

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

ROLL CALL

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

CONSENT AGENDA

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

- 1) City Council Meeting Minutes of March 19, 2020
- 2) City Council Emergency Meeting Minutes of March 24, 2020
- 3) Ordinance 726 – Adopting Remote Seller Sales Tax Code
- 4) Ordinance 727- Adding Asset Classes to Craig Endowment Fund

HEARING FROM THE PUBLIC

- Open for public comment

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

- United States Department of Agriculture COVID-19 Response
- Alaska Permanent Capital Management (March)
- Letter from Defenders of Wildlife to US Forest Service re: Management of Wolves on POW.
- SE Alaska exempted from Mat 1st statewide burn permit suspension
- Donation by Barbara A. Bean to the Craig Volunteer Fire Department
- Southeast Senior Service Monthly Report

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

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

UNFINISHED BUSINESS

- COVID-19 Update

NEW BUSINESS

- Consider Contribution to Craig City School District FY 2021 Budget
- Discussion of City Burn Pit
- Consider a late Senior Property Tax Application
- Consider donation to Alaska Toller's Association re: Litigation SE Commercial Fisheries
- Consider matching appropriation to US Army Corps of Engineers: Downtown Harbor Project
- Consider purchase of bear proof dumpsters

COUNCIL COMMENTS

ADJOURNMENT

ROLL CALL

Mayor Tim O'Connor called the meeting to order at 7:00 p.m. and the roll was taken. Present were Dave Creighton, Hannah Bazinet, Jim See, Chanel McKinley and Michael Kampnich.

Staff present: Jon Bolling, City Administrator, Jillian Carl, City Clerk; Brian Templin, City Planner; Jessica Holloway, Aquatic Center Manager; Chaundell Piburn, EMS Coordinator; Russell Dill, Public Works

Audience present: Harriet Wadley

Moment of Silence in Memory of Marjorie Young

CONSENT AGENDA

- 1) City Council Meeting Minutes of March 5, 2020**
- 2) Liquor License Renewal – Loyal Order of Moose #1206**

SEE/MDCONALD

moved to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

- Open for Public Comment
- Resolution 20-04, establishing EMS response stipends

Harriet Wadley came to spoke to the council concerning parking issues.

READING OF CORRESPONDENCE

- 1. Alaska Permanent Capital Management Market Comments**
- 2. Alaska Permanent Capital Fund Management Monthly Report**

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- 1. Resolution 20-04, establishing EMS response stipends**

BANZINET/MCDONALD

moved to adopt Resolution 20-04.

MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

1. Consider joining Alaska Municipal League Remote Sales Tax Program

Jon Bolling gave the council an explanation on what the Alaska Municipal League Remote Sales Tax Program entails.

Chanel McKinley shared her knowledge from attending the AML session on the remote sales tax program.

The council directed staff to find out what the City of Craig is receiving currently for comparison on sales tax.

2. COVID-19 Virus Update

Brian Templin and Jon Bolling gave the council an update regarding COVID-19. In consideration of closing city facilities the council directed Jon to close the facilities to the public when he saw it to be necessary.

3. Consider Approval Cooperative Planning Project Agreement

Jon gave the council an explanation regarding the Cooperative Planning Project Agreement between the City of Craig and the Alaskan Native Tribal Health Consortium (ANTHC)

BAZINET/MCDONALD move to approve the proposed Cooperative Planning Project Agreement
MOTION CARRIED UNANIMOUSLY

4. Consider Waiving Credit Card Transaction Fee

BAZINET/MCKINLEY move to waive credit card transaction fee until July 1, 2020.
MOTION CARRIED UNANIMOUSLY

COUNCIL COMMENT

Chanel McKinley asked if Chief RJ followed up with Harriet Wadley regarding parking. Jon confirmed that Chief RJ had spoken with Harriet.

ADJOURNMENT

BAZINET/MCDONALD moved to adjourn at 8:52 p.m.
MOTION CARRIED UNANIMOUSLY

APPROVED _____

MAYOR TIMOTHY O’CONNOR ATTEST _____
JILLIAN CARL, CITY CLERK

ROLL CALL

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

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

Audience present: No audience present

HEARING FROM THE PUBLIC

- Open for Public Comment
Public comments were submitted by Stephanie Meritt, Ed Douville, Clinton Cook Sr., Arilee Bird-Carlson, Kimberly Rice, Bob Claus, Kathy Peavey, and Richard Marvin.
All public comments were regarding the concerns of COVID-19.
- Resolution 20-06, COVID-19 Disaster Declaration
- Resolution 20-07, Stay in Place Advisory

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Resolution 20-06, Disaster Declaration

MCDONALD/BAZINET

move to adopt Resolution 20-06,
MOTION CARRIED UNANIMOUSLY

2. Resolution 20-07, Stay in Place Advisory

MCKINLEY/KAMPNICH

move to adopt Resolution 20-07

MCDONAL/BAZINET

move to amend Resolution 20-07 section 1 to include, *"The City strongly encourages a 14-day quarantine for anyone traveling to Prince of Wales Island"*
MOTION CARRIED UNANIMOUSLY

MCDONALD/KAMPNICH

move to amend Resolution 20-07 section 5 to include, "...Alaska Health Mandate 10 are urged to close *to in person traffic* for a period of 14 days."
MOTION CARRIED UNANIMOUSLY

CREIGHTON/BAZINET

move to amend Resolution 20-07 section BE
IT FURTHER RESOLVED to include, "*Use
of playground equipment is prohibited in City
of Craig public parks*"

MOTION CARRIED UNANIMOUSLY

KAMPNICH/BAZINET

move to amend Resolution 20-07 to include a
second section of BE IT FURTHER
RESOLVED stating, "*that this resolution will
take effect immediately and will be in effect
until April 17, 2020.*"

MOTION CARRIED UNANIMOUSLY

MAIN MOTION

MOTION CARRIED UNANIMOUSLY

COUNCIL COMMENT

ADJOURNMENT

MCDONALD/BAZINET

move to adjourn at 7:50 p.m.

MOTION CARRIED UNANIMOUSLY

APPROVED on the 7th of May 2020

MAYOR TIMOTHY O'CONNOR

ATTEST

JILLIANCARL, CITYCLERK

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 29, 2020
RE: Ordinance No. 726

Attached you will find Ordinance No. 726. The ordinance, if approved, adopts what is called the “Remote Sellers Sales Tax Code” into the Craig Municipal Code. Adoption of the code is necessary to participate in the Remote Sellers Sales Tax Commission. The commission’s purpose is to create a single sales tax code applicable to online vendors doing business in Alaska.

At its April 2 meeting, the city council adopted Resolution 20-08, joining the Alaska Remote Sellers Sales Tax Commission. Approval of Ordinance No. 726 is the next step in the process to make the City of Craig an active member in the commission by adopting the same uniform online sales tax code as the other commission member communities.

The proposed ordinance adds a new section (3.10) to the city’s sale tax code. This action is designed to meet a condition in a US Supreme Court decision that appears to require a state have a uniform sales tax code in place in order to compel collection of sales tax by online vendors. The new code section is long (nearly 20 pages) but needed to ensure compliance with the court’s ruling to enable online vendors to more easily comply with the requirement to collect and remit sales tax. Even with the uniform code requirement, it appears that the city’s existing exemptions will apply equally to online sales as it does with conventional retail sales.

Based on the council’s past discussion regarding this topic, and its adoption of Resolution 20-08, the council should take the next step in this formal process and adopt Ordinance 726.

Recommendation

Adopt Ordinance No. 726 at first reading.

**CITY OF CRAIG
ORDINANCE No. 726**

ADOPTING THE REMOTE SELLER SALES TAX CODE

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 July 1, 2020.

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

WHEREAS, the inability to effectively collect sales tax on sales of property, products or services transferred or delivered into Alaska is seriously eroding the sales tax base of communities, causing revenue losses and imminent harm to residents through the loss of critical funding for local public services and infrastructure; and,

WHEREAS, the harm from the loss of revenue is especially serious in Alaska because the State has no income tax, and sales tax revenues are one of the primary sources of funding for services provided by local governments; and

WHEREAS, the failure to collect sales tax on remote sales creates market distortions by creating an unfair tax advantage for businesses that limit their physical presence in the taxing jurisdictions but still sell goods and services to consumers, which becomes easier and more prevalent as technology advances; and

WHEREAS, the failure to tax remote sales results in the creation of incentives for businesses to avoid a physical presence in the state and its respective communities, resulting in fewer jobs and increasing the share of taxes to those consumers who buy from competitors with a physical presence in the state and its cities; and

WHEREAS, the structural advantages for remote sellers, including the absence of point-of-sale tax collection, along with the general growth of online retail, make clear that erosion of the sales tax base is and has been occurring; and

WHEREAS, remote sellers who make a substantial number of deliveries into or have large gross revenues from Alaska benefit extensively from the Alaska market, affecting the economy as well as burdening local infrastructure and services; and

WHEREAS, delivery of goods and services into local municipalities rely on and burden local transportation systems, emergency and police services, waste disposal, utilities and other infrastructure and services; and,

WHEREAS, given modern computing and software options, it is neither unusually difficult nor burdensome for remote sellers to collect and remit sales taxes associated with sales into Alaska taxing jurisdictions; and

WHEREAS, due to a recent decision by the United States Supreme Court and the lack of a state sales tax it is appropriate for the municipalities to collectively amend their sales tax codes to account for remote sellers who do not have a physical presence either in the State of Alaska or in a specific taxing jurisdiction, but do have a taxable connection with the State of Alaska or taxing jurisdiction; and

WHEREAS, this ordinance is not retroactive in its application; and

WHEREAS, this ordinance provides a safe harbor to those who transact limited sales in Alaska; and

WHEREAS, amending local sales tax codes reflects the 2018 Supreme Court “*Wayfair*” decision to allow for the application of the taxing jurisdiction’s sales tax code requirements to sellers without a physical presence in the State of Alaska or taxing jurisdiction; and

WHEREAS, the intent is to levy municipal sales tax to the maximum limit of federal and state constitutional doctrines; and

WHEREAS, the [insert name of municipality] has entered into a cooperative agreement with other local governments called the Alaska Intergovernmental Remote Seller Sales Tax Agreement (“the Agreement”); and

WHEREAS, the terms of the Agreement require adoption of certain uniform provisions for collection and remittance of municipal sales tax applicable to sales made by remote sellers similar to the Streamlined Sales and Use Tax Agreement.

Section 5. Action. This ordinance adopts the Remote Seller Sales Tax Code detailed in Addendum A.

Passed and approved this ____ day of _____, 2020.

Mayor Tim O’Connor

Attest _____
Jillian Carl, City Clerk

ORDINANCE No. 726
ADDENDUM A
REMOTE SELLER SALES TAX CODE & COMMON DEFINITIONS

Title 3 of the Craig Municipal Code is hereby amended by adopting a new Section 3.10 to read as follows:

3.10 ALASKA REMOTE SELLER SALES TAX CODE

3.10.010 – Interpretation

- A. In order to prevent evasion of the sales taxes and to aid in its administration, it is presumed that all sales and services by a person or entity engaging in business are subject to the sales tax.
- B. The application of the tax levied under this Code shall be broadly construed and shall favor inclusion rather than exclusion.
- C. Exemptions from the tax levied under this Code or from the taxing jurisdiction shall be narrowly construed against the claimant and allowed only when such exemption clearly falls within an exemption defined in this Code or the taxing jurisdiction's Code.
- D. The scope of this Code shall apply to remote sellers or marketplace facilitators, delivering products or services to Member municipalities adopting this Code, within the state of Alaska.

3.10.020 – Title to Collected Sales Tax

Upon collection by the remote seller or marketplace facilitator, title to collected sales tax vests in the Commission for remittance to the taxing jurisdiction. The remote seller or marketplace facilitator remits collected sales tax to the Commission on behalf of the taxing jurisdiction, from whom that power is delegated, in trust for the taxing jurisdiction and is accountable to the Commission and taxing jurisdiction.

3.10.030 – Imposition – Rate

- A. To the fullest extent permitted by law, a sales tax is levied and assessed on all remote sales where delivery is made within the local taxing jurisdiction(s) that is a Member, within the state of Alaska.
- B. The applicable tax shall be added to the sales price.
- C. The tax rate added to the sale price shall be the tax rate for the taxing jurisdiction(s) where the property or product is sold, or service that was rendered is received, and based on the date the property or product was sold or the date the service rendered was received.
- D. An Address and Tax Rate Database will be made available to remote sellers and marketplace facilitators, indicating the appropriate tax rate to be applied.
- E. The tax assessed shall be consistent with relevant jurisdictional tax caps, single unit sales, and exemptions.
- F. When a sale is made on an installment basis, the applicable sales tax shall be collected at each payment, calculated at the sales tax rate in effect, and with the cap applied, at

the time of the original sale or the date the service is rendered, based on the local jurisdictions' Code(s).

- G. When a sales transaction involves placement of a single order with multiple deliveries made at different points in time that are separately invoiced, the applicable sales tax shall be collected on each separately invoiced delivery, calculated at the sales tax rate in effect, and with the cap applied, at the time of the original sale or the date the service is rendered.

3.10.040 – Obligation to Collect Tax - Threshold Criteria

- A. Any remote seller or marketplace facilitator must collect and remit sales tax in compliance with all applicable procedures and requirements of law, provided the remote seller or marketplace facilitator has met one of the following Threshold Criteria (“Threshold Criteria”) in the previous calendar year:
 - 1. The remote seller’s statewide gross sales, including the seller’s marketplace facilitator’s statewide gross sales, from the sale(s) of property, products or services delivered into the state meets or exceeds one hundred thousand dollars (\$100,000); or
 - 2. The remote seller, including the seller’s marketplace facilitator, sold property, products, or services delivered into the state in two hundred (200) or more separate transactions.
- B. For purposes of determining whether the Threshold Criteria are met, remote sellers or marketplace facilitators shall include all gross sales, from all sales of goods, property, products, or services rendered within the state of Alaska.

3.10.050 – No Retroactive Application

The obligations to collect and remit sales tax required by this chapter are applicable at the effective date of the ordinance adopting the Alaska Remote Seller Sales Tax Code.

3.10.060 – Payment and Collection

Pursuant to this Code, taxes imposed shall be due and paid by the buyer to the remote seller or marketplace facilitator at the time of the sale of property or product or date service is rendered, or with respect to credit transactions, at the time of collection. It shall be the duty of each remote seller or marketplace facilitator to collect the taxes from the buyer and to hold those taxes in trust for the taxing authority of the taxing jurisdiction. Failure by the remote seller or marketplace facilitator to collect the tax shall not affect the remote seller’s, or marketplace facilitator’s, responsibility for payment to the Commission.

3.10.070 – Remote Seller and Marketplace Facilitator Registration Requirement

- A. If a remote seller’s gross statewide sales within the last calendar year meets or exceeds the Threshold Criteria, the remote seller shall register with the Commission. If a marketplace facilitator’s gross statewide sales within the last calendar year meets or exceeds the Threshold Criteria, the marketplace facilitator shall register with the Commission.
- B. A remote seller or marketplace facilitator meeting the Threshold Criteria shall apply for a certificate of sales tax registration within thirty (30) calendar days of the effective date of this Code or within thirty (30) calendar days of meeting the Threshold Criteria

whichever occurs second. Registration shall be to the Commission on forms prescribed by the Commission.

- C. An extension may be applied for and granted based on criteria established by the Commission, based on evidence produced to describe time necessary to update software or other technical needs, not to exceed ninety (90) days.
- D. Upon receipt of a properly executed application, the Commission shall confirm registration, stating the legal name of the remote seller or marketplace facilitator, the primary address, and the primary sales tax contact name and corresponding title. The failure of the Commission to confirm registration does not relieve the remote seller or marketplace facilitator of its duty to collect and remit sales tax.
- E. Each business entity shall have a sales tax registration under the advertised name.
- F. The sales tax certificate is non-assignable and non-transferable.

3.10.080 – Tax Filing Schedule

- A. All remote sellers or marketplace facilitators subject to this Code shall file a return on a form or in a format prescribed by the Commission and shall pay the tax due.
- B. Filing of sales tax returns are due monthly; quarterly filing is optional upon application and approval by the Commission, consistent with the code of the local jurisdiction.
- C. A remote seller or marketplace facilitator who has filed a sales tax return will be presumed to be making sales in successive periods unless the remote seller or marketplace facilitator files a return showing a termination or sale of the business in accordance with this Code.
- D. The completed and executed return, together with the remittance in full for the tax due, shall be transmitted to and must be received by the Commission on or before midnight Alaska Standard Time on the due date. Monthly returns are due the last day of the immediate subsequent month. Quarterly returns are due as follows:

Quarter 1 (January – March)	April 30
Quarter 2 (April – June)	July 31
Quarter 3 (July – September)	October 31
Quarter 4 (October – December)	January 31
- E. If the last day of the month following the end of the filing period falls on a Saturday, Sunday, federal holiday or Alaska state holiday, the due date will be extended until the next business day immediately following.
- F. Any remote seller or marketplace facilitator holding a remote seller registration shall file a sales tax return even though no tax may be due. This return shall show why no tax is due. If the remote seller or marketplace facilitator intends to continue doing business a return shall be filed reflecting no sales and a confirmation of the intent to continue doing business and shall continue to do so each filing period until the entity ceases doing business or sells the business. If the remote seller or marketplace facilitator intends to cease doing business, a final return shall be filed along with a statement of business closure.
- G. The remote seller or marketplace facilitator shall prepare the return and remit sales tax to the Commission on the same basis, cash or accrual, which the remote seller or marketplace facilitator uses in preparing its federal income tax return. The remote seller or marketplace facilitator shall sign the return, and transmit the return, with the

amount of sales tax and any applicable penalty, interest or fees that it shows to be due, to the Commission.

- H. Remote sellers and marketplace facilitators failing to comply with the provisions of this Code shall, if required by the Commission and if quarterly filing has been chosen, file and transmit collected sales taxes more frequently until such time as they have demonstrated to the Commission that they are or will be able to comply with the provisions of this Code. Six (6) consecutive on-time sales tax filings, with full remittance of the sales taxes collected, shall establish the presumption of compliance and return to quarterly filing.
- I. The preparer of the sales tax return shall keep and maintain all documentation supporting any and all claims of exempted sales and purchases. Documentation for exempted sales should include the number of the exemption authorization card presented by the buyer at the time of the purchase; the date of the purchase; the name of the person making the purchase; the organization making the purchase; the total amount of the purchase; and the amount of sales tax exempted. This documentation shall be made available to the Commission upon request. Failure to provide such documentation may invalidate that portion of the claim of exemption for which no documentation is provided.

3.10.090 – Estimated Tax

- A. In the event the Commission is unable to ascertain the tax due from a remote seller or marketplace facilitator by reason of the failure of the remote seller or marketplace facilitator to keep accurate books, allow inspection, or file a return, or by reason of the remote seller or marketplace facilitator filing a false or inaccurate return, the Commission may make an estimate of the tax due based on any evidence in their possession.
- B. Sales taxes may also be estimated, based on any information available, whenever the Commission has reasonable cause to believe that any information on a sales tax return is not accurate.
- C. A remote seller's or marketplace facilitator's tax liability under this Code may be determined and assessed for a period of six (6) years after the date the return was filed or due to be filed with the Commission. No civil action for the collection of such tax may be commenced after the expiration of the six- (6-) year period except an action for taxes, penalties and interest due from those filing periods that are the subject of a written demand or assessment made within the six- (6-) year period, unless the remote seller or marketplace facilitator waives the protection of this section.
- D. The Commission shall notify the remote seller or marketplace facilitator, in writing, that the Commission has estimated the amount of sales tax that is due from the remote seller or marketplace facilitator. The Commission shall serve the notice on the remote seller or marketplace facilitator by delivering the notice to the remote seller's or marketplace facilitator's place of business, or by mailing the notice by certified mail, return receipt requested, to the remote seller's or marketplace facilitator's last known mailing address. A remote seller or marketplace facilitator who refuses the certified mail will be considered to have accepted the certified mail for purposes of service.
- E. The Commission's estimate of the amount of sales tax that is due from a remote seller or marketplace facilitator shall become a final determination of the amount that is due unless the remote seller or marketplace facilitator, within thirty (30) calendar days after service of notice of the estimated tax:

1. Files a complete and accurate sales tax return for the delinquent periods supported by satisfactory records and accompanied by a full remittance of all taxes, interest, penalties, costs and other charges due; or
 2. Files a written notice with the Commission appealing the estimated tax amount in accordance with the appeal procedures.
 3. Arguments or reasons for failure to timely file a return and remit taxes collected shall not be considered a valid basis or grounds for granting an appeal. The basis and grounds for granting an appeal of an assessment are:
 - a. The identity of the remote seller or marketplace facilitator is in error;
 - b. The amount of the debt is erroneous due to a clerical error (and the nature and extent of the error is specified in the request for appeal); or
 - c. The remote seller or marketplace facilitator disputes the denial of exemption(s) for certain sales.
- F. The amount of sales tax finally determined to be due under this section shall bear interest and penalty from the date that the sales tax originally was due, plus an additional civil penalty of fifty dollars (\$50) for each calendar month or partial month for which the amount of sales tax that is due has been determined.

3.10.100 – Returns – Filing Contents

- A. Every remote seller or marketplace facilitator required by this chapter to collect sales tax shall file with the Commission upon forms furnished by the Commission a return setting forth the following information with totals rounded to the nearest dollar:
 1. Gross sales;
 2. The nontaxable portions separately stating the amount of sales revenue attributable to each class of exemption;
 3. Computation of taxes to be remitted;
 4. Calculated discount (if applicable) based on taxing jurisdiction's code; and
 5. Such other information as may be required by the Commission.
- B. Each tax return remitted by a remote seller or marketplace facilitator shall be signed (digital or otherwise) by a responsible individual who shall attest to the completeness and accuracy of the information on the tax return.
- C. The Commission reserves the right to reject a filed return for failure to comply with the requirements of this Code for up to three (3) months from the date of filing. The Commission shall give written notice to a remote seller or marketplace facilitator that a return has been rejected, including the reason for the rejection.

3.10.110 – Refunds

- A. Upon request from a buyer or remote seller or marketplace facilitator the Commission shall provide a determination of correct tax rate and amount applicable to the transaction. In the case of an overpayment of taxes, the remote seller or marketplace facilitator shall process the refund and amend any returns accordingly.
- B. If the claimant is a remote seller or marketplace facilitator, and the tax refund is owed to any buyer, the remote seller or marketplace facilitator submits, and the Commission approves, a refund plan to all affected buyers.

- C. The Taxing Jurisdictions may allow a buyer to request a refund directly from the Taxing Jurisdiction.

3.10.120 – Amended Returns

- A. A remote seller or marketplace facilitator may file an amended sales tax return, with supporting documentation, and the Commission may accept the amended return, but only in the following circumstances:
 - i. The amended return is filed within one (1) year of the original due date for the return; and
 - ii. The remote seller or marketplace facilitator provides a written justification for requesting approval of the amended return; and
 - iii. The remote seller or marketplace facilitator agrees to submit to an audit upon request of the Commission.
- B. The Commission shall notify the remote seller or marketplace facilitator in writing (by email or otherwise) whether the Commission accepts or rejects an amended return, including the reasons for any rejection.
- C. The Commission may adjust a return for a remote seller or marketplace facilitator if, after investigation, the Commission determines the figure included in the original returns are incorrect; and the Commission adjusts the return within two (2) years of the original due date for the return.
- D. A remote seller or marketplace facilitator may file a supplemental sales tax return, with supporting documentation, and the Commission may accept the supplemental return, but only in the following circumstances:
 - i. The remote seller or marketplace facilitator provides a written justification for requesting approval of the supplemental return; and
 - ii. The remote seller or marketplace facilitator agrees to submit to an audit upon request of the Commission.

3.10.130 – Extension of Time to File Tax Return

Upon written application of a remote seller or marketplace facilitator, stating the reasons therefor, the Commission may extend the time to file a sales tax return but only if the Commission finds each of the following:

1. For reasons beyond the remote seller's or marketplace facilitator's control, the remote seller or marketplace facilitator has been unable to maintain in a current condition the books and records that contain the information required to complete the return;
2. Such extension is a dire necessity for bookkeeping reasons and would avert undue hardship upon the remote seller or marketplace facilitator;
3. The remote seller or marketplace facilitator has a plan to cure the problem that caused the remote seller or marketplace facilitator to apply for an extension and the remote seller or marketplace facilitator agrees to proceed with diligence to cure the problem;
4. At the time of the application, the remote seller or marketplace facilitator is not delinquent in filing any other sales tax return, in remitting sales tax to the Commission or otherwise in violation of this chapter;
5. No such extension shall be made retroactively to cover existing delinquencies.

3.10.140 – Audits

- A. Any remote seller or marketplace facilitator who has registered with the Commission, who is required to collect and remit sales tax, or who is required to submit a sales tax return is subject to a discretionary sales tax audit at any time. The purpose of such an audit is to examine the business records of the remote seller or marketplace facilitator in order to determine whether appropriate amounts of sales tax revenue have been collected by the remote seller or marketplace facilitator and remitted to the Commission.
- B. The Commission is not bound to accept a sales tax return as correct. The Commission may make an independent investigation of all retail sales or transactions conducted within the State or taxing jurisdiction.
- C. The records that a remote seller or marketplace facilitator is required to maintain under this chapter shall be subject to inspection and copying by authorized employees or agents of the Commission for the purpose of auditing any return filed under this chapter, or to determine the remote seller's or marketplace facilitator's liability for sales tax where no return has been filed.
- D. In addition to the information required on returns, the Commission may request, and the remote seller or marketplace facilitator must furnish, any reasonable information deemed necessary for a correct computation of the tax.
- E. The Commission may adjust a return for a remote seller or marketplace facilitator if, after investigation or audit, the Commission determines that the figures included in the original return are incorrect, and that additional sales taxes are due; and the Commission adjusts the return within two (2) years of the original due date for the return.
- F. For the purpose of ascertaining the correctness of a return or the amount of taxes owed when a return has not been filed, the Commission may conduct investigations, hearings and audits and may examine any relevant books, papers, statements, memoranda, records, accounts or other writings of any remote seller or marketplace facilitator at any reasonable hour on the premises of the remote seller or marketplace facilitator and may require the attendance of any officer or employee of the remote seller or marketplace facilitator. Upon written demand by the Commission, the remote seller or marketplace facilitator shall present for examination, in the office of the Commission, such books, papers, statements, memoranda, records, accounts and other written material as may be set out in the demand unless the Commission and the person upon whom the demand is made agree to presentation of such materials at a different place.
- G. The Commission may issue subpoenas to compel attendance or to require production of relevant books, papers, records or memoranda. If any remote seller or marketplace facilitator refuses to obey any such subpoena, the Commissioner may refer the matter to the Commission's attorney for an application to the superior court for an order requiring the remote seller or marketplace facilitator to comply therewith.
- H. Any remote seller, marketplace facilitator, or person engaged in business who is unable or unwilling to submit their records to the Commission shall be required to pay the Commission for all necessary expenses incurred for the examination and inspection of their records maintained outside the Commission.
- I. After the completion of a sales tax audit, the results of the audit will be sent to the business owner's address of record.

- J. In the event the Commission, upon completion of an audit, discovers more than five hundred dollars (\$500) in additional sales tax due from a remote seller or marketplace facilitator resulting from a remote seller's or marketplace facilitator's failure to accurately report sales and taxes due thereupon, the remote seller or marketplace facilitator shall bear responsibility for the full cost of the audit. The audit fee assessment will be in addition to interest and penalties applicable to amounts deemed to be delinquent by the Commission at the time of the conclusion of the audit.

3.10.150 – Audit protest

- A. If the remote seller or marketplace facilitator wishes to dispute the amount of the estimate, or the results of an examination or audit, the remote seller or marketplace facilitator must file a written protest with the Commission, within thirty (30) calendar days of the date of the notice of estimated tax or results of an audit or examination. The protest must set forth:
 - 1. The remote seller's or marketplace facilitator's justification for reducing or increasing the estimated tax amount, including any missing sales tax returns for the periods estimated; or
 - 2. The remote seller's or marketplace facilitator's reasons for challenging the examination or audit results.
- B. In processing the protest, the Commission may hold an informal meeting or hearing with the remote seller or marketplace facilitator, either on its own or upon request of the remote seller or marketplace facilitator, and may also require that the remote seller or marketplace facilitator submit to an audit, if one was not previously conducted or a more formal audit, if an estimation audit was previously performed.
- C. The Commission shall make a final written determination on the remote seller's or marketplace facilitator's protest and mail a copy of the determination to the remote seller or marketplace facilitator.
- D. If a written protest is not filed within thirty (30) days of the date of the notice of estimated tax or the result of a review, audit or examination, then the estimated tax, review, audit or examination result shall be final, due and payable to the Commission.

3.10.160 – Penalties and Interest for Late Filing

- A. A late filing fee of twenty-five dollars (\$25) per month (or quarter) shall be added to all late-filed sales tax reports in addition to interest and penalties.
- B. Delinquent sales tax bear interest at the rate of fifteen percent (15%) per annum until paid.
- C. In addition, delinquent sales tax shall be subject to an additional penalty of 5% per month, or fraction thereof, until a total of 20% of delinquent tax has been reached. The penalty does not bear interest.
- D. Fees, penalties and interest shall be assessed and collected in the same manner as the tax is assessed and collected, and applied first to fees, penalties and interest, second to past due sales tax.
- E. The filing of an incomplete return, or the failure to remit all tax, shall be treated as the filing of no return.

- F. A penalty assessed under this section for the delinquent remittance of sales tax or failure to file a sales tax return may be waived by the Commission, upon written application of the remote seller or marketplace facilitator accompanied by a payment of all delinquent sales tax, interest and penalty otherwise owed by the remote seller or marketplace facilitator, within forty-five (45) calendar days after the date of delinquency. A remote seller or marketplace facilitator may not be granted more than one (1) waiver of penalty under this subsection in any one calendar year. The Commission shall report such waivers of penalty to the taxing jurisdiction, in writing.

3.10.170 – Repayment Plans

- A. The Commission may agree to enter into a repayment plan with a delinquent remote seller or marketplace facilitator. No repayment plan shall be valid unless agreed to by both parties in writing.
- B. A remote seller or marketplace facilitator shall not be eligible to enter into a repayment plan with the Commission if the remote seller or marketplace facilitator has defaulted on a repayment plan in the previous two (2) calendar years.
- C. The repayment plan shall include a secured promissory note that substantially complies with the following terms:
 - i. The remote seller or marketplace facilitator agrees to pay a minimum of ten percent (10%) down payment on the tax, interest and penalty amount due. The down payment shall be applied first to penalty, then to accumulated interest, and then to the tax owed.
 - ii. The remote seller or marketplace facilitator agrees to pay the balance of the tax, penalty and interest owed in monthly installments over a period not to exceed two (2) years.
 - iii. Interest at a rate of fifteen percent (15%) per annum shall accrue on the principal sum due. Interest shall not apply to penalties owed or to interest accrued at the time the repayment plan is executed or accruing during the term of the repayment plan.
 - iv. If the remote seller or marketplace facilitator is a corporation or a limited liability entity the remote seller or marketplace facilitator agrees to provide a personal guarantee of the obligations under the repayment plan.
 - v. The remote seller or marketplace facilitator agrees to pay all future tax bills in accordance with the provisions of this chapter.
 - vi. The remote seller or marketplace facilitator agrees to provide a security interest in the form of a sales tax lien for the entire unpaid balance of the promissory note to be recorded by the Commission at the time the repayment plan is signed. The remote seller or marketplace facilitator shall be responsible for the cost of recording the tax lien.
- D. If a remote seller or marketplace facilitator fails to pay two (2) or more payments as required by the repayment plan agreement, the remote seller or marketplace facilitator shall be in default and the entire amount owed at the time of default shall become immediately due. The Commission will send the remote seller or marketplace facilitator a notice of default. The Commission may immediately foreclose on the sales tax lien or take any other remedy available under the law.

