



City and Borough of Wrangell
Regular Borough Assembly Meeting
AGENDA

Tuesday, May 12, 2020
6:00 PM

Location: By Teleconference

Resolution No. 03-20-1520 allows for the temporary suspension of in-person Assembly Meetings and allows for teleconference meetings, due to COVID-19, until October 17, 2020 unless terminated before that date.

Teleconference Information for anyone wishing to call into the meeting and speak under

Persons to be Heard

If you wish to call into the meeting to speak under Persons to be Heard, please contact the Borough Clerk at 907-874-2381 or email: clerk@wrangell.com **no later than Tuesday, May 12th at 5:00 p.m.** so that you can be added to the Sign-Up sheet.

You will be called in the order that your request is received.

Please note that KSTK is still broadcasting the Borough Assembly meetings. Therefore, if you wish only to listen in, you may do so by tuning into KTSK!

Here is the Call-in information for Persons to be Heard:

To Join by Computer:

<https://zoom.us/j/9078742381?pwd=MTNqSEdncjRyakh2UCtMVUNxMndYUT09>

And Enter the Meeting ID: 907 874 2381

Then Enter Password: 99929

OR

To use your phone, call one of the following numbers:

+1 669 900 9128 US

+1 346 248 7799 US

+1 301 715 8592 US

+1 312 626 6799 US

+1 646 558 8656 US

+1 253 215 8782 US

And enter the Meeting ID: 907 874 2381

Then enter the Password: 99929

1. CALL TO ORDER

a. PLEDGE OF ALLEGIANCE led by Assembly Member Patty Gilbert

b. CEREMONIAL MATTERS

i. Certificate of Service - Kim Covalt (Economic Development Committee)

2. ROLL CALL

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

- [a.](#) MOTION ONLY - Consent Agenda
- [b.](#) Minutes of the April 28, 2020 Regular Assembly Meeting
- [c.](#) Minutes of the May 4, 2020 Special Assembly meeting

7. BOROUGH MANAGER'S REPORT

- [a.](#) COVID-19 Report
- [b.](#) Governmental Funds March 2020 statements
- [c.](#) Capital Facilities Department Report
- [d.](#) Library Report
- [e.](#) Nolan Center Report - May 1, 2020
- [f.](#) Public Works Report
- [g.](#) WML&P Report
- [h.](#) Parks & Recreation Report
- [i.](#) Economic Development Department Report
- [j.](#) Harbormaster Report
- [k.](#) "Lady Gudney" Vessel Report

8. BOROUGH CLERK'S FILE

- [a.](#) Borough Clerk's Report

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

11. PUBLIC HEARING

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- [a.](#) **RESOLUTION No 05-20-1524** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2020 BUDGET IN THE SECURE RURAL SCHOOLS FUND INCREASING THE REVENUE FROM THE SECURE RURAL SCHOOLS PAYMENT IN THE AMOUNT OF \$883,646.51 AND AUTHORIZING ITS EXPENDITURE
- [b.](#) **RESOLUTION No 05-20-1525** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2020 BUDGET IN THE TRANSIENT TAX FUND ACCEPTING AN FY 2020 DESIGNATED LEGISLATIVE GRANT FOR THE PURPOSE OF MITIGATING THE RISK OF COVID-19 IN THE AMOUNT OF \$35,348 AND AUTHORIZING ITS EXPENDITURE

- c. **RESOLUTION No 05-20-1526** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING THE CORONAVIRUS RELIEF FUND FLEXIBILITY ACT
- d. **RESOLUTION No 05-20-1527** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, RESCINDING COVID-19 ADMINISTRATIVE EMERGENCY ORDER 03-17-20 AND ASSEMBLY EMERGENCY ORDER 03-22-20 AND ENACTING NEW LOCAL RECOMMENDATIONS FOR COVID-19 COMMUNITY SAFETY
- e. Approval of the Revised FY 2021 Budget Calendar

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

15. EXECUTIVE SESSION

- a. **Executive Session:** Upcoming Collective Bargaining Process Discussion

16. ADJOURNMENT

CERTIFICATE OF SERVICE

The City & Borough of Wrangell, Alaska
Presents this Certificate of Service to:

Kim Covalt

for his service and dedication on the Economic Development Committee
October 2014 to May 2020

Stephen Prysunka, Borough Mayor

ATTEST: Kim Lane, MMC, Borough Clerk

Dated this 12th day of May 2020

CITY & BOROUGH OF WRANGELL, ALASKA**Consent Agenda MOTION*****Move to approve the Consent Agenda as submitted.*****SUBMITTED BY:**

Kim Lane, Borough Clerk

INFORMATION:

Consent agenda. Items listed on the consent agenda or marked with an asterisk (*) are considered routine and will be passed in one motion; provided, upon the request of any member, the manager, or the clerk, an item on the consent agenda shall be removed from the consent agenda and placed under New Business for assembly action.

Minutes of Regular Assembly Meeting
Held on April 28, 2020

Mayor Prysunka called the telephonically held Regular Assembly meeting to order at 6:00 p.m., April 28, 2020. The pledge was led by Assembly Member Powell and the roll was called.

PRESENT (BY TELECONFERENCE): POWELL, DECKER, GILBERT, LARRABEE, PRYSUNKA, MORRISON

ABSENT: DELONG

Borough Manager Von Bargen and Borough Clerk Lane were also in attendance via telephone.

CEREMONIAL MATTERS – None.

PERSONS TO BE HEARD

Joan Sargent, resident, gave the Invocation and updated the community on face-mask making efforts; checked with the library today and was told that they have handed out at least 300 masks and still have around 200 available (adult and child); publicly expressed her appreciation to all of the mask makers; also thanked those who are wearing the masks.

Mike Lockabey, resident, stated that he believed that people the City should disseminate the State's mandates for the public. Mr. Lockabey commented on city sales tax revenue and the potential loss of money to retailers in our community; gave several suggestions on how the City could spend the CARES Act Funding; commented on Mandate 14 and how it states that healthcare workers and first responders are asked to go into non-congregate shelter as to not expose their family members; doesn't see a need for this; believes that the community has done an exemplary job with protecting one another we should be considering as few restrictions as possible, going forward.

Prysunka replied that the comment from Mr. Lockabey that non-congregate (EMS, First Responders, and Healthcare Workers), there is a provision in the Mandate that if there was a requirement that they would not be able to live in their domicile, the State would be paying to put those people up in a hotel; the Mandate is not saying that they cannot live at their homes.

Von Bargen clarified that what she had said at the last meeting (update) was that we anticipate being down the last quarter of the fiscal year, which is June 30th; also anticipating considerable reductions in sales tax revenue for the upcoming quarters, as indicated by Mr. Lockabey.

AMENDMENTS TO THE AGENDA – None.

CONFLICT OF INTEREST – None.

CONSENT AGENDA

- a. Minutes from the April 14, 2020 Regular Assembly Meeting
- b. Minutes from the April 16, 2020 Special Assembly Meeting

- c. Final Plat Trust Land Survey 2018-9
- d. Final Plat Trust Land Survey 2018-11
- e. Floating Public Access and Utility Easement Agreement
- f. Alaska Mental Health Trust Authority, Trust Land office, Floating Easement Agreement
- g. Final Plat Trust Land Survey 2018-10

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

BOROUGH MANAGER'S REPORT

Von Barga provided updates on the following:

- Southeast Alaska will be exempted from the anticipated Statewide Burn-Ban.
- SRS funds were estimated to be around \$950,000; actual amount that we will be getting \$883,647; slightly less than anticipated.
- Mayor signed onto a letter that was written from the Alaska Municipal League that expressed the importance of Payment in Lieu of Taxes (PILT) and Secure Rural Schools (SRS) Funding; final form of the letter will be sent out to the Assembly, when finalized.
- Will be having a discussion with the Union representatives tomorrow about moving forward with negotiations; bargaining might be different moving forward, due to COVID-19.
- Masks / Face-coverings Local Mandate – Response from the State Emergency Operations Center (SEOC), was that if we want to look at doing anything, we will need to submit a request to Commissioner Crum and he would facilitate a discussion between himself, the Borough, and the Governor.
- Received two responses regarding proposed Section 8 to the Marine Service Center Facility Use Agreement; will make those updates and get them to the fisheries group tomorrow.
- Urged anyone that still needs a mask, please contact the Library; thanked everyone in the community who sewed the masks; it is greatly appreciated.
- Stated that we need to continue to social distance and practice good hygiene; that is what is going to allow us to keep our “curve” at zero.

Carol Rushmore, Reopen Wrangell Task Force provided an update on their first two meetings; goal is to have all businesses open in Wrangell in a responsible and safe manner; 10-question survey distributed for all businesses to allow the task force to collect data to see where businesses are in re-opening and also see what their concerns were; working on a newsletter for the public with links to key sites; should be out within a week.

Updated budget calendar should be out in the next couple of days.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Decker reported that United Fishermen of Alaska is holding a Webinar at 10:00 a.m. tomorrow to explain to Fishermen what Mandate 17 means; webinar will be recorded and available on their Website.

Prysunka reported that the Governor had stated that they and other State agencies were reporting that they have worked with the communities and local government (for example, the Fishing Mandate 17) to create it; in speaking to other Mayors around Alaska, that is not the case. Prysunka also stated that we were not consulted and in some instances, we were given less than 48 hours to review and respond. Prysunka stated that he had participated in a meeting today where the Department of Health had reported that they have had discussions with the hospitals during the fisheries discussions to ensure that hospitals could handle the surge; spoke with the SEARHC Administrator, Leatha, and she stated that the surge for this hospital is designed for the resident population; no surge plan for fish processors or tourist that could be coming into the community.

MAYOR AND ASSEMBLY APPOINTMENTS – None.

PUBLIC HEARING – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

13a Approval of Senior Property Tax Exemptions that were received after the March 1st Deadline, but before the Late Filing Grace Period

M/S: Gilbert/Morrison to approve the Senior Property Tax Exemption received after the March 1st Deadline, but before the Late Filing Grace Period. Motion approved unanimously by polled vote.

13b Approval to postpone the May 2, 2020 approved Tax-Free day to June 6, 2020 unless the Governor has not lifted the restrictive mandate to allow retail establishments to open

M/S: Morrison/Decker to approve postponing the May 2, 2020 approved Tax-Free day to June 6, 2020.

Decker stated that she would like to see about making it a tax-free day with masks; in order to get the tax-free benefit, they would have to be wearing a mask.

Clerk Lane stated that the tax-free event was a Chamber event; could suggest to the Chamber to see if they would be in favor of adding that requirement to get their tax benefit.

M/S: Decker/Gilbert to amend motion to consumer must be wearing a mask in order to receive the tax-free purchase.

Larrabee stated that he believed that it might be a logistical nightmare for the vendors to compute on their registers, tax-free and non-tax-free purchases.

Powell confirmed that yes, it would be difficult.

Powell stated that perhaps the Chamber could give out a separate prize to those who were wearing masks or have a separate drawing.

Morrison said that she could see people who were not wearing masks getting upset if they didn't get the tax-free benefit; store owner and bookkeeping might be very difficult.

Amendment failed unanimously by polled vote.

Main Motion approved unanimously by polled vote.

ATTORNEY'S FILE

14 Available for Assembly review in the Borough Clerk's office.

EXECUTIVE SESSION

15a Borough Clerk's Annual Evaluation

M/S: Gilbert/Morrison pursuant to 44.62.320 (c)(2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically the Borough Clerk's Evaluation.

Recessed into Executive Session at 7:00 p.m.

Reconvened back into Regular Session at 8:01 p.m.

Prysunka stated that Assembly Members Morrison and Decker would meet with Clerk Lane to provide feedback in the next week.

Regular Assembly meeting adjourned at 8:02 p.m.

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Minutes of Special Assembly Meeting Held on May 4, 2020

Mayor Stephen Prysunka called the Special Assembly meeting to order at 6:00 p.m., May 4, 2020, in the Borough Assembly Chambers.

PRESENT: PRYSUNKA, GILBERT, LARRABEE, DELONG, POWELL, DECKER, MORRISON

ABSENT:

Borough Manager Von Barga and Borough Clerk Lane were also in attendance.

CONFLICT OF INTEREST

Prysunka declared a potential Conflict of Interest due to his son owning a Fishing Vessel and he and his wife holding minority shares in that business. Vice-Mayor Gilbert stated that she did not see a Conflict of Interest; there were no objections from the Assembly.

Delong declared a potential Conflict of Interest since the majority of her household income depended on the commercial fishing industry, and they actively moored their vessel in the Wrangell Boatyard. Mayor Prysunka declared that he did not see a conflict of interest; there were no objections from the Assembly.

Decker declared a potential Conflict of Interest due to her family owning a commercial fishing boat that is currently moored in the Wrangell Harbor and they use the Boat Yard; her two children that worked on separate fishing vessels that are not moored in Wrangell but might come to Wrangell.

Decker declared a second conflict of interest due to her being an executive director to the Alaska Fisheries Development Foundation which is a non-profit that often deals with seafood issues; Mayor Prysunka declared that he did not see a conflict of interest; there were no objections from the Assembly.

PERSONS TO BE HEARD

Mike Lockabey, resident, stated that he hoped that the health cap letter explained where we are; Asked for amendments to proposed Section 8 to the Marine Service Center User Agreement that would be considered at this meeting.

ITEM(s) OF BUSINESS

5a Approval to Forward the Health Care Capacity Letter from SEARHC/Wrangell Medical Center to the Governor's Office and Department of Health & Social Services

M/S: Morrison/Gilbert to approve forwarding the Health Care Capacity Letter from SEARHC/Wrangell Medical Center to the Governor's Office and Department of Health & Social Services.

Von Bargaen explained that this was being brought forward so that we could send this to the Governor's Office and the Department of Health and Social Services.

Gilbert expressed that she appreciated the parameters and patient "load" in case of an infection outbreak; appears that the hospital is coordinating with our First Responders in the event of an outbreak; questioned what role the City was playing if we do have a crisis situation; when and how will the City be asked to respond to mitigate, in the event of a crisis.

Prysunka expressed that that was his concern as well; stated that he believed that if the situation were to become severe, the Assembly would come together and pass whatever needed to be passed, and direct the Borough Manager to do what needed to be done; have spent a lot of time thinking about how to start to formally execute plans for a facility where people could complete their 14-day quarantine if they came up COVID positive; we could encourage people to make the right decisions like making masks available for the general public and making hand sanitizer available and opening businesses safely.

Gilbert stated that there was a liability not only in taking action but in taking no action; suggesting a cover letter that includes options that we may or may not have to take; assembly and public should have a robust discussion and not wait until the last minute.

Dr. Prysunka commented that from the medical standpoint, we plan for routine care, we plan for surge capacity; on the hospital side, we try to think outside box in the event of a major medical disaster; it's not that much different than a cruise ship catching on fire, for example; we practice drills for these sort of emergencies that involve both the hospital and the city; we need to ensure that everyone knows their roles, if this were to happen; 16 beds is the hospitals surge capacity for dealing with a crisis, not the mass casualty capacity.

Dorianne Sprehe, EMS Captain commented on the EMS Mass Disaster Capacity; hospital and fire department worked together to ensure FIT testing for all responders; have approximately thirteen responders that have been FIT tested for COVID-19 positive screened calls.

Captain Sprehe also commended that if they responded to a COVID-19 positive screened patient that needed to be transported, there was a huge "decon" procedure after the call that took the ambulance out of commission for two to two and a half hours; have not put in a request for more supplies because we do not have that need yet; should we get into a major surge in our community, it would be very trying on the EMS department.

Von Bargaen commented that we want to add the EMS Capacity to the cover letter; need to be ready to go with an emergency declaration or ordinance; have had a discussion with the Borough Attorney, if things go off the rails with this, we will have to do what we have to do for our community; we will have discussions with the State if things go very poorly here.

Gilbert asked that we include in the cover letter to the Governor, our situation and that we will be prepared to act in the best interest of Wrangell, despite any Mandates that were in effect at that time. Gilbert further stated that she would like to see a three-prong during the Thursday Work Session for the Borough Manager outline measures that we will take if we get into dire straits. Gilbert stated that she would like to see a three-prong approach; to have the hospital – healthcare professionals, the First Responders, and the City to mitigate and potential problems; city's responsibility it to keep the public informed.

Von Bargen agreed with this approach.

Decker stated that the Governor has stated in his live press briefings, that the more Alaskans do at following guidance, the more successful this re-opening will be and that over time, the restrictions will be eased; also that if guidance is not followed, the State will start putting restrictions back in place.

Dr. Prysunka stated that she would work with the City to formulate a plan; the best way to open up safely is if we keep doing what we can like isolating at home (when possible), social distancing when in public, spraying down common surfaces and handwashing. Dr. Prysunka also said that because we are a small community, we do not have the same trends that you will see in larger communities.

Motion approved unanimously by polled vote.

5b Approval of the Proposed Section 8 to the Wrangell Marine Service Center Yard User Agreement

M/S: Gilbert/Larrabee to approve Proposed Section 8 to the Wrangell Marine Service Center Yard User Agreement.

Von Bargen explained the need for this section to be added to the user agreement; a lot of the proposed language relates directly to State Mandate 17 however, there is also language that relates to Wrangell specifically. Von Bargen also stated that she had reached out to Mr. Lockabey on his concerns to certain sections of Section 8.

Decker commented that she would like to include hyperlinks to sections in the user agreement to make it easier for fishermen to access. Decker asked if porta-potties have been received to accommodate out-of-state people who would be required to quarantine. Von Bargen stated that five of them have been ordered.

Decker stated that she had ordered some Lima flags and can provide one to the Harbor Department for them to have on hand, if need be.

Morrison asked that if we were mandating that a boat, once it gets into the yard, are we charging that vessel for those three days. Von Bargen stated that we would waive the fees for that 72-hour waiting period.

Motion approved unanimously by polled vote.

5c Approval to Establish and Make Ready an Alternative COVID-19 Isolation Site

M/S: Morrison/DeLong Approve Establishing and Making Ready an Alternative COVID-19 Isolation Site.

Von Bargaen explained that we need to have a place for people to go, if a person tests positive for COVID-19; could also be used for people coming into town that need to self-isolate.

Von Bargaen stated that there have been early discussions about using one of the Trident bunkhouses as an isolation site; will need to have staff readily available to prepare the site and have them put provisions in place; need to put together some personal needs (MMRE) kits; catering agreements need to be worked out; need to work with the hospital to ensure ongoing care for patients when they are in isolation.

Larrabee asked what the beginning and ending timeline for doing this was. Von Bargaen stated that she did not have an absolute number; would most likely keep this in place while both COVID was active and the fishing season was in full force; possibly through September; would rely on medical experts to make that call.

In response to Larrabee on the funding amount, Von Bargaen stated that once she had a handle on the true cost, she would bring an item back to the Assembly for approval.

Decker stated that other communities were taking similar action.

Prysunka stated that we would have to have to hire staff and train them to run this shelter; EMT's would not be tasked to run this since they would need to be available for EMS calls.

Motion approved unanimously by polled vote.

Special Assembly meeting adjourned at 7:13 p.m.

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

MTD & YTD Actual & Encum Statement of Activity by Dept
March 31, 2020

General Fund	M-T-D	Y-T-D	Encumbe	Total Y-T-D	Y-T-D	Variance
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>red</u> <u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>-</u>
4010 Property Taxes	(3,723)	1,808,335	-	1,808,335	1,815,186	(6,851)
4015 Property Tax Penalties & Interest	1,028	24,618	-	24,618	20,000	4,618
4020 Sales Taxes	-	1,644,739	-	1,644,739	1,853,809	209,070
4025 Sales Tax Penalties & Interest	102	47,193	-	47,193	15,000	32,193
4030 Payment in Lieu of Taxes	-	20,666	-	20,666	450,000	(429,334)
4101 PERS On-behalf Revenue	-	-	-	-	102,000	(102,000)
4110 Municipal Assistance Revenue	-	409,356	-	409,356	408,276	1,080
4120 Liquor Tax Share Revenue	-	-	-	-	8,200	(8,200)
4125 Marijuana Tax Revenue	-	1,925	-	1,925	7,000	(5,075)
4126 Marijuana Tax Penalty & Interest	-	0	-	0	-	0
4320 Jail Rent Revenue	-	278,981	-	278,981	372,000	(93,019)
4325 Court Rent Revenue	5,200	41,600	-	41,600	62,400	(20,800)
4330 Cemetery Services	-	780	-	780	2,500	(1,720)
4335 Cemetery Plot Sales	-	783	-	783	2,500	(1,717)
4350 911 Surcharge	5,834	39,475	-	39,475	50,000	(10,525)
4360 Building Permits	200	1,000	-	1,000	1,500	(500)
4365 Planning & Zoning Permit Revenue	50	750	-	750	-	750
4370 Tideland Lease Revenue	10	29,516	-	29,516	50,000	(20,485)
4371 Property Lease Revenue	-	10,400	-	10,400	-	10,400
4380 Surplus & Material Sales	39	799	-	799	-	799
4401 Fines & Forfeitures	45	3,191	-	3,191	15,000	(11,809)
4402 Police Services	69	3,859	-	3,859	5,000	(1,141)
4403 DMV Services	7,504	70,153	-	70,153	95,000	(24,847)
4404 Misc. Animal Control Revenues	-	-	-	-	1,000	(1,000)
4405 Dog Licenses	37	364	-	364	-	364
4406 Reimbursement of Prisoner Costs	-	257	-	257	-	257
4407 Postage Reimbursement	79	79	-	79	-	79
4550 Interest Income	-	-	-	-	35,000	(35,000)
4600 Miscellaneous Revenues	-	6,729	-	6,729	2,000	4,729
4601 Insufficient Funds Fees Collected	-	-	-	-	100	(100)
4604 Miscellaneous Library Revenues	139	1,630	-	1,630	23,500	(150)
4605 Copier Revenues	113	1,145	-	1,145	2,000	(855)
4607 Garage Charges for Fuel & Service	-	2,151	-	2,151	-	2,151
Total Revenues	16,727	4,450,472	-	4,450,472	5,398,971	(508,639)
Administration	37,223	408,820	(10,400)	398,420	692,135	293,715
Clerk	14,212	165,147	287	165,434	206,286	40,852
Finance	54,254	439,134	16,715	455,849	672,380	229,571
Fire	30,490	301,211	-	301,211	344,533	43,322
Police	80,261	807,051	183	807,234	1,036,174	-
Dispatch	36,078	332,871	-	332,871	332,871	583,295
Public Safety Building	37,605	179,312	(9,457)	169,855	462,277	104,422
Public Works	37,676	437,234	135	437,369	430,759	28,126
PW Garage	37,676	437,234	135	437,369	430,759	28,126
Streets	16,093	272,523	2,420	274,943	338,000	63,057
Cemetery	-	400	-	400	61,500	61,100
Capital Facilities	26,430	257,724	-	257,724	197,790	(16,434)
Economic Development	1,321	18,236	(1,321)	16,915	31,030	14,115
Community Promotion	265	20,494	-	20,494	47,000	26,506
Library	16,567	192,375	8,415	200,790	286,314	85,524
Total Expenses	426,152	4,269,766	7,112	4,276,878	5,569,808	1,585,296
Net Position before Transfers	(409,424)	180,706	(7,112)	173,594	(170,837)	(2,093,935)

Transfers

4920 Transfer from Permanent Fund			250,000	
8921 Transfer to Nolan Center	(76,905)	-	(76,905)	(153,811) (76,906)
8924 Transfer to Parks & Recreation	(591,569)	-	(591,569)	(788,758) (197,190)
Total Transfers	(668,474)	-	(668,474)	(692,569) (274,096)
Excess Revenue Over (Under) Expenditures	(487,767)	(7,112)	(494,880)	(863,406) (2,368,030)
Beginning Fund Balance	7,680,643	7,680,643	7,680,643	
Ending Fund Balance	7,192,876	7,185,763	6,817,237	

**MTD & YTD Actual & Encum Statement of Activity by Dept
March 31, 2020**

<u>General Fund Borough Administration</u>	<u>M-T-D Actual</u>	<u>Y-T-D Actual</u>	<u>Encumbered Actual</u>	<u>Total Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>- Variance</u>
<u>Expenses</u>						
6001 Salaries & Wages	17,129.66	155,469.86	0.00	155,469.86	220,000.00	64,530.14
6010 Vacation expense	884.20	28.85	0.00	28.85	0.00	(28.85)
6100 Personnel Benefits	0.00	0.00	0.00	0.00	73,000.00	73,000.00
6101 Employer Tax	253.85	2,188.59	0.00	2,188.59	0.00	(2,188.59)
6102 PERS Retirement	3,768.53	33,755.07	0.00	33,755.07	0.00	(33,755.07)
6103 SBS	1,104.25	9,532.10	0.00	9,532.10	0.00	(9,532.10)
6210 Employee Health Benefits	1,605.58	14,451.47	0.00	14,451.47	0.00	(14,451.47)
6220 Life Insurance	26.30	286.45	0.00	286.45	0.00	(286.45)
6222 Workers Compensation	34.16	310.07	0.00	310.07	0.00	(310.07)
7001 Materials & Supplies	42.80	1,095.55	0.00	1,095.55	4,000.00	2,904.45
7502 Phone/Internet	100.78	1,774.57	0.00	1,774.57	2,000.00	225.43
7503 Information Technology	0.00	0.00	0.00	0.00	9,300.00	9,300.00
7505 Travel	0.00	8,946.67	0.00	8,946.67	18,156.00	9,209.33
7506 Publications & Advertising	0.00	135.00	0.00	135.00	0.00	(135.00)
7507 Memberships & Dues	0.00	1,248.84	0.00	1,248.84	4,100.00	2,851.16
7508 Insurance	0.00	11,021.06	0.00	11,021.06	86,079.00	75,057.94
7519 Professional Services Contractual	0.00	8,809.30	0.00	8,809.30	25,000.00	16,190.70
7520 Attorney, Retainer	0.00	55,836.70	0.00	55,836.70	125,500.00	69,663.30
7523 Borough Administration Legal Services Contractual	4,072.98	32,542.47	0.00	32,542.47	0.00	(32,542.47)
7524 Wrangell Medical Center Legacy	0.00	2,409.70	0.00	2,409.70	25,000.00	22,590.30
7530 Lobbying	8,200.00	52,600.00	(10,400.00)	42,200.00	70,000.00	27,800.00
7570 Tourism Industry Expenses	0.00	10,119.88	0.00	10,119.88	20,000.00	9,880.12
7576 Promotional	0.00	6,258.25	0.00	6,258.25	10,000.00	3,741.75
Total Expenses	37,223.09	408,820.45	(10,400.00)	398,420.45	692,135.00	293,714.55

