



City and Borough of Wrangell
Borough Assembly Meeting
AGENDA

Tuesday, April 25, 2023
6:00 PM

Location: Borough Assembly Chambers

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Powell
- b. Presentations or Ceremonial Matters

i. **Presentation from Ryan Naylor on Tourism (approximately 10 minutes)**

2. ROLL CALL

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

Matters listed under the consent agenda are routine and will be enacted by one motion and one vote. there will be no separate discussion of these items. If the borough mayor, assembly member, manager, or clerk requests discussion on any item, that item will be removed from the consent agenda and will be considered under unfinished business (no motion is necessary to move an item from the consent agenda).

MOTION ONLY: *Move to Approve the Consent Agenda, as submitted.*

- a. Minutes from the April 11, 2023 Regular Assembly Meeting
- b. **RESOLUTION No. 04-23-1773 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET TO REFLECT A \$14,040 INCREASE IN LIBRARY FEDERAL GRANT REVENUE AND AUTHORIZING ITS EXPENDITURE FOR LIBRARY DEPARTMENT TEMPORARY WAGES**
- c. Approve Saturday, May 13, 2023 and Saturday, October 7, 2023 as the 2023 Tax Free Days, as allowed under WMC 5.08.060
- d. CORRESPONDENCE: Minutes of the February 20, 2023 Regular School Board meeting

7. BOROUGH MANAGER'S REPORT

- a. Managers Report
- b. Infrastructure Report / Update

8. BOROUGH CLERK'S REPORT

- a. Borough Clerk's Report

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

- a. Finance Committee Vacancy Appointment

11. PUBLIC HEARING

- a.** **ORDINANCE No. 1039** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.24, SINGLE FAMILY RESIDENTIAL – MEDIUM DENSITY DISTRICT (SFMD) AND CHAPTER 20.42, RURAL COMMERCIAL DISTRICT (RC) TO TITLE 20, ZONING AND AMENDING SEVERAL SECTIONS IN TITLE 20, ZONING, IN THE WRANGELL MUNICIPAL CODE
- b.** **ORDINANCE No. 1040** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE LOTS 1-5, BLOCK 1; LOTS 1-5, BLOCK 2; LOTS 1-3, BLOCK 3; AND TRACT A, SHOEMAKER BAY SUBDIVISION AMENDED PLAT 87-9; AND A PORTION OF LOT 26, USS 3403 FROM HOLDING TO SINGLE FAMILY MEDIUM DENSITY, RURAL COMMERCIAL, AND MULTIFAMILY AS PART OF THE PROPOSED ALDER TOP VILLAGE SUBDIVISION

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a.** Approval of FY 2024 Wrangell Public Schools Budget and Local Funding Contribution in the Amount of \$1,536,484
- b.** Approval to cancel the May 9, 2023 Regular Borough Assembly meeting
- c.** **ORDINANCE No. 1041** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE PARTICIPATION IN THE ALASKA MUNICIPAL LEAGE INVESTMENT POOL, INC. FOR USE BY CITIES AND BOROUGHS
- d.** **ORDINANCE No. 1042** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 3.55 TITLED “ECONOMIC DEVELOPMENT BOARD” TO THE WRANGELL MUNICIPAL CODE
- e.** **RESOLUTION No. 04-23-1774** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO ALL TEMPORARY NON-UNION JOB DESCRIPTIONS AND ALSO AMENDING THE NON-UNION WAGE AND GRADE TABLE TO REFLECT THOSE AMENDMENTS
- f.** **RESOLUTION NO. 04-23-1775** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET BY APPROPRIATING THE FIRST AND SECOND TRANCHE OF SLFRF FUNDS (\$485,984) AND ADDITIONAL UNALLOCATED ARPA FUNDS (\$1,625) TO THE WATER TREATMENT PLANT PROJECT FOR EXPENDITURE

14. ATTORNEY’S FILE – Available for Assembly review in the Borough Clerk’s office

15. EXECUTIVE SESSION

16. ADJOURNMENT

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 25, 2023
	<u>Agenda Section</u>	NA

Presentation from Ryan Naylor on Tourism (approximately 10 minutes)

The description of the Presentation is:

Ryan Naylor is a Ph.D. student from Penn State University and has been conducting research in Petersburg, Wrangell, and Ketchikan from May 2022 to January 2023. Mr. Naylor lived in Wrangell from July to September 2022 exploring how residents in the community perceive the impacts of tourism. More specifically, Mr. Naylor is exploring 1) how tourism impacts the local culture of the community, 2) how tourism integrates into existing livelihoods, and 3) how the community can manipulate tourism to ensure appropriate forms of community development. He is repeating this process in Ketchikan and Petersburg to understand how differences in cruise tourism volume influence each community and identify community- and region-specific patterns. Mr. Naylor is trying to ensure his research can inform local decision-making and has now returned for a community engagement trip to explore preliminary ideas and explore ways to give back to the community.

From,
Ryan Naylor

**Minutes of Regular Assembly Meeting
Held on April 11, 2023**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 6:00 p.m., April 11, 2023, in the Borough Assembly Chambers at 6:00 p.m. Leighetta DeBord led the pledge of allegiance, and the roll was called.

PRESENT - ROBBINS, POWELL, DALRYMPLE, GILBERT, HOWE, DEBORD, MORRISON

ABSENT -

Borough Mayor Good and Borough Clerk Lane were also present.

PERSONS TO BE HEARD

Kate Thomas, Economic Development Director thanked the Assembly for funding the Marketing and Economic Development Coordinator position; hired Matt Henson to fill that position.

AMENDMENTS TO THE AGENDA

CONFLICT OF INTEREST

CONSENT AGENDA

6a Minutes from the March 28, 2023, Regular Assembly Meeting

6b **RESOLUTION No. 04-23-1771** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE APPROVAL OF THE TOURISM BEST MANAGEMENT PRACTICES

M/S: Morrison/Powell to approve the Consent Agenda, as submitted. Motion approved unanimously by polled vote.

BOROUGH MANAGER'S REPORT

Borough Manager Good's report was given.

Economic Development Director Rushmore provided her report.

BOROUGH CLERK'S REPORT

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS – None.

MAYOR AND ASSEMBLY APPOINTMENTS

Finance Committee Vacancy Appointment - There were no letters of interest received for the vacancy on the Finance Committee.

PUBLIC HEARING - None.

UNFINISHED BUSINESS - None.

NEW BUSINESS

13a ORDINANCE No. 1039 AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.24, SINGLE FAMILY RESIDENTIAL – MEDIUM DENSITY DISTRICT (SFMD) AND CHAPTER 20.42, RURAL COMMERCIAL DISTRICT (RC) TO TITLE 20, ZONING AND AMENDING SEVERAL SECTIONS IN TITLE 20, ZONING, IN THE WRANGELL MUNICIPAL CODE

M/S: Morrison/Robbins to approve First Reading of Ordinance No. 1039 and move to a Second Reading with a Public Hearing to be held on April 25, 2023. Motion approved unanimously by polled vote.

13b ORDINANCE No. 1040 AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE LOTS 1-5, BLOCK 1; LOTS 1-5, BLOCK 2; LOTS 1-3, BLOCK 3; AND TRACT A, SHOEMAKER BAY SUBDIVISION AMENDED PLAT 87-9; AND A PORTION OF LOT 26, USS 3403 FROM HOLDING TO SINGLE FAMILY MEDIUM DENSITY, RURAL COMMERCIAL, AND MULTIFAMILY AS PART OF THE PROPOSED ALDER TOP VILLAGE SUBDIVISION

M/S: Howe/Morrison to approve First Reading of Ordinance No. 1040 and move to a Second Reading with a Public Hearing to be held on April 25, 2023. Motion approved unanimously by polled vote.

13c RESOLUTION No. 04-23-1770 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$261,000 FROM SECURE RURAL SCHOOLS FUND RESERVES TO THE PARKS & RECREATION CIP FUND FOR THE SWIMMING POOL SIDING REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURES

M/S: Powell/Morrison to approve Resolution No. 04-23-1770.

Powell stated that he would prefer the money to come out of the General Fund and not from the SRS fund.

M/S Howe/Powell to strike the words SRS Fund reserves and replace with General Fund reserves. Amendment approved unanimously by polled vote.

Motion as amended was approved unanimously by polled vote.

3d RESOLUTION No. 04-23-1772 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET IN THE GENERAL FUND TRANSFERRING \$25,000 FROM THE GENERAL FUND RESERVES TO THE PARKS CAPITAL EXPENDITURES ACCOUNT FOR THE PROCUREMENT OF PARKS MAINTENANCE EQUIPMENT AND AUTHORIZING ITS EXPENDITURE

M/S: Powell/Howe to approve Resolution No. 04-23-1772. Motion approved unanimously by polled vote.

ATTORNEY’S FILE – Available for Assembly review in the Borough Clerk’s office

EXECUTIVE SESSION - None.

Regular Assembly meeting adjourned at 6:39 p.m.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	4/25/2023
	<u>Agenda Section</u>	6

RESOLUTION No. 04-23-1773 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET TO REFLECT A \$14,040 INCREASE IN LIBRARY FEDERAL GRANT REVENUE AND AUTHORIZING ITS EXPENDITURE FOR LIBRARY DEPARTMENT TEMPORARY WAGES

SUBMITTED BY:

Mason Villarma, Finance Director
Margaret Villarma, Library Director

FISCAL NOTE:

Expenditure Required: \$14,000		
FY 21: \$	FY 22:	FY23: \$5,040
Amount Budgeted:		
	n/a	
Account Number(s):		
	11000-034-4599 11000-034-6002	
Account Name(s):		
	Payroll expense accounts and recruiting expense account	
Unencumbered Balance(s) (prior to expenditure):		

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Resolution No. 04-23-1773

This item is being considered under the Consent Agenda. Matters listed under the consent agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion on these items. **If the Mayor, and Assembly Member, the Manager or Clerk requests discussion and/or consideration on an item under the Consent Agenda, that item will be removed from the Consent Agenda and will be considered under Unfinished Business.**

RECOMMENDATION MOTION: Move to approve Resolution No. 04-23-1773.

SUMMARY STATEMENT:

This is the budget amendment that corresponds to **RES 04-22-1773**, which amends the budget to reflect an increase in revenue from the IMLS grant (passed through by WCA) in the amount of \$14,040. The FY 2023 budget currently reflects only \$9,000 in temporary wages to be spent, however with the increase in grant revenue for purposes of expanding library operating hours via temporary wages, the Borough is requesting to appropriate an additional \$5,040 (\$14,040 in total) to the temporary wages account in the library department. In effect the entirety of the IMLS grant will be spent on temporary wages without any cost to the Borough. Largely, the amendment increases grant revenue in the amount of \$14,040 to account 11000 034 4599 (Federal Grant Revenue) and increases library temporary wages expenditures by \$5,040 in account 11000 034 6002 (Temporary Wages).

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 04-23-1773

RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET TO REFLECT A \$14,040 INCREASE IN LIBRARY FEDERAL GRANT REVENUE AND AUTHORIZING ITS EXPENDITURE FOR LIBRARY DEPARTMENT TEMPORARY WAGES

WHEREAS, the Wrangell Cooperative Association received the IMLS grant for \$14,040 in FY 2023; and

WHEREAS, Wrangell Cooperative Association has obligated those funds via pass-through to the Borough’s Library Department for the expenditure on temporary wages to expand operating hours; and

WHEREAS, it is appropriate to amend the FY 2023 budget to reflect the increase in revenue and authorize it expenditure for Library Department temporary wages.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THAT:

Section 1: The FY 2023 Budget in the General Fund is amended to authorize an increase in revenue in the Library Department federal grant revenue account (11000 034 4599), in the amount of \$14,040.

Section 2: The FY 2023 Budget in the General Fund is amended to reflect a total appropriation of \$14,040 in the Library Department temporary wages account (11000 034 6002) for FY 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 25th DAY OF APRIL.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 25, 2022
	<u>Agenda Section</u>	6

Approve Saturday, May 13, 2023 and Saturday, October 7, 2023 as the 2023 Tax Free Days, as allowed under WMC 5.08.060

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
Amount Budgeted:		
	FY20 \$XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Request Letter from the Wrangell Chamber of Commerce.

This item is being considered under the Consent Agenda. Matters listed under the consent agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion on these items. **If the Mayor, and Assembly Member, the Manager or Clerk requests discussion and/or consideration on an item under the Consent Agenda, that item will be removed from the Consent Agenda and will be considered under Unfinished Business.**

RECOMMENDATION MOTION (Consent Agenda Item):
Move to approve Saturday, May 13, 2023 and Saturday, October 7, 2023 as the 2023 Tax Free days, as requested by the Wrangell Chamber of Commerce.

SUMMARY STATEMENT:

Each year, the Wrangell Chamber of Commerce submits a request to the Borough Assembly to allow for two tax-free days for the calendar year. The two days requested are typically May and October.

As per WMC 5.08.060 Tax-free days, the two tax-free days are allowed. The code section states:

A. Declaration of Tax-Free Days. There may be two “Tax-Free Days” declared for each calendar year.

B. Tax-free days are subject to the following:

1. Subject to the other provisions of this section and at the option of the seller, retail sales of goods and services for goods or services purchased and received by the buyer for the two designated tax-free days as requested by the Wrangell Chamber of Commerce and approved by the borough assembly each year are exempt from the borough’s retail sales tax imposed by this chapter.

2. The exemption set forth in subsection (B)(1) of this section does not apply to rentals for any period greater than one day. Sales tax on rents for any period greater than one day shall not be prorated or adjusted in any manner to include a sales tax exemption for the two designated tax-free days of each year.

3. The exemption provided for in subsection (B)(1) of this section shall not apply to taxable sales made by the borough.

4. All sales made under the exemption provided for in subsection (B)(1) of this section shall be reported to the borough as exempt sales using “TFD” as the exemption code for the sale.

The Assembly’s approval is essentially a rubber stamp since it’s allowed in the WMC but needs the Assembly’s approval to take place.



Wrangell Chamber of Commerce
P. O. Box 49
Wrangell, AK 99929
(907) 874-3901
info@wrangellchamber.com

March 29, 2023

City & Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Dear Assembly Members,

Re: 2023 Tax Free Days

The Wrangell Chamber of Commerce would respectfully request that the Tax-free days for 2023 be set for Saturday, May 13th and Saturday, October 7th.

Thank you for your consideration, and please feel free to contact the Wrangell Chamber office with any questions.

A handwritten signature in black ink, appearing to read 'Bill Burr', is written in a cursive style.

Bill Burr
President of the Wrangell Chamber of Commerce.

cc: Brittani J Robbins, Executive Director
Chamber Board of Directors

PROCEEDINGS

**MINUTES
WRANGELL SCHOOL BOARD
REGULAR MEETING**

**February 20, 2023, 6:30 PM
Via Zoom**

<p>School Board President David Wilson called the regular meeting of the Wrangell Public School Board to order at 6:30 PM.</p>	<p>CALL TO ORDER</p>
<p>A quorum was determined with the following school board members present Angela Allen, Brittani Robbins, Elizabeth Roundtree, and David Wilson. Esther Ashton was absent, excused. Also, present was Superintendent Bill Burr, Recording Secretary Kimberly Powell, Student Representative Kiara Harrison, and Alternate Student Representative Rylee Chelette.</p>	<p>DETERMINE QUORUM</p>
<p>The Pledge of Allegiance was recited, led by Angela Allen.</p>	<p>PLEDGE OF ALLEGIANCE</p>
<p>The District Mission, Vision and Values were recited by Kiara Harrison.</p>	<p>DISTRICT MISSION, VISION, AND VALUES</p>
<p>Motion to approve the agenda as presented, which includes the items on the consent agenda to pull the second reading of Board Policy 0200 from the agenda and send it back to the policy committee by David Wilson seconded by Angela Allen. Poll vote: Brittani Robbins: Yes; Elizabeth Roundtree: Yes, Angela Allen: Yes; David Wilson: Yes. Motion passed.</p> <ul style="list-style-type: none"> • Approved the minutes of the January 16, 2023, Regular School Board meeting. • Offered Alyssa Howell a teaching contract for the 2023-2024 school year with the appropriate placement on the salary schedule. • Approve the hire of Angela McGovern as a paraprofessional with the appropriate placement on the salary schedule and the completion of a successful criminal background check. • Approved the hire of Stina Rhoades as a paraprofessional with the appropriate placement on the salary schedule. • Reviewed the resignation of <ul style="list-style-type: none"> ○ Bob Burkhart, Secondary Principal ○ Donna Massin, High School Math Teacher ○ Amanda Parker, Paraprofessional ○ Kim Pogue, Paraprofessional. 	<p>APPROVAL OF AGENDA</p>
<p>There were no conflicts of interest declared.</p>	<p>CONFLICT OF INTEREST</p>
<p>The School Board was recognized for their volunteer service and dedication as part of School Board Recognition Month.</p>	<p>CEREMONIAL MATTERS</p>
<p>Student Representative Kiara Harrison referred to her report in the Board Packet and shared some highlights.</p>	<p>STUDENT REPRESENTATIVE REPORT</p>
<p>There were no guests to be heard.</p>	<p>GUESTS TO BE HEARD</p>
<p>There was no correspondence.</p>	<p>REVIEWED CORRESPONDENCE</p>
<p>Information & Reports were accepted by unanimous consent. Mason Villarma, Activities Director, gave a brief oral report on the activities program. He invited the Board Members to the Homecoming Events this weekend beginning at 3:00 PM on Friday. He also said that he would like to see Track and Field added as a spring sport option. Track & Field begins on March 2. Mr. Villarma said that he is collecting input on the activities' handbook in preparation for a revision to take effect next school year.</p>	<p>ACCEPTED INFORMATION & REPORTS</p>
<p>Motion to approve the application and accept the award of the Alaska State Elks Association Grant in the amount of \$7,500.00 to support our secondary special education program as presented by Angela Allen, seconded by Brittani Robbins. Poll vote: Elizabeth Roundtree: Yes, Angela Allen: Yes; Brittani Robbins: Yes; David Wilson: Yes. Motion passed.</p>	<p>APPROVED THE APPLICATION AND ACCEPTED THE AWARD OF THE ASEA CHARITABLE GRANT</p>
<p>Motion to approve the approve the Exempt Classified Salary Schedule as revised by Brittani Robbins; seconded by Angela Allen. Poll vote: Angela Allen: Yes; Brittani Robbins: Yes; Elizabeth Roundtree: Yes, David Wilson: Yes. Motion passed.</p>	<p>APPROVED THE EXEMPT CLASSIFIED SALARY SCHEDULE AS REVISED</p>

Motion to approve the fiscal year 2023 budget as revised by Angela Allen, seconded by Brittani Robbins. Poll vote: Brittani Robbins: Yes; Elizabeth Roundtree: Yes, Angela Allen: Yes; David Wilson: Yes. Motion passed.

APPROVED THE FY'2023 BUDGET AS REVISED

The School Board members discussed the fiscal year 2024 Budget Draft II. Business Manager Tammy Stromberg presented the draft and said the biggest change from Draft I is the change to the business delivery services since we have moved this to a contractor relationship, rather than an employee of the district. Ms. Stromberg also said that next year we will fall off the state's hold harmless clause which will impact our revenue. The state has not seen an increase to the Base Student Allocation since 2016. Flat funding results in a decrease to our budget because the revenue is not meeting the cost-of-living increases. Our minimum local contribution has also decreased because our student numbers are down.

DISCUSSED THE FY'2024 BUDGET DRAFT II

Motion to accept the second reading of Board Policy 0000, 0100, Repealing 0300, and the first reading of 2123 and 3540 for inclusion in the policy manual by Brittani Robbins, seconded by Angela Allen. Poll vote: Elizabeth Roundtree: Yes, Angela Allen: Yes; Brittani Robbins: Yes; David Wilson: Yes. Motion passed.

ACCEPTED THE SECOND READING OF BOARD POLICY

- Board Policy 0000, Board Mission, Belief, and Purpose
- Board Policy 0100, School District Legal Status
- Board Policy 0300, Strategic Plan (repeal of this policy)
- Board Policy 2123, Superintendent Evaluation
- Board Policy 2123.1, Superintendent Formative Evaluation
- Board Policy 3540, Transportation

Reviewed:

REVIEWED BOARD POLICY

- Board Policy 0410, Nondiscrimination
- Board Policy 0500, Review and Evaluation
- Board Policy 0510, School District Report Card
- Board Policy 3550, Food Service

Motion to accept the first reading of Board 0520, 3350, 3553, 3554, 3580, and 5141.4 as presented by Angela Allen, seconded by Brittani Robbins. Poll vote: Angela Allen: Yes; Brittani Robbins: Yes; Elizabeth Roundtree: Yes, David Wilson: Yes. Motion passed.

ACCEPTED THE FIRST READING OF BOARD POLICY

- Board Policy 0520, School Accountability/School Improvement
- Board Policy 3350, Authorized Signatories
- Board Policy 3553, Free and Reduced Priced Meals
- Board Policy 3554, Other Food Sales
- Board Policy 3580, District Records
- Board Policy 5141.4, Child Abuse Reporting

Motion to enter into a contract with K12 Business Services, LLC to provide Business Services to Wrangell Public Schools in the amount of \$7,500.00 per month plus \$120 per hour for any work completed outside of Appendix A as presented, effective February 9, 2023 – June 30, 2024, by Angela Allen, seconded by Brittani Robbins. Board President Wilson lost connectivity at 7:52 PM but was able to reconnect at 7:53 PM. Poll vote: Elizabeth Roundtree: Yes; Angela Allen: Yes; Brittani Robbins: Yes; David Wilson: Yes. Motion approved.

ENTERED INTO A CONTRACT WITH K12 BUSINESS SERVICES, LLC

Reviewed the upcoming dates and meeting announcements.

REVIEWED DATES & MTG ANNOUNCEMENTS

Elizabeth Roundtree told the Board that the Girl Scouts are actively selling cookies. They have completed the new can recycling bins that are located at both grocery stores.

BOARD MEMBER COMMUNITY ACTIVITY REPORTS

Angela Allen told the other board members that there will be a traditional health fair on April 1 with discounted rates on blood draws. More information can be obtained by contacting the clinic.

Brittani Robbins told the Board that she is leaving tomorrow to attend the Legislative Fly-In with the Alaska Municipal League. She will be lobbying for an increase to the Base Student Allocation. Ms. Robbins also informed everyone that the Chamber of Commerce is currently accepting nominations for Business of the Year, Citizen of the Year, Young Leader of the Year, Educator of the Year, and Volunteer of the Year.

Dave Wilson said that the Policy Committee is doing a great job. The Curriculum Committee is meeting tomorrow. He reminded everyone that there are math curriculum samples in EES Room 101 if anyone would like to review them.

Meeting Adjourned at 7:59 P.M.

Item d.

ADJOURNED AT 7:59 P.M.

Angela Mallen
SCHOOL BOARD SECRETARY

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF GOOD
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: April 25, 2023

INFORMATION:

- The city crew will be conducting a cleanup day tentatively scheduled for the afternoon of May 11th and a full day on May 12th. We welcome any community members who would like to volunteer on those days.
- We received our preliminary engineering report for disinfection at the Waste Water Treatment Plant and the engineers estimate of \$12.6M is significantly higher than our initial estimates of \$3M to \$5M. I have forwarded the information to Senator Sullivan's, Senator Murkowski's, Senator Stedman's, and Representative Ortiz's office seeking assistance at both the Federal and State levels. I had a zoom call with Senator Sullivan's staff and they will be looking into the issue with EPA and ADEC.

Public Works Department April 2023

Streets

- Ditching has been a focus for the streets department. This winter there were a number of roads where water was running across the road. Neimeyer Road, Shoemaker loop and Evergreen Ave have been done so far.



- The street sweeper and tanker truck were mobilized. The sweeper has been through a majority of the community thus far.
- Road patching will continue when the shipment of cold patch arrives.

Water

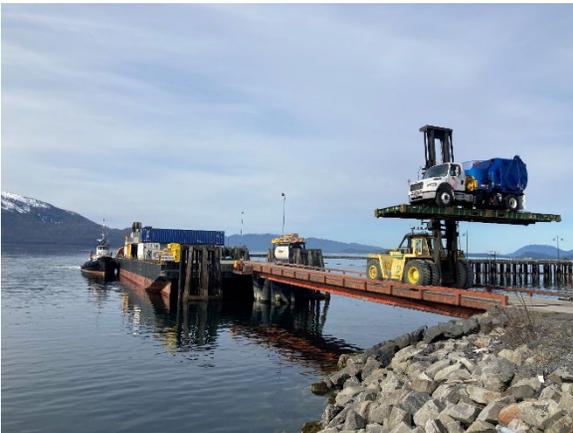
- Water mains were flushed around town to try and turn over water in the system which will improve the overall water quality especially at the end of the lines.
- Staff continue working with DOWL on the 95% design phase for the water treatment plant replacement project. Details regarding the backwash handling continue to be ironed out.

Wastewater

- Staff continue working with HDR on compiling and gathering data for our 2G and 2M forms for DEC (301 H Waiver Requirements).
- Staff have also been working with R&M Engineering on the sewer analysis for the collection system going out Zimovia Highway. This analysis is needed to understand what development can happen before upgrades are needed as well as what those upgrades need to be for significant development of Alder Top Subdivision and the former mill property.

Sanitation

- The new garbage truck arrived in Wrangell April 18th. There are a few items that still need to be outfitted before it is on the road.



- The tire shear is being sent back to Wrangell for us to be able to use this summer. We were able to work with the SEASWA communities on Prince of Wales to get it again before them as we have the loading dock project expected to happen this summer. Tires need to be removed in order to make room for re-working the grounds at the transfer station. We still do not have a solution for large equipment tires but have been in contact with companies in the lower 48 who specialize in tire disposal to get an understanding of what that would require. Our tire pile looks as though we are right back to where we started. Chanel Construction operating in Wrangell and the amount of junk cars that were disposed of seems to be a primary reason.

Garage

- The garage staff have spent several days working with the police department and Chanel Construction to dispose of as many junk vehicles as possible. Garage staff were needed to drain some of the fluids and prepare some of the vehicles that were at the mill site to be scrapped.
- A mechanic has attended a training for working on fire trucks.

General

- Staff have been working with R& M Engineering as well as Corvus Design on the cemetery expansion project. The project is still being designed however we are hopeful the phase 1 layout will account for 2 more columbarium's and at least 88 full casket burial plots.
- Some scrap metal was identified and cleaned up from the former mill property while Chanel Construction was in town.



Wrangell Municipal Light and Power Department April 18, 2023

WML&P Status- SEAPA's Annual Maintenance Run is scheduled for May 31st through June 9th.

Accomplishments -

- 3 Orange Lineman Work Orders (WO) – These WOs consist of customer concerns, complaints, and special requests to be completed by the Electric Department.
- Primary line brushing for trouble trees and branches.
- EPS completed the Diesel Generator #5 Engine Controls Upgrades project.
- 3 Electrical Permits were taken in by customers.
- The Disconnect List consisted of 6 residences and 2 boats.
- Crew Training in Flagging, Haz-Wop, and Forklift Operations

Work Orders

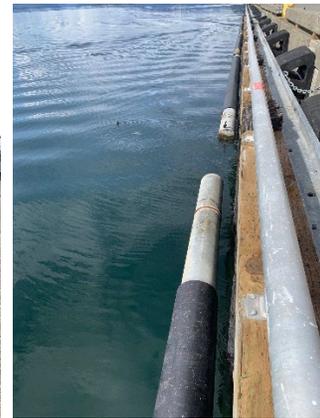
WMLP had a total of 52 work orders in the month of March – consisting of Reads, Disconnects, Installs, and requests for meter tests and meter swap outs.

Financials:

- In the month of **March** 2023 WML&P sold 4,108,562 KW Hours of Electricity, generating \$474,411.65 of Revenue. This can be compared to 2021 and 2022 as follows:
 - 2021 - WML&P sold 3,484,383 KW Hours of Electricity, generating \$384,679.55 of Revenue.
 - 2022 - WML&P sold 3,660,611 KW Hours of Electricity, generating \$429,852.49 of Revenue.

Ports and Harbors Department

- The harbors have been busy getting the city dock ready for the cruise ship season. We installed the camel logs and have replaced all the chalk blocks under the concrete bull rail.
- Spring cleaning is a priority and they have started pressure washing the face of the dock and should be complete by this coming weekend.
- Steve will be going to Meyers Chuck on the 20th and 21st of April to do some maintenance and meet with PN&D engineers. They will be doing some bathymetry charting and double checking some of the unknowns to help complete the design work for Meyers Chuck float rehabilitation.



Parks and recreation Department

- **Recreation & Aquatics Programs:**
 - Current programming includes Pickleball, Yoga, Gym Walkers, Jiu Jitsu, Children's Dance, Community Center Gym Time, and land-based Arthritis Class.
 - During the late spring and summer months, we look forward to coordinating Youth Sports Camps, Walk Southeast, a GORUCK Hiking Club, Swim Camps & Lessons, a Wilderness Skills Course, a Mushroom Foraging Group, Sandpit Volleyball, Outdoor Pickleball, Music in the Parks and various community activities.
- **Parks & Recreation Coordinator:**
 - Devyn Johnson is settling into the coordination role – connecting with volunteers, engaging with patrons, tackling administrative tasks and collaborating with Kate Thomas and Matt Henson on the TBMP implementation and the community clean-up. She is tackling the online Lifeguard and Lifeguard instructor training in preparation for the in-water training in Petersburg, April 26th-April 30th.
- **Lifeguard Training and Instructor Training:**

- Petersburg Parks & Recreation is hosting a Lifeguard Instructor Training Course, starting on April 28th. Lucy Robinson and Devyn Johnson will travel to Petersburg, April 26th – April 30th, to obtain the LGI certification. Due to the pool maintenance repair project, we are traveling a few days prior to the start of the LGI course in order to practice in-water rescue skills and complete Devyn's Lifeguard certification.
- **Wrestling Camp:**
 - P&R will join forces with Jack Carney, and the Wrangell Wrestling Team, facilitating a local Wrestling Camp, coached by Mike Bundy – a former D1 athlete who wrestled at Indiana University. He is currently a head Wrestling coach in Idaho (West Valley HS). He has loads of wrestling and coaching experience, including the Fargo All American title. The camp will serve all ages, and welcome Wrangell's youth athletes, along with wrestlers from neighboring communities. This is a fantastic opportunity for Wrangell, as it provides athletic instruction, and promotes local economy with visiting families traveling to attend. We are utilizing funds from the Health & Equity Grant to cover the instructor, staff and facility fees.
- **Park Maintenance Positions:**
 - Erik Scheib has been hired as the Parks Maintenance lead. Erik has experience in landscaping, light maintenance and light duty equipment experience. He has excelled at his current position at a fish plant in Ephrata WA, tasked with leadership, safety and production. He is moving to Wrangell with his wife and three children, scheduled to arrive in mid-May. We look forward to working with Erik and look forward to utilizing his skills throughout the year.
- **Surplus & Facility Clean-Up:**
 - The P&R team is tackling the community center clean-up project, which includes the pool facility. The crew is busy sorting, organizing, and categorizing surplus items. This project is long overdue, with items from the old museum still remaining. End goal: to ensure proper inventory, organized storage and more space for future activities. It is likely that this project will be completed by winter 2024, with systems created to ensure that unused items are disposed of, loaded into surplus or donated in a timely manner.
- **Community Clean-Up:**
 - Currently, we are in the planning and promotion phase.
 - Tom Wetor and Lucy Robinson will work to create a task list for City Manager and Director review.
 - P&R crew will stage the command center, located at the downtown pavilion. Tools and supplies will be on hand for volunteer and City employees' use. Snacks and drinks will be provided. City employees will start the clean-up effort on Thursday (5/11) afternoon. Both City employees and community volunteers will work together on Friday (5/12), throughout the day. A food voucher, offering lunch, will be provided to the community volunteers, and an end-of-day BBQ is planned for CBW employees.
 - Devyn Johnson is working with Matt Henson on marketing this event to the community, as well as a strategic outreach plan, directed towards local retail businesses, in an effort to promote and encourage participation.
- **Shoemaker Shelter Damage:**
 - Friday, April 7th, P&R staff found severe smoke damage to the shoemaker shelter. Shortly after the reported damage, two individuals reached out to take responsibility for the damage, stating the damage was not intentional and that the fire got out of control, quickly. The young men are working with the P&R crew to ensure the soot is cleaned up, the patio lights are replaced, and a fresh coat of paint is applied.
- **Public Bathrooms:**
 - P&R maintenance personnel, Lane Fitzjarrald, has been busy prepping and opening the public bathrooms located throughout our local parks. Lane will check, clean and provide

- maintenance to the bathrooms until the new park maintenance employee arrives in mid-May.
- **HOP (Helping Our Parks):**
 - The HOP event helps promote park stewardship with a day of volunteerism through picking up trash, painting structures, raking & weeding, brush clearing, etc. This year's HOP will take place at the Volunteer Park. P&R staff and local volunteers will work together to clean up the park – with a focus on dog waste clean-up and alder clearing. The Wrangell Little League crew will collaborate in an effort to rally more volunteers. The exact date is to be determined, but the event will likely take place in late May, or early June.
 - **City Park Root Wad Removal:**
 - Brett Woodbury removed the large root wad located at the south end of City Park, back-filling the remaining hole with dirt from the root, then placed the wood just off the road, on the beach.

City and Borough of Wrangell Capital Facilities Department Report April 19, 2023

Capital Improvement Projects - Capital Facilities provides management of capital improvement projects and major maintenance to City and Borough of Wrangell facilities and infrastructure. \$27,964,668 in capital projects is currently being managed with a variety of projects in planning, design, and construction status. Highlights of certain projects are provided below.

Grant-Funded Projects

Non-Motorized Transportation System (Mt. Dewey Trail Extension); \$1,094,579. 95% design is complete. A modification to the US Army Corps permit is being sought due to DOT requiring the parking lot to be pushed away from within the edge of the ROW. A DOT driveway permit has been submitted as well. As both permits are finalized, the project will proceed to the construction bidding phase. As part of our match to the federal grant, we will be utilizing the Student Conservation Association (SCA) crew that the USFS is facilitating bringing into Wrangell to assist with trail work. The SCA crew will be working under the direction of the USFS recreation lead staff to construct the approximate 300' new connector trail between the Volunteer Loop Trail and Ishiyama Drive. The Borough will procure the materials required for use in their work.

Port and Harbor Security System; \$836,910. The design work is complete and the construction bidding phase is slated to begin on or around April 20th and run for three weeks before sealed bids are opened.

Water Treatment Plant Improvements: \$15,186,232. Design efforts continue toward 95% design completion. Bidding documents are expected to be released at the end of April or early May.

Lift Station Standby Generator at Wood Street; \$298,819. With the radiator repaired and the Automatic Transfer Switch now on site, the electrical contractor is making the electrical connections between the generator and the distribution system. The General Contractor is scheduled to return to the site to complete the building painting as the weather allows. This project is scheduled to be complete by the end of May.

Swimming Pool Exterior Siding Improvements; \$175,000. The Borough is proceeding with replacement of the pool building exterior siding complete. The final drawings and specifications were received on April 19th and staff anticipates release after finalizing review

and the full construction bidding set of documents. The Invitation to Bid should be released by the end of April and run for three weeks before sealed bids are opened.

Loading Dock - Solid Waste Transfer Station Upgrades. R&M is finalizing the loading dock and site work design and the construction bidding documents. Once complete, we will allow a minimum of three weeks for bidding and anticipate a summer construction schedule.

Locally-Funded Projects

Alder Top Village Subdivision, Ph I Development: Roads and Utilities. R&M plans to have the clearing and grubbing plans for bidding complete by late April. The monitoring plan was complete and submitted to SHPO for their 30-day review, which should coincide with the construction bidding phase well. Design continues for the road and utilities project, which is anticipated to be complete by late Fall 2023. Construction bidding will occur as soon as the design and permitting is complete, allowing materials to be ordered over the winter, ready for a Spring/Summer 2024 construction period.

Sunset Gardens Cemetery Expansion and Columbarium. Two conceptual drawings were developed by the A&E team. The Borough has selected the preferred design based on a number of factors, which include cemetery design continuity, maximizing usable space, adequate space for heavy equipment mobilization and operation with respect to the existing graves, columbarium layout, parking, and reduced permitting requirements. Given the final approval of this design, the engineer will develop construction details and a cost estimate for project funding, which is expected to be followed by a 2023 Summer construction for the Phase I Cemetery Expansion project. A subsequent layout for a future Phase II Cemetery Expansion was also developed, which is currently under review.

Pool Joint Leak Repair & Pipe Inspection. Repair materials have been received and will be delivered to the pool. White Enterprises have committed to performing the construction work and is awaiting contractor license and insurance renewal completion before they can begin the work.

Church Street to Mt Dewey Lane Stairwells Handrail Replacement. A materials list has been developed and we will be issuing an RFP for the repair work to occur this Spring.

Nolan Center Storage Building Foundation. The design work is complete and the Invitation to Bid should be released by the end of April and run for three weeks before sealed bids are opened.

UST (Underground Fuel/Storage Tank) Replacement. Financial responsibility for the USTs has been provided by the Borough, as required by the State of Alaska. Both tanks have been emptied of their fuel and a Notice of Closure provided to the ADEC. A scope of work is under development for the decommissioning of the old tanks to be performed at the same time as the environmental site assessment, required by State law. Concurrently, the design of the new above ground fuel tanks is under development by RESPEC.

Meyers Chuck Harbor Replacement Design. A contract as issued to PND Engineers for the design of the harbor replacement project, and a kick-off meeting was held last week in advance of the site visit scheduled for the week of April 16th. During the site visit, a condition survey of the existing facility will be performed, as well as the control survey and bathymetry survey. The bathymetry survey will be used to evaluate the viability of using a shore anchor system in lieu of the standard piling support system.

Wastewater Treatment Plant Disinfection. HDR Engineers finalized the mixing zone analysis and modeling effort to aid in completing the forms required by ADEC for their review related to our EPA discharge permit renewal. The engineers offered a probable cost opinion of the capital expense for a new treatment facility, with a disinfection only facility cost in the \$13,000,000 range and with a secondary treatment facility cost in the \$45,000,000 range. Forms will be submitted to ADEC with a discussion about our financial ability to meet potential new disinfection and/or secondary treatment requirements.

Automated Metering Infrastructure (AMI) System. Three bids were received on March 16th. Proposals received will be evaluated on a variety of criteria, including experience, methodology and approach, post implementation service and support, and capital cost. Proposals are still under review.

Wrangell Public School Condition Survey. Statements of Qualifications were received from two qualified firms, MRV Architects and NorthWind Architects. The Borough and School District are currently negotiating a fee proposal with the highest ranked firm.

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH CLERK'S REPORT

SUBMITTED BY: Kim Lane, MMC, Borough Clerk

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

April 26 - WCVB meeting at Noon in the Assembly Chambers

May 3 - Parks & Recreation Board meeting at 5:30 pm in the Assembly Chambers

May 4 - Port Commission meeting at 6 pm in the Assembly Chambers

Community Events:

"To be approved" **May 13** - TAX FREE DAY!!

Meetings and Other events of the Borough Assembly:

Please see below for the list of upcoming meetings for the Assembly.

Upcoming 2023 Work Sessions (scheduled), Public Hearings (scheduled), Regular Assembly Meetings, and Other Meetings (scheduled)

Date	Time	Purpose
<i>April 25 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
May 8 (Monday)	5:30pm	Board of Equalization Meeting
<i>May 9 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting (possibly canceling)</i>
 <i>May 16</i>	<i>5:30pm</i>	<i>Budget Work Session</i>
<i>May 23 (Work Session - "Insurance")</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>June 13 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting (Mill Rate Adoption & Public Hearing for Budget)</i>
<i>June 27 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting (Budget Adoption)</i>
<i>July 25 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>August 22 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>September 12 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>September 26 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>October 3</i>		<i>Regular LOCAL Election Day</i>
<i>October 5</i>	<i>5:30pm</i>	<i>Special Assembly Meeting to Certify Election</i>
<i>October 10 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>November 14 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>November 28 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>December 12 (no work session) scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>

The Board of Equalization (BOE) training was held for the Borough Assembly, sitting as the BOE on Tuesday, April 18th. This training was facilitated by Finance Director Villarma. This training session was offered to the public as well if they wanted to listen in. Staff believed that by allowing the public access to the training, it would allow the public a better understanding of what the BOE will be considering at the Board of Equalization meeting on May 8th.