3.10.180 – Remote Seller or Marketplace Facilitator Record Retention

Remote sellers or marketplace facilitators shall keep and preserve suitable records of all sales made and such other books or accounts as may be necessary to determine the amount of tax which the remote seller or marketplace facilitator is obliged to collect. Remote sellers or marketplace facilitators shall preserve suitable records of sales for a period of six (6) years from the date of the return reporting such sales, and shall preserve for a period of six (6) years all invoices of goods and merchandise purchased for resale, and all such other books, invoices and records as may be necessary to accurately determine the amount of taxes which the remote seller or marketplace facilitator was obliged to collect under this chapter.

3.10.190 – Cessation or Transfer of Business

- A. A remote seller or marketplace facilitator who sells, leases, conveys, forfeits, transfers or assigns the majority of their business interest, including a creditor or secured party, shall make a final sales tax return within thirty (30) days after the date of such conveyance.
- B. At least ten (10) business days before any such sale is completed, the remote seller or marketplace facilitator shall send to the Commission, by approved communication (email confirmation, certified first-class mail, postage prepaid) a notice that the remote seller's or marketplace facilitator's interest is to be conveyed and shall include the name, address and telephone number of the person or entity to whom the interest is to be conveyed.
- C. Upon notice of sale and disclosure of buyer, the Commission shall be authorized to disclose the status of the remote seller's or marketplace facilitator's sales tax account to the named buyer or assignee.
- D. Upon receipt of notice of a sale or transfer, the Commission shall send the transferee a copy of this Code with this section highlighted.
- E. Neither the Commission's failure to give the notice nor the transferee's failure to receive the notice shall relieve the transferee of any obligations under this section.
- F. Following receipt of the notice, the Commission shall have sixty (60) days in which to perform a final sales tax audit and assess sales tax liability against the seller of the business. If the notice is not mailed at least ten (10) business days before the sale is completed, the Commission shall have twelve (12) months from the date of the completion of the sale or the Commission's knowledge of the completion of the sale within which to begin a final sales tax audit and assess sales tax liability against the seller of the business. The Commission may also initiate an estimated assessment if the requirements for such an assessment exist.
- G. A person acquiring any interest of a remote seller or marketplace facilitator in a business required to collect the tax under this chapter assumes the liability of the remote seller or marketplace facilitator for all taxes due the Commission, whether current or delinquent, whether known to the Commission or discovered later, and for all interest, penalties, costs and charges on such taxes.
- H. Before the effective date of the transfer, the transferee of a business shall obtain from the Commission an estimate of the delinquent sales tax, penalty and interest, if any, owed by the remote seller or marketplace facilitator as of the date of the transfer, and shall withhold that amount from the consideration payable for the transfer, until the remote seller or marketplace facilitator has produced a receipt from the Commission

showing that all tax obligations imposed by this chapter have been paid. A transferee that fails to withhold the amount required under this subsection shall be liable to the Commission and taxing jurisdiction for the lesser of the amount of delinquent sales tax, penalty and interest due from the remote seller or marketplace facilitator as of the date of transfer, and the amount that the transferee was required to withhold.

- I. In this section, the term “transfer” includes the following:
 - A change in voting control, or in more than fifty percent (50%) of the ownership interest in a remote seller or marketplace facilitator that is a corporation, limited liability company or partnership; or
 2. A sale of all or substantially all the assets used in the business of the remote seller or marketplace facilitator; or
 3. The initiation of a lease, management agreement or other arrangement under which another person becomes entitled to the remote seller’s or marketplace facilitator’s gross receipts from sales, rentals or services.
- J. Subsection H of this section shall not apply to any person who acquires their ownership interest in the ongoing business as a result of the foreclosure of a lien that has priority over the Commission’s sales tax lien.
- K. Upon termination, dissolution or abandonment of a corporate business, any officer having control or supervision of sales tax funds collected, or who is charged with responsibility for the filing of returns or the payment of sales tax funds collected, shall be personally liable for any unpaid taxes, interest, administrative costs and penalties on those taxes if such officer willfully fails to pay or cause to be paid any taxes due from the corporation. In addition, regardless of willfulness, each director of the corporation shall be jointly and severally liable for unpaid amounts. The officer shall be liable only for taxes collected which became due during the period he or she had the control, supervision, responsibility or duty to act for the corporation. This section does not relieve the corporation of other tax liabilities or otherwise impair other tax collection remedies afforded by law.
- L. A remote seller or marketplace facilitator who terminates the business without the benefit of a purchaser, successor or assign shall make a final tax return and settlement of tax obligations within thirty (30) days after such termination. If a final return and settlement are not received within thirty (30) days of the termination, the remote seller or marketplace facilitator shall pay a penalty of one hundred dollars (\$100), plus an additional penalty of twenty-five dollars (\$25) for each additional thirty- (30-) day period, or part of such a period, during which the final return and settlement have not been made, for a maximum of six (6) additional periods.

3.10.200 – Use of Information on Tax Returns

- A. Except as otherwise provided in this chapter, all returns, reports and information required to be filed with the Commission under this Code, and all information contained therein, shall be kept confidential and shall be subject to inspection only by:
 1. Employees and agents of the Commission and taxing jurisdiction whose job responsibilities are directly related to such returns, reports and information;
 2. The person supplying such returns, reports and information; and
 3. Persons authorized in writing by the person supplying such returns, reports and information.

- B. The Commission will release information described in subsection A of this section pursuant to subpoena, order of a court or administrative agency of competent jurisdiction, and where otherwise required by law to do so.
- C. Notwithstanding subsection A of this section, the following information is available for public inspection:
 - 1. The name and address of sellers;
 - 2. Whether a business is registered to collect taxes under this chapter;
 - 3. The name and address of businesses that are sixty (60) days or more delinquent in filing returns or in remitting sales tax, or both filing returns and remitting sales tax; and, if so delinquent, the amount of estimated sales tax due, and the number of returns not filed.
- D. The Commission may provide the public statistical information related to sales tax collections, provided that no information identifiable to a particular remote seller or marketplace facilitator is disclosed.
- E. Nothing contained in this section shall be construed to prohibit the delivery to a person, or their duly authorized representative, of a copy of any return or report filed by them, nor to prohibit the publication of statistics so classified as to prevent the identification of particular buyers, remote sellers, or marketplace facilitators, nor to prohibit the furnishing of information on a reciprocal basis to other agencies or political subdivisions of the state or the United States concerned with the enforcement of tax laws.
- F. Nothing contained in this section shall be construed to prohibit the disclosure through enforcement action proceedings or by public inspection or publication of the name, estimated balance due, and current status of payments, and filings of any remote seller or marketplace facilitator or agent of any remote seller or marketplace facilitator required to collect sales taxes or file returns under this chapter, who fails to file any return and/or remit in full all sales taxes due within thirty (30) days after the required date for that business. Entry into any agreement whether pursuant to the provisions of this chapter or otherwise shall not act as any prohibition to disclosure of the records of that remote seller or marketplace facilitator as otherwise provided in this chapter.
- G. A prospective lessee or purchaser of any business or business interest may inquire as to the obligation or tax status of any business upon presenting to the Commission a release of tax information request signed by the authorized agent of the business.
- H. All returns referred to in this chapter, and all data taken therefrom, shall be kept secure from public inspection, and from all private inspection.

3.10.210 – Violations

- A. A remote seller or marketplace facilitator that fails to file a sales tax return or remit sales tax when due, in addition to any other liability imposed by this Code, shall pay to the Commission all costs incurred by the Commission to determine the amount of the remote seller's or marketplace facilitator's liability or to collect the sales tax, including, without limitation, reviewing and auditing the remote seller's or marketplace facilitator's business records, collection agency fees, and actual reasonable attorney's fees.
- B. A person who causes or permits a corporation of which the person is an officer or director, a limited liability company of which the person is a member or manager,

or a partnership of which the person is a partner, to fail to collect sales tax or to remit sales tax to the Commission as required by this Code shall be liable to the Commission for the amount that should have been collected or remitted, plus any applicable interest and penalty.

- C. Notwithstanding any other provision of law, and whether or not the Commission initiates an audit or other tax collection procedure, the Commission may bring a declaratory judgment action against a remote seller or marketplace facilitator believed to meet the criteria to establish that the obligation to remit sales tax is applicable and valid under local, state and federal law. The action shall be brought in the judicial district of the taxing jurisdiction.
- D. The Commission may cause a sales tax lien to be filed and recorded against all real and personal property of a remote seller or marketplace facilitator where the remote seller or marketplace facilitator has:
 - 1. Failed to file sales tax returns for two (2) consecutive filing periods as required by the Code; or
 - 2. Failed within sixty (60) days of the end of the filing period from which taxes were due to either (a) remit all amounts due or (b) to enter into a secured payment agreement as provided in this Code.
 - 3. Prior to filing a sales tax lien, the Commission shall cause a written notice of intent to file to be mailed to the last known address of the delinquent remote seller or marketplace facilitator.
- E. In addition to other remedies discussed in this Code, the Commission may bring a civil action to:
 - 1. Enjoin a violation of this Code. On application for injunctive relief and a finding of a violation or threatened violation, the superior court shall enjoin the violation.
 - 2. Collect delinquent sales tax, penalty, interest and costs of collection, either before or after estimating the amount of sales tax due.
 - 3. Foreclose a recorded sales tax lien as provided by law.
- F. All remedies hereunder are cumulative and are in addition to those existing at law or equity.

3.10.220 – Penalties for Violations

- A. A buyer, remote seller, or marketplace facilitator who knowingly or negligently submits false information in a document filed with the Commission pursuant to this Code is subject to a penalty of five hundred dollars (\$500).
- B. A remote seller or marketplace facilitator who knowingly or negligently falsifies or conceals information related to its business activities with the Commission or taxing jurisdiction is subject to a penalty of five hundred dollars (\$500).
- C. A person who knowingly or negligently provides false information when applying for a certificate of exemption is subject to a penalty of five hundred dollars (\$500).
- D. Any remote seller or marketplace facilitator who fails to file a return by the due date required under this chapter, regardless of whether any taxes were due for the reporting period for which the return was required, shall be subject to a penalty of twenty-five dollars (\$25) for the first sales tax return not timely filed. The filing of an incomplete return shall be treated as the filing of no return.

- E. A remote seller or marketplace facilitator who fails or refuses to produce requested records or to allow inspection of their books and records shall pay to the Commission a penalty equal to three (3) times any deficiency found or estimated by the Commission with a minimum penalty of five hundred dollars (\$500).
- F. A remote seller or marketplace facilitator who falsifies or misrepresents any record filed with the Commission is guilty of an infraction and subject to a penalty of five hundred dollars (\$500) per record.
- G. Misuse of an exemption card is a violation and subject to a penalty of fifty dollars (\$50) per incident of misuse;
- H. Nothing in this chapter shall be construed as preventing the Commission from filing and maintaining an action at law to recover any taxes, penalties, interest and/or fees due from a remote seller or marketplace facilitator. The Commission may also recover attorney's fees in any action against a delinquent remote seller or marketplace facilitator.

3.10.230 – Sellers with a physical presence in the taxing jurisdiction.

- A. Sellers with a physical presence in a Taxing Jurisdiction and no remote or internet-based sales shall report, remit, and comply with standards, including audit authority, of the Taxing Jurisdiction.
- B. Sellers with a physical presence in a Taxing Jurisdiction that also have remote or internet-based sales where the Point of Delivery is in a different Taxing Jurisdictions shall (i) report and remit the remote or internet sales to the Commission; and ii) report and remit the in-store sales to the Taxing Jurisdiction.
- C. Sellers with a physical presence in a Taxing Jurisdiction that also have remote or internet-based sales where the Point of Delivery is in the same Taxing Jurisdictions shall report and remit those remote sales to the Taxing Jurisdiction.
- D. Sellers and marketplace facilitators that do not have a physical presence in a Taxing Jurisdiction must report and remit all remote sales to the Commission.
- E. For all purchases the tax rate added to the sale price shall be as provided in the Taxing Jurisdiction's sales tax code, based on point of delivery.
- F. A marketplace facilitator is considered the remote seller for each sale facilitated through its marketplace and shall collect, report, and remit sales tax to the Commission. A marketplace facilitator is not considered to be the remote seller for each sale or rental of lodging facilitated through its marketplace, wherein the seller is considered to have a physical presence in the Taxing Jurisdiction.

3.10.240 – Remittance of Tax; Remote Seller Held Harmless

- A. Any remote seller or marketplace facilitator that collects and remits sales tax to the Commission as provided by law may use an electronic database of state addresses that is certified by the Commission pursuant to subsection (C) of this section to determine the jurisdictions to which tax is owed.
- B. Any remote seller or marketplace facilitator that uses the data contained in an electronic database certified by the Commission pursuant to subsection (C) of this section to determine the jurisdictions to which tax is owed shall be held harmless for any tax, charge, or fee liability to any taxing jurisdiction that otherwise would be due solely as a result of an error or omission in the database.

- C. Any electronic database provider may apply to the Commission to be certified for use by remote sellers or marketplace facilitators pursuant to this section. Such certification shall be valid for three years. In order to be certified, an electronic database provider shall have a database that satisfies the following criteria:
1. The database shall designate each address in the state, including, to the extent practicable, any multiple postal address applicable to one location and the taxing jurisdictions that have the authority to impose a tax on purchases made by purchasers at each address in the state.
 2. The information contained in the electronic database shall be updated as necessary and maintained in an accurate condition. In order to keep the database accurate, the database provider shall provide a convenient method for taxing jurisdictions that may be affected by the use of the database to inform the provider of apparent errors in the database. The provider shall have a process in place to promptly correct any errors brought to the provider's attention.

3.10.250 – Definitions

Adoption of definitions does not compel an individual municipality to exempt certain defined items. Each municipality should specifically adopt definitions necessary for consistency to implement both brick-and-mortar sales tax code and provisions related to remote sellers or marketplace facilitators. For definitions that have no applicability to brick-and-mortar sales tax code, municipality may choose either to include definitions in the definitional section of general sales tax ordinance or adopt the common definitions by reference.

“Buyer or purchaser” means a person to whom a sale of property or product is made or to whom a service is furnished.

“Commission” means the Alaska Intergovernmental Remote Sales Tax Commission established by Agreement between local government taxing jurisdictions within Alaska, and delegated tax collection authority.

“Delivered electronically” means delivered to the purchaser by means other than tangible storage media.

“Entity-based exemption” means an exemption based on who purchases the product or who sells the product. An exemption that is available to all individuals shall not be considered an entity-based exemption.

“Goods for resale” means:

- A. The sale of goods by a manufacturer, wholesaler or distributor to a retail vendor; sales to a wholesale or retail dealer who deals in the property sold, for the purpose of resale by the dealer.
- B. Sales of personal property as raw material to a person engaged in manufacturing components for sale, where the property sold is consumed in the manufacturing process of, or becomes an ingredient or component part of, a product manufactured for sale by the manufacturer.
- C. Sale of personal property as construction material to a licensed building contractor where the property sold becomes part of the permanent structure.

“Marketplace facilitator” means a person that contracts with remote sellers to facilitate for consideration, regardless of whether deducted as fees from the transaction, the sale of the remote seller’s property or services through a physical or electronic marketplace operated by the person, and engages:

- (a) Directly or indirectly, through one or more affiliated persons in any of the following:
 - (i) Transmitting or otherwise communicating the offer or acceptance between the buyer and remote seller;
 - (ii) Owning or operating the infrastructure, electronic or physical, or technology that brings buyers and remote sellers together;
 - (iii) Providing a virtual currency that buyers are allowed or required to use to purchase products from the remote seller; or
 - (iv) Software development or research and development activities related to any of the activities described in (b) of this subsection (3), if such activities are directly related to a physical or electronic marketplace operated by the person or an affiliated person; and

- (b) In any of the following activities with respect to the seller’s products:
 - (i) Payment processing services;
 - (ii) Fulfillment or storage services;
 - (iii) Listing products for sale;
 - (iv) Setting prices;
 - (v) Branding sales as those of the marketplace facilitator;
 - (vi) Order taking;
 - (vii) Advertising or promotion; or
 - (viii) Providing customer service or accepting or assisting with returns or exchanges.

“Member” means a taxing jurisdiction that is a signatory of the Alaska Remote Sales Tax Intergovernmental Agreement, thereby members of the Commission, and who have adopted the Remote Seller Sales Tax Code.

“Monthly” means occurring once per calendar month.

“Nonprofit organization” means a business that has been granted tax-exempt status by the Internal Revenue Service (IRS); means an association, corporation, or other organization where no part of the net earnings of the organization inures to the benefit of any member, shareholder, or other individual, as certified by registration with the IRS.

“Person” means an individual, trust, estate, fiduciary, partnership, limited liability company, limited liability partnership, corporation, or any other legal entity.

“Physical presence” means a seller who establishes any one or more of the following within a local taxing jurisdiction:

1. Has any office, distribution or sales house, warehouse, storefront, or any other place of business within the boundaries of the local taxing jurisdiction;

2. Solicits business or receiving orders through any employee, agent, salesman, or other representative within the boundaries of the local taxing jurisdiction or engages in activities in this state that are significantly associated with the seller's ability to establish or maintain a market for its products in this state.
3. Provides services or holds inventory within the boundaries of the local taxing jurisdiction;
4. Rents or Leases property located within the boundaries of the local taxing jurisdiction. A seller that establishes a physical presence within the local taxing jurisdiction in any calendar year will be deemed to have a physical presence within the local taxing jurisdiction for the following calendar year.

“Point of delivery” means the location at which property or a product is delivered or service rendered.

- A. When the product is not received or paid for by the purchaser at a business location of a remote seller in a Taxing Jurisdiction, the sale is considered delivered to the location where receipt by the purchaser (or the purchaser's recipient, designated as such by the purchaser) occurs, including the location indicated by instructions for delivery as supplied by the purchaser (or recipient) and as known to the seller.
- B. When the product is received or paid for by a purchaser who is physically present at a business location of a Remote Seller in a Taxing Jurisdiction the sale is considered to have been made in the Taxing Jurisdiction where the purchaser is present even if delivery of the product takes place in another Taxing Jurisdiction. Such sales are reported and tax remitted directly to the Taxing Jurisdiction not to the Commission.
- C. For products transferred electronically, or other sales where the remote seller or marketplace facilitator lacks a delivery address for the purchaser, the remote seller or marketplace facilitator shall consider the point of delivery the sale to the billing address of the buyer.

“Product-based exemptions” means an exemption based on the description of the product and not based on who purchases the product or how the purchaser intends to use the product.

“Property” and **“product”** means both tangible property, an item that can be seen, weighed, measured, felt, or touched, or that is in any other manner perceptible to the senses; and intangible property, anything that is not physical in nature (i.e.; intellectual property, brand recognition, goodwill, trade, copyright and patents).

“Quarter” means trimonthly periods of a calendar year; January-March, April-June, July-September, and October-December.

“Receive or receipt” means

- A. Taking possession of property;
- B. Making first use of services;
- C. Taking possession or making first use of digital goods, whichever comes first.

The terms “receive” and “receipt” do not include temporary possession by a shipping company on behalf of the purchaser.

“**Remote sales**” means sales of goods or services by a remote seller or marketplace facilitator.

“**Remote seller**” means a seller or marketplace facilitator making sales of goods or services delivered within the State of Alaska, without having a physical presence in a taxing jurisdiction, or conducting business between taxing jurisdictions, when sales are made by internet, mail order, phone or other remote means. A marketplace facilitator shall be considered the remote seller for each sale facilitated through its marketplace.

“**Resale of services**” means sales of intermediate services to a business the charge for which will be passed directly by that business to a specific buyer.

“**Sale**” or “**retail sale**” means any transfer of property for consideration for any purpose other than for resale.

“**Sales or purchase price**” means the total amount of consideration, including cash, credit, property, products, and services, for which property, products, or services are sold, leased, or rented, valued in money, whether received in money or otherwise, without any deduction for the following:

- A. The seller’s cost of the property or product sold;
- B. The cost of materials used, labor or service cost, interest, losses, all costs of transportation to the seller, all taxes imposed on the seller, and any other expense of the seller;
- C. Charges by the seller for any services necessary to complete the sale, other than delivery and installation charges;
- D. Delivery charges;
- E. Installation charges; and
- F. Credit for any trade-in, as determined by state law.

“**Seller**” means a person making sales of property, products, or services, or a marketplace facilitator facilitating sales on behalf of a seller.

“**Services**” means all services of every manner and description, which are performed or furnished for compensation, and delivered electronically or otherwise outside the taxing jurisdiction (but excluding any that are rendered physically within the taxing jurisdiction, including but not limited to:

- A. Professional services;
- B. Services in which a sale of property or product may be involved, including property or products made to order;
- C. Utilities and utility services not constituting a sale of property or products, including but not limited to sewer, water, solid waste collection or disposal, electrical, telephone services and repair, natural gas, cable or satellite television, and Internet services;
- D. The sale of transportation services;

- E. Services rendered for compensation by any person who furnishes any such services in the course of his trade, business, or occupation, including all services rendered for commission;
- F. Advertising, maintenance, recreation, amusement, and craftsman services.

“Tax cap” means a maximum taxable transaction.

“Taxing jurisdiction” means a local government in Alaska that has a sales tax and is a member of the Alaska Remote Sellers Sales Tax Commission.

“Transferred electronically” means obtained by the purchaser by means other than tangible storage media.

3.10.260 – Supplemental Definitions

The Commission shall promulgate Supplemental Definitions that are incorporated into this Remote Seller Sales Tax Code. Supplemental Definitions are available at www.arsstc.org. Provisions of the Supplemental Definitions that are amended, deleted, or added prior to or after the effective date of the latest amendment to this chapter shall be applicable for purposes of this chapter on the effective date provided for such amendments, deletions, or additions, including retroactive provisions.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 30, 2020
RE: Ordinance No. 727

Attached you will find Ordinance No. 727. The ordinance adds four new permissible asset investment classes to the Craig Endowment Fund. The four classes are: funds holding stocks in small cap companies; funds holding stocks in emerging markets; funds holding stocks in publicly traded infrastructure investments; and funds holding shares in commodities.

The company that manages the endowment fund, Alaska Permanent Capital Management, recommends that the city add the asset classes to the permissible range of investments detailed in Title 3 of the Craig Municipal Code (CMC). Mr. Blake Phillips from APCM proposed the additional investment classes during his January 16, 2020 presentation to the city council. Mr. Phillips recommends adding the asset classes to add diversity to the range of permissible investments, and with the goal to improve returns to the endowment fund over the long-term.

Cash in the Craig Endowment Fund may be invested only in asset classes specifically identified in the CMC. Even then, a particular fund class is not purchased until APCM has explicit direction from the city to make the purchase. Once purchased, APCM maintains specified ranges of asset classes based on a percentage of the total value of the fund. The table on page two of Ordinance No. 727 details the permissible percentages of total fund value of each asset class.

Staff from APCM has offered to call into the council meeting where the readings of Ordinance No. 727 will occur. I encourage council members to contact me if you would like me to arrange for the broker to call in at the May 7 meeting, or for the scheduled second reading on May 21.

Recommendation

Approve Ordinance 727 at first reading.

**CITY OF CRAIG
ORDINANCE NO. 727**

**AN ORDINANCE MODIFYING TITLE 3 OF THE CRAIG MUNICIPAL CODE,
RELATING TO INVESTMENT POLICIES FOR THE CITY OF CRAIG, ALASKA,
BY ADDING SPECIFIC ASSET CLASSES TO THE PERMISSIBLE RANGE OF
INVESTMENTS WITHIN THE CRAIG ENDOWMENT FUND**

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

Section 1. Classification. This ordinance is of a general and permanent nature and the code sections adopted 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 become effective immediately upon adoption.

Section 4. Action. This ordinance modifies Sections 3.15.050 and 3.15.055 as shown below. New text is shown underlined.

3.15.050 Permissible Investments.

A. The City of Craig Endowment Fund may be invested in:

11. Domestic equities which, taken as a whole, attempt to replicate the Standard and Poor's 400 MidCap Index or a substantially similar index, including both mutual funds and exchange traded funds.
12. Domestic equities which, taken as a whole, attempt to replicate the Standard and Poor's 600 SmallCap Index or a substantially similar index, including both mutual funds and exchange traded funds (ETFs);
13. International equities which, taken as a whole, attempt to replicate the MSCI Emerging Market Index or a substantially similar index, including both mutual funds and exchange traded funds;
14. Equities which, taken as a whole, attempt to replicate the universe of publicly traded infrastructure investments as represented by the STOXX Global Broad Infrastructure Index or a substantially similar index, including both mutual funds and exchange traded funds;
15. Commodities which, taken as a whole represent the Bloomberg Commodity Index or a substantially similar index, including both mutual funds and exchange traded funds;

Target asset allocation with ranges shown in the table below;

<u>Asset Class</u>	<u>Strategic Weight</u>	<u>Range</u>
<u>Fixed Income</u>	<u>34%</u>	<u>20%-45%</u>
<u>Large Cap Domestic Equity</u>	<u>24%</u>	<u>15%-35%</u>
<u>Mid Cap Domestic Equity</u>	<u>7%</u>	<u>2%-12%</u>
<u>Small Cap Domestic Equity</u>	<u>3%</u>	<u>0%-6%</u>
<u>International Developed Equity</u>	<u>12%</u>	<u>7%-17%</u>
<u>Emerging Markets</u>	<u>5%</u>	<u>0%-10%</u>
<u>Real Estate</u>	<u>5%</u>	<u>0%-10%</u>
<u>Infrastructure</u>	<u>5%</u>	<u>0%-10%</u>
<u>Commodities</u>	<u>5%</u>	<u>0%-10%</u>

3.15.055 Asset allocation and performance.

B. Performance of the Craig endowment fund's investment advisors will be measured as follows:

6. Performance measurement for the Small- Cap equity allocation will be measured against the target weighting, using the Standard and Poor's 600 SmallCap Index as the benchmark.
7. Performance measurement for the emerging market equity allocation will be measured against the target weighting, using the MSCI Emerging Market Index or a substantially similar index for the benchmark.
8. Performance measurement for the Infrastructure allocation will be measured against the target weighting using the STOXX Global Broad Infrastructure Index or a substantially similar index for the benchmark.
9. Performance measurement for the Commodity allocation will be measured against the target weighting using the Bloomberg Commodity Index or a substantially similar index for the benchmark.

Passed and approved this ___ day of _____, 2020.

Mayor Tim O'Connor

Attest _____
Jillian Carl, City Clerk

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 30, 2020
RE: May Staff Report

1. COVID-19

This nationwide (and worldwide) issue has occupied much of my time recently, and virtually all of Brian Templin's time, and made demands on Craig EMS and police staffing. A more detailed report is on the council agenda.

2. FY 2021 Draft Budget

The budget committee is scheduled to meet May 1 for an initial review of the draft FY 2021 city budget. My goal is to have first reading of the budget ordinance on May 21, with the second reading at the council's June 4 meeting. I expect the June 4 meeting will also include consideration of the mill rate resolution, and an ordinance changing utility rates.

3. Craig Aquatic Center Project

The project to refinish the basins in the lap and wading pools is still set to begin in early June. Dawson Construction will have a POW-based construction crew at work on the project to start. The company will bring in laborers from off-island to complete the basin refinishing work. A copy of Dawson's COVID-19 employee mitigation plan is on file with the city.

4. Mariculture Site at Doyle Bay

As soon as the substantial herring spawn on the kelp being grown at Premium Aquatics Doyle Bay kelp mariculture site has hatched, the company plans to begin its kelp harvest. Apparently the spawn in Doyle Bay this year is the first since the State of Alaska began keeping records of herring spawn activity in the Craig area.

5. Oil Spill

City staff was responsible for the spill of between 280-300 gallons of oil on the state highway near the intersection of Cold Storage Road. The spill occurred April 20. Staff from Harbors, Public Works, Public Facilities, and Craig Police Department did a good job responding to the spill. The Alaska Department of Environmental Conservation and other agencies were notified shortly after the spill occurred. I completed a final report on the spill on April 25 and submitted the report to DEC. Our contact at DEC is logging the response details. It is my hope that we will be able to wrap up the reporting and response duties this week.

6. 2016 Pink Salmon Disaster Funding Update

After more than a year of tracking how the municipal portion of the 2016 federal pink salmon disaster funding would be distributed, I was told by State of Alaska staff that Craig does not qualify for funding from the program. This is, to say the least, both disappointing and frustrating. The reasons for this decision are not yet clear to me. I do have a contact at the Pacific States Marine Commission, which is charged with distributing the funds, that I can call to find out more. Apparently there is an appeal process. I intend to find out more about the decision making process and what, if anything, I can do to put Craig in a position to draw funds from the program.

7. Richard Klein Marine Diesel

Mr. Richard Klein passed away unexpectedly recently. Mr. Klein was a tenant at the city's industrial park for more than a decade where he owned and operated a diesel engine and hydraulic systems business. His unique skill set added a much needed dimension to the range of maritime services offered at the industrial site and the community. He was an excellent mechanic, machinist, and tenant. RIP.

8. ADF&G Creel Survey

Staff from the local Alaska Department of Fish and Game office called recently to report that the agency plans to conduct its seasonal creel survey in 2020 in Craig and Klawock. Staff states that three local residents have already been hired, and a fourth local hire position is pending. The survey work is scheduled to begin May 11.

9. Travel Schedule

None scheduled.

CITY OF CRAIG
MEMORANDUM

April 29, 2020
To: City Council
From: Sheri Purser, Treasurer
Re: Monthly Report

The March monthly financial reports are included in this report.

Jon and I have been working together on making adjustments with the budget. Then Jon asked the Dept. heads that we needed to cut out some of the things on their budgets. Asked them to adjust what they feel they could and resubmit them. We have put that information in and this week finalized getting the budget ready for the budget committee. We have scheduled to meet with the budget committee this Friday May 1st at 4 pm to start the next process. It has been a learning curve that I have actually enjoyed learning. I am so grateful Jon has been a part of this process. He has been very patient and helpful in helping me understand the different aspects of the budget. I hope the Council will be happy with the ending results.

Tomorrow is the deadline for residence to hand in an appeal on their tax assessments. We have had 4 submitted as of today. Henry from Horan and Company called me yesterday and said 1 has been resolved but 1 might be going to the Board of Equalization on May 21st. We just received 2 this morning.

