

**CITY OF CRAIG
COUNCIL AGENDA
SEPTEMBER 5, 2019
COUNCIL CHAMBERS 7:00 PM**

ROLL CALL

Mayor Tim O'Connor, Dave Creighton, Hannah Bazinet, Jim See, Julie McDonald, Mike Douville, Jan Trojan

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.

- 1) City Council Meeting Minutes of August 1, 2019

HEARING FROM THE PUBLIC

- Open for public comment
- Public hearing on Ordinances and Resolutions

REPORTS FROM CITY OFFICIALS

- Mayor
- Administrator
- Treasurer
- Aquatic Manager
- City Clerk
- City Planner
- Fire/EMS Coordinator
- Harbormaster
- Library
- Police Chief
- Public Works
- Parks and Rec
- Parks and Public Facilities

READING OF CORRESPONDENCE

- 1) AK Dept Natural Resources- Preliminary Finding
- 2) AK Permanent Capital Management Report
- 3) Quarterly Sales Tax Report
- 4) POW Vocational & Technical Education Center – Thank You
- 5) POW Island Rural Resilience Workshop

**CITY OF CRAIG
COUNCIL AGENDA
SEPTEMBER 5, 2019
PAGE 2**

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- 1) Resolution 19-12, City Bank Account Signers
- 2) Resolution 19-13, Appointing Allison Fargo City Clerk Pro-Tem

UNFINISHED BUSINESS

NEW BUSINESS

- 1) Mayor's Veto of Council Motion on Sale of Lot 9, JT Brown Industrial Park Subdivision
- 2) Consider purchase of bear proof dumpsters
- 3) Report from US Army Corps of Engineers: Craig Downtown Harbor Project
- 4) Review EMS Fee Structure

ADJOURNMENT

CITY OF CRAIG
COUNCIL MEETING
THURSDAY AUGUST 1, 2019

ROLL CALL

Mayor Tim O'Connor called the meeting to order at 7:00 p.m. and the roll was taken. Present were Michael Douville, Hannah Bazinet, Jim See, Jan Trojan and Dave Creighton. Absent excused was Julie McDonald.

Staff present: Jon Bolling, City Administrator; Kassi Mackie, City Clerk; Brian Templin, City Planner; Jessica Holloway, Aquatic Center Manager; Hans Hjort, Harbormaster; Sheri Purser, Accounts Payable; Chaundell Piburn, EMS Coordinator; Angela Matthews, Librarian; RJ Ely, Police Chief; Doug Ward, Parks and Public Facilities; Victoria Merritt, Parks and Recreation;

Audience present: Richard Trojan, Allison Weyhmler, Melanie McMillian, Lane Purser, Shannon Cheney, Troy Pinnick, Jessica Pinnick, Felicia McAuley, Pete Hall, Joni Kuntz, Bob Blasco, Skip Fabry

CONSENT AGENDA

City Council Meeting Minutes of June 20, 2019

City Council Meeting Minutes of July 18, 2019

DOUVILLE/TROJAN

moved to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

- Open for Public Comment

Richard Trojan was present in support of the agenda item regarding Trojan & Son LLC. Richard urged the council to vote in favor of selling the property to him and recounted his participation in city business and volunteer work throughout the years. Richard explained that the extra money will be returned to the property. Richard has complied with all council requests and changes to his lease. Richard is looking into recycling businesses that could be viable on the property which would in turn be a benefit to the residents of Craig.

REPORTS FROM CITY OFFICIALS

Mayor/Fire Department- Mayor O'Connor reported participating in the interview process for the treasurer position, and handing grants through the fire department.

Administrator- Jon provided a written report and added comments and plans regarding garbage and bears in the Shaan Seet Trailer Court. Jon will likely bring a request to the council to the next meeting to appropriate funds to help combat this dilemma. Mike requested consideration of staff at Shaan Seet to unlock the dumpsters on garbage day. RJ has been proactive with the police department to discourage bears from lingering in Shaan Seet.

Treasurer- Jon reported that the position has not been filled but will come up later in the agenda.

Aquatic Manager- Jessica provided a written report.

City Clerk- Kassi reported prepping for municipal elections and the next meeting scheduled for August 15th.

City Planner- Brian provided a written report and added that the Corps of Engineers are getting ready to finish the agreement for the breakwater design, and the engineer will be here August 15th to attend the council meeting and answer questions. Jan asked about accessing the harbor user survey.

EMS Coordinator- Chaundell reported working on Hazmat classes either 3- or 5-day courses. Chaundell is working on a new fee schedule for council approval at the next meeting. There have been a lot of calls this month, keeping volunteers busy. Chaundell reported 86 hours of volunteer work.

Harbormaster- Hans provided a written report.

Library- Angela provided a written report and added that the summer reading program is nearly over. 19 kids attended the scavenger hunt at the library last weekend.

Police Chief- RJ provided a written report.

Public Works- Russell provided a written report and added that the old motor grader, front loader and crawler are ready to be put up for bid.

Parks and Rec- Victoria provided a written report and added that Kim Baxter has been in town helping clean up the youth center and watering plants. The bazaar committee decided to combine the Spring Bazaar with a swap meet so that there are more vendors to fill the space. The Salmon Derby Social is August 24th.

Parks and Public Facilities- Doug provided a written report. Doug reported that the fixtures and urinals are in the ballfield. Jon received a short list of things for the City of Craig to do from Kevin McDonald as well as other involved parties.

READING OF CORRESPONDENCE

- APCM June Report
- Thank you from PAWS

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

UNFINISHED BUSINESS

Consider Option to Sell Lot 9, JT Brown Subdivision to Trojan & Son LLC

Jan declared a conflict of interest.

DOUVILLE/BAZINET

moved to sell Lot 9 to Richard Trojan & Sons LLC.

Mike Douville commented that this has returned to the council multiple times, and although Richard has not really provided a firm business plan; Mike supports selling the lot. Jim See commented that a lot of the equipment is not functional, and it would be beneficial for the lot to be aesthetically pleasing to the people coming into Craig. Jim suggested blocking the view from the highway. Hannah mentioned that may be a beneficial stipulation prior to the sale of the lot. Dave Creighton is concerned about the recycling and junkyard portion of the business plan, although that is what the area is zoned for. Jan Trojan commented that the physical boundary was cut down so that the public could view the carwash. Maybe adding some trees and greenery could be helpful. Richard Trojan commented that the option to have a barrier on the property bordering the highway is an attainable task if the council requires it.

MOTION CARRIED UNANIMOUSLY
JAN TROJAN ABSTAINED

NEW BUSINESS

Consider Upgrades, Craig Public Icehouse

Hans Hjort reported that Pat Tyner had attended the last council meeting and commented on the temperature of the ice in the Icehouse. The council had directed staff to look into reducing the temperature to improve the quality of the ice being made. Staff provided a rough estimate of the cost to conduct some upgrades to the Icehouse, and will move forward with whatever decision the council decides to make. Jim asked about the possibility of some repairs being done in house. Hans replied that Daniel Jackson, Director of Icehouse Maintenance has made repairs in house as able. Jon offered staff to move ahead on all three projects, or any other direction the council might have. Mike commented on the need of repairs, and the little cost to the city that establishing the ice house required. Mike supports staff moving forward on investigation of the repairs and Mike supports using some of the economic development funds to make these repairs.

Tract P Road Project

Jon commented that Skip Fabry and Joni Kuntz were present to discuss the Tract P Road Project. Skip explains that both Joni and he lose parking space with this project. 15% or 20% of property tax reduction on these lots since this would take up usable space. Skip also commented that a variance approved that states that upon building, the required number of parking spaces isn't necessary since those lots will be unusable in those areas. Brian has already discussed with the contract assessors a reduction in the assessed value. Skip commented that there were no discussions of a road easement when the property was purchased. Jim supports a discussion with Skip and Joni regarding compensation. Mike explained that the easement was already in place and further compensation aside from a drop-in tax on the portion of the property that will be utilized for a roadway. Brian explained that there has been no adjustment in property tax paid on those lots to date, but

will be in future when the construction is taking place. Dave commented that the title research done on a property when purchasing would alert the buyer to any easements that are in place. Staff will meet with Skip and Joni and report back to the council.

Consider Appointment of City Treasurer

DOUVILLE/TROJAN

moved to appoint Sheri Purser to the position of City Treasurer.

Sheri thanked the council for the appointment and asked for patience during this transition.

MOTION CARRIED UNANIMOUSLY

Consider Approval, 2019 Municipal Election Workers

TROJAN/DOUVILLE

moved to approve the 2019 municipal election workers.

MOTION CARRIED UNANIMOUSLY

Consider Approval, 2019 PAWS Agreement

TROJAN/DOUVILLE

moved to approve the 2019 PAWS agreement.

Shannon Cheney asked about the possibility of funds compensating for the animals that were impounded. The new contract states \$15/day for animals that were impounded. Brian commented that RJ, Jon and he are comfortable paying \$500 to compensate for the animals that were impounded over the last year.

MOTION CARRIED UNANIMOUSLY

EXECUTIVE SESSION

Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the City of Craig: Pinnick, et. al. vs. City of Craig litigation.

DOUVILLE/BAZINET

moved to convene an executive session of the Craig city council to discuss litigation resulting from a civil lawsuit referred to as Pinnick et. al. vs. City of Craig, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity.

8:15pm

MOTION CARRIED UNANIMOUSLY

DOUVILLE/TROJAN

moved to adjourn the executive session and reconvene the regular council meeting.

9:28pm

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

DOUVILLE/BAZINET

moved to adjourn at 9:28.m.

MOTION CARRIED UNANIMOUSLY

APPROVED _____

MAYOR TIMOTHY O'CONNOR

ATTEST

KASSI MACKIE, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: August 30, 2019
RE: September Staff Report

1. City Clerk Vacancy

The city continues to accept applications for the city clerk position. Several applications for the job have been received to date.

2. Access Easement to Wastewater Treatment Plant

I have not met recently with Shaan-Seet Inc. on this matter. City staff continues to access the city's waste water treatment plant by road.

3. CTA/City of Craig Projects

Craig Tribal Association continues work on the Tract P Road. The tribe is also working daily on sidewalk projects at School Road and Port Bagial Boulevard.

4. 2016 Pink Salmon Disaster Relief Fund

No change on this matter since the August staff report. The portion of the fund due to municipalities is not yet released by the federal government. I still hope to apply for disaster relief funding to help offset project costs anticipated at the city's ice house.

5. Port St. Nicholas Road Fee Litigation

The city's reply to the plaintiff's motion for summary judgement is due August 30. After all the briefs and responses are filed, the Superior Court judge may issue a ruling, or may call for additional pleadings and schedule a courtroom session. I will keep the council posted.

6. Craig Aquatic Center Work

I was contacted by a vendor who sells a product that seals pool basins. The vendor claims the product extends the life of pool basins, as an alternative for a conventional marcite or quartz aggregate finish. I asked the vendor to estimate for me the cost to coat the wading and lap pools at the city's facility, to determine if this approach is a practical option for the city. The sealing process does require at first a process to measure the thickness of the existing finish, which we will need to keep in mind if we choose to further consider this option. At the very least, we should get an order of magnitude cost estimate as to this option. I would like to get this project out for bid again this fall.

7. Ice House Repairs

I met with Hans Hjort and ice house operator Daniel Jackson to talk about how to best procure the work needed at the ice house to replace one of the ice drums, convert the cooling system to seawater, and add a second evaporator to the ice bin. I will work up a proposal to proceed with the work.

8. Travel Schedule

September 17-21: Southeast Conference meeting in Sitka.

CITY OF CRAIG
MEMORANDUM

August 30, 2019

To: City Council

From: Sheri Purser, Treasurer

Re: Monthly Report

I have been learning a lot in this last month.

- I have been working on replacing my name from Joyce's name on different companies I have been in contact with.
- Jon and I have been working on getting me full access to the bank accounts and Accufund.
- Interviews have been done and I have hired Whitney Kerr for the A/P, Payroll and HR position. She has put in her 2 weeks notice to her job and will start working at the City 09/09/2019.
- Allison, Michelle and I have been working with Accufund customer service a lot learning more about the system. Allison and Michelle have commented that they are glad they are learning how to do these different things and wished they had been taught sooner. It's really been helping.
- Joyce is starting to teach me how to do the allocations for the fuel for our vehicles.
- She is working with me now on doing the reconciliation for the month of July bank statements.
- I have met with a few Dept. Heads to see what they are needing from me each month. I am hoping once things calm down to go to each Dept. heads places and see and learn about their areas to better help us work together.
- Trying to keep up on the invoices for A/P and keeping the payroll going as well. I am excited that we have Whitney coming to work for us. She is going to do great.

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

City Of Craig

Memorandum

To: Mayor O'Connor and Craig city Council
From: Jessica Holloway, Aquatic Manager
RE: Aug/Sept Report
Date: August 29, 2019

Chris is back! While he was competing in South Korea he managed to snag and set 3 records in breast stroke for Alaska in his age group. The record he set beat the prior record by close to 10 seconds. This is amazing. Wes Mank made it to finals in all his back stroke races. Zones are a meet with a few states and we are very proud of him.

School lessons will be starting a little earlier this year. We will be kicking those off mid-September.

We are taking a couple week break from public lessons. Those will also start back up mid-September.

We have been having a couple issues with the Variable Drive for the big pool. Doug and I have been working on trouble shooting it and for now we have it working.

We have received an application for the full time position and will be interviewing the applicant this week. He has been fishing but has been recently honorably discharged from the Coast Guard. I think that if he does well with the swimming and the course that he would make a good addition to our team.

We have kept busy this summer and now it is time to get back into the swing of the school year. The high school swimmers have been in the water and will compete at their first meet the weekend of the 6th in Sitka. The wave runners had their first time trial of the season last weekend and a lot of the kids PR'd in most of their swims. The team is now holding 53 swimmers. 53 swimmers make the pool very busy from 3 pm to 5:30.