On this Agenda, there is an item (13a) that asks to cancel the May 9th regular assembly meeting. We have a greater number of appeals submitted than we have seen in the past. We are aware that the Assessor is working with the appellants to come to a resolution, however, we anticipate that there will be a need to extend the Board of Equalization meeting past May 8th.



Here is a good one-page guide to Amendments!

Amendments



To change a motion, move to:

Amend by

- **Inserting** or **adding** words or a paragraph
- **Striking out** words or a paragraph
- **Striking out and inserting** words OR **substituting** a paragraph

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 25, 2023
	<u>Agenda Section</u>	10

Finance Committee Vacancy Appointment

<u>SUBMITTED BY:</u>			
Kim Lane, Borough Clerk			

RECOMMENDATION

Appointments are to be made by the Mayor, with the consent of the Assembly for the following vacancy:

<i>Board/Committee/Commission</i>	<i>Letter of Interest Received from:</i>
Finance Committee (1 avail. – Community Member)	1. None.

Procedure - Mayor: “I will appoint _____ to fill the vacancy on the _____ until October 2023.

If there are seats that are left vacant (no letters received), the Borough Clerk will advertise for the vacancies.

Appointments to be filled by the Mayor with the consent of the assembly for the various seats.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the _____ for the term up until October 2023.

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 25, 2023
	<u>Agenda Section</u>	11

ORDINANCE No. 1039 AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.24, SINGLE FAMILY RESIDENTIAL – MEDIUM DENSITY DISTRICT (SFMD) AND CHAPTER 20.42, RURAL COMMERCIAL DISTRICT (RC) TO TITLE 20, ZONING AND AMENDING SEVERAL SECTIONS IN TITLE 20, ZONING, IN THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:
Carol Rushmore, Economic Development Director

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 21: \$	FY 22: \$	FY23: \$
Amount Budgeted:		
	FY22 \$XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

<input checked="" type="checkbox"/>	Planning & Zoning Commission
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. ORD 1039 2. Existing Code Sections

MAYOR PROCEDURE: Declare the Public Hearing open. The Mayor shall ask if there is any administrative report on the Public Hearing Item. Persons who signed up to talk on this item shall be called to the podium.

Once all persons have been heard, declare the Public Hearing closed and entertain a motion.

RECOMMENDATION MOTION:
Move to Approve Ordinance 1039.

SUMMARY STATEMENT:

The information below has not changed since the April 11th meeting.

The Planning and Zoning Commission has worked diligently on two new codes to provide zoning and use guidance for the Alder Top Village Subdivision (former Wrangell Institute site). They also worked on a modification to an existing code that will be applicable to the existing zoning district but is also proposed for some of the land area on the larger parcel.

The Institute Master Plan was completed in 2017

<https://www.wrangell.com/economicdevelopment/wrangell-institute-master-plan-and-subdivision> .

The Borough contracted with R&M Engineering to provide utility design, wetland determination, and subdivision planning. In 2021, the Planning and Zoning Commission approved a preliminary plat design. There were multiple public meetings, an informational meeting with the Assembly and discussions with the Wrangell Cooperative Association. Attached is the plat design for the northern portion of the property overlaid on an aerial. As we were moving forward to submit the development plan to the Corps of Engineers for a Section 404 Wetland fill permit, the nationwide issue regarding Native boarding schools and potential burials became front and center. We took a step back and part of the process was to hire an archaeological firm, True North Sustainable Development Solutions, to conduct an archaeological survey of the property (for Phase I and Phase II areas only).

At the same time, the Planning and Zoning Commission started working on the zoning and appropriate zoning districts for the 134 acres. The Master Plan originally included ANSEP within the area now proposed for the Alder Top Village Subdivision. Once ANSEP was no longer a viable option, there was considerable discussion before the Assembly and the Commission, as well as in the public regarding the need for residential land. The area in the Master Plan proposed for ANSEP was modified to include residential only.

The entire 134 acre property is currently zoned Holding. The filled area where the Institute was originally located was rezoned Holding from Multi-Family in Feb. 1999. The remaining portion of the property was rezoned to Holding from Multi-Family in September 2011. The Master Plan originally identified low and medium density residential on the south and eastern (upper) portion of the property. ANSEP with some housing was originally to be located on the northern end where the Alder Top Subdivision is now proposed. Based on community needs and direction from the Assembly, the northern portion of the property is now proposed to be Single Family Medium Density District (new). The Master Plan also discussed a mixed use zoning potential for portions of the southern portion of the property that could include neighborhood commercial with mixed residential. The Planning and Zoning Commission discussed the various options as laid out in the master plan but also considered community discussion regarding tiny homes, need for assisted living and other types of uses and has proposed a slightly different modification to the zoning but keeping with the intent of the Master Plan.

On the southern end of the property, the proposed zoning is for a small area of Rural Commercial District (new) and Multi-Family. The northeastern portion is proposed to be Single Family Medium Density Residential (SFMD). Two new zones are proposed for consideration and modifications to the Multi-Family district in this ordinance. The SFMD district is similar to the Single Family District in town, but there are some use differences. Rural Commercial is light neighborhood type commercial activities that could benefit residents in Rural Residential.

The Planning and Zoning Commission held a public hearing on the codes and zoned change at their March 9, 2023 meeting and recommended moving the items to the Assembly for approval. The proposed zone change for the property is also on the Assembly agenda for tonight. The proposed zoning map is attached.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1039

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.24, SINGLE FAMILY RESIDENTIAL – MEDIUM DENSITY DISTRICT (SFMD) AND CHAPTER 20.42, RURAL COMMERCIAL DISTRICT (RC) TO TITLE 20, ZONING AND AMENDING SEVERAL SECTIONS IN TITLE 20, ZONING, IN THE WRANGELL MUNICIPAL CODE

BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are **[bolded and in brackets]** are to be deleted.]

SEC. 1. **Action.** The purpose of this ordinance is to amend and add several Sections in Title 20, as follows:

Amend Chapter **20.08** – Definitions by:

Amending Section **20.08.520** Modular Dwelling and Manufactured Housing; and

Adding Section **20.08.525**, Mobile Food Unit; and

Amending Section **20.08.530** Mobile Home; and

Adding Section **20.08.655**, Recreational Vehicles; and

Adding Section **20.08.703**, Trailer; and

Adding Section **20.08.705**, Travel Trailer; and

Repeal and Replace Chapter **20.20**, MF District – Multifamily Residential in its entirety; and

Add Chapter **20.24** (SFMD); and

Add Chapter **20.42** (RD); and

Amend Section **20.52.080**, Building Height; and

Amend Section **20.52.090**, Density – minimum lot size; and

Amend Section **20.52.100**, Coverage – minimum open areas; and

Amend Section **20.52.110**, Setbacks – yards; and

Amend Section **20.52.180**, Mobile homes and mobile home parks – Defined.

Amend Section **20.52.670**, Signs in the Wrangell Municipal Code.

SEC. 2. Additions and amendment. In Chapter 20.08, Definitions, Several Sections are added amended as follows:

Chapter 20.08
DEFINITIONS

Sections:

20.08.520 Modular dwelling or manufactured housing.

“Modular dwelling or manufactured housing” means a dwelling or manufactured housing constructed with the intent to be transported by any means and placed on a permanent foundation that meets all building codes adopted by the borough and which is built after 1979 and is 24 feet or more in width. Manufactured homes must meet the Manufactured Home Construction and Safety Standards (HUD code). Modular dwellings or manufactured housing built prior to 1979 or less than 24 feet in width shall only be permitted in established mobile home parks [**or RR zones**].

20.08.525 Mobile food unit.

“Mobile food unit includes any restaurant or other stand, vehicle, cart or other movable structure or other means, by which food is sold to the public upon public streets, sidewalks, alleys or other public ways or rights-of-way, or upon private property not in a structure affixed to the land.

20.08.530 Mobile Home.

“Mobile home” means any coach, motor home, trailer, or other vehicle or structure built prior to [**or after**] 1979 or less than 24 feet in width designed or intended for or capable of human dwelling or sleeping purposes which is mounted on a chassis with wheels or supports and capable of being moved by its own power or transported by a vehicle, where such mobile home is used or intended for permanent occupancy. Any mobile home that is not built to the Manufactured Home Construction and Safety Standards (HUD code) shall only be located in Mobile Home Parks. This does not include units that are similarly constructed and designed for multiple sleeping quarters such as bunkhouses with separate food preparation and dining areas.

20.08.655 Recreational vehicles.

“Recreational vehicle means a vehicle primarily designed and intended as temporary living quarters for recreation, camping, or travel uses, which either has its own motive power or is mounted on or drawn by another vehicle for moving from one location to another without a change in structure or design, and identified or required to be identified by a license number, registration number, serial number, or motor number for operation on state highways.

20.08.703 Trailer.

“Trailer” means a utility structure standing on wheels, towed or hauled by another vehicle, carrying materials, goods or objects.

20.08.705 Travel trailer.

“Travel trailer” is similar to a recreational vehicle, designed and intended as temporary living quarters for recreation, camping, or travel uses, which either has its own motive power or is mounted on or drawn by another vehicle for moving from one location to another without a change in structure or design.

SEC 3. Repeal and Replace. Chapter 20.20, MF District – Multifamily Residential is hereby repelled in its entirety and replaced as follows:

Sections:

20.20.010 Purpose.

20.20.020 Principal uses permitted.

20.20.030 Accessory uses permitted.

20.20.040 Conditional uses.

20.20.050 Standards.

20.20.010 Purpose.

The purpose of the multifamily (MF) district is to protect and enhance present medium density residential areas and to provide additional areas suitable for duplexes, apartments, planned unit developments and -higher- density residential uses. The multifamily residential district encourages the concentration of -- development near schools, shopping areas, places of work and other community centers to --promote affordable housing and community walkability.

20.20.020 Principal uses permitted.

The following are principal uses in this district:

A. Apartments;

B. Condominiums;

C. Townhouses;

D. Duplexes;

E. Single-family residences to include modular and manufactured housing;

F. Parks and playgrounds;

G. Schools;

H. Churches.

20.20.030 Accessory buildings and uses permitted.

Accessory buildings, as defined in WMC 20.08.020, and accessory uses, as defined in WMC 20.08.030, are permitted in the multifamily residential district.

20.20.040 Conditional uses.

The following activities are authorized by a conditional use permit granted by the Planning Commission in accordance with WMC 20.68.

A. Churches;

B. Mobile home parks;

C. Private clubs, lodges, and halls except those whose chief activity is customarily carried on as a business;

D. Multi-unit housing projects for senior citizens;

E. Boardinghouses and rooming houses;

F. Nursery schools, private kindergartens;

G. Animal establishments other than establishments for livestock;

H. Home Occupations

I. Cottage industry.

J. Planned Unit Developments and Cluster Housing developments

K. Vacation Rental Dwellings and Bed & Breakfast Inns

20.20.050 Standards.

The standards found in Chapter 20.52 WMC applicable to this district are:

A. Standards policies: WMC 20.52.005;

B. Principal structures per lot: WMC 20.52.010;

C. Traffic vision impediments: WMC 20.52.020;

D. Distances between buildings: WMC 20.52.030;

E. Air, land and water quality: WMC 20.52.040;

F. Volatile products storage: WMC 20.52.050;

G. Noise: WMC 20.52.060;

H. Airport interference: WMC 20.52.070;

I. Building height: WMC 20.52.080;

J. Density – Minimum lot size: WMC 20.52.090;

K. Coverage – Minimum open areas: WMC 20.52.100;

L. Setbacks – Yards: WMC 20.52.110;

M. Drainage: WMC 20.52.150;

N. Dredge and fill: WMC 20.52.160;

O. Home occupations: WMC 20.52.170;

P. Mobile homes and mobile home parks – Defined: WMC 20.52.180;

Q. Off-street parking: WMC 20.52.190;

R. Signs: WMC 20.52.210;

S. Traffic generation: WMC 20.52.230;

T. Recreation: WMC 20.52.250;

U. Firewood storage: WMC 20.52.260;

V. Animal establishments: WMC 20.52.270

W. Vacation Rental Dwelling: WMC 20.08.720

X. Bed and Breakfasts Inn: WMC 20.08.100

SEC. 4. Additions. Chapter 20.24 SFMD District - Single Family Residential Medium Density and Chapter 20.42 RC District - Rural Commercial is hereby added to Title 20, Zoning as follows:

**Title 20
ZONING¹**

Chapters:

...

20.24 SFMD – Single Family Residential – Medium Density District

...

20.42 RC – Rural Commercial District

...

Chapter 20.24
SFMD District - Single Family Residential – Medium Density

Sections:

- 20.24.010 Intent.
- 20.24.020 Permitted principal uses and structures.
- 20.24.030 Permitted accessory uses and structures.
- 20.24.040 Conditional uses.
- 20.24.050 Prohibited uses and structures.
- 20.24.060 Minimum lot requirements.
- 20.24.070 Minimum setback requirements.
- 20.24.080 Maximum lot coverage by all buildings and structures.
- 20.24.090 Maximum height of buildings and structures.
- 20.24.100 Required off-street parking and loading.
- 20.24.110 Signs.

20.24.010 Intent.

The Single Family Residential –Medium Density District (SFMD)is intended to include lands away from the core town area that are specifically for one and two family dwelling units but with larger required minimum land area. Public utility services are a requirement for this district. The district is primarily for residential development providing larger area for yards and allowable accessory structures.

20.24.020 Permitted principal uses and structures.

In the SFMD zone, the following uses and structures are permitted outright:

- A. Single-family dwellings, including manufactured and modular dwellings.
- B. Duplexes
- C. Home occupations
- D. A detached Accessory Dwelling Unit with a footprint not to exceed 800 sq. ft., including an attached deck.

20.24.030 Accessory buildings and uses permitted.

In a SFMD zone, the following accessory buildings and uses, when customarily incidental and subordinate to the permitted principal uses and structures listed in Section 20.24.020, are permitted:

- A. Accessory buildings in conjunction with a permitted or conditional use such as a private garage, workshop or greenhouse;
- B. Nets, gear and equipment must be stored inside an enclosed building;

C. Parks, playgrounds and greenspace.

20.24.040 Conditional uses.

In the SFMD zone, the following uses are authorized by a conditional use permit granted by the Planning Commission in accordance with WMC 20.68:

- A. In home childcare services;
- B. Condominiums, townhouses, cluster housing and planned unit developments;
- C. Municipal uses such as fire stations or sewer lift stations;
- D. Vacation Rental Dwellings or Bed and Breakfast Inns

20.24.045 Prohibited uses and structures.

A. In the SFMD district, any use or structure which is not specifically authorized under WMC 20.24.020-040 is prohibited.

B. Any personal or commercial use which causes or may reasonably be expected to cause excessive noise per WMC 9.08.085 or odor nuisance.

C. Auto and boat repair services

D. Conex/Container Vans

E. Travel Trailers, Recreational Vehicles and mobile homes as short term or permanent residences.

F. Outside storage of broken/ non-working vehicles, boats, nets, gear or equipment.

Chapter 20.42

RC District - Rural Commercial

Sections:

20.42.010 Intent.

20.42.020 Permitted principal uses and structures.

20.42.030 Permitted accessory uses and structures.

20.42.040 Conditional uses.

20.42.050 Prohibited uses and structures.

20.42.060 Minimum lot requirements.

20.42.070 Minimum setback requirements.

20.42.080 Maximum lot coverage by all buildings and structures.

20.42.090 Maximum height of buildings and structures.

20.42.100 Required off-street parking and loading.

20.42.110 Signs.

20.42.010 Intent.

The Rural Commercial (RC) district is intended to provide services and facilities that support the residents within the Rural Residential and Single-Family Medium Density Districts. It is intended to encourage the development of small and compact areas for -business establishments which serve the adjacent residential neighborhoods.

20.42.020 Permitted principal uses and structures.

In the RC district, the following uses and structures are permitted outright.

- A. An owner or manager's apartment, provided it is located above a commercially allowed enterprise;
- B. Barbershops and beauty shops;
- C. Drugstores;
- D. Eating and drinking establishments;
- E. Grocery and convenient stores;
- F. Laundromat;
- G. Retail stores.

20.42.030 Permitted accessory uses and structures.

In an RC district, the following accessory buildings and uses, when customarily incidental and subordinate to the permitted principal uses and structures listed in Section 20.42.020, are permitted:

- A. Accessory buildings in conjunction with a permitted commercial use such as a greenhouse, or enclosed storage building;

20.42.040 Conditional uses.

In a RC district, the following uses are authorized by a conditional use permit granted by the Planning Commission in accordance with WMC 20.68:

- A. Municipal uses such as fire stations or sewer lift stations;
- B. Licensed marijuana establishment facilities per WMC 5.09.010 as follows: retail store, testing, limited indoor cultivation (fewer than 500 square feet under cultivation), and product manufacturing with the exception of solvent-based manufacturing processes which are not allowed;

C. Mobile food units.

20.42.045 Prohibited uses and structures.

A. In an RC district, any use or structure which is not specifically authorized under WMC 20.42.020-040 is prohibited.

B. Any personal or commercial use which causes or may reasonably be expected to cause excessive noise per WMC 9.08.085 or odor nuisance.

C. Auto and boat repair services

D. Conex/Container Vans

E. Recreational Vehicles

F. Outside storage of gear and equipment.

20.42.050 Standards.

The standards found in Chapter 20.52 WMC applicable to this district are:

A. Standards policies: WMC 20.52.005;

B. Principal structures per lot: WMC 20.52.010;

C. Traffic vision impediments: WMC 20.52.020;

D. Distances between buildings: WMC 20.52.030;

E. Air, land and water quality: WMC 20.52.040;

F. Volatile products storage: WMC 20.52.050;

G. Noise: WMC 20.52.060;

H. Airport interference: WMC 20.52.070;

I. Building height: WMC 20.52.080;

J. Density – Minimum lot size: WMC 20.52.090;

K. Coverage – Minimum open areas: WMC 20.52.100;

L. Setbacks – Yards: WMC 20.52.110;

M. Drainage: WMC 20.52.150;

N. Dredge and fill: WMC 20.52.160;

O. Home occupations: WMC 20.52.170;

P. Mobile homes and mobile home parks – Defined: WMC 20.52.180;

Q. Off-street parking: WMC 20.52.190;

R. Signs: WMC 20.52.210;

S. Traffic generation: WMC 20.52.230;

T. Recreation: WMC 20.52.250;

U. Firewood storage: WMC 20.52.260;

V. Animal establishments: WMC 20.52.270.

W. Vacation Rental Dwelling: WMC 20.08.720

X. Bed and Breakfast Inn: WMC 20.08.100

Y. Mobile Food Units: WMC 20.08.525

SEC. 5. Amendment. Several Sections in Chapter 20.52, Standards are amended as follows:

20.52.080 Building height.

...

C. No building within the single-family medium density district or rural commercial district should exceed a height of 30 feet absent a variance.

D. [C]. Portions of a building may exceed 35 feet in height where 50 percent of the building's roof perimeter lies within the 35-foot height limit, from an existing grade accessible to fire suppression personnel and rescue equipment, not including perimeter areas which provide access only to portions of the building used for storage, or where all dwelling units and work spaces can be reached and evacuated through windows or balconies lying within the 35-foot height limit of borough firefighting equipment. The approval of the borough's fire chief and the zoning administrator shall be required before permits are issued for the construction of buildings exceeding the 25 [35]-foot limit. Measurements shall be taken from the base of the building to the perimeter of the roof.

E. [D]. In the remote residential mixed-used district, structures should not exceed a height of 35 feet absent a variance.

20.52.080 Density – minimum lot size.

A. Within a single-family residential district, or within a multifamily residential district, the minimum lot area shall be 5,000 square feet per single-family residential unit. The minimum lot area for all multifamily structures shall be 800 square feet per residential unit for a one- or two-story structure, and 700 square feet per residential unit for a three-story structure so long as all setback requirements are met and developments have a density of at least 12 units per acre when within a multifamily district. The minimum lot area for the Single-family Medium Density District is 15,00 square feet. The minimum lot area in either of the rural residential districts shall be 15,000 square feet, except that the minimum lot area may be 10,000 square feet for lots served by public water and sewer service, or for lots entirely within an area for which a local improvement district is proposed and a central sanitary sewer system is approved by the State Department of Environmental Conservation. The planning commission may require lot areas larger than 15,000 square feet for lots in rural residential districts which are not served by public sewer and water systems, in order to provide adequate separation of sewer and water systems. The minimum lot area in the rural commercial district is 5,000 square feet. No minimum lot area requirements are imposed for nonresidential uses.

B. Except as provided for remote residential mixed-use districts in subsection (C) of this section, any lot used as a mobile home site shall have a minimum width of 50 feet. The minimum widths for lots fronting upon public rights-of-way in a multifamily residential district shall be 100 feet, except that lots in such districts which are used exclusively as sites for single-family residences shall have minimum widths of 50 feet. The minimum widths for lots fronting on public rights-of-way in rural residential-1 districts shall be 100 feet, except that such minimum widths may be reduced to 50 feet by the planning and zoning commission when public water and sewer are available. Minimum lot widths for lots in the single-family medium density district shall be 100 feet. Minimum lot widths for lots in the rural commercial district is 50 feet. No minimum width requirements are imposed for nonresidential uses.

...

20.52.100 Coverage – minimum open areas.

No buildings located in a single-family residential district and in the single-family medium density district shall occupy more than 50 percent of the surface area of such lot. No buildings located in a multifamily residential district shall occupy more than 60 percent of the surface area of such lot. No buildings located in a rural residential-1 district shall occupy more than 50 percent of the surface area of such lot. No buildings located in a rural residential-2 district or a remote residential mixed-use district shall occupy more than 60 percent of the surface area of such lot. No buildings located in the rural commercial district shall occupy more than 60 percent of the surface area of such lot, unless a shared public parking area is provided for specific lots, then buildings may occupy no more than 70 percent of the surface area for those lots. In the event that compliance with these minimum open area requirements would result in a residential structure of less width than 24 feet, the planning and zoning commission shall determine and fix maximum lot coverage and minimum open area requirements for the lot to permit its reasonable utilization for a permitted use.

20.52.110 Setbacks – yards

Setbacks are required to ensure sufficient open area, sunlight, views, privacy, fire separation and visual relief between structures. Setbacks from lot lines shall be 20 feet whenever property abuts a state highway right-of-way. Otherwise, applicable setbacks shall be: single-family residential district, front yards – 20 feet, side yards – five feet, back yards – 20 feet; single-family medium density district, front yards – 20 feet, side yard abutting another lot – 10 feet, side yard of a corner lot abutting a right-of-way – 15 feet, back yards – 15 feet; multifamily residential district, front yards – 10 feet, side yards – five feet, back yards – 15 feet; rural residential-1 and -2 districts, front yards – 20 feet, side yards – 15 feet, back yards – 20 feet; rural commercial district, front yards – 5 feet, side yards – 5 feet, back yards – 15 feet; remote residential mixed-use district, all yards – 10 feet, except that structures existing in the remote residential mixed-use district as of January 22, 2013, containing setbacks of less than 10 feet are allowed by right.

...

B. Accessory structures in the single-family medium density district, such as a storage shed or greenhouse, two hundred square feet or less, and not on a permanent foundation, may encroach into the rear and side yard setbacks only; provided, the structure is located on the back twenty-five percent of the parcel and is a minimum of five feet from both the rear lot line and side lot lines abutting other lots.

C. [B]. The zoning administrator shall review plans for all proposed structures to determine whether such structures will substantially obstruct an adjacent lot’s exposure to sunlight or to views. The commission may require increased or offsetting setbacks or a reduction in height for the planned structure.

D. [C]. Where nonconforming setbacks result in less than 10 feet between dwelling units, a fire-rated wall shall be required in lieu of a setback so as to provide adequate fire separation.

E. [D]. In recognition of the sensitivity of beaches to alteration and development that interrupt the natural movement of sand and other aggregates along shorelines which can result in erosion of adjacent shorelines, and in recognition of the scenic and recreational values of beaches, the development of beaches is discouraged. Any development on or alteration of sand or gravel beaches shall require prior planning and zoning commission approval.

20.52.180 Mobile homes and mobile home parks – Defined.

A. “Mobile home” means any coach, motor home, trailer or other vehicle or structure designed or intended for or capable of human dwelling or sleeping purposes which is mounted on a chassis with wheels or supports and is capable of being moved by its own power or transported by a vehicle, where such mobile home is used or intended for permanent occupancy. Any mobile home that is not built to the Manufactured Home Construction and Safety Standards (HUD Code) shall only be located in Mobile Home Parks. This does not include units that are similarly constructed and designed for multiple sleeping quarters such as bunkhouses and separate food preparation and dining areas.

...

D. All mobile homes in the borough must comply with the following requirements:

1. All mobile homes shall be constructed in conformance with state and federal specifications, including the Uniform Building Code. No accessory structures shall be attached to trailers in mobile home parks without a permit issued by the borough and signed by the park owner or manager;
2. Unless otherwise stated, mobile homes shall conform to the performance standards of single-family dwellings in the applicable district;
3. Mobile home developments, such as mobile home parks or planned unit developments, shall conform to the applicable district requirements;
4. Mobile homes that will occupy a site outside a mobile home park must meet the Manufactured Home Construction and Safety Standards (HUD code) [for more than 12 months] and shall be required to be set upon a permanent footing and to be skirted.

20.52.670 Signs

I. Signs in the rural commercial district may be no larger than 32 square feet and must be located against the external building wall. Lighted, neon or flashing signs are not permitted externally.

J. [I]. Signs which do not conform to the requirements of this title shall be eliminated within three years from the effective date of the ordinance codified in this title.

SEC. 6. Severability. If any provision of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to all other persons or circumstances shall not be affected thereby.

SEC. 7. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 8. Effective Date. This ordinance shall be effective upon adoption. However, until which time that a new fee schedule is duly adopted, the fees reflected in the former sections amended herein shall remain as an interim fee schedule.

PASSED IN FIRST READING: April 11, 2023

PASSED IN SECOND READING: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Chapter 20.20

MF DISTRICT – MULTIFAMILY RESIDENTIAL

Sections:

- 20.20.010 Purpose.
- 20.20.020 Principal uses permitted.
- 20.20.030 Accessory uses permitted.
- 20.20.040 Conditional uses.
- 20.20.050 Standards.

20.20.010 Purpose.

The purpose of the multifamily (MF) district is to protect and enhance present medium density residential areas and to provide additional areas suitable for duplexes, apartments, planned unit developments and ~~other relatively higher high~~ density residential uses. The multifamily residential district encourages the concentration of ~~residences and people~~ development near schools, shopping areas, places of work and other community centers to ~~enable~~ promote affordable housing and community walkability. ~~economical utility service, to reduce dependence upon the automobile, and to provide convenient proximity to designation points.~~
[Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code §§ 95.31.010, 95.31.055.]

20.20.020 Principal uses permitted.

The following are principal uses in this district:

- A. Apartments;
- B. Condominiums;
- C. Townhouses;
- D. Duplexes;
- E. Single-family residences to include modular and manufactured housing;
- ~~F. Residential planned unit developments;~~
- F. G. Parks and playgrounds;
- G. H. Schools;
- H. I. Churches.

[Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code §§ 95.31.020.]

20.20.030 Accessory buildings and uses permitted.

Accessory buildings, as defined in WMC 20.08.020, and accessory uses, as defined in WMC 20.08.030, are permitted in the multifamily residential district. Uses and structures which are incidental and subordinate to principal permitted uses and which will not create a nuisance or hazard are permitted as accessory uses. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.31.030.]

20.20.040 Conditional uses.

The following activities are authorized by a conditional use permit granted by the Planning Commission in accordance with WMC 20.68. are uses which may be permitted by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

- A. ~~Office buildings;~~
- B. ~~Government and civic buildings;~~
- C. Churches;
- D. ~~Institutions;~~
- E. Mobile home parks;
- F. Private clubs, lodges, and halls except those whose chief activity is customarily carried on as a business;
- G. Multi-unit housing projects for senior citizens;
- H. Boardinghouses and rooming houses;
- I. Nursery schools, private kindergartens;
- K. Animal establishments other than establishments for livestock;
- L. Home Occupations
- M. Cottage industry.
- N. **Planned Unit Developments and Cluster Housing developments**
- O. **Vacation Rental Dwellings and Bed & Breakfasts Breakfast Inns**

[Ord. 867 § 1, 2013; Ord. 785 § 8, 2006; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.31.040.]

20.20.050 Standards.

The standards found in Chapter 20.52 WMC applicable to this district are:

- A. Standards policies: WMC 20.52.005;
- B. Principal structures per lot: WMC 20.52.010;
- C. Traffic vision impediments: WMC 20.52.020;
- D. Distances between buildings: WMC 20.52.030;
- E. Air, land and water quality: WMC 20.52.040;
- F. Volatile products storage: WMC 20.52.050;
- G. Noise: WMC 20.52.060;
- H. Airport interference: WMC 20.52.070;
- I. Building height: WMC 20.52.080;
- J. Density – Minimum lot size: WMC 20.52.090;
- K. Coverage – Minimum open areas: WMC 20.52.100;
- L. Setbacks – Yards: WMC 20.52.110;
- M. Drainage: WMC 20.52.150;
- N. Dredge and fill: WMC 20.52.160;
- O. Home occupations: WMC 20.52.170;
- P. Mobile homes and mobile home parks – Defined: WMC 20.52.180;
- Q. Off-street parking: WMC 20.52.190;
- R. Signs: WMC 20.52.210;
- S. Traffic generation: WMC 20.52.230;
- T. Recreation: WMC 20.52.250;
- U. Firewood storage: WMC 20.52.260;
- V. Animal establishments: WMC 20.52.270
- W. Vacation Rental Dwelling: WMC 20.08.720
- X. Bed and Breakfasts Inn: WMC 20.08.100

Chapter 20.52

STANDARDS

Sections:

- 20.52.005 Standards policies.
- 20.52.010 Principal structures per lot.
- 20.52.020 Traffic vision impediments.
- 20.52.030 Distances between buildings.
- 20.52.040 Air, land and water quality.
- 20.52.050 Volatile products storage.
- 20.52.060 Noise.
- 20.52.070 Airport interference.
- 20.52.080 Building height.
- 20.52.090 Density – Minimum lot size.
- 20.52.100 Coverage – Minimum open areas.
- 20.52.110 Setbacks – Yards.
- 20.52.120 Shoreline dependency.
- 20.52.130 Piers, docks, shoreline protection and other shoreline construction.
- 20.52.150 Drainage.
- 20.52.160 Dredge and fill.
- 20.52.170 Home occupations.
- 20.52.180 Mobile homes and mobile home parks – Defined.
- 20.52.190 Off-street parking.
- 20.52.200 Buffers.
- 20.52.210 Signs.
- 20.52.220 Redevelopment.
- 20.52.230 Traffic generation.
- 20.52.240 Recreational vehicle parks.
- 20.52.250 Recreation.
- 20.52.260 Firewood storage.
- 20.52.270 Animal establishments.
- 20.52.280 Wastewater discharge and drinking water separation.

20.52.005 Standards policies.

The standards contained in this chapter are applicable in a variety of circumstances, depending upon the type and location of the development proposed or undertaken. The chapter creating each district announces which of the standards of this chapter shall apply within each district. Nothing in this chapter limits or excludes the application under this code or other statutes, regulations or ordinances, which would otherwise be applicable to lands or structures within a district. The planning and zoning commission, consistent with its powers and authority under the code or under statute or regulation, is charged with determining whether a particular use is in compliance with the standards. Anyone seeking a conditional use permit or a building permit must demonstrate how the applicable standards under this chapter are to be met under a proposed use. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.010 Principal structures per lot.

In all districts, except the RMU district, more than one principal structure housing a permitted use may be erected on a single lot provided the area, width and all other development requirements of the district shall be met for each principal structure as though each structure were on an individual lot. In the RMU district, more than one principal structure housing a permitted use may be erected on a single lot for every 30,000 square feet of property. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.40.080.]

20.52.020 Traffic vision impediments.

A. At street intersections there shall be nothing erected, placed, planted or grown on any corner lot so as to encroach into that horizontal triangular area formed by the rights-of-way boundaries and a line connecting the two points 20 feet back from the lot corner formed by the street.

B. Subsection (A) of this section shall not apply (anything erected, placed, planted or grown at a height of less than two and one-half feet or greater than 10 feet above ground level) to natural land forms and outcroppings. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.030 Distances between buildings.

No detached dwelling or other main building shall be less than five feet from any other detached dwelling or main building on the same site. For the rural residential district and the remote residential mixed-use district, the requirement shall be 10 feet from any other detached dwelling or main building, with the exception of wood sheds and outhouses, on the same building site. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.40.090.]

20.52.040 Air, land and water quality.

A. No smoke, heat, odor, fumes, dust, glare, vibration or water pollution shall be detectable beyond the boundaries of property upon which a permitted use occurs, except where such results from occasional maintenance operations or from normal wood smoke emissions from stoves or fireplaces.

B. Variances from the above standards under the procedures set forth in Chapter 20.72 WMC shall be granted only upon a determination that a proposed discharge would be within applicable state and federal standards, that a private hardship or public need justifying the variance exists or would occur if the variance is denied, and that adjacent properties would not suffer significant adverse effects.

C. No materials or wastes shall be deposited upon a lot in such a manner as to make them subject to transportation off the lot by natural forces or causes. Nor shall any substance be allowed to enter any stream or watercourse which carries the potential for contamination, or otherwise may render such stream or watercourse undesirable as a source of water, as a place for recreation or as a place which will support healthy aquatic life. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.050 Volatile products storage.

A. No highly inflammable or explosive liquids, solids, or gases shall be stored in bulk above ground, except for tanks or drums of fuel connected directly with fuel-consuming devices or heating appliances located and operated on the same lot as such storage containers. This subsection is applicable to all uses in all districts, except as where such use is permitted in the industrial district, light industrial district and remote residential mixed-use district. In the RMU districts, this section is inapplicable where multiple 55-gallon tanks of fuel or propane may be stored in safe and secure areas, with adequate ventilation, away from structures used for living quarters.

B. Permitted uses involving the design, construction, reconstruction or use of toxic material or petroleum storage facilities shall provide for the prevention and cleanup of spills and shall provide for the disposal of such materials by the owners thereof. Uses involving the design of petroleum storage facilities shall be governed by the U.S. Environmental Protection Agency, Spill Prevention, Control and Counter-Measure (SPCC) guidelines (40 CFR Section 112.3), and the National Fire Protection Association’s codes for storage and loss control of oil products. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.060 Noise.

For regulations relating to noise, refer to WMC 9.08.085. [Ord. 956 § 2, 2019; Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.070 Airport interference.

No use governed by this code shall create or allow the maintenance of a physical obstruction to air navigation. The Federal Aviation Administration standards governing objects affecting navigable airspace (49 CFR Part 77) shall govern all uses under this code. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.080 Building height.

The purposes of building height standards are to prevent loss of life, excessive property damage, and to minimize risk of fires, by enabling firefighters to reach upper stories or roofs, and to help maintain the character of neighborhoods.

A. No structure within a single-family residential district should exceed a height of 25 feet absent a variance.

B. Church spires, water towers, elevator shafts, or smoke stacks not used for human occupancy, and cables, antennas or similar accessories, are exempt from the height requirements of this section.

C. No building within the single-family medium density district or rural commercial district should exceed a height of 30 feet absent a variance.

D. E. Portions of a building may exceed 35 feet in height where 50 percent of the building's roof perimeter lies within the 35-foot height limit, from an existing grade accessible to fire suppression personnel and rescue equipment, not including perimeter areas which provide access only to portions of the building used for storage, or where all dwelling units and work spaces can be reached and evacuated through windows or balconies lying within the 35-foot height limit of borough firefighting equipment. The approval of the borough's fire chief and the zoning administrator shall be required before permits are issued for the construction of buildings exceeding the 2535-foot limit. Measurements shall be taken from the base of the building to the perimeter of the roof.

E. D. In the remote residential mixed-used district, structures should not exceed a height of 35 feet absent a variance. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.090 Density – Minimum lot size.

A. Within a single-family residential district, or within a multifamily residential district, the minimum lot area shall be 5,000 square feet per single-family residential unit. The minimum lot area for all multifamily structures shall be 800 square feet per residential unit for a one- or two-story structure, and 700 square feet per residential unit for a three-story structure so long as all setback requirements are met and developments have a density of at least 12 units per acre when within a multifamily district. The minimum lot area for the Single-family Medium Density District is 15,00 square feet. The minimum lot area in either of the rural residential districts shall be 15,000 square feet, except that the minimum lot area may be 10,000 square feet for lots served by public water and sewer service, or for lots entirely within an area for which a local improvement district is proposed and a central sanitary sewer system is approved by the State Department of Environmental Conservation. The planning commission may require lot areas larger than 15,000 square feet for lots in rural residential districts which are not served by public sewer and water systems, in order to provide adequate separation of sewer and water systems. The minimum lot area in the rural commercial district is 5,000 square feet. No minimum lot area requirements are imposed for nonresidential uses.

B. Except as provided for remote residential mixed-use districts in subsection (C) of this section, any lot used as a mobile home site shall have a minimum width of 50 feet. The minimum widths for lots fronting upon public rights-of-way in a multifamily residential district shall be 100 feet, except that lots in such districts which are used exclusively as sites for single-family residences shall have minimum widths of 50 feet. The minimum widths for lots fronting on public rights-of-way in rural residential-1 districts shall be 100 feet, except that such minimum widths may be reduced to 50 feet by the planning and zoning commission when public water and sewer are available. Minimum lot widths for lots in the single-family medium density district shall be 100 feet. Minimum lot widths for lots in the rural commercial district is 50 feet. No minimum width requirements are imposed for nonresidential uses.

C. The minimum lot size in the remote residential mixed-use (RMU) district is as follows: RMU-F1 and RMU-F2 subareas have a minimum lot size of four acres; RMU-M subarea has a minimum lot size of 15,000 square feet; RMU-O subarea has a minimum lot size of 2.5 acres; RMU-T subarea has a minimum lot size of 1.25 acres; RMU-G subarea has a minimum lot size of 1.25 acres; and RMU-E subarea has a minimum lot size of two acres. No further division of lots is allowed in the RMU-U subarea.

D. Any lot of record upon the adoption of the ordinance codified in this chapter, which is of an area or width less than that which can be required for the district in which such lot is located, may be used for any permitted purpose, so long as the lot complies with all other regulations prescribed for the district and so long as the owner of such lot does not, at the time of the adoption of the ordinance codified in this chapter, own adjacent land which could be combined to form a lot meeting the applicable minimum area and minimum width requirements. Only lots in the RMU district that are less than the minimum lot size required at the time of adoption of the RMU district may be maintained as a separate lot of record, even if there is an adjacent lot owned by the same owner. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.100 Coverage – Minimum open areas.

No buildings located in a single-family residential district and in the single-family medium density district shall occupy more than 50 percent of the surface area of such lot. No buildings located in a multifamily residential district shall occupy more than 60 percent of the surface area of such lot. No buildings located in a rural residential-1 district shall occupy more than 50 percent of the surface area of such lot. No buildings located in a rural residential-2 district or a remote residential mixed-use district shall occupy more than 60 percent of the surface area of such lot. No buildings located in the rural commercial district shall occupy more than 60 percent of the surface area of such lot, unless a shared public parking area is provided for specific lots, then buildings may occupy no more than 70 percent of the surface area for those lots. In the event that compliance with these minimum open area requirements would result in a residential structure of less width than 24 feet, the planning and zoning commission shall determine and fix maximum lot coverage and minimum open area requirements for the lot to permit its reasonable utilization for a permitted use. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.110 Setbacks – Yards.

Setbacks are required to ensure sufficient open area, sunlight, views, privacy, fire separation and visual relief between structures. Setbacks from lot lines shall be 20 feet whenever property abuts a state highway right-of-way. Otherwise, applicable setbacks shall be: single-family residential district, front yards – 20 feet, side yards – five feet, back yards – 20 feet; single-family medium density district, front yards – 20 feet, side yard abutting another lot – 10 feet, side yard of a corner lot abutting a right-of-way – 15 feet, back yards – 15 feet; multifamily residential district, front yards – 10 feet, side yards – five feet, back yards – 15 feet; rural residential-1 and -2 districts, front yards – 20 feet, side yards – 15 feet, back yards – 20 feet; rural commercial district, front yards – 5 feet, side yards – 5 feet, back yards – 15 feet; remote residential mixed-use district, all yards – 10 feet, except that structures existing in the remote residential mixed-use district as of January 22, 2013, containing setbacks of less than 10 feet are allowed by right.