Michelle and Allison and been working opposite schedules from each other and the other days they are not at the office they have worked remotely from home. Allison and Michelle have commented that while working at home and being able to remote into their computer here at the office has worked well. This has helped everyone feel comfortable with the situation but also keep things caught up.

Michelle and Russell Dill have been working a lot together for a few months now to get the new Radio reads for the water meters up and running. We have had a few glitches like the wiring for installs were needing adjusted, and the accounting system to the hand held radio reader not communicating very well. But yesterday Russell went out into the field with the hand held and said it read those 25 we have installed really well and Michelle this morning uploaded the information from the handheld to Accufund and said everything looks good. It was good to hear things are starting to come together.

I have still been a part of the Emergency Operation Incident Management Team. We have meetings 2 times a week to keep everyone updated on the COVID-19 updates, checking inventories, receiving updates from SEARCH, Peace Health, & Public Health, also with other entities that are a part of the team.

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

City of Craig
Cash Balances
4/01/2020

General Fund

Deposit Clearing Account	171,965.23
Checking - First Bank	2,547,844.18
Checking - Wells Fargo	123,959.45
Petty Cash	325.00
Petty Cash-Harbors	200.00
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	150.00
Petty Cash- Library	50.00
Special Recreation Savings	1,941.55
Wells Fargo CD Saving Account	<u>510,861.34</u>
Total	<u>3,357,546.75</u>

Restricted Fund

Cash, , Police Fund	21,920.17
Cash Evidence, Police	4,409.30
Police Petty Cash	781.17
Cash Equipment Fund	451,883.30
Cash Hatchery Salmon Derby	2.22
MM Park Funds	7,697.08
Fish Quota Funds	15,500.41
MM POW Clinic Funds	24,988.13
MM Invest Muni Land	567,676.81
Hatchery Saving Account	55,213.62
Cash MMkt NFR -School FB	311,314.84
Cash Invest School Funds APCM	2,834,588.62
Accrued Interest, School	<u>9,484.00</u>
Total	<u>4,305,459.67</u>

Endowment

Cash Held Endowment	43,320.53
CD Invest, Endowment	505,486.01
Fixed Inc. Investment Endowment	3,724,665.81
Accr. Int., Endowment	18,569.00
Equity Invest., Endowment	4,488,886.11
Unrealized Gain/Loss Endowment	180,081.47
Unrealized Gain/Loss Equity, Endowment	<u>2,367,055.37</u>
Total	<u>11,328,064.30</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, Inc.
02. Craig Gov Revenue

March 31, 2020

	M-T-D Actual	Y-T-D Actual	Budget	Variance	% of Budget
01 00.4000.00 000 Property Tax	0	658,339	(655,300)	1,313,639	(100)
01 00.4050.00 000 Sales Tax	13,974	1,480,100	(1,613,250)	3,093,350	(92)
01 00.4060.00 000 Liquor Sales Tax	0	100,162	(120,000)	220,162	(83)
01 00.4061.00 000 Marijuana Sales Tax	6,804	14,303	0	14,303	0
01 00.4065.00 000 Transient Room Tax	0	28,998	(30,000)	58,998	(97)
01 00.4070.00 000 Property Tax Penalties	0	5,032	0	5,032	0
01 00.4080.00 000 Sales Tax Penalties	44	1,381	0	1,381	0
Total Local Taxes	20,822	2,288,315	(2,418,550)	4,706,865	(95)
01 00.4100.00 000 Property PILT Funding	0	312,174	(289,500)	601,674	(108)
01 00.4110.00 000 State Revenue Sharing	0	90,507	(90,019)	180,526	(101)
01 00.4111.00 000 Liquor Revenue Sharing	0	1,000	(4,000)	5,000	(25)
01 00.4112.00 000 Fish Bus Tax - DOR	0	144,432	(80,000)	224,432	(181)
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	(4,000)	4,000	0
Total State Revenue	0	548,113	(467,519)	1,015,632	(117)
01 00.4220.00 000 EMS Service Fees	6,644	51,302	(60,000)	111,302	(86)
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	30,000	(30,000)	0
01 00.4260.00 000 Aquatic Center Revenue	1,649	41,694	(55,000)	96,694	(76)
01 00.4270.00 000 Library Fees	465	1,910	(1,000)	2,910	(191)
01 00.4275.00 000 Recreation Revenue	1,338	16,445	(17,000)	33,445	(97)
01 00.4280.00 000 Senior Card Fees	100	1,000	(3,000)	4,000	(33)
01 00.4620.00 000 Taxi Permit Fees	0	0	(100)	100	0
01 00.4640.00 000 Building Permit Fees	180	1,580	0	1,580	0
01 00.4644.00 000 Access Permit Fees	0	6,236	(8,000)	14,236	(78)
01 00.4646.00 000 PSN Road Maintenance	0	0	(18,000)	18,000	0
Total Permits & Fees	10,376	120,167	(133,100)	253,267	(90)
01 00.4300.00 000 Property Lease/Rentals	37,675	70,183	(72,000)	142,183	(97)
01 00.4310.00 000 Equipment Rentals	0	(50)	0	(50)	0
01 00.4400.00 000 Material Sales	0	0	(1,000)	1,000	0
01 00.4410.00 000 Equipment Sales	0	6,620	0	6,620	0
01 00.4450.00 000 K Salmon Hatchery Support	6,583	15,083	0	15,083	0
Total Local Revenue	44,258	91,836	(73,000)	164,836	(126)
01 00.4700.00 000 Police-Fines,Citation	442	5,003	(10,000)	15,003	(50)
01 00.4701.00 000 Aminor Impound Fees	55	55	0	55	0
01 00.4703.00 000 Motor Vehicle Commision	4,482	49,689	(60,000)	109,689	(83)
01 00.4715.00 000 POLICE-DRUG FORFEITURE	(716)	20,820	0	20,820	0
01 00.4650.00 000 State Trooper Dispatch	0	4,625	(7,200)	11,825	(64)
01 00.4660.00 000 State Jail Contract Revenue	0	268,143	(357,524)	625,667	(75)
01 00.4665.00 000 Klawock Dispatch	4,424	35,392	(53,088)	88,480	(67)
01 00.4670.00 000 Forest Service Dispatch	0	0	(3,000)	3,000	0
Total Public Safety Funds	8,687	383,727	(490,812)	874,539	(78)
01 00.4800.00 000 Interest Income (CKNG & CD)	2,118	49,616	(34,000)	83,616	(146)
01 00.4820.00 000 Interest Income (A/R)	486	2,488	(1,000)	3,488	(249)
01 00.4900.00 000 Misc Revenue	29	5,416	(5,000)	10,416	(108)
01 00.4910.00 000 Donations Received	0	1,010	0	1,010	0
Total Other Revenue	2,633	58,530	(40,000)	98,530	(146)
Total Revenues	\$ 86,776	\$ 3,490,688	\$ (3,622,981)	\$ 7,113,669	\$ (96)

City of Craig, Inc.
Revenue and Expense MTD and YTD
March 31, 2020

	Month to Date	Y-T-D Current Year	Y-T-D Encumbrance	Total	Budget	Variance	% of Budget
00							
Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
Total Contract Services	0	8,600	0	8,600	0	(8,600)	0.00
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	152	8,997	10,573	19,571	0	(19,571)	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	85	0	85	0	(85)	0.00
Total Capital Assets	0	(250,000)	0	(250,000)	0	250,000	0.00
Total Expenditures	152	(232,318)	10,573	(221,744)	0	221,744	0.00
11 Administration							
Total Personnel	25,508	229,829	0	229,829	331,058	101,229	69.42
Total Personnel Benefits	8,305	78,963	0	78,963	134,503	55,540	58.71
Total Contract Services	44,188	203,099	1,975	205,073	142,550	(62,523)	(142.86)
Total Personnel Misc.	13	13,675	2,372	16,047	11,745	(4,302)	(135.63)
Total Material & Supplies	764	16,263	1,028	17,291	9,500	(7,791)	(181.01)
Total Utilities	1,479	15,260	0	15,260	19,592	4,332	77.89
Total Maintenance	545	1,742	0	1,742	3,260	1,518	53.44
Total Misc.	694	21,071	0	21,071	25,778	4,707	81.74
Total Capital Assets	0	4,199	(199)	4,000	6,000	2,000	66.67
Total Expenditures	81,496	584,101	5,176	589,276	683,986	94,710	86.15
12 Council							
Total Personnel	1,208	7,657	0	7,657	13,500	5,843	56.72
Total Personnel Benefits	551	5,411	0	5,411	17,634	12,223	30.69
Total Contract Services	0	710	0	710	950	240	74.74
Total Personnel Misc.	0	7,934	1,312	9,246	2,050	(7,196)	(450.02)
Total Material & Supplies	0	183	0	183	0	(183)	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	220	220	0.00
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	1,759	21,895	1,312	23,207	34,354	11,147	67.55
13 Planning							
Total Personnel	5,567	53,099	0	53,099	45,759	(7,340)	(115.04)
Total Personnel Benefits	1,510	14,741	0	14,741	17,694	2,953	83.31
Total Contract Services	191	7,525	12,389	19,914	5,800	(14,114)	(342.34)
Total Personnel Misc.	975	1,592	0	1,592	0	(1,592)	0.00
Total Material & Supplies	3,708	4,686	(1,414)	3,273	1,000	(2,273)	(326.30)
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	641	0	641	765	124	83.79
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	11,951	82,284	10,975	93,260	71,018	(22,242)	(130.32)
14 Parks & Facilities							
Total Personnel	9,722	98,314	0	98,314	124,005	25,691	79.28
Total Personnel Benefits	4,367	39,958	0	39,958	69,459	29,501	57.53
Total Contract Services	587	5,843	61	5,904	7,800	1,896	75.69

City of Craig, Inc.
Revenue and Expense MTD and YTD
March 31, 2020

	Month to Date	Y-T-D Current Year	Y-T-D Encumbrance	Total	Budget	Variance	% of Budget
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	2,350	68,084	(81)	68,002	16,200	(51,802)	(418.77)
Total Utilities	1,579	17,733	0	17,733	16,609	(1,124)	(105.77)
Total Maintenance	0	214	0	214	10,000	9,786	2.14
Total Misc.	10	826	(819)	7	11,968	11,961	0.06
Total Capital Assets	0	0	0	0	13,400	13,400	0.00
Total Expenditures	<u>18,615</u>	<u>230,972</u>	<u>(839)</u>	<u>230,132</u>	<u>269,441</u>	<u>39,309</u>	<u>85.41</u>

15 Public Works

Total Personnel	11,370	104,451	0	104,451	153,242	48,791	68.16
Total Personnel Benefits	6,608	55,744	0	55,744	107,017	51,273	52.09
Total Contract Services	75	2,893	2,118	5,011	8,220	3,209	60.96
Total Personnel Misc.	0	180	0	180	0	(180)	0.00
Total Material & Supplies	6,546	92,730	12,477	105,207	25,750	(79,457)	(407.57)
Total Utilities	701	14,771	0	14,771	18,986	4,215	77.80
Total Maintenance	3,108	56,561	2,414	58,973	25,000	(33,973)	(234.89)
Total Misc.	0	1,749	0	1,749	7,798	6,049	22.43
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	<u>28,408</u>	<u>329,079</u>	<u>17,009</u>	<u>346,086</u>	<u>346,013</u>	<u>(73)</u>	<u>(99.02)</u>

16 Police

Total Personnel	40,198	375,886	0	375,886	549,338	173,452	68.43
Total Personnel Benefits	20,087	181,394	0	181,394	321,619	140,225	56.40
Total Contract Services	0	223	0	223	3,825	3,602	5.83
Total Personnel Misc.	646	1,875	0	1,875	5,350	3,475	35.05
Total Material & Supplies	4,624	47,388	1,041	48,429	43,000	(5,429)	(111.63)
Total Utilities	1,438	19,177	0	19,177	29,742	10,565	64.48
Total Maintenance	0	145	0	145	0	(145)	0.00
Total Misc.	(267)	(22,040)	6,869	(15,171)	29,714	44,885	(51.06)
Total Capital Assets	9,857	9,857	0	9,857	40,000	30,143	24.64
Total Expenditures	<u>76,583</u>	<u>613,905</u>	<u>7,910</u>	<u>621,815</u>	<u>1,022,588</u>	<u>400,773</u>	<u>60.81</u>

17 EMS

Total Personnel	9,254	86,959	0	86,959	106,493	19,534	81.66
Total Personnel Benefits	3,520	26,677	0	26,677	57,661	30,984	46.27
Total Contract Services	795	6,583	(127)	6,456	3,400	(3,056)	(188.88)
Total Personnel Misc.	0	748	1,367	2,115	5,000	2,885	42.30
Total Material & Supplies	1,589	12,469	2,977	15,446	16,300	854	94.76
Total Utilities	924	6,998	0	6,998	6,300	(698)	(110.08)
Total Maintenance	0	462	0	462	0	(462)	0.00
Total Misc.	0	0	0	0	6,351	6,351	0.00
Total Capital Assets	0	1,295	1,461	2,756	650	(2,106)	(423.00)
Total Expenditures	<u>16,082</u>	<u>142,191</u>	<u>5,678</u>	<u>147,869</u>	<u>202,155</u>	<u>54,286</u>	<u>73.15</u>

18 Fire Department

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	4,186	4,186	0.00
Total Contract Services	0	0	0	0	3,800	3,800	0.00
Total Personnel Misc.	0	25	0	25	2,700	2,675	0.93
Total Material & Supplies	126	5,138	0	5,138	6,400	1,262	80.28
Total Utilities	554	5,249	0	5,249	5,980	731	87.78
Total Maintenance	0	0	0	0	3,000	3,000	0.00
Total Misc.	0	0	0	0	4,827	4,827	0.00

City of Craig, Inc.
Revenue and Expense MTD and YTD
March 31, 2020

	Month to Date	Y-T-D Current Year	Y-T-D Encumbra nce	Total	Budget	Variance	% of Budget
TotalCapital Assets	0	0	0	0	8,700	8,700	0.00
Total Expenditures	680	10,412	0	10,412	39,593	29,181	26.30
19 Library							
Total Personnel	5,040	47,283	0	47,283	64,907	17,624	72.85
Total Personnel Benefits	2,285	20,596	0	20,596	39,007	18,411	52.80
TotalContract Services	368	1,340	380	1,720	2,800	1,080	61.43
TotalPersonnel Misc.	(943)	0	0	0	0	0	0.00
Total Material & Supplies	1,120	26,764	(306)	26,460	9,270	(17,190)	(284.44)
Total Utilities	824	5,475	0	5,475	11,227	5,752	48.77
Total Maintenance	0	0	0	0	1,400	1,400	0.00
Total Misc.	0	400	0	400	1,750	1,350	22.86
TotalCapital Assets	0	0	0	0	0	0	0.00
Total Expenditures	8,694	101,858	74	101,934	130,361	28,427	78.19
21 Sewer							
Total Personnel	6,556	65,496	0	65,496	75,938	10,442	86.25
Total Personnel Benefits	3,443	32,047	0	32,047	52,563	20,516	60.97
TotalContract Services	150	2,640	0	2,640	7,800	5,160	33.85
TotalPersonnel Misc.	0	0	0	0	1,280	1,280	0.00
Total Material & Supplies	188	10,892	6,815	17,708	8,350	(9,358)	(211.07)
Total Utilities	414	34,919	0	34,919	71,963	37,044	48.52
Total Maintenance	0	642	0	642	4,000	3,358	16.05
Total Misc.	0	1,280	0	1,280	5,450	4,170	23.49
TotalCapital Assets	0	58,947	0	58,947	64,996	6,049	90.69
Total Expenditures	10,751	206,863	6,815	213,679	292,340	78,661	73.09
22 Water							
Total Personnel	10,673	107,791	0	107,791	131,908	24,117	81.72
Total Personnel Benefits	5,597	49,364	0	49,364	81,029	31,665	60.92
TotalContract Services	2,948	7,507	9,153	16,660	85,000	68,340	19.60
TotalPersonnel Misc.	0	5,298	1,469	6,767	3,935	(2,832)	(170.97)
Total Material & Supplies	11,560	73,555	8,966	82,522	57,475	(25,047)	(142.58)
Total Utilities	242	33,498	0	33,498	57,400	23,902	58.36
Total Maintenance	0	0	0	0	10,000	10,000	0.00
Total Misc.	0	50	0	50	8,850	8,800	0.56
TotalCapital Assets	3,120	30,599	(3,491)	27,108	119,506	92,398	22.68
Total Expenditures	34,140	307,662	16,097	323,760	555,103	231,343	58.32
23 Garbage							
Total Personnel	2,679	28,581	0	28,581	37,896	9,315	75.42
Total Personnel Benefits	1,744	20,807	0	20,807	38,442	17,635	54.13
TotalContract Services	(7,145)	132,146	0	132,146	207,500	75,354	63.68
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	512	5,708	0	5,708	9,300	3,592	61.38
Total Utilities	0	212	0	212	500	288	42.40
Total Maintenance	0	0	0	0	5,000	5,000	0.00
Total Misc.	0	90	0	90	3,500	3,410	2.57
TotalCapital Assets	0	0	0	0	25,000	25,000	0.00
Total Expenditures	(2,210)	187,544	0	187,544	327,138	139,594	57.33
24 Recreation							
Total Personnel	4,661	38,151	0	38,151	53,362	15,211	71.49

City of Craig, Inc.
Revenue and Expense MTD and YTD
March 31, 2020

	Month to Date	Y-T-D Current Year	Y-T-D Encumbrance	Total	Budget	Variance	% of Budget
Total Personnel Benefits	1,858	15,941	0	15,941	25,771	9,830	61.86
Total Contract Services	0	2,602	0	2,602	3,600	998	72.28
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	825	4,739	0	4,739	2,000	(2,739)	(235.95)
Total Utilities	2,283	15,212	0	15,212	17,140	1,928	88.75
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	4,630	4,630	0.00
Total Capital Assets	0	108	0	108	3,500	3,392	3.09
Total Expenditures	9,627	76,753	0	76,753	110,003	33,250	69.77

25 Aquatic Center

Total Personnel	12,744	109,710	0	109,710	156,536	46,826	70.09
Total Personnel Benefits	6,688	51,427	0	51,427	128,834	77,407	39.92
Total Contract Services	0	1,560	0	1,560	4,700	3,140	33.19
Total Personnel Misc.	0	489	0	489	8,820	8,331	5.54
Total Material & Supplies	421	11,342	535	11,877	20,200	8,323	58.80
Total Utilities	533	81,755	0	81,755	131,920	50,165	61.97
Total Maintenance	0	570	371	942	4,800	3,858	19.63
Total Misc.	0	38	0	38	10,800	10,762	0.35
Total Capital Assets	0	137,467	1,795	139,262	140,684	1,423	98.99
Total Expenditures	20,386	394,358	2,701	397,060	607,294	210,235	65.38

27 Harbor

Total Personnel	13,255	113,537	0	113,537	129,538	16,001	87.65
Total Personnel Benefits	5,844	48,145	0	48,145	75,695	27,551	63.60
Total Contract Services	0	500	0	500	2,850	2,350	17.54
Total Personnel Misc.	0	3,905	250	4,155	4,350	195	95.52
Total Material & Supplies	936	19,187	(612)	18,575	18,445	(130)	(99.70)
Total Utilities	1,899	39,951	0	39,951	62,868	22,917	63.55
Total Maintenance	1,934	8,534	(674)	7,860	14,400	6,540	54.58
Total Misc.	43	11,623	0	11,623	24,500	12,877	47.44
Total Capital Assets	0	215,837	(3,286)	212,551	0	(212,551)	0.00
Total Expenditures	23,911	461,219	(4,322)	456,897	332,646	(124,250)	(136.35)

28 JTB Industrail Park

Total Personnel	1,906	64,651	0	64,651	88,625	23,974	72.95
Total Personnel Benefits	902	16,861	0	16,861	38,873	22,012	43.37
Total Contract Services	0	2,163	0	2,163	15,500	13,337	13.95
Total Personnel Misc.	0	(335)	335	0	0	0	0.00
Total Material & Supplies	293	10,230	(855)	9,375	17,800	8,425	52.67
Total Utilities	455	41,241	0	41,241	52,782	11,541	78.13
Total Maintenance	803	12,813	2,549	15,362	4,000	(11,362)	(383.05)
Total Misc.	0	1,544	1,219	2,764	12,325	9,561	22.43
Total Capital Assets	1,198	1,198	0	1,198	0	(1,198)	0.00
Total Expenditures	5,557	150,366	3,248	153,615	229,905	76,290	66.82

29 Ward Cove Cannery

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
Total Contract Services	0	0	0	0	0	0	0.00
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	12	0	12	880	868	1.36

City of Craig, Inc.
Revenue and Expense MTD and YTD
March 31, 2020

	Month to Date	Y-T-D Current Year	Y-T-D Encumbra nce	Total	Budget	Variance	% of Budget
Total Utilities	112	2,195	0	2,195	3,100	905	70.81
Total Maintenance	0	0	0	0	1,000	1,000	0.00
Total Misc.	0	0	0	0	1,020	1,020	0.00
TotalCapital Assets	0	1,236	0	1,236	1,000	(236)	(122.60)
Total Expenditures	112	3,443	0	3,443	7,000	3,557	49.19
31 PSN Hatchery							
Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	28,000	0	28,000	0	(28,000)	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	0	0	0.00
TotalCapital Assets	0	0	0	0	0	0	0.00
Total Expenditures	0	28,000	0	28,000	0	(28,000)	0.00
40 Equipment							
Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	0	0	0	0	0	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	0	0	0.00
TotalCapital Assets	0	5	0	5	0	(5)	0.00
Total Expenditures	0	5	0	5	0	(5)	0.00
60 School Support							
Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	0	0	0	0	0	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	550,600	0	550,600	0	(550,600)	0.00
TotalCapital Assets	0	0	0	0	0	0	0.00
Total Expenditures	0	550,600	0	550,600	0	(550,600)	0.00
99 Inter Governmental Transfers							
Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	0	0	0	0	0	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	0	0	0.00
TotalCapital Assets	0	1,143	0	1,143	0	(1,143)	0.00

City of Craig, Inc.
Revenue and Expense MTD and YTD
March 31, 2020

	<u>Month to</u> <u>Date</u>	<u>Y-T-D</u> <u>Current</u> <u>Year</u>	<u>Y-T-D</u> <u>Encumbra</u> <u>nce</u>	<u>Total</u>	<u>Budget</u>	<u>Variance</u>	<u>% of</u> <u>Budget</u>
Total Expenditures	<u>0</u>	<u>1,143</u>	<u>0</u>	<u>1,143</u>	<u>0</u>	<u>(1,143)</u>	<u>0.00</u>

City Of Craig
Memorandum

To: Mayor O'Conner; Craig City Council
From: Jessica Holloway, Aquatic Manager
RE: April/ May report
Date: April 30, 2020

I wish I had more to report but since we have been shut down due to Covid-19 I unfortunately do not.

The colors and finishes of the tile, grout and pool basin has been picked and ordered. Work is planned to start on June 1st.

The Aquatic Staff is looking at draining the big pool the first full week or second week in May in light of the COVID-19 pandemic and with the pool basin construction starting soon. This will give us time to get the grating removed and the other stuff removed from the deck so it will be out of the way.

I am currently checking the pools email a couple times a day. If you have questions please feel free to email at pool@craigak.com

City of Craig Memorandum

Date: May 7, 2020

To: Mayor O'Connor and Craig City Council

From: Jillian Carl, City Clerk

Re: Clerk's Report

PIO/Website

I have been doing updates with Victoria Merritt for KRBD. Along with informing the public whenever they call with questions. The website has been a team effort and I am very grateful for Brian's consistent help, guiding me through my first PIO mission.

Loss Control Program

The City of Craig's Alaska Public Entity Insurance (APEI) has a Loss Control and Premium Credit Program that we have been participating in for some years. This program gives us deductions on our insurance policy the more we participate in safety trainings. Since this was my first time and I came into this position recently, I was unable to take full advantage of all the deductions available. Regardless, with all the safety trainings we do with the Aquatic Center, EMS, Public Works, Harbor, and Parks and Public Facilities covered a large portion of the program. The programs deadline was extended due to COVID-19 so we are still wait to hear back on a dollar amount that the City of Craig saved.

Marijuana License

Just to inform the council there has been a transfer in controlling interest in Thee Treasure Chest LLC #16184. This transfer involves a change in ownership from Kit Kraft at 50% and John Wright at 50%, to Eric VanVeen at 67% and Kit Kraft at 33%. I have filed this into our records of license transfers.

Next Meeting

May 21, 2020



FIRE & EMS REPORT: Council Report: April 25, 2020

Overview

This month has been all COVID response. We have changed our protocols for every response we go to. Per state recommendations as well as Dr. Bowman, we respond to every call as if they are COVID positive. That means we are in full PPE, we use the scout method by only sending one medic in at a time to get an understanding of the call, we have a someone fetch gear that stays clean and decontaminated. We go through top to bottom decontamination after the call.

We set up a POW hotline through our Omnilert system that public health is utilizing. We have participated in weekly Medical Stakeholders Meetings with SEARHC, PeaceHealth & Public Health. CTA offered to help us obtain medical supplies & emergency equipment we need.

Response Availability

The past month I have made sure either Minnie or myself have been available 24 hours a day if a call comes in. Minnie works in dispatch as well. Venessa has been furloughed. Most of our other medics have been unavailable due to the risk of possible Covid. (Beccy has a preemie baby at home, John Moots is not allowed to go to calls per APT he is an essential worker, and the list goes on) We do have a few drivers that have helped us like Ken Owen, he is new but has been amazing at helping us at calls.

We haven't felt like it was appropriate to continue moving forward with our retention program by asking businesses to give first responders discounts during this pandemic. I welcome your direction and input on this.

Supply Distributions

We have distributed PPE to every EMS squad on POW through our own supplies and the MMRS container. We also have conducted training and made sure they are also using the scout method. I meet with the EMS Captains every Wednesday on zoom to discuss updates and make sure we are all responding in the same way. All of my supply orders are on back order until August 2020.

We were able to purchase airway medications through Whale Tail Pharmacy that we desperately needed, per protocol changes. They are still on backorder through my supply vendors. Thank you, Julie!!

Doug Ward helped us get a second Oxygen refill machine working and filling bottles. He stopped in to our office to check on them every morning, and helped us change large tanks. He is amazing and so appreciated!

Decontamination

Decontamination is difficult because we don't have a deep sink in the firehall. We don't have any water in the annex building. We carry buckets of hot water to the ambulance to disinfect the best we can. We are looking at different types of foggers and sprayers. I have put in for a grant to cover those.

We continue looking for grants that would help us build an adequate firehall.

Training

We have conducted a lot of PPE donning and doffing training. We have made sure everyone that can drive, or go on calls has all the PPE they need including spare cloths in their locker in case they need to shower at the firehall.

We are moving forward with online training and will conduct online zoom meetings with the fire department this month. Our Fire Fighter & Hazmat classes have been put on hold.



Chandell



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: April 30, 2020

RE: May Staff Report

Harbor department report May 2020

This last month the safety ladders that were installed in the harbors saved a life. An elderly gentleman fell over board and could not get himself out of the water. He was able to work his way over to a nearby ladder by going hand over hand on the float. When he got to the ladder he was too cold and too tired to climb up on his own. He was able to hang onto the ladder and call for help. He has told us that if he hadn't been able to hang onto the ladder he would have drowned. We're grateful to the council for approving the purchase of these ladders.

Wyatt Refrigeration is here now working on finishing up the ice house upgrades. They expect to be done by tomorrow. An insulation contractor will follow them and insulate all of the new pipe runs. As part of this project the harbor department had to rebuild one of the cooling towers that failed last summer. The cooling tower has been fiber glassed and a new motor and fan blade assembly installed.

The boat yard has been busy lately. We expect it to stay busy until the end of June.

We have also been busy doing maintenance to our boat stands. We've been welding pads to the legs of the stands so that the legs don't cut holes in the tarps.

3/28/2020 – 4/29/2020

Volunteer Hours: 0

Patron Visits: 0

Circulation: 406

Computer Usage: 0

WiFi Usage (# of separate sessions): 373

Tests Proctored: 0

Meetings: 0

Alaska Digital Library Usage: 115

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

Inter-Library Loans: 15

Library Programs: (When Closure is Not in Effect)

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

COVID-19:

The library is, of course, still closed to the public. The Governor's Health Mandate 002 is in effect until rescinded, so even after the council approves the re-opening of city facilities, we will have to wait for the go-ahead from the state to open the library. Since the closure on March 17th we have had 23 separate patrons take advantage of our pickup service (35 total transactions). I started Facebook story times on April 3rd, and while there were not many viewers at first, we are slowly gaining momentum. From what I can tell based on Facebook's audience retention data, my last video was viewed from start to finish by roughly 20 users.

Among other tasks, such as book ordering, I am currently working on a plan for re-opening the library when the time comes. Many other libraries across the country are creating (or have already published) similar plans, but of course every library is unique and I have tried my best to take our library's specific operations and patronage into consideration.

The Alaska State Library has purchased a 2-year subscription to an online reading challenge platform called Beanstack, and all Alaska libraries that wish to participate have free access. It is my hope that we will be open in time for some in-person summer programming, but either way we will have a fun new way for patrons to participate in the Summer Reading Program.

Submitted by Angela Matthews, Library Director

**CITY OF CRAIG
MEMORANDUM**



Date: April 30, 2020
To: Honorable Tim O'Connor, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / April 2020

RJ Ely

ACTIVITY

Activity from March 26, 2020 through April 29, 2020 Dispatch Center took the following amount of calls for service.

Craig	1,011
Klawock	287
AST	7

DEPARTMENT OF MOTOR VEHICLES

DMV still closed, per State & City's Recommendations. Drop offs are still be accepted and once a week DMV Staff is running "batch".

No Tests are being offered, at present time.

DISPATCHER(S)

Tami Wensel is training and in last part of training.

McKenna Holloway has been hired, been training and excelling through the training.

OFFICER(S)

Josh Connolly, pending Police Officer Physical should be arriving in Craig, first week of May 2020.

OTHER

Changes have been made, within DMV Office, to aid in protection of DMV Agents, when DMV reopens / photos attached below. Thanks to Facilities for their work on this project.

BlackPoint IT will be in Craig, 2nd week of May to set up new server for PD, as well new desktops for PD and City Hall.

Hydaburg has a new VPSO / Buck Bazinet. Thorne Bay has new VPSO, who is currently in Academy.

AST / Trooper Luke Parrish will be leaving, June of 2020.

**CITY OF CRAIG
MEMORANDUM**



**CITY OF CRAIG
MEMORANDUM**



Public works Report

Streets and Alleys:

- a. Trimming alders and grubbing overgrowth in ditch lines thru-out the City.
- b. Street signs replaced as required.
- c. Catch basin clearing as needed.
- d. Downed trees removed from City streets as required.
- e. Alder trimming on PSN road.

Sewer:

- a. Daily and Monthly General maintenance and sampling at the wastewater treatment plant as required.
- b. Responded to power outages as required.
- c. Monthly Sludge removal as required.

