

**CITY OF CRAIG  
COUNCIL AGENDA  
AUGUST 5, 2021  
COUNCIL CHAMBERS 6:30 PM**

**ROLL CALL**

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

**CONSENT AGENDA**

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

- Hill Bar Transfer of Ownership Application
- First Reading, Ordinance No. 739, Authorizing Sale of City Property to Maranda Hamme
- First Reading, Ordinance No. 740, Supplemental Budget
- First Reading, Ordinance No. 741, Method for Setting Senior Card Fee

**HEARING FROM THE PUBLIC**

- Open for public comment
- Public Hearing on Ordinance No. 730, Authorizing Sale of City Property to AP&T
- Public Hearing on Ordinance No. 739, Authorizing Sale of City Property to Maranda Hamme
- Public Hearing on Resolution 21-16, HRA Agreement

**REPORTS FROM CITY OFFICIALS**

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

**READING OF CORRESPONDENCE**

- Southeast Senior Services FY22 Budget Request Letter
- Alaska Permanent Capital Management – June Statement
- Alaska Community Assistance Payment
- Southeast Senior Services Quarterly Report
- Public Notice - Competitive Timber Sale

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

- Resolution 21-16, HRA Agreement
- Ordinance No. 730, Authorizing Sale of City Property to AP&T

**UNFINISHED BUSINESS**

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## **NEW BUSINESS**

- COVID-19 Response and Protocols
- Discussion on Use of ARPA Funds

## **COUNCIL COMMENTS**

## **ADJOURNMENT**

Note: City council meetings have limited seating capacity due to COVID-19 protocols. For those wishing to attend the council meeting remotely go to our YouTube channel at :

<https://www.youtube.com/channel/UCTou8Pn03MIEjLLb9Em0Xrg> . To provide public comment to the council remotely, contact the Craig City Clerk at [cityclerk@craigak.com](mailto:cityclerk@craigak.com), before 5:00 p.m. the day of the council meeting



Alaska Alcoholic Beverage Control Board

**Form AB-01: Transfer License Application**

**What is this form?**

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

**Section 1 – Transferor Information**

Enter information for the **current** licensee and licensed establishment.

Licensee:	Craig Bar & Liquor Store Inc	License #:	1328	
License Type:	Beverage Dispensary	Statutory Reference:	4.11.090	
Doing Business As:	Hill Bar			
Premises Address:	503 Front St.			
City:	Craig	State:	AK	ZIP: 99921
Local Governing Body:	City of Craig			

**Transfer Type:**

- Regular transfer
- Transfer with security interest
- Involuntary retransfer

OFFICE USE ONLY			
Complete Date:	7-13-21	Transaction #:	100065949
Board Meeting Date:	8-17-21	License Years:	21-22
Issue Date:		BRE:	KRS



Alaska Alcoholic Beverage Control Board

**Form AB-01: Transfer License Application**

**Section 2 - Transferee Information**

Enter information for the *new* applicant and/or location seeking to be licensed.

Licensee:	Craig Bar + Liquor Store Inc.			
Doing Business As:	Hill Bar			
Premises Address:	503 Front St.			
City:	Craig	State:	AK	ZIP: 99921
Community Council:				

Mailing Address:	PO Box 730			
City:	Craig	State:	AK	ZIP: 99921

Designated Licensee:	Ralph Mackie		
Contact Phone:	907-826-3423	Business Phone:	907-826-3423
Contact Email:	hillbar@aptalaska.net		

Seasonal License?  Yes  No If "Yes", write your six-month operating period: \_\_\_\_\_

**Section 3 - Premises Information**

Premises to be licensed is:

- an existing facility  a new building  a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

.75 miles

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

.25 miles



Alaska Alcoholic Beverage Control Board

**Form AB-01: Transfer License Application**

**Section 4 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.  
 If more space is needed, please attach a separate sheet with the required information.  
 The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an:  applicant  affiliate

Name:					
Address:					
City:		State:		ZIP:	

**Section 5 – Entity Ownership Information**

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.  
 If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	Estate of Marjorie V. Young				
Title(s):	Stockholder	Phone:	406-465-1784	% Owned:	100
Address:	PO Box 730				
City:	Craig	State:	AK	ZIP:	99921



Alaska Alcoholic Beverage Control Board

**Form AB-01: Transfer License Application**

Entity Official:	Ralph Mackie				
Title(s):	President	Phone:	406-465-1784	% Owned:	0
Address:	PO Box 252				
City:	Craig	State:	AK	ZIP:	99921

Entity Official:	Thomas Mackie				
Title(s):	Vice President	Phone:	907-826-5432	% Owned:	0
Address:	PO Box 1050				
City:	Craig	State:	AK	ZIP:	99921

Entity Official:	James Mackie				
Title(s):	Secretary/Treas	Phone:	907-965-5558	% Owned:	0
Address:	PO Box 435				
City:	Klawock	State:	AK	ZIP:	99925

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	17167D	AK Formed Date:	7/5/77	Home State:	AK
Registered Agent:	Ralph Mackie	Agent's Phone:	406-465-1784		
Agent's Mailing Address:	PO Box 252				
City:	Craig	State:	AK	ZIP:	99921

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?



Alaska Alcoholic Beverage Control Board

**Form AB-01: Transfer License Application**

**Section 6 – Other Licenses**

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

All individuals listed have a similar financial interest in Package Liquor License # 1322, operated at the same physical address in Craig, AK.

**Section 7 – Authorization**

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Beth Chapman, Juneau Attorney for the Estate of Marjorie V. Young.



Alaska Alcoholic Beverage Control Board  
**Form AB-01: Transfer License Application**

**Section 9 – Transferee Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

RM

I certify that all proposed licensees have been listed with the Division of Corporations.

RM

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

RM

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

RM

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

RM

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

RMackie personal representative for the estate of Marjorie Verle Yang  
Signature of transferee

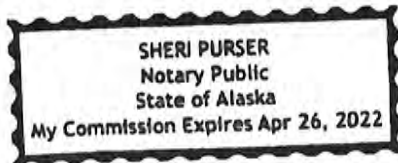
Signature of transferee

RALPH MACKIE PERSONAL REPRESENTATIVE for the Estate of Marjorie Verle Yang  
Printed name

Printed name

Subscribed and sworn to before me this 10 day of Feb, 2021

Sheri Purser  
Signature of Notary Public



Notary Public in and for the State of Alaska

My commission expires: Apr 26, 2022





Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
alcohol.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

# Alaska Alcoholic Beverage Control Board Form AB-01: Transfer License Application

## Section 8 - Transferor Certifications

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a **controlling interest** of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

R Mackie personal representative for the estate of Marjorie Verle Young  
Signature of transferor

RALPH MACKIE, PERSONAL REPRESENTATIVE FOR THE ESTATE OF MARJORIE VERLE YOUNG  
Printed name of transferor

Subscribed and sworn to before me this 10 day of Feb, 2021.

Sheri Purser  
Signature of Notary Public



Notary Public in and for the State of Alaska

My commission expires: Apr 26, 2022

\_\_\_\_\_  
Signature of transferor

\_\_\_\_\_  
Printed name of transferor

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary Public

Notary Public in and for the State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA  
FIRST JUDICIAL DISTRICT AT KETCHIKAN

IN THE MATTER OF THE ESTATE OF  
MARJORIE VERLE YOUNG,

Deceased.

IKE-20- 43 PR

**STATEMENT OF INFORMAL PROBATE OF WILL  
AND APPOINTMENT OF PERSONAL REPRESENTATIVE**

The Registrar makes the following findings based upon the application of Ralph D. Mackie for informal probate of the Last Will and Testament of Marjorie Verle Young and appointment of a personal representative:

1. The application appears to be complete and contains the applicant's oath or affirmation that the statements contained therein are true to the best of the applicant's knowledge and belief.
2. The applicant is an interested person.
3. Decedent, Marjorie Verle Young, died on March 14, 2020, and at least 120 hours have elapsed since decedent's death.
4. Decedent was domiciled in Ketchikan, Alaska, at the time of death.
5. Venue is proper because decedent was domiciled in this judicial district at the time of death.
6. The time for probate has not expired.
7. A personal representative has not been appointed in this or any other judicial district of the state, and neither this will nor any other will of the decedent has been the subject of a previous probate order.

Statement of Informal Probate of Will and Appointment of  
Personal Representative  
In the Matter of the Estate of Marjorie Verle Young

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Faulkner Bamfield, P.C.  
8420 Airport Blvd. Suite 101 ♦ Juneau, Alaska 99801-6924  
Phone: (907) 586-2210 ♦ Fax: (907) 586-8090

8. Decedent left a valid, unrevoked will dated April 23, 2018. The original will is in the registrar's possession.

9. The person whose appointment is sought has priority for appointment as personal representative.

10. No bond is required because decedent's will waives the requirement for bond. (Article V, paragraph D.)

11. Any notice required by Alaska law has been given.

THEREFORE, it is ordered that the will is admitted to informal probate. It is also ordered that Ralph D. Mackie is appointed as personal representative of decedent's estate. Letters Testamentary will be issued upon qualification.

DATED this 20<sup>th</sup> day of April, 2020.

  
Registrar



**CERTIFICATION**  
Copies Distributed \_\_\_\_\_  
Date 4/20/20  
To B. Chapman  
\_\_\_\_\_  
\_\_\_\_\_  
By sh

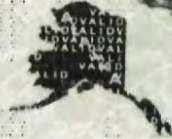
Statement of Informal Probate of Will and Appointment of  
Personal Representative  
In the Matter of the Estate of Marjorie Verle Young

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**STATE OF ALASKA**  
**CERTIFICATE OF VITAL RECORD**

**STATE OF ALASKA**



ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES - BUREAU OF VITAL STATISTICS  
P.O. Box 110675, Juneau, AK 99811-0675  
**CERTIFICATE OF DEATH**

DATE FILED <b>03/25/2020</b>		STATE FILE NO. <b>2020000339</b>	
1. DECEDENT'S LEGAL NAME (Include AKA's if any) (First, Middle, Last) <b>MARJORIE VERLE YOUNG</b>		2. SEX <b>Female</b>	
4a. AGE-Last Birthday (Years) <b>86</b>		5. DATE OF BIRTH (MM/DD/YY) <b>[REDACTED]</b>	
7a. RESIDENCE STATE <b>Alaska</b>		7b. CITY OR TOWN <b>Craig</b>	
7c. STREET AND NUMBER <b>407 Water</b>		7d. INSIDE CITY LIMITS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. EVER IN US ARMED FORCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown		9. MARITAL STATUS AT TIME OF DEATH <input checked="" type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Never Married <input type="checkbox"/> Unknown	
11. FATHER'S NAME (First, Middle, Last) <b>LESLIE VERLE THOMPSON</b>		12. MOTHER'S NAME PRIOR TO FIRST MARRIAGE (First, Middle, Last) <b>JESSIE COGO</b>	
13a. INFORMANT'S NAME <b>RALPH MACKIE</b>		13b. RELATIONSHIP TO DECEDENT <b>Son</b>	
14. DECEDENT'S EDUCATION-Check the box that best describes the highest degree or level of school completed at the time of death. <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th - 12th grade, no diploma <input type="checkbox"/> High school graduate or GED <input type="checkbox"/> Some college credit, but no degree <input checked="" type="checkbox"/> Associate degree (e.g., AA, AS) <input type="checkbox"/> Bachelor's degree (e.g., BA, AB, BS) <input type="checkbox"/> Master's degree (e.g., MA, MS, MEng, MEd, MSW, MBA) <input type="checkbox"/> Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DDS, DVM, LL.B., JD)		15. DECEDENT OF HISPANIC ORIGIN? Check the box that best describes whether the decedent is Spanish/Hispanic/Latino(s). Check the "No" box if the decedent is not Spanish / Hispanic / Latino(s). <input checked="" type="checkbox"/> No, not Spanish/Hispanic/Latino(s) <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano(s) <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, other Spanish/Hispanic/Latino(s) Specify _____	
16. DECEDENT'S RACE (Check one or more races to indicate what the decedent considered himself or herself to be) <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> American Indian or Alaskan Native (Name of the enrolled or principal tribe) <b>NATIVE</b> <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro(s) <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify) _____ <input type="checkbox"/> Other (Specify) _____		17. DECEDENT'S USUAL OCCUPATION (Indicate type of work done during most of working life. DO NOT USE RETIRED) <b>Business Owner</b>	
18. KIND OF BUSINESS OR INDUSTRY <b>Grocery / Liquor</b>		19. PLACE OF DEATH (Check only one) <input type="checkbox"/> Inpatient <input type="checkbox"/> Emergency Room/Outpatient <input type="checkbox"/> Dead on Arrival <input type="checkbox"/> Nursing home/long term care facility <input checked="" type="checkbox"/> Decedent's home <input type="checkbox"/> Hospice Facility <input type="checkbox"/> Other (Specify) _____	
20. FACILITY NAME (if not institution, give street & number) <b>407 Water</b>		21. CITY OR TOWN, STATE AND ZIP CODE <b>Craig, Alaska 99921</b>	
22. COUNTY OF DEATH <b>Prince Wales Hyder (ca)</b>		23. METHOD OF DISPOSITION <input type="checkbox"/> Burial <input checked="" type="checkbox"/> Cremation <input type="checkbox"/> Donation <input type="checkbox"/> Entombment <input type="checkbox"/> Removal from State <input type="checkbox"/> Other (Specify) _____	
24. LOCATION - CITY, TOWN AND STATE <b>Ketchikan, AK</b>		25. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY <b>Ketchikan/Rossel Mortuary P.O. Box 8181 Ketchikan, Alaska 99901</b>	
26. NAME OF FUNERAL SERVICE LICENSEE OR OTHER AGENT (SIGNATURE OR FILLS) <b>RON RANDALL</b>		27. LICENSE NUMBER (Of Licensee) <b>200</b>	
28. DATE PRONOUNCED DEAD (MM/DD/YY) <b>03/14/2020</b>		29. TIME PRONOUNCED DEAD <b>17:15</b>	
30. SIGNATURE OF PERSON PRONOUNCING DEATH (Only when applicable)		31. DATE SIGNED (MM/DD/YY)	
32. ACTUAL OR PRESUMED DATE OF DEATH (MM/DD/YY)		33. ACTUAL OR PRESUMED TIME OF DEATH	
34. WAS MEDICAL EXAMINER OR CORONER CONTACTED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		35. APPROXIMATE INTERVAL FROM DEATH TO EXAMINATION <b>6 Months</b>	
36. PART I Enter the chain of events - diseases, injuries, or complications-that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line. Add additional lines, if necessary. <b>MULTISYSTEM FAILURE</b>		37. IMMEDIATE CAUSE (Final disease or condition resulting in death) <b>END OF LIFE FAILURE TO THRIVE</b>	
38. UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST		39. PART II Enter other significant conditions contributing to death but not resulting in the underlying cause given in PART I.	
40. DID TOBACCO USE CONTRIBUTE TO DEATH? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Probably <input type="checkbox"/> No <input type="checkbox"/> Unknown		41. IF FEMALE <input type="checkbox"/> Not pregnant within past year <input type="checkbox"/> Not pregnant, but pregnant within 42 days of death <input type="checkbox"/> Pregnant at time of death <input type="checkbox"/> Not pregnant, but pregnant 43 days to 1 year before death <input type="checkbox"/> Unknown if pregnant within past year	
42. MANNER OF DEATH <input checked="" type="checkbox"/> Natural <input type="checkbox"/> Homicide <input type="checkbox"/> Accident <input type="checkbox"/> Pending Investigation <input type="checkbox"/> Suicide <input type="checkbox"/> Could not be determined		43. INJURY AT WORK? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
44. DATE OF INJURY (MM/DD/YY)		45. TIME OF INJURY	
46. PLACE OF INJURY (e.g., Decedent's home, construction site, restaurant, wooded area)		47. INJURY AT WORK?	
48. LOCATION OF INJURY (Street & Number, Apt. No., City or Town, State, Zipcode)		49. DESCRIBE HOW INJURY OCCURRED:	
50. IF TRANSPORTATION INJURY, SPECIFY: <input type="checkbox"/> Driver/Operator <input type="checkbox"/> Passenger <input type="checkbox"/> Pedestrian <input type="checkbox"/> Other (Specify) _____		50a. CERTIFIER (Check only one): <input checked="" type="checkbox"/> Certifying physician - to the best of my knowledge, death occurred due to the cause(s) and manner stated. <input type="checkbox"/> Pronouncing & Certifying physician - To the best of my knowledge, death occurred at the time, date and place, and due to the cause(s) and manner stated. <input type="checkbox"/> Medical Examiner/Coroner - On the basis of examination, and/or investigation, in my opinion, death occurred at the time, date, and place, and due to the cause(s) and manner stated.	
50b. NAME OF CERTIFIER (SIGNATURE ON FILE) <b>RODNEY W SCHAFFER</b>		ADDRESS AND ZIP CODE OF PERSON COMPLETING CAUSE OF DEATH (Item 37) <b>7300 Klawock Hoffs Hwy Klawock AK 99925</b>	
51. LICENSE NUMBER <b>134858</b>		<b>ORIGINAL - STATE COPY</b>	
52. DATE CERTIFIED (MM/DD/YY) <b>03/19/2020</b>		53. DATE CERTIFIED (MM/DD/YY) <b>03/19/2020</b>	

To Be Completed By: FUNERAL DIRECTOR (top half), MEDICAL CERTIFIER (bottom half)

001668640

I CERTIFY THAT THIS IS A TRUE, FULL AND CORRECT COPY OF THE ORIGINAL CERTIFICATE ON FILE IN THE BUREAU OF VITAL STATISTICS, DEPARTMENT OF HEALTH AND SOCIAL SERVICES, JUNEAU, ALASKA.

