



City and Borough of Wrangell  
2021-06-22 Work Session & Borough Assembly Meeting  
AGENDA

Tuesday, June 22, 2021  
6:00 PM

Location: Borough Assembly Chambers

**WORK SESSION** (6:00 PM)

- a. FY 2021/2022 Borough Budget

**1. CALL TO ORDER**

- a. PLEDGE OF ALLEGIANCE led by Assembly Member David Powell

- b. CEREMONIAL MATTERS

- i. Promotion of WPD Officer Nicholas Pearson to Sergeant

**2. ROLL CALL**

**3. PERSONS TO BE HEARD - *Section WMC 3.05.040 (C) states that: The chair may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, speaking vulgarities, name calling, personal attacks, or engaging in other conduct which is determined by the chair to be disruptive of the meeting. Any person so disrupting a meeting of the assembly may be removed and barred from further attendance at the meeting unless permission to return or remain is granted by a majority vote of the assembly.***

**4. AMENDMENTS TO THE AGENDA**

**5. CONFLICT OF INTEREST**

**6. CONSENT AGENDA**

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

- a. Minutes from the June 8, 2021 Regular Assembly Meeting

**7. BOROUGH MANAGER'S REPORT**

- a. Harbormaster Report June 2021  
b. Economic Development Department Report  
c. Monthly Investment Report  
d. Harbor Delinquent Accounts & Recovery Efforts Report  
e. Remote Seller Sales Tax Monthly Report

**8. BOROUGH CLERK'S FILE**

- a. Borough Clerk's Report

**9. MAYOR AND ASSEMBLY BUSINESS**

**10. MAYOR AND ASSEMBLY APPOINTMENTS**

## 11. PUBLIC HEARING

- a. **Public Hearing – FY 2021/2022 Borough Budget**

## 12. UNFINISHED BUSINESS

- a. **RESOLUTION No. 06-21-1592** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF PUBLIC LAND ON THE PUBLIC SURPLUS WEBSITE, IN CONFORMANCE WITH WRANGELL MUNICIPAL CODE CHAPTER 16.12, SPECIFICALLY, LOT 5, BLOCK 59A, INDUSTRIAL SUBDIVISION (AMENDED PLAT), PLAT NO. 85-8, WRANGELL RECORDING DISTRICT *Postponed from the June 8, 2021 Assembly Meeting*

## 13. NEW BUSINESS

- a. **RESOLUTION No. 06-21-1594** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2021-2022
- b. **EMERGENCY ORDINANCE 1003** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA EXTENDING THE BOROUGH'S DECLARATION OF EMERGENCY RELATED TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC RETROACTIVELY FROM MAY 26, 2021 AND GRANTING AUTHORIZATION TO TAKE ACTIONS NECESSARY TO PROTECT PUBLIC HEALTH DURING THE EMERGENCY THROUGH SEPTEMBER 30, 2021
- c. **RESOLUTION No. 06-21-1595** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING THE BOROUGH MANAGER TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH ROYAL CARIBBEAN LTD, DBA SILVERSEA CRUISES
- d. **ORDINANCE No. 1004** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE TO LOT Y2, TRACT Y, U.S.S. 2321 FROM LIGHT INDUSTRIAL TO RURAL RESIDENTIAL 1
- e. **RESOLUTION No. 06-21-1596** OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE MISCELLANEOUS LIBRARY GRANTS FUND BY TRANSFERRING \$3,025 FROM FUND RESERVES TO THE FUND MATERIALS & SUPPLIES OPERATING ACCOUNT AND AUTHORIZING ITS EXPENDITURE TO THE FRIENDS OF THE LIBRARY FOR THE NEWSPAPER DIGITIZING PROJECT
- f. **RESOLUTION No. 06-21-1597** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE GENERAL FUND BY TRANSFERRING UP TO \$20,000 FROM FUND RESERVES TO THE POLICE DEPARTMENT CAPITAL EXPENDITURES ACCOUNT AND AUTHORIZING ITS EXPENDITURE FOR ACQUISITION OF A SURPLUS CHEVY TAHOE USFS LAW ENFORCEMENT VEHICLE

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

## 15. EXECUTIVE SESSION

## 16. ADJOURNMENT

June 18, 2021

To: Mayor Prysunka and Assembly Members  
From: Lisa Von Barga, Borough Manager  
Re: Officer Promotion

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Officer Nick Pearson is being promoted to the position of Sergeant within the Wrangell Police Department. This move does not create a new position within the Department. Rather it bestows a higher-ranking title and additional responsibilities upon Officer Pearson. Administration is expecting, and preparing for, a retirement from the Department in the next 2-3 years. This promotion will provide for adequate training and experience time as part of succession planning in the WPD. This promotion is not an “administrative” position. Officer Pearson will continue with normal shift and patrol work.

Congratulations to Sergeant Pearson. There will be a brief recess following the official promotion for cake to recognize the event.

## Minutes of Regular Assembly Meeting

Held on June 8, 2021

Mayor Prysunka called the Regular Assembly meeting to order at 7:00 p.m., June 8, 2021, in the Borough Assembly Chambers. Assembly Member Morrison led the pledge of allegiance, and the roll was called.

PRESENT: PRYSUNKA, MORRISON, COURSON, POWELL, DALRYMPLE, GILBERT

ABSENT: HOWE

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

CEREMONIAL MATTERS – None.

### PERSONS TO BE HEARD / PUBLIC CORRESPONDENCE

***Don McConachie, resident*** gave the invocation.

### AMENDMENTS TO THE AGENDA

#### CONFLICT OF INTEREST

Powell declared a conflict on Item 13f (budget amendment for the purchase of a skiff motor), since his company was awarded the project. Prysunka agreed that he did have a conflict. There were no objections from the Assembly.

Courson declared a potential Conflict of Interest 13h (insurance renewal) since his wife is a City employee and receives benefits through the program. Prysunka stated that since his wife does not receive benefits above what other employees receive, he did not see conflict. Courson also declared a Conflict of Interest on the Executive Session item (Collective Bargaining Update) since his wife works with the City.

Prysunka agreed that he did have a conflict of interest since although she is not a union employee, non-union employees typically receive what union employees receive. There were no objections from the Assembly on the Mayors rulings.

### CONSENT AGENDA

- a. Minutes of the May 25, 2021 Regular Assembly Meeting

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

### BOROUGH MANAGER'S REPORT

Wrangell Convention & Visitors Bureau gave a presentation on the new Destination Marketing Brand.

Tom Wetor, Public Works Director gave a report on the Slope Stability Investigation on the area above the Water Reservoir.

After extensive discussion on the Water Treatment Plant Improvements update, the Assembly reported that they would like to have a Work Session to discuss this further.

### BOROUGH CLERK'S REPORT



Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS – None.

MAYOR AND ASSEMBLY APPOINTMENTS – None.

PUBLIC HEARING – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

**13a RESOLUTION No 06-21-1589** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2021 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 2021 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

***M/S: Powell/Morrison to Approve Resolution No. 06-21-1589. Motion approved unanimously by polled vote.***

**13b** Approval of Assignment of Tidelands Lease on Lot 15, Block 1-A, Alaska Tidelands Survey 83 (Including the Exception) from Wilma E. Leslie to James D. Leslie

***M/S: Powell/Gilbert to Approve the Assignment of Tidelands Lease on Lot 15, Block 1-A, Alaska Tidelands Survey 83 (Including the Exception) from Wilma E. Leslie to James D. Leslie. Motion approved unanimously by polled vote.***

**13c** Approval of Assignment of Tidelands Lease Lot B, Travelift Replat, from Elodie Freeman to David L. Miller

***M/S: Powell/Courson to Approve the Assignment of Tidelands Lease on Lot B, Travelift Replat from Elodie Freeman to David L. Miller. Motion approved unanimously by polled vote.***

**13d** Approval of Police Department Body Worn Cameras Policy

***M/S: Powell/Courson to Approve Police Department Body Worn Cameras Policy. Motion approved unanimously by polled vote.***

**13e RESOLUTION No. 06-21-1590** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE HARBOR FUND TRANSFERRING \$22,750 FROM HARBOR FUND RESERVES TO THE HARBOR FUND FACILITY REPAIR AND MAINTENANCE ACCOUNT AND AUTHORIZING ITS EXPENDITURE FOR MEYERS CHUCK FLOATPLANE DOCK REPLACEMENT

***M/S: Morrison/Powell to approve Resolution No. 06-21-1590. Motion approved unanimously by polled vote.***

**13f RESOLUTION No. 06-21-1591** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE HARBOR FUND TRANSFERRING \$12,100 FROM HARBOR FUND RESERVES TO THE HARBOR FUND CAPITAL EQUIPMENT ACCOUNT AND AUTHORIZING ITS EXPENDITURE FOR HARBOR SKIFF ENGINE REPLACEMENT

***M/S: Gilbert/Morrison to approve Resolution No. 06-21-1591. Motion approved unanimously by polled vote. (Powell did not participate or vote)***

**13g RESOLUTION No. 06-21-1592** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE BY OUTCRY AUCTION, OF PUBLIC LAND IN CONFORMANCE WITH WRANGELL MUNICIPAL CODE CHAPTER 16.12, SPECIFICALLY, LOT 5, BLOCK 59A, INDUSTRIAL SUBDIVISION (AMENDED PLAT), PLAT NO. 85-8, WRANGELL RECORDING DISTRICT

***M/S: Powell/Dalrymple to Approve Resolution No. 06-21-1592.***

Powell questioned why we were not looking at listing this property on the Public Surplus site.

After further discussion, the Assembly took the following action:

***M/S: Courson/Dalrymple to postpone this item. Motion approved unanimously by polled vote.***

**13h** Approval of Health Insurance Renewal for FY 2022

***M/S: Powell/Gilbert to approve Health Insurance Renewal with Premiera Blue Cross Blue Shield for FY 2022.***

Von Bargaen stated that there is no increase this year.

***Motion approved unanimously by polled vote.***

**13i RESOLUTION No. 06-21-1593** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING WRANGELL TO PROVIDE AND CERTIFY CERTAIN INFORMATION THAT WILL PERMIT THE SOUTHEAST ALASKA POWER AGENCY TO PROVIDE FINANCING TO REPLACE A SUBMARINE CABLE BY ISSUING BONDS THROUGH THE ALASKA MUNICIPAL BOND BANK

***M/S: Powell/Morrison to approve Resolution No. 06-21-1593.***

Von Bargaen stated that SEAPA is wanting to bond for the cable that joins Wornofski and Vanks; this gives authorization to the bond bank to see our finances.

***Motion approved unanimously by polled vote.***

**13j** Approval to Amend the Approval to Pay for Sea Level COVID-19 Testing up to \$70,000 for the 2021 Processing Season, Approved at the Regular Assembly Meeting of May 25, 2021

***M/S: Gilbert/Morrison to Amend the Approval to Paying for Sea Level COVID-19 Testing up to \$70,000 for the 2021 Processing Season, Approved at the Regular Assembly Meeting of May 25, 2021, by removing "Sea Level" and inserting "All Seafood Processors".***

Prysunka stated that there is already a testing program in Wrangell; free at the airport; believes that it is a waste of money since it is free for anyone to get tested at the airport; would rather see a push to get people vaccinated.

Dalrymple stated that if this is approved, likes the idea of opening it up to a wider range of workers. Further stated that the objective should be the push to get people vaccinated.

Powell agreed that if we have free testing available, why are we paying for this?

Clerk Lane stated that if the Assembly wished to do away with the motion altogether, the best way to handle this would be to vote the current motion down and then for an assembly member to make a motion to rescind the action taken at the last assembly meeting to approve paying for Sea Level COVID testing up to \$70,000 for the 2021 processing season. Further, since the motion to rescind was not advertised, it would take a super majority (5) to pass.

After further discussion, the following action was taken:

***Motion failed unanimously by polled vote.***

***M/S: Gilbert/Morrison moved to rescind the original motion made on May 25, 2021, concerning the payment for Sea Level Seafoods for COVID-19 testing up to \$70,000 for the 2021 Processing Season. Motion approved unanimously by polled vote.***

#### ATTORNEY'S FILE

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

#### EXECUTIVE SESSION

##### **a. Executive Session: Collective Bargaining Update**

***M/S: Morrison/Powell moved, Pursuant to AS 44.62.310 (c)(3), I move to approve that we go into Executive Session, and invite the Borough Collective Bargaining Team, Borough Manager and Attorney, to discuss and provide an update of the status of the Collective Bargaining Negotiations, a matter "which by law, municipal charter, or ordinance" is required to be confidential. Motion approved unanimously by polled vote. (Courson did not vote on the motion and did not participate in the Executive Session).***

Regular meeting recessed into Executive Session at 8:33 p.m.

Regular meeting reconvened back into Regular Session at 8:44 p.m.

Regular Assembly meeting adjourned at 8:45 p.m.

\_\_\_\_\_  
Stephen Prysunka, Borough Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

## Harbormaster Report June 2021

**Administration-** The office still remains busy scheduling haul outs and fielding calls from independent travelers with yachts. We were notified by the State of Alaska DOT that we would be able to use unused money from the Shoemaker Bay Harbor project to help fund the new net repair float at Shoemaker. Between the 2016 Pink Salmon Disaster Grant and the unused funds from the State, Wrangell will use very little, if any, of its own money to build this float.

**Harbors-** We have seen a large increase in yacht traffic as the season gets under way. The Harbor may not be at pre-COVID rates for yachts but we will take any increase. The water line at Heritage Harbor has been fixed with all new 316 stainless steel couplings. Nelson's Diving completed the project in one full day with the help of Harbor crew. The crew is staying busy with dock maintenance and pressure washing.

**Port-** The Port received our first passenger ship on June 1<sup>st</sup>. Most people probably didn't even notice because it was only a 12-passenger ship that anchored out by Heritage Harbor. We will continue to see small ships all season. The Port will also see 5 stops from a larger cruise ship the Silver Muse from August 1<sup>st</sup> thru September 12<sup>th</sup>.

**Marine Service Center-** The Marine Service Center continues to be busy and will be until the end of June. We have launched 13 storage boats and pulled 76 boats in the last 2 months. The grand total for haul outs, launches, vessel moves, and inspection hauls comes to 199 in 42 working days.

**MEMORANDUM**

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

**FROM: CAROL RUSHMORE, ECONOMIC DEVELOPMENT DIRECTOR**

**SUBJECT: Economic Development Department**

**DATE: June 14, 2021**

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**Economic Development:****RAISE Grant (formerly BUILD):**

Last year an application was made for the design of Inner Harbor. This is a national competition with funding limits per state. Last year all funds for Alaska went to the Anchorage Airport. Staff plans to resubmit a modified application in July for engineering design.

**Landless:**

Representatives from Senator Murkowski and Sullivan offices were in town to discuss the Landless land selection and upcoming bill. After the gathering with the Assembly in the Nolan Center, staff took them on a tour of our key projects that were submitted to their offices for potential funding assistance. They toured the Public Safety building, the reservoirs, the generator buildings, and Inner Harbor.