Water:

A test made on a routine sample drawn from the city's water system showed the sample did not violate an established drinking water standard, but the Locational Running Annual Average (LRAA) exceeded the allowable Maximum Contamination Level for the disinfection byproducts Haloacetic Acids (HAA5).

A review of our test results for the last sample taken on April 10th, 2020 was 32 ppb. The MCL for HAA5 is 60 parts per billion (ppb). Our treated water exceeded the allowable maximum contaminant level (MCL) for these regulated disinfection byproducts based on the Locational Running Annual Average. Compliance with the MCL is based on the Locational Running Annual Average (LRAA) of all samples collected during the last four calendar quarters. Currently, **the LRAA for HAA5 in our water system is 63 ppb.**

We will work with DEC to ensure that we are in compliance with DBP levels and will sample quarterly as required. The City of Craig water distribution operators will be conducting periodic flushing of the water system by fire hydrants throughout the City before the next quarterly samples are due. We are looking at potential long term solutions with ANTHC during this year's water treatment plant PER.

Water cont.:

- a. Daily and Monthly General maintenance and sampling at the water treatment plant and distribution system as required.
- b. Water meter repair and/or replace as required.
- c. Monthly Bacti samples collected as required.
- d. Continuous work with radio read meter system, 25 radios installed to date.
- e. Soda Ash machine on order as required. 4-6 week lead time.

Public works Report

Equipment:

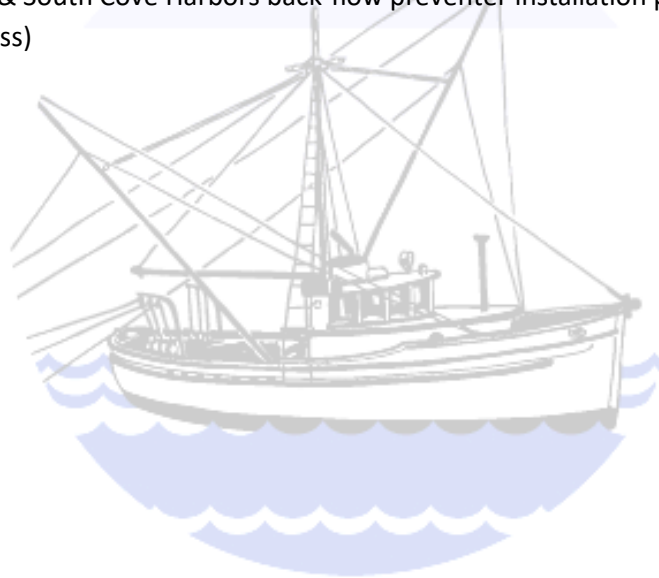
Solid Waste:

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

Requests:

Projects:

- a. Safety Program review (work in progress)
- b. New soda ash machine for water treatment plant(work in progress)
- c. North & South Cove Harbors back-flow preventer installation project bid(work in progress)



ALASKA

Craig City Council Report, May, 2020

Dear Craig City Council and Mayor Tim O'Connor,

My main objective is to keep everyone safe. I have always told my after school kids and everyone else that my job is to keep them safe. I take that very seriously. I am deeply invested in the health and well being of our community. I commend the City of Craig, the Council and the Mayor, Administration and staff for the excellent job they are doing in this time of crisis.



Under the safety mandates locally and from the state there is not much recreation happening. I am working part time and keeping things going.

1. Radio Show. Every Friday at 8:45am on KRBD. Public Information Officer Jillian Carl has been keeping the public informed about City Business. Craig Public Librarian Angela Matthews has been a frequent guest, reading poems to the children.
2. City Mask Program. Working with Brian Templin we are getting donated fabric and materials and asking local sewing talent to put together masks. We have been given fabric and had masks made locally by Nonita Dixon and Brian Templin and some anonymous donators. and have been sent masks by Nettie Covalt from Wrangell, Denise Weyhmiller and Evelyn Carter. We have given out about 80 so far. We also have kits you can put together on your own. I give them out at Craig AC store and take orders. They are in individual ziplock bags with instructions. Thanks Brian!
3. Clean up time! I helped hand out yellow clean up bags and the city was looking pretty good. Then we had some blustery days. Never ending.
4. Hanging Baskets. The seeds are planted. I am hoping to fix up the stands. I think the community will really appreciate a the color and beauty they provide.
5. Easter Bag give a way. The Craig 4th of July committee puts on a Spring Fundraising carnival the day before Easter. We had ordered the prizes way ahead of time. Then we were sheltering in place. We had two programs, one with the 4th of July and one with POWER. We ended up handing out baskets in the parking lot at AC Thompson House on Thursday. Friday the first Corona Virus case was announced. We cancelled plans to have a drive thru at First Bank.
6. Easter egg Hunt!. We gave out Easter eggs to put in your windows or on your porch and the kids were driven around by their parents. One girl told me she saw 60 Eggs. It was a safe way to have a little family fun. There has been a stuffed bear hunt going on also.
7. I have been cleaning and organizing the Youth/Recreation Center. That is where I have started the seeds for the baskets.
8. I ordered and got new chair carts in the gym. We have 32 new chairs coming and hand dryers for the bathrooms.



As far as the future goes it is up in the air. I am looking at some fun community activities. Drive by art show or quilt show. Maybe a drive in movie.

When things loosen up I would like to start magic back up, with masks, hand sanitizer and social distancing. Karate would really like to get back in the gym. Not sure how you can do Karate and not touch. Or volleyball. Tabata in masks may be interesting. Skating is a real possibility. That one can be social distanced. We do have the soccer balls you can be inside! I also have lots of bubble blowers and water shooters. Things to work out. I will do my best to keep the community safe and connected.



Parks & Public Facilities

5/1/2020

Staff Report – April 2020

To: Craig Mayor and City Council

From: Douglas Ward

Current Projects Underway:

1. Propane Boilers at Aquatic Center. Boilers have arrived, are in place and ready for plumbing.
2. Security cameras at Fisherman's Memorial Park and Webloft.
3. Hydronic heating fluid inhibitor for Wood Boiler.
4. Old shelter removal from Sandy Beach. Shelter has been dropped to the ground.
5. Weed control / Grass cutting.

Completed Items:

1. Wiring for welder at false island shop.
2. Alder removal between P.D. and Gym.
3. Nuisance trees dropped along Cemetery Island Trail.
4. Sneeze guard made and installed at DMV.
5. Cleaned glycol make up tank at Medical Center building.
6. Weed eater and grass cutting equipment maintenance.
7. Alder removal along bike path below chain link fencing before Medical Clinic.
8. Sink hole filled at East Hamilton Park.
9. Day to day service calls

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



File Code: 1580; 6400
Date: April 14, 2020

Dear Valued Partner of the Alaska Region;

As you are likely aware, the State of Alaska has, to date, issued twelve (12) Health Mandates related to the outbreak of COVID-19 (<https://gov.alaska.gov/home/covid19-healthmandates/>). The State's mandates and alerts include mandatory requirements or restrictions for travel, self-quarantine, gathering and social distancing. Additionally, the Centers for Disease Control (CDC), the Federal Government and local municipalities may have implemented additional recommendations, restrictions or requirements related to travel or business operations.

To address the continuity of operations I have set up an Incident Management Team (IMT) with my leadership team across the Alaska Region and they are currently assessing field season and ongoing activities that your organization may be involved in. They are actively working through risk assessments to help guide our response to the COVID-19 pandemic.

The work that we do together is very important, and I hope to continue operations this year however, in the event the pandemic will not allow certain activities to continue safely, Program Managers will be in touch with each of you as soon as practicable, to identify our path forward.

Program Managers are already working to proactively identify agreements that were slated for expiration as of September 30th, 2020 and will seek the needed extensions to secure the funding and work for an additional year, if necessary. I have authorized expanded telework approval until further notice so that employees within the Region will be available via phone and/or email through variety of technology. I want to assure you that we are here and look forward to checking in with you and will keep you apprised of any new guidance issued. I believe this is one way that we can position ourselves for success as we look ahead.

I welcome any input that your organization would like to share regarding field season and ongoing operations. A log of concerns and creative operational solutions will be kept and elevated to our Alaska Incident Management Team, Program Managers, and the Grants Management Specialists.

Your work and dedication to the Forest Service's mission is important. Thank you for remaining patient, flexible, proactive, and understanding while we navigate these uncertain times together. It is my goal to maintain timely, transparent, and open lines of communication with each of you.



Dear Valued Partner of the Alaska Region

2

To provide input please feel free to contact Bobbie Jo Skibo, Regional Partnership Coordinator, bobbiejo.skibo@usda.gov, 907-441-1539.

Sincerely,



DAVID E. SCHMID
Regional Forester

cc: Scott Langston, Laurie Moore, Bobbie Jo Skibo, Darrin Kelly, Pamela Ward

CITY OF CRAIG

Account Statement - Period Ending March 31, 2020



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

ACCOUNT ACTIVITY

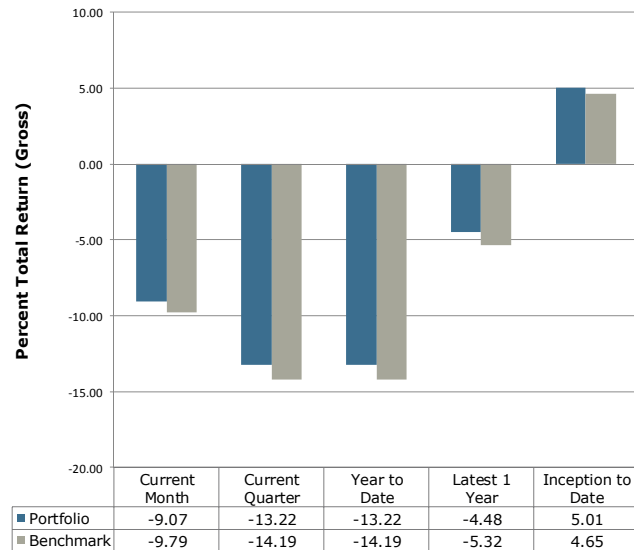
Portfolio Value on 02-29-20	10,827,268
Contributions	0
Withdrawals	-2,707
Change in Market Value	-1,016,416
Interest	6,922
Dividends	27,554
Portfolio Value on 03-31-20	9,842,622

MANAGEMENT TEAM

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

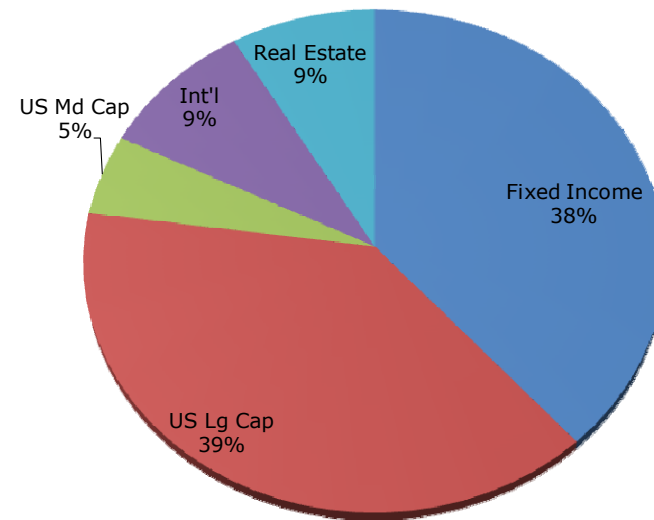
INVESTMENT PERFORMANCE

Current Account Benchmark:
Equity Blend



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



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

Alaska Permanent Capital Management Co.
PORTFOLIO SUMMARY AND TARGET
CITY OF CRAIG
March 31, 2020

Asset Class & Target	Market Value	% Assets	Range
FIXED INCOME (34%)			
US Fixed Income (34.0%)	3,713,837	37.7	20% to 45%
Cash (0.0%)	68,936	0.7	na
Subtotal:	3,782,773	38.4	
EQUITY (56%)			
US Large Cap (40.0%)	3,806,967	38.7	30% to 50%
US Mid Cap (6.0%)	507,106	5.2	0% to 10%
Developed International Equity (10.0%)	904,881	9.2	5% to 15%
Subtotal:	5,218,955	53.0	
ALTERNATIVE INVESTMENTS (10%)			
Real Estate (10.0%)	840,894	8.5	5% to 15%
Subtotal:	840,894	8.5	
TOTAL PORTFOLIO	9,842,622	100	

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

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
FNMA & FHLMC									
3,075	FHLMC POOL G14203 4.000% Due 04-01-26 Accrued Interest	104.56	3,215	105.45	3,242	0.03	123	10	1.07
					10	0.00			
			3,215		3,253	0.03		10	
CORPORATE BONDS									
50,000	AMERICAN EXPRESS CREDIT 2.250% Due 05-05-21	99.92	49,962	100.26	50,131	0.51	1,125	456	2.00
50,000	GILEAD SCIENCES INC 1.950% Due 03-01-22	96.28	48,141	98.66	49,332	0.50	975	81	2.67
50,000	UNITEDHEALTH GROUP INC 2.875% Due 03-15-22	102.56	51,279	102.76	51,382	0.52	1,437	64	1.43
50,000	COMCAST CORP 2.850% Due 01-15-23	101.83	50,917	102.96	51,478	0.52	1,425	301	1.76
50,000	AFLAC INC 3.625% Due 06-15-23	106.03	53,016	99.82	49,908	0.51	1,812	534	3.68
50,000	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	97.83	48,916	100.44	50,222	0.51	1,100	137	2.06
50,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	52,590	107.09	53,547	0.54	1,937	323	1.94
50,000	METLIFE INC 3.600% Due 04-10-24	105.46	52,732	105.27	52,636	0.53	1,800	855	2.22
50,000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	99.88	49,941	104.12	52,059	0.53	1,650	101	2.32
50,000	APPLIED MATERIALS INC 3.900% Due 10-01-25	107.96	53,978	105.36	52,681	0.54	1,950	975	2.84
50,000	TARGET CORP 2.500% Due 04-15-26	96.45	48,223	101.41	50,704	0.52	1,250	576	2.25
25,000	INTEL CORP 2.450% Due 11-15-29 Accrued Interest	105.68	26,420	102.42	25,605	0.26	612	221	2.17
					4,625	0.05			
			586,118		594,314	6.04		4,625	
DOMESTIC LARGE CAP EQUITY FUNDS/ETF									
14,770	SPDR S&P 500 ETF	158.20	2,336,657	257.75	3,806,967	38.68	NA		
DOMESTIC MID CAP EQUITY FUNDS/ETF									
3,525	ISHARES CORE S&P MIDCAP 400 ETF	113.79	401,108	143.86	507,106	5.15	NA		
INTERNATIONAL EQUITY FUNDS/ETF									
9,040	ISHARES ETF CORE MSCI EAFE	57.02	515,477	49.89	451,006	4.58	NA		
8,490	ISHARES MSCI EAFE INDEX FUND	61.77	524,389	53.46	453,875	4.61	NA		
			1,039,866		904,881	9.19			

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

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
REAL ESTATE & INFRASTRUCTURE									
13,025	JPMORGAN BETABUILDERS MSCI US REIT ETF	76.63	998,068	64.56	840,894	8.54	NA		
U.S. TREASURY									
25,000	US TREASURY NOTES 1.750% Due 10-31-20	99.91	24,978	100.97	25,242	0.26	437	184	0.09
150,000	US TREASURY NOTES 2.125% Due 08-15-21	99.45	149,169	102.69	154,042	1.57	3,187	403	0.16
75,000	US TREASURY NOTES 2.000% Due 10-31-21	99.92	74,943	102.82	77,115	0.78	1,500	630	0.21
100,000	US TREASURY NOTES 2.000% Due 11-15-21	99.76	99,762	102.77	102,766	1.04	2,000	758	0.29
175,000	US TREASURY NOTES 2.625% Due 12-15-21	101.92	178,364	104.11	182,191	1.85	4,594	1,356	0.21
100,000	US TREASURY NOTES 1.875% Due 01-31-22	100.10	100,101	103.03	103,035	1.05	1,875	314	0.22
200,000	US TREASURY NOTES 2.125% Due 06-30-22	98.10	196,209	104.30	208,610	2.12	4,250	1,074	0.21
100,000	US TREASURY NOTES 1.750% Due 07-15-22	99.89	99,894	103.43	103,426	1.05	1,750	370	0.25
150,000	US TREASURY NOTES 1.625% Due 11-15-22	97.79	146,686	103.54	155,308	1.58	2,437	924	0.27
80,000	US TREASURY NOTES 2.625% Due 02-28-23	99.73	79,783	106.80	85,441	0.87	2,100	183	0.28
125,000	US TREASURY NOTES 2.500% Due 08-15-23	98.87	123,590	107.42	134,272	1.36	3,125	395	0.29
170,000	US TREASURY NOTES 1.375% Due 08-31-23	99.92	169,867	103.65	176,202	1.79	2,337	212	0.30
115,000	US TREASURY NOTES 2.125% Due 03-31-24	98.81	113,630	107.09	123,153	1.25	2,444	13	0.34
100,000	US TREASURY NOTES 2.375% Due 08-15-24	100.23	100,227	108.74	108,738	1.10	2,375	300	0.36
130,000	US TREASURY NOTES 2.125% Due 11-30-24	102.02	132,625	108.10	140,533	1.43	2,762	928	0.37
75,000	US TREASURY NOTES 2.000% Due 02-15-25	100.63	75,469	107.75	80,815	0.82	1,500	190	0.39
175,000	US TREASURY NOTES 2.000% Due 08-15-25	98.46	172,301	108.28	189,485	1.93	3,500	442	0.44
100,000	US TREASURY NOTES 2.500% Due 02-28-26	100.40	100,397	111.71	111,711	1.13	2,500	217	0.49
100,000	US TREASURY NOTES 1.625% Due 05-15-26	101.05	101,055	106.72	106,723	1.08	1,625	616	0.51
200,000	US TREASURY NOTES 2.000% Due 11-15-26	98.10	196,199	109.52	219,040	2.23	4,000	1,516	0.54
125,000	US TREASURY NOTES 2.250% Due 11-15-27	95.20	118,996	112.44	140,547	1.43	2,812	1,066	0.58

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

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
80,000	US TREASURY NOTES 3.125% Due 11-15-28	102.02	81,613	120.72	96,578	0.98	2,500	948	0.65
125,000	US TREASURY NOTES 2.625% Due 02-15-29	99.82	124,774	116.88	146,104	1.48	3,281	415	0.66
50,000	US TREASURY NOTES 1.625% Due 08-15-29	99.35	49,673	108.53	54,267	0.55	812	103	0.68
70,000	US TREASURY NOTES 1.750% Due 11-15-29	99.71	69,800	109.86	76,901	0.78	1,225	464	0.69
	Accrued Interest				14,023	0.14			
			2,880,105		3,116,270	31.66		14,023	
CASH AND EQUIVALENTS									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		48,485		48,485	0.49			
	DIVIDEND ACCRUAL		20,451		20,451	0.21			
			68,936		68,936	0.70			
TOTAL PORTFOLIO			8,314,073		9,842,622	100	78,129	18,658	

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG
From 03-01-20 To 03-31-20

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
CORPORATE BONDS				
03-03-20	03-05-20	INTEL CORP 2.450% Due 11-15-29	25,000	26,420.50
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
03-05-20	03-09-20	SPDR S&P 500 ETF	330.0000	101,382.60
03-27-20	03-31-20	SPDR S&P 500 ETF	220.0000	56,320.00
				157,702.60
DOMESTIC MID CAP EQUITY FUNDS/ETF				
03-05-20	03-09-20	ISHARES CORE S&P MIDCAP 400 ETF	50.0000	9,290.00
03-27-20	03-31-20	ISHARES CORE S&P MIDCAP 400 ETF	65.0000	9,340.50
				18,630.50
INTERNATIONAL EQUITY FUNDS/ETF				
03-05-20	03-09-20	ISHARES ETF CORE MSCI EAFE	315.0000	18,682.65
03-05-20	03-09-20	ISHARES MSCI EAFE INDEX FUND	340.0000	21,484.60
				40,167.25
REAL ESTATE & INFRASTRUCTURE				
03-27-20	03-31-20	JPMORGAN BETABUILDERS MSCI US REIT ETF	850.0000	55,335.00
				298,255.85
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
03-31-20	03-31-20	MANAGEMENT FEES		2,460.66
				2,460.66

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG
From 03-01-20 To 03-31-20

Trade Date	Settle Date	Security	Quantity	Trade Amount
DIVIDEND				
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
03-20-20	04-30-20	SPDR S&P 500 ETF		20,450.88
DOMESTIC MID CAP EQUITY FUNDS/ETF				
03-31-20	03-31-20	ISHARES CORE S&P MIDCAP 400 ETF		2,771.11
REAL ESTATE & INFRASTRUCTURE				
03-27-20	03-27-20	JPMORGAN BETABUILDERS MSCI US REIT ETF		4,331.99
				27,553.98
INTEREST				
CASH AND EQUIVALENTS				
03-15-20	03-15-20	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		1.43
CORPORATE BONDS				
03-01-20	03-02-20	GILEAD SCIENCES INC 1.950% Due 03-01-22		487.50
03-06-20	03-06-20	NBC UNIVERSAL MEDIA LLC 4.375% Due 04-01-21		941.84
03-09-20	03-09-20	WELLS FARGO & COMPANY 3.300% Due 09-09-24		825.00
03-15-20	03-16-20	UNITEDHEALTH GROUP INC 2.875% Due 03-15-22		718.75
				<u>2,973.09</u>

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG
From 03-01-20 To 03-31-20

Trade Date	Settle Date	Security	Quantity	Trade Amount
FNMA & FHLMC				
03-15-20	03-16-20	FHLMC POOL G14203 4.000% Due 04-01-26		10.53
U.S. TREASURY				
03-31-20	03-31-20	US TREASURY NOTES 2.125% Due 03-31-24		1,221.87
				4,206.92
PRINCIPAL PAYDOWNS				
FNMA & FHLMC				
03-15-20	03-16-20	FHLMC POOL G14203 4.000% Due 04-01-26	84.49	84.49
				84.49
PURCHASED ACCRUED INTEREST				
CORPORATE BONDS				
03-03-20	03-05-20	INTEL CORP 2.450% Due 11-15-29		176.94
				176.94
SALES, MATURITIES, AND CALLS				
CORPORATE BONDS				
03-06-20	03-06-20	NBC UNIVERSAL MEDIA LLC 4.375% Due 04-01-21	50,000	51,726.50
U.S. TREASURY				
03-03-20	03-05-20	US TREASURY NOTES 2.000% Due 08-31-21	50,000	50,904.95
03-05-20	03-06-20	US TREASURY NOTES 1.750% Due 10-31-20	50,000	50,362.00
03-27-20	03-30-20	US TREASURY NOTES 2.625% Due 02-28-23	70,000	74,660.79

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG
From 03-01-20 To 03-31-20

Trade Date	Settle Date	Security	Quantity	Trade Amount
03-27-20	03-30-20	US TREASURY NOTES 2.625% Due 12-31-25	55,000	61,542.05
				237,469.79
				289,196.29

SOLD ACCRUED INTEREST

U.S. TREASURY

03-03-20	03-05-20	US TREASURY NOTES 2.000% Due 08-31-21		13.59
03-05-20	03-06-20	US TREASURY NOTES 1.750% Due 10-31-20		305.29
03-27-20	03-30-20	US TREASURY NOTES 2.625% Due 02-28-23		149.80
03-27-20	03-30-20	US TREASURY NOTES 2.625% Due 12-31-25		356.97
				825.65
				825.65

WITHDRAW

CASH AND EQUIVALENTS

03-02-20	03-02-20	CASH RECEIVABLE		1,168.75
03-02-20	03-02-20	CASH RECEIVABLE		500.00
03-02-20	03-02-20	CASH RECEIVABLE		1,968.75
03-02-20	03-02-20	CASH RECEIVABLE		1,250.00
03-13-20	03-13-20	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		2,706.82
				7,594.32
				7,594.32

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
CITY OF CRAIG
From 03-01-20 Through 03-31-20

Date	Quantity	Security	Avg. Cost Basis	Proceeds	Gain Or Loss
03-03-20	50,000	US TREASURY NOTES 2.000% Due 08-31-21	50,343.10	50,904.95	561.85
03-05-20	50,000	US TREASURY NOTES 1.750% Due 10-31-20	49,955.18	50,362.00	406.81
03-06-20	50,000	NBC UNIVERSAL MEDIA LLC 4.375% Due 04-01-21	54,602.00	51,726.50	-2,875.50
03-15-20	84.49	FHLMC POOL G14203 4.000% Due 04-01-26	88.34	84.49	-3.85
03-27-20	70,000	US TREASURY NOTES 2.625% Due 02-28-23	69,810.09	74,660.79	4,850.70
03-27-20	55,000	US TREASURY NOTES 2.625% Due 12-31-25	55,718.05	61,542.05	5,824.00
TOTAL GAINS					11,643.36
TOTAL LOSSES					-2,879.35
			280,516.77	289,280.78	8,764.01

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY OF CRAIG

From 03-01-20 To 03-31-20

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
CASH RECEIVABLE					
03-01-20			Beginning Balance		4,887.50
03-02-20	03-02-20	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-1,168.75
03-02-20	03-02-20	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-500.00
03-02-20	03-02-20	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-1,968.75
03-02-20	03-02-20	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-1,250.00
03-31-20			Ending Balance		0.00
CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT					
03-01-20			Beginning Balance		43,320.53
03-01-20	03-02-20	dp	Interest	GILEAD SCIENCES INC 1.950% Due 03-01-22	487.50
03-02-20	03-02-20	dp	Transfer from	CASH RECEIVABLE	1,168.75
03-02-20	03-02-20	dp	Transfer from	CASH RECEIVABLE	500.00
03-02-20	03-02-20	dp	Transfer from	CASH RECEIVABLE	1,968.75
03-02-20	03-02-20	dp	Transfer from	CASH RECEIVABLE	1,250.00
03-03-20	03-05-20	wd	Purchase	INTEL CORP 2.450% Due 11-15-29	-26,420.50
03-03-20	03-05-20	wd	Accrued Interest	INTEL CORP 2.450% Due 11-15-29	-176.94
03-03-20	03-05-20	dp	Sale	US TREASURY NOTES 2.000% Due 08-31-21	50,904.95
03-03-20	03-05-20	dp	Accrued Interest	US TREASURY NOTES 2.000% Due 08-31-21	13.59
03-05-20	03-09-20	wd	Purchase	ISHARES ETF CORE MSCI EAFE	-18,682.65
03-05-20	03-09-20	wd	Purchase	SPDR S&P 500 ETF	-101,382.60

Alaska Permanent Capital Management Co.

CASH LEDGER***CITY OF CRAIG****From 03-01-20 To 03-31-20*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-05-20	03-09-20	wd	Purchase	ISHARES CORE S&P MIDCAP 400 ETF	-9,290.00
03-05-20	03-09-20	wd	Purchase	ISHARES MSCI EAFE INDEX FUND	-21,484.60
03-05-20	03-06-20	dp	Sale	US TREASURY NOTES 1.750% Due 10-31-20	50,362.00
03-05-20	03-06-20	dp	Accrued Interest	US TREASURY NOTES 1.750% Due 10-31-20	305.29
03-06-20	03-06-20	dp	Interest	NBC UNIVERSAL MEDIA LLC 4.375% Due 04-01-21	941.84
03-06-20	03-06-20	dp	Sale	NBC UNIVERSAL MEDIA LLC 4.375% Due 04-01-21	51,726.50
03-09-20	03-09-20	dp	Interest	WELLS FARGO & COMPANY 3.300% Due 09-09-24	825.00
03-13-20	03-13-20	wd	Withdrawal	from Portfolio	-2,706.82
03-15-20	03-15-20	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	1.43
03-15-20	03-16-20	dp	Interest	UNITEDHEALTH GROUP INC 2.875% Due 03-15-22	718.75
03-15-20	03-16-20	dp	Paydown	FHLMC POOL G14203 4.000% Due 04-01-26	84.49
03-15-20	03-16-20	dp	Interest	FHLMC POOL G14203 4.000% Due 04-01-26	10.53
03-27-20	03-31-20	wd	Purchase	ISHARES CORE S&P MIDCAP 400 ETF	-9,340.50
03-27-20	03-31-20	wd	Purchase	SPDR S&P 500 ETF	-56,320.00
03-27-20	03-31-20	wd	Purchase	JPMORGAN BETABUILDERS MSCI US REIT ETF	-55,335.00
03-27-20	03-27-20	dp	Dividend	JPMORGAN BETABUILDERS MSCI US REIT ETF	4,331.99

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY OF CRAIG

From 03-01-20 To 03-31-20

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
03-27-20	03-30-20	dp	Sale	US TREASURY NOTES 2.625% Due 02-28-23	74,660.79
03-27-20	03-30-20	dp	Accrued Interest	US TREASURY NOTES 2.625% Due 02-28-23	149.80
03-27-20	03-30-20	dp	Sale	US TREASURY NOTES 2.625% Due 12-31-25	61,542.05
03-27-20	03-30-20	dp	Accrued Interest	US TREASURY NOTES 2.625% Due 12-31-25	356.97
03-31-20	03-31-20	dp	Dividend	ISHARES CORE S&P MIDCAP 400 ETF	2,771.11
03-31-20	03-31-20	dp	Interest	US TREASURY NOTES 2.125% Due 03-31-24	1,221.87
03-31-20			Ending Balance		48,484.87
DIVIDEND ACCRUAL					
03-01-20			Beginning Balance		0.00
03-20-20	04-30-20	dp	Dividend	SPDR S&P 500 ETF	20,450.88
03-31-20			Ending Balance		20,450.88

CITY OF CRAIG - SCHOOL FUNDS

Account Statement - Period Ending March 31, 2020



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

ACCOUNT ACTIVITY

Portfolio Value on 02-29-20	2,922,313
Contributions	0
Withdrawals	0
Change in Market Value	9,833
Interest	-516
Dividends	0
Portfolio Value on 03-31-20	2,931,630

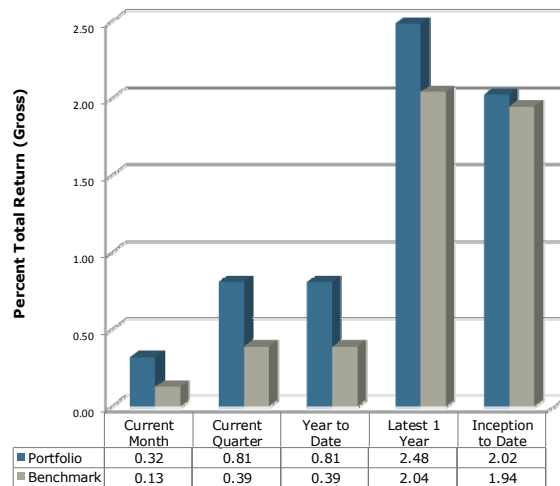
MANAGEMENT TEAM

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

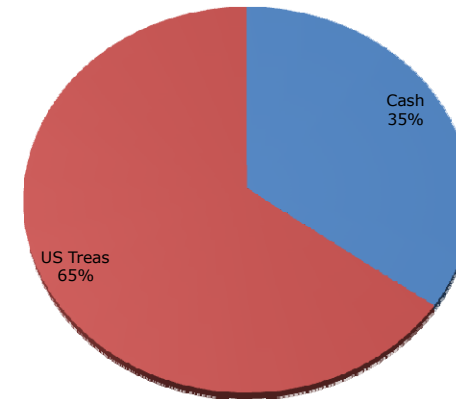
PORTFOLIO COMPOSITION

INVESTMENT PERFORMANCE

Current Account Benchmark:
T-Bill shown for reference



Performance is Annualized for Periods Greater than One Year



Fixed Income Portfolio Statistics

Average Quality: AAA Yield to Maturity: 0.43% Average Maturity: 0.30 Yrs

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

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
U.S. TREASURY									
480,000	US TREASURY NOTES 1.500% Due 04-15-20	100.32	481,517	100.02	480,075	16.38	7,200	3,325	1.11
565,000	US TREASURY NOTE 1.500% Due 06-15-20	99.96	564,794	100.23	566,324	19.32	8,475	2,501	0.37
340,000	US TREASURY NOTES 1.500% Due 08-15-20	99.63	338,740	100.59	341,992	11.67	5,100	645	-0.06
500,000	US TREASURY NOTES 1.750% Due 11-15-20	100.11	500,561	101.05	505,275	17.24	8,750	3,317	0.06
	Accrued Interest				9,787	0.33			
			1,885,613		1,903,454	64.93		9,787	
TREASURY BILLS									
445,000	US TREASURY BILLS 0.000% Due 07-16-20	99.65	443,435	99.96	444,830	15.17	NA	0	0.13
560,000	US TREASURY BILLS 0.000% Due 07-30-20	99.25	555,777	99.96	559,767	19.09	NA	0	0.12
			999,213		1,004,596	34.27		0	
CASH AND EQUIVALENTS									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		23,580		23,580	0.80			
TOTAL PORTFOLIO			2,908,405		2,931,630	100	29,525	9,787	

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG - SCHOOL FUNDS
From 03-01-20 To 03-31-20

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
TREASURY BILLS				
03-03-20	03-04-20	US TREASURY BILLS 0.000% Due 07-16-20	445,000	443,435.24
				443,435.24
INTEREST				
CASH AND EQUIVALENTS				
03-15-20	03-15-20	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		2.25
				2.25
SALES, MATURITIES, AND CALLS				
U.S. TREASURY				
03-02-20	03-02-20	US TREASURY NOTES 1.375% Due 02-29-20	440,000	440,000.00
				440,000.00
WITHDRAW				
CASH AND EQUIVALENTS				
03-02-20	03-02-20	CASH RECEIVABLE		3,025.00
				3,025.00

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
CITY OF CRAIG - SCHOOL FUNDS
From 03-01-20 Through 03-31-20

Date	Quantity	Security	Avg. Cost Basis	Proceeds	Gain Or Loss
03-02-20	440,000	US TREASURY NOTES 1.375% Due 02-29-20	439,465.00	440,000.00	535.00
TOTAL GAINS					535.00
TOTAL LOSSES					0.00
			439,465.00	440,000.00	535.00

Alaska Permanent Capital Management Co.
CASH LEDGER
CITY OF CRAIG - SCHOOL FUNDS
From 03-01-20 To 03-31-20

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
CASH RECEIVABLE					
03-01-20			Beginning Balance		3,025.00
03-02-20	03-02-20	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-3,025.00
03-31-20			Ending Balance		0.00
CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT					
03-01-20			Beginning Balance		23,987.88
03-02-20	03-02-20	dp	Sale	US TREASURY NOTES 1.375% Due 02-29-20	440,000.00
03-02-20	03-02-20	dp	Transfer from	CASH RECEIVABLE	3,025.00
03-03-20	03-04-20	wd	Purchase	US TREASURY BILLS 0.000% Due 07-16-20	-443,435.24
03-15-20	03-15-20	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	2.25
03-31-20			Ending Balance		23,579.89

**DEFENDERS OF WILDLIFE * CENTER FOR BIOLOGICAL DIVERSITY *
SOUTHEAST ALASKA CONSERVATION COUNCIL**

Forest Supervisor Earl Stewart
Tongass National Forest
648 Mission Street
Federal Building
Ketchikan, AK 99901-6591

April 14, 2020

VIA EMAIL

Re: The Forest Service Must Implement the GMU 2 Wolf Habitat Management Program Due to Renewed Mortality Concern for Wolves.