A. Zero setbacks and other setbacks not conforming to the minimums set forth for each zone above may be allowed where the planning and zoning commission determines that the structure:

1. Will not negatively impact adjacent property, existing or future views, road expansion, or the passage of sunlight to adjacent property;
2. Conforms to all applicable fire regulations; and
3. Contains a design feature which may serve as the basis for approval of a nonconforming setback, such as designs which accommodate view or solar exposures, irregular lots, retention of trees, or the employment of a cluster housing concept.

All applications for nonconforming setbacks shall be submitted to the commission at least 10 days before the meeting or 20 days if located in the RMU district, at which time such application will be considered, so that commission representatives can serve written notice of the application upon adjacent property owners.

B. Accessory structures in the single-family medium density district, such as a storage shed or greenhouse, two hundred square feet or less, and not on a permanent foundation, may encroach into the rear and side yard setbacks only; provided, the structure is located on the back twenty-five percent of the parcel and is a minimum of five feet from both the rear lot line and side lot lines abutting other lots.

C. B. The zoning administrator shall review plans for all proposed structures to determine whether such structures will substantially obstruct an adjacent lot's exposure to sunlight or to views. The commission may require increased or offsetting setbacks or a reduction in height for the planned structure.

D. C. Where nonconforming setbacks result in less than 10 feet between dwelling units, a fire-rated wall shall be required in lieu of a setback so as to provide adequate fire separation.

E. D. In recognition of the sensitivity of beaches to alteration and development that interrupt the natural movement of sand and other aggregates along shorelines which can result in erosion of adjacent shorelines, and in recognition of the scenic and recreational values of beaches, the development of beaches is discouraged. Any development on or

alteration of sand or gravel beaches shall require prior planning and zoning commission approval. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.120 Shoreline dependency.

When considering development in any district to which this standard is applicable, the planning and zoning commission shall give first priority to water-dependent uses and activities, second priority to water-related uses and activities, and third priority to uses and activities which are not water-dependent or water-related, but for which there is no feasible and prudent inland alternative suitable for meeting a public or private need. The shoreline criteria contained in this section apply to all unclassified uses on waterfront properties in the remote residential mixed-use district for which a conditional use permit is required.

A. All applications for shoreline-dependent development in a waterfront development district must be accompanied by a statement explaining the nature and the intensity of the water orientation of the proposed activity, including an indication of any cost-saving or benefits arising from location upon the shore that could not be obtained from an inland location. Alternatively considered upland sites should be identified.

B. The cooperative use of dock, parking, cargo handling and storage facilities should be encouraged.

C. Toxic materials and petroleum shall not be stored within 25 feet of ordinary high tide, unless it should be demonstrated that such can be safely accommodated as an accessory to a fuel dock facility. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.130 Piers, docks, shoreline protection and other shoreline construction.

A. No pier, dock, marina, wharf, causeway, or permanent or temporary floating structure shall be constructed or used so as to preclude any normal use of navigable waters.

B. Any construction having impact upon lands below ordinary high tide, or other shoreline development project, shall require prior planning and zoning commission approval. To obtain such approval, evidence shall be presented by the applicant that the size of the facility is the minimum necessary to achieve the desired purpose.

C. Boat ramps are only to be permitted for individual residences within 25 feet of ordinary high tide where the shoreline slope does not exceed 25 percent and/or where substantial cutting, grading, filling or shoreline protection measures are not necessary. One boat lift is allowed as an accessory use pursuant to the requirements of this section where the shoreline slope exceeds 25 percent.

D. In considering applications for the construction of shoreline projects, the planning and zoning commission shall prefer the use of floating or pile-supported structures over the use of fill since fill results in the loss of productive aquatic habitat and/or the alteration of natural shoreline processes which can result in erosion of adjacent shorelines and the loss of beaches.

E. Private moorage for float planes may be permitted by the planning and zoning commission as a conditional use, consistent with program standards regarding docks.

F. Where appropriate, the planning and zoning commission may require shoreline protection measures to be taken to mitigate the effects of structures having impact upon lands below ordinary high tide or the effects of other shoreline development. Shoreline protection measures may include:

1. A requirement that the construction or project not unreasonably interfere with existing recreational and navigational uses of the affected water, nor unreasonably alter scenic and aesthetic qualities of the area as determined by the planning and zoning commission;
2. A requirement that the construction or project not unreasonably interfere with or harm the environment or any stream or tidal water area nor substantially harm any fish or wildlife habitat; and
3. A requirement that the construction or project shall not cause unreasonable soil erosion nor lower the quality of any waters.

G. Shoreline protection measures are to be permitted by the planning and zoning commission only where evidence is provided by the applicant that one of the following conditions exists:

1. Serious erosion is threatening an established use on the subject property; or
2. A demonstrated need associated with a water-dependent or water-related commercial or industrial use is evident.

H. Shoreline protection measures are to be permitted by the planning and zoning commission only where evidence is provided by the applicant that a proposed shoreline protection measure will not have adverse effects upon adjacent or nearby property through the action of increased erosion, shoaling, flooding, or similar occurrences.

I. Construction of shoreline protection measures shall be carried out at times that will minimize the effects of such construction upon aquatic life.

J. Significant natural spawning, rearing or residency areas for aquatic life shall be given special consideration by the planning and zoning commission in reviewing proposed shoreline protection action.

K. Except in conjunction with an approved water-dependent or water-related commercial or industrial use, new shoreline protection measures shall not be permitted seaward of the line of nonaquatic vegetation, or where such a line cannot be determined, seaward of ordinary high tide.

L. The planning and zoning commission shall not approve any shoreline protection measure which does not allow the maintenance of existing public waterway access.

M. Proposed shoreline protection measures shall be designed to minimize their impact upon the aesthetic qualities of the shoreline and shall not alter natural shoreline processes that can result in erosion or loss of beaches.

N. Where riprap is being proposed as a shoreline protection measure, the planning and zoning commission shall not approve the use of such having a slope steeper than one and one-half feet horizontal to one foot vertical unless evidence is presented by the applicant that use of a steeper slope is justified and that the rock or cement to be used will be effective. Measures to reduce fill, such as rock walls, are encouraged.

O. Materials used for shoreline protection measures must be approved by the zoning administrator or the building inspector. Tires and/or vehicles may not be used as any component of a shoreline protection measure.

P. New residential developments creating five parcels or more on the shoreline shall provide for adequate public waterway access and access to publicly owned shoreline areas which are appropriate to the site, general nature, and size of the development. The planning and zoning commission shall require, in connection with the approval of such developments, the reservation of a public access easement running at least 25 feet above and parallel to the line of ordinary high tide. Topographic constraints or alternative access routes may allow the planning and zoning commission to lessen, forego, or waive this requirement.

The planning and zoning commission shall establish a public access corridor where appropriate and practical along publicly owned shorelines and shall encourage the establishment of such a corridor on private lands. Trail links between shoreline parks and public access points shall be encouraged for walking, for bicycle riding, and for other nonmotorized vehicular access.

Q. Recreational and access developments shall, where appropriate, preserve or enhance scenic views and vistas as well as improve the aesthetic value of the area to be developed. Large structures that would block visual access to the shoreline from upland areas shall be sited to minimize visual interference. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.150 Drainage.

A. Use of natural, undisturbed drainage is required where usable. Existing surface drainage channels on a site shall be determined prior to approval by the planning and zoning commission for development. Regrading, stripping of vegetation or filling is permitted in these areas; provided, that:

1. The time of concentration of stormwater flows remains unchanged or is lengthened; and
2. Any resultant new drainageways have less velocity than pre-existing ones or reduce erosion through the provision of erosion control measures.

B. Each new development, for instance, site preparation or construction, shall provide for the on-site control of excess runoff resulting from that development so as to prevent such runoff from adversely affecting neighboring parcels. For the purpose of this section, excess runoff shall include all increases in runoff resulting from:

1. Any increase in the impervious surface of the site, including additions to buildings, roads and parking lots;
2. Changes in soil absorption caused by compaction during development;
3. Modifications to land contours, including filling or draining of small land depressions; and
4. Alteration of drainageways or facilities for handling wastewater from domestic uses.

C. Stormwater runoff shall be directed away from any known shellfish or kelp beds or other sensitive marine resources. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.160 Dredge and fill.

A. Landfill placed in bodies of water, floodways or natural wetlands for the expansion of upland areas is prohibited for residential development unless the planning and zoning commission finds upon the presentation of adequate evidence that no usable or prudent alternative is available.

B. Earth moving activity shall be allowed within the borough without the approval of the planning and zoning commission, unless such activity would have an effect upon tidelands or established shoreline setbacks, buffers, or public access corridors, under the following conditions:

1. Where landfill or the removal of material is incidental to construction, alteration or repair of a building or the grading and landscaping incidental thereto; or
2. Where landfill or removal or transfer of material is incidental to the construction, alteration or repair of a public or private access road or street or facility providing essential services. [Ord. 867 § 1, 2013; Ord. 462 § 1, 1984.]

20.52.170 Home occupations.

“Home occupation” means a profession or use falling within the definition of WMC 20.08.380. Allowance of home occupations is intended to promote a local economic base consistent with the character of the borough and lifestyles of its people. Allowable uses include crafts, small-scale services and other activities which have little impact upon the neighborhoods in which they are located in terms of appearance, operating hours and other factors.

A. Home occupations shall be allowed only upon a limited conditional use basis upon the issuance of a permit by the planning and zoning commission, except where permitted in the remote residential mixed-use district.

B. Home occupations are intended as family businesses and shall not, with the exception of the rural residential-1 district, include businesses of the following or similar character:

1. Animal hospitals;
2. Commercial kennels;
3. Funeral parlors;
4. Automobile repair shops;
5. Restaurants;

6. Junkyards; and
7. Flea markets.

C. Standards of the district in which the use occurs shall apply to home occupations. In addition, the following specific standards shall apply:

1. Signs shall be no larger than six square feet and shall be of a height not greater than four feet from ground level and shall otherwise conform to the requirements of WMC 20.52.210;
2. The use shall be carried out completely in the dwelling or in an enclosed structure; except that a home occupation use need not be enclosed in the remote residential mixed-use district or rural residential district, provided the use shall be screened from view from all navigable waterways and adjacent residentially zoned properties with a buffer conforming to the requirements of WMC 20.52.200;
3. The facilities shall be architecturally and aesthetically compatible with the surrounding residential area and with other structures on the site;
4. Recreational vehicle or trailer parks, amusement or gaming operations are not to be allowed as a home occupation;
5. Storage associated with the home occupation will be enclosed in an acceptable structure;
6. Those proposed home occupations that may generate unreasonable amounts of traffic or create a nuisance, as determined by the planning and zoning commission, may be denied;
7. Those proposed home occupations that may result in storage or home occupation activities outside an enclosed area, as to be determined by the planning and zoning commission, may be denied;
8. One off-street parking space is required, in addition to other applicable parking space requirements, for each home occupation permitted upon a particular site. Additional parking spaces may be required by the planning and zoning commission as warranted. This provision is inapplicable to the RMU district.

D. The planning and zoning commission shall review a home occupation use upon receipt of written complaints from three separate households affected by the home occupation or upon any written complaint from the zoning administrator, member of the commission, or borough assembly. The zoning administrator shall schedule a public hearing to review such complaints upon adequate notice to the owner of the property upon which the home occupation is conducted.

E. In any hearing held under authority of subsection (D) of this section, the planning and zoning commission shall hear the evidence presented and upon adequate findings of fact may:

1. Approve continuation of the use as it exists;
2. Require that it be terminated; or
3. Impose mitigating restrictions, such as limitations upon hours of operation, or the construction of fences. Decisions of the planning and zoning commission upon the evidence presented at such hearings may be appealed to the borough assembly. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.180 Mobile homes and mobile home parks – Defined.

A. “Mobile home” means any coach, motor home, trailer or other vehicle or structure designed or intended for or capable of human dwelling or sleeping purposes which is mounted on a chassis with wheels or supports and is capable of being moved by its own power or transported by a vehicle, where such mobile home is used or intended for permanent occupancy. Any mobile home that is not built to the Manufactured Home Construction and Safety Standards (HUD Code) shall only be located in Mobile Home Parks. This does not include units that are similarly constructed and designed for multiple sleeping quarters such as bunkhouses and separate food preparation and dining areas.

B. "Mobile home park" means any park, court, parcel or tract of land, including a planned unit development, designed, maintained, intended or used for the purpose of supplying a location for more than two mobile homes including all buildings used or intended for use as a part of the equipment thereof, whether or not a charge is made for the use of the park and its facilities. A mobile home park does not include automobile or trailer sales lots on which unoccupied mobile homes are parked for the purpose of inspection and sale, with no more than one mobile home fully set up for occupancy located on each such sales lot.

C. A building permit for construction, improvement or expansion of a mobile home park is required. The planning and zoning commission shall authorize issuance of such a permit and shall impose any special conditions for development which have not already been imposed by order of the zoning administrator. Upon completion of construction, improvement or expansion of a mobile home park/subdivision, a permit for its operation is required. The planning and zoning commission shall issue such a permit upon a showing that the mobile home park/subdivision is in compliance with all applicable requirements. The permit to operate may be suspended by the commission for violation of this section.

D. All mobile homes in the borough must comply with the following requirements:

1. All mobile homes shall be constructed in conformance with state and federal specifications, including the Uniform Building Code. No accessory structures shall be attached to trailers in mobile home parks without a permit issued by the borough and signed by the park owner or manager;
2. Unless otherwise stated, mobile homes shall conform to the performance standards of single-family dwellings in the applicable district;
3. Mobile home developments, such as mobile home parks or planned unit developments, shall conform to the applicable district requirements;
4. Mobile homes that will occupy a site outside a mobile home park must meet the Manufactured Home Construction and Safety Standards (HUD code) ~~for more than 12 months~~ and shall be required to be set upon a permanent footing and to be skirted.

E. The following standards shall apply to areas wherein mobile home spaces are provided within a mobile home park that is constructed according to minimum standards and guided by a carefully drawn plan of development. The standards, restrictions and procedures required in this section are designed to assure that mobile home parks provide an adequate residential environment:

1. Minimum yard requirements are designed to ensure that sufficient open area, sunlight, views, privacy and fire separation exist between mobile homes:
 - a. Front, 10 feet, excluding trailer tongue;
 - b. Side, eight feet;
 - c. Rear, 10 feet;
 - d. Exterior boundary of park, 10 feet;
 - e. Enclosed accessory structures may not extend into yard areas.
2. Recreational area requirements are imposed to ensure that each mobile home park shall contain outside areas designated and developed for children's recreational purposes, unless evidence is provided that children will not reside in such park/subdivision:
 - a. Ten to 50 spaces, 200 square feet for each mobile home or camper space;

- b. Over 50 spaces, 10,000 square feet plus 150 square feet for each additional mobile home or camper space over 50;
 - c. There shall be at least one improved recreational area for children in each park of 30 units or more, not less than 6,000 square feet in area (5,000 square feet for less than 30 units). Such areas shall exclude steep slopes, water surface or periodically flooded or inundated land unless it is usable and maintained for recreational purposes, in which case it may be applied towards a maximum of one-fourth of the required recreation area in excess of 7,000 square feet. Two square feet of water surface or area of periodically flooded or inundated land shall be considered as only one square foot of land for purposes of fulfilling this requirement;
 - d. Recreation equipment for use by children is required in each improved area.
3. A 10-foot vegetated buffer area is required adjacent to a public street and shall be attractive and maintained at all times.
4. All lots or spaces within a mobile home park shall have direct and uninterrupted access to an internal street restricted to use by residents. Such streets shall have direct access to a public right-of-way. Installation of all internal streets, easements and other improvements to the mobile home park shall be in conformance with the following standards:
- a. Dedication of streets and easements within the boundaries of a mobile home park is not required;
 - b. Adequate internal streets shall be developed and maintained as a provision of the conditional use permit for the mobile home park;
 - c. All internal streets in a mobile home park shall be constructed to the following standards. Street rights-of-way shall be a minimum of 20 feet with 12 feet of drivable road surface. Dead-end streets shall be limited to 500 feet in length and shall provide a terminal with a right-of-way diameter of not less than 70 feet containing a drivable road surface of a diameter of not less than 60 feet.
5. The following accessory uses (developed by the mobile home park owner for use by residents) are permitted: administration buildings; laundry and service buildings; community center; recreational facilities and detached storage structures.
6. A building permit for a mobile home park shall be issued only after review and approval of a site plan by the planning and zoning commission. To aid in the planning and zoning commission's recommendation, a scaled and dimensioned site plan and topographic map of the development shall be prepared and submitted according to the provisions of Chapter 20.58 WMC. The site plan shall show, but not be limited to:
- a. Proposed standards for development, including any restriction of the use of the property, and density standards;
 - b. Location of buildings and mobile homes in relation to property and lot lines;
 - c. Location of off-street parking spaces and bays, internal circulation ways and ingress and egress points for the site;
 - d. Public and semipublic open spaces, community facilities and landscaped areas, fences, patios and service areas (including garbage disposal and snow removal areas), driveways and walkways, as well as provision for maintenance of all common areas;
 - e. Plans for the provision of utilities, including water, sewer and other drainage facilities, and provision for connection with public utilities;
 - f. Provision of buffers between the park and adjoining property;

g. After review of the plan, the planning and zoning commission may require that the applicant modify the proposal and resubmit it for further review if it is found not be in compliance with the standards applicable to the district in which it is located or the standards applicable to mobile home parks. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.190 Off-street parking.

A. In all districts, except the RMU district, there shall be provided, at the time any main commercial or industrial building is constructed, altered, enlarged or subjected to a change in use, off-street parking for the use of occupants, employees or patrons. It shall be the responsibility of the owner and/or occupant of any such building or structure to provide, and thereafter maintain, the minimum number of free off-street parking facilities as required under this chapter.

B. No existing parking area and no parking area provided for the purpose of complying with the provisions of this title shall be relinquished or reduced in any manner below the requirements established in this chapter.

C. A site plan showing all parking and loading areas shall accompany all applications for building permits. The plan shall show the dimensions of spaces, curb cuts and other information necessary to determine compliance with provisions of this chapter. The zoning administrator shall approve or reject the site plan on the basis of compliance with the requirements of this chapter. No certificate of compliance or building permit shall be issued unless the parking site plan is approved.

D. Any parking space provided pursuant to this chapter shall be on the same lot with the main use it serves or on an adjoining lot, except that the planning and zoning commission by a conditional use permit as specified in Chapter 20.68 WMC may allow parking spaces to be on any lot within 500 feet of the use if it determines that it is impractical to provide parking on the same lot.

E. All parking areas shall be of sufficient size and shall conform to the following standards:

1. Each parking space shall be 170 square feet in area exclusive of access and circulation aisles and shall be 10 feet by 17 feet, except for handicapped parking spaces which shall be 11.5 feet by 17 feet.
2. All parking lots shall be provided with a durable, well-drained surface.
3. Any lighting of parking lots shall be arranged to reflect away from the public rights-of-way and from any adjoining residential areas.
4. Curb cuts shall be located so as to avoid traffic hazards and shall be approved by the zoning administrator.
5. Curb cuts shall be no more than 25 feet wide and no less than 12 feet wide.
6. All parking lots, where feasible, shall be buffered and constructed so as to minimize erosion and water pollution by controlling storm runoff.

F. Where there is more than one use in a single structure or on a single site (e.g., attorney and retail store) or two or more separate instances of the same use, off-street parking requirements shall be the sum of the requirements for various uses.

G. The planning and zoning commission shall use these parking standards as guidelines and may require fewer total parking spaces for a particular use where appropriate. Parking spaces fewer than the minimum shall be allowed where the following situations exist:

1. Public parking capable of accommodating some of the parking demand generated by the land use is available within 500 feet of such use.
2. Two or more uses share the same parking accommodations in such a way that the hours or days of peak usage are so different that a lower total number of spaces will provide adequately for all uses.

3. The clientele of the use is such that a reduced number of spaces is appropriate, as in the case of a business having a large number of pedestrian customers.

H. Off-street parking space shall be provided in the following proportions:

Use	No. Spaces	Per Unit
Residential dwelling (single or multifamily)	1	Dwelling unit
Hotel/motel	1	Five rental units
High volume retail business or professional offices gross	1	400 sq. ft. of floor area
Lodges and meeting halls, no fixed seating	1	400 sq. ft. of gross floor area
Schools	1	1/2 for each employee plus 1 for each 20 students over 16 years of age
Churches and auditoriums, with fixed seating	1	20 seating spaces in the main assembly room
Theaters or other places of assembly	1	20 seating spaces
Furniture, plumbing supplies or clothing stores or shoe repair or similar large commercial uses	1	800 sq. ft. of gross floor area
Service station	1	1,000 sq. ft. of lot area
Industrial uses	1	2 employees working the shift having the greatest number of employees
Home occupation	1	In addition to those required for residential use
Restaurants/taverns	1	10 fixed seating spaces and/or 100 square feet of nonfixed seating
Public buildings	1	Each employee

I. Floor areas for the purpose of computing parking requirements shall be the sum of the horizontal area within the exterior walls of the several floors of the building, excluding storage or service areas. Whenever off-street parking is required, the parking area and space shall be designated, constructed and maintained in accordance with the minimum provisions and standards in this chapter.

J. If it appears to the planning and zoning commission that additional parking spaces beyond the minimums required are necessary, the commission may require additional open areas be kept in reserve for this purpose.

K. The requirements of WMC 20.52.200 are inapplicable in the RMU district. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.200 Buffers.

Due to smoke, noise, traffic, aesthetics and potential hazards, all new or expanded port facilities, industrial uses, unenclosed home occupation uses abutting another property with a residential use, and mobile home parks (over three units) shall have buffers between such areas and adjoining areas. Buffers shall be 25 feet in width, and shall be 75 percent sight-obscuring. When composed of plants, buffers shall be 50 percent of full size within one year and average eight feet in height. Buffers shall be composed of natural terrain and vegetation where possible. If fences are used they should be aesthetically pleasing and compatible with the character of the area.

Buffers shall not be used for storage of equipment or materials or for waste disposal, but may be used for outdoor recreation. Portions of such buffers may be used for light motor vehicle parking if the design of such facilities is found by the planning and zoning commission to be consistent with the comprehensive plan of the borough. Buffer requirements may be waived if the commission determines that natural or manmade land forms upon the site sufficiently serve the purpose of this section. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.210 Signs.

A. A permit shall be obtained from the zoning administrator prior to the installation of any sign or advertising structure excepting those less than six square feet (e.g., two feet by three feet) in area. Construction and erection of signs shall be in accordance with this chapter and with all other pertinent regulations.

B. Signs shall advertise only those businesses or activities engaged in on the immediate premises.

C. No signs shall be erected in any location where, by reason of the position, shape or color of such sign, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device. No sign shall exceed the height of the structure to which it is attached or exceed 10 feet in height if freestanding.

D. No sign other than public signs shall be placed within 10 feet of any intersection as measured from the nearest corner created by two intersecting street rights-of-way.

E. Flashing signs and intermittent illumination are to be permitted only in commercial and industrial zones.

F. In all residential districts, lighting shall be direct and shielded from adjacent property.

G. Except as approved with a conditional use permit for a commercial use in the remote residential mixed-use district, only the following signs are permitted in a residential district:

1. Real Estate Signs. One sign not exceeding eight square feet, advertising only the sale, rental or lease of the building or premises on which it is maintained.

2. Signs Identifying Home Occupations. One sign per use, not exceeding nine square feet in area; such sign shall be no closer than 10 feet from any property line.

3. Bulletin Boards. Bulletin boards used to display announcements of meetings to be held on the premises are permitted for churches, schools, community centers and public, charitable or institutional uses. Unless otherwise permitted in the district, such signs shall contain no more than 20 square feet in area and may be located no closer than 10 feet from any street lot line. Only one such sign shall be permitted for each street frontage.

4. Construction Signs. During construction, repair or alteration of a structure, temporary signs which denote the architect, engineer, contractor or builder, or which denote the name of construction and its use or occupants-to-be or other construction participants or structure users, may be placed within any required yard setbacks as ground, wall or roof signs. Each sign shall be 20 square feet or less in size and not more than one such sign shall be permitted for each construction participant or structure user.

5. Signs Identifying Other Permitted and Conditional Uses. One sign per use not to exceed 20 square feet in area for the purpose of identifying multifamily dwellings, clubs, offices and other similar uses may be placed flat against the building in which such use occurs and shall be no closer than 10 feet from any property line.

6. Signs for Nonconforming Uses. A legal, nonconforming use in a residential area may have one sign per property, unlighted, and no larger than 20 square feet in area. Such sign shall be located no closer than 10 feet from any property line.

7. Subdivision Signs. Signs advertising the sale or lease of lots or buildings within new subdivisions of at least five lots are permitted, providing they are not directly or indirectly illuminated and do not exceed 50 square feet in area. Not more than one such sign shall be located at each major approach to the subdivision, with such signs located within the required setback yards applicable to the principal structures and located no closer than 10 feet from the nearest property line.

8. Public Safety Signs. Temporary, private ground or wall signs exclusively relating to the safety of the public (e.g., "No Parking Today," "Use Covered Walkway," "Do Not Enter," "Danger," or "Loading Zone") may be located as needed for public safety without limitation as to number, size or location under this section.

H. In addition to the requirements of Chapter 13.05 WMC, the following regulations shall apply to signs in commercial and industrial districts:

1. Signs shall be located flat against a building or a marquee.
2. One ground, pole, or projecting sign is permitted, per property, not to exceed 50 square feet in area; provided, that signs projecting beyond the lot line may be no closer than six inches from the curblin and must be at least eight feet above the finished sidewalk grade.

I. Signs in the rural commercial district may be no larger than 32 square feet and must be located against the external building wall. Lighted, neon or flashing signs are not permitted externally.

J. I. Signs which do not conform to the requirements of this title shall be eliminated within three years from the effective date of the ordinance codified in this title. [Ord. 867 § 1, 2013; Ord. 841 § 2, 2009; Ord. 462 § 6, 1984.]

20.52.220 Redevelopment.

The conversion of an existing structure to a permitted or conditional commercial use shall be permitted where the character of the existing structure is maintained and where all parking and other requirements for the particular use are met. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.230 Traffic generation.

If the volume of traffic expected to be generated by a business or a nonconforming or special use would create a nuisance for area residents or congestion, the planning and zoning commission may deny a permit for the use or may require measures mitigating such nuisance or congestion. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.240 Recreational vehicle parks.

A building permit for the construction, improvement and expansion of a recreational vehicle (RV) park is required. Recreational vehicle and camper space rentals are permitted within RV parks at a density of 24 spaces per acre, provided the following provisions are met:

A. A sewage dumping station connected to a sewer system approved by the State Department of Environmental Conservation shall be provided.

B. A water supply approved by the State Department of Environmental Conservation for public use shall be provided at a central location for recreational vehicle and camper use.

C. One-way streets will be permitted; provided, that they are adequately marked and designated for one-way traffic flow. Such streets shall have a right-of-way of 20 feet in width with a driving surface 12 feet wide.

D. An RV park may be part of an overall mobile home park application, but must be incorporated as a separate design element within such mobile home park.

E. Parking spaces shall be of sufficient size to provide for a minimum of 10 feet between recreational vehicles or campers.

F. A site plan in accord with WMC 20.52.180(E)(6) shall be incorporated within any application to the planning and zoning commission of a permit for the reconstruction, improvement or expansion of an RV park. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.250 Recreation.

There shall be adequate provisions for play areas and recreational facilities for children and teenagers (as determined by the commission) for all subdivisions of more than 10 lots and all multifamily developments (e.g., apartments) over 10 units. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

20.52.260 Firewood storage.

A structure built or constructed for the purpose of storing firewood may be located in any district to which this standard is made applicable, subject to the following limitations:

- A. The structure shall be set back at least 18 inches from lot lines.
- B. The structure shall not exceed a height of eight feet and width of eight feet, except in the remote residential mixed-use and rural residential districts. In the remote residential mixed-use district and rural residential districts, the structure shall not exceed a height of 14 feet and there is no limitation on the structure width, provided the structure contains adequate ventilation with a design to prevent spontaneous combustion.
- C. The structure shall comply with the requirements of WMC 20.52.020.
- D. The structure shall only be used for the storage of firewood, and shall not be used for the storage of fuel, chemicals, construction materials such as studs, beams and siding or similar materials. [Ord. 867 § 1, 2013; Ord. 486 § 4, 1985.]

20.52.270 Animal establishments.

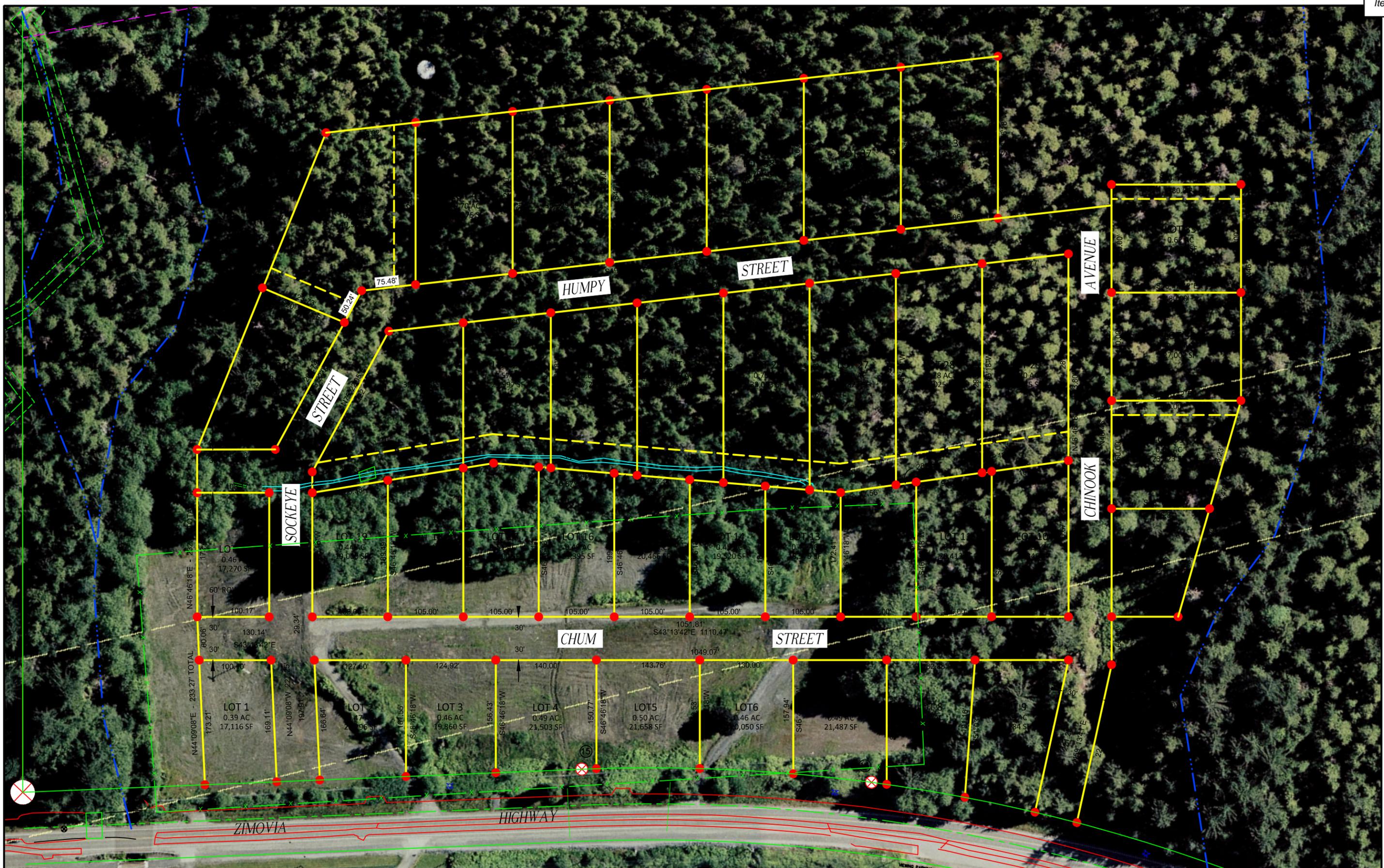
Animal establishments may be located in those districts where such use is allowed, subject to the following:

- A. The owner of any animal establishment must provide, according to the needs of the animal:
 - 1. Adequate shelter from the elements;
 - 2. Adequate facilities to keep the animals on the owner's property and prevent straying;
 - 3. Adequate procedures and facilities to avoid unreasonable off-site odor or noise disturbance to adjacent properties;
 - 4. Adequate facilities for keeping the kennels, stables and other animal housing areas clean and free of filth; and
 - 5. Adequate food, water and vaccinations.
- B. No animal establishment shall cause any nuisance, hazard or damage to persons or to other property by:
 - 1. Disposal of water and waste products;
 - 2. Risks to health and well-being;
 - 3. Destruction of surface vegetation and soils; or
 - 4. Straying animals.
- C. Animal establishments for horses, mules and donkeys shall comply with subsections (A) and (B) of this section and the following:
 - 1. Shelters shall be roofed to allow the animal protection from the elements. Depending on the needs of the animal, the shelter must be divided into stalls large enough for the animal to turn completely around while standing inside. Manure and wet bedding shall be cleaned out regularly.
 - 2. The owner shall prepare and maintain the ground in such a way that the area in which the animals are standing does not retain water and minimizes mud. Wood chips or some other similar porous material that will allow moisture to drain away from where animals are standing is ideal.
 - 3. Adequate corrals must be provided and be enclosed by safe fencing. Barbed wire is not allowed. There must be adequate room in the corral for the animals to move about and self exercise without hurting themselves or others. Corrals shall not be allowed to accumulate a build-up of manure and/or filth.

4. Feed containers should have bottoms to prevent feed from coming in contact with the ground. The feed container should always be located on dry ground areas so that the animals will be forced to stand on the dry ground while feeding.
5. Storage of grain feed shall be in secure, rodent-proof, closed containers.
6. Clean drinking water shall be provided at all times.
7. Manure on any stabling site shall be bermed such that there is no runoff beyond the limits of the site.
8. Manure shall be removed from the site regularly and disposed of in a legal manner.
9. There must be adequate vegetative buffers between stabling areas and adjacent property.
10. Minimum lot size must be 15,000 square feet for one animal plus an additional 5,000 square feet for each additional animal. In all zoning districts there must be 5,000 square feet of free space for each animal to allow the animal to move. Where the property owner submits a current detailed site plan and can demonstrate that adequate facilities for the exercise of the animals will be provided (for example, a commercial stable with an arena area), a conditional use permit may be granted with less restrictive minimum lot size requirements.
11. Corrals shall have a grade allowing water to drain away from the animals. Ditches or channels around the more elevated areas of the corral to catch and direct water away from the corral are recommended. Ditches or channels draining the corral to lower grades shall discharge water in compliance with the Wrangell Municipal Code. [Ord. 867 § 1, 2013; Ord. 785 § 29, 2006.]

20.52.280 Wastewater discharge and drinking water separation.

All domestic wastewater disposal systems shall meet applicable Alaska Department of Environmental Conservation (ADEC) requirements. No person may construct any part of a wastewater disposal system, including a sealed system, within the following areas (horizontal distances): within 100 feet of any surface water or within 100 feet of any ground water used as a private drinking water source; within 200 feet of any surface or ground water used as a Class A or Class B public water system source; or within 150 feet of any surface or ground water used as a Class C public water system source. (ADEC regulations 18 AAC 72 (wastewater, including individual treatment systems such as septic tanks, sealed vault privies, and marine water outfalls) and 18 AAC 80 (drinking water).) [Ord. 867 § 1, 2013.]



65	Designed: TSS		Approved: TSS		 RSM ENGINEERING - KETCHIKAN, INC. 7180 REVILLA ROAD, SUITE 300 KETCHIKAN, ALASKA 99901 AELC 576	Client: CITY AND BOROUGH OF WRANGELL	Project: WRANGELL INSTITUTE DEVELOPMENT	Sheet Description: MASTER PLAN PHASE 1	Sheet No. 2
	Date	No.	Description	By					

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 25, 2023
	<u>Agenda Section</u>	11

ORDINANCE No. 1040 AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE LOTS 1-5, BLOCK 1; LOTS 1-5, BLOCK 2; LOTS 1-3, BLOCK 3; AND TRACT A, SHOEMAKER BAY SUBDIVISION AMENDED PLAT 87-9; AND A PORTION OF LOT 26, USS 3403 FROM HOLDING TO SINGLE FAMILY MEDIUM DENSITY, RURAL COMMERCIAL, AND MULTIFAMILY AS PART OF THE PROPOSED ALDER TOP VILLAGE SUBDIVISION

SUBMITTED BY:

Carol Rushmore, Economic Development Director

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 21: \$	FY 22: \$	FY23: \$
Amount Budgeted:		
FY22 \$XXX		
Account Number(s):		
XXXXX XXX XXXX		
Account Name(s):		
Enter Text Here		
Unencumbered Balance(s) (prior to expenditure):		
\$XXX		

Reviews/Approvals/Recommendations

<input checked="" type="checkbox"/>	Planning & Zoning Commission
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. ORD 1040 2. Propose zone change maps

MAYOR PROCEDURE: Declare the Public Hearing open. The Mayor shall ask if there is any administrative report on the Public Hearing Item. Persons who signed up to talk on this item shall be called to the podium.

Once all persons have been heard, declare the Public Hearing closed and entertain a motion.

RECOMMENDATION MOTION:
Move to Approve Ordinance 1040.

SUMMARY STATEMENT:

The information below has not changed since the April 11th meeting.

The Planning and Zoning Commission has worked diligently on two new codes to provide zoning and use guidance for the Alder Top Village Subdivision (former Wrangell Institute site). They also worked on a modification to an existing code that will be applicable to the existing zoning district but is also proposed for some of the land area on the larger parcel. The proposed zoning districts are also on the Assembly agenda for tonight.

The Institute Master Plan was completed in 2017

<https://www.wrangell.com/economicdevelopment/wrangell-institute-master-plan-and-subdivision> .

The Master Plan originally included ANSEP within the area now proposed for the Alder Top Village Subdivision. Once ANSEP was no longer a viable option, there was considerable discussion before the Assembly and the Commission, as well as in the public regarding the need for residential land. The area in the Master Plan proposed for ANSEP was modified to include residential only.

The entire 134 acre property is currently zoned Holding. The filled area where the Institute was originally located was rezoned Holding from Multi-Family in Feb. 1999. The remaining portion of the property was rezoned to Holding from Multi-Family in September 2011. The Master Plan originally identified low and medium density residential on the south and eastern (upper) portion of the property. ANSEP with some housing was originally to be located on the northern end where the Alder Top Subdivision is now proposed. Based on community needs and direction from the Assembly, the northern portion of the property is now proposed to be Single Family Medium Density District (new). The Master Plan also discussed a mixed use zoning potential for portions of the southern portion of the property that could include neighborhood commercial with mixed residential. The Planning and Zoning Commission discussed the various options as laid out in the master plan but also considered community discussion regarding tiny homes, need for assisted living and other types of uses and has proposed a slightly different modification to the zoning but keeping with the intent of the Master Plan.

On the southern end of the property, the proposed zoning is Rural Commercial (new) and Multi-Family. The northeastern portion is proposed to be Single Family Medium Density Residential (SFMD). The SFMD district is similar to the Single Family District in town, but there are some use and standard differences. Rural Commercial is light neighborhood type commercial activities that could benefit residents in Rural Residential.

The proposed zoning map is attached.

Return to: City & Borough of Wrangell
P.O. Box 531
Wrangell, Alaska 99929

Wrangell Recording District

Page 1 of 2

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1040

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE LOTS 1-5, BLOCK 1; LOTS 1-5, BLOCK 2; LOTS 1-3, BLOCK 3; AND TRACT A, SHOEMAKER BAY SUBDIVISION AMENDED PLAT 87-9; AND A PORTION OF LOT 26, USS 3403 FROM HOLDING TO SINGLE FAMILY MEDIUM DENSITY, RURAL COMMERCIAL, AND MULTIFAMILY AS PART OF THE PROPOSED ALDER TOP VILLAGE SUBDIVISION

SEC. 1. Action. The effect of this ordinance is to finalize a Zone Change For LOTS 1-5, Block 1; Lots 1-5, Block 2; Lots 1-3, Block 3; And Tract A, Shoemaker Bay Subdivision, Amended Plat 87-9; and a portion of Lot 26, USS 3403 from Holding to Single Family Medium Density, Rural Commercial, and Multifamily as Part of the Proposed Alder Top Village Subdivision

SEC. 2. Classification. This is a non-code ordinance.