If there are any questions or concerns please feel free to reach out via email or phone.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: August 23, 2019
RE: Planning Department Staff Report – September 2019

1. Craig Harbor Development. We have closed the survey and are currently compiling survey results for the new harbor design, about 80 surveys were returned and input. The Harbor Advisory Committee will review the survey results at the meeting scheduled for September 12, 2019. The public working group formed by the planning commission is continuing to meet and discuss development of the uplands. Most of the discussion to date has centered on some historical preservation of the site. The public working group is expected to bring some recommendations to the planning commission in September. I will be scheduling a joint workshop with the planning commission and harbor advisory committee in September/October to finalize the design recommendations for the new harbor.
2. Prince of Wales Rural Resilience Workshop. Staff has been working with the State of Alaska Division of Homeland Security and Emergency Management to hold a three day resilience (emergency response and management) workshop on Prince of Wales. The workshop will be held September 10 – 12 at the Craig Tribal Association building here in Craig. The workshop will consist of state, federal and local participants who will be talking about emergency planning, state/federal resources in Southeast Alaska, hazardous material response planning, and other related issues. All communities from Petersburg south in SE Alaska have been invited. Currently between presenters and attendees there will likely be 50+ people attending some or the entire workshop. I have attached a copy of the agenda under “Reading of Correspondence” in the packet for the September 5th meeting. All council members are invited to participate in some or all of the three day’s worth of events and sessions.
3. Tract P Access Road. The Craig Tribal Association began construction of a new access road on Tract P from Cold Storage Road, running behind the tribal hall to Easy Street. CTA has started work at Cold Storage Road and will continue to work on the road throughout the current construction season. Planning and Public Works staff will continue to work with CTA throughout the construction project.
4. Sidewalk Development. CTA has started construction work on the sidewalk project along School Road (middle/elementary school). Staff will continue to work with CTA on this project.
5. Commercial Marijuana in Craig.

Marijuana Retail Establishments. Thee Treasure Chest LLC (Kit Kraft and John Wright) are continuing the work related to remodeling of the space at 9th and Water Street for their retail establishment.

There have not been any other applications for conditional use permits related to commercial marijuana in Craig. Staff will continue to monitor the state website for progress on these applications.

6. Skateboard Park. Staff will continue to work with the planning commission and skate park users on concept designs and final selection of a site later this fall.
7. Travel and Leave Schedule: No travel or vacation is scheduled for September.



FIRE & EMS REPORT

AUGUST 2019

TRAINING AND EVENTS

FIRE:

- We are working on scheduling hazmat specific classes for our Firefighters with the SHSP grant award.
- We are working on standardizing all our purchase agreements, vendors, and certifications with a standardized name.
- The new charting for Fire Fighters is on ELITE, the state program. The guys will start using it this fall. It is mandatory to report to NFIRS every month.
- We are still trying to obtain a used, but in great shape utility pumper from South Tongass Fire department.

EMS:

- New state EMS regulations came out on the 20th. There are a lot of changes. The bridge to upgrade all EMTs will take a few months.
- New standards through Pfizer & Bound tree medical stated that new medications will be only sold in case lot sizes in the near future due to a new scanning regulation. We are looking into other options for buying medications.
- The new Medicaid reimbursement program is rolling out in January. We will start obtaining a “true cost” for services through the Medicaid program. Details are slim at this point, but we expect information in the next few months.
- We are working on developing a city wide “first responder” support campaign with local businesses. Our hope is to get local businesses to give first responders a 5 – 10 % discount and hang a poster that reads “proud supporter of local first responders”. It’s a large-scale recruitment and retention campaign. It starts with us, and I am hoping we come up with more “ perks” for being a volunteer for the City of Craig.

EVENTS:

- Our **Bike Helmet safety event** was awesome all summer mostly due to Officer Ben Page, He was a key player in keeping the program going and making it so fun for the kids. We handed out over 20 helmets, and gave out nearly 200.00 in ice cream cones. We used AC receipt money to purchase the Ice cream cones and will use RJ’s (safety reimbursement fund) to purchase more helmets for next year.
- Its time to start planning the **2020 EMS Symposium !!!** We are going to have nearly 200 people here from around the state of alaska & Washington. I cant wait to show them how wonderful our little community is.

**This month EMS Volunteers provided over 150 donated work hours
to calls and more than 70 training hours.
(roughly 4,200.00 in a saved benefit to the city)**



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: August 30, 2019

RE: September Staff Report

Harbor department report September 2019

The boat hauler has had some issues lately. When we diagnosed it we found we had some electrical issues with the hand box controller. We were able to order some replacement parts for the controller and fix it ourselves.

We are still working with Richard Klein getting all of the check valves changed over to the new style.

The North Cove lighting project is moving forward. The Contractor Tongass Electric is still installing the lights. Once the lights are installed they will begin work on the electrical panels at the top of the dock. The work in the panels will include all new power distribution panel, new switch gear for the lights, and an improved grounding system. This work will be more time consuming to install, however it will not be dependent on the tide or weather so it should go faster than the installation of the lights.

The beginning of August we had both our dock cranes inspected. I am pleased to say that for the first time in several years we passed both inspections.

We continue to work on creating a plan for the icehouse improvements. We have been contacting vendors as well as contractors about the project. We do not yet have any solid numbers to work with but expect we will soon. The improvements that we will propose are the replacement of the #2 icemaker, upgrading to a larger icemaker when we do the replacement, adding another evaporator system to the ice bin, and converting the cooling system to salt water.

We have just installed a new grating system at the JT Brown boatyard wash down pad. The new grating is $\frac{3}{4}$ inch steel plate with small groves cut in for water drainage. The new grating looks great and the tripping/flat tire hazards are gone.

We have also installed new wood on the railings of the South Cove ramp. We have sanded and stained the new wood and it looks sharp.

This month we have done some dock maintenance in North Cove harbor as well. We spent a day refastening planks as well replacing some planks.

As the fishing season slows down we will be able to catch up on some of the projects that we've been trying to get done.

7/23/2019-8/28/2019

Volunteer Hours: 40

Patron Visits: 1993

Circulation: 3085

Computer Usage: 487

Tests Proctored: 2

Meetings: 3

Alaska Digital Library Usage: 22

Story Times: 5 Attendance: 51

Inter-Library Loans: 48

Library Programs:

- Every Friday, 10:00 am: Preschool Story Time
- Dolly Parton Imagination Library—Continuous Registrations
- June 15th – August 17th: Summer Reading Program
- August 2nd: Movie Night
- August 10th: Edible Constellation Craft
- August 16th: Author Talk with Leland Hale

Summer Reading Program 2019:

We ended the reading program with 106 participants, many of whom read well over 50 hours this summer! Most of our events had great attendance and feedback. There are many things that I would like to do differently during future reading programs, but this has been another valuable learning experience. Plans are already in the works for the Winter Reading Program!

IMLS Grant:

I am beyond excited to announce that the Craig Public Library has been awarded a \$10,000 grant from the Institute of Museum and Library Services! These funds will go toward replacing our broken-down laptops, purchasing a security camera system, paying our Early Literacy Coordinator to continue hosting our Baby & Me program, and much more. This would not be possible without the support of the Craig Tribal Association, who submitted the application for a Native American Library Services grant on our behalf.

Teen Game Night, September 13th:

As part of the training I attended this spring (Small Library Institute of Continuing Education), I was tasked with implementing a project at the library that involves community partners and attempts to solve an issue within the library. We have very few teens who frequent the library or utilize our collection, so I decided to host a Teen Game Night at the library. I have partnered with Victoria/Craig Parks and Recreation and Lisa Kness of Salmon Sez... Speech and Language Therapy, LLC. The state is also providing a grant for \$300 which will be spent on new games and

Submitted by Angela Matthews, Library Director

prizes for the event. The goal is to encourage teens to take advantage of all the library has to offer them and to solicit feedback on materials/events they would like to see in the library.

**CITY OF CRAIG
MEMORANDUM**



Date: August 29, 2019
To: Honorable Tim O'Connor, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / August 2019

RJ Ely

ACTIVITY

Activity from July 23, 2019 through August 28, 2019. Dispatch Center took the following amount of calls for service.

| | |
|---------|-------|
| Craig | 1,303 |
| Klawock | 410 |
| AST | 7 |

DEPARTMENT OF MOTOR VEHICLES

DMV Agents received Online Training, conducted by Anchorage DMV pertaining to new licenses, forms and processing paperwork.

DISPATCHER(S)

Looking for another fulltime dispatcher. James Shook as requested to go part time

OFFICER(S)

Still down one officer position.

OTHER

Ofc. Bixler assisted DEA / AST / USPI with weeklong drug interdiction in Ketchikan. Large amounts of controlled substances, heading to POW were seized. Arrests made and several others are pending charges being filed.

Ofc. Page will be attending the Firearms Training, in Sitka October of this year.

Ofc. Henry, Yakutat PD completed his Field Training with us and has returned to his PD.

Departments newest CrossMatch digital fingering printing system has had hardware failures. I'm working with company to get system repaired and working. We did ink cards for a short time and then I set up our old CrossMatch system and we are using it, while the other is down.

Been working with AK Department Fish & Game, Division of Wildlife Conservation in attempts to relocate bears. Either State or City to trap, move and have been advised that ADF&G will not relocate any bears from POW, nor will they allow City to do it. They recommend deterrent means, as we are doing and if need be, dispatching / euthanizing. State has relocated several bears, several locations, tracked their movements and over 90% of the time, they return to original location or they die in the new area.

Public works Report

I. Streets and Alleys:

- a. Alders trimmed from guard rails on False Island.
- b. Weed removal from Port Bagail jersey barrier as required
- c. Grading and material added to PSN road. 7.30.2019
- d. Continued street sweeping.

II. Sewer:

- a. Daily and Monthly General maintenance and sampling at the wastewater treatment plant as required.
- b. Responded to power outages as required.
- c. Camera the sewer line from Hill top road to state highway; no manhole accessibility.
- d. Excavated sewer line at high school baseball field and removed rocks. New locking sewer cap installed.

III. Water:

- a. 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. Water services tap complete for Shaan Seet.
- d. Monthly water meter reading complete as required.
- e. Average reservoir tank level is 32.5 feet.

IV. Equipment:

- a) Alternator and batteries replaced on Top Kick dump truck.
- b) Replaced front brakes on garbage truck.
- c) Sterling Dump truck in shop, rebuild dump bed.
- d) City equipment bid open till the 30th of August.
- e) Rear tires replaced on garbage truck.

V. Solid Waste:

- a. Weekly pick-up process performed as require.
- b. Additional 300 gallon cans and wind rings to be placed on order with in the month of July. Have contacted vendors and awaiting response on time frame and availability.
- c. (x20) wind rings ordered on the 22nd of August.
- d. Bear proof dumpsters order pending City Council approval.
- e. Increase in pick-ups for Shaan Seet, Silver bay, and North Cove harbor as required.

Public works Report

VI. Requests:

VII. Projects:

- a. Assist Public Facilities in removal of tree in Triangle Park.(Complete)
- b. Safety Program review (work in progress)
- c. Re-grade False Island boat haul-out parking lot before early April.(rescheduled for the Fall of 2019)
- d. Fire Hydrant installation on PSN Road- Spring 2019(work in progress)
- e. Hydrants raised on Port Bagail Street.

Craig Recreation Report to the City Council September, 2019



Craig Recreation Report to the Craig City Council and Mayor O'Connor.

Summer is about over. Soccer Season ended on Wednesday, August 28 with a game, including parent goalies and a potluck. We had a great season. Only had to play in the City Gym twice! I want to thank the volunteer coaches, Winston Johnson and Jenny Ackerman. The kids had a blast. Parents and grandparents were happy too.

The Salmon Social was a great success. We changed the venue to the Craig City Gym and it worked really well. The sound was better, there was more room to spread out, there was heat, running water, reliable electricity, easy access to the daycare kitchen and all the tables and chairs were right there! Ann Marie Adams did a great job on the auction. Mary Hailey assisted at the event. Kathy Peavey was our decorator and she transformed the gym. Melissa Walters helped her mom and designed the fliers and the program cover. Sherri Purser helped with the ticket sales and auction with help from Kathleen Duval and Jeff Lundburg. Doug Rhodes was our auctioneer. Chase Anderson our musician. Country Line Dancing was a new addition with Sharilyn Zellhuber and crew. Ralph and Edith provided the cash bar. Martha Wood and Paulette Lingley were our caterers. Greg McMillan donated the oysters and grilled them for us. Allison Fargo baked us lots of delicious cookies. The DC Close up kids were our partners in set up and clean up and did a great job. It was standing room only! Need to order more chairs for next year.

After School will have started on Tuesday, September 3rd. This is a weekday program until 5pm daily. May extend it to 5:30 this year.

Michelle Winrod is taking online courses and will no longer be working for Recreation. I am looking for the right person to train as an

assistant. I also want to open the gym in the evening for older teens. Thank you Michelle for all of your hard work and good luck at school! Angela from the Library and I are exploring sharing a helper.

Friday the 13th in September Angela is holding a teen board game night in the library and I will be helping her with that event. Angela is a frequent guest on my Friday Radio Show.

Regular activities continue.



Skating and Blading, Dodgeball, Volleyball, Karate, Parent tot time and 6am TABATA interval training. Magic is still held on Saturday nights at the Youth Center and a splinter group was playing D and D on Wednesdays this summer. Break Dancing is on break and Winston will restart this fall. He was busy coaching soccer! Almost time for the flower baskets to be put away for the winter.

Hannah Bazinet has stepped down from the Craig 4th of July Committee for a much deserved break. Thank you Hannah for your years of service and hard work. Bounce house rental continues but we are being strict about the one week advance notice so we can find help to set up and take down those heavy monsters!

Gymnastics with Julie McDonald will start in mid September. Break Dance will be back this fall. The Harvest Festival and Chili Cook off will be the first part of October on a Sunday Afternoon. It depends on when we can get our pumpkins! There will be one more Swap Meet in October. Then it will be time for Bazaars! My Bazaar advisory committee-Lizzy Freedman and Kathy Peavey- has recommended to not have a Spring Bazaar next year. That is too busy a time of year and not as profitable for the venders. We will be hosting a Good Foods Club this fall. Possibly a craft night. Always looking for new activities to offer.

The Craig Recreation Report radio show is on every Friday at 8:45 on KRBD. There is a report on rec activities, an interview about a local event and the Prince of Wales Island happenings. The show is also posted on line.

A huge thank you to Kim Baxter who worked with me this summer and helped me put away the greenhouse and clean up around the Youth Center.





Parks & Public Facilities

8/30/2019

Staff Report –August 2019

To: Craig Mayor and City Council

From: Douglas Ward

Current Projects Underway:

1. Medical Center HVAC controller upgrade
2. Ralph James shelter re-roofing project.
3. Annual wood boiler maintenance.
4. Tree cutting project at ballfield, and cleanup of branches.
5. Ballfield restroom project. Fixtures for the restrooms have arrived and have been installed.
6. Mowing and weed eating throughout the city and parks.

Completed Items:

1. Ensley Park rehabilitation project has been completed. Park has been opened for public use. Many thanks to Julie McDonald for spearheading, and pushing this project through to completion.
2. Air compressor replacement on Medical Center Building sprinkler system.
3. Swimming Pool main pool pump frequency drive overheating issue.
4. #2 Boiler at Medical Building repairs.