**MTD & YTD Actual & Encum Statement of Activity by Dept
March 31, 2020**

<u>General Fund Clerk, Mayor, Assembly, & Advisory Boards</u>	<u>M-T-D Actual</u>	<u>Y-T-D Actual</u>	<u>Encumbered Actual</u>	<u>Total Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>- Variance</u>
<u>Expenses</u>						
6001 Salaries & Wages	7,333.34	68,047.48	0.00	68,047.48	90,000.00	21,952.52
6002 Temporary Wages	0.00	246.98	0.00	246.98	500.00	253.02
6005 Overtime	0.00	242.36	0.00	242.36	500.00	257.64
6010 Vacation expense	0.00	1,708.37	0.00	1,708.37	0.00	(1,708.37)
6100 Personnel Benefits	0.00	0.00	0.00	0.00	61,911.00	61,911.00
6101 Employer Tax	98.31	976.69	0.00	976.69	0.00	(976.69)
6102 PERS Retirement	1,613.33	14,970.44	0.00	14,970.44	0.00	(14,970.44)
6103 SBS	449.53	4,276.04	0.00	4,276.04	0.00	(4,276.04)
6210 Employee Health Benefits	2,558.41	23,027.57	0.00	23,027.57	0.00	(23,027.57)
6220 Life Insurance	13.15	141.97	0.00	141.97	0.00	(141.97)
6222 Workers Compensation	14.62	136.60	0.00	136.60	0.00	(136.60)
7001 Materials & Supplies	70.30	2,168.05	287.00	2,455.05	4,690.00	2,234.95
7008 Non-capital Equipment	0.00	399.00	0.00	399.00	2,250.00	1,851.00
7503 Information Technology	2,349.90	3,474.90	0.00	3,474.90	4,005.00	530.10
7505 Travel	(321.24)	19,972.15	0.00	19,972.15	15,100.00	(4,872.15)
7506 Publications & Advertising	0.00	10,853.18	0.00	10,853.18	19,120.00	8,266.82
7507 Memberships & Dues	0.00	6,322.00	0.00	6,322.00	3,610.00	(2,712.00)
7571 Recording fees	32.00	37.00	0.00	37.00	500.00	463.00
7572 Records preservation	0.00	0.00	0.00	0.00	100.00	100.00
7573 Election Expenses & Supplies		5,304.76	0.00	5,304.76	2,000.00	(3,304.76)
7574 Municipal code republishing	0.00	2,742.50	0.00	2,742.50	2,000.00	(742.50)
7629 Clerk, Mayor, Assembly, & Advisory Boards Charges from Capital Facilities	0.00	98.48	0.00	98.48	0.00	(98.48)
Total Expenses	14,211.65	165,146.52	287.00	165,433.52	206,286.00	40,852.48

MTD & YTD Actual & Encum Statement of Activity by Dept
March 31, 2020

General Fund Finance	<u>M-T-D</u>	<u>Y-T-D</u>	<u>Encumbered</u>	<u>Total Y-T-D</u>	<u>Y-T-D</u>	<u>-</u>
Expenses	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
6001 Salaries	27,721	212,519	-	212,519	242,050	29,531
6005 Overtime	626	5,714	-	5,714	6,000	286
6010 Vacation expense	(5,131)	(11,647)	-	(11,647)	-	11,647
6100 Personnel Benefits	-	-	-	-	154,980	154,980
6101 Employer Tax	320	3,296	-	3,296	-	(3,296)
6102 PERS Retirement	4,961	45,372	-	45,372	-	(45,372)
6103 SBS	1,423	12,192	-	12,192	-	(12,192)
6210 Employee Health Benefits	5,586	49,840	-	49,840	-	(49,840)
6220 Life Insurance	77	694	-	694	-	(694)
6222 Workers Compensation	56	432	-	432	-	(432)
7001 Materials & Supplies	2,377	9,725	682	10,406	15,000	4,594
7002 Facility Repair & Maintenance	-	5,158	500	5,658	4,750	(908)
7003 Custodial Supplies	609	1,229	-	1,229	-	(1,229)
7004 Postage & Shipping	4,000	10,362	-	10,362	14,000	3,638
7006 Computer Software, Programming & Licensing	2,338	6,531	-	6,531	-	(6,531)
7008 Non-capital Equipment	-	4,874	-	4,874	29,300	24,426
7009 Equipment Repair & Maintenance	243	1,220	-	1,220	5,000	3,780
7011 Equipment Rental Expense	-	1,375	-	1,375	-	(1,375)
7199 Cash Over/Short	-	(1)	-	(1)	-	1
7501 Utilities	1,111	9,816	3,015	12,831	15,000	2,169
7502 Phone/Internet	1,050	9,034	-	9,034	15,000	5,966
7503 Information Technology	131	13,245	12,518	25,763	110,000	84,237
7505 Travel	-	11,065	-	11,065	5,000	(6,065)
7506 Publications & Advertising	-	742	-	742	-	(742)
7507 Finance Memberships & Dues	-	95	-	95	-	(95)
7508 Insurance	-	870	-	870	-	(870)
7509 Bank & Credit Card Fees	-	35,117	-	35,117	-	(35,117)
7519 Finance Professional Services	5	5	-	5	-	(5)
Contractual						
7540 Auditing Services	-	30,660	-	30,660	55,000	24,340
7550 Property Assessment Services	-	24,975	-	24,975	72,000	47,025
7560 Financial Services Contractual	750	750	-	750	-	(750)
7562 Penalties & Interest	5,953	20,318	-	20,318	-	(20,318)
7576 Promotional	-	504	-	504	-	(504)
7603 Charges from Finance	-	(113,336)	-	(113,336)	(170,000)	(43,624)
7629 Charges from Capital Facilities	48	3,639	-	3,639	56,300	52,661
7900 Capital Expenditures	-	32,527	-	32,527	43,000	10,473
7980 Bad Debt Expense	-	223	-	223	-	(223)
Total Expenses	54,254	439,134	16,715	455,849	672,380	229,571

MTD & YTD Actual & Encum Statement of Activity by Dept
March 31, 2020

General Fund Fire	<u>M-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Encumber</u> <u>Actual</u>	<u>Total Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>-</u> <u>Variance</u>
<u>Expenses</u>						
6001 Salaries & Wages	11,031	70,715	-	70,715	88,000	17,286
6002 Temporary Wages	-	-	-	-	12,000	12,000
6005 Overtime	4,730	10,962	-	10,962	10,000	(962)
6010 Vacation expense	640	1,262	-	1,262	-	(1,262)
6100 Personnel Benefits	-	-	-	-	79,570	79,570
6101 Employer Tax	229	1,111	-	1,111	-	(1,111)
6102 PERS Retirement	3,467	17,782	-	17,782	-	(17,782)
6103 SBS	1,005	5,084	-	5,084	-	(5,084)
6210 Employee Health Benefits	2,523	35,218	-	35,218	-	(35,218)
6220 Life Insurance	26	282	-	282	-	(282)
6222 Workers Compensation	368	1,870	-	1,870	-	(1,870)
7001 Materials & Supplies	1,833	4,128	-	4,128	10,000	5,872
7008 Non-capital Equipment	-	12,735	-	12,735	7,500	(5,235)
7009 Equipment Repair & Maintenance	-	2,281	(6,500)	(4,219)	14,000	18,219
7010 Vehicle Maintenance	727	16,855	-	16,855	35,000	18,145
7100 Uniform, gear & clothing allowance	-	-	-	-	11,000	11,000
7110 Fire Prevention & Education	-	175	-	175	2,000	1,825
7111 Volunteer Firefighter Insurance	-	-	-	-	12,600	12,600
7112 Contribution for Fire Calls	-	-	-	-	5,500	5,500
7113 Fire Substation Expenses	-	2,574	-	2,574	5,000	2,426
7501 Utilities	1,331	8,385	-	8,385	10,000	1,615
7502 Phone/Internet	601	4,950	-	4,950	7,100	2,150
7505 Travel	-	6,213	-	6,213	10,000	3,787
7508 Insurance	-	4,568	-	4,568	8,263	3,695
7622 Charges from Garage	1,484	5,085	-	5,085	-	(5,085)
7629 Fire Charges from Capital Facilities	32	457	-	457	-	(457)
7900 Capital Expenditures	462	88,519	6,500	95,019	17,000	(78,019)
Total Expenses	30,490	301,211	-	301,211	344,533	43,322

MTD & YTD Actual & Encum Statement of Activity by Dept
March 31, 2020

<u>General Fund Police</u>	<u>M-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Encumbe</u> <u>d</u> <u>Actual</u>	<u>Total Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Expenses</u>						
6001 Salaries & Wages	42,656	352,241	-	352,241	405,370	53,129
6005 Overtime	3,599	81,006	-	81,006	100,000	18,994
6010 Vacation expense	93	(9,466)	-	(9,466)	-	9,466
6100 Personnel Benefits	-	-	-	-	273,155	273,155
6101 Employer Tax	650	5,993	-	5,993	-	(5,993)
6102 PERS Retirement	10,015	85,587	-	85,587	-	(85,587)
6103 SBS	2,841	25,978	-	25,978	-	(25,978)
6210 Employee Health Benefits	11,492	62,800	-	62,800	-	(62,800)
6220 Life Insurance	160	871	-	871	-	(871)
6222 Workers Compensation	848	7,116	-	7,116	-	(7,116)
6225 Police Recruitment	-	1,580	-	1,580	-	(1,580)
7001 Materials & Supplies	525	6,728	-	6,728	13,500	6,772
7004 Postage & Shipping	-	(48)	-	(48)	-	48
7009 Equipment Repair & Maintenance	-	4,299	-	4,299	4,000	(299)
7010 Vehicle Maintenance	1,325	13,663	-	13,663	25,000	11,337
7012 Boat Maintenance & Repair	-	32	-	32	10,000	9,968
7014 Vehicle Impound Expenses	-	-	-	-	2,000	2,000
7101 Criminal History Records	-	-	-	-	750	750
7102 Police Gear & Uniform	-	1,875	-	1,875	5,300	3,425
Allowance/Expenses						
7103 Ammunition	-	-	-	-	7,500	7,500
7104 Special Investigations	-	1,585	-	1,585	2,500	915
7105 Animal Control Expenses	9	287	-	287	2,500	2,213
7502 Phone/Internet	1,435	12,334	-	12,334	15,000	2,666
7503 Information Technology	24	838	-	838	8,000	7,162
7505 Travel	1,241	35,367	183	35,549	39,750	4,201
7506 Publications & Advertising	-	2,080	-	2,080	500	(1,580)
7507 Memberships & Dues	-	26	-	26	-	(26)
7508 Insurance	-	16,147	-	16,147	5,149	(10,998)
7513 Training	-	1,190	-	1,190	-	(1,190)
7515 Health & Safety Permits, Inspections, Compliance	-	816	-	816	-	(816)
7519 Police Professional Services	-	128	-	128	-	(128)
Contractual						
7622 Charges from Garage	967	3,667	-	3,667	-	(3,667)
7701 State of Alaska Share of DMV	2,382	44,019	-	44,019	65,000	20,981
Services						
7702 State of Alaska Share of Citations	-	-	-	-	1,200	1,200
7900 Capital Expenditures	-	48,311	-	48,311	50,000	1,689
Total Expenses	80,261	807,051	183	807,234	1,036,174	228,940

**MTD & YTD Actual & Encum Statement of Activity by Dept
March 31, 2020**

<u>General Fund Corrections & Dispatch</u>	<u>M-T-D</u>	<u>Y-T-D</u>	<u>Encumbered</u>	<u>Total Y-T-D</u>	<u>Y-T-D</u>	<u>Variance</u>
<u>Expenses</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
6001 Salaries & Wages	19,957	173,628	-	173,628	278,280	104,652
6005 Overtime	2,430	26,541	-	26,541	45,000	18,459
6010 Vacation expense	462	3,782	-	3,782	-	(3,782)
6100 Personnel Benefits	-	-	-	-	220,415	220,415
6101 Employer Tax	309	2,755	-	2,755	-	(2,755)
6102 PERS Retirement	4,925	44,296	-	44,296	-	(44,296)
6103 SBS	1,401	12,502	-	12,502	-	(12,502)
6210 Employee Health Benefits	6,089	54,803	-	54,803	-	(54,803)
6220 Life Insurance	66	655	-	655	-	(655)
6222 Workers Compensation	415	3,672	-	3,672	-	(3,672)
7001 Materials & Supplies	26	54	-	54	3,500	3,446
7106 Prisoner Meals	-	9,598	-	9,598	10,000	402
7502 Phone/Internet	-	-	-	-	1,500	1,500
7505 Travel	-	584	-	584	24,600	24,016
Total Expenses	36,078	332,871	-	332,871	583,295	250,424

<u>General Fund Public Safety Building</u>	<u>M-T-D</u>	<u>Y-T-D</u>	<u>Encumbered</u>	<u>Total Y-T-D</u>	<u>Y-T-D</u>	<u>Variance</u>
<u>Expenses</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
7001 Materials & Supplies	19	81	-	81	-	(81)
7002 Facility Repair & Maintenance	18,981	49,956	(9,457)	40,499	56,000	15,501
7003 Custodial Supplies	443	1,552	-	1,552	3,000	1,448
7501 Utilities	11,673	76,940	-	76,940	120,000	43,060
7502 Phone/Internet	42	338	-	338	600	262
7508 Insurance	-	-	-	-	9,677	9,677
7510 Engineering	-	7,070	-	7,070	-	(7,070)
7621 Public Works Labor Charges	-	-	-	-	2,500	2,500
7629 Charges from Capital Facilities	6,447	34,649	-	34,649	82,500	47,851
7900 Capital Expenditures	-	8,727	-	8,727	188,000	(8,727)
Total Expenses	37,605	179,312	(9,457)	169,855	462,277	104,422

**MTD & YTD Actual & Encum Statement of Activity by Dept
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General Fund Public Works	<u>M-T-D</u>	<u>Y-T-D</u>	<u>Encumbered</u>	<u>Total Y-T-D</u>	<u>Y-T-D</u>	<u>Variance</u>
<u>Expenses</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>-</u>
6001 Salaries & Wages	20,277	220,061	-	220,061	343,100	123,039
6002 Temporary Wages	2,560	12,391	-	12,391	7,500	(4,891)
6005 Overtime	144	7,911	-	7,911	30,000	22,089
6010 Vacation expense	891	(2,281)	-	(2,281)	-	2,281
6100 Personnel Benefits	-	-	-	-	251,660	251,660
6101 Employer Tax	491	4,072	-	4,072	-	(4,072)
6102 PERS Retirement	4,493	49,761	-	49,761	-	(49,761)
6103 SBS	1,306	13,832	-	13,832	-	(13,832)
6210 Employee Health Benefits	6,447	68,676	-	68,676	-	(68,676)
6220 Life Insurance	56	667	-	667	-	(667)
6222 Workers Compensation	392	3,809	-	3,809	-	(3,809)
7001 Materials & Supplies	144	2,427	(0)	2,427	4,000	1,573
7002 Facility Repair & Maintenance	-	317	-	317	1,000	683
7010 Vehicle Maintenance	-	5,448	-	5,448	-	(5,448)
7018 Miscellaneous Tools	-	-	-	-	1,000	1,000
7100 Uniform, gear & clothing allowance	-	634	-	634	2,600	1,966
7502 Phone/Internet	536	4,625	-	4,625	7,000	2,375
7503 Information Technology	-	1,209	-	1,209	4,000	2,791
7505 Travel	240	3,098	135	3,233	5,388	2,155
7508 Insurance	-	9,388	-	9,388	11,511	2,123
7515 Permits, Inspections & Compliance	-	14	-	14	-	(14)
7519 Professional Services PW	140	265	-	265	-	(265)
7621 Public Works Labor Charges	(440)	(46,848)	-	(46,848)	(320,000)	(238,416)
7629 Charges from Capital Facilities	-	-	-	-	2,000	2,000
7900 Capital Expenditures	-	77,760	-	77,760	80,000	2,240
Total Expenses	37,676	437,234	135	437,369	430,759	28,126
General Fund Cemetery	<u>M-T-D</u>	<u>Y-T-D</u>	<u>Encumber</u>	<u>Total Y-T-D</u>	<u>Y-T-D</u>	<u>Variance</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>-</u>
4330 Cemetery Services	0.00	1,531.08	0.00	1,531.08	0.00	1,531.08
4335 Cemetery Plot Sales	0.00	990.00	0.00	990.00	0.00	990.00
<u>Total Revenues</u>	<u>0.00</u>	<u>2,521.08</u>	<u>0.00</u>	<u>2,521.08</u>	<u>0.00</u>	<u>2,521.08</u>
<u>Expenses</u>						
7001 Materials & Supplies	0.00	400.34	0.00	400.34	2,500.00	2,099.66
7621 Public Works Labor Charges	0.00	0.00	0.00	0.00	9,000.00	9,000.00
7900 Capital Expenditures	0.00	0.00	0.00	0.00	50,000.00	50,000.00
Total Expenses	0.00	400.34	0.00	400.34	61,500.00	61,099.66

MTD & YTD Actual & Encum Statement of Activity by Dept
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General Fund Garage	<u>M-T-D</u>	<u>Y-T-D</u>	<u>Encumbered</u>	<u>Total Y-T-D</u>	<u>Y-T-D</u>	<u>Variance</u>
<u>Expenses</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	
6001 Salaries & Wages	10,137	90,969	-	90,969	111,050	20,081
6005 Overtime	103	2,891	-	2,891	2,500	(391)
6010 Vacation expense	842	560	-	560	-	(560)
6100 Personnel Benefits	-	-	-	-	97,590	97,590
6101 Employer Tax	149	1,262	-	1,262	-	(1,262)
6102 PERS Retirement	2,253	20,649	-	20,649	-	(20,649)
6103 SBS	679	5,788	-	5,788	-	(5,788)
6210 Employee Health Benefits	4,479	40,790	-	40,790	-	(40,790)
6220 Life Insurance	26	277	-	277	-	(277)
6222 Workers Compensation	207	1,898	-	1,898	-	(1,898)
7001 Materials & Supplies	88	11,560	-	11,560	10,000	(1,560)
7002 Facility Repair & Maintenance	-	5,127	-	5,127	30,000	24,873
7006 Software Programming & Licensing	-	2,383	-	2,383	3,000	617
7010 Vehicle Maintenance	10	20	-	20	-	(20)
7015 Fuel - Automotive	5,256	57,082	-	57,082	65,000	7,918
7017 Fuel - Heating	408	3,963	-	3,963	4,000	37
7018 Miscellaneous Tools	255	958	-	958	1,750	792
7100 Clothing & Gear	-	661	-	661	1,400	739
7501 Utilities	2,149	15,887	-	15,887	20,000	4,113
7502 Phone/Internet	5	34	-	34	-	(34)
7503 Information Technology	-	579	-	579	-	(579)
7505 Travel	(300)	1,973	-	1,973	10,000	8,027
7508 Insurance	-	578	-	578	-	(578)
7515 Health & Safety Permits, Inspections, Compliance	-	427	-	427	-	(427)
7519 Garage Professional Services Contractual	-	140	-	140	-	(140)
7621 Public Works Labor Charges	440	117	-	117	5,000	4,883
7622 Charges from Garage	(10,816)	(86,350)	-	(86,350)	-	86,350
7629 Charges from Capital Facilities	-	3,694	-	3,694	7,500	3,806
7900 Capital Expenditures	-	26,932	-	26,932	25,000	(1,932)
Total Expenses	16,369	210,846	-	210,846	393,790	182,944

General Fund Streets	<u>M-T-D</u>	<u>Y-T-D</u>	<u>Encumbered</u>	<u>Total Y-T-D</u>	<u>Y-T-D</u>	<u>Variance</u>
<u>Expenses</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	
6001 Salaries & Wages Snow Removal	4,829	27,472	-	27,472	-	(27,472)
6002 Temporary Wages Snow Removal	255	1,235	-	1,235	-	(1,235)
6005 Overtime Snow Removal	146	13,931	-	13,931	-	(13,931)
6010 Vacation expense Snow Removal	228	1,067	-	1,067	-	(1,067)
6101 Employer Tax	92	809	-	809	-	(809)
6102 PERS Retirement	1,095	8,655	-	8,655	-	(8,655)
6103 SBS	319	2,489	-	2,489	-	(2,489)
6210 Health Insurance Premiums Snow Removal	1,465	8,408	-	8,408	-	(8,408)
6220 Life Insurance Snow Removal	12	69	-	69	-	(69)
6222 Workers Compensation Snow Removal	86	748	-	748	-	(748)
7001 Materials & Supplies	-	41	-	41	-	(41)
7009 Equipment Repair & Maintenance	-	142	-	142	-	(142)
7010 Vehicle Maintenance	36	57,520	1,180	58,700	80,000	21,300
7011 Equipment Rental Expense	-	490	-	490	10,000	9,510
7030 Street Maintenance Materials & Supplies	1,567	66,488	1,240	67,728	100,000	32,272
7034 Crushed rock expenses	199	1,261	-	1,261	-	(1,261)
7501 Utilities	2,200	20,559	-	20,559	23,000	2,441
7621 Public Works Labor Charges	-	46,409	-	46,409	125,000	78,591
7622 Charges from Garage	3,564	14,729	-	14,729	-	(14,729)
Total Expenses	16,093	272,523	2,420	274,943	338,000	63,057

MTD & YTD Actual & Encum Statement of Activity by Dept
March 31, 2020

General Fund Capital Facilities	<u>M-T-D</u>	<u>Y-T-D</u>	<u>Encumber</u>	<u>Total Y-T-D</u>	<u>Y-T-D</u>	<u>-</u>
Expenses	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
6001 Salaries & Wages	20,683	171,265	-	171,265	230,000	58,735
6002 Temporary Wages	-	-	-	-	1,500	1,500
6005 Overtime	394	7,389	-	7,389	3,000	(4,389)
6010 Vacation expense	872	3,018	-	3,018	-	(3,018)
6100 Employee Benefits	-	-	-	-	189,100	189,100
6101 Employer Tax	309	2,551	-	2,551	-	(2,551)
6102 PERS Retirement	4,637	39,304	-	39,304	-	(39,304)
6103 SBS	1,345	11,136	-	11,136	-	(11,136)
6210 Health Insurance Premiums	3,500	31,196	-	31,196	-	(31,196)
6220 Life Insurance	53	529	-	529	-	(529)
6222 Workers Compensation	428	3,481	-	3,481	-	(3,481)
6224 Unemployment	-	1,023	-	1,023	-	(1,023)
7001 Materials & Supplies	65	3,179	-	3,179	4,500	1,321
7002 Facility Repair & Maintenance	-	11,038	-	11,038	12,500	1,462
7010 Vehicle Maintenance & Repair	-	3,104	-	3,104	5,000	1,896
7017 Fuel & Oil - Heating	-	-	-	-	1,500	1,500
7018 Miscellaneous Tools	532	3,077	-	3,077	5,000	1,923
7100 Clothing & Gear	487	760	-	760	2,800	2,040
7501 Utilities	-	-	-	-	3,000	3,000
7502 Phone/Internet	311	2,710	-	2,710	6,700	(2,710)
7503 Information Technology	129	3,909	-	3,909	5,600	1,691
7505 Travel	-	-	-	-	-	11,290
7508 Insurance	614	1,188	-	1,188	4,590	(1,188)
7519 Professional Services	-	115	-	115	-	(115)
7622 Charges from Garage	183	1,008	-	1,008	-	(1,008)
7629 Charges from Capital Facilities	(8,113)	(61,989)	-	(61,989)	(302,000)	(196,511)
7900 Capital Expenditures	-	18,731	-	18,731	25,000	6,270
Total Expenses	26,430	257,724	-	257,724	197,790	(16,434)

**MTD & YTD Actual & Encum Statement of Activity by Dept
March 31, 2020**

<u>General Fund Community Economic Development/Planning</u>	<u>M-T-D Actual</u>	<u>Y-T-D Actual</u>	<u>Encumber Actual</u>	<u>Total Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Variance</u>
<u>Expenses</u>						
7001 Materials & Supplies	-	-	-	-	500	500
7505 Travel	-	1,579	-	1,579	1,600	21
7506 Publications & Advertising	-	-	-	-	1,500	1,500
7507 Memberships & Dues	-	-	-	-	430	430
7512 Mapping Expenses	1,321	1,321	(1,321)	-	4,000	4,000
7603 Charges from Finance	-	15,336	-	15,336	-	(15,336)
8900 Transfer to Other Fund, Misc.	-	-	-	-	23,000	23,000
Total Expenses	1,321	18,236	(1,321)	16,915	31,030	14,115

<u>General Fund Community Promotion</u>	<u>M-T-D Actual</u>	<u>Y-T-D Actual</u>	<u>Encumber Actual</u>	<u>Total Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Variance</u>
<u>Expenses</u>						
7629 Community Promotion Charges from Capital Facilities	265	494	-	494	-	(494)
7820 Senior Citizen Program Expenditures	-	11,500	-	11,500	11,500	-
7822 Contribution to Chamber of Commerce	-	-	-	-	23,000	23,000
7823 Contribution to Local Radio	-	8,500	-	8,500	8,500	-
7826 Contribution to Volunteer Fire Department	-	-	-	-	4,000	4,000
Total Expenses	265	20,494	-	20,494	47,000	26,506

**MTD & YTD Actual & Encum Statement of Activity by Dept
March 31, 2020**

<u>General Fund Library</u>	<u>M-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Encumbered</u> <u>Actual</u>	<u>Total Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>
<u>Expenses</u>						
6001 Salaries & Wages	7,676	83,153	-	83,153	120,450	37,297
6002 Temporary Wages	748	9,286	-	9,286	11,360	2,074
6010 Vacation expense	177	(267)	-	(267)	-	267
6100 Personnel Benefits	-	-	-	-	78,903	78,903
6101 Employer Tax	163	1,819	-	1,819	-	(1,819)
6102 PERS Retirement	1,689	18,261	-	18,261	-	(18,261)
6103 SBS	481	5,081	-	5,081	-	(5,081)
6210 Employee Health Benefits	2,427	35,769	-	35,769	-	(35,769)
6220 Life Insurance	48	381	-	381	-	(381)
6222 Workers Compensation	23	256	-	256	-	(256)
7001 Materials & Supplies	177	4,881	-	4,881	5,000	119
7002 Facility Repair & Maintenance	-	2,515	1,448	3,963	10,000	6,037
7003 Custodial Supplies	-	229	-	229	1,000	771
7004 Postage & Shipping	-	455	-	455	2,000	1,545
7005 Computer Repair & Maintenance	-	108	-	108	-	(108)
7120 Library Books	1,843	10,747	6,967	17,715	20,000	2,285
7501 Utilities	876	6,915	-	6,915	9,000	2,085
7502 Phone/Internet	239	1,947	-	1,947	4,400	2,453
7503 Information Technology	-	8,048	-	8,048	10,000	1,952
7505 Travel	-	-	-	-	2,000	2,000
7508 Insurance	-	2,572	-	2,572	2,701	129
7629 Charges from Capital Facilities	-	218	-	218	9,500	9,282
Total Expenses	16,567	192,375	8,415	200,790	286,314	85,524

May 4, 2020

To: City & Borough Mayor & Assembly members

From: Joyce Mason, Finance Director

Item b.