SEC. 3. Severability. If any portion of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 4. Effective Date. This ordinance shall be effective upon adoption.

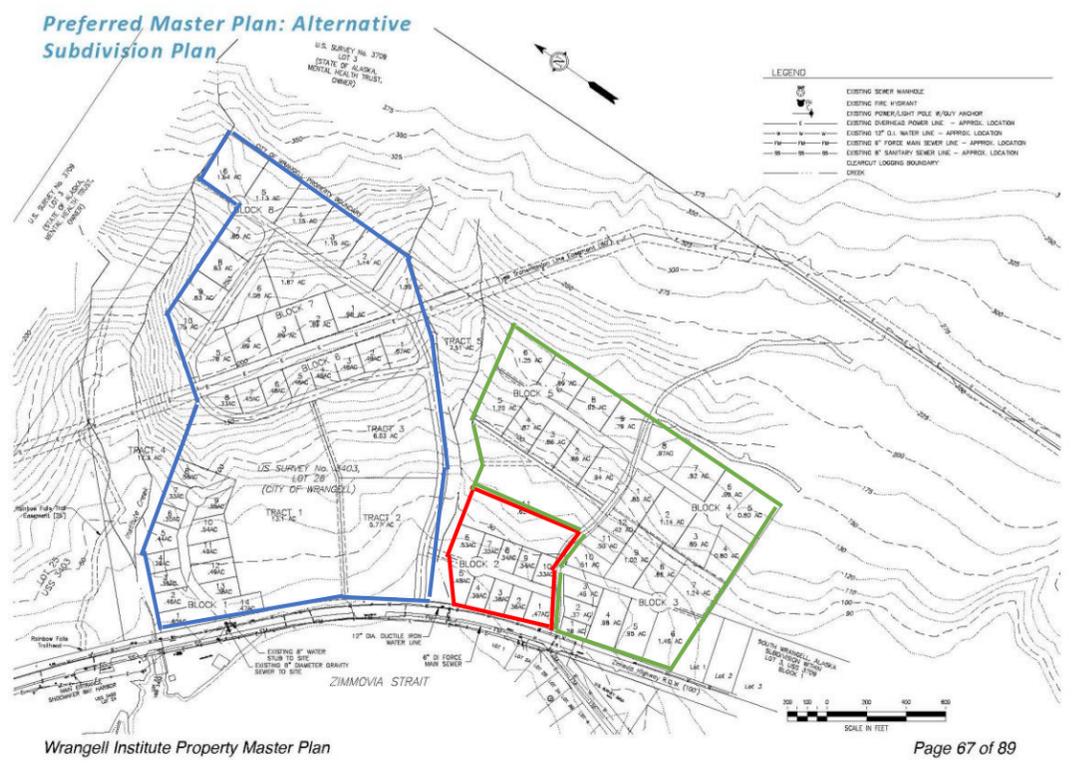
PASSED IN FIRST READING: April 11, 2023

PASSED IN SECOND READING: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST:

Kim Lane, MMC, Borough Clerk



The above conceptual design is from the original Master Plan proposal. This design has since been modified into a slightly different surveyed configuration. The land areas as outlined above are recommended zoning as proposed by the Planning and Zoning Commission

- Blue:** Single Family Medium Density
- Red:** Rural Commercial
- Green:** Multi Family

CITY AND BOROUGH OF WRANGELL, ALASKA

Item b.



Public Map



72 inch = 1,260.624208 feet
Date: 4/5/2023

**DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.
PROPERTY LINES ARE APPROXIMATE.**

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	4/25/2023
	<u>Agenda Section</u>	13

Approval of FY 2024 Wrangell Public Schools Budget and Local Funding Contribution in the Amount of \$1,536,484.

SUBMITTED BY:

Jeff Good, Borough Manager
Mason Villarma, Finance Director

<u>FISCAL NOTE:</u>		
Expenditure Required: \$1,536,484		
FY 24: \$1,536,484	FY 25: \$	FY26: \$
Amount Budgeted:		
FY24 \$1,536,484		
Account Number(s):		
25000 000 7825 - \$836,484		
26000 000 7825 - \$700,000		
Account Name(s):		
SRS Fund		
Unencumbered Balance(s) (prior to expenditure):		
N/A		

<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1) Wrangell Public School FY 2024 Budget 2) Transmittal Letter

RECOMMENDATION MOTION:
Move to Approve the FY 2024 Wrangell Public Schools Budget and Local Funding Contribution in the Amount of \$1,536,484.

SUMMARY STATEMENT:
Wrangell Public Schools (WPS) submitted their FY 2024 Budget on March 31, 2023.

By state statute the school district is required to submit a budget to the Assembly by May 1st. The Assembly has 30 days to approve the district budget and local contribution. The FY23 School Budget assumes revenue from the City & Borough of Wrangell (CBW) in the amount of **\$1,536,484**.

The City and Borough of Wrangell’s minimum and maximum contribution thresholds as determined by the Alaska Department of Education and Early development is as follows (for local contribution alone):

Min: \$674,458
Max: \$1,536,484

The above maximum and minimum contributions reflect local borough funding sources. Any additional funding over the locally funded maximum would inherently be considered a federal pass-through of secure rural schools funding. That is not to say that the federal pass-through is only the amount more than the local cap.

The current draft of the FY2024 Annual Budget for the City and Borough of Wrangell reflects a \$1,536,484 contribution. The Borough’s local contribution remained the same for the three fiscal years prior to FY 2023 (\$1.3M coming exclusively from SRS) and then was increased in FY 2023 to \$1.617M through a combination of sales tax proceeds and SRS funding. The funding source for the FY 2024 budget are proposed as follows:

\$700,000 WPSD Local Contribution Fund (originally derived from 20% of sales tax revenue)
\$836,484 Secure Rural Schools (SRS) Fund
\$1,536,484

Any additional contribution requested in excess of the \$1,536,484 presented in the Borough’s current FY2024 draft budgeted would come from the SRS Fund. The Wrangell Public School District has provided additional information attached to this item.

Administration recommends the Assembly make the motion as written. Once discussion has taken place, the Assembly can amend the motion if necessary.



March 31, 2023

Mayor Gilbert and the Borough Assembly,
Jeff Good, City Manager, and
Mason Villarma, Finance Director
City and Borough of Wrangell

Wrangell Public Schools hereby transmits its FY24 budget, adopted at the March 20, 2023 Board meeting.

Included in the budget is a slight decrease to the local contribution, making it an even \$1.6M, of which \$875,000 is budgeted as a pass-through of Federal SRS Receipts. In FY24 the District is no longer supported by the Hold Harmless provision of the Foundation formula. Even with steady enrollment, the district is estimating a reduction in Foundation Funding of \$140,000. The district also benefited from one-time funding in FY23 which is no longer available in FY24, making our total reduction in revenue (from the prior year) more than \$300k.

The district has responded to this decrease in total revenue by also reducing its total General Fund expenditures, but the FY24 Adopted Budget does not balance without utilizing \$53k from the district's reserves. General Fund reserves are estimated to be only \$189k at fiscal year-end. Fund balance is a critical piece to the ongoing financial health of the district, and we continue to work to find efficiencies amid rising costs and near-flat funding.

There are currently two bills (SB 52 and HB 65) making their way through the legislature that aim to increase the Base Student Allocation (BSA). Although FY24 does incorporate a \$30 allocation increase, the last major increase to the BSA was in 2017.

The district thanks you for your continued support and collaboration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Burr', written over a horizontal line.

Bill Burr, Superintendent
Wrangell Public Schools

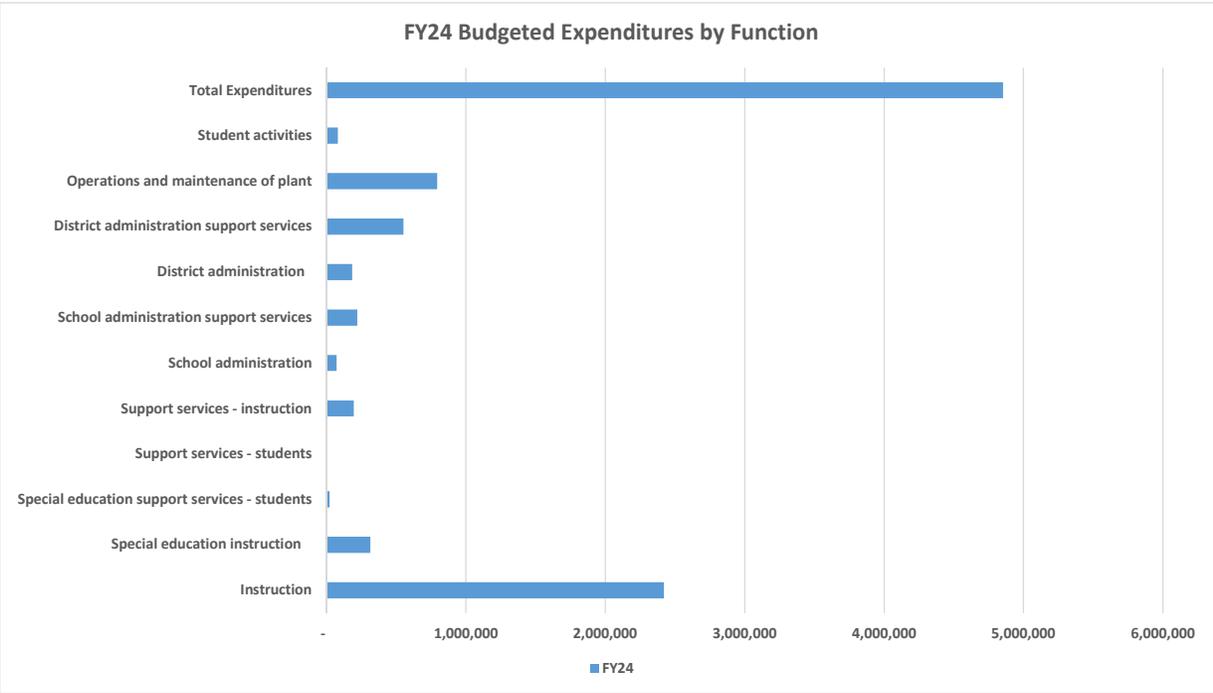
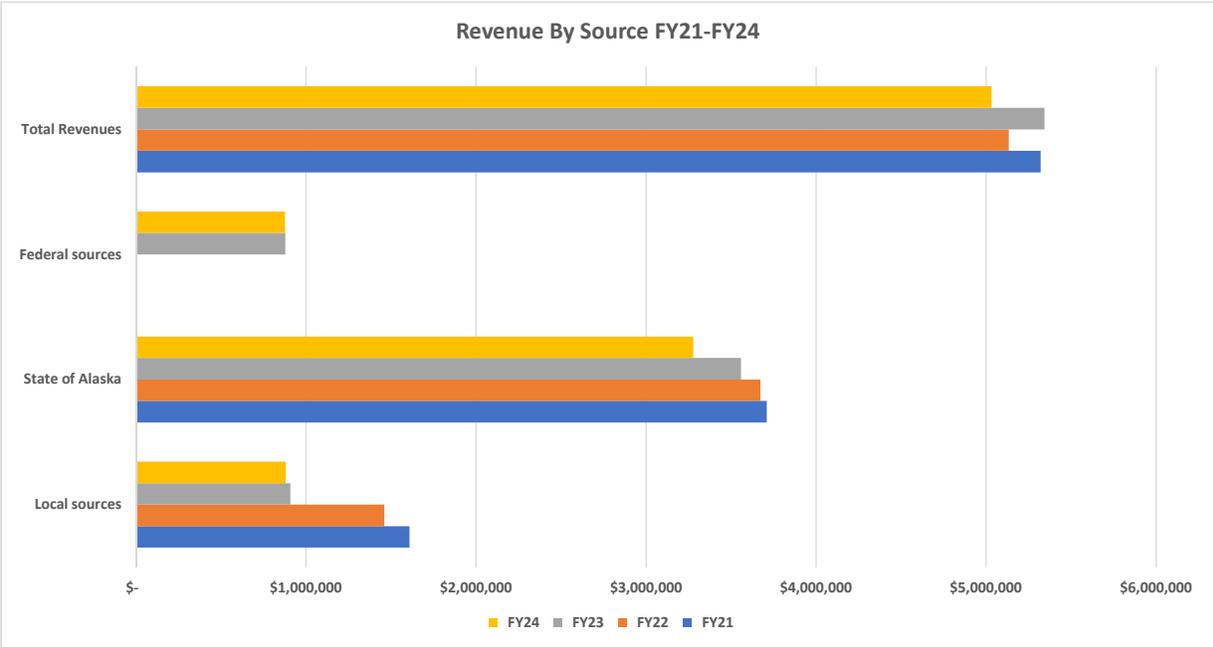
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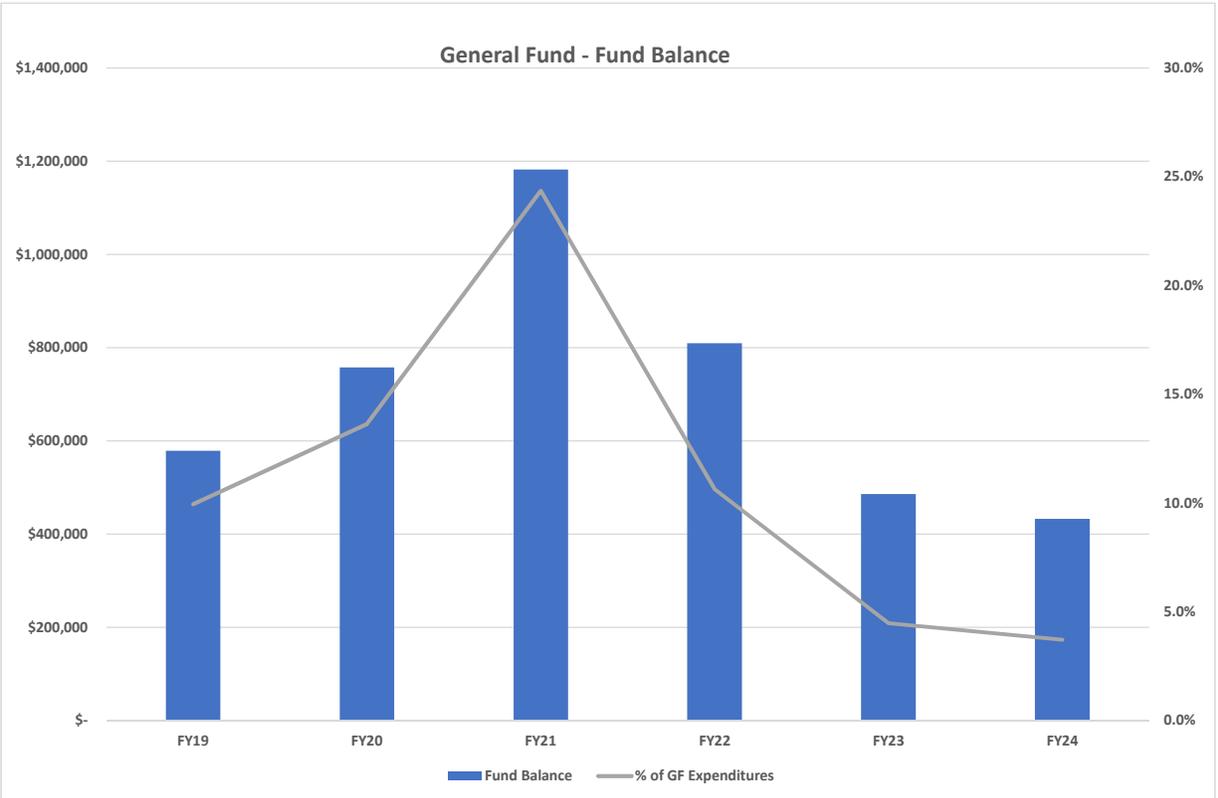
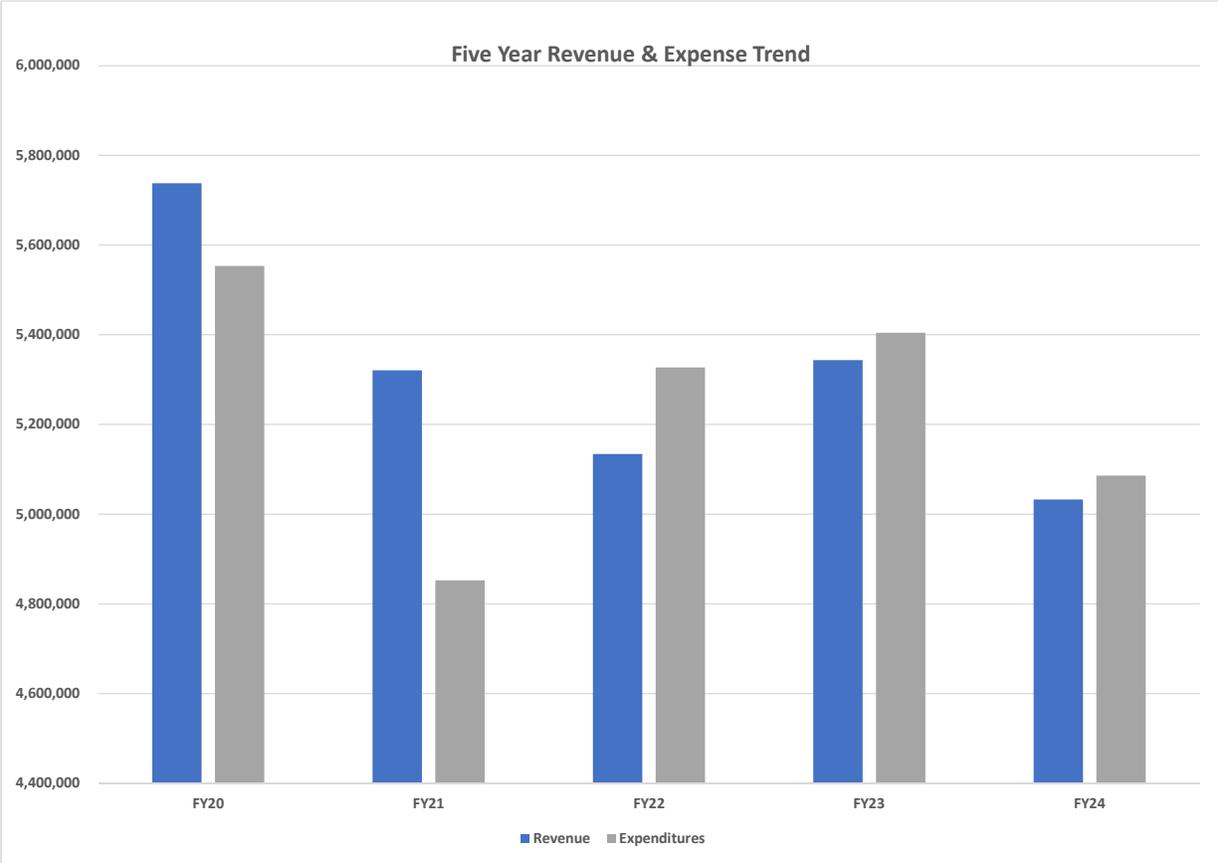
Wrangell Public Schools

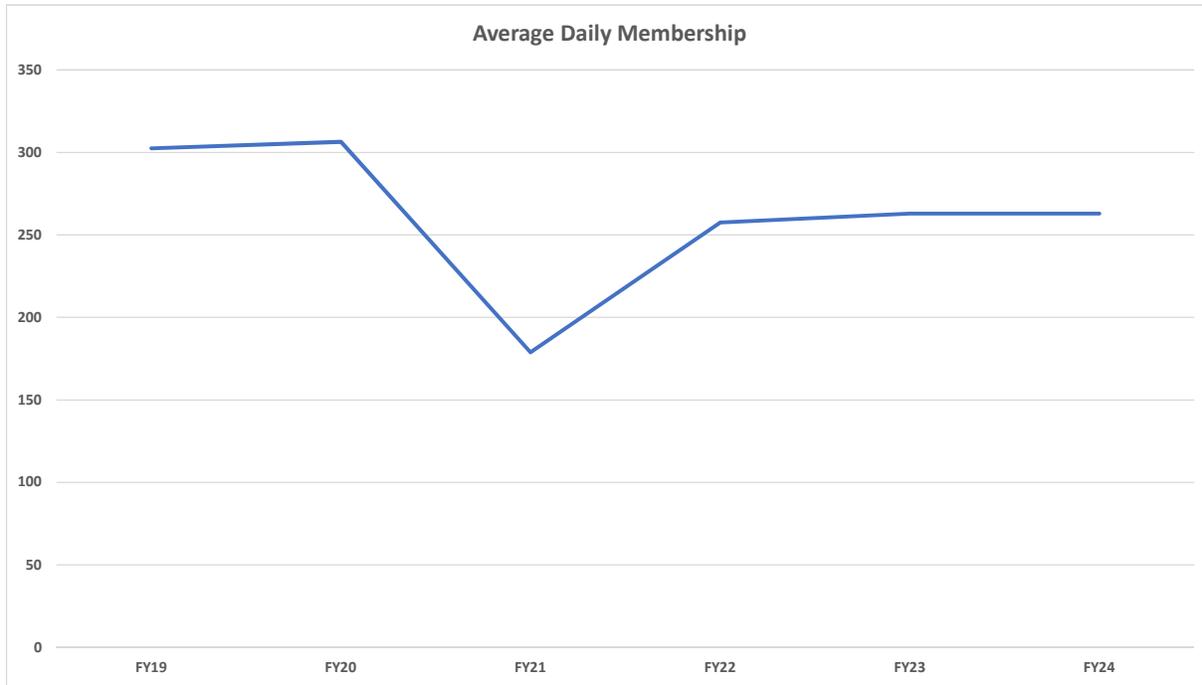
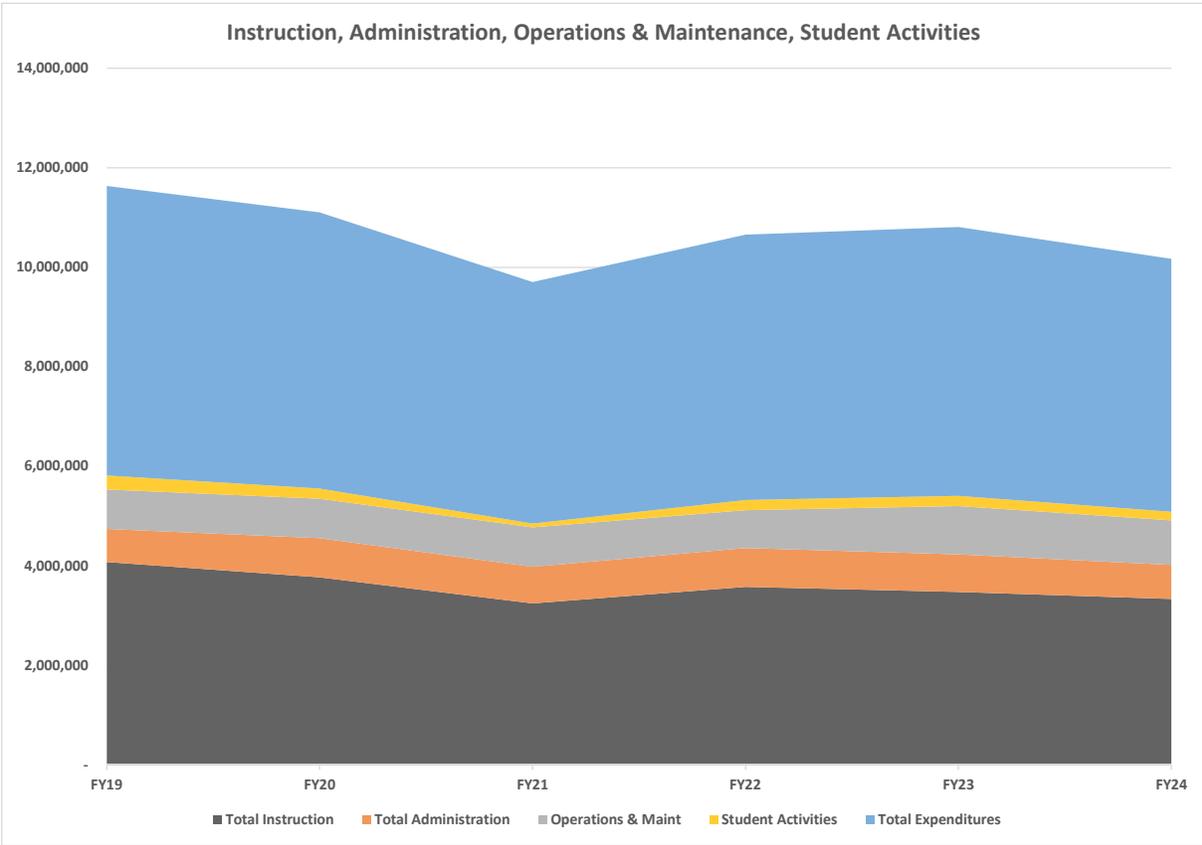
FY24 Budget

Adopted Budget

20-Mar-23







Wrangell Public Schools

Fiscal Year 2023-2024

Basic Need Calculation

Basic Need Calculation			
Base	<i>K-6 ADM</i>	<i>7-12 ADM</i>	Total ADM
Evergreen Elementary	130.00	-	130.00
Stikine Middle School	21.00	43.00	64.00
Wrangell High School	-	69.00	69.00
Total	151.00	112.00	263.00
School Size Adjustment	219.18	169.84	389.02
<i>Special Education Intensive Count</i>			6.00
Other Factor Adjustments		Factor	ADM
+ Hold Harmless (if applicable)		-	389.02
x District Cost Factor		1.159	450.87
x Special Needs Factor		1.200	541.05
x Vocational/Technical Factor		1.015	549.16
+ Correspondence 90%		-	549.16
+ Intensive Services Factor	SpEd Intensive Count x 13	78.000	627.16
Total Adjusted ADM			627.16
Base Student Allocation (BSA)			5,960
Funding			
Basic Need Total			3,737,902
- Required Local Effort			(674,458)
- Deductible Impact Aid			(416)
+ Quality Schools			10,035
Projected State Entitlement (Foundation)			3,073,062

Local Effort Calculation

2022 Full Value Determination		254,512,613
Prior Year Basic Need		3,799,055
Projected Basic Need		3,737,902
Full Value x 0.00265		674,458
45% Prior Year Basic Need	<i>Whichever is lesser.</i>	1,709,575
Minimum Required Local Contribution		674,458
Full Value x 0.00200		509,025
23% of Projected Base Need + Quality Schools	<i>Whichever is greater.</i>	862,025
Additional Allowable Local Contribution		862,025
Maximum Allowable Local Contribution	<i>Minimum + Additional Allowable</i>	* 1,536,484

* The Maximum Allowable does not include SRS Pass-Through Funding

Estimate updated March 3, 2023

FY24 Budget Assumptions – Adopted

General Fund

Required Local Contribution

The FY24 budget includes the City and Borough of Wrangell’s local contribution of \$725,000 from sales tax revenue and an additional \$875,000 of SRS forest receipts as federal pass through for a total of \$1,600,000.

Foundation Revenue

FY24 Foundation is projected at \$3,014,498, a \$140,921 decrease from the projected FY23 expected revenue figure of \$3,155,419. This decrease is due to the expiration of the hold harmless provision of the foundation formula. The \$30 increase in the Base Student Allocation appropriated by the Legislature in the 2022 session has been included in the calculation and adjusted daily membership is expected to remain steady. The majority of the District general fund revenue is generated by the Foundation formula. A \$1,000 increase to the Base Student Allocation would generate significant and needed funding for the District.

Salary & Benefits

The FY24 draft 1.0 includes regular salary scale increases for classified and certified staff.

Function 550

The position of the business official is now a contracted position.

Function 400

Salaries for Principal positions are not presented in the general fund. These positions are funded by the ESSER III grant for FY23 & FY24. In FY25 these salaries will move back to the general fund.

Insurance

Probable increases to the Public Employees Health Trust health premiums have not yet been included in the FY24 budget but will be added when market information is available later in the spring.

Property and Liability Insurance – For FY23, the District was able to attain rates comparable to FY21 for insurance coverage with exception of Cyber coverage. Because the rates attained were favorable, the District entered into a three agreement with APEI to receive a 5% discount on the overall premium. However, Cyber coverage increased by over \$10,000 for FY23 due to high claims in the market. Our broker has indicated that insurers will not be offering Cyber coverage to organizations that do not institute multi-factor authentication.

Pool Energy Reclass

Reimbursement from the Borough for pool energy has been reclassified from other local revenue to a reduction of energy expenditures in the Wrangell High School budget. This is the correct accounting treatment. A separate program code has been used to better track both the original expense and the reimbursement.

#2 Diesel Fuel Price

Energy prices remain high due to the war in Ukraine. The most recent #2 heating fuel prices paid by the district (\$4.9805) is used to project fuel costs. There's still a great deal of uncertainty in the market and further adjustments may be made through out the budget process.

Volume for the elementary and middle school is based on usage for the last 12 months. Wrangell High School energy costs are based on 100% electric usage since the school switches to electric power when the price of heating fuel is over \$2.70 per gallon. The high school would normally be placed on diesel power during maintenance at Tyee. This occurs in the summer when most energy used at the high school is for the pool, and we bill the city for pool energy. In addition, the high school would likely be placed on diesel power during winter peak electric usage months due to strain on the power grid.

However, District cannot currently fill the high school diesel fuel tank because the tank is out of compliance with Department of Environmental Conservation requirements. There is some diesel remaining in the tank that the District can use. For this reason, the budget for diesel fuel remains in the budget.

Technology and Supply Budgets

FY24 supply budgets are subject to inflationary pressure and may be further adjusted to account for a projected 3% inflation rate.

Projected Expenses in Excess of Revenues

Expenses continue in-excess of revenues despite a projected in the special education intensive student count over FY22. Fund balance is projected to be 3.72% of general fund expenditures at June 30, 2024. An increase in the Base Student Allocation is being considered in the legislature and is much needed throughout the State.

HB 76 waived the 10% maximum fund balance requirement though June 30, 2025. Fund balance is a hot topic with the Legislature as they consider increases to the Base Student Allocation. The Legislature is requiring school districts to report forecasted unreserved year-end operating fund balance through June 30, 2025.

PERS & TRS On-Behalf

PERS & TRS on-behalf is expense and revenue calculated using rates already approved by the Alaska Retirement Management Board.

ERATE

The Universal Services Fund ERate discount is projected at 70%.

Indirect Rate

The Alaska Department of Education has set our indirect rate at 11.41%. Indirect cost recovery reduces the expense in District administrative support services where much of the work grant administration is expended. When the District fully expends its federal grant funds, it maximizes the indirect cost recovery.

Special Revenue Funds

Student Transportation

Revenue is projected at FY23 levels with expenditures in line with the transportation contract with Taylor Transportation. This projection results in a small fund balance at the end of FY24 and no transfer from the general fund should be necessary.

Food Service

The fund is budgeted conservatively based upon prior year trends. However, cash receipts are lower than previous years. Although prior year data is questionable due to a poor cash receipts system (which has since been improved), further study of school lunch balances and collections should be conducted.

State, Federal and Local Grants

State and federal grants have not been included in Draft 1.0 as allocations are not yet available.

Capital Project Fund

Major Maintenance Fund

Earnings from investments has been budgeted at \$9,000. Equipment expenditures of \$45,000 have been budgeted for the replacement of the 2004 Excursion which is reaching the end of its useful life. The District plans to keep an eye out for a used vehicle in good condition at a good price.

Fund 503 is a capital project fund restricted for the purpose of major maintenance projects in excess of \$50,000 and meeting the following parameters:

Activities of acquiring land, buildings and equipment; remodeling of buildings, construction of buildings and additions to buildings; major repairs or improvements to facilities including initial installation or extension of service systems and other built-in equipment; improvements to sites, including environmental remediation.

NRA School Shield Capital Fund

This National Rifle Association grant is for installation of more secure doors at Evergreen Elementary.

Wrangell Public Schools

General Fund

Comparison of Revenues, Expenditures and Changes in Fund Balance - Function Level FY21, FY22, FY23 and FY24 Adopted Budget

<i>Period Ended June 30,</i>	Actual FY21	Actual FY22	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Revenues					
Local sources	\$ 1,609,033	\$ 1,460,746	\$ 907,290	\$ 878,801	\$ (28,489)
State of Alaska	3,710,135	3,672,665	3,559,258	3,277,810	(281,448)
Federal sources	1,312	1,100	877,140	876,000	(1,140)
Total Revenues	5,320,480	5,134,511	5,343,688	5,032,611	(311,077)
Expenditures					
Instruction	2,420,178	2,191,097	2,195,911	2,161,223	(34,688)
Special education instruction	314,202	527,759	452,272	437,066	(15,206)
Special education support services - students	21,781	76,311	96,890	78,400	(18,490)
Support services - students	2,490	87,888	118,710	122,380	3,670
Support services - instruction	194,067	281,434	341,194	280,485	(60,709)
School administration	70,460	191,159	37,937	33,465	(4,472)
School administration support services	220,577	220,711	234,440	223,930	(10,510)
District administration	184,166	279,534	313,870	281,110	(32,760)
District administration support services	551,615	499,743	438,530	398,823	(39,707)
Operations and maintenance of plant	793,154	763,834	969,720	895,764	(73,956)
Student activities	79,882	207,519	205,208	173,145	(32,063)
Total Expenditures	4,852,572	5,326,989	5,404,682	5,085,790	(318,892)
Excess (Deficiency) of Revenues Over Expenditures	467,908	(192,477)	(60,994)	(53,179)	7,815
Other Financing Sources (Uses)					
Transfers in	-	-	-	-	-
Transfers to	(43,538)	(102,200)	(263,000)	-	263,000
Net Change in Fund Balance	424,370	(294,677)	(323,994)	(53,179)	270,815
Fund Balance, beginning of year	757,486	1,181,856	809,841	485,847	(323,994)
Prior period adjustment		(77,338)			
Fund Balance, end of year	\$ 1,181,856	\$ 809,841	\$ 485,847	\$ 432,668	\$ (53,179)
Reservations					
Encumbrances		(22,915)	(22,915)	(22,915)	
Prepays		(183,195)	(183,195)	(183,195)	
Inventory		(37,294)	(37,294)	(37,294)	
Fund Balance Subject to 10% Limitation		\$ 566,437	\$ 242,443	\$ 189,264	
		10.63%	4.49%	3.72%	

Wrangell Public Schools

Comparison of Revenues, Expenditures and
Changes in Fund Balance - Object Level
FY21, FY22, FY23 and FY24
Adopted Budget

Period Ended June 30,	FY21 Actual	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Revenues					
Borough appropriation	\$ 652,690	\$ -	\$ 741,489	\$ 725,000	\$ (16,489)
Earnings on investments	339	396	701	701	-
Other local revenues	84,387	44,260	30,000	30,000	-
E-Rate	99,307	116,090	135,100	123,100	(12,000)
Foundation	3,292,784	3,262,572	3,155,419	3,014,498	(140,921)
Quality schools	10,461	10,708	10,515	10,083	(432)
TRS on behalf	352,733	331,327	223,708	229,431	5,723
PERS on behalf	52,945	66,952	24,226	22,733	(1,493)
State One Time Funding			144,325	-	(144,325)
PFD Raffle		1,106	1,065	1,065	-
Direct educational grants - federal impact aid	1,312	1,100	1,000	1,000	-
Direct federal sources - passed through intermediary sources	772,310	1,300,000	876,140	875,000	(1,140)
Total Revenues	5,319,268	5,134,511	5,343,688	5,032,611	(311,077)
Expenditures					
Payroll expenses:					
Certificated salaries	1,651,634	1,807,255	1,616,593	1,637,740	21,147
Noncertificated salaries	649,714	940,896	945,908	855,563	(90,345)
Employee benefits	1,387,224	1,437,761	1,377,334	1,362,140	(15,194)
Total payroll expenses	3,688,572	4,185,913	3,939,835	3,855,443	(84,392)
Percent of total expenditures	76%	79%	80%	76%	
Non-payroll expenses:					
Professional and technical services	248,433	152,102	184,500	232,043	47,543
Staff travel	7,835	39,976	89,700	66,500	(23,200)
Student travel	25,811	95,918	87,200	70,000	(17,200)
Student transportation		-	-		
Utility services	34,354	27,892	53,100	48,500	(4,600)
Communications	128,982	163,906	156,600	138,200	(18,400)
Energy	260,696	253,659	319,773	298,194	(21,579)
Other purchased services	27,317	61,453	72,730	45,530	(27,200)
Insurance and bond premiums	79,271	83,200	79,700	79,700	-
Liability Insurance	52,424	34,614	38,080	37,880	(200)
Supplies, materials and media	254,683	158,240	255,200	139,475	(115,725)
Technology Supplies		68,300	167,874	130,126	(37,748)
Other expenditures	30,824	22,603	31,370	29,700	(1,670)
Dues and fees		2,347	800	800	
Indirect costs	-	(42,454)	(97,100)	(88,300)	8,800
Equipment	13,370	19,320	25,320	2,000	(23,320)
Total non-payroll expenses:	1,164,000	1,141,076	1,464,847	1,230,348	(234,499)
Percent of total expenditures	24%	21%	20%	24%	
Total Expenditures	4,852,572	5,326,989	5,404,682	5,085,790	(318,892)
Excess (Deficiency) of Revenues Over Expenditures	466,696	(192,477)	(60,994)	(53,179)	7,815
Other Financing Sources (Uses)					
Transfers in	-	-	-	-	-
Transfers out	(43,538)	(102,200)	(263,000)	-	263,000
Net Change in Fund Balance	423,158	(294,677)	(323,994)	(53,179)	270,815
Fund Balance, beginning of year	757,486	1,181,856	809,841	485,847	(323,994)
Prior Period Adjustment		(77,338)			
Fund Balance, end of year	\$ 1,180,644	\$ 809,841	\$ 485,847	\$ 432,668	\$ (53,179)
Reservations					
Encumbrances		\$ (22,915)	\$ (22,915)	\$ (22,915)	
Prepays		\$ (183,195)	\$ (183,195)	\$ (183,195)	
Inventory		\$ (37,294)	\$ (37,294)	\$ (37,294)	
Fund Balance Subject to 10% Limitation		\$ 566,437	\$ 242,443	\$ 189,264	
		10.63%	4.49%	3.72%	

FY24 Budget By Function and Object

Wrangell Public Schools
General (School Operating) Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
Adopted Budget