**Planning and Zoning:****Former Junkyard Rezone:**

The Planning and Zoning Commission at a Special meeting on June 1 moved to recommend changing the zone of the former junkyard site from Light Industrial to Rural Residential 1. The property was cleaned to residential standards, surrounding uses are residential. The first reading of the ordinance is on the Assembly agenda for June 22, 2021.

**Former 6 Mile Mill site:**

Owner Betty Buhler is working on a 24 lot industrial/waterfront development subdivision of the former mill site. They are considering extending the City water to the site rather than construct an onsite water system. All roads, water, sewer and electrical will be privately owned and maintained. Planning and Zoning Commission has approved a preliminary plat. The owner is still working through the utility design and some of the land access issues between the filled leased tidelands and the filled upland areas.

The end of May the owner's contractor submitted a letter for the City to consider a land trade within the subdivision for city owned filled tidelands along the waterfront of the mill property. This item will be reviewed and discussed among staff once the budget is completed.

**Institute Property:**

A preliminary plat for the full build out of the northern portion of the property was approved by the Planning and Zoning Commission in April. However, after review of the estimated costs of construction, the project was broken into two phases. The Planning and Zoning Commission

approved at the June 1, 2021 special meeting a revised preliminary plat that includes only the 22 lots of Phase 1 development. The wetland fill permit is still on public notice until June 25, 2021.

### **Appraisals:**

Staff have been responding to inquiries from Roger Ramsey, the appraisal contractor providing information he needs to complete the appraisals. At this time, he has completed the Armory appraisal and just submitted appraisals for the Marine Service Center and residential lots on Pine St/Etolin Street, the lot in Industrial Park being purchased by Woodbury/Matney and the tideland lot by the ferry terminal being purchased by Benn Curtis. Staff are reviewing these appraisals for questions or comments.

### **Tourism:**

#### **Branding and Website Development:**

As you are aware, the CVB presented the new Branding initiative to the Assembly at the June 8, 2021 meeting. On Monday, June 14, the CVB hosted a social for the Visitor Industry to introduce the Brand and the new [www.travelwrangell.com](http://www.travelwrangell.com) website developed using the brand guidelines. CVB feels that the launch was very successful and working on additional postings and marketing efforts using the Brand.

#### **Cruise Ships:**

The first Cruise Ships have successfully called on Wrangell. A few traffic and access details to work out but overall a success. On the agenda for the June 22, 2021 meeting is an MOU with Royal Caribbean, the parent company of Silver Sea (Silver Muse calls on Wrangell 3 times). This is a regional Port Agreement that has been worked out by Juneau, Ketchikan, Sitka and Skagway along with Cruise Line International Association, Cruise Line Agency of Alaska, and the State of Alaska Department of Health & Social Services. The effort hammered out a regional agreement so that there was consistency among the southeast Alaska ports for safety protocols. This agreement is applicable for Wrangell for the Silver Sea vessels only.

#### **Covid-Safe Travel and Marketing Grant:**

The State issued a grant opportunity for tourism related marketing organizations that had a one-week application period. The grant was for marketing in June and July to come to Alaska this summer. The grant was however, only for non-profit organizations, and the Wrangell Convention and Visitor Bureau is a City Committee. We partnered with the local nonprofit, Alaska Bearfest, but were unsuccessful in our request. Southeast Conference also applied, initially unsuccessful, ended up with some money and will be working with the Southeast Alaska Tourism Council (SATC) of which Wrangell is a member. A lot of focus will be on those communities that did not receive funding through the grant.

On June 6 and 7, 2021 WCVB hosted two "Influencers". Influencers are Travel Writers on social media- Instagram, tiktok, Facebook, twitter, etc. Haley Plotkin and Jane Ko were hosted in southeast by Alaska Travel Industry Association and went to Juneau, Wrangell, and Ketchikan. They did some hiking, visited Petroglyph Beach, the River and around town. Check out the CVB Instagram account @visitwrangell where we shared some of the media posts.

#### **Mt. Dewey Trail Extension – FLAP Grant:**

June 18, staff will have the kick-off meeting with PND Engineers, the contractors hired by the City to implement the Non-Motorized Transportation project, or better known as Mt. Dewey Trail

extension. The initial meeting will entail scoping work to discuss the previously completed trail alignment, survey work, and initial field information gathering.

June 18, 2021

To: Mayor Prysunka and Assembly Members  
From: Lisa Von Bargaen, Borough Manager  
Re: Monthly Investment Report

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The monthly investment reports and invoices from Alaska Permanent Capital Management are available via download from a web portal. For some reason the Manager's password to the web portal was not working on Friday and it was unable to be reset before the packet was released. As soon as the report can be downloaded it will be added to the packet.



## Summary of Delinquent Accounts

As of the date of this report (06/03/2021) the Ports and Harbors currently have 29 accounts that are 60 days past due or more. Of these accounts 9 have had their vessels impounded and are currently being auctioned. There are 6 accounts with vessels that have been actioned and not sold and will be going to collections. The Ports and Harbor currently has one of these accounts in litigation. Three of these past due accounts have signed agreements with the customer to make monthly payments to pay down their past due account. We currently have 2 accounts that are Federal/state/local/ tribal governments that we are working with to either find the payments or figure why they haven't paid. Sometimes these organizations do wire transfers and the description of payment is not defined so it takes some time to double check whether the payment has been made. The rest of the accounts have either vessels intent to impound or certified letters sent to try and collect on those accounts.

Steve Miller

Ports and Harbors Director

06/11/21

# Aged Accounts Receivable

Item d.

## Wrangell Ports & Harbors

Sorted By Full Name Current Period

Due	Name	Current	>30 Days	>60 Days	>90 Days	>120 Days
\$163.32	7998 Abrahamson, Jon	\$163.32	\$0.00	\$0.00	\$0.00	\$0.00
\$2,600.45	3082 Agostine, John	\$2,600.45	\$0.00	\$0.00	\$0.00	\$0.00
\$5,827.66	2393 Alaska Marine Lines	\$5,827.66	\$0.00	\$0.00	\$0.00	\$0.00
-\$100.00	7301 Alexander, Bruce	-\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
-\$14.72	8163 Andrews, Stuart	-\$14.72	\$0.00	\$0.00	\$0.00	\$0.00
\$85.64	8444 Angelette LLC	\$0.00	\$85.64	\$0.00	\$0.00	\$0.00
\$88.63	7249 Armstrong, William	\$64.84	\$23.79	\$0.00	\$0.00	\$0.00
\$35.65	8474 Baker, William	\$35.65	\$0.00	\$0.00	\$0.00	\$0.00
\$85.86	8305 Barker, Justin	\$85.86	\$0.00	\$0.00	\$0.00	\$0.00
\$90.95	7270 Bartlett, David	\$90.95	\$0.00	\$0.00	\$0.00	\$0.00
\$1,988.60	8414 Berglund, Hilary & Eric	\$994.30	\$994.30	\$0.00	\$0.00	\$0.00
\$1,774.23	8482 Blendov, Brian	\$1,774.23	\$0.00	\$0.00	\$0.00	\$0.00
\$641.68	8286 Bloom, William	\$641.68	\$0.00	\$0.00	\$0.00	\$0.00
-\$60.97	8093 Bosworth, Dale	-\$60.97	\$0.00	\$0.00	\$0.00	\$0.00
\$1,026.51	8180 Botsford, Tristan	\$1,026.51	\$0.00	\$0.00	\$0.00	\$0.00
\$1,460.55	7872 BRESHEARS, FLOYD	\$0.00	\$0.00	\$0.00	\$0.00	\$1,460.55
-\$87.89	7809 BROAD, ERIK	-\$87.89	\$0.00	\$0.00	\$0.00	\$0.00
-\$598.31	8241 Broughton, William	-\$598.31	\$0.00	\$0.00	\$0.00	\$0.00
\$549.87	5110 Buness, Terry	\$0.00	\$0.00	\$0.00	\$0.00	\$549.87
\$305.75	5664 BUNESS, TIM	\$305.75	\$0.00	\$0.00	\$0.00	\$0.00
\$2,240.47	6203 BURR, RICHARD	\$0.00	\$0.00	\$0.00	\$0.00	\$2,240.47
-\$50.00	8379 Cartwright, Chris	-\$50.00	\$0.00	\$0.00	\$0.00	\$0.00
\$2,346.57	8142 Castle, Jim	\$2,346.57	\$0.00	\$0.00	\$0.00	\$0.00
-\$50.00	8326 Castle, Josef	-\$50.00	\$0.00	\$0.00	\$0.00	\$0.00
\$59.58	8380 Christansen, Oliver	\$0.00	\$0.00	\$0.00	\$0.00	\$59.58
\$1,658.92	8473 Christopher, Luther	\$1,658.92	\$0.00	\$0.00	\$0.00	\$0.00
-\$74.44	7393 CLOYD, Frank	-\$74.44	\$0.00	\$0.00	\$0.00	\$0.00
\$1,489.10	5440 CODDINGTON, ROBERT	\$279.79	\$279.63	\$279.63	\$90.79	\$559.26
\$272.37	7856 COPPOCK, RALPH	\$0.00	\$0.00	\$0.00	\$0.00	\$272.37
\$337.29	8143 Crab Alaska LLC	\$337.29	\$0.00	\$0.00	\$0.00	\$0.00
-\$100.00	7548 Cvetich, John	-\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
\$1,918.78	5560 DAVIES, WINSTON J.	\$1,757.65	\$161.13	\$0.00	\$0.00	\$0.00
\$401.10	3875 Decker, Gig	\$401.10	\$0.00	\$0.00	\$0.00	\$0.00
\$81.24	1686 Doak, Dan	\$81.24	\$0.00	\$0.00	\$0.00	\$0.00
\$886.99	8203 Durgan, Ron	\$886.99	\$0.00	\$0.00	\$0.00	\$0.00
\$110.94	8292 Emens, Cary	\$110.94	\$0.00	\$0.00	\$0.00	\$0.00
\$625.48	1618 Ettetfagh, Sylvia	\$625.48	\$0.00	\$0.00	\$0.00	\$0.00
\$319.23	8558 Fathom Seafoods	\$319.23	\$0.00	\$0.00	\$0.00	\$0.00
-\$34.90	8053 Fitz, Jon	-\$34.90	\$0.00	\$0.00	\$0.00	\$0.00
\$216.06	8308 Frank, Alan	\$0.00	\$0.00	\$0.00	\$0.00	\$216.06
\$9.20	8045 Freeman, Elodie	\$0.00	\$0.00	\$0.00	\$0.00	\$9.20
\$26.75	7381 Gablehouse, Graham	\$0.00	\$0.00	\$26.75	\$0.00	\$0.00
\$499.09	1517 Galla, Mark	\$499.09	\$0.00	\$0.00	\$0.00	\$0.00
\$160.50	7717 Garbisch, Tyler	\$160.50	\$0.00	\$0.00	\$0.00	\$0.00
\$160.24	7445 Garrison, John	\$160.24	\$0.00	\$0.00	\$0.00	\$0.00
\$1,156.38	8417 Geico Marine	\$0.00	\$0.00	\$221.25	\$0.00	\$935.13
\$1,254.92	5437 GERARD, STEVE	\$146.48	\$146.48	\$146.48	\$0.00	\$815.48
-\$150.25	7969 Gil, Joe	-\$150.25	\$0.00	\$0.00	\$0.00	\$0.00
\$142.52	3697 Gile, Steve	\$142.52	\$0.00	\$0.00	\$0.00	\$0.00

# Aged Accounts Receivable

Item d.

Wrangell Ports & Harbors

Sorted By Full Name Current Period

Due	Name	Current	>30 Days	>60 Days	>90 Days	>120 Days
\$53.50	8484 Gillen, Deed	\$53.50	\$0.00	\$0.00	\$0.00	\$0.00
\$1,236.87	8521 Gogert, Anthony	\$1,236.87	\$0.00	\$0.00	\$0.00	\$0.00
\$90.95	6316 GOODRICH, DAVID	\$90.95	\$0.00	\$0.00	\$0.00	\$0.00
\$222.95	8543 Gould, Sean	\$222.95	\$0.00	\$0.00	\$0.00	\$0.00
\$41.90	8007 Gregg, Roger & Zona	\$41.90	\$0.00	\$0.00	\$0.00	\$0.00
-\$237.28	6506 GRIN, JEFFREY	-\$237.28	\$0.00	\$0.00	\$0.00	\$0.00
\$42.80	6785 GROSS, JARED	\$42.80	\$0.00	\$0.00	\$0.00	\$0.00
\$790.39	2199 Guggenbickler, Chris	\$790.39	\$0.00	\$0.00	\$0.00	\$0.00
-\$77.13	8319 Haskell, Barry	-\$77.13	\$0.00	\$0.00	\$0.00	\$0.00
-\$764.41	6957 HAVERSTOCK, ROGER	-\$764.41	\$0.00	\$0.00	\$0.00	\$0.00
\$902.27	8545 Haynes, Ole	\$902.27	\$0.00	\$0.00	\$0.00	\$0.00
-\$800.00	6578 HEATON, ROLAND	-\$800.00	\$0.00	\$0.00	\$0.00	\$0.00
\$331.87	6436 HEITMAN, SCOTT	\$195.57	\$136.30	\$0.00	\$0.00	\$0.00
\$90.95	6419 HIGBEE, LEE	\$90.95	\$0.00	\$0.00	\$0.00	\$0.00
\$462.24	8411 Hunz, David	\$462.24	\$0.00	\$0.00	\$0.00	\$0.00
\$492.78	6773 HUSTON, DAN	\$0.00	\$0.00	\$0.00	\$0.00	\$492.78
-\$148.34	7863 INGMAN, JOSHUA AND JENNIFER	-\$148.34	\$0.00	\$0.00	\$0.00	\$0.00
\$0.45	7964 Jabusch, Jake	\$0.45	\$0.00	\$0.00	\$0.00	\$0.00
\$53.50	8200 Jabusch, Michael	\$53.50	\$0.00	\$0.00	\$0.00	\$0.00
\$154.40	1312 Jasper, Ed	\$154.40	\$0.00	\$0.00	\$0.00	\$0.00
\$479.36	8063 Jenkins Welding	\$479.36	\$0.00	\$0.00	\$0.00	\$0.00
\$83.20	8148 Jenkins, Josh	\$83.20	\$0.00	\$0.00	\$0.00	\$0.00
-\$20.19	7938 Johnson Building Supply	-\$20.19	\$0.00	\$0.00	\$0.00	\$0.00
\$33,317.37	1072 Johnson, Bob	\$0.00	\$0.00	\$746.69	\$0.00	\$32,570.68
\$329.42	8399 Johnson, Robert	\$90.95	\$90.79	\$90.79	\$0.00	\$56.89
\$24,463.23	7029 JOHNSON, STEVE	\$0.00	\$0.00	\$0.00	\$0.00	\$24,463.23
\$2,600.04	7706 Jones, Loreto	\$0.00	\$0.00	\$161.01	\$0.00	\$2,439.03
-\$7.00	3611 Kagee, Keith	-\$7.00	\$0.00	\$0.00	\$0.00	\$0.00
\$106.32	8130 Kautz, Curt	\$106.32	\$0.00	\$0.00	\$0.00	\$0.00
-\$837.09	7026 KELLEY, DEREK	-\$837.09	\$0.00	\$0.00	\$0.00	\$0.00
\$1,069.66	8215 Kendall, Greg	\$1,069.66	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	6173 KILPATRICK, MIKE	-\$142.52	\$142.52	\$0.00	\$0.00	\$0.00
-\$90.46	6692 KLINE, LARRY	-\$90.46	\$0.00	\$0.00	\$0.00	\$0.00
\$810.59	1582 KNECHT, BILL	\$810.59	\$0.00	\$0.00	\$0.00	\$0.00
\$8,461.77	7095 Koslovich, Ed	\$0.00	\$0.00	\$0.00	\$0.00	\$8,461.77
-\$76.34	8062 Kvale, Jack	-\$76.34	\$0.00	\$0.00	\$0.00	\$0.00
\$2,614.21	5331 LARSEN, CHRIS	\$90.95	\$90.79	\$90.79	\$0.00	\$2,341.68
\$222.95	2191 Leslie, Jim	\$222.95	\$0.00	\$0.00	\$0.00	\$0.00
\$198.01	8528 Magart, Anthony	\$198.01	\$0.00	\$0.00	\$0.00	\$0.00
\$2,839.85	7783 Marriott, Chris	\$152.54	\$152.54	\$152.54	\$0.00	\$2,382.23
\$95.96	8181 Martinsen, Jim	\$95.96	\$0.00	\$0.00	\$0.00	\$0.00
-\$2,193.36	8128 Massin, Tony	-\$2,193.36	\$0.00	\$0.00	\$0.00	\$0.00
\$85.64	8035 Mathisen, Wayne	\$0.00	\$85.64	\$0.00	\$0.00	\$0.00
\$44.55	5506 MATNEY, MIKE	\$44.55	\$0.00	\$0.00	\$0.00	\$0.00
\$2,176.93	1665 Mccay Jr., Bert	\$2,176.93	\$0.00	\$0.00	\$0.00	\$0.00
-\$50.00	8079 McDaniel, Lee	-\$50.00	\$0.00	\$0.00	\$0.00	\$0.00
\$2,765.73	8285 McFadyen, Chris	\$2,765.73	\$0.00	\$0.00	\$0.00	\$0.00
-\$56.82	8419 McGrath, Bennett	-\$56.82	\$0.00	\$0.00	\$0.00	\$0.00
\$69.21	8230 McMaster, Daniel	\$69.21	\$0.00	\$0.00	\$0.00	\$0.00

