

**CITY OF CRAIG  
COUNCIL AGENDA  
SEPTEMBER 3, 2020  
COUNCIL CHAMBERS 7:00 PM**

**ROLL CALL**

Mayor Tim O'Connor, Dave Creighton, Hannah Bazinet, Jim See, Julie McDonald, Michael Kampnich, Chanel McKinley

**CONSENT AGENDA**

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

- City council meeting minutes of August 20, 2020

**HEARING FROM THE PUBLIC**

- Open for public comment

**REPORTS FROM CITY OFFICIALS**

- |                      |                        |                          |
|----------------------|------------------------|--------------------------|
| • Mayor              | • City Planner         | • Parks & Recreation     |
| • City Administrator | • Fire/EMS Coordinator | • Public Works Director  |
| • Treasurer          | • Harbormaster         | • Public Facilities Dir. |
| • Aquatic Manager    | • Librarian            |                          |
| • City Clerk         | • Police Chief         |                          |

**READING OF CORRESPONDENCE**

- From Alaska Permanent Capital Management-June Statement
- Craig City School District "Smart Start" Plan

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

**UNFINISHED BUSINESS**

- Update on COVID-19 Response
- Individual and Family Assistance Funding
- Appoint Judge for October Municipal Election

**NEW BUSINESS**

- Approve Contract with Misty Fitzpatrick to provide CARES Act program assistance
- Electric Utility Assistance Using CARES Act Funds
- Tutoring/Internet Access Using CARES Act Funds
- Rental/Mortgage Assistance Using CARES Act Funds
- Consider appropriation – Ralph James Park Driveway Upgrade

**COUNCIL COMMENTS**

**ADJOURNMENT**

CITY OF CRAIG  
COUNCIL MEETING  
THURSDAY AUGUST 20, 2020

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**ROLL CALL**

Acting Mayor Jim See called the meeting to order at 7:05 p.m. and the roll was taken. Present were Julie McDonald, Jim See, Chanel McKinley, and Michael Kampnich. Dave Creighton was absent excused. Mayor Tim O'Connor arrived at 7:26 p.m.

**Staff present:** Jon Bolling, City Administrator; Brian Templin, City Planner.

**Audience present:** None

**CONSENT AGENDA**

McKinley/Kampnich:

Moved to approve the Consent Agenda.

**MOTION CARRIED UNANIMOUSLY.**

**HEARING FROM THE PUBLIC**

The council acknowledged receipt of a letter from Ms. Bev Davies of Ketchikan regarding COVID-19 response.

**READING OF CORRESPONDENCE**

- Alaska DNR Timber Sale Notice. The council directed staff to comment to the State of Alaska, asking that logging roads built pursuant to state timber sales be left open for a period of time to allow the public to access firewood cutting areas.

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

None

**UNFINISHED BUSINESS**

**1. Update on CARES Funding**

Jon Bolling summarized the memo in the meeting packet, which concludes that unless the city looks to extend existing city-sponsored CARES programs, the city will forego between \$400,000 and \$700,000 in CARES Act funding. Jon asked the council what goal it would like staff to meet regarding the eligible CARES funding.

Among the project options mentioned by the council to work toward was adding an isolation exam room to the POW Health Care Center; sponsoring a local drive through flu vaccine clinic; contacting the community's nonprofits to fund additional or continuing programs; EMS squad trainings; organizing youth activities; assisting schools with expenses in dealing with COVID-19 issues; contracting for additional custodial work to reopen City Gym for fall/winter. There was general interest among the council to distribute the funding programmatically within the city.

Brian Templin offered to bring other proposals to the council based on past funded programs, as well as assistance on electrical bills, and housing and rental assistance.

**RETURN TO TOP (AGENDA)**

**2. COVID-19 Response**

Brian Templin summarized recent statistics compiled regarding COVID-19 transmission and mitigation, as well as distribution of stockpiled masks, gloves, sanitizer, and other materials. Councilmember See advocated for the other POW communities benefitting from use of the stockpiled materials to contribute to the cost to replace the materials.

**NEW BUSINESS**

**1. Review Preliminary Decision from Alaska DNR on Tideland Conveyance**

The council generally concurred with the preliminary decision document from the Alaska Department of Natural Resources on the conveyance of state-owned tidelands to the city in support of the city's downtown harbor project. Jon stated he would send comments to the agency supporting the preliminary decision. Councilman Kampnich noted in response to an Alaska Department of Fish and Game comment that the subject tidelands are not critical habitat for humpback whales.

**2. Review applications for City of Craig Round II CARES Act Economic Relief Program  
MCKINLEY/KAMPNICH**

Moved to approve second round of CARES Act economic assistance applications based as recommended by staff. MOTION CARRIED UNANIMOUSLY (KAMPNICH abstains).

**3. Review Solicitation Letter for medevac Flight Memberships.**

The council gave general approval to the draft solicitation for distribution to the medevac service providers.

**4. Appoint Election Judges for October 6 Municipal Election.**

MCKINLEY/BAZINET

move to appoint Ashley Knock, Karen Coffey, Shirley Harris, Evelyn Willburn, and Brian Templin as 2020 municipal election judges, and approve a \$200 stipend for the head judge, and \$150 stipend for other election judges. MOTION CARRIED UNANIMOUSLY.

Councilman Kampnich noted that in his view the State primary election at the City Gym went well, with adequate space between stations, and that he had received comments from the public that the arrangement was beneficial.

**5. Review Draft Municipal Election Newsletter**

Councilwoman McDonald suggested adding wording to the third paragraph on the harbor project page to the effect that the millions in capital funding from the Army Corps of Engineers is not available on a continuing basis, and that the project funding may not be available in subsequent years.

**COUNCIL COMMENT**

Councilwoman McKinley asked why city council seats are not designated with a number or letter, to allow candidates to run for a specific seat. The council concurred that it would like to consider the option. Councilman Kampnich asked for some research on the matter.

**ADJOURNMENT**

SEE/BAZINET

moved to adjourn at 8:08 p.m.

MOTION CARRIED UNANIMOUSLY

APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
MAYOR TIMOTHY O'CONNOR

ATTEST \_\_\_\_\_  
CITY CLERK

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: August 27, 2020  
RE: September Staff Report

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### **1. Craig EMS Update**

Dr. Danita Koehler continues to work on Craig EMS Squad protocols, and becoming recognized by the State of Alaska as Craig EMS physician sponsor. Recruitment efforts continue to fill all the funded staff positions at Craig EMS.

### **2. Elections**

As noted in my staff report last month, the Craig City Gym will serve as the polling place for the upcoming municipal election in October, and statewide general election in November. City staff will be ready to offer absentee voting for the municipal election beginning in September, in compliance with the city's municipal code. To date, one candidate has filed for one of the two school board seats on the ballot. No other candidacy forms have been filed. Filing for local elected office closes September 4.

### **3. Float Plane Dock Terminal Building**

Steamboat Bay Lodge has completed use of the north half of the city-owned Fredrick G. Hamilton Sr. building. The lodge used the building every three days as a turnover point for lodge guests, and occasionally for guests from Waterfall Resort.

Staff plans to replace the flooring in the building in September. City staff has contacted Taquan Air about the pending work, and will coordinate with the company on timing. Funding for the replacement will come from CARES Act dollars made available for airports around the country. \$20,000 from the airport program is earmarked for the Craig seaplane base. Public Facilities Manager Doug Ward and I have met to discuss other improvements to the building that may be financed from the airport-designated fund.

### **4. POW RAC**

I began work recently with the US Forest Service to reactivate the POW Resource Advisory Committee (RAC). The duty of the RAC is to recommend uses of funds appropriated to ranger districts through the federal Secure Rural Schools program. The POW RAC has been inactive for several years, and in that time about \$600,000 was appropriated by Congress for use on POW. RAC membership and process is governed by the federal Advisory Committee Act, which requires membership from specific categories of interests.

In general, projects must benefit the national forest. Past projects funded through the RAC included raising the dam at the City of Craig's water source, providing additional maintenance to USFS roads on POW, and a range of recreation and stream restoration projects. I have always advocated for local community membership on the RAC to better ensure that projects benefit POW communities directly. Local USFS staff is prepared to restart the process to have the RAC appointed. If any of the council has an interest in participating in the RAC process, let me know and I will put you in contact with USFS staff.

**RETURN TO TOP (AGENDA)**

### **5. POW City Administrators**

The City of Thorne Bay recently hired Mr. Les Carter as its new city administrator. I spoke recently with Mr. Carter by telephone. We will likely meet soon to talk about issues common to our communities.

Mr. Leslie Isaacs recently left his position with the City of Klawock and accepted a position with the State of Alaska. Given Craig's formal contractual relationships Klawock as to police dispatching and solid waste disposal I will follow up upon Klawock's hiring a replacement and offer to meet with the new city administrator to talk about contracted services and other topics of common interest.

### **6. Operating Hours at City Hall**

During the month of August City Hall had reduced public hours, with doors open between 11:00 a.m. and 4:00 p.m. each day. The change to our normal hours was brought on by the unexpected resignation of three staff members. This staff turnover left us short-handed for a time, and brought the need to recruit and train new staff. While we have not hire and fully trained new staff, City Hall will reopen to normal hours beginning September 1.

### **7. Travel Schedule**

None.

CITY OF CRAIG  
MEMORANDUM

Aug 27, 2020  
To: City Council  
From: Sheri Purser, Treasurer  
Re: Monthly Report

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The July monthly financial reports are included in this report.

We have hired Kimber Mikulecky to take the place of Allison Fargo. She is our new Admin Clerk covering the front desk. We have also hired Pilar Mas as the new Accts Payable, Payroll & HR person. I am Excited and looking forward to having them both join our staff.

The first half of property taxes are being paid by the residence. We will be sending out reminders the end of Sept to have the 2<sup>nd</sup> half paid no later than December 31<sup>st</sup>.

The last 2 months for the Utility Billing has been running a lot smoother. The radio reads have been working well with the handheld and into Accufund. The Public Works Department has felt very confident with it that they have started installing more radio reads.

Pilar and I are working on updating the expenditures for the next withdraw of CARES money. I will have an update for you at Council meeting.

We have started cutting checks for the 2<sup>nd</sup> round of Grant money for businesses here in Craig. We have had a few businesses sign up for payments plans towards what they owe the city. They can receive their funds once this is done.

Working on Month end financials and preparing for Christine to come do our Audit. We do not have a set date yet.

We are still having meetings for the Emergency Operation Incident Management Team. We have changed meetings to every other week to keep everyone updated on the COVID-19 updates, checking inventories, receiving updates from SEARCH, Peace Health, & Public Health, also with other entities that are a part of the team.

If you have any questions please contact me at [finance@craigak.com](mailto:finance@craigak.com)

**RETURN TO TOP (AGENDA)**

City of Craig  
Cash Balances  
7/31/2020

General Fund

Deposit Clearing Account	8,142.67
Checking - First Bank	1,691,773.62
Checking - Wells Fargo	46,931.11
Petty Cash	325.00
Petty Cash-Harbors	160.94
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	134.95
Petty Cash- Library	150.00
Special Recreation Savings	1,941.55
Wells Fargo CD Saving Account	<u>510,865.65</u>
Total	<u>2,260,675.49</u>

Restricted Fund

Cares Fund Checking	406,216.50
Cash, , Police Fund	21,920.17
Cash Evidence, Police	4,409.30
Police Petty Cash	781.17
Cash Equipment Fund	452,413.00
Cash Hatchery Salmon Derby	9,012.22
MM Park Funds	7,702.76
Fish Quota Funds	15,509.79
MM POW Clinic Funds	25,014.04
MM Invest Muni Land	567,935.85
Hatchery Saving Account	55,216.39
Cash MMkt NFR -School FB	311,407.08
Cash Invest School Funds APCM	3,287,931.43
Accrued Interest, School	<u>9,484.00</u>
Total	<u>5,174,953.70</u>

Endowment

Cash Held Endowment	2,121.69
CD Invest, Endowment	1,682,466.06
Fixed Inc. Investment Endowment	5,423,644.38
Accr. Int., Endowment	18,558.63
Equity Invest., Endowment	4,760,721.46
Unrealized Gain/Loss Endowment	250,982.46
Unrealized Gain/Loss Equity, Endowment	<u>2,277,035.02</u>
Total	<u>14,415,529.70</u>

Enterprise Fund

Water & Wastewater Cash	4,469.55
DNR Performance CD	<u>8,500.00</u>
Total	<u>12,969.55</u>



**City of Craig**  
**02. Craig Gov Revenue**

**July 31, 2020**

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of
01 00.4000.00 000 Property Tax	671,617	671,617	660,000	11,617	102
01 00.4050.00 000 Sales Tax	305,256	305,256	971,550	(666,294)	31
01 00.4052.00 000 Alaska Remote Sales Tax	126	126	0	126	0
01 00.4055.00 000 Delinquent Sales Tax	1,500	1,500	0	1,500	0
01 00.4060.00 000 Liquor Sales Tax	0	0	120,000	(120,000)	0
01 00.4061.00 000 Marijuana Sales Tax	13,620	13,620	0	13,620	0
01 00.4065.00 000 Transient Room Tax	0	0	20,000	(20,000)	0
01 00.4080.00 000 Sales Tax Penalties	131	131	0	131	0
<b>Total Local Taxes</b>	<b>992,250</b>	<b>992,250</b>	<b>1,771,550</b>	<b>(779,300)</b>	<b>56</b>
01 00.4100.00 000 Property PILT Funding	303,457	303,457	289,500	13,957	105
01 00.4110.00 000 State Revenue Sharing	0	0	50,000	(50,000)	0
01 00.4111.00 000 Liquor Revenue Sharing	0	0	4,000	(4,000)	0
01 00.4112.00 000 Fish Bus Tax - DOR	0	0	50,000	(50,000)	0
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	4,000	(4,000)	0
<b>Total State Revenue</b>	<b>303,457</b>	<b>303,457</b>	<b>397,500</b>	<b>(94,043)</b>	<b>76</b>
01 00.4200.00 000 COVID 19 Response Revenue	0	0	50,000	(50,000)	0
01 00.4220.00 000 EMS Service Fees	1,249	1,249	70,000	(68,751)	2
01 00.4250.00 000 EMS Training Fees	0	0	3,981	(3,981)	0
01 00.4255.00 000 EMS Estimated NonCollectable	0	0	(30,000)	30,000	0
01 00.4260.00 000 Aquatic Center Revenue	0	0	50,000	(50,000)	0
01 00.4270.00 000 Library Fees	0	0	1,000	(1,000)	0
01 00.4275.00 000 Recreation Revenue	476	476	17,000	(16,524)	3
01 00.4280.00 000 Senior Card Fees	5	5	3,000	(2,995)	0
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	150	150	0	150	0
01 00.4644.00 000 Access Permit Fees	0	0	8,000	(8,000)	0
01 00.4646.00 000 PSN Road Maintenance	0	0	27,000	(27,000)	0
<b>Total Permits &amp; Fees</b>	<b>1,880</b>	<b>1,880</b>	<b>200,081</b>	<b>(198,201)</b>	<b>1</b>
01 00.4300.00 000 Property Lease/Rentals	1,141	1,141	63,000	(61,859)	2
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
01 00.4450.00 000 K Salmon Hatchery Support	4,500	4,500	0	4,500	0
<b>Total Local Revenue</b>	<b>5,641</b>	<b>5,641</b>	<b>64,000</b>	<b>(58,359)</b>	<b>9</b>
01 00.4700.00 000 Police-Fines,Citation	2,130	2,130	10,000	(7,870)	21
01 00.4703.00 000 Motor Vehicle Commision	6,556	6,556	60,000	(53,444)	11
01 00.4650.00 000 State Trooper Dispatch	0	0	7,200	(7,200)	0
01 00.4660.00 000 State Jail Contract Revenue	0	0	357,524	(357,524)	0
01 00.4665.00 000 Klawock Dispatch	(17,696)	(17,696)	53,088	(70,784)	(33)
01 00.4670.00 000 Forest Service Dispatch	0	0	13,000	(13,000)	0
<b>Total Public Safety Funds</b>	<b>(9,010)</b>	<b>(9,010)</b>	<b>500,812</b>	<b>(509,822)</b>	<b>(2)</b>
01 00.4820.00 000 Interest Income (A/R)	170	170	1,000	(830)	17
01 00.4900.00 000 Misc Revenue	276	276	5,000	(4,724)	6
<b>Total Other Revenue</b>	<b>446</b>	<b>446</b>	<b>6,000</b>	<b>(5,554)</b>	<b>7</b>
<b>Total Revenues</b>	<b>\$ 1,294,664</b>	<b>\$ 1,294,664</b>	<b>\$ 2,939,943</b>	<b>\$ (1,645,279)</b>	<b>\$ 44</b>