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

RECEIVED
AUG 05 2019

State of Alaska
Department of Natural Resources
Division of Forestry
Southern Southeast Area Office

Preliminary Written Finding under AS 38.05.035(e) and AS 38.05.945

The Alaska Department of Natural Resources, Division of Forestry, gives formal notice under AS 38.05.945 that the Division has made a preliminary decision under AS 38.05.035(e) regarding the sale of the following commercial timber sale: Bay View Timber Sale (SSE-1369-K).

Before this sale may be held, the Director of the Division of Forestry will make a written final decision that the sale is in the best interest of the State. This decision will set out the facts and applicable policies upon which the Director bases his determination that the proposed timber sale will or will not best serve the interest of the State. The final decision is expected to be available to the public after **August 29, 2019**.

This timber sale is located on Prince of Wales Island, approximately 1/4 mile east of the public floatplane and harbor in the City of Thorne Bay. The legal description of the sale area is within Sections 22, 23, 25, 26, 27, 34, and 35, Township 71 South, Range 84 East, Copper River Meridian. The sale area is located on the Craig C-2 USGS quadrangle. The main access for this sale area is from the existing Prince of Wales Road System, specifically off the Sandy Beach Road.

The harvest unit is approximately 640 acres and contains approximately 14,600 MBF of timber. This volume will be negotiated and sold under provisions of AS 38.05.115, AS 38.05.118 and/or AS 38.05.123, in the form of one or multiple sales. The sale(s) will require in-state manufacture and will be a negotiated contract.

The public is invited to comment on any aspect of the preliminary decision. Comments should be mailed to the Alaska Division of Forestry, 2417 Tongass Avenue, Suite 213, Ketchikan, AK 99901. Comments must be received at the Division of Forestry office no later than **August 28, 2019**, in order to be considered in the final best interest finding decision of whether or not this sale will be held in whole or in part. To be eligible to appeal the final decision a person must have provided written comment by **August 28, 2019**.

FOR MORE INFORMATION OR TO SUBMIT COMMENTS CONTACT:

Alaska Division of Forestry
2417 Tongass Avenue, Suite 213
Ketchikan, AK 99901

Contact: Greg Staunton
Phone: 225-3070
Email: greg.staunton@alaska.gov

Copies of the preliminary decision are available for review at the Division of Forestry at the above address and at the Ketchikan, Craig, Petersburg and Wrangell Public Libraries and the State Online Public Notice System at <https://aws.state.ak.us/OnlinePublicNotices/Notices/View.aspx?id=194943>.

The State of Alaska, Department of Natural Resources, Division of Forestry complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, or special modifications to participate in this review may contact the number above.

Greg Staunton
Southeast Area Forester

CITY OF CRAIG

Account Statement - Period Ending July 31, 2019



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

ACCOUNT ACTIVITY

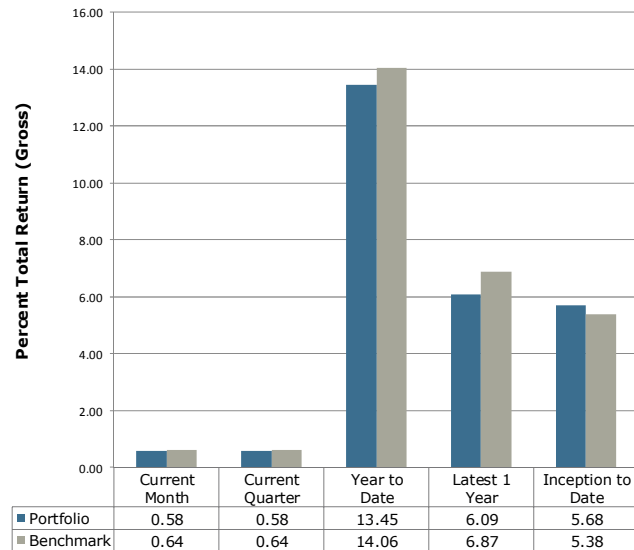
| | |
|-----------------------------|------------|
| Portfolio Value on 06-30-19 | 10,405,740 |
| Contributions | 0 |
| Withdrawals | -2,601 |
| Change in Market Value | 53,739 |
| Interest | 6,779 |
| Dividends | 0 |
| Portfolio Value on 07-31-19 | 10,463,657 |

MANAGEMENT TEAM

| | |
|------------------------------|--|
| Client Relationship Manager: | Amber Frizzell, AIF® Amber@apcm.net |
| Your Portfolio Manager: | Bill Lierman, CFA® |
| Contact Phone Number: | 907/272 -7575 |

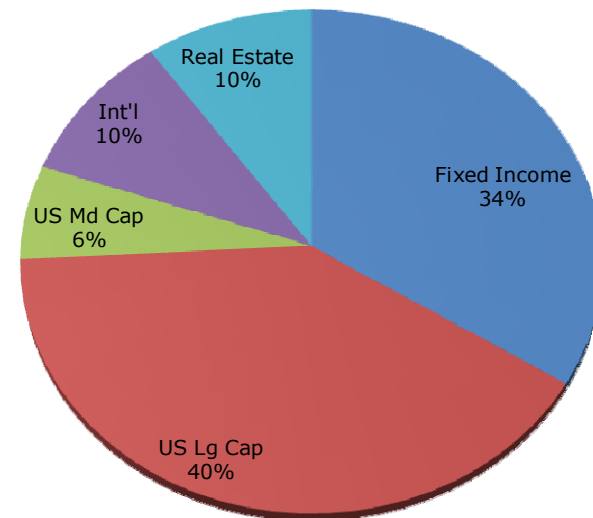
INVESTMENT PERFORMANCE

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.

Alaska Permanent Capital Management Co.
PORTFOLIO SUMMARY AND TARGET
CITY OF CRAIG
July 31, 2019

| Asset Class & Target | Market Value | % Assets | Range |
|--|---------------------|---------------------|--------------|
| FIXED INCOME (34%) | | | |
| US Fixed Income (34.0%) | 3,520,230 | 33.6 | 20% to 45% |
| Cash (0.0%) | 31,818 | 0.3 | na |
| Subtotal: | 3,552,048 | 33.9 | |
| EQUITY (56%) | | | |
| US Large Cap (40.0%) | 4,207,147 | 40.2 | 30% to 50% |
| US Mid Cap (6.0%) | 634,901 | 6.1 | 0% to 10% |
| Developed International Equity (10.0%) | 1,031,763 | 9.9 | 5% to 15% |
| Subtotal: | 5,873,812 | 56.1 | |
| ALTERNATIVE INVESTMENTS (10%) | | | |
| Real Estate (10.0%) | 1,037,797 | 9.9 | 5% to 15% |
| Subtotal: | 1,037,797 | 9.9 | |
| TOTAL PORTFOLIO | 10,463,657 | 100 | |

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF CRAIG
July 31, 2019

| Quantity | Security | Average Cost | Total Average Cost | Price | Market Value | Pct. Assets | Annual Income | Accrued Interest | Yield to Maturity |
|--|--|-----------------|-----------------------|--------|-----------------|----------------|------------------|---------------------|-------------------------|
| FNMA & FHLMC | | | | | | | | | |
| 3,801 | FHLMC POOL G14203 4.000% Due 04-01-26 Accrued Interest | 104.56 | 3,975 | 104.10 | 3,957 | 0.04 | 152 | 13 | 2.12 |
| | | | | | 13 | 0.00 | | | |
| | | | 3,975 | | 3,970 | 0.04 | | 13 | |
| CORPORATE BONDS | | | | | | | | | |
| 100,000 | HSBC USA INC 2.375% Due 11-13-19 | 99.61 | 99,608 | 99.96 | 99,963 | 0.96 | 2,375 | 515 | 2.47 |
| 50,000 | NBC UNIVERSAL MEDIA LLC 4.375% Due 04-01-21 | 109.20 | 54,602 | 103.44 | 51,718 | 0.49 | 2,187 | 729 | 2.26 |
| 50,000 | AMERICAN EXPRESS CREDIT 2.250% Due 05-05-21 | 99.92 | 49,962 | 99.96 | 49,982 | 0.48 | 1,125 | 269 | 2.27 |
| 50,000 | GILEAD SCIENCES INC 1.950% Due 03-01-22 | 96.28 | 48,141 | 99.20 | 49,601 | 0.47 | 975 | 406 | 2.27 |
| 50,000 | UNITEDHEALTH GROUP INC 2.875% Due 03-15-22 | 102.56 | 51,279 | 101.27 | 50,635 | 0.48 | 1,437 | 543 | 2.37 |
| 50,000 | COMCAST CORP 2.850% Due 01-15-23 | 101.83 | 50,917 | 101.86 | 50,928 | 0.49 | 1,425 | 63 | 2.29 |
| 50,000 | AFLAC INC 3.625% Due 06-15-23 | 106.03 | 53,016 | 104.69 | 52,344 | 0.50 | 1,812 | 232 | 2.35 |
| 50,000 | BANK OF NEW YORK MELLON 2.200% Due 08-16-23 | 97.83 | 48,916 | 99.36 | 49,679 | 0.47 | 1,100 | 504 | 2.37 |
| 50,000 | JPMORGAN CHASE & CO 3.875% Due 02-01-24 | 105.18 | 52,590 | 105.87 | 52,934 | 0.51 | 1,937 | 969 | 2.49 |
| 50,000 | METLIFE INC 3.600% Due 04-10-24 | 105.46 | 52,732 | 105.42 | 52,712 | 0.50 | 1,800 | 555 | 2.37 |
| 50,000 | WELLS FARGO & COMPANY 3.300% Due 09-09-24 | 99.88 | 49,941 | 103.18 | 51,590 | 0.49 | 1,650 | 651 | 2.63 |
| 50,000 | APPLIED MATERIALS INC 3.900% Due 10-01-25 | 107.96 | 53,978 | 107.35 | 53,677 | 0.51 | 1,950 | 650 | 2.60 |
| 50,000 | TARGET CORP 2.500% Due 04-15-26 Accrued Interest | 96.45 | 48,223 | 100.99 | 50,495 | 0.48 | 1,250 | 368 | 2.34 |
| | | | | | 6,454 | 0.06 | | | |
| | | | 713,908 | | 722,714 | 6.91 | | 6,454 | |
| DOMESTIC LARGE CAP EQUITY FUNDS/ETF | | | | | | | | | |
| 14,145 | SPDR S&P 500 ETF | 148.52 | 2,100,836 | 297.43 | 4,207,147 | 40.21 | NA | | |
| DOMESTIC MID CAP EQUITY FUNDS/ETF | | | | | | | | | |
| 3,235 | ISHARES CORE S&P MIDCAP 400 ETF | 108.07 | 349,622 | 196.26 | 634,901 | 6.07 | NA | | |
| INTERNATIONAL EQUITY FUNDS/ETF | | | | | | | | | |
| 8,550 | ISHARES ETF CORE MSCI EAFE | 56.78 | 485,453 | 60.37 | 516,163 | 4.93 | NA | | |

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF CRAIG
July 31, 2019

| Quantity | Security | Average Cost | Total Average Cost | Price | Market Value | Pct. Assets | Annual Income | Accrued Interest | Yield to Maturity |
|---|--|-----------------|-----------------------|--------|-----------------|----------------|------------------|---------------------|-------------------------|
| 8,000 | ISHARES MSCI EAFE INDEX FUND | 61.59 | 492,725 | 64.45 | 515,600 | 4.93 | NA | | |
| | | | 978,178 | | 1,031,763 | 9.86 | | | |
| REAL ESTATE & INFRASTRUCTURE | | | | | | | | | |
| 12,175 | JPMORGAN BETABUILDERS MSCI US REIT ETF | 77.43 | 942,733 | 85.24 | 1,037,797 | 9.92 | NA | | |
| U.S. TREASURY | | | | | | | | | |
| 75,000 | US TREASURY NOTES 1.750% Due 10-31-20 | 99.91 | 74,933 | 99.66 | 74,748 | 0.71 | 1,312 | 332 | 2.02 |
| 150,000 | US TREASURY NOTES 2.125% Due 08-15-21 | 99.45 | 149,169 | 100.42 | 150,633 | 1.44 | 3,187 | 1,470 | 1.91 |
| 75,000 | US TREASURY NOTES 2.000% Due 10-31-21 | 99.92 | 74,943 | 100.24 | 75,181 | 0.72 | 1,500 | 379 | 1.89 |
| 100,000 | US TREASURY NOTES 2.000% Due 11-15-21 | 99.76 | 99,762 | 100.31 | 100,312 | 0.96 | 2,000 | 424 | 1.86 |
| 100,000 | US TREASURY NOTES 1.875% Due 01-31-22 | 100.10 | 100,101 | 99.99 | 99,988 | 0.96 | 1,875 | 5 | 1.88 |
| 200,000 | US TREASURY NOTES 2.125% Due 06-30-22 | 98.10 | 196,209 | 100.77 | 201,532 | 1.93 | 4,250 | 370 | 1.85 |
| 100,000 | US TREASURY NOTES 1.750% Due 07-15-22 | 99.89 | 99,894 | 99.72 | 99,719 | 0.95 | 1,750 | 81 | 1.85 |
| 150,000 | US TREASURY NOTES 1.625% Due 11-15-22 | 97.79 | 146,686 | 99.26 | 148,893 | 1.42 | 2,437 | 517 | 1.86 |
| 150,000 | US TREASURY NOTES 2.625% Due 02-28-23 | 99.73 | 149,593 | 102.64 | 153,961 | 1.47 | 3,937 | 1,648 | 1.86 |
| 125,000 | US TREASURY NOTES 2.500% Due 08-15-23 | 98.87 | 123,590 | 102.50 | 128,130 | 1.22 | 3,125 | 1,442 | 1.85 |
| 170,000 | US TREASURY NOTES 1.375% Due 08-31-23 | 99.92 | 169,867 | 98.14 | 166,833 | 1.59 | 2,337 | 994 | 1.85 |
| 115,000 | US TREASURY NOTES 2.125% Due 03-31-24 | 98.81 | 113,630 | 101.19 | 116,370 | 1.11 | 2,444 | 823 | 1.86 |
| 100,000 | US TREASURY NOTES 2.375% Due 08-15-24 | 100.23 | 100,227 | 102.44 | 102,441 | 0.98 | 2,375 | 1,096 | 1.87 |
| 75,000 | US TREASURY NOTES 2.000% Due 02-15-25 | 100.63 | 75,469 | 100.59 | 75,442 | 0.72 | 1,500 | 692 | 1.89 |
| 175,000 | US TREASURY NOTES 2.000% Due 08-15-25 | 98.46 | 172,301 | 100.55 | 175,957 | 1.68 | 3,500 | 1,615 | 1.90 |
| 55,000 | US TREASURY NOTES 2.625% Due 12-31-25 | 101.31 | 55,718 | 104.25 | 57,337 | 0.55 | 1,444 | 126 | 1.92 |
| 100,000 | US TREASURY NOTES 2.500% Due 02-28-26 | 100.40 | 100,397 | 103.55 | 103,555 | 0.99 | 2,500 | 1,046 | 1.92 |
| 100,000 | US TREASURY NOTES 1.625% Due 05-15-26 | 101.05 | 101,055 | 98.05 | 98,047 | 0.94 | 1,625 | 344 | 1.93 |
| 150,000 | US TREASURY NOTES 2.000% Due 11-15-26 | 97.14 | 145,717 | 100.37 | 150,562 | 1.44 | 3,000 | 636 | 1.94 |