DATE ISSUED **MARCH 27, 2020**

*Clint J. Farr*  
**State Registrar**

This copy not valid unless prepared on engraved border displaying the date, seal and signature of the Alaska State Registrar.



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AMCO Received 3/17/20

SWAN OPERATOR OR PREPARATION VOID THIS CERTIFICATE

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: July 29, 2021  
RE: Application to Sell City Property to Maranda Hamme, Lot 4A, Salmonberry  
Subdivision – Ordinance 739 First Reading

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The city included Lot 4A, Salmonberry Subdivision in land sales in 2013 and in 2017. The properties did not sell in either land sale.

Jeremiah and Josiah Bigelow applied to purchase Lots 3A and 4A in 2019 and the council approved the ordinance in November 2019. No action has been taken by them to move the purchase forward.

During the 2016/2017 land sale the lot appraised out at \$65,000. A new appraisal will have to be completed since this appraisal is more than 12 months old. After the 2016/2017 appraisal the lots were replatted to add a portion of the tideland based on a discrepancy with the original survey. This additional square footage will be included in a new appraisal and will likely increase the value.

The sale notice was published in the Island Post with the public hearing scheduled at the regular city council meeting on August 5, 2021. Even though the public hearing is scheduled for August 5<sup>th</sup> the final reading of the ordinance is not scheduled until August 19<sup>th</sup>.

Funds from this sale will be placed in the city's land development fund.

Recommendation: Approve the first reading of Ordinance 739, authorizing the city administrator to negotiate the sale of city owned property to Maranda Hamme.

**CITY OF CRAIG  
ORDINANCE No. 739**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH MARANDA HAMME, THE TERMS OF A SALE OF CITY OWNED LANDS CONSISTING OF LOT 4A, SALMONBERRY SUBDIVISION

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

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

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

Section 4. Action. This ordinance authorizes the City Administrator to negotiate the sale of approximately 12,100 square feet of city owned land consisting of Lot 4A, Salmonberry Subdivision as shown on Plat 2018-24, Ketchikan Recording District. Final terms of said sale are subject to the approval of the Craig city council.

Passed and approved this \_\_\_\_\_ day of August, 2021.

\_\_\_\_\_  
Mayor Tim O'Connor

Attest \_\_\_\_\_  
Tracey Jensen, City Clerk

CITY OF CRAIG  
MEMORANDUM

July 29, 2021

To: City Council

From: Sheri Purser, Treasurer

Re: Supplemental Budget

---

Attached is the ordinance to adopt the supplemental budget for fiscal year, 2021. According to AS 29.35.100 a supplemental budget is prepared to authorize payments of appropriations not previously approved in the original budget.

The highlights of the changes for the supplemental budget are as follows:

- The General Fund revenues were higher than expected. Sales tax receipts were \$94,000 higher than anticipated, State payments (PILT and Revenue sharing) were higher than anticipated along with COVID 19 Response Revenue.
- Maintenance on the city's building and vehicles continues to be costly.
- Fuel costs are raising and will continue to in fiscal year 2022.
- The Enterprise fund has a net gain due to the leases at the JT Brown industrial park.
- There was an increase in insurance expense for all buildings.
- There was an added expense in Public Works due to the Mudslides.

Enclosed is also a worksheet that details the comparison of the original budget and the supplemental budget for your information.

**Recommendation:** Approve first reading of Ordinance number 740, FY 2021 Supplemental Budget.

CITY OF CRAIG

ORDINANCE NO. 740

PROVIDING FOR THE ADOPTION OF THE FISCAL YEAR 2021 SUPPLEMENTAL  
OPERATING BUDGET

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

Section 1. Classification. This ordinance is a non-code ordinance and is not of a general and permanent nature and shall not become a part of the code of the City of Craig, Alaska.

Section 2. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 3. Authorization and Appropriation. The appropriations identified in "Attachment A" hereto are adopted and authorized for the period of July 1, 2020 through June 30, 2021 and are the budget for that period. The Administrator may modify line item expenditures within an authorized appropriation to another line item in any amount which would not annually exceed ten (10) percent or \$10,000, whichever is more.

Section 4. Unexpended Balances. All unexpended balances lapse as of June 30, 2021.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor Timothy O'Connor

Attest \_\_\_\_\_  
Tracey Jensen, City Clerk



## Attachment "A"

City of Craig  
Supplemental Budget  
June 30, 2021

	Year to Date Actual	Revised Budget	Orginal Budget	Overage
General Fund Revenues	\$4,750,832	\$ 4,750,000	\$3,543,662	
<b><u>Expenditures</u></b>				
Administration	680,245	680,265	681,519	
Aquatic Center	479,114	479,129	614,136	
Council	30,883	30,888	33,353	
EMS	227,064	227,076	240,949	
Facilities & Parks	327,430	327,447	291,342	Pool Boiler Expense
Fire	29,425	29,465	30,613	
Library	114,810	114,830	120,922	
Planning	81,521	87,522	73,756	COVID Expense
Police	1,033,313	1,033,333	1,041,697	
Public Works	597,269	597,293	435,917	Mudslide Expense
Recreation	96,823	96,834	102,188	
Total General Fund Expenditures	<u>3,697,897</u>	<u>3,704,082</u>	<u>3,666,392</u>	
Net Change in Position	1,052,935	1,045,918	(122,730)	
Transfers				
To/From Reserves	-	-	-	
From Endowment Fund	212,500	212,500	212,500	
To Enterpriese Fund	-	-	-	
From Cares Act Fund	893,370	893,370	50,000	
<b>Net Change in Position</b>	<u><u>\$2,158,805</u></u>	<u><u>\$ 2,151,788</u></u>	<u><u>\$ 139,770</u></u>	
<b><u>Enterprise Fund</u></b>				
<b><u>Revenue</u></b>				
Sewer Fees	289,117	289,000	290,000	
Water Sales	312,436	312,535	342,868	
Garbage Fees	302,012	302,280	322,280	
Harbor Services	304,734	304,700	270,500	
JTB Industrial Services	622,912	622,900	417,589	
Cannery Revenue	6,612	6,612	7,000	
Total Revenue	<u>1,837,823</u>	<u>1,838,027</u>	<u>1,650,237</u>	
<b><u>Expenses</u></b>				
Sewer Expenses	267,169	261,858	238,158	
Water Expenses	514,106	514,115	471,636	Soda Ash Machine
Garbage Expenses	327,236	327,308	308,579	
Harbor Expenses	309,438	321,660	326,586	
JTB Industrial Park Expenses	210,884	210,906	201,950	
Cannery Expenses	6,176	6,178	4,820	
Total Fund Expenses	<u>1,635,009</u>	<u>1,642,025</u>	<u>1,551,729</u>	
Net Revenue Over Expenses	202,814	196,002	98,508	
Transfer from General Fund	-	-	95,339	
Change in Net Assets	202,814	196,002	193,847	

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**City of Craig**  
**Revenue and Expense YTD**  
**June 30, 2021**

	Revised Budget	Original Budget	Change	Actual
<b>01 11 Administration</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	317,738	325,596	(7,858)	317,735
Total Benefits Expenditures	92,560	118,348	(25,788)	92,557
Total Contract Expenditures	156,336	162,200	(5,864)	156,332
Total Travel & Expenditures	4,943	11,745	(6,802)	4,942
Total Materials Expenditures	21,249	9,500	11,749	21,247
Total Utilities Expenditures	17,860	16,850	1,010	17,858
Total Repairs & Maint Expenditures	4,692	3,260	1,432	4,692
Total Other Expenditures	60,709	26,020	34,689	60,705
Total Capital & Debt Expenditures & Transfers	4,178	8,000	(3,822)	4,178
<b>Total Expenditures</b>	<b>\$ 680,265</b>	<b>\$ 681,519</b>	<b>\$ (1,254)</b>	<b>\$ 680,246</b>
Excess Revenue Over (Under) Expenditures	(680,265)	(681,519)	1,254	(680,246)
<b>01 12 Council</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	16,777	13,520	3,257	16,775
Total Benefits Expenditures	12,994	16,613	(3,619)	12,989
Total Contract Expenditures	650	950	(300)	650
Total Travel & Expenditures	0	2,050	(2,050)	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	467	220	247	467
Total Capital & Debt Expenditures & Transfers	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 30,888</b>	<b>\$ 33,353</b>	<b>\$ (2,465)</b>	<b>\$ 30,881</b>
Excess Revenue Over (Under) Expenditures	(30,888)	(33,353)	2,465	(30,881)
<b>01 13 Planning</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	56,409	47,046	9,363	77,907
Total Benefits Expenditures	23,450	17,695	5,755	23,448
Total Contract Expenditures	5,996	6,500	(504)	5,995
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	701	1,000	(299)	701
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	500	(500)	0
Total Other Expenditures	966	1,015	(49)	966
Total Capital & Debt Expenditures & Transfers	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 87,522</b>	<b>\$ 73,756</b>	<b>\$ 13,766</b>	<b>\$ 109,017</b>
Excess Revenue Over (Under) Expenditures	(87,522)	(73,756)	(13,766)	(109,017)
<b>01 14 Parks &amp; Facilities</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	131,711	133,077	(1,366)	131,575
Total Benefits Expenditures	59,267	67,197	(7,930)	59,263

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**City of Craig**  
**Revenue and Expense YTD**  
**June 30, 2021**

	Revised Budget	Original Budget	Change	Actual
Total Contract Expenditures	18,669	5,100	13,569	18,668
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	18,329	17,000	1,329	18,327
Total Utilities Expenditures	20,915	16,000	4,915	20,909
Total Repairs & Maint Expenditures	35,194	15,000	20,194	35,193
Total Other Expenditures	20,510	11,968	8,542	20,641
Total Capital & Debt Expenditures & Transfers	22,852	26,000	(3,148)	22,852
<b>Total Expenditures</b>	<b>\$ 327,447</b>	<b>\$ 291,342</b>	<b>\$ 36,105</b>	<b>\$ 327,428</b>
Excess Revenue Over (Under) Expenditures	(327,447)	(291,342)	(36,105)	(327,428)
<b>01 15 Public Works</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	143,688	155,380	(11,692)	143,685
Total Benefits Expenditures	77,530	102,169	(24,639)	77,521
Total Contract Expenditures	1,329	720	609	(16,494)
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	40,224	28,750	11,474	40,220
Total Utilities Expenditures	19,522	14,900	4,622	19,520
Total Repairs & Maint Expenditures	70,221	68,200	2,021	70,219
Total Other Expenditures	18,549	7,798	10,751	18,547
Total Capital & Debt Expenditures & Transfers	61,600	58,000	3,600	61,599
<b>Total Expenditures</b>	<b>\$ 432,663</b>	<b>\$ 435,917</b>	<b>\$ (3,254)</b>	<b>\$ 414,817</b>
Excess Revenue Over (Under) Expenditures	(432,663)	(435,917)	3,254	(414,817)
<b>01 16 Police</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	607,427	574,091	33,336	607,422
Total Benefits Expenditures	280,181	336,472	(56,291)	280,175
Total Contract Expenditures	5,047	7,020	(1,973)	5,045
Total Travel & Expenditures	8,038	3,000	5,038	8,038
Total Materials Expenditures	57,750	47,500	10,250	57,749
Total Utilities Expenditures	22,664	27,000	(4,336)	22,663
Total Repairs & Maint Expenditures	57	0	57	57
Total Other Expenditures	37,669	31,614	6,055	37,667
Total Capital & Debt Expenditures & Transfers	14,500	15,000	(500)	14,500
<b>Total Expenditures</b>	<b>\$ 1,033,333</b>	<b>\$ 1,041,697</b>	<b>\$ (8,364)</b>	<b>\$ 1,033,316</b>
Excess Revenue Over (Under) Expenditures	(1,033,333)	(1,041,697)	8,364	(1,033,316)
<b>01 17 EMS</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	151,886	138,545	13,341	151,884
Total Benefits Expenditures	40,275	58,058	(17,783)	40,270
Total Contract Expenditures	3,868	4,845	(977)	3,867
Total Travel & Expenditures	2,621	7,400	(4,779)	2,621
Total Materials Expenditures	10,507	18,650	(8,143)	10,505
Total Utilities Expenditures	8,794	4,900	3,894	8,792
Total Repairs & Maint Expenditures	0	0	0	0

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**City of Craig**  
**Revenue and Expense YTD**  
**June 30, 2021**

	Revised Budget	Original Budget	Change	Actual
Total Other Expenditures	9,125	6,351	2,774	9,125
Total Capital & Debt Expenditures & Transfers	0	2,200	(2,200)	0
<b>Total Expenditures</b>	<b>\$ 227,076</b>	<b>\$ 240,949</b>	<b>\$ (13,873)</b>	<b>\$ 227,064</b>
Excess Revenue Over (Under) Expenditures	(227,076)	(240,949)	13,873	(227,064)
<b>01 18 Fire Department</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	4,186	(4,186)	(36)
Total Contract Expenditures	12,736	5,400	7,336	12,735
Total Travel & Expenditures	2,950	2,700	250	2,950
Total Materials Expenditures	3,152	2,600	552	3,151
Total Utilities Expenditures	4,013	5,900	(1,887)	4,012
Total Repairs & Maint Expenditures	667	1,000	(333)	667
Total Other Expenditures	5,947	4,827	1,120	5,947
Total Capital & Debt Expenditures & Transfers	0	4,000	(4,000)	0
<b>Total Expenditures</b>	<b>\$ 29,465</b>	<b>\$ 30,613</b>	<b>\$ (1,148)</b>	<b>\$ 29,426</b>
Excess Revenue Over (Under) Expenditures	(29,465)	(30,613)	1,148	(29,426)
<b>01 19 Library</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	62,738	62,261	477	62,633
Total Benefits Expenditures	29,552	35,411	(5,859)	29,646
Total Contract Expenditures	2,720	2,900	(180)	2,719
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	7,367	7,000	367	7,375
Total Utilities Expenditures	6,722	10,600	(3,878)	6,720
Total Repairs & Maint Expenditures	469	1,000	(531)	469
Total Other Expenditures	3,812	1,750	2,062	3,812
Total Capital & Debt Expenditures & Transfers	1,450	0	1,450	1,450
<b>Total Expenditures</b>	<b>\$ 114,830</b>	<b>\$ 120,922</b>	<b>\$ (6,092)</b>	<b>\$ 114,824</b>
Excess Revenue Over (Under) Expenditures	(114,830)	(120,922)	6,092	(114,824)
<b>01 24 Recreation</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	47,206	53,362	(6,156)	47,204
Total Benefits Expenditures	24,318	24,746	(428)	24,316
Total Contract Expenditures	1,525	3,600	(2,075)	1,523
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	1,043	1,050	(7)	1,042
Total Utilities Expenditures	15,405	13,000	2,405	15,402
Total Repairs & Maint Expenditures	0	500	(500)	0
Total Other Expenditures	6,714	5,130	1,584	6,713
Total Capital & Debt Expenditures & Transfers	623	800	(177)	623
<b>Total Expenditures</b>	<b>\$ 96,834</b>	<b>\$ 102,188</b>	<b>\$ (5,354)</b>	<b>\$ 96,823</b>

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**City of Craig**  
**Revenue and Expense YTD**  
**June 30, 2021**