**RETURN TO TOP (AGENDA)**

**City of Craig**  
**Revenue and Expense YTD & Budget**  
**July 31, 2020**

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
<b>Administration</b>				
Total Personnel Expenditures	23,144	0	23,144	332,164
Total Benefits Expenditures	6,131	0	6,131	118,350
Total Contract Expenditures	19,920	0	19,920	162,200
Total Travel & Expenditures	2,900	0	2,900	11,745
Total Materials Expenditures	3,960	(2,998)	962	9,500
Total Utilities Expenditures	465	0	465	16,850
Total Repairs & Maint	445	0	445	3,260
Total Other Expenditures	1,817	0	1,817	26,020
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,000</u>
Total Expenditures	<u>\$ 58,782</u>	<u>\$ (2,998)</u>	<u>\$ 55,784</u>	<u>\$ 688,089</u>
Excess Revenue Over (Under)	<u>\$ (58,782)</u>	<u>\$ 2,998</u>	<u>\$ (55,784)</u>	<u>\$ (688,089)</u>
<b>Council</b>				
Total Personnel Expenditures	891	0	891	13,520
Total Benefits Expenditures	457	0	457	16,612
Total Contract Expenditures	0	0	0	950
Total Travel & Expenditures	0	0	0	2,050
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	0	0	0	220
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 1,348</u>	<u>\$ 0</u>	<u>\$ 1,348</u>	<u>\$ 33,352</u>
Excess Revenue Over (Under)	<u>\$ (1,348)</u>	<u>\$ 0</u>	<u>\$ (1,348)</u>	<u>\$ (33,352)</u>
<b>Planning</b>				
Total Personnel Expenditures	5,147	0	5,147	47,046
Total Benefits Expenditures	1,528	0	1,528	17,694
Total Contract Expenditures	116,621	(114,842)	1,779	6,500
Total Travel & Expenditures	67	0	67	0
Total Materials Expenditures	12,536	7,601	20,138	1,000
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	500
Total Other Expenditures	94,348	0	94,348	1,015
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 230,247</u>	<u>\$ (107,241)</u>	<u>\$ 123,007</u>	<u>\$ 73,755</u>
Excess Revenue Over (Under)	<u>\$ (230,247)</u>	<u>\$ 107,241</u>	<u>\$ (123,007)</u>	<u>\$ (73,755)</u>
<b>Parks &amp; Facilities</b>				
Total Personnel Expenditures	11,081	0	11,081	137,652
Total Benefits Expenditures	3,390	0	3,390	67,197
Total Contract Expenditures	3,144	7,300	10,444	5,100
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	896	17,389	18,285	17,000
Total Utilities Expenditures	1,288	0	1,288	16,000

**City of Craig**  
**Revenue and Expense YTD & Budget**  
**July 31, 2020**

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Total Repairs & Maint	2,636	0	2,636	15,000
Total Other Expenditures	0	0	0	11,968
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>26,000</u>
Total Expenditures	<u>\$ 22,435</u>	<u>\$ 24,689</u>	<u>\$ 47,124</u>	<u>\$ 295,917</u>
Excess Revenue Over (Under)	<u>\$ (22,435)</u>	<u>\$ (24,689)</u>	<u>\$ (47,124)</u>	<u>\$ (295,917)</u>

Public Works

Total Personnel Expenditures	8,628	0	8,628	162,044
Total Benefits Expenditures	4,050	0	4,050	102,169
Total Contract Expenditures	326	0	326	720
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	2,916	6,383	9,299	28,750
Total Utilities Expenditures	715	0	715	14,900
Total Repairs & Maint	1,212	2,575	3,787	68,200
Total Other Expenditures	0	0	0	7,798
Total Capital & Debt Expenditures	<u>0</u>	<u>50,000</u>	<u>50,000</u>	<u>58,000</u>
Total Expenditures	<u>\$ 17,847</u>	<u>\$ 58,958</u>	<u>\$ 76,805</u>	<u>\$ 442,581</u>
Excess Revenue Over (Under)	<u>\$ (17,847)</u>	<u>\$ (58,958)</u>	<u>\$ (76,805)</u>	<u>\$ (442,581)</u>

Police

Total Personnel Expenditures	45,234	0	45,234	589,296
Total Benefits Expenditures	18,879	328	19,207	336,473
Total Contract Expenditures	0	0	0	7,020
Total Travel & Expenditures	0	0	0	3,000
Total Materials Expenditures	130	753	883	47,500
Total Utilities Expenditures	835	0	835	27,000
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	(309)	13	(296)	31,614
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>
Total Expenditures	<u>\$ 64,769</u>	<u>\$ 1,094</u>	<u>\$ 65,863</u>	<u>\$ 1,056,903</u>
Excess Revenue Over (Under)	<u>\$ (64,769)</u>	<u>\$ (1,094)</u>	<u>\$ (65,863)</u>	<u>\$ (1,056,903)</u>

EMS

Total Revenues	\$ 50	\$ 0	\$ 50	\$ 0
Total Personnel Expenditures	9,572	0	9,572	152,636
Total Benefits Expenditures	1,840	0	1,840	60,157
Total Contract Expenditures	875	0	875	4,845
Total Travel & Expenditures	100	350	450	7,400
Total Materials Expenditures	0	0	0	18,650
Total Utilities Expenditures	254	0	254	4,900
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	0	0	0	6,351
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,200</u>
Total Expenditures	<u>\$ 12,641</u>	<u>\$ 350</u>	<u>\$ 12,991</u>	<u>\$ 257,139</u>
Excess Revenue Over (Under)	<u>\$ (12,591)</u>	<u>\$ (350)</u>	<u>\$ (12,941)</u>	<u>\$ (257,139)</u>

**RETURN TO TOP (AGENDA)**

**City of Craig**  
**Revenue and Expense YTD & Budget**  
**July 31, 2020**

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	4,186
Total Contract Expenditures	0	0	0	5,400
Total Travel & Expenditures	0	0	0	2,700
Total Materials Expenditures	0	0	0	2,600
Total Utilities Expenditures	78	0	78	5,900
Total Repairs & Maint	0	0	0	1,000
Total Other Expenditures	0	0	0	4,827
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,000</u>
Total Expenditures	<u>\$ 78</u>	<u>\$ 0</u>	<u>\$ 78</u>	<u>\$ 30,613</u>
Excess Revenue Over (Under)	<u>\$ (78)</u>	<u>\$ 0</u>	<u>\$ (78)</u>	<u>\$ (30,613)</u>

Library				
Total Personnel Expenditures	2,693	0	2,693	64,129
Total Benefits Expenditures	1,366	0	1,366	35,410
Total Contract Expenditures	1,195	0	1,195	2,900
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	477	(2,522)	(2,046)	7,000
Total Utilities Expenditures	219	0	219	10,600
Total Repairs & Maint	0	0	0	1,000
Total Other Expenditures	30	(22)	8	1,750
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,300</u>
Total Expenditures	<u>\$ 5,980</u>	<u>\$ (2,544)</u>	<u>\$ 3,435</u>	<u>\$ 124,089</u>
Excess Revenue Over (Under)	<u>\$ (5,980)</u>	<u>\$ 2,544</u>	<u>\$ (3,435)</u>	<u>\$ (124,089)</u>

Recreation				
Total Personnel Expenditures	2,786	0	2,786	54,963
Total Benefits Expenditures	1,242	0	1,242	24,744
Total Contract Expenditures	200	0	200	3,600
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	1,050
Total Utilities Expenditures	541	0	541	13,000
Total Repairs & Maint	0	0	0	500
Total Other Expenditures	0	0	0	5,130
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>800</u>
Total Expenditures	<u>\$ 4,769</u>	<u>\$ 0</u>	<u>\$ 4,769</u>	<u>\$ 103,787</u>
Excess Revenue Over (Under)	<u>\$ (4,769)</u>	<u>\$ 0</u>	<u>\$ (4,769)</u>	<u>\$ (103,787)</u>

Aquatic Center				
Total Personnel Expenditures	7,298	0	7,298	166,594
Total Benefits Expenditures	3,114	0	3,114	121,997
Total Contract Expenditures	205,654	0	205,654	6,400
Total Travel & Expenditures	0	0	0	10,780
Total Materials Expenditures	210	300	510	23,800
Total Utilities Expenditures	866	0	866	126,000

**City of Craig**  
**Revenue and Expense YTD & Budget**  
**July 31, 2020**

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Total Repairs & Maint	0	1,954	1,954	7,097
Total Other Expenditures	0	0	0	11,800
Total Capital & Debt Expenditures	0	0	0	144,820
Total Expenditures	<u>\$ 217,142</u>	<u>\$ 2,254</u>	<u>\$ 219,396</u>	<u>\$ 619,288</u>
Excess Revenue Over (Under)	<u>\$ (217,142)</u>	<u>\$ (2,254)</u>	<u>\$ (219,396)</u>	<u>\$ (619,288)</u>

<b>Sewer</b>				
Total Revenues	\$ 26,109	\$ 0	\$ 26,109	\$ 296,341
Total Personnel Expenditures	6,187	0	6,187	80,999
Total Benefits Expenditures	2,522	0	2,522	46,940
Total Contract Expenditures	0	0	0	7,800
Total Travel & Expenditures	0	0	0	1,280
Total Materials Expenditures	8,932	0	8,932	8,200
Total Utilities Expenditures	3,257	0	3,257	49,400
Total Repairs & Maint	558	0	558	4,000
Total Other Expenditures	0	0	0	5,450
Total Capital & Debt Expenditures	0	0	0	34,000
Total Expenditures	<u>\$ 21,456</u>	<u>\$ 0</u>	<u>\$ 21,456</u>	<u>\$ 238,069</u>
Excess Revenue Over (Under)	<u>\$ 4,653</u>	<u>\$ 0</u>	<u>\$ 4,653</u>	<u>\$ 58,272</u>

<b>Water</b>				
Total Revenues	\$ 28,964	\$ 0	\$ 28,964	\$ 333,162
Total Personnel Expenditures	11,811	0	11,811	137,561
Total Benefits Expenditures	4,457	0	4,457	78,941
Total Contract Expenditures	0	0	0	10,000
Total Travel & Expenditures	0	0	0	3,935
Total Materials Expenditures	19,938	(289)	19,650	62,400
Total Utilities Expenditures	3,209	0	3,209	57,400
Total Repairs & Maint	0	0	0	10,000
Total Other Expenditures	0	0	0	12,850
Total Capital & Debt Expenditures	0	0	0	108,491
Total Expenditures	<u>\$ 39,415</u>	<u>\$ (289)</u>	<u>\$ 39,127</u>	<u>\$ 481,578</u>
Excess Revenue Over (Under)	<u>\$ (10,451)</u>	<u>\$ 289</u>	<u>\$ (10,163)</u>	<u>\$ (148,416)</u>

Other Fund Sources	0	44,070	44,070	0
Other Funding Sources/Outflows	0	44,070	44,070	0

<b>Garbage</b>				
Total Revenues	\$ 25,536	\$ 0	\$ 25,536	\$ 316,787
Total Personnel Expenditures	4,944	0	4,944	39,149
Total Benefits Expenditures	2,090	0	2,090	35,657
Total Contract Expenditures	22,741	0	22,741	211,500
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	7,164	0	7,164	9,300
Total Utilities Expenditures	26	0	26	500
Total Repairs & Maint	0	0	0	7,500
Total Other Expenditures	0	0	0	3,500
Total Capital & Debt Expenditures	0	0	0	4,000

**City of Craig**  
**Revenue and Expense YTD & Budget**  
**July 31, 2020**

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Total Expenditures	\$ 36,965	\$ 0	\$ 36,965	\$ 311,106
Excess Revenue Over (Under)	<u>\$ (11,429)</u>	<u>\$ 0</u>	<u>\$ (11,429)</u>	<u>\$ 5,681</u>
 Harbor				
Total Revenues	\$ 16,701	\$ 0	\$ 16,701	\$ 270,500
Total Personnel Expenditures	10,305	0	10,305	149,801
Total Benefits Expenditures	3,370	0	3,370	74,001
Total Contract Expenditures	0	0	0	900
Total Travel & Expenditures	0	0	0	2,100
Total Materials Expenditures	1,149	0	1,149	10,400
Total Utilities Expenditures	928	0	928	44,592
Total Repairs & Maint	224	1,628	1,852	17,000
Total Other Expenditures	11,646	0	11,646	35,000
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>
Total Expenditures	<u>\$ 27,622</u>	<u>\$ 1,628</u>	<u>\$ 29,250</u>	<u>\$ 335,294</u>
Excess Revenue Over (Under)	<u>\$ (10,921)</u>	<u>\$ (1,628)</u>	<u>\$ (12,549)</u>	<u>\$ (64,794)</u>
 JTB Industrail Park				
Total Revenues	\$ 37,458	\$ 0	\$ 37,458	\$ 417,589
Total Personnel Expenditures	16,988	0	16,988	93,961
Total Benefits Expenditures	2,554	0	2,554	37,595
Total Contract Expenditures	0	0	0	1,900
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	196	0	196	6,500
Total Utilities Expenditures	4,264	0	4,264	53,336
Total Repairs & Maint	368	601	969	3,300
Total Other Expenditures	0	0	0	12,300
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 24,370</u>	<u>\$ 601</u>	<u>\$ 24,971</u>	<u>\$ 208,892</u>
Excess Revenue Over (Under)	<u>\$ 13,088</u>	<u>\$ (601)</u>	<u>\$ 12,487</u>	<u>\$ 208,697</u>
 Ward Cove Cannery				
Total Revenues	\$ 625	\$ 0	\$ 625	\$ 7,000
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	31	0	31	200
Total Utilities Expenditures	205	0	205	1,600
Total Repairs & Maint	0	357	357	1,000
Total Other Expenditures	0	0	0	1,020
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
Total Expenditures	<u>\$ 236</u>	<u>\$ 357</u>	<u>\$ 593</u>	<u>\$ 4,820</u>
Excess Revenue Over (Under)	<u>\$ 389</u>	<u>\$ (357)</u>	<u>\$ 32</u>	<u>\$ 2,180</u>

GF Revenue

**RETURN TO TOP (AGENDA)**

**City of Craig**  
**Revenue and Expense YTD & Budget**  
**July 31, 2020**

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget
Total Revenues	\$ 1,294,664	\$ 0	\$ 1,294,664	\$ 2,941,962
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under)	<u>\$ 1,294,664</u>	<u>\$ 0</u>	<u>\$ 1,294,664</u>	<u>\$ 2,941,962</u>

Inter Governmental Transfers

Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

Other Fund Sources	89	0	89	0
Other Funding Sources/Outflows	89	0	89	0

# City of Craig

## Memorandum

To: Mayor Tim O'Connor; Craig City Council

From: Jessica Holloway; Aquatic manager

RE: Aug/ September 2020

Date: August 26, 2020

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I have been busy. With luck by the time this council meeting occurs the Aquatic Center will be open. I am very excited about this. We have been closed since March because of Covid-19 and Construction. From my understanding the boiler tech is supposed to be here tonight to start working on the boilers to get them up and running. Other than little odds and ends that is basically what we are waiting on. I am planning to be back open Tuesday September 1<sup>st</sup>.

At the moment we are still finalizing our guidelines with the help of Public health. Those should be ready to be posted by Friday of this week.

You will be seeing some new faces in the coming month at the Aquatic Center. I have hired Madison Stumpf , Lewis House and Richard Garza for our open and vacant lifeguard and Swim Coach positions. Madison will be with us part time until January when she returns to School. Lewis House will be a full time employee along with Richard Garza. Richard is scheduled to start work at the end of September. We are excited to have the new employees.

I have attached the new schedule to the packet. This is a bit different from the previous due to some conflicts with other areas. We have decided to open the Hot Tub and Sauna on a limited basis. I am expecting some conflict with it, but I would rather it be open than not.

I have contacted the Craig School and for the time being there will be no 6<sup>th</sup> grade swimming or lessons. We are going to look at it again for second semester. Please as always feel free to reach out by email.