# Aged Accounts Receivable

Item d.

## Wrangell Ports & Harbors

Sorted By Full Name Current Period

Due	Name	Current	>30 Days	>60 Days	>90 Days	>120 Days
\$964.11	6979 MCMURREN, CHRIS	\$964.11	\$0.00	\$0.00	\$0.00	\$0.00
\$1,080.78	1676 Meissner, Michelle	\$1,080.78	\$0.00	\$0.00	\$0.00	\$0.00
\$85.39	8058 Metal Head Marine LLC	\$85.39	\$0.00	\$0.00	\$0.00	\$0.00
\$65.71	7981 Miethe, Lance	\$65.71	\$0.00	\$0.00	\$0.00	\$0.00
-\$3.98	7896 MUNDT, COREY	-\$3.98	\$0.00	\$0.00	\$0.00	\$0.00
\$120.18	8051 Murkowski, Frank	\$120.18	\$0.00	\$0.00	\$0.00	\$0.00
-\$118.77	4258 Nealson, Mike	-\$118.77	\$0.00	\$0.00	\$0.00	\$0.00
\$229.79	8523 Newman, Scott	\$229.79	\$0.00	\$0.00	\$0.00	\$0.00
-\$1,512.68	7255 Norwood, Arlen	-\$1,512.68	\$0.00	\$0.00	\$0.00	\$0.00
\$90.95	6989 NOWLIN, RODNEY	\$90.95	\$0.00	\$0.00	\$0.00	\$0.00
\$554.69	8171 Olin II, Richard	\$554.69	\$0.00	\$0.00	\$0.00	\$0.00
\$3,654.67	6722 PETERSON, KIM	\$249.17	\$249.01	\$249.01	\$0.00	\$2,907.48
\$330.75	5669 Phillips, R. Scott	\$330.75	\$0.00	\$0.00	\$0.00	\$0.00
\$246.60	7883 PORTNOW, DAVID	\$123.26	\$123.26	\$0.08	\$0.00	\$0.00
\$4,295.10	6652 PRICE, AMY	\$0.00	\$0.00	\$0.00	\$0.00	\$4,295.10
\$190.43	6564 PROULX, ROBERT	\$190.43	\$0.00	\$0.00	\$0.00	\$0.00
\$599.67	7828 PRYSUNKA, SAM	\$599.67	\$0.00	\$0.00	\$0.00	\$0.00
-\$158.57	7939 R&M Engineering-Ketchikan	-\$158.57	\$0.00	\$0.00	\$0.00	\$0.00
-\$179.22	6981 RIGGS, ROBERT	-\$179.22	\$0.00	\$0.00	\$0.00	\$0.00
-\$691.48	7945 Robbins, Robert	-\$691.48	\$0.00	\$0.00	\$0.00	\$0.00
\$2,902.63	6114 ROBERTS, FRANK	\$0.00	\$0.00	\$0.00	\$0.00	\$2,902.63
\$212.63	8510 Robins, Robert	\$212.63	\$0.00	\$0.00	\$0.00	\$0.00
-\$100.94	8008 Roher, Donald	-\$100.94	\$0.00	\$0.00	\$0.00	\$0.00
\$40.40	8542 Rousley Jr., William	\$40.40	\$0.00	\$0.00	\$0.00	\$0.00
\$254.81	8518 Rowland, Andrew	\$254.81	\$0.00	\$0.00	\$0.00	\$0.00
-\$110.91	8040 Rue, David & Kaye	-\$110.91	\$0.00	\$0.00	\$0.00	\$0.00
\$2,271.67	8267 Saffold, Hardy	\$2,271.67	\$0.00	\$0.00	\$0.00	\$0.00
\$3,002.91	3829 Samson Tug & Barge	\$3,002.91	\$0.00	\$0.00	\$0.00	\$0.00
\$602.26	6292 SARGENT, JOHN W	\$602.26	\$0.00	\$0.00	\$0.00	\$0.00
-\$2,509.13	7506 Schaub, Amy	-\$2,509.13	\$0.00	\$0.00	\$0.00	\$0.00
\$2,250.31	5574 SEARHC attn: Accounts Payable	\$0.00	\$0.00	\$262.14	\$0.00	\$1,988.17
\$4,218.00	7179 Seimears, Casey	\$1,443.39	\$480.97	\$480.97	\$160.50	\$1,652.17
\$1,804.54	8027 Severson, Mark	\$1,804.54	\$0.00	\$0.00	\$0.00	\$0.00
\$6,520.38	5767 SHILTS, BRIAN	\$0.00	\$0.00	\$0.00	\$0.00	\$6,520.38
\$3,624.93	1376 Shilts, Brian	\$0.00	\$0.00	\$0.00	\$0.00	\$3,624.93
\$267.54	5874 Shilts, Michael W.	\$267.54	\$0.00	\$0.00	\$0.00	\$0.00
-\$188.59	1377 Shilts, Robert & Louise	-\$188.59	\$0.00	\$0.00	\$0.00	\$0.00
\$5,234.46	5721 SHIPLEY, KEITH	\$1,604.42	\$0.00	\$0.00	\$0.00	\$3,630.04
\$1,112.06	4359 Shipley, Marie	\$109.96	\$0.00	\$0.00	\$0.00	\$1,002.10
-\$145.71	6187 SILVA, DAVID	-\$145.71	\$0.00	\$0.00	\$0.00	\$0.00
\$2,731.84	8124 Sims, Dave	\$2,731.84	\$0.00	\$0.00	\$0.00	\$0.00
\$907.93	5509 SMITH, DANIEL	\$260.50	\$260.50	\$260.50	\$0.00	\$126.43
-\$83.48	5075 Smith, Ken	-\$83.48	\$0.00	\$0.00	\$0.00	\$0.00
\$212.64	8358 Smith, Mikel	\$106.32	\$106.32	\$0.00	\$0.00	\$0.00
\$75.22	5898 SMITH, TANNER	\$75.22	\$0.00	\$0.00	\$0.00	\$0.00
\$235.99	7878 SPILLE, JOHN	\$235.99	\$0.00	\$0.00	\$0.00	\$0.00
-\$401.88	5968 STEDMAN, JIM	-\$401.88	\$0.00	\$0.00	\$0.00	\$0.00
\$576.73	3262 Stillwaugh, Brett	\$576.73	\$0.00	\$0.00	\$0.00	\$0.00
\$209.93	6252 Stoican, George	\$204.16	\$5.77	\$0.00	\$0.00	\$0.00

# Aged Accounts Receivable

Item d.

## Wrangell Ports & Harbors

Sorted By Full Name Current Period

Due	Name	Current	>30 Days	>60 Days	>90 Days	>120 Days
\$887.88	1033 Stuart, Walter	\$887.88	\$0.00	\$0.00	\$0.00	\$0.00
\$90.55	8559 Sumner Straight Seafoods	\$90.55	\$0.00	\$0.00	\$0.00	\$0.00
\$210.21	7940 Taylor, John	\$210.21	\$0.00	\$0.00	\$0.00	\$0.00
-\$3,839.58	8038 Trident Seafoods	-\$3,839.58	\$0.00	\$0.00	\$0.00	\$0.00
\$4,051.35	5824 US FOREST SERVICE	\$25.00	\$0.00	\$0.00	\$0.00	\$4,026.35
\$47.98	8509 Versteeg, Nicholas	\$47.98	\$0.00	\$0.00	\$0.00	\$0.00
-\$4.00	7956 Villarma, Jeff	-\$4.00	\$0.00	\$0.00	\$0.00	\$0.00
\$166.75	8211 Vocelka, Erik	\$166.75	\$0.00	\$0.00	\$0.00	\$0.00
-\$254.81	6757 VREDEVOOGD, Jene or Clay	-\$254.81	\$0.00	\$0.00	\$0.00	\$0.00
\$90.95	7271 Wakefield, Bill	\$90.95	\$0.00	\$0.00	\$0.00	\$0.00
-\$350.81	8344 Watts, Johathan	-\$350.81	\$0.00	\$0.00	\$0.00	\$0.00
\$332.56	8395 Welch, Todd	\$166.28	\$166.28	\$0.00	\$0.00	\$0.00
\$222.64	7414 Wells, Jonathan	\$111.32	\$111.32	\$0.00	\$0.00	\$0.00
\$416.88	5986 White, Todd	\$208.44	\$208.44	\$0.00	\$0.00	\$0.00
\$1,928.72	8522 Wild Alaska Cruises LLC	\$1,928.72	\$0.00	\$0.00	\$0.00	\$0.00
\$138.67	8337 Williams, Shane	\$138.67	\$0.00	\$0.00	\$0.00	\$0.00
\$436.26	7054 WOLTEN, MATTHEW	\$436.26	\$0.00	\$0.00	\$0.00	\$0.00
-\$136.42	8068 Wood, Marjy	-\$136.42	\$0.00	\$0.00	\$0.00	\$0.00
\$462.24	8430 Woodbury, Brett	\$0.00	\$462.24	\$0.00	\$0.00	\$0.00
\$2,760.37	8405 Woodul, Daniel	\$2,298.13	\$462.24	\$0.00	\$0.00	\$0.00
\$474.44	3781 Woodward, Les	\$474.44	\$0.00	\$0.00	\$0.00	\$0.00
\$340.63	7119 Young, Brett	\$340.63	\$0.00	\$0.00	\$0.00	\$0.00
<b>\$168,267.74</b>		<b>\$46,819.88</b>	<b>\$5,025.90</b>	<b>\$3,168.63</b>	<b>\$251.29</b>	<b>\$113,002.04</b>

Total Debits: \$185,738.60

Total Credits: -\$17,470.86

Count: 169



# Alaska Remote Sellers Sales Tax Commission

Item e.

Remittance for February 1-28, 2021

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
02/28/2021	Bill	9105-21-02	City and Borough of Wrangell		2000	2000 Accounts Payable (A/P)		\$14,782.26
				January Remote Sales Tax	5010	5010 Member Tax Revenue Expense	\$14,782.26	
				Description - line	5020	5020 MUNIrevs Expense	\$2,143.65	
				Description - line	5030	5030 TTR Fee Expense	\$223.30	
				Description - line	2015	2015 MUNIRevs Fee Payable		\$2,143.65
				Description - line	2020	2020 TTR Fee Payable		\$223.30
				Description - line	4000	4000 Commission Fee Income		\$714.55
				Description - line	4005	4005 Gross Sales Tax collected from MUNIRevs	\$714.55	
							<b>\$17,863.76</b>	<b>\$17,863.76</b>
<b>TOTAL</b>							<b>\$17,863.76</b>	<b>\$17,863.76</b>

## Note

MUNIRevs: Based on a fixed % at different levels of sales tax collected, supports ongoing operations of the filing and remittance software. AML paid for the development costs. TTR: Based on a fixed % at different levels of sales tax collected, this service provides the tax look up map and software for sellers to ensure correct rates and exemptions. Commission Fee: This is based on the board-approved budget and reflected as a % of sales tax collected.

The total % of the Commission, MUNIRevs and TTR is capped each fiscal year.



# Alaska Remote Sellers Sales Tax Commission

Item e.

Remittance for March 1-31, 2021

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
03/31/2021	Bill	9105-21-03	City and Borough of Wrangell		2000	2000 Accounts Payable (A/P)		\$14,527.59
				February Remote Sales Tax	5010	5010 Member Tax Revenue Expense	\$14,527.59	
				Description - line	5020	5020 MUNIREvs Expense	\$2,106.72	
				Description - line	5030	5030 TTR Fee Expense	\$219.45	
				Description - line	2015	2015 MUNIREvs Fee Payable		\$2,106.72
				Description - line	2020	2020 TTR Fee Payable		\$219.45
				Description - line	4000	4000 Commission Fee Income		\$702.24
				Description - line	4005	4005 Gross Sales Tax collected from MUNIREvs	\$702.24	
							\$17,556.00	\$17,556.00
<b>TOTAL</b>							<b>\$17,556.00</b>	<b>\$17,556.00</b>

## Note

MUNIREvs: Based on a fixed % at different levels of sales tax collected, supports ongoing operations of the filing and remittance software. AML paid for the development costs. TTR: Based on a fixed % at different levels of sales tax collected, this service provides the tax look up map and software for sellers to ensure correct rates and exemptions. Commission Fee: This is based on the board-approved budget and reflected as a % of sales tax collected. The total % of the Commission, MUNIREvs and TTR is capped each fiscal year.