Dear Forest Supervisor Stewart:

As you are aware, the Alaska Department of Fish and Game (ADFG) reported an unprecedented 165 wolves legally trapped in Game Management Unit 2 (GMU 2) in the two-month trapping season that ended on January 15.¹ This number represents a shocking 97 percent of the mean estimate of 170 wolves in GMU 2 in Fall 2018 and does not include any wolves taken illegally. ADFG has abandoned any harvest limit on this vulnerable wolf population and intends to continue to manage without a quota during the upcoming season. As we detail below, it is incumbent upon the Forest Service to intervene and implement the Wolf Habitat Management Program, as mandated by the Tongass Forest Plan.

Although the Fall 2019 population estimate will not be available until August or September, we urge the Forest Service to again recognize a mortality concern for wolves in GMU 2 and work with ADFG to ensure a sustainable hunting and trapping level in 2020-21 and beyond, including a return to the quota system. Close collaboration and alignment are again necessary to ensure that the agencies' mutual interest in maintaining sustainable wildlife populations is achieved in the Tongass National Forest for wolves on Prince of Wales and nearby islands.

Regulations implementing the National Forest Management Act (NFMA) require the Forest Service to maintain or restore the ecological integrity of terrestrial and aquatic ecosystems and watersheds in the plan area, including maintaining species composition and diversity.² The Tongass Forest Plan requires the Forest Service to "assist in maintaining long-term sustainable wolf populations."³ More specifically, where there is a "mortality concern" for wolves, the agency must "develop and implement a Wolf Habitat Management Program in conjunction with ADF&G. To assist in managing legal and illegal wolf mortality rates to within sustainable levels,

¹ ADFG Advisory Announcement, March 5, 2020, available at <http://www.adfg.alaska.gov/static/applications/webintra/wcnews/2020/releases/03-05-2020.pdf>

² 36 C.F.R. § 219.9; 219.19 (defining ecological integrity).

³ 2016 Tongass Land Use Management Plan at 4-91.

integrate the Wolf Habitat Management Program (including road access management) with season and harvest limit proposals”⁴

Until recently, there was a recognized mortality concern for GMU 2 wolves, a population that had decreased from a mean estimated 336 animals in 1994, and 326 in 2003, to just 221 in 2013 and 89 animals in 2014.⁵ That concern led the Forest Service, U.S. Fish and Wildlife Service, and ADFG to develop a Wolf Habitat Management Program (“Wolf Program”).⁶ The Wolf Program identified the key components of wolf management in GMU 2 as deer habitat, roads, mortality, den management, and human dimensions, providing key recommendations in each category. Notably, this interagency group considered quotas to be an important management tool in regulating mortality, as reflected in these harvest management recommendations:

- Maintain flexibility in quota management to alter quotas on a yearly basis to ensure wolf population and harvest sustainability.
- Continue to incorporate unreported human-caused mortality rates in developing wolf harvest quotas using best available data.
- Monitor the wolf population to help evaluate program effectiveness.
- Prioritize and increase enforcement in pre-season and beginning of season, increase enforcement capabilities, and prioritize wolf trapping season patrols in GMU 2.⁷

The agencies also collaborated to establish hunting and trapping limits designed to help the wolf population rebound. From regulatory year 2015 to 2018, the Forest Service and ADFG kept the legal limit at or below the maximum rate allowed by regulation at the time: 20% of the pre-season autumn population estimate.⁸ Since 2013 autumn population estimates have been based on a more precise and efficient estimation method involving non-invasive hair-snaring to collect DNA for spatially explicit capture-recapture, resulting in higher confidence in these estimates.⁹ The population recovered from a mean estimated low of 89 wolves in Fall 2014 to an estimated 231 animals in Fall 2016 and 225 in Fall 2017 before falling to 170 animals estimated in Fall 2018.

At that point, despite the falling population estimate and despite being in the early stages of Wolf Program implementation in response to a well-documented mortality concern for GMU 2

⁴ Id.

⁵ USFWS, Species Status Assessment for the Alexander Archipelago Wolf at 18 (November 23, 2015).

⁶ Wolf Technical Committee. 2017. Interagency Wolf Habitat Management Program: Recommendations for Game Management Unit 2. Management Bulletin R10-MB-822. USDA Forest Service, USDI Fish and Wildlife Service, and Alaska Department of Fish and Game.

⁷ Wolf Program at 25.

⁸ U.S. Forest Service and Alaska Department of Fish and Game, News Release, “2018 GMU 2 Wolf Harvest Quota Announced,” October 18, 2018. See also former 5 AAC 92.008 (setting the 20% harvest limit).

⁹ Roffler, Gretchen H. et al., Estimating abundance of a cryptic social carnivore using spatially explicit capture-recapture, 43 Wildlife Society Bulletin 31 (2019).

wolves, ADFG considered the population to have recovered to a stable position. It proposed and the Board of Game approved changing the management objectives and approach for GMU 2 wolves.¹⁰ ADFG now manages to achieve a population objective of 150-200 wolves in GMU 2 and has abandoned any harvest limit,¹¹ straying from the Wolf Program and its own wolf management plan which also envisions using quotas to manage wolf hunting and trapping.¹² It also repealed the requirement that GMU 2 wolves be sealed within 14 days after the date of taking, eliminating this source of in-season information.¹³

These significant changes resulted in the legal trapping of 165 wolves from a population estimated in Fall 2018 at 170 animals.¹⁴ This was the highest mortality level ever recorded for this population; the closest in the last 20 years was 77 wolves killed in 2004.¹⁵ If the 20% limit had been applied for the 2019-20 season, the legal maximum take would have been 34 wolves. Additionally, the 165 reported wolves does not include animals killed by illegal hunting and trapping, which has been documented at a high level in GMU 2.¹⁶ It is virtually certain that this record high level of mortality will not comport with any definition of “sustainable” when the Fall 2019 population estimate is available later this year. Yet ADFG apparently plans to continue to manage GMU 2 wolves with no harvest limit for whatever duration it opens the season in 2020-2021.¹⁷

In eliminating any quota and in-season management options for GMU 2 wolves, ADFG abandoned the clear direction set out in the Wolf Program and ran the risk of the subsequent

¹⁰ See Alaska Board of Game, January 11-15 Southeast Region Meeting Proposal No. 43 (Proposal No. 43), at p.43-45, available at https://www.adfg.alaska.gov/static/regulations/regprocess/gameboard/pdfs/2018-2019/proposals/se_all.pdf

¹¹ 5 AAC 92.008(1) (150-200 population objective); 5 AAC 84.270(13) (no harvest limit on wolves in GMU 2);

¹² ADFG, Wolf Management Report and Plan, Game Management Unit 2: Report Period 1 July 2010–30 June 2015, and Plan Period 1 July 2015–30 June 2020 (2018) at p.13 (stating the management goal is to “Maintain a population that supports sustainable harvest and viewing through regulation of hunting and trapping seasons, bag limits, and harvest guidelines.”).

¹³ Proposal No. 43 at p.44 (repealing 14-day sealing requirement); see also ADFG, 2019-20 Trapping Regulations at 24 (general sealing requirement for wolves is 30 days after season closes).

¹⁴ ADFG Advisory Announcement, March 5, 2020, “Trappers Harvest Record Number of Wolves on Prince of Wales and Associated Islands in 2019/2020.”

¹⁵ ADFG Advisory Announcement, March 5, 2020, available at <http://www.adfg.alaska.gov/static/applications/webintra/wcnews/2020/releases/03-05-2020.pdf>

¹⁶ E.g., Person and Russell, “Correlates of Mortality in an Exploited Wolf Population,” *Journal of Wildlife Management* 72(7): p.1540-49 (2008) (16 of 34 (47%) harvested radio-collared wolves were killed illegally); Wolf Program at 24 (“Unreported human-caused mortality has been documented in GMU 2 at rates of 38% (Roffler et al. 2016a) and 47% (Person and Russell 2008) of collared wolves killed by humans (3 of 8 and 16 of 34 wolves, respectively)”; ADFG, Wolf Management Report and Plan, Game Management Unit 2: Report Period 1 July 2010–30 June 2015, and Plan Period 1 July 2015–30 June 2020 (2018) at p.8 (noting Person study and adding that “Accounting for [illegal harvest] in setting annual harvest quotas remains a contentious issue.”). The absence of a quota may have reduced illegal harvest in 2019-20, but out-of-season take could have still been an issue.

¹⁷ *Id.*

unsustainable take that occurred.¹⁸ It plans to potentially run that risk again in 2020-2021. The Forest Service must ensure a sustainable hunting and trapping level next season and beyond.

In sum, due to renewed mortality concerns about GMU 2 wolves in light of the unprecedented number of wolves killed in 2019-2020, and ADFG's abandonment of some of the key management tools that help ensure sustainability, the Forest Service must step up and promptly implement the Wolf Program, as mandated by the Tongass Forest Plan. This program implementation includes maintaining sustainable hunting and trapping levels as well as habitat, road, and den management approaches set forth in the Wolf Program document.¹⁹ As part of a robust public process and working together with ADFG, we urge the agency to reinstate and enforce a conservative hunting and trapping quota, in-season monitoring, and increased enforcement among other actions to conserve GMU 2 wolves.

Thank you for consideration of these comments. We look forward to your prompt response and further discussions.

/s/

Patrick Lavin, J.D.
Alaska Policy Advisor
Defenders of Wildlife
907-276-9410

Shaye Wolf, Ph.D.
Center for Biological Diversity
415-385-5746

Meredith Trainor
Executive Director
Southeast Alaska Conservation Council
907-586-6942

Cc: Tom Schumacher, Regional Supervisor, Alaska Dept. of Fish and Game
Greg Siekaniec, Alaska Regional Director, U.S. Fish and Wildlife Service

¹⁸ ADFG explained its thinking in its proposal: "The 20 percent [Harvest Guideline Level] now inhibits the Department's ability to manage growth of the Unit 2 wolf population and is unpopular with trappers and deer hunters." Proposal 43 at p.44. The Forest Plan, however, directs the Forest Service to "provide, where possible, sufficient deer habitat capability to **first maintain sustainable wolf populations, and then to consider meeting estimated human deer harvest demands.**" 2016 Tongass Land Use Management Plan at p.4-91 (emphasis added). A dramatically reduced amount of deer habitat capability due to extensive logging on Prince of Wales Island is at the root of the problem for both agencies in seeking to provide sustainable populations of wolves and deer.

¹⁹ While the Forest Service may see fit to modify its application of some of the Wolf Program recommendations based on scientific understanding that has developed since their publication, it must nonetheless implement those recommendations consistent with current science.

Corri A. Feige
Commissioner

www.DNR.Alaska.Gov



Department of
Natural Resources

Anchorage, Alaska

STATE OF ALASKA

PRESS RELEASE

For Immediate Release: April 27, 2020

SE Alaska exempted from May 1 statewide burn permit suspension

(Fairbanks, AK) – The Alaska Division of Forestry will exempt Southeast Alaska from a planned May 1 statewide burn permit suspension, as the region’s weather, fuel types and fire history put it at less risk of wildland fire than mainland Alaska.

“Most of Southeast Alaska is composed of coastal rainforest where wildfires have a very difficult time starting and spreading, unlike the black spruce and boreal forests to the north,” said Chris Maisch, director of the Division of Forestry. “What few wildfires that do occur in Southeast are small and more easily managed by local fire departments.”

Permitted burning will be allowed in Southeast Alaska on state, municipal and private lands, including the City of Cordova and extending south, while burn permits in all other parts of the state will be suspended beginning May 1, Maisch said.

The burn permit suspension applies to both small- and large-scale burn permits for the use of burn barrels and burning of brush piles. The suspension applies to permits issued by the division, as well as those issued by boroughs or municipalities.

Human activity has caused more than 60 percent of wildfires in Alaska in the last 20 years, most of them ignited by burn barrels and debris burning in the spring when dead grass and unpredictable winds increase fire danger. Similar concerns have prompted many states to initiate similar burn restrictions.

“We know this is an inconvenience to many Alaskans, but we still think it’s the right thing to do to start the season,” said State Forestry Fire Program Manager Norm McDonald. “We have to reduce human-caused fires. We will not have the people or resources we need if we have a bad season like we did last year.”

(MORE)

Burn suspension

4/27/20

Page 2

The division is suspending permitted burning not only to reduce the number of human-caused fires in Alaska, which will reduce both the risk of wildfires to the public, but also to reduce the risk of potential COVID-19 exposure to first responders and those they encounter.

Most human-caused fires occur in population centers with critical infrastructure such as major road corridors and gas and electrical lines. Fires in these areas risk exposing firefighters unnecessarily to COVID-19. One infected responder could infect an entire crew, or even force an entire fire operations base to close, with dramatic impacts on wildfire responses. Moving firefighters around the state and bringing personnel in from the Lower 48 also increases the chances of COVID-19 spreading into communities.

Alaska has historically relied heavily on help from Lower 48 personnel to help contain wildfires, and last year imported more than 5,000 personnel to help combat wildfires that burned approximately 2.6 million acres. Alaska and national wildland fire response agencies expect COVID-19 could bring travel restrictions and quarantine requirements that could reduce firefighter availability by 30 percent this year, McDonald said.

“The reality is that we don’t know if we’re going to be able to bring resources up from the Lower 48,” he said. “We can’t count on it, so we have to take other steps and draw up contingency plans to protect our firefighting capabilities. We’re doing what we can to protect our crews and reduce the likely demands on them wherever possible.”

The burn permit suspension will not prohibit cooking, warming or signaling fires less than three feet in diameter with flame lengths no more than two feet high. It also will not bar the use of commercially manufactured outdoor cooking and heating devices with built-in open flame safety devices.

The division will regularly monitor weather, fire conditions and resource availability, and may allow permitted burning in particular areas or regions if conditions allow, McDonald said.

CONTACT: Division of Forestry Public Information Officer Tim Mowry, (907) 356-5512, tim.mowry@alaska.gov

###

**ALASKA
DEPARTMENT
OF NATURAL
RESOURCES**

**BURN PERMIT
SUSPENSION
MAY 1ST, 2020**



Corri A. Feige
Commissioner



Department of
Natural Resources

www.DNR.Alaska.Gov

Anchorage, Alaska

STATE OF ALASKA

PRESS RELEASE

For Immediate Release: April 7, 2020

Forestry to suspend all burn permits starting May 1 due to COVID-19

(Fairbanks, AK) –The Alaska Division of Forestry (DOF) will suspend all burn permits – both small- and large-scale – effective at midnight on April 30, in anticipation of the impacts of COVID-19 on Alaska’s wildland firefighting resources this summer.

The use of burn barrels, the burning of debris piles, and any other outdoor burning activity authorized under previously issued permits will be prohibited on all state, private and municipal lands throughout Alaska as of May 1. Any person or business found to be violating this burn permit suspension order may be issued a citation to pay a fine or appear in court.

This statewide burn permit suspension will not include cooking, warming or signaling fires that are less than three feet in diameter with flame lengths no more than two feet high. It also will not include commercially manufactured outdoor cooking and heating devices with built-in open flame safety devices.

Given the potential effects of COVID-19 on the upcoming fire season, Alaska’s wildland fire suppression agencies need the public’s help more than ever to keep firefighters and communities safe.

Alaskans must do everything possible to prevent wildland fires, limit the spread of COVID-19, and protect firefighters and the public. The suspension of burn permits will help firefighting agencies mitigate some of the significant challenges they’re likely to face this summer, including:

- An anticipated lack of firefighting resources available from the Lower 48 as a result of COVID-19 travel restrictions and quarantine requirements

(MORE)

Burn permits
April 6, 2020

- The risk of exposing firefighters to higher risks of contracting and spreading COVID-19 when responding to human-caused nuisance fires
- Limited firefighting resources available to respond to higher-priority wildland fires which may place lives, property and infrastructure in imminent danger

Until the May 1 suspension takes effect, small- and large-scale burning on state, municipal or private lands continues to require permits from the state, or from local governments whose burn permitting programs meet or exceed state standards. The Division of Forestry will re-evaluate the burn suspension on a regular basis to determine if and when it is safe to rescind it.

Those burning before May 1 should carefully read and closely follow the requirements of their permits. They should also continually monitor and constrain any burn piles, and when finished burning, ensure fires are completely extinguished and cold to the touch so they will not holdover, rekindle and escape as conditions grow warmer and drier.

CONTACT: Tim Mowry, Division of Forestry wildland fire public information officer, (907) 356-5512, tim.mowry@alaska.gov

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STAY CONNECTED:

DNR Newsroom: http://dnr.alaska.gov/commis/dnr_newsroom.htm

DNR on Social Media: http://dnr.alaska.gov/commis/social_media.htm

DNR Public Information Center: <http://dnr.alaska.gov/commis/pic/>

City of Craig Fire Department

C/O City of Craig

PO Box 725

Craig, AK 99921

(907) 826-3275

To Whom It May Concern

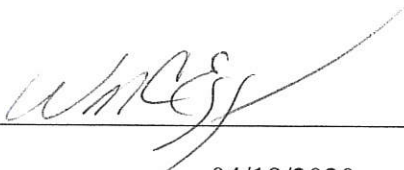
Please accept this donation to the Fire Department, please feel free to apply this check to any necessity that the fire department has.

I truly appreciate the devotion and dedication to the welfare of the persons living in the city of Craig, Alaska. I am personally thankful to the brave members that take time away from their lives and families to assure my families safety and health. It has been 4 time that the EMS has come to my home and helped me in a distressing situation. Your help is greatly appreciated.

My son Keven Bean served as a fire man in the City of Ketchikan, and so I am partial to the service that you volunteers perform

Again, thanks very Much

POA for Barbara A Bean, _____



Barbara A. Bean

04/18/2020

P.O. Box 927

601 Oceanview

Craig, AK 99921

RECEIVED
APR 20 2020



Southeast Senior Services

A Division of Catholic Community Service, Inc.



Helping elders in Southeast Alaska stay healthy, safe and independent

April 9, 2020

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

RECEIVED
APR 20 2020

Dear Mayor O'Connor,

I would like to request that \$6,790 be included in the City of Craig's FY21 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 FY20 operating budget for the Craig/Klawock Senior Program. Last fiscal year, your support helped make it possible for us to provide:

- 2,641 Home-delivered meals
- 4,634 Congregate meals
- 5,796 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: (907) 586-9018

Find us on Facebook@CatholicCommunityServiceInc • www.ccsjuneau.org





Southeast Senior Services

A Division of Catholic Community Service, Inc.



Helping elders in Southeast Alaska stay healthy, safe and independent

April 30, 2020

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

RECEIVED
APR 30 2020

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 third quarter of the Fiscal Year 2020:

- * 18 senior citizens received 629 home-delivered meals.
- * 54 senior citizens received 1,091 congregate meals.
- * 51 senior citizens received 1,228 rides.

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

Sincerely,

Marianne Mills
Program Director

MM/acb



**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Planner
Date: April 29, 2020
RE: COVID-19 Update

City staff continues to work internally, and with a number of outside agencies, to address the ever-changing COVID-19 pandemic. Staff’s previous memos to the council on this topic are still timely. Since then, the State of Alaska has issued additional or modified health mandates and advisories, and staff has incorporated these in our activities.

Area Patients and POW Testing

To date there have been two confirmed patients on POW, both confirmed in April. Both cases were in Craig. Both cases have been classified as “recovered”. Public Health conducted detailed case investigations on both cases and isolated a number of close contacts as a result of the case investigation. Neither case required hospitalization. There have been no new confirmed cases on POW since April 13th. There continue to be new confirmed cases in Ketchikan and recently Sitka was notified of the first confirmed case there.

Testing continues at all primary care providers on POW and at Public Health. Care providers have started reporting total testing information to the Craig EOC. The information is being released in aggregate and specific information for each clinic is not being released. As of April 28, 2020 there were:

Total Tests	Positive Tests	Negative Tests	Tests Pending
88	2	82	4

Testing will be reported to the EOC each Monday and made available to the public on Tuesdays.

All providers have the ability to send tests out to the Alaska State Public Health Laboratory (ASPHL). Most providers (other than Public Health) can also send tests out to private labs. All providers are testing based on criteria set out by the State of Alaska and/or their corporate structure. Both ARMC in Klawock and PeaceHealth in Craig have limited point of care testing (POTC) equipment don’t need to have the specimen sent out and that can return results in a short amount of time. The results are not as accurate as the tests done at the ASPHL or private labs, but are particularly useful for testing medivacs, patients that need extended observation/treatment time at the clinic, or other situations where it is important to get quick results.

It is likely that as test supplies are more generally available, testing will continue to expand. It is also still likely that as testing expands, we will see a spike in the number of confirmed cases related to wider testing, not to an increase in the number of acute patients.

State Health Mandates and Craig City Council Actions

To date the state has issued 17 Health Mandates and a number of attachments (go to covid19.alaska.gov to access the mandates). Many of the mandates have been revised as the situation has evolved. Current mandates include (mandates that have been rescinded or expired are shown with a ~~strickethrough~~):

- Mandate 001 - Visitation at State Institutes, Non-Contact Days at Schools
- Mandate 002 – State Libraries, Archives, Museums, and Residential Schools
- Mandate 003 – Statewide Closure of Restaurants, Bars, Entertainment
- ~~Mandate 004 – Travel (superseded by mandates 010 and 012)~~
- ~~Mandate 005 – Elective Medical Procedures (superseded by mandate 015)~~
- ~~Mandate 006 – Oral Health Procedures (superseded by mandate 015)~~
- ~~Mandate 007 – Fairbanks North Star Borough & Ketchikan Gateway Borough – Personal Care Services and Gatherings (superseded by mandate 012)~~
- ~~Mandate 008 – Public and Private Schools (superseded by mandate 013)~~
- ~~Mandate 009 – Personal Care Services and Gatherings (superseded by mandate 012)~~
- Mandate 010 – International and Interstate Travel – Order for Self Quarantine
- ~~Mandate 011 – Social Distancing (superseded by mandate 016)~~
- Mandate 012 – Intrastate Travel – Limiting travel between communities to critical infrastructure or critical personal needs
- Mandate 013 – K-12 Public and Private Schools
- Mandate 014 – Non-Congregate Sheltering Order
- Mandate 015 – Services by Health Care Providers
- Mandate 016 – Reopen Alaska Responsibly Plan – Phase 1-A
- Mandate 017 – Protective Measures for Independent Commercial Fishing Vessels

In addition to the State Health Mandates, the City of Craig has instituted a number of administrative policies/procedures, resolutions, and ordinances in response to the COVID-19 pandemic, including (rescinded or expired items are shown with a ~~strickethrough~~):

- Resolution 20-06, Disaster Declaration
- Resolution 20-07, COVID-19 Stay in Place Advisory (extended to May 8th by the mayor)
- ~~Craig Harbor Quarantine Policy~~
- ~~Craig General Travel Quarantine Policy~~
- Ordinance 725, Setting a Municipal Quarantine Policy (related to State Health Mandates 010 and 012 and replacing the Craig Harbor and Craig General Quarantine Policies)

Emergency Operations Center (EOC) and Incident Management Team (IMT)

In response to the incident, the city has activated its EOC and identified IMT members. The city's IMT includes:

- Jon Bolling, Incident Commander
 - Jillian Carl, Public Information Officer
 - Stacey Mank, Alaska Public Health Liaison
 - Chris Reitan, Craig City School District Liaison
 - Jessica Priddy, SEARHC Liaison

- Dr. Justin Lange/Shannon Silverthorne, PeaceHealth Liaison
- RJ Ely, Operations Section Chief
 - Chaundell Piburn, Emergency Medical Group
- Brian Templin, Planning Section Chief/Deputy Public Information Officer/Logistics Section Chief
 - Minnie Ellison Woods, Supply Unit
 - Doug Ward, Facilities Unit
 - Chaundell Piburn, Stacey Mank and Brian Templin, MMRS Working Group
- Sheri Purser, Finance Section Chief
- Sudie Hargis, American Red Cross
- Sgt. Gary Webb, Alaska State Troopers
- 1LT David Marshal, Alaska Army National Guard
- State Emergency Operations Center
- US Coast Guard
- US Forest Service
- Federal and State Legislative Delegations (or staff members)

The IMT meets once a week by teleconference to discuss actions, coordinate response, and discuss resource needs or shortfalls. The City Planner prepares situation reports for the IMT, with an edited copy for public release. The most recent situation report is attached to this memo.

Coordination and Public Information

Much of staff time is used to coordinate, share information, keep up with changing guidance, and learn how to access resources. In addition to the weekly IMT meetings many of the IMT members participate in regular phone meetings with stakeholder groups to coordinate their part of the response. This includes (but certainly doesn't list all):

- Statewide Emergency Managers
- SE Region and Statewide Public Health Officials
- SE Region and Statewide EMS
- Alaska Emergency Management Association
- Prince of Wales Medical Stakeholders
- Congressional Townhall Updates
- FEMA, State, and Local Funding Stakeholders
- City Department Heads
- Prince of Wales Community Advisory Council

The city is working very hard to get information on the current state of the epidemic, protective measures, and other subjects out to the public as widely as possible. Jillian Carl is continuing to get information out to the public through a variety of means, including:

- Maintaining a COVID-19 section of the city web site with current information, links, press releases, etc.
- Issuing press releases for major events or milestones
- Providing information and conducting interviews with radio and print media

- Using social media (particularly Facebook) to share city information and to share information from partner agencies and organizations (Public Health, health care providers, POW Health Network, Alaska emergency management, CDC, etc.)
- Issuing periodic print newsletters with information pertinent to the public
- Making city council meeting available online

Funding

There are a number of programs (primarily federal) put in place to provide funding for a number of things ranging from additional COVID-19 expenses for local governments to small business funding. Recently the council may have read that the State of Alaska received \$1.25 billion from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This funding includes multiple programs for specific relief across a number of sectors. One of the funding items (\$562.5 million of the total funding) is dedicated to communities in Alaska. A recent list of communities in Alaska shows that Craig may be eligible for up to \$1.77 million. Final figures are likely to be determined by the Alaska legislature through the appropriation process. The legislature will likely meet in May to work through this process.

While there are still many, many questions about how the funds will be administered, recent meetings point to an explicit prohibition on using these funds to replace lost revenue or general community funding. The funding provided in this bill will likely be for direct COVID-19 related expenditures. Some of the discussion at the staff level includes using funding for things like:

- Staff time for staff members who are substantially working on the COVID-19 response (this would likely include the city administrator, city planner, treasurer, city clerk, and EMS with some staff time for other city functions allocated to COVID-19 funding as well)
- New personal protective equipment (PPE)/replacement of PPE stocks that we have used during the COVID-19 response
- Teleconference equipment and bills related to having to meet by teleconference

Staff plans to meet in the near future to discuss potential items that can be funded with this money. Staff will also continue to meet with stakeholders to determine how the money will be distributed, tracked, and reported. There are also other funding pools within the overall CARES Act funding that may impact the city including Community Development Block Grant funding, but there is not enough information out yet to completely understand how communities are eligible or what types of projects are eligible.