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF CRAIG
July 31, 2019

| Quantity | Security | Average Cost | Total Average Cost | Price | Market Value | Pct. Assets | Annual Income | Accrued Interest | Yield to Maturity |
|-----------------------------|---|-----------------|-----------------------|--------|-------------------|----------------|------------------|---------------------|-------------------------|
| 125,000 | US TREASURY NOTES 2.250% Due 11-15-27 | 95.20 | 118,996 | 102.03 | 127,539 | 1.22 | 2,812 | 596 | 1.98 |
| 80,000 | US TREASURY NOTES 3.125% Due 11-15-28 | 102.02 | 81,613 | 109.37 | 87,500 | 0.84 | 2,500 | 530 | 2.01 |
| 125,000 | US TREASURY NOTES 2.625% Due 02-15-29 | 99.82 | 124,774 | 105.21 | 131,519 | 1.26 | 3,281 | 1,514 | 2.02 |
| | Accrued Interest | | | | 16,679 | 0.16 | | | |
| | | | 2,574,643 | | 2,642,880 | 25.26 | | 16,679 | |
| AGENCIES | | | | | | | | | |
| 100,000 | FEDERAL HOME LOAN BANK - STEP UP 2.000% Due 11-14-22 | 99.86 | 99,865 | 99.57 | 99,575 | 0.95 | 2,000 | 422 | 2.13 |
| 50,000 | FHLB 3.625% Due 03-19-27 | 99.82 | 49,910 | 100.01 | 50,005 | 0.48 | 1,812 | 665 | 3.62 |
| | Accrued Interest | | | | 1,087 | 0.01 | | | |
| | | | 149,775 | | 150,667 | 1.44 | | 1,087 | |
| CASH AND EQUIVALENTS | | | | | | | | | |
| | CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | | 31,818 | | 31,818 | 0.30 | | | |
| TOTAL PORTFOLIO | | | 7,845,487 | | 10,463,657 | 100 | 79,683 | 24,232 | |

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG
From 07-01-19 To 07-31-19

| Trade Date | Settle Date | Security | Quantity | Trade Amount |
|------------------------------|----------------|--|----------|-------------------|
| PURCHASES | | | | |
| REAL ESTATE & INFRASTRUCTURE | | | | |
| 07-02-19 | 07-05-19 | JPMORGAN BETABUILDERS MSCI US REIT ETF | 250.0000 | 21,267.60 |
| U.S. TREASURY | | | | |
| 07-03-19 | 07-05-19 | US TREASURY NOTES 2.625% Due 12-31-25 | 15,000 | 15,756.21 |
| 07-23-19 | 07-24-19 | US TREASURY NOTES 1.750% Due 07-15-22 | 100,000 | 99,893.90 |
| 07-25-19 | 07-26-19 | US TREASURY NOTES 1.875% Due 01-31-22 | 100,000 | 100,100.90 |
| 07-25-19 | 07-26-19 | US TREASURY NOTES 2.000% Due 02-15-25 | 75,000 | 75,469.04 |
| | | | | 291,220.05 |
| | | | | 312,487.65 |
| DEPOSITS AND EXPENSES | | | | |
| MANAGEMENT FEES | | | | |
| 07-31-19 | 07-31-19 | MANAGEMENT FEES | | 2,615.91 |
| | | | | 2,615.91 |
| INTEREST | | | | |
| AGENCIES | | | | |
| 07-23-19 | 07-23-19 | FEDERAL FARM CREDIT BANK 2.850% Due 04-24-25 | | 704.58 |
| CASH AND EQUIVALENTS | | | | |
| 07-15-19 | 07-15-19 | CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | | 8.46 |

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG
From 07-01-19 To 07-31-19

| Trade Date | Settle Date | Security | Quantity | Trade Amount |
|-----------------------------------|----------------|--|----------|-----------------|
| CORPORATE BONDS | | | | |
| 07-15-19 | 07-15-19 | COMCAST CORP 2.850% Due 01-15-23 | | 712.50 |
| FNMA & FHLMC | | | | |
| 07-15-19 | 07-15-19 | FHLMC POOL G14203 4.000% Due 04-01-26 | | 13.00 |
| U.S. TREASURY | | | | |
| 07-31-19 | 07-31-19 | US TREASURY NOTES 1.875% Due 01-31-22 | | 937.50 |
| | | | | 2,376.04 |
| PRINCIPAL PAYDOWNS | | | | |
| FNMA & FHLMC | | | | |
| 07-15-19 | 07-15-19 | FHLMC POOL G14203 4.000% Due 04-01-26 | 97.48 | 97.48 |
| | | | | 97.48 |
| PURCHASED ACCRUED INTEREST | | | | |
| U.S. TREASURY | | | | |
| 07-03-19 | 07-05-19 | US TREASURY NOTES 2.625% Due 12-31-25 | | 5.35 |
| 07-23-19 | 07-24-19 | US TREASURY NOTES 1.750% Due 07-15-22 | | 42.80 |
| 07-25-19 | 07-26-19 | US TREASURY NOTES 1.875% Due 01-31-22 | | 911.60 |
| 07-25-19 | 07-26-19 | US TREASURY NOTES 2.000% Due 02-15-25 | | 667.13 |
| | | | | 1,626.88 |
| | | | | 1,626.88 |

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG
From 07-01-19 To 07-31-19

| Trade Date | Settle Date | Security | Quantity | Trade Amount |
|-------------------------------------|----------------|--|----------|-------------------|
| SALES, MATURITIES, AND CALLS | | | | |
| AGENCIES | | | | |
| 07-23-19 | 07-23-19 | FEDERAL FARM CREDIT BANK 2.850% Due 04-24-25 | 100,000 | 100,000.00 |
| U.S. TREASURY | | | | |
| 07-25-19 | 07-26-19 | US TREASURY NOTES 1.875% Due 12-15-20 | 175,000 | 174,827.85 |
| | | | | 274,827.85 |
| SOLD ACCRUED INTEREST | | | | |
| U.S. TREASURY | | | | |
| 07-25-19 | 07-26-19 | US TREASURY NOTES 1.875% Due 12-15-20 | | 367.57 |
| | | | | 367.57 |
| WITHDRAW | | | | |
| CASH AND EQUIVALENTS | | | | |
| 07-01-19 | 07-01-19 | CASH RECEIVABLE | | 525.00 |
| 07-01-19 | 07-01-19 | CASH RECEIVABLE | | 2,125.00 |
| 07-19-19 | 07-19-19 | CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | | 2,601.44 |
| 07-31-19 | 07-31-19 | DIVIDEND ACCRUAL | | 20,250.55 |
| | | | | 25,501.99 |
| | | | | 25,501.99 |

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
CITY OF CRAIG
From 07-01-19 Through 07-31-19

| Date | Quantity | Security | Avg. Cost Basis | Proceeds | Gain Or Loss |
|--------------|-----------------|--|----------------------------|-------------------|---------------------|
| 07-15-19 | 97.48 | FHLMC POOL G14203 4.000% Due 04-01-26 | 101.93 | 97.48 | -4.45 |
| 07-23-19 | 100,000 | FEDERAL FARM CREDIT BANK 2.850% Due 04-24-25 | 100,000.00 | 100,000.00 | 0.00 |
| 07-25-19 | 175,000 | US TREASURY NOTES 1.875% Due 12-15-20 | 173,549.42 | 174,827.85 | 1,278.43 |
| TOTAL GAINS | | | | | 1,278.43 |
| TOTAL LOSSES | | | | | -4.45 |
| | | | 273,651.35 | 274,925.33 | 1,273.98 |

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY OF CRAIG

From 07-01-19 To 07-31-19

| Trade Date | Settle Date | Tran Code | Activity | Security | Amount |
|---|--------------------|------------------|-----------------------|--|---------------|
| CASH RECEIVABLE | | | | | |
| 07-01-19 | | | Beginning Balance | | 2,650.00 |
| 07-01-19 | 07-01-19 | wd | Transfer to | CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | -525.00 |
| 07-01-19 | 07-01-19 | wd | Transfer to | CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | -2,125.00 |
| 07-31-19 | | | Ending Balance | | 0.00 |
| CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | | | | | |
| 07-01-19 | | | Beginning Balance | | 47,964.08 |
| 07-01-19 | 07-01-19 | dp | Transfer from | CASH RECEIVABLE | 525.00 |
| 07-01-19 | 07-01-19 | dp | Transfer from | CASH RECEIVABLE | 2,125.00 |
| 07-02-19 | 07-05-19 | wd | Purchase | JPMORGAN BETABUILDERS MSCI US REIT ETF | -21,267.60 |
| 07-03-19 | 07-05-19 | wd | Purchase | US TREASURY NOTES 2.625% Due 12-31-25 | -15,756.21 |
| 07-03-19 | 07-05-19 | wd | Accrued Interest | US TREASURY NOTES 2.625% Due 12-31-25 | -5.35 |
| 07-15-19 | 07-15-19 | dp | Interest | COMCAST CORP 2.850% Due 01-15-23 | 712.50 |
| 07-15-19 | 07-15-19 | dp | Interest | FHLMC POOL G14203 4.000% Due 04-01-26 | 13.00 |
| 07-15-19 | 07-15-19 | dp | Paydown | FHLMC POOL G14203 4.000% Due 04-01-26 | 97.48 |
| 07-15-19 | 07-15-19 | dp | Interest | CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | 8.46 |
| 07-19-19 | 07-19-19 | wd | Withdrawal | from Portfolio | -2,601.44 |
| 07-23-19 | 07-23-19 | dp | Interest | FEDERAL FARM CREDIT BANK 2.850% Due 04-24-25 | 704.58 |
| 07-23-19 | 07-23-19 | dp | Sale | FEDERAL FARM CREDIT BANK 2.850% Due 04-24-25 | 100,000.00 |

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY OF CRAIG

From 07-01-19 To 07-31-19

| Trade Date | Settle Date | Tran Code | Activity | Security | Amount |
|-------------------------|--------------------|------------------|-----------------------|---|------------------|
| 07-23-19 | 07-24-19 | wd | Purchase | US TREASURY NOTES 1.750% Due 07-15-22 | -99,893.90 |
| 07-23-19 | 07-24-19 | wd | Accrued Interest | US TREASURY NOTES 1.750% Due 07-15-22 | -42.80 |
| 07-25-19 | 07-26-19 | wd | Purchase | US TREASURY NOTES 1.875% Due 01-31-22 | -100,100.90 |
| 07-25-19 | 07-26-19 | wd | Accrued Interest | US TREASURY NOTES 1.875% Due 01-31-22 | -911.60 |
| 07-25-19 | 07-26-19 | wd | Purchase | US TREASURY NOTES 2.000% Due 02-15-25 | -75,469.04 |
| 07-25-19 | 07-26-19 | wd | Accrued Interest | US TREASURY NOTES 2.000% Due 02-15-25 | -667.13 |
| 07-25-19 | 07-26-19 | dp | Sale | US TREASURY NOTES 1.875% Due 12-15-20 | 174,827.85 |
| 07-25-19 | 07-26-19 | dp | Accrued Interest | US TREASURY NOTES 1.875% Due 12-15-20 | 367.57 |
| 07-31-19 | 07-31-19 | dp | Transfer from | DIVIDEND ACCRUAL | 20,250.55 |
| 07-31-19 | 07-31-19 | dp | Interest | US TREASURY NOTES 1.875% Due 01-31-22 | 937.50 |
| 07-31-19 | | | Ending Balance | | 31,817.60 |
| DIVIDEND ACCRUAL | | | | | |
| 07-01-19 | | | Beginning Balance | | 20,250.55 |
| 07-31-19 | 07-31-19 | wd | Transfer to | CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | -20,250.55 |
| 07-31-19 | | | Ending Balance | | 0.00 |

CITY OF CRAIG - SCHOOL FUNDS

Account Statement - Period Ending July 31, 2019



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

ACCOUNT ACTIVITY

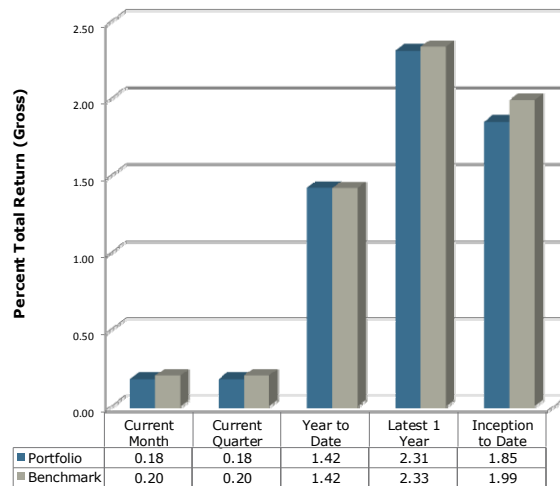
| | |
|-----------------------------|-----------|
| Portfolio Value on 06-30-19 | 3,423,525 |
| Contributions | 0 |
| Withdrawals | 0 |
| Change in Market Value | 4,044 |
| Interest | 1,991 |
| Dividends | 0 |
| Portfolio Value on 07-31-19 | 3,429,560 |

MANAGEMENT TEAM

| | |
|------------------------------|--|
| Client Relationship Manager: | Amber Frizzell, AIF® Amber@apcm.net |
| Your Portfolio Manager: | Bill Llerman, CFA® |
| Contact Phone Number: | 907/272-7575 |