<i>Period Ended June 30,</i>	FY20	FY21	FY22	3rd Qtr Revised FY23	Adopted FY24	Variance in Budgets
	Actual	Actual	Actual	Budget		
Revenues						
Local sources						
Borough appropriation - City and Borough of Wrangell	\$ 610,329	\$ 652,690	\$ -	\$ 741,489	\$ 725,000	\$ (16,489)
Borough appropriation - Timber receipts	689,671	772,310	1,300,000	-	-	-
Earnings on investments	485	339	396	701	701	-
Other local revenues	106,676	84,387	44,260	30,000	30,000	-
E-Rate	88,889	99,307	116,090	135,100	123,100	(12,000)
Total local sources	1,496,050	1,609,033	1,460,746	907,290	878,801	(28,489)
State of Alaska:						
Foundation	3,744,744	3,292,784	3,262,572	3,155,419	3,014,498	(140,921)
Quality schools	11,753	10,461	10,708	10,515	10,083	(432)
TRS on behalf	338,521	352,733	331,327	223,708	229,431	5,723
PERS on behalf	60,560	52,945	66,952	24,226	22,733	(1,493)
State One Time Funding	-	-	-	144,325	-	(144,325)
PFD Raffle	86,311	1,212	1,106	1,065	1,065	-
Total State of Alaska	4,241,889	3,710,135	3,672,665	3,559,258	3,277,810	(281,448)
Federal sources -						
Direct educational grants - federal impact aid	-	1,312	1,100	1,000	1,000	-
Direct federal sources - through other intermediaries	-	-	-	876,140	875,000	(1,140)
Total federal sources	-	1,312	1,100	877,140	876,000	(1,140)
Total Revenues	5,737,935	5,320,480	5,134,511	5,343,688	5,032,611	(311,077)
Expenditures						
Instruction:						
Certificated salaries	1,594,606	1,369,715	1,269,450	1,179,320	1,205,020	25,700
Noncertificated salaries	75,239	52,909	24,701	62,241	63,403	1,162
Employee benefits	894,090	844,974	707,186	663,120	664,930	1,810
Professional and technical services	3,000	6,499	3,600	400	-	(400)
Staff travel	4,454	-	9,541	42,600	22,000	(20,600)
Student travel	2,175	-	-	-	-	-
Other purchased services	5,992	5,920	7,383	14,500	10,500	(4,000)
Supplies, materials and media	129,946	131,411	42,050	56,000	24,000	(32,000)
Supplies, technology	-	-	41,357	70,000	72,500	2,500
Other expenditures	646	431	600	1,090	1,000	(90)
Equipment	4,030	8,319	-	-	-	-
Total instruction	2,714,178	2,420,178	2,105,867	2,089,271	2,063,353	(25,918)
Vocational Instruction						
Certificated salaries	-	-	64,824	71,090	70,950	(140)
Noncertificated salaries	-	-	622	1,200	1,200	-
Employee benefits	-	-	17,100	23,050	23,220	170
Supplies, materials and media	-	-	2,684	10,800	2,500	(8,300)
Equipment	-	-	-	-	-	-
Total instruction	-	-	85,230	106,640	97,870	(8,770)
Special education instruction						
Certificated salaries	130,138	114,761	152,740	157,150	155,010	(2,140)
Noncertificated salaries	126,944	71,864	214,882	164,360	156,540	(7,820)
Employee benefits	118,396	103,975	154,977	117,792	118,560	768
Professional and technical services	14,252	12,738	-	-	-	-
Staff travel	-	3,699	-	1,500	2,900	1,400
Student travel	-	35	-	-	-	-
Supplies, materials and media	2,408	7,130	5,160	9,100	1,615	(7,485)
Supplies, technology	-	-	-	2,370	2,441	71
Other expenditures	1,140	-	-	-	-	-
Equipment	-	-	-	-	-	-
Total special education instruction	393,278	314,202	527,759	452,272	437,066	(15,206)
Special education support services - student						
Certificated salaries	-	-	31,788	23,200	23,200	-
Noncertificated salaries	22,131	10,252	7,288	23,810	7,010	(16,800)
Employee benefits	8,029	11,529	11,934	13,180	12,090	(1,090)
Professional and technical services	-	-	25,301	35,100	35,100	-
Staff travel	400	-	-	-	-	-
Supplies, materials and media	327	-	-	1,600	1,000	(600)
Equipment	-	-	-	-	-	-
Total special education support services - student	30,887	21,781	76,311	96,890	78,400	(18,490)

Wrangell Public Schools
 General (School Operating) Fund
 Schedule of Revenues, Expenditures and
 Changes in Fund Balance - Budget and Actual, continued
 Adopted Budget

<u>Period Ended June 30,</u>	FY20 Actual	FY21 Actual	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Expenditures, continued						
Support services - students:						
Certificated salaries	\$ 2,693	\$ -	\$ 58,812.96	\$ 75,460.00	\$ 78,500.00	\$ 3,040.00
Noncertificated salaries			537	-	-	-
Employee benefits	9,956	-	27,862	42,600	43,430	830
Professional and technical services	-	-	158	-	-	-
Supplies, materials and media	240	1,984	134	650	450	(200)
Other expenditures	-	506	385	-	-	-
300 Total support services - students	12,889	2,490	87,888	118,710	122,380	3,670
Support services - instruction:						
Noncertificated salaries	73,695	16,272	48,197	34,600	34,660	60
Employee benefits	79,834	1,590	21,570	31,440	21,610	(9,830)
Professional and technical services	-	16,768	4,603	2,500	2,500	-
Staff travel	180	-	-	2,500	2,500	-
Communications	105,984	118,986	18,454	9,100	9,100	-
Other purchased services	-	-	-	300	-	(300)
Supplies, materials and media	14,745	39,259	42,183	47,500	48,200	700
Supplies, technology	-	-	-	8,700	8,961	261
Other expenditures	15	592	500	5,050	4,450	(600)
Equipment	75	600	-	1,000	1,000	-
350 Total support services - instruction	274,528	194,067	135,507	142,690	132,981	(9,709)
Support services - instructional technology						
Communications			124,848	128,100	118,100	(10,000)
Professional and technical services			2,418	-	-	-
Other purchased services			-	-	-	-
Supplies, technology			18,661	70,404	29,404	(41,000)
Equipment			-	-	-	-
360 Total support services - instruction	-	-	145,927	198,504	147,504	(51,000)
School administration:						
Certificated salaries	113,594	50,640	133,325	-	-	-
Noncertificated salaries	-	-	-	-	-	-
Employee benefits	48,360	14,402	50,505	23,737	24,405	668
Staff travel	1,738	-	-	1,600	1,600	-
Utility services	2,827	2,286	-	-	-	-
Communications			3,525	3,600	2,400	(1,200)
Other purchased services	-	-	-	-	-	-
Supplies, materials and media	560	2,415	2,433	6,800	2,860	(3,940)
Other expenditures	1,385	717	1,371	2,200	2,200	-
Equipment	-	-	-	-	-	-
400 Total school administration	168,464	70,460	191,159	37,937	33,465	(4,472)
School administration support services:						
Noncertificated salaries	88,249	97,658	101,398	88,930	87,810	(1,120)
Employee benefits	67,059	105,528	105,014	119,880	116,190	(3,690)
Professional and technical services	389	-	-	-	-	-
Communications	6,043	5,182	4,874	6,900	5,200	(1,700)
Other purchased services	5,792	5,068	6,324	11,730	11,230	(500)
Supplies, materials and media	6,857	6,816	2,945	7,000	3,500	(3,500)
Other expenditures	-	325	155	-	-	-
Equipment	-	-	-	-	-	-
450 Total school administration support services	174,389	220,577	220,711	234,440	223,930	(10,510)

Wrangell Public Schools
 General (School Operating) Fund
 Schedule of Revenues, Expenditures and
 Changes in Fund Balance - Budget and Actual, continued
 Adopted Budget

<u>Period Ended June 30,</u>	FY20 Actual	FY21 Actual	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Expenditures, continued						
District administration:						
Certificated salaries	104,778	103,708	88,511	92,800	92,800	-
Noncertificated salaries			43,064	29,810	30,110	300
Employee benefits	37,226	44,835	48,350	58,620	53,520	(5,100)
Transportation allowance	-	-	-	-	-	-
Professional and technical services	1,333	6,073	1,750	10,000	10,000	-
Staff travel	13,633	3,395	10,739	9,000	9,000	-
Communications	1,214	1,351	2,810	3,900	1,400	(2,500)
Other purchased services	56	-	1,099	13,500	4,500	(9,000)
Supplies, materials and media	8,028	4,710	1,457	3,800	1,000	(2,800)
Dues and fees	7,641	18,986	4,791	3,000	3,000	-
Equipment	-	1,108	-	-	-	-
510 Total district administration	173,909	184,166	202,570	224,430	205,330	(19,100)
Board of Education:						
Noncertificated salaries			41,786	33,130	28,100	(5,030)
Employee benefits			15,966	22,610	19,090	(3,520)
Professional and technical services			1,715	10,000	10,000	-
Staff travel			6,016	14,000	10,000	(4,000)
Supplies, materials and media			209	1,700	500	(1,200)
Supplies, technology			1,710	3,000	3,090	90
Dues and fees			9,562	5,000	5,000	-
511 Total district administration	-	-	76,964	89,440	75,780	(13,660)
District administration support services:						
Noncertificated salaries	223,264	185,682	96,624	114,520	43,320	(71,200)
Employee benefits	142,039	103,662	78,399	52,430	53,830	1,400
Professional and technical services	134,136	184,012	106,099	108,400	156,343	47,943
Staff travel	4,041	549	6,150	9,000	9,000	-
Communications	3,023	3,463	9,396	5,000	2,000	(3,000)
Other purchased services	3,576	4,282	33,851	3,000	2,400	(600)
Insurance and bond premiums	116,593	52,424	34,614	38,080	37,880	(200)
Supplies, materials and media	24,390	8,285	5,002	9,500	5,000	(4,500)
Supplies, technology			190	2,400	2,430	30
Other expenditures	7,256	5,913	1,173	3,000	3,000	-
Dues and fees			2,347	800	800	-
Indirect costs	(42,783)	-	(42,454)	(97,100)	(88,300)	8,800
Equipment	1,951	3,343	19,320	23,320	-	(23,320)
550 Total district administration support services	617,486	551,615	350,710	272,350	227,703	(44,647)
District administrative technology services:						
Noncertificated salaries			87,289	93,730	97,200	3,470
Employee benefits			53,532	54,400	55,570	1,170
Professional and technical services			-	-	-	-
Staff travel			1,440	2,500	2,500	-
Communications			-	-	-	-
Other purchased services			-	-	-	-
Insurance and bond premiums			-	-	-	-
Supplies, materials and media			392	3,000	3,000	-
Supplies, technology			6,381	11,000	11,300	300
Other expenditures			-	550	550	-
Indirect costs			-	-	-	-
Equipment			-	1,000	1,000	-
560 Total district administration support services	-	-	149,033	166,180	171,120	4,940

Wrangell Public Schools

General (School Operating) Fund
 Schedule of Revenues, Expenditures and
 Changes in Fund Balance - Budget and Actual, continued
 Adopted Budget

<u>Period Ended June 30,</u>	<u>FY20 Actual</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>3rd Qtr Revised FY23 Budget</u>	<u>Adopted FY24</u>	<u>Variance in Budgets</u>
Operations and maintenance of plant:						
Noncertificated salaries	191,481	186,662	208,886	242,427	249,310	6,883
Employee benefits	177,743	149,289	137,474	142,690	145,210	2,520
Professional and technical services	49,773	20,348	6,458	18,100	18,100	-
Staff travel	1,542	100	-	3,000	3,000	-
Utility services	33,895	32,068	27,892	53,100	48,500	(4,600)
Energy	276,539	260,696	253,659	319,773	298,194	(21,579)
Other purchased services	10,199	12,047	11,236	23,700	15,400	(8,300)
Insurance and bond premiums	1,000	79,271	83,200	79,700	79,700	-
Supplies, materials and media	42,172	52,673	34,008	85,250	37,350	(47,900)
Other expenditures	3,742	-	1,020	1,980	1,000	(980)
Equipment	1,250	-	-	-	-	-
600 Total operations and maintenance of plant	789,336	793,154	763,833	969,720	895,764	(73,956)
Expenditures, continued						
Student activities:						
Certificated salaries	15,647	12,810	7,806	17,573	12,260	(5,313)
Noncertificated salaries	28,285	28,415	65,622	57,150	56,900	(250)
Employee benefits	6,283	7,440	7,892	11,785	10,485	(1,300)
Professional and technical services	1,555	1,995	-	-	-	-
Staff travel	817	92	6,091	4,000	4,000	-
Student travel	129,424	25,776	95,918	87,200	70,000	(17,200)
Other purchased services	-	-	1,560	5,500	1,500	(4,000)
Supplies, materials and media	18,656	-	19,584	12,500	8,500	(4,000)
Other expenditures	3,468	3,354	3,046	9,500	9,500	-
700 Total student activities	204,135	79,882	207,519	205,208	173,145	(32,063)
Food services - employee benefits	-	-	-	-	-	-
Total Expenditures	5,553,479	4,852,572	5,326,988	5,404,682	5,085,790	(318,892)
Excess (Deficiency) of Revenues Over Expenditures	184,460	467,908	(192,477)	(60,994)	(53,179)	7,815
Other Financing Sources (Uses)						
Transfers in	-	-	-	-	-	-
900 Transfers out	(5,973)	(43,538)	(102,200)	(263,000)	-	263,000
Net Change in Fund Balance	178,487	424,370	(294,677)	(323,994)	(53,179)	270,815
Fund Balance, beginning of year	578,999	757,486	1,181,856	809,841	485,847	(323,994)
Prior period adjustment			(77,338)			
Fund Balance, end of year	\$ 757,486	\$ 1,181,856	\$ 809,841	\$ 485,847	\$ 432,668	\$ (53,179)
Reservations						
Encumbrances			(22,915)	(22,915)	(22,915)	
Prepays			(183,195)	(183,195)	(183,195)	
Inventory			(37,294)	(37,294)	(37,294)	
Fund Balance Subject to 10% Limitation			\$ 566,437	\$ 242,443	\$ 189,764	
	13.6%	24.4%	10.63%	4.49%	3.72%	

FY24 Budget By Location

Wrangell Public Schools

**General (School Operating) Fund
 Schedule of Revenues, Expenditures and
 Changes in Fund Balance - Budget and Actual
 Adopted Budget**

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Revenues- District Wide				
Local sources:				
Borough appropriation - City and Borough of Wrangell	\$ -	\$ 741,489	\$ 725,000	\$ (16,489)
Borough appropriation - Timber receipts	1,300,000	-	-	-
Earnings on investments	396	701	701	-
Other local revenues	44,260	30,000	30,000	-
E-Rate	116,090	135,100	123,100	(12,000)
Total local sources	1,460,746	907,290	878,801	(28,489)
State of Alaska:				
Foundation	3,262,572	3,155,419	3,014,498	(140,921)
Quality schools	10,708	10,515	10,083	(432)
TRS on behalf	331,327	223,708	229,431	5,723
PERS on behalf	66,952	24,226	22,733	(1,493)
State One Time Funding	-	144,325	-	(144,325)
PFD Raffle	1,106	1,065	1,065	-
Total State of Alaska	3,672,665	3,559,258	3,277,810	(281,448)
Federal sources -				
Direct educational grants - federal impact aid	1,100	1,000	1,000	-
Direct federal sources - other intermediary agencies	-	876,140	875,000	(1,140)
Total federal sources	1,100	877,140	876,000	(1,140)
Total Revenues	5,134,511	5,343,688	5,032,611	(311,077)
Expenditures				
Wrangell High School				
Instruction:				
Certificated salaries	\$ 390,352	\$ 417,320	\$ 426,760	\$ 9,440
Aide salaries	172	38,741	39,903	1,162
Substitutes and temporaries	11,012	8,000	8,000	-
Insurance - health & life	111,053	131,890	131,890	-
Unemployment insurance	-	2,280	2,340	60
Workers comp	511	3,230	3,320	90
FICA & FICA Med	6,219	6,590	6,770	180
TRS	48,954	52,180	53,610	1,430
PERS	-	8,530	8,780	250
TRS on behalf	70,778	50,110	51,470	1,360
PERS on behalf	15	1,090	1,120	30
Other	180	2,580	2,450	(130)
Professional & technical	3,600	400	-	(400)
Travel	8,701	25,600	10,000	(15,600)
Other purchased services	2,840	2,500	2,500	-
Supplies, materials and media	19,282	28,000	14,000	(14,000)
Supplies, technology	4,607	17,700	18,300	600
Dues and fees	600	500	500	-
Equipment	-	-	-	-
100 Total instruction	678,876	797,241	781,713	(15,528)

Wrangell Public Schools
General (School Operating) Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
Adopted Budget

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Vocational Instruction:				
Certificated salaries	50,418	55,480	55,180	(300)
Substitutes and temporaries	622	1,200	1,200	-
Insurance - health & life	48	100	100	-
Unemployment insurance	-	300	300	-
Workers comp	-	420	420	-
FICA & FICA Med	390	850	860	10
TRS	3,963	6,870	6,930	60
PERS	-	-	-	-
TRS on behalf	8,954	6,590	6,660	70
PERS on behalf	-	-	-	-
Other	-	3,600	3,600	-
Supplies, materials and media	2,684	7,800	1,500	(6,300)
160 Total instruction	67,080	83,210	76,750	(6,460)
Special education instruction:				
Certificated salaries	35,088	63,250	59,810	(3,440)
Aide salaries	104,134	84,670	78,960	(5,710)
Support Staff	-	6,810	7,010	200
Substitutes & temporaries	5,005	4,240	4,240	-
Insurance - health & life	20,423	19,590	19,590	-
Unemployment insurance	-	780	810	30
Workers comp	35	1,030	1,070	40
FICA & FICA Med	2,541	2,370	2,440	70
TRS	2,938	7,212	7,520	308
PERS	17,635	20,070	18,920	(1,150)
TRS on behalf	6,232	6,910	7,220	310
PERS on behalf	8,462	2,330	2,400	70
Other	5,055	5,620	5,270	(350)
Staff travel	-	1,500	1,500	-
Supplies, materials and media	4,640	5,500	500	(5,000)
Supplies, technology	-	1,500	1,545	45
200 Total special education instruction	212,188	233,382	218,805	(14,577)

Wrangell Public Schools
General (School Operating) Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
Adopted Budget

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Support services - students:				
Certificated salaries	31,537	54,330	56,520	2,190
Substitutes & temporaries	356	-	-	-
Insurance - health & life	5,556	15,820	15,820	-
Unemployment insurance	-	280	290	10
Workers comp	42	390	410	20
FICA & FICA Med	510	790	820	30
TRS	4,454	6,830	7,100	270
PERS	-	-	-	-
TRS on behalf	5,601	6,560	6,820	260
PERS on behalf	-	-	-	-
Other	-	-	-	-
Professional and technical services	-	-	-	-
Supplies, materials and media	134	400	200	(200)
Other expenditures	-	-	-	-
300 Total support services - students	48,190	85,400	87,980	2,580
Support services - instruction:				
Noncertificated salaries	37,045	13,410	12,980	(430)
Insurance - health & life	9,491	21,450	11,450	(10,000)
Unemployment insurance	-	70	70	-
Workers comp	-	90	100	10
FICA & FICA Med	237	190	190	-
TRS	-	-	-	-
PERS	4,030	2,780	2,860	80
TRS on behalf	-	-	-	-
PERS on behalf	3,557	360	370	10
Other	1,059	780	800	20
Supplies, materials and media	2,265	2,500	2,500	-
Supplies, technology	-	2,000	2,060	60
Other expenditures	-	750	750	-
Equipment	-	1,000	1,000	-
350 Total support services - instruction	57,683	45,380	35,130	(10,250)

Wrangell Public Schools
General (School Operating) Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
Adopted Budget

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
School administration:				
Certificated salaries	71,325	-	-	-
Insurance - health & life	5,144	-	-	-
Unemployment insurance	-	-	-	-
Workers comp	25	-	-	-
FICA & FICA Med	1,018	-	-	-
TRS	8,783	-	-	-
PERS	-	-	-	-
TRS on behalf	12,668	7,512	7,737	225
PERS on behalf	-	-	-	-
Other	-	-	-	-
Staff travel	-	-	-	-
Communicatons	1,504	1,200	800	(400)
Other purchased services	-	-	-	-
Supplies, materials and media	1,691	3,500	1,760	(1,740)
Dues and fees	753	1,000	1,000	-
Equipment	-	-	-	-
400 Total school administration	102,910	13,212	11,297	(1,915)
School administration support services:				
Noncertificated salaries	30,758	28,990	29,880	890
Substitues & temporaries	2,897	1,200	1,200	-
Insurance - health & life	21,780	21,040	21,040	-
Unemployment insurance	-	150	150	-
Workers comp	2	210	220	10
FICA & FICA Med	566	430	440	10
PERS	6,503	6,380	6,580	200
PERS on behalf	2,520	810	840	30
Other	1,812	1,780	1,840	60
Communications	1,944	3,100	2,000	(1,100)
Other purchased services	1,840	3,000	3,000	-
Supplies, materials and media	1,608	1,000	1,000	-
Other expenditures	155	-	-	-
Equipment	-	-	-	-
450 Total school administration support services	72,387	68,090	68,190	100

Wrangell Public Schools

**General (School Operating) Fund
 Schedule of Revenues, Expenditures and
 Changes in Fund Balance - Budget and Actual
 Adopted Budget**

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Operations and maintenance of plant:				
Maintenance/custodial salaries	20,843	34,150	34,970	820
Substitutes & temporaries	978	6,000	6,000	-
Insurance - health & life	4,397	290	290	-
Unemployment insurance	-	270	270	-
Workers comp	-	1,120	1,150	30
FICA & FICA Med	343	600	620	20
PERS	4,449	7,520	7,700	180
PERS on behalf	1,601	960	980	20
Other	1,268	6,560	6,610	50
Professional and technical services	798	4,700	4,700	-
Staff travel	-	-	-	-
Utilities	11,846	22,300	20,300	(2,000)
Communicatons	-	-	-	-
Electricity	130,698	197,719	197,719	(0)
Pool Electricity Reimbursement	-	(88,400)	(88,400)	-
Energy	5,160	26,654	25,875	(779)
Pool Fuel Reimbursement	-	(6,800)	(6,800)	-
Other purchased services	207	500	-	(500)
Site & building repair & maintenance	375	400	400	-
Equipment repair & maintenance	775	6,500	3,500	(3,000)
Property Insurance	38,618	33,800	33,800	-
Supplies, materials and media	7,602	8,000	4,000	(4,000)
Maintenance & construction supplies	1,538	15,000	8,000	(7,000)
Janitorial supplies	1,393	10,200	2,200	(8,000)
Small tools & equipment	331	1,000	1,000	-
Dues and fees	-	900	-	(900)
Equipment	-	-	-	-
600 Total operations and maintenance of plant	233,218	289,943	264,884	(25,059)
Expenditures, continued				
Student activities:				
Certificated extra duty	6,151	13,923	10,680	(3,243)
Director coordinator	7,860	10,000	10,000	-
Temporaries salaries	50,421	41,750	41,750	-
Insurance - health & life	15	840	140	(700)
Unemployment insurance	-	320	320	-
Workers comp	47	450	450	-
FICA & FICA Med	3,028	3,740	3,740	-
TRS	737	1,650	1,350	(300)
PERS	771	1,360	1,360	-
TRS on behalf	1,092	1,290	1,290	-
PERS on behalf	668	180	180	-
Other	347	380	380	-
Professional and technical services	-	-	-	-
Staff travel	5,999	4,000	4,000	-
Student travel	93,518	87,000	70,000	(17,000)
Other purchased services	1,560	5,500	1,500	(4,000)
Supplies, materials and media	5,412	6,500	2,500	(4,000)
Dues and fees	10	5,000	5,000	-
700 Total student activities	177,638	183,883	154,640	(29,243)
Total Expenditures Wrangell High School	\$ 1,650,170	\$ 1,799,741	\$ 1,699,388	\$ (100,353)

Wrangell Public Schools
General (School Operating) Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
Adopted Budget

<i>Period Ended June 30,</i>		FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Expenditures					
Sitkine Middle School					
Instruction:					
	Certificated salaries	\$ 244,998	\$ 252,260	\$ 257,190	\$ 4,930
	Aide salaries	-	-	-	-
	Substitutes and temporaries	5,409	5,500	5,500	-
	Insurance - health & life	40,562	43,650	41,650	(2,000)
	Unemployment insurance	-	1,290	1,330	40
	Workers comp	385	1,830	1,880	50
	FICA & FICA Med	3,979	3,740	3,840	100
	TRS	31,998	31,410	32,310	900
	PERS	-	-	-	-
	TRS on behalf	43,847	30,160	31,020	860
	PERS on behalf	-	-	-	-
	Other	300	7,200	7,200	-
	Travel	-	4,000	4,000	-
	Other purchased services	1,841	4,000	2,000	(2,000)
	Supplies, materials and media	5,854	10,000	4,000	(6,000)
	Supplies, technology	9,078	17,800	18,500	700
	Dues and fees	-	90	-	(90)
	Equipment	-	-	-	-
100	Total instruction	388,250	412,930	410,420	(2,510)
Vocational Instruction:					
	Certificated salaries	14,405	15,610	15,770	160
	Aide salaries	-	-	-	-
	Substitutes and temporaries	-	-	-	-
	Insurance - health & life	41	30	30	-
	Unemployment insurance	-	80	80	-
	Workers comp	-	120	120	-
	FICA & FICA Med	-	230	230	-
	TRS	1,145	1,970	1,980	10
	PERS	-	-	-	-
	TRS on behalf	2,558	1,890	1,910	20
	PERS on behalf	-	-	-	-
	Other	-	-	-	-
	Other purchased services	-	500	-	(500)
	Supplies, materials and media	-	3,000	1,000	(2,000)
	Other expenditures	-	-	-	-
	Equipment	-	-	-	-
160	Total instruction	18,150	23,430	21,120	(2,310)

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<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Special education instruction:				
Certificated salaries	35,088	10,320	9,740	(580)
Aide salaries	44,249	-	-	-
Support staff salaries	-	-	-	-
Substitutes & temporaries	1,937	4,240	4,240	-
Insurance - health & life	11,440	2,880	2,880	-
Unemployment insurance	-	120	130	10
Workers comp	-	100	100	-
FICA & FICA Med	1,315	460	470	10
TRS	2,938	1,180	1,230	50
PERS	11,111	-	-	-
TRS on behalf	6,232	1,130	1,180	50
PERS on behalf	3,906	-	-	-
Other	3,025	-	-	-
Professional and technical services	-	-	-	-
Staff travel	-	-	700	700
Supplies, materials and media	8	1,100	600	(500)
Supplies, technology	-	-	-	-
Other expenditures	-	-	-	-
Equipment	-	-	-	-
200 Total special education instruction	121,249	21,530	21,270	(260)
Support services - students:				
Certificated salaries	27,276	21,130	21,980	850
Substitutes & temporaries	181	-	-	-
Insurance - health & life	3,558	6,150	6,150	-
Unemployment insurance	-	110	110	-
Workers comp	28	150	160	10
FICA & FICA Med	335	310	320	10
TRS	2,933	2,660	2,770	110
PERS	-	-	-	-
TRS on behalf	4,844	2,550	2,660	110
PERS on behalf	-	-	-	-
Other	-	-	-	-
Professional and technical services	-	-	-	-
Supplies, materials and media	-	250	250	-
Other expenditures	-	-	-	-
300 Total support services - students	39,156	33,310	34,400	1,090
Support services - instruction:				
Certificated salaries	-	-	-	-
Noncertificated salaries	-	-	-	-
Supplies, materials and media	58	500	500	-
Supplies, technology	-	5,200	5,356	156
Other expenditures	-	600	-	(600)
Equipment	-	-	-	-
350 Total support services - instruction	58	6,300	5,856	(444)

Wrangell Public Schools

**General (School Operating) Fund
 Schedule of Revenues, Expenditures and
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 Adopted Budget**

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
School administration:				
Certificated salaries	40,556	-	-	-
Insurance - health & life	3,257	-	-	-
Unemployment insurance	-	-	-	-
Workers comp	-	-	-	-
FICA & FICA Med	580	-	-	-
TRS	5,270	-	-	-
PERS	-	-	-	-
TRS on behalf	7,203	5,008	5,158	150
PERS on behalf	-	-	-	-
Other	-	-	-	-
Staff travel	-	-	-	-
Communicatons	1,290	1,200	700	(500)
Other purchased services	-	-	-	-
Supplies, materials and media	687	800	600	(200)
Dues and fees	-	500	500	-
Equipment	-	-	-	-
400 Total school administration	58,843	7,508	6,958	(550)
School administration support services:				
Noncertificated salaries	31,802	24,850	22,290	(2,560)
Substitues & temporaries	846	1,000	1,000	-
Insurance - health & life	22,829	33,280	33,280	-
Unemployment insurance	-	110	120	10
Workers comp	-	160	160	-
FICA & FICA Med	491	320	330	10
TRS	-	-	-	-
PERS	6,836	4,770	4,910	140
TRS on behalf	-	-	-	-
PERS on behalf	2,634	610	630	20
Other	1,905	1,330	1,370	40
Professional and technical services	-	-	-	-
Communications	1,349	1,400	1,400	-
Other purchased services	1,841	1,630	1,630	-
Supplies, materials and media	118	500	500	-
Other expenditures	-	-	-	-
Equipment	-	-	-	-
450 Total school administration support services	70,649	69,960	67,620	(2,340)

Wrangell Public Schools

**General (School Operating) Fund
 Schedule of Revenues, Expenditures and
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 Adopted Budget**

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Operations and maintenance of plant:				
Maintenance/custodial salaries	11,875	34,800	35,630	830
Substitutes & temporaries	-	560	560	-
Insurance - health & life	2,679	10,290	10,090	(200)
Unemployment insurance	-	250	260	10
Workers comp	-	1,100	1,140	40
FICA & FICA Med	210	550	560	10
PERS	2,323	7,660	7,840	180
PERS on behalf	1,048	970	1,000	30
Other	808	2,140	2,190	50
Professional and technical services	-	5,800	5,800	-
Staff travel	-	-	-	-
Utilities	5,992	12,100	10,400	(1,700)
Communicatons	-	-	-	-
Electricity	14,977	15,300	14,000	(1,300)
Energy	25,338	52,100	39,000	(13,100)
Other purchased services	-	500	500	-
Site & building repair & maintenance	80	5,600	4,000	(1,600)
Equipment repair & maintenance	596	1,300	1,000	(300)
Property Insurance	13,937	12,200	12,200	-
Supplies, materials and media	6,226	3,000	1,000	(2,000)
Maintenance & construction supplies	-	5,000	2,000	(3,000)
Janitorial supplies	-	4,100	1,100	(3,000)
Small tools & equipment	-	550	250	(300)
Dues and fees	-	-	-	-
Equipment	-	-	-	-
600 Total operations and maintenance of plant	86,090	175,870	150,520	(25,350)
Expenditures, continued				
Student activities:				
Certificated extra duty	1,655	3,250	1,350	(1,900)
Director coordinator	-	-	-	-
Temporaries salaries	6,875	5,400	5,150	(250)
Insurance - health & life	68	140	140	-
Unemployment insurance	-	40	40	-
Workers comp	-	50	50	-
FICA & FICA Med	561	350	350	-
TRS	208	410	310	(100)
PERS	-	150	-	(150)
TRS on behalf	294	300	300	-
PERS on behalf	-	-	-	-
Other	49	50	-	(50)
Staff travel	-	-	-	-
Student travel	2,400	200	-	(200)
Other purchased services	-	-	-	-
Supplies, materials and media	701	500	500	-
Dues and fees	-	1,500	1,500	-
700 Total student activities	12,811	12,340	9,690	(2,650)
Total Expenditures Stikine Middle School	\$ 795,257	\$ 763,178	\$ 727,854	\$ (35,324)

Wrangell Public Schools
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Schedule of Revenues, Expenditures and
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Adopted Budget

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Expenditures				
Evergreen Elementary School				
Instruction:				
Certificated salaries	634,100	509,740	521,070	11,330
Aide salaries	118	-	-	-
Substitutes and temporaries	7,990	10,000	10,000	-
Insurance - health & life	135,548	146,280	141,780	(4,500)
Unemployment insurance	-	2,550	2,610	60
Workers comp	943	3,620	3,700	80
FICA & FICA Med	9,489	7,400	7,560	160
TRS	80,193	64,030	65,450	1,420
PERS	38	-	-	-
TRS on behalf	121,582	61,480	62,850	1,370
Other	611	-	-	-
Staff travel	840	13,000	8,000	(5,000)
Other purchased services	2,702	8,000	6,000	(2,000)
Supplies, materials and media	16,915	18,000	6,000	(12,000)
Supplies, technology	27,673	34,500	35,700	1,200
Dues and fees	-	500	500	-
Equipment	-	-	-	-
100 Total instruction	1,038,741	879,100	871,220	(7,880)
Special education instruction:				
Certificated salaries	82,565	83,580	85,460	1,880
Aide salaries	44,853	56,160	57,850	1,690
Substitutes & temporaries	14,704	8,240	4,240	(4,000)
Insurance - health & life	10,204	530	530	-
Unemployment insurance	-	790	810	20
Workers comp	98	1,040	1,080	40
FICA & FICA Med	2,988	2,390	2,460	70
TRS	6,637	10,350	10,740	390
PERS	10,026	12,360	12,730	370
TRS on behalf	14,664	9,930	10,310	380
PERS on behalf	3,960	1,570	1,620	50
Other	3,112	7,050	7,050	-
Professional and technical services	-	-	-	-
Staff travel	-	-	700	700
Supplies, materials and media	511	2,500	515	(1,985)
Supplies, technology	-	870	896	26
Other expenditures	-	-	-	-
Equipment	-	-	-	-
200 Total special education instruction	194,322	197,360	196,991	(369)

Wrangell Public Schools
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Schedule of Revenues, Expenditures and
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<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Support services - instruction:				
Certificated salaries		-	-	-
Aide salaries	11,153	16,190	16,680	490
Substitutes & temporaries		5,000	5,000	-
Insurance - health & life		140	140	-
Unemployment insurance	-	90	90	-
Workers comp	-	120	120	-
FICA & FICA Med	229	340	250	(90)
TRS	-	-	-	-
PERS	1,625	3,570	3,670	100
TRS on behalf		-	-	-
PERS on behalf	889	460	470	10
Other	453	1,000	1,030	30
Supplies, materials and media	1,752	300	-	(300)
Supplies, technology		1,500	1,545	45
Other expenditures	-	2,000	2,000	-
350 Total support services - instruction	16,100	30,710	30,995	285
School administration:				
Certificated salaries	21,443	-	-	-
Noncertificated salaries		-	-	-
Insurance - health & life		-	-	-
Unemployment insurance	-	-	-	-
Workers comp	-	-	-	-
FICA & FICA Med	281	-	-	-
TRS	2,469	-	-	-
PERS	-	-	-	-
TRS on behalf	3,808	11,217	11,510	293
PERS on behalf	-	-	-	-
Other	-	-	-	-
Staff travel	-	1,600	1,600	-
Communicatons	731	1,200	900	(300)
Other purchased services	-	-	-	-
Supplies, materials and media	55	2,500	500	(2,000)
Dues and fees	618	700	700	-
Equipment	-	-	-	-
400 Total school administration	29,405	17,217	15,210	(2,007)
School administration support services:				
Support staff salaries	28,842	32,090	32,640	550
Substitues & temporaries	174	800	800	-
Insurance - health & life	22,207	36,780	33,280	(3,500)
Unemployment insurance	-	160	170	10
Workers comp	-	230	240	10
FICA & FICA Med	506	460	480	20
TRS	-	-	-	-
PERS	6,095	7,980	7,180	(800)
TRS on behalf	-	-	-	-
PERS on behalf	2,421	890	920	30
Other	1,681	2,000	2,010	10
Professional and technical services	-	-	-	-
Communications	1,580	2,400	1,800	(600)
Other purchased services	2,051	7,100	6,600	(500)
Supplies, materials and media	1,218	5,500	2,000	(3,500)
Other expenditures	-	-	-	-
Equipment	-	-	-	-
450 Total school administration support services	66,775	96,390	88,120	(8,270)

Wrangell Public Schools
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<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Operations and maintenance of plant:				
Maintenance/custodial salaries	46,851	40,100	41,310	1,210
Substitutes & temporaries	3,109	500	500	-
Insurance - health & life	23,643	10,090	10,090	-
Unemployment insurance	-	280	280	-
Workers comp	-	1,280	1,320	40
FICA & FICA Med	864	630	650	20
PERS	10,171	8,830	9,090	260
PERS on behalf	389	1,120	1,160	40
Other	2,673	2,460	2,540	80
Professional and technical services	1,081	2,200	2,200	-
Staff travel	-	-	-	-
Utilities	10,054	18,700	17,800	(900)
Communicatons	-	-	-	-
Electricity	29,490	39,200	39,200	-
Energy	47,996	84,000	77,600	(6,400)
Other purchased services	-	900	-	(900)
Site & building repair & maintenance	5,300	1,000	1,000	-
Equipment repair & maintenance	2,163	7,000	5,000	(2,000)
Property Insurance	23,779	21,400	21,400	-
Supplies, materials and media	8,938	7,000	2,500	(4,500)
Maintenance & construction supplies	3,309	15,000	5,000	(10,000)
Janitorial supplies	1,524	4,300	2,300	(2,000)
Small tools & equipment	307	500	500	-
Dues and fees	-	80	-	(80)
Equipment	-	-	-	-
600 Total operations and maintenance of plant	221,641	266,570	241,440	(25,130)
Expenditures, continued				
Student activities:				
Certificated extra duty	-	400	230	(170)
Temporaries salaries	465	-	-	-
Insurance - health & life	-	-	-	-
Unemployment insurance	-	10	10	-
Workers comp	-	10	10	-
FICA & FICA Med	7	10	10	-
TRS	-	28	28	0
PERS	-	-	-	-
TRS on behalf	-	27	27	0
PERS on behalf	-	-	-	-
Other	-	-	-	-
Professional and technical services	-	-	-	-
Staff travel	-	-	-	-
Student travel	-	-	-	-
Other purchased services	-	-	-	-
Supplies, materials and media	323	500	500	-
Dues and fees	-	1,500	1,500	-
700 Total student activities	795	2,485	2,315	(170)
Total Expenditures Evergreen Elementary School	\$ 1,567,780	\$ 1,489,832	\$ 1,446,292	\$ (43,540)

Wrangell Public Schools
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<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Expenditures				
District Wide				
Special education support services - students:				
Certificated salaries	\$ 31,788	\$ 23,200	\$ 23,200	\$ -
Noncertificated salaries	7,288	23,810	7,010	(16,800)
Insurance - health & life	2,575	4,370	3,370	(1,000)
Unemployment insurance	-	160	160	-
Workers comp	-	220	220	-
FICA & FICA Med	557	440	440	-
TRS	1,030	2,920	2,920	-
PERS	1,338	1,600	1,550	(50)
TRS on behalf	5,566	2,800	2,800	-
PERS on behalf	537	190	200	10
Other	332	480	430	(50)
Professional and technical services	25,301	35,100	35,100	-
Staff travel	-	-	-	-
Supplies, materials and media	-	1,600	1,000	(600)
Equipment	-	-	-	-
220 Total special education support services - students	76,311	96,890	78,400	(18,490)
Support services - students:				
Professional and technical services	158	-	-	-
Supplies, materials and media	-	-	-	-
Other expenditures	385	-	-	-
300 Total support services - students	543	-	-	-
Support services - instruction:				
Professional and technical services	4,603	2,500	2,500	-
Staff travel	-	2,500	2,500	-
Communications	18,454	9,100	9,100	-
Other purchased services	-	300	-	(300)
Supplies, materials and media	2,424	1,300	1,000	(300)
Supplies - technology	35,684	42,900	44,200	1,300
Dues and fees	500	1,700	1,700	-
Equipment	-	-	-	-
350 Total support services - instruction	61,665	60,300	61,000	700
Support services - instructional technology				
Noncertificated salaries	-	-	-	-
Professional and technical services	2,418	-	-	(2,418)
Staff travel	-	-	-	-
Communications	124,848	128,100	118,100	(10,000)
Other purchased services	-	-	-	-
Supplies - technology	18,661	70,404	29,404	(41,000)
Dues and fees	-	-	-	-
Equipment	-	-	-	-
360 Total support services - instruction	145,927	198,504	147,504	(51,000)

Wrangell Public Schools
General (School Operating) Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
Adopted Budget

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
School Administration Support services:				
Certificated salaries	-	-	-	-
Non-certificated salaries	6,080	-	-	-
Insurance - health & life	1,934	-	-	-
Unemployment insurance	-	-	-	-
Workers comp	-	-	-	-
FICA & FICA Med	87	-	-	-
TRS	-	-	-	-
PERS	1,338	-	-	-
TRS on behalf	-	-	-	-
PERS on behalf	537	-	-	-
Other	332	-	-	-
Other purchased services	592	-	-	-
450 Total support services - instruction	10,899	-	-	-
Operations and maintenance of plant:				
Maintenance/custodial salaries	47,754	48,540	49,570	1,030
Insurance - health & life	12,127	10,970	10,970	-
Unemployment insurance	-	250	250	-
Workers comp	-	1,530	1,580	50
FICA & FICA Med	655	700	720	20
TRS	-	-	-	-
PERS	10,059	10,710	10,910	200
TRS on behalf	-	-	-	-
PERS on behalf	3,707	1,350	1,390	40
Other	2,803	3,010	3,040	30
Professional and technical services	4,579	5,400	5,400	-
Staff travel	-	500	500	-
Other purchased services	-	-	-	-
Site & building repair & maintenance	-	-	-	-
Equipment repair & maintenance	1,740	-	-	-
Property & Auto Insurance	6,865	12,300	12,300	-
Supplies, materials and media	2,243	1,000	1,000	-
Maintenance & construction supplies	-	4,200	1,000	(3,200)
Vehicle gasoline, diesel & oil	597	1,400	500	(900)
Technology supplies	-	-	-	-
Dues and fees	1,020	1,000	1,000	-
Equipment	-	-	-	-
600 Total operations and maintenance of plant	94,149	102,860	100,130	(2,730)
Expenditures, continued				
Student activities:				
Professional and technical services	-	-	-	-
Staff travel	92	-	-	-
Other purchased services	-	-	-	-
Supplies, materials and media	13,148	5,000	5,000	-
Class & Club reimb expenses	-	-	-	-
Dues and fees	3,036	1,500	1,500	-
700 Total student activities	16,276	6,500	6,500	-
Total Expenditures District Wide	\$ 405,770	\$ 465,054	\$ 393,534	\$ (71,520)