	Revised Budget	Original Budget	Change	Actual
Excess Revenue Over (Under) Expenditures	(96,834)	(102,188)	5,354	(96,823)
<b>01 25 Aquatic Center</b>				
<b>Expenditures</b>				
Total Personnel Expenditures	118,900	161,742	(42,842)	118,898
Total Benefits Expenditures	66,141	121,997	(55,856)	66,137
Total Contract Expenditures	1,520	6,400	(4,880)	1,519
Total Travel & Expenditures	3,706	10,780	(7,074)	3,706
Total Materials Expenditures	20,111	23,800	(3,689)	20,109
Total Utilities Expenditures	105,778	126,000	(20,222)	105,777
Total Repairs & Maint Expenditures	2,331	7,097	(4,766)	2,330
Total Other Expenditures	19,389	12,800	6,589	19,388
Total Capital & Debt Expenditures & Transfers	141,253	143,520	(2,267)	141,252
Total Expenditures	\$ 479,129	\$ 614,136	\$ (135,007)	\$ 479,116
Excess Revenue Over (Under) Expenditures	(479,129)	(614,136)	135,007	(479,116)
<b>20 21 Sewer</b>				
Total Revenues	\$ 289,000	\$ 290,000	\$ (1,000)	\$ 289,117
<b>Expenditures</b>				
Total Personnel Expenditures	89,436	77,088	12,348	89,430
Total Benefits Expenditures	44,825	46,940	(2,115)	44,824
Total Contract Expenditures	22,882	7,800	15,082	22,879
Total Travel & Expenditures	1,280	1,280	0	1,280
Total Materials Expenditures	7,282	8,200	(918)	7,281
Total Utilities Expenditures	57,803	49,400	8,403	57,802
Total Repairs & Maint Expenditures	6,898	4,000	2,898	6,897
Total Other Expenditures	18,174	9,450	8,724	23,501
Total Capital & Debt Expenditures & Transfers	13,278	34,000	(20,722)	13,278
Total Expenditures	\$ 261,858	\$ 238,158	\$ 23,700	\$ 267,172
Excess Revenue Over (Under) Expenditures	27,142	51,842	(24,700)	21,945
<b>20 22 Water</b>				
Total Revenues	\$ 312,535	\$ 342,868	\$ (30,333)	\$ 296,347
<b>Expenditures</b>				
Total Personnel Expenditures	146,628	134,003	12,625	146,626
Total Benefits Expenditures	66,341	72,557	(6,216)	66,338
Total Contract Expenditures	23,449	10,000	13,449	23,449
Total Travel & Expenditures	1,367	3,935	(2,568)	1,367
Total Materials Expenditures	50,674	62,400	(11,726)	50,673
Total Utilities Expenditures	52,949	57,400	(4,451)	52,948
Total Repairs & Maint Expenditures	10,968	10,000	968	10,967
Total Other Expenditures	21,506	12,850	8,656	21,505
Total Capital & Debt Expenditures & Transfers	140,233	108,491	31,742	140,232
Total Expenditures	\$ 514,115	\$ 471,636	\$ 42,479	\$ 514,105
Excess Revenue Over (Under) Expenditures	(201,580)	(128,768)	(72,812)	(217,758)

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**City of Craig**  
**Revenue and Expense YTD**  
**June 30, 2021**

	Revised Budget	Original Budget	Change	Actual
<b>20 23 Garbage</b>				
Total Revenues	\$ 302,280	\$ 322,280	\$ (20,000)	\$ 294,733
Expenditures				
Total Personnel Expenditures	49,013	38,295	10,718	49,012
Total Benefits Expenditures	32,746	33,983	(1,237)	32,683
Total Contract Expenditures	214,887	211,500	3,387	214,886
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	16,918	9,300	7,618	16,917
Total Utilities Expenditures	361	500	(139)	360
Total Repairs & Maint Expenditures	4,176	7,500	(3,324)	4,175
Total Other Expenditures	9,207	3,500	5,707	9,206
Total Capital & Debt Expenditures & Transfers	0	4,000	(4,000)	0
Total Expenditures	\$ 327,308	\$ 308,578	\$ 18,730	\$ 327,239
Excess Revenue Over (Under) Expenditures	(25,028)	13,702	(38,730)	(32,506)
<b>20 27 Harbor</b>				
Total Revenues	\$ 304,700	\$ 270,500	\$ 34,200	\$ 304,736
Expenditures				
Total Personnel Expenditures	140,373	145,883	(5,510)	140,370
Total Benefits Expenditures	61,979	81,905	(19,926)	61,976
Total Contract Expenditures	65	900	(835)	65
Total Travel & Expenditures	660	2,100	(1,440)	659
Total Materials Expenditures	15,829	10,400	5,429	15,828
Total Utilities Expenditures	47,363	32,400	14,963	35,167
Total Repairs & Maint Expenditures	15,048	17,000	(1,952)	15,035
Total Other Expenditures	38,944	34,500	4,444	38,942
Total Capital & Debt Expenditures & Transfers	1,399	1,500	(101)	1,398
Total Expenditures	\$ 321,660	\$ 326,588	\$ (4,928)	\$ 309,440
Excess Revenue Over (Under) Expenditures	(16,960)	(56,088)	39,128	(4,704)
<b>20 28 JTB Industrail Park</b>				
Total Revenues	\$ 622,900	\$ 417,589	\$ 205,311	\$ 622,912
Expenditures				
Total Personnel Expenditures	101,061	91,856	9,205	101,059
Total Benefits Expenditures	27,634	37,595	(9,961)	27,634
Total Contract Expenditures	0	1,900	(1,900)	0
Total Travel & Expenditures	6	0	6	6
Total Materials Expenditures	5,864	6,500	(636)	5,862
Total Utilities Expenditures	49,488	48,500	988	49,487
Total Repairs & Maint Expenditures	4,431	3,300	1,131	4,419
Total Other Expenditures	21,822	12,300	9,522	21,822
Total Capital & Debt Expenditures & Transfers	600	0	600	600
Total Expenditures	\$ 210,906	\$ 201,951	\$ 8,955	\$ 210,889
Excess Revenue Over (Under) Expenditures	411,994	215,638	196,356	412,023

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**City of Craig**  
**Revenue and Expense YTD**  
**June 30, 2021**

	Revised Budget	Original Budget	Change	Actual
<b>20 29 Ward Cove Cannery</b>				
Total Revenues	\$ 6,612	\$ 7,000	\$ (388)	\$ 6,612
Expenditures				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	1,000	(1,000)	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	55	200	(145)	55
Total Utilities Expenditures	2,394	1,600	794	2,394
Total Repairs & Maint Expenditures	810	0	810	809
Total Other Expenditures	2,919	1,020	1,899	2,919
Total Capital & Debt Expenditures & Transfers	0	1,000	(1,000)	0
Total Expenditures	<u>\$ 6,178</u>	<u>\$ 4,820</u>	<u>\$ 1,358</u>	<u>\$ 6,177</u>
Excess Revenue Over (Under) Expenditures	<u>434</u>	<u>2,180</u>	<u>(1,746)</u>	<u>435</u>

**CITY OF CRAIG  
ORDINANCE No. 741**

DELETING SECTION 3.08.030.B OF THE CRAIG MUNICIPAL CODE, AND  
ADOPTING A NEW SECTION 3.08.030.B, REGARDING SENIOR SALES TAX  
EXEMPTION CARD FEE

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

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

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

Section 4. Action. This ordinance deletes Section 3.08.030.B, and adopts a new section 3.08.030.B to read:

“B. Administrative fees for the sales tax exemption card shall be set by city council resolution.”

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor Tim O'Connor

Attest \_\_\_\_\_  
Tracey Jensen, City Clerk



**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: July 29, 2021  
RE: Ordinance No. 741

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Attached you will find Ordinance No. 741. The ordinance changes section 3.08.030.B of the municipal code to eliminate the \$75.00 fee for the senior exempt card. If the council chooses to set an administrative fee for the card, the ordinance would provide for the council to adopt a resolution establishing or changing the fee.

**Recommendation**

Approve Ordinance No. 741 at first reading.

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: July 30, 2021  
RE: August Staff Report

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### **1. Meeting with CCS Staff**

I met with representatives from Catholic Community Services on July 13. The agency staffs the senior center in Klawock, as well as the rides offered by the Southeast Senior Services shuttle, and the home-delivered meals program. Executive Director Erin Walker-Tolles discussed the changes to its staffing and service delivery model it had to make due to COVID-19, and she reiterated the agency's commitment to continuing to provide services to the elderly in Craig and Klawock. Among the near-term goals is to reopen the center to senior congregate lunches that were common prior to the pandemic.

### **2. American Rescue Plan Act Funding**

City staff attended an online ARPA training session yesterday, offered by AML. The session was useful as the city prepares to receive and plan for the use of ARPA funds. The council's August 5 agenda includes an action item for the council to consider regarding ARPA funding.

### **3. FY 2020 Financial Audit**

Earlier this week the city's financial auditor recently delivered the draft FY 2020 financial audit. As I reported to the council on May 28, the draft audit does include a material weakness finding as to our General Ledger reporting. Accounting practices call for staff to respond to the finding with a corrective action plan, which will be included in the audit document. After staff review and consultation with the auditor, the audit document will be brought to the council for presentation and adoption.

### **4. Craig Child Care Center**

The council's August 5 agenda item regarding ARPA funding includes a recommendation to offer some financial support to supplement employee wages at the CCCC. The facility is struggling to find enough employees to remain open during the full work week. It is my hope that supplementing hourly pay will better enable the center to better recruit and retain employees.

### **5. Travel Schedule**

None scheduled.

CITY OF CRAIG  
MEMORANDUM

July 30, 2021

To: City Council

From: Sheri Purser, Treasurer

Re: Monthly Report

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The July monthly financial reports are included.

We have ended FY21 and are starting FY22. Sales tax for the 2<sup>nd</sup> quarter is due by the end of this month. I should have those totals by the middle of next month.

Jon and I received a report back from Christine Tuesday on the FY20 Audit. We are working on the MD&A report and a corrective action plan for the findings that were made. We will be getting these back to Christine so she can finalize the Audit.

I have been working on the supplemental budget for FY21 which I have submitted for the first reading. There is also a memo attached with the supplemental budget.

My financial team and I are working on the year end of FY21 and preparing for the Audit that Christine would like to start on by the end of August. We are doing this by receiving the last of the invoices that are coming in from June purchases and getting them paid. We are also moving FY21 Invoices and payments to boxes and putting in new files for FY22. Also, I am reconciling all checking accounts, doing any adjustments and allocations that are needed to balance to the General Ledger.

We are having meetings for the Emergency Operation Incident Management Team. Brian has changed meetings to 1 time a month 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)

City of Craig  
Cash Balances  
7/31/2021

General Fund

Deposit Clearing Account	27,751.23
Checking - First Bank	3,014,562.65
Checking - Wells Fargo	20,923.07
Petty Cash	325.00
Petty Cash-Harbors	200.00
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>510,916.45</u>
Total	<u>3,577,154.90</u>

Restricted Fund

Cares Fund Checking	0.01
Cash, Police Fund	51,444.19
Cash Evidence, Police	4,413.78
Police Petty Cash	781.17
Cash Equipment Fund	555,671.02
Cash Hatchery Salmon Derby	4,592.22
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	25,014.04
MM Invest Muni Land	568,283.35
Hatchery Saving Account	55,256.68
Cash MMkt NFR -School FB	61,541.51
Cash Invest School Funds APCM	3,085,520.15
Accrued Interest, School	<u>9,484.00</u>
Total	<u>4,445,257.58</u>

Endowment

Cash Held Endowment	86,629.81
Fixed Inc. Investment Endowment	4,357,467.71
Accr. Int., Endowment	19,353.49
Equity Invest., Endowment	7,110,019.28
Unrealized Gain/Loss Endowment	100,916.02
Unrealized Gain/Loss Equity, Endowment	<u>4,172,342.37</u>
Total	<u>15,846,728.68</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**  
**02a. Craig Gov Rev**

**July 31, 2021**

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of
01 00.4000.00 000 Property Tax	684,206	684,206	674,000	10,206	102
01 00.4050.00 000 Sales Tax	282,058	282,058	1,051,550	(769,492)	27
01 00.4051.00 000 1% Sales Tax for School	0	0	330,850	(330,850)	0
01 00.4052.00 000 Alaska Remote Sales Tax	9,533	9,533	75,000	(65,467)	13
01 00.4053.00 000 1% Sales Tax Pool & Rec	0	0	330,850	(330,850)	0
01 00.4060.00 000 Liquor Sales Tax	25,879	25,879	120,000	(94,121)	22
01 00.4065.00 000 Transient Room Tax	4,265	4,265	20,000	(15,735)	21
<b>Total Local Taxes</b>	<b>1,005,941</b>	<b>1,005,941</b>	<b>2,602,250</b>	<b>(1,596,309)</b>	<b>39</b>
01 00.4100.00 000 Property PILT Funding	308,960	308,960	300,000	8,960	103
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	1,000	(1,000)	0
<b>Total State Revenue</b>	<b>308,960</b>	<b>308,960</b>	<b>405,000</b>	<b>(96,040)</b>	<b>76</b>
01 00.4200.00 000 COVID 19 Response Revenue	0	0	100,000	(100,000)	0
01 00.4220.00 000 EMS Service Fees	6,005	6,005	60,000	(53,995)	10
01 00.4250.00 000 EMS Training Fees	0	0	1,000	(1,000)	0
01 00.4255.00 000 EMS Estimated NonCollectable	0	0	(25,000)	25,000	0
01 00.4260.00 000 Aquatic Center Revenue	1,297	1,297	50,000	(48,703)	3
01 00.4270.00 000 Library Fees	0	0	1,000	(1,000)	0
01 00.4275.00 000 Recreation Revenue	749	749	15,000	(14,251)	5
01 00.4280.00 000 Senior Card Fees	150	150	3,000	(2,850)	5
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	120	120	8,000	(7,880)	2
01 00.4646.00 000 PSN Road Maintenance	0	0	27,000	(27,000)	0
<b>Total Permits &amp; Fees</b>	<b>8,321</b>	<b>8,321</b>	<b>240,100</b>	<b>(231,779)</b>	<b>3</b>
01 00.4300.00 000 Property Lease/Rentals	3,433	3,433	63,000	(59,567)	5
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
<b>Total Local Revenue</b>	<b>3,433</b>	<b>3,433</b>	<b>64,000</b>	<b>(60,567)</b>	<b>5</b>
01 00.4700.00 000 Police-Fines,Citation	100	100	10,000	(9,900)	1
01 00.4703.00 000 Motor Vehicle Commision	5,376	5,376	60,000	(54,624)	9
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	4,424	4,424	53,088	(48,664)	8
01 00.4670.00 000 Forest Service Dispatch	0	0	3,000	(3,000)	0
<b>Total Public Safety Funds</b>	<b>9,900</b>	<b>9,900</b>	<b>490,812</b>	<b>(480,912)</b>	<b>2</b>
01 00.4820.00 000 Interest Income (A/R)	209	209	1,000	(791)	21
01 00.4900.00 000 Misc Revenue	847	847	5,000	(4,153)	17
<b>Total Other Revenue</b>	<b>1,056</b>	<b>1,056</b>	<b>6,000</b>	<b>(4,944)</b>	<b>18</b>
<b>Total Revenues</b>	<b>\$ 1,337,611</b>	<b>\$ 1,337,611</b>	<b>\$ 3,808,162</b>	<b>\$ (2,470,551)</b>	<b>\$ 35</b>

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**City of Craig**  
**Revenue and Expense QTD and YTD**  
**July 31, 2021**

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Administration				
Revenues				
<b>Expenditures</b>				
Total Personnel Expenditures	30,757.92	26,916.30	330,652.24	303,735.94
Total Benefits Expenditures	11,260.32	9,569.35	124,715.72	115,146.37
Total Contract Expenditures	20,632.25	20,632.25	170,110.00	149,477.75
Total Travel & Expenditures	980.00	980.00	12,045.00	11,065.00
Total Materials Expenditures	1,962.24	1,962.24	6,800.00	4,837.76
Total Utilities Expenditures	0.00	0.00	16,850.00	16,850.00
Total Repairs & Maint Expenditures	0.00	0.00	3,260.00	3,260.00
Total Other Expenditures	130.00	130.00	26,920.00	26,790.00
Total Capital & Debt Expenditures	0.00	0.00	1,000.00	1,000.00
<b>Total Expenditures</b>	<b>\$ 65,722.73</b>	<b>\$ 60,190.14</b>	<b>\$ 692,352.96</b>	<b>\$ 632,162.82</b>
Fund Net Change in Assets	\$ (65,722.73)	\$ (60,190.14)	\$ (692,352.96)	\$ (632,162.82)
Council				
Revenues				
<b>Expenditures</b>				
Total Personnel Expenditures	1,340.28	1,340.28	12,920.00	11,579.72
Total Benefits Expenditures	138.96	138.96	5,007.98	4,869.02
Total Contract Expenditures	0.00	0.00	950.00	950.00
Total Travel & Expenditures	0.00	0.00	2,050.00	2,050.00
Total Materials Expenditures	0.00	0.00	0.00	0.00
Total Utilities Expenditures	0.00	0.00	0.00	0.00
Total Repairs & Maint Expenditures	0.00	0.00	0.00	0.00
Total Other Expenditures	0.00	0.00	220.00	220.00
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 1,479.24</b>	<b>\$ 1,479.24</b>	<b>\$ 21,147.98</b>	<b>\$ 19,668.74</b>
Fund Net Change in Assets	\$ (1,479.24)	\$ (1,479.24)	\$ (21,147.98)	\$ (19,668.74)
Planning				
Revenues				
<b>Expenditures</b>				
Total Personnel Expenditures	6,651.56	6,651.56	49,572.86	42,921.30
Total Benefits Expenditures	1,826.20	1,826.20	19,452.98	17,626.78
Total Contract Expenditures	0.00	0.00	6,500.00	6,500.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	0.00	0.00	1,000.00	1,000.00
Total Utilities Expenditures	0.00	0.00	0.00	0.00
Total Repairs & Maint Expenditures	0.00	0.00	500.00	500.00
Total Other Expenditures	0.00	0.00	1,015.00	1,015.00
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00