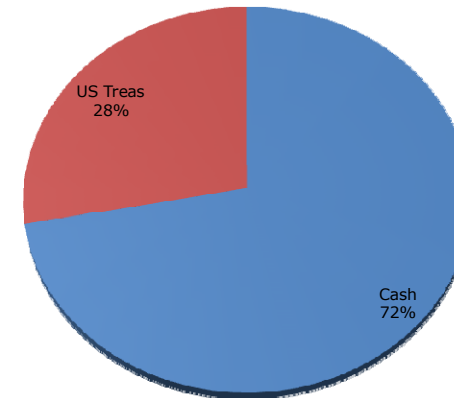
INVESTMENT PERFORMANCE

Current Account Benchmark:
T-Bill shown for reference



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



Fixed Income Portfolio Statistics

Average Quality: AAA Yield to Maturity: 1.78% Average Maturity: 0.22 Yrs

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF CRAIG - SCHOOL FUNDS
July 31, 2019

| Quantity | Security | Average Cost | Total Average Cost | Price | Market Value | Pct. Assets | Annual Income | Accrued Interest | Yield to Maturity |
|-----------------------------|--|-----------------|-----------------------|-------|------------------|----------------|------------------|---------------------|-------------------------|
| U.S. TREASURY | | | | | | | | | |
| 405,000 | US TREASURY NOTE 1.625% Due 08-31-19 | 99.74 | 403,955 | 99.95 | 404,814 | 11.80 | 6,581 | 2,754 | 2.16 |
| 550,000 | US TREASURY NOTES 1.375% Due 01-15-20 Accrued Interest | 99.08 | 544,923 | 99.63 | 547,959 | 15.98 | 7,562 | 349 | 2.19 |
| | | | 948,878 | | 955,877 | 27.87 | | 3,103 | |
| TREASURY BILLS | | | | | | | | | |
| 410,000 | US TREASURY BILLS 0.000% Due 09-19-19 | 98.98 | 405,822 | 99.73 | 408,897 | 11.92 | NA | 0 | 1.99 |
| 440,000 | US TREASURY BILLS 0.000% Due 10-03-19 | 99.46 | 437,620 | 99.64 | 438,434 | 12.78 | NA | 0 | 2.04 |
| 550,000 | US TREASURY BILLS 0.000% Due 11-14-19 | 99.12 | 545,183 | 99.40 | 546,719 | 15.94 | NA | 0 | 2.04 |
| 500,000 | US TREASURY BILL 0.000% Due 12-26-19 | 99.00 | 495,002 | 99.17 | 495,845 | 14.46 | NA | 0 | 2.07 |
| | | | 1,883,627 | | 1,889,895 | 55.11 | | 0 | |
| CASH AND EQUIVALENTS | | | | | | | | | |
| | CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | | 583,788 | | 583,788 | 17.02 | | | |
| TOTAL PORTFOLIO | | | 3,416,292 | | 3,429,560 | 100 | 14,144 | 3,103 | |

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG - SCHOOL FUNDS
From 07-01-19 To 07-31-19

| Trade Date | Settle Date | Security | Quantity | Trade Amount |
|-------------------------------------|----------------|--|----------|-------------------|
| PURCHASES | | | | |
| TREASURY BILLS | | | | |
| 07-01-19 | 07-02-19 | US TREASURY BILLS 0.000% Due 10-03-19 | 440,000 | 437,619.60 |
| 07-01-19 | 07-02-19 | US TREASURY BILL 0.000% Due 12-26-19 | 500,000 | 495,002.21 |
| | | | | 932,621.81 |
| | | | | 932,621.81 |
| INTEREST | | | | |
| CASH AND EQUIVALENTS | | | | |
| 07-15-19 | 07-15-19 | CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | | 40.89 |
| U.S. TREASURY | | | | |
| 07-15-19 | 07-15-19 | US TREASURY NOTES 1.375% Due 01-15-20 | | 3,781.25 |
| 07-31-19 | 07-31-19 | US TREASURY NOTES 1.625% Due 07-31-19 | | 4,550.00 |
| | | | | 8,331.25 |
| | | | | 8,372.14 |
| SALES, MATURITIES, AND CALLS | | | | |
| U.S. TREASURY | | | | |
| 07-31-19 | 07-31-19 | US TREASURY NOTES 1.625% Due 07-31-19 | 560,000 | 560,000.00 |
| | | | | 560,000.00 |

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
CITY OF CRAIG - SCHOOL FUNDS
From 07-01-19 Through 07-31-19

| Date | Quantity | Security | Avg. Cost Basis | Proceeds | Gain Or Loss |
|--------------|-----------------|--|----------------------------|-------------------|---------------------|
| 07-31-19 | 560,000 | US TREASURY NOTES 1.625% Due 07-31-19 | 555,810.15 | 560,000.00 | 4,189.85 |
| TOTAL GAINS | | | | | 4,189.85 |
| TOTAL LOSSES | | | | | 0.00 |
| | | | 555,810.15 | 560,000.00 | 4,189.85 |

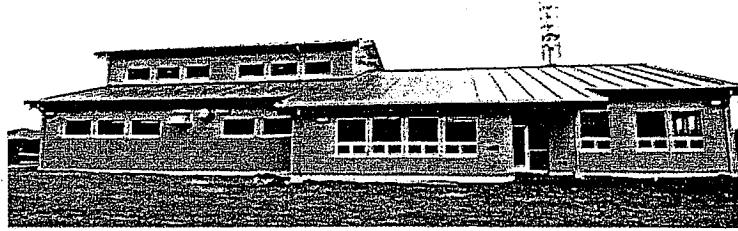
Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF CRAIG - SCHOOL FUNDS
From 07-01-19 To 07-31-19

| Trade Date | Settle Date | Tran Code | Activity | Security | Amount |
|---|----------------|--------------|-----------------------|---|-------------------|
| CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | | | | | |
| 07-01-19 | | | Beginning Balance | | 948,037.28 |
| 07-01-19 | 07-02-19 | wd | Purchase | US TREASURY BILLS 0.000% Due 10-03-19 | -437,619.60 |
| 07-01-19 | 07-02-19 | wd | Purchase | US TREASURY BILL 0.000% Due 12-26-19 | -495,002.21 |
| 07-15-19 | 07-15-19 | dp | Interest | US TREASURY NOTES 1.375% Due 01-15-20 | 3,781.25 |
| 07-15-19 | 07-15-19 | dp | Interest | CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT | 40.89 |
| 07-31-19 | 07-31-19 | dp | Interest | US TREASURY NOTES 1.625% Due 07-31-19 | 4,550.00 |
| 07-31-19 | 07-31-19 | dp | Sale | US TREASURY NOTES 1.625% Due 07-31-19 | 560,000.00 |
| 07-31-19 | | | Ending Balance | | 583,787.61 |

CITY OF CRAIG, ALASKA
SALES TAX HISTORY

| DATE COLLECTED THROUGH | <u>09-30</u> | <u>12-31</u> | <u>03-31</u> | <u>06-30</u> | <u>TAX COLLECTED</u> |
|------------------------|---------------|---------------|---------------|---------------|----------------------|
| FY 2019 | | | | | |
| SALES TAX | \$ 569,503.75 | \$ 316,481.96 | \$ 296,677.31 | \$ 402,803.62 | \$ 1,585,466.64 |
| DELINQUENT SALES TAX | | | | | \$ - |
| TRANSIENT ROOM Tax | \$ 16,465.77 | \$ 3,380.00 | \$ 2,565.00 | \$ 7,818.37 | \$ 30,229.14 |
| LIQUOR SALES TAX | \$ 36,790.92 | \$ 27,312.98 | \$ 21,469.67 | \$ 30,542.75 | \$ 116,116.32 |
| | \$ 622,760.44 | \$ 347,174.94 | \$ 320,711.98 | \$ 441,164.74 | \$ 1,731,812.10 |
| FY 2018 | | | | | |
| SALES TAX | \$ 537,976.31 | \$ 291,663.32 | \$ 262,758.36 | \$ 385,995.94 | \$ 1,478,393.93 |
| DELINQUENT SALES TAX | \$ 51.42 | | | \$ 726.91 | \$ 778.33 |
| TRANSIENT ROOM Tax | | | | \$ 6,505.00 | \$ 6,505.00 |
| LIQUOR SALES TAX | \$ 37,606.25 | \$ 23,672.80 | \$ 19,427.58 | \$ 27,260.38 | \$ 107,967.01 |
| | \$ 575,633.98 | \$ 315,336.12 | \$ 282,185.94 | \$ 420,488.23 | \$ 1,593,644.27 |
| FY 2017 | | | | | |
| SALES TAX | \$ 502,621.02 | \$ 292,983.36 | \$ 259,780.99 | \$ 401,574.00 | \$ 1,456,959.37 |
| DELINQUENT SALES TAX | \$ 89.20 | | \$ 940.00 | \$ 242.60 | \$ 1,271.80 |
| LIQUOR SALES TAX | \$ 35,622.70 | \$ 25,403.06 | \$ 21,737.00 | \$ 29,522.24 | \$ 112,285.00 |
| | \$ 538,332.92 | \$ 318,386.42 | \$ 282,457.99 | \$ 431,338.84 | \$ 1,570,516.17 |
| FY 2016 | | | | | |
| SALES TAX | \$ 556,020.59 | \$ 278,838.00 | \$ 233,466.00 | \$ 353,579.75 | \$ 1,421,904.34 |
| DELINQUENT SALES TAX | \$ 339.63 | | \$ 1,219.98 | \$ 4,210.50 | \$ 5,770.11 |
| LIQUOR SALES TAX | \$ 41,116.78 | \$ 23,435.00 | \$ 20,511.02 | \$ 28,575.92 | \$ 113,638.72 |
| | \$ 597,477.00 | \$ 302,273.00 | \$ 255,197.00 | \$ 386,366.17 | \$ 1,541,313.17 |
| FY 2015 | | | | | |
| SALES TAX | \$ 610,769.01 | \$ 300,932.58 | \$ 240,859.79 | \$ 366,645.09 | \$ 1,519,206.47 |
| DELINQUENT SALES TAX | \$ 1,677.58 | \$ 5,208.38 | \$ 2,029.85 | \$ 1,780.58 | \$ 10,696.39 |
| LIQUOR SALES TAX | \$ 31,425.74 | \$ 39,475.48 | \$ 20,566.15 | \$ 30,175.41 | \$ 121,642.78 |
| | \$ 643,872.33 | \$ 345,616.44 | \$ 263,455.79 | \$ 398,601.08 | \$ 1,651,545.64 |
| FY 2014 | | | | | |
| SALES TAX | \$ 639,719.47 | \$ 300,443.07 | \$ 250,415.53 | \$ 397,880.89 | \$ 1,588,458.96 |
| DELINQUENT SALES TAX | \$ 10,742.42 | \$ 9,133.75 | \$ 12,714.79 | \$ 2,355.29 | \$ 34,946.25 |
| LIQUOR SALES TAX | \$ 45,332.34 | \$ 23,627.84 | \$ 19,483.31 | \$ 30,087.07 | \$ 118,530.56 |
| | \$ 695,794.23 | \$ 333,204.66 | \$ 282,613.63 | \$ 430,323.25 | \$ 1,741,935.77 |
| FY 2013 | | | | | |
| SALES TAX | \$ 529,352.76 | \$ 293,035.84 | \$ 266,323.19 | \$ 388,830.20 | \$ 1,477,541.99 |
| DELINQUENT SALES TAX | \$ 30,595.05 | \$ 27,631.30 | \$ 8,550.82 | \$ 5,798.35 | \$ 72,575.52 |
| LIQUOR SALES TAX | \$ 38,474.00 | \$ 26,715.00 | \$ 21,738.26 | \$ 31,121.67 | \$ 118,048.93 |
| | \$ 598,421.81 | \$ 347,382.14 | \$ 296,612.27 | \$ 425,750.22 | \$ 1,668,166.44 |

PRINCE OF WALES VOCATIONAL &
TECHNICAL EDUCATION CENTER



Jon ~


We'd like to Thank you and the City of Craig for writing a letter of support for our sponsorship request to Sealaska Corporation for a CDL and/or heavy equipment operator class at the POW Vocational and Technical Education Center. We were partially funded to determine the feasibility of these classes.

Again, thank you for your time and your continued support!

Cathy & Juli

Prince of Wales Island Rural Resilience Workshop

Craig, Alaska | September 10 - 12, 2019 | Craig Tribal Association – Tribal Hall

| Tuesday, September 10 | |
|-----------------------|--|
| 8:00 – 8:30 am | Registration & Check-in |
| 8:30 – 9:30 am | <p>Opening Remarks Welcome: Mike Sutton – Director, Alaska Division of Homeland Security and Emergency Management Dr. Craig Christenson – Deputy Commissioner, Alaska Department of Military and Veteran Affairs Keynote: Sara Yockey – Tribal Transportation Director, Organized Village of Kasaan & Incident Commander, 2019 Kasaan Mudslide Around the Room: Attendees – Name & Community</p> |
| 9:30 – 9:45 am | Administrative Notes, Housekeeping and Rules |
| 9:45 – 10:00 am | NETWORKING BREAK |
| 10:00 – 10:45 am | <p>Alaska Division of Homeland Security and Emergency Management (DHS&EM) Overview Presented by: Tom Koloski – All-Hazards Resilience Team Lead, Alaska DHS&EM</p> |
| 10:45 – 11:30 am | <p>Incident Command System (ICS) 101: The Language of Emergency Managers Presented by: Mark Roberts – State Emergency Operations Center (SEOC) Manager, Alaska DHS&EM</p> |
| 11:30 am – 1:00 pm | <p style="text-align: center;">POWI RURAL RESILIENCE WORKSHOP WORKING LUNCH</p> <p>Lunch will be prepared by the American Red Cross of Alaska Prince of Wales Island Disaster Action Team and Sponsored by the City of Craig</p> <div style="text-align: right;">  <p>American Red Cross of Alaska</p> </div> |
| 1:00 – 3:15 pm | <p>ICS FORM 201: THE FIRST 48 HOURS Presented by: Mark Roberts – SEOC Manager, Alaska DHS&EM</p> |
| 3:15 – 3:30 pm | NETWORKING BREAK |
| 3:30 – 4:45 pm | <p>Hazard Mitigation Plans Presented by: Rick Dembroski – Hazard Mitigation Specialist, Alaska DHS&EM</p> |
| 4:45 – 5:00 pm | Daily Wrap-Up |