In addition to the CARES Act funding there are some other funding mechanisms that are available, including some Assistance to Firefighter Grant funding, FEMA Disaster Funding, and other. Many of the other funding mechanisms are eligible for the same sorts of expenditures that the CARES Act funding qualifies for, so staff will look at these other programs, but will likely use CARES Act funding when eligible for ease of tracking and applying.

The treasurer has set up accounting codes specifically for COVID-19 related responses and has tasked staff to separate those purchase documents so they are available later as backup for any funding requests.

These funding mechanisms will be a major focus of staff's time in the coming weeks and months.

It is also likely that Congress will develop and enact additional funding measures for COVID-19 impacts across the country. Staff will continue to monitor these and will work with Steve Silver to get a good handle on the programs that are available and how they can be used.

Reopening Businesses

State Health Mandate 16 starts the process of opening businesses back up for Alaska. This mandate lays out specific requirements and allows for the modified reopening of:

- Non-Essential Public Facing Businesses Generally
- Retail Businesses
- Restaurant Dine-In Services
- Personal Care Services
- Non-Essential Non-Public Facing Businesses
- Childcare and Day Camps
- Fishing Charters
- Gyms and Fitness Centers
- Lodging and Overnight Camping
- Intrastate Travel and Outdoor Day Activity
- Social, Religious and Other Gatherings

Attachments D – N of Mandate 16 lay out the specific requirements for each type of business. The most common requirements include hand washing/hand sanitizer, use of masks, reduced capacity, and establishing a mitigation plan for the business. You can read the specific requirements for each type of business at [covid19.alaska.gov](https://www.covid19.alaska.gov).

In addition to Mandate 16, the Governor has issued Mandate 17 on April 23rd. This mandate lays out the required protective measures that independent commercial fishing vessels must take to operate. Fishing vessels operating under a company, association, or entity that represents a fleet of vessels are covered by the required protective plan submitted by the company, association, or entity responsible for the fleet.

It is likely that the Governor will issue additional mandates, or make modifications to Mandate 16 to expand businesses and relax required protective measures over the next several weeks.

Mask Project

Based on recent CDC guidance, and almost all business protective measures outlined in Mandate 16, all residents are encouraged to wear cloth face coverings whenever out in public. Almost all open businesses are required to have patrons wear a cloth face covering while in the business and most employees are required to wear a cloth face covering. In

order to make cloth face masks available to Craig residents we have started a volunteer program to make cloth face masks available. Victoria Merritt is working with locals to sew masks and to distribute those masks to the public. Victoria is also working to put together kits for both sewn and non-sewn masks for the public to put together and to distribute information about wearing masks. The program is proving very popular. To date we have gotten almost 100 masks donated and over half of those distributed to local residents!

Current Issues to Address

At its April 16th meeting, the council extended the closure of city facilities to the public through May 8th. At this point the council should discuss whether to extending or modify the closure. With the current mandates, many businesses are opening with restrictions and at limited capacity. It is possible for the city to do the same with some public facilities. In general the city should at least consider most of the same restrictions that apply to other public facing businesses in Attachment D to Mandate 16. Some direction from the council would be helpful on what the council would like to see in terms of reopening some facilities. Some facilities, such as the city gym, pool, and fitness center should remain closed based on existing mandates that have not been rescinded or modified. Other facilities, such as city hall, DMV, and the harbor office may reopen with modified service if it can be done safely. Generally, what point to open city facilities to the public is a policy call that the council will ultimately make. My recommendation is that the council extend the closure until such time as federal authorities and/or the State of Alaska recommends reopening public facilities, or at least wait to end the closure until the relevant health advisories and mandates are withdrawn. Given that the next council meeting is scheduled for May 21st, the council should consider a facility closure through May 22nd. If the situation changes (for better or worse) dramatically the council can leave it to the mayor to extend the closure, or shorten it, at his discretion. In addition, staff can work with the mayor to open individual city facilities as is deemed safe and prudent.

Recommendation

1. Extend the general closure of city facilities to the public through May 22, 2020, and provide other direction to staff based on council consensus or motion.
2. Direct staff to work with the mayor to determine if individual facilities can be reopened prior to May 22nd and open facilities as appropriate with adequate protective measures.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 30, 2020
RE: Review of FY 2021 School Budget

At its meeting of April 22, the Craig School Board approved its Fiscal Year 2020 budget. A copy of the document approved by the board is attached.

Overview of School Funding

Each year the district submits its proposed budget to the city for review. Alaska Statute AS 14.14.060.c provides that a municipal school district shall submit its proposed budget to the local city council by May 1 of each year. The local city council then has 30 days after the budget is delivered in which to “determine the total amount of money to be made available from local sources for school purposes, and shall furnish the school board with a statement of the sum to be made available.” If the city council does not act in 30 days, the amount that the school district requests from the city in its budget is automatically approved.

As the council no doubt recalls, municipalities like Craig are required to support local school districts at a level no less than the value of 2.65 mils of a community’s real and personal property, an amount known as the “required local effort.” For 2020, Craig’s required local effort totals about \$430,433. For the past ten years or so, the city has paid, in cash, to the school district \$550,660, more than \$100,000 above the required minimum. The school district requests the same amount of cash support from the city for FY 2020. State statute allows the city to provide funding to the district up to a statutory cap. The estimated funding cap for FY 2020 is about \$1.75 million.

The City of Craig provides material support to the district in two ways: cash and in-kind contributions.

1. Cash Contributions

For fiscal year 2020 the district proposes a primary cash appropriation from the City of Craig of \$550,660, and a supplemental appropriation of \$24,897.

Primary Appropriation

For several years the council has directed city staff to set aside a portion of the funds received for K-12 education from the Secure Rural Schools and Community Self Determination Act (SRS). To this set aside, the council has added amounts appropriated from the city’s general fund. The council directed this effort in recognition of the fact that the SRS funding is uncertain from year to year, and that the city needed to position itself to continue to offer a certain level of cash support to the school district despite variations in the level of funding from SRS. The city’s goal is to reach a general fund appropriation of \$550,660 before the set aside fund is exhausted. City staff draws the

annual \$550,660 cash contribution to the school from this fund, paying out the SRS payment and adding local funds as needed to reach \$550,660. The balance in the set aside fund today is approximately \$3 million of which about \$235,000 is accumulated interest.

Supplemental Appropriation

Changes several years ago in how the State of Alaska recognizes in-kind contributions from a city to a municipal school district reduced the range of permissible in kind services. The \$24,897 supplemental appropriation is based on pool usage by the district for CCSD students during the school day.

2. In-Kind Contributions

The city also provides in-kind support to the school district, mostly in the form of water, sewer, and garbage services to the school properties. The value of these services is recognized as local support for public schools. The greater the value of these services, the better financial position the school enjoys relative to state and federal payments. As a result city and school district staff work to make in-kind services as great as possible while still complying with State of Alaska rules governing eligible in-kind contributions.

Proposed FY 2021 Budget

The district's proposed budget expenditures for FY 2021 amount to \$ 7,375,055. The district anticipates receiving about \$4,922,648 in State of Alaska foundation formula funding next year. In addition, the district anticipates that federal impact aid will decline by some \$222,000 in the coming fiscal year.

The council's job here, per the cited statute, is to approve an amount of money to be appropriated for school support in Fiscal Year 2021. The task of determining the amounts to budget for specific line items in the district's proposed budget is the responsibility of the Craig City School Board. As noted above, the council has up to 30 days to consider approval of the city appropriation to the school district budget, so the council may also choose to defer action on this item until the scheduled May 21 meeting.

Recommendation

That the council review the proposed school district fiscal year 2021 budget at the council's May 7 meeting, and after council discussion move to approve the city's contribution toward that budget, or defer action until the council's scheduled May 21 meeting.

**CRAIG CITY
SCHOOL
DISTRICT**

**FISCAL YEAR 2021
OPERATING BUDGET**

**Chris Reitan, Superintendent
April 22, 2020**

E 3100 CRAIG CITY SCHOOL DISTRICT BUDGETING TIMELINE

September

- Report Card to Public presentation at Board meeting

October

- 20-day enrollment count period: determines funding for current year
- Strategic planning committee reviews goals and objectives

November

- Board goal setting retreat

January

- Strategic planning committee reviews goals and objectives
- Superintendent begins internal budget development for coming year
- Tenured teacher contracts for following year to Board
- Non-tenured teacher contracts for following year to Board

February

- Final figures from State on current year funding
- First revision of current year budget to Board
- Preliminary budget and assumptions for following year to Board

March

- Workshop with public on following year budget
- Workshop with City Council on following year budget
- First reading to Board of following year budget

April

- Second reading and adoption by Board of following year budget
- Following year budget sent to City for approval

May

- Strategic planning committee reviews goals and objectives**
- City action on following year budget
- Classified staff notified of status for following year

June

- Final revision of current year budget to Board
- First revision of following year budget (only if necessary)

July

- Following year budget due to State by July 15

** Every three years there will be a full Strategic Plan review and update. Next date: 2021

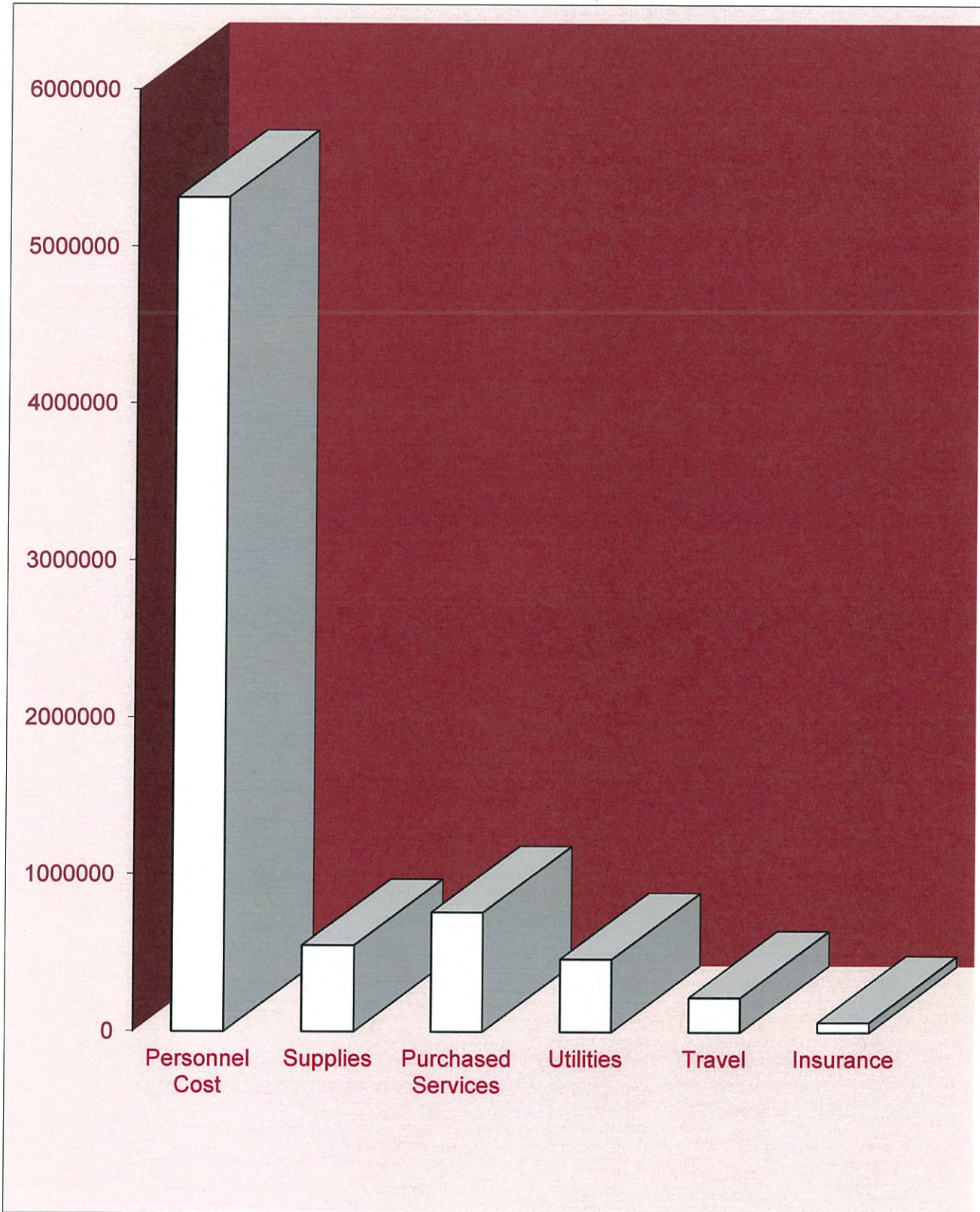
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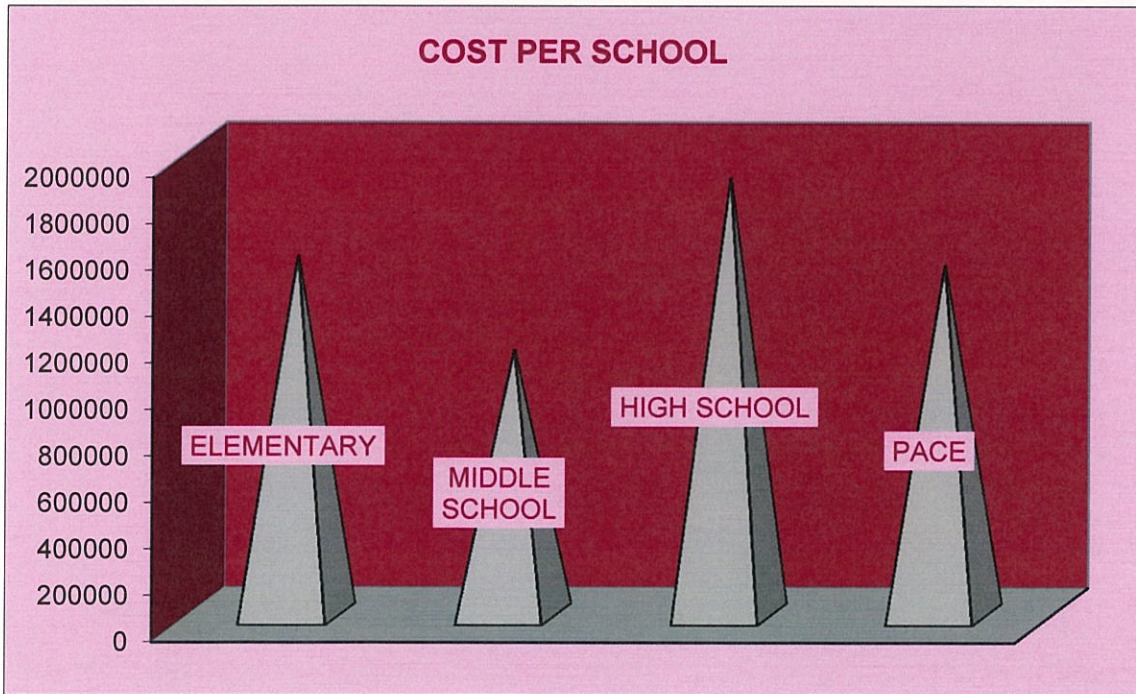
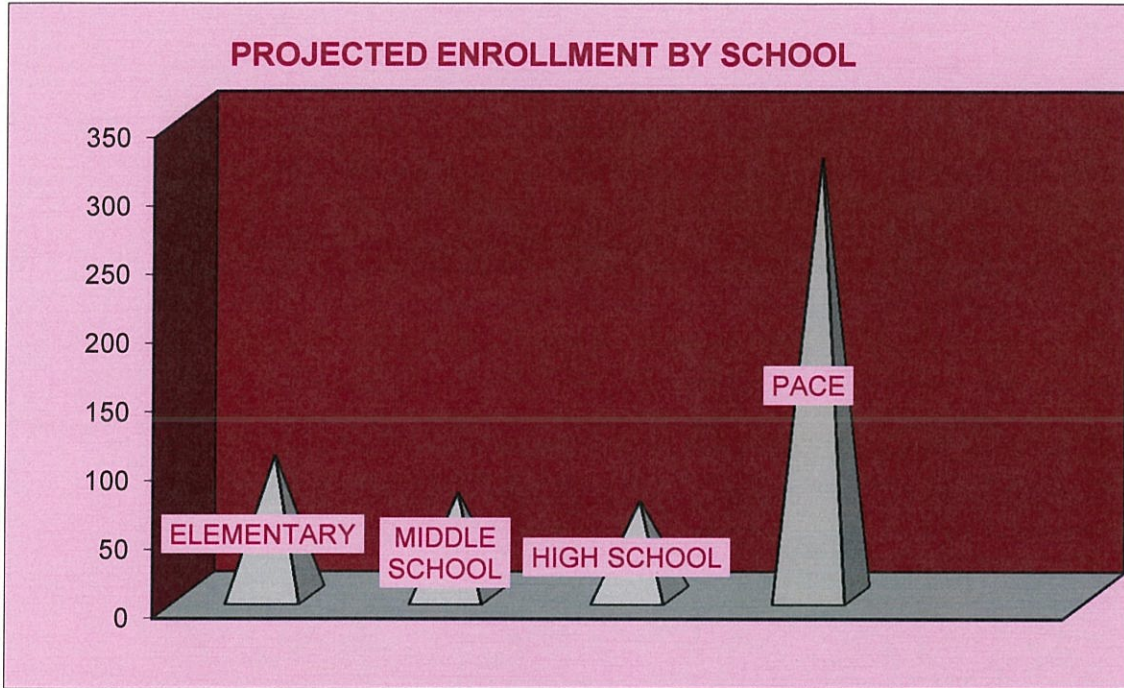
Adopted 10/12

Revised 9/14

Revised 11/18

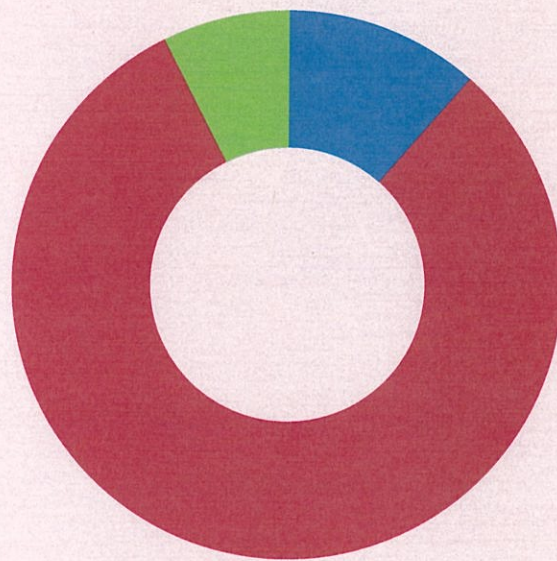
FY 21





FY 21

REVENUES BY SOURCE



- Local
- State
- Federal

FY 21 BUDGET WORKSHEET

		FY 19	FY 20 EST	FY 21 PROJ	
REVENUES:					
CITY APPROPRIATION	011	550,660	550,660	550,660	
CITY SUPPLEMENTAL	011	24,897	24,897	24,897	
CITY IN-KIND	012	69,677	67,392	67,392	
INTEREST	031	1,290	1,359	1,359	
PACE BUYOUTS	038	5,515	5,000	5,000	
SHARED SERVICES	039	75,000	92,848	92,848	
OTHER LOCAL REVENUES	040	12,780	10,139	10,000	
LAB, SHOP & BOOK FEES	044	3,000	3,000	3,000	
PARTICIPATION FEES	045	10,000	10,000	10,000	
E-RATE SUBSIDY	047	80,755	82,655	82,655	
FOUNDATION	051	4,786,195	4,922,648	4,922,648	246 kids/pace 319=565
SUPPLEMENTAL AID	055	-		-	
TRS ON-BEHALF PMTS	056	371,200	368,348	368,348	
PERS ON-BEHALF PMTS	057	55,877	31,470	31,470	
IMPACT AID	110	818,936	722,641	500,000	
		-	-	-	
		6,865,782	6,893,057	6,670,277	
EXPENDITURES:					
INSTRUCTION	100	2,374,652	2,406,920	2,507,392	
CORRESPONDENCE	140	469,973	579,166	593,457	
SPECIAL EDUCATION	200	494,899	524,894	555,436	
SPED SUPPORT	220	166,395	181,245	178,656	
STUDENT SUPPORT	300	124,223	100,311	132,449	
INSTRUCTIONAL SUPPORT	350	1,223,512	1,267,961	1,236,547	
SCHOOL ADMINISTRATION	400	377,696	367,868	375,352	
SCHOOL ADMIN SUPPORT	450	242,254	254,733	259,498	
DISTRICT ADMINISTRATION	510	136,483	125,014	133,575	% INSTRUCTION
DISTRICT ADMIN SUPPORT	550	182,485	219,827	222,655	76.21%
MAINTENANCE	600	840,768	949,255	863,582	
STUDENT ACTIVITIES	700	251,322	259,380	262,062	
FUND TRANSFERS	900	194,194	54,394	54,394	
		7,078,856	7,290,968	7,375,055	
FY ACTIVITY				(704,778)	
BEG FUND BALANCE				634,922	
FY 20 PL-874 for FY21	actual 4/6/2020			722,641	OVER (UNDER)
					152,785
FINAL FUND BALANCE (PL-874 ASSIGNED TO FY22)				652,785	
				(500,000)	% CARRYOVER
					2.09%
UNASSIGNED FUND BAL				152,785	

FY 21 BUDGET WORKSHEET

TOTAL FOR DISTRICT		FY 19	FY 20 EST	FY 21 PROJ
SUPERINTENDENT	311	69,000	69,000	76,000
PRINCIPALS	313	250,636	265,331	269,970
DIRECTORS	314	104,610	112,938	112,938
TEACHERS	315	1,674,660	1,786,379	1,864,931
EXTRA DUTY PAY	316	97,628	102,999	104,926
SPECIALISTS	318	66,623	50,964	88,151
SCHOOL BOARD	320	1,680	1,680	1,680
AIDES	323	404,498	314,114	314,412
SUPPORT STAFF	324	194,805	203,687	203,687
CUSTODIANS	325	162,050	156,161	156,160
BUS DRIVERS	327	5,535	5,535	5,535
SUBSTITUTES	329	61,242	54,318	54,318
REFEREES	330	9,907	12,000	12,000
FRINGE BENEFITS	350	1,518,703	1,566,531	1,646,409
PERS/TRS ON-BEHALF	350	427,077	399,818	399,818
LEAVE BUYOUT	359	15,000	5,000	5,000
PROFESSIONAL FEES	410	271,945	366,570	253,220
PROF FEES (ALLOTMENT)	412	240,609	240,609	240,609
<i>FITNESS CENTER</i>	<i>412</i>	<i>13,732</i>	<i>13,732</i>	<i>13,732</i>
AUDITING	412	18,280	22,570	22,570
LEGAL FEES	414	5,000	5,000	5,000
OFFICIATING FEES	418	1,042	1,127	1,127
STAFF TRAVEL	420	63,869	78,627	86,713
STUDENT TRAVEL	425	132,278	133,773	133,773
<i>W/S/G</i>	<i>431</i>	<i>37,601</i>	<i>37,601</i>	<i>37,601</i>
COMMUNICATIONS	433	40,317	40,317	40,317
INTERNET	434	142,724	142,724	142,724
<i>ELECTRICITY</i>	<i>436</i>	<i>926</i>	<i>926</i>	<i>926</i>
ELECTRICITY	436	118,329	118,329	118,329
HEATING OIL	438	71,889	71,889	71,889
<i>HEATING OIL</i>	<i>438</i>	<i>24,170</i>	<i>24,170</i>	<i>24,170</i>
PURCHASED SERVICES	440	16,460	83,876	63,876
<i>RENTALS</i>	<i>441</i>	<i>11,165</i>	<i>11,165</i>	<i>11,165</i>
RENTALS	441	56,702	76,343	76,343
<i>ROAD MAINTENANCE</i>	<i>442</i>	<i>2,500</i>	<i>2,500</i>	<i>2,500</i>
EQUIPMENT REPAIR	443	36,826	36,826	36,826
INSURANCE	445	49,941	63,377	63,377
SUPPLIES	450	437,849	510,045	529,850
TEXTBOOKS	471	35,000	35,000	20,000
DUES	491	21,854	28,023	23,088
INDIRECT COST	495	(30,000)	(15,000)	(15,000)
EQUIPMENT	510	-	-	-
FOOD SERVICE	552	22,000	49,000	49,000
TRANSPORTATION	553	-	3,200	3,200
SPECIAL PROJECTS	554	170,000	-	-
<i>STAFF HOUSING</i>	<i>555</i>	<i>2,194</i>	<i>2,194</i>	<i>2,194</i>
		7,078,856	7,290,968	7,375,055
	Ck fig	7,078,856	7,290,968	7,375,055
	Ck fig	7,078,856	7,290,968	7,375,055

FY 21 BUDGET WORKSHEET

TOTAL FOR DISTRICT					
		FY 19	FY 20 EST	FY 21 PROJ	
INSTRUCTION					
TEACHERS	315	1,258,445	1,267,624	1,328,832	
AIDES	323	-	-	-	
SUBSTITUTES	329	41,759	29,135	29,135	
FRINGE BENEFITS	350	535,080	608,052	662,316	
PERS/TRS ON-BEHALF	350	427,077	399,818	399,818	
LEAVE BUY-OUT	359	15,000	5,000	5,000	
<i>FITNESS CENTER</i>	<i>412</i>	<i>13,732</i>	<i>13,732</i>	<i>13,732</i>	
<i>RENTALS</i>	<i>441</i>	<i>6,160</i>	<i>6,160</i>	<i>6,160</i>	
EQUIPMENT REPAIR	443	1,651	1,651	1,651	
SUPPLIES	450	40,748	40,748	40,748	
TEXTBOOKS	471	35,000	35,000	20,000	
		2,374,652	2,406,920	2,507,392	
CORRESPONDENCE		FY 19	FY 20 EST	FY 21 PROJ	
TEACHERS	315	222,179	276,517	269,041	
FRINGE BENEFITS	350	87,578	102,049	103,816	
INTERNET	434	-	-	-	
EQUIPMENT REPAIR	443	600	600	600	
SUPPLIES	450	159,616	200,000	220,000	
		469,973	579,166	593,457	
SPECIAL EDUCATION		FY 19	FY 20 EST	FY 21 PROJ	
TEACHERS	315	194,036	242,238	267,059	
AIDES	323	119,006	107,869	107,869	
SUBSTITUTES	329	11,000	11,700	11,700	
FRINGE BENEFITS	350	161,857	154,087	159,809	
SUPPLIES	450	9,000	9,000	9,000	
		494,899	524,894	555,436	
SPECIAL ED SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
DIRECTOR	314	27,000	27,000	27,000	
EXTRA DITY PAY	316	-	-	-	
SPECIALIST	318	-	-	-	
SUPPORT STAFF	324	-	7,000	7,000	
SUBSTITUTES	329	-	-	-	
FRINGE BENEFITS	350	10,496	10,673	11,193	
PROFESSIONAL FEES	410	118,027	120,027	120,027	
STAFF TRAVEL	420	5,686	11,021	8,107	
PURCHASED SERVICES	440	-	-	-	
SUPPLIES	450	5,186	5,524	5,329	
		166,395	181,245	178,656	

FY 21 BUDGET WORKSHEET

TOTAL FOR DISTRICT				
STUDENT SUPPORT		FY 19	FY 20 EST	FY 21 PROJ
EXTRA DUTY PAY	316	-	986	-
SPECIALISTS	318	66,623	50,964	88,151
FRINGE BENEFITS	350	52,207	42,294	38,231
PROFESSIONAL FEES	410	-	-	-
STAFF TRAVEL	420	1,758	2,428	2,428
STUDENT TRAVEL	425	1,773	1,773	1,773
SUPPLIES	450	1,862	1,866	1,866
		124,223	100,311	132,449
INSTRUCTIONAL SUPPORT		FY 19	FY 20 EST	FY 21 PROJ
DIRECTORS	314	-	6,000	6,000
TEACHERS	315	-	-	-
EXTRA DUTY PAY	316	23,912	26,129	26,700
SPECIALISTS	318	-	-	-
AIDES	323	285,492	206,245	206,544
SUBSTITUTES	329	2,500	2,500	2,500
FRINGE BENEFITS	350	156,183	194,132	200,783
PROFESSIONAL FEES	410	108,712	84,712	60,712
PROF FEES (ALLOTMENT)	412	240,609	240,609	240,609
STAFF TRAVEL	420	20,317	29,070	39,070
STUDENT TRAVEL	425	25,000	25,000	25,000
COMMUNICATIONS	433	34,600	34,600	34,600
INTERNET	434	142,724	142,724	142,724
PURCHASED SERVICES	440	8,000	65,000	45,000
RENTALS	441	-	-	-
EQUIPMENT REPAIR	443	32,025	32,025	32,025
SUPPLIES	450	138,633	169,475	169,475
DUES	491	4,805	9,740	4,805
EQUIPMENT	510	-	-	-
		1,223,512	1,267,961	1,236,547
SCHOOL ADMINISTRATION		FY 19	FY 20 EST	FY 21 PROJ
PRINCIPAL	313	250,636	265,331	269,970
FRINGE BENEFITS	350	109,616	84,829	87,674
PROFESSIONAL FEES	410	-	-	-
STAFF TRAVEL	420	6,957	6,957	6,957
COMMUNICATIONS	433	2,126	2,126	2,126
SUPPLIES	450	6,010	6,274	6,274
DUES	491	2,351	2,351	2,351
		377,696	367,868	375,352
SCHOOL ADMIN SUPPORT		FY 19	FY 20 EST	FY 21 PROJ
SUPPORT STAFF	324	106,344	109,118	109,118
SUBSTITUTES	329	4,083	9,083	9,083
FRINGE BENEFITS	350	130,252	134,957	139,722
PROFESSIONAL FEES	410	-	-	-
SUPPLIES	450	1,575	1,575	1,575
		242,254	254,733	259,498