# Craig Aquatic Center

907-826-2794

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Fitness room</b>	<b>Fitness room</b>	<b>Fitness room</b>	<b>Fitness room</b>	<b>Fitness room</b>		
5:00am-12:30pm 1:30pm-8:00pm	5:00am-12:30pm 1:30pm-8:00pm	5:00am-12:30pm 1:30pm-8:00pm	5:00am-12:30pm 1:30pm-8:00pm	5:00am-12:30pm 1:30pm-8:00pm		
<b>Hot Tub/ Sauna*</b>	<b>Hot Tub/ Sauna*</b>	<b>Hot Tub/ Sauna*</b>	<b>Hot Tub/ Sauna*</b>	<b>Hot Tub/ Sauna*</b>		
5:00pam-8:00p	5:00pam-8:00p	5:00pam-8:00p	5:00pam-8:00p	5:00pam-8:00p	<b>Rental Use</b> 9:00am-12:00pm	<b>C L O S E D</b>
<b>Lap Swim</b>	<b>H. S. Swim Team</b>	<b>Lap Swim</b>	<b>H. S. Swim Team</b>	<b>Lap Swim</b>		
5:30Aam-9:00am	6:00am-7:00am	5:30Aam-9:00am	6:00am-7:00am	5:30Aam-9:00am		
<b>Water Aerobics</b>	<b>Lap Swim</b>	<b>Water Aerobics</b>	<b>Lap Swim</b>			
8:30a-9:15am	7:00am-9:00am	8:30a-9:15am	7:00am-9:00am			
<b>School Use</b>	<b>School Use</b>	<b>School Use</b>	<b>School Use</b>	<b>School Use</b>		
9:00am-10:30am	9:00am-10:30am	9:00am-10:30am	9:00am-10:30am	9:00am-10:30am		
<b>Lap Swim</b>	<b>Lap Swim</b>	<b>Lap Swim</b>	<b>Lap Swim</b>	<b>Lap Swim</b>	<b>Lap Swim</b>	
10:30am-12:30pm	10:30am-12:30pm	10:30am-12:30pm	10:30am-12:30pm	10:30am-12:30pm	12:00pm-1:00pm	
<b>School Use</b>	<b>School Use</b>	<b>School Use</b>	<b>School Use</b>	<b>School Use</b>		
12:30pm-3:00pm	12:30pm-3:00pm	12:30pm-3:00pm	12:30pm-3:00pm	12:30pm-2:00pm	<b>Open Swim</b> 1:00pm-4:00pm	
<b>Swim team</b>	<b>Swim team</b>	<b>Swim team</b>	<b>Swim team</b>	<b>Swim team</b>		
3:00p-6:00pm	3:00p-6:00pm	3:00p-6:00pm	3:00p-6:00pm	2:00p-5:00pm		
				<b>Lap swim</b> 5:00pm-6:00pm	<b>Rental Use</b> 4:00pm-7:00pm	
<b>Open Swim</b>	<b>Open Swim</b>	<b>Open Swim</b>	<b>Open Swim</b>	<b>Open Swim</b>		
6:00pm-7:30pm	6:00pm-7:30pm	6:00pm-7:30pm	6:00pm-7:30pm	6:00pm-7:30pm		
Dollar Dip						

**\* Please note: Only one person may be in the Hot Tub or Sauna at one time, unless you are of the Same household. Please allow 15 mins in between use for us to sanitize.**

**Swim Lessons and the Big Toy will return Soon**

**Water Aerobics is by sign up only. Two months at a time, Two Classes a week. Sign Up at Front Counter**

**RETURN TO TOP (AGENDA)**

**7/30/2020 – 8/26/2020**

Volunteer Hours: 0

Patron Visits: 130

Circulation: 517

Computer Usage: 49

WiFi Usage: 215 Unique visitors, 615 total visits

Tests Proctored: 2

Meetings: 0

Story Times: 4 (Facebook) Attendance: N/A

Inter-Library Loans: 20

**Library Programs: (When Closure is Not in Effect)**

- Every Friday, 10:00 am: Preschool Story Time
- Every Friday, 11:00 am: Head Start Story Time
- Dolly Parton Imagination Library—Continuous Registrations
- Monday Evenings: Cub Scout and Girl Scout meetings

**Summer Reading Program**

This year's Summer Reading Program was a challenge due to COVID-19. We tried a new online program, which had its share of advantages and disadvantages; some patrons chose to use old-school paper reading logs instead of the online program, which meant we had to keep track of two separate sets of data; we were unable to do in-person programming at the library, and decreased foot traffic in the building made it harder to advertise. All things considered, I am pleased with the level of participation we had. With only a few days left before the program ends on August 31<sup>st</sup>, there are 42 participants and 16 of them have completed the challenge of reading 10 hours or more and completing at least one activity. Those readers will receive a \$10 gift certificate to a local business and an entry into a prize drawing.

Submitted by Angela Matthews, Library Director

**RETURN TO TOP (AGENDA)**

**CITY OF CRAIG  
MEMORANDUM**



**Date:** August 25<sup>th</sup>, 2020  
**To:** Honorable Tim O'Connor, Craig City Council  
**Fr:** RJ Ely, Police Chief  
**Re:** Staff Report / August 2020 *RJ Ely*

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**ACTIVITY**

Activity from July 30, 2020 through August 25, 2020 Dispatch Center took the following amount of calls for service.

Craig	914
Klawock	309
AST	9

**DEPARTMENT OF MOTOR VEHICLES**

McKenna Holloway has been selected and will start training next month to become a DMV Agent. Most of the training will be on line / Zoom and will not require travel to Anchorage.

**DISPATCHER(S)**

Dispatcher James Shook has given notice, he will be leaving and moving to Texas.

**OFFICER(S)**

Josh Connolly has completed FTO and will attend the next Academy, February 2021.

Dustin Connolly is still in FTO and will attend the next Re-Cert Academy, January 2021.

**OTHER**

I will be on leave, from August 27, 2020 until September 18, 2020. During my absence, Sgt. Medina will be in charge of the PD.

New Officers are going through training, for PED (Pretrial Enforcement Division) / EM (Electronic Monitoring) / TRACS (E Citations)

Ofc. Page completed REID Training / Ketchikan. He will also obtain training, so he will be able to assist with Class D Road Testing.

Patrol Vehicle, Dodge Durango caught fire, burned inside of vehicle and being that it would cost more to repair, it's been decided to take vehicle out of service and it will be replaced. Shotgun and other items inside sustained damage, but Radio wasn't.

Trooper Rob Jensen has been promoted to Sgt. and will be staying on POW. State has authorized Sgt. Position and 3 Blue Shirt Troopers.

**RETURN TO TOP (AGENDA)**

## Craig Recreation Report for the Craig City Council and Mayor O'Connor, September, 2020

Fall is in the air. We had a successful election in the Craig City Gym. We added some nice local ferns to the entry to make it more inviting. They had a great crew and set up was easy. Good thing since we have 2 more elections to hold there.

School will have started by the time of this meeting. I am still trying to figure out things I can offer to the kids and the community. I am working on a proposal to offer after school. I do not feel I can have direct contact with kids due to my vulnerability, being older, a cancer veteran and a diabetic. I would need to hire help, but that was cut from my budget. I will be meeting with the school to find out what they would like to see happen.

I have plenty of cleaning and organizing to do at the Recreation Center and at the Craig City gym. The Rec Center is scheduled to have the water lines replaced and updated. Then there would be no more freezing pipes in the winter.

The Craig/Klawock King Salmon Derby drawing was held in Craig City Hall on August 22nd. Andrea Wargi was the \$10,000 winner. Rich Manning took home the \$3,000 for the biggest fish.

We do have Karate Tuesday and Thursday at the Craig Elementary Covered area at 5pm with Sensis Annette Cole and Greg Ouellette. This program is for school aged children thru adults. Civil Air Patrol meets 2 Mondays a month in the evening. Magic the gathering and other games are played at the Craig Youth and Recreation Center on Saturdays at 4pm with Jon Wilburn. They have a dedicated D & D Table. Face covering is required and they practice safe physical distancing. The cost is just \$1. I would like to move the ping pong table to the gym and try setting up a badminton net and maybe pickle ball. Trying to come up with safe activities.

Doing my best to keep the public informed of what is happening in the City of Craig and the local area on the KRBD Recreation Report every Friday at 8:40am ish. I also run the POW facebook page. Let me know if there are activities or changes that you would like to have the public hear.

Respectfully submitted by Victoria Merritt, Craig Recreation Director.



# Parks & Public Facilities

8/27/2020

## Staff Report – August 2020

To: Craig Mayor and City Council

From: Douglas Ward

Current Projects Underway:

1. Installation of touchless fixtures in city buildings.
2. Propane Boilers at Aquatic Center. Prepping to fire boilers this morning.(8-27-20)
3. Oil soaked sawdust bagging.
4. Ralph James picnic shelter new roof.
5. Old shelter removal from Sandy Beach. Shelter has been dropped to the ground.
6. Weed control / Grass cutting.
7. Annual Wood Boiler maintenance.

Completed Items:

1. Hydronic heating fluid inhibitor for Wood Boiler..
2. Removed merry-go-round from East Hamilton Park
3. New LED lights in Webloft
4. New door opener bay#3 at fire hall
5. New LED tubes in fire hall.
6. Install new TOYO stove in EMS.
7. Day to day service calls

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

**RETURN TO TOP (AGENDA)**

# CITY OF CRAIG

Account Statement - Period Ending July 31, 2020



ALASKA PERMANENT  
CAPITAL MANAGEMENT  
Registered Investment Adviser

## ACCOUNT ACTIVITY

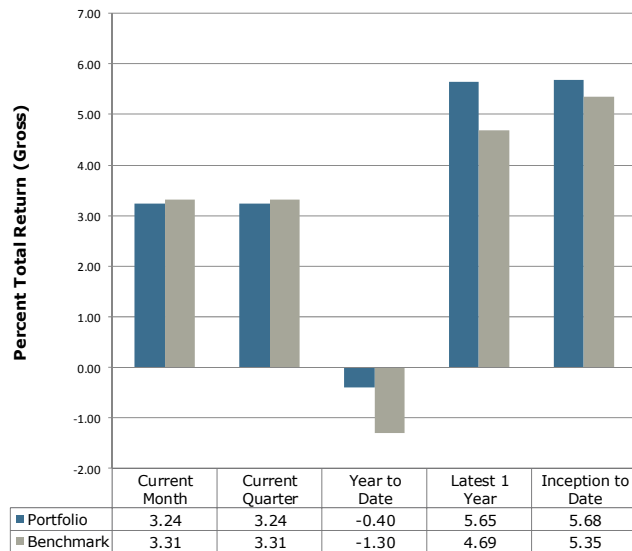
Portfolio Value on 06-30-20	12,710,940
Contributions	0
Withdrawals	-3,178
Change in Market Value	405,383
Interest	6,160
Dividends	0
Portfolio Value on 07-31-20	13,119,305

## MANAGEMENT TEAM

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

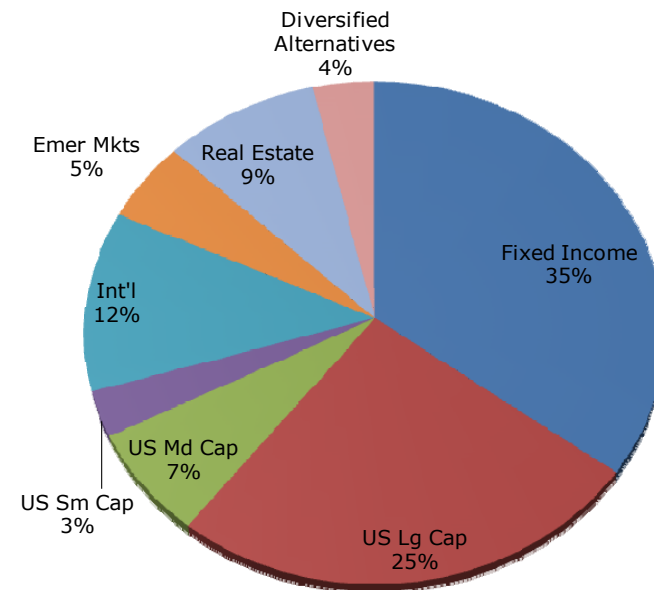
## INVESTMENT PERFORMANCE

Current Account Benchmark:  
Equity Blend



Performance is Annualized for Periods Greater than One Year

## PORTFOLIO COMPOSITION



RETURN TO TOP (AGENDA)

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, 2020*

Asset Class & Target	Market Value	% Assets	Range
<b>FIXED INCOME (34%)</b>			
US Fixed Income (34.0%)	4,547,086	34.7	20% to 45%
Cash (0.0%)	66,322	0.5	na
<b>Subtotal:</b>	<b>4,613,408</b>	<b>35.2</b>	
<b>EQUITY (51%)</b>			
US Large Cap (24.0%)	3,317,443	25.3	15% to 35%
US Mid Cap (7.0%)	909,198	6.9	2% to 12%
US Small Cap (3.0%)	388,807	3.0	0% to 6%
Developed International Equity (12.0%)	1,516,310	11.6	7% to 17%
Emerging Markets (5.0%)	685,157	5.2	0% to 10%
<b>Subtotal:</b>	<b>6,816,915</b>	<b>52.0</b>	
<b>ALTERNATIVE INVESTMENTS (15%)</b>			
Real Estate (5.0%)	573,133	4.4	0% to 10%
Infrastructure (5.0%)	636,797	4.9	na
Commodities (5.0%)	479,051	3.7	na
<b>Subtotal:</b>	<b>1,688,982</b>	<b>12.9</b>	
<b>TOTAL PORTFOLIO</b>	<b>13,119,305</b>	<b>100</b>	

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*July 31, 2020*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>FNMA &amp; FHLMC</b>									
2,694	FHLMC POOL G14203 4.000% Due 04-01-26 Accrued Interest	104.56	2,817	106.06	2,857	0.02	108	9	0.18
					9	0.00		9	
			2,817		2,866	0.02			
<b>CORPORATE BONDS</b>									
50,000	AMERICAN EXPRESS CREDIT 2.250% Due 05-05-21	99.92	49,962	101.32	50,662	0.39	1,125	269	0.50
50,000	GILEAD SCIENCES INC 1.950% Due 03-01-22	96.28	48,141	102.43	51,217	0.39	975	406	0.41
50,000	UNITEDHEALTH GROUP INC 2.875% Due 03-15-22	102.56	51,279	103.46	51,729	0.39	1,437	543	0.72
50,000	COMCAST CORP 2.850% Due 01-15-23	101.83	50,917	106.86	53,431	0.41	1,425	63	0.05
50,000	AFLAC INC 3.625% Due 06-15-23	106.03	53,016	109.23	54,613	0.42	1,812	232	0.39
50,000	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	97.83	48,916	105.03	52,515	0.40	1,100	504	0.53
50,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	52,590	111.19	55,597	0.42	1,937	969	0.64
50,000	METLIFE INC 3.600% Due 04-10-24	105.46	52,732	111.25	55,625	0.42	1,800	555	0.52
50,000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	99.88	49,941	110.08	55,039	0.42	1,650	651	0.80
50,000	APPLIED MATERIALS INC 3.900% Due 10-01-25	107.96	53,978	115.67	57,836	0.44	1,950	650	0.80
50,000	TARGET CORP 2.500% Due 04-15-26	96.45	48,223	110.09	55,046	0.42	1,250	368	0.69
25,000	INTEL CORP 2.450% Due 11-15-29 Accrued Interest	105.68	26,420	110.39	27,597	0.21	612	129	1.26
					5,339	0.04		5,339	
			586,118		626,248	4.77			
<b>DOMESTIC LARGE CAP EQUITY FUNDS/ETF</b>									
10,160	SPDR S&P 500 ETF	158.20	1,607,342	326.52	3,317,443	25.29	NA		
<b>DOMESTIC MID CAP EQUITY FUNDS/ETF</b>									
4,890	ISHARES CORE S&P MIDCAP 400 ETF	133.41	652,377	185.93	909,198	6.93	NA		
<b>DOMESTIC SMALL CAP EQUITY FUNDS/ETF</b>									
5,460	ISHARES S&P SMALLCAP 600 INDEX ETF	67.12	366,475	71.21	388,807	2.96	NA		
<b>INTERNATIONAL EQUITY FUNDS/ETF</b>									
13,000	ISHARES ETF CORE MSCI EAFE	57.02	741,302	58.36	758,680	5.78	NA		



Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*July 31, 2020*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
12,210	ISHARES MSCI EAFE INDEX FUND	61.41	749,817	62.05	757,630	5.77	NA		
			1,491,119		1,516,310	11.56			
<b>EMERGING MARKET FUNDS/ETF</b>									
13,250	ISHARES ETF CORE MSCI EMERGING MKTS	45.97	609,036	51.71	685,157	5.22	NA		
<b>REAL ESTATE &amp; INFRASTRUCTURE</b>									
12,875	FLEXSHAR STX GLOBAL BROAD INF ETF	48.69	626,884	49.46	636,797	4.85	NA		
7,720	JPMORGAN BETABUILDERS MSCI US REIT ETF	76.63	591,561	74.24	573,133	4.37	NA		
			1,218,445		1,209,930	9.22			
<b>COMMODITIES</b>									
11,790	iSHARES BB ROLL SELECT COMMODITY ETF	37.57	442,950	40.63	479,051	3.65	NA		
<b>U.S. TREASURY</b>									
25,000	US TREASURY NOTES 1.750% Due 10-31-20	99.91	24,978	100.39	25,098	0.19	437	111	0.17
75,000	US TREASURY NOTES 2.000% Due 10-31-21	99.92	74,943	102.32	76,737	0.58	1,500	379	0.14
100,000	US TREASURY NOTES 1.875% Due 01-31-22	100.10	100,101	102.61	102,606	0.78	1,875	5	0.14
350,000	US TREASURY NOTES 0.375% Due 03-31-22	100.30	351,067	100.42	351,477	2.68	1,312	441	0.12
200,000	US TREASURY NOTES 2.125% Due 06-30-22	98.10	196,209	103.82	207,640	1.58	4,250	370	0.13
100,000	US TREASURY NOTES 1.750% Due 07-15-22	99.89	99,894	103.17	103,172	0.79	1,750	81	0.13
150,000	US TREASURY NOTES 1.625% Due 11-15-22	97.79	146,686	103.44	155,157	1.18	2,437	517	0.12
80,000	US TREASURY NOTES 2.625% Due 02-28-23	99.73	79,783	106.44	85,156	0.65	2,100	879	0.13
165,000	US TREASURY NOTES 0.250% Due 04-15-23	99.96	164,941	100.36	165,599	1.26	412	122	0.12
125,000	US TREASURY NOTES 2.500% Due 08-15-23	98.87	123,590	107.18	133,980	1.02	3,125	1,442	0.13
170,000	US TREASURY NOTES 1.375% Due 08-31-23	99.92	169,867	103.84	176,521	1.35	2,337	978	0.13
115,000	US TREASURY NOTES 2.125% Due 03-31-24	98.81	113,630	107.20	123,283	0.94	2,444	823	0.16
100,000	US TREASURY NOTES 2.375% Due 08-15-24	100.23	100,227	108.84	108,844	0.83	2,375	1,096	0.18
75,000	US TREASURY NOTES 1.500% Due 09-30-24	105.26	78,944	105.47	79,102	0.60	1,125	378	0.18
130,000	US TREASURY NOTES 2.125% Due 11-30-24	102.02	132,625	108.34	140,837	1.07	2,762	468	0.19

RETURN TO TOP (AGENDA)

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*July 31, 2020*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
75,000	US TREASURY NOTES 2.000% Due 02-15-25	100.63	75,469	108.14	81,103	0.62	1,500	692	0.20
400,000	US TREASURY NOTES 0.500% Due 03-31-25	100.67	402,671	101.39	405,548	3.09	2,000	672	0.20
80,000	US TREASURY NOTES 0.375% Due 04-30-25	100.32	80,256	100.81	80,647	0.61	300	76	0.20
100,000	US TREASURY NOTES 2.500% Due 02-28-26	100.40	100,397	112.30	112,305	0.86	2,500	1,046	0.28
60,000	US TREASURY NOTES 1.625% Due 05-15-26	101.05	60,633	107.60	64,561	0.49	975	207	0.30
200,000	US TREASURY NOTES 2.000% Due 11-15-26	98.10	196,199	110.30	220,602	1.68	4,000	848	0.34
145,000	US TREASURY NOTES 0.625% Due 03-31-27	100.84	146,214	101.66	147,401	1.12	906	305	0.37
50,000	US TREASURY NOTES 0.500% Due 04-30-27	100.05	50,027	100.82	50,408	0.38	250	63	0.38
125,000	US TREASURY NOTES 2.250% Due 11-15-27	95.20	118,996	113.24	141,547	1.08	2,812	596	0.41
80,000	US TREASURY NOTES 3.125% Due 11-15-28	102.02	81,613	121.64	97,316	0.74	2,500	530	0.46
125,000	US TREASURY NOTES 2.625% Due 02-15-29	99.82	124,774	117.97	147,461	1.12	3,281	1,514	0.48
50,000	US TREASURY NOTES 1.625% Due 08-15-29	99.35	49,673	109.98	54,990	0.42	812	375	0.49
70,000	US TREASURY NOTES 1.750% Due 11-15-29	99.71	69,800	111.33	77,932	0.59	1,225	260	0.50
130,000	US TREASURY NOTES 1.500% Due 02-15-30	108.44	140,978	109.14	141,878	1.08	1,950	900	0.52
	Accrued Interest				16,173	0.12			
			3,655,184		3,875,083	29.54		16,173	
<b>AGENCIES</b>									
40,000	FHLB 1.625% Due 03-12-27	104.31	41,722	106.43	42,573	0.32	650	316	0.63
	Accrued Interest				316	0.00			
			41,722		42,889	0.33		316	
<b>CASH AND EQUIVALENTS</b>									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		66,322		66,322	0.51			
<b>TOTAL PORTFOLIO</b>			<b>10,739,907</b>		<b>13,119,305</b>	<b>100</b>	<b>73,089</b>	<b>21,837</b>	

RETURN TO TOP (AGENDA)

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
***CITY OF CRAIG***  
*From 07-01-20 To 07-31-20*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>DEPOSITS AND EXPENSES</b>				
MANAGEMENT FEES				
07-31-20	07-31-20	MANAGEMENT FEES		3,279.83
				<b>3,279.83</b>
<b>INTEREST</b>				
CASH AND EQUIVALENTS				
07-15-20	07-15-20	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		0.35
CORPORATE BONDS				
07-15-20	07-15-20	COMCAST CORP 2.850% Due 01-15-23		712.50
FNMA & FHLMC				
07-15-20	07-15-20	FHLMC POOL G14203 4.000% Due 04-01-26		9.34
U.S. TREASURY				
07-15-20	07-15-20	US TREASURY NOTES 1.750% Due 07-15-22		875.00
07-31-20	07-31-20	US TREASURY NOTES 1.875% Due 01-31-22		937.50
				1,812.50
				<b>2,534.69</b>
<b>PRINCIPAL PAYDOWNS</b>				
FNMA & FHLMC				
07-15-20	07-15-20	FHLMC POOL G14203 4.000% Due 04-01-26	108.21	108.21
				<b>108.21</b>

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
***CITY OF CRAIG***  
*From 07-01-20 To 07-31-20*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>WITHDRAW</b>				
CASH AND EQUIVALENTS				
07-17-20	07-17-20	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		3,177.74
07-31-20	07-31-20	DIVIDEND ACCRUAL		13,881.02
				17,058.76
				<b>17,058.76</b>

Alaska Permanent Capital Management Co.  
**REALIZED GAINS AND LOSSES**  
***CITY OF CRAIG***  
*From 07-01-20 Through 07-31-20*

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
07-15-20	108.21	FHLMC POOL G14203 4.000% Due 04-01-26	113.15	108.21	-4.94
TOTAL GAINS					0.00
TOTAL LOSSES					-4.94
			<b>113.15</b>	<b>108.21</b>	<b>-4.94</b>

Alaska Permanent Capital Management Co.

**CASH LEDGER**

***CITY OF CRAIG***

*From 07-01-20 To 07-31-20*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
<b>CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT</b>					
07-01-20			Beginning Balance		52,975.63
07-15-20	07-15-20	dp	Interest	COMCAST CORP 2.850% Due 01-15-23	712.50
07-15-20	07-15-20	dp	Paydown	FHLMC POOL G14203 4.000% Due 04-01-26	108.21
07-15-20	07-15-20	dp	Interest	FHLMC POOL G14203 4.000% Due 04-01-26	9.34
07-15-20	07-15-20	dp	Interest	US TREASURY NOTES 1.750% Due 07-15-22	875.00
07-15-20	07-15-20	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	0.35
07-17-20	07-17-20	wd	Withdrawal	from Portfolio	-3,177.74
07-31-20	07-31-20	dp	Transfer from	DIVIDEND ACCRUAL	13,881.02
07-31-20	07-31-20	dp	Interest	US TREASURY NOTES 1.875% Due 01-31-22	937.50
<b>07-31-20</b>			<b>Ending Balance</b>		<b>66,321.81</b>
<b>DIVIDEND ACCRUAL</b>					
07-01-20			Beginning Balance		13,881.02
07-31-20	07-31-20	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-13,881.02
<b>07-31-20</b>			<b>Ending Balance</b>		<b>0.00</b>

# CITY OF CRAIG - SCHOOL FUNDS

Account Statement - Period Ending July 31, 2020



ALASKA PERMANENT  
CAPITAL MANAGEMENT  
Registered Investment Adviser

## ACCOUNT ACTIVITY

Portfolio Value on 06-30-20	3,106,877
Contributions	0
Withdrawals	0
Change in Market Value	-514
Interest	1,174
Dividends	0
Portfolio Value on 07-31-20	3,107,536

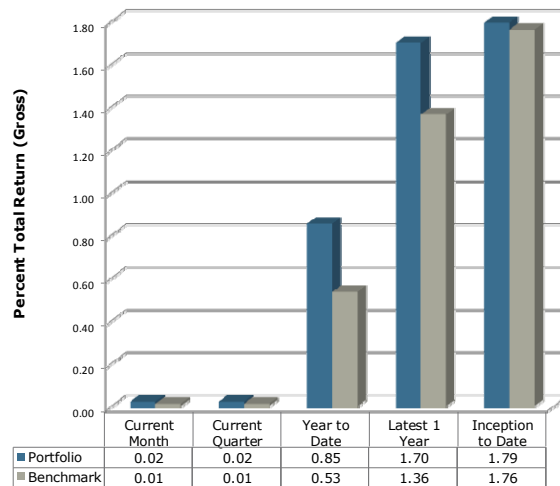
## MANAGEMENT TEAM

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

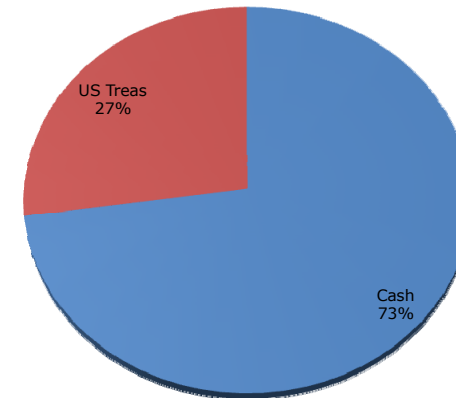
## PORTFOLIO COMPOSITION

## INVESTMENT PERFORMANCE

Current Account Benchmark:  
T-Bill shown for reference



Performance is Annualized for Periods Greater than One Year



## Fixed Income Portfolio Statistics

Average Quality: AAA Yield to Maturity: 0.13% Average Maturity: 0.31 Yrs

RETURN TO TOP (AGENDA)

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG - SCHOOL FUNDS**  
*July 31, 2020*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>U.S. TREASURY</b>									
340,000	US TREASURY NOTES 1.500% Due 08-15-20	99.63	338,740	100.05	340,156	10.95	5,100	2,354	0.38
500,000	US TREASURY NOTES 1.750% Due 11-15-20	100.11	500,561	100.46	502,300	16.16	8,750	1,855	0.17
	Accrued Interest				4,208	0.14			
			839,301		846,665	27.25		4,208	
<b>TREASURY BILLS</b>									
435,000	US TREASURY BILLS 0.000% Due 09-24-20	99.96	434,805	99.99	434,939	14.00	NA	0	0.09
490,000	US TREASURY BILLS 0.000% Due 10-15-20	99.92	489,605	99.98	489,897	15.76	NA	0	0.10
570,000	US TREASURY BILLS 0.000% Due 12-17-20	99.92	569,572	99.96	569,785	18.34	NA	0	0.10
200,000	US TREASURY BILL 0.000% Due 01-14-21	99.94	199,877	99.95	199,909	6.43	NA	0	0.10
560,000	US TREASURY BILLS 0.000% Due 02-25-21	99.94	559,690	99.94	559,647	18.01	NA	0	0.11
			2,253,548		2,254,177	72.54		0	
<b>CASH AND EQUIVALENTS</b>									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		6,694		6,694	0.22			
<b>TOTAL PORTFOLIO</b>			<b>3,099,544</b>		<b>3,107,536</b>	<b>100</b>	<b>13,850</b>	<b>4,208</b>	

RETURN TO TOP (AGENDA)



Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF CRAIG - SCHOOL FUNDS**  
*From 07-01-20 To 07-31-20*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>PURCHASES</b>				
TREASURY BILLS				
07-16-20	07-17-20	US TREASURY BILL 0.000% Due 01-14-21	200,000	199,877.32
07-30-20	07-31-20	US TREASURY BILLS 0.000% Due 02-25-21	560,000	559,689.89
				759,567.21
				<b>759,567.21</b>
<b>INTEREST</b>				
CASH AND EQUIVALENTS				
07-15-20	07-15-20	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		2.27
				<b>2.27</b>
<b>SALES, MATURITIES, AND CALLS</b>				
TREASURY BILLS				
07-16-20	07-16-20	US TREASURY BILLS 0.000% Due 07-16-20	195,000	195,000.00
07-30-20	07-30-20	US TREASURY BILLS 0.000% Due 07-30-20	560,000	560,000.00
				755,000.00
				<b>755,000.00</b>

**RETURN TO TOP (AGENDA)**

Alaska Permanent Capital Management Co.  
**REALIZED GAINS AND LOSSES**  
***CITY OF CRAIG - SCHOOL FUNDS***  
*From 07-01-20 Through 07-31-20*

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
07-16-20	195,000	US TREASURY BILLS 0.000% Due 07-16-20	194,314.32	195,000.00	685.68
07-30-20	560,000	US TREASURY BILLS 0.000% Due 07-30-20	555,777.48	560,000.00	4,222.52
TOTAL GAINS					4,908.20
TOTAL LOSSES					0.00
			<b>750,091.80</b>	<b>755,000.00</b>	<b>4,908.20</b>

Alaska Permanent Capital Management Co.  
**CASH LEDGER**  
**CITY OF CRAIG - SCHOOL FUNDS**  
*From 07-01-20 To 07-31-20*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
<b>CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT</b>					
07-01-20			Beginning Balance		11,259.41
07-15-20	07-15-20	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	2.27
07-16-20	07-16-20	dp	Sale	US TREASURY BILLS 0.000% Due 07-16-20	195,000.00
07-16-20	07-17-20	wd	Purchase	US TREASURY BILL 0.000% Due 01-14-21	-199,877.32
07-30-20	07-30-20	dp	Sale	US TREASURY BILLS 0.000% Due 07-30-20	560,000.00
07-30-20	07-31-20	wd	Purchase	US TREASURY BILLS 0.000% Due 02-25-21	-559,689.89
<b>07-31-20</b>			<b>Ending Balance</b>		<b>6,694.47</b>

**From:** Chris Reitan <creitan@craigschools.com>  
**Sent:** Wednesday, August 26, 2020 10:30 AM  
**To:** Jon Bolling; Brian Templin; Anna Guthrie; Amber Frommherz  
**Subject:** CCSD Board Adopted Smart Start to School Guidelines  
**Attachments:** CCSD Board Adopted Smart Start Guidelines 8 25 20.pdf; Untitled attachment 01427.htm

Good morning,

I wanted to ensure that our community governmental agencies had the most up-to-date information about the CCSD's Smart Start to School Guidelines.

Attached is the Board adopted CCSD Smart Start to School Guidelines. During the Board's discussion last night there were three amendments that were adopted by the Board for the plan.

