water main (the section of water main between the Port St. Nicholas Road and JT Brown Street), and then for replacing the wastewater pump station downtown on Front Street with whatever funds remain.

Obviously, given that the EPA funding requires a match, other sources of funding are needed to complete the work for both the Craig North and Front Street pump station projects. For the Craig North water main replacement project I will likely propose to the council to consider using some of the \$4.1 million available for the Craig street paving project because one of the three funding sources may be used for utility improvements in the right-of-way. I have applied to the Alaska Department of Environmental Conservation for funding to match the EPA grant for the pump station project. I will know more about the likelihood of receiving DEC funds later this year.

Ultimately staff will bring a final funding recommendation to the council. Until then the council should authorize staff to sign the attached grant agreement to secure the EPA funding.

Recommendation

Authorize, by motion, staff to sign EPA Grant Agreement No. XP-00J49301-0.

	U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement	ASSISTANCE ID NO.			DATE OF AWARD 08/29/2011	
		PRG	DOC ID	AMEND#		
		XP - 00J49301 - 0				
		TYPE OF ACTION New			MAILING DATE 09/05/2011	
PAYMENT METHOD:			ACH# X0502			
RECIPIENT TYPE: Municipal		Send Payment Request to: Las Vegas Finance Center FAX # 702-798-2423				
RECIPIENT:		PAYEE:				
City of Craig P.O. Box 725 Craig, AK 99921 EIN: 92-6000139		City of Craig P.O. Box 725 Craig, AK 99921				
PROJECT MANAGER		EPA PROJECT OFFICER		EPA GRANT SPECIALIST		
Jon Bolling P.O. Box 725 Craig, AK 99921 E-Mail: jbolling@aptalaska.net Phone: 907-826-3275		Mike Lehner 1200 Sixth Avenue, Suite 900, OWW-137 Seattle, WA 98101 E-Mail: Lehner.Mike@epa.gov Phone: 206-553-6349		Tony Fournier 1200 Sixth Avenue, Suite 900, OMP-145 Seattle, WA 98101 E-Mail: Fournier.Tony@epa.gov Phone: 206-553-1838		
PROJECT TITLE AND DESCRIPTION						
City of Craig Water Main and Pump Station Replacement						
Replace approximately 1,100 linear feet of ductile iron water main with high density polyethylene water main and replace the failing Front Street waste water pump station.						
BUDGET PERIOD 01/01/2011 - 06/30/2014		PROJECT PERIOD 01/01/2011 - 06/30/2014		TOTAL BUDGET PERIOD COST \$573,901.00		
				TOTAL PROJECT PERIOD COST \$573,901.00		
NOTICE OF AWARD						
Based on your application dated 08/19/2011, including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA), hereby awards \$244,000. EPA agrees to cost-share 43.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$244,000. Such award may be terminated by EPA without further cause if the recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Grants Management Office listed below within 21 days after receipt, or any extension of time, as may be granted by EPA. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments.						
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE			
ORGANIZATION / ADDRESS			ORGANIZATION / ADDRESS			
EPA Region 10 Mail Code: OMP-145 1200 Sixth Avenue, Suite 900 Seattle, WA 98101			U.S. EPA, Region 10 Office of Water and Watersheds 1200 Sixth Avenue, Suite 900 Seattle, WA 98101			
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY						
SIGNATURE OF AWARD OFFICIAL Digital signature applied by EPA Award Official		TYPED NAME AND TITLE Armina K. Nolan, Manager - Grants and Interagency Agreements Unit			DATE 08/29/2011	
AFFIRMATION OF AWARD						
BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION						
SIGNATURE		TYPED NAME AND TITLE Jon Bolling, City Administrator			DATE	

EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 244,000	\$ 244,000
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$ 329,901	\$ 329,901
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 573,901	\$ 573,901

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.202 - Congressionally Mandated Projects	FY 2009 Omnibus Appropriations Act (PL 111-8)	40 CFR PART 31