Wrangell Public Schools

**General (School Operating) Fund
 Schedule of Revenues, Expenditures and
 Changes in Fund Balance - Budget and Actual, continued
 Adopted Budget**

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Expenditures				
District Office				
District administration:				
Certificated salaries	\$ 88,511	\$ 92,800	\$ 92,800	\$ -
Noncertificated salaries	43,064	29,810	30,110	300
Insurance - health & life	13,053	20,850	18,050	(2,800)
Unemployment insurance	-	620	620	-
Workers comp	-	880	880	-
FICA & FICA Med	1,944	1,780	1,790	10
TRS	11,099	11,660	11,660	-
PERS	3,611	8,560	6,630	(1,930)
TRS on behalf	15,403	11,200	11,200	-
PERS on behalf	2,232	840	840	-
Other	1,008	2,230	1,850	(380)
Transportation allowance	-	-	-	-
Professional and technical services	1,750	10,000	10,000	-
Staff travel	10,739	9,000	9,000	-
Communications	2,810	3,900	1,400	(2,500)
Other purchased services	1,099	13,500	4,500	(9,000)
Supplies, materials and media	1,457	3,800	1,000	(2,800)
Dues and fees	4,791	3,000	3,000	-
Equipment	-	-	-	-
510 Total district administration	202,570	224,430	205,330	(19,100)
Board of Education:				
Noncertificated salaries	41,786	33,130	28,100	(5,030)
Insurance - health & life	7,505	11,450	9,620	(1,830)
Unemployment insurance	-	170	150	(20)
Workers comp	-	240	200	(40)
FICA & FICA Med	273	490	410	(80)
PERS	4,413	7,290	6,190	(1,100)
PERS on behalf	2,552	930	790	(140)
Other	1,223	2,040	1,730	(310)
Professional and technical services	1,715	10,000	10,000	-
Staff travel	6,016	14,000	10,000	(4,000)
Supplies, materials and media	209	1,700	500	(1,200)
Supplies, technology	1,710	3,000	3,090	90
Dues and fees	9,562	5,000	5,000	-
511 Total district administration	76,964	89,440	75,780	(13,660)

Wrangell Public Schools

**General (School Operating) Fund
 Schedule of Revenues, Expenditures and
 Changes in Fund Balance - Budget and Actual, continued
 Adopted Budget**

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
District administration support services:				
Noncertified Director/Manager	76,991	77,650	-	(77,650)
Noncertificated salaries	18,011	36,770	43,220	6,450
Substitutes & temporaries	1,622	100	100	-
Insurance - health & life	28,723	9,550	35,380	25,830
Unemployment insurance	-	590	240	(350)
Workers comp	75	840	340	(500)
FICA & FICA Med	1,425	1,700	680	(1,020)
PERS	34,646	26,170	9,510	(16,660)
PERS on behalf	7,915	3,200	1,210	(1,990)
Other	5,615	10,380	6,470	(3,910)
Professional and technical services	106,099	108,400	156,343	47,943
Staff travel	6,150	9,000	9,000	-
Communications	9,396	5,000	2,000	(3,000)
Other purchased services	33,851	3,000	2,400	(600)
Liability insurance	34,614	38,080	37,880	(200)
Supplies, materials and media	5,002	9,500	5,000	(4,500)
Supplies, technology	190	2,400	2,430	30
Other expenditures	1,173	3,000	3,000	-
Dues and fees	2,347	800	800	-
Indirect costs	(42,454)	(97,100)	(88,300)	8,800
Equipment	19,320	23,320	-	(23,320)
550 Total district administration support services	350,710	272,350	227,703	(44,647)
District administrative technology services:				
Noncertified Director/Manager	87,289	93,730	97,200	3,470
Insurance - health & life	20,461	22,900	22,900	-
Unemployment insurance	-	470	490	20
Workers comp	-	670	700	30
FICA & FICA Med	1,243	1,360	1,410	50
PERS	18,946	20,630	21,390	760
PERS on behalf	7,603	2,620	2,720	100
Other	5,279	5,750	5,960	210
Professional and technical services	-	-	-	-
Staff travel	1,440	2,500	2,500	-
Supplies, materials and media	392	3,000	3,000	-
Supplies, technology	6,381	11,000	11,300	300
Dues and fees	-	550	550	-
Equipment	-	1,000	1,000	-
560 Total district administration support services	149,033	166,180	171,120	4,940

Wrangell Public Schools

**General (School Operating) Fund
 Schedule of Revenues, Expenditures and
 Changes in Fund Balance - Budget and Actual, continued
 Adopted Budget**

<i>Period Ended June 30,</i>	FY22 Actual	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Operations and maintenance of plant:				
Noncertified Director/Manager	77,478	77,777	80,770	2,993
Insurance - health & life	23,877	21,370	21,370	-
Unemployment insurance	-	380	410	30
Workers comp	-	2,380	2,570	190
FICA & FICA Med	1,029	1,090	1,180	90
PERS	15,795	17,120	17,770	650
PERS on behalf	6,338	2,090	2,260	170
Other	4,218	4,770	4,960	190
Professional and technical services	-	-	-	-
Staff travel	-	2,500	2,500	-
Supplies, materials and media	-	5,000	5,000	-
Other expenditures	-	-	-	-
Equipment	-	-	-	-
600 Total operations and maintenance of plant	128,735	134,477	138,790	4,313
Total District Office expenditures	908,011	886,877	818,723	(68,154)
Total General Fund Expenditures	5,326,988	5,404,682	5,085,790	(318,892)
Excess (Deficiency) of Revenues Over Expenditures	(192,477)	(60,994)	(53,179)	7,815
Other Financing Sources (Uses)				
Transfers in	-	-	-	-
Transfers to 205	(82,200)	-	-	-
Transfers to 255	(20,000)	-	-	-
Transfers to 503	-	(263,000)	-	-
900 Total General Fund Expenditures and Tranfers	5,429,188	5,667,682	-	(318,892)
Net Change in Fund Balance	(294,677)	(323,994)	(53,179)	270,815
Fund Balance, beginning of year	1,181,856	809,841	485,847	(323,994)
Prior period adjustment	(77,338)			
Fund Balance, end of year	\$ 809,841	\$ 485,847	\$ 432,668	\$ (53,179)
Reservations:				
Encumbrances	(22,915)	(22,915)	(22,915)	
Prepays	(183,195)	(183,195)	(183,195)	
Inventory	(37,294)	(37,294)	(37,294)	
Fund Balance subject to the 10% Limitation	\$ 566,437	\$ 242,443	\$ 189,264	
	10.63%	4.49%	3.72%	

FY24 Budget

Federal & Local Special Revenue Funds

Wrangell Public Schools
 (A Component Unit of City and Borough of Wrangell, Alaska)

Student Transportation Special Revenue Fund
Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual

<i>Period Ended June 30</i>	FY21 Actual	FY22 Actual	FY23 Budget	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Revenues						
205-000-050 State of Alaska	\$ 138,391	\$ 199,305	\$ 199,305	\$ 203,562	\$ 203,562	\$ -
Expenditures						
205-760-425 Student transportation - to and from school - student travel	218,423	230,018	237,000	232,400	222,700	(9,700)
Deficiency of Revenues over Expenditures	(80,032)	(30,865)	(37,695)	(28,838)	(19,138)	9,700
Other Financing Sources						
Transfers in	39,464	82,200	-	30,000	-	(30,000)
Net Change in Fund Balance	(40,568)	51,335	(37,695)	1,162	(19,138)	(20,300)
Fund Balance, beginning of year	40,568	-	51,335	51,335	52,497	1,162
Fund Balance, end of year	\$ -	\$ 51,335	\$ 13,640	\$ 52,497	\$ 33,359	\$ (19,138)

Item a.

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Wrangell Public Schools
 (A Component Unit of City and Borough of Wrangell, Alaska)

Food Service Special Revenue Fund
Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual

<i>Period Ended June 30</i>	FY21	FY22	FY23	3rd Qtr	Adopted	Variance
	Actual	Actual	Budget	Revised FY23	FY24	in Budgets
				Budget		
Revenues						
255-000-020 Other local sources - food services	\$ 29,678	\$ 50,804	\$ 30,102	\$ 8,000	\$ 8,000	-
Expenditures						
Food service:						
255-790-320 Noncertificated salaries	-	-	-			
255-790-350 Employee benefits	-	-	-			
255-790-450 Supplies, materials and media	33,752	52,667	36,670	59,000	60,770	1,770
255-790-490 Other expenditures	-	-	-			
255-790-510 Equipment	-	-	-			
Total food service expenditures	33,752	52,667	36,670	59,000	60,770	1,770
Deficiency of Revenues over Expenditures	\$ (4,074)	\$ (1,863)	\$ (6,568)	\$ (51,000)	\$ (52,770)	(1,770)
Other Financing Sources						
Transfers in	4,074	20,000	6,568	33,000	53,000	20,000
Net Change in Fund Balance	-	18,137	-	(18,000)	230	18,230
Fund Balance, beginning of year	-	-	18,137	18,137	137	(18,000)
Fund Balance, end of year	\$ -	\$ 18,137	\$ 18,137	\$ 137	\$ 367	230

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Wrangell Public Schools
(A Component Unit of City and Borough of Wrangell, Alaska)

Major Maintenance Capital Project Fund
Statement of Revenues, Expenditures and Changes
in Fund Balance

<i>Period Ended June 30</i>	FY21 Actual	FY22 Actual	FY23 Budget	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Revenues						
Local sources -						
503-000-030 earnings on investments	\$ 52,674	\$ -	\$ -	\$ 14,700	\$ 9,000	\$ 5,700
Expenditures						
Construction and facilities acquisition						
Professional & technical	\$ -	\$ -	\$ -	\$ 385,900	\$ -	\$ 385,900
503-600-440 Other purchased services	52,674.00	-	-	-	-	-
Equipment	-	-	-	375,000	50,000	325,000
Buildings and improvements	-	-	-	20,000	-	20,000
Deficiency of Revenues over Expenditures	-	-	-	(371,200)	(41,000)	330,200
Other Financing Sources						
Transfers in				298,000	-	(298,000)
Transfers out	-	-	-	-	-	-
Net Change in Fund Balance	-			(73,200)	(41,000)	32,200
Fund Balance, beginning of year	1,065,427	1,065,427	1,065,427	1,065,427	992,227	(73,200)
Fund Balance, end of year	\$ 1,065,427	\$ 1,065,427	\$ 1,065,427	\$ 992,227	\$ 951,227	(73,200)

Wrangell Public Schools
 (A Component Unit of City and Borough of Wrangell, Alaska)

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NRA School Sheild Capital Project Fund
Statement of Revenues, Expenditures and Changes
in Fund Balance

<i>Period Ended June 30</i>	3rd Qtr Revised FY23 Budget	Adopted FY24	Variance in Budgets
Revenues			
Local sources -			
503-000-030 earnings on investments	\$ -	\$ -	\$ -
Expenditures			
Construction and facilities acquisition			
Professional & technical	\$ -	\$ -	\$ -
503-600-440 Other purchased services	7,625	7,625	-
Deficiency of Revenues over Expenditures	(7,625)	(7,625)	-
Other Financing Sources			
Transfers out	-	-	-
Net Change in Fund Balance	(7,625)	(7,625)	-
Fund Balance, beginning of year	7,625	7,625	-
Fund Balance, end of year	\$ -	\$ -	\$ -

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 25, 2023
	<u>Agenda Section</u>	13

Approval to cancel the May 9, 2023 Regular Borough Assembly meeting

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

Expenditure Required:		
FY 21: \$	FY 22:	FY23: \$
Amount Budgeted:		
FY21 \$0		
Account Number(s):		
Detail provided below		
Account Name(s):		
Detail provided below		
Unencumbered Balance(s) (prior to expenditure):		
Detail provided below		

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS:

RECOMMENDATION MOTION:
Move to Approve cancelling the May 9, 2023 Regular Assembly Meeting.

SUMMARY STATEMENT:
The Board of Equalization is scheduled for May 8th and once the Board of Equalization starts it is required to finish. Given the large increases in assessments this year it is projected that the Board of Equalization could extend into May 9th therefore the recommendation is to cancel the May 9th Assembly meeting to provide more time for the Board of Equalization.

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 25, 2023
	<u>Agenda Section</u>	13

ORDINANCE No. 1041 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE PARTICIPATION IN THE ALASKA MUNICIPAL LEAGE INVESTMENT POOL, INC. FOR USE BY CITIES AND BOROUGHs

SUBMITTED BY:

Mason Villarma, Finance Director

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 21: \$	FY 22: \$	FY23: \$
Amount Budgeted:		
	FY22 \$XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Ord 1041

RECOMMENDATION MOTION:

Move to Approve First Reading of Ordinance No. 1041 and move to a Second Reading with a Public Hearing to be held on May 23, 2023.

SUMMARY STATEMENT:

This is a housekeeping item that enables the Borough to continue using AMLIP as an investment vehicle as part of our central treasury. This ordinance should have been adopted

several years ago, and should be adopted to maintain compliance with our common investment agreement with APCM and the Alaska Municipal League Investment Group.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1041

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE PARTICIPATION IN THE ALASKA MUNICIPAL LEAGUE INVESTMENT POOL, INC. FOR USE BY CITIES AND BOROUGHES

BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

WHEREAS, public entities in Alaska, i.e., political subdivisions of the State of Alaska including municipalities, school districts, and regional educational attendance areas, have generally been unable to receive returns on investment of short-term excess funds at levels available to investors having larger amounts of funds to invest, and

WHEREAS, **AS 37.23.010-37.23.900** (Alaska Investment Pool Act) enacted by the 1992 Alaska Legislature provides a means for public entities to join together in an arrangement intended to allow them to combine their short-term excess funds for a higher yield on those funds, and

WHEREAS, the Alaska Municipal League Investment Pool, Inc., an Alaska nonprofit corporation ('Corporation'), has been established pursuant to AS 37.23.010 of the Alaska Investment Pool Act by the Alaska Municipal League to provide investment management and other services to public entities, and

WHEREAS, the Corporation will provide for the pooling of funds of public entities which are members of the Corporation and will seek returns on the investment of those funds commensurate with market conditions, and

WHEREAS, the City & Borough of Wrangell is a public entity as defined in the Alaska Investment Pool Act and may wish to become a member and participate in the investment and other services provided through the Corporation;

NOW THEREFORE, BE IT ORDAINED BY THE CITY AND BOROUGH OF WRANGELL, ALASKA, THAT THE BOROUGH ASSEMBLY OF THIS PUBLIC ENTITY AS FOLLOWS:

SEC. 1. Authorization of Membership and Agreement. The terms of the Alaska Municipal League Investment Pool, Inc. Common Investment Agreement ('Agreement') attached hereto, including the investment objectives and purposes contained within the Agreement, are hereby approved. The City & Borough of Wrangell, Alaska, is hereby authorized (1) to become a

member of the Corporation and (2) to enter into the Agreement substantially in the form as set forth in Exhibit A and such other documents as are necessary to effectuate that membership and Agreement. The Borough Manager or that officer's designee is authorized to execute those documents necessary to establish the City and Borough of Wrangell as a member of the Corporation and for the City and Borough of Wrangell to enter into the Agreement with no further approval or authorization required by this Borough Assembly. Should the City and Borough of Wrangell hereafter enter into the Agreement, it will thereby accept and be bound by the terms and conditions of the Agreement, and the Articles of Incorporation and Bylaws of the Corporation, copies of which Articles and Bylaws are attached hereto and incorporated by reference.

SEC. 2. Authorization of Investments. Upon execution of the Agreement by the City and Borough of Wrangell, each officer and employee of the City and Borough of Wrangell who is designated to be responsible for the investment of public funds of the City and Borough of Wrangell pursuant to the City and Borough of Wrangell's ordinance is authorized to transfer public funds of the City and Borough of Wrangell to the Corporation for placement in the Alaska Municipal League Investment Pool ('Pool') created through the Agreement in order to acquire an interest in it, provided that such funds will be invested in accordance with the terms of the Agreement and the investment policies as set forth in the Agreement and its exhibits. All such transfers will be made in accordance with the procedures previously adopted by the City and Borough of Wrangell as may be amended from time to time.

SEC. 3. Effectiveness of and Termination of Membership and Agreement. The Agreement will go into effect upon execution by the Borough Mayor or the Borough Manager (or its designee) and by the Corporation. The City and Borough of Wrangell's membership in the Corporation and participation in the Pool under the terms of the Agreement will continue until the Borough Mayor or the Borough Manager or its designee terminates that membership and participation by written notice to the Corporation or by the adoption of an ordinance by the City and Borough of Wrangell terminating that membership and participation, whichever first occurs.

SEC. 4. Further Acts. Each officer of the City and Borough of Wrangell is hereby authorized to take any and all action necessary to enter into the Agreement and the joint investments in the Pool, to carry on the membership of the City and Borough of Wrangell in the Corporation, and to perform any obligations of the City and Borough of Wrangell under that membership and the Agreement.

SEC. 5. Classification. This ordinance is a non-code ordinance.

SEC. 6. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: _____, 2023

PASSED IN SECOND READING: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

- Attachments: Alaska Municipal League Investment Pool
- Common Investment Agreement
 - Bylaws

**COMMON INVESTMENT AGREEMENT
ALASKA MUNICIPAL LEAGUE INVESTMENT POOL, INC.**

RECITATIONS

WHEREAS, AS 37.23.010-37.23.900 of the Alaska Statutes ("Alaska Investment Pool Act") provides that a public entity may enter into an agreement with other public entities to form and manage an investment pool under which funds of the participating public entities are administered and invested jointly;

WHEREAS, the Alaska Investment Pool Act provides that a public entity, by itself or with other public entities, may form a nonprofit corporation for the purposes of managing an investment pool;

WHEREAS, the Alaska Investment Pool Act provides that a public entity participating in an Investment pool or a nonprofit corporation formed for the purposes as set forth in that act may spend money reasonably necessary for the management of the pool, including the employment of staff, and that income from the investments of the pool may be used for management costs;

WHEREAS, the Alaska Investment Pool Act defines public entity to mean a political subdivision of the State of Alaska, including a municipality and its subdivisions, a school district, a regional educational attendance area or an organization composed of political subdivisions of the state;

WHEREAS, the Alaska Municipal League Investment Pool, Inc. has been formed as a nonprofit corporation under the Alaska Nonprofit Corporations Act (AS 10.20) with membership limited to political subdivisions of the State of Alaska, including a municipality and its subdivisions, a school district and a regional attendance area or an organization composed of political subdivisions ("Public Entities");

WHEREAS, each of the participants included in the list of Participants given in Exhibit A to this Agreement is a Public Entity, and each participant that subsequently becomes a signatory to this Agreement will be a Public Entity and desire to enter into this Agreement for the combined investment of public funds;

WHEREAS, this Agreement is intended to be a joint agreement entered into pursuant to the Alaska Investment Pool Act for the purposes of better performing participants' responsibilities and the responsibilities of Public Entities who subsequently become signatories to this Agreement to invest their public funds, as set out in Section 2.1 of this Agreement;

WHEREAS, the governing body of each of the Participants has duly adopted an ordinance (in the case of a municipality) or a resolution or other procedure (in the case of any other Public Entity) authorizing the respective Participant to become a party to this Agreement, and each Public Entity which subsequently becomes a signatory to this Agreement will do so after its governing body has adopted an ordinance (in the case of a municipality) or a resolution or other procedure (in the case of any other Public Entity) authorizing the respective Public Entity to become a party to this Agreement;

WHEREAS, the governing body of each of the Participants has adopted and each Public Entity which subsequently becomes a signatory to this Agreement will adopt the investment objectives and purposes as set forth in Article II of this Agreement and the Investment Policy or Policies as set forth in Exhibit B to this Agreement;

WHEREAS, the Participants anticipate that other Public Entities may desire to invest public assets jointly with the Participants or other Public Entities that become signatories to this Agreement;

WHEREAS, the Alaska Municipal League has assisted in the incorporation of the Corporation to implement the provisions of the Alaska Investment Pool Act for the Participants and other Public Entities that become signatories to this Agreement.

NOW, THEREFORE, the Participants do hereby covenant and agree as follows: to have the Corporation manage and invest all monies, assets, securities, funds and property now or hereafter transferred to or held by it pursuant to this Agreement, all for the benefit of such Public Entities as may from time to time become Participants, and the Participants do further declare their agreement to be bound and abide by the terms of this Agreement.

ARTICLE I - NAME AND DEFINITIONS

Section 1.1 Name of Pool. The monies, assets, securities, funds and property now or hereafter transferred to and held by the Corporation pursuant to this Agreement will be known as the Alaska Municipal League Investment Pool.

Section 1.2 Definitions. Wherever used within this Agreement, unless otherwise required by the context or specifically provided:

- (1) "Agreement" or "Alaska Municipal League Investment Pool, Inc. Common Investment Agreement" means this instrument executed by the Corporation and the Participants and establishing the Pool, and will encompass any amendments to this Agreement that are duly approved pursuant to this Agreement, and will also encompass the written instruments by which Public Entities become parties to, or terminate their participation under, this Agreement;
- (2) "Alaska Investment Pool Act" means the Alaska Statute AS 37.23.010-37.23.900, as amended from time to time;
- (3) "Articles of Incorporation" means the Articles of Incorporation of the Corporation, as amended from time to time;
- (4) "Bylaws" means the Bylaws of the Corporation, as amended from time to time;
- (5) "Corporation" means the Alaska Municipal League Investment Pool, Inc.;
- (6) "Custodian" means the party identified in Section 5.7 of this Agreement with qualifications and duties as set forth in Article X of this Agreement;
- (7) "Directors" means the individual directors of the Board of Directors of the Corporation and their successor or successors for the time period during which they were in that office; and "Board of Directors" means the board of directors of the Corporation;
- (8) "Investment Adviser" and "Investment Manager" mean the parties with whom the Corporation has contracted on behalf of the Pool pursuant to Article VIII; and "Supervisory and Investment Adviser Agreement and Investment Management Agreement" refer to the agreements between the Corporation and the Investment Adviser and between the Corporation and the Investment Manager, respectively;
- (9) "Investment Officer" means an officer or employee of the Corporation or other person who will be designated by the board of directors in accordance with the provisions of Article XI of this Agreement;
- (10) "Investment Policy" means the Investment Policy for the Alaska Municipal League Investment Pool attached to and incorporated into this Agreement as Exhibit B;
- (11) "Net Asset Value" means the net asset value of the Pool in the manner provided in Section 12.3 of this Agreement;
- (12) "Participant" means a party that has entered into this Agreement through due and proper authorization and which has not terminated such status and as listed in Exhibit A attached to and incorporated into this Agreement; and "Participation" refers to the status of an entity as a Participant;
- (13) "Pool" means the Alaska Municipal League Investment Pool;
- (14) "Public Entity" means a political subdivision of the State of Alaska, including a municipality and its subdivisions, a school district or a regional education attendance area;
- (15) "Series" means any subdivision of the assets of the Pool established in accordance with the provisions of Section 4.2 of this Agreement;

- (16) "Series Supplement" refers to the written document containing the terms of a certain Series, including those below;
- a "Series I" – original formation – means an investment vehicle within the Pool that invest in short-dated, high-quality securities with the intent to maintain a stable \$1.00 net asset value;
 - b "Series II" – established Nov. 9, 2022 – means an investment vehicle within the Pool that invest in short-dated, high-quality securities with a floating net asset value;
- (17) "Units" means the equal proportionate units of undivided beneficial interest in the assets of the Pool or of each Series from time to time, including fractions of Units as well as whole Units.
- (18) "Unitholder" refers to a record owner of Units of the Pool or of a Series.

ARTICLE II - PURPOSE, OBJECTIVES

Section 2.1 Purpose. The purpose of this Agreement is to establish the terms for the joint investment of public funds by Public Entities pursuant to the terms of the Alaska Investment Pool Act, the Articles of Incorporation, and the Bylaws. The purpose of the Pool is to provide a means for eligible Public Entities to invest temporarily available public funds.

Section 2.2 Objectives. (a) The general objectives of the Pool include:

- (1) Improving the efficiency and effectiveness of Participants in the investment of their public funds;
- (2) Minimizing administrative fees and transactional and other expenses of investing public funds;
- (3) Providing Public Entities with a continuous source of managed investments, within the limitations upon such investments prescribed by applicable law; and
- (4) Managing the assets of the Pool with the intent of maintaining a stable \$1.00 Net Asset Value for each whole Unit for Series I while Series II Units will have a floating Net Asset Value.

(b) The investment objectives of the Pool in order of priority are as follows:

- (1) Preservation of capital - seeking to preserve the capital investment of all Participants through prudent management and adoption of investment policies and restrictions;
- (2) Liquidity - seeking to meet the needs of Participants for cash by maintaining a high level of portfolio liquidity and investing in readily marketable securities; and
- (3) Return - seeking to attain the highest level of current income consistent with the objectives of preservation of capital and liquidity.

ARTICLE III - PARTIES TO AGREEMENT

Section 3.1 Eligibility. A Participant must be a member of the Corporation; provided that (1) no person will be allowed to become a member of the Corporation or a Participant if the Board of Directors, upon advice of legal counsel, determines that such membership or Participation would cause the income of the Pool to be subject to federal income taxation, and (2) the Board of Directors will have sole discretion to designate categories of Public Entities eligible to become Participants. In making a determination under this section, the Board of Directors, after obtaining the advice of legal counsel, will have final authority to determine the question.

Section 3.2 Entry Into Agreement. (a) A Public Entity determined to be eligible as a Participant under Section 3.1 of this Agreement may enter into this Agreement, without further action by the existing Participants, by executing and delivering to the Custodian an application to be bound by its terms pursuant to duly exercised authority. Such application need not be physically affixed to a copy of this Agreement, but instead may be indicated by reference to

this Agreement. In accordance with the Bylaws, the Board of Directors will establish the form and requirements for entering into this Agreement as it from time to time deems appropriate.

(b) In executing an agreement under (a) of this Section 3.2, a Public Entity will be deemed to expressly (1) designate the Investment Officers of the one or more Series into which the Public Entity places any of its public funds as that Public Entity's Investment Officer responsible for such funds; (2) designate the depository and custodian of the one or more Series into which the Public Entity places any of its public funds as that Public Entity's depository and custodian for such funds; (3) delegate to the Corporation the authority to hold legal title to the assets placed in the Pool; (4) approve the investment objectives, policies, rules and procedures for the Pool and the Corporation or of any Series of the Pool, as the investment objectives, policies, rules and procedures of the Public Entity with respect to its assets transferred for placement in the Pool or any Series of the Pool; and (5) provide authority to the Corporation, the Board of Directors, the Investment Manager, the Corporation's officers, employees and any of their agents to deposit, withdraw, invest, transfer and otherwise manage the funds which the Public Entity may place in the Pool; all in conformance with the terms of this Agreement and the investment objectives, policies, rules and procedures of the applicable Series and the requirements of the Alaska Investment Pool Act.

Section 3.3 Termination of Participation. Participants will have the right to terminate their Participation in this Agreement, and the Board of Directors will specify procedures for such termination. Such procedures will require a Participant to redeem its Units in the Pool prior to such termination. The termination of Participation by a Participant will not affect the validity of this Agreement with respect to the remaining Participants.

Section 3.4 Effect of Amendment of Alaska Investment Pool Act. In the event that the Alaska Investment Pool Act is amended so as to expand the definition of "Public Entity" as used in this Agreement, the Board of Directors will have the power to determine whether and under what circumstances any new category of Public Entity may become a party to this Agreement. In the event that the Alaska Investment Pool Act is amended so as to exclude from the definition of Public Entity" as contained in this Agreement any previously included entity, the Board of Directors will promptly determine whether any existing Participant has lost its status as a Public Entity (or will lose such status upon effectiveness of such amendment). If the Board of Directors determines, after obtaining the advice of counsel, that an existing Participant is no longer a Public Entity (or will not be a Public Entity upon the effectiveness of the amendment), the Board of Directors will so notify that Participant, redeem any Units of that Participant held in the Pool and transfer to the Participant the resulting funds and other investment funds of that Participant administered through the Corporation and terminate the participation of that Participant. The Board of Directors will have final authority with respect to determinations under this Section.

Section 3.5 Effect of Amendment of Federal Tax Law. Should the federal income tax law be amended so as to cause the income of the Pool to be subject to federal income taxation, the Board of Directors will promptly determine whether that subjugation could be eliminated through the termination of Participation by one or more Participants and may, upon advice of legal counsel, terminate the membership in the Corporation and the Participation of those Participants in the Pool to eliminate the subjugation of the Pool to federal income taxation. Should the Board of Directors determine to terminate the Participation of a Participant under this Section 3.5, it will so notify that Participant, redeem any Units of that Participant held in the Pool and transfer to the Participant the resulting funds and other investment funds of that Participant administered through the Corporation and terminate the Participation of that Participant. The Board of Directors will have final authority with respect to determinations under this Section.

ARTICLE IV- BENEFICIAL INTERESTS

Section 4.1 Units of Beneficial Interest. The undivided beneficial interests of Participants in the assets of the Pool or of any Series of the Pool will be represented by such Units of one or more separate and distinct Series as the Board of Directors will from time to time create and establish. The number of Units is unlimited, and each Unit will be without par value and will be fully paid and nonassessable. The Board of Directors will have full power and authority, in their sole discretion and without obtaining any prior authorization or vote of the Unitholders or of any Series, (1) to create and establish Units or any Series with such preferences, voting powers, rights and privileges as the Board of Directors may from time to time determine, (2) to divide or combine the Units there of into a greater or lesser number, (3) to classify or reclassify any existing Units into one or more Series or classes of Units and (4) to take such other action with respect to the Units as the Board of Directors may deem desirable; provided that the

Board of Directors may take no action pursuant to this Section 4.1 which would impair the beneficial interests of Unitholders in the then-existing assets of the Pool; and provided further, that such powers as the Board of Directors may ordinarily exercise pursuant to this Section 4.1 will not be inconsistent with the intent of maintaining a stable Net Asset Value of \$1.00 per Unit for Series I. Series II Units will have a floating Net Asset Value.

Section 4.2 Establishment of Series. (a) The first Series is hereby established pursuant to Article V of this Agreement.

(b) The establishment of any future Series will be effective upon the adoption of a resolution by a majority of the Board of Directors. With respect to each such future Series the Board of Directors will designate investment objectives and policies as required by this Agreement, authorized investments (and if repurchase agreements are authorized, the custodian for pledged securities), categories of Public Entities eligible to own Units, authorized Investment Officers and the relative rights and preferences of the holders of such Units; all of which will be described in a written Series Supplement.

(c) At any time that there are no Units outstanding of any particular Series previously established and designated, the Board of Directors may, by majority vote, abolish that Series and the establishment and designation of it.

Section 4.3 Ownership of Units. Notwithstanding other provisions of this Agreement to the contrary, ownership of Units will be limited to Participants. Ownership of Units will be recorded in the books of the Pool. The Board of Directors may have such rules as it considers appropriate, to the extent permitted by law, for the transfer of Units and similar matters. The record books of the Pool will be conclusive as to who are the holders of Units and as to the number of Units held from time to time by each Unitholder, unless the Unitholder shows otherwise to the satisfaction of the Board of Directors.

Section 4.4 Placement of Assets in the Pool The Board of Directors will accept transfers of funds to a Series from such governmental entities as have become Participants on such terms as the Board of Directors may from time to time authorize. After the date of the initial transfer of funds to a Series, the number of Units of that Series to represent the initial transfer of funds may be considered as outstanding, and the amount received by the Series on account of such transfer will be treated as an asset of such Series. Subsequent transfers of funds to the Series will be credited to each Unitholder's account in the form of full Units at the Net Asset Value per Unit next determined after the funds are received; provided, however, that the Board of Directors may, in its sole discretion, authorize the issuance of fractional Units.

Section 4.5 Assets and Liabilities of Series. (a) All consideration received by the Pool with respect to Units of a particular Series, together with all assets in which such consideration is invested or reinvested, all income, earnings, profits, and proceeds thereof, including any proceeds derived from the sale, exchange or liquidation of such assets, and any funds or payments derived from any reinvestment of such proceeds in whatever form, will be referred to as assets belonging to that Series. In addition, any assets, income, earnings, profits, and proceeds thereof, funds or payments which are not readily identifiable as belonging to any particular Series will be allocated by the Board of Directors between and among one or more of the Series in such manner as the board, in its sole discretion, deems fair and equitable. Each such allocation will be referred to as assets belonging to that Series, and will be conclusive and binding for all purposes. The assets belonging to a particular Series will be so recorded upon the books of the Pool and will be held In the Pool by the Corporation for the benefit of the Unitholders of that Series.

(b) The assets belonging to each particular Series will be charged with all expenses, costs, charges and reserves attributable to that Series. Any expenses, costs, charges or reserves of the Pool, which are not readily identifiable as belonging to any particular series, will be allocated and charged by the Board of Directors between or among any one or more of the Series in such manner as the Board of Directors, in its sole discretion, deems fair and equitable, and such expenses, costs, charges, and reserves will be payable only from the assets belonging to the applicable Series. Each such allocation will be conclusive and binding for all purposes. Any creditor of any Series may look only to the assets of that Series to satisfy such creditors debt.

(c) To the extent that the expenses, costs, charges and reserves of the Pool or one or more Series of the Pool, including ordinary or extraordinary legal, accounting or other professional service expenses, are allocated

pursuant to this Section 4.5 to the Units of a Participant, that Participant authorizes the payment of such out of principal and earnings from that Participant's investment in the pool.

Section 4.6 No Preemptive Rights. Unitholders will have no preemptive or other preferential rights to acquire any additional Units of the Pool.

Section 4.7 Limitation of Personal Liability. The Board of Directors will have no power to bind any Unitholder or to call upon any Unitholder for the payment of any sum of money or assessment whatsoever other than such as the Unitholder may at any time agree to pay by way of subscription for any Units or otherwise. Every contract or other undertaking by or on behalf of the Pool will include a recitation limiting the obligation represented thereby to the Pool or a Series of it and its assets, however, the omission of such a recitation will not operate to bind any Participant.

ARTICLE V. FIRST SERIES, SUBSEQUENT SERIES

Section 5.1 Establishment of Series. (a) The Participants hereby agree that the first Series will be established in conformance with the terms of this Agreement and the policies, objectives, restrictions and other terms of this Article V.

(b) Participants in a subsequent Series will agree, by completing an application for that Series, that subsequent Series will be established in conformance with the terms of the Agreement at that time and the policies, objectives, restrictions and other terms of this Article V and as not otherwise prohibited by law.

Section 5.2 Eligible public Entities. Only Public Entities situated in the State of Alaska may become Participants in the first Series or in a subsequent Series.

Section 5.3 Eligible Investments. The Pool may invest only in the instruments as set forth in the Investment Policy for purposes of the first Series. The eligible investments for a subsequent Series will be as provided in the investment policy for that series and as included in the terms of the Agreement at that time.

Section 5.4 Investment Policies and Restrictions. The investment policies and restrictions to be followed by the Pool are as set forth in the Investment Policy for each Series. The Investment policies and restrictions to be followed by the Pool for each Series will be as provided in the investment policy for that Series and as included in the terms of the Agreement at that time.

Section 5.5 Investment Officer. The Investment Officer for the Pool will be designated by the Board of Directors, subject to the provisions of Article XI of this Agreement.

Section 5.6 Distributions. Earnings on the assets of a Series will be accrued daily and will be distributed as determined by the Board of Directors but not less frequently than the first business day of the month following the month in which such earnings are accrued. Such earnings may be distributed in the form of cash sent to a Participant, or credited to the Participant's account in the form of full or fractional Units.

Section 5.7 Custodian. The Custodian will be designated by the Board of Directors, having duties and otherwise subject to the provisions of Article X of this Agreement.

ARTICLE VI - DIRECTORS

Section 6.1 Management of the Pool. The business and affairs of the Pool will be directed by the Board of Directors.

Section 6.2 Effect of Death, Resignation, etc. of a Director. The death, declination, resignation, retirement, removal, incapacity or inability of the Board of Directors, or any one of its members, will not operate to annul or terminate the Pool or to revoke any existing agency created pursuant to the terms of this Agreement.

ARTICLE VII - POWERS OF BOARD OF DIRECTORS

Section 7.1 Powers. The Board of Directors will have full power and authority to do any and all acts and to make and execute or authorize the making or executing of any and all contracts and Instruments that are necessary for or incidental to the business and affairs of the Corporation and the Pool and the direction of management of the Pool or the investment of assets of the Pool. Subject to applicable law and this Agreement, the Board of Directors will have full authority and power to make, or cause to be made, any and all investments which it, in its sole discretion, will deem proper to accomplish the objectives of the Pool. Subject to any limitation of this Agreement or applicable law, the Board of Directors will have power and authority to do the following:

- (1) To invest and reinvest cash and securities, and to hold cash or other properly uninvested, in accordance with the Investment Policy and the terms of this Agreement;
- (2) To adopt Bylaws not inconsistent with this Agreement providing for the conduct of the business of the Corporation and the Pool and to amend and repeal them to the extent that the Articles of Incorporation do not reserve that right to the members of the Corporation;
- (3) To appoint and remove one or more Investment Officers pursuant to Article XI of this Agreement; to appoint and remove such additional officers as the Board of Directors considers appropriate and in accordance with the Bylaws; and to appoint and terminate such agents as the Board of Directors considers appropriate;
- (4) To employ a bank or other person, as allowed under the Alaska Investment Pool Act and otherwise in accordance with applicable law, as Custodian of any assets of the Pool, subject to conditions set forth in this Agreement or in the Bylaws, if any;
- (5) To retain an Investment Adviser and an Investment Manager with such powers, responsibilities and functions as are described in Article VIII of this Agreement;
- (6) To set record dates in the manner as provided in this Agreement;
- (7) To delegate, consistent with applicable law, such authority as the Board of Directors considers desirable to any officers of the Corporation and to the Supervisory Investment Adviser, Investment Manager, the Custodian or other agents;
- (8) To sell or exchange or cause to be sold or exchanged any and all assets of the Pool, subject to the provisions of Section 14.4 of this Agreement;
- (9) To vote or to give assent or to exercise any rights of ownership, with respect to securities or property and to execute and deliver powers of attorney to such person or persons as the Board of Directors will deem proper, granting to such person or persons such power and discretion with relation to securities or property as, subject to applicable law, the Board of Directors will deem proper;
- (10) To exercise powers and rights which in any manner arise out of ownership of securities;
- (11) To hold any security or property in a form not indicating any trust, whether in bearer, unregistered or other negotiable form, either in the Pool's name or in the name of a custodian or nominee or nominees, subject in either case to proper safeguards to protect the Participants;
- (12) To establish separate and distinct Series with separately defined investment objectives and policies and distinct investment purposes in accordance with the provisions of Article IV of this Agreement;
- (13) To allocate assets and expenses of the Pool to a particular Series or to apportion the same between or among two or more Series, provided that any expenses incurred by a particular Series will be payable solely out of the assets belonging to that Series as provided for in Article IV of this Agreement;
- (14) To consent to or participate in any plan for the reorganization, consolidation or merger of any corporation or concern, any security of which is held in the Pool; and to consent to any contract, lease, mortgage, purchase or sale of property by such corporation or concern;

- (15) To compromise, arbitrate or otherwise adjust claims in favor of or against the Pool or any matter in controversy including, but not limited to, claims for taxes;
- (16) To make distributions of income and of capital gains to Unitholders in the manner as provided in this Agreement;
- (17) To establish from time to time a minimum total investment for Unitholders and to require the redemption of the Units of any Unitholders whose investment is less than such minimum upon giving notice to such Unitholder;
- (18) To amend this Agreement pursuant to Section 14.7 of this Agreement;
- (19) To retain one or more auditors for the Pool or any Series, and to require annual audits and reports as the Board of Directors considers appropriate; and
- (20) To do other things not inconsistent with the provisions of this Section 7.1 which the Board of Directors deems necessary in carving out its duties.