The financial reports for March 31, 2020 are included with this report. The March statements numbers are mainly pre-COVID19. The Nolan Center and Parks & Recreation has some losses of revenue and less expenditures. But when compiled with the whole year it is hard to determine the real effect. Although I do not have April reconciled at this time the impact of COVID19 is truly relevant. I have compiled a supplemental budget for the fiscal year 2020 that I will bring to the Assembly May 26. At that time, we will have a better estimate of sales tax, program changes and whether the State will reimburse some costs of the virus. The table below a very rough estimate of the changes to the budget as of today.

Estimated Changes FY 2020 Governmental Funds Budget			
Approved General Fund Net Budget		Revenue & Expenditures before General Fund Transfer	
Revenue & Expenditures	\$ (485,426)		\$ (788,758)
Revenue:		Revenue:	
Anticipated Loss of Sales Tax	(230,000)	Pool Revenue Loss due to COVID19	(8,000)
Reclassify Hospital Legacy Revenue	(350,000)	ParksRevenue Loss due to COVID19	(1,800)
Reclassified Fire truck to special grant	(337,500)	Recreation Revenue Loss due to COVID19	(16,000)
Total	(917,500)	Total	(25,800)
Expenditures not expended		Expenditures not expended	
Police Officer vacancy	80,000	Temporary Help	17,000
DMV/Accounting Clerk Position (3mos)	19,350	Materials & Supplies	96,000
Library Position	10,622	Repairs & Maintenance	12,000
IT Sub contract (Finance)	87,000	Capital Improvement Projects	40,000
Dispatch travel	20,000	Total	165,000
Finance Server	10,000	Net Revenue over (under) Expenditures	(649,558)
Columbarium	50,000	Original Transfer from General Fund	788,758
Remove Public Safety Building Siding	100,000	General Fund Transfer returned	\$ 139,200
Remove Public Safety Building Alarm system	36,500		
Reclassified Fire truck to special grant fund	337,500	Approved Nolan Center Net Budget Revenue & Expenditures before General Fund Transfer	\$ (236,346)
Admin travel	3,600	Revenue:	
Additional Nolan Center Transfer	103,845	Theater Revenue Loss due to COVID19	(12,000)
Less transfer to Parks & Recreation due to closure(see to the right)	\$ (139,200)	Museum Revenue Loss due to COVID19	(42,000)
Total	719,217	Civic Center Revenue Loss due to COVID19	(6,500)
		Total	(60,500)
Revised General Fund Net Budget			
Revenue & Expenditures	\$ (579,864)	Expenditures not expended	
		Custodian Position	7,000
		Temporary Help	6,000
		Utilities (2 1/2 mos)	6,000
		Film Expense	6,000
		Resale Products	15,000
		Additional Personnel Benefits (Museum)	(810)
		Total	39,190
		Net Revenue over (under) Expenditures	(257,656)
		Original Transfer from General Fund	153,811

City and Borough of Wrangell

Capital Facilities Department Report

May 6, 2020

Facilities Service & Maintenance - Capital Facilities provides service and maintenance to City and Borough of Wrangell facilities.

- **Facilities Maintenance & Custodial Services.** Work orders come into the Capital Facilities Department either as a Preventive Maintenance (PM) scheduled work order or as a Reactionary Maintenance and Repair (Non-PM) work order. Below are a few highlights of more significant facility maintenance and repair projects that our maintenance staff have been working on since the department's last report:
- **Custodial Services.** The Capital Facilities department provides custodial service to the City Hall and Public Safety Building. Our one full-time employee performing custodian duties, has been extremely mindful of the additional needs of these facilities during the COVID-19 pandemic and has reworked her schedule to offer additional, mid-day disinfecting/wipe-down of the Public Safety Building's highly trafficked areas.
- **City Hall**
 - Preventive Maintenance achievements: emergency lights, exits signs, fire extinguisher checks.
 - A sneeze guard was recently constructed at the front public counter in advance of the facility reopening to the public.
- **Senior Center.** CF Dept staff continues to provide maintenance assistance to the Senior Center staff with plumbing and lighting repairs. CBW staff also replaced parts in their sanitizing dishwasher (parts purchased by Catholic Services).
- **Library**
 - Library staff are assisting in certain Preventive Maintenance work. Latest achievements: emergency lights, exits signs, and fire extinguisher checks.
 - Preventive maintenance achievements: emergency lights, exits signs, fire extinguisher checks, air filters replacement and electric boiler. Burned-out light bulbs were replaced.
 - Electrical outlets in the Gazebo were not functioning and have been replaced.
 - Gazebo outlets have been modified so that electricity is available to outdoor patrons at all times. These outlets were originally linked to the timer for the exterior lights.

- **Public Works / Garage**

- Through a routine facility inspection, maintenance staff identified eight emergency lights in this complex that were not functioning. All eight lights were replaced, which included the effort of adding electrical boxes where none existed.

- **Swimming Pool**

- Preventive Maintenance achievements: emergency lights, exits signs, fire extinguisher checks, air filters replacement. We have also identified the parts needed to have on hand prior to performing the PM work on the heat exchanger for the pool water since the recommended manufacturer's PW has not been performed since its installation in 2015, and there is concern that the gaskets may be compromised at this late date when the plates are separated for cleaning.
- Pool Basin Lighting. The electrical engineer who is working with us to improve the lighting and reduce glare over the swimming pool using new LED lighting has completed their work. They developed a 3D lighting model, used to evaluate a variety of overhead LED light fixtures to confirm illumination objectives with our existing conditions, while meeting standards, codes and swimming pool lighting regulations. Included in their work was the development of a cost estimate for the construction of the light upgrade project, which will be utilized in our FY21 CIP development.

- **Community Center**

- Preventive Maintenance achievements: emergency lights, exits signs, fire extinguisher checks.
- The exterior windows of the Community center have been broken and falling from the upper level for many years now. Because they are single pane windows, the glass has the tendency to fall either inside or outside. In lieu of replacing all of the windows, management decided to board the windows to mitigate the risks. Further, many stakeholders have agreed that windows in a Gymnasium are generally a thing of the past as they introduce glare and sun rays to the athletes. Materials were identified and purchased, and then pre-painted by the Parks & Rec staff last month, for installing on the inside of the Gymnasium's exterior windows. The install will occur by maintenance staff in the coming weeks. This work will be followed by the boarding of the windows from the outside as well; however, due to the lack of equipment to reach the exterior side, this work may be necessary to contract. Staff will likely pre-paint the materials before install for this area as well.

- **Solid Waste Transfer Station**

- PM maintenance achievements: non-functional emergency lights and exit signs/lights have been replaced. Fire extinguishers and the eye wash station monthly inspections have also been performed.

- **Power Plant**

- ML&P staff are assisting in certain Preventive Maintenance work. Latest achievements: emergency lights, exits signs, fire extinguisher and eye wash station checks.
- The air circulating fans have been installed by an electrician. Without an adequate ventilation system in the building, these fans will provide air movement to improve temperature control in the cooler months when the heat rises.

- **Public Safety Building**

- Preventive Maintenance achievements: emergency lights, exits signs, fire extinguisher and air filters throughout the entire building, an estimated 80-100 filters. PM maintenance has identified many emergency lights that weren't working. Some were battery related, while other required full replacement.
- Staff continue to work on HVAC system management (a daily requirement), repairs and upgrades.
- The interior finishes related to the sprinkler system break that occurred in January 2020 have mostly been completed on the second level. There still remains two spaces that require mold remediation before the final finishes can be repaired.
- Heating system parts continue to show signs of deterioration, and components are being replaced as those are identified as a need.
- There are still a few radiant heat control valves to be replaced, following further material acquisition. The radiators are being flushed as we move through this effort as the residue buildup is significant.
- Plumbing fixtures, drain lines, lighting electrical systems, and fire alarm systems continue to require Non-PM work assignments.
- The sprinkler heads in the Fire Dept apartment that were found to be painted have been replaced.
- New push button locksets were replaced on the two doors leading from the second level lobby into the Fire Hall training room.
- Maintenance staff have spent a significant amount of time cleaning out the storage room and the open garage area on the basement level. This effort accomplished a variety of things: 1) cleared and organized the space for efficiencies; 2) identified spare parts and extra materials for a variety of buildings and their systems. Many of these items were relocated and stored in the buildings with which they are associated (where storage space is available); and 3) relocated items to this storage space in an effort to also remove and store items that have been improperly stored in the standby generator room.

- **Nolan Center**

- Nolan Center staff are assisting in certain Preventive Maintenance work. Latest achievements: emergency lights, exits signs, fire extinguisher and eye wash station checks.
- Floor Tile. In addition to the ceramic floor tile in the women's bathroom that was in part recently reinstalled, a portion of the same ceramic flooring tile in the men's bathroom was pulled and reinstalled with grouting.

The slate floor tiles in the Main Entrance and Lobby areas have begun to crack throughout that area. Portions of these, in high traffic areas, have been addressed through reinstalling and/or grouting efforts, to minimize further tile damage and eliminate possible trip hazards. There is further tile that needs to be done, and this will be addressed over time, as we identify how to adequately repair the tiles affected by the jet-cut Stikine River design.

- Four zone valves have failed over the last several months. The last of the four was replaced, which has allowed the system to return to proper digital/mechanical control.
- Humidifiers. We have been replacing the broken humidifiers found in the air handlers. There are still four additional units that require replacement, a couple of which are quite extensive in the work and need expensive parts. We will continue to replace these as humidity in the building is critical to maintain to meet proper preservation of museum artifacts.
- Thermostats that provide local room control have failed and are being replaced.
- Side note: In terms of energy use for heating this building, it is good to note that the entire cubic foot area (everything below the roof line) is heated space (conditioned space). The wet sprinkler system is located in the large unoccupied space above the dropped ceiling tile system.

Capital Improvement Projects - Capital Facilities provides management of capital improvement projects and major maintenance to City and Borough of Wrangell facilities and infrastructure.

GENERAL FUND PROJECTS

- **Nolan Center HVAC Direct Digital Controls System Upgrades.** This DDC upgrade project is complete.
- **Public Safety Building Siding and Roofing Renovations.**

The \$100,000 scheduled for engineering assistance for this project has been identified for recommendation to reallocate in the upcoming proposed supplemental budget (budget amendment).

Meanwhile, staff are consulting with AMC Engineers, Anchorage, regarding the performance of an engineering assessment of the building. A couple of weeks ago, staff received a response to our request, the proposed scope of which did not provide the full assessment we need. We

further detailed the scope of work expected to be included in a full deficiencies' assessment, and recently received the revised proposed scope of work, with fee proposal. AMC's proposed scope of work, with associated fee proposal will be reviewed by a variety of staff to ensure the scope of work is where we need it to be and to determine the funding needed to execute the final, approved assessment. Considering the reallocation of the funding for this facility, a subsequent budget amendment will be necessary for this work, and staff will submit a full description of the scope of work and our expected outcomes with the budget amendment.

As earlier reported, the expected scope of work will include a complete building assessment, including structural, mechanical, electrical, architectural, ADA survey, and environmental concerns, with destructive inspections as necessary to gain access to concealed spaces for adequate assessments. The engineer's final report will identify the major deficiencies with a recommendation to correct, including the probable cost for correction and an opinion as to the additional useful life of the building following deficiency corrections. The report will also include an optional cost estimate for an in-kind building replacement.

- **Public Safety Building Addressable Fire Alarm System Replacement.** The \$36,500 scheduled for this project has been identified for recommendation to reallocate in the upcoming proposed supplemental budget (budget amendment). This project will return to the CIP Master List of CBW-wide needs until such time as new funding becomes available.
- **Public Safety Building Heating System Piping Repairs.** The copper pipe for the heating system has shown signs of corrosion for several years, and this FY20-funded project is for a significant pipe and fitting replacement. As time allows, staff have begun to provide for in-house repairs for some of the worst areas that have started to leak. This project is on-going.
- **Public Safety Building Oil-Fired Boiler Installation.** The oil-fired boiler installation is complete and is being maintained for full operation.
- **Swimming Pool Domestic Hot Water Tank Replacement.** This project provides for the replacement of the deteriorated domestic hot water heater at the Swimming Pool. We last reported that the temperature control had failed, which instigated fast-track movement on this project. Engineering assistance has been sought, the replacement hot water tanks were identified and are on order, with an approximate 8-12 week running lead time. Additional parts are being identified, allowing all necessary parts to be on site for construction implementation as soon as possible.
- **Swimming Pool HVAC System Upgrades, Phase III.** This project was to provide for the replacement of certain failed mechanical devices in the heating and cooling system.; however, the \$40,000 scheduled for this project has been identified for recommendation to reallocate in the upcoming proposed supplemental budget (budget amendment). This project will return to the CIP Master List of CBW-wide needs until such time as new funding becomes available.
- **Kyle Angerman Memorial Playground Replacement.** The CBW received a Land Water Conservation Foundation (LWCF) 50/50 matching grant for the construction of this project from the State of Alaska. Through the grant application process, evaluators determined that the original soft surface fall material that was selected does not meet accessibility requirements. In order to receive the full reimbursement from the State, a new soft surface fall material, which provides for the required accessibility, must be procured for installation.

The CBW is seeking the additional project funds for the soft surface fall material, in the amount of \$50,000, to complete the funding package required to initiate the project. The LWCF has invited the City and Borough of Wrangell to apply for a budget amendment once matching funds are procured, and we recently submitted the necessary revisions to the grant application addressing the changes to the project description, environmental screening, timeline and budget.

The CBW submitted a Rasmuson Foundation Tier I grant application in the amount of \$25,000 in February. Staff were notified in early April that the Rasmuson Foundation has placed a hold on all Tier I Grant applications that were under review unless they addressed emergency response projects related to COVID-19. We anticipate more information from the Foundation by late May and they provided positive hope for funding considering our project has been pushed out for the 2021 construction season.

If the City and Borough is awarded the full financial request by Rasmuson, those funds will be leveraged as matching funds required for our additional \$25,000 funding request to the Land and Water Conservation Fund to cover the increased cost of the soft surface material to meet ADA requirements.

If the full funding necessary to provide the LWCF match is not received from the Rasmuson Foundation, the \$25,000 match funding will be requested from the CBW General Fund, to be added to the currently funded \$31,000 of CBW match funds.

NORTH COUNTRY TRAILHEAD ACCESS ROAD REPAIR FUND

- **North Country Trailhead Access Road Repair (Streets).** Staff have identified the road maintenance needs for the Spur Road for access to the North Country Trailhead for use in developing a competitive solicitation for the construction work. Additional tasks required in advance of the construction bidding includes working with the Federal Highways Administration on their required utility certification, right of way certification, and project certification, the last of which will include their full review and approval of the contract documents prior to issuing for competitive bidding of the construction work.

COMMERCIAL PASSENGER VESSEL EXCISE TAX FUND

- **Mt. Dewey Trail extension FLAP Grant Match (Parks & Recreation).** Following completion of the NEPA process and an initial discussions with the USACOE for the trail project, a recent meeting with the US Army Corps of Engineers had them recommending we proceed with design and submit Preconstruction Notification referencing a Nationwide Permit as applicable according to the conceptual or final design. The next step in this project is staff's development of a competitive solicitation for engineering design.
- **City Dock Summer Float Procurement (Ports and Harbors).** Two bids were received on March 24th for the Rebid of this procurement and a recommendation to award to the lower bidder, Heller High Water, LLC, was approved by the Assembly. Notice to Proceed was issued to the vendor and they are in the process of acquiring materials. They plan to construct the float in Wrangell.

- **Petroglyph Beach Bathroom and Platform Improvements (Parks & Recreation).** This project provides for the construction of a permanent, year-round bathroom. It also provides for certain repairs to the observation platform. Discussions were had recently with the State Parks regarding the afore-mentioned CBW-proposed improvements to the Park. Due to the lack of parking space and suitable turn-around for vehicles, we have proposed that State Parks allow us to consider constructing the bathroom, and possibly future parking improvements, on State Park land. Further discussions with the State Park, and with the Borough Assembly, are needed to determine if this would be approved and if funding is available to accomplish the proposed enhancements to this area.

RESIDENTIAL CONSTRUCTION FUND

- **Borough-Wide Land Survey Project.** Regarding the three subdivision development projects listed below, staff met last week to review the projects following the Goal Setting Workshop held on February 11th. A report is expected from staff for further discussion with the Assembly. The survey service solicitations for each site would be based on the final decision regarding the subdivision development.
 - Institute Phase I Subdivision Development Survey
 - 4-Mile Zimovia Highway Property Subdivision Development Survey
 - Etolin Street Foreclosed Lots Subdivision and Replat

INDUSTRIAL CONSTRUCTION FUND

- **5th and 6th Avenues Roadway Construction (Streets).** A report on the economics of constructing this project in order to provide access to and sell lots in the Industrial Park Subdivision is being developed by staff.
- **Marine Service Center Survey and Replat (Ports and Harbors).** This survey project provides for the vacation of the existing platted Silvernail Drive ROW and the establishment of an access easement where the driving access is actually located through the Marine Service Center. The solicitation for this survey project will be combined with a couple of additional ROW survey projects as they are further identified.

WRANGELL MUNICIPAL LIGHT & POWER FUND

- **Case Avenue Electrical Distribution Line Rebuild Survey.** Based on the project needs and the difference in survey outcomes with other CBW-surveys scheduled to be performed, the Case Avenue Rebuild Survey will be pursued as a separate survey project. The survey solicitation for this project will be developed for the purpose of identifying existing right-of way limits, existing electrical pole locations, and any existing utility easements that may exist.

Pursuit of this project was pending a decision to include survey of the existing water and sewer infrastructure. It was recently decided to include an additive alternative for the water and sewer survey tasks for use in future water and/or sewer main projects. Staff will begin identifying the scope of work for each survey piece for inclusion in a competitive solicitation for combined survey.

- **Power Generation Solution.** Project management and report provided will be provided by Municipal Light & Power.

- **3MW Transformers Purchase Phase 1.** The 3MW Transformer is expected in Wrangell the week of May 10th.
- **Generator Exhaust Insulation Blankets.** Project management and report will be provided by Municipal Light & Power. Solicitation development assistance will be provided by Capital Facilities.
- **Powerhouse Roof Repairs.** This project has been postponed due to the expected future demolition of the concrete structural portion of the Power Plant.

WATER FUND

- **Water Plant Bypass Line Valve Configuration.** Work has not yet commenced on this project.
- **Bennett Street Water Main Replacement.** The replacement of approximately 350' of 50-year old ductile iron pipe (DIP) water main was replaced complete in August 2019.

UPPER RESERVOIR BYPASS FUND

- **Upper Reservoir Bypass.** After the Borough Assembly established, by Resolution No 3-20-1523, Alternative 1: Spillway Trench & Siphon as the preferred option for the Reservoir Bypass Project, Shannon & Wilson is developing their fee proposal to perform the work related to the engineering design, survey, permitting and developing bid-ready construction documents for this project. Shannon & Wilson indicated this week that they are close to finalizing their proposal. Upon receipt, staff will review, with the anticipation of moving the proposal to the Assembly for approval to execute a Professional Services Agreement, followed by a Notice to Proceed.

WATER TREATMENT PLANT IMPROVEMENTS FUND

- **Water Treatment Plant Improvements.** The previously identified conflict related to the competitive selection of engineering services between the project's two federal funding agencies has been resolved. USDA has determined they will not disagree with their partner agency, EDA's, decision that firms who develop specifications, requirements, statements of work, or requests for proposals must be excluded from competing for such procurements, and therefore the engineering firm, CRW Engineering, who developed the Pilot Study and the Preliminary Engineering Report, will not be allowed to participate in the RFQ for engineering services. Previously, USDA indicated CRW Engineering could not be excluded from participating in the competitive solicitation based on federal regulations. With this further determination, we are moving forward with developing the RFQ for engineering services.

HARBOR FUND

- **Shoemaker Bay Harbor Replacement.** The Contractor finalized shop drawing submittals for the Shoemaker Bay Harbor Boarding Float Replacement. The float fabricated reported a couple of weeks ago that they had not received their steel components from the steel fabricator, and that the steel fabricator is working with a skeleton crew due to COVID-19 related mandates. They

noted that the steel fabricator was expecting to deliver steel and pile hoops in two weeks, but the float manufacturer was uncertain that the steel fabricator would meet that schedule.

PND will inspect the floats during fabrication as planned; however, these inspections may be subject to the health mandates Washington State has put in place to combat the virus. To negate potential project delays related to fabrication inspections, PND has developed and submitted to the Governor's Office, for approval, their COVID-19 Action Plan and Company Protocol documents to demonstrate that PND is prepared to work in the field under the current conditions. PND has been approved to travel both inter-state and intra-state and qualify under what is considered "essential services and critical workforce infrastructure" work.

Remaining uplands improvements to the storm sewer system, which was part of the parking lot change order, will be constructed as the boarding float work resumes on site.

- **Harbor Security System.** The Harbor Master and electrical engineer have developed a cost estimate for the provision of surveillance/security for all Ports and Harbor facilities in Wrangell. To include all facilities, the estimate is approximately \$550,000. The amount of Harbor funds in the FY20 CIP Fund account for Harbor Security Cameras is \$100,000. Additional funding is required to allow the CBW to include a security system to each facility. Additional funds may be requested in the FY21 budget as staff develop a potential phased approach to the project.

As other funding sources are identified, staff are pursuing these funding opportunities.

- In February, staff submitted a grant application to Homeland Security requesting the full project amount of approximately \$550,000 for a Ports and Harbors Surveillance System.
- In April, staff submitted a grant to the FEMA Port Security Grant Program for this port surveillance project. This program requires a 25% cost match by the recipient, for which the FY20 CIP funding in the amount of \$100,000 for the Harbor Security System project would provide.

SEWER FUND

- **Reroute Node 6 Sewer Pump Station's Overflow Pipe.** EPA has been contacted to review the regulatory oversight and compliance required for this project. They have requested an outline and brief on the scope of work, which will allow them provide an initial review and comments which staff would use to advance the project.
- **Node 8 Sewer Pump Station Rehabilitation.** Work has not yet commenced on this project.

SECURE RURAL SCHOOLS FUND

- **Area-Wide Sidewalk Replacement Project**
 - **Sidewalk Repairs at the Primary School Entrance.** Sidewalk repairs at the Primary School entrance were completed in August 2019.
 - **Sidewalk Repairs at the High School Parking Lot.** A joint planning meeting was held this week between CBW and School District staff to review the sidewalk replacement around the inside perimeter of the High School parking lot on Reid Street. A number of options were evaluated including : 1) replace sidewalk in-kind, 2) replace sidewalk in a new location, shifting it into

the existing parking lot space (away from the slope), 3) construct new sidewalk outside the parking lot area, running parallel and adjacent to the Reid Street; 4) remove sidewalk, replace concrete curb and guardrail at slope and in-fill walking path with compacted D1. Through the evaluation, it was decided that it is in the best interest of the public to replace the sidewalk in kind. Further planning will proceed for development of a competitive solicitation for the construction work.