# Alaska Remote Sellers Sales Tax Commission

Item e.

Remittance for April 1-30, 2021

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
04/30/2021	Bill	9105-21-04	City and Borough of Wrangell		2000	2000 Accounts Payable (A/P)		\$16,861.82
				March Remote Sales Tax	5010	5010 Member Tax Revenue Expense	\$16,861.82	
				Description - line	5020	5020 MUNIREvs Expense	\$2,445.22	
				Description - line	5030	5030 TTR Fee Expense	\$254.71	
				Description - line	2015	2015 MUNIREvs Fee Payable		\$2,445.22
				Description - line	2020	2020 TTR Fee Payable		\$254.71
				Description - line	4000	4000 Commission Fee Income		\$815.07
				Description - line	4005	4005 Gross Sales Tax collected from MUNIREvs	\$815.07	
							<b>\$20,376.82</b>	<b>\$20,376.82</b>
<b>TOTAL</b>							<b>\$20,376.82</b>	<b>\$20,376.82</b>

## Note

MUNIREvs: Based on a fixed % at different levels of sales tax collected, supports ongoing operations of the filing and remittance software. AML paid for the development costs. TTR: Based on a fixed % at different levels of sales tax collected, this service provides the tax look up map and software for sellers to ensure correct rates and exemptions. Commission Fee: This is based on the board-approved budget and reflected as a % of sales tax collected. The total % of the Commission, MUNIREvs and TTR is capped each fiscal year.





# Alaska Remote Sellers Sales Tax Commission

Item e.

Remittance for May 1-31, 2021

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
05/31/2021	Bill	9105-21-05	City and Borough of Wrangell		2000	2000 Accounts Payable (A/P)		\$17,697.77
				April Remote Sales Tax	5010	5010 Member Tax Revenue Expense	\$17,697.77	
				April Remote Sales Tax	5020	5020 MUNIrevs Expense	\$2,566.44	
				April Remote Sales Tax	5030	5030 TTR Fee Expense	\$267.34	
				April Remote Sales Tax	2015	2015 MUNIRevs Fee Payable		\$2,566.44
				April Remote Sales Tax	2020	2020 TTR Fee Payable		\$267.34
				April Remote Sales Tax	4000	4000 Commission Fee Income		\$855.48
				April Remote Sales Tax	4005	4005 Gross Sales Tax collected from MUNIRevs	\$855.48	
							<b>\$21,387.03</b>	<b>\$21,387.03</b>
<b>TOTAL</b>							<b>\$21,387.03</b>	<b>\$21,387.03</b>

## Note

MUNIRevs: Based on a fixed % at different levels of sales tax collected, supports ongoing operations of the filing and remittance software. AML paid for the development costs. TTR: Based on a fixed % at different levels of sales tax collected, this service provides the tax look up map and software for sellers to ensure correct rates and exemptions. Commission Fee: This is based on the board-approved budget and reflected as a % of sales tax collected. The total % of the Commission, MUNIRevs and TTR is capped each fiscal year.

## CITY & BOROUGH OF WRANGELL, ALASKA

### *BOROUGH CLERK'S REPORT*

#### SUBMITTED BY:

Kim Lane, Borough Clerk

#### **Upcoming Meetings & Other Informational dates:**

##### **Community Events & Other City Boards/Commissions:**

**June 26** Pat's Lake Family Fishing Day from 10AM to 2PM ([wrangell.com/community/pats-lake-family-fishing-day](http://wrangell.com/community/pats-lake-family-fishing-day))

**June 15 – 30** 66<sup>th</sup> Annual King Salmon Derby (held by the Wrangell Chamber of Commerce) ([66th King Salmon Derby | Wrangell Alaska](http://66thKingSalmonDerby.com))

**June 29-30 (from 8:30am to 4:00pm)** Household Hazardous Waste Collection Event (<https://www.wrangell.com/publicworks/household-hazardous-waste-collection>)

##### **Meetings and Other events of the Borough Assembly:**

**July 13 Work Session** (Discussion of the Preliminary Engineering Report Update for the Water Treatment Plant Improvements Project) at 6:00 PM in the Assembly Chambers  
(there is NO Regular Assembly Meeting on this day)

**July 27 Regular Borough Assembly Meeting** at 6:00 PM in the Assembly Chambers

**Records** – I am back at scanning records into Municode... As I have stated before, this is a very slow, but necessary process.

**Elections** - Attached is the Election Calendar that outlines the series of election events.

Upcoming Elected Term Expirations:

Borough Assembly:

- Courson
- Powell
- Dalrymple

Port Commission:

- Roppel
- Merritt
- Martin

School Board:

- Gilbert
- Angerman
- Crary

Declaration for Candidacy will be from August 2<sup>nd</sup>, through August 31<sup>st</sup>, 2021. I will have the forms available, in my office, for those wishing to declare their candidacy for an open seat, come October.

**Public Surplus:** We have been very successful with the Public Surplus site. I am hopeful that with each listing, we are gaining interest in the items that we are offering for surplus. We have made \$2409 so far on all items that have been listed on the site.

## **REGULAR ELECTION CALENDAR FOR** **OCTOBER 5, 2021**

<u>Date</u>	<u>Task to be completed</u>
July 27	Introduce and Ballot Proposition(s) in the form of an <b><u>Ordinance</u></b> or Resolution ( <b><u>Approve First Reading</u></b> or Adoption) – If any
July 23	Write letters to those whose terms expire, i.e. Borough Assembly, Port Commission, and School Board  <b>Assembly (3-year term):</b> Powell & Courson <b>Assembly (<i>unexpired 1-year term</i>):</b> (Dalrymple) <b>Port Commission:</b> Merritt & Martin <b>Port Commission (<i>unexpired 1-year term</i>):</b> Roppel <b>School Board:</b> Gilbert & Angerman <b>School Board (<i>unexpired 1-year term</i>):</b> Crary
July 27	Hold Public Hearing for any Ballot Propositions (if any) (Approve Second Reading)
<b>July 29</b>	<b>Publish Declaration of Candidacy Notice</b> - <i>Declaration dates: 8/2-8/31/2021 as per WMC 2.16.010 (Publish at least four times starting on July 29)</i>
Aug 2	<b>Declaration of Candidacy Filing Begins</b> and will continue until August 31, 2021
<b>Aug 6</b>	<b>Publish Notice: <u>City Voters Qualifications</u></b> ( <i>Publish four times starting August 12</i> )
Aug 20	Write letters to those whose terms expire on the City Boards and Commissions
Aug 31	<b><u>Last Day</u> to file Declaration of Candidacy</b>
<b>Aug 27</b>	<b>Publish Public Notice: <u>Regular Election/Ballot Proposition(s)</u></b> <i>up until Election Day (Publish five times starting September 2)</i>
Sept 3	Notify KSTK to announce my phone number for registering to vote - <b><u>deadline is Sept 5, 2021</u></b>
Sept 6	Labor Day – City Hall Closed
<b>Sept 3</b>	<b>Publish Public Notice: <u>Absentee Voting</u></b> ( <i>Publish four times starting September 9</i> )
<b>Sept 3</b>	<b>Publish Public Notice: <u>Write-in notice</u></b> ( <i>Publish four times starting September 9</i> )

- Sept 14 At Assy. Mtg., **adopt Resolution** designating Canvass Board (Prysunka, Gilbert, Morrison or Howe) (Canvass Board meets at 1:00 p.m. on Thursday, October 7, 2021)
- Sept 14 At Assy. Mtg., **approve Special Meeting** to Certify Election for October 7, 2021 @ 6:00 p.m.
- Sept 10** **Publish: Sample Ballot** (*Publish three times starting September 16*)
- Sept 20** **First Day to Absentee Vote in Person, by mail, or by fax (mail out any by-mail ballots to voters) until October 4, 2021 at City Hall.**
- Sept 17 **Publish Public Notice: City Boards and Commissions** (*Publish at least 2x starting Sept 23*)
- Sept 24 **Post Public Notice: Canvass Board** to be held on **Oct. 7, 2021 at 1:00 p.m.**
- Sept 24 **Post Public Notice: Special Meeting** to be held on Oct. 7, 2021 @ **6:00 p.m. to Certify Election.**
- Oct 4 Last Day to file for Write-Ins (Send notification to Mayor & Assembly, & media of who (if any) filed)
- Oct 4 Last Day to Absentee Vote in Person



**Oct 5 ELECTION DAY 8:00 A.M. TO 8:00 P.M. at Nolan Center**

- Oct 7 **Canvass Board meets** and tallies absentee, questioned, and possible challenged ballots in assembly chambers (1:00 p.m.)
- Oct 7 **Certify Election results and Administer Oath of Office** at 6:00 p.m. at Special Assembly meeting.
- Oct 8 After Canvass Board meets, Clerk will send letters to those voters whose ballots were not counted.



## Three TAKE-BACK Motions!

Making sure that you understand what motion best fits what you are wanting to do is important. Let us walk through each take-back motion....

### ➤ **Amend Something Previously Adopted** (amends part of the motion)

This motion allows the group to amend *part* of the motion that was approved at a prior meeting. This motion:

- Can be applied to any motion previously adopted provided that none of the action involved has been carried out in a way that it too late to undo.
- Can be made by ANY member, regardless of how they voted originally.
- Requires a SECOND.
- Must have originally passed.
- Is debatable.
- Is amendable.

Vote needed:

2/3 vote (with prior notice (5)); or

Majority vote of the entire membership (without prior notice).

Clerk's Note: It is best to give prior notice, when possible. Prior notice would mean adding it to the next Assembly Meeting's Agenda with the amendment stated for the Assembly and Public. It also provides the public with the upmost transparency.

This motion can only be applied to something that had *passed*. If you are making the motion to Amend something and it did not pass, there is no amendment to make.

➤ **Rescind Something Previously Adopted** (*repeals or annuls action*)

This motion is like the motion to Amend Something Previously Adopted. The only difference is that this motion would cancel something that the voting body approved at a previous meeting. This motion:

- Can be applied to any motion previously adopted if none of the action involved has been carried out in a way that it is too late to undo.
- Can be made by ANY member, regardless of how they voted originally.
- Requires a SECOND.
- Is debatable.
- Is amendable.

Vote needed:

2/3 vote (with prior notice (5)); or

Majority vote of the entire membership (without prior notice).

Clerk's Note: It is best to give prior notice, when possible. Prior notice would mean adding it to the next Assembly Meeting's Agenda with the amendment stated for the Assembly and Public. It also provides the public with the upmost transparency.

Just like the Motion to Amend Something Previously Adopted, you are making the motion to Rescind something, and it did not pass, there is nothing to Rescind.

- **Reconsideration** (if approved by Assembly, takes the Assembly back to where it was just before the original vote was taken)

This motion is by far, the most confusing. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.

There are rules associated with the motion to reconsider. They are:

- Must be made and seconded during the meeting at which the action to be reconsidered was taken or by written notification to the clerk within seven (7) days of the adjournment of the meeting; and
- Must be made by a member of the assembly who voted on the prevailing side of the motion.

If a motion to reconsider is submitted to the Clerk in a timely manner, the Clerk will add it to the next Regular Assembly meeting for consideration. If the motion to Reconsider passes, then the effect is that it erases the vote and NOT the action.

This motion would need to be seconded and approved to even reconsider the motion. This is how it would go:

*Member Smith (who had voted on the prevailing side of the original motion and had provided notice to the clerk to add to the Agenda for reconsideration) Move to Reconsider the Action taken at the May 1<sup>st</sup> Regular Assembly meeting that approved the Purchase of a new truck for the Water Department, in the amount of \$5000.00.*

*Member Jones "Second!"*

*Discussion on the Motion to Reconsider....*

If the Motion to Reconsider passes then the action (purchase of a new truck for the Water Department, in the amount of \$5000.00) would be back on



the floor for discussion, amendment and finally... a vote! The approval of the Motion to Reconsider erases just the original vote, not the action. We have specific rules in our Municipal Code that pertains to this motion. WMC 3.05.100 Reconsideration.

The difference between the motion to reconsider and the motion to either rescind something previously adopted or to amend something previously adopted is:

Subject	Timing	Maker of Original Motion	Outcome of Original Motion	Vote Needed
Amend or Rescind	Later Session	No restrictions	Passed	2/3 Majority with notice OR Majority of total membership
Reconsider	Same Session or Later Session by written notification within 7 days	Must have voted on the prevailing side	Passed or Failed	Majority

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 22, 2021
	<u>Agenda Section</u>	<b>13</b>

**Public Hearing – FY 2021/2022 Borough Budget**

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

**Expenditure Required:** \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
-----------	-----------	----------

**Amount Budgeted:**

	FY20 \$XXX	
--	------------	--

**Account Number(s):**

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

**Account Name(s):**

	Enter Text Here	
--	-----------------	--

**Unencumbered Balance(s) (prior to expenditure):**

	\$XXX	
--	-------	--

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. FY 2021-2022 Budget – Attached Under the New Business Item

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

Action on this item will occur under New Business.

**RECOMMENDATION MOTION:**

None. Public Hearing Ony

**SUMMARY STATEMENT:**

The FY 2021/2022 Budget is before the Assembly for adoption. The Wrangell Municipal Code requires a public hearing on the Budget. The public hearing was originally scheduled for June 17, 2021 but a quorum of the Assembly was not available. Therefore, the public hearing is being held on the same night as action on the budget.

This is an opportunity for the public to provide comments on the budget. The Assembly will have discussed the budget during the work session prior to the meeting. There is additional opportunity for Assembly discussion during the action item for budget approval.

So as not to double up on items in the packet, the budget is attached only once along with the resolution under new business.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 22, 2021
	<u>Agenda Section</u>	<b>12</b>

**RESOLUTION No. 06-21-1592** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF PUBLIC LAND ON THE PUBLIC SURPLUS WEBSITE, IN CONFORMANCE WITH WRANGELL MUNICIPAL CODE CHAPTER 16.12, SPECIFICALLY, LOT 5, BLOCK 59A, INDUSTRIAL SUBDIVISION (AMENDED PLAT), PLAT NO. 85-8, WRANGELL RECORDING DISTRICT

Postponed from the June 8, 2021 Assembly Meeting

<u>SUBMITTED BY:</u>
Lisa Von Bargen, Borough Manager

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

<u>FISCAL NOTE:</u>		
<b>Expenditure Required:</b> \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
<b>Amount Budgeted:</b>		
FY20 \$XXX		
<b>Account Number(s):</b>		
XXXXXX XXX XXXX		
<b>Account Name(s):</b>		
Enter Text Here		
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
\$XXX		

ATTACHMENTS: 1. Resolution No. 06-21-1592; 2. Appraisal

### **RECOMMENDATION MOTION:**

Move to Approve Resolution 06-21-1592.