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**City of Craig**  
**Revenue and Expense QTD and YTD**  
**July 31, 2021**

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
<b>Total Expenditures</b>	<b>\$ 8,477.76</b>	<b>\$ 8,477.76</b>	<b>\$ 78,040.84</b>	<b>\$ 69,563.08</b>
Fund Net Change in Assets	\$ (8,477.76)	\$ (8,477.76)	\$ (78,040.84)	\$ (69,563.08)
Parks & Facilities Revenues				
<b>Expenditures</b>				
Total Personnel Expenditures	12,180.38	12,180.38	135,100.18	122,919.80
Total Benefits Expenditures	4,964.74	4,964.74	71,111.43	66,146.69
Total Contract Expenditures	0.00	0.00	11,100.00	11,100.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	442.66	442.66	22,900.00	22,457.34
Total Utilities Expenditures	397.15	397.15	16,000.00	15,602.85
Total Repairs & Maint Expenditures	720.00	720.00	22,250.00	21,530.00
Total Other Expenditures	0.00	0.00	11,968.00	11,968.00
Total Capital & Debt Expenditures	0.00	0.00	33,680.00	33,680.00
<b>Total Expenditures</b>	<b>\$ 18,704.93</b>	<b>\$ 18,704.93</b>	<b>\$ 324,109.61</b>	<b>\$ 305,404.68</b>
Fund Net Change in Assets	\$ (18,704.93)	\$ (18,704.93)	\$ (324,109.61)	\$ (305,404.68)
Public Works Revenues				
<b>Expenditures</b>				
Total Personnel Expenditures	11,294.97	11,073.51	155,379.86	144,306.35
Total Benefits Expenditures	6,545.21	6,423.68	105,170.93	98,747.25
Total Contract Expenditures	0.00	0.00	720.00	720.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	1,197.32	1,197.32	30,750.00	29,552.68
Total Utilities Expenditures	0.00	0.00	14,900.00	14,900.00
Total Repairs & Maint Expenditures	2,433.05	2,433.05	68,200.00	65,766.95
Total Other Expenditures	0.00	0.00	7,798.00	7,798.00
Total Capital & Debt Expenditures	250.00	250.00	129,000.00	128,750.00
<b>Total Expenditures</b>	<b>\$ 21,720.55</b>	<b>\$ 21,377.56</b>	<b>\$ 511,918.79</b>	<b>\$ 490,541.23</b>
Fund Net Change in Assets	\$ (21,720.55)	\$ (21,377.56)	\$ (511,918.79)	\$ (490,541.23)
Police Revenues				
<b>Expenditures</b>				
Total Personnel Expenditures	43,328.26	37,226.30	582,520.35	545,294.05
Total Benefits Expenditures	22,321.62	19,389.81	354,233.92	334,844.11
Total Contract Expenditures	967.35	484.75	8,920.00	8,435.25
Total Travel & Expenditures	0.00	0.00	3,000.00	3,000.00
Total Materials Expenditures	5,268.62	5,268.62	49,500.00	44,231.38

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**City of Craig**  
**Revenue and Expense QTD and YTD**  
**July 31, 2021**

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Total Utilities Expenditures	103.37	103.37	27,000.00	26,896.63
Total Repairs & Maint Expenditures	0.00	0.00	0.00	0.00
Total Other Expenditures	67.42	67.42	31,614.00	31,546.58
Total Capital & Debt Expenditures	14,500.00	14,500.00	25,650.00	11,150.00
<b>Total Expenditures</b>	<b>\$ 86,556.64</b>	<b>\$ 77,040.27</b>	<b>\$ 1,082,438.27</b>	<b>\$ 1,005,398.00</b>
Fund Net Change in Assets	<u><u>\$ (86,556.64)</u></u>	<u><u>\$ (77,040.27)</u></u>	<u><u>\$ (1,082,438.27)</u></u>	<u><u>\$ (1,005,398.00)</u></u>
EMS Revenues				
<b>Expenditures</b>				
Total Personnel Expenditures	16,488.30	14,808.30	181,480.12	166,671.82
Total Benefits Expenditures	5,201.75	4,363.49	77,917.74	73,554.25
Total Contract Expenditures	0.00	0.00	4,500.00	4,500.00
Total Travel & Expenditures	0.00	0.00	8,400.00	8,400.00
Total Materials Expenditures	315.42	315.42	18,150.00	17,834.58
Total Utilities Expenditures	0.00	0.00	4,900.00	4,900.00
Total Repairs & Maint Expenditures	0.00	0.00	0.00	0.00
Total Other Expenditures	0.00	0.00	6,351.00	6,351.00
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 22,005.47</b>	<b>\$ 19,487.21</b>	<b>\$ 301,698.86</b>	<b>\$ 282,211.65</b>
Fund Net Change in Assets	<u><u>\$ (22,005.47)</u></u>	<u><u>\$ (19,487.21)</u></u>	<u><u>\$ (301,698.86)</u></u>	<u><u>\$ (282,211.65)</u></u>
Fire Department Revenues				
<b>Expenditures</b>				
Total Personnel Expenditures	0.00	0.00	0.00	0.00
Total Benefits Expenditures	0.00	0.00	4,186.00	4,186.00
Total Contract Expenditures	5,100.00	5,100.00	5,400.00	300.00
Total Travel & Expenditures	0.00	0.00	2,700.00	2,700.00
Total Materials Expenditures	0.00	0.00	2,600.00	2,600.00
Total Utilities Expenditures	0.00	0.00	5,900.00	5,900.00
Total Repairs & Maint Expenditures	0.00	0.00	1,000.00	1,000.00
Total Other Expenditures	0.00	0.00	4,827.00	4,827.00
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 5,100.00</b>	<b>\$ 5,100.00</b>	<b>\$ 26,613.00</b>	<b>\$ 21,513.00</b>
Fund Net Change in Assets	<u><u>\$ (5,100.00)</u></u>	<u><u>\$ (5,100.00)</u></u>	<u><u>\$ (26,613.00)</u></u>	<u><u>\$ (21,513.00)</u></u>
Library Revenues				
Total Revenues	300.00	300.00	0.00	300.00

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**City of Craig**  
**Revenue and Expense QTD and YTD**  
**July 31, 2021**

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
<b>Expenditures</b>				
Total Personnel Expenditures	4,801.26	4,801.26	62,263.20	57,461.94
Total Benefits Expenditures	2,535.94	2,535.94	48,501.27	45,965.33
Total Contract Expenditures	2,295.00	2,295.00	3,175.00	880.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	3,052.71	3,052.71	7,000.00	3,947.29
Total Utilities Expenditures	0.00	0.00	10,600.00	10,600.00
Total Repairs & Maint Expenditures	0.00	0.00	1,000.00	1,000.00
Total Other Expenditures	0.00	0.00	1,750.00	1,750.00
Total Capital & Debt Expenditures	0.00	0.00	2,500.00	2,500.00
<b>Total Expenditures</b>	<b>\$ 12,684.91</b>	<b>\$ 12,684.91</b>	<b>\$ 136,789.47</b>	<b>\$ 124,104.56</b>
Fund Net Change in Assets	\$ (12,384.91)	\$ (12,384.91)	\$ (136,789.47)	\$ (123,804.56)
Recreation Revenues				
<b>Expenditures</b>				
Total Personnel Expenditures	3,717.08	3,717.08	40,606.00	36,888.92
Total Benefits Expenditures	3,562.49	3,562.49	27,228.49	23,666.00
Total Contract Expenditures	0.00	0.00	1,500.00	1,500.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	0.00	0.00	29,525.00	29,525.00
Total Utilities Expenditures	0.00	0.00	13,000.00	13,000.00
Total Repairs & Maint Expenditures	0.00	0.00	2,100.00	2,100.00
Total Other Expenditures	0.00	0.00	5,130.00	5,130.00
Total Capital & Debt Expenditures	0.00	0.00	6,439.00	6,439.00
<b>Total Expenditures</b>	<b>\$ 7,279.57</b>	<b>\$ 7,279.57</b>	<b>\$ 125,528.49</b>	<b>\$ 118,248.92</b>
Fund Net Change in Assets	\$ (7,279.57)	\$ (7,279.57)	\$ (125,528.49)	\$ (118,248.92)
Aquatic Center Revenues				
<b>Expenditures</b>				
Total Personnel Expenditures	12,273.22	12,273.22	166,960.00	154,686.78
Total Benefits Expenditures	6,505.31	6,505.31	116,479.88	109,974.57
Total Contract Expenditures	0.00	0.00	6,400.00	6,400.00
Total Travel & Expenditures	750.00	750.00	11,080.00	10,330.00
Total Materials Expenditures	120.84	120.84	23,720.00	23,599.16
Total Utilities Expenditures	0.00	0.00	126,000.00	126,000.00
Total Repairs & Maint Expenditures	0.00	0.00	3,800.00	3,800.00
Total Other Expenditures	0.00	0.00	11,800.00	11,800.00
Total Capital & Debt Expenditures	0.00	0.00	165,838.00	165,838.00
<b>Total Expenditures</b>	<b>\$ 19,649.37</b>	<b>\$ 19,649.37</b>	<b>\$ 632,077.88</b>	<b>\$ 612,428.51</b>

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**City of Craig**  
**Revenue and Expense QTD and YTD**  
**July 31, 2021**

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Fund Net Change in Assets	\$ (19,649.37)	\$ (19,649.37)	\$ (632,077.88)	\$ (612,428.51)
Sewer Revenues				
Total Revenues	24,884.27	24,884.27	290,000.00	(265,115.73)
<b>Expenditures</b>				
Total Personnel Expenditures	7,316.26	6,518.18	77,087.00	70,568.82
Total Benefits Expenditures	4,027.27	3,413.98	43,765.00	40,351.02
Total Contract Expenditures	0.00	0.00	7,800.00	7,800.00
Total Travel & Expenditures	300.00	300.00	1,280.00	980.00
Total Materials Expenditures	4.15	4.15	8,200.00	8,195.85
Total Utilities Expenditures	0.00	0.00	55,741.00	55,741.00
Total Repairs & Maint Expenditures	127.10	127.10	4,000.00	3,872.90
Total Other Expenditures	0.00	0.00	9,450.00	9,450.00
Total Capital & Debt Expenditures	18,400.00	18,400.00	66,500.00	48,100.00
<b>Total Expenditures</b>	<b>\$ 30,174.78</b>	<b>\$ 28,763.41</b>	<b>\$ 273,823.00</b>	<b>\$ 245,059.59</b>
Fund Net Change in Assets	\$ (5,290.51)	\$ (3,879.14)	\$ 16,177.00	\$ (510,175.32)
Water Revenues				
Total Revenues	27,006.93	27,006.93	326,778.00	(299,771.07)
<b>Expenditures</b>				
Total Personnel Expenditures	13,204.29	12,244.61	134,003.33	121,758.72
Total Benefits Expenditures	5,860.29	5,333.65	70,577.02	65,243.37
Total Contract Expenditures	0.00	0.00	10,000.00	10,000.00
Total Travel & Expenditures	999.00	999.00	3,935.00	2,936.00
Total Materials Expenditures	3,453.17	3,453.17	67,400.00	63,946.83
Total Utilities Expenditures	0.00	0.00	57,400.00	57,400.00
Total Repairs & Maint Expenditures	1,427.69	1,427.69	10,000.00	8,572.31
Total Other Expenditures	0.00	0.00	12,850.00	12,850.00
Total Capital & Debt Expenditures	24,612.77	24,612.77	76,821.23	52,208.46
<b>Total Expenditures</b>	<b>\$ 49,557.21</b>	<b>\$ 48,070.89</b>	<b>\$ 442,986.58</b>	<b>\$ 394,915.69</b>
Fund Net Change in Assets	\$ (22,550.28)	\$ (21,063.96)	\$ (116,208.58)	\$ (694,686.76)
Garbage Revenues				
Total Revenues	26,535.84	26,535.84	322,280.00	(295,744.16)
<b>Expenditures</b>				
Total Personnel Expenditures	4,723.37	4,723.37	38,295.18	33,571.81
Total Benefits Expenditures	3,275.54	3,275.54	27,152.31	23,876.77

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**City of Craig**  
**Revenue and Expense QTD and YTD**  
**July 31, 2021**

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Total Contract Expenditures	0.00	0.00	211,500.00	211,500.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	195.60	195.60	9,300.00	9,104.40
Total Utilities Expenditures	0.00	0.00	500.00	500.00
Total Repairs & Maint Expenditures	220.85	220.85	7,500.00	7,279.15
Total Other Expenditures	0.00	0.00	3,500.00	3,500.00
Total Capital & Debt Expenditures	500.00	500.00	40,000.00	39,500.00
<b>Total Expenditures</b>	<b>\$ 8,915.36</b>	<b>\$ 8,915.36</b>	<b>\$ 337,747.49</b>	<b>\$ 328,832.13</b>
Fund Net Change in Assets	\$ 17,620.48	\$ 17,620.48	\$ (15,467.49)	\$ (624,576.29)
Harbor Revenues				
Total Revenues	6,698.42	6,698.42	269,600.00	(262,901.58)
<b>Expenditures</b>				
Total Personnel Expenditures	14,523.85	10,976.90	148,738.25	137,761.35
Total Benefits Expenditures	6,698.45	4,555.30	99,894.85	95,339.55
Total Contract Expenditures	128.63	128.63	900.00	771.37
Total Travel & Expenditures	0.00	0.00	2,200.00	2,200.00
Total Materials Expenditures	403.62	403.62	8,900.00	8,496.38
Total Utilities Expenditures	0.04	0.04	44,592.00	44,591.96
Total Repairs & Maint Expenditures	1.50	1.50	108,050.00	108,048.50
Total Other Expenditures	10,719.65	10,719.65	35,550.00	24,830.35
Total Capital & Debt Expenditures	0.00	0.00	1,650.00	1,650.00
<b>Total Expenditures</b>	<b>\$ 32,475.74</b>	<b>\$ 26,785.64</b>	<b>\$ 450,475.10</b>	<b>\$ 423,689.46</b>
Fund Net Change in Assets	\$ (25,777.32)	\$ (20,087.22)	\$ (180,875.10)	\$ (686,591.04)
JTB Industrail Park Revenues				
Total Revenues	37,181.71	37,181.71	592,589.00	(555,407.29)
<b>Expenditures</b>				
Total Personnel Expenditures	18,201.65	17,298.52	93,420.94	76,122.42
Total Benefits Expenditures	4,177.46	3,492.43	35,937.50	32,445.07
Total Contract Expenditures	0.00	0.00	1,900.00	1,900.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	501.01	501.01	49,975.00	49,473.99
Total Utilities Expenditures	0.00	0.00	53,336.00	53,336.00
Total Repairs & Maint Expenditures	0.00	0.00	17,500.00	17,500.00
Total Other Expenditures	0.00	0.00	12,325.00	12,325.00
Total Capital & Debt Expenditures	0.00	0.00	97,000.00	97,000.00
<b>Total Expenditures</b>	<b>\$ 22,880.12</b>	<b>\$ 21,291.96</b>	<b>\$ 361,394.44</b>	<b>\$ 340,102.48</b>

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**City of Craig**  
**Revenue and Expense QTD and YTD**  
**July 31, 2021**

	Q-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Fund Net Change in Assets	\$ 14,301.59	\$ 15,889.75	\$ 231,194.56	\$ (895,509.77)
Ward Cove Cannery Revenues				
Total Revenues	0.00	0.00	7,000.00	(7,000.00)
<b>Expenditures</b>				
Total Personnel Expenditures	0.00	0.00	0.00	0.00
Total Benefits Expenditures	0.00	0.00	0.00	0.00
Total Contract Expenditures	0.00	0.00	50,000.00	50,000.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	0.00	0.00	750.00	750.00
Total Utilities Expenditures	0.00	0.00	1,600.00	1,600.00
Total Repairs & Maint Expenditures	22.69	22.69	0.00	(22.69)
Total Other Expenditures	0.00	0.00	1,020.00	1,020.00
Total Capital & Debt Expenditures	0.00	0.00	1,000.00	1,000.00
<b>Total Expenditures</b>	<b>\$ 22.69</b>	<b>\$ 22.69</b>	<b>\$ 54,370.00</b>	<b>\$ 54,347.31</b>
Fund Net Change in Assets	\$ (22.69)	\$ (22.69)	\$ (47,370.00)	\$ (61,347.31)
GF Revenue Revenues				
Total Revenues	1,349,106.93	1,349,106.93	3,808,162.00	(2,459,055.07)
<b>Expenditures</b>				
Total Personnel Expenditures	0.00	0.00	0.00	0.00
Total Benefits Expenditures	0.00	0.00	0.00	0.00
Total Contract Expenditures	0.00	0.00	0.00	0.00
Total Travel & Expenditures	0.00	0.00	0.00	0.00
Total Materials Expenditures	0.00	0.00	0.00	0.00
Total Utilities Expenditures	0.00	0.00	0.00	0.00
Total Repairs & Maint Expenditures	0.00	0.00	0.00	0.00
Total Other Expenditures	0.00	0.00	0.00	0.00
Total Capital & Debt Expenditures	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
Fund Net Change in Assets	\$ 1,349,106.93	\$ 1,349,106.93	\$ 3,808,162.00	\$ (2,459,055.07)

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## City Of Craig Memorandum

To: Mayor Tim O'Connor and Craig City Council  
From: Jessica Holloway, Aquatic Manager  
RE: Aug 21  
Date: July 29, 2021

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The pool completed the annual shut down. We did not have a lot of maintenance to do this year, but we were able to get a lot of cleaning and painting done. During that shut down, Chris Lewis and I traveled to anchorage for the CPO Course. We all passed and are all now certified to do the chems at the pool.