FUTURE PROJECTS IN FUNDING PHASE / PLANNING PHASE

- **Skeet Range Improvements.** While the CBW has not yet received notification of an NRA award, Dave Powell, Wrangell representative to NRA, suggested we would be receiving \$55,000, of the requested \$119,000 (the NRA delegates agreed that their available funding could be spread further between the communities if projects could receive funding in phases, and Wrangell's project was one such that a phased approach was deemed feasible), for Skeet Range Improvements. CBW staff agree that a phased approach will work to beginning with site work, and while are anticipated receipt of a formal notification of award, to be able to develop a Summer/Fall 2020 season project, no notification has yet been received. Although this project has been added to the FY21 CIP request for funding approval, we recently received a blanket email that indicated the NRA's Grant Program operations have been temporarily suspended due to COVID-19 concerns. They indicated they will contact grantees once conditions allow their program to resume.

- **Electrical Metering System Replacement.**

Due to the looming end of technical support and availability of equipment for our existing electric meter system, expected to end at the end of December 2020, the Municipal Light & Power Department has in its FY20 operating budget \$127,500 that was intended to buy into an introductory package of AMI Electric Meters (advanced metering infrastructure, consisting of smart meters, communications networks, and data management systems) as a first-phase, meter replacement, including the initial software and hardware to implement replacement of 300 meters.

Given the risk associated with not having all meters upgraded, the department is requesting a reauthorization of the \$127,000 of FY20 operating funds for equipment, as well as the additional \$373,00 funds necessary to implement a Borough-wide meter upgrade project, under the FY21 CIP request for funding approval.

Staff have been working with a meter manufacturer who offered to perform, free of charge, a modeling of the Wrangell geographical area to help us determine system challenges with connectivity. This will give us an understanding of the level of hardware necessary to meet the connectivity points which will complete the mesh network upon which this system relies and consider this criteria during the development of the competitive solicitation for the project.

- **Power Diesel Generation Plant (Power Plant) Rehabilitation.** The Borough Assembly reviewed a recommendation by staff to acquire land upon which to reconstruct the Power Plant and have some additional land retained for future growth. The decision was made to refrain from purchasing adjacent land; therefore, staff are working toward the development of a Utilities Campus Master Plan that would focus on balancing organizational growth and renewal with the knowledge that there is no new square footage.

This will require a different approach to our planning due to limited land and the need to maintain critical facilities to keep the Municipal Light & Power and Public Works departments in operation throughout a multi-year, multi-phase process. To make this effort successful, a Master Plan is needed to guide the development, possibly through a combination of reduction, renovation, repurposing and renewal, of our facilities. A first phase of this Master Plan would focus primarily on a new or restructured Power Plant facility, due to the structural deficiencies and associated hazards to life and critical infrastructure of the existing Power Plant building.

Staff will continue to work with PND Engineers and their team of selected subconsultants to identify our current facility needs, as well as anticipate our future growth needs.

Given this list of needs, which is in the process of being developed, PND Engineers will be asked to provide an objective and unclouded assessment and approach for a campus master plan. Their scope of work may include further facility assessments to determine the remaining life of all of the existing buildings and considering long term maintenance requirements of the buildings. This will allow them to develop the Master Plan with viable and sound options for facilities, including space required for offices, workshops, material and equipment storage (heated versus unheated), parking and site circulation, all of which would accommodate the growing needs of both departments. The facility needs of the Capital Facilities department have also been identified, for consideration to include our department in this Master Plan.

The Denali Commission makes available funding for power plants; however, we have learned that all of their FY2020 power plant funds have been obligated. Their 2021 Workplan is still in draft form, and funds for that plan won't be available until the beginning of their fiscal year, October 1st. With this information on the two fiscal year funding options, they recommended we continue with our applications submission, in case they receive additional funding as a result of a possible COVID-19 federal stimulus package. Pending a decision about a future Power Plant Rehabilitation project, we are prepared to submit an application requesting funds to cover the cost of the design engineering effort for that project. The required grant funding match has been identified to be contributed from the WML&P enterprise reserve fund.

Meanwhile staff are recommending, under the FY21 CIP request, funding for the engineering phase of the Power Plant project from the WML&P reserve fund. Funding the engineering design would be the first step toward advancing the project to a "shovel-ready" status.

- **Bathymetry /Photogrammetry Survey of Water Reservoirs.**

In an effort to explore a bathymetric survey of both drinking water reservoirs, we have been working with an Alaska-based hydrographic geophysical land survey group to learn about several technological survey options and their benefits to information gathering as it relates to the reservoirs, dams and their inundation zones. Below is an outline of a variety of survey options and the benefit to having them performed, along with a cost idea to have each type survey performed in Wrangell.

LiDAR survey would be appropriate to use if we wanted to survey bare earth (LiDAR penetrates through tree canopy), for example the land between the two reservoirs, whereby we would get a return model of the ground, with gradient. It was suggested that bathymetric LiDAR data would

not be of significant benefit for the benefit of surveying our existing reservoirs; however, it would be ideal to have this type information for a future reservoir expansion (engineering phase).

Multibeam Hydrographic Survey, which uses both multi-beam bathymetry and multi-beam backscatter to create a very detailed 3D map of the basin floor and the vegetation present, is the appropriate survey to use to gather information about our reservoir basins. The multi-beam technology makes it possible to get 100% coverage of the survey area. It can also provide a "backscatter" of the sonar to acquire an excellent data set. The multi-beam bathymetry and multi-beam backscatter data are collected at the same time using a multi-beam echo sounder mounted on a boat. While the bathymetry measures the depth, backscatter is used to measure the floor hardness. During data collection, multi-beam echo-sounders (MBE) send out multiple soundwaves that bounce off the floor and return to the boat. The delay between sending the signal from the transmit arrays and receiving the acoustic returns provides a measurement of the depth, or the bathymetry data. The strength of the return signal provides an indication of how hard the sea floor is, or the backscatter data. MBE survey provides 100% coverage of the basins up to a reasonable shallow water cutoff, performed when reservoirs are at full pool. If the imagery could be used to extend the basin capacity in areas inaccessible with the multi beam sonar, this would round-out our desired storage capacity data. (cost estimate \$50,000)

For additional survey consideration, a Sub-Bottom Profiler could be used as a compliment to the backscatter data to identify and characterize layers of sediment or rock, since backscatter data alone is not sufficient to separate rocks and other hard surfaces from coarse sand. Sub-Bottom Profiling could be acquired along transects spaced at no greater than 50 feet, utilizing existing GPS base station survey control and survey boat. (cost estimate \$18,000) There may be sufficient information about this level of geological makeup of the reservoir basins' subsurface through previous studies performed by Shannon & Wilson and the USACOE.

Further survey consideration would be Photogrammetry Aerial Survey, performed with a drone and high definition camera, which would produce a 3D model to encompass a polygon of both the upper and lower reservoirs, dam features, and the area between the reservoirs. This imagery doesn't model the ground, such as LiDAR does, but would provide imagery of the reservoirs' perimeter, from the reservoir to the transition zone (i.e. sloped banks, above water line). The purpose of this survey is to provide the imagery of the reservoirs' sloped bank which the MBE will not pick up. Depending on water quality, it could detect up to a meter below the water's surface. The MBE performs a swath that's perpendicular to the direction of travel; however, that width depends on the water's depth. Therefore, against a steep slope, the MBE will detect only up to a few feet below surface. The more shallow the depth becomes, the more limitation there is to the width of the swath, such as where it gets shallow close to incoming creeks, etc. This photogrammetry service can be integrated with the multi-beam backscatter data to provide modeling of the perimeter of the reservoirs and the dams. (cost estimate \$15,000)

The value in having this information would be to document existing conditions and for future planning. Staff are considering the benefits of each survey option and weighing the need to perform either of these surveys against all water systems' priorities and the water department's reduced reserve fund to determine if a recommendation for either survey option is likely to follow.

In the meantime, we have initiated discussion with Shannon & Wilson to determine if either of these survey options would provide significant value to their upcoming work on the Reservoir Bypass project. While a benefit of the Aerial Survey to our Siphon/Bypass project is not initially discernable, we have asked for the engineer's opinion of that and if they would anticipate significant value to having either the Multibeam Hydrographic Survey or the Sub-bottom Profiling Survey performed for the purpose of our Reservoir Bypass project (relative to the siphon inlet/draw level). If the survey work would benefit that project, and be eligible as a grant expenditure, we may consider including pertinent surveys within that capital project.

- **Inner Harbor Replacement.** In an effort to work toward “shovel-ready” status of this critical harbor infrastructure need, staff are currently developing a grant application to apply for engineering design funding for this project through the ADOT National Infrastructure Investments grant program, referred to as the BUILD grant.

We participated in the same competitive grant program in 2019 without success in an award. The 2020 round of applications is due next week, and staff are committed to completing a new application for the cost to complete the engineering design of a replacement float system, access trestle, upgraded utilities, storm drainage, dredging and parking lot expansion. The CBW, being considered rural, is not required to provide match for a planning grant.

While a grant application will be submitted to the BUILD program, staff are recommending identification of funding, under the FY21 CIP request for funding approval, for the engineering phase of this harbor replacement. Funding the engineering design would be the first step toward advancing the project to a “shovel-ready” status.

- **Upper Dam Stabilization and Repair.** In an effort to work toward “shovel-ready” status of this critical drinking water infrastructure need, we have reviewed the need with Shannon & Wilson engineers, who specialize in dam engineering and who have been working with us in regards to our dams for at least the last twenty years.

We asked Shannon & Wilson for a cost for engineering design to address a stabilization analysis and the engineering design for the construction of the stabilization and repairs of the upper dam, to a status that is greater than minimum requirements according to Corps of Engineer (COE) dam guidelines.

Shannon & Wilson have collaborated on our dams' needs between their Anchorage and Seattle offices and have likened our project to one of their previous dam projects, which had a \$2,000,000 design price tag attached to the completed design. Shannon & Wilson has recommended that an alternatives analysis be conducted to weigh the options and determine a preferred approach, with a service cost estimated at approximately \$60,000.

To provide additional context, through two previous dam stabilization studies, as well as Wrangell's periodic dam inspections (these occur every three years), the two primary concerns identified with the upper dam is: 1) soft support soils, causing foundation instability; and 2) the deteriorating timber crib, causing internal instability. The engineer has suggested that Wrangell's best option to improve the upper dam's stability would be to assess the best way to both stabilize and repair the deficiencies at the same time. In doing so, there are a variety of methods that could achieve this, including improvements to ground soils within the dam and under the slope, stabilization by adding fill in front of and at the base of the existing dam,

constructing a new dam in front of the existing dam, and increasing the height of the lower dam. These may not be the exhaustive options to the alternatives suitable for us; however, this offers a glimpse into a variety of alternatives through which our dam repair goals could be achieved.

Much of the work done under the USFS's 1993 stabilization study was also used by the USACOE (Corps) in their 2006 study, along with their own new analysis, to recommend corrective action related to our instable dams, while also addressing building storage capacity. The Corps' alternatives analysis recommended the *Construct New Dam and Repair Lower Dam* as having the highest benefit as it relates to meeting future demand, water quality, and safety; however, the cost associated with this alternative had the second highest cost (second only to the Sunrise Lake alternative). In 2006 the cost estimate for a new dam was \$36.3 million. Their next best recommendation was the *Repair and Raise Existing Upper Dam and Repair Lower Dam* at a cost of \$7.7 million.

The report indicates that even though the Construct New Dam option was recommended, other alternatives should be given detailed consideration in a feasibility study. It also indicates that it is in the "federal interest" to pursue a feasibility-level study to determine the optimum alternative. If this means that most federal funding will require a feasibility study either to make us eligible for funding, or that such a feasibility study would be required as part of a federally-funded project, then performance of an engineering feasibility study, or alternatives analysis, would be the first step toward advancing the project to a "shovel-ready" status.

Shannon & Wilson has provided us a budgetary price to perform a Dam Stability Alternatives Analysis as a first step to advance the project for this critical infrastructure to a "shovel-ready" status. This budgetary number will be included in the FY21 CIP request for funding approval.

ENVIRONMENTAL REMEDIATION PROJECTS

- **Contaminated Sites**

With the three open CBW-owned properties listed in ADEC's contaminated sites system, Shannon & Wilson has prepared the Work Plan for Site Characterization for each of the below sites, which will be submitted to ADEC for review and approval. With each work plan, the engineers have developed a cost for in-field implementation of the proposed work plan, which have been include in the FY21 CIP request for funding approval.

1. **Former Wilcox Automotive, Hazard ID 26212**

The DEC Brownfields Assessment and Cleanup (DBAC) services program received a total of sixteen requests for DBAC services this year, including one from Wrangell for the Former Wilcox Automotive site. DEC recently receiving their program funding announcement from EPA, and it was determined there was not enough funding to include Wrangell's project which was listed in 10th place on the ranked project list.

DEC indicates that they believe our project may be suited for a Targeted Brownfield Assessment (TBA) from the EPA, and they have forwarded a synopsis of our project to the TBA program at the EPA for consideration. If it is determined our project is suited for a TBA, then EPA will contact us directly. If we are not contacted by EPA about receiving funding this fiscal year, ADEC has offered to forward our application to EPA for the

upcoming FY22 application period (approximately Mid-October 2020 – February 2021),
for evaluation for site work that would be conducted July 1, 2021 – June 30, 2022.

2. Wrangell City Shop UST #3, Hazard ID # 26199
3. Wrangell Medical Center, UST #2 Hazard ID 26676

Librarian Report

The library continues to hand out masks to the public. We have given out 350 masks as of Monday, May 04, 2020.

The library is still offering curbside service to our patrons. They can call us and request a book or go online and view our catalog and place a hold and we will place outside the front door for them to pick up. We ask them to call us a few minutes before they are going to arrive. We are doing the same for people who need items printed. They can email what they need to the library and we print it out and place outside for them to pick up.

We have continued doing our virtual storytime every Thursday morning at 10 a.m. It has been very popular with our younger patrons.

We are in the beginning stages of getting things in order for our Summer Reading Program. It will look quite different from the past years, but we think the kids will enjoy it.

The librarian has attended two workshops online with other librarians in the state to discuss what changes will need to take place in order to keep staff and the public safe when we reopen.

We would also like to say thank you to Jeff and Kay Jabusch for mowing the library grounds. They did a great job and we really appreciate it!

**City and Borough of Wrangell
Nolan Center Report
Director: Cyni Crary
May 1, 2020**

Sales Summary: January 1, 2020 – May 1, 2020

1/1/2020 - 5/1/2020	Sales	Tax Collected	Total Collected	Fees	Net Total
NOLAN CENTER EVENT	\$3,729.00	\$250.18	\$3,979.18	(\$51.50)	\$3,927.68
NOLAN CENTER MUSEUM	\$994.69	\$63.07	\$1,057.76	(\$23.57)	\$1,034.19
NOLAN CENTER THEATER	\$15,844.00	\$0.00	\$15,844.00	(\$202.85)	\$15,641.15
					\$20,603.02

Newsletter

The Nolan Center Newsletter is published quarterly and details everything going on at the center. The last one was issued on April 1, 2020 and covered the winter months January-March 2020. We are currently working on the spring newsletter. Check out all of the newsletters here: <https://www.nolancenter.org/newsletters.html>

Staff

Due to Covid19 we have minimal staff working while the facility is closed.

Cyni Crary - Director

Keeleigh Solverson – Manager (taking every other week off due to childcare)

Cindy Kilpatrick - Collections

Museum Staff Training

The closure has provided an ideal opportunity for additional training. Keeleigh has been working closely with Cindy in the lab learning how to process items in the collection. Keeleigh also recently completed online training in Past Perfect which is our museum database software. She will continue training in the weeks ahead and process archives.



Quilt Show

Unfortunately the Quilt Show exhibit was short-lived due to the closure. We did a virtual tour of the quilts and posted it online for the community to view all of the wonderful talent. We kept the show open through the end of April but decided to take it down to prepare for our next exhibit.

Traveling Exhibit – Alaska Suffrage Star

I contemplated whether or not to bring in our next exhibit considering the uncertainty of when we will reopen. I decided to go ahead and proceed considering the possibility of limited cruise ships in late summer. We will showcase the exhibit until the end of August.

The exhibit shares the history of women's suffrage in Alaska, explaining how local and national activism helped Alaska women citizens achieve the vote in 1913.

That year, the first bill ever passed by the Alaska Territorial Legislature granted voting rights to women citizens. Only in 1924 did all Alaska Native women become eligible voters, because it was only then that the federal government granted US citizenship to Native Americans.

The exhibit features reproductions of historic photographs, illustrations, and political cartoons. It highlights Alaska women voting rights activists from the 1910s and 1920s, including:

- *Nellie Cashman, entrepreneur, miner, and the first woman to vote in a territorial election in Alaska*
- *Cornelia Hatcher, temperance leader who led the successful effort to enact Prohibition in Alaska*
- *Lena Morrow Lewis, socialist organizer and the first Alaska woman to run for federal office in 1916*
- *Tillie Paul, Tlingit educator and tribal historian who was arrested for assisting a Tlingit man to vote*

The Alaska State Museum produced the exhibit to commemorate the centennial of the 19th Amendment, which in 1920 extended the right to vote to American women throughout the country.



There are ten beautiful panels that fill the exhibit room (classroom).

I sincerely hope that this incredible exhibit gets exposure this summer!

Past Perfect Conversion

The most recent project I'm working on is the conversion of our museum software to the online version. The web edition upgrade is cloud based software that will allow us to work from any device with internet access. Right now we can only work on the designated computers that have the software on it. Now we can use a laptop and move throughout the facility to process work more efficiently. It will also allow for public access with only the records, data and images we choose to share available by search. It also has automatic updates and backups which will save us a lot of time and frustration.

Events

Although most events were cancelled, we have still been trying to get creative with what we can offer the community during this time. We have a museum virtual tour on our website that has become quite popular. We are currently preparing for the virtual prom on May 9th. We are getting the stage ready for their usual grand march. We also partnered with Harbor Light Church and have offered a few drive-in movies. Our next drive-in movie is scheduled on May 16th.

Inventory

This has been an opportune time to streamline our gift shop inventory. We were able to go through ALL of our merchandise and process a very detailed inventory. We added all of our vendor information and product details into the database and reorganized the ordering process. This is going to save a lot of time moving forward. We also took everything out of our store room and rearranged it in an orderly way.

Facility Housekeeping

We have taken this opportunity to work on projects all throughout the facility. We pulled out all the storage items out from behind the movie screen and cleaned. We went through everything in the upstairs movie room and the outdoor storage building. The photo records room files are being reorganized, as well as the subject files. We are in the process of moving some paintings around in the lobby and gallery. The gallery has some electronic issues that we are currently troubleshooting as well.

Keeleigh and I are also going through all of the filing cabinets FILLED with incredible information. Almost everything prior to me being hired was kept in paper files, so we have found a wealth of important historical information related to everything from past grants to building information. I'm working on scanning the most relevant information and storing it in Google Drive.

Zoom – Networking

We are usually so busy that there is rarely time to meet with colleagues throughout the state. I have been able to meet regularly using Zoom to network with other directors. Cindy and Keeleigh have been doing the same with other archivists. This has been very beneficial for all of us.

WATER

The Water Department has had a challenging winter. The chlorine generator has given us many problems, which we have fixed as they come up. The Ozone, has recently sprung a double leak, been patched and we are waiting on the materials for a permanent fix until the new plant comes online. The Water Department has completed all our assigned tasks within the Letter of Conditions from USDA for the new water treatment plant. We've completed the installation of our plunging manifolds in the four filter bays. This eliminates dragging hoses around outside and prevents the possibility of our equipment from freezing during the winter. Our plow was damaged due to the poor condition of the road. The plow has since been repaired and plans are being made to rehab the road. Materials are being collected and a plan is in place to complete our flume project as soon as manpower and the weather allows.

Public Works crew, along with Todd White, located the ends of the Upper Reservoir Bypass Line. The upper end was found to be in good shape. The lower end was also found to be in good shape and T'd into the line that feeds the Water Treatment Plant. There is also a 4" blow off line located just above the T, to keep the line from freezing. Shortly after, on 12/10/2019, we pressure tested the line to 75 psi for 2 hours, then 150 psi for 2 hours. The line is in excellent condition, showing only surface rust and no pitting.

SEWER

The Sewer crew has been busy as well, dealing with failing pumps. Luckily theirs were mainly due to age. Most of the pumps from Sea Level, out the highway, are from the 1990's. We had one fail, and wallow out the lower seal seat. We were able to make it work as a sketchy spare, but had to order a new one, which is 12 weeks out and \$11,000. 10 of this particular model are running at any one time, and we have one spare. We have 41 pump stations to service and repair along with 2 ponds and the Sewer plant itself. Brian and Andrew service and rebuild the pumps themselves. Their service truck is starting to show its age, the oil cooler was replaced this winter and air bags were added to the suspension as the flatbed was rubbing on the tires. It's a 1996 Chevy 1 Ton Dually with a homemade flat bed. A request for a new service truck will be in the budget. Another issue they dealt with was the upper pond starting to freeze. Brian and Andrew called an electrician, had him wire a heater into the compressor room to bring the air temperature up that was entering the compressors, problem solved. Now that the weather has warmed up, the Public Works crew will be assisting the Sewer Dept. in cleaning out the pump stations with the vac truck and dewatering box.

SANITATION

The Sanitation guys have kept busy steadily shipping out MSW and metal. Their schedule was changed slightly because of COVID 19. Whoever is on the truck, starts the day at 6:00am, loading garbage, metal and cleaning up in and around the facility. At 8:00 am or before, the driver leaves the facility and starts his daily route. At 8:00 am, the attendant for the day arrives and tends to the facility. This keeps some sort of separation between the two people in the department and gives the crew more time to work on

the grounds and facility while the gate is closed. The metal pile is slowly disappearing and will hopefully be gone in the near future. Unfortunately the Household Hazardous Waste Consultant had to cancel our event because of the COVID 19 and will not be able to reschedule this year. We will be able to figure something out, soon. The Transfer Station still accepts most household hazardous waste items. Channel Construction informed us recently, they will not be making a run through Southeast this year.

GARAGE

The Garage has had an extremely busy winter. First changing our entire fleet over to studs. As the COVID 19 crept closer they helped get our emergency fleet ready. Lorne was unable to attend the second pumper training. Hopefully he can reschedule sometime soon. We have rebuilt the waste oil burner and it is performing well. The mechanics kept the fleet going as well as jumping in and helping to plow snow when help was needed. Public Works assisted the Garage staff with some building issues, drilling holes in the floor and finding some voids to be filled later. Public Works will also be assisting the Garage Staff with the install of the new lift, which was delayed by winter.

STREETS

The Streets crew has been busy as well. For Streets, we've logged many hours plowing snow, sanding streets, parking lots, maging streets and hills, plowing sidewalks, plowing out and sanding the schools. We've fixed potholes, poured cold patch, cleared drains and culverts all winter. We've had 2 water main breaks this winter, 1 from rotten pipe, 1 from a puncture. 1 in particular was a very difficult fix, not having adequate equipment to do the job. It took several hours to break through the frozen ground with our mini excavator. The Streets crew responded to a malfunctioning fire hydrant this winter and has had trouble getting parts for this due to COVID 19. All vendors have shuttered their offices until recently. A new hydrant has been ordered as well as a spare and will be installed as weather and man power allows. Streets also assisted Ketchikan Ready Mix, on a recent Saturday, for a scheduled water shut off at the SEARHC Clinic to connect the new hospital to city water. The installation of the Northern most fire hydrant was proving to be difficult, having to go over a storm drain, then under the sewer force main. The engineers and fire marshal, following the advice of our Streets crew, kept the hydrant on the water main side of the parking lot.

This winter there were three instances where the sewer mains plugged up. Shakes Street, Evergreen Ave. and Stikine Ave. The Streets crew were able to snake out 2 of them with the 3rd requiring the vac truck using one of the jetter heads purchased with sewer department funds.

We assisted City Hall by removing the old flower pot/bench from in front of the main entrance. It was rotten and will be replaced. Also the crew moved out an old copier and moved in a new one. Moved several boxes of old files from City Hall to the Archive room.

The crew assisted WMLP, prepping the impound yard for their CAT in the box generator move. They also moved one radiator from the City pit to the Light Plant, set it in place and delivered the other one to the Impound.

Street was called to the Marine Center with the vac truck to clean out the catch basin at their wash down facility. The material was dumped into their new dewatering tank.

The guys have also delivered rock and graded the grade school parking lots this winter and spring. We'll be doing this on a more regular basis as weather and man power allow.

The Streets department have explored above Sunset Gardens and found the hard pan to be only about 2' deep and the ground slopes up very fast as you progress into the woods. Not a very suitable place for cemetery expansion. There are a few other pieces of property to explore as time allows.