Section 7.2 Action by the Board of Directors. The Board of Directors will act and otherwise conduct the business of the Pool in accordance with the terms of this Agreement and as otherwise set forth in the Articles of Incorporation and Bylaws.

Section 7.3 Officers. The Board of Directors will appoint one or more of its number to be officers of the Corporation in accordance with the terms of the Articles of Incorporation and Bylaws.

ARTICLE VIII - SUPERVISORY AND INVESTMENT ADVISER; INVESTMENT MANAGER

Section 8.1 Supervisory and Investment Adviser Agreement and Investment Management Agreement. When authorized by at least a majority of the Board of Directors, the Corporation on behalf of the Pool may, subject to the laws of the State of Alaska, from time to time enter into one or more Supervisory and Investment Adviser Agreements and Investment Management Agreements whereby the other party to such agreements will be designated as the Supervisory Investment Adviser and the Investment Manager, respectively, to the Corporation on behalf of the Pool, will agree to serve as such and will undertake to provide to the Corporation on behalf of the Pool such advice, assistance, facilities and services upon such terms and conditions as the Board of Directors may, in its discretion, determine.

Section 8.2 Duties. (a) The Supervisory and Investment Adviser Agreement and the Investment Management Agreement will be set forth in writing and will establish the duties and responsibilities of the Supervisory Investment Adviser and the Investment Manager. The Board of Directors will have power to retain the Supervisory Investment Adviser and the Investment Manager to provide such advice, assistance, facilities and services as the Board of Directors will, consistent with the applicable law and this Agreement, in its discretion, determine, including, without limitation, those set forth in this Section 8.2, provided that such advice, assistance, facilities and services will be provided in accordance with this Agreement and the Investment Policy or such amendments to them as are approved by the Board of Directors;

(b) The duties and responsibilities of the Supervisory Investment Adviser will include the following:

- (1) To provide technical direction to the Pool;
- (2) To review custodial and investment Operations of the Pool, to include performance against established benchmarks;
- (3) To ensure that the Investment Policy established by the Board of Directors and required by the Alaska Investment Pool Act is adhered to;
- (4) To ensure that necessary reports are rendered both to the Board of Directors and to each Participant; and

- (5) To ensure that participants in the Pool receive necessary Pool-related information;
- (c) The duties and responsibilities of the Investment Manager will include the following:
- (1) To act as the Pool's fiduciary and be responsible for investment services;
 - (2) To adhere to the Investment Policy and the Alaska Investment Pool Act;
 - (3) To advise the Pool on the strategies being employed, to include risk and yield factors; and
 - (4) To render periodic reports to both the Pool and Investment Adviser with regard to units held and account transactions.

Section 8.3 Provision of Services. The Supervisory Investment Adviser and the Investment Manager will provide such advice, assistance, facilities and services as the Board of Directors may determine, in accordance with Section 8.2 of this Agreement. However, the Supervisory Investment Adviser and the Investment Manager will have the power, subject to applicable law and with the consent of the Board of Directors, to retain third parties, whether or not affiliated with the Supervisory Investment Adviser and the Investment Manager, to provide all or some of the advice, assistance, facilities and services for which it has been retained by the Pool.

Section 8.4 Duty of Care. Management and investment of assets of the Pool by the Supervisory Investment Adviser and the Investment Manager will be done with the care, skill, prudence and diligence under the circumstances then prevailing that an institutional investor would use in the conduct of an enterprise of a like character and with like aims.

ARTICLE IX - UNITHOLDERS' VOTING POWERS AND MEETINGS

Section 9.1 Voting Powers. A Unitholder, as a member of the Corporation on the record date for a meeting of members, will have power to vote on matters coming before the Pool including matters pertaining to the Pool as set forth in the Articles of Incorporation and Bylaws and by applicable law.

Section 9.2 Meetings. A Unitholder, as a member of the Corporation, will be entitled to attend meetings of members pursuant to the provisions of the Articles of Incorporation and Bylaws.

ARTICLE X- CUSTODIAN

Section 10.1 Qualifications. Appointment and Duties. (a) The Custodian will be designated by the Board of Directors and will, if such entity accepts such designation on the terms approved by the Board of Directors or any duly authorized officers of the Corporation, be a commercial bank with a subsidiary trust company or a trust company that is authorized to exercise corporate trust powers, and be subject to supervision by federal banking regulators.

(b) The Corporation on behalf of the Pool, at all times, will employ a Custodian with authority as agent, but subject to such restrictions, limitations and other requirements, if any, as may be contained under the laws of the State of Alaska, this Agreement or the Bylaws:

- (1) To hold the securities owned by the Corporation on behalf of the Pool in the name of the Pool or otherwise as authorized by the Board of Directors and to deliver the same upon written order or other means approved by the Board of Directors with written confirmation;
- (2) To hold collateral securing certificates of deposit, repurchase agreements and other instruments as allowed under the Investment Policy or required by the Board of Directors;
- (3) To receive and receipt for any monies due to the Corporation on behalf of the Pool and deposit the same in its own banking department or otherwise as the Board of Directors may direct;
- (4) To disburse such funds upon orders or vouchers, all upon such basis of compensation as may be authorized by the Board of Directors;

- (5) To deliver and pay over all property of the Corporation as directed by the Board of Directors; and
- (6) To act as the Pool's record keeper and render periodic reports to both the Pool and Participants with regard to units held and account transactions.

(c) The Board of Directors may also authorize the Custodian to employ one or more sub custodians or agents from time to time to perform acts and services on behalf of the Custodian; provided that such sub-custodians or agents must each have a combined capital and surplus or level of indemnification of at least that specified for the Custodian in (a) of this Section 10.1 and must be subject to supervision by federal banking regulators.

Section 10.2 Central Certificate System. Subject to the laws of the State of Alaska, the Board of Directors may direct the Custodian to deposit all or any part of the securities owned by the Pool in a system for the central handling of securities pursuant to which system all securities of any particular class or series of any issuer deposited within the system are treated as tangible and may be transferred or pledged by bookkeeping entry without physical delivery of such securities.

ARTICLE XI - INVESTMENT OFFICER

Section 11.1 Appointment. The Board of Directors will designate for each Series one or more Investment Officers who will be responsible for the investment of assets transferred to that Series. By authorizing Participation in any Series, each Public Entity will thereby designate the Investment Officers for that Series as such Public Entity's Investment Officers responsible for the assets transferred to such Series, pursuant to the Alaska investment Pool Act. The Investment Manager may be designated as the Investment Officer by the Board of Directors.

Section 11.2 Scope of Authority. The Investment Officer of each Series will be authorized to run the day-to-day investment operations of that Series in conformance with this Agreement and such purposes, objectives and requirements as the Board of Directors may set forth in the Series Supplement for that Series. Within the limits of such Series Supplement, the Investment Officer of each Series will be authorized, to the fullest extent allowable by law, to buy, sell, swap, invest, reinvest and otherwise manage the assets of that Series.

Section 11.3 Management Reports. At least once each month, each Investment Officer will prepare a written report concerning the investments of the applicable Series for which such Investment Officer is responsible, and describing in detail the Investment position of such Series as of the date of the report. If the Board of Directors has appointed two or more Investment Officers for a Series, those officers will prepare that report jointly.

ARTICLE XII - DISTRIBUTIONS AND REDEMPTIONS

Section 12.1 Distributions. (a) The Board of Directors will have power, to the fullest extent permitted by the laws of the State of Alaska, at any time to declare and cause to be paid distributions on Units of a particular Series, from the assets belonging to that Series, which distributions, at the election of the Board of Directors, may be made monthly or otherwise pursuant to a standing resolution or resolutions adopted with such frequency as the Board of Directors may determine, and may be payable in cash or Units of that Series at the election of each Unitholder of that Series. The amount of such distributions and the payment of them will be wholly in the discretion of the Board of Directors.

(b) Notwithstanding anything in this Agreement to the contrary, the Board of Directors may at any time declare and distribute pro rata among the Unitholders of a particular Series as of the record date of that Series fixed as provided in Section 14.3 of this Agreement a distribution in the form of Units.

Section 12.2 Redemptions. (a) In case any holder of record of Units of a particular Series desires to redeem some or all of its Units, it may deposit at the office of the Custodian or other authorized agent of the Pool a written request, or such other form of request as the Board of Directors may from time to time authorize, requesting that the Series redeem the Units in accordance with this Section 12.2. The Unitholder so requesting will be entitled to require the Series to redeem such Units, and the Series will redeem such Units, at the Net Asset Value thereof next calculated,

as described in Section 12.3 of this Agreement. The Series will make payment for any such Units to be redeemed in cash from the assets of that Series.

(b) The Board of Directors will specify procedures pursuant to which the Unitholder may, under normal circumstances, redeem its Units and receive payment on them by wire and in the form of immediately available funds within the same business day. In any event, except for the provisions of (c) of this Section 12.2, payment for such Units will be made by the Pool from that Series to the Unitholder of record no later than seven days after the date upon which the request is effective.

(c) Notwithstanding anything to the contrary, the provisions of this Section 12.2 and any procedures for the redemption of Units and the payment on them will be subject to Section 12.4 of this Agreement.

Section 12.3. Determination of Net Asset Value and Valuation of Portfolio Assets.

For purposes of this Section 12.3, the net income and Net Asset Value of each Series and Units of each Series will be calculated separately from that of all other Series.

(a) Series I – Established

- (i) The Net Asset Value per unit of Series I will be calculated by adding the value of all portfolio securities and other assets, deducting its actual and accrued liabilities and dividing by the number of units outstanding.
- (ii) It is the intention of the Series to maintain the Net Asset Value per unit at \$1.00. The Series investment assets are valued on the basis of the amortized or accreted cost valuation technique. This method involves valuing an instrument at its cost and thereafter assuming a constant amortization to maturity of any discount or premium, regardless of the impact of fluctuating interest rates on the market value of the instrument.
- (iii) While this method provides certainty of valuation, it may result in periods during which value, as determined by amortized or accreted cost, is higher or lower than the price the Series would receive if it sold the instrument.
- (iv) The Series has established policies to stabilize, to the extent reasonably possible, the price per unit at \$1.00. These policies include regular review of the market value of the Series portfolio holdings by the Series and the right of the Series to take corrective action, including sale of instruments prior to maturity to realize capital gains or losses, withholding of dividends or redemption of units in kind. Although the Series values its instruments on the basis of their amortized or accreted cost, certain occasions may arise on which the Series sells some portfolio holdings prior to maturity. The proceeds realized by such a sale may be higher or lower than the original cost, thus resulting in a capital gain or loss. The Series amortizes such gains and losses by adjusting the daily net income and distribution. Gains and losses will be calculated and distributed daily.

(b) Series II – Established Nov. 9, 2022

- (i) The Net Asset Value per unit of Series II will be calculated by adding the value of all portfolio securities and other assets, deducting its actual and accrued liabilities and dividing by the number of units outstanding.
- (ii) The Series investment assets will be valued at a price received from the Custodian pricing service vendor.
- (iii) Any income earned and realized gains and losses from the sale of assets will be included in the total market value.

Section 12.4. Suspension of the Right of Redemption. The Board of Directors may declare a suspension of the right of redemption or postpone the date of payment for the whole or any part of any period during which an emergency exists as a result of which disposal by the Corporation on behalf of the Pool of securities owned by it is not reasonably practicable or it is not reasonably practicable for the Corporation on behalf of the Pool fairly to determine the value of its net assets. A suspension pursuant to this Section 12.4 will take effect at such time as the

Board of Directors will specify but not later than the close of business on the business day next following the declaration of suspension. Thereafter there will be no right of redemption or payment until the Board of Directors will declare the suspension at an end. Any suspension pursuant to this Section 12.4 will continue only so long as the Board of Directors concludes such suspension is in the best interests of the Unitholders. In the case of a suspension of the right of redemption, a Unitholder may either withdraw a request for redemption or receive payment based on the Net Asset Value per Unit existing after termination of the suspension.

ARTICLE XIII STANDARD OF CARE, LIMITATION OF LIABILITY, AND INDEMNIFICATION

Section 13.1. Standard of Care, Limitation of Liability (a) The management and investment of Participants' assets by the Corporation, its officers, directors, employees and agents will be done with the care, skill, prudence and diligence under the circumstances then prevailing that an institutional investor would use in the conduct of an enterprise of a like character and with like aims.

(b) The members of the Board of Directors, officers and employees of the Corporation will not be liable for any mistakes of judgment or other actions taken or omitted by them in good faith, nor will they be liable for any action taken or omitted by an agent, employee or independent contractor selected in good faith by them or any of them, nor will they be liable for loss incurred through Investment of funds through the Corporation or failure to Invest.

(c) No director, officer or employee of the Corporation will be liable for any action taken or omitted by any other director, officer or employee.

Section 13.2. Board of Directors Good Faith Action. Expert Advice. No Bond or Surety- The exercise by the Board of Directors of its powers and discretion under this Agreement in good faith will be binding upon all interested parties. Subject to the provisions of Section 14.1 and to Article XIII of this Agreement, the Board of Directors will not be liable for errors of judgment or mistakes of fact or law. The Board of Directors may take advice of counsel or other experts with respect to the meaning and operation of this Agreement and, subject to the provisions of Section 14.1 of this Agreement and this Article XIII, will be under no liability for any act or omission in accordance with such advice or for failing to follow such advice. Directors will not be required to give any bond or act as a surety under this Agreement.

Section 13.3. Indemnification. Insurance (a) The Corporation will defend, indemnify and hold harmless each director, officer and employee of the Corporation for expenses, including attorney's fees, and the amount of any judgment, money decree, fine, penalty or settlement for which he or she may become liable by reason of his or her being or having been a director, officer or employee of the Corporation who exercises powers or performs duties for the Corporation, except in relation to matters as to which that director, officer or employee is finally adjudged in any action, suit or proceeding to be liable for failure to act in good faith in the performance of his or her duties as such director, officer or employee.

(b) At the discretion of the Board of Directors, the Corporation may purchase and maintain insurance on persons associated with the Corporation and as expressly provided in its Bylaws.

ARTICLE XIV - MISCELLANEOUS

Section 14.1. Corporation and Pool Not a Partnership. It is hereby expressly declared that the Corporation is a separate and distinct nonprofit corporation and not a partnership. No Director will have any power to bind personally either the Board of Directors or officers of the Corporation or any Participant. All persons providing services or property to, contracting with or having any claim against the Corporation on behalf of the Pool, its officers, Board of Directors, employees and agents will look only to the assets of the appropriate Series for payment thereof under this Agreement. The Participants, the Board of Directors, officers, employees, and agents of the Corporation, whether past, present or future, will not be personally liable for any liabilities of the Corporation.

Section 14.2. Ownership of Assets of the Pool. The assets of the Pool will be held separate and apart from all other assets, including the assets of other Series of the Pool. Legal title to all of the assets of the Pool will at all times be

considered as vested in the Corporation, as custodian for the appropriate benefit of the respective Unitholders. No Unitholder will be deemed to have a severable ownership in any individual asset of the Pool or any right of partition or possession of it, but each Unitholder will have a proportionate undivided beneficial interest in the assets of the Pool or of a Series of the Pool.

Section 14.3. Establishment of Record Dates. The Board of Directors may fix in advance a date, not exceeding fifty days and not less than ten days preceding the date of any meeting of members of the Corporation, or the date for payment of any distributions, or the date for the allotment of rights or the date when any change or conversion or exchange of Units will go into effect, as a record date for the determination of the persons entitled to notice of, and to vote at, any such meeting, or entitled to receive payment of any such distributions, or to any such allotment or rights, or to exercise the rights in case such persons and only such persons as will be members of the Corporation of record on the dates so fixed will be entitled to such notice of, and to vote at, such meeting, or to receive payment of such distributions, or to receive such allotment or rights or to exercise such rights, as the case may be, notwithstanding any transfer of any Units on the books of the Pool after any such record date is fixed.

Section 14.4. Termination of Pool. (a) The Pool may be terminated by a simple majority vote of the Directors.

(b) The Board of Directors may at any time sell and convert, or cause to be sold and converted, into money all the assets of the Pool or of any Series. Upon making provision for the payment of all outstanding obligations and unpaid expenses, accrued or contingent, of the Pool or of the affected Series, the Board of Directors may distribute the remaining assets of the Pool or of the affected Series ratably among the holders of the outstanding Units of the Pool or of the affected Series.

(c) Upon completion of the distribution of the remaining proceeds or the remaining assets as provided in (b) of this Section 14.4, the Pool or the affected Series will terminate, and the Board of Directors will be discharged of any and all further liabilities and duties under this Agreement pertaining to the Pool or the affected Series, as the case may be, and the rights, titles and interests of all parties will be canceled and discharged.

Section 14.5 Open References, Headings. Principal Office (a) The original or a copy of this Agreement will be kept at the principal office of the Corporation where any Unitholder may inspect it. All records of the Pool will be maintained in accordance with the Articles and Bylaws.

(b) Anyone dealing with the Pool may rely on a certification by the Board of Directors or an officer of the Corporation as to whether or not any supplements to this Agreement have been made and as to any matters in connection with the Pool under this Agreement, and with the same effect as if it were the original, may rely on a copy certified by the Board of Directors or an officer of the Corporation to be a copy of this instrument or of any supplement. In this Agreement or in any supplement, references to this Agreement will be deemed to refer to this Agreement as amended or affected by any such supplement to this Agreement.

(c) Headings are placed in this Agreement for convenience of reference only, and in case of any conflict, the text of this instrument, rather than the headings, will control.

(d) This instrument may be executed in any number of counterparts, each of which will be deemed an original.

(e) The principal office of the Corporation will be located at One Sealaska Plaza, Suite 302, Juneau, Alaska 99801 or such other office as the Board of Directors may from time to time determine.

Section 14.6 Applicable Law. The terms and conditions of this Agreement will be governed by and interpreted in accordance with the laws of the State of Alaska. The Corporation is a nonprofit corporation incorporated pursuant to the Alaska Nonprofit Corporations Act and further established pursuant to the Alaska Investment Pool Act.

Section 14.7 Amendments. (a) This Agreement and any Series Supplement may be amended by a two-thirds vote of the Board of Directors. Such amendments will take effect at a time fixed by the Board of Directors but in no event sooner than 60 days after notice of such amendment has been provided to all Participants holding Units of each Series affected by the amendment. Such notice will contain a description of the amendment and the date such amendment becomes effective. Participants who have not withdrawn from the Agreement (or if the amendment is to a Series Supplement, the affected Series) by the date upon which the amendment becomes

effective will be deemed to have consented to the amendment. Copies of the amendment will be kept in accordance with Section 14.5 of this Agreement.

(b) Notwithstanding the provisions of (a) of this Section 14.7, creation of a new Series and issuance of a new Series Supplement will be deemed an amendment to this Agreement, but it may be effected by a majority vote of the Board of Directors and will not require the notice to Participants described in (a) of this Section 14.7. Copies of the Series Supplement will be kept as specified in Section 14.5 of this Agreement.

Section 14.8 Fiscal Year. The fiscal year of the Corporation and therefore the Pool will end on a date established by resolution of the Board of Directors as required in the Bylaws, and the Board of Directors may, without Participant approval, change the end of the fiscal year of the Corporation and the Pool.

Section 14.9 Defect As to Provision or Participation (a) The provisions of this Agreement are severable, and if one or more of such provisions are found to be in conflict with applicable law, such provisions will be deemed never to have constituted a part of this Agreement; provided however, that such findings will not affect or impair any of the remaining provisions of this Agreement, or render invalid or improper any action taken or admitted prior to such finding.

(b) A Participation in this Agreement or transfer of assets to the Corporation for placement in the Pool or to any Series of the Pool by a person who is not qualified, by virtue of law or otherwise, to so participate, (1) will not operate to terminate this Agreement or the Participation of other Participants and (2) will not invalidate or otherwise adversely affect the Pool and the interests of those other Participants.

IN WITNESS WHEREOF, the parties to this Agreement, acting through their respective governing bodies and authorized representatives, hereby execute this Agreement as of

April 14, 2023.

ALASKA MUNICIPAL LEAGUE
INVESTMENT POOL, INC

City and Borough of Wrangell
(Name of Government Entity)

By: _____

By: Marcus F. Killam

Its: _____

Its: Finance Director

EXHIBIT A – List of Participants

Adak, City of	Eek, City of	North Pole, City of
AIDEA	Egegik, City of	Northwest Arctic Borough
Akutan, City of	Elim, City of	City of Nulato
Alaska Association of	Fairbanks North Star Borough	Old Harbor, City of
Municipal Clerks	Fairbanks, City of	Palmer, City of
Alaska Govt Finance	False Pass, City of	Pribilof School District
Officers Association	Fort Yukon, City of	Pelican, City of
Alaska Municipal	Galena, City of	Pelican City School District
Management Association	Gustavus, City of	Quinhagak, City of
Alaska Municipal League	Haines, City and Borough	Petersburg Borough
Aleknagik, City of	Homer, City of	Pilot Station, City of
Aleutians East Borough	Hoonah, City of	Sand Point, City of
AML/JIA	Huslia, City of	Selawik, City of
Anchorage Comm. Development	Juneau, City and Borough	Seldovia, City of
Angoon, City of	Kake City School District	Seward, City of
Annette Island School District	Kenai Peninsula Borough	Sitka, City and Borough
Atka, City of	Kenai, City of	Soldotna, City of
Atqasuk, City of	Ketchikan Gateway Borough	Southwest Alaska
Barrow, City of	King Cove, City of	Municipal Conference
Bethel, City of	Kodiak Island Borough	St. Paul, City of
Brevig Mission, City of	Kodiak, City of	Tenakee Springs, City of
Bristol Bay Borough	Koyuk, City of	Toksook Bay
Chevak, City of	Kotzebue, City of	Unalakleet, City of
Chuathbaluk, City of	Manakotak, City of	Unalaska, City of
Cold Bay, City of	Marshall, City of	Upper Kalskag, City of
Cordova, City of	Matanuska-Susitna Borough	Wasilla, City of
Delta Junction, City of	Mekoryuk, City of	Whittier, City of
Denali Borough	McGrath, City of	Wrangell, City and Borough
Dillingham, City of	Mekoryuk, Village of	Wrangell School District
Eagle, City of	New Stuyahok, City of	Yakutat, City and Borough
	Nome, City of	

EXHIBIT B – Investment Policy Statements**Alaska Municipal League Investment Pool****Series I****Investment Policies and Restrictions**

The Series seeks to achieve its investment objectives by limiting its investments to instruments described below. All investments must comply with the statutory requirements of the Alaska Investment Pool Act.

This policy applies to all money that comprises Series I portfolio within Alaska Municipal League Investment Pool. The purpose of the series is to provide an investment option for participants that has a focus on preservation of capital, liquidity, and investment return.

I.) Investment Objective and Strategy

To accomplish the purpose of the Series, the Series will have the following prioritized investment objectives:

- 1.) Preservation of capital – seeking to preserve the capital investment of all participants through prudent management;
- 2.) Liquidity – seeking to meet the needs of participants for cash by maintaining a high level of portfolio liquidity and investing in readily marketable securities; and
- 3.) Investment return – seek to attain the highest level of return consistent with the objectives of preservation of capital and liquidity.

The strategy of the Series is to invest in short-dated, high-quality securities with the intent to maintain a stable \$1.00 net asset value and an AAAM stability rating by S&P.

II.) Permissible Investments

The Series is invested in accordance with the Alaska Investment Pool Act of 1992 including:

- 1) Obligations of the United States and of an agency or instrumentality of the United States.
- 2) Repurchase and reverse repurchase agreements shall be secured by obligations of the Treasury of the United States or obligations of an agency or instrumentality of the United States.
 - a. The aggregate amount of all repurchase agreements with any single dealer shall not exceed 25% of Series assets on the trade date. In the event that there are multiple repurchase agreements with a single dealer outstanding at any time, compliance shall be measured from the latest trade date.
 - b. The aggregate amount of all repurchase agreements exceeding seven days to maturity shall be limited to no more than 10% of the Series assets on the trade date unless the Series holds an unconditional put providing for liquidity within seven days.
 - c. The margin requirement for securities for collateral should be 102%.

- d. Where cash flows require an exception to 2.a or 2.b (above), the Investment Adviser and the Board President will be notified immediately.
- 3) Certificates of deposit, bankers acceptances and other similar obligations of a bank domiciled in the United States that has
 - a. Outstanding debt rated A or higher by at least one of the nationally recognized rating services (includes dollar denominated obligations issued by U.S. branches of foreign banks, provided the debt of the parent is rated A or higher) and
 - b. A combined capital and surplus aggregating at least \$500,000,000.
- 4) Commercial paper and other short-term taxable instruments that, at the time of investment, maintain the highest rating by at least two nationally recognized rating services.
- 5) Obligations of a corporation domiciled in the United States or obligations of a municipality that are taxable under federal law, if the obligations are rated A or higher by at least two nationally recognized rating services at the time of investment. The Investment Manager may look through the issuer of a security to a third-party guarantee to determine the eligibility of an investment.
- 6) Collateralized certificates of deposit that are issued by a state or federally chartered financial institution that is a commercial or mutual bank, savings and loan association or credit union and, if the institution's accounts are insured through the appropriate federal insuring agency of the United States, regardless of whether the institution meets the requirements of item (3) above.
- 7) Money market mutual funds in which the securities of the mutual fund consist of obligations listed in these items (1) - (6) and (8) and otherwise meet the requirements of the Investment Policy.
- 8) Other cash equivalent investments with a maturity date of one year or less after date of the investment that are of similar quality to those listed in items (1) - (7) above, are rated A or higher by at least one of the nationally recognized rating services and are approved by the Public Entities participating in the Series.
- 9) In the event of a downgrade in rating, the investment manager will contact the investment adviser immediately. The Investment Manager and Investment Adviser will review whether the security continues to represent minimal risk. If both agree that it should be sold, the security will be immediately sold, otherwise it will be held to maturity. The Investment Adviser will have the final say in disagreements.

III.) Portfolio Diversification and Restrictions

- 1) The management and investment of assets by the Series will be done with the care, skill, prudence and diligence under the circumstances then prevailing that an institutional investor would use in the conduct of an enterprise of a like character and with like aims;
- 2) The Series will only purchase securities with a remaining maturity within 13 months of the date of purchase, except that floating rate securities issued or guaranteed by the US government, its agencies, or instrumentalities (US government floating rate securities) with a final maturity that is longer than 13 months may be purchased if they are subject to at least an annual reset. In the case of a money market fund, the dollar-weighted average

maturity of the portfolio will be 90 days or less. US government floating rate securities with maturities beyond 13 months and within 24 months shall be limited to 25% of the portfolio. Securities with put options are excluded from this limit;

- 3) At the time of purchase, no more than 5 percent of the Series' net assets will be invested in securities of any one issuer, unless the securities are an obligation of, or guaranteed by the United States;
- 4) The investments of the Series will not include transactions in futures, options, derivative securities or short sales;
- 5) Investments in collateralized certificates of deposit under item (6) of the allowed investments list above, and the entire amount of principal and interest payable upon maturity of the certificates must be collateralized by a combination of securities that are marked to market at least monthly and maturity dates comparable to the certificated of deposit collateralized but in no event exceed five years. Only the following securities may serve as collateral:
 - a. Obligations of the United States with a maturity date of five years or less after the date of the Series investment transaction, and with a market value of at least 102 percent;
 - b. Securities in the United States agencies or instrumentalities that are actively traded, other than mortgage pass-through securities, with a maturity date of
 - i. One year or less after the date of the Series investment transaction, and with a market value of at least 103 percent or
 - ii. More than one year and less than five years after the date of the Series investment transaction, and with a market value of at least 107 percent;
 - c. Mortgage pass-through securities issued by the Government National Mortgage Association with a market value of at least 120 percent and;
 - d. Obligations of the State of Alaska or its political subdivisions secured by the full faith, credit and taxing power of the state or its political subdivisions, rated A or higher by at least one of the nationally recognized rating services, with a maturity date of
 - i. One year or less after the date of the Series investment transaction, and with a market value of at least 102 percent or
 - ii. More than one or less than five years after the date of the Series investment transaction, and with a market value of at least 107 percent.
- 6) A financial institution will not release, assign, sell, mortgage, lease, transfer, pledge or grant a security interest in, encumber, substitute, or otherwise dispose of or abandon all or any part of pledged collateral without prior written authorization of the Board;
- 7) While the Series purchased securities with the intention of holding them to maturity, it may, from time to time, engage in portfolio trading in an attempt to increase the total return on assets. In addition, cash flows into and out of the Series may be substantial in relation to total assets of the Series. For these reasons, the Series may have a substantial portfolio turnover rate;

- 8) The Series invests only in those issuers whose credit worthiness and compliance with the applicable statutes and policies has been reviewed and found satisfactory by the Investment Manager;
- 9) The custodian may engage in securities lending for the Series when the Series can benefit;
- 10) The investment manager will adhere to any/all rating agency guidelines that are in effect while the Series is rated.

IV.) Benchmarks and Reports

Performance will be measured against the Intercontinental Exchange Bank of America (ICE BofA) US 3-month U.S. Treasury Bill Index and the yield compared to the S&P AAA & AA Rated GIP Tax 30 Day Yield Index.

On an annual basis the board shall be provided with Series' performance and benchmark by the Investment Manager and/or Custodian for all relevant time periods.

Amendments/Adopted

Investment Policy and Restrictions were clarified, updated, and approved by its Board of Directors at the AMLIP November 7, 2007 Annual Meeting.

Language on repurchase agreements was clarified, updated, and approved by its Board of Directors at the AMLIP November 18, 2009 Annual Meeting.

Language extending maturities on adjustable rate securities was updated and approved by its Board of Directors at the AMLIP Board Meeting July 18, 2011.

Investment Policies and Restrictions were amended to add #10 and approved by the Board of Directors at the AMLIP Board Meeting on February 4th, 2022.

Investment Policies and Restrictions were amended to update Investment Objective and Strategy at the AMLIP Board Meeting on November 9th, 2022.
Terry Eubank, President

Alaska Municipal League Investment Pool

Series II

Investment Policies and Restrictions

The Series seeks to achieve its investment objectives by limiting its investments to instruments and restrictions described below. All investments must comply with the statutory requirements of the Alaska Investment Pool Act of 1992.

This policy applies to all money that comprises the Series II portfolio within Alaska Municipal League Investment Pool (AMLIP). The purpose of Series II is to provide an additional investment program along with Series I to be utilized by political subdivisions of Alaska.

I.) Investment Objective and Strategy

To accomplish the purpose of the Series, the Series will have the following prioritized investment objectives:

- 1.) Preservation of capital – seeking to preserve the capital investment of all participants through prudent management and adoption of investment policies and restrictions;
- 2.) Liquidity – seeking to meet the needs of participants for cash by maintaining a high level of portfolio liquidity and investing in readily marketable securities; and
- 3.) Investment return - seeking to attain the highest level of return consistent with the objectives of preservation of capital and liquidity.

The strategy of Series II is to invest in high-quality securities with greater risk and potential return than Series 1, having a portfolio target weighted average life 120-180 days with a variable rate net asset value.

II.) Permissible Investment

The Series is to be invested in accordance with the Alaska Investment Pool Act of 1992, including:

- 1.) Obligations of the United States and of an agency or instrumentality of the United States.
- 2.) Repurchase and reverse repurchase agreements secured by the Treasury of the United States and obligations of an agency or instrumentality of the United States.
 - a. The aggregate amount of all repurchase agreements with any single dealer shall not exceed 25% of series assets on the trade date. If there are multiple repurchase agreements with a single dealer outstanding at any time, compliance shall be measured from the latest trade date;
 - b. The aggregate amount of all repurchase agreements exceeding seven days to maturity shall be limited to no more than 10% of the series assets on the trade

- date unless the Pool holds an unconditional put providing for liquidity within seven days;
- c. The margin requirement for securities for collateral should be 102%;
 - d. Where cash flows require an exception to (2a) or (2b) (above), the Investment Adviser and the Board President will be notified immediately;
- 3.) Certificates of deposit, bankers' acceptances, and other similar obligations of a bank domiciled in the United States that has;
- a. outstanding debt rated A or higher by at least one of the nationally recognized rating services, including dollar-denominated obligations issued by a United States branch of a foreign bank if the debt of the parent is rated A or higher; and
 - b. a combined capital and surplus aggregating at least \$500,000,000;
- 4.) Commercial paper and other short-term taxable instruments that, at the time of investment, maintain the highest rating by at least two nationally recognized rating services;
- 5.) Obligations of a corporation domiciled in the United States or obligations of a municipality that are taxable under federal law if the obligations are rated A or higher by at least two nationally recognized rating services at the time of investment;
- 6.) Certificates of deposit that are issued by a state or federally chartered financial institution that is a commercial or mutual bank, savings and loan association, or credit union and if the institution's accounts are insured through the appropriate federal insuring agency of the United States, regardless of whether the institution meets the requirements of (3) of this section;
- 7.) Money market funds in which the securities of the fund consist of obligations listed in this section and otherwise meet the requirements of this chapter;
- 8.) Other cash equivalent investments with a maturity date of one year or less after date of the investment that is of similar quality to those listed in (1) - (7) of this section are rated A or higher by at least one of the nationally recognized rating services and are approved by the public entities participating in that investment pool; and

III.) Portfolio Diversification and Restrictions

- 1.) The management and investment of assets by the Series will be created with the care, skill, prudence, and diligence under the circumstances then prevailing that an institutional investor would use in the conduct of an enterprise of a like character and with like aims;
- 2.) The Series will only purchase securities with a remaining final maturity date within 13 months after the date of purchase, except that floating rate securities with a final maturity date that is longer than 13 months may be purchased if they are subject to at least an annual reset;

- 3.) Weighted average life will have a maximum of 210 days at the time of purchase;
- 4.) A minimum of 30% invested in high-quality securities such as cash, obligations of the United States and an agency or instrumentality of the United States, and overnight repurchase agreements;
- 5.) At the time of purchase, no more than 5 percent of the series net assets will be invested in securities of any one issuer unless the securities are an obligation of or guaranteed by the United States. The issuer will be defined at the parent level;
- 6.) No more than 30 percent of total investments in securities of companies whose principal business is in the same industry;
- 7.) No transactions in futures, options, derivatives, or short sales;
- 8.) A financial institution will not release, assign, sell, mortgage, lease, transfer, pledge, or grant a security interest in, encumber, substitute, or otherwise dispose of or abandon all or any part of pledged collateral without the prior written authorization of the Board;
- 9.) The Series invests only in those issuers whose creditworthiness and compliance with the applicable statutes and policies have been reviewed and found satisfactory by the Investment Manager; and
- 10.) The Custodian may engage in securities lending for the Series when the Series can benefit.

IV.) Breaches and Cure Period

Breaches of a portfolio can imply weak investment management or changing market/portfolio conditions. An active breach occurs when a manager makes a portfolio decision independent of other developments in the portfolio that directly result in the violation of the investment policy. A passive breach occurs when the portfolio becomes out of compliance with the investment policy by an externally initiated development. The following policy applies:

- 1.) In the event of an active or passive breach of Permissible Investments or Portfolio Diversification and Restrictions, the Investment Manager will immediately notify the Investment Advisor.
- 2.) In general, the cure period for breaches will be ten business days. If the portfolio is not able to be or it is not advisable to be cured within ten business days, the Investment Manager and Investment Advisor will review the risk of the breach and come to an agreement on how to bring the portfolio back into compliance.
- 3.) It is the intent of this policy to recognize that a passive breach is possible due to market conditions and unforeseen cash flows or portfolio conditions. A forced sale of an investment security that will be a detriment to the net asset value of the portfolio is not warranted if a prudent investment plan is agreed to by the Investment Manager and Advisor.

- 4.) The Investment Advisor will have the final say in disagreements.
- 5.) The Investment Advisor will notify the Board President when breaches occur.

V.) Benchmarks and Reports

Performance will be measured against the Intercontinental Exchange Bank of America (ICE BofA) U.S. 3-month U.S. Treasury Bill Index and the yield compared to the S&P AAA & AA Rated GIP Tax 30-Day Yield Index.

On an annual basis the board shall be provided with Series II performance and benchmark by the Investment Manager and/or Custodian for all relevant time periods.

The Investment Manager and/or the Custodian will provide the following to the Investment Advisor or Board:

- 1.) Daily Net Asset Value;
- 2.) Daily Gross and Net Yield;
- 3.) Daily Weighted Average Maturity and Life;
- 4.) Monthly report that includes:
 - a. Portfolio by Security type;
 - b. A liquidity summary;
 - c. Portfolio by credit rating;
 - d. Securities listed by issuer exposure and percentage of market value; and
 - e. Portfolio by Industry.
- 5.) A monthly stress test that shocks the portfolio Net Asset Value

Amendments/Adopted

Adopted by the AMLIP board on November 9th, 2022.

Terry Eubank, President

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	4/25/2023
	<u>Agenda Section</u>	13

ORDINANCE No. 1042 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 3.55 TITLED “ECONOMIC DEVELOPMENT BOARD” TO THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:

Kate Thomas, Economic Development Director
Kim Lane, Borough Clerk

<u>FISCAL NOTE:</u>		
Expenditure Required: \$ _____		
FY 21: \$ _____	FY 22: \$ _____	FY23: \$ _____
Amount Budgeted:		
FY23 \$ _____		
Account Number(s):		
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		

<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1) ORD 1042

RECOMMENDATION MOTION:
Move to First Reading of Ordinance No. 1042 and move to a Second Reading with a Public Hearing to be held on May 23, 2023.

SUMMARY STATEMENT:
The Economic Development Committee was established in April 2004 for the purpose of acting as a sounding board for and making recommendations to the

borough assembly on development proposals, grant ideas, project proposals, and other action items.

This committee, however, was not codified in our Wrangell Municipal Code. This action will place the “Economic Development Board” in the Wrangell Municipal Code.

The existing committee has a set of bylaws and work plan to drive the function, goals, and procedures of the body. This ordinance will supersede the existing bylaws.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1042

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 3.55 TITLED “ECONOMIC DEVELOPMENT BOARD” TO THE WRANGELL MUNICIPAL CODE

BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

SEC. 1. Action. The purpose of this Ordinance is to amend Title 3 to add Chapter 3.55, titled “Economic Development Board”, in the Wrangell Municipal Code as follows:

**Title 3
ADMINISTRATION AND PERSONNEL**

Chapters:

- ...
- 3.55 Economic Development Board
- ...

**Chapter 3.55
ECONOMIC DEVELOPMENT BOARD**

Sections:

- 3.55.010 Established – Membership – Organization.
- 3.55.020 Powers and duties.
- 3.55.030 Director – powers and duties.

3.55.010 Established – Membership – Organization.

- A. There shall be established an Economic Development Board, which shall consist of five members appointed by the mayor with the approval of the assembly for overlapping three-year terms. All members of the board shall be residents of the borough. The term of membership shall be three-year staggered terms. Vacancies shall be filled by the mayor with the consent of the assembly for the unexpired terms. Members shall serve without compensation. A quorum shall consist of three members.
- B. The mayor, with the consent of the assembly may appoint one member of the assembly to serve on the board.

- C. The board shall hold their regular meeting at least once every quarter as follows: March, June, September, and December. The director or two members of the board may request additional meetings, if necessary.
- D. The board shall give at least 48-hours public notice of its meetings, its meetings shall be open to the public, and reasonable opportunity shall be provided for the public to be heard at each meeting.
- E. Three members of the board shall constitute a quorum for the transaction of business. Actions of the board are taken by the vote of a majority of the members duly present at a meeting of the board duly held at which a quorum is present. The board shall keep minutes of its proceedings and records of its official actions.
- F. Any member who is absent more than one-half of all the meetings of the board, regular and special, in a consecutive twelve-month period shall automatically forfeit membership on the board.
- G. At the time prescribed for the beginning of the terms of the newly appointed members or as soon thereafter as practicable, the board shall annually elect from among its members a chair and vice chair. The chair will preside over all meetings of the board and serve as the chief spokesperson for the board. The vice chair will assist the chair and act as chair in the chair's absence.
- H. The board may establish its own rules, regulations, and policies consistent with this chapter and subject to the approval of the assembly.
- I. The most recent edition of Robert's Rules of Order is adopted and made part of these rules of procedure and governs the conduct of meetings of the board except as otherwise provided by the Charter of the City and Borough of Wrangell, the Wrangell Municipal Code, and/or the Alaska Statutes.