High School swim begins on the 4<sup>th</sup>. Morning laps will be starting at 7 am on Tuesday and Thursdays throughout the season to allow for some more water time since the high school team is very large this year.

Chris and I have been working on revamping the learn to swim program. We are looking to do lessons on Tuesday and Thursdays from 6-7:30pm. This will mean that there will not be an open swim those days. If we go this route, we are going to move Family night to Wed evenings.

We are still looking at doing the Junior Lifeguarding program. I am looking at doing it from the second week in Aug through the end. I will have solid dates by the meeting.

We are still hiring for a few positions but we have not see any interest as of yet.

Not a lot to report. If you have, any questions or concerns please feel free to email me at [pool@craigak.com](mailto:pool@craigak.com)

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## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Brian Templin, City Planner  
Date: July 30, 2021  
RE: Planner Staff Report – August 2021

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### Craig Harbor Project

The USACE is continuing to work on the breakwater and harbor basin design. The corps plans on having designs and specs complete in the next 30 – 60 days and will then send the entire package through two internal reviews. The first review is an Agency Technical Review (ATR), where the plans and specs are peer reviewed within the USACE. The second review is the final review of all documents (called BCOES) to ensure biddability, constructability, operability, environmental and sustainability (BCOES). This broad review of the project is completed by staff at the USACE Pacific division level and national level on the project prior to construction. Generally, bidding and construction on a project has to commence within six months of the BCOES, or the BCOES process will have to take place again.

The Craig Planning Commission is continuing general discussions regarding any historical overlay or zoning changes for the property. If the commission settles on a draft, then the city council will have to approve an ordinance making the changes to the zoning code.

The council approved a \$50,000 appropriation in the current year's budget for planning on the development. The next steps in the overall planning process are to have preliminary site plans (concept) drawn up and some very broad engineering opinions on the viability of the high priority buildings identified in the planning process that took place last year. Started the advertising on a request for proposals (RFP) for architectural/engineering (A/E) services to complete three primary items:

1. Preliminary site plan for the new harbor layout (including access points) based on the council adopted recommendations for the new harbor.
2. Preliminary site plan for the upland access and support facilities based on the council adopted recommendations for the upland development.
3. General opinions on the current condition and viability of the existing buildings noted as “high priority” based on the council adopted recommendations. These buildings include the Administration Building, Web Loft, Maintenance Shop, and Retort (boiler). We may also include a general opinion of other buildings on site if funding allows. General opinions will not provide a specific list of conditions or cost estimates, but will give us an idea of the viability of retaining and restoring these buildings.

The proposals are due August 17<sup>th</sup> and will be reviewed by staff. After we select a successful firm we will discuss the scope of work and cost with them.

The data and drawings from this process will help the city's efforts to continue to educate the public on the project and will help the planning commission, harbor committee, and city council make additional decisions about design and development of both the harbor and uplands. The information will also be useful when we eventually go out for bid for full A/E design of the harbor, upland access, and upland support facilities.

#### COVID-19

We are currently in the middle of another outbreak of COVID19 cases both in Southeast generally and on Prince of Wales specifically. During the week of July 26 – July 30 we had at least 26 new positive cases identified on the island. The Delta variant that is the predominant variant of the virus is extremely contagious and had generally caused more severe symptoms, particularly in unvaccinated persons.

With the influx of tourists, number of large gatherings expected over the next week and the current case numbers I fully expect that we will see a large number of cases over the next two to three weeks.

I have provided a separate memo with recommendations regarding the city's COVID19 protocols for council discussion.



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: July 29, 2021

RE: August staff report

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## **Harbor department report August 2021**

The Ice house is selling lots of ice this year. We've been averaging almost 10 tons per day lately. Silver Bay Seafood is running this summer and they are buying large amounts of ice as well.

The boat yard continues to keep us busy. We expected haul outs to slow down with the start of the commercial season but the demand is still very high.

We have an opening at the harbor for an assistant harbor master. The position is open until filled. We're hoping we can get the position filled soon.

We recently met with part of the harbor advisory committee to review and work on our written harbor policy document. We were able to finish reviewing it. Next we will present it to the harbor advisory committee for final approval. We will then present it to the City council for approval.

We continue to be busy with day to day operations of the harbor.



## 7/1/2021-7/29-2021

Patron Visits: 822

Circulation: 2436

Computer Usage: 111

WiFi Usage: 294 unique visitors, 805 total visits

Tests Proctored: 0

Meetings: 2

Story Times: 3 Facebook

Inter-Library Loans: 43

We have one more month of Summer Reading and it has been a great success so far. The in-person craft events have been well attended for the most part and very fun! New registrations have slowed, but that's not surprising. I'll be buying a few new prizes for the kids to earn as they keep reading, and then we'll raffle off our big prizes and announce our top readers on September 1<sup>st</sup>.

We're still looking for one more team member to pick up some hours, and trying to get our volunteers back for evening shifts. No one is available or interested so far, but we'll keep trying, and Michelle and I will hold down the fort in the meantime.

Depending on COVID concerns in September/October, I am hoping to restart in-person story time once school is in session and I am back from my wedding. I would greatly appreciate the council's input as we get closer as far as mitigation measures go. Everyone needs to be careful and stay safe, but the library is missing its kiddos!

Submitted by Angela Matthews, Library Director

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**CITY OF CRAIG  
MEMORANDUM**



**Date: 07/30/2021**  
**To: Honorable Tim O'Connor, Craig City Council**  
**Fr: RJ Ely, Police Chief**  
**Re: Staff Report / July 2021**

*RJ Ely*

**ACTIVITY**

Activity from June 30, 2021 through July 29, 2021 Dispatch Center took the following amount of calls for service.

Craig	1,063
Klawock	343
AST	18

**DEPARTMENT OF MOTOR VEHICLES**

Effective Monday, August 2, 2021 Dispatcher Tuttle will be conducting CDL Road Tests. The final step was completed this am and Tuttle is reaching out to those whom have be requesting this service. This road test will be available, by appointment only and on Mondays only. PSA went out today / 7-30-2021

**DISPATCHER(S)**

Looking to fill one full time position and a part time position. Dispatcher Susan Posey gave her notice and will be leaving at the end of August.

**OFFICER(S)**

Ofc Josh Connolly has received and been awarded his Basic Police Officer Certification.

Still looking to fill the vacant position.

**OTHER**

Have secured another Tahoe, from the USFS and it should be arriving on POW, next week or the week after; depending on ferry space to get the vehicle to Ketchikan.

Due to staff shortages, we have changed up DMV Drop Off Pick Up Service. You are still able to drop off DMV Paperwork, Monday – Friday, 8:00 am till 4:00 pm. Only day that item's can be picked up, Tuesdays, after 4:00 pm.

We have been booked out for weeks, for folks requesting driving tests. Ketchikan DMV isn't offering this service, at this time and people are traveling over, for this service provided through Craig DMV.

McKenna Holloway has fully completed CDL Training and my now process CDL Transactions. She was able to complete the last required training, via a "Zoom" type training and travel wasn't required.

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## Craig Recreation Report to the Craig City Council, August, 2021

Life during CoVid19 is challenging. Just when things were feeling normal we end up with multiple cases. Keeping everyone safe and healthy is a priority.

Summer Soccer season is going well. Being outdoors is a bonus. We have 30 kids signed up and they are doing great. They are learning Teamwork, Sportsmanship and Soccer. In just the first couple of weeks the improvement is substantial. I have the 4 to 6 year old group and they are impressive. Maranda works with the players ages 7 and up. We can always use more help! We are using a white van from Public facilities to transport the soccer equipment to the field. There are Christmas items in the back, including a 7.5' tree no one knows who they belong to. Soccer will run through August 18.

Karate held a seminar in the City Gym August 1st thru the 5th. They had presenters and participants from other dojos. They have a lot of students and usually meet on Tuesday and Thursdays at 5pm and clean the gym. Volleyball is going well. We have a great group of players that have been showing up, lots of the high school players. Friday Skating and Blading is picking up. We canceled July 30, Marge Youngs memorial and Maranda was ill. We will open the Youth/Rec Center when School starts back up.

I am still looking at hiring an assistant for the after school program. Maranda is working out great, but she works full time for CTA and is not always available.

The King Salmon derby is underway. A veteran with the Green Beret group is in the lead with a 57.5 beauty. Things may slow down now that non residents can no longer keep King Salmon. Doing a wait and see on the social part of the derby. Would like to have an outdoor picnic with hot dogs and salmon sandwiches with chips and keep it easy. Depends on the state of health we have in 3 weeks.

We are planning an end of the summer clean up. Katrina Peavey is back and will help me with that. She is also considering doing some yoga workshops. And she is helping with the Centennial Celebration video.

Submitted by Victoria Merritt

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# Southeast Senior Services

A Division of Catholic Community Service, Inc.



Helping elders in Southeast Alaska stay healthy, safe and independent

March 29, 2021

Mayor Tim O'Connor  
City of Craig  
P.O. Box 725  
Craig, AK 99921

Dear Mayor O'Connor,

I would like to request that \$6,790 be included in the City of Craig's FY22 budget for the Craig/Klawock Senior Program. The continued support from the City of Craig is essential to the senior program and will help make it possible for us to continue to provide high quality, responsive services to the Craig and Klawock senior citizens during the coming year.

At this time, on behalf of Southeast Senior Services, I would like to thank you and the City of Craig for your contribution of \$6,790 toward the FY 2021 operating budget for the Craig/Klawock Senior Program. Last fiscal year, your support helped make it possible for us to provide:

- 5,888 Home-delivered meals
- 3,264 Congregate meals (while still in-person dining)
- 4,723 Rides

The nutritious meals, socialization, and door-to-door transportation offered through the Senior Center help seniors stay healthy and remain in their homes and traditional communities. On behalf of the senior citizens of Craig and Klawock, thank you again for your continued generous support of the Senior Center. I welcome you to call me anytime at 463-6174 if you have questions or suggestions regarding our services.

Cordially,

April L. Huber  
NTS Regional Coordinator  
Southeast Senior Services/Catholic Community Service



1803 Glacier Highway, Juneau, AK 99801 • Telephone: (907) 463-6177 • Fax: 888-756-6664

Find us on [www.facebook.com/CatholicCommunityServiceInc](https://www.facebook.com/CatholicCommunityServiceInc) • [www.ccsak.org](http://www.ccsak.org)

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# CITY OF CRAIG

Account Statement - Period Ending June 30, 2021



ALASKA PERMANENT  
CAPITAL MANAGEMENT  
Registered Investment Adviser

## ACCOUNT ACTIVITY

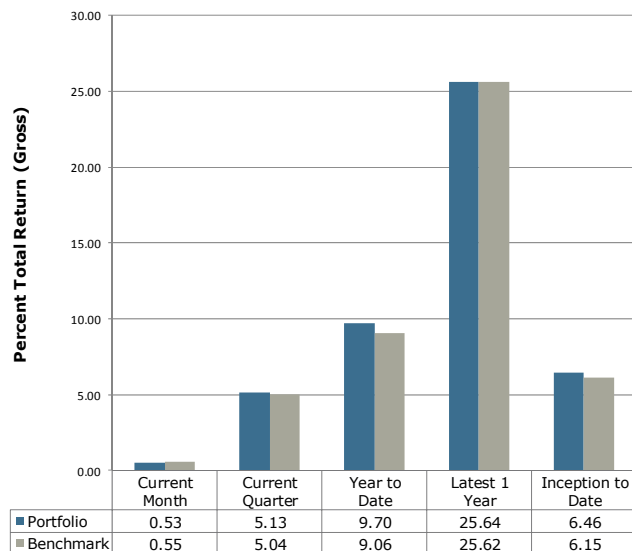
Portfolio Value on 05-31-21	15,842,343
Contributions	0
Withdrawals	-3,961
Change in Market Value	18,026
Interest	5,810
Dividends	60,851
Portfolio Value on 06-30-21	15,923,070

## MANAGEMENT TEAM

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

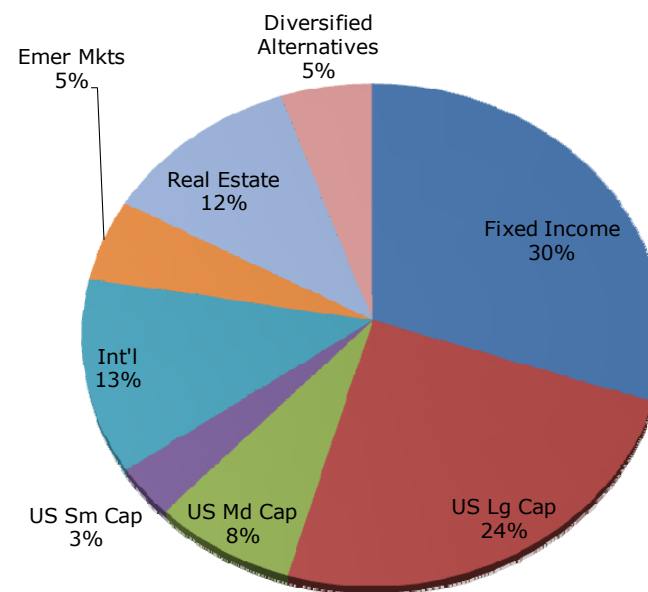
## INVESTMENT PERFORMANCE

Current Account Benchmark:  
Equity Blend



Performance is Annualized for Periods Greater than One Year

## PORTFOLIO COMPOSITION



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

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Alaska Permanent Capital Management Co.  
**PORTFOLIO SUMMARY AND TARGET**  
***CITY OF CRAIG***  
*June 30, 2021*

<b>Asset Class &amp; Target</b>	<b>Market Value</b>	<b>% Assets</b>	<b>Range</b>
<b>FIXED INCOME (34%)</b>			
US Fixed Income (34.0%)	4,598,055	28.9	20% to 45%
Cash (0.0%)	210,161	1.3	na
<b>Subtotal:</b>	<b>4,808,216</b>	<b>30.2</b>	
<b>EQUITY (51%)</b>			
US Large Cap (24.0%)	3,855,108	24.2	15% to 35%
US Mid Cap (7.0%)	1,191,011	7.5	2% to 12%
US Small Cap (3.0%)	523,436	3.3	0% to 6%
Developed International Equity (12.0%)	1,981,769	12.4	7% to 17%
Emerging Markets (5.0%)	844,007	5.3	0% to 10%
<b>Subtotal:</b>	<b>8,395,332</b>	<b>52.7</b>	
<b>ALTERNATIVE INVESTMENTS (15%)</b>			
Real Estate (5.0%)	874,832	5.5	0% to 10%
Infrastructure (5.0%)	979,174	6.1	0% to 10%
Commodities (5.0%)	865,516	5.4	0% to 10%
<b>Subtotal:</b>	<b>2,719,522</b>	<b>17.1</b>	
<b>TOTAL PORTFOLIO</b>	<b>15,923,070</b>	<b>100</b>	