### **SUMMARY STATEMENT:**

This item was on the June 8<sup>th</sup> agenda for approval as an outcry auction. Assembly member Powell suggested Administration consider selling the property via the Public Surplus Website to attract a much wider audience. The Clerk conducted all the research with representatives from the website.

The agenda statement and attached resolution have been modified to reflect the sale via the Public Surplus Website.

The Assembly provided direction to Administration to divest the former Armory property. The one outstanding item prior to offering the property for sale was the fair market value appraisal. The appraisal is complete and attached for review by the Assembly. The property is valued at \$110,000.

Administration has prepared the resolution (No. 06-21-1592) authorizing the sale of the property. Administration is recommending the property be sold on the Public Surplus Auction Site, with pre-registration and a (refundable) registration fee required. Administration is also recommending the opening bid be 10% below the appraised value as an incentive to potential buyers.

The auction will be listed on the Public Surplus Site for no less than 30 days. Wrangell Municipal Code requires thirty-day public notice prior to the sale of Borough-owned property.

Posting property on the Public Surplus Site means that the buyer would pay either a 5% premium fee if we collect the payment at auction end or an 8% premium if we have Public Surplus collect the payment at auction end. We are asking that we collect the final payment. Therefore, the premium that the buyer would be required to pay is 5%.

All the terms and conditions of the auction/sale of the property are outlined in Resolution No. 06-21-1592, which is attached.

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO: 06-21-1592

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF PUBLIC LAND ON THE PUBLIC SURPLUS WEBSITE IN CONFORMANCE WITH WRANGELL MUNICIPAL CODE CHAPTER 16.12, SPECIFICALLY, LOT 5, BLOCK 59A, INDUSTRIAL SUBDIVISION (AMENDED PLAT), PLAT NO. 85-8, WRANGELL RECORDING DISTRICT

WHEREAS, the Borough is the owner of the following described real property: Lot 5, Block 59A, Industrial Subdivision (Amended Plat), Plat No. 85-8, Wrangell Recording District; and

WHEREAS, the Borough Assembly it has determined it is in the public interest for the Borough to divest itself of this property; and

WHEREAS, the appropriate pre-sale work including a Hazardous Materials Assessment and an Appraisal have been completed; and

WHEREAS, the Borough Assembly desires to sell said property using the Public Surplus platform; and

WHEREAS, the requirements for the sale of public lands have been followed in conformance with Wrangell Municipal Code Chapter 16.12.

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

Section 1.     **AUTHORIZATION.** The Assembly of the City & Borough of Wrangell, Alaska authorizes the Borough Manager to sell Borough-owned real property Lot 5, Block 59A, Industrial Subdivision (Amended Plat), Plat No. 85-8, Wrangell Recording District.

Section 2.     **PROCEDURES FOR PUBLIC SALE.** The Assembly of the City and Borough of Wrangell establishes the following procedure for the sale of the Borough-owned real property Lot 5, Block 59A, Industrial Subdivision (Amended Plat), Plat No. 85-8, Wrangell Recording District, more commonly known as the "Armory Property:"

1. **Public Surplus Auction Website.** The property shall be made available on the Public Surplus Site for not less than 30 days, specifically June 28, 2021 through 3:00pm ADT July 30, 2021.

2. **Eligibility and Exclusions.** Eligibility for participating in the public outcry auction shall be persons eighteen (18) years of age or older with the following exceptions:
  - a. No person who is delinquent in any property tax, sales tax, utility payment, or other financial obligation with the Borough may participate in the auction.
  - b. The Borough Manager, the Borough Clerk, the Economic Development Director and the Capital Facilities Director are prohibited from participating in the auction, either in their own name, in the name of their spouse, dependent child, or solely owned or family-owned business.
3. **Minimum Bid Established.** The minimum bid for this property shall be 90% of the property's appraised value ( $\$110,000 \times .90 = \$99,000$ ) which is \$99,000.
4. **Bidders Registration and Fee Required.** Bidders shall be required to register in advance of the online auction on the Public Surplus Website ([www.publicsurplus.com](http://www.publicsurplus.com)) and pay a \$500 registration fee. This fee shall be applied to the purchase of the property for the winning bidder. The fee shall be refunded to all non-successful bidders. If the winning bidder fails to purchase the parcel in conformance with the prescribed parameters, the bidder forfeits the registration fee. The registration fee must be paid on the Public Surplus Website.
5. **Sale Terms.** The winning bidder shall sign a Purchase Agreement within three (3) days of the closing of the auction. The property may be purchased with 20% of the winning bid amount as down payment, payable within three (3) business days from the signing of the Purchase Agreement, with the balance due to the Borough in sixty (60) days.
6. **Property Not Sold during Auction.** If the property is not sold in the initial timeframe in which the auction was listed, it shall be relisted in increments of four (4) days until sold. It shall be listed at the full appraised value of \$110,000.
7. **Borough Manager Authorized to Administer.** The Borough Manager is authorized to develop whatever administrative procedures, forms and policies are necessary to implement this resolution.

Section 3.     **PUBLIC NOTICE REQUIRED.** In conformance with Wrangell Municipal Code Section 16.12.040(b) the Borough Clerk shall give notice of the sale by publication of notice in a newspaper of general circulation in the Borough at least 30 days before the date of the sale, and the notice shall be posted within that time in at least three public places in the borough.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH  
OF WRANGELL, ALASKA THIS 22<sup>nd</sup> DAY OF JUNE 2021.

\_\_\_\_\_  
Stephen Prysunka, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk



**APPRAISAL REPORT  
REAL ESTATE APPRAISAL**

**Of  
Armory Building**



101 Second Ave, Wrangell  
AK, 99923

**As of**  
April 28, 2021

**Prepared For**  
Ms. Carol Rushmore  
City and Borough of Wrangell  
PO Box 531  
Wrangell, AK, 99929

**Prepared by**  
RAMSEY APPRAISAL RESOURCE  
Roger Ramsey, Alaska-AA 570

**File Name:**  
RAR File# 21-016-P2

## RAMSEY APPRAISAL RESOURCE

10615 Horizon Drive  
Juneau,  
AK, 99801

907-723-2936  
Fax: 866-404-7117  
rogerramsey@mac.com  
--

May 21, 2021

Ms. Carol Rushmore  
City and Borough of Wrangell  
PO Box 531  
Wrangell, AK 99929

Re: Appraisal Report, Real Estate Appraisal  
Armory Building  
101 Second Ave,  
Wrangell, AK, 99923

File Name: RAR File# 21-016-P2

Dear Ms. Rushmore:

At your request, I have prepared an appraisal for the above referenced property, which may be briefly described as follows:

The subject is improved with a 30X40 building that was historically used as a National Guard Armory. More recently it was used as borough office

Please reference page 9 of this report for important information regarding the scope of research and analysis for this appraisal, including property identification, inspection, highest and best use analysis and valuation methodology.

I certify that I have no present or contemplated future interest in the property beyond this estimate of value. The appraiser has not performed any services regarding the subject within the three-year period immediately preceding acceptance of this assignment.

Your attention is directed to the Limiting Conditions and Assumptions section of this report (page 7). Acceptance of this report constitutes an agreement with these conditions and assumptions. In particular, I note the following:

Hypothetical Conditions:

- There are no hypothetical conditions for this appraisal.

Extraordinary Assumptions:

- There are no Extraordinary Assumptions for this appraisal.

Based on the appraisal described in the accompanying report, subject to the Limiting Conditions and Assumptions, Extraordinary Assumptions and Hypothetical Conditions (if any), I have made the following value conclusion(s):

**Current As Is Market Value:**

The “As Is” market value of the Fee Simple estate of the property, as of April 28, 2021, is

**One Hundred Ten Thousand Dollars (\$110,000)**

The market exposure time preceding April 28, 2021 would have been 6 months and the estimated marketing period as of April 28, 2021 is 3 months.

Respectfully submitted,  
Ramsey Appraisal Resource



Roger Ramsey  
Alaska-AA 570

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## Summary of Important Facts and Conclusions

### GENERAL

<b>Subject:</b>	Armory Building 101 Second Ave, Wrangell, AK, 99923
	The subject is improved with a 30X40 building that was historically used as a National Guard Armory. More recently it was used as borough office
<b>Owner:</b>	Wrangell Borough
<b>Legal Description:</b>	Lot 5, Block 59A, Industrial Subdivision (Amended Plat) Plat 85-8, Wrangell Recording District
<b>Date of Report:</b>	May 21, 2021
<b>Intended Use:</b>	The intended use is for portfolio management and negotiation of potential sales.
<b>Intended User(s):</b>	The client, property owner and potential purchasers..

### Assessment:

Real Estate Assessment and Taxes									
Tax ID	Land	Improvements	Other	Total Assessment	City Rate	County Rate	Other Rate	Tax Rate	Taxes
02-030-474	\$13,700	\$0	\$0	\$13,700	\$0.00	\$0.00	\$12.75	\$12.75	\$175

Notes:

<b>Sale History:</b>	The subject has not sold in the last three years, according to public records.
<b>Current Listing/Contract(s):</b>	The subject is not currently listed for sale, or under contract.

**Land:**

Land Summary						
Parcel ID	Gross Land Area (Acres)	Gross Land Area (Sq Ft)	Usable Land Area (Acres)	Usable Land Area (Sq Ft)	Topography	Shape
02-030-474	0.21	9,148	0.21	9,148	areas of wetlands.	site is rectangular.

Notes:

**Improvements:**

Building Summary							
Building Name/ID	Year Built	Condition	Number of Stories	Gross Building Area	Rentable Area	Number of Units	Building Name/ID
National Guard	1982	Fair	1.0	1,200			l Guard Armory

Notes:

**Zoning:** Industrial**Highest and Best Use of the Site:** industrial/commercial

**Highest and Best Use as Improved:** The subject is improved with a building supported on grade beams and has no permanent foundation. It appears to be functioning fine in its capacity. It would make a decent office for a business.

**Type of Value:** Market Value

VALUE INDICATIONS	
<b>Land Value:</b>	\$50,000
<b>Cost Approach:</b>	\$110,000
<b>Sales Comparison Approach:</b>	\$105,000

<b>Reconciled Value(s):</b>	<b>As Is</b>
Value Conclusion(s)	\$110,000
Effective Date (s)	April 28, 2021
Property Rights	Fee Simple

## Limiting Conditions and Assumptions

Acceptance of and/or use of this report constitutes acceptance of the following limiting conditions and assumptions; these can only be modified by written documents executed by both parties.

This appraisal is to be used only for the purpose stated herein. While distribution of this appraisal in its entirety is at the discretion of the client, individual sections shall not be distributed; this report is intended to be used in whole and not in part.

No part of this appraisal, its value estimates or the identity of the firm or the appraiser(s) may be communicated to the public through advertising, public relations, media sales, or other media.

All files, work papers and documents developed in connection with this assignment are the property of Ramsey Appraisal Resource. Information, estimates and opinions are verified where possible, but cannot be guaranteed. Plans provided are intended to assist the client in visualizing the property; no other use of these plans is intended or permitted.

No hidden or unapparent conditions of the property, subsoil or structure, which would make the property more or less valuable, were discovered by the appraiser(s) or made known to the appraiser(s). No responsibility is assumed for such conditions or engineering necessary to discover them. Unless otherwise stated, this appraisal assumes there is no existence of hazardous materials or conditions, in any form, on or near the subject property.

Unless otherwise stated in this report, the existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyl, petroleum leakage, or agricultural chemicals, which may or may not be present on the property, was not called to the attention of the appraiser nor did the appraiser become aware of such during the appraiser's inspection. The appraiser has no knowledge of the existence of such materials on or in the property unless otherwise stated. The appraiser, however, is not qualified to test for such substances. The presence of such hazardous substances may affect the value of the property. The value opinion developed herein is predicated on the assumption that no such hazardous substances exist on or in the property or in such proximity thereto, which would cause a loss in value. No responsibility is assumed for any such hazardous substances, nor for any expertise or knowledge required to discover them.

Unless stated herein, the property is assumed to be outside of areas where flood hazard insurance is mandatory. Maps used by public and private agencies to determine these areas are limited with respect to accuracy. Due diligence has been exercised in interpreting these maps, but no responsibility is assumed for misinterpretation.

Good title, free of liens, encumbrances and special assessments is assumed. No responsibility is assumed for matters of a legal nature.

Necessary licenses, permits, consents, legislative or administrative authority from any local, state or Federal government or private entity are assumed to be in place or reasonably obtainable.

It is assumed there are no zoning violations, encroachments, easements or other restrictions which would affect the subject property, unless otherwise stated.

The appraiser(s) are not required to give testimony in Court in connection with this appraisal. If the appraisers are subpoenaed pursuant to a court order, the client agrees to pay the appraiser(s) Ramsey Appraisal Resource's regular per diem rate plus expenses.

Appraisals are based on the data available at the time the assignment is completed. Amendments/modifications to appraisals based on new information made available after the appraisal was completed will be made, as soon as reasonably possible, for an additional fee.

**Americans with Disabilities Act (ADA) of 1990**

A civil rights act passed by Congress guaranteeing individuals with disabilities equal opportunity in public accommodations, employment, transportation, government services, and telecommunications. Statutory deadlines become effective on various dates between 1990 and 1997. Ramsey Appraisal Resource has not made a determination regarding the subject's ADA compliance or non-compliance. **Non-compliance could have a negative impact on value, however this has not been considered or analyzed in this appraisal.**



## Scope of Work

According to the Uniform Standards of Professional Appraisal Practice, it is the appraiser's responsibility to develop and report a scope of work that results in credible results that are appropriate for the appraisal problem and intended user(s). Therefore, the appraiser must identify and consider:

- the client and intended users;
- the intended use of the report;
- the type and definition of value;
- the effective date of value;
- assignment conditions;
- typical client expectations; and
- typical appraisal work by peers for similar assignments.

This appraisal is prepared for Ms. Carol Rushmore, -- City and Borough of Wrangell. The problem to be solved is to estimate the current 'As Is' market value . The intended use is for portfolio management and negotiation of potential sales. This appraisal is intended for the use of client, property owner and potential purchasers..

SCOPE OF WORK	
Report Type:	This is an Appraisal Report as defined by Uniform Standards of Professional Appraisal Practice under Standards Rule 2-2(a). This format provides a summary or description of the appraisal process, subject and market data and valuation analyses.
Property Identification:	The subject has been identified by the legal description and the assessors' parcel number.
Inspection:	The appraiser inspected the subject property on 4/28/2021. I was able to view the inside and exterior and take photos.
Market Area and Analysis of Market Conditions:	A complete analysis of market conditions has been made. The appraiser maintains and has access to comprehensive databases for this market area and has reviewed the market for sales and listings relevant to this analysis.
Highest and Best Use Analysis:	A complete as vacant and as improved highest and best use analysis for the subject has been made. Physically possible, legally permissible and financially feasible uses were considered, and the maximally productive use was concluded.
Type of Value:	Market Value

Valuation Analyses

## Cost Approach:

A cost approach was not applied as the age of the improvements makes the depreciation difficult to accurately measure.