FY 21 BUDGET WORKSHEET

TOTAL FOR DISTRICT				
DISTRICT ADMINISTRATION		FY 19	FY 20 EST	FY 21 PROJ
SUPERINTENDENT	311	69,000	69,000	76,000
SCHOOL BOARD	320	1,680	1,680	1,680
FRINGE BENEFITS	350	31,860	20,391	21,952
STAFF TRAVEL	420	20,433	20,433	20,433
COMMUNICATIONS	433	1,260	1,260	1,260
PROFESSIONAL FEES	410	-	-	-
SUPERINTENDENT HIRE	440	-	-	-
SUPPLIES	450	3,165	3,165	3,165
DUES	491	9,085	9,085	9,085
		136,483	125,014	133,575
DISTRICT ADMIN SUPPORT		FY 19	FY 20 EST	FY 21 PROJ
SUPPORT STAFF	324	88,461	87,569	87,569
FRINGE BENEFITS	350	65,006	67,996	69,824
PROFESSIONAL FEES	410	10,914	10,914	10,914
AUDITING FEES	412	18,280	22,570	22,570
LEGAL FEES	414	5,000	5,000	5,000
STAFF TRAVEL	420	3,000	3,000	4,000
COMMUNICATIONS	433	1,256	1,256	1,256
PURCHASED SERVICES	440	2,000	8,000	8,000
INSURANCE	445	12,381	22,335	22,335
SUPPLIES	450	2,800	2,800	2,800
DUES	491	3,387	3,387	3,387
INDIRECT COST RECOVER	495	(30,000)	(15,000)	(15,000)
		182,485	219,827	222,655
MAINTENANCE		FY 19	FY 20 EST	FY 21 PROJ
DIRECTOR	314	77,610	79,938	79,938
CUSTODIANS	325	162,050	156,161	156,160
SUBSTITUTES	329	1,900	1,900	1,900
FRINGE BENEFITS	350	164,581	132,101	135,778
PROFESSIONAL FEES	410	31,692	148,317	58,967
STAFF TRAVEL	420	1,419	1,419	1,419
<i>W/S/G</i>	<i>431</i>	<i>37,601</i>	<i>37,601</i>	<i>37,601</i>
COMMUNICATIONS	433	1,075	1,075	1,075
<i>ELECTRICITY</i>	<i>436</i>	<i>926</i>	<i>926</i>	<i>926</i>
ELECTRICITY	436	118,329	118,329	118,329
HEATING OIL	438	71,889	71,889	71,889
<i>HEATING OIL</i>	<i>438</i>	<i>24,170</i>	<i>24,170</i>	<i>24,170</i>
PURCHASED SERVICES	440	6,460	10,876	10,876
RENTALS	441	56,702	76,343	76,343
<i>ROAD MAINTENANCE</i>	<i>442</i>	<i>2,500</i>	<i>2,500</i>	<i>2,500</i>
EQUIPMENT REPAIRS	443	2,550	2,550	2,550
INSURANCE	445	37,560	41,042	41,042
SUPPLIES	450	41,754	42,118	42,118
EQUIPMENT	510	-	-	-
		840,768	949,255	863,582

FY 21 BUDGET WORKSHEET

ELEMENTARY		FY 19	FY 20 EST	FY 21 PROJ
SUPERINTENDENT	311			
PRINCIPALS	313	51,435	54,309	55,259
DIRECTORS	314			
TEACHERS	315	540,164	565,371	621,163
EXTRA DUTY PAY	316	800	800	800
SPECIALISTS	318	28,760	10,193	10,804
SCHOOL BOARD	320			
AIDES	323	165,377	91,654	91,954
SUPPORT STAFF	324	30,240	33,113	33,113
CUSTODIANS	325	54,715	51,081	51,081
BUS DRIVERS	327			
SUBSTITUTES	329	36,124	26,500	26,500
FRINGE BENEFITS	350	462,939	417,044	445,328
LEAVE BUYOUT	359			
PROFESSIONAL FEES	410	12,500	12,500	12,500
PROF FEES (ALLOTMENT)	412			
<i>FITNESS CENTER</i>	<i>412</i>	<i>7,840</i>	<i>7,840</i>	<i>7,840</i>
AUDITING	412			
LEGAL FEES	414			
OFFICIATING FEES	418			
STAFF TRAVEL	420	2,017	3,931	2,017
STUDENT TRAVEL	425			
<i>W/S/G</i>	<i>431</i>	<i>16,143</i>	<i>16,143</i>	<i>16,143</i>
COMMUNICATIONS	433	3,600	3,600	3,600
INTERNET	434	15,882	15,882	15,882
<i>ELECTRICITY</i>	<i>436</i>	<i>926</i>	<i>926</i>	<i>926</i>
ELECTRICITY	436	32,471	32,471	32,471
HEATING OIL	438	10,000	10,000	10,000
<i>HEATING OIL</i>	<i>438</i>	<i>12,085</i>	<i>12,085</i>	<i>12,085</i>
PURCHASED SERVICES	440	2,000	6,416	6,416
<i>RENTALS</i>	<i>441</i>	<i>4,180</i>	<i>4,180</i>	<i>4,180</i>
RENTALS	441	2,912	2,912	2,912
<i>ROAD MAINTENANCE</i>	<i>442</i>	<i>625</i>	<i>625</i>	<i>625</i>
EQUIPMENT REPAIR	443	15,151	15,151	15,151
INSURANCE	445	8,416	8,967	8,967
SUPPLIES	450	51,792	54,182	54,182
TEXTBOOKS	471	5,000	5,000	5,000
DUES	491	728	728	728
INDIRECT COST	495			
EQUIPMENT	510	-	-	-
FOOD SERVICE	552			
TRANSPORTATION	553			
SPECIAL PROJECTS	554			
STAFF HOUSING	555			
		1,574,822	1,463,604	1,547,627
Ck fig		1,574,822	1,463,604	1,547,627

FY 21 BUDGET WORKSHEET

ELEMENTARY					
INSTRUCTION		FY 19	FY 20 EST	FY 21 PROJ	
TEACHERS	315	453,507	440,281	477,683	
AIDES	323	-	-	-	
SUBSTITUTES	329	24,624	12,000	12,000	
FRINGE BENEFITS	350	216,077	233,230	259,175	
<i>FITNESS CENTER</i>	<i>412</i>	<i>7,840</i>	<i>7,840</i>	<i>7,840</i>	<i>swim lessons</i>
<i>RENTALS</i>	<i>441</i>	<i>4,180</i>	<i>4,180</i>	<i>4,180</i>	<i>pool rental</i>
EQUIPMENT REPAIR	443	151	151	151	computers, instruments
SUPPLIES	450	12,000	12,000	12,000	allot, technology upgrade
TEXTBOOKS	471	5,000	5,000	5,000	
		723,379	714,682	778,029	
SPECIAL EDUCATION		FY 19	FY 20 EST	FY 21 PROJ	
TEACHERS	315	86,657	125,090	143,480	
AIDES	323	74,966	68,716	68,716	
SUBSTITUTES	329	8,000	8,000	8,000	
FRINGE BENEFITS	350	80,258	50,681	52,434	
SUPPLIES	450	5,000	5,000	5,000	
		254,881	257,487	277,630	
SPECIAL ED SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
PROFESSIONAL FEES	410	521	521	521	
STAFF TRAVEL	420	1,586	3,500	1,586	
PURCHASED SERVICES	440	-	-	-	
SUPPLIES	450	1,538	1,538	1,538	
		3,645	5,559	3,645	
STUDENT SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
SPECIALISTS	318	28,760	10,193	10,804	counselor
FRINGE BENEFITS	350	24,636	13,470	9,547	
PROFESSIONAL FEES	410	-	-	-	
STAFF TRAVEL	420	-	-	-	
SUPPLIES	450	1,000	1,000	1,000	
		54,396	24,663	21,351	
INSTRUCTIONAL SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
SPECIALISTS	318	-	-	-	
AIDES	323	90,411	22,938	23,238	library & recess
SUBSTITUTES	329	2,500	2,500	2,500	
FRINGE BENEFITS	350	39,988	40,753	42,808	
PROFESSIONAL FEES	410	11,979	11,979	11,979	Dales Carpets
STAFF TRAVEL	420	-	-	-	
COMMUNICATIONS	433	3,600	3,600	3,600	postage, phone
INTERNET	434	15,882	15,882	15,882	
EQUIP REPAIR	443	15,000	15,000	15,000	copier mostly
SUPPLIES	450	16,746	18,772	18,772	libr, tech, copier,
DUES	491	453	453	453	NWAS, bees
EQUIPMENT	510	-	-	-	
		196,559	131,877	134,232	

FY 21 BUDGET WORKSHEET

ELEMENTARY					
SCHOOL ADMINISTRATION		FY 19	FY 20 EST	FY 21 PROJ	
PRINCIPAL	313	51,435	54,309	55,259	.50 FTE
FRINGE BENEFITS	350	20,934	7,273	7,420	
STAFF TRAVEL	420	431	431	431	
SUPPLIES	450	2,208	2,208	2,208	
DUES	491	275	275	275	AAESP
		75,283	64,496	65,592	
SCHOOL ADMIN SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
SUPPORT STAFF	324	30,240	33,113	33,113	elem secretary
SUBSTITUTES	329	1,000	4,000	4,000	
FRINGE BENEFITS	350	41,749	43,685	45,273	
SUPPLIES	450	300	300	300	
		73,289	81,098	82,686	
MAINTENANCE		FY 19	FY 20 EST	FY 21 PROJ	
CUSTODIANS	325	54,715	51,081	51,081	
FRINGE BENEFITS	350	39,048	27,703	28,329	
<i>W/S/G</i>	<i>431</i>	<i>16,143</i>	<i>16,143</i>	<i>16,143</i>	
<i>ELECTRICITY</i>	<i>436</i>	<i>926</i>	<i>926</i>	<i>926</i>	<i>street lights</i>
ELECTRICITY	436	32,471	32,471	32,471	
HEATING OIL	438	10,000	10,000	10,000	2,000 gal @
<i>HEATING OIL</i>	<i>438</i>	<i>12,085</i>	<i>12,085</i>	<i>12,085</i>	
PURCHASED SERVICES	440	2,000	6,416	6,416	includes 410 was 8000
RENTALS	441	2,912	2,912	2,912	was 5000
<i>ROAD MAINTENANCE</i>	<i>442</i>	<i>625</i>	<i>625</i>	<i>625</i>	<i>plowing</i>
EQUIPMENT REPAIRS	443	-			
INSURANCE	445	8,416	8,967	8,967	
SUPPLIES	450	13,000	13,364	13,364	
		192,341	182,693	183,318	
STUDENT ACTIVITIES		FY 19	FY 20 EST	FY 21 PROJ	
EXTRA DUTY PAY	316	800	800	800	X-Country
FRINGE BENEFITS	350	249	249	342	
<i>RENTALS</i>	<i>441</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>city gym</i>
		1,049	1,049	1,142	

FY 21 BUDGET WORKSHEET

MIDDLE SCHOOL		FY 19	FY 20 EST	FY 21 PROJ
SUPERINTENDENT	311			
PRINCIPALS	313	51,435	54,309	55,259
DIRECTORS	314			
TEACHERS	315	338,645	364,240	374,332
EXTRA DUTY PAY	316	31,098	35,017	36,612
SPECIALISTS	318	9,466	10,193	10,804
SCHOOL BOARD	320			
AIDES	323	22,359	23,719	23,719
SUPPORT STAFF	324	37,699	38,791	38,791
CUSTODIANS	325	48,525	48,606	48,606
BUS DRIVERS	327	2,035	2,035	2,035
SUBSTITUTES	329	8,800	10,800	10,800
REFEREES	330	1,907	4,000	4,000
FRINGE BENEFITS	350	254,267	281,777	289,961
LEAVE BUYOUT	359			
PROFESSIONAL FEES	410	11,829	124,833	35,483
PROF FEES (ALLOTMENT)	412			
<i>FITNESS CENTER</i>	<i>412</i>	<i>2,240</i>	<i>2,240</i>	<i>2,240</i>
AUDITING	412			
LEGAL FEES	414			
OFFICIATING FEES	418	140	225	225
STAFF TRAVEL	420	3,221	4,872	4,872
STUDENT TRAVEL	425	15,500	17,000	17,000
<i>W/S/G</i>	<i>431</i>	<i>12,050</i>	<i>12,050</i>	<i>12,050</i>
COMMUNICATIONS	433	8,067	8,067	8,067
INTERNET	434	35,442	35,442	35,442
<i>ELECTRICITY</i>	<i>436</i>			
ELECTRICITY	436	29,714	29,714	29,714
HEATING OIL	438	10,000	10,000	10,000
<i>HEATING OIL</i>	<i>438</i>	<i>12,085</i>	<i>12,085</i>	<i>12,085</i>
PURCHASED SERVICES	440	2,000	2,000	2,000
<i>RENTALS</i>	<i>441</i>	<i>1,980</i>	<i>1,980</i>	<i>1,980</i>
RENTALS	441	-	-	-
<i>ROAD MAINTENANCE</i>	<i>442</i>			
EQUIPMENT REPAIR	443	7,050	7,050	7,050
INSURANCE	445	9,827	11,157	11,157
SUPPLIES	450	48,171	51,130	51,130
TEXTBOOKS	471	15,000	15,000	5,000
DUES	491	921	921	921
INDIRECT COST	495			
EQUIPMENT	510	-	-	-
FOOD SERVICE	552			
TRANSPORTATION	553			
SPECIAL PROJECTS	554			
STAFF HOUSING	555			
		1,031,473	1,219,253	1,141,336
Ck fig		1,031,473	1,219,253	1,141,336

FY 21 BUDGET WORKSHEET

MIDDLE SCHOOL					
INSTRUCTION		FY 19	FY 20 EST	FY 21 PROJ	
TEACHERS	315	316,172	339,623	347,993	
AIDES	323	-	-	-	
SUBSTITUTES	329	6,000	6,000	6,000	
FRINGE BENEFITS	350	133,309	151,654	160,436	
<i>FITNESS CENTER</i>	<i>412</i>	<i>2,240</i>	<i>2,240</i>	<i>2,240</i>	<i>swim lessons</i>
<i>RENTALS</i>	<i>441</i>	<i>1,980</i>	<i>1,980</i>	<i>1,980</i>	<i>pool rental</i>
EQUIPMENT REPAIR	443	500	500	500	computers, instruments
SUPPLIES	450	6,968	6,968	6,968	allotments, technology
TEXTBOOKS	471	15,000	15,000	5,000	
		482,169	523,965	531,117	
SPECIAL EDUCATION		FY 19	FY 20 EST	FY 21 PROJ	
TEACHERS	315	22,473	24,617	26,339	
AIDES	323	20,673	21,935	21,935.47	
SUBSTITUTES	329	2,000	2,000	2,000	
FRINGE BENEFITS	350	14,367	34,312	34,915	
SUPPLIES	450	1,000	1,000	1,000	allotments, technology
		60,513	83,864	86,189	
SPECIAL ED SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
EXTRA DUTY PAY	316	-	-	-	
FRINGE BENEFITS	350		-	-	
PROFESSIONAL FEES	410		-	-	
STAFF TRAVEL	420	914	2,021	2,021	was 1878
SUPPLIES	450	230	373	373	
		1,144	2,394	2,394	
STUDENT SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
SPECIALISTS	318	9,466	10,193	10,804	counselor
FRINGE BENEFITS	350	8,957	9,355	5,432	
PROFESSIONAL FEES	410	-	-	-	
STAFF TRAVEL	420	879	879	879	
SUPPLIES	450	562	562	562	
		19,864	20,989	17,677	
INSTRUCTIONAL SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
EXTRA DUTY PAY	316	6,598	8,247	8,482	student co, class adv
SPECIALISTS	318	-			
AIDES	323	1,686	1,784	1,784	library picked a number
FRINGE BENEFITS	350	720	798	810	
PROFESSIONAL FEES	410	3,833	3,833	3,833	
STAFF TRAVEL	420	915	1,459	1,459	
STUDENT TRAVEL	425	3,500	3,500	3,500	bees, music, 8th grade trip
COMMUNICATIONS	433	7,000	7,000	7,000	postage, phone
INTERNET	434	35,442	35,442	35,442	
EQUIP REPAIR	443	4,000	4,000	4,000	copier, computers & vans
SUPPLIES	450	18,000	20,816	20,816	lib, tech, copier was 20000
DUES	491	323	323	323	NWAS
		82,017	87,202	87,449	

FY 21 BUDGET WORKSHEET

MIDDLE SCHOOL					
		FY 19	FY 20 EST	FY 21 PROJ	
SCHOOL ADMINISTRATION					
PRINCIPAL	313	51,435	54,309	55,259	.50 FTE
FRINGE BENEFITS	350	22,046	8,385	8,532	
PROFESSIONAL FEES	410	-	-		
STAFF TRAVEL	420	513	513	513	
COMMUNICATIONS	433	1,067	1,067	1,067	Iphone & Ipad
SUPPLIES	450	2,911	2,911	2,911	
DUES	491	598	598	598	AAMSP
		78,570	67,783	68,879	
SCHOOL ADMIN SUPPORT					
SUPPORT STAFF	324	37,699	38,791	38,791	MS secretary
SUBSTITUTES	329	800	2,800	2,800	
FRINGE BENEFITS	350	44,086	45,472	47,061	
SUPPLIES	450	1,000	1,000	1,000	
		83,585	88,063	89,652	
MAINTENANCE					
CUSTODIANS	325	48,525	48,606	48,606	
FRINGE BENEFITS	350	24,276	24,606	25,347	
PROFESSIONAL FEES	410	7,996	121,000	31,650	ms architects
<i>W/S/G</i>	<i>431</i>	<i>12,050</i>	<i>12,050</i>	<i>12,050</i>	
ELECTRICITY	436	29,714	29,714	29,714	
HEATING OIL	438	10,000	10,000	10,000	1,500 gal @ 3.73
<i>HEATING OIL</i>	<i>438</i>	<i>12,085</i>	<i>12,085</i>	<i>12,085</i>	
PURCHASED SERVICES	440	2,000	2,000	2,000	fire alarms, appl, boilers 100
RENTALS	441	-	-	-	
EQUIPMENT REPAIRS	443	2,550	2,550	2,550	
INSURANCE	445	9,827	11,157	11,157	
SUPPLIES	450	12,500	12,500	12,500	
EQUIPMENT	510	-	-	-	
		171,523	286,268	197,659	
STUDENT ACTIVITIES					
EXTRA DUTY PAY	316	24,500	26,770	28,130	
BUS DRIVERS	327	2,035	2,035	2,035	
REFEREES	330	1,907	4,000	4,000	
FRINGE BENEFITS	350	6,506	7,195	7,429	
OFFICIATING TRAVEL	418	140	225	225	
STAFF TRAVEL	420	-	-		
STUDENT TRAVEL	425	12,000	13,500	13,500	
<i>RENTALS</i>	<i>441</i>	<i>-</i>	<i>-</i>	<i>-</i>	
SUPPLIES	450	5,000	5,000	5,000	
DUES	491	-	-		
		52,088	58,725	60,319	

FY 21 BUDGET WORKSHEET

HIGH SCHOOL					
INSTRUCTION		FY 19	FY 20 EST	FY 21 PROJ	
TEACHERS	315	488,766	487,720	503,156	
AIDES	323	-		-	
SUBSTITUTES	329	11,135	11,135	11,135	
FRINGE BENEFITS	350	185,694	223,168	242,705	
<i>FITNESS CENTER</i>	<i>412</i>	<i>2,356</i>	<i>2,356</i>	<i>2,356</i>	<i>weight room</i>
EQUIPMENT REPAIR	443	1,000	1,000	1,000	computers, instruments
SUPPLIES	450	21,780	21,780	21,780	includ supp.
TEXTBOOKS	471	15,000	15,000	10,000	
		725,731	762,159	792,132	
SPECIAL EDUCATION		FY 19	FY 20 EST	FY 21 PROJ	
TEACHERS	315	51,364	56,964	60,021	
AIDES	323	23,367	17,218	17,218	
SUBSTITUTES	329	1,000	1,700	1,700	
FRINGE BENEFITS	350	26,545	25,992	26,974	
SUPPLIES	450	2,700	2,700	2,700	allot, tech
		104,976	104,574	108,613	
SPECIAL ED SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
PROFESSIONAL FEES	410			-	
STAFF TRAVEL	420	186	1,500	1,500	
SUPPLIES	450	1,500	1,500	1,500	
		1,686	3,000	3,000	
STUDENT SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
EXTRA DUTY PAY	316	-	986	-	peer helpers
SPECIALISTS	318	28,397	30,578	66,543	counselor
FRINGE BENEFITS	350	18,614	19,469	23,252	
PROFESSIONAL FEES	410			-	was 1000
STAFF TRAVEL	420	879	1,549	1,549	
STUDENT TRAVEL	425	1,773	1,773	1,773	HOBY/college fair
SUPPLIES	450	300	304	304	
		49,963	54,659	93,421	
INSTRUCTIONAL SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
EXTRA DUTY PAY	316	17,314	17,882	18,218	class adv, student co
SPECIALISTS	318		-	-	
AIDES	323	19,764	20,903	20,903	library
FRINGE BENEFITS	350	8,524	8,981	8,989	
PROFESSIONAL FEES	410	30,000	30,000	30,000	Odd,Pwersch,tuition/Earl
STAFF TRAVEL	420	2,354	9,132	9,132	was 5060
STUDENT TRAVEL	425	21,500	21,500	21,500	music & acdc was 23,500
COMMUNICATIONS	433	7,500	7,500	7,500	postage, phone
INTERNET	434	45,000	45,000	45,000	
EQUIP REPAIR	443	3,000	3,000	3,000	copier & vans
SUPPLIES	450	21,887	21,887	21,887	library,tech copier was 2218
DUES	491	1,550	1,550	1,550	Adv Ed, Nassp
EQUIPMENT	510	-	-	-	
		178,393	187,335	187,679	

FY 21 BUDGET WORKSHEET

HIGH SCHOOL						
SCHOOL ADMINISTRATION			FY 19	FY 20 EST	FY 21 PROJ	
PRINCIPAL	313		98,946	104,475	106,302	
FRINGE BENEFITS	350		47,631	49,187	51,041	
STAFF TRAVEL	420		3,737	3,737	3,737	
COMMUNICATIONS	433		1,059	1,059	1,059	cell phone
SUPPLIES	450		891	1,155	1,155	
DUES	491		614	614	614	AAHSP
			152,878	160,227	163,908	
SCHOOL ADMIN SUPPORT			FY 19	FY 20 EST	FY 21 PROJ	
SUPPORT STAFF	324		38,405	37,214	37,213.80	hs secretary
SUBSTITUTES	329		2,283	2,283	2,283	
FRINGE BENEFITS	350		44,417	45,800	47,388	
SUPPLIES	450		275	275	275	
			85,380	85,572	87,160	
MAINTENANCE			FY 19	FY 20 EST	FY 21 PROJ	
CUSTODIANS	325		56,310	53,974	53,974	
SUBSTITUTES	329		1,900	1,900	1,900	
FRINGE BENEFITS	350		49,662	26,957	27,853	
PROFESSIONAL FEES	410		12,896	12,896	12,896	
<i>W/S/G</i>	<i>431</i>		<i>9,408</i>	<i>9,408</i>	<i>9,408</i>	
ELECTRICITY	436		54,644	54,644	54,644	
HEATING OIL	438		49,389	49,389	49,389	
PURCHASED SERVICES	440		2,000	2,000	2,000	fire alarms
RENTALS	441		-	-	-	
<i>ROAD MAINTENANCE</i>	<i>442</i>		<i>1,875</i>	<i>1,875</i>	<i>1,875</i>	<i>snow removal</i>
EQUIPMENT REPAIRS	443		-	-	-	
INSURANCE	445		18,825	20,368	20,368	
SUPPLIES	450		13,000	13,000	13,000	
EQUIPMENT	510		-	-	-	
			269,909	246,411	247,307	
STUDENT ACTIVITIES			FY 19	FY 20 EST	FY 21 PROJ	
EXTRA DUTY PAY	316		48,416	48,314	49,296	
BUS DRIVERS	327		3,500	3,500	3,500	
REFEREES	330		8,000	8,000	8,000	
FRINGE BENEFITS	350		7,232	7,526	7,540	
PROFESSIONAL FEES	410		2,600	2,600	2,600	drug screening
OFFICIATING TRAVEL	418		902	902	902	official's travel
STAFF TRAVEL	420		4,299	4,299	4,299	AD meetings
STUDENT TRAVEL	425		93,505	93,500	93,500	
<i>RENTALS</i>	<i>441</i>		<i>5,005</i>	<i>5,005</i>	<i>5,005</i>	<i>swim team & wrestling team</i>
SUPPLIES	450		22,500	22,500	22,500	
DUES	491		1,780	1,970	1,970	
			197,739	198,116	199,111	

FY 21 BUDGET WORKSHEET

PACE STATEWIDE HOMESCHOOL					
CORRESPONDENCE		FY 19	FY 20 EST	FY 21 PROJ	
TEACHERS	315	222,179	276,517	269,041	
FRINGE BENEFITS	350	87,578	102,049	103,816	
FITNESS CENTER	412	1296	1296	1,296	weight room
EQUIPMENT REPAIR	443	600	600	600	
SUPPLIES	450	159,616	200,000	220,000	allotments
		471,269	580,462	594,753	
SPECIAL EDUCATION		FY 19	FY 20 EST	FY 21 PROJ	
TEACHERS	315	33,542	35,567	37,219	
AIDES	323	-	-	-	
FRINGE BENEFITS	350	40,687	43,102	45,486	
SUPPLIES	450	300	300	300	
		74,529	78,969	83,004	
SPECIAL ED SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
PROF/TECHNICAL	410	15,000	17,000	17,000	SERRC, speech
STAFF TRAVEL	420	2,000	2,000	2,000	
SUPPLIES	450	1,146	1,146	1,146	
		18,146	20,146	20,146	
INSTRUCTIONAL SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
AIDES	318	93,348	77,928	77,928	
FRINGE BENEFITS	350	39,199	73,472	75,938	
PROFESSIONAL FEES	410	14,900	14,900	14,900	
PROF (ALLOTMENTS)	412	240,609	240,609	240,609	
STAFF TRAVEL	420	10,000	10,000	20,000	
COMMUNICATIONS	433	15,000	15,000	15,000	postage, phone inclu Mollie
INTERNET	434	46,400	46,400	46,400	inc allotments
PURCHASED SERVICES	440	8,000	65,000	45,000	advertising
EQUIP REPAIR	443	10,000	10,000	10,000	copiers mostly
SUPPLIES	450	74,000	100,000	100,000	technology, computers
DUES	491	1,479	1,479	1,479	accreditation & ASAA
		552,935	654,788	647,253	
SCHOOL ADMINISTRATION		FY 19	FY 20 EST	FY 21 PROJ	
PRINCIPAL	313	48,820	52,238	53,151	
FRINGE BENEFITS	350	19,005	19,984	20,681	
STAFF TRAVEL	433	2,276	2,276	2,276	
DUES	491	864	864	864	
		70,965	75,362	76,972	
MAINTENANCE		FY 19	FY 20 EST	FY 21 PROJ	
CUSTODIANS	325	2,500	2500	2,500	
FRINGE BENEFITS	350	771	724	724	
ELECTRICITY	436	1,500	1500	1,500	
HEATING OIL	438	2,500	2,500	2,500	
PURCHASED SERVICES	440	460	460	460	
RENTALS	441	53,790	73,431	73,431	
INSURANCE	445	492	550	550	
SUPPLIES	450	2422	2422	2422	includes principal supp
		64,435	84,087	84,087	
STUDENT ACTIVITIES			-		
DUES	491	446	1,490	1490	

FY 21 BUDGET WORKSHEET

DISTRICT-WIDE		FY 19	FY 20 EST	FY 21 PROJ
SUPERINTENDENT	311	69,000	69,000	76,000
PRINCIPALS	313			
DIRECTORS	314	104,610	112,938	112,938
TEACHERS	315	-	-	-
SPECIALISTS	316	-	-	-
SCHOOL BOARD	320	1,680	1,680	1,680
AIDES	323	80,283	82,692	82,692
SUPPORT STAFF	324	88,461	94,569	94,569
CUSTODIANS	325			
BUS DRIVERS	327			
SUBSTITUTES	329	-	-	-
FRINGE BENEFITS	350	225,938	221,299	228,732
PERS/TRS ON-BEHALF	350	427,077	399,818	399,818
LEAVE BUYOUT	359	15,000	5,000	5,000
<i>PROFESSIONAL FEES</i>	<i>410</i>			
PROFESSIONAL FEES	410	172,220	151,841	127,841
PROF FEES (ALLOTMENT)	412			
<i>FITNESS CENTER</i>	<i>412</i>			
AUDITING	412	18,280	22,570	22,570
LEGAL FEES	414	5,000	5,000	5,000
OFFICIATING FEES	418			
STAFF TRAVEL	420	32,900	35,331	35,331
STUDENT TRAVEL	425			
<i>W/S/G</i>	<i>431</i>			
W/S/G	431			
COMMUNICATIONS	433	5,091	5,091	5,091
INTERNET	434	-	-	-
<i>ELECTRICITY</i>	<i>436</i>			
ELECTRICITY	436			
HEATING OIL	438			
PURCHASED SERVICES	440	2,000	8,000	8,000
<i>RENTALS</i>	<i>441</i>	-	-	-
RENTALS	441			
<i>ROAD MAINTENANCE</i>	<i>442</i>			
EQUIPMENT REPAIR	443	25	25	25
INSURANCE	445	12,381	22,335	22,335
SUPPLIES	450	15,569	15,764	15,569
TEXTBOOKS	471			
DUES	491	13,472	18,407	13,472
INDIRECT COST	495	(30,000)	(15,000)	(15,000)
EQUIPMENT	510	-	-	-
FOOD SERVICE	552	22,000	49,000	49,000
TRANSPORTATION	553	-	3,200	3,200
SPECIAL PROJECTS	554	170,000	-	-
<i>STAFF HOUSING</i>	<i>555</i>	<i>2,194</i>	<i>2,194</i>	<i>2,194</i>
		1,453,181	1,310,754	1,296,057
Ck fig		1,453,181	1,310,754	1,296,057

FY 21 BUDGET WORKSHEET

DISTRICT-WIDE					
INSTRUCTION		FY 19	FY 20 EST	FY 21 PROJ	
PERS/TRS ON-BEHALF	350	427,077	399,818	399,818	
LEAVE BUY-OUT	359	15,000	5,000	5,000	
SPECIAL ED SUPPORT		FY 19	FY 20 EST	FY 21 PROJ	
DIRECTOR	314	27,000	27,000	27,000	SPED director
SPECIALIST	318	-	-	-	
SUPPORT STAFF	324		7,000	7,000	cindy sped
SUBSTITUTES	329	-		-	
FRINGE BENEFITS	350	10,496	10,673	11,193	
PROFESSIONAL FEES	410	102,506	102,506	102,506	SERRC
STAFF TRAVEL	420	1,000	2,000	1,000	
SUPPLIES	450	772	967	772	
		141,774	150,146	149,471	
STUDENT SUPPORT					
FRINGE BENEFITS	350		-		On-behalf other funds
INSTRUCTIONAL SUPPORT					
		FY 19	FY 20 EST	FY 21 PROJ	
DIRECTOR	314	-	6,000	6,000	Michelle Beito
TEACHER	315			-	
AIDES	323	80,283	82,692	82,692	tech & grants
FRINGE BENEFITS	350	67,752	70,128	72,238	
PROFESSIONAL FEES	410	48,000	24,000	-	/ITEC out
STAFF TRAVEL	420	7,048	8,479	8,479	
COMMUNICATIONS	433	1,500	1,500	1,500	
RENTALS	441	-	-	-	
EQUIP REPAIR	443	25	25	25	
SUPPLIES	450	8,000	8,000	8,000	includes purchased service
DUES	491	1,000	5,935	1,000	OETC, ASDN
		213,608	206,759	179,933	
DISTRICT ADMINISTRATION					
		FY 19	FY 20 EST	FY 21 PROJ	
SUPERINTENDENT	313	69,000	69,000	76,000	
SCHOOL BOARD	329	1,680	1,680	1,680	
FRINGE BENEFITS	350	31,860	20,391	21,952	
CHIEF ADMIN SERVICES	419	-	-	-	
STAFF TRAVEL	420	20,433	20,433	20,433	was 30,000
COMMUNICATIONS	433	1,260	1,260	1,260	cell phones
SUPERINTENDENT HIRE	440			-	
SUPPLIES	450	3,165	3,165	3,165	
DUES	491	9,085	9,085	9,085	AASB, T-T ATP
		136,483	125,014	133,575	