- The Board amended the plan by eliminating the Orange/Intermediate Risk Scenario from the plan. As such CCSD will have two risk scenarios Yellow/Low Risk and Red/High Risk.
- The Board amended the plan by changing the district's Yellow/Low Risk Scenario designation to zero (0) to five (5) active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days with all other cases being classified as recovered.
- The Board amended the plan by changing the district's Red/High Risk Scenario designation to six (6) or more active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days with all other cases being classified as recovered.

If there is any additional information I could provide that would be helpful, please just let me know.



# Craig City School District

## Smart Start to School

In Response to COVID-19

## INTRODUCTION AND GUIDING PRINCIPLES

CCSD'S Smart Start to School plan is a working plan that has been developed to support the community's efforts to navigate the reestablishment of school where families, students, and staff feel safe to reduce the risk of COVID-19 conditions during the 2020-2021 school year. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates to this plan will be made as additional information from CDC, WHO, and applicable federal, state, and local agencies become available.

## PACE STATEWIDE HOMESCHOOL PROGRAM

PACE Statewide Homeschool is available for all families statewide looking for a homeschool/correspondence option for their student(s).

PACE Statewide Homeschool office's (Ketchikan, Craig, Anchorage, and Wasilla) will follow all guidelines and mandates for the municipality the office is located. Furthermore, PACE offices will institute the State of Alaska Phase 3 and 4 COVID-19 guidelines located at <https://covid19.alaska.gov/reopen/>, specifically guidelines for Attachment D "Public Facing Businesses" to include:

- Social distancing
- Hygiene best practices
- Staffing
- Cleaning and disinfecting

## CCSD RISK SCENARIOS

<b>LOW RISK</b>	<b>HIGH RISK</b>
<p data-bbox="240 1312 773 1455">Low level of community transmission. Minimal amount of laboratory confirmed cases of COVID-19 as determined by community.</p> <p data-bbox="217 1495 792 1709">CCSD schools will be designated as <b>Yellow/Low Risk Scenario</b> if there are zero (0) to five (5) active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days with all other cases being classified as recovered.</p> <p data-bbox="217 1749 792 1856">Flexibility and evidence-based decision making will guide CCSD's decisions to shift between Yellow and Red risk scenarios.</p>	<p data-bbox="849 1312 1393 1419">High level of community transmission. Outbreaks or increases in cases and recent laboratory-confirmed cases of COVID-19.</p> <p data-bbox="833 1459 1409 1709">CCSD schools will be closed and will move to the <b>Red/High Risk Scenario</b> if there have been six (6) or more active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days resulting in the designation of a high level of community transmission.</p> <p data-bbox="833 1717 1409 1824">Flexibility and evidence-based decision making will guide CCSD's decisions to shift between Yellow and Red risk scenarios.</p> <p data-bbox="833 1829 1409 1892">CCSD will closely monitor SE regional trends with COVID-19 infections to include</p>

<p>CCSD will closely monitor SE regional trends with COVID-19 infections to include Juneau, Sitka, Ketchikan, and Seattle. If regional trends shift rapidly, CCSD will utilize this information to consider transitioning to a higher risk scenario to protect our students, families, and staff members.</p> <p>Additionally, if there are active COVID-19 cases in Craig, or another island community, that could directly impact CCSD families, CCSD reserves the right to transition to a higher risk scenario to protect our students, families, and staff members.</p>	<p>Juneau, Sitka, Ketchikan, and Seattle. If regional trends shift rapidly, CCSD will utilize this information to consider transitioning to a higher risk scenario to protect our students, families, and staff members.</p> <p>Additionally, if there are active COVID-19 cases in Craig, or another island community, that could directly impact CCSD families, CCSD reserves the right to transition to a higher risk scenario to protect our students, families, and staff members.</p>
<p style="text-align: center;"><b>INSTRUCTIONAL DELIVERY</b></p> <p>Yellow Low Risk School Schedule will be based on a "regular" school schedule as much as reasonably possible, with appropriate social distancing.</p> <p>Flexible scheduling will be utilized for classrooms or grade levels that cannot provide appropriate social distancing.</p> <p>Based upon specifications of their individualized education plans (IEPs), special education students may be served outside of their regular group time.</p> <p>CCSD student attendance policies will be relaxed due to the COVID-19 pandemic to ensure CCSD is following CDC health guidelines.</p>	<p style="text-align: center;"><b>INSTRUCTIONAL DELIVERY</b></p> <p>All students at home. School staff will utilize Zoom, Google Classroom, and online electronic learning platforms. Staff will develop regular office hours and class schedules.</p> <p>Based upon specifications of their individualized education plans (IEPs), special education students may be served outside of their regular group time.</p>
<p style="text-align: center;"><b>CONDITIONS FOR LEARNING</b></p> <p>Students, staff, and visitors entering a POW school district building will be temperature screened upon entrance.</p> <p>Social distancing, one student per seat or members from the same residence sitting together, will be maintained on all district busses and vans.</p>	<p style="text-align: center;"><b>CONDITIONS FOR LEARNING</b></p> <p>POW school buildings will be off limits to all students, staff, and visitors.</p> <p>Bus service will be cancelled due to school buildings being closed.</p> <p>POW maintenance/custodial staff will deep clean all building facilities.</p>

<p>CCSD bus service will prioritize Port St. Nick, Klawock and Hollis bus runs to ensure appropriate social distancing.</p> <p>No large group gatherings permitted such as assemblies, cafeterias, or field trips.</p> <p>Maintain 6 feet from other people within the hallways, classrooms, and recess areas.</p> <p>Utilization of desk guards in all classrooms with 12 or more students.</p> <p>CES will split 4th grade class into two separate classes.</p> <p>CMS will split the 7<sup>th</sup> grade class into two separate classes.</p> <p>CMS will split the 8<sup>th</sup> grade class into two separate classes.</p> <p>Adjust CCSD shared certified staff to provide additional support to CES and CMS.</p> <p>Personal protective gear (PPE) masks are strongly encouraged for all staff and students.</p> <p>Gloves and masks are required for Food and Nutrition Services at all times.</p> <p>Gloves are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.</p> <p>Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all classrooms and offices.</p> <p>Food service will be delivered to each classroom.</p> <p>Regular hand sanitizing schedules will be implemented within each classroom.</p>	<p>POW Food and Nutrition Services will provide delivered breakfast and lunches.</p> <p>District office staff will work in the district office as necessary.</p> <p>Personal protective gear (PPE) masks are strongly encouraged for all staff working in district buildings.</p> <p>Gloves and masks are required for Food and Nutrition Services at all times.</p> <p>Gloves are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.</p> <p>Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all classrooms and offices.</p>
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<p>Use of water fountains is not permitted. Students should bring water bottles from home or be provided water bottles to use at school.</p>	
<p style="text-align: center;"><b>CONTINUITY OF LEARNING</b></p> <p>CCSD will provide certified staff voluntary, paid time from August 17-21, 2020 to develop instructional plans, procedures, and management tools for CCSD to seamlessly transition between low, intermediate, and high risk scenarios during the 2020-2021 school year.</p> <p>CCSD will prioritize Friday afternoons for professional learning and improvement of CCSD's low risk instructional planning and schedules.</p> <p>The CCSD IT Department will ensure all students have access to a working electronic device to utilize during an in-person, hybrid, and distance delivery school model.</p>	<p style="text-align: center;"><b>CONTINUITY OF LEARNING</b></p> <p>CCSD will provide certified staff voluntary, paid time from August 17-21, 2020 to develop instructional plans, procedures, and management tools for CCSD to seamlessly transition between low, intermediate, and high risk scenarios during the 2020-2021 school year.</p> <p>CCSD will prioritize Friday afternoons for professional learning and improvement of CCSD's high risk instructional planning and schedules.</p> <p>The CCSD IT Department will ensure all students have access to a working electronic device to utilize during an in-person, hybrid, and distance delivery school model.</p> <p>CCSD will collaborate with community partners, businesses and others in problem-solving efforts to ensure all students have access to reliable internet access to complete their work remotely.</p>
<p style="text-align: center;"><b>CAPACITY OF LEARNING</b></p> <p>CCSD will follow ASAA Low Risk Return to Practice Protocols and ASAA Return to Event Protocols (attached at the end of this document) for athletics and extra-curricular activities.</p> <p>Other district activities will be determined on a case by case basis.</p> <p>Staff travel and student athletic and extra-curricular travel in yellow/low risk level to other low risk level communities/schools on approval.</p>	<p style="text-align: center;"><b>CAPACITY OF LEARNING</b></p> <p>District related student and staff travel is restricted at red risk levels.</p>

Staff travel and student athletic and extra-curricular travel will prioritize the utilization of IFA and Breakaway Charters.	
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## **HEALTH AND SAFETY PROTOCOLS**

To help prevent the spread of the COVID-19 virus, CCSD has the opportunity and responsibility to educate students, families, and staff on social etiquette, good health and hygiene habits, and disease prevention. CCSD will provide regular hand-washing and respiratory hygiene/cough etiquette education for all K-12 students. Our basic educational message will be:

- Cover your cough
- Wash hands often
- Stay home if sick
- Wear appropriate Personal Protective Equipment (PPE)

To help prevent the spread of COVID-19 and reduce the potential risk to our students and staff CCSD will require employees to complete a weekly self-screening which includes temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Tiredness or fatigue
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Diarrhea
- Congestion or runny nose
- Nausea or vomiting
- Feeling feverish or a measured temperature greater than or equal to 100.3 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19
- Known close contact with anyone who is experiencing possible COVID-19 symptoms

If a student or employee becomes ill at work or is exhibiting one or more of the COVID-19 symptoms outlined above they will be asked to leave and go home immediately. The student or employee should be tested for COVID-19 and, if necessary, be evaluated by their health care provider. Due to the severe nature of a potential positive COVID-19 diagnosis, parents are asked to immediately pick their student up upon notification from the school that their child is exhibiting symptoms related to COVID-19. Any staff member exhibiting COVID-19 symptoms is asked to immediately notify their direct supervisor of their symptoms and leave school premises.

Employees returning to work from an approved medical leave may be asked to submit a healthcare provider's note before returning to work.

The student or staff member may not return to school until they have met one of the following criteria:

- If they test positive, they must stay home for 10 days since their first symptom or their positive test, whichever is earlier. Once it has been 10 days, they may return to school once they have not had a fever in 24 hours without the use of fever reducing medicine, as long as their other symptoms are improving.
- If they test negative, they may return to school when they have not had a fever in 24 hours without the use of fever reducing medicine and their other symptoms are improving.
- If they do not get a test, they must stay home for 10 days. They may return to school when it has been 10 days and they have not had a fever in 24 hours without the use of fever reducing medicine and their other symptoms are improving.
- If their health care provider determines there is an alternative diagnosis to COVID-19 causing their symptoms, they may be allowed back to school before 10 days and without a negative test as long as the following criteria are met:
  - Their symptoms have resolved and they have not had a fever in 24 hours without the use of fever reducing medicine, and
  - They have a note from their health care provider saying it is safe for them to come back to school.

Each school will have an illness tracking Google.doc. Staff will be educated on how and why to complete the form. Each student and employee who is absent or sent home due to illness is put on this list, symptoms are documented and travel history (in last 14 days) is charted. Questions that will be asked on the illness tracking Google.doc will be the following:

- What are the symptoms?
- Have they travelled in the last 14 days?
- Have they been in contact with anyone with coronavirus?

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from CDC.

## **WORKFORCE MANAGEMENT**

CCSD will be prepared, if necessary, to transition between in-person or distance delivery school models depending on public health conditions. All negotiated agreements and all labor laws will be followed to ensure CCSD educators understand the expectations of a new and fluid work environment.

Maintaining full employment for staff is an important value of CCSD. If CCSD is required to move into a **Red/High Risk** distance delivery instructional model, CCSD will develop functional “employment expectations” that allow employees to continue working within their contract stipulations and employment agreements while directly or indirectly serving student learning responsibilities.

All legally required leaves of absence and leaves of absence available through the district’s negotiated agreements will be available, communicated, and honored.

CCSD is dedicated to protecting the safety of our students and staff and will respond to any requests or concerns made by students, staff, and community members regarding working conditions and safety. Requests to address issues of working conditions and safety should be made to direct supervisors, however, reports may be made anonymously to CCSD’s superintendent with no repercussions.

CCSD will wait for more information from the Alaska Department of Education and Early Development regarding any adjustments to educator/teacher evaluation requirements during the 2020-2021 school year. While no adjustments or waivers are currently anticipated, we will expect informal and formal observations completed during the school year (either in-person or remotely).

## **COMMUNICATIONS**

CCSD communication protocols aim to inform and engage all stakeholders within the community whether or not we are functioning within an in-person school model or distance delivery school model.

The importance of timely communication to all stakeholders cannot be overstated. Major announcements and day-to-day messaging from the community will include emails, phone messages, Remind text messages, school based social media platforms, classroom newsletters, updates to CCSD’s websites, and regular POW Island Post articles.

## **BUS SERVICES**

During a **Yellow/Low Risk Scenario** CCSD busses will prioritize Port Saint Nick, Klawock, and Hollis bus routes to provide the most flexibility and ability to ensure appropriate social distancing on CCSD busses. Students must sit one per seat on the school bus. If students live in the same residence, those students will be required to sit together in the same seat to increase rider capacity. Busses will be loaded with students first sitting at the back of the bus and then moving forward to the front of the bus. Busses will be unloaded first by the students sitting at the front of the bus and then moving backward to the rear of the bus. Students may have assigned seating. During a **Yellow/Low Risk Scenario** masks are strongly encouraged for staff and students.

**RETURN TO TOP (AGENDA)**

During a **Yellow/Low Risk Scenario**, CCSD students living within Craig city limits ranging from downtown Craig to Tanner Crab subdivision will be asked to walk to school or have parents provide transportation.

**FOOD SERVICES**

During a **Yellow/Low Risk Scenario** CCSD food service will be provided within the students’ classrooms to ensure appropriate social distancing.

**COUNSELING SERVICES**

CCSD has two full-time school counselors on staff to serve our K-12 students. One counselor (Melissa Peavey) will serve our K-8 student population at Craig Elementary School and Craig Middle School. Our second counselor (Maria Riedel) will serve our Craig High School and PACE homeschool students. Counselors will work with their teams and administrators to determine when their services will be provided in-person or remotely. Counselors will work with schools to support staff with best practices around Trauma Informed Practices. A focus will be placed on supporting a positive climate and culture that acknowledges universal trauma care strategies for students.

**FACILITY SANITATION PRACTICES**

The safety of our students and staff are our primary priority. Upon reopening, our schools will be completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning all school facilities before students and employees return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc., to protect students and employees and reduce the risk of spread of infection.

**General Disinfection Measures**

Area	Frequency
Classrooms and Offices	At the end of each day
Appliances	Daily
Electronic Equipment	At the end of each use
General used objects like light switches, handles, sinks, restrooms	At least 2 times a day
Buses	At the end of each use
Common Areas	At the end of each use and/or between groups

Deep cleaning is triggered when an active student or employee is identified as positive for COVID-19 based on testing. When a student or employee with a suspected infectious disease is

identified and has left the building, their work area, along with any other known places they have been will be thoroughly cleaned and disinfected. The person cleaning and disinfecting will wear a mask and gloves and will discard them immediately afterwards. Hands will be washed and sanitized at the completion of the procedure. During times of a specifically known or suspected disease outbreak, CCSD will consult public health officials to determine if there is a proper way to discard waste or if other PPE should be worn by staff.

Additionally, a bleach solution spray bottle and/or disinfecting wipes will be provided to all classrooms, offices, and work locations. CCSD employees are required to regularly disinfect personal work stations each day, schedule regular times during the school day for students to disinfect their personal work stations, and disinfect all appliances and electronic equipment after each use.

## **FACILITY USE**

Facility use agreements between CCSD and community organizations will be unavailable during the current COVID-19 pandemic. All CCSD facilities are closed to community events.