## Sales Comparison Approach:

A sales approach was applied as there is adequate data to develop a value estimate and this approach reflects market behavior for this property type.

## Income Approach:

An income approach was not applied as while the subject could generate an income stream, the most probable buyer is an owner-occupant.

## Hypothetical Conditions:

- There are no hypothetical conditions for this appraisal.

## Extraordinary Assumptions:

- There are no Extraordinary Assumptions for this appraisal.

**Comments**

In the process of completing this valuation I interview neighbors to the property who had recently purchased property or had been there for a long time. It was the general consensus that the subject underlying soil is more than likely mud and considered to be a bit of a hole.

While I did talk with contractors to get an idea of what fill costs are, my negative adjustment in comparison to the comparables does not add up to what it would cost to fill the site to grade, as I feel there are many in the market who would be fine using it as is as the ditches are ample.

I also read the environmental report to make a determination of how the market would react to the findings. The asbestos found was contained exclusively in the tile and the mastic holding it and at percentages barely over the limit. I considered how the market would perceive this and from my perspective they would not remove any of this asbestos flooring but instead cover it with new flooring. There is a slight risk they may have to remove some which would trigger jumping through the regulatory hoops, for this reason I felt a small adjustment was necessary.

## Market Area Analysis

The following are excerpts from <http://www.seconference.org/wrangell>, appraiser analysis follows this.

### Wrangell City and Borough\*

Wrangell is one of the oldest non-Native settlements in Alaska. In 1811 the Russians began fur trading with area Tlingits and built a stockade named Redoubt St. Dionysius in 1834. The island was named for Ferdinand Von Wrangel, manager of the Russian-American Co. around 1830. The British Hudson Bay Co. leased the fort in 1840 and named the stockade Fort Stikine. A large Stikine Indian village, known as Kotzlitza, was located 13 miles south of the fort. The Tlingits claimed their own ancient trade rights to the Stikine River and protested when the Hudson Bay Co. began to use their trade routes, but two epidemics of smallpox, in 1836 and 1840, reduced the Tlingit population by half. The fort was abandoned in 1849 when furs were depleted. The fort remained under the British flag until Alaska's purchase by the U.S. in 1867. In 1868 a U.S. military post called Fort Wrangell was established and named for the island. The community continued to grow as an outfitter for gold prospectors, especially in 1861, 1874-77, and 1897. Riotous activity filled gambling halls, dance halls, and the streets. Thousands of miners traveled up the Stikine River into the Cassiar District of British Columbia during 1874 and to the Klondike in 1897. Glacier Packing Co. began operating in Wrangell in 1889. The Wilson & Sylvester Sawmill provided packing boxes for canneries and lumber for construction. The city was incorporated in 1903. By 1916, fishing and forest products had become the primary industries -- four canneries and a cold storage plant were constructed by the late 1920s. In the 1930s, cold packing of crab and shrimp was occurring. Abundant spruce and hemlock resources have helped to expand the lumber and wood products industry. The Alaska Pulp sawmill, Wrangell's largest employer, closed in late 1994 but was reopened on a smaller scale in 1998 by Silver Bay Logging. The city was dissolved and reincorporated as the City and Borough of Wrangell on May 1, 2008.

### Location & Climate

The City and Borough of Wrangell is located on the northwest tip of Wrangell Island, 155 miles south of Juneau and 89 miles northwest of Ketchikan. It is near the mouth of the Stikine River, a historic trade route to the Canadian Interior. It lies at approximately 56.470830 North Latitude and -132.376670 West Longitude. (Sec. 25, T062S, R083E, Copper River Meridian.) Wrangell is located in the Wrangell Recording District. The area encompasses 2,582.0 sq. miles of land and 883.0 sq. miles of water. Wrangell is in the maritime climatic zone and experiences cool summers, mild winters, and year-round rainfall. Summer temperatures typically range from 42 to 64 °F; winter temperatures range from 21 to 44 °F. Average annual precipitation is 82 inches, with 64 inches of snowfall. Fog is common from September through December. \*State of AK, DOT AMHS.

## 2019 Population

2,479 (1990 Census)  
 2,659 (Alaska Department of Community and Regional Affairs, as of August 1990)  
 2,758 (Alaska DCRA, as of August 1995)  
 2,595 (Alaska DCRA, as of August 1996)  
 2,543 (Alaska DCRA, as of August 1997)  
 2,589 (Alaska DCRA, as of August 1998)  
 2,549 (Alaska Department of Community and Economic Development, as of August 1999)  
 2,569 (Alaska DCED, as of August 2000)  
 2,308 (2000 Census)  
 2,308 (Alaska DCED, Jan 2002)  
 2,144 (Alaska DCED, Jan 2003)  
 2,113 (Alaska DCED, Jan 2004)  
 2,023 (Alaska DCED, Jan 2005)  
 1,974 (Alaska DCCED, Jan 2006)  
 1,911 (Alaska DCCED, Jan 2007)  
 1,947 (Alaska DCCED, Jan 2008)  
 2,072 (Alaska DCCED, Jan 2009) Borough population  
 2,112 (Alaska DCCED, Mar 2009 revised 2008 Borough population)  
 2,058 (Alaska DCCED, Jan 2010) Borough population

Above information is found on the Wrangell Borough Website. Current DCCED population estimates are 2426 in 2019.

Following are some of the key industries, and the utility services as identified on the wrangell.com website

**Marine Industry:** The Marine Service Center is a thriving boat works facility for commercial and recreational vessels. Two lifts, 150-ton and 300-ton, and a 40 ton trailer provide haul out capabilities and local vendors provide the necessary services.

**Timber:** Wrangell has a long history in timber harvesting and processing. Once the primary economic driver for Wrangell, it is now a small contributor. While the industry is changing from an old growth harvesting model to a young growth harvesting program, there are still a few local businesses that provide a variety of timber products. The Economic Development Committee, with approval by the Assembly, developed a local Timber Products Plan to help guide community participation in State and Federal timber programs to provide incentive for industry investment.

**Tourism:** Visitor opportunities abound in Wrangell with the scenery and activities rivaling larger destinations! But we don't have the numbers of daily visitors which

mean you can fish alone on a stream, hikes can be quietly enjoyed by you and your friends, and scenic vistas are just that.. nothing but spectacular scenes.

Wrangell receives a few small cruiseships throughout the summer, but most visitors come via the Alaska Marine Highway and Alaska Airlines. Front Street hosts a variety of locally owned retail stores from gifts to hardware! The Wrangell Convention and Visitor Bureau recently did a [baseline analysis of the industry](#) and the draft report is available below. A list of the Cruise Calendar is also available.

[Seafood Processing](#): There are three commercial processors in Wrangell: Trident Seafoods, Sealevel Seafoods, and Alaska Seafoods, processing salmon, crab, shrimp, halibut and bottom fish.

## Utilities and Services

The City and Borough of Wrangell provides drinking water, solid waste, waste water treatment and road maintenance for residents within the town proper, although public sewer and water service stops at 6 Mile Zimovia Highway . All municipal services have recently had new state of the art facilities constructed to address new environmental regulations meet community needs. Alaska State Department of Transportation administers the Wrangell Airport and provides road maintenance for Zimovia State Highway.

### Electrical

Wrangell Municipal Light and Power supplies power to residents and businesses. In today's power market, Wrangell has very inexpensive power. The primary wholesale power source is Lake Tyee Hydro Electric Project. Tyee can provide 21 megawatts of power and serves Wrangell and Petersburg. Tyee is connected to Swan Lake Hydro in Ketchikan. Wrangell also has an 8+ megawatt diesel generating facility as a secondary backup source of power. Heavy industrial power users may be able to obtain a lower interruptible power rate through the Southeast Alaska Power Agency whom oversees the Tyee-Swan Lake hydro power projects.

### RATES:

Residential: Base monthly rate \$8.00  
0-300 KWH \$.126 per KWH  
300 -1200 KWH \$.102 per KWH  
>1200 KWH \$.08 per KWH

Small Commercial: Base monthly rate \$9.00  
all KWH \$.116 per KWH

Large Commercial: Base monthly rate \$13.50  
0-70,000 KWH \$.107 per KWH  
> 70,000 \$.103 per KWH

Industrial: negotiated per KWH

**Drinking Water**

Drinking water is filtered through a state of the art sand filtration and ozonation plant. The community's current average daily water consumption is approximately 600,000 gallons per day. The water is not metered, thus residential and commercial uses pay different monthly base fees. Residential rate is \$32.28 and the commercial rate is defined by the Municipal Code based on type of business. Please contact the Utility Clerk for the most current commercial rates. That information can also be found on this website in our Ordinance in Chapter 15.08.

**Solid Waste and Recycling**

City and Borough of Wrangell provides weekly curbside garbage service. Solid waste is processed in a material recovery handling facility and currently shipped south to an approved landfill in eastern Washington. A volunteer recycling program is available for aluminum cans. The Wrangell Lion's Club promotes the "Cans for Kids" program, reinvesting proceeds from recycling the cans back into youth programs in the community. Residential rate is based on the garbage can size. Please contact the Utility Clerk for the most current commercial rates. That information can also be found on this website in our Ordinance in Chapter 9.04

**Residential Rates**

48 gallon can is \$24/mo

64 gallon can is \$39.90/mo

96 gallon can is \$43.98/mo

Commercial Rate: based on commercial can size and number of weekly pick-ups.

**Waste Water Treatment**

The City's new state of the art waste water treatment plant provides primary treatment to almost 85% of households. The remainder households use a state approved on-site treatment facility. Rates for residential customers is \$27.04 a month. Commercial rate is defined by the City Code base on type of business. Please contact the City's Utility Clerk for the most current commercial rates. That information can also be found on this website in our Ordinance in Chapter 15.08

**Communications**

Wrangell has excellent telecommunications for your business. Telecommunications is based on microwave and earth station links to a fiber optic network provided by GCI. Our local telecommunication providers offer a total package for your business requirements. Alaska Power and Telephone provides local phone service, and broadband internet/data services including wireless, DSL or 56K dial up connections. Long Distance service is provided by AP&T Long Distance, GCI Communication Inc., and AT&T. Local cellular service is provided by GCI Communication Inc.

GCI also provides cable television service.



Wrangell Sentinel publishes a weekly newspaper. The Sentinel is the oldest continually published newspaper in Alaska. Wrangell's local Public Radio Station KSTK 101.7FM provides music, news and community service announcements.

The Borough has been good about maintaining their infrastructure. Following are projects in the hopper approved by the assembly this year.

<u>Priority</u>	<u>Project Name</u>
1.	Public Safety Building Renovation
2.	High School and Middle School Life and Health Safety Upgrades <ul style="list-style-type: none"> <li>• Fire Alarm System Upgrades</li> <li>• Elevator Replacement</li> </ul>
3.	Upper Reservoir Bypass (Connection to Treatment Plant)
4.	Solid Waste Transfer Station Upgrades
5.	Diesel Generation Power Plant Replacement
6.	Ash Street Water Main Replacement
7.	Nolan Center Standby Generator Upgrades
8.	Inner Harbor Replacement
9.	Water Main Replacement Phase II, Zimovia Highway
10.	Drinking Water Dams Stabilization and Improvements
11.	Cemetery Expansion Development

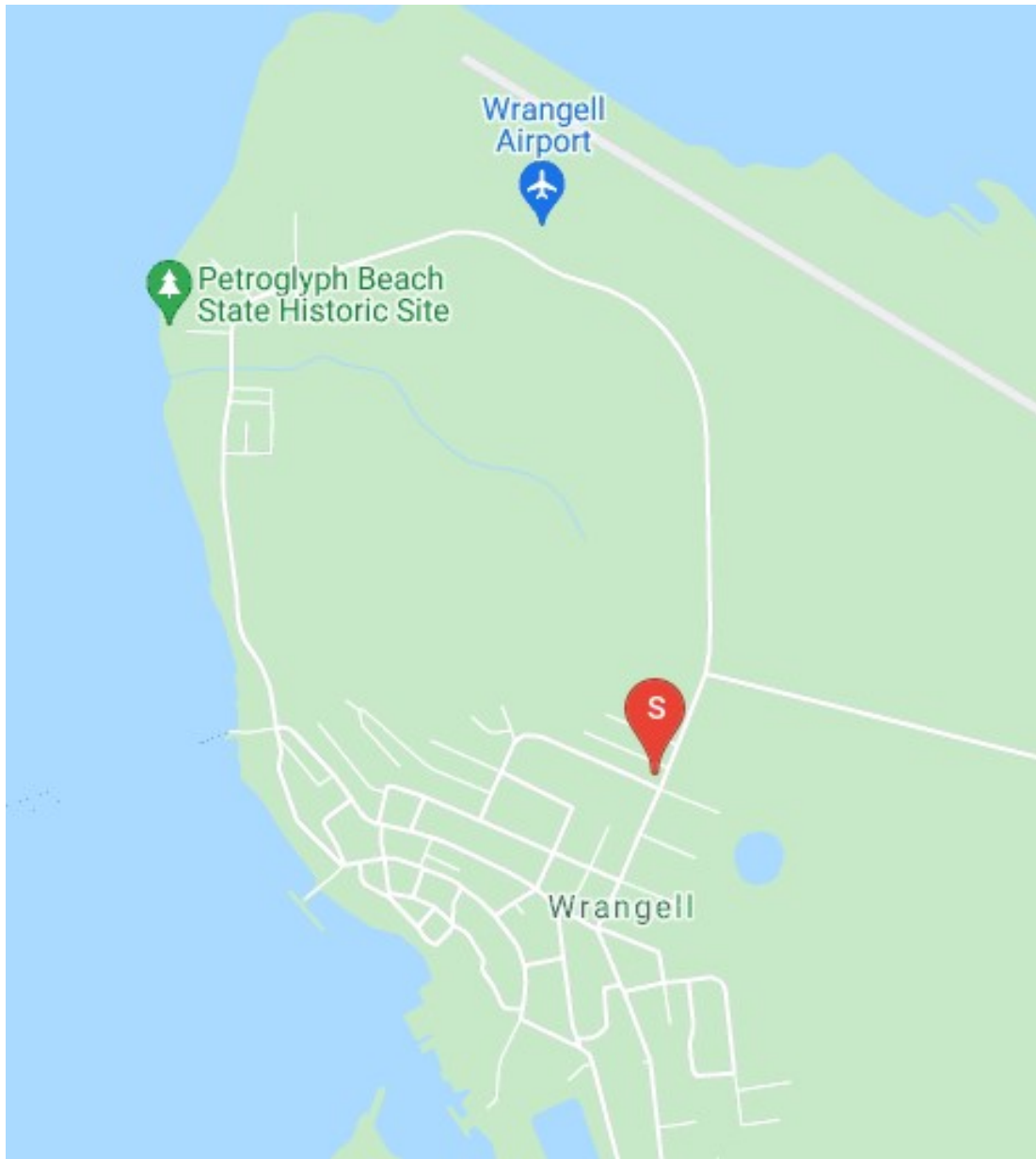
#### **Appraiser's Analysis:**

Wrangell is a community that has been on the rise. They have many significant projects in the hopper and have seen explosive growth in their ship haul out facility. While their population shows a decline from the timber days it now appears to be growing slightly. Based on what I saw in the community, and the general attitude of market participants, I think Wrangell is generally a stable community with potential for moderate growth into the future. The new hospital which was recently completed, will be a boost for the economy, adding a good resource to the community that allows for broader health care and makes it possible for a wider range of people to reside in Wrangell.