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	1110MYG060	11	E4C	10M0SD4	201B51E	4192			122,000
-	1110MYG060	11	E4C	10M0SD4	202B51E	4192			122,000
									244,000

Budget Summary Page

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$0
2. Fringe Benefits	\$0
3. Travel	\$0
4. Equipment	\$0
5. Supplies	\$0
6. Contractual	\$73,000
7. Construction	\$500,501
8. Other	\$400
9. Total Direct Charges	\$573,901
10. Indirect Costs: % Base	\$0
11. Total (Share: Recipient <u>57.00</u> % Federal <u>43.00</u> %.)	\$573,901
12. Total Approved Assistance Amount	\$244,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$244,000
15. Total EPA Amount Awarded To Date	\$244,000

Administrative Conditions

1. Payment Information - Infrastructure

a. The Debt Collection Improvement Act of 1996 requires that Federal payments be made by electronic funds transfer. In order to comply with the Act, a recipient must receive payments via one of two electronic methods available to them:

Automated Standard Application for Payments (ASAP)

The ASAP system is the preferred method of payment for EPA grantees. ASAP enrollment is highly encouraged for organizations that have multiple grants/cooperative agreements and for those with a frequent need to request funds. If your organization uses multiple bank accounts for EPA grants/cooperative agreements, you must enroll in ASAP. If you are interested in requesting and receiving funds paperless and electronically via ASAP, please complete the ASAP Initiate Enrollment form located at <http://www.epa.gov/ocfo/finservices/forms.htm> and fax it to LVFC at 702-798-2423.

Under this payment mechanism, the Recipient initiates, via ASAP, an electronic payment request which is approved or rejected based on the amount of available funds authorized by EPA in the Recipient's account. Approved funds are credited to the recipient organization at the financial institution identified on the recipient's ASAP enrollment application. Additional information concerning ASAP and enrollment can be obtained by contacting the EPA Las Vegas Finance Center, at (702) 798-2485, or by visiting www.fms.treas.gov/asap.

Electronic Funds Transfer (EFT)

Under this payment mechanism, the EPA Las Vegas Finance Center will obtain your organization's banking information from your Central Contractor Registry (CCR) registration. Upon completion of required Regional training and receipt of the award affirmation, a Las Vegas Finance Center Representative will send you an email message with your EFT Control Number and payment information. Additional information concerning EFT can be obtained by contacting the EPA Las Vegas Finance Center at (702) 798-2485, or by visiting <http://www.epa.gov/ocfo/finservices/payinfo.htm>

NOTE: If your banking information is not correct or changes at any time prior to the end of your agreement, please update your CCR registration and notify the EPA Las Vegas Finance Center as soon as possible so the new banking information can be retrieved. This is vital to ensure proper and timely deposit of funds.

b. In accepting this assistance agreement, the recipient agrees to draw cash only as needed for its disbursement. Failure on the part of the recipient to comply with this condition may cause the undisbursed portions of the assistance agreement to be revoked and financing method changed to a reimbursable basis.

Requesting Reimbursement

The recipient must obtain EPA Project Officer approval before the LVFC processes payments. This approval will be contingent on the recipient submitting appropriate documentation to the EPA Project Officer prior to requesting payment. The information the recipient is to submit to the EPA Project Officer includes Standard Form (SF) 270 and supporting documentation. For recipients using EFT, recipients must also provide EPA Form 190-F-04-001. The SF270 and EPA Form 190-F-04-001 can be found at <http://www.epa.gov/ogd/forms/forms.htm>.

2. Cost Principles/Indirect Costs Not Included (All Organizations)

The cost principles of OMB Circular A-21, "Cost Principles for Educational Institutions," relocated to 2 CFR Part 220, OMB Circular A-87, "State, Local or Indian Tribal Governments," relocated to 2 CFR Part 225, or OMB Circular A-122, "Cost Principles for Non-Profit Organizations," relocated to 2 CFR Part 230, are applicable, as appropriate, to this award. Since there are no indirect costs included in the assistance budget, they are not allowable under this Assistance Agreement.