**[RETURN TO TOP \(AGENDA\)](#)**

# ASAA Return-To-Practice Protocols as of 7/9/2020

Objective	This document is intended to provide guidance for schools to consider with their stakeholders in designing return-to-activity protocols in accordance with state and local restrictions and or recommendations.		
Foundation	ASAA believes and research supports (see attached), it is essential to the physical and mental well-being of students to return to physical activity and athletic competition. We recognize that all students may be unable to return to – and sustain – athletic activity at the same time across the state. There will likely be variations in what sports and activities are allowed to take place. This may lead to inequities, however ASAA endorses the idea of returning students to school-based athletics and activities in any and all situations where it can be done safely		
Points of Emphasis	Expanding knowledge of COVID-19 transmission could result in significant changes to these protocols. ASAA will disseminate more information as it becomes available.  Schools should not allow meetings, practices, events or competitions to take place unless all protocols by coaches and advisors can be followed. Administrators must emphasize the need for all coaches and participants who have signs or symptoms of illness to stay home to decrease risk of viral transmission.  “Vulnerable individuals” are defined by CDC as people age 65 years and older and others with serious underlying health conditions, including , but not limited to, high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer and other conditions requiring such therapy. It is recommended that “vulnerable individuals,” including coaches, student participants, staff and officials, consult with their health care provider to determine whether participation in activities or events is prudent under the circumstances. Request for reasonable accommodations should be considered in accordance with the Americans with Disabilities Act and Alaska law.  Due to the near certainty of recurrent outbreaks in the coming months, schools must be prepared for periodic closures and the possibility of some teams having to isolate for two or more weeks. Development of policies is recommended regarding practice and/or competition during temporary school closures, the cancellation of contests during the regular season, and parameters for the cancellation or premature ending to post-season events/competitions.		
<b>Fall Practices</b>	<b>Low Risk</b>	<b>Intermediate Risk</b>	<b>High Risk</b>
As determined by school district	Minimal Community Transmission (<5 cases per 100,000 past 14 days)	Moderate Community Transmission (5-10 cases per 1000,000 past 14 days) Some undetected cases and infrequent discrete outbreaks	Widespread Community Transmission (10 cases per 100,000 past 14 days) Many undetected cases and frequent discrete outbreaks
Practice	Participants, if possible, when not exercising or competing, social distancing of a minimum of 6 feet should be maintained.  Accommodations should be made for High risk participants.	Practices should be limited to the facility's capacity to have participants 10' apart.  Maintain a minimum of 20 minutes between the end of a practice and the beginning of a subsequent practice for cleaning purposes.	In person school is canceled  All indoor activities cease  Maintaining virtual contact with participants is encouraged

	<p>Those that have been sick should stay at home</p>	<p>Focus on individual skill development and conditioning. Limited Contact with Others (increased distance and decreased exposure time); Limited Sharing of Equipment.</p> <p>Workouts should be conducted in "pods" of students with the same 5-12 students working out together weekly to limit overall exposures</p> <p>Accommodations should be made for High risk participants.</p> <p>Those that have been sick should stay at home</p> <p>Prior to attending participants, coaches and advisors must sign a waiver of liability related to COVID-19</p>	
<p>Participant Screening (includes advisors, coaches and supervisors)</p>	<p>Prior to attending participants, coaches and advisors must sign a waiver of liability related to COVID-19</p> <p>Screen participants prior to each session. Includes a temperature check, questions and phone number/email. Information should be recorded and stored to help facilitate contact tracing of a confirmed exposure.</p> <p>Anyone with a temperature of greater than 100.3 degrees or with positive symptoms reported should not be allowed to participate, should self-isolate, and contact their primary care provider or other health-care professional.</p> <p>There should be a designated individual on site responsible for monitoring and following all screening, cleaning and social distancing protocols.</p>	<p>Screen participants prior to each session. Includes a temperature check, questions and phone number/email. Information should be recorded and stored to help facilitate contact tracing of a confirmed exposure.</p> <p>Anyone with a temperature of greater than 100.3 degrees or with positive symptoms reported should not be allowed to participate, should self-isolate, and contact their primary care provider or other health-care professional.</p> <p>There should be a designated individual on site responsible for monitoring and following all screening, cleaning and social distancing protocols.</p>	<p>All indoor activities Cease</p> <p>Outdoor conditioning - Screening of participants, coaches and advisors that is done at medium risk continues</p> <p>Maintaining virtual contact with participants is encouraged</p>
<p>Facility Cleaning</p>	<p>Cleaning and disinfecting must be conducted in compliance with CDC protocols or, in lieu of performing the CDC cleaning the facility maybe shut down for at least 72 hours followed by disinfecting of all common services.</p> <p>Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.</p> <p>Weight equipment should be wiped down thoroughly before &amp; after each individual's use</p> <p>Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.</p>	<p>Cleaning and disinfecting must be conducted in compliance with CDC protocols or, in lieu of performing the CDC cleaning the facility maybe shut down for at least 72 hours followed by disinfecting of all common services.</p> <p>Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.</p> <p>Weight equipment should be wiped down thoroughly before &amp; after each individual's use</p> <p>Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.</p> <p>Monitor number of individuals in locker rooms so students can be 6 feet apart.</p>	
<p>Facility &amp; Equipment</p>	<p>Facility should have signage of cleaning protocols and visual indicators of proper spacing between individuals</p> <p>All shared equipment, (including balls, bats, mats, etc.) should be cleaned intermittently and prior to the next session. (Intermittently - every 10 min)</p>	<p>Facility should have signage of cleaning and COVID protocols and visual indicators (cones, tape, etc.) of proper spacing between individuals</p>	<p>Facility should have visual indicators of proper distancing</p> <p>No sharing of equipment</p>



	<p>Hand sanitizer should be plentiful and available to all participants.</p>	<p>Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.</p> <p>As much as possible no sharing of equipment. Any shared equipment, (including balls, bats, mats, free weights, etc.) should be cleaned frequently and prior to the next session. (Frequently - every time drill is stopped)</p> <p>Hand sanitizer should be plentiful and available to all participants.</p>	<p>Hand sanitizer should be plentiful and available to all participants.</p>
<p>Face Coverings</p>	<p>Cloth face coverings by participants should be encouraged when not engaging in vigorous activity. Such as sitting on the bench, in the locker room, on the sidelines, etc.</p> <p>Participants should always be allowed to wear face coverings, if desired</p> <p>As approved by the NFHS, plastic shields designed specifically for football and hockey helmets are allowed. Plastic shields covering the entire face for all other sports will not be allowed due to the risk of unintended injury to the person wearing the shield or others.</p> <p>Coaches are strongly encouraged to wear cloth face coverings. Especially when physical distancing is not possible</p>	<p>Cloth face coverings by participants should be used when not engaging in vigorous activity. Such as sitting on the bench, in the locker room, on the sidelines, etc.</p> <p>Participants should always be allowed to wear face coverings, if desired</p> <p>As approved by the NFHS, plastic shields designed specifically for football and hockey helmets are allowed. Plastic shields covering the entire face for all other sports will not be allowed due to the risk of unintended injury to the person wearing the shield or others.</p> <p>Coaches should wear cloth face coverings.</p>	<p>Cloth face coverings by participants must be used when not engaging in vigorous activity.</p> <p>Coaches must wear cloth face coverings.</p>
<p>Individual Hygiene</p>	<p>Wash your hands for a minimum of 20 seconds with warm water and soap or hand sanitizer before touching any surfaces or participating in workouts.</p> <p>Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces.</p> <p>Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.</p> <p>Have your own water bottle. Water bottles must not be shared. Food should not be shared.</p> <p>All individuals should refrain from handshakes, high fives, fist/elbow bumps, group celebrations, etc.</p>	<p>Wash your hands for a minimum of 20 seconds with warm water and soap or hand sanitizer before touching any surfaces or participating in workouts.</p> <p>Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces.</p> <p>Students should report in appropriate attire and immediately return home to shower after participation.</p> <p>Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.</p> <p>Have your own water bottle. Water bottles must not be shared. Food should not be shared.</p> <p>All individuals should refrain from handshakes, high fives, fist/elbow bumps, group celebrations, etc.</p>	<p>Outdoor conditioning – same as medium risk</p>

By Activity	Tier 1, 2 & 3 – practice can be held using the low risk protocols	Tier 1, 2 & 3 – practice can be held using the medium risk protocols	Tier 1, 2 & 3 – Outdoor conditioning can be held with 10' maintained between all individuals
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<b>Activity Risk Tiers</b>			
Tier 1	Activity that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by participants	Swimming individual events, Cross Country Running, Rifle, Nordic Ski, Cheer (no stunting), Esports, Track & Field individual running and throwing events, DDF individual events	
Tier 2	Activity that involves close sustained contact, but with protective equipment in place that may reduce the likelihood of viral transmission between participants, or intermittent close contact, or the use of equipment that can't be cleaned between participants.	Tennis, Flag Football, Swimming relays, Volleyball, Gymnastics, Bowling, Hockey, Basketball, Baseball, Soccer, Softball, Track & Field relays and jumping events, DDF partner events, Music solos	
Tier 3	Activity that involves close sustained contact between participants and lack of significant protective barriers	Football, Cheer stunting, Wrestling, Music duets or larger groups	

# ASAA Return-To-Events Protocols as of 7/9/2020

Objective	This document is intended to provide guidance for schools to consider with their stakeholders in designing return-to-activity protocols in accordance with state and local restrictions and or recommendations.		
Foundation	ASAA believes and research supports (see attached) it is essential to the physical and mental well-being of students to return to physical activity and athletic competition. We recognize that all students may be unable to return to – and sustain – athletic activity at the same time across the state. There will likely be variations in what sports and activities are allowed to take place. This may lead to inequities, however ASAA endorses the idea of returning students to school-based athletics and activities in any and all situations where it can be done safely Expanding knowledge of COVID-19 transmission could result in significant changes to these protocols. ASAA will disseminate more information as it becomes available.		
Points of Emphasis	Schools should not allow meetings, practices, events or competitions to take place unless all protocols by coaches and advisors can be followed. Administrators must emphasize the need for all coaches and participants who have signs or symptoms of illness to stay home to decrease risk of viral transmission.  “Vulnerable individuals” are defined by CDC as people age 65 years and older and others with serious underlying health conditions, including , but not limited to, high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer and other conditions requiring such therapy. It is recommended that “vulnerable individuals,” including coaches, student participants, staff and officials, consult with their health care provider to determine whether participation in activities or events is prudent under the circumstances. Request for reasonable accommodations should be considered in accordance with the Americans with Disabilities Act and Alaska law.  Due to the near certainty of recurrent outbreaks in the coming months, schools must be prepared for periodic closures and the possibility of some teams having to isolate for two or more weeks. Development of policies is recommended regarding practice and/or competition during temporary school closures, the cancellation of contests during the regular season, and parameters for the cancellation or premature ending to post-season events/competitions.		
<b>Fall Events</b>	<b>Low Risk</b>	<b>Intermediate Risk</b>	<b>High Risk</b>
As determined by school district	Minimal Community Transmission (5 cases per 100,000 past 14 days)	Moderate Community Transmission (5-10 cases per 100,000 past 14 days) Some undetected cases and infrequent discrete outbreaks	Widespread Community Transmission (10 cases per 100,000 past 14 days) Many undetected cases and frequent discrete outbreaks
Events/Gatherings	Participants, if possible, when not exercising or competing, social distancing of a minimum of 6 feet should be maintained.  Spectators, social distancing of at least 6 feet continues to be a best practice	Indoor events– total individuals should be what your facility can handle with social distancing of at least 6 feet  Outdoor events - spectators limited to what your facility can handle with social distancing of at least 6 feet.  Maintain a minimum of 20 minutes between the end of an	In person school is canceled  All in person events cease  Maintaining virtual contact with participants is encouraged

	<p>event and the beginning of a subsequent event. High risk participants, spectators and those that have been sick should stay at home</p> <p>Use digital ticketing only</p> <p>To decrease the amount of yelling and cheering, host school approved artificial noisemakers may be used as long as they do not interfere with official whistles</p> <p>No concession</p> <p>Prior to attending advisors, coaches, supervisors &amp; participants must sign a waiver of liability related to COVID-19</p> <p>Screen advisors, coaches, supervisors, participants and officials prior to each session. Includes a temperature check, questions and phone number/email. Information should be recorded and stored to help facilitate contact tracing of a confirmed exposure.</p> <p>Screen spectators prior to each indoor session. Includes a temperature check, questions and phone number/email. Information should be recorded and stored to help facilitate contact tracing of a confirmed exposure.</p> <p>Anyone with a temperature of greater than 100.3 degrees or with positive symptoms reported should not be allowed to participate, should self-isolate, and contact their primary care provider or other health-care professional.</p> <p>There should be a designated individual on site responsible for monitoring and following all screening, cleaning and social distancing protocols.</p>	
<p>Actively encourage high risk participants, spectators and those that have been sick to stay at home</p> <p>Consider using digital ticketing</p> <p>To decrease the amount of yelling and cheering, host school approved artificial noisemakers may be used as long as they do not interfere with official whistles</p> <p>Concession packaged food only</p>	<p>Prior to attending advisors, coaches, supervisors &amp; participants must sign a waiver of liability related to COVID-19</p> <p>Screen advisors, coaches, supervisors, participants and officials prior to each session. Includes a temperature check, questions and phone number/email. Information should be recorded and stored to help facilitate contact tracing of a confirmed exposure.</p> <p>Anyone with a temperature of greater than 100.3 degrees or with positive symptoms reported should not be allowed to participate, should self-isolate, and contact their primary care provider or other health-care professional.</p> <p>There should be a designated individual on site responsible for monitoring and following all screening, cleaning and social distancing protocols.</p>	<p>In person school is canceled</p> <p>All in person events cease</p> <p>Maintaining virtual contact with participants is encouraged</p>
<p>Cleaning and disinfecting must be conducted in compliance with CDC protocols or, in lieu of performing the CDC cleaning the facility maybe shut down for at least 72 hours followed by disinfecting of all common services.</p> <p>Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.</p> <p>Facility should have signage of cleaning protocols and visual indicators of proper spacing between individuals</p>	<p>Cleaning and disinfecting must be conducted in compliance with CDC protocols or, in lieu of performing the CDC cleaning the facility maybe shut down for at least 72 hours followed by disinfecting of all common services.</p> <p>Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.</p> <p>Locker room use should be minimal depending on the activity and facility.</p>	<p>Facility Cleaning</p>
<p>All athletic equipment, (including balls, bats, mats, etc.) should be cleaned intermittently and prior to the next session.</p>	<p>Facility should have signage of cleaning and COVID protocols and visual indicators (cones, tape, etc.) of proper spacing between individuals</p> <p>Hydration stations (water cows, water trough, water</p>	<p>Facility &amp; Equipment</p>

	<p>Hand sanitizer should be plentiful and available to all participants and spectators.</p> <p>Indoor activities – Ensure ventilation systems operate properly and increase circulation of outdoor air. Open windows and doors when feasible.</p>	<p>fountains, etc.) should not be utilized.</p> <p>Any shared equipment, (including balls, bats, mats, free weights, etc.) should be cleaned frequently and prior to the next event.</p> <p>Hand sanitizer should be plentiful and available to all participants and spectators</p> <p>Indoor activities – Ensure ventilation systems operate properly and increase circulation of outdoor air. Open windows and doors when feasible.</p> <p>Indoor activities - Block off rows or sections to keep participants and spectators separated</p> <p>Limit the number of people who occupy the restroom. Monitor so lines do not form without maintaining at least 6 feet from each other.</p>
<p>Face Coverings</p>	<p>Cloth face coverings by participants should be encouraged when not engaging in vigorous activity. Such as sitting on the bench, in the locker room, on the sidelines, etc.</p> <p>Participants should always be allowed to wear face coverings, if desired</p> <p>As approved by the NFHS, plastic shields designed specifically for football and hockey helmets are allowed. Plastic shields covering the entire face for all other sports will not be allowed due to the risk of unintended injury to the person wearing the shield or others.</p> <p>Coaches are strongly encouraged to wear cloth face coverings. Especially when physical distancing is not possible</p> <p>Depending on the activity officials are strongly encouraged to wear cloth face coverings</p> <p>Spectators are strongly encouraged to wear cloth face coverings.</p>	<p>Cloth face coverings by participants should be used when not engaging in vigorous activity. Such as sitting on the bench, in the locker room, on the sidelines, etc.</p> <p>Participants should always be allowed to wear face coverings, if desired</p> <p>As approved by the NFHS, plastic shields designed specifically for football and hockey helmets are allowed. Plastic shields covering the entire face for all other sports will not be allowed due to the risk of unintended injury to the person wearing the shield or others.</p> <p>Coaches should wear cloth face coverings. Especially when physical distancing is not possible.</p> <p>Depending on the activity officials are strongly encouraged to wear cloth face coverings</p> <p>Spectators must wear cloth face coverings</p>
<p>Individual Hygiene</p>	<p>Wash your hands for a minimum of 20 seconds with warm water and soap or hand sanitizer before touching any surfaces or participating in workouts.</p> <p>Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces.</p>	<p>Wash your hands for a minimum of 20 seconds with warm water and soap or hand sanitizer before touching any surfaces or participating in workouts.</p> <p>Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces.</p>