City and Borough of Wrangell
Wrangell Municipal Light and Power Department Report
May 5, 2020

Power Generation Solutions Project

To date WML&P has completed the following milestones:

- Status of 20 Cylinder generator –
 - 20 Cylinder is in place within the Powerplant
 - Lubrication system is complete
 - Air Start system complete
 - Fuel system is complete
 - Cooling system is complete
 - Exhaust system is 60% complete
 - Control and Distribution is 40% complete
 - Containerized 16 Cylinder is spotted at the City's impound yard
 - Received 60 Ton trailer; Container is sitting on 60 Ton trailer
 - Winterized
 - Container heat applied
 - 12 Cylinder is spotted inside metal building at the Marine Service Center
 - Winterized
 - Container heat applied
- Work in Progress:
 - EPS continues control and distribution conductor installation
 - Exhaust System completion

Financials:

- In the month of April WML&P sold 3,554,286 KW Hours of Electricity, generating \$392,145.43 of Revenue. This can be compared to 2018 and 2019 as follows:
 - 2018 - WML&P sold 3,124,987 KW Hours of Electricity, generating \$369,116.05 of Revenue.
 - 2019 - WML&P sold 3,002,672 KW Hours of Electricity, generating \$342,809.36 of Revenue.

Additional Information:

- Line crew has responded several callouts/outages
- Tree trimming

- Completed a Latitude/Longitude survey for the AMI metering Project
- Installed 3-phase Transformer Bank at Stikine inn

To: Borough Manager Lisa Von Barga and The Borough Assembly
From: P&R Director Kate Thomas
Subject: P&R Department Report
Date: April 22, 2020

Wrangell Parks and Recreation is adapting to the current changes brought on by the Corona Virus. The Swimming Pool and Recreation Facilities have been closed since the afternoon of March 13th. Playgrounds were closed shortly after. The municipal parks, greenspace and trails remain open and the department has encouraged the public to continue participating in outdoor activities cautiously, as routines and other healthy outlets have been interrupted. The public has been widely cooperative with the new set of guidelines related to social distancing.

To jump start the parks season, Lucy Robinson conducted an initial inspection of outdoor spaces; removing waste, stocking supplies, and documenting any issues that were observed in the tour. Shortly after the closure of facilities, staff member Brian Varner was reassigned to Parks Maintenance. During his three-week stint in that position, he accomplished a number of projects including but not limited too; grounds maintenance at the Nolan Center, replacement of interpretative signs at volunteer trail, pressure washing the covered basketball court and library, playground maintenance at Kyle Angerman's park, grooming the downtown bump outs, and detailing firepits at each park location. Brian proved to be a significant asset to the department during his time. Brian's last day of employment with P&R prior to relocating to Haines was on April 17th.

The Parks Maintenance team has assumed several new responsibilities in support of other departments. New assignments include assisting the electrical department with brush cutting, performing yard hydrant grounds maintenance for public works, providing backup at the library grounds, and assisting the Nolan Center with the landscape upkeep at their campus. The department is currently reviewing applications and scheduling interviews for two seasonal positions that are scheduled to work through September. With the decrease in visitors to the island, the department anticipates being able to tackle a larger quantity of specialized projects this summer.

Behind the scenes and inside the facility, staff members have been working through several clerical and custodial tasks. The Recreation Management database that also serves as a web platform for the public, has been overhauled. This project included updating program information, refreshing naming conventions, updating household demographic information, closing inactive accounts, and setting up future programming. As courtesy to the membership base, P&R has extended all memberships for the length of time the facility has been closed and reduced annual auto payment invoices to \$1 per month. Refunds were also issued for any reservation cancellations. The Director intends to provide a report to the finance department outlining estimates on lost revenue due to COVID19. Further a complete review of the FY21 proposed budget will be performed to identify any cost savings that can occur heading into the next fiscal year.

In addition to the clerical tasks, all areas of the facility have been deep cleaned and organized. Program equipment, consumables, and materials and supplies have also been inventoried. Any outdated items, leftover materials and damaged goods have been identified as surplus items and will be submitted to the Borough Clerk at the appropriate time. P&R is incredibly pleased with efforts put forth to create greater order within facilities which will aid in the efficiency and ease of it's start up following the current restrictions.

The department's Recreation Coordinator Lucy Robinson has continued marketing through newsletters, Facebook and community bulletins providing an abundance of resources for people to continue engaging in physical activities throughout the "shelter in place" status of the Borough. The department is preparing a few virtual programs along with a meal plan for the summer season should large group programming be limited. To ensure that P&R is prepared to return to normal operations, regular contact with staff has been maintained. Many lifeguards and recreation assistants are committed to returning to their previous work schedule. Training opportunities are being developed to ensure that staff are prepared to return to their position and respond appropriately to any incidents that may occur. The Director and Recreation Coordinator are thrilled that staff are eager to return to work and continue supporting the mission of P&R in Wrangell.

MEMORANDUM

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

FROM: MS. CAROL RUSHMORE, ECONOMIC DEVELOPMENT DIRECTOR

SUBJECT: Economic Development Department

DATE: May 7, 2020

Tourism:

Alaska Travel Industry Association (ATIA) and DMAWest (western states CVB/DMO trade organization) are scheduling webinars on promotions and marketing for online efforts and presence until it becomes safe to travel again.

Wrangell Convention and Visitor Bureau is holding regular work sessions developing their own online and social media strategies for now and preparing for when travel resumes. ATIA developed a wonderful video for Alaska – that we miss you and are here for you when it is safe. The video can be found at: <https://www.youtube.com/watch?v=E7XCH5Vwixg&feature=youtu.be>.

An update of the summer cruise ship port calls throughout Alaska is at the end of this summary. It continues to change. We have been told informally that American Cruise's first visit in June has been cancelled, but I have not received official notice. I do not expect any port calls in June but have not had the official cancellations as of today. The updated schedule for Wrangell can also be found at: <https://www.wrangell.com/visitorservices/cruise-ship-calendar>.

Harbor Grants:

Greg Meissner, Amber Al-Haddad and I completed a nationally competitive FEMA Port Security Grant for security cameras in port and harbor facilities. We are now trying to complete a US Department of Transportation Build Grant application due next week. This is also a nationally competitive grant for which we are submitting an application for the engineering design of Inner Harbor.

Alaska Small Business Development Center provides daily CARE Act updates with Alaska or SBA agency personnel participating to help field questions and provide information from various resources. Other national organizations have also held briefings on various subjects. I try to watch as many as I can to stay up to date on the business resource changes. As information becomes available, I have distributed this information via email, updated the Business Resource page on Wrangell.com and posted on FB.

Reopen Wrangell Taskforce:

The Taskforce has held two meetings as of today. The Vision is: To have all businesses in Wrangell reopen in a responsible manner. The Goal of the Taskforce is: Provide information, resources and guidance, support to business owners to facilitate reopening. An initial survey of businesses was developed with 33 responses trying to obtain level of awareness and understanding of the

businesses regarding reopen requirements, PPE needs, and concerns. Caitlin Cardinel developed a poster for distribution to businesses trying to keep a consistent visual to remind patrons of basics – wear a mask, stay home if sick, keep a distance, and wash hands. Chris Buness with Jaime Roberts and Dorianne Sprehe developed a summary of consist requirements in Mandate 16. Kate Thomas developed the newsletter <https://www.smores.com/epjgk> that first went out on Tuesday 5/5 and by Thursday morning there had been over 300 views. Additional discussion will include a second economic survey, mask cash, visual educational information, and a live roundtable with businesses to answer questions and present additional information on the Reopen Alaska Responsibly Phase 2.

Economic Development Committee:

The EDC met on Wednesday to discuss impacts and needs of the community at large and discuss assistance that could be provided utilizing some of the CARE Act money. They will continue to meet regularly to develop a recommendation package and program criteria for the Assembly to review for assistance programs. Some of the potential assistance programs discussed were for immediate impact or potential future relief and could include local food pantry support, sales tax relief or rebates, grants or no interest loans, utility assistance/refunds, daycare assistance, moorage assistance/boat yard fee assistance.

Planning and Zoning Commission:

The Commission has been working on zoning issues for the former Institute property and have developed a draft Residential and Commercial Mixed Use District with a Planned Unit Development code to allow flexibility within this or other zones if certain criteria are met. The draft is being forwarded to the attorney for review and ordinance development.

Census:

Census workers began delivering packets to residences as of Wednesday 5/6. It will take a while to get them distributed. And only about 85% of homes will receive a actual packet. The remaining 15% will have a Census worker actually make an initial contact. If a resident has already applied on line – the packet can be ignored. If the resident has not yet replied, then they need to either fill it out and mail the form, or use the 10 digit code number and apply online at 2020census.gov. The face to face contacts or follow-up contacts with residents that do not respond will not occur until later due to social distancing and other requirements.

GIS Mapping Updates:

Staff is working with our GIS contractor to update our mapping system with new subdivisions, errors etc. Once this is complete then the online mapping will be updated as well. Changes to the maps and proofing other errors takes time and is being worked on in between COVID and other duties. Shortly after the tax roll is approved we should have the updates completed.

Carl Perkins Grant meeting:

Participated with the School's Carl Perkins Grant meeting as representative of the Borough's Economic Development Department and Workforce opportunities. This focuses on the Career and Technology Education (CTE). School receives \$15,000 to \$20,000 annually. Tech careers are rapidly turning into

high skills and high wage jobs. Question whether we can continue the full program due to the upcoming budgeting restrictions.

Current courses include district general shop (not have to be in the shop program to take); Woods 1; Independent wood; and OJT – work base learning and will be a key component of the Carl Perkin grant over next 5 years. Also, Welding I, Marine fab or Independent welding, OJT. Program also covers digital drafting and manufacturing.

Encouraging the district to look at a health care program and a CNA certification to include biology, anatomy, EMT, physiology and some other courses. Any classes written into the portal can use Carl Perkins funding. Carl Perkins funds can be used for materials and supplies if classes are written into the CP program.

School district staff recommendation is to maintain the traditional courses that the district has had under the incoming new leadership of the CTE program and develop CNA certification. 4 year plan is due in September.

Harbormaster's Report

May 2020

(As submitted to the Ports & Harbors Commission 5/7/2020)

Coronavirus- As you can imagine things have been a bit crazy in the midst of the COVID-19 epidemic. All activities are being handled differently than before and the traffic flow has slowed right down. We are getting boatyard business but it is at a much lower pace. The state mandates come out pretty rapidly and things are changing all the time. Early on the City was very protective and proactive in making sure people and or boats that were out of towners were as low as possible when it came to being a possible threat to the local population. During that time we did turn down 2 boats from Ketchikan because at that time Ketchikan was getting a new COVID case daily. Since then mandates have come out and things are different.

We are open for business and taking vessels from anywhere. The traveling vessels must be part of the essential critical businesses and fishing is part of that group. There are guidelines that the fishing fleet must follow and are outlined in Mandate 17. Out of state vessels or owners who fly into Wrangell from out of state to get on their vessels must quarantine for 14 days as stated in Mandate 10.

But with all that said we are open and doing the best we can.

Cruise ships- All large ships have been cancelled until July 23rd. We are not totally sure what the companies are doing but some have cancelled the season and some say they are coming late in season but again, things change on a regular basis. Smaller ships still want to come when they can but state mandates need to change as they are not essential. We will just play it by ear.

With the fishing season looking bad and Trident not opening, cruise season not looking good and the boatyard slow, I offered to stay employed through September to help with the budget and the whole coronavirus stuff. Figured it was a bad time for a transition.

So you are stuck with me for a little while longer. Sorry !

The crew has been out pressure washing floats and when that gets caught up we will start other maintenance projects. With all the uncertainty I am not sure if I will be staffing up as usual in the spring with the budget being in the tank this year. We will just chug along and do the best we can and keep you all informed.

Lady Gudney Vessel Report

Item k.

1. May 2017 Mr. Johnson arrives with vessels Cyrus and Bonnie Jean.
2. Payments were made through November 2017 and then ceased.
3. April 1, 2018 the Lady Gudney arrived in Wrangell.
4. Soon after Harbormaster talked to Mr. Johnson about getting bill caught up.
5. May 25, 2018 Harbormaster told Mr. Johnson he had to have bill paid up prior to leaving for the fishing season. Mr. Johnson stated he would have bill payed up by the end of June.
6. June 1, 2018 the Lady Gudney leaves for summer season.
7. June 6, 2018 Peter Pan Seafoods pays Mr. Johnson's bill in full.
8. June 16, 2018 Bonnie Jean hauled out of water per Harbormaster because not suited to sit in water with owner gone.
9. Fall 2018 Harbormaster makes contact with Mr. Johnson about no payment since June 6, 2018 Peter Pan Seafoods payment. Mr. Johnson stated he had a bad year and didn't know what to do. Harbormaster stated some payment had to happen and maybe he could talk to Peter Pan Seafoods again.
10. No payments or contact with Harbor Department.
11. December 18, 2018 City processed Intent to Impound paperwork for Cyrus, Bonnie Jean and Lady Gudney. Mr. Johnson requested Pre-Impoundment hearing. City tried to work out a date with Mr. Johnson but did not happen and again in spring 2019 Lady Gudney left for summer season.
12. August 2019 posted impound paperwork on vessel. City realized there was crew on the vessel and city attorney said we could not kick them off so we decided we did not want to impound with people on board.
13. September 24, 2019 again posted impoundment paperwork on vessels.
14. Morning of October 4, 2019 Lady Gudney was gone from Harbor.
15. November 15, 2019 information sent to City Attorney to start injunction process.
16. Evening of December 23, 2019 Harbormaster and Assistant J.C. Gillen met Mr. Johnson at Heritage transient float and denied him moorage. Vessel left harbor and anchored up.
17. March 2, 2020 received call from Buck Fowler of Marine Lenders Services LLC who represents the lender of the vessel and he indicated he is working with the U.S. Marshals and would be coming to town to seize the vessel and was asking for our assistance.
18. March 6, 2020 the Harbor Department and Harbormaster assisted Marine Lenders Services and U.S. Marshals in retrieving Lady Gunday from on anchor. Vessel moved and moored to Heritage transient dock. The intent is for the Vessel to be relocated to Seattle and processed for sale.
19. March 13, 2020 process server provided an affidavit in court that he was unable to make delivery to Mr. Johnson and he stated "it is my sincere belief that Johnson is avoiding service by any means possible".
20. March 17, 2020 the city received a letter from Mr. Johnson as a "Notice to Creditors" stating the vessel was under U.S. Marshal control and those with a claim must make it known. The city attorney has a copy of this letter.
21. May 18, 2020 is the last day Mr. Johnson

22. With the exception of the request for a pre-impoundment hearing in December 2018 and Item k. Notice to Creditors letter in March 2020 Mr. Johnson has not made any contact with the Harbor Department in regards to this issue.
23. The Marine Lenders Services have contracted a local vessel security business to keep an eye on the vessel while at the dock.

*CLERK'S FILE*SUBMITTED BY:

Kim Lane, MMC, Borough Clerk

Upcoming Meeting/Informational dates:

- 5-14** Planning & Zoning Commission meeting at 7:00pm by teleconference
- 5-25** Borough Offices are closed for Memorial Day
- 5-26** Borough Assembly meeting at 6:00 p.m. by teleconference

Records Management - On my review document, I expressed the need for purchasing a Records Management module from Laserfiche. I have been working on implementing a process that I can use for the purpose of Records Management with the basic module that can hopefully fulfill that need. With the budget shortfalls that we will be experiencing, I think that it is important to hold off on that purchase, at least for this year. So far, I have scanned in the last 6 years of project Borough documents. That is two storage boxes, per year.

Elections - As it gets closer to Election time, I am planning on advertising for early/absentee voting by mail or by fax. The Local Municipal Election is on October 6th this year. Although that is 5 months away, the date will sneak up on us!

The upcoming Election dates are:

PRIMARY ELECTION DAY (State of Alaska) - Tuesday, August 18, 2020

MUNICIPAL LOCAL ELECTION (City) - Tuesday, October 6, 2020

GENERAL ELECTION (Federal -State of Alaska) - Tuesday, November 3, 2020

There has been talk about the State conducting their elections by-mail only. During a teleconference call in April, the State thought that this could be a real possibility. Of course, they do offer by-mail, by-fax, and by-online delivery. I have spoken with the State of Alaska, Division of Elections and they have stated that voting by-online delivery is expensive.

I am very much in favor of by-fax or by-mail voting for our Municipal Election (October 6th). Anyone can early/absentee vote, for any reason! I have posted the early/absentee voting information on the Borough's Website.

I have also included links to the State of Alaska, Division of Elections page for early/absentee voting as well.

I do not start to advertise for absentee voting until September however, I will start to advertise (campaign) either in June or July.

Item a.

Economic Development Committee Vacancy – We have received a resignation from Mr. Covalt on the EDC. I began advertising for the vacancy with the term expiring October 2020. I will have the appointment to the committee on the May 26th Assembly meeting.

My Annual Review – Assembly Members Morrison and Decker met with me last week to provide feedback on my performance. I sincerely appreciate the feedback and from the Assembly. The process was different than what I have been used to and I really liked it! Thank you!

Borough Website – We have reached out to our Web designer to see about updating our Borough Website. It has been several years since the Website has been revamped and depending on the cost, we would like to move forward with some updates.

COVID-19 Page – Cyni is working on COVID-19 informational webpage that the community can look to for important information, updates, and will be more user friendly. Hopefully that page will be up and running very soon.

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

<u>SECURE RULE SCHOOL FUNDING</u>	<u>DATE:</u>	May 12, 2020
	<u>Agenda Section</u>	13

RESOLUTION No. 05-20-1524 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2020 BUDGET IN THE SECURE RURAL SCHOOLS FUND INCREASING THE REVENUE FROM THE SECURE RURAL SCHOOLS PAYMENT IN THE AMOUNT OF \$883,646.51 AND AUTHORIZING ITS EXPENDITURE

SUBMITTED BY:

Joyce Mason, Finance Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX
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Account Number(s):

	XXXXX XXX XXXX
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Account Name(s):

	Enter Text Here
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Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1.

RECOMMENDATION MOTION:

Move to approve Resolution No. 05-20-1524.

SUMMARY STATEMENT:

On April 28, 2020 the borough received the Secure Rural Schools federal payment from the State of Alaska. This federal program was renewed last fall for the next two years (2020 and 2021). This program is to assist boroughs and municipalities that have federal lands that cannot be taxed

as real property. The federal law states the funds are to be used for schools (85%) and roads (15%). The borough has approved the schools are to receive 94% and roads 6%. For fiscal year 2020 these funds will remain in the reserves for future assembly appropriations. These funds are accounted for in the Secure Rural Schools Fund.

The FY 2020 Budget includes revenue in the amount of \$0 for SRS. At the time the Budget was built SRS had not been re-authorized. The amount received in April was \$883,646.51. Therefore, the FY 2020 Budget must be amended to account for this unbudgeted revenue; and so it will transfer in the SRS Fund from FY20 to FY21.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 05-20-1524

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2020 BUDGET IN THE SECURE RURAL SCHOOLS FUND INCREASING THE REVENUE FROM THE SECURE RURAL SCHOOLS PAYMENT IN THE AMOUNT OF \$883,646.51 AND AUTHORIZING ITS EXPENDITURE

WHEREAS, the amount estimated as revenue from Secure Rural Schools in the Secure Rural Schools Fund in the FY 2020 Budget is \$0; and

WHEREAS, actual revenue in FY 2020 from Secure Rural Schools is \$883,646.51; and

WHEREAS, this represents an increase in revenue of \$883,646.51; and

WHEREAS, a formal budget adjustment is necessary to recognize this additional revenue so it carries forward in the Secure Rural Schools Fund from FY 2020 to FY 2021.

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

Section 1. The FY 2020 Budget in the Secure Rural Schools Fund is amended to reflect an increase in revenue in the amount of \$883,646.51 in the Secure Rural Schools Payment Account (25000 000 4170 40).

Section 2. The revenue allocation shall be \$830,627.72 (schools) and \$53,018.79 (roads).

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 12TH DAY OF MAY 2020.

CITY & BOROUGH OF WRANGELL

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Comm Item a.
and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

455 3RD Avenue, Suite 140
Fairbanks, Alaska 99701-4737
Main: 907.451.2731
Fax: 907.451.2742

April 17, 2020

City and Borough of Wrangell
Lisa Von Bargaen, Borough Manager
PO Box 531
Wrangell, AK 99929

Dear Ms. Von Bargaen:

I'm pleased to inform you that the National Forest Receipts under Title I and Title III of the Secure Rural Schools and Community Self-Determination Act of 2000 (NFR/SRS) for SFY20 (FFY19) has been awarded.

The borough's payment of **\$883,646.51** is for Title I Schools and Roads. This payment must be used for schools and/or roads at the discretion of the borough. A report will be required next fiscal year documenting the expenditure of the funds received.

If you have questions regarding your SFY20 NFR/SRS payment, please feel free to contact me at 907-451-2731 or by email at judy.haymaker@alaska.gov.

Sincerely,

A handwritten signature in blue ink that reads "Judy Haymaker".

Judy Haymaker
Grants Administrator II

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	May 12, 2020
	<u>Agenda Section</u>	13

RESOLUTION No 05-20-1525 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2020 BUDGET IN THE TRANSIENT TAX FUND ACCEPTING AN FY 2020 DESIGNATED LEGISLATIVE GRANT FOR THE PURPOSE OF MITIGATING THE RISK OF COVID-19 IN THE AMOUNT OF \$35,348 AND AUTHORIZING ITS EXPENDITURE

<p><u>SUBMITTED BY:</u></p> <p>Lisa Von Bargaen, Borough Manager</p>	<p><u>FISCAL NOTE:</u></p> <p>Expenditure Required: \$XXX Total</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">FY 20: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY 21: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY22: \$</td> </tr> </table> <p>Amount Budgeted:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">FY20 \$XXX</td> </tr> </table> <p>Account Number(s):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">XXXXXX XXX XXXX</td> </tr> </table> <p>Account Name(s):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">Enter Text Here</td> </tr> </table> <p>Unencumbered Balance(s) (prior to expenditure):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">\$XXX</td> </tr> </table>	FY 20: \$	FY 21: \$	FY22: \$		FY20 \$XXX		XXXXXX XXX XXXX		Enter Text Here		\$XXX
FY 20: \$	FY 21: \$	FY22: \$										
	FY20 \$XXX											
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	\$XXX											

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

ATTACHMENTS: 1. Resolution 05-20-1525; 2. Grant Award Letter from the State

RECOMMENDATION MOTION:

Move to Approve Resolution No. 05-20-1525.

SUMMARY STATEMENT:

As reported to the Assembly in COVID-19 Updates, the CBW is the recipient of a Designated Legislative Grant for the purposes of COVID-19 Mitigation. Funds for the grant are coming from the Commercial Passenger Vessel tax. For this reason the grant money must be spent on COVID-19 mitigation related to the cruise industry.

A list of possible expenses is still being developed but items under consideration include:

Additional P&R Temp Wages for More Robust Public Bathroom Cleaning Protocol

\$12,000

Dock Security/Screening Staff at the Port

\$10,000

Port Screening Tent

\$5,000

Infrared Scanning Thermometers

\$500

Grant funds not expended in FY 2020 will automatically roll over to the FY 2021 Budget as the money is going into the Transient Tax Fund.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 05-20-1525

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2020 BUDGET IN THE TRANSIENT TAX FUND ACCEPTING AN FY 2020 DESIGNATED LEGISLATIVE GRANT FOR THE PURPOSE OF MITIGATING THE RISK OF COVID-19 CPV IN THE AMOUNT OF \$35,348 AND AUTHORIZING ITS EXPENDITURE

WHEREAS, the State of Alaska has awarded Legislative Grants to communities for the purpose of Mitigating COVID-19; and

WHEREAS, grant funding come from the Commercial Passenger Vessel (CPV) Tax; and

WHEREAS, CPV funds must be used toward mitigating COVID-19 related to cruise ship traffic and passengers.

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

Section 1: The FY 2020 Budget in the Transient Tax Fund is amended to reflect an increase in revenue in the COVID-19 Mitigation Grant Account (28010 000 4590 11 28001) in the amount of \$35,348.

Section 2: The FY 2020 Budget in the Transient Tax Fund is amended to reflect an increase in the authorized expenditures in the COVID-19 Mitigation Grant Account (28010 000 7900 00 28001) in the amount of \$35,348.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 12th Day of May 2020.

CITY & BOROUGH OF WRANGELL, ALASKA

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community and Economic Development Item b.

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS
Juneau Office

P.O. Box 110809
Juneau, Alaska 99811-0809
Main: 907.465.4731
Fax: 907.465.4761

April 29, 2020

City & Borough of Wrangell
Lisa Von Barga, Borough Manager
PO Box 531
Wrangell AK 99921

RE: FY 20 Designated Legislative Grant

Dear Ms. Barga:

I am pleased to notify you the City & Borough of Wrangell been appropriated a FY 2020 Designated Legislative Grant per AS 37.05.315, Grants to Municipalities for the purpose of Mitigating the risk of COVID-19. The amount of state funding appropriated for this grant is \$35,348.00.

In order to receive grant funds, a grant agreement must be executed. Please provide the following information within 30 days:

- A scope of work for this project which includes a detailed project description, proposed timeline and detailed budget narrative.
- Original completed Signatory Authority Form (enclosed).

Upon receipt of the requested information, I will prepare and send the grant agreement for signature. Please note: Grant recipients will be required to provide a final summary report once the project is complete.

The latest Designated Legislative Handbook is available online at:

<https://www.commerce.alaska.gov/web/dcra/GrantsSection/DLGrants.aspx> and should answer any questions you have regarding management and use of grant funds.