3. Federal Financial Report (FFR)

Recipients shall submit final Federal Financial Reports (FFR), Standard Form 425 (SF-425), to EPA no later than 90 calendar days after the end of the project period. The form is available on the internet at <http://www.epa.gov/ocfo/finservices/forms.htm>. All FFRs must be submitted to the Las Vegas Finance Center: **US EPA, LVFC, PO Box 98515, Las Vegas, NV 89193, or by FAX to: 702-798-2423.**

The LVFC will make adjustments, as necessary, to obligated funds after reviewing and accepting a final Federal Financial Report. Recipients will be notified and instructed by EPA if they must complete any additional forms for the closeout of the assistance agreement.

EPA may take enforcement actions in accordance with 40 CFR 30.62 and 40 CFR 31.43 if the recipient does not comply with this term and condition.

4. Audit Requirements

In accordance with OMB Circular A-133, which implements the Single Audit Act, the recipient hereby agrees to obtain a single audit from an independent auditor, if it expends \$500,000 or more in total Federal funds in any fiscal year. Within nine months after the end of a recipient's fiscal year or 30 days after receiving the report from the auditor, the recipient shall submit the SF-SAC and a Single Audit Report Package. **The recipient MUST** submit the SF-SAC and a Single Audit Report Package, using the Federal Audit Clearinghouse's Internet Data Entry System. Complete information on how to accomplish the single audit submissions, you will need to visit the Federal Audit Clearinghouse Web site: <http://harvester.census.gov/fac/>.

5. Hotel-Motel Fire Safety Act

Pursuant to 40 CFR 30.18, if applicable, and 15 USC 2225a, the recipient agrees to ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel> to see if a property is in compliance (FEMA ID is currently not required), or to find other information about the Act.

6. Recycled Paper

INSTITUTIONS OF HIGHER EDUCATION HOSPITALS AND NON-PROFIT ORGANIZATIONS:

In accordance with 40 CFR 30.16, the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration.

STATE AGENCIES AND POLITICAL SUBDIVISIONS:

In accordance with Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962) any State agency or agency of a political subdivision of a State which is using appropriated Federal funds shall comply with the requirements set forth. Regulations issued under RCRA Section 6002 apply to any acquisition of an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. RCRA Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA. These guidelines are listed in 40 CFR 247.

STATE AND LOCAL INSTITUTIONS OF HIGHER EDUCATION AND NON-PROFIT ORGANIZATIONS:

In accordance with 40 CFR 30.16, State and local institutions of higher education, hospitals, and non-profit organizations that receive direct Federal funds shall give preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to EPA's guidelines.

STATE TRIBAL AND LOCAL GOVERNMENT RECIPIENTS:

In accordance with the policies set forth in EPA Order 1000.25 and Executive Order 13423, Strengthening Federal Environmental, Energy and Transportation Management (January 24, 2007), the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this

agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration.

7. Lobbying

ALL RECIPIENTS:

The recipient agrees to comply with Title 40 CFR Part 34, *New Restrictions on Lobbying*. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000, and require that subrecipients submit certification and disclosure forms accordingly.

In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

PART 30 RECIPIENTS:

All contracts awarded by a recipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix at Title 40 CFR Part 30.

Pursuant to Section 18 of the Lobbying Disclosure Act, the recipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act.

8. Lobbying and Litigation

ALL RECIPIENTS:

The chief executive officer of this recipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The recipient shall abide by its respective OMB Circular (A-21, A-87, or A-122), which prohibits the use of Federal grant funds for litigation against the United States or for lobbying or other political activities.

9. Suspension and Debarment

Recipient shall fully comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons)." Recipient is responsible for ensuring that any lower tier covered transaction as described in Subpart B of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information as required at 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Recipient may access the Excluded Parties List System at www.epls.gov. This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

10. Drug-Free Workplace Certification for all EPA Recipients

The recipient organization of this EPA assistance agreement must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 40 CFR 36.200 - 36.230. Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards, and keep this information on file during the performance of the award.