	<p>Students should report in appropriate attire and immediately return home to shower after participation.</p> <p>Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.</p> <p>Have your own water bottle. Water bottles must not be shared. Food should not be shared.</p> <p>All individuals should refrain from handshakes, high fives, fist/elbow bumps, group celebrations, etc.</p>	<p>Students should report in appropriate attire and immediately return home to shower after participation.</p> <p>Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.</p> <p>Have your own water bottle. Water bottles must not be shared. Food should not be shared.</p> <p>All individuals should refrain from handshakes, high fives, fist/elbow bumps, group celebrations, etc.</p>	
By Activity	<p>Tier 1 – events can be held using the low risk protocols</p> <p>Tier 2 – events can be held using the low risk protocols</p> <p>Tier 3 – events can be held using the low risk protocols</p>	<p>Tier 1 – local events can be held using medium risk protocols (local - ASAA Regions, Conferences or governmental designation)</p> <p>Tier 2 – local events can be held using medium risk protocols</p> <p>Tier 3 – local events can be held with limits on number of participants. Determine capacity of your facility with social distancing of at least 6 feet. Mark off areas for participants when not competing.</p>	<p>All in person events cease</p>
Travel/Housing	<p>Travel allowed with social distancing of at least 6 feet as a best practice for non-household individuals.</p> <p>Individuals that are consistently working in close contact should be considered a household.</p>	<p>Travel allowed with social distancing of at least 6 feet as a best practice</p> <p>Accommodations should allow for all non-household individuals to sleep at least 6 feet apart</p> <p>Teams from different schools should not share the same housing</p> <p>Individuals that are consistently working in close contact should be considered a household.</p>	

<b>Activity Risk Tiers</b>		
Tier 1	Activity that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by participants	Swimming individual events, Cross Country Running, Rifle, Nordic Ski, Cheer (no stunting), Esports, Track & Field Individual running and throwing events, DDF individual events
Tier 2	Activity that involves close sustained contact, but with protective equipment in place that may reduce the likelihood of viral transmission between participants, or intermittent close contact, or the use of equipment that can't be cleaned between participants.	Tennis, Flag Football, Swimming relays, Volleyball, Gymnastics, Bowling, Hockey, Baseball, Soccer, Softball, Track & Field relays and jumping events, DDF partner events, Music solos
Tier 3	Activity that involves close sustained contact between participants and lack of significant protective barriers	Football, Cheer stunting, Wrestling, Music duets or larger groups

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Brian Templin, City Planner  
Date: August 28, 2020  
RE: COVID-19 Update

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### Area Cases and POW Testing

As of August 26, 2020, there were:

<b>Total Tests Administered</b>	<b>Cumulative Positive Tests</b>	<b>Cumulative Negative Tests</b>	<b>Current Tests Pending</b>	<b>Current Active Cases</b>
1,968	7*	1,856	105	0

\*There have been three positive cases identified on POW as a result of testing at the Ketchikan Airport.

Testing is generally reported to the EOC each Tuesday and made available to the public on Wednesdays.

To date there has been a cumulative total of ten positive cases on Prince of Wales:

- Resident Cases: 6
- Non-Resident Cases: 4
- Currently Active Cases: 0
- Recovered Cases: 10

### State Health Mandates and Craig City Council Actions

The state has continued to update some of the previous mandates that were issued. The current mandates can be found at [www.covid19.alaska.gov](http://www.covid19.alaska.gov).

### Incident Management Team Current Priorities and Actions

- Working with Craig election officials to ensure safe elections for the primary, municipal and general elections
- Coordinating resources to island school districts to assist them as they start the new school year
- Working with Public Health to provide daily (Monday – Friday) updates to the POW Hotline regarding case counts and information. The hotline can be called at 1-888-894-1321. Public Health recently added a rolling 14 day active case count to the hotline message based on most school district’s Smart Start Plans.
- Working on CARES Act funding issues and programs
- Restocking disaster supplies (both Craig and MMRS supplies that have been used in the COVID-19 responses)
- Increasing stocks of supplies and materials needed to provide safe work environments and customer interaction

### Agency Coordination Meetings

Staff continues to meet regularly with other agencies and working groups. Regular meetings include:

- Craig EOC Incident Management Team meetings every two weeks
- Prince of Wales Medical Stakeholder meetings every two weeks
- Weekly meetings between Alaska DHSS and DHS&EM staff and community emergency managers
- Meetings with Alaska DHS&EM staff related to fisheries management and issues as scheduled
- Regular check-in meetings with Public Health and individual incident management team members as needed.
- Monthly meeting with POWCAC

No formal action is needed on this item.



## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: August 28, 2020  
RE: COVID-19 Individual and Family Assistance Discussion

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The council has approved several programs to assist small businesses, non-profits, individuals, and families that have been impacted by COVID-19. A list of approved programs includes:

- Economic Assistance to Small Businesses and Non-Profits (Round 1)
  - \$145,000 total assistance to 26 local businesses and non-profits
- Economic Assistance to Small Businesses and Non-Profits (Round 2)
  - \$115,000 total assistance to 30 local businesses and non-profits
- Individual and Family Assistance Through Non-Profits
  - \$70,274 in grants to three non-profits
  - Services will include subsidized child care, food, rent, fuel, emergency medical, utility assistance, etc.
  - Services are only available for persons who have been financially impacted by COVID-19

In addition to the programs that have already been approved and funded, the council is scheduled to consider the following programs:

- Electric Account Assistance
  - Program will be managed in conjunction with AP&T and will offer account credits to residential services that have been financially impacted by COVID-19
  - Staff has proposed \$50,000 in initial funding with the option for the council to adopt additional funding in a second round of assistance
  - More information on this program is included in the memo included in the September 3<sup>rd</sup> meeting packet
- Tutoring/Internet Access at Craig Recreation Center
  - We are working with the Craig School District on a program to hire tutors and provide increased internet access at the Craig Recreation Center daily to assist students who are using distance learning, or need additional help with schoolwork
  - \$16,500 is the estimated cost to increase the internet package at the Recreation Center and hire tutors/monitors to work three shifts (8 am – 1 pm; 1 pm – 6 pm; 6 pm – 9 pm).
  - Shifts would be adjusted based on the school's method of instruction (in class vs online) and the number of students needing assistance
  - Assistance would be available with a limited capacity to students living in the Craig City Limits or enrolled in the Craig City School District
  - More information on this program is included in the memo included in the September 3<sup>rd</sup> meeting packet
- Craig Resident Rental/Mortgage Relief
  - Based on the rental/mortgage relief application developed in Ketchikan

- Would provide some rental/mortgage relief to Craig residents who have been financially impacted by COVID-19
- Would be further developed and managed by staff with the assistance of a contractor (Misty Fitzpatrick)
- Providing \$250 of assistance per household would likely cost about \$100,000
- If the council directs staff to proceed, we will bring a program proposal back to the council at a future council meeting
- More information on this program is included in the memo included in the September 3<sup>rd</sup> meeting packet.

These three programs are included in separate memos for consideration at the September 3, 2020 council meeting

One question has come up from non-profits in regards who is eligible for assistance through the non-profits. Most of the non-profits who are receiving individual and family assistance money through the city serve clients from all over Prince of Wales. Non-profits have asked if the assistance is only available to Craig residents, if this includes Port St. Nicholas residents, and if the assistance is available to other Prince of Wales community residents.

POWER and the Craig Child Care Center plan to start offering assistance through this funding on September 1<sup>st</sup>. I have instructed the non-profits that this funding can only be used for Craig residents (within city limits) until the council had an opportunity to set policy at the September 3<sup>rd</sup> meeting.

The council should discuss:

- Whether the assistance only applies to city residents
- Whether or not Port St. Nicholas residents should be included
- Whether or not other residents of Prince of Wales should be included

I have also encouraged the non-profits to reach out to other communities and tribes who received CARES funding to see if they would provide funding to provide similar assistance to residents of their communities (all Prince of Wales tribes, cities and unincorporated communities with a community or homeowner association are eligible to receive funds).

Guidance received from the council on this program can be applied to future individual assistance programs that the council approves.

Recommendation: Discuss eligibility of other Prince of Wales residents for individual and family assistance programs and provide direction to staff on the implementation of these programs.

**RETURN TO TOP (AGENDA)**

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: August 28, 2020  
RE: Appoint Election Judge

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At its August 20 meeting the council confirmed five election judges for the October municipal election. At that meeting staff advised the council that another judge may be brought to the council for appointment.

Head election judge Ashley Knock has recruited Ms. Joan Wargi to work the election as a judge.

Per Section 2.12.220.B of the Craig Municipal Code, the mayor, with approval of the council, appoints judges for municipal elections.

**Recommendation**

Approve the appointment of Ms. Joan Wargi as a 2020 municipal election judge.

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: August 26, 2020  
RE: Contract for Services with Misty Fitzpatrick for Professional Services Related to CARES Act (and related) Funding Programs

---

As the council is aware, the city is managing a number of small business, non-profit, and family/individual assistance programs through CARES Act and related funding to provide relief for impacts related to the COVID-19 pandemic.

Both the number and scope of the programs that we are managing is taking up significant staff time. We are likely to add more programs while continuing to process and maintain existing programs as we get closer to the spending deadline for CARES Act funding of December 30, 2020.

Staff would like to contract with Misty Fitzpatrick to provide professional services to help develop and manage these programs. The contract would be on a time and materials basis with Misty submitting an invoice for hours and materials/supplies twice a month. To start with the contract has a \$10,000 cap, which is enough for about 15 hours of contract labor per week until mid-November. If Misty can dedicate additional time, if additional funding is appropriated, or if the spending deadline is extended, it is likely that we will increase the overall amount of the contract to allow for more hours. If the contract amount is amended staff will bring the increase back to the council for approval.

We will make space available here at city hall as needed, but Misty will likely primarily work out of Coffman Cove and her business offices here in Craig. As a contractor, Misty will also set her own schedule and coordinate meetings with city staff as necessary. The City Planner/COVID-19 Incident Commander will be the primary city contact and will work with Misty on program tasks and goals.

Misty is very experienced with municipal government and has management numerous projects and programs for POWCAC, the Prince of Wales Chamber of Commerce, the City of Coffman Cove and others. She will be a huge help working through these programs.

**Recommendation:**

Move to approve a contract for professional services with Misty Fitzpatrick, not to exceed \$10,000.

**CONTRACT AGREEMENT BETWEEN**  
**THE CITY OF CRAIG AND MISTY FITZPATRICK.**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Craig Alaska whose address is PO Box 725 Craig, AK 99921 ("**OWNER**"), and Misty Fitzpatrick, whose address is \_\_\_\_\_, and who is licensed and qualified to do business within the State of Alaska ("**CONTRACTOR**").

**RECITALS**

- (a) The **OWNER** desires the performance, provision, and accomplishment of the work, services and materials described and set forth in Section 2.
- (b) **CONTRACTOR** represents that it is ready, able and qualified to perform, and will perform, in all respects, all of the work, services, and materials and to otherwise perform all of the terms, covenants, conditions and provisions of the agreement in the manner, at the times, and for the consideration hereafter provided.

**NOW, THEREFORE**, for and in consideration of the terms, covenants, conditions, and provisions contained herein, and/or attached and incorporated herein and made a part hereof, the parties hereto agree as follows:

**Section 1: Agreement to Perform.**

The **OWNER** hereby agrees to engage the **CONTRACTOR**, and the **CONTRACTOR** hereby agrees to perform, complete, provide and furnish, in a timely and proper manner, and pursuant to and in accordance with all of the terms, covenants, conditions and provisions of the agreement, all of the work, services, labor and materials required to accomplish the following scope of work, in the manner, and for the consideration and payments hereinafter set forth.

**Section 2: Scope of Work.**

The **CONTRACTOR** shall perform, supply, and provide all of the work, services and materials (hereinafter collectively referred to as "work") as follows:

Contractor shall provide services to the City of Craig related to:

1. Development, advertising, management, and application of various business, non-profit, and individual assistance programs for entities affected by the COVID-19 pandemic.
2. Provide assistance and program management for City of Craig CARES Act (and related) funding issues.

**Section 3: Time for Commencement and Completion of Work.**

(a) **Commencement.**

**CONTRACTOR** shall commence the work called for in this agreement upon the giving of a Notice to Proceed by the **OWNER**.

(b) **Completion.**

The work called for in this agreement shall be performed, completed and delivered by November 15, 2020 unless extended in writing, by mutual agreement of the **CITY** and the **CONTRACTOR**.

**Section 4: Compensation and Payment.**

**CONTRACTOR** agrees to complete the work on a time and materials basis. Total contract amount shall not exceed \$10,000 unless authorized by the **CITY**. For and in consideration of the timely and proper performance of work authorized as provided herein, the **OWNER** shall pay the **CONTRACTOR** as follows:

1. \$40 per hour of project management work billed by the **CONTRACTOR**
2. \$30 per hour of clerical/secretarial work billed by the **CONTRACTOR**
3. Actual cost of goods, materials, supplies, postage, or other expenses directly related to performance of this contract as documented on receipts, invoices, or other documentation provided by the contractor.
4. Actual cost of a general liability insurance policy (as described in Section 11) for the duration of the contract.

Contractor shall submit a pay request detailing the number of hours eligible for payment and a list of eligible expenses. Contractor may request payment every two weeks.

The total fee includes all costs due from the **OWNER** to the **CONTRACTOR**.

**Section 5: No Additional Work.**

No claim for additional work, services or materials, not specifically and expressly requested and authorized as provided for in this agreement, or by a written amendment thereto signed by both parties, done or furnished by the **CONTRACTOR**, will be allowed or paid by the **OWNER** and **CONTRACTOR** expressly waives any claim therefore.

**Section 6: CONTRACTOR Qualified.**

The **CONTRACTOR** expressly represents and warrants it is now and shall continue to be at all times during the performance of this agreement, the holder of all required or necessary professional, business or other licenses or permits and is qualified and capable of performing all of the work covered or called for by this agreement and is presently ready, able and willing to undertake and perform all of such work and services, and to supply all necessary materials and equipment, at the times, and in a non-negligent professional and workmanlike manner, and pursuant to the terms, conditions and provisions, and for the compensation and payment as herein provided.

**Section 7: CONTRACTOR Responsible for Personnel.**

The **CONTRACTOR** has or will secure, at **CONTRACTOR'S** own cost and expense, all personnel required to perform this agreement in a timely and proper manner. The parties hereto agree and understand that such personnel shall in no event be deemed to be, and are not, employees, agents, or representatives of the **OWNER** and such persons shall have no contractual or other relationship with the **OWNER**. **OWNER** shall have no responsibility or liability whatsoever to any of said persons, or for the acts or omissions of any of such persons.

**Section 8: Independent contractor.**

The parties hereto expressly agree that the **CONTRACTOR** shall be and is an independent contractor and is not an employee or agent of the **OWNER**, and is, therefore, entitled to no insurance coverage, whether worker's compensation or otherwise, and no other benefits accorded to **OWNER'S** employees. No withholding, FICA, or other taxes (whether income, sales or otherwise) or other amounts will be withheld from the payments due to the **CONTRACTOR**, it being understood that the **CONTRACTOR** is solely responsible therefore, provided **OWNER** shall be entitled to withhold such amounts from any progress or other payments as have been provided for elsewhere in this agreement.

**Section 9: Conflict of Interest.**

The **CONTRACTOR** covenants, warrants and represents that the **CONTRACTOR** has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the subject matter or the performance of this agreement. The **CONTRACTOR** further covenants, warrants and represents that in the performance of this agreement, no person having any such interest shall be employed.

**Section 10: Hold Harmless and Indemnity.**

The **OWNER**, its officers, employees and agents shall not be held liable for any claims, liabilities, penalties, fines or for damage to any goods, properties or effects of any person whatsoever, nor for any personal injury or death, caused by or resulting from act or omission of **CONTRACTOR**, or by any of **CONTRACTOR'S** officers, employees, agents, representatives, contractors, or subcontractors in the performance or nonperformance of this agreement, and **CONTRACTOR** further agrees to appear and defend, and to indemnify and save free and harmless the **OWNER** and its officers, employees and agents from and against any of the foregoing claims, liabilities, penalties, fines or damages, whether or not valid, and for any cost and expense, including reasonable attorney's fees, incurred by the **OWNER**, its officers, employees or agents on account of any claim therefore, including claims by reasons of any defects in any plans, drawings, specifications, computer programs, technical reports or other work product of **CONTRACTOR** prepared for or submitted to the **OWNER** pursuant to this agreement provided said claim is not based upon a use of said plans, drawings, specifications or other work product for other than the purposes for which such data was prepared and submitted to the **OWNER**.