As of the date of this valuation, there is a Novel Coronavirus that has been spreading through the world for the last year+. Most people in SE AK have had the opportunity to be vaccinated, which should go a long way towards stabilizing the economy. At the time and date of this valuation it is uncertain how this will affect values of real estate in Wrangell off into the future. No price drops were noted as of the date of value and demand seems to be strong in the market for residential real estate.

In talking with market participants involved in tours, they are expecting to have another down year, but better than 2020 in this coming 2021 season and expecting to be back to normal by the season of 2022.

## Location Map





## Property Description

The subject is improved with a 30X40 building that was historically used as a National Guard Armory. More recently it was used as borough office

SITE	
Location:	Corner of Second Ave and Bennet street
Current Use of the Property:	Armory
Site Size:	Total: 0.21 acres; 9,148 square feet
	Usable: 0.21 acres; 9,148 square feet
	The subject is all usable and unencumbered. There is a green belt easement area to the south west that is not part of the subject but it appears parking for the subject maybe happening there. The usable land is partially capped with good draining soil. The subject is below the grade of the road and below the grade of the surrounding lots.
Shape:	Rectangular
Frontage/Access:	<p>The subject property has average access with frontage as follows:</p> <ul style="list-style-type: none"> <li>• Airport Road (Bennett St): 95 feet</li> <li>• Howell Avenue: 96 feet</li> </ul> <p>The site has an average depth of 96 feet. It is a corner lot.</p>
Visibility:	Good
Topography:	The subject is below the grade of the road and fairly flat
Soil Conditions:	<p>The subject has had a portion filled to a degree to make it usable for driving on. The appraiser is unsure of the sub straight below this fill. I am guessing it is native soils, based on my conversations with local dirt contractors. The back of the lot is unfilled, and is strewn with old tires and junk.in areas.</p>
Utilities:	<p>Electricity: The site is served by public electricity.</p> <p>Sewer: City sewer</p> <p>Water: City water</p> <p>Adequacy: The subject's utilities are typical and adequate for the market area.</p> <ul style="list-style-type: none"> <li>• The subject has a gravel parking area estimated at around</li> </ul>

Site Improvements: 4000 SF.

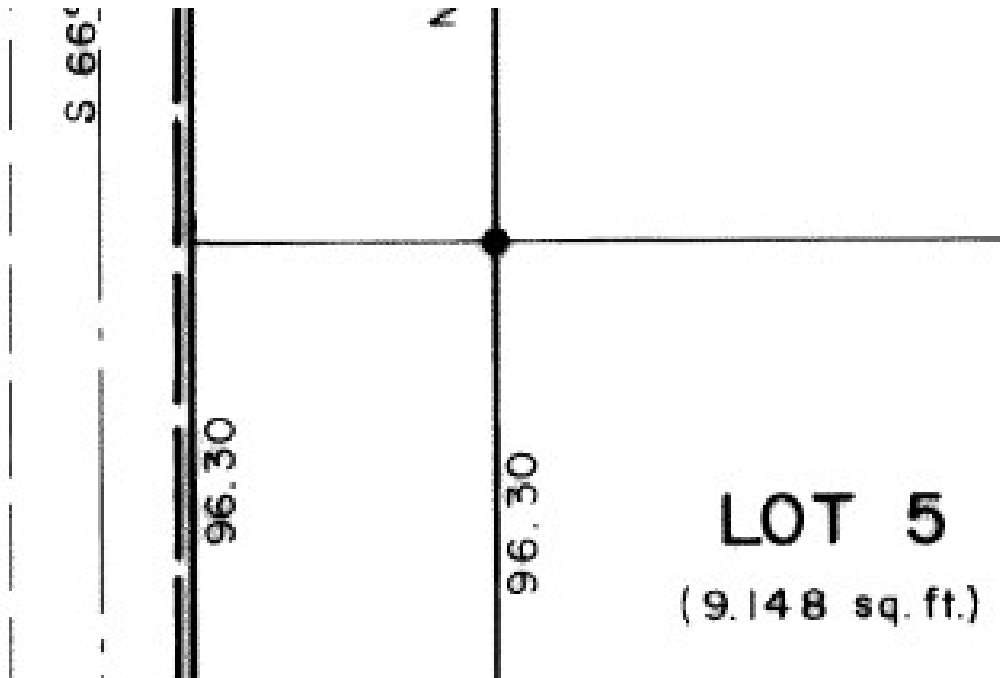
Wetlands/Watershed: The appraiser did not note significant indicators of wetlands

Environmental Issues: There are no known adverse environmental conditions on the subject site. Please reference Limiting Conditions and Assumptions.

Encumbrance /  
Easements: There no known adverse encumbrances or easements. Please reference Limiting Conditions and Assumptions.

Site Comments: The subject site can and has been used as is, though it is below the grade of the road and below the grade of all surrounding lots. That said there are large ditches that collect water on the sites edges. I am unsure about the sub soils but the local dirt contractors think its mud and any construction would require using piles or excavating and bringing in good soil.

The subject is lot 5, Block 59A above



An excerpt from the plat showing the subject lot



An older aerial of the subject site. As can be seen, the driveway is constructed through the area which is designated as green space.

IMPROVEMENTS DESCRIPTION	
Development/Property Name:	Armory Building
Property Type:	Flex Space
Overview:	The subject is improved with a 30X40 building that was historically used as a National Guard Armory. More recently it was used as borough office

GENERAL - NATIONAL GUARD ARMORY	
Building Identification:	National Guard Armory
Building Description:	The subject is a metal roofed and sided building with a wood grade beam foundation.
Construction:	Wood frame
Construction Quality:	Average
Year Built:	1982
Renovations:	N/A
Effective Age:	30 years
Remaining Useful Life:	20
Condition:	Fair, the subject has rusting exterior doors, stained exterior siding, rusting porches and ramps. The interior walls need paint and the paneled portions have faded areas, the flooring is worn and needs to be covered. There is an old fireplace hearth that is not in use and falling apart.
Appeal/Appearance:	Fair
Areas, Ratios & Numbers:	Number of Stories: 1.00 Gross Building Area: 1,200

FOUNDATION, FRAME & EXTERIOR - NATIONAL GUARD ARMORY	
Foundation:	wood grade beams
Structural Frame:	Wooden Frame

Exterior: Sheet metal

Windows: Fixed Casement

Roof/Cover: Gable / Metal

#### INTERIOR - NATIONAL GUARD ARMORY

Interior Layout: The interior layout is set up as an assembly hall with an office a couple storage rooms and a bathroom. it has good potential to be converted with its trusses that span the building

Floor Cover: Vinyl Tile

Walls: Gypsum board and wood veneer

Ceilings & Ceiling Height: Gypsum board with exposed trusses / --

Lighting: A mix of fluorescent and incandescent lighting.

Restrooms: sink and toilet

Other:

#### MECHANICAL SYSTEMS - NATIONAL GUARD ARMORY

Heating: Laser forced air stove with electric based board

Cooling: None

Electrical: Average

Plumbing Condition: Average

Comments, National Guard Armory: The building is on grade beams on creosote timbers. This is most likely due to poor soil sub straight. However, it appears to be generally level. It offers decent general functionality.

#### PARKING

Parking Type and Type: open gravel parking

#### PROPERTY ANALYSIS

Design & Functional Utility:	The subject building is very basic. It has lower quality dated interior and exterior finishes it would appeal to and have good utility as a construction or tradesman company headquarters or the like.
Deferred Maintenance:	The subject is dated and worn. A lot could be done to bring the building up to date though it is still functional. The exterior door on the SE side showed signs of rust. But the heating system was updated and functional.
Comments:	This improvement is very utilitarian in its design. It appears to be without leaks and is generally level on its grade beam foundation. An environmental analysis was done to check for lead, asbestos and other hazardous material. I have included portions of this report in the addendum. The basic conclusion was that there was a small amount of asbestos in the Vinyl tiles and in the mastic which held them in place. And if they are removed that must be done in a way that complies with OSHA and contains the asbestos material.

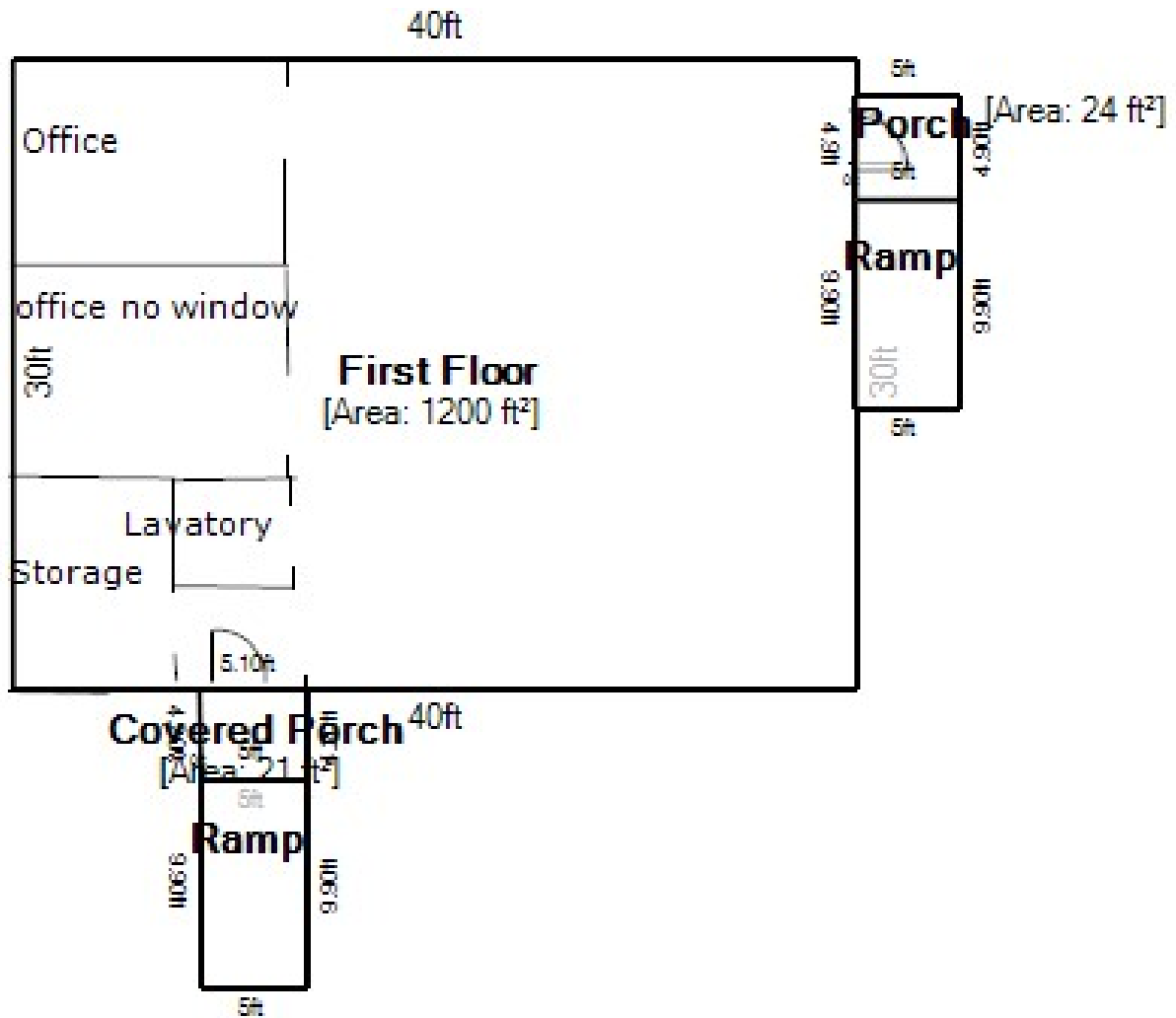
### **Americans With Disabilities Act**

Please reference the Limiting Conditions and Assumptions section of this report on page 8.

### **Hazardous Substances**

Please reference the Limiting Conditions and Assumptions section of this report on page 8.

## Improvements Plan





***Subject Photographs***

Pictured above is the front of the subject property as viewed from the corner of Second Ave and Airport Road.



Above is a view of the rear of the subject building as viewed from Third Ave and Airport Rd



Pictured above left is the easement area reserved as a green belt easement in the plat. Pictured right is the NW corner of the subject site which has significant junk stored there.



Above left is the underside of the building and as can be seen the subject is sitting on wood grade beams. Above right is a view of the interior looking at the NE corner. The oil fired Toyo heater is viewers right.





Pictured above left is the main hall which can be used for larger gatherings. Pictured right is an office with an outside window.



Pictured left above is a interior room with no windows. Pictured right above is the bathroom.

## Assessment and Taxes

**Taxing Authority** City and Borough of Wrangell

**Assessment Year** 2021

Real Estate Assessment and Taxes									
Tax ID	Land	Improvements	Other	Total Assessment	City Rate	County Rate	Other Rate	Tax Rate	Taxes
02-030-474	\$13,700	\$0	\$0	\$13,700	\$0.00	\$0.00	\$12.75	\$12.75	\$175

Notes:

Real Estate Assessment Analysis					
Tax ID	Per SF GBA	Per Acre	Total Assessment	Equalization Ratio	Implied Value
02-030-474	\$11.42	\$65,235	\$13,700	100.0%	\$13,700

Notes:

## Assessment Analysis

We have analyzed the assessment and corresponding taxation of competitive properties in the marketplace as a test of reasonableness compared to the subject's current assessment and taxation.

Real Estate Assessment Analysis						
Name	Property Type	Assessment			Taxes/SF GBA	Overall Comparison
		Tax ID	Year	Taxes		
Armory Building	Flex Space					

Notes:

The assessment for the subject lacks any reality as the property owner is exempt and the assessment is not up to date, value wise.

## Zoning

LAND USE CONTROLS	
Zoning Code	Industrial
Zoning Description	<p>The purpose of the industrial district is to provide areas for a broad range of non-water-dependent or related uses. Development requirements are intended to provide for a safe and sightly environment, to minimize potential conflicts with adjoining uses, and to allow space for parking, storage and expansion. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]</p> <p>The following are principal permitted uses in this district:</p> <ul style="list-style-type: none"> <li>A. Transportation and transshipment facilities;</li> <li>B. Warehouses and outside storage areas;</li> <li>C. Lumber mills and log storage;</li> <li>D. Manufacturing, fabricating and assembling;</li> <li>E. Automobile repair shops;</li> <li>F. Quarters for caretaker, guard or owner-operators whose presence on the property is required for operational or protective safety, and includes manufactured homes, trailers or quarters in a part of any industrial building, each limited to 600 square feet;</li> <li>G. Sand, gravel and rock extraction and processing; and</li> <li>H. Public utility uses. [Ord. 867 § 1, 2013; Ord. 632 § 4, 1997; Ord. 462 § 6, 1984.]</li> </ul>

## Highest and Best Use

Highest and best use may be defined as the reasonably probable and legal use of vacant land or improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value.