3.55.020 Powers and duties.

The Economic Development Board shall encourage employment opportunities, foster a stable and diversified local economy, improve local economic conditions, and provide a mechanism for guiding and coordinating the efforts of local individuals and organizations concerned with economic development in Wrangell.

The powers and duties include, but are not limited to:

1. Recommendations of economic policies, plans, and priorities; and
2. Coordinates economic development plans; and
3. Promotes public and private partnership; and

- 4. Reviews economic development projects and activities submitted for public funding assistance; and
- 5. Prepares the annual Community Economic Development Strategy.

3.55.030 Director – Powers and duties.

The director of Economic Development, under the supervision and control of the borough manager, shall contribute to and help direct the economic development programs and activities sponsored or carried on by the borough government. The director shall work with the Economic Development Board to effect and carry out the recommendations of the board, which recommendations have been approved by the borough assembly.

SEC. 2. Bylaws. This ordinance supersedes the Bylaws of the Economic Development Committee.

SEC. 3. Severability. If any provision of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to all other persons or circumstances shall not be affected thereby.

SEC. 4. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: _____, 2023

PASSED IN SECOND READING: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 25, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 04-23-1774 A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO ALL TEMPORARY NON-UNION JOB DESCRIPTIONS AND ALSO AMENDING THE NON-UNION WAGE AND GRADE TABLE TO REFLECT THOSE AMENDMENTS

SUBMITTED BY:

Mason Villarma, Finance Director

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 21: \$	FY 22: \$	FY23: N/A
Amount Budgeted:		
	FY22 \$XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	N/A	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Res 04-23-1774 2. Exhibits A – G 3. Non-Union W&G Table

RECOMMENDATION MOTION:

Move to Approve Resolution No. 04-23-1774.

SUMMARY STATEMENT:

The Borough utilizes temporary labor to fulfill an array of needs during heighten periods of activity in operations. For the past few years, the Borough has struggled to attract and retain temporary workers to satisfy the needs of the P&R, Nolan Center, Harbor and Library

departments. Resolution 04-23-1774 adopts a wage and grade table that is at market and competes with other employers.

The Election Poll Workers and the Election Chair and Co-Chairs have never been a part of the Non-Union W&G Temporary table however, we are adding them to this table since they are treated just like other temporary hires.

The temporary wage and grade table also includes several positions that are no longer relevant. This resolution consolidates and eliminates several positions that ultimately allows for one or two job descriptions to be available to each department. Overall, this simplifies the temporary non-union wage and grade table and better suits the Borough's needs for the future.

Below is a screenshot of the existing temporary non-union wage and grade table:

Actual Temp Rates, Calendar Year 2023														
	1	2	3	4	5	6	7	8	9	10	11	12	13	
1	10.85	11.16	11.46	11.77	12.07	12.38	12.69	12.99	13.30	13.60	13.91	14.22	14.52	
3	11.05	12.07	12.18	12.48	12.79	13.09	13.40	13.71	14.01	14.32	14.62	14.93	15.24	
4	12.07	14.11	13.20	13.50	13.81	14.11	14.42	14.73	15.03	15.34	15.64	15.95	16.26	
5	13.09	16.15	14.22	14.52	14.83	15.13	15.44	15.75	16.05	16.36	16.66	16.97	17.28	
6	13.60	17.17	14.73	15.03	15.34	15.64	15.95	16.26	16.56	16.87	17.17	17.48	17.79	
7	14.11	18.19	15.24	15.54	15.85	16.15	16.46	16.77	17.07	17.38	17.68	17.99	18.30	
8	14.62	19.21	15.75	16.05	16.36	16.66	16.97	17.28	17.58	17.89	18.19	18.50	18.81	
9	15.13	20.23	16.26	16.56	16.87	17.17	17.48	17.79	18.09	18.40	18.70	19.01	19.32	
11	16.66	23.29	17.79	18.09	18.40	18.70	19.01	19.32	19.62	19.93	20.23	20.54	20.85	
	1	Lifeguard Recreation Assistant Theater Sales Associate				5	Park Maintenance II			8	Museum Clerk			
						6	Park Maintenance I			9	Maintenance Custodian			
	3	Head Lifeguard				9	Library Assistant I			11	Theater Manager			
	4	Sales Assistant Laborer Assistant Theater Manager				7	Clerical Assistant							

The new temporary non-union wage and grade table is proposed to be amended as follows:

Actual Temp Rates, Calendar Year 2023													
	1	2	3	4	5	6	7	8	9	10	11	12	13
7	12.00	12.33	12.66	12.99	13.32	13.65	13.98	14.31	14.64	14.97	15.30	15.63	16.00
8	15.00	15.50	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00	20.50	21.00
9	18.00	18.33	18.66	18.99	19.32	19.65	19.98	20.31	20.64	20.97	21.30	21.63	22.00
	7	Nolan Center Theater Temporary Worker											
	8	Aquatics & Recreation Temporary Worker Election Poll Worker Library Temporary Worker											
	9	Election Chair / Election Co-Chair Parks Maintenance Temporary Worker Port & Harbor Maintenance Temporary Worker Maintenance/Custodian Temporary Worker											

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 04-23-1774

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO ALL TEMPORARY NON-UNION JOB DESCRIPTIONS AND ALSO AMENDING THE NON-UNION WAGE AND GRADE TABLE TO REFLECT THOSE AMENDMENTS

WHEREAS, the Borough's temporary wage & grade table is currently below market rate; and

WHEREAS, the Borough has been hard pressed to attract and retain temporary workers at Parks and Recreation, the Nolan Center, the Library, and the Harbor; and

WHEREAS, the Election Chair, Co-Chair, and Election Poll Workers have never had a job description or been placed on the Non-Union Wage & Grade Table; and

WHEREAS, the Election Chair, Co-Chair, and Election Poll Workers have been added to the temporary wage & grade table; and

WHEREAS, the existing temporary wage and grade table should be appropriately brought up to market to satisfy the needs of the Borough; and

WHEREAS, the wage and grade table also reflects several positions that are not utilized; and

WHEREAS, the Borough desires to amend the temporary wage and grade table so that only relevant positions are displayed and obsolete positions are eliminated.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA,

SEC. 1. The attached Exhibit "A" is the Non-Union Wage and Grade Table is hereby adopted as presented with the following changes:

SEC. 2. The Lifeguard, Recreation Assistant, and Head Lifeguard positions are consolidated into the new job title and corresponding job description of Aquatic & Recreation Temporary Worker (Exhibit B) and places the position at Grade 8 of the Temporary Non-Union Wage and Grade Table.

SEC. 3. The Library Assistant I position's job title is amended to Library Temporary Worker (Exhibit C) and places the position at Grade 7 of the Temporary Non-Union Wage and Grade Table.

SEC. 4. The Theater Sales Associate, Sales Assistant, Assistant Theater Manager, Museum Clerk and Theater Manager are consolidated into the new job title and corresponding job description of Nolan Center Theater Temporary Worker (Exhibit D) and places the position at Grade 7 of the Temporary Non-Union Wage and Grade Table.

SEC. 5. The Parks Maintenance I and Parks Maintenance II are consolidated into the new job title and corresponding job description of Parks Maintenance Temporary Worker (Exhibit E) and places the position at Grade 9 of the Temporary Non-Union Wage and Grade Table.

SEC. 6. The Port & Harbor Maintenance Temporary Worker position and corresponding job description (Exhibit F) is created and placed at Grade 9 of the Temporary Non-Union Wage and Grade Table.

SEC. 7. The Maintenance/Custodian position and corresponding job description is amended to a new title of Maintenance/Custodian Temporary Worker (Exhibit G) and placed at Grade 9 of the Temporary Non-Union Wage and Grade Table.

SEC. 8. The Clerical Assistant position and Laborer position (Exhibit H) are hereby eliminated from the Non-Union Wage and Grade table.

SEC. 9. The Election Chair, Co-Chair, and Election Poll Worker job descriptions are hereby created and placed under Grade 8 and 9 of the Temporary Non-Union Wage and Grade Table as (Exhibit I).

SEC. 10. The changes to the Non-Union Wage and Grade Table will be effective as of April 25, 2023.

ADOPTED: April 25, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Permanent Non-exempt Employee Pay Plan, City and Borough of Wrangell, Hourly Compensation

Resolution No. 04-23-1774

Effective April 25, 2023 (for Temporary Wages)

PROPOSED													
old step	6	7	8	9	10	11	12	13	14	15			
Grade Step	→												
↓	1	2	3	4	5	6	7	8	9	10	11	12	13
8	15.56	15.88	16.18	16.48	16.79	17.10	17.44	17.78	18.11	18.46	18.81	19.17	19.54
9	16.25	16.55	16.86	17.19	17.53	17.86	18.20	18.54	18.89	19.27	19.64	20.02	20.40
10	16.98	17.32	17.67	18.02	18.38	18.75	19.12	19.51	19.89	20.29	20.69	21.11	21.54
11	17.72	18.07	18.45	18.81	19.18	19.57	19.97	20.36	20.77	21.18	21.61	22.05	22.48
12	18.45	18.80	19.16	19.54	19.91	20.29	20.67	21.09	21.49	21.90	22.33	22.75	23.19
13	19.30	19.66	20.04	20.42	20.81	21.22	21.63	22.05	22.46	22.91	23.36	23.80	24.26
14	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.41	24.88	25.35
15	21.10	21.53	21.95	22.39	22.84	23.29	23.76	24.24	24.72	25.22	25.72	26.24	26.76
16	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.69	27.21	27.74
17	23.07	23.50	23.95	24.42	24.90	25.38	25.86	26.38	26.89	27.41	27.95	28.49	29.04
18	24.13	24.61	25.07	25.55	26.04	26.56	27.07	27.59	28.14	28.68	29.25	29.82	30.40
21	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.71	33.34	34.00	34.67
23	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.45
25	32.19	32.81	33.47	34.11	34.77	35.47	36.15	36.87	37.59	38.33	39.08	39.85	40.63
26	33.52	34.17	34.83	35.52	36.21	36.92	37.64	38.38	39.13	39.89	40.67	41.47	42.28

- 8 Custodian
- 9 Library Assistant I
- 12 DMV Assistant
Recreation Coordinator
Library Assistant II
Nolan Center Attendant - Museum Collection
Nolan Center Coordinator
- 13 Accounting Clerk
Utility Accounts Clerk
Property & Sales Tax Accounting Clerk
- 14 Dispatch/Corrections Officer
- 15 Public Works Administrative Assistant
MARKETING AND COMMUNITY DEVELOPMENT
- 17 Police Officer Recruit
Accounting Clerk II
- 18 Administrative Assistant - Police
Corrections Sergeant
Firemedic/Trainer
Accounting Generalist/Technician
- 21 Police Officer Probationary
- 23 Police Officer
- 25 Police Sergeant
- 26 Police Lieutenant

Permanent, Salaried (Exempt) Employee Pay Plan, City and Borough of Wrangell, Monthly Compensation

old step	6	7	8	9	10	11	12	13	14	15			
Grade Step	→												
↓	1	2	3	4	5	6	7	8	9	10	11	12	13
19	4,379.04	4,463.32	4,551.75	4,638.10	4,726.54	4,817.05	4,912.77	5,006.40	5,102.12	5,203.04	5,303.96	5,406.96	5,511.00
24	5,358.06	5,464.18	5,569.26	5,677.46	5,790.87	5,902.19	6,015.59	6,135.24	6,253.84	6,378.69	6,502.50	6,630.47	6,760.52
25	5,579.67	5,687.87	5,801.27	5,913.63	6,027.04	6,147.72	6,266.33	6,391.18	6,516.03	6,643.99	6,773.00	6,907.22	7,042.47
27	6,056.17	6,174.77	6,293.38	6,420.31	6,544.12	6,672.09	6,804.22	6,935.31	7,074.72	7,212.05	7,352.51	7,496.08	7,644.86
28	6,458.64	6,587.16	6,714.66	6,849.30	6,981.90	7,119.60	7,259.34	7,402.14	7,548.00	7,695.90	7,847.88	8,001.90	8,158.98
30	6,873.92	7,011.26	7,146.51	7,289.04	7,429.50	7,576.19	7,726.01	7,876.87	8,031.89	8,191.07	8,351.29	8,515.67	8,683.18
31	7,148.59	7,292.16	7,432.62	7,580.35	7,727.05	7,878.95	8,035.01	8,192.11	8,353.37	8,518.80	8,685.26	8,855.88	9,030.67
32	7,434.70	7,583.48	7,730.17	7,893.51	8,036.05	8,194.19	8,356.49	8,519.84	8,687.34	8,859.01	9,032.75	9,210.66	9,391.69
33	7,732.25	7,886.23	8,039.17	8,199.39	8,357.53	8,521.92	8,690.46	8,860.05	9,034.83	9,213.78	9,393.77	9,578.96	9,767.28
34	8,041.25	8,202.51	8,360.65	8,527.12	8,691.50	8,863.17	9,037.95	9,214.82	9,395.85	9,582.08	9,769.36	9,961.83	10,158.47
35	8,362.74	8,530.24	8,694.62	8,868.37	9,039.00	9,217.94	9,400.01	9,583.12	9,772.48	9,965.99	10,160.55	10,360.30	10,564.22

- 19 Civic Center Manager
- 24 Library Director
Parks & Recreation Director
Fire Chief
Nolan Center Director
Construction and Facility Manager
- 28 Economic Development
Director
- 30 Electrical Superintendent
Director of Public Works & Capital Projects
Port & Harbor Director
- 35 Police Chief
Deputy Borough Manager

Temporary/Part-time/Seasonal Employees
Hourly Compensation

Actual Temp Rates, Calendar Year 2023

	1	2	3	4	5	6	7	8	9	10	11	12	13
7	12.00	12.33	12.66	12.99	13.32	13.65	13.98	14.31	14.64	14.97	15.30	15.63	16.00
8	15.00	15.50	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00	20.50	21.00
9	18.00	18.33	18.66	18.99	19.32	19.65	19.98	20.31	20.64	20.97	21.30	21.63	22.00

- 7 Nolan Center Theater Temporary Worker
- 8 Aquatics & Recreation Temporary Worker
Election Worker
Library Temporary Worker
- 9 Election Chair and Co-Chair Person
Parks Maintenance Temporary Worker
Port & Harbor Maintenance Temporary Worker
Maintenance/Custodian Temporary Worker

PROPOSED

EXHIBIT B

City & Borough of Wrangell

Position Description

Position: Aquatics & Recreation Temporary Worker	Position Number:
Department/Site: Parks and Recreation	FLSA: Exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 8

Summary

Provides a safe, recreational swimming pool environment. Performs light custodial duties. Teaches swimming lessons and assists with youth aquatics camps.

Provides surveillance, maintains order and safety in the swimming pool facility. Encourages patrons to comply with pool policies. Supervises and prompts staff to ensure safe use of the pool facility. Teaches swimming lessons and leads youth aquatics camps. Performs facility opening and closing duties according to policy.

Assists in planning and implementing youth activities and various recreation & aquatics activities and programming. Assists with general administrative duties. Performs facility opening and closing duties according to policy.

***Responsibilities may be tailored to age requirement in the educational/experience section below

Distinguishing Career Features

Supervises, provides surveillance, maintains order and safety in the swimming pool environment. Encourages compliance with pool policies. In the event of an emergency, performs rescues and basic first aid.

Depending on experience may have the added responsibilities of management and supervision, in addition to the tasks of monitoring pool safety, enforcing pool rules, and performing rescues and basic first aid. The Head Lifeguard must be ready to supervise the facility operations in the absence of the Recreation & Aquatics Coordinator and/or the Parks & Recreation Director.

Completes administrative duties, has P&R program knowledge – promotes activities, fulfills daily janitorial tasks and related duties, assists in activity set-up, facilitation, and wrap-up, engages with patrons to establish memberships, reservations, and related tasks. In the event of an emergency, performs rescues and basic first aid.

Essential Duties and Responsibilities

Provides surveillance, protects swimmers, maintains order and safety in the swimming pool environment. Encourages compliance with pool policies.

Depending on experience, may act as a shift supervisor to the lifeguard team to fulfill their primary duty of providing a safe swimming pool environment. Performs rescues and basic first aid.

Performs administrative duties associated with daily Parks & Recreation services. Assists with program & activity coordination, promotion, and facilitation. Light cleaning duties. Assists with swimming lessons and other aquatics activities. Opening and closing tasks according to policy.

Qualifications

- **Knowledge and Skills**

- Requires some instructional training to teach swimming lessons.
- Requires good interpersonal skills to communicate with patrons of all ages.
- Requires some clerical knowledge to perform office duties.
- Requires pleasant attitude and the ability to answer facility related questions.
- Requires attention to detail, and the ability to process cash transactions.
- Requires knowledge of cleaning skills

- **Abilities**

Must pass American red cross or equivalent CPR/AED and Lifeguard/First Aid Class. Must maintain certification throughout position.

- **Physical Abilities**

Must be able to sit for long periods of time, maintain strong swimming skills, can lift & carry 35lbs, is able to operate all rescue equipment.

- **Education and Experience**

HEAD LIFEGUARD: Must be at least 18 years of age.
LIFEGUARD: Must be at least 15 years of age.
RECREATION ASSISTANT: Must be at least 16 years of age.

- **Licenses and Certificates**

Requires current American Red Cross (or equivalent) CPR/AED Certificate and a Lifeguard/First Aid Certificate.

- **Working Conditions**

Work is performed in a pool environment, where surfaces and flooring are wet. Inherent risk associated with working around water.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

EXHIBIT C

City & Borough of Wrangell

Position Description

Position: Library Temporary Worker	Type: Temporary, Part-Time
Department/Site: Library	FLSA: Non-exempt
Evaluated by: Library Director	Salary Grade: 8

Summary

Performs routine and recurring clerical duties specific to Library operations and the provision of patron services. Duties may relate to processing, and circulation of library materials, and responding to routine requests for information and assistance.

Essential Duties and Responsibilities

- Assists patrons with finding library materials. Helps patrons use resource searches and library materials to locate information of interest.
- Charges out and checks in library materials. Collects service charges on overdue, lost, or damaged materials. Types overdue notices and similar short forms.
- Sorts and files books and uses the automation system. Maintains routine files related to library operations. Accepts applications for library cards.
- Prepares books and other materials for circulation. Applies labels, bar codes, and plastic covers to books and audiovisual materials.
- Shelves and re-shelves books into proper alpha or numeric category.
- Performs clerical tasks such as data entry into to pre-established databases using data entry screens, and processing reports on items such as books that are missing, replaced, transferred, or discarded.
- Mail duties, prepares books and other items to mail back to other loaning libraries.
- Assists other staff with preparation for and presentation of children’s programming. Assists students during the summer reading program.
- Participates in library beautification efforts such as but not limited to displays, placing and aligning materials on shelves, furniture arrangements and cleanliness, and appearance of entry ways.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires basic knowledge of library clerical procedures and basic familiarity with reference tools and sources including use of automated library card catalogs. Requires a basic understanding of the Dewey Decimal System of classification and the American Library

Association rules for filing. Requires sufficient human relations skill to exercise patience and deal courteously with patrons of all ages. Requires sufficient math skill to compute sums, products, quotients, and percents. Requires sufficient writing skills to compose routine memos and announcements.

- **Abilities**

Requires ability to perform all the duties of the position and to follow detailed procedures such as library filing rules. Requires the ability to work with a diverse customer population of all ages. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Requires the ability to learn library filing systems. Must be able to learn to perform transactions within an automated library system.

- **Physical Abilities**

Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a moderately active nature. Requires ability to converse with patrons, provide accurate information, and communicate effectively with small groups. Requires ability to operate a computer, mobile devices, and other office equipment. This position requires the employee to move about inside the office to access filing cabinets, bookshelves, computers, and check-out desk. Will occasionally ascend/descend stairs and move equipment weighing up to 40 pounds.

- **Education and Experience**

The position requires a high school diploma.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

City & Borough of Wrangell

Position Description

Position: Nolan Center Temporary Worker	Position Number:
Department/Site: Nolan Center	FLSA: Non-exempt
Reports to: Nolan Center Coordinator	Salary Grade: 7

Summary

Provide customer service as needed in the theater concession stand. Money handling, kitchen cleaning duties, cleaning the supplies used during each shift. Restocking and occasionally act as an usher.

This position may require additional duties based on the needs of the center, including but not limited to the gift shop, civic center events, outdoor clean-up, light custodial and light gardening.

Duties and Responsibilities

- Prepare concession stand for customers, including stocking and organizing concessions, making popcorn and counting change for the point-of-sale system.
- As customers arrive, input orders into the point-of-sale system or work the ‘popcorn station’ (making popcorn and filling orders).
- After movie starts, re-stock refrigerator and candy/supplies as needed, making note of items which need to be re-ordered.
- If serving as usher, be aware of problems in theater and report to manager on duty so any issues may be resolved immediately.
- Near the end of the movie, begin cleaning the popcorn machine and cleanup of concessions stand, check bathrooms for needed supplies.
- After movie, assist with cleanup of theater. Including sweeping the floor, cleaning chairs and on occasion moving chairs and setting up for other events.
- Help with inventory as needed (theater, gift shop, civic center).

Knowledge, Skills and Abilities

- Employee must be at least 14 years of age.
- Requires accuracy and attention to detail.
- Must be prompt, friendly, courteous and professional.
- Experience working with a point-of-sale system and counting money is helpful.
- Able to work quickly, keeping track of a variety of items at once.
- Requires willingness to perform various job-related duties, as situations require, a strong sense of teamwork and the ability to work cooperatively with others.
- Requires some physical labor and the ability to lift 30 pounds.
- May require additional duties as needed for other Nolan Center activities/events.

City & Borough of Wrangell	Position Description
Position: Parks Maintenance Temporary Worker	Position Number:
Department/Site: Parks and Recreation	FLSA: Non-exempt
Reports to: Parks and Recreation Director	Salary Grade: 9

Summary

To perform a variety of unskilled and semi-skilled work in landscaping, mowing, weed eating, grounds maintenance, repairing, installing and construction of parks, playgrounds, ball fields, cemeteries and park facilities.

Distinguishing Career Features

The Parks Maintenance Temporary Worker has the skills and ability necessary to maintain and adequately care for the Borough's park facilities.

Essential Duties and Responsibilities

- Constructs, repairs, places and installs signs, benches, tables, fences and bases. Assists in park maintenance work involving the placement, repair, painting and maintenance of buildings and structures.
- Mows all park and cemetery lawns and turfs. Prunes trees and shrubs, slashes brush, removes cutting and litter from parks, cemeteries and city grounds.
- Participates in landscaping by preparing ground, planting, transplanting, fertilizing, trimming and pruning.
- Operates light trucks and small tractors and other powered equipment such as rota-tillers, chain saws, weed eaters and lawn mowers.
- Cleans park shelters, fire pits and grounds. Cleans and disinfects park restroom facilities.
- Maintains all records and reports as required.
- Ensures that all supportive services such as water, electricity, etc. are available when needed at recreational sites.
- Assists in excavation and backfilling of burial sites.
- Assists other departments and agencies as needed and carries out other duties as assigned.

Qualifications

- **Knowledge and Skills**

Must have knowledge of how to use power tools such as drills, mowers and leaf-blowers, and must be familiar with fertilizer, weeds, grounds maintenance and repair

- **Abilities**

- Ability to follow oral and written instructions, organize and direct work activity of a crew.
- Ability to train crew members and evaluate job performance.
- Ability to inspect vehicles and power tools for compliance with safety regulations and assure safe work practices.
- Ability to communicate effectively with sub-ordinates, staff members,

coordinating agencies and the general public.

- **Physical Abilities**

Requires the ability to load and unload 60 pound sacks of materials with assistance. Requires the ability to stand and walk for periods of time. Requires the ability to generally function outdoors in a park, sports court, park trail, or similar environment.

- **Education and Experience**

Must have some knowledge or background of parks and/or parks maintenance.

- **Licenses and Certificates**

Must possess a valid Alaska Drivers License. Must be at least 18 years old.

- **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, body positioning, handling of medium-to-heavy weight and awkward materials, and disagreeable working conditions.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

City & Borough of Wrangell	Position Description
Position: Port & Harbor Maintenance Temporary Worker	Type: Temporary labor
Department/Site: Harbor Department	FLSA: exempt
Reports to/Evaluated by: Harbormaster	Salary Grade: 9

Summary

Assist's Harbor Maintenance Lead with daily maintenance of all Port and Harbor Facilities. The work is performed under the supervision of the Harbormaster and Harbor Maintenance Lead. The nature of the work requires that an employee maintain effective working relationships with other city departments and employees.

Distinguishing Career Features

Temporary harbor Maintenance laborer performs basic maintenance tasks such as painting, repairing facilities, cleaning, and maintaining structures, grounds keeping and the ability to work in all types of weather conditions.

Essential Duties and Responsibilities

- Performs float repair including but not limited to: replacing decking, bull rails, cleats, waterlines, flotation and repairing concrete.
- Performs repair on docks and piers.
- Repairs hydraulic hoists.
- Maintains all Port and harbor equipment in working order, including de-watering pumps, fire extinguishers, outboard motors, four wheelers, snow blowers, chainsaws, pressure washers and any other Port and harbor tools.
- Repairs Port barge ramp facility and other Port related facilities.
- Conducts other Port and Harbor related business such as moorage assignment, other duties assigned by Harbormaster.

Qualifications

▪ **Knowledge and Skills**

Requires knowledge of marine construction and maintenance operations. Requires basic carpenter skills. Requires boat handling skills. Requires basic computer skills. Requires basic plumbing skills.

▪ **Abilities**

Ability to operate or learn to operate port equipment including but not limited to, boats, snow blowers, pressure washers, drills, saws, welders, and other mechanical equipment. Ability to communicate courteously and professionally to customers, coworkers, and members of the public.

▪ **Physical Abilities**

Ability to lift and carry 50 pounds. Ability to work in all weather conditions. Ability to work throughout all hours of the day.

- **Education and Experience**

High school diploma or GED.

- **Licenses and Certificates**

Requires a valid Alaska Driver’s License. Basic First Aid and CPR certificate a plus.

- **Working Conditions**

Work is performed outdoors in all weather conditions and at all hours.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

City of Wrangell

Position Description

Position: Maintenance/Custodian Temporary Worker	Type: Permanent, Full-Time
Department/Site: Capital Facilities/Public Works/Parks & Recreation	FLSA: Non-exempt
Reports to: Capital Facilities Director, Public Works Director, and/or Parks and Recreation Director	Salary Grade: 9

Summary

Performs a variety of custodial and light maintenance duties assuring the care, cleanliness, safe access, and utility of assigned City facilities.

Distinguishing Career Features

The Maintenance Custodian can be considered as a second and senior level in a Custodial series. Advancement to Maintenance Custodian is based on need, requires a minimum of three years as a Custodian, and a demonstrated ability to perform work in at least one construction trade.

Essential Duties and Responsibilities

- Routine Cleaning.**
- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Ensures that towel, soap, cleanser, and other dispensers are adequately stocked.
 - Cleans public entry and use areas including, but not limited to hallways, stairways, lunch, and public access meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates. Cleans floors and baseboards, vacuuming, spot cleaning and wet mopping on a regularly scheduled basis.
 - Performs regularly scheduled cleaning of office areas. Cleans entryway floor mats, carpets, floors, and dusts furniture, fixtures, and equipment.
 - Maintains safe and clean walkway and grounds surrounding the area of assignment. Picks up litter. Removes debris, including ice. Empties and cleans outdoor trash and smoking urns.
 - On a regular schedule, cleans and washes desks, tables, counters, furniture and fixtures, inside/outside windows, coverings, light fixtures, walls and ceilings, mirrors, and other related items. May oil or polish woodwork, paneling, wood furniture, and metal fixtures.
 - Strips, seals, and refinishes hard floors on a pre-scheduled basis. Steam/dry cleans and shampoos carpets and fabric furniture.
- Routine Maintenance**
- Performs servicing and maintenance to fixtures. Makes plumbing adjustments such as unclogging toilets and sinks, tightening toilet seats, adjusting of drinking fountains, cleaning water jets to enhance flows.

- Performs painting and varnishing of walls, doors, rooms, and other surfaces. Prepares and finishes surfaces by scraping, using commercial paint removers, and filling cracks and holes or sizing plaster walls. Applies paint, varnish, and other protective and decorative finishes to comply with applicable building codes, standards, and the usage or exposure of the surfaces.
- Constructs, fabricates, assembles, installs, repairs or replaces items such as doors, partition walls, signs, desks, counters, shelves, and shelf units. Assists in the construction and remodel of temporary and permanent buildings and structures. Glazes and fits windows.
- Replaces light bulbs, switches, receptacles, ballast, and may assist with wiring and cabling of electrical and communications lines.

General Service

- Secures internal and external doors, ensuring that windows and lights are locked and off. Activates alarms, notifying occupants when the building is closing.
- Maintains a safe working environment in the assigned areas, noticing and notifying others of potential safety and security hazards. Participates in corrective actions.
- Ensures that containers for cleaning and other products are properly labeled. Ensures that Material Safety Data Sheets for assigned areas are up to date.
- Maintains current knowledge of, and follows proper safety precautions for use and handling of cleaning materials and chemicals. Checks fire extinguishers, first aid kits, and other items for proper functioning or stock.
- May oversee and coordinate activities of contracted cleaners.
- Initiates requests for maintenance services, as necessary.
- Performs other duties as assigned that support the objectives of the position.

Qualifications

- **Knowledge and Skills**

The position requires a basic knowledge of the practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in building maintenance trades such as carpentry repairs, basic electrical and plumbing, and furniture assembly. Requires a thorough knowledge of the methods, materials, tools and equipment used in custodial care and sanitation. Must have a full knowledge of work hazards and safe work techniques, including lifting procedures. Requires some knowledge of chemical reactions and proper safety precautions for use. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient math skills to measure distances and portions. Requires sufficient human relations skill to exercise courtesy when dealing with others.

- **Abilities**

Requires the ability to perform all essential duties of the position. Requires the ability to perform routine facility maintenance tasks and determine when to refer more complex maintenance requirements to a supervisor. Must be able to follow oral and written

directions and work independently and collaboratively. Must be able to observe all safety precautions and procedures. Must be able to operate and maintain a full range of hand and power tools and equipment used for custodial service and construction. Must be able to apply City policies and procedures. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City. Must be able to respond to urgent situations. Requires the ability to complete training in safety, hazardous materials, and bloodborne pathogens within a reasonable time.

- **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary communication and to hear sound prompts from equipment. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time and climb ladders intermittently.

- **Education and Experience**

The position typically requires a high school diploma or GED and two years of prior custodial and facility maintenance experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, body positioning, handling of medium-to-heavy weight and awkward materials, and disagreeable working conditions.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

City & Borough of Wrangell	Position Description
Position: Clerical Assistant Temp	Type: On-call, Part-Time
Department/Site: Finance Department	FLSA: Non-exempt
Evaluated by: Finance Director	Salary Grade: 7

Summary

To process sales tax filings for FY2021 and to compose a summary of businesses who have remitted sales tax in the previous fiscal year. Additional support for other finance department staff members will be required, including but not limited to: receptionist duties, filing supporting documentation for sales and property tax, and creating summary reports as directed.

Distinguishing Career Features

The Clerical Assistant will be one of the Finance Department’s interfaces with the public, and as such, needs to be helpful and courteous in resolving the public’s questions and concerns. They will additionally have to be detail-oriented and mindful when processing sales tax and property tax information that often contains confidential information.

Essential Duties and Responsibilities

- Duties, Responsibilities, and Accountabilities**
- Communications: Answers and screens telephone calls. Assists visitors and refers callers and visitors to appropriate personnel.
 - Records: Maintains various sales tax records and accounts and enters data into computer.
 - Teamwork & Cooperation: Performs other related duties as required or assigned. Works cooperatively with other employees, external agencies, and the public.

Qualifications

- **Knowledge and Skills**

Requires interpersonal skills to effectively communicate with the public, staff, and other persons. Requires courteous telephone skills. Willingness to perform various job-related duties and situations as they arise, a strong sense of teamwork, and the ability to work cooperatively with others.
- **Abilities**

Requires the ability to keep records, process forms, and enter data into the computer.
- **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.
- **Education and Experience**

Equivalent to a high school diploma

- **Licenses and Certificates**

Alaska Driver's License

- **Working Conditions**

Work is performed in an office environment with minimal safety considerations.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

ELIMINATED

City & Borough of Wrangell

Position Description

Position: Election Chair and Co-Chair	Position Number:
Department/Site: Clerk	FLSA: Non-exempt
Reports to: Borough Clerk	Salary Grade: 9

Duties and Responsibilities

Responsible for overseeing the Election Day operations at an assigned polling place. This includes recruiting, managing and working with election workers assigned to the polling place, coordination of site access, picking up supplies, setting up equipment and opening the polls, assisting and processing voters, completing the closing procedures, transmitting election results and ensuring the ballots, voting materials, supplies and voting equipment are secured and returned to the division.

Qualifications

- Must be a registered voter in Alaska.
- Be willing to work an approximate 16-hour day or more on Election Day.
- Must be willing to remain non-partisan on Election Day and NOT express any political opinions while on the job.

City & Borough of Wrangell

Position Description

Position: Election Poll Worker	Position Number:
Department/Site: Clerk	FLSA: Non-exempt
Reports to: Borough Clerk	Salary Grade: 8

Duties and Responsibilities

Responsible for assisting the Chairperson and Co-Chairperson in the polling place operations. This includes setting up equipment and supplies, assisting and processing voters, and assisting in the closing procedures.

Qualifications

- Must be a registered voter in Alaska.
- Be willing to work an approximate 16-hour day or more on Election Day.
- Must be willing to remain non-partisan on Election Day and NOT express any political opinions while on the job.

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 25, 2023
	<u>Agenda Section</u>	13

RESOLUTION NO. 04-23-1775 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET BY APPROPRIATING THE FIRST AND SECOND TRANCHE OF SLFRF FUNDS (\$485,984) AND ADDITIONAL UNALLOCATED ARPA FUNDS (\$1,625) TO THE WATER TREATMENT PLANT PROJECT FOR EXPENDITURE

<u>SUBMITTED BY:</u>
Mason Villarma, Finance Director

<u>FISCAL NOTE:</u>		
Expenditure Required:		
FY 23: \$487,609	FY 24: \$	FY25: \$
Amount Budgeted:		
Account Number(s):		
72300 302 9999 50 72001		
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		
\$		

<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Resolution No. 04-23-1775 2. Resolution No. 03-23-1764

RECOMMENDATION MOTION:
Move to Approve Resolution No 04-23-1775.

SUMMARY STATEMENT:

The design work for the Water Treatment Plant is nearing completion, and staff are working to map a clear funding package to accommodate the increasing projects costs.

The Borough was initially obligated \$603,963.39 in ARPA funds and appropriated these funds to the water treatment plant project expenditures account (RES 01-22-1661). In February 2022, the Borough received an additional \$1,624.68 from the Department of Treasury. This additional amount of \$1,624.68 must formally be allocated to the WTP project.

Additionally, the Borough received two distributions from the Department of Treasury under the State and Local Fiscal Recovery Funds (SLFRF) program. Each distribution (commonly referred to as the first and second tranche) was in the amount of \$242,992 for a total allocation of \$485,984.

This resolution effectively allocates the total ARPA and SLFRF funds received to the WTP project expenditures account and authorizes their expenditure. See below for the history of funds:

Program	Payment	Amount	Date of Cash Receipt
SLFRF	First Tranche	242,992.00	9/16/2021
	Second Tranche	<u>242,992.00</u>	10/17/2022
	Total	485,984.00	
ARPA - CLFRF	1st Payment	301,981.70	9/29/2021
	2nd Payment	812.34	2/24/2022
	3rd Payment	<u>302,794.03</u>	8/4/2022
	Total	605,588.07	

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 04-23-1775

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET BY APPROPRIATING THE FIRST AND SECOND TRANCHE OF SLFRF FUNDS (\$485,984) AND ADDITIONAL UNALLOCATED ARPA FUNDS (\$1,625) TO THE WATER TREATMENT PLANT PROJECT FOR EXPENDITURE

WHEREAS, the Borough Assembly adopted Resolution 03-23-1764 which provided for the second tranche of SLFRF funds being allocated to the Reservoir Bypass Project; and

WHEREAS, Borough staff would like to repeal section one of Resolution 03-23-1764 and reallocate second tranche funding to the Water Treatment Plant Project; and

WHEREAS, the Borough also received a first tranche payment of SLFRF funds in September 2021 that was never appropriated for a specific purpose; and

WHEREAS, the Borough staff recommends this funding also be used for the Water Treatment Plant Project; and

WHEREAS, in February 2022 the Borough received an additional \$1,625 in ARPA CLFRF funds that were unappropriated; and

WHEREAS, the Borough would like to appropriate the additional allocation of \$1,625 from the Department of Treasury for expenditure under the Water Treatment Plant Project.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, THAT:

Section 1: The Assembly of the City and Borough of Wrangell hereby repeals section one of Resolution 03-23-1764.

Section 2. The Assembly of the City and Borough of Wrangell approves amending the FY2023 budget by transferring \$485,984 of U.S. Department of Treasury-issued State and Local Fiscal Recovery Funds (SLFRF) to the Water Treatment Plant Project and authorizing its expenditures.

Section 3. The Assembly of the City and Borough of Wrangell approves transferring the additional \$1,625 of U.S. Department of Treasury-issued American Rescue Plan Act (ARPA) funds to the Water Treatment Plant Project and authorizes its expenditure.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 25th day of APRIL, 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, Borough Clerk

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 03-23-1764

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$242,992 IN FUNDING RECEIVED FROM THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND (SLFRF) AND \$1,233,000 IN FUNDING RECEIVED FROM THE LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND (LATCF) TO THE CIP FUND FOR THE RESERVOIR BYPASS PROJECT

WHEREAS, the Reservoir Bypass project will include work to make a direct connection of raw water delivery between the upper reservoir and the water treatment plant for treatment of drinking water; and

WHEREAS, the engineer’s cost estimate for the Reservoir Bypass project is in the amount of \$3,313,000; and

WHEREAS, the City and Borough of Wrangell has received a Direct Congressional Appropriation, to be managed by EPA, in the amount of \$2,080,000, for the Reservoir Bypass project; and

WHEREAS, the U.S. Department of Treasury-issued Coronavirus State and Local Fiscal Recovery Fund (SLFRF) has provided the City and Borough of Wrangell with a second tranche payment, in the amount of \$242,992, to support the public health response and lay the foundation for a strong and equitable economic recovery, and drinking water projects that meet the State Revolving Fund program eligibility criteria are also eligible for use of this funding; and

WHEREAS, the U.S. Department of Treasury-issued Local Assistance and Tribal Consistency Fund (LATCF) will provide the City and Borough of Wrangell with two payments, one in the amount of \$616,500 in 2023 and the second in the amount of \$616,500 in 2024, for a total of \$1,233,000, to support a strong and equitable economic recovery, and drinking water projects that meet the State Revolving Fund program eligibility criteria are also eligible for use of this funding; and

WHEREAS, upon passage of this resolution, project funding is expected to be secured to advance the Reservoir Bypass project forward to the construction phase.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that:

Section 1: The Assembly of the City and Borough of Wrangell approves amending the FY2023 budget by transferring \$242,992 of U.S. Department of Treasury-issued

~~Coronavirus State and Local Fiscal Recovery Fund (SLFRF) revenue sharing money from the General Fund to the Reservoir Bypass CIP Fund and authorizing its expenditures.~~

Section 2. The Assembly of the City and Borough of Wrangell approves amending the FY2023 budget by transferring \$616,500 of U.S. Department of Treasury-issued Local Assistance and Tribal Consistency Fund (LATCF) revenue sharing payment from the General Fund to the Reservoir Bypass CIP Fund and authorizing its expenditures.

Section 3. The Assembly of the City and Borough of Wrangell approves transferring the U.S. Department of Treasury-issued Local Assistance and Tribal Consistency Fund (LATCF) revenue sharing payment to be received in 2024 by allocating \$616,500 from the General Fund to the Reservoir Bypass CIP Fund and authorizing its expenditures.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 28th day of March, 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, Borough Clerk

Previously Adopted