Those recipients who are individuals must comply with the drug-free provisions set forth in Title 40 CFR 36.300.

The consequences for violating this condition are detailed under Title 40 CFR 36.510. Recipients can access the Code of Federal Regulations (CFR) Title 40 Part 36 at http://www.access.gpo.gov/nara/cfr/waisidx_06/40cfr36_06.html.

11. Management Fees

Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

12. Reimbursement Limitation

If the recipient expends more than the amount of federal funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

13. Trafficking in Persons

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our Agency at 2 CFR 1532.

b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR 1532

c. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

14. Trafficking Victim Protection Act of 2000 (TVPA) as Amended.

To implement requirements of Section 106 of the Trafficking Victims Protection Act of 2000, as amended, the following provisions apply to this award:

- a. We, as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity: (1) is determined to have violated an applicable prohibition in the Prohibition Statement below; or (2) has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in the Prohibition Statement below through conduct that is either: (a) associated with performance under this award; or (b) imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 1532. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in the Prohibition Statement below.
- b. Our right to terminate unilaterally that is described in paragraph a of this award term: (1) implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and (2) is in addition to all other remedies for noncompliance that are available to us under this award.
- c. You must include the requirements of the Prohibition Statement below in any subaward you make to a private entity.

Prohibition Statement - You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

15. DUNS and CCR Requirements (Effective 10/01/2010)

Central Contractor Registration and Universal Identifier Requirements

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions.

For purposes of this award term:

1. Central Contractor Registration (CCR) means the Federal repository into which an entity must

provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).

2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

- a. A Governmental organization, which is a State, local government, or Indian tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. Subaward:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. Subrecipient means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

16. Subaward Reporting and Executive Compensation

A. Reporting of first-tier subawards.

1. **Applicability.** Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e of this award term).

2. **Where and when to report.**

- i. You must report each obligating action described in paragraph a.1. of this award term to www.fsr.gov.
- ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. **What to report.** You must report the information about each obligating action that the submission instructions posted at www.fsr.gov specify.

B. Reporting Total Compensation of Recipient Executives.

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if –

- i. The total Federal funding authorized to date under this award is \$25,000 or more;
- ii. In the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the

Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile at www.ccr.gov.
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

C. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
- ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

D. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. subawards, and
- ii. the total compensation of the five most highly compensated executives of any subrecipient.

E. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.
3. Subaward:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
4. Subrecipient means an entity that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax-qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

17. FY2011 ACORN Funding Restriction

Congress has prohibited EPA from using its FY 2011 appropriations to provide funds to the Association of Community Organizations for Reform Now (ACORN) or any of its subsidiaries. None of the funds provided under this agreement may be used for subawards/subgrants or contracts to ACORN or its subsidiaries. Recipients should direct any questions about this prohibition to their EPA Grants Management Office.

18. Disadvantaged Business Enterprise Requirements (Effective May 27, 2008)

GENERAL COMPLIANCE, 40 CFR, Part 33

The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements, contained in 40 CFR, Part 33.

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D

A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE (MBE/WBE) participation in procurement under the financial assistance agreements.

Accepting the Fair Share Objectives/Goals of Another Recipient

The dollar amount of this assistance agreement is over \$250,000; or the total dollar amount of all of the recipient's non-TAG assistance agreements from EPA in the current fiscal year is over \$250,000. The recipient accepts the applicable MBE/WBE fair share objectives/goals negotiated with EPA by the **Alaska Department of Environmental Conservation** as follows:

MBE: SUPPLIES 2.06%; SERVICES 3.22%; EQUIPMENT 2.36%; CONSTRUCTION 4.58%
WBE: SUPPLIES 1.29%; SERVICES 2.54%; EQUIPMENT 2.10%; CONSTRUCTION 2.04%

By signing this financial assistance agreement, the recipient is accepting the fair share objectives/goals stated above and attests to the fact that it is purchasing the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as **Alaska Department of Environmental Conservation**.