Congratulations on this award. I look forward to working with you to ensure the success of this project. If you have any additional questions, contact me via phone at (907)465-4731 or email robin.park@alaska.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robin Park".

Robin Park
Grants Administrator II

Enclosure

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	May 12, 2020
	<u>Agenda Section</u>	13

RESOLUTION No 05-20-1526 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING THE CORONAVIRUS RELIEF FUND FLEXIBILITY ACT

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX
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Account Number(s):

	XXXXXX XXX XXXX
--	-----------------

Account Name(s):

	Enter Text Here
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Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Senate CARES Act – SALT Flexible Funding Bill

RECOMMENDATION MOTION:

Move to Approve Resolution No. 05-20-1526

SUMMARY STATEMENT:

As the Assembly is aware, the CBW is tentatively scheduled to receive \$3.84 Million in CARES Act funding through the State of Alaska – none of which can currently be used by municipalities toward offsetting lost tax or program/fee revenue. Senator Dan Sullivan has introduced the federal

Coronavirus Relief Fund Flexibility Act which will allow for lost revenue replacement. This is very important for Wrangell. However, there are concerns that if an act like this were to pass it would eliminate additional funds likely coming from the federal government that municipalities could use that have far fewer restrictions. This is something that should be considered as the Assembly entertains the idea of passing the attached resolution of support for Senator Sullivan's act.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 05-20-1526

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING THE CORONAVIRUS RELIEF FUND FLEXIBILITY ACT

WHEREAS, COVID-19 has severely impacted economic activity on a global, national, statewide, regional and local level; and

WHEREAS, lower economic activity results in reduced sales, and other tax revenues to local municipalities; and

WHEREAS, COVID-19 has forced the closure to the public of many municipal programs and facilities, resulting in significantly reduced fee and program revenue to municipal departments; and

WHEREAS, these municipal revenues are necessary to maintain critical and essential services in communities; and

WHEREAS, CARES Act funding is currently prohibited from being used to offset municipal revenue losses due to COVID-19; and

WHEREAS, Senator Dan Sullivan has introduced the Coronavirus Relief Fund Flexibility Act which would allow municipalities to use CARES funding to replace lost revenue; and

WHEREAS, the City & Borough of Wrangell expects to experience \$3 Million to \$4 Milion in lost revenue in Fiscal Years 2020 and 2021.

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

The Assembly of the City & Borough of Wrangell, Alaska supports the Coronavirus Relief Fund Flexibility Act and encourages support of the Act by both houses of Congress and the President.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 12th Day of May 2020.

CITY & BOROUGH OF WRANGELL, ALASKA

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

116TH CONGRESS
2D SESSION

S. _____

To allow Coronavirus Relief Fund payments to be used to replace revenue shortfalls resulting from COVID-19.

IN THE SENATE OF THE UNITED STATES

Mr. SULLIVAN (for himself, Mr. WHITEHOUSE, Ms. MURKOWSKI, Mrs. CAPITO, Mr. CRAMER, and Mr. KING) introduced the following bill; which was read twice and referred to the Committee on _____

A BILL

To allow Coronavirus Relief Fund payments to be used to replace revenue shortfalls resulting from COVID-19.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “Coronavirus Relief
5 Fund Flexibility Act”.

6 **SEC. 2. USE OF CORONAVIRUS RELIEF FUND PAYMENTS TO**
7 **REPLACE LOST REVENUE.**

8 Effective as if included in the enactment of the
9 Coronavirus Aid, Relief, and Economic Security Act (Pub-
10 lic Law 116–136), subsection (d) of section 601 of the

1 Social Security Act, as added by section 5001(a) of the
2 Coronavirus Aid, Relief, and Economic Security Act, is
3 amended to read as follows:

4 “(d) USE OF FUNDS.—A State, Tribal government,
5 and unit of local government shall use the funds provided
6 under a payment made under this section to cover only
7 those costs of the State, Tribal government, or unit of
8 local government that—

9 “(1) are necessary expenditures incurred due to
10 the public health emergency with respect to the
11 Coronavirus Disease 2019 (COVID–19) during the
12 period that begins on March 1, 2020, and ends on
13 December 31, 2020; or

14 “(2) are necessary to replace State or govern-
15 ment revenue shortfalls resulting from the
16 Coronavirus Disease 2019 (COVID–19) during the
17 period that begins on March 1, 2020, and ends on
18 December 31, 2020.”.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	May 12, 2020
	<u>Agenda Section</u>	13

RESOLUTION No 05-20-1527 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, RESCINDING COVID-19 ADMINISTRATIVE EMERGENCY ORDER 03-17-20 AND ASSEMBLY EMERGENCY ORDER 03-22-20 AND ENACTING NEW LOCAL RECOMMENDATIONS FOR COVID-19 COMMUNITY SAFETY

<p><u>SUBMITTED BY:</u></p> <p>Lisa Von Bargaen, Borough Manager</p>	<p><u>FISCAL NOTE:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Expenditure Required: \$XXX Total</td> </tr> <tr> <td style="width: 33%;">FY 20: \$</td> <td style="width: 33%;">FY 21: \$</td> <td style="width: 33%;">FY22: \$</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="3">Amount Budgeted:</td> </tr> <tr> <td colspan="3">FY20 \$XXX</td> </tr> <tr> <td colspan="3">Account Number(s):</td> </tr> <tr> <td colspan="3">XXXXX XXX XXXX</td> </tr> <tr> <td colspan="3">Account Name(s):</td> </tr> <tr> <td colspan="3">Enter Text Here</td> </tr> <tr> <td colspan="3">Unencumbered Balance(s) (prior to expenditure):</td> </tr> <tr> <td colspan="3">\$XXX</td> </tr> </table>	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		
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<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Resolution 05-20-1527; 2. Emergency Order 03-17-20; 3. Emergency Order 03-22-20

RECOMMENDATION MOTION:

Move to Resolution 05-20-1527.

SUMMARY STATEMENT:

The two COVID-19 emergency orders issued by the Borough in March are outdated and no longer match up with changing state mandates. Resolution 05-20-1527 rescinds both of the earlier emergency orders and makes local recommendations for community safety.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 05-20-1527

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, RESCINDING COVID-19 ADMINISTRATIVE EMERGENCY ORDER 03-17-20 AND ASSEMBLY EMERGENCY ORDER 03-22-20 AND ENACTING NEW LOCAL RECOMMENDATIONS FOR COVID-19 COMMUNITY SAFETY

WHEREAS, in response to the COVID-19 Pandemic the City and Borough of Wrangell issued administrative and Assembly emergency orders; and

WHEREAS, Administrative Emergency Order 03-17-20 was issued by the Borough Manager on March 17, 2020 related to the closure of bars and restaurants for dine-in and drink-in service; and limiting gatherings to no more than 10 individuals; and

WHEREAS, Assembly Emergency Order 03-22-20 was approved by the Borough Assembly on March 22, 2020 authorizing a Shelter in Place Order; and

WHEREAS, new State Health Mandates supersede these orders and given the health metrics of the state and community offer updated guidance; and

WHEREAS, the City & Borough of Wrangell has local recommendations for efforts that can be taken by individuals to keep Wrangell residents and visitors more safe.

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

Section 1: Administrative Emergency Order 03-17-20 is rescinded.

Section 2: Assembly Emergency Order 03-22-20 is rescinded.

Section 3: The City & Borough of Wrangell offers the following assurances and recommendations to the community regarding COVID-19:

- a. The Wrangell Unified Command is managing the COVID-19 response with a three-pronged approach – Medical (SEARHC/Wrangell Medical Center and State of Alaska Public Health), First Responder (Wrangell Volunteer Fire/EMS Department and Wrangell Police Department) and Government (Tribal and Municipal).
- b. Wrangell's baseline Health Metrics, as they relate to COVID-19, including Epidemiology, Testing, Public Health Capacity and Community Health Capacity has been provided to the Governor and the Commissioner of Public Health and Social Services.

- c. If, and when, Wrangell receives confirmation of the first positive case of COVID-19, the local Health Metrics will be reevaluated by the Unified Command, the Emergency Operations Center and the Assembly for appropriate action.
- d. The City & Borough of Wrangell is actively working to ensure facilities and procedures are in place to respond to a local outbreak, if one should occur, as reopening continues to progress.
- e. The Reopen Wrangell Responsibly Task Force is committed to assisting the businesses in Wrangell navigate through reopening and the new norms associated with business operations.
- f. The City & Borough of Wrangell is committed to monitoring, reviewing and helping Wrangell citizens and visitors understand State Health Mandates
- g. The City & Borough of Wrangell encourages Wrangell residents and business owners to follow State Health Mandates, and local recommendations; and to respect and follow rules established by individual local businesses designed to keep employees and patrons safe.
- h. Citizens and visitors are encouraged to continue practices designed to minimize the spread of COVID-19, especially as we collectively go through reopening. These include: social distancing, limiting group size of social gatherings, wearing masks, personal hygiene (hand washing and hand sanitizing), and staying home if you are sick.
- i. Most importantly, be respectful of fellow citizens and visitors, as individual needs and concerns related to COVID-19 are different for everyone.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH
OF WRANGELL, ALASKA THIS 12th DAY OF MAY 2020.

CITY & BOROUGH OF WRANGELL, ALASKA

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk



CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

P.O. BOX 531 (907)-874-2381
Wrangell, AK 99929 FAX (907)-874-3952

Item d.

EMERGENCY ORDER 03-22-20 IN RESPONSE TO COVID-19 / SHELTER IN PLACE

EFFECTIVE DATE/TIME: March 22, 2020 6:00pm – May 1, 2020 12:00pm
Effective Review Date: April 15, 2020

WHEREAS, on March 11, 2020 the World Health Organization (WHO) declared the virus a pandemic; Alaska Governor Dunleavy issued a declaration of public health disaster emergency in response to the anticipated outbreak of COVID-19 in Alaska; and on March 13, 2020 President Donald J. Trump declared a national emergency in response to the virus pandemic; and

WHEREAS, on March 17, 2020 the Assembly of the City & Borough of Wrangell approved Emergency Ordinance No. 976 issuing a Declaration of Emergency in Wrangell related to COVID-19; and

WHEREAS, Governor Dunleavy has issued several Health Alerts and Health Mandates that help reduce the spread of COVID-19; and

WHEREAS, the City & Borough of Wrangell is committed to minimizing the impacts of the COVID-19 PANDEMIC on Wrangell's residents and businesses; and

WHEREAS, the capabilities of the Wrangell healthcare system will be quickly overwhelmed if an outbreak occurs in the community; and

WHEREAS, it is imperative citizens of the City & Borough of Wrangell follow guidance put in place by other communities that are experiencing COVID-19 outbreaks; and

WHEREAS, Ketchikan, one of Wrangell's closest neighboring communities, and through which all northbound jet service travels, is experiencing a COVID-19 outbreak which includes community transmission; and

WHEREAS, many Alaska communities, including several in Southeast, are taking action to encourage or mandate sheltering in place by residents; and

WHEREAS, a Borough advisory to shelter in place and limit physical person-to-person interaction as much as possible will serve to protect the public health and wellbeing of all citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 22ND DAY OF MARCH, 2020, THE BOROUGH ASSEMBLY ISSUES AN EMERGENCY ORDER TO SHELTER IN PLACE UNDER THE FOLLOWING DIRECTION:

1. Hunker down and shelter in place to prepare for and mitigate the severity of a COVID-19 outbreak in Wrangell.
2. Critical supply chain and service businesses remain open for business. These include: grocery stores, gas stations, restaurants and bars for take-out food only, hardware stores, healthcare providers (hospitals, clinics, pharmacies, mental health providers), banks, transportation service providers, communication service businesses, childcare facilities providing services to persons performing critical or emergency services, utilities, agriculture including fishing, and government functions.
3. DO NOT PANIC BUY OR HOARD. All critical supply businesses will remain open for business.
4. Non-critical businesses are encouraged to close to public access and provide business via phone and internet for pick-up and drop-off service only.
5. If capable of working from home please work with your employer to do so. Conduct business via telephone or electronic means as much as possible.
6. If healthy, and not symptomatic, make limited trips to open businesses to purchase food and supplies without lingering in areas where other people are shopping.
7. If out of the home, observe excellent hygiene, including hand washing or hand sanitizing whenever possible. Clean surfaces after use.
8. Practice social distancing whenever in the company of other people and maintain at least six feet of separation.
9. Enjoy outdoor activity while practicing social distancing. If in the company of someone from outside your household maintain a minimum separation distance of six feet.
10. If you are returning to Wrangell from any other community, self-isolate within your home for 14 days to contain any possible COVID-19 transmission to other Wrangell residents. If you live in a home with someone who has just returned from outside of Wrangell, social distance within the home.
11. If you think you have been exposed to COVID-19 and develop a fever and symptoms such as a cough or difficulty breathing, call your healthcare provider at 874-7000 immediately for medical advice. If you are sick or suspect that you may be infected with COVID-19, you should take steps immediately to help prevent the spread of the virus in your home and the community.
12. Follow all Health Mandates and Alerts issued by Governor Dunlevy and the Alaska Department of Health & Social Services (DHSS) and the Center for Disease Control (CDC).
13. Offer assistance to those in need. If you are healthy, offer to assist someone in quarantine with shopping or gathering supplies outside the home. If you

know of someone in a high-risk category due to age or underlying medical condition, call to check on them, and offer them your assistance.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 22ND DAY OF MARCH, 2020.

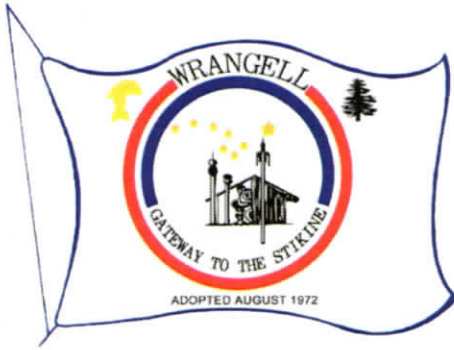
CITY & BOROUGH OF WRANGELL


Steve Prysunka, Mayor

ATTEST:


Kim Lane, MMC, Borough Clerk





CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

P.O. BOX 531 (907)-874-2381
Wrangell, AK 99929 FAX (907)-874-3952

EMERGENCY ORDER 03-17-20 IN RESPONSE TO COVID-19

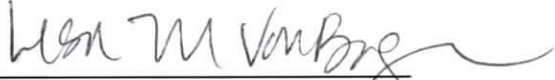
EFFECTIVE DATE/TIME: March 17, 2020 6:00pm

Issued by the Borough Manager of the City & Borough of Wrangell, Alaska by authorization granted in Emergency Ordinance No. 976.

The following Emergency Regulations are effective as of 6:00 P.M. on Tuesday, March 17, 2020 to protect public health during the COVID-19 Emergency. The following Emergency Regulations shall have the power of law and shall remain in effect until 11:59 P.M. on Tuesday, March 31, 2020, and shall supersede all conflicting laws, ordinances, or regulations during the term of this Emergency.

1. All bars, restaurants, fraternal organizations, sellers of food and beverages, locations where congregate meals are served, and any other establishments serving food or beverages within the City & Borough of Wrangell shall be closed for dine-in or drink-in service. All buffets and salad-bars shall be closed to self-service. This order does not forbid otherwise lawful take-out or delivery service. A copy of this order shall be conspicuously posted by the owner, operator, manager, or other person having control of an establishment subject to this order.
 - a. This regulation does not apply to grocery stores (except as to self-service buffets and salad bars within), employee cafeterias (except as to self-service buffets and salad bars within), pharmacies, or hospitals.
2. All gatherings, public or private, shall be limited to ten persons or less.
3. The Borough strongly encourages social distancing of six or more feet in public places.

Dated this 17th Day of March, 2020.


Lisa Von Barga, Borough Manager

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	May 12, 2020
	<u>Agenda Section</u>	13

Approval of the Revised FY 2021 Budget Calendar

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX
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Account Number(s):

	XXXXXX XXX XXXX
--	-----------------

Account Name(s):

	Enter Text Here
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Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. FY 2021 Revised Budget Calendar

RECOMMENDATION MOTION:

Move to Approve the Revised FY 2021 Budget Calendar.

SUMMARY STATEMENT:

Work associated with the COVID-19 Pandemic required budget work to be pushed back. The revised schedule is before the Assembly for review and consideration. To coincide with Assembly member needs, the schedule as presented can be amended. In order to meet the adoption requirements of

the Wrangell Charter, the Assembly must adopt the budget no later than June 28th. This schedule has the Assembly adopting the budget on June 23rd.



CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

P.O. BOX 531 (907)-874-2381
Wrangell, AK 99929 FAX (907)-874-3952

FY 2021 (Revised) Budget Calendar

January 24	Online Access to Accounts & Budget Module for Department Directors
February 21	Detailed Budget Submittals Due from Departments
February 21	Finalized CIP/MM Requests Due from Departments & School District
February 26	Draft Operational Budget Due from Finance
March 2-6 & 9-10	Department Budget Meetings w/ Manager & Finance Director
March 16	CIP/MM Due from Capital Facilities
March 17	School District Budget Submittal to CBW
March 23	Draft Budget Due from Finance
April 16	Assembly Approval of Local Contribution to School District
May 11-15	Second Round of Admin/Department Budget Meetings
May 19-21	Assembly Budget Work Sessions
May 27, 28 & 29	Assembly Budget Work Sessions
June 2	Final Budget Submitted to Assembly
June 9	Official Budget Public Hearing; Regular Assembly Meeting
June 16	Assembly Budget Work Session (Reserved if needed following Public Hearing)
June 23	Budget Adoption by Assembly; Regular Assembly Meeting
June 28	Wrangell Charter Required Date for Budget Adoption
June 30	Statutorily Required Date for Local School Contribution Appropriation

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	May 12, 2020
	<u>Agenda Section</u>	15

Executive Session: Upcoming Collective Bargaining Process Discussion

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX
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Account Number(s):

	XXXXX XXX XXXX
--	----------------

Account Name(s):

	Enter Text Here
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Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Proposed Negotiating Ground Rules; 2. Current Collective Bargaining Agreement.

RECOMMENDATION MOTION:

I move, pursuant to AK 44.66.310(c)(3), that we go into Executive Session, and invite both the Borough Attorney and the Borough Manager, to discuss the upcoming Collective Bargaining process and procedure which is a matter by law required to be confidential.

SUMMARY STATEMENT:

The IBEW has requested to begin the collective bargaining process as the current contract with the IBEW expires June 30, 2020. An initial meeting time has been tentatively set for Tuesday, May 19, 2020 at 10am to last approximately two hours. Given the current circumstances, the meeting will be held by Zoom video conference.

Attached to this agenda statement as public information is the current Collective Bargaining Agreement. Attached to this agenda statement as part of the private packet available for review by the Assembly in Executive Session are the proposed negotiation ground rules to be offered by the Borough for consideration at the first meeting.

CITY & BOROUGH OF WRANGELL
COLLECTIVE BARGAINING AGREEMENT

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INTRODUCTION

This Agreement is made and entered into by and between the City and Borough of Wrangell, Alaska (hereinafter referred to as "City" or "Employer"), and Local 1547 of the International Brotherhood of Electrical Workers, (hereinafter referred to as "IBEW" or the "Union").

PREAMBLE

The purpose of this Agreement is to set forth the understanding reached between the parties in order to promote harmonious and cooperative relations between the Employer and employees and to protect the public by assuring orderly and effective operations of government.

ARTICLE 1 **RECOGNITION**

1.1 The Employer recognizes the Union as the sole and exclusive bargaining agent for and this Agreement shall cover all regular full-time, regular part-time and introductory employees in the job classifications set forth in Appendix A and Appendix B of this Agreement, who are employed by the Employer, excluding administrative and professional employees, confidential employees, managerial employees, limited part-time employees as defined in Article 3, Section 3.5, temporary employees as defined in Article 3, Section 3.7 and department heads.

1.2 Subject to past practice and to positions sharing a commonality of interest, this bargaining unit shall include, and this Agreement shall cover all regular full-time, regular part-time and introductory employees in new job classifications created after the effective date of this Agreement.

1.3 Any claim that the Employer has wrongfully removed an employee from the bargaining unit through illegitimate reclassification or promotion may be submitted, beginning at Step II of the Grievance Procedure contained herein.

1.4 Bargaining unit work may only be performed by non-bargaining personnel on an incidental basis when necessary for training to maintain skills, credentials or licensure or for testing of equipment essential to the operation of the City; in cases of emergency when regular bargaining unit personnel are not available on a regular or overtime basis.

ARTICLE 2

MANAGEMENT RIGHTS

2.1 The Union recognizes the right of the Employer to operate and manage City, including but not limited to the right to establish and require standards of performance; to maintain order and efficiency; to determine the management, supervisory or administrative organization of the Employer and the selection of employees to non-bargaining unit supervisory, management or administrative positions; to direct employees; to determine job assignments and work schedules; to determine the materials and equipment to be used; to implement new and different operational methods and procedures; to determine staffing levels and the performance and requirements; to determine the kinds, type, and location of facilities; to introduce new or different services, products, methods, or facilities; to extend, limit, contract out, or curtail the whole or any part of the operation; to select, hire, classify, assign, promote, transfer, discipline, demote or discharge employees for just cause; to lay off and recall employees; to require overtime work of employees; and to promulgate and enforce rules, regulations, and personnel policies and procedures; provided that such rights, which are vested solely and exclusively in the Employer, shall not be exercised by ordinance or otherwise so as to violate any of the specific provisions of this Agreement. The parties recognize that the above statement of management rights is for illustrative purposes only and should not be construed as restrictive or interpreted so as to exclude management prerogatives not mentioned. All matters not covered by the language of this Agreement may be administered by the Employer on a unilateral basis in accordance with such policies and procedures as it, from time to time, shall determine. Any claim that the Employer has exercised such rights and power contrary to the provisions of the Agreement may be submitted to the grievance procedure contained herein. This section shall not conflict with the Union security provisions contained herein.

2.2 The Employer shall have the right to subcontract work covered by the Agreement. No regular employee shall be laid off, terminated, or discharged by the Employer as the result of the Employer subcontracting any work.

2.3 The parties agree and understand that the purpose and intent of this provision is not in any way to limit or restrict the ability of the Employer to do business with other employers, but, rather, this provision is designed and intended to preserve work for employees whose wages, hours, benefits and safety conditions of employment are prescribed by this Agreement, or in the event subcontract of work covered by this Agreement is undertaken that the performance of such work and practice of subcontracting do not result in the destruction of wages, hours, benefits and safety conditions of employment achieved through the collective bargaining process.

ARTICLE 3

DEFINITIONS

- 3.1 Non-Exempt Employee: All employees covered by this Agreement.
- 3.2 Regular Employee: Employees who have satisfactorily completed their new-hire introductory period. Regular employees are either Regular Full-Time Employees or Regular Part-Time Employees.
- 3.3 Regular Full-Time Employees: Employees who are regularly scheduled to work at least thirty (30) hours per week.
- 3.4 Regular Part-Time Employees: Employees who are regularly scheduled to work less than a full-time work schedule but at least fifteen (15) hours per week. Such employees shall receive benefits on a pro rata basis.
- 3.5 Limited Part-Time Employees: Employees who are regularly scheduled to work less than fifteen (15) hours per week and whose schedule vary depending upon need. These employees are not eligible for benefits other than those that are required by law.
- 3.6 Introductory Employees: All newly hired or re-hired Regular Employees during the first one hundred eighty (180) calendar days preceding their most recent date of hire.
- 3.7 Temporary Employees: Employees who are not regularly scheduled and who work when work is available, or when hired to work a regular schedule during a specific period not to exceed six (6) months when additional work of any nature requires a temporarily augmented force, or who are hired in the event of an emergency or to relieve employees because of illness or to work during vacation periods. No regular employee shall be laid off and replaced by a temporary employee. A classification shall not be filled with a temporary employee for more than nine (9) months within a twelve (12) month period. Any temporary employee who is employed for six (6) consecutive months and then re-employed within thirty (30) days thereafter shall be considered an employee covered by this Agreement upon re-employment unless the Union agrees otherwise. The Employer will inform the Union when it has hired temporary employees to fill positions covered by this Agreement.

3.8 Foreman/Supervisor: A Foreman/Supervisor is a bargaining unit member and who supervises other employees as assigned. He may work with tools, provided it does not interfere with the supervision of safety. Although covered by this Agreement, foremen shall be considered supervisory with full supervisory authority and responsibility as directed by the Employer, and the Employer shall be the sole judge, said exercise of such judgment shall not be subject to the grievance procedure herein, of their qualification, selection, performance, and removal. Instructions will normally and usually be given by an employee's immediate supervisor.

3.9 Continuous Employment: The time period from the employee's date of hire to the employee's date of termination or retirement from City employment. All paid and unpaid leave is counted as continuous employment.

3.10 Termination: When an employee's employment with the City ends either by an action of the Employer or by a voluntary action by the employee.

3.11 Retirement: An action by the employee by which ends his/her employment with the City once he/she becomes eligible for Retirement.

3.12 Trial Period: The allotted time in which, after a regular employee is promoted or transferred into a different position, either the employee may voluntarily return to his previous position or the Employer may return the employee back to his previous position.

3.13 Shift Employees: Shift employees as it pertains to this Agreement are those employees whose normal workweek schedule may include a shift outside the hours of 7:00 a.m. to 5:00 p.m.