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*June 30, 2021*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>FNMA &amp; FHLMC</b>									
1,779	FHLMC POOL G14203 4.000% Due 04-01-26 Accrued Interest	104.56	1,860	106.53	1,895	0.01	71	6	-0.78
			1,860		1,901	0.01		6	
<b>CORPORATE BONDS</b>									
50,000	GILEAD SCIENCES INC 1.950% Due 03-01-22	96.28	48,141	100.93	50,463	0.32	975	325	0.56
50,000	UNITEDHEALTH GROUP INC 2.875% Due 03-15-22	102.56	51,279	101.19	50,595	0.32	1,437	423	1.18
50,000	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	97.83	48,916	103.56	51,779	0.33	1,100	412	0.52
50,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	52,590	108.31	54,156	0.34	1,937	807	0.63
50,000	METLIFE INC 3.600% Due 04-10-24	105.46	52,732	108.17	54,085	0.34	1,800	405	0.63
50,000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	99.88	49,941	107.81	53,906	0.34	1,650	513	0.81
50,000	APPLIED MATERIALS INC 3.900% Due 10-01-25	107.96	53,978	111.87	55,937	0.35	1,950	487	1.04
50,000	TARGET CORP 2.500% Due 04-15-26	96.45	48,223	107.31	53,657	0.34	1,250	264	0.94
40,000	CONOCOPHILLIPS COMPANY 6.950% Due 04-15-29	138.96	55,582	136.19	54,475	0.34	2,780	587	1.93
25,000	INTEL CORP 2.450% Due 11-15-29	105.68	26,420	105.25	26,312	0.17	612	78	1.77
50,000	SIMON PROPERTY GROUP LP 2.650% Due 07-15-30 Accrued Interest	104.61	52,303	103.57	51,787	0.33	1,325	611	2.21
			540,108		562,069	3.53		4,914	
<b>DOMESTIC LARGE CAP EQUITY FUNDS/ETF</b>									
9,006	SPDR S&P 500 ETF	160.80	1,448,130	428.06	3,855,108	24.21	NA		
<b>DOMESTIC MID CAP EQUITY FUNDS/ETF</b>									
4,432	ISHARES CORE S&P MIDCAP 400 ETF	134.41	595,719	268.73	1,191,011	7.48	NA		
<b>DOMESTIC SMALL CAP EQUITY FUNDS/ETF</b>									
4,633	ISHARES S&P SMALLCAP 600 INDEX ETF	67.18	311,266	112.98	523,436	3.29	NA		
<b>INTERNATIONAL EQUITY FUNDS/ETF</b>									
26,473	ISHARES ETF CORE MSCI EAFE	64.52	1,708,058	74.86	1,981,769	12.45	NA		

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Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*June 30, 2021*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>EMERGING MARKET FUNDS/ETF</b>									
12,599	ISHARES ETF CORE MSCI EMERGING MKTS	48.10	606,020	66.99	844,007	5.30	NA		
<b>REAL ESTATE &amp; INFRASTRUCTURE</b>									
17,038	FLEXSHAR STX GLOBAL BROAD INF ETF	49.75	847,652	57.47	979,174	6.15	NA		
9,129	JPMORGAN BETABUILDERS MSCI US REIT ETF	80.44	734,360	95.83	874,832	5.49	NA		
			1,582,012		1,854,006	11.64			
<b>COMMODITIES</b>									
15,693	iSHARES BB ROLL SELECT COMMODITY ETF	38.47	603,694	55.15	865,516	5.44	NA		
<b>U.S. TREASURY</b>									
75,000	US TREASURY NOTES 2.000% Due 10-31-21	99.92	74,943	100.64	75,484	0.47	1,500	253	0.07
350,000	US TREASURY NOTES 0.375% Due 03-31-22	100.30	351,067	100.22	350,766	2.20	1,312	330	0.08
200,000	US TREASURY NOTES 2.125% Due 06-30-22	98.10	196,209	102.02	204,040	1.28	4,250	12	0.10
150,000	US TREASURY NOTES 1.625% Due 11-15-22	97.79	146,686	102.02	153,024	0.96	2,437	311	0.16
80,000	US TREASURY NOTES 2.625% Due 02-28-23	99.73	79,783	104.03	83,228	0.52	2,100	702	0.20
165,000	US TREASURY NOTES 0.250% Due 04-15-23	99.96	164,941	100.05	165,091	1.04	412	87	0.22
125,000	US TREASURY NOTES 2.500% Due 08-15-23	98.87	123,590	104.70	130,874	0.82	3,125	1,174	0.28
130,000	US TREASURY NOTES 1.375% Due 08-31-23	99.92	129,898	102.36	133,072	0.84	1,787	597	0.28
115,000	US TREASURY NOTES 2.125% Due 03-31-24	98.81	113,630	104.69	120,399	0.76	2,444	618	0.41
100,000	US TREASURY NOTES 2.375% Due 08-15-24	100.23	100,227	105.87	105,871	0.66	2,375	892	0.48
75,000	US TREASURY NOTES 1.500% Due 09-30-24	105.26	78,944	103.18	77,388	0.49	1,125	283	0.51
65,000	US TREASURY NOTES 2.125% Due 11-30-24	102.02	66,312	105.33	68,463	0.43	1,381	117	0.55
75,000	US TREASURY NOTES 2.000% Due 02-15-25	100.63	75,469	105.00	78,750	0.49	1,500	564	0.60
360,000	US TREASURY NOTES 0.500% Due 03-31-25	100.67	362,404	99.50	358,214	2.25	1,800	452	0.63
80,000	US TREASURY NOTES 0.375% Due 04-30-25	100.32	80,256	98.96	79,166	0.50	300	51	0.65
50,000	US TREASURY NOTES 0.375% Due 11-30-25	100.08	50,040	98.20	49,099	0.31	187	16	0.79
100,000	US TREASURY NOTES 2.500% Due 02-28-26	100.40	100,397	107.67	107,672	0.68	2,500	836	0.82

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Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*June 30, 2021*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
50,000	US TREASURY NOTES 0.750% Due 03-31-26	99.54	49,769	99.55	49,775	0.31	375	94	0.85
60,000	US TREASURY NOTES 1.625% Due 05-15-26	101.05	60,633	103.65	62,191	0.39	975	125	0.86
50,000	US TREASURY NOTES 0.750% Due 05-31-26	99.95	49,974	99.43	49,715	0.31	375	32	0.87
200,000	US TREASURY NOTES 2.000% Due 11-15-26	98.10	196,199	105.53	211,062	1.33	4,000	511	0.94
145,000	US TREASURY NOTES 0.625% Due 03-31-27	100.84	146,214	97.84	141,862	0.89	906	228	1.01
50,000	US TREASURY NOTES 0.500% Due 04-30-27	100.05	50,027	97.05	48,523	0.30	250	42	1.02
125,000	US TREASURY NOTES 2.250% Due 11-15-27	95.20	118,996	106.97	133,711	0.84	2,812	359	1.11
100,000	US TREASURY NOTES 0.625% Due 11-30-27	99.93	99,929	96.80	96,797	0.61	625	53	1.14
70,000	US TREASURY NOTES 1.250% Due 03-31-28	99.61	69,728	100.39	70,276	0.44	875	219	1.19
50,000	US TREASURY NOTES 1.250% Due 04-30-28	100.46	50,230	100.31	50,156	0.31	625	105	1.20
80,000	US TREASURY NOTES 3.125% Due 11-15-28	102.02	81,613	113.13	90,503	0.57	2,500	319	1.26
125,000	US TREASURY NOTES 2.625% Due 02-15-29	99.82	124,774	109.66	137,070	0.86	3,281	1,233	1.29
50,000	US TREASURY NOTES 1.625% Due 08-15-29	99.35	49,673	102.28	51,138	0.32	812	305	1.33
20,000	US TREASURY NOTES 1.750% Due 11-15-29	99.71	19,943	103.29	20,659	0.13	350	45	1.33
70,000	US TREASURY NOTES 1.500% Due 02-15-30	108.44	75,911	100.99	70,692	0.44	1,050	394	1.38
50,000	US TREASURY NOTE 0.625% Due 08-15-30	98.95	49,476	93.16	46,582	0.29	312	117	1.43
50,000	US TREASURY NOTES 0.875% Due 11-15-30	99.62	49,808	95.09	47,547	0.30	437	56	1.44
100,000	US TREASURY NOTE 1.125% Due 02-15-31	95.52	95,523	97.08	97,078	0.61	1,125	423	1.45
25,000	US TREASURY NOTES 1.625% Due 05-15-31	100.95	25,238	101.53	25,383	0.16	406	52	1.46
	Accrued Interest				12,005	0.08			
			3,758,453		3,853,329	24.20		12,005	
<b>AGENCIES</b>									
50,000	FREDDIE MAC 0.450% Due 12-24-24	100.03	50,015	99.23	49,614	0.31	225	61	0.67
50,000	FEDERAL HOME LOAN BANK 0.500% Due 04-14-25	100.38	50,188	99.40	49,700	0.31	250	53	0.66

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Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
***CITY OF CRAIG***  
*June 30, 2021*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
40,000	FEDERAL HOME LOAN BANK 0.600% Due 08-27-25	99.94	39,975	99.10	39,638	0.25	240	83	0.82
40,000	FHLB 1.625% Due 03-12-27 Accrued Interest	104.31	41,722	103.52	41,410	0.26	650	197	0.99
			181,900		180,756	1.14		394	
<b>CASH AND EQUIVALENTS</b>									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT DIVIDEND ACCRUAL		197,769		197,769	1.24			
			12,391		12,391	0.08			
			210,161		210,161	1.32			
<b>TOTAL PORTFOLIO</b>			<b>11,547,382</b>		<b>15,923,070</b>	<b>100</b>	<b>70,885</b>	<b>17,318</b>	

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Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF CRAIG**  
*From 06-01-21 To 06-30-21*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>PURCHASES</b>				
REAL ESTATE & INFRASTRUCTURE				
06-01-21	06-03-21	JPMORGAN BETABUILDERS MSCI US REIT ETF	1,801.0000	171,851.42
U.S. TREASURY				
06-08-21	06-09-21	US TREASURY NOTES 0.750% Due 05-31-26	50,000	49,973.94
06-08-21	06-09-21	US TREASURY NOTES 1.250% Due 04-30-28	50,000	50,229.79
06-08-21	06-09-21	US TREASURY NOTES 1.625% Due 05-15-31	25,000	25,237.65
				125,441.38
				<b>297,292.80</b>
<b>DEPOSITS AND EXPENSES</b>				
MANAGEMENT FEES				
06-30-21	06-30-21	MANAGEMENT FEES		3,980.77
				<b>3,980.77</b>
<b>DIVIDEND</b>				
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
06-18-21	07-30-21	SPDR S&P 500 ETF		12,391.13
DOMESTIC MID CAP EQUITY FUNDS/ETF				
06-16-21	06-16-21	ISHARES CORE S&P MIDCAP 400 ETF		3,272.38
DOMESTIC SMALL CAP EQUITY FUNDS/ETF				
06-16-21	06-16-21	ISHARES S&P SMALLCAP 600 INDEX ETF		1,172.32

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Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF CRAIG**  
*From 06-01-21 To 06-30-21*

Trade Date	Settle Date	Security	Quantity	Trade Amount
EMERGING MARKET FUNDS/ETF				
06-16-21	06-16-21	ISHARES ETF CORE MSCI EMERGING MKTS		5,928.27
INTERNATIONAL EQUITY FUNDS/ETF				
06-16-21	06-16-21	ISHARES ETF CORE MSCI EAFE		28,812.13
REAL ESTATE & INFRASTRUCTURE				
06-24-21	06-24-21	FLEXSHAR STX GLOBAL BROAD INF ETF		6,652.54
06-25-21	06-25-21	JPMORGAN BETABUILDERS MSCI US REIT ETF		2,622.40
				9,274.94
				<b>60,851.17</b>
<b>INTEREST</b>				
CASH AND EQUIVALENTS				
06-15-21	06-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		1.14
FNMA & FHLMC				
06-15-21	06-15-21	FHLMC POOL G14203 4.000% Due 04-01-26		6.16
U.S. TREASURY				
06-30-21	06-30-21	US TREASURY NOTES 2.125% Due 06-30-22		2,125.00
				<b>2,132.30</b>

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Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF CRAIG**  
*From 06-01-21 To 06-30-21*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>PRINCIPAL PAYDOWNS</b>				
FNMA & FHLMC				
06-15-21	06-15-21	FHLMC POOL G14203 4.000% Due 04-01-26	68.51	68.51
				<b>68.51</b>
<b>PURCHASED ACCRUED INTEREST</b>				
U.S. TREASURY				
06-08-21	06-09-21	US TREASURY NOTES 0.750% Due 05-31-26		9.22
06-08-21	06-09-21	US TREASURY NOTES 1.250% Due 04-30-28		67.93
06-08-21	06-09-21	US TREASURY NOTES 1.625% Due 05-15-31		27.60
				104.75
				<b>104.75</b>
<b>SALES, MATURITIES, AND CALLS</b>				
DOMESTIC FIXED INCOME FUNDS/ETF				
06-01-21	06-03-21	VANGUARD SHORT-TERM TIPS ETF	1,292.0000	67,726.30
DOMESTIC SMALL CAP EQUITY FUNDS/ETF				
06-01-21	06-03-21	ISHARES S&P SMALLCAP 600 INDEX ETF	593.0000	68,099.77
EMERGING MARKET FUNDS/ETF				
06-01-21	06-03-21	ISHARES ETF CORE MSCI EMERGING MKTS	795.0000	54,091.52
REAL ESTATE & INFRASTRUCTURE				
06-01-21	06-03-21	PACER INDUSTRIAL REAL ESTATE ETF	4,009.0000	170,822.61
				<b>360,740.20</b>

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Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
***CITY OF CRAIG***  
*From 06-01-21 To 06-30-21*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>WITHDRAW</b>				
CASH AND EQUIVALENTS				
06-01-21	06-01-21	CASH RECEIVABLE		93.75
06-01-21	06-01-21	CASH RECEIVABLE		690.63
06-01-21	06-01-21	CASH RECEIVABLE		312.50
06-17-21	06-17-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		3,960.71
				5,057.59
				<b>5,057.59</b>

Alaska Permanent Capital Management Co.  
**REALIZED GAINS AND LOSSES**  
***CITY OF CRAIG***  
*From 06-01-21 Through 06-30-21*

<b>Date</b>	<b>Quantity</b>	<b>Security</b>	<b>Avg. Cost Basis</b>	<b>Proceeds</b>	<b>Gain Or Loss</b>
06-01-21	4,009.0000	PACER INDUSTRIAL REAL ESTATE ETF	141,381.28	170,822.61	29,441.33
06-01-21	795.0000	ISHARES ETF CORE MSCI EMERGING MKTS	38,240.01	54,091.52	15,851.51
06-01-21	593.0000	ISHARES S&P SMALLCAP 600 INDEX ETF	39,840.45	68,099.77	28,259.32
06-01-21	1,292.0000	VANGUARD SHORT-TERM TIPS ETF	67,274.44	67,726.30	451.86
06-15-21	68.51	FHLMC POOL G14203 4.000% Due 04-01-26	71.64	68.51	-3.13
TOTAL GAINS					74,004.02
TOTAL LOSSES					-3.13
			<b>286,807.82</b>	<b>360,808.71</b>	<b>74,000.89</b>



Alaska Permanent Capital Management Co.

**CASH LEDGER**

***CITY OF CRAIG***

*From 06-01-21 To 06-30-21*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
<b>CASH RECEIVABLE</b>					
06-01-21			Beginning Balance		1,096.88
06-01-21	06-01-21	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-93.75
06-01-21	06-01-21	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-690.63
06-01-21	06-01-21	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-312.50
<b>06-30-21</b>			<b>Ending Balance</b>		<b>0.00</b>
<b>CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT</b>					
06-01-21			Beginning Balance		86,629.81
06-01-21	06-03-21	wd	Purchase	JPMORGAN BETABUILDERS MSCI US REIT ETF	-171,851.42
06-01-21	06-03-21	dp	Sale	PACER INDUSTRIAL REAL ESTATE ETF	170,822.61
06-01-21	06-03-21	dp	Sale	ISHARES ETF CORE MSCI EMERGING MKTS	54,091.52
06-01-21	06-03-21	dp	Sale	ISHARES S&P SMALLCAP 600 INDEX ETF	68,099.77
06-01-21	06-03-21	dp	Sale	VANGUARD SHORT-TERM TIPS ETF	67,726.30
06-01-21	06-01-21	dp	Transfer from	CASH RECEIVABLE	93.75
06-01-21	06-01-21	dp	Transfer from	CASH RECEIVABLE	690.63
06-01-21	06-01-21	dp	Transfer from	CASH RECEIVABLE	312.50
06-08-21	06-09-21	wd	Purchase	US TREASURY NOTES 0.750% Due 05-31-26	-49,973.94
06-08-21	06-09-21	wd	Accrued Interest	US TREASURY NOTES 0.750% Due 05-31-26	-9.22

Alaska Permanent Capital Management Co.