Negotiating Fair Share Objectives/Goals, 40 CFR, Section 33.404

The recipient has the option to negotiate its own MBE/WBE fair share objectives/goals. If the recipient wishes to negotiate its own MBE/WBE fair share objectives/goals, the recipient agrees to submit proposed MBE/WBE objectives/goals based on an availability analysis, or disparity study, of qualified MBEs and WBEs in their relevant geographic buying market for construction, services, supplies and equipment.

The submission of proposed fair share goals with the supporting analysis or disparity study means that the recipient is **not** accepting the fair share objectives/goals of another recipient. The recipient agrees to submit proposed fair share objectives/goals, together with the supporting availability analysis or disparity study, to the Regional MBE/WBE Coordinator within 120 days of its acceptance of the financial assistance award. EPA will respond to the proposed fair share objective/goals within 30 days of receiving the submission. If proposed fair share objective/goals are not received within the 120 day time frame, the recipient may not expend its EPA funds for procurements until the proposed fair share objective/goals are submitted.

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to ensure that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

MBE/WBE REPORTING, 40 CFR, Part 33, Sections 33.502 and 33.503

The recipient agrees to complete and submit EPA Form 5700-52A, "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" beginning with the Federal fiscal year reporting period the recipient receives the award, and continuing until the project is completed. **Only procurements with certified MBE/WBEs are counted toward a recipient's MBE/WBE accomplishments.** The reports must be submitted **semiannually** for the periods ending March 31st and September 30th for:

Recipients of financial assistance agreements that capitalize revolving loan programs (CWSRF, DWSRF, Brownfields); and

All other recipients not identified as annual reporters (40 CFR Part 30 and 40 CFR Part 35, Subpart A and Subpart B recipients are annual reporters).

The reports are due within 30 days of the end of the semiannual reporting periods (April 30th and October 30th). Reports should be sent to the EPA Region 10, Grants Administration Unit, 1200 Sixth Avenue, Suite 900, Mailcode: OMP-145, Seattle, WA 98101. For further information, please contact Greg Luchey at (206) 553-2967, email: Luchey.Greg@epa.gov. Final MBE/WBE reports must be submitted within 90 days after the project period of the grant ends. Your grant cannot be officially closed without all MBE/WBE reports.

EPA Form 5700-52A may be obtained from the EPA Office of Small Business Program's Home Page on the Internet at www.epa.gov/osbp.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

19. Earmark Assistance Agreement – Full Funding

EPA is fully funding this assistance agreement based on the terms of a congressional earmark. If future earmarks are not provided for this project and recipient, supplemental funding for this project is not guaranteed.

20. Additional Recipient Contribution for Non-Competitive Program ONLY

The statutory requirement for recipient contribution is 45% of total project costs. However, in accordance with the application dated August 19, 2011, the recipient agrees to contribute an amount greater than the statutory requirement. Reduction to this amount must be negotiated with the EPA Project Officer.

Programmatic Conditions

1. INFRASTRUCTURE CONDITIONS

A. NEPA

The U.S. Environmental Protection Agency (EPA) is responsible for compliance with the National Environmental Policy Act (NEPA) promulgated under 40 Code of Federal Regulations (CFR), Part 6. As a recipient of EPA Special Appropriations Act grant funds, the Grantee agrees to furnish information and otherwise cooperate with EPA and the - specific State agency - in any evaluation pursuant to 40 CFR Part 6. This includes compliance with the NEPA analyses and findings specified in the Categorical Exclusion (CATEX) and/or the Finding of No Significant Impact (FONSI).

The Grantee agrees that the project construction shall be undertaken in accordance with the results of the completed NEPA analyses and findings. This includes, but is not limited to, the implementation of mitigation measures, stipulations, and other requirements EPA identifies as necessary to mitigate the potential environmental impacts of the project as well as ensure compliance with all applicable Executive Orders and "cross-cutters" (e.g., the Endangered Species Act, the National Historic Preservation Act, etc.).