Prince of Wales Island Rural Resilience Workshop

Craig, Alaska | September 10 - 12, 2019 | Craig Tribal Association – Tribal Hall

| | Wednesday, September 11 |
|--------------------|--|
| 8:00 – 9:00 am | National Weather Service: Overview of Hazards & Terminology Presented by: Joel Curtis – Warning Coordination Meteorologist, National Weather Service |
| 9:00 – 9:15 am | NETWORKING BREAK |
| 9:15 – 10:15 am | Tsunami Preparedness Programs Presented by: Joel Curtis – Warning Coordination Meteorologist, National Weather Service |
| 10:15 – 10:30 am | NETWORKING BREAK |
| 10:30 – 11:30 am | Mass Care & Shelter Planning Presented by: Andrew Bogar – Disaster Program Manager, American Red Cross of Alaska |
| 11:30 am – 1:00 pm | LUNCH (off-site and not provided by conference) |
| 1:00 – 2:00 pm | Small Community Emergency Response Plan (SCERP) Overview Presented by: Dave Pepper – SCERP Coordinator, Alaska DHS&EM |
| 2:00 – 2:15 pm | NETWORKING BREAK |
| 2:15 – 4:45 pm | SCERP Table-Top Exercise (TTX) Facilitated by: Mike Drummond – Exercise Specialist, Alaska DHS&EM |
| 4:45 – 5:00 pm | Daily Wrap-Up |

Prince of Wales Island Rural Resilience Workshop

Craig, Alaska | September 10 - 12, 2019 | Craig Tribal Association – Tribal Hall

| Thursday, September 12 | |
|------------------------|--|
| 8:00 – 9:00 am | Search and Rescue in Southeast Alaska Presented by: Jerry Kiffer – Coordinator, Ketchikan Volunteer Rescue Squad (KVRS) Sgt. Gary Webb – Patrol Supervisor, Alaska State Troopers |
| 9:00 – 9:10 am | NETWORKING BREAK |
| 9:10 – 10:10 am | Federal Emergency Management Agency (FEMA) Overview Presented by: Ramona Van Cleve – Alaska Area Tribal Liaison, FEMA Region X |
| 10:10 – 10:20 am | NETWORKING BREAK |
| 10:20 – 11:20 am | Alaska Division of Public Health (ADPH): Capabilities in Disaster Planning and Response Presented by: Stacey Mank – Public Health Nurse, ADPH - Section of Public Health Nursing Kim Porter – Career Epidemiology Field Officer, ADPH - Section of Epidemiology Charles Pelton – Training, Exercise & Outreach Program, ADPH - Section of Rural & Community Health Systems |
| 11:20 – 11:30 am | Administrative Notes & Housekeeping Presented by: Elysha Fairclough – Program Support Specialist, DHSEM |
| 11:30 am – 1:00 pm | LUNCH (off-site and not provided by conference) |
| 1:00 – 4:30pm | Alaska Department of Environmental Conservation: HazMat Planning, Preparedness & Response in Southeast Alaska Guided Discussion on Integrating and De-Conflicting Responsible Party, Local and Regional HazMat Response Plans Presented by: Kathy Shea – Interagency Coordinator, Alaska Department of Environmental Conservation |
| 4:30 – 5:00 pm | Wrap Up: Final Discussion Parking Lot Questions, Evaluation Forms & Administrative Notes Closing Remarks: Mike Sutton – Director, Alaska Division of Homeland Security and Emergency Management |

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: August 8, 2019
RE: Resolution 19-12

Attached you will find Resolution 19-12. The resolution updates authorized signatories at the city's accounts at First Bank. This is mostly a housekeeping measure to keep our accounts current.

You will notice that item 9 of the resolution is blank. It would be good practice to add another council member to the city's EFT account, from which we issue checks. As the council considers adoption of the ordinance, I would ask that it select one council member to add to that account. Council member Jim See is already an authorized signer. Ideally, the council will select at least one additional another council member who is usually in Craig (not away for extended periods) to sign checks on occasion.

Recommendation

Approve Resolution 19-12 after adding a council member's name to item 9 of the resolution.

**CITY OF CRAIG
RESOLUTION 19-12**

Authorizing Signatories on City Accounts Held at First Bank

WHEREAS, the City of Craig maintains multiple accounts at First Bank; and,

WHEREAS, each account has associated with it specific authorized signers; and,

WHEREAS, the list of authorized signers for each account requires periodic updating.

NOW, THEREFORE, BE IT RESOLVED that the City of Craig directs the following changes be made to the list of authorized account signers.

1. Remove Joyce Mason and Kassi Mackie from all accounts.
2. Remove Greg Dahl from all accounts.
3. Remove Dennis Watson from all accounts.
4. Remove Shannon Cheney from the Fourth of July account.
5. Remove Hannah Bazinet from Fourth of July account.
6. Add Mayor Tim O'Connor to all accounts.
7. Add Sheri Purser to all accounts.
8. Add Jon Bolling to all accounts.
9. Add _____ to the City of Craig EFT account.

APPROVED: August 15, 2019.

Tim O'Connor, Mayor

ATTEST _____

City Clerk

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: August 30, 2019
RE: Resolution 19-13

Attached you will find Resolution 19-13. The resolution appoints Ms. Allison Fargo as City Clerk Pro-Tem.

The City Clerk Pro-Tem title enables the designated employee to act in the absence of the City Clerk. The title is helpful as staff works to complete certain administrative tasks when the appointed City Clerk is out of the office.

Recommendation

Approve Resolution 19-13.

**CITY OF CRAIG
RESOLUTION 19-13**

APPOINTING ALLISON FARGO AS CITY CLERK PRO-TEM

WHEREAS, from time to time the city clerk is unavailable to perform the duties assigned to that office; and

WHEREAS, when the clerk is unavailable, the clerk pro-tem may perform city clerk duties, as assigned by the mayor, city council, or city administrator;

WHEREAS, Section 2.04.050.B of the Craig Municipal Code provides for council appointment of a clerk pro-tem.

NOW, THEREFORE BE IT RESOLVED that Allison Fargo be appointed as clerk pro-tem.

APPROVED this 5th day of September, 2019.

Mayor Tim O'Connor

ATTEST

Allison Fargo, City Clerk Pro-Tem

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: August 9, 2019
RE: Mayor's Veto of Council Motion on Sale of Lot 9, JT Brown Industrial Park Subdivision

Mayor O'Connor has chosen to veto the council's motion to sell Lot 9 of the JT Brown Subdivision to Mr. Richard Trojan. A copy of the mayor's veto memo is attached.

Mayoral authority to veto council actions is provided at Alaska Statutes 29.20.270, and Section 2.04.040 of the Craig Municipal Code. According to statute, a veto must be exercised before the next regular meeting of the council and must be accompanied by a written explanation of the reasons for the veto. The attached

The statute does provide some exceptions to the mayor's veto authority. None of those exceptions apply to the council motion to sell Lot 9.

Statute also provides for the opportunity for the council to override the veto. The council may override the veto with a two-thirds vote of the membership, so long as the override vote occurs within 21 days following exercise of the veto, or at the next regular council meeting, whichever is later.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Mayor Tim O'Connor
Date: August 9, 2019
RE: Veto of Council Motion on Sale of Lot 9, JT Brown Industrial Park Subdivision

This memo serves as notice to the council that I hereby veto the council's August 1, 2019 motion to sell Lot 9 of the JT Brown Subdivision. My veto authority as Mayor is provided for in Section 2.04.040.B of the Craig Municipal Code, and at Alaska Statutes 29.20.270.

I exercise the veto of the motion for the following reasons.

1. The purchaser's proposed business plan for the use of Lot 9 falls short of meeting the city's best interest. The plan does not explicitly demonstrate public benefits that will not be derived from continuing to lease the property.
2. Given the land ownership patterns in Craig, Lot 9 is not replaceable. The city should not sell property without a broad and clearly defined financial benefit to the community.
3. The risk of hazardous waste spills on the property and the potential for leaching of the waste into Crab Bay, now and in the future, is too great a risk to accept. Selling the property would leave the city less able to manage this risk.
4. The prospect of a permanent scrap yard on the property, in full view of the public traveling the Craig-Klawock Highway adjacent to the lot as they enter Craig, is aesthetically displeasing and a detriment to the community.

cc: City Clerk



CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: August 9, 2019
RE: Consider Acquisition of Bear-Resistant Dumpsters

For many years, the dumpsters at the Shaan-See Inc. trailer court have attracted bears. Despite efforts by Shaan-See Inc. and city staff to discourage bears from foraging in the dumpsters (removal of alder trees and brush within the trailer court, latches installed on dumpsters, use of rubber bullets and noise-making rounds, more frequent pickup of trailer court dumpsters, etc.) the problem persists.

The best deterrent appears to be the large capacity, bear resistant steel dumpster that is placed at the 700 block of the trailer court. To date, I know of no instance where bears have worked their way into the holding area of the steel dumpster. While that may be because the standard dumpsters are easier for bears to get into, and thus are more attractive targets, I think that the design of the larger dumpster simply makes it too difficult for the bears to topple and otherwise get into the trash inside.

While the steel dumpster is quite good at resisting access by bears, these dumpsters require extra handling for the city to empty. Staff must use the older style garbage truck to empty the dumpsters, which requires more labor time. What's more, the dumpsters are quite expensive. Attached is an estimate from Bearicuda Bins Inc. for the purchase of three additional bear resistant dumpsters. The dumpsters run about \$2,759 apiece, prior to shipping.

As noted above, the seasonal problem of bears getting into garbage containers goes back many years. The bear-resistant dumpster currently at the 700 block of the trailer court is expensive but effective. It appears to be the best measure against bears at this point.

Staff will provide the council with a revised rate ordinance to account for the larger dumpster size and cost. On a related note, I am overdue to bring an ordinance to the council to update the city's solid waste code in light of the changes to household container sizes that came with the automated collection system in use now.

I continue my contacts with representatives from SSI about the problem. We have talked about various approaches to managing solid waste at the trailer court. Authorizing staff to purchase the Bearicuda brand dumpsters provides an option to address the problem of foraging bears, whether at the trailer court or at other locations in Craig.

Recommendation

Authorize, by motion, the expenditure of \$11,300 for the purchase of three bear resistant dumpsters.

Russell Dill

From: Kevin D Lacilla <kevin@bearicuda.com>
Sent: Friday, July 26, 2019 6:09 PM
To: PUBLICWORKS@CRAIGAK.COM
Subject: Your Invoice from Bearicuda, Inc. Quote
Attachments: Invoice Quote-20190726--23458.pdf



Bearicuda Bins, Inc
 3 West Street, Suite 3 E, PO Box 56
 Litchfield, CT 06759-0056

| Page | Date | Invoice No. |
|------|----------|-------------|
| 1 | 07/26/19 | 23458A |

Bill To
 Russell Dill
 Accounts Payable
 City Of Craig
 P.O. Box 725
 Craig, AK 99921

Ship To
 Attn: Rhonda
 Samson Tug & Barge
 Care Of City Of Craig Russell Craig
 9228 10th Avenue South
 Seattle, WA 98108

| Customer No. | Sales I.D. | Reference # | Media Code | Terms | | |
|--------------|------------|----------------|------------|-----------|------------|----------|
| 14722 | /KDL | | M / | QUOTATION | | |
| Ordered By | Warehouse | Phone Number | Total Wt. | Zone | # Packages | Ship Via |
| | | (907) 401-0799 | 0.0 Lbs | | 0 | |

Message:

CUSTOMER MUST INSPECT ITEMS BEFORE SIGNING BOL, MUST NOTATE DAMAGE!!!
 This was stated on your order confirmation about inspection & damages
 Carefully Read Internet Order Conf and Obtain Copy of BOL w/ Notations

| Qty. | B/O | Shipped | Item # | Description | Unit Price | Disc | Extension |
|------|-----|---------|-----------------|--|------------|------|-----------|
| 3 | 0 | 0 | DMP104-RL BROWN | 4 CUBIC YARD REAR LOAD DUMPSTER 78 X 47 X 50 H FRONT, 50 H BACK | 2295.0000 | - | 6885.00 |
| 12 | 0 | 0 | PADLATCH | PADDLE LATCH FOR BEAR RESISTANT ENCLOSURE | 75.0000 | - | 900.00 |
| 3 | 0 | 0 | DRAIN-HOLE | DRAIN HOLE FOR GUARDIAN DUMPSTERS / TITAN | 39.0000 | - | 117.00 |
| 3 | 0 | 0 | DUMP-BAR4 | DUMP BAR FOR 4 CY REAR LOAD GUARDIAN | 125.0000 | - | 375.00 |

MERCHANDISE QUOTATION TOTAL \$ 8277.00
SHIPPING & HANDLING \$ 2987.24
QUOTATION TOTAL \$ 11264.24

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: Brian Templin, City Planner
Date: August 21, 2019
RE: USACE Preconstruction Engineering and Design (PED) Agreement

Background

On August 15, 2019 Ronnie Barcak and Laurie Scalis from the USACE were in Craig to meet with staff and give a short presentation regarding the next phase of the harbor development project. Ronnie and Laurie met with members of the city council, planning commission, harbor advisory committee, staff, and public at a workshop. At the workshop they outlined the project to date and talked about the next phase of the project, the Preconstruction Engineering and Design (PED) phase.

While they were here Ronnie and Laurie reviewed the draft PED cost share agreement with staff. A copy of the agreement is attached to this memo. The agreement outlines the cost share and process to complete the design of the breakwaters and navigation improvements. Design of the harbor (floats, piers, piling, upland improvements) will be done separately under a contract with a design firm managed by the city. The USACE design process only includes the breakwaters. Staff will continue to work with the council regarding the remainder of the design project.

The total cost of the breakwater design is expected to be about \$925,000. The USACE has already secured the \$832,500 necessary for the federal share. The non-federal share of the design is estimated to be \$92,500. The city has already forward funded \$65,500 to the USACE which will allow the USACE to spend the first \$650,000 of the federal share. Depending on the total cost of the design work the city may need to appropriate an additional \$28,000 or so. It is likely that if additional funds need to be appropriated to complete the design it will during the next fiscal year. Staff and the USACE will have a better idea of needed funding as the next budget is developed and if additional funds need to be appropriated staff will work with the council through the budgeting process. No other funds are needed at this time to start the design project.

The USACE estimates that it will take 9 – 12 months to complete design of the breakwaters. Staff will continue to work with the state legislature and the federal delegation to secure construction funds.

The attached final draft agreement is currently being reviewed by the USACE legal and regional staff. It is anticipated that this review will be complete and the USACE will be ready to sign the document (with any final changes) by October 1st.

Recommend Motion

Direct staff to sign the proposed PED cost share agreement after all edits have been completed by the USACE. Further direct staff to execute any associated documents required to start the PED phase of the project.