**CASH LEDGER**

***CITY OF CRAIG***

*From 06-01-21 To 06-30-21*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
06-08-21	06-09-21	wd	Purchase	US TREASURY NOTES 1.250% Due 04-30-28	-50,229.79
06-08-21	06-09-21	wd	Accrued Interest	US TREASURY NOTES 1.250% Due 04-30-28	-67.93
06-08-21	06-09-21	wd	Purchase	US TREASURY NOTES 1.625% Due 05-15-31	-25,237.65
06-08-21	06-09-21	wd	Accrued Interest	US TREASURY NOTES 1.625% Due 05-15-31	-27.60
06-15-21	06-15-21	dp	Paydown	FHLMC POOL G14203 4.000% Due 04-01-26	68.51
06-15-21	06-15-21	dp	Interest	FHLMC POOL G14203 4.000% Due 04-01-26	6.16
06-15-21	06-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	1.14
06-16-21	06-16-21	dp	Dividend	ISHARES ETF CORE MSCI EAFE	28,812.13
06-16-21	06-16-21	dp	Dividend	ISHARES ETF CORE MSCI EMERGING MKTS	5,928.27
06-16-21	06-16-21	dp	Dividend	ISHARES CORE S&P MIDCAP 400 ETF	3,272.38
06-16-21	06-16-21	dp	Dividend	ISHARES S&P SMALLCAP 600 INDEX ETF	1,172.32
06-17-21	06-17-21	wd	Withdrawal	from Portfolio	-3,960.71
06-24-21	06-24-21	dp	Dividend	FLEXSHAR STX GLOBAL BROAD INF ETF	6,652.54
06-25-21	06-25-21	dp	Dividend	JPMORGAN BETABUILDERS MSCI US REIT ETF	2,622.40
06-30-21	06-30-21	dp	Interest	US TREASURY NOTES 2.125% Due 06-30-22	2,125.00
<b>06-30-21</b>			<b>Ending Balance</b>		<b>197,769.48</b>

Alaska Permanent Capital Management Co.

**CASH LEDGER**

***CITY OF CRAIG***

*From 06-01-21 To 06-30-21*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
<b>DIVIDEND ACCRUAL</b>					
06-01-21			Beginning Balance		0.00
06-18-21	07-30-21	dp	Dividend	SPDR S&P 500 ETF	12,391.13
<b>06-30-21</b>			<b>Ending Balance</b>		<b>12,391.13</b>

# CITY OF CRAIG - SCHOOL FUNDS

Account Statement - Period Ending June 30, 2021



ALASKA PERMANENT  
CAPITAL MANAGEMENT  
Registered Investment Adviser

## ACCOUNT ACTIVITY

Portfolio Value on 05-31-21	2,907,817
Contributions	0
Withdrawals	0
Change in Market Value	-1,710
Interest	1,612
Dividends	0
Portfolio Value on 06-30-21	2,907,719

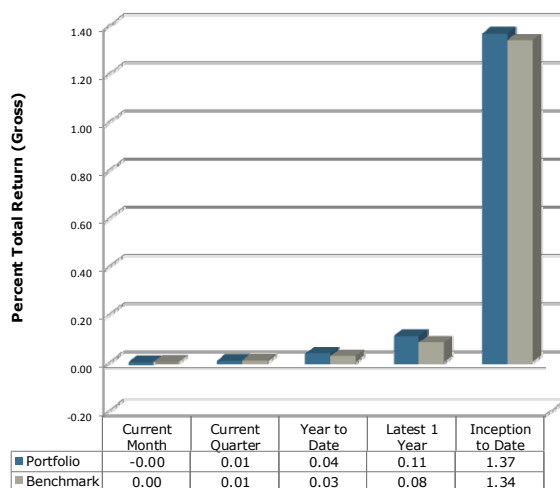
## MANAGEMENT TEAM

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

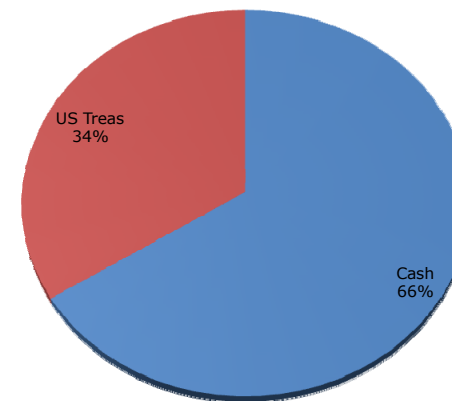
## PORTFOLIO COMPOSITION

## 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: 0.05% Average Maturity: 0.31 Yrs

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

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Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG - SCHOOL FUNDS**  
*June 30, 2021*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>U.S. TREASURY</b>									
485,000	US TREASURY NOTES 1.500% Due 11-30-21	100.88	489,278	100.60	487,900	16.78	7,275	616	0.07
490,000	US TREASURY NOTES 2.500% Due 01-15-22 Accrued Interest	102.73	503,375	101.31	496,414	17.07	12,250	5,651	0.08
			992,653		6,267 990,582	0.22 34.07		6,267	
<b>TREASURY BILLS</b>									
340,000	US TREASURY BILL 0.000% Due 07-22-21	99.96	339,865	100.00	339,990	11.69	NA	0	0.05
560,000	US TREASURY BILLS 0.000% Due 08-26-21	99.98	559,870	99.99	559,961	19.26	NA	0	0.04
440,000	US TREASURY BILL 0.000% Due 09-23-21	99.98	439,926	99.99	439,954	15.13	NA	0	0.05
340,000	US TREASURY BILLS 0.000% Due 11-12-21	99.99	339,963	99.98	339,943	11.69	NA	0	0.05
220,000	US TREASURY BILLS 0.000% Due 11-18-21	99.99	219,987	99.98	219,958	7.56	NA	0	0.05
			1,899,612		1,899,806	65.34		0	
<b>CASH AND EQUIVALENTS</b>									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		17,331		17,331	0.60			
<b>TOTAL PORTFOLIO</b>			<b>2,909,595</b>		<b>2,907,719</b>	<b>100</b>	<b>19,525</b>	<b>6,267</b>	

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Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
***CITY OF CRAIG - SCHOOL FUNDS***  
*From 06-01-21 To 06-30-21*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>INTEREST</b>				
CASH AND EQUIVALENTS				
06-15-21	06-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		0.25
				<b>0.25</b>
<b>WITHDRAW</b>				
CASH AND EQUIVALENTS				
06-01-21	06-01-21	CASH RECEIVABLE		3,637.50
				<b>3,637.50</b>

Alaska Permanent Capital Management Co.  
**REALIZED GAINS AND LOSSES**  
***CITY OF CRAIG - SCHOOL FUNDS***  
*From 06-01-21 Through 06-30-21*

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
TOTAL GAINS					0.00
TOTAL LOSSES					0.00
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Alaska Permanent Capital Management Co.  
**CASH LEDGER**  
**CITY OF CRAIG - SCHOOL FUNDS**  
*From 06-01-21 To 06-30-21*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
<b>CASH RECEIVABLE</b>					
06-01-21			Beginning Balance		3,637.50
06-01-21	06-01-21	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-3,637.50
<b>06-30-21</b>			<b>Ending Balance</b>		<b>0.00</b>
<b>CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT</b>					
06-01-21			Beginning Balance		13,693.37
06-01-21	06-01-21	dp	Transfer from	CASH RECEIVABLE	3,637.50
06-15-21	06-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	0.25
<b>06-30-21</b>			<b>Ending Balance</b>		<b>17,331.12</b>





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

RECEIVED  
JUL 19 2021

Division of Community and Regional Affairs  
Juneau

P.O. Box 110809  
Juneau, AK 99811-0809  
Main: 907.465.5647  
Toll free: 877.769.4539  
Fax: 907.465.4761

July 15, 2021

Mr. John Bolling, City Administrator  
City of Craig  
P.O. Box 725  
Craig, AK 99921

RE: FY22 Community Assistance Program Payment

Dear Official:

The Division of Community and Regional Affairs (DCRA) is pleased to announce the FY22 Community Assistance Program (CAP) payment for your community. The FY22 CAP payment for Craig is: \$79,581.25.

To check the status of your CAP payment go to the DCRA website at:

<https://www.commerce.alaska.gov/dcra/eGrantsOnLine/Pages/RevenueSharing.aspx>

The status report will indicate any required documents needed to disburse your payment.

For any questions concerning the CAP program contact Jean Mason at (907)465-5647 or [jeanine.mason@alaska.gov](mailto:jeanine.mason@alaska.gov) or [caa@alaska.gov](mailto:caa@alaska.gov).

Best regards,

*Jean Mason*

Jean Mason  
Grants Administrator II

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# Southeast Senior Services

A Division of Catholic Community Service, Inc.



Helping elders in Southeast Alaska stay healthy, safe and independent

July 29, 2021

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

Dear Mr. Bolling:

We want to thank the City of Craig for its generous support of our Craig/Klawock Senior Center. We are pleased to report the following services provided by our Craig/Klawock Senior Center staff in the fourth quarter of the Fiscal Year 2021:

- \* 82 senior citizens received 3,918 home-delivered meals.
- \* 51 senior citizens received 1359 rides.

During the fourth quarter the Craig/Klawock Senior Center remained closed due to COVID-19. All elders were able to receive home-delivered meals during this time.

Please contact me at (907)463-6154 or [Marianne.mills@ccsjuneau.org](mailto:Marianne.mills@ccsjuneau.org) if you would like additional information.

Sincerely,

Marianne Mills  
Program Director

MM/acb



1803 Glacier Highway, Juneau, AK 99801 • Telephone: (907) 463-6177 • Fax: 888-756-6664

Find us on [www.facebook.com/CatholicCommunityServiceInc](https://www.facebook.com/CatholicCommunityServiceInc) • [www.ccsak.org](http://www.ccsak.org)

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# Public Notice of the Decision to Issue Competitive Timber Sale – Naukati Young Growth – Naukati – MHT 9101044

Alaska Mental Health Trust Authority

Trust Land Office

Notice under 11 AAC 99.050 of

Decision to Issue Competitive Timber Sale – Naukati Young Growth – Naukati

MHT # 9101044

Notice is hereby given that, pursuant to the provisions of AS 38.05.801 and 11 AAC 99, the Executive Director of the Alaska Mental Health Trust Land Office (TLO) has determined that it is in the best interest of the Alaska Mental Health Trust and its beneficiaries to complete a competitive timber sale on certain Trust land. The basis for this determination is explained in a written best interest decision prepared by the Executive Director pursuant to 11 AAC 99.040.

The Trust land affected by the decision is adjacent or near Naukati on Prince of Wales Island, and is more particularly described as: T69S, R79E, portions of sections; 1, 2, 11, 12, & 13 T68S, R79E portions of sections; 30, 31 & 32; T 68S, R78E portions of sections 25 & 36 containing about 500 acres (sale area), more or less, which is a portion of a larger parcel of approximately 4,933 acres (west Naukati section of AMHT Land Exch.). Settlement Parcel Numbers: CRM-7062 & CRM-7063 (portion of land exchange).

Persons who believe that the written decision should be altered because it is not in the best interest of the Trust or its beneficiaries, or because the decision is inconsistent with Trust management principles set out in 11 AAC 99.020, or any other provision of 11 AAC 99, must provide written comments on or before **4:30 PM, August 30, 2021. Comments should be submitted to the TLO at 2600 Cordova Street, Suite 201, Anchorage, AK 99503, or by fax (907) 269-8905 or email [mhtlo@alaska.gov](mailto:mhtlo@alaska.gov)**. Following the comment deadline, the Executive Director will consider timely comments that question the decision on the basis of the best interest of the Alaska Mental Health Trust and its beneficiaries or inconsistency with 11 AAC 99, and the best interest decision may be changed in response to such written comments or other information. Commenting parties will be provided a copy of the final best interest decision after the end of the notice period.

To be eligible to file for reconsideration of the best interest decision, or to file a subsequent appeal to the Superior Court, a person must have submitted written comments during the notice period. Eligible persons will have twenty (20) calendar days after published notice of or receipt

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of the final written decision to request that the Executive Director reconsider the decision under 11 AAC 99.060(b).

Copies of the written decision are available at the Trust Land Office, or at <https://alaskamentalhealthtrust.org/trust-land-office/>. If you have any questions concerning this action, please contact the Trust Land Office at (907) 269-8658.

In compliance with the Americans with Disabilities Act, the Alaska Mental Health Trust is prepared to accommodate individuals with disabilities. Please contact the Trust Land Office at (907) 269-8658 for assistance. Requests for assistance must be received at least 96 hours prior to the comment deadline in order to ensure that any necessary accommodations can be provided.

The Executive Director of the TLO reserves the right to waive technical defects in this notice or to amend, postpone, or vacate the best interest decision.

To view the full Public Notice and Best Interest Decision, please click the below link :

[9101044 COMBINED Public Notice & Best Interest Decision](#)

**CITY OF CRAIG  
MEMORANDUM**

To: Craig Mayor and City Council  
From: Jon Bolling, City Administrator  
Date: July 29, 2021  
RE: Resolution 21-16

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Attached is Resolution 21-16. The resolution renews the Health Reimbursement Benefit.

One feature of the city's employee health insurance benefit is the reimbursement of a portion of the benefit's deductible. The city reimburses the employee for the health insurance deductible over \$500. The feature also reimburses a portion of out of network provider costs.

For this plan to be federal tax deductible the city must contract with a firm to manage the reimbursement to the employees. Each year a resolution is needed to give the staff authority to contract with such firm. The city has in the past contracted with Northwest Marketing Resources in Olympia, Washington, and wishes to continue contracting with the company in FY 2022 to administer the benefit.

The attached resolution is very similar to others the council has approved as part of the budgeting process in prior fiscal years. Included with the resolution is a copy of the written agreement between the city and Northwest Marketing Resources. A copy of the plan document is not attached, but is available for council review upon request.

**Recommendation**

Adopt Resolution 21-16.

**CITY OF CRAIG  
RESOLUTION NO. 21-16**

**CITY OF CRAIG HEALTH REIMBURSEMENT ARRANGEMENT**

**WHEREAS**, on this date, the Craig City Council did meet to discuss the implementation of the City of Craig Health Reimbursement Arrangement, to be effective July 1, 2021. Let it be known that the following resolution is duly adopted by the Craig city council and that this resolution has not been modified or rescinded as of the date hereof; and,

**WHEREAS**, the form of Health Reimbursement Arrangement, as authorized under Section 105 of the Internal Revenue Code, presented to this meeting is hereby adopted and approved and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more copies of the Plan; and,

**WHEREAS**, the Plan Year shall be for a 12-month period, beginning on July 1, 2021; and,

**WHEREAS**, the Employer shall contribute to the Plan amounts sufficient to meet its obligation under the Health Reimbursement Plan, in accordance with the terms of the Plan Document and shall notify the Plan Administrator to which periods said contributions shall be applied; and,

**WHEREAS**, the proper officers of the Employer shall act as soon as possible to notify employees of the adoption of the Health Reimbursement Arrangement by delivering to each employee a copy of the Summary Plan Description presented to this meeting, which form is hereby approved.

**NOW THEREFORE BE IT RESOLVED**, the undersigned certifies that attached hereto is a true copy of the Plan Document for City of Craig Health Reimbursement Arrangement approved and adopted by this resolution.

The undersigned further certifies and attests that the above resolution is made with the consent of the Craig city council.

APPROVED this \_\_\_\_\_ day of July, 2021

\_\_\_\_\_  
MAYOR TIM O'CONNOR

\_\_\_\_\_  
TRACEY JENSEN, CITY CLERK

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**BUSINESS ASSOCIATE AGREEMENT - HRA**  
**Health Insurance Portability and Accountability Act (HIPAA)**

This Business Associate Agreement (the "Agreement") is made and entered into as of 7/1/2021 (hereinafter "Effective Date") by and between **City of Craig** (referred to as "**Covered Entity**") and **Northwest Marketing Resources, Inc.** (referred to as "**Business Associate**").

**Recitals**

**WHEREAS**, Northwest Marketing Resources, Inc. provides services to the Covered Entity;

**WHEREAS**, the Department of Health and Human Services ("HHS") has promulgated regulations at 45 C.F.R. Parts 160-164, implementing the privacy and electronic security requirements set forth in the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, and other applicable law (the "Privacy Rules");

**WHEREAS**, the Privacy Rules provide, among other things, that a covered entity is permitted to disclose Protected Health Information (as defined below) to a business associate and allow the business associate to obtain and receive Protected Health Information, if the covered entity obtains satisfactory assurances in the form of a written contract that the business associate will appropriately safeguard the Protected Health Information;

**WHEREAS**, Business Associate may have access to, create and/or receive certain Protected Health Information in conjunction with the services being provided by Business Associate to Covered Entity, thus necessitating a written agreement that meets the applicable requirements of the Privacy Rules, and both parties have mutually agreed to satisfy the foregoing regulatory requirements through this Agreement;

**WHEREAS**, the enactment of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("ARRA") establishes certain new requirements relating to the use, disclosure and safeguarding of protected health information by persons providing services to covered entities, and both parties have mutually agreed to satisfy such requirements through this Agreement;

**NOW THEREFORE**, Covered Entity and Business Associate agree as follows:

1. Definitions. The following terms shall have the meaning set forth below:
  - (a) Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean Northwest Marketing Resources.
  - (b) Covered Entity. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the part to this agreement, shall mean City of Craig.
  - (c) C.F.R. "C.F.R." means the Code of Federal Regulations.
  - (d) Designated Record Set. "Designated Record Set" has the meaning assigned to such term in 45 C.F.R. 164.501.
  - (e) Electronic Protected Health Information. "Electronic Protected Health Information" has the meaning assigned to such term in 45 C.F.R. 160.103.
  - (f) HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
  - (e) Individual. "Individual" shall have the same meaning as the term "individual" in 45 C.F.R. 160.103 and shall include a person who qualifies as the Individual's personal representative

in accordance with 45 C.F.R. 164.502(g). Protected Health Information. "Protected Health Information" shall have the same meaning as the term "Protected Health Information," as defined by 45 C.F.R. 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

- (f) Privacy Rules. "Privacy Rules" has the meaning set forth in the Recitals to this Agreement.
- (g) Required By Law. "Required By Law" shall have the same meaning as the term "Required by Law" in 45 C.F.R. 164.103.
- (h) Secretary. "Secretary" shall mean the Secretary of HHS or his designee.
- (i) Security Incident. "Security Incident" shall mean the attempted or successful unauthorized access to, disclosure, modification or destruction of, or interference with, Electronic Protected Health Information or interference with system operations in an information system containing Electronic Protected Health Information by a third party.