ARTICLE 4

HIRING, PROMOTION, TERMINATION

4.1 Notices of vacancies in positions covered by this Agreement shall be posted for five (5) working days on all previously designated bulletin boards in advance of permanently filling the position in order to afford presently employed bargaining unit employees the first opportunity to apply. If qualified employees apply during the exclusive in-house 5 day filing period, they will be considered by the Employer before other applications are considered from outside the bargaining unit. Being considered is no guarantee of a transfer or a promotion. The Employer shall make their determination of qualified bargaining unit applicants within five (5) working days following the five (5) day in-house filing period.

4.2 In making temporary and permanent appointments and promotions within classifications covered by this agreement, seniority of bargaining unit employees shall be given full consideration, and where required skills and

abilities are equal, seniority shall prevail. Any dispute as a result of an employee being promoted over an employee with more seniority may be subject to the grievance procedure contained herein.

4.3 Any regular bargaining unit employee who is promoted or transferred into a different position covered by this Agreement shall be given a reasonable period, not to exceed ninety (90) days, to become familiar with the job and to demonstrate the ability to fill the position satisfactorily. If during this trial period, the employee demonstrates unsatisfactory ability for the job, the employee shall be returned to the employee's former job without loss of seniority. If within forty-five (45) working days, the employee determines that the position is not satisfactory, the employee shall be returned to his former position without loss of seniority.

4.4 All new employees with the exception of part-time and temporary employees shall be considered employed on an introductory basis and classified as such for the first one hundred eighty (180) days of their employment. During the introductory period, new employees may be discharged without cause at the full discretion of the Employer. Introductory employees will be evaluated after ninety (90) days. If retained after one hundred eighty (180) days in the same position, such employees shall thereafter be considered regular employees, be classified as such and be entitled to all rights and privileges contained in this Agreement, retroactive to their most recent date of hire as an introductory employee.

4.5 No regular employee shall be discharged without just cause. The existence of cause for discharge, if disputed, shall be subject to the grievance procedure contained herein. When appropriate, the Employer will follow the principle of progressive discipline.

4.6 If it becomes necessary to lay off any regular employee covered by this Agreement, the Employer shall give the affected employee notice in writing two (2) weeks in advance or, in lieu of such notice, two (2) weeks' pay at the employee's regular rate of pay at the time of such layoff.

4.7 All temporary employees who progress without a break in employment to a regular position will be entitled to all rights and privileges contained in this Agreement, with their probationary period, seniority, leave accruals and holidays retroactive as of their initial date of hire as a temporary employee. However, if a temporary employee progresses to a position other than their temporary position the employee shall serve a probationary period of one hundred eighty (180) days in the new position.

4.8 Only those bargaining unit employees defined in Article 3 as regular full-time, regular part-time, introductory and temporary shall be allowed to perform work in those classifications listed in Appendix A of this Agreement.

ARTICLE 5

WORK SCHEDULE AND OVERTIME

5.1 Normal Work Day and Work Week:

The normal work week for employees, except shift employees, shall consist of forty (40) hours, Monday through Friday. The normal work day for all employees, except shift employees, shall consist of eight (8) hours plus an unpaid meal period of at least one-half hour.

5.2 The normal week for shift employees shall consist of forty (40) hours and shall be from 12:00 midnight Saturday to 12:00 midnight the following Saturday. Where mutually agreed to the Employer and employee concerned, a normal work day or shift may consist of more than eight (8) hours. The normal work time for shift employees shall be when 75% of their time is scheduled between 7:00 a.m. to 5:00 p.m. for day shift; 3:00 p.m. to 1:00 a.m. for swing shift, and 11:00 p.m. to 9:00 a.m. for third or graveyard shift, unless mutually agreed otherwise.

5.3 Deviations from the normal work week for employees, except shift employees, including a four-day, ten hour work schedule shall be allowed; provided, however, any deviation from the normal work week shall be mutually agreeable between the Employer, the employee involved and contact the Union for any permanent changes.

5.4 All time worked by regular employees in excess of their normal work day or shift and all time worked by all employees covered by this Agreement in excess of forty (40) hours during any one (1) week shall be considered overtime. All overtime work shall be at 1½ unless noted otherwise in this agreement.

5.5 Anytime an employee's work day schedule, including days off, is changed with less than one (1) week's notice, the employee shall be compensated at the overtime rate for the days which would have been considered the days off. The foregoing shall not apply to scheduled shift changes such as change from day shift to swing shift. The work week schedule for shift employees shall not exceed five (5) days on, with two (2) days off in seven (7). Work schedules for shift employees shall be posted by the 25th of the month covering the succeeding month. All shift employees shall have at least eight (8) hours of relief between shifts. Any employee not having an eight (8) hour break between shifts shall be paid the overtime rate for those hours falling during the eight (8) hour relief period.

5.6 Insofar as practical, overtime shall be divided as equally as possible among regular employees of the same job classification.

5.7 Any regular employee working within the defined hours of swing shift will receive an additional twenty-five cents (\$0.25) per hour for all hours worked. Any employee working within the defined hours of graveyard shift will receive an additional fifty-cents (\$0.50) per hour for all hours worked. This shift differential pay shall be added to the employee's base hourly rate of pay before the computation of any applicable overtime rate.

5.8 All work performed on a holiday will be at the double time rate plus the holiday pay.

5.9 In the event an employee is asked to work during his vacation, he shall receive the double time rate of pay for all hours worked in addition to his vacation pay. The employee may have the option to not receive vacation pay and have those vacation hours credited back to his accrued vacation time.

5.10 Call Back: When an employee is called in to work outside of his normal work schedule, he will receive a minimum of two (2) hours pay at the double time rate. For all hours worked during the call out, in excess of the first two (2) hours, he shall receive overtime at the rate of time and one half (1 ½). The call out time begins when the call is placed to the employee and ends once the employee returns to shop headquarters.

A. If an employee who was called back to work and has completed his/her assignment and left work, is again called back to work, he/she will not receive another minimum if the time of return is within the previous two (2) hour minimum.

5.11 When an employee covered by this Agreement is required to work two (2) or more hours after their normal quitting time without notice prior to employee's regular quitting time of the preceding day, the employee shall be furnished a meal and time necessary to eat, not to exceed one-half (1/2) hour, and at intervals of not more than four (4) hours thereafter while continuing to work. Meal times shall be on the Employer's time. Crews called out for emergency work before their normal starting time and required to work through their normal starting time or beyond shall be furnished breakfast at the Employer's expense, and allowed not to exceed one-half (1/2) hour to eat.

5.12 The City may assign employees to perform work out of the employee's regular classifications.

A. All regular employees who are assigned to perform the work of a higher rated classification shall be paid for time worked, at the higher rate classification. Assignment of an employee to a higher rated classification

or that provides for a wage increase of at least three percent (3%) without an increase in pay shall be limited to bona fide training situations.

B. An employee who is assigned to perform the work of a higher rated classification will receive acting pay for wages only.

C. In order to meet the needs of service, it is agreed and understood that in the absence of an employee's regular Leadman or Foreman, an employee if qualified will be designated by the applicable Department Head or Foreman to perform all duties and will be paid a rate equal to the average of the normally paid position and the higher position. If such employment extends beyond five (5) work days, the employee will be paid the higher classification rate of pay for all time worked, including overtime, at the employee's applicable overtime rate. If an employee is designated to replace a Department Head, the employee will be paid at a rate equal to the first step of the position or 15% above their current rate, whichever is greater.

D. An employee who is assigned to work in a lower rated classification shall be paid at his regular straight time hourly rate.

5.13 Stand-by Time: Employees shall receive \$6.00 per hour while on stand-by. Stand-by time is a period of time in addition to normal work time during which an employee is not working but is required to restrict activities and be available for return to work. An employee is not considered to be on stand-by status unless he/she has previously been, at least twenty four (24) hours in advance, informed by their supervisor or department head of the assignment. Each stand-by assignment shall be for no less than eight (8) hours.

A. An employee shall not receive stand-by pay for hours actually worked or for hours reimbursed by a call-back minimum.

B. Stand-by duty requires the employee so assigned to :

1. Be available for the Employer to contact at all hours by a communication device(s) designated and provided by the Employer;
2. Respond immediately to calls for his/her service, and
3. Refrain from activities which might impair his/her ability to perform his/her assigned duties should he/she be called out.

ARTICLE 6

COMPENSATION

6.1 Each year, upon the employees' anniversary of date of hire under the current position, all employees covered by this Agreement shall receive a one (1) step increase subject to a satisfactory performance evaluation, until the final step on the salary schedule, which is Step 16.

6.1.1 Performance evaluations shall be completed on or before the employees' anniversary date. Any dispute over an employee's performance evaluation shall be subject to the grievance procedure as outlined in this Agreement.

6.1.2 An employee who has taken a voluntary transfer into a lower graded classification and after sixty (60) days, but before one hundred twenty (120) days, bids back into his former position, shall regain his former wage of the higher classification plus any performance evaluation increases which may have occurred as outlined in Section 6.1. The employee will not, however, receive the promotional increase for this transfer as stipulated in Section 6.2.

6.1.3 Starting July 1, 2017, the first 6 steps on the wage and grade table will be eliminated, and three (3) additional steps will be added to top end of the wage & grade table. Each additional step added to the top end will reflect a 2% increase from the previous step.

6.1.4 Effective July 1, 2017, all steps on the new wage and grade table will be increased by \$0.75.

6.2 When an employee is permanently promoted or transferred to a higher grade, the employee will be placed in the first step of the new grade that provides a wage increase of at least three percent (3%).

6.3 If a permanent transfer to a lower grade level is required, the employee will move to the step that approximates the employee's current wage or to Step thirteen (13) if the entire grade is less than the current wage of the employee.

ARTICLE 7

HOLIDAYS

7.1 The following guaranteed paid holidays shall be recognized under this Agreement for all Regular and Introductory employees:

Seward's Day	Last Monday in March
New Year's Day	January 1 st
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veterans' Day	November 11 th
Thanksgiving	Fourth Thursday and Fourth Friday in November
Christmas	December 25 th
Floater	1 per calendar year (Section 7.8)

7.2 Holiday pay will be calculated at eight (8) hours times the employee's straight-time hourly rate.

7.3 When any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday, or when it falls on a Saturday, the preceding Friday shall be observed as the holiday.

7.4 If a holiday falls during an employee's regularly scheduled work week, the employee shall receive time off without loss of pay.

7.5 Worked performed on holidays will be paid for at the appropriate overtime rate in addition to the holiday pay.

7.6 When a holiday falls on a regular work day, during an employee's paid time off (PTO), holiday pay will be provided instead of the paid time off benefit. Holiday pay shall not be counted against accrued vacation time or sick leave.

7.7 Paid time off during holidays will be counted as hours worked.

7.8 In addition to the holidays granted above, all regular employees shall receive one (1) floating holiday per calendar year, after one (1) year of continuous employment. Requests for floaters must be made as far in advance as possible. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

ARTICLE 8

VACATIONS

8.1 After completing the one hundred eighty (180) day introductory period, all regular employees shall be eligible to receive paid vacation benefits accrued according to the following schedule:

- a. Upon eligibility, the employee is entitled to ten (10) vacation days for the first year, accrued monthly at the rate of 6.67 hours.
- b. After one (1) year of continuous service, the employee is entitled to fifteen (15) vacation days each year, accrued monthly at the rate of 10.00 hours.
- c. After four (4) years of continuous service, the employee is entitled to twenty (20) vacation days each year, accrued monthly at the rate of 13.33 hours.
- d. After nine (9) years of continuous service, the employee is entitled to twenty-five (25) vacation days each year, accrued monthly at the rate of 16.67 hours.
- e. After fourteen (14) years of continuous service, the employee is entitled to thirty (30) vacation days each year, accrued monthly at the rate of 20.00 hours.

8.2 Regular Part-Time employees working less than forty (40) hours per week will have vacation hours earned each month pro-rated based on weekly hours worked divided by 40.

8.3 Partial months earned during termination are not pro-rated. If an employee worked fifty percent (50%) or more of the workdays in the month in which his employment was terminated, then he will be credited for the entire month. If the employee worked less than fifty percent (50%) of the workdays in the month, in which his employment was terminated, no vacation time will be credited for that month.

8.4 During the introductory period, vacation time shall accrue but may not be taken prior to six (6) months of continuous satisfactory service, but after six (6) months of employment, vacation time shall then be retroactive and include the first month of the employees' date of hire.

8.5 Vacation pay shall be at the employees' current rate of pay at the time of vacation. Paid vacation time may be used in increments of one-half (1/2) hour.

8.6 The length of eligible continuous service is calculated on the basis of a "benefit year". This is the twelve (12) month period that begins on the employees' date of hire.

8.7 All regular employees shall be paid upon termination of employment up to a maximum of 320 hours of vacation time earned but not used

8.8 Upon retirement all regular employees shall be paid 100% for all vacation time earned but not used

8.9 An employee may not accumulate more than five hundred twenty (520) hours of vacation time at the end of any pay period. Written notification will be given to the employee at such time the employee's cap is reached.

8.10 Employees accruing vacation time at the rate of one (1) or more days per month, must take at least five (5) days of paid time off annually. Employees accruing vacation time at the rate of two (2) or more days per month must take at least ten (10) paid vacation days off annually.

8.11 If an employee is denied vacation time, which ultimately places him over the maximum accumulated hours, the employee shall be allowed to sell back as many hours as necessary to keep him under the maximum hour levels. For the purpose of this section, all vacation time must be requested 60 days in advance. In the event more than one employee requests the same vacation period, and it is determined by the employer that too many employees would be gone in a given department, the employee (s) with the most department seniority shall be given preference.

ARTICLE 9

SICK LEAVE

9.1 Upon completion of the introductory period, all regular employees shall accrue paid sick leave benefits at the rate of one (1) day (eight (8) hours) for each month of continuous employment up to a maximum of sixty (60) days (480 hours) and shall be paid at the employees' current rate of pay.

9.2 Paid sick leave benefits shall accumulate from the date of hire.

9.3 Accumulation of sick leave above four hundred eighty (480) hours shall be converted from sick leave to annual leave on July 1st of each year. At such time the employee may elect to cash-out half of their excess accumulated hours. This conversion shall not exceed 200 hours per year.

9.4 The Employer reserves the right to require sickness to be supported by a doctor's certificate in the case of habitual absenteeism and after 5 consecutive days of being absent.

9.5 Paid sick leave benefits shall be paid at the employee's current rate of pay for an illness or injury which has actually incapacitated the employee and prevented the employee from performing normal duties, or for absence due to illness in the employee's immediate family requiring the employee's personal attendance. Doctor, dental, or vision appointments shall be included as cause for sick leave.

9.6 In case of injury or ailment, which is covered by the Alaska Workers' Compensation Act, the employee will continue to accrue all benefits allowed under this agreement, including but not limited to sick leave, vacation, and health & welfare insurance.

9.7 At the expiration of any period of sick leave, an additional period of up to ninety (90) days without pay shall be granted at the written request of the employee and the need for such sick leave must be proven by a doctor's certificate. Seniority rights shall be held by the employee until the expiration of any such period of leave without pay.

9.8 When an employee is temporarily, partially disabled and as a result is unable to perform regular duties, the Employer will make a reasonable effort to assign light duty when available.

9.9 An employee shall notify his supervisor immediately, but no later than the end of his shift, in case of an accident or injury sustained on the job.

ARTICLE 10

SENIORITY

10.1 Seniority as used herein shall mean the length of continuous employment with the Employer within job classifications covered by this Agreement. Employees shall not accumulate seniority during the period of introductory employment. After employees have completed the introductory period and have been transferred to regular status, seniority shall be dated from the date of hire.

10.2 The seniority of an employee shall terminate if that employee:

10.2.1 Is laid off for a period of more than twelve (12) consecutive months.

10.2.2 Resigns from employment with the Employer.

10.2.3 Is discharged with just cause.

10.2.4 Is temporarily laid off and fails to return to work within ten (10) working days after written notice requesting the individual to return to work is delivered by registered mail to the individual's last known address or to the individual personally, and fails to notify the Employer of an intention to return to work within forty-eight (48) hours after having received such notification.

10.3 Any layoffs shall be made in the inverse order of the seniority of the employees by job classification within each department, provided ability and qualifications are equal. If thereafter, a vacancy in the same classification occurs, seniority, ability and qualifications of those on layoff status shall be considered when filling the vacancy. Temporary positions in a department in which one or more employees have been laid off during the preceding twelve (12) month period shall be offered first to the laid off employees who are qualified to perform the temporary work.

10.4 Excepting the position of foreman, in the filling of new jobs, vacancies and in making temporary and permanent promotions, seniority, as defined in this Agreement, shall be given full consideration; and where ability and qualifications mean requirements that are pertinent to the job classification.

10.5 In the selection of shifts and vacations, seniority shall prevail, insofar as practical, in the best interests of service.

ARTICLE 11

LEAVES OF ABSENCE

11.1 All leaves of absence without pay are to be requested from the Employer in writing as far in advance as possible, stating the reason for the leave and the amount of time requested. A written reply granting or denying the request shall be given by the Employer within thirty (30) days, except in the case of an emergency.

11.2 Leaves of absence without pay may be granted for period of up to one hundred eighty (180) calendar days without loss of accrued benefits and seniority, provided that the employee must use accrued vacation/sick leaves before being placed on leave without pay (LWOP) status. In special cases, leaves of absence may be extended by mutual written agreement.

11.3 Leave required in order for an employee to maintain status in the National Guard or a military reserve of the United States shall be granted without loss of pay and without loss of benefits accrued to the date of such leave commences. Regular full-time employees on such leave shall be compensated by the Employer for the difference between their military pay and their regular pay up to a maximum of two (2) weeks. A copy of the order issued by appropriate authority for military training shall accompany requests for special military leave. Upon return to duty the employee shall furnish the Employer evidence of the amount of National Guard or Reserve pay received during the period of special military leave before he/she will be reimbursed any additional monies by the Employer.

11.4 An employee who is selected or properly appointed to a position of responsibility in the Union may be granted a leave of absence without pay or fringe benefit or seniority accrual for a period not to exceed three (3) years without loss of established seniority. Such leave of absence shall be requested by the Union and will be considered based on the operational needs of the City. Upon expiration of the leave of absence, the employee shall be reinstated to the first available opening in the employee's former classification.

11.5 Employees attending conferences, seminars or workshops, on behalf of the Union, will be allowed to take leave without pay. Employees taking leave without pay for Union business do not have to use accrued leave prior to being placed on leave without pay status.

11.6 The Employer shall provide leave to eligible employees in accordance with the requirements of the state and federal Family and Medical Leave Acts (FMLA).

11.7 Employees may retain up to five (5) days of paid leave prior to being placed on Family Medical Leave without pay. The choice to retain leave must be included in the initial request.

11.8 Employees on approved FMLA shall have their health insurance benefits continued as if they were working.

ARTICLE 12

JURY DUTY/WITNESS DUTY

12.1 Employees who are called to serve on jury duty, or who are subpoenaed to testify in court on a matter related to their employment or volunteer activities on behalf of the City, shall be compensated by the Employer for the difference between their jury duty or witness pay and their normal straight-time pay. The Employee will suffer no loss of accrued benefits for such time. If the employee is temporarily or permanently excused from jury or witness duty, the employee shall promptly return to work.

12.2 Employees will be granted paid-time off (PTO) for court appearances on their own behalf or as a witness at the request of a party other than the Employer. Timely notification to the Employer will be given when possible.

ARTICLE 13

FUNERAL LEAVE

13.1 The employee, at his request, shall be granted reasonable time off as funeral leave of absence. Such time off may be charged, at the employee's option, to his vacation account or sick leave account. Should the employee's vacation and sick leave accounts both be insufficient, the employee shall be permitted a reasonable amount of time as funeral leave without pay. In the event of death of an employee's parent, child, sibling, spouse, father-in-law or mother-in-law the first five (5) days of such leave shall be paid by the Employer without affect on the employee's sick leave account or vacation account.

ARTICLE 14

TRAINING

14.1 The Employer and the Union will cooperate in encouraging training programs, including government-funded programs, which will provide initial and advanced training for the employees. Within budget limitations, the Employer may provide an educational assistance plan for regular full-time employees to improve skills, knowledge and abilities relating to their present positions or to positions to which they might logically progress.

14.2 In order to receive reimbursement for training, employees must request and receive prior approval from the Employer and must satisfactorily complete the course with a grade C or better. Upon completion of the approved course, the employee may submit a request for reimbursement, together with receipt of tuition and books, to the department head who will process the request for payment. All usable books and other materials received as a part of Employer-funded courses shall be the property of the Employer, and shall be available in applicable departments for use by employees. Such education must be identified in the employee's performance evaluation and must be coordinated through the Personnel Department.

14.3 When assigned to a school or training facility by the City, employees will not suffer a loss in wages. If schooling is taken out of town or it is necessary to travel out of town at the City's insistence, room will be reimbursed, if necessary upon presentation of proper receipts, and all major transportation shall be taken care of in advance by the City. When travel is authorized by the Employer for training on an employee's regularly scheduled day off, the employee shall receive compensation at the employee's straight time hourly rate

for actual travel time not to exceed eight (8) hours of compensation per travel day. In addition a \$50 per diem for meals and incidental expenses shall be paid to the employee while out of town on training.

14.4 When assigned to a school or training facility by the City, employees will agree to remain in City service one month for every day (including Saturdays and Sundays) that he or she is attending the school and for which the City is paying his or her salary, travel costs, and per diem. There shall be a two-year maximum to the length of time that the employee must remain in service. Should the employee leave the service of the City prior to the completion of computed service time, he or she shall reimburse the City for costs incurred in proportion to length of time remaining to be served. If the employee is involuntarily separated from the service of the City before completion of computed service time, the remaining time to be served will be cancelled.

ARTICLE 15

MEDICAL BENEFITS

15.1 The Borough will make available to all employees a health insurance plan, subject to plan eligibility requirements.

15.1.1 Beginning July 1, 2017, the City and Borough of Wrangell shall pay 85% of the cost of the insurance premiums for the Employee and any enrolled spouse or dependents for all bargaining unit employees hired after January 1, 2011, and those employees will pay the remaining 15% of the cost of coverage for the employee and enrolled spouse and/or dependents in the form of a payroll deduction at the end of the pay period and month of coverage.

15.1.2 Beginning July 1, 2017, the City and Borough of Wrangell shall pay 90% of the cost of the insurance premiums for the Employee and any enrolled spouse or dependents for all bargaining unit employees hired before January 1, 2011, and those employees will pay the remaining 10% of the cost of coverage for the employee and enrolled spouse and/or dependents in the form of a payroll deduction at the end of the pay period and month of coverage.

15.2 Either party may propose to the other, during the term of this Agreement, an alternate health insurance plan if the proposed plan offers equal or better coverage at an equal or reduced premium. In the event that one party gives written notice to the other that such a plan is available, the parties will meet to review the plan proposed.

15.3 Employees and the Union will receive notification of any proposed changes in insurance coverage prior to implementing any changes.

15.4 Repealed.

15.5 The Employer agrees to continue a deductible reimbursement program equal to the City and Borough of Wrangell's Health Reimbursement Arrangement.

ARTICLE 16

RETIREMENT BENEFITS

16.1 All regular permanent employees shall be eligible to participate in the Alaska Public Employees Retirement System (PERS) and the Supplemental Benefits System (SBS) as provided by the State of Alaska.

ARTICLE 17

LABOR/MANAGEMENT COMMITTEE

17.1 A Labor/Management Committee, consisting of no more than three (3) regular representatives from City Management, and no more than three (3) representatives from the employee group will meet upon written notification of desire to convene by either party. The primary activities of this committee will include: contract interpretation, pre-grievance discussions of operating problems, method improvement and public relations.

17.2 The Committee will not have the authority to alter the meaning or cost application of the collective bargaining agreement, nor will it act as a grievance committee once a grievance has been filed. The chair shall rotate between the City and the Union, alternately, at each meeting.

ARTICLE 18

EMPLOYMENT PRACTICES

18.1 Employees shall have access to the confidential personnel and payroll files that relate to them. Access to these files by other than the City Manager or his designee, the employee's immediate supervisor and department head shall not be allowed without prior approval of the City Manager, except that the Finance Director may have access to payroll records. Employees shall be advised as to any other persons who may be granted access to these files.

18.2 An employee may exchange a scheduled day off for another day if the employee's supervisor and any other affected employee agree.

18.3 In case of occupational injury, or prolonged illness, the employee's position or a comparable position shall be held for up to twelve (12) months or until it has been medically determined that the employee will be unable to return to that job, whichever occurs first, and the employee shall not lose accrued seniority during this period.

18.4 Personal tools which are worn out or broken while being used by mechanics in the performance of their work will be replaced by the Employer with tools of equal quality. Employees will be required to present the broken or worn tool to the Employer prior to receiving a replacement. The Employer will also replace such tools when stolen if evidence of forcible entry or other physical evidence of theft is presented and the employee has filed a complaint with the police department.

18.5 The Employer shall furnish a room with lockers for clothes, tools, etc., and facilities for draping clothing and equipment. The Employer shall also furnish the cost of required overalls, rain gear, boots, or other protective clothing for all full-time employees not to exceed four hundred dollars (\$400.00) per year per employee. Reimbursement will be made based on evidence of purchase. This allowance may also be used for personal clothing that has been destroyed or deemed unusable in the performance of the employee's job. Employees are required to check their balance before purchase.

18.6 Employees shall travel shop to shop on the Employer's time and in City vehicles and shall report at shop headquarters in which they are regularly employed. Employees will not use personal vehicles in the course of their work unless specifically authorized in writing, in which case the maximum Internal Revenue Service (IRS) allowable reimbursement rate per mile will be paid.