FY 21 BUDGET WORKSHEET

DISTRICT-WIDE					
DISTRICT ADMIN SUPPORT					
		FY 19	FY 20 EST	FY 21 PROJ	
SUPPORT STAFF	324	88,461	87,569	87,569	A/P, bus mgr,
FRINGE BENEFITS	350	65,006	67,996	69,824	
PROFESSIONAL FEES	410	10,914	10,914	10,914	CIP, online policy, data tear
AUDITING	412	18,280	22,570	22,570	
LEGAL	414	5,000	5,000	5,000	
STAFF TRAVEL	420	3,000	3,000	4,000	
COMMUNICATIONS	433	1,256	1,256	1,256	
PURCHASED SERVICES	440	2,000	8,000	8,000	ads, bank charges
INSURANCE	445	12,381	22,335	22,335	
SUPPLIES	450	2,800	2,800	2,800	office, checks, prop tags
DUES & FEES	491	3,387	3,387	3,387	
INDIRECT RECOVERY	495	(30,000)	(15,000)	(15,000)	
		182,485	219,827	222,655	
MAINTENANCE					
		FY 19	FY 20 EST	FY 21 PROJ	
DIRECTOR	314	77,610	79,938	79,938	
SUPPORT STAFF	324	-	-	-	
FRINGE BENEFITS	350	50,824	52,111	53,526	
PROFESSIONAL FEES	410	10,800	14,421	14,421	SERRC,background,USI
STAFF TRAVEL	420	1,419	1,419	1,419	was 1500
COMMUNICATIONS	433	1,075	1,075	1,075	cell phone & lpad
SUPPLIES	450	832	832	832	office
EQUIPMENT	510	-	-	-	
		142,560	149,796	151,211	
FUND TRANSFERS					
		FY 19	FY 20 EST	FY 21 PROJ	
FOOD SERVICE	552	22,000	49,000	49,000	
TRANSPORTATION	553	-	3,200	3,200	
SPECIAL PROJECTS	554	170,000	-	-	
<i>STAFF HOUSING</i>	<i>555</i>	<i>2,194</i>	<i>2,194</i>	<i>2,194</i>	
		194,194	54,394	54,394	

SPECIAL REVENUE FUNDS

	A	B	C	D	E	F	G	H
1	CARL PERKINS					FOOD SERVICE		
2	FUND 261					FUND 255		
3								
4	REVENUE:					REVENUE:		
5	GRANT AWARD		15,000			SALES - STUDENTS		21,785
6						SALES-ADULTS		8,831
7	EXPENSE:					EXPENSE:		
8	STAFF TRAVEL		2,079			STATE REIMBURSEMENT		239,317
9	OTHER EXPENSES		-			USDA COMMODITIES		25,300
10	SUPPLIES		10,000			TRANS FROM GEN FUND		22,000
11	INDIRECT		921					317,233
12	PROF& TECH		-					
13	STUDENT TRAVEL		2,000					
14			15,000					
15						EXPENSE:		
16						SALARIES		97,215
17						FRINGE BENEFITS		50,390
18						PROF/TECH SERVICES		-
19						STAFF TRAVEL		-
20						PROPANE		628
21						OTHER PURCHASED SERV		-
22						SUPPLIES		169,000
23								317,233
24								
25								
26								
27	INDIAN EDUCATION					JOM FY 17		
28	FUND 350					FUND 361		
29								
30	REVENUE:					REVENUE:		
31	GRANT AWARD		61,840			GRANT AWARD		19,722
32						EXPENSE:		
33	EXPENSE:					SUPPLIES		4,646
34	PERSONNEL		40,000			PERSONNEL		11,000
35	FRINGE BENEFITS		18,748			FRINGE BENEFITS		3,259
36	INDIRECT		3,092			INDIRECT		817
37			61,840					19,722
38								
39								
40								
41								
42								
43								
44	ACES					MIGRANT BOOKS		
45	FUND 365					FUND 277		
46								
47	REVENUE:					REVENUE:		
48	GRANT AWARD		179,166			GRANT AWARD		2,250
49						EXPENSE:		
50	EXPENSE:					SUPPLIES		2,250
51	PERSONNEL		90,800					
52	FRINGE BENEFITS		28,766					
53	SUPPLIES		10,100					
54	STIPENDS		38,500					
55	TRAVEL		11,000					
56			179,166					

SPECIAL REVENUE FUNDS

	A	B	C	D	E	F	G	H
57								
58								
59								
60								
61								
62	MIGRANT EDUCATION					CONSOLIDATED ADMIN POOL		
63	FUND 278					FUND 304		
64								
65	REVENUE:					REVENUE:		
66	GRANT AWARD		89,191			GRANT AWARD		13,000
67								
68	EXPENSE:					EXPENSE:		
69	CERTIFIED SALARIES		16,200			CERTIFIED SALARIES		11,500
70	NON-CERTIFIED SALARIES		30,000			TRAVEL		701
71	FRINGE BENEFITS		17,928			INDIRECT		799
72	STUDENT TRAVEL		15,000					13,000
73	SUPPLIES		5,179					
74	INDIRECT		4,884					
75			89,191					
76								
77								
78	TITLE II A					SAIL GRANT		
79	FUND 307					FUND 297		
80								
81	REVENUE:					REVENUE:		
82	GRANT AWARD		26,737			STATE REIMBURSEMENT		70,000
83								
84	EXPENSE:					EXPENSE:		
85	PROF/TECHNICAL		21,690			CERT SALARIES		
86	STAFF TRAVEL		3,406			NON-CERT SALARIES		15,000
87	INDIRECT		1,641			FRINGE BENEFITS		14,500
88			26,737			PROF/TECH		
89						SUPPLIES		40,500
90						INDIRECT		
91								70,000
92								
93								
94								
95								
96								
97	PRESCHOOL 619					PUPIL TRANSPORTATION		
98	FUND 290					FUND 205		
99								
100	REVENUE:					BEGINNING FUND BAL:		
101	GRANT AWARD		1,925					130,000
102								
103	EXPENSE:					REVENUE:		
104	TEACHER		1,161			STATE REIMBURSEMENT		127,998
105	FRINGE BENEFITS		646			TRANSFER II		1,500
106	INDIRECT		118					129,498
107			1,925			EXPENSE:		
108						WAGES		45,724
109						FRINGE BENEFITS		48,717
110						ELECTRICITY		2,393
111						OTHER PURCHASED SER		3,410

SPECIAL REVENUE FUNDS

	A	B	C	D	E	F	G	H
112						INSURANCE		9,114
113						SUPPLIES		2,929
114						GAS AND OIL		12,584
115						RENTALS		5,400
116								130,271
117								
118	STAFF HOUSING					TITLE 1-A BASIC		
119	FUND 390					FUND 305		
120								
121	BEGINNING FUND BAL:		41,782			REVENUE:		
122						STATE REIMBURSEMENT		78,560
123								
124	REVENUE:							
124	TRANSFERS		2,194					
125	RENTAL INCOME		200					
126			2,394			EXPENSE:		
127	EXPENSE:					CERT SALARIES		36,000
128	CUSTODIAL		-			NON-CERT SALARIES		24,081
129	FRINGE BENEFITS		-			FRINGE BENEFITS		8,650
130	OTHER PURCHASED		200			PROF/TECH		-
131	INSURANCE		243			STAFF TRAVEL		3,600
132	SUPPLIES		386			SUPPLIES		1,405
133	SALES TAX		10			INDIRECT		4,824
134	UTILITIES		3,942					78,560
135			4,781					
136								
137	COMM FOR BLDG REPLAC		37,201					
138								
139								
140								
141	TITLE VI-B					TITLE IV-A		
142	FUND 315					FUND 306		
143								
144	REVENUE:					REVENUE:		
145	GRANT AWARD		122,322			GRANT AWARD		10,890
146								
147	EXPENSE:					EXPENSE:		
148	TEACHER		34,322			NON-CERT SALARIES		2,500
149	AIDES		19,410			EMPLOYEE BENEFITS		1,451
150	FRINGE BENEFITS		15,079			STUDENT TRAVEL		2,070
151	PROF/TECH		52,760			SUPPLIES		4,200
152	INDIRECT		751			INDIRECT		669
153			122,322					10,890
154								
155								
156						FRESH FRUITS & VEGGIES		
157						FUND 265		
158								
159						REVENUE:		
160						GRANT AWARD		9,655
161								
162						EXPENSE:		
163						SUPPLIES		7,930
164						LABOR		1,725
165								9,655
166								
167								

CAPITAL PROJECT FUNDS

SPECIAL PROJECTS FUND 500

BEGINNING FUND BAL: 1,634,568

REVENUE:

INTEREST INCOME 2,300

EXPENSE:

MS RENOVATION MATCH -
HS WOOD HEAT BOILER -
ELEM BATHROOM PARTITION -
ELEM LIGHTING -
ELEM & HS CARPET REPLACI -
KITCHEN REPLACEMENT -

-

UNASSIGNED FUND BAL 1,636,868

EXPENDABLE TRUST FUNDS

SCHOLARSHIP FUND FUND 760

BEGINNING FUND BAL: 56,954

REVENUE:

INTEREST INCOME	350
BOARD STIPENDS	1,680
	<u>2,030</u>

EXPENSE:

SCHOLARSHIPS AWARDE 2,250

COMM FOR SCHOLARSHII 56,734

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 30, 2020
RE: Burn Pile Discussion

Councilwoman Julie McDonald asked that this item be placed on the council's May 7 meeting agenda. Her request was prompted by a public comment heard at the April 16 council meeting asking the city to consider modifying use of, or relocating, the burn pile.

The burn pile was established more than a decade ago at its current location as a means of disposing of burnable materials from city projects. The site was picked due to its ownership by the city, convenient road access, and distance from town. Eventually, the city opened use of the site to the public. Since its inception the site has had a checkered history, due to misuse of the site for bad actors who dispose of unsuitable materials (i.e. not wood or paper) at the site. The city added the locked gate, signage, and then cameras, to discourage misuse. The additions have helped reduce abuse, but misuse of the site remains. The city's goal has been to try to keep the service as low cost as possible, and as a result we have resisted the idea of assigning an employee to manage the site, including regulating what goes into the pile, and keeping the pile maintained so that it burns at a high a temperature as possible.

Plumes of smoke from the burn pile do blow into neighborhoods from time to time. I have noticed smoke plumes settle into the East Hamilton Drive area. The plumes sometimes also linger over the Port St. Nicholas Road near the burn pile site.

Back in the 1990s a burn pile was maintained at the local landfill. That practice stopped many years ago. Even then, it was not usual for motorists traveling the Craig-Klawock Highway to have to drive through a plume of smoke from that burn site.

Commercial equipment is available that uses forced air to improve combustion temperature for outdoor fires like the one at the burn pile. Of course, such equipment brings with it operational and maintenance costs which, as noted above, the city has generally not considered.

Staff is available to the council to respond to questions about management of the site.

From: [Kathy Peavey](#)
To: [Kassi Mackie](#)
Subject: Council meeting
Date: Thursday, April 16, 2020 11:17:00 AM

From Kathy Peavey. Please close the burn pit down until the it can be relocated a safe distance from the residents of Craig. The predominant SE wind blows the burn pit smoke right to Shaan Seet trailer court and to anyone who has a window open for "fresh" air and also East Hamilton drive. During this pandemic other States are banning OUTDOOR burning due to health concerns. The burn pit is located IMO in the most unhealthy location. St. Nick residents routinely drive through plumes of smoke. I drive through it to see friends -pre covid. I see the plastic and more being tossed in to burn. Is it in our best interest to have it at all at that location? Please consider moving the burn pit away from town, close it or limit what can be put in right now. Limit to cardboard and paper not brush, boats, trees etc. whatever makes massive smoke plumes.

Kathy Peavey

Sent from my iPhone=

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 29, 2020
RE: Late Request for Senior Property Tax Exemption

Attached is an application from Ms. Cheryl Fecko for a senior property tax exemption. The application is presented to the city council for consideration of approval because it was filed after the January 15 filing deadline.

The council has considered late applications from time to time in past years. In deciding a previous, unrelated request for consideration of a late application, the council noted that it would consider late applications up to a point; my recollection is that that point was defined by the setting of the property tax roll by the assessor (required by June 1 each year). This deadline is strictly a policy call by the council, as neither statute nor local code set a hard deadline for considering late applications. Still, the later an application is submitted, the more difficulty this presents for staff given subsequent reporting of property tax values to the State of Alaska.

Section 29.45.030.f of Alaska Statutes provides that the governing body of a municipality may “for good cause shown may waive the claimant’s failure to make timely application for exemption and authorize the assessor to accept the application as if timely filed”. Ms. Fecko includes with her application a brief letter explaining why she did not file the application.

Recommendation

Approve Ms. Fecko’s request for a 2020 senior property tax exemption.

PO Box 268
Craig, AK 99921

RECEIVED
APR 28 2020

April 27, 2020

To whom it may concern:

I am submitting a new filing application for the Senior Citizen Property Tax Exemption for the year 2020, and also asking for consideration of an extension to the January 15 filing deadline. We were out of the country and state from January until the beginning of March, and then were caught up in the Covid-19 pandemic and the uncertainty that we all found ourselves in from that point onward. I really wasn't thinking about my property taxes and my eligibility for this exemption until I started reviewing my property tax assessment notices this week with the appeal form due at the end of April.

I appreciate your consideration given the circumstances and hope you find me eligible for the Senior Citizen Property Exemption for this year.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Fecko". The signature is written in black ink and is positioned above the printed name.

Cheryl Fecko

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 30, 2020
RE: Pending Litigation re: SE Alaska Commercial Salmon Fisheries

Attached is a copy of a news story regarding litigation filed against the National Marine Fisheries Service intended to close commercial salmon fishing in Southeast Alaska. The article, published in January, states that the organization Wild Fish Conservancy filed notice that it intended to sue NOAA if the agency does not move to prevent the commercial harvest of salmon in Southeast Alaska. The complaint was subsequently filed by WFC in Western Washington Federal District Court on March 18. The WFC then filed a motion for preliminary injunction on April 16, asking the court to direct NOAA to take measures to halt the Southeast Alaska commercial salmon fishing season.

The WFC claims that closure of king salmon fishing is necessary to prevent harm to Puget Sound resident killer whales, which it is claimed rely heavily on predation of king salmon.

I spoke earlier this week with Alaska Trollers Association Executive Director Ms. Amy Daugherty about the litigation. On April 23 the ATA filed a motion with the court to participate as an intervenor in the case. The intervenor status allows the ATA to file motions, affidavits, and broadly participate in the litigation supporting NOAA. It is assumed that NOAA will oppose the WFC filings. I do not know on what grounds NOAA will base its opposition.

The State of Alaska is aware of the litigation and is apparently weighing its options as to how best to respond to the plaintiff's underlying complaint and motion for a preliminary injunction.

I have also attached a press release from ATA regarding this issue.

Obviously an adverse decision from the federal court would have far reaching consequences for Craig and Southeast Alaska. In past years when ATA participated in litigation to defend the commercial troll fishery the city contributed to the association's litigation costs. The council should consider doing so again in this case, given the importance of the fishery to the community.

Suit targets Alaska salmon management to protect southern killer whales

Posted by Robert Woolsey, KCAW | Jan 10, 2020

A conservation organization based in Washington State is threatening to sue the federal government over the management of Alaska's chinook salmon fisheries.

The Wild Fish Conservancy claims that management strategies in Alaska approved by the government pose a threat to the survival of several salmon runs in Washington, and the killer whales that depend on them.

The Wild Fish Conservancy [filed notice on January 9](#), stating its intentions to sue the National Marine Fisheries Service for violating the Endangered Species Act, and jeopardizing the existence of Southern Resident Killer Whales.

[The Conservancy argues that an important food supply of the whales](#) — endangered stocks of chinook salmon originating in Puget Sound, the lower Columbia River, the Willamette River, and Snake River — is being depleted by the commercial troll and sport harvest in Southeast Alaska.

Kurt Beardslee is the director of the Wild Fish Conservancy. Chinook — or king salmon — are managed under treaty between the United States and Canada, overseen by the Pacific Salmon Commission.

“The Pacific Salmon Commission has been collecting wonderful data for many years,” said Beardslee, “and we’ve been watching it over time, and consistently, roughly 97-percent of the chinook caught in Southeast Alaska in the troll fishery are not from Alaska. They’re from British Columbia, Washington, and Oregon.”

It's widely understood that many chinook salmon harvested in the Gulf of Alaska originated elsewhere — but the 97-percent figure Beardslee cites will be disputed by Alaska, if it were to become party to the suit. In a prepared statement, state fisheries scientist Dani Evenson writes, “The purpose of the Pacific Salmon Treaty is 2-fold: to share the available harvest and to share the burden of conservation when stocks are depressed.”

While Alaska is not a party to the suit, the Alaska Department of Fish & Game is the lead research agency for chinook salmon in the Gulf. Here's the department's reaction to news about the potential litigation.

“The Southeast Alaska salmon fishery falls under the purview of the Pacific Salmon Treaty. The purpose of the Pacific Salmon Treaty is 2-fold: to share the available harvest and to share the burden of conservation when stocks are depressed. Management of the southeast Alaska Chinook salmon is delegated to the State of Alaska. The state's management conforms to treaty stipulations. The Treaty contains harvest control rules to constrain Chinook fisheries along the western seaboard. Southeast Alaska fisheries took a 15%

harvest reduction under the 2009 version of the Treaty and an additional 7.5% reduction under the 2019 version. These cuts to our fisheries were to provide fish to the spawning grounds for stocks listed under the Endangered Species Act in the Pacific Northwest, though we only catch them in small numbers. ESA-listed Chinook stocks are considered a rare occurrence in Alaska's waters.”

Dani Evenson, ADF&G Fisheries scientist

Alaska salmon trollers in 2009 took a 15 percent reduction in the chinook harvest under the treaty. [Ten years later, they took another 7.5 percent hit](#) — in part to protect the endangered salmon stocks that the Wild Fish Conservancy is concerned about.

But Evenson says those runs are small, and Alaska trollers are not the reason they're depressed.

“We only catch them in small numbers,” said Evenson. “ESA-listed chinook stocks are considered a rare occurrence in Alaska's waters.”

Evenson says that the Alaska Department of Fish & Game has a robust monitoring program for chinook — including the use of DNA sampling to determine origin — but she was unable to provide the latest composition of Alaska's chinook harvest. However, [a report published by the department online in 2016](#) suggests that the proportion of out-of-state chinook is nowhere near 97-percent of the total Alaskan harvest, and actually falls anywhere between 30- and 80-percent depending on the year.

Nevertheless, king salmon in the Gulf of Alaska remain in crisis, and the [strict conservation measures the state rolled out in 2017](#), likely will be tightened in 2020.

Kurt Beardslee and the Wild Fish Conservancy are not alone in their belief that further measures are needed. What those measures entail, however, could be up to the federal courts.

“If in fact we really want to recover salmon on a coastal scale,” Beardslee said, “we're going to have to make some changes. And I don't believe these changes are necessarily going to be bad for fishermen. I actually think if we fish on or near our rivers of origin, and we fish with selected gear, it will help rebuild our stocks on a coastal scale.”

[The Wild Fish Conservancy](#) is based in Duvall, Washington. It has about 3,000 members. The Conservancy's letter of intention to sue the National Marine Fisheries Service also names US Secretary of Commerce Wilbur Ross.

If the Conservancy decides to pursue the case, it will have to file the full lawsuit within 60 days. KCAW reached out to NOAA Fisheries for comment on the issue. Spokesperson Michael Milstein responded that the agency had just received the letter, and was still assessing it.

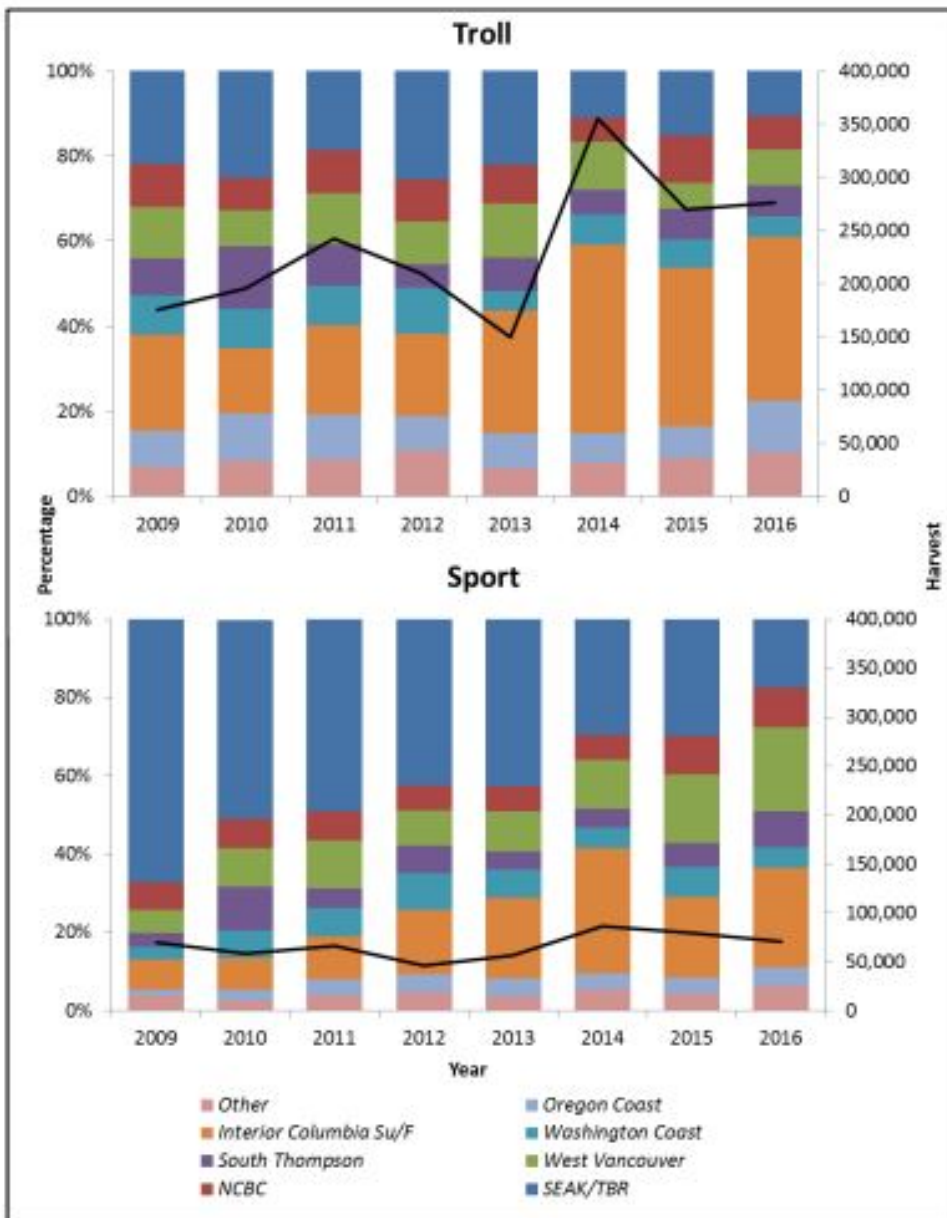


Figure 12.—Mean contributions (stacked bars, scale on the left) and annual harvest (line, scale on the right) of driver stock reporting groups of Chinook salmon to the annual regionwide troll (upper) and sport (lower) fishery harvest in Southeast Alaska, AY 2009–2016.

Note: Reporting groups are described in Table 1. Driver stocks are aggregate stocks that consistently make up a large proportion (>5%) of all Chinook salmon harvested annually in Southeast Alaska fisheries, and thus are important stocks that help drive catch allocations under the Pacific Salmon Treaty.

A graph from the Alaska Department of Fish & Game’s Fishery Data Series No. 18-01 “Mixed Stock Analysis of Chinook Salmon Harvested in Southeast Alaska Commercial Troll and Sport Fisheries, 2016.” The blue bar represents the amount of the chinook salmon harvest which originates in Southeast Alaska (SEAK) and transboundary rivers (TBR).

Alaska Trollers Association Press Release: Injunction on SE Chinook Trolling Filed by Wild Fish Conservancy (April 17, 2020)

[April 18, 2020](#)

An injunction to halt all King salmon trolling effective July 1, 2020 was filed yesterday in federal court by Wild Fish Conservancy (WFC). This action was added on top of the WFC lawsuit brought against NMFS which names troll interception as the cause of nutritional deficiencies of Southern Resident Killer Whales (SRKW). It is both disheartening and surprising that this Washington group has overlooked the dams, habitat degradation, and toxic pollution in their own backyard and instead focus their attacks on a sustainable hook and line salmon fishery over a thousand miles away.

Instead of focusing on their problems at home in Washington State, the WFC wants to shut down the lowest impact fishery on the water and arguably the most economically important fishery for small coastal communities. Here in Southeast Alaska we have pristine, abundant waters that nourish the salmon we catch and we pride ourselves in the careful fisheries management that has allowed the troll fishery to sustainably exist for almost a century and a half. Our hook and line fishery catches one fish at a time during tightly regulated openings. Since in recent years we have harvested but a small fraction of our historical Chinook catch, the timing and motivation of the WFC lawsuit is very suspect.

In every round of Pacific Salmon Treaty negotiations we have taken significant cuts: 35% in 1999, 15% in 2009, and at least another 7.5% a year ago. New provisions renegotiated in the last Pacific Salmon Treaty between the United States and Canada cut back catches of Chinook salmon throughout their migration routes specifically expecting to increase prey available to the SRKW. The new agreement also invests millions of dollars in additional chinook hatchery production and habitat restoration to support salmon and SRKW recovery. These brutal Treaty negotiations are all about conservation although here in Alaska we have not dammed our salmon producing rivers, allowed toxic fish farming or seen the population growth that Puget Sound has and that has resulted in decimated SRKW habitat.

Eliminating the tiny Chinook harvest in Southeast Alaska will not reduce the toxicity level in Puget Sound and greater Seattle area; the undeniable source of “peanuthead” offspring. Alaska Trollers Association (ATA) believes the threat on the SRKW population is from Washington State dams, pollution produced by Washington’s disease ridden fish farms and from the industrial waste of America’s fastest growing metropolis. The Rainforestsite, another Puget Sound environmental group, stated “Our Southern Resident Orca whales have some of the highest overall toxic loads and, in particular, highest PCB levels of any marine mammals anywhere in the world.” Connections between PCBs and birth defects are well documented.

The SRKW decline traces back to 1962 to 1976 when the State of Washington allowed the capture of 270 sexually mature SRKW for marine parks such as Sea World. This harvest of SRKW led to the creation of the Marine Mammal Protection Act (MMPA) and the National Marine Fisheries Service's statement that "the capture of killer whales for public display during the 1970s likely depressed their population size and altered the population characteristics sufficiently to severely affect their reproduction and persistence." Alaska's trollers should not be held accountable for the multitude of bad decisions and continued environmental degradation threatening this population.

Trolling has sustained our coastal community economies for nearly a century and a half – our harvest data goes back to 1911 – and we are regulated conservatively. The "no jeopardy" biological opinion under the ESA for SEAK Chinook fisheries was vetted appropriately and with knowledge of the resource and our impacts on it. We commend both agencies, NMFS and ADFG, for their defensive stance on this. ATA supports science based, effective and equitable conservation.

For more information, or to donate to the ATA legal fund, go to the website www.aktrollers.org

Contact: Amy Daugherty
Executive Director, ATA
(907) 957-8004

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: Brian Templin, City Planner
Date: April 30, 2020
RE: USACE Harbor Project – PED Phase Funding

City staff has continued to work with the USACE to complete the design of the breakwaters, harbor basin, and other navigational improvements for the new Craig harbor at the cannery site.

At the beginning of the Preconstruction Engineering and Design (PED) phase of the project the city forward funded \$65,432.89 to the USACE for the PED phase. These funds were remaining funds from a previous grant used for the initial Feasibility Study. The PED agreement between the city and the USACE in 2019 included an overall budget of \$925,000. There was hope, but no guarantee of doing the PED phase of the project for less. This project budget included \$832,500 in federal funds and \$92,500 in local sponsor funds.

The USACE funds can only be used when matched by non-federal funds. The original \$65,432.89 in non-federal funds allowed the USACE to spend up to \$654,328.90 in federal funds. This covered the first \$719,761.79 in project costs. Due to the cost of required geotechnical work the USACE has requested that the city provide the remainder of the non-federal share to allow them to use the remaining federal funds to complete the PED phase.

The USACE has requested that the city provide the remaining non-federal share of the PED phase, this is \$27,067.11. This will allow the USACE to use the remaining \$270,671.10 in federal funds to finish the design.

Recommendation: Move to direct staff to issue a check to the USACE in the amount of \$27,067.11 for the remaining non-federal share of the PED funding.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 30, 2020
RE: Bear Proof Dumpster Purchase Request

Attached is a memorandum from Craig Public Works Director Russell Dill. The memo recommends that the council appropriate \$5,000 to acquire two additional bear proof dumpster for placement at the Shaan-Seet Inc. Trailer Court.

I support Russell's recommendation. The decades-long bear problem at the trailer court merits a new approach. Russell is correct in stating that the existing bear dumpster at the 700 block of the trailer court definitively demonstrates its effectiveness in preventing the animals from scattering solid waste. Approval of purchase of the two dumpsters now, along with the acquisition of two more in the next fiscal year, will go far in addressing the long-standing "garbage bear" problem. The goal should be to serve the trailer court entirely with the new-style dumpster.

The city's rate setting ordinance requires that trailer courts be served by dumpsters rather than individual cans. So long as this practice remains, the city should engage dumpsters that prevent solid waste scattering by bears.

On a related note, as an experiment, the city agreed to a request from SSI to a three month effort, which ran from January through March, to collect specific sections of the trailer court using household cans. Staff has yet to consult with SSI staff on the effectiveness that this approach might have on preventing bears from scattering solid waste.

Recommendation

Appropriate \$5,000 from reserves to acquire two bear proof dumpsters for placement in the SSI Trailer Court.

Memo

To: City Council

From: Russell Dill

CC: File

Date: May 1, 2020

Re: Bear proof dumpsters

City Council,

Based upon last year's bear season observations, I am 100% convinced that the 4cuyrd steel bear proof dumpsters are the best deterrent for bear activity caused littering in a communal dumpster scenario. The dumpsters are built to have a life expectancy of at least 10 years. I respectfully request to purchase 2 dumpsters at \$2500.00 a piece now in preparation for the new bear season.

Shaan Seet currently has 28 dumpsters. If the City chose the 4cuyrd dumpsters as a path to resolution, Shaan Seet trailer park would need a total of ten dumpsters. Along with the purchase of the two dumpsters, I would ask the City council to consider an increase per week pickup requirement from the beginning of May to the end of October.

Respectfully,

RWD