## 2. Obligations and Activities of Business Associate

Business Associate agrees to:

- (a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;
- (b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;
- (c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware;
- (d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;
- (g) Make available protected health information in a designated record set to the Covered Entity or Individual as necessary to satisfy covered entity's obligations under 45 CFR 164.524;
- (h) Make any amendment(s) to Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR 164.526 and any subsequent legislation or guidance regarding an Individual's right to request amendment of his or her Protected Health Information at the request of Covered Entity or an Individual, and in the time and manner Required by Law.
- (i) Maintain and make available the information required to provide an accounting of disclosures to the covered entity as necessary to satisfy covered entity's obligations under 45 CFR 164.528;
- (j) Business Associate agrees to provide to Covered Entity or an individual, upon request by Covered Entity and in a time and manner Required by Law, and accounting of disclosures of an Individual's Protected Health Information, collected in accordance with Section 2(i) of this Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R.



164.528 and any subsequent legislation or guidance regarding an Individual's right to an accounting of the disclosures of his or her Protected Health Information, including, but not limited to, the requirements of Sections 13405 of ARRA and the regulations thereunder. If Covered Entity requests an accounting of an Individual's Protected Health Information more than once in any twelve (12) month period, Business Associate will impose a reasonable fee for such accounting.

- (k) That it shall request from the Covered Entity and so disclose to its affiliates, subsidiaries, agents and subcontractors or other third parties, only the minimum Protected Health Information necessary to perform or fulfill a specific function required or permitted hereunder in accordance with the Privacy Rules and Section 13405(b) of ARRA and any regulations thereunder.
- (l) To use reasonable and appropriate safeguards, in accordance with the applicable requirements of 45 C.F.R Part 164 and any subsequent legislation or guidance, including, but not limited to the requirements of Section 13401 of ARRA and the regulations thereunder in order to maintain the security of the Electronic Protected Health Information and to prevent unauthorized uses or disclosures of such Electronic Protected Health Information. Business Associate shall report to the Covered Entity any Security Incident of which it becomes aware.
- (m) To limit its use and disclosure of Protected Health Information and shall implements such measures to safeguard Protected Health Information as otherwise necessary to comply with ARRA and implementing regulations.
- (n) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

### 3. Permitted Uses and Disclosures by Business Associate

#### 3.1 General Use and Disclosure Provisions:

Subject to the limitations of this Agreement, Business Associate may use or disclose Protected Health Information and perform its obligations and services to Covered Entity, provided that such use or disclosures would not violate the Privacy Rules if done by Covered Entity.

#### 3.2 Specific Use and Disclosure Provisions:

- (a) Business associate may use or disclose protected health information as required by law.
- (b) Business associate may disclose protected health information for the proper management and administration of business associate or to carry out the legal responsibilities of the business associate, provided the disclosures are required by law, or business associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies business associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- (c) Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 164.502 (j)(1).

### 4. Obligations of Covered Entity

#### 4.1 Permissible Requests by Covered Entity

Covered Entity represents and warrants that it has the right and authority to disclose Protected Health Information to Business Associate for Business Associate to perform its obligations and provide services to Covered Entity, and Business Associate's use of the

Protected Health Information to perform its obligations and provide services to Covered Entity requested by Covered Entity does not violate the Privacy Rules, Covered Entity's privacy notice or any applicable law. Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rules if done by Covered Entity.

5. Term and Termination

- (a) Term. The Term of this Agreement shall be effective as of the Effective Date, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity.
- (b) Termination for Cause. Upon the party's mutual agreement that there has been a material breach by Business Associate, which does not arise from any breach by Covered Entity, Covered Entity shall provide a reasonable opportunity for Business Associate to cure the breach. Covered Entity may terminate this Agreement if Business Associate does not cure the breach within a mutually agreeable time, and may terminate this Agreement immediately if cure of such breach is not possible. Upon a material breach of this Agreement by Covered Entity, which does not arise from any breach by Business Associate, Business Associate shall provide a reasonable opportunity for Covered Entity to cure the breach. Business Associate may terminate this Agreement if Covered Entity does not cure the breach within a reasonable period of time, and may terminate this Agreement immediately if cure of such breach is not possible.
- (c) Effect of Termination.

Upon termination of this Agreement for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

1. Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Destroy the remaining protected health information that the business associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;
4. Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out at section 3.2. paragraphs (a), (b) and (c) above under "Permitted Uses and Disclosures By Business Associate" which applied prior to termination; and
5. Destroy the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

6. Miscellaneous

- (a) Regulatory References. A reference in this Agreement to a section in the Privacy Rules means the section as in effect or as amended, and for which compliance is required.
- (b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law.
- (c) Survival. The respective rights and obligations of Business Associate under Section 5(c)(2) of this Agreement shall survive the termination of this Agreement.
- (d) Interpretation. Any ambiguity in this Agreement shall be in favor of a meaning that permits both parties to comply with the Privacy Rules, ARRA and other applicable law. In the event of any inconsistency or conflict between this Agreement and any other agreement between the parties, the terms, provisions and conditions of this Agreement shall govern and control.
- (e) No third party beneficiary. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the parties and the respective successors or assigns of the parties, any rights, remedies, obligations, or liabilities whatsoever.
- (f) Notice. All notices required under this Agreement shall be in writing and shall be deemed to have been given on the next day by fax or other electronic means or upon personal delivery, or in ten (10) days upon delivery in the mail, first class, with postage prepaid. Notices shall be sent to the addressed indicated below unless written notification of change of address shall have been given.

**If to Business Associate:**

Northwest Marketing Resources, Inc.  
PO Box 447  
  
Olympia WA 98507-0447  
Attn: Compliance Officer

**If to Covered Entity:**

City of Craig  
P.O. Box 725  
500 Third Street  
Craig AK 99921  
Sheri Purser

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement.

**NORTHWEST MARKETING RESOURCES, INC.**

By: 

Name: William Perkins

Title: President

Date: July 7, 2021

**CLIENT/COVERED ENTITY**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: July 29, 2021  
RE: Application to Sell City Property to Alaska Power and Telephone, Lot 6, JT  
Brown Subdivision – Ordinance 730 Second Reading

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Alaska Power and Telephone has been leasing Lot 6 for several years for use as a power generation site. They are not proposing any changes to the current use as part of the sale application.

We do not have a recent appraisal on the property and a new appraisal would have to be completed as part of the sale process if the council approves the ordinance.

In November 2020 the council postponed action on final reading of this ordinance in order to have a full discussion on land sale procedures. At the July 15, 2021 the council had an opportunity to discuss land sale and lease procedures with staff. At that meeting the council chose to not make any changes to the municipal code or overall procedures, but to evaluate each sale application individually. The council discussed setting an additional amount above the appraised value (likely shown as a percentage of value in addition to the appraised value) for each sale.

The council should discuss this additional value as part of considering Ordinance 730.

If approved and finalized, funds from this sale will be placed in the city's land development fund.

Recommendation: Approve Ordinance 730, authorizing the city administrator to negotiate the sale of city owned property to Alaska Power and Telephone.

**CITY OF CRAIG  
ORDINANCE No. 730**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH ALASKA  
POWER AND TELEPHONE, THE TERMS OF A SALE OF CITY OWNED LANDS  
CONSISTING OF LOT 6, JT BROWN SUBDIVISION

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

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

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

Section 4. Action. This ordinance authorizes the City Administrator to negotiate the sale of approximately 23,175 square feet of city owned land consisting of Lot 6, JT Brown Subdivision as shown on Plat 2002-11, Ketchikan Recording District. Final terms of said sale are subject to the approval of the Craig city council.

Passed and approved this \_\_\_\_\_ day of August, 2021.

\_\_\_\_\_  
Mayor Tim O'Connor

Attest \_\_\_\_\_  
Tracey Jensen, City Clerk

## CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: July 29, 2021  
RE: COVID-19 Response and Protocols

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As the council is aware, we have taken measures over the past 18 months to protect both the public and city employees from exposure to COVID-19. Actions have included mask requirements, social distancing, limited in person meetings, cancellation of events, and closures of city facilities in some cases. At the council's direction we have generally been following the CDC guidance on protective and mitigation measures.

With the widespread availability of the COVID-19 vaccines this has meant fewer requirements, especially for fully vaccinated individuals.

As with most widespread viruses, COVID-19 regularly mutates within the population. Most mutations are minor and make little difference. Currently the predominant mutation in the US is the Delta Variant. This variant has shown to be more contagious and has more severe symptoms in unvaccinated persons.

On July 27<sup>th</sup> the CDC issued the following update to the Interim Public Health Recommendations for Fully Vaccinated People:

- Updated information for fully vaccinated people given new evidence on the B.1.617.2 (Delta) variant currently circulating in the United States.
- Added a recommendation for fully vaccinated people to wear a mask in public indoor settings in areas of [substantial or high transmission](#).
- Added information that fully vaccinated people might choose to wear a mask regardless of the level of transmission, particularly if they are immunocompromised or at [increased risk for severe disease](#) from COVID-19, or if they have someone in their household who is immunocompromised, at increased risk of severe disease or not fully vaccinated.
- Added a recommendation for fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.
- CDC recommends universal indoor masking for all teachers, staff, students, and visitors to schools, regardless of vaccination status.

Fully vaccinated persons can still become infected (breakthrough cases account for about 5 – 10% of positive cases) and can transmit the virus (although fully vaccinated persons usually have a lower viral load and will transmit the virus less often). While fully

vaccinated persons can still become infected and transmit the virus the vast majority of cases that require hospitalization are in unvaccinated cases (about 99% US wide).

Currently the city is operating with the following general requirements:

- Fully vaccinated persons are not required to wear face coverings and are not required to social distance.
- Fully vaccinated persons who are exposed to a positive case should get tested, but are not expected to quarantine or wear masks (unless they test positive)
- Unvaccinated persons in public facilities are required to wear masks when social distancing is not possible.
- All facilities are open to the public and most activities are at normal levels.
- The city is currently not allowing rental of the bounce house.

Recently we are seeing a large spike in positive cases, likely as a result of the predominance of the Delta variant, on Prince of Wales. Between July 26<sup>th</sup> and July 28<sup>th</sup> there were 22 new positive cases on the Island, including five new cases in Craig.

Given the high number of visitors and increased large public events it is likely that we will continue to see high case numbers for the next several weeks. Southern Southeast (including Prince of Wales) is currently listed as “intermediate alert level”, but given the current case trend on Prince of Wales and Ketchikan, I expect that we will move into the high alert level by July 31<sup>st</sup>.

With the current alert level, number of local cases, and the Delta variant, staff recommends that the city move to the following measures:

1. Continue the practice of not renting the bounce house until the COVID-19 risk is significantly reduced.
2. Require masks for all persons entering city facilities when social distancing cannot be maintained (six feet for most activities, ten feet for exercise/singing).
3. Require masks for all persons participating in activities at the City Gym.
4. Require fully vaccinated staff members who have been exposed to a positive COVID-19 case to get tested 3 – 5 days after exposure and to wear a mask in indoor public settings for 14 days, or until a negative test result comes back.
5. Ensure that plexiglass barriers are in place at all public facing city offices/facilities.
6. Remind employees to self-monitor for COVID-19 symptoms.

The council should discuss these recommendations and give any additional direction to staff.

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: July 29, 2021  
RE: Use of ARPA Funds

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As the council will recall, earlier this year Congress passed and the President signed the American Rescue Plan Act of 2021 (ARPA). ARPA is the latest in a series of federal legislation providing funding in response to COVID-19. While the dollar amounts due to the City of Craig are not yet confirmed, payments from Sections 602 and 603 of the Act should total about \$600,000. I expect the city to receive about \$300,000 soon; I am uncertain when the city will receive the remaining \$300,000. The federal guidance instructs us that the payments will come a year apart, but in my recent conversations with State of Alaska staff (the state is managing distribution of the federal money), that timeline is uncertain.

Broadly speaking, ARPA funds due to the city may be used:

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d) To make necessary investments in water, sewer, or broadband infrastructure.

Many of the permitted uses of ARPA funds closely match rules governing use of CARES Act funds, including programs for direct payments to households/individuals, grants to businesses, and support for rent, mortgage, child care, and utility costs. Under ARPA many of the financial assistance programs the city offered to individuals and businesses last year are now available through the State of Alaska.

One notable difference in ARPA compared to the CARES Act is the option for cities like Craig to offset wages of police, EMS, fire department, and other staff; that use of funds is still allowed, but ARPA uses a much more narrowly defined method to determine payroll eligibility than the CARES Act. If the city chooses to draw on eventual ARPA funding for eligible wages, the amount will be a small fraction of what was drawn for wages under CARES.

ARPA does provide for local governments to use funds from the law to reimburse for loss of revenue due to impacts from the COVID-19 pandemic, based on a formula provided in the guidance issued by the US Treasury Department. An initial calculation prepared by staff estimates that Craig may be able to claim about \$142,000 in lost revenue. If claimed, the \$142,000 could be deposited into the city's General Fund to finance general government services. The city's current fiscal year budget anticipates \$100,000 in revenue from COVID-related sources.

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ARPA also provides that cities like Craig can use funding for general water, sewer, and broadband infrastructure. These projects are identified as permitted outright by the federal guidance. The city has several water and sewer needs that could benefit from the ARPA funding, including:

- **Wastewater Treatment Plant Roof.** The city’s wastewater treatment plant needs a new roof. The existing roof has degraded over the past twenty-five years, due in no small part to the treatment processes that occur in the building. A rough estimate from a contractor to replace the roof totaled about \$300,000.
- **Wastewater Pump Stations.** The city has three, 40-year old wastewater pump stations that merit replacement: downtown near JT Browns Store, on the Craig Fisheries property, and on Easy Street. Depending upon the replacement design, any one of these pump station projects could exhaust the available ARPA funding.
- **Water Treatment Plant Upgrades.** City staff have considered for a year now how to best go about hiring an engineering company to provide recommendations on increasing production of treated water from the city’s water treatment plant at PSN using the existing equipment in the building. The Alaska Native Tribal Health Consortium recently agreed to refund \$75,000 the city sent the consortium to fund the effort. Despite the delay in its implementation the engineering review is still a worthwhile project

Other authorized uses of ARPA funds include offering premium pay to critical infrastructure workers “who regularly perform in-person work, interact with others at work, or physically handle items handled by others.” This category includes childcare workers. Given the challenges that the Craig Child Care Center has had recruiting and retaining employees, and the organization’s notice to the city that it will close at the end of August if staff cannot be recruited to sustain operations, offering supplemental hourly pay to CCCC employees could benefit the organization. For example, supplementing existing pay for employees at the center by adding \$2 per hour, for four full time employees, would total about \$17,000 over twelve months. Adding \$3 per hour would amount to about \$25,000 annually.

City staff seeks direction from the council on how to plan to use ARPA funds. Options include one or more of the following:

1. Distribute funding to local businesses and residents in a manner similar to CARES funding programs implemented by the city in 2020.
2. Claim eligible city payroll.
3. Claim lost revenue from ARPA receipts for use on general government services.
4. Underwrite employee wages at the Craig Child Care Center.
5. Apply the funding toward needed water and sewer infrastructure projects.
6. Segregate ARPA funds upon receipt and defer direction to staff until all funds are in-hand.

### **Recommendation**

Move ahead with offering wage supplement assistance to CCCC employees; direct staff to take measures to help the public access individual assistance from the State of Alaska; prepare final calculation to recover lost revenue but limit this draw on APRA funds to \$100,000; prepare calculation to draw from ARPA funds to reimburse city costs for staff time eligible under ARPA; advise staff as to use of ARPA funds for water and sewer infrastructure.