**Section 11: Insurance.**

**CONTRACTOR** agrees to keep and maintain in full force during the entire period of the project or work called for herein, broad form comprehensive public liability insurance with limits of not less than three hundred thousand dollars (\$300,000) combined single limit insuring **CONTRACTOR** from any and all claims for bodily injury and death, and for property damage, that may arise out of, or in relation to, this agreement.

**Section 12: No Third Party Beneficiaries.**

Nothing in this agreement shall be construed to give any person other than the **OWNER** and the **CONTRACTOR** any legal or equitable right, remedy or claim under this agreement, but it shall be held to be for the sole and exclusive benefit of the **OWNER** and the **CONTRACTOR**.

**Section 13: Assignment and Subletting Prohibited.**

The **CONTRACTOR** shall not assign, transfer, convey, pledge, hypothecate, sublet, subcontract, or otherwise dispose of or encumber this agreement, or the rights thereunder. Any such attempted assignment, transfer, conveyance, pledge, hypothecation, subletting, or other disposition shall be null and void and of no force or effect and shall be grounds and cause for immediate termination of this agreement without liability by and at the option of the **OWNER**.

**Section 14: Law Applicable.**



The laws of the State of Alaska shall govern the construction, validity, performance and enforcement of this agreement. Venue as to any action, claim, or proceeding arising out of, or based upon this agreement, including, but not limited to any action for declaratory or injunctive relief, shall be the appropriate Court sitting in the City of Craig, First Judicial District, Alaska.

**Section 15: Severability.**

In the event any provision of this agreement is adjudicated or held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**WHEREFORE** the parties have entered into this agreement the date and year first above written at the City of Craig, Alaska.

**OWNER:**

**CITY OF CRAIG, ALASKA**

By: \_\_\_\_\_  
Jon Bolling  
City Administrator

**CONTRACTOR:**

By: \_\_\_\_\_  
Misty Fitzpatrick

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: August 26, 2020  
RE: CARES Act Electric Account Relief

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At the August 20, 2020 council meeting staff informed the council that, based on current plans, there was about \$400,000 in CARES Act funding that had not been allocated. Among the potential programs discussed with the council at that meeting, was a program to provide financial relief, through credits to Craig residential AP&T accounts. In order to qualify for the program residents would have to:

- Reside within the Craig City Limits (primary residence)
- Have a residential electric account in their name\*
- Have been financial impacted by COVID-19

\*Households who pay their electric utility as part of their rent, and whose landlord/property owner does not live at the residence, and where the electric account is in the landlord/property owner's name could still benefit. In these cases, the credit would be passed on to the landlord/property owner with an agreement that the full value of the credit would be passed on to eligible tenants through their rent/lease payments.

Businesses/commercial/non-residential accounts would not be eligible for the program. Payment of utilities is an allowed use for funds distributed to small businesses and non-profits through prior economic assistance programs.

Staff has been working with AP&T to determine the easiest way to implement the program. There are about 550 residential services in Craig with a total cost of residential power at about \$70,000 per month (roughly \$140 per month per household).

- AP&T can send a flyer directly to these account holders. The flyer would contain application information (a draft flyer is attached to this memo).
- Eligible customers can then send in their completed forms to the City of Craig. Staff here will review the applications and will create a list of eligible applicants.
- Staff will work directly with landlord/property owners on behalf of tenants in those cases where the electric account is in the landlord/property owner's name.
- Harbor staff will identify live aboards in the harbor who have an account and are eligible.
- Once the application deadline has passed, the city will provide a list of eligible accounts and a check to cover the approved amount of credits.
- AP&T will apply the credit directly to each account on the list.
- AP&T will bill us directly for costs incurred in printing flyers and mailing them out.

Credits will apply to past due accounts and current accounts. Payment will go directly to AP&T and will not be refundable to the account holder.

We don't know yet how many households will apply and be eligible, but assuming that 75% of the households apply and are eligible, it will cost about \$41,250 for every \$100 of credit that the city chooses to distribute. A \$50,000 appropriation for the program would allow for about \$120 to be credited to these accounts.

One advantage of a program like this is that we can fund some relief now, and if the council would like to, we can fund an additional amount later on. We will already have a list of eligible households and will just have to verify the current status of the list with AP&T.

The program has the advantage of being fairly easy to implement and it gets assistance directly to Craig residents who have been financially impacted by COVID-19.

The council should discuss the merits of the program and give staff direction on implementation and the amount of funds that should be used for the program in the first round.

Recommendation: Staff recommends that the council approve the distribution of a \$120 credit for eligible applicants, and appropriate up to \$50,000 for the first round of relief. Staff will come back to the council if this amount is not sufficient for the first round. Staff may also come back to the council at a future meeting and ask for an additional appropriation for a second round of relief.

Recommended Motion: Move to approve residential electric account relief for Craig residential services and appropriate up to \$50,000 from the CARES Act funding for this purpose.



Craig 2020 Economic Assistance to Support Families and  
Individuals  
Impacted by COVID-19  
Electric Utility Relief Payment

The City of Craig is using CARES Act funding to provide financial relief to community members that have been financially impacted by COVID-19. The CARES Act funding used to provide this assistance requires that payments be made based on impacts of COVID-19 (between March 1<sup>st</sup> and December 30<sup>th</sup>, 2020). ***If you have been financially impacted by COVID-19, complete this form and submit it to Craig City Hall in person at 500 3<sup>rd</sup> Street, by email to [covidassistance@craigak.com](mailto:covidassistance@craigak.com), by fax to 826-3278, or by mail at PO Box 725, Craig, AK 99921.***

To be eligible you must reside within the Craig city limits, the credit will only apply to residential services, and the Craig residence must be your primary residence\*. Eligible applicants will have a \$300 credit applied to their AP&T accounts.

NAME: \_\_\_\_\_ AP&T Account Number: \_\_\_\_\_

Street Address of Residence: \_\_\_\_\_ Craig, AK 99921

Mailing Address: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Do you:  Own  Rent

Are you the primary resident, or a landlord/owner not living at that address?  Resident  Landlord

\*You are still eligible for a credit if you are a landlord/owner, but the value of the credit MUST be passed on to the physical residents (renters or leaseholders). If you select "Landlord" on this question, the City of Craig will contact you regarding passing on the value to the renter/lessee.

Is this your primary place of residence?  Yes  No

How have you been impacted by the COVID-19 pandemic? (check all that apply)

- Work hour reductions, layoffs, furloughs or other actions directly related to the COVID-19 pandemic that reduced or limited work availability at my regular job
- Medical bills, mandatory quarantines, interrupted travel, or other unexpected expenses directly related to the COVID-19 pandemic
- Other (explain) \_\_\_\_\_

I hereby certify that the information that I have provided is true and accurate to the best of my ability.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN TO TOP (AGENDA)**

!6-3278 • [www.craigak.com](http://www.craigak.com) • PO Box 725, Craig, Alaska 99921

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: August 28, 2020  
RE: CARES Act funding for Tutoring, Internet Access, and After School Program

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City staff have been working with the Craig School District as the district moves toward the beginning of the school year. As the council is likely aware, most after school programs and access to the gym and recreation center have been limited or nonexistent due to COVID-19 restrictions.

The Craig Recreation Director has proposed two programs funded through the CARES Act funding related to these needs.

1. Student Tutoring and Internet Access. This program would fund an increased internet package at the Craig Recreation Center and hiring of temporary part time employees who would work in shifts and act as monitors and tutors for students.

While the school district is fully open for in person instruction, this would supplement supervision, internet access, and tutoring services for those students needing additional help. If the district moves to an online or combination online/in-person method of instruction during the school year, this service would provide access and supervision for students who need it, or families that cannot afford time from work to stay home with students.

The program would be limited based on the number of households and space in order to provide safety protocols. In addition to social distancing it is likely that there will be an increased use of hand sanitizer, increased cleaning of the space, and mandatory face coverings for the program.

Services would be available generally from 8 am – 9 pm daily based on the school's method of instruction and number of students needing extra help and access.

This program would cost approximately \$20,000

- \$1,000 to increase internet capacity from September to December 2020
- \$1,000 in additional face coverings, hand sanitizer, and cleaning supplies
- \$18,000 in wages depending on demand and the district's method of delivery

I have discussed this proposal with the Craig City School District superintendent. He feels that this would be helpful to the district. This additional cost to instruction appears to be a clearly allowed use of CARES Act funds.

2. After School Activities. The recreation department traditionally has conducted an after-school program. Due to COVID-19 restrictions and safety, this program was cancelled earlier this year. With school starting soon there is more need of structured activities after school, especially for families who have already been impacted financially by COVID-19 who cannot afford additional child care or time off work. Any after school program should be carefully considered in order to ensure safety of the participants and their families. It is also somewhat likely that we will have to work through funding issues and eligibility for the program in order to make the costs eligible for CARES Act reimbursement.

If the council is interested in restarting an after-school program, we would likely be looking at about \$5,000 in wages plus some expenses to provide face coverings, program costs, cleaning supplies, hand sanitizer, etc. Temporary part time employees hired for the tutoring program could be used to staff the after-school program as well.

It is possible to fund this program with CARES Act money, but it will likely have some eligibility or other restrictions in order to qualify. If the council is interested in restarting an after-school program it may consider appropriating some city general funds for the program to avoid these issues.

An after-school program would likely need to concentrate on outdoor activities (or indoor activities that allow for social distancing) and would need to ensure that proper safety protocols were in place.

I will work with the recreation department to detail out a program, review eligibility for CARES Act funding, and will bring the program back to the council at a future council meeting.

**Recommendation:** The council should discuss both programs and, if interested, provide direction to staff on their implementation. Even though the school district is starting the school year in person, it is a good time to set up the tutoring program by hiring employees and making changes to the Recreation Center's internet.

**Recommended Motion:** Move to appropriate up to \$20,000 of CARES Act funding and direct staff to increase the internet at the Craig Recreation Center and to hire temporary, part time employees to provide tutoring and monitoring services at the Craig Recreation Center.

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: August 28, 2020  
RE: Rental/Mortgage Assistance Program Using CARES Act Funds

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Based on general direction from the council, staff has been looking at various individual and family assistance programs.

One of the programs that the council may want to consider is providing housing relief (rental/mortgage assistance). Community Connections is currently managing a similar program in Ketchikan. I have talked with Community Connections about managing a similar program for us, but their staffing level and facilities in Craig make this very difficult.

Community Connections has sent me copies of the paperwork that they are using and have offered to provide technical assistance to Craig staff to implement this program if we want.

If the council approves the contract with Misty Fitzpatrick to provide CARES Act funding program assistance, this program could be generally managed by her under that contract.

The program would consist of applications from Craig residents and direct payment to landlords or mortgage holders. No direct checks would be issued to residents.

Eligibility for the program would be based upon financial need, impacts by COVID-19, and residency. A rough estimate would be \$100,000 in CARES Act funding for every \$250 in assistance provided.

I have attached a copy of the Ketchikan application as an example, but we do not yet have paperwork or agreements prepared for a Craig program.

Recommendation: The council should discuss the potential program and give staff direction as to whether or not to proceed and a ballpark amount of assistance the council would like to consider then staff will work to bring program documents back to the council at the September 17<sup>th</sup> or October 1<sup>st</sup> council meeting.

Staff is looking for direction to proceed or not to proceed. No formal action is required on this item at this time.



## COVID-19 Rental and Mortgage Assistance Program

### Application Instructions

#### Eligibility

Households must meet the following criteria to be considered for financial relief:

- Be a resident of the Ketchikan Gateway Borough, residing outside the City of Saxman (for Rental or Mortgage assistance in Saxman, please visit: <https://www.cos-grants.com/>);
- Rent or own housing within the City of Ketchikan or Ketchikan Gateway Borough;
- Experienced loss of income due to the ongoing COVID-19 Pandemic as of March 16, 2020;
- Earn at or under the Maximum Allowable Income (Annual) for Ketchikan Gateway Borough of \$69,840.00 as set by the Alaska Housing Finance Corporation

#### Funds Availability

The City of Ketchikan and Ketchikan Gateway Borough have made funds available to households who have had a loss of income on or after March 16<sup>th</sup>, 2020 due to COVID-19.

\$1,500 will be awarded to qualified households while funds remain available.

The total funds available are \$1,000,000 for City of Ketchikan, and \$500,000 for Ketchikan Gateway Borough.

#### To Apply

Applications will be accepted until **September 11, 2020**

Submit applications in one of the following ways:

- *Email:* [james.johnson@comconnections.org](mailto:james.johnson@comconnections.org)
- *Fax:* attn. James Johnson (907) 225-1541

*Updated: July 22, 2020*



- *Mail or hand-deliver to:*  
Community Connections  
Attn: James Johnson  
721 Stedman St  
Ketchikan AK 99901

Applications may be amended before the deadline. Incomplete applications will be rejected.

Only one application per household will be accepted.

Applicants will be notified of the status of their application via email to the contact person on the application.

If the demand for grants exceeds available funds, we reserve the right to allocate the funds on a first come, first serve basis. Applications will be date-stamped and processed on an ongoing basis.

## **Questions**

Contact James Johnson at Community Connections for more information or for clarification.

Phone: (907) 225-7825

Email: [james.johnson@comconnections.org](mailto:james.johnson@comconnections.org)

**[RETURN TO TOP \(AGENDA\)](#)**

# RENTAL & MORTGAGE ASSISTANCE APPLICATION

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## Applicant Information

Name (Last, First, MI): \_\_\_\_\_

Name(s) as listed on the lease/mortgage/rental agreement:

\_\_\_\_\_

Primary Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different than primary): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you reside within the Ketchikan City limits or in the Borough?

City       Borough

Do you reside outside of the City of Saxman?

Yes       No

Have you experienced loss of income due to COVID-19?

Yes       No

On what date did your loss of income occur?

\_\_\_\_\_

Annual Household Income before COVID-19 Hardship:

\$ \_\_\_\_\_

Annual Household Income after COVID-19 Hardship:

\$ \_\_\_\_\_

Monthly Mortgage or Rent Payment?

\$ \_\_\_\_\_

Can you please describe the circumstances in which your employment/income has been reduced due to the ongoing COVID-19 pandemic, such that you lack sufficient resources to pay housing costs?

To be approved for a one-time payment of \$1,500 to assist in covering your rent or mortgage, you will need to provide lender or mortgage holder information or the name and address of your landlord for a check to be cut and sent.

Please select how award funds will be distributed:

Lender or Mortgage Holder Information

Bank or Lending Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Mortgage or Loan Borrower: \_\_\_\_\_ Account #: \_\_\_\_\_

Rental Landlord Information

Landlord Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Landlord Phone Number: \_\_\_\_\_

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**Certification**

As an official signer of the application, I certify that the information provided in this application is true and accurate and that I meet the eligibility requirements for this grant. I agree to assist in the verification of information provided in this application and to provide additional information to the City of Ketchikan or the Ketchikan Gateway Borough, if requested.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: August 28, 2020  
RE: Consider Appropriation – Ralph James Park Driveway

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City Parks and Public Facilities staff recently replaced the roof at the covered picnic pavilion at Ralph James Park. It became apparent during the work that the driveway leading to the picnic area from Hamilton Drive and the immediate area around the pavilion needs some site work.

Specifically, the existing driveway is rutted and muddy to the extent that the most effective treatment is placement of suitable rock backfill, and capped with gravel surfacing. In addition, staff will remove a concrete apron from the site that has been rendered unusable over time. Drain rock is also needed around the pavilion. Staff estimates needing rock fill more than 2,000 square feet of driveway and perimeter area around the pavilion. Staff plans to rent a skid steer from Tyler Rental to assist with placement of back fill, surfacing, and drain rock in the project area. Cost of the project is estimated at \$4,000.

While reroofing at the pavilion was a budgeted item, the needed site work was not accounted for in the current year or prior year's budget. The need for the work is evident now, and is best completed in the near term.

### **Recommendation**

That the council appropriate \$4,000 for site work needed at the Ralph James Park picnic pavilion.