DESIGN AGREEMENT
BETWEEN
THE DEPARTMENT OF THE ARMY
AND
CITY OF CRAIG, CRAIG ALASKA
FOR
DESIGN
FOR THE
CRAIG HARBOR NAVIGATION IMPROVEMENT, ALASKA

THIS AGREEMENT is entered into this _____ day of _____, _____, by and between the Department of the Army (hereinafter the “Government”), represented by the U.S. Army Engineer, **Alaska District** (hereinafter the “District Engineer”) and the **City of Craig, Alaska** (hereinafter the “Non-Federal Sponsor”), represented by the **City Administrator**.

WITNESSETH, THAT:

WHEREAS, Federal funds were provided in General Investigations to initiate design of Craig Harbor, Alaska;

WHEREAS, construction of the Project is authorized by Section 1401 of the Water Infrastructure Improvements for the Nation (WIIN) Act of 2016;

WHEREAS, Section 101 of the Water Resources Development Act of 1986, as amended (33 U.S.C. 2213), specifies the cost-sharing requirements applicable to construction of the Project, and Section 105(c) of the Water Resources Development Act of 1986 (33 U.S.C. 2215), provides that the costs of design shall be shared in the same percentages as construction of the Project;

WHEREAS, based on the Project’s primary project purpose of commercial navigation, the parties agree that the Non-Federal Sponsor shall contribute 10 percent of the total design costs under this Agreement;

WHEREAS, pursuant to Section 221(a)(4) of the Flood Control Act of 1970, as amended (42 U.S.C. 1962d-5b(a)), the Non-Federal Sponsor may perform or provide in-kind contributions for credit towards the non-Federal share of the total design costs; and

WHEREAS, the Government and Non-Federal Sponsor have the full authority and capability to perform in accordance with the terms of this Agreement.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I - DEFINITIONS

A. The term “Project” means a 10.1-acre mooring basin that can accommodate 145 vessels having 1,933 feet of breakwaters with fish passage considerations as generally described in the Craig Navigation Improvements, Craig, Alaska Interim Integrated Feasibility Report, Environmental Assessment dated September 3, 2015 and approved by Chief of Engineers on March 16, 2016 with Finding of No Significant Impact dated 12 August 2016.

B. The term “Design” means perform detailed pre-construction engineering and design, including preparation of plans and specifications for the initial construction contract for the Project.

C. The term “total design costs” means the sum of all costs that are directly related to the Design and cost shared in accordance with the terms of this Agreement. Subject to the provisions of this Agreement, the term shall include, but is not necessarily limited to: the Government’s costs for engineering and design, economic and environmental analyses, and evaluation; for contract dispute settlements or awards; for supervision and administration; for Agency Technical Review and other review processes required by the Government; for response to any required Independent External Peer Review; and the Non-Federal Sponsor’s creditable costs for in-kind contributions, if any. The term does not include any costs for dispute resolution; participation in the Design Coordination Team; audits; an Independent External Peer Review panel, if required; or betterments; or the Non-Federal Sponsor’s cost of negotiating this Agreement.

D. The term "in-kind contributions" means those materials or services provided by the Non-Federal Sponsor that are identified as being integral to design of the Project by the Division Engineer for the Pacific Ocean Division. To be integral, the material or service must be part of the work that the Government would otherwise have undertaken for design of the Project. In-kind contributions also include any investigations performed by the Non-Federal Sponsor to identify the existence and extent of any hazardous substances that may exist in, on, or under real property interests required for the Project.

E. The term “fiscal year” means one year beginning on October 1st and ending on September 30th of the following year.

F. The term “betterment” means a difference in the design of a portion of the Project that results from the application of standards that the Government determines exceed those that the Government would otherwise apply to the design of that portion.

ARTICLE II - OBLIGATIONS OF THE GOVERNMENT AND THE NON-FEDERAL SPONSOR

A. In accordance with Federal laws, regulations, and policies, the Government shall conduct the Design using funds appropriated by the Congress and funds provided by the Non-Federal Sponsor. The Non-Federal Sponsor shall perform or provide any in-

kind contributions in accordance with applicable Federal laws, regulations, and policies. If the Government and non-Federal interest enter into a Project Partnership Agreement for construction of the Project, the Government shall include the total design costs in the calculation of construction costs for the Project in accordance with the terms and conditions of the Project Partnership Agreement.

B. The Non-Federal Sponsor shall contribute 10 percent of total design costs in accordance with the provisions of this paragraph and provide required funds in accordance with Article III.

1. After considering the estimated amount of credit for in-kind contributions, if any, that will be afforded in accordance with paragraph C. of this Article, the Government shall provide the Non-Federal Sponsor with a written estimate of the amount of funds required from the Non-Federal Sponsor for the initial fiscal year of the Design. No later than 15 calendar days after such notification, the Non-Federal Sponsor shall provide the full amount of such funds to the Government.

2. No later than August 1st prior to each subsequent fiscal year of the Design, the Government shall provide the Non-Federal Sponsor with a written estimate of the amount of funds required from the Non-Federal Sponsor during that fiscal year to meet its cost share. No later than September 1st prior to that fiscal year, the Non-Federal Sponsor shall provide the full amount of such required funds to the Government.

C. The Government shall credit towards the Non-Federal Sponsor's share of total design costs, the costs, documented to the satisfaction of the Government, that the Non-Federal Sponsor incurs in providing or performing in-kind contributions integral to the Design, including associated supervision and administration. Such costs shall be subject to audit in accordance with Article VII to determine reasonableness, allocability, and allowability, and crediting shall be in accordance with the following procedures, requirements, and limitations:

1. As in-kind contributions are completed and no later than 60 calendar day after such completion, the Non-Federal Sponsor shall provide the Government appropriate documentation, including invoices and certification of specific payments to contractors, suppliers, and the Non-Federal Sponsor's employees. Failure to provide such documentation in a timely manner may result in denial of credit.

2. No credit shall be afforded for interest charges, or any adjustment to reflect changes in price levels between the time the in-kind contributions are completed and credit is afforded; for the value of in-kind contributions obtained at no cost to the Non-Federal Sponsor; for any items provided or performed prior to the effective date of this Agreement unless covered by an In-Kind Memorandum of Understanding; for any items not identified as integral in the integral determination report; or for costs that exceed the Government's estimate of the cost for such item if it had been performed by the Government.

3. No reimbursement will be provided for any in-kind contributions that exceed the Non-Federal Sponsor's share of the total design costs under this Agreement. As provided in Article II.A., total design costs, including credit for in-kind contributions, shall be included in the calculation of construction costs for the Project in accordance with the terms and conditions of the Project Partnership Agreement.

D. To the extent practicable and in accordance with Federal laws, regulations, and policies, the Government shall afford the Non-Federal Sponsor the opportunity to review and comment on solicitations for contracts prior to the Government's issuance of such solicitations; proposed contract modifications, including change orders; and contract claims prior to resolution thereof. Ultimately, the contents of solicitations, award of contracts, execution of contract modifications, and resolution of contract claims shall be exclusively within the control of the Government.

E. The Non-Federal Sponsor shall not use Federal Program funds to meet any of its obligations under this Agreement unless the Federal agency providing the funds verifies in writing that the funds are authorized to be used for the Project. Federal program funds are those funds provided by a Federal agency, plus any non-Federal contribution required as a matching share therefor.

F. Except as provided in paragraph C. of this Article, the Non-Federal Sponsor shall not be entitled to any credit or reimbursement for costs it incurs in performing its responsibilities under this Agreement.

G. In carrying out its obligations under this Agreement, the Non-Federal Sponsor shall comply with all the requirements of applicable Federal laws and implementing regulations, including, but not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended (42 U.S.C. 2000d), and Department of Defense Directive 5500.11 issued pursuant thereto; the Age Discrimination Act of 1975 (42 U.S.C. 6102); and the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Army Regulation 600-7 issued pursuant thereto.

H. If Independent External Peer Review (IEPR) is required for the Design, the Government shall conduct such review in accordance with Federal laws, regulations, and policies. The Government's costs for an IEPR panel shall not be included in the total design costs.

I. In addition to the ongoing, regular discussions of the parties in the delivery of the Design, the Government and the Non-Federal Sponsor may establish a Design Coordination Team consisting of Government's Project Manager and the Non-Federal Sponsor's counterpart and one senior representative each from the Government and Non-Federal Sponsor to discuss significant issues or actions. Neither the Government's nor the Non-Federal Sponsor's costs for participation on the Design Coordination Team shall be included in the total design costs. The Non-Federal Sponsor's costs for participation on the Design Coordination Team shall be paid solely by the Non-Federal Sponsor without reimbursement or credit.

J. The Non-Federal Sponsor may request in writing that the Government perform betterments on behalf of the Non-Federal Sponsor. Each request shall be subject to review and written approval by the Division Engineer for the Pacific Ocean Division. If the Government agrees to such request, the Non-Federal Sponsor, in accordance with Article III.F., must provide funds sufficient to cover the costs of such work in advance of the Government performing the work.

ARTICLE III - METHOD OF PAYMENT

A. As of the effective date of this Agreement, total design costs are projected to be \$925,000, with the Government's share of such costs projected to be \$832,500, the Non-Federal Sponsor's share of such costs projected to be \$92,500; and the costs for betterments are projected to be \$25,000. These amounts are estimates subject to adjustment by the Government, after consultation with the Non-Federal Sponsor, and are not to be construed as the total financial responsibilities of the Government and the Non-Federal Sponsor.

B. The Government shall provide the Non-Federal Sponsor with quarterly reports setting forth the estimated total design costs and the Government's and Non-Federal Sponsor's estimated shares of such costs; costs incurred by the Government, using both Federal and Non-Federal Sponsor funds, to date; the amount of funds provided by the Non-Federal Sponsor to date; the estimated amount of any creditable in-kind contributions; and the estimated remaining cost of the Design.

C. The Non-Federal Sponsor shall provide to the Government required funds by delivering a check payable to "FAO, USAED, ALASKA DISTRICT (J4)" to the District Engineer, or verifying to the satisfaction of the Government that the Non-Federal Sponsor has deposited such required funds in an escrow or other account acceptable to the Government, with interest accruing to the Non-Federal Sponsor, or by providing an Electronic Funds Transfer of such required funds in accordance with procedures established by the Government.

D. The Government shall draw from the funds provided by the Non-Federal Sponsor to cover the non-Federal share of the total design costs as those costs are incurred. If the Government determines at any time that additional funds are needed from the Non-Federal Sponsor to cover the Non-Federal Sponsor's required share of the total design costs, the Government shall provide the Non-Federal Sponsor with written notice of the amount of additional funds required. Within 60 calendar days of such notice, the Non-Federal Sponsor shall provide the Government with the full amount of such additional funds.

E. Upon conclusion of the Design and resolution of all relevant claims and appeals, the Government shall conduct a final accounting and furnish the Non-Federal Sponsor with the written results of such final accounting. Should the final accounting

determine that additional funds are required from the Non-Federal Sponsor, the Non-Federal Sponsor, within 60 calendar days of written notice from the Government, shall provide the Government with the full amount of such additional funds. Should the final accounting determine that the Non-Federal Sponsor has provided funds in excess of its required amount, the Government shall refund the excess amount, subject to the availability of funds or if requested by the Non-Federal Sponsor, apply the excess amount towards the non-Federal share of the cost of construction of the Project in the event a Project Partnership Agreement is executed for the Project. Such final accounting does not limit the Non-Federal Sponsor's responsibility to pay its share of total design costs, including contract claims or any other liability that may become known after the final accounting.

F. Payment of Costs for Betterments Provided on Behalf of the Non-Federal Sponsor. No later than 30 calendar days after receiving written notice from the Government of the amount of funds required to cover any such costs, as applicable, the Non-Federal Sponsor shall make the full amount of such required funds available to the Government by delivering a check payable to "FAO, USAED, ALASKA DISTRICT (J4)" to the District Engineer, or by providing an Electronic Funds Transfer of such funds in accordance with procedures established by the Government. If at any time the Government determines that additional funds are required to cover any such costs, as applicable, the Non-Federal Sponsor shall provide those funds within 30 calendar days from receipt of written notice from the Government.

ARTICLE IV - TERMINATION OR SUSPENSION

A. If at any time the Non-Federal Sponsor fails to fulfill its obligations under this Agreement, the Government may suspend or terminate Design unless the Assistant Secretary of the Army (Civil Works) determines that continuation of the Design is in the interest of the United States or is necessary in order to satisfy agreements with any other non-Federal interests in connection with the Project.

B. If the Government determines at any time that the Federal funds made available for the Design are not sufficient to complete such work, the Government shall so notify the Non-Federal Sponsor in writing, and upon exhaustion of such funds, the Government shall suspend Design until there are sufficient Federal funds appropriated by the Congress and funds provided by the Non-Federal Sponsor to allow Design to resume.

C. In the event of termination, the parties shall conclude their activities relating to the Design and conduct an accounting in accordance with Article III.E. To provide for this eventuality, the Government may reserve a percentage of available funds as a contingency to pay costs of termination, including any costs of resolution of contract claims and contract modifications.

D. Any suspension or termination shall not relieve the parties of liability for any obligation incurred. Any delinquent payment owed by the Non-Federal Sponsor pursuant

to this Agreement shall be charged interest at a rate, to be determined by the Secretary of the Treasury, equal to 150 per centum of the average bond equivalent rate of the 13 week Treasury bills auctioned immediately prior to the date on which such payment became delinquent, or auctioned immediately prior to the beginning of each additional 3 month period if the period of delinquency exceeds 3 months.

ARTICLE V – HOLD AND SAVE

The Non-Federal Sponsor shall hold and save the Government free from all damages arising from the Design, except for damages due to the fault or negligence of the Government or its contractors.

ARTICLE VI - DISPUTE RESOLUTION

As a condition precedent to a party bringing any suit for breach of this Agreement, that party must first notify the other party in writing of the nature of the purported breach and seek in good faith to resolve the dispute through negotiation. If the parties cannot resolve the dispute through negotiation, they may agree to a mutually acceptable method of non-binding alternative dispute resolution with a qualified third party acceptable to the parties. Each party shall pay an equal share of any costs for the services provided by such a third party as such costs are incurred. The existence of a dispute shall not excuse the parties from performance pursuant to this Agreement.

ARTICLE VII - MAINTENANCE OF RECORDS AND AUDIT

A. The parties shall develop procedures for the maintenance by the Non-Federal Sponsor of books, records, documents, or other evidence pertaining to costs and expenses for a minimum of three years after the final accounting. The Non-Federal Sponsor shall assure that such materials are reasonably available for examination, audit, or reproduction by the Government.