Upon completion of the project, the Grantee agrees to provide EPA written confirmation that the Federally funded project was designed and constructed in conformance with the EPA NEPA document (e.g., CATEX or FONSI). In the event the recipient fails to comply with this condition, EPA may implement the remedies contained in 40 CFR Section 31.43.

B. EPA Guidance Requirements

This grant is subject to all requirements listed in the July 27, 2009 Guidance for Award of Special Appropriations Act Project Grants Authorized by the Agency's FY 2009 Appropriations Act.

C. Quarterly Performance Reports

The recipient shall submit quarterly performance reports, which are due 30 calendar days after the end of each Federal fiscal quarter. (Federal fiscal quarters end the last day of March, June, September, and December.) Reports shall be submitted to the EPA Project Officer and may be provided electronically.

In accordance with 40 CFR Part 30.51(d) and 40 CFR Part 31.40, as appropriate, the recipient agrees to submit performance reports that include brief information on each of the following areas:

- (a) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
- (b) The reasons for slippages if established outputs/outcomes were not met;
- (c) Additional pertinent information, including when appropriate, analysis and information of cost overruns or high unit costs.

In addition to the periodic performance reports, the recipient shall immediately notify the EPA Project Officer of developments that have a significant impact on the award-supported activities. In accordance with 40 CFR Part 30.51(f) and 40 CFR Part 31.40(d), as appropriate, the recipient agrees to inform the EPA Project Officer as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

D. Final Performance Report

In addition to the periodic performance reports, the recipient shall submit a final performance report, which is due no later than 90 calendar days after the expiration or termination of the award. The report shall be submitted to the EPA Project Officer and may be provided electronically. The report shall generally contain the same information as in the periodic reports, but should cover the entire project period. After completion of the project, the EPA Project Officer may waive the requirement for a final performance report if the EPA Project Officer deems such a report is inappropriate or unnecessary.

2. SUFFICIENT PROGRESS

EPA may terminate the assistance agreement for failure to make sufficient progress so as to reasonably ensure completion of the project within the project period, including any extensions. EPA will measure sufficient progress by examining the performance required under the work plan in conjunction with the milestone schedule, the time remaining for performance within the project period, and/or the availability of funds necessary to complete the project.

END OF ASSISTANCE AGREEMENT XP-00J49301-0

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: September 7, 2011
RE: Purchase of Lot 2, Block 27, USS 1430

First Bank took possession of Lot 2, Block 27, USS 1430 (formerly the Dinon Medical Clinic on Front Street next to Dockside) and recently removed the two story blue building that was on the site. The city owns the adjacent lot which is used for parking and for a lift station that serves the area.

In August staff made an inquiry to John Clifton at First Bank about the possibility of using the area for parking until First Bank found a buyer for the property. Mr. Clifton said that First Bank would be willing to sell the property if the city were interested. Following that discussion Mr. Clifton sent the attached email offering the property for sale to the City of Craig for \$18,000. The property was assessed at \$16,100 in 2010 and \$14,500 in 2011 due to the 10% trending adjustment that was applied to commercial land during 2011.

Purchase of the lot would expand the limited public parking on Front Street. If approved the city could use funds from the land development fund to purchase the property.

If the council is interested in purchasing the lot for city purposes city staff would prepare an ordinance similar to ordinances prepared for sales of municipal land that would allow the city administrator to negotiate with First Bank the terms of a purchase of Lot 2, Block 27, USS 1430.

Recommendation: Discuss the merits of purchasing Lot 2, Block 27, USS 1430 and provide direction to staff.

Brian Templin

From: John Clifton [John.Clifton@firstbankak.com]
Sent: Tuesday, August 30, 2011 4:50 PM
To: Brian Templin
Cc: Lynnette Logan; Butch Olmstead
Subject: Property in Craig

Brian,

As a follow up to our discussion about the property located next to the Dock Side Diner, First Bank offers to sell the property, as-is, where-is for \$18,000.

Terms would be cash at closing, with closing costs split.

If you have an interest, please let me know.