18.7 Employees who report for work on a scheduled work day and who, because of inclement weather or comparable reasons, are unable to discharge their usual duties, will be paid for such day at the applicable rate; provided, however, that such employee may be assigned to other work or participate in training and instruction pertinent to their employment, including first aid and safety. Reassignment of other work or training shall be at the sole discretion of the employer.

18.8 All work shall be executed in a safe and proper manner. The Employer and employees shall be responsible for carrying out safety practices. Any employee injured the job, however slightly, must report the fact immediately to his/her supervisor or other responsible department official. All first aid kits shall be kept properly supplied, and in clean and good condition.

18.9 Employees may engage in occupations or outside activities as long as they do not interfere with their job duties or create a conflict of interest.

18.10 Changes on time cards that involve an employee's rate of pay or hours worked shall be brought to the attention of the employee involved as soon as practical and the authorized Union representative. Copies of an employee's time cards shall be made available for inspection if requested by the employee or an authorized Union representative.

18.11 All employees are paid on the 5th day of the month. For the months of June and December, employees will be paid on the last working day of those months. All employees under this agreement shall be allowed a mid-month draw and may be allowed additional draws based on personal need. If payday falls on a holiday or weekend, the preceding business day shall be the payday. With the exception of any mid-month draws, each paycheck shall be accompanied by a statement showing the number of hours worked at straight-time, the number of hours worked at overtime, and all deductions. Annual statements shall be furnished to each employee showing gross earnings, total deductions made, and total vacation and sick leave time accumulated. No unauthorized deductions or accrued earnings shall be withheld from an employee's earnings. Electronic deposits will be made upon written request by the employee.

18.12 If important changes are made in any job, either from an equipment operation or responsibility standpoint, then such job shall be reviewed for reclassification by mutual agreement between the City and Borough of Wrangell and the Union. If new job classifications are created in divisions covered by this Agreement that would not otherwise be excluded from the bargaining unit pursuant to the recognition clause contained herein, the Employer and Union will bargain in good faith about the wages, hours and working conditions to apply to the new classification. Such negotiations shall occur prior to the hiring of the position.

18.13 An employee whose work requires driving motor vehicles must possess a valid driver's license issued by the State of Alaska, with an acceptable driving record. The Employer shall reimburse employees for the cost of job required renewal of commercial driving endorsements, including any required physical examinations. Any employee who does not hold a valid driver's license will not be allowed to operate a City vehicle until such time as a valid license is obtained. Employees must immediately report any suspension, revocation, or restriction of driving privileges to their supervisor. Failure to report a suspension, revocation, or restriction of driving privileges may result in disciplinary action against the employee.

ARTICLE 19

SAFETY

19.1 The City shall furnish such safety devices and first aid kits as may be needed for the safety and proper emergency medical treatment of the

employees. All necessary rubber equipment and noise protection gear for the protection of men working on or in close proximity of live and/or loud equipment is to be furnished by the City and shall be used by the employee's at all appropriate times. The City will furnish such safety straps as may be necessary.

19.1.1 The Employer will provide an allowance of up to three hundred fifty dollars (\$350.00) for replacement of body belts and up to two hundred fifty dollars (\$250.00) for replacement of climbers and/or replacement parts for climbers for all Journeyman Lineman and indentured apprentices working under this Collective Bargaining Agreement.

19.1.2 The employee will take full responsibility for the safe upkeep of this Personal Protective Equipment (PPE) and thereby take full ownership of it. The reimbursement will not apply to belts and climbers that have been intentionally damaged. Upon a request for replacement by the employee, the Employer along with a union designated safety committee person, shall make a determination of the equipments present condition, adequacy of protection and fit; then either approve or disapprove the replacement. Any dispute over this determination may be subject to the grievance procedure contained in the Collective Bargaining Agreement.

19.2 Both Employer and employees are required to comply with the Alaska Occupational Safety and Health Act (OSHA), as set forth in AS 18.60.010 – AS 18.60.105. Pursuant to AS 18.60.075(a) and AS 18.60.075(b), as may be amended from time to time, it shall be the responsibility of both the Employer and employees to undertake all work in a safe and proper manner. Subject to AS 18.60.077 and AS 18.60.081, The National Electric Safety Code and OSHA regulations adopted by the State of Alaska for electrical work and related activities shall serve as the standard.

19.3 All repair, installation and maintenance work on energized high voltage equipment and on high voltage series street lighting circuits shall be done by journeyman linemen where available. The framing and handling of poles, boring and fitting on cross arms, making guys on the job, the testing repair and rebuilding of transformers, oil circuit breakers, sectionalizes, voltage regulators and other electrical apparatus will be done by qualified journeyman who may be assisted by apprentices or ground men.

19.4 When working on energized circuits of 400 volts or greater, one (1) journeyman and (1) apprentice or ground man shall be required. The apprentice or ground man shall serve principally as a standby man to render assistance in case of an accident. In no case, when working in pairs, shall they work simultaneously.

19.5 In case of trouble on energized lines, conductors or equipment in excess of 400 volts, or where work to be performed is hazardous, two or more journeymen shall be assigned to the job when available.

19.6 All employees shall be responsible for carrying out safety and good housekeeping policies and practices. They shall see that all first aid kits are kept properly supplied and in clean and good condition, and that all protection devices for handling high voltages are kept in good condition. Rubber gloves shall be subjected to a 15,000 volt flashover test every six (6) months and an air test before each use and shall be kept clean, dusted with talcum powder and carried in a suitable bag provided for that purpose only. Hand tackle shall be kept in good repair.

19.7 No person except those employed therein, or duly authorized, shall enter substations or generating plants without the knowledge and permission of the person in charge of the plant at the time. Rooms and spaces shall be so arranged with fences, screens, partitions or walls as to prevent entrance or unauthorized persons or interference by them with equipment inside, and entrances not under the observation of an unauthorized attendant should be kept locked.

19.8 No employee shall be required to work voltages in excess of 5,000 volts with rubber gloves.

19.9 The Employer will provide one set of high visibility, fire retardant raingear to employees engaged in line work (including flagging), generation maintenance, or meter reading. Replacement will be made whenever the raingear is worn out or damaged.

19.10 Safety or prescription safety eyeglasses and frames broken as a result of job related activities will be replaced at Employer expense, providing proof of loss or breaking of glasses in the course of employment is furnished.

19.11 Drug/Alcohol Testing: IBEW, Local 1547 and the City and Borough of Wrangell maintain a firm joint commitment to ensure a drug-free workplace, and to comply with applicable laws and regulations for employees in positions requiring commercial driver's licenses, and a policy of pre-employment testing, reasonable suspicion testing, random testing, and post accident testing for positions that do not require commercial drivers licensees.

19.12 A Safety and Training Committee composed of equal representation from the Employer and the employees shall be created to inspect all tools and equipment and review safety programs and training. The Safety Committee shall have the right to recommend disciplinary action for any employee who disregards safety practices and regulations. Inspections and

safety meetings are to be made mandatory on a monthly basis. The Employer will forward minutes of all safety meetings to the Local Union office.

ARTICLE 20

NO STRIKE – NO LOCKOUT

20.1 This Agreement is a guarantee by both parties that there will be neither strikes nor lockouts during the life of the Agreement. The Union further agrees that it will not sanction, aid or abet, encourage or continue any work stoppages, strike, picketing, sick-out, slow down, hand billing or other disruptive activity during the life of this Agreement and shall undertake all reasonable means to prevent or terminate any such activity.

20.2 Under normal conditions, it is agreed that nothing in this Agreement shall be interpreted as requiring members of the Union to work behind another labor organization's lawful picket line recognized by IBEW, Local 1547. However, it is mutually agreed that all essential services will be maintained by employees without interruption.

ARTICLE 21

GRIEVANCE AND ARBITRATION PROCEDURE

21.1 A grievance is defined as an alleged breach of this Agreement raised during its term. Time limits set forth in the following steps may only be extended by mutual written consent of the parties hereto. The parties agree that any problems should be resolved as quickly as possible and at the lowest level of supervision possible. If informal resolution is not possible, the following steps shall apply:

21.2 Step I – Department Head: Any employee shall first discuss any grievance with his or her Department Head within five (5) working days after the grievance arose. The employee may be accompanied by his or her Shop Steward.

21.3 Step II – City Manager: If the matter cannot be resolved informally at Step I, and it is the employee's desire to proceed further, the Union shall reduce the grievance to writing and submit it to the City Manager, or designee. The written grievance shall contain a description of the alleged problem, the section of the Agreement involved, the date it occurred, and the corrective action desired. The City Manager, or his designee will, within seven (7) working days of receipt of the written grievance, hold a meeting with the employee and a Union representative for the purpose of resolving the grievance. The City Manager, or designee shall respond in writing within seven (7) working days of the Step II meeting.

21.4 Step III – Arbitration: If not settled, the Union may submit the grievance to final and binding arbitration within fourteen (14) working days following receipt of the Step II response. Upon notification that the dispute is submitted for arbitration, the Employer and the Union shall attempt to agree on an arbitrator. If the parties are unable to agree on an arbitrator, the Union shall, request the Federal Mediation & Conciliation Service to supply a list of thirteen (13) qualified arbitrators and the parties shall alternately strike names from such list until the name of one (1) arbitrator remains who shall be the arbitrator. The party to strike the first name shall be determined by coin toss. The arbitrator shall be notified immediately of his or her selection by letters from the Employer and the Union requesting that a time and place for a hearing be set as soon as possible. The Arbitrator's award shall be final and binding, subject to the limits of authority stated below. The parties shall use their best efforts to minimize the costs.

21.5 The Arbitrator's function is to interpret the Agreement. The Arbitrator shall consider only the particular issue presented in writing by the Employer and the Union. The Arbitrator shall have no authority or power to add to, delete from, disregard, or alter any of the provisions of this Agreement, but shall be authorized only to interpret the existing provisions of this Agreement as they may apply to the specific facts of the issue in dispute.

21.6 Any dispute as to procedure shall be heard and decided by the Arbitrator in a separate proceeding prior to any hearing on the merits. Any dismissal of a grievance by the Arbitrator, whether on the merits or on procedural grounds, shall bar any further arbitration. Each party shall bear one-half (1/2) of the fee of the Arbitrator and any other expenses jointly incurred, incidental to the arbitration hearing. All other expenses shall be borne by the party incurring them, and neither party, shall be responsible for the expenses of witnesses called by the other party, except that witnesses who are employees of the Employer shall be paid by the Employer for normal working time spent testifying at the hearing.

21.7 If an employee or the Union fails to process a grievance at any step within the time limits set forth above and the procedure is not waived and such failure shall constitute a bar to any future actions thereon. The grievance shall automatically progress to the next step and not be deemed waived if the Employer (or his designee) fails to answer a grievance at any step in the procedure. In any event, the Union shall be entitled to a written response from the Employer prior to submission to arbitration.

21.8 Unless otherwise agreed to herein, neither party shall be required during the term of this Agreement to provide the other party with any data, documents, or reports in its possession or under its control for any purpose or reason unless they are relevant to a filed grievance. Copies of all documents used to support and answer a grievance shall be made available to the parties.

21.9 For the purposes of this Article “working days” shall exclude Saturdays, Sundays and recognized holidays.

ARTICLE 22

NONDISCRIMINATION

22.1 The Employer and the Union agree that there shall be no unlawful discrimination against any employee or applicant for employment because of race, color, religion, age, sex or national origin, except as permitted by law and unless one of the foregoing factors constitutes a bona fide occupational qualification; provided, however, that a claim that this provision has been violated shall not be subject to Step III of the grievance procedure of this Agreement if the grievant has also filed a charge or claim with an administrative agency or court of law, and provided further, that any claim, complaint or charge that this provision has been breached or violated shall be deemed waived and unenforceable and the Employer and Union thereby released from any liability if not filed with the appropriate administrative agency and/or court of law within one hundred eighty (180) days of the alleged act of discrimination.

22.2 For the purpose of this Agreement, where the male gender is used, it shall mean to cover both male and female employees.

ARTICLE 23

UNION REPRESENTATION

23.1 The Union’s Business Representative shall appoint no more than three (3) Shop Stewards within the City and Borough of Wrangell Bargaining Unit and shall notify the Employer as to their names and specific duties. No other employee or member of the Union, outside of the Business Manager, Business Representative or its appointed Shop Stewards, shall represent the Union.

23.2 Shop Stewards shall perform work for the Employer to the same extent as other employees. After giving notice or having made an appointment, Shop Stewards or other authorized Union representatives, as stated above in Section 23.1, shall be allowed admission to any shop or job at any reasonable time for the purpose of investigating conditions existing on the job. Such authorized representatives shall confine their activities during such investigation to matters relating to this Agreement.

23.3 The City shall furnish bulletin boards for the use of the Union in posting officially signed Union bulletins.

23.4 The Union reserves the right to discipline its members for any violation of any of its laws, rules and agreements.

ARTICLE 24

UNION SECURITY

24.1 All employees of the City coming within the classifications covered by this Agreement shall share in the cost of maintaining and operating the Union as their collective bargaining agency in accordance with its rules, and shall be members thereof in good standing within thirty (30) calendar days of hire or within thirty (30) calendar days following the date of signing of this Agreement, whichever is later.

24.2 During the term of this Agreement, the Employer shall deduct from the wages of employees covered by this Agreement and pay over monthly to the proper offices of the Union the membership dues, working assessments and other lawful charges or equivalent service charge for those employees who individually and voluntarily authorize such deductions in writing by signing an authorization for payroll deduction of Union dues, copies of which shall be provided by the Employer. The Employer will not be held liable for deduction errors, but will make proper adjustments with the Union for errors as soon as practicable. The Union will hold the Employer harmless for any action taken at the written direction of the Union pertaining to this Article. The City will send a check for the total amount deducted, together with a list of the individuals' names for whom the deductions were made, to the Financial Secretary as designated by the Union on or before the fifteenth (15th) day of the following month.

24.3 During the term of this Agreement, the Employer shall deduct \$7.00 per pay period from the wages of employees covered by this Agreement and pay monthly to a person or entity designated by the Union as voluntary contributions to the Union's Political Action Committee Fund for those employees who individually and voluntarily authorize such deductions in writing by signing and giving to the Employer the standard deduction authorization form provided by the Union. The deduction authorization may be revoked by the employee at any time. Both the Union and the employee agree to indemnify and hold the Employer harmless from any and all claims, demands, suits or other actions or liability that may arise out of, or exist as a result of, making these deductions or contributions.

24.4 The Employer will provide the Union with a monthly report containing the following information about employees covered by this Agreement: name and date of hire of new employees hired each month, union dues or service charges deducted and classifications. The method and format of reporting shall be determined by the Employer. As a condition of receiving the

foregoing information, the Union will treat it as confidential and limit its dissemination to official Union representatives. The Employer shall respond within twenty (20) days to any written request from the Union for information as to why any employee was not included with said information. If not satisfied with the response, the Union may submit to the grievance procedure contained herein, beginning at Step II, any claim that the Employer has wrongfully excluded any employee from the bargaining unit.

ARTICLE 25

GENERAL PROVISIONS

25.1 Nothing contained herein shall prohibit the Employer, at its sole discretion, from paying wages and/or benefits in excess of those provided herein.

25.2 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the parties hereto, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of any or all of the parties at the time they negotiated or signed this Agreement. The parties further agree, however, that this Agreement may be amended by the mutual consent of the parties in writing at any time during its term.

25.3 Should any article, section or provisions herein contained be rendered or declared invalid by reason of any existing or subsequently enacted statute or other law, or by the decree of judgment of any court of competent jurisdiction, the invalidation of such article, section or provision will not affect the remaining portions hereof and such other parts and provisions will remain in full force and effect. Upon the invalidation of any article, section or provision hereof, the parties will meet and negotiate the parts and provisions concerned within thirty (30) days from the date the fact of such invalidation is communicated to them; provided, however, that the parties may mutually agree to extend the time for such negotiations.

25.4 The Employer shall have the right to transfer employees covered by the current Collective Bargaining Agreement (CBA) to a third party, whether by sale, transfer, privatization, or any other legal means, the City and Borough of Wrangell is obligated to require the third party acquiring said properties, to agree in writing to both the City and Borough of Wrangell and IBEW, Local 1547 (Union) to:

- A. Recognize the Union as the collective bargaining representative of all transferred employees;
- B. For the duration of the CBA agree to not lay-off transferred employees and honor all terms and conditions of the CBA.

ARTICLE 26

TERM OF AGREEMENT

26.1 This Agreement shall become effective July 1, 2017 and shall continue in full force and effect through June 30, 2020 and shall continue in full force and effect from year to year thereafter unless notice of desire to amend this Agreement is served by either party upon the other at least ninety (90) days prior to the date of expiration. If notice to amend is given, negotiations shall commence within thirty (30) days following the date of the notice, and this Agreement shall remain in effect until the terms of a new amended Agreement are agreed upon; provided, however, that if a notice to amend is timely given, either party may at any time thereafter notify the other in writing of its desire to terminate this Agreement as of a date stated in such notice to terminate, and shall be at least ten (10) days subsequent to the giving of such notice to terminate.

26.2 If, at any time during the agreement, the State of Alaska reduces the current level of revenue sharing provided to the City and Borough of Wrangell, either party shall have the right to open the Agreement for the sole purpose of re-negotiating any pending wage increases agreed to but not yet in effect. These negotiations must take place prior to the effective date of any such increase.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed this 13th day of July, 2017.

ATTEST

CITY AND BOROUGH OF WRANGELL

By Carol Rushmore
Carol Rushmore
Interim Borough Manager

By David L. Jack
David L. Jack
Mayor

By Kim Lane
Kim Lane
Borough Clerk

INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS,
LOCAL 1547, AFL-CIO

By _____

By _____

By _____

Negotiating Committee

By _____

Negotiating Committee

By _____

Negotiating Committee

CITY AND BOROUGH OF WRANGELL
APPENDIX A
JOB TABLE BY GRADE AND TITLE

<u>GRADE</u>	<u>JOB CLASSIFICATION TITLE</u>	<u>DEPARTMENT</u>
9	Maintenance Custodian	Pool/Museum
13	Groundman/Meter Reader	Electric
13	Harbor Maintenance Security Assistant	Harbor
14	Maintenance Specialist I/Heavy Equipment Operator Trainee	Public Works
15	Administrative Assistant	Harbor
15	Maintenance Specialist	Public Works
15	Apprentice Water/Wastewater	
16	Electric Dispatch Secretary	Electric
16	Sanitation Worker	Sanitation
17	Ports and Harbors Maintenance	Harbor
19	Facility Maintenance Specialist	Public Works
19	Harbor Services Leadman	Harbor
19	Marine Service Center/Harbor Services Leadman	Harbor
19	Mechanic	Garage
19	Skilled Maintenance Specialist	Public Works
19	Water Treatment Operator	Water/Wastewater
19	Wastewater Treatment Operator	Water/Wastewater
20	Diesel Electric Mechanic	Electric
20	Mechanic Leadman	Garage
23	Water Treatment Leadman	Water/Wastewater
23	Wastewater Treatment Leadman	Water/Wastewater
23	Public Works Foreman	Public Works
27	Electrical Lineman	Electric
29	Electrical Line Foreman	Electric

CITY AND BOROUGH OF WRANGELL
APPENDIX A (continued)
APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyman wage rate, at Step 6 of the Journeyman Lineman wage schedule in Appendix A:

Period	Percent	OJT Hours	Related Training Component
1 st	50%	0-1000 Hours	Satisfactory Progress
2 nd	55%	1001-2000 Hours	Complete 1 st Year
3 rd	60%	2001-3000 Hours	Satisfactory Progress
4 th	65%	3001-4000 Hours	Complete 2 nd Year
5 th	75%	4001-5000 Hours	Satisfactory Progress
6 th	80%	5001-6000 Hours	Complete 3 rd Year
7 th	85%	6001-7000 Hours	Satisfactory Progress
8 th	90%	7001-8000 Hours	Complete 4 th Year Pass State Licensing Exam

To be advanced to the next level the apprentice must have completed both the on-the-job training (OJT) hours and the related training component, as stated above.

The apprentice to journeyman ratio shall not exceed one (1) apprentice for every two journeyman. The Foreman will be counted as a journeyman for this calculation.

CITY AND BOROUGH OF WRANGELL APPENDIX B

TEMPORARY EMPLOYEES Wages and Benefits

1. Temporary employees working in classifications other than those listed below shall be paid at the applicable rate set forth in Appendix A.

2. All employees hereunder are designated as NECA-Temporary. The term NECA refers to the Inside-Outside IBEW Alaska Electrical Construction Agreement, as amended.

3. NECA-Temporary Employees: Journeyman Linemen and Wiremen and other classifications as set forth in the IBEW-NECA Agreement may be employed as NECA-Temps for a period not to exceed six (6) months of continuous employment in a twelve (12) month period. Such employees shall be subject to this Agreement as to hours of work and applicable working rules only. In addition, NECA-Temporary employees shall receive the wage rates as set forth in the IBEW Inside-Outside Alaska Electrical Construction Agreement, as amended. The Employer shall pay for the NECA-Temp employee's account, the health and welfare benefits, retirement benefits and group legal benefits as specified in said IBEW-NECA Agreement. NECA-Temporary employees shall not accrue seniority, service credits, holiday pay, annual leave, jury duty, worker's compensation supplement or longevity. NECA-Temporary employees shall be compensated at three (3) times the appropriate straight time rate for time worked on holidays.

4. Assignment of a NECA-Temporary employee to a regular position shall not cause the employee to be treated as either a probationary or regular employee unless the Employer affirmatively indicates in writing that is the Employer's intent and desire to change the employee's status from that of a NECA-Temporary to either a probationary or regular employee.

Wage Scale, IBEW-represented positions, July 1, 2017 to June 30, 2020

City & Borough of Wrangell

Grade	Step	NEW												
		STEP 1	2	3	4	5	6	7	8	9	10	11	12	13
13	Groundman/Meter Reader	18.55	18.90	19.26	19.63	20.00	20.40	20.79	21.19	21.59	22.02	22.45	22.88	23.32
13	Harbor Maintenance/Security	18.55	18.90	19.26	19.63	20.00	20.40	20.79	21.19	21.59	22.02	22.45	22.88	23.32
14	Maint Specialist I	19.38	19.75	20.14	20.53	20.92	21.32	21.74	22.16	22.58	23.01	23.46	23.91	24.37
15	Administrative Assistant-Harbors	20.26	20.65	21.04	21.44	21.87	22.29	22.72	23.15	23.61	24.06	24.53	25.00	25.49
15	Water Trt. Plt. Apprentice	20.26	20.65	21.04	21.44	21.87	22.29	22.72	23.15	23.61	24.06	24.53	25.00	25.49
15	Maintenance Specialist	20.26	20.65	21.04	21.44	21.87	22.29	22.72	23.15	23.61	24.06	24.53	25.00	25.49
15	Custodian - Light Maintenance	20.26	20.65	21.04	21.44	21.87	22.29	22.72	23.15	23.61	24.06	24.53	25.00	25.49
16	Electrical Dispatch Secretary	21.18	21.58	22.01	22.43	22.86	23.30	23.77	24.22	24.68	25.16	25.65	26.15	26.65
16	Sanitation Worker	21.18	21.58	22.01	22.43	22.86	23.30	23.77	24.22	24.68	25.16	25.65	26.15	26.65
17	Port & Harbor Maintenance	22.17	22.59	23.02	23.47	23.93	24.39	24.86	25.36	25.85	26.35	26.86	27.38	27.92
19	Mechanic	24.28	24.75	25.24	25.72	26.21	26.71	27.24	27.76	28.29	28.85	29.41	29.99	30.57
19	Maint. Specialist II/Heavy Equip Operator	24.28	24.75	25.24	25.72	26.21	26.71	27.24	27.76	28.29	28.85	29.41	29.99	30.57
19	Water/Wastewater Treatment Operator	24.28	24.75	25.24	25.72	26.21	26.71	27.24	27.76	28.29	28.85	29.41	29.99	30.57
19	Marine Service Ctr & Harbor Team Leader	24.28	24.75	25.24	25.72	26.21	26.71	27.24	27.76	28.29	28.85	29.41	29.99	30.57
20	Mechanic Leadman	25.44	25.93	26.43	26.96	27.48	28.01	28.56	29.12	29.68	30.26	30.85	31.45	32.07
20	Diesel Electric Mechanic	25.44	25.93	26.43	26.96	27.48	28.01	28.56	29.12	29.68	30.26	30.85	31.45	32.07
20	Maint. Specialist III/Heavy Equip Operator	25.44	25.93	26.43	26.96	27.48	28.01	28.56	29.12	29.68	30.26	30.85	31.45	32.07
23	Public Works Foreman	28.55	29.11	29.67	30.25	30.84	31.43	32.06	32.68	33.31	33.97	34.63	35.31	36.00
23	Water Treatment Leadman	28.55	29.11	29.67	30.25	30.84	31.43	32.06	32.68	33.31	33.97	34.63	35.31	36.00
23	Wastewater Treatment Leadman	28.55	29.11	29.67	30.25	30.84	31.43	32.06	32.68	33.31	33.97	34.63	35.31	36.00
27	Electrical Lineman	33.58	34.24	34.90	35.60	36.29	37.00	37.73	38.46	39.23	39.99	40.77	41.58	42.39
29	Electrical Line Foreman	36.53	37.26	37.98	38.74	39.49	40.27	41.06	41.87	42.69	43.53	44.39	45.26	46.15