B. The Government may conduct, or arrange for the conduct of, audits of the Design. Government audits shall be conducted in accordance with applicable Government cost principles and regulations. The Government's costs of audits for the Design shall not be included in total design costs.

C. To the extent permitted under applicable Federal laws and regulations, the Government shall allow the Non-Federal Sponsor to inspect books, records, documents, or other evidence pertaining to costs and expenses maintained by the Government, or at the request of the Non-Federal Sponsor, provide to the Non-Federal Sponsor or independent auditors any such information necessary to enable an audit of the Non-Federal Sponsor's activities under this Agreement. The costs of non-Federal audits shall be paid solely by the Non-Federal Sponsor without reimbursement or credit by the Government.

ARTICLE VIII - RELATIONSHIP OF PARTIES

In the exercise of their respective rights and obligations under this Agreement, the Government and the Non-Federal Sponsor each act in an independent capacity, and neither is to be considered the officer, agent, or employee of the other. Neither party shall provide, without the consent of the other party, any contractor with a release that waives or purports to waive any rights a party may have to seek relief or redress against that contractor.

ARTICLE IX - NOTICES

A. Any notice, request, demand, or other communication required or permitted to be given under this Agreement shall be deemed to have been duly given if in writing and delivered personally or mailed by certified mail, with return receipt, as follows:

If to the Non-Federal Sponsor:

Brian Templin, Planning Director, Project Manager
P.O. Box 725
Craig, AK 99921

If to the Government:

Army Corps of Engineers, Alaska District
ATTN: PM-C
P.O. Box 6898
JBER, AK 99506-6898

B. A party may change the recipient or address for such communications by giving written notice to the other party in the manner provided in this Article.

ARTICLE X - CONFIDENTIALITY

To the extent permitted by the laws governing each party, the parties agree to maintain the confidentiality of exchanged information when requested to do so by the providing party.

ARTICLE XI - THIRD PARTY RIGHTS, BENEFITS, OR LIABILITIES

Nothing in this Agreement is intended, nor may be construed, to create any rights, confer any benefits, or relieve any liability, of any kind whatsoever in any third person not party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, which shall become effective upon the date it is signed by the District Engineer.

DEPARTMENT OF THE ARMY

CITY OF CRAIG, ALASKA

BY: _____
PHILLIP J. BORDERS
Colonel, U.S. Army
District Engineer

BY: _____
JON BOLLING
City Administrator

DATE: _____

DATE: _____

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: August 30, 2019
RE: Updating EMS fee scale

Attached is a memo and related documentation from Craig EMS Coordinator Chaundell Piburn. Chaundell proposes the council review a revised rate schedule for EMS calls.

This item is for discussion only for the council's September 5 meeting. If the council is willing to formally consider a change to EMS rates, staff can bring a resolution to the council for formal consideration.

Chaundell hopes to generate more revenue to the city from the proposed rate increases. Based on her research, Craig apparently charges ambulance fees below the allowable threshold for some insurance payers.

To provide the council a means of comparison, Chaundell has included in her memo the current and proposed EMS rates and a print out of what other communities in Alaska charge for EMS services. Also attached is a report from Systems Design (the company that handles the city's EMS billings) providing some detail of number of runs, charges, and collections in calendar year 2018.

Chaundell will be on hand at the September 5 meeting to answer council questions on the draft rate structure.

**CITY OF CRAIG
MEMORANDUM**

To: Tim O’Connor and City Council Members
 From: Chaundell Piburn, City EMS & Fire Administrator
 Date: August 19, 2019
 RE: Updating EMS fee scale

The staff would like the council to consider a change in current fees of our EMS ambulance calls.

The process for collecting fees for ambulance runs is complicated process. The EMS department contracts systems design to assist in ambulance billing. For the past year, we have compared our actual costs with what we are recouping from many insurance providers across the state, including Medicaid, Medicare, VA, and other private insurers.

We are looking to recover more of our associated costs with running calls. Our medical supplies have tripled in cost over the past 4 years. Last year, System Design, reported we billed out \$64,463.20 and received \$42,048.10. This is for BLS & ALS calls only. Staff would like to increase the fee that we predict we can recover a greater percentage of the actual billed out amount.

I am suggesting we change our fee scale to match more closely with current allowable costs, which will result in more revenue, without more out of pocket costs to our citizens.

| Coding Name | Actual Response | Current Fee | Proposed In town fee |
|--------------------|---|--------------------|-----------------------------|
| Treat & Release | These are calls where we arrived under the presumption it was an emergency, and after treatment, the patient is either released per protocol, by the receiving doctor or they refuse to be transported. These may be jail/ inmate calls, or general public where the patient wants to be evaluated & treated, but not transported. We usually spend the same in personnel costs, and supplies as a BLS call, although we don’t transport. | 175.00 | 225.00 |
| BLS , scheduled | This is a transport that is scheduled, usually for a senior or disabled citizen by their doctor. *These are covered under Medicaid & Medicare. | 375.00 | 450.00 |
| BLS emergent | These are most of our calls. We usually have at least 3 medics, use lots of supplies and use gas to transport. | 525.00 | 625.00 |
| ALS non-emergency | We do not use this coding; this is hospital to hospital transports but we need it on our billing schedule. | 575.00 | 800.00 |

| | | | |
|---------------------------------|--|--------|--|
| ALS Emergency | This is an advanced life support call, usually a person needs medication and assisted breathing; 5 or more medics or volunteers are needed on these calls to help move the patient while continuing care. This is also what our medevacs will be coded as. | 725.00 | 925.00 |
| ALS Emergency II | This is an overdose, or call where the patient needs two or more medications, possibly intubation & many people to work the call. | 775.00 | 1,025.00 |
| Specialty Transport | This is a transport with special circumstances, not routine | 800.00 | 925.00 |
| Extra Attendant fee | We have patients that require more than 3 or 4medics to lift or extricate, some bariatric patients require 8 or more men. * This is an allowable fee under most insurances | 75.00 | 75.00 |
| Stand by wait time | *This is covered under most insurances, billed in half hour increments | 30.00 | 100.00 |
| Mileage | *This is covered by all insurances. | 7.00 | 15.00 |
| Supplies | We would like to charge only for equipment damaged or replaced or in (T&R) situations, extra medication or supplies left with patient. *This is an allowable fee that we currently do not charge for. | 0.00 | Actual cost |
| DOA | Person dead on arrival, we do not want to charge families for assisting police with removal of loved one, and packaging them to go to KTN or designated place. | 0.00 | Supplies only in some cases |
| Deceased Transport to the Ferry | This is a round trip transport to KTN with a truck and casket. This is a change in protocol from dropping off the casket at the ferry and returning at 6 pm to pick up the empty casket. | 320.00 | 550.00 (with the right to adjust fee's based on need and situation) (Casket must overnight in Craig) |
| | | | |

I am recommending the changes take place immediately, upon the council adopting the amended fee schedule.

Chaundell Piburn

| Client Name | BLS-NE | | BLS-E | | ALS1-E | | ALS2 | | SCT | | Mileage | | Non-TX | | Bill | Supplies? | Use Coll | Agency? | Balance | Bill Res? | Effective Date |
|----------------------------------|---------------|------------|----------------|--------------|---------------|---------------|---------------|---------------|---------------|------------|----------------|-----------|---------------|------------|------|-----------|----------|---------|---------|-----------|----------------|
| | Res | NR | Res | NR | Res | NR | Res | NR | Res | NR | Res | NR | Res | NR | | | | | | | |
| | A0428 | | A0429 | | A0427 | | A0433 | | A0434 | | A0425 | | A0998 | | | | | | | | |
| Anchor Point-Kenai, AK | 340.8 | | 568 | | 681.6 | | 908.8 | | | | 12.5 | | | | N | N | Y | | | 7/1/2019 | |
| Bear Creek-Kenai, AK | 340.8 | | 568 | | 681.6 | | 908.8 | | | | 12.5 | | | | N | N | Y | | | 7/1/2019 | |
| Central Emergency Svcs-Kenai, AK | 340.8 | | 568 | | 681.6 | | 908.8 | | | | 12.5 | | | | N | N | Y | | | 7/1/2019 | |
| Cooper Landing EMS | | | 500 | | 700 | | 700 | | | | 16 | | | | N | N | Y | | | 1/1/2019 | |
| Copper River | | | 650.00 | | | | | | | | 12.00 | | | | N | Y | Y | | | 12/1/2016 | |
| Cordova, AK | 500.00 | | 500.00 | | | | | | | | 15.00 | | | | N | Y | Y | | | 1/1/2016 | |
| Craig, AK | 375 | | 525 | | 725 | | 800 | | 800 | | 7 | | 175 | | Y | Y | Y | | | 7/17/2014 | |
| Dillingham | 412 | | 464 | | 569 | | 824 | | 974 | | 13 | | 206 | | N | N | Y | | | 2/2/2017 | |
| Fairbanks, AK | 950 | 1000 | 950 | 1000 | 950 | 1000 | 950 | 1000 | | | 12 | | 150 | | N | N | Y | | | 6/1/2019 | |
| Fairbanks North Star Borough | 1000 | | 1000 | | 1000 | | 1000 | | 1000 | | 12 | | 150 | | N | Y | Y | | | 7/1/2017 | |
| Gustavus, AK | 500 | | 600 | | 700 | | 800 | | 1000 | | 11 | | | | N | N | N | | | 1/1/2014 | |
| Homer, AK | 750 | 1000 | 750 | 1000 | 950 | 1500 | 1250 | 1750 | | | 15 | | | | N | Y | Y | | | | |
| Hoonah, AK | 600.00 | 692.00 | 600.00 | 692.00 | 725.00 | 833.00 | 725.00 | 833.00 | | | 15.15 | | 265.00 | 321.00 | N | N | Y | | | 1/1/2017 | |
| Kachemak-Kenai, AK | 340.8 | | 568 | | 681.6 | | 908.8 | | | | 12.5 | | | | N | N | Y | | | 7/1/2019 | |
| Kenai, AK | 450 | | 575 | | 700 | | 875 | | | | 14 | | | | N | Y | Y | | | 7/1/2019 | |
| Ketchikan, AK | 600.00 | 800.00 | 600.00 | 800.00 | 800.00 | 1000.00 | 1000.00 | 1200.00 | | | 13.00 | | | | N | Y | Y | | | 5/1/2018 | |
| Ketchikan Gateway-N/S Tongass | 600.00 | | 600.00 | | 700.00 | | 966.00 | | | | 12.00 | | | | N | Y | Y | | | 3/18/2014 | |
| Kodiak, AK | | | 500 | | 600 | | 800 | | | | 11 | | | | N | N | Y | | | 7/1/2012 | |
| Nenana Volunteer EMS | 1500.00 | | 1700.00 | | 2000.00 | | 2500.00 | | | | 15.00 | | | | N | Y | Y | | | 1/1/2018 | |
| Ninilchick Emergency Services | | | 1000 | | 1400 | | 1400 | | 1400 | | 15 | | 300.00 | | N | Y | Y | | | 5/1/2019 | |
| Nikiski-Kenai, AK | 340.8 | | 568 | | 681.6 | | 908.8 | | | | 12.5 | | | | N | N | Y | | | 7/1/2019 | |
| Nome, AK | | | 675.00 | | 725.00 | | 725.00 | | | | 15.00 | | | | | | | | | 7/1/2016 | |
| North Pole | | | 720 | 900 | 720 | 900 | 720 | 900 | | | 8.8 | 11 | | | N | Y | N | | | 1/1/2015 | |
| Seward Volunteer Amb Corps | 600.00 | | 600.00 | | 850.00 | | 1000.00 | | | | 15.00 | | | | N | N | Y | | | 5/1/2016 | |
| Tok Area EMS | 1200.00 | | 1200.00 | | 1400.00 | | 1400.00 | | | | 16.00 | | | | N | N | Y | | | 9/1/2018 | |
| Unalaska | 300 | | 500 | | 600 | | 800 | | | | 11 | | | | N | Y | Y | | | 1/1/2014 | |
| Average R/NR | 602.05 | 873 | 694.192 | 878.4 | 842.58 | 1046.6 | 990.79 | 1136.6 | 1035 | N/A | 12.94 | 11 | 207.7 | 321 | | | | | | | |
| Alaska Overall Average | 647.2 | | 723.9 | | 877.8 | | 1015.9 | | 1034.8 | | 12.9 | | 223.9 | | | | | | | | |
| | BLS-NE | | BLS-E | | ALS1-E | | ALS2 | | SCT | | Mileage | | Non-TX | | | | | | | | |

Date Printed 8/30/2019

Ambulance Level of Service Summary

| | |
|-----------------|---------------|
| Date Of Service | 1/1/2018 |
| Date Of Service | 12/31/2018 |
| Company Code | City of Craig |

| | <u>Count</u> | <u>Charges</u> | <u>Avg Bill</u> | <u>Payments</u> | <u>Coll %</u> | <u>Levy</u> | <u>Total Paid</u> | <u>Coll %</u> | <u>Avg Paid</u> | <u>Fee Sch</u> | <u>Pvt Adj</u> | <u>Pending</u> |
|---------------|--------------|------------------|-----------------|-------------------|---------------|-------------|-------------------|---------------|-----------------|-------------------|------------------|-----------------|
| ALS 1 E | 44 | 34,382.40 | 781.42 | -23,390.37 | 68.0 % | 0.00 | -23,390.37 | 68.0 % | -531.60 | -8,589.14 | 0.00 | 2,402.89 |
| BLS E | 45 | 26,315.20 | 584.78 | -15,750.06 | 59.9 % | 0.00 | -15,750.06 | 59.9 % | -350.00 | -5,878.30 | -1,842.74 | 2,844.10 |
| BLS NE | 3 | 1,363.60 | 454.53 | -807.67 | 59.2 % | 0.00 | -807.67 | 59.2 % | -269.22 | -555.93 | 0.00 | 0.00 |
| TNT | 13 | 2,375.00 | 182.69 | -2,100.00 | 88.4 % | 0.00 | -2,100.00 | 88.4 % | -161.54 | -100.00 | 0.00 | 175.00 |
| Totals | 105 | 64,436.20 | 613.68 | -42,048.10 | 65.3 % | 0.00 | -42,048.10 | 65.3 % | -400.46 | -15,123.37 | -1,842.74 | 5,421.99 |

Adjustments

| <u>Description</u> | <u>Count</u> | <u>Total</u> |
|--------------------|--------------|--------------|
| W/O to collections | 4 | -1,842.74 |
| | 4 | -1,842.74 |