John Clifton

First Bank | Vice President | Loan Administration


p 907-228-4289 | m 907-254-1145 | f 907-228-4229 | NMLS # 424418

2030 Sea Level Drive | Suite # 100 | Ketchikan, AK 99901

www.FirstBankAK.com

This message, including any attachments, may contain attorney privileged and/or confidential information. The review, disclosure, distribution, or copying of this message by or to anyone other than the named recipient(s) is strictly prohibited. If you have received this message in error, please immediately notify the sender by reply e-mail and destroy the original and all copies of the message.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator 
Date: September 9, 2011
RE: Consideration of Stairway Addition at POW Health Care Center

The City of Craig owns the Prince of Wales Health Care Center building at 1800 Craig-Klawock Highway. The city leases space in the building to PeaceHealth, Community Connections, and the State of Alaska Department of Health and Social Services. The tenants in the building have asked that the city install a stairway connecting the first and second floors of the building. The tenants tell me that there is a fair amount of pedestrian traffic between the upper and lower floors of the building, and that foot traffic currently either walks around along the clinic driveway or climbs up and down the dirt trail that runs the slope between the upper and lower floors.

After considering several options staff asked the Alaska Native Tribal Health Consortium (ANTHC), which oversaw the design of the building, to design an exterior stairway on the north side of the building. The current stairway design includes a metal frame stairway with open tread steps, a cover over the stairway to keep pedestrians out of the rain, and some lighting to keep the stairs illuminated.

ANTHC completed the preliminary design work and sent the design to a project estimating company to estimate the anticipated cost to construct the stairway. The estimate came to \$148,028. I asked ANTHC staff to get a bid on the work from McGraw's Custom Construction, the project general contractor. ANTHC did so recently and received a quote from McGraw's for \$110,000. At this point ANTHC recommends hiring McGraw to complete the work as a change order to the original project. If the council approves the change order McGraw will put Chris Blanc, who oversaw construction of the building, in charge of the stairway installation.

The Denali Commission is prepared to pay two-thirds of the cost of the stairway, just as they did with the construction cost of the building. That would bring the city's cost to approximately \$36,300. If the council is prepared to move ahead with its match, staff will use grant funds remaining from the project to use as the city's required one-third match.

In my view the stairway will be used regularly by staff and patients/clients at the POW Health Care Center and while quite expensive, constructing the stairway with Denali Commission and ANTHC participation will minimize the city's cost to install the improvement. One final note: staff would also like to replace the north door in the PeaceHealth space and install a wider door to accommodate movement of an ambulance gurney in and out of the building. I am not sure yet if the McGraw bid includes that work but will find out by the council's 9/15/11 meeting.

Recommendation


Authorize city staff to proceed with stairway installation at the Prince of Wales Health Care Center.

Recommended motion: I move to appropriate \$36,300 toward the construction of an exterior stairway at the POW Health Care Center.

**City of Craig
Memorandum**

Date: September 9, 2011

To: Mayor and city council

From: Harbormaster, Daniel Nelson 

Re: Live-aboard Fees

The live-aboard fees for people living on their boats have been an on-going issue in the city harbors. The problem we are running into is the individuals being charged the live-aboard fees are complaining that they are being charged for the live-aboard fees when they have not been living on the boat for more than fifteen days in a given month.

The Craig Municipal Code states in section 4.30.010 A. A person living aboard his/her own or another person's vessel for 15 days within any 30-day period is considered a live-aboard for purposes of this title.

It would be beneficial to remove the 15-day policy and just have a straight live-aboard fee for anyone living aboard their vessel for any length of time. This would eliminate having to keep track of the people living on their boats. This would bring in a steady revenue.

I am proposing that the 15-day policy for the live-aboards be removed and a \$50.00 live-aboard fee be put in place for anyone living on their vessel.

Pets with Live-aboards

It states in the Craig Municipal Code 4.30.010 B. Pets may be kept on a live-aboard vessel at the discretion of the harbormaster. I believe this policy is fine. I would like to see a fee of \$15.00 per month established in this section of the code for pets being kept on vessels.