1. **Legally Permissible:** What uses are permitted by zoning and other legal restrictions?
2. **Physically Possible:** To what use is the site physically adaptable?
3. **Financially Feasible:** Which possible and permissible use will produce any net return to the owner of the site?
4. **Maximally Productive.** Among the feasible uses which use will produce the highest net return, (i.e., the highest present worth)?

## Highest and Best Use of the Site

The highest and best use of the site, as vacant, is for industrial/commercial.

The subject is in an industrial zone and fronts to Airport Rd (Bennet St), which is a fairly busy thoroughfare. The property to the north east was used as a car wash and is currently used as a drive through coffee, drinks and snack shop. The subject would be a good location for a contractor that wanted a shop, office and yard that has good exposure.

## Highest and Best Use as Improved

The highest and best use of the subject as improved The subject is improved with a building supported on grade beams and has no permanent foundation. It appears to be functioning fine in its capacity. It would make a decent office for a business..

## Valuation Methodology

Three basic approaches may be used to arrive at an estimate of market value. They are:

1. The Cost Approach
2. The Income Approach
3. The Sales Comparison Approach

### Cost Approach

The Cost Approach is summarized as follows:

$$\begin{array}{l} \text{Cost New} \\ - \text{Depreciation} \\ + \text{Land Value} \\ \hline = \text{Value} \end{array}$$

### Income Approach

The Income Approach converts the anticipated flow of future benefits (income) to a present value estimate through a capitalization and or a discounting process.

### Sales Comparison Approach

The Sales Comparison Approach compares sales of similar properties with the subject property. Each comparable sale is adjusted for its inferior or superior characteristics. The values derived from the adjusted comparable sales form a range of value for the subject. By process of correlation and analysis, a final indicated value is derived.

### Final Reconciliation

The appraisal process concludes with the Final Reconciliation of the values derived from the approaches applied for a single estimate of market value. Different properties require different means of analysis and lend themselves to one approach over the others.

### *Analyses Applied*

A **cost analysis** was considered and was not developed because the age of the improvements makes the depreciation difficult to accurately measure.

A **sales comparison analysis** was considered and was developed because there is adequate data to develop a value estimate and this approach reflects market behavior for this property type.

An **income analysis** was considered and was not developed because while the subject could generate an income stream, the most probable buyer is an owner-occupant.

## Cost Approach

The Cost Approach is based on the principle of substitution - that a prudent and rational person would pay no more for a property than the cost to construct a similar and competitive property, assuming no undue delay in the process. The Cost Approach tends to set the upper limit of value before depreciation is considered. The applied process is as follows:

- Estimate the land value according to its Highest and Best Use. I have used the Sales Comparison Approach; the process is as follows:
  - Comparable sales, contracts for sale and current offerings are researched and documented.
  - Each comparable is analyzed and adjusted to equate with the subject property.
  - The value indication of each comparable is analyzed and the data reconciled for a land value indication.
- Estimate the replacement cost of the building and site improvements.
- Estimate the physical, functional and/or external depreciation accrued to the improvements.
- Sum the depreciated value of the improvements with the value of the land for an indication of value.

## Land Value

The subject's land value has been developed via the sales comparison approach.

## Sales Comparison Approach – Land Valuation

The Sales Comparison Approach is based on the premise that a buyer would pay no more for a specific property than the cost of obtaining a property with the same quality, utility, and perceived benefits of ownership. It is based on the principles of supply and demand, balance, substitution and externalities. The following steps describe the applied process of the Sales Comparison Approach.

- The market in which the subject property competes is investigated; comparable sales, contracts for sale and current offerings are reviewed.
- The most pertinent data is further analyzed and the quality of the transaction is determined.

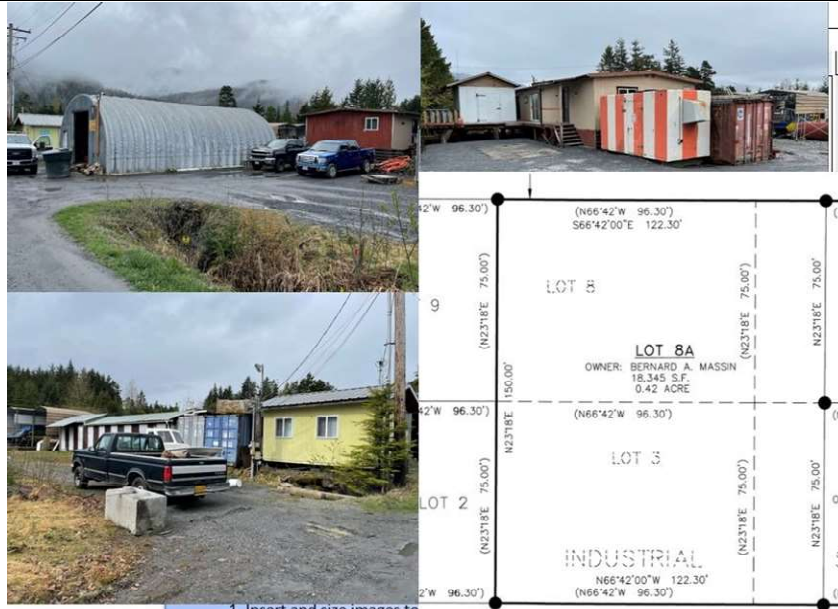


- The most meaningful unit of value for the subject property is determined.
- Each comparable sale is analyzed and where appropriate, adjusted to equate with the subject property.
- The value indication of each comparable sale is analyzed and the data reconciled for a final indication of value via the Sales Comparison Approach.

### ***Land Comparables***

I have researched three comparables for this analysis; these are documented on the following pages followed by a location map and analysis grid. All sales have been researched through numerous sources, inspected and verified by a party to the transaction.

## Land Comparable 1



## Transaction

<b>ID</b>	1224	<b>Date</b>	4/12/2021
<b>Address</b>	Howell Ave and Third	<b>Price</b>	\$195,000
<b>City</b>	Wrangell	<b>Price Per SF</b>	\$10.65
<b>State</b>	AK	<b>Financing</b>	Cash to seller
<b>Tax ID</b>	--	<b>Property Rights</b>	Fee Simple
<b>Grantor</b>	Massin, Bernard	<b>Days on Market</b>	
<b>Grantee</b>	Yeager, John and Brenda	<b>Verification</b>	Massin, Yeager
<b>Legal Description</b>	Lot 8A, Block 59-B,		

## Site

<b>Land Value</b>	100000	<b>Topography</b>	Level
<b>Land SF</b>	18,345	<b>Zoning</b>	Industrial
<b>Road Frontage</b>	244	<b>Flood Zone</b>	no
<b>Shape</b>	rectangular	<b>Encumbrance or</b>	None
<b>Utilities</b>	City water & sewer	<b>Environmental Issues</b>	None Known

## Comments

According to Bernard the quonset hut rented for \$700, the modular rented for \$450 and the Storage units and outside covered storage brought in \$400 per month, for gross income per month at \$1550 and \$18600 annually. this gives us a gross income multiplier of 10.48 According to Brenda, the buyer, she felt half the value was in the land and the other half was in the buildings. She thought that roughly half the building value was in the modular and half was in the quonset hut. Though she did say she thought the land was worth about \$100,000. That would mean the buildings were worth \$95K and half of that value would be for the modular at \$47,500. The modular was not on a permanent foundation and the bank was not keen on loaning any money on it.

## Land Comparable 2



## Transaction

<b>ID</b>	1225	<b>Date</b>	11/1/2018
<b>Address</b>	Bennet ST	<b>Price</b>	\$87,000
<b>City</b>	Wrangell	<b>Price Per SF</b>	\$6.96
<b>State</b>	AK	<b>Financing</b>	cash
<b>Tax ID</b>	--	<b>Property Rights</b>	Fee Simple
<b>Grantor</b>	Massin, Bernard	<b>Days on Market</b>	--
<b>Grantee</b>	Alaska Power and	<b>Verification</b>	Massin
<b>Legal Description</b>	Lot 6A, Block 59-B		

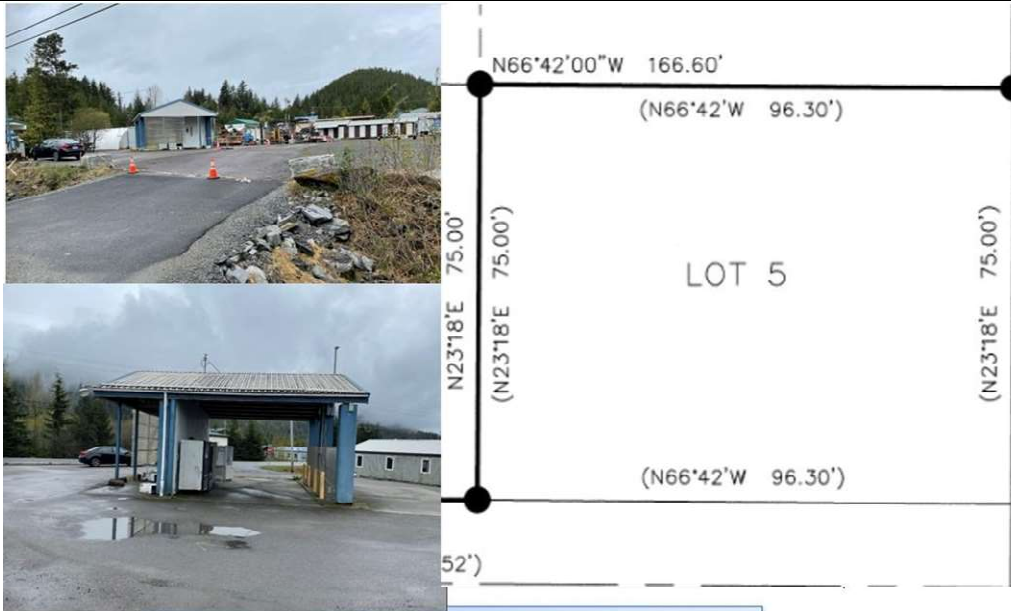
## Site

<b>Land Value</b>	87000	<b>Topography</b>	Level
<b>Land SF</b>	12,495	<b>Zoning</b>	Industrial
<b>Road Frontage</b>	230	<b>Flood Zone</b>	no
<b>Shape</b>	rectangular	<b>Encumbrance or</b>	none
<b>Utilities</b>	City water & sewer	<b>Environmental Issues</b>	none known

## Comments

This property was cleared and filled. The buyer purchased it and excavated a large section and refilled it, to make sure the subbase was sound for building. Brett Woodbury did the excavation and filling of the site for a cost of around \$40K, according to Brett there was a lot of mud excavated. According to the seller it was fine for building on though. The indicated value per SF was \$6.96.

## Land Comparable 3



## Transaction

<b>ID</b>	1226	<b>Date</b>	7/30/2020
<b>Address</b>	Bennet Street	<b>Price</b>	\$85,000
<b>City</b>	Wrangell	<b>Price Per SF</b>	--
<b>State</b>	AK	<b>Financing</b>	\$60,000 seller financed
<b>Tax ID</b>	02-029-208	<b>Property Rights</b>	--
<b>Grantor</b>	Massen, Bernard	<b>Days on Market</b>	--
<b>Grantee</b>	Gadd, Sara	<b>Verification</b>	
<b>Legal Description</b>	Lot 5, Block 59-B,		

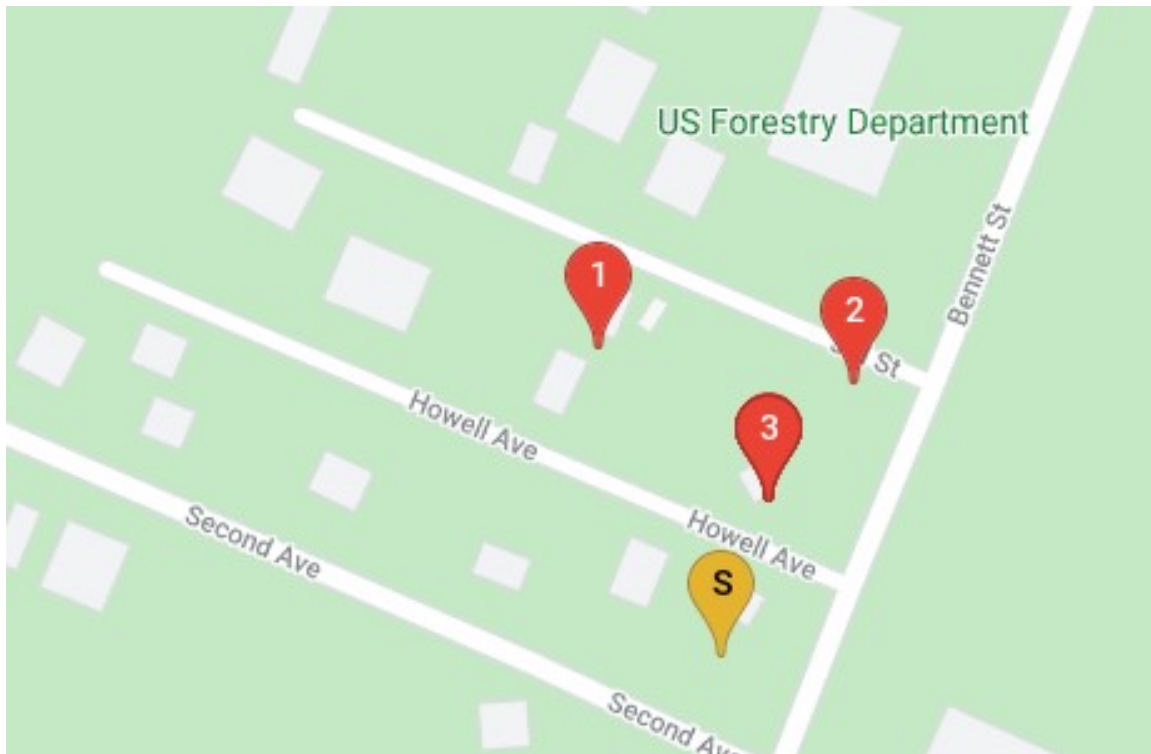
## Site

<b>Land Value</b>	55000.00	<b>Topography</b>	Level
<b>Land SF</b>	7,222	<b>Zoning</b>	Industrial
<b>Road Frontage</b>	171	<b>Flood Zone</b>	no
<b>Shape</b>	rectangular	<b>Encumbrance or</b>	none
<b>Utilities</b>	City water & sewer	<b>Environmental Issues</b>	none known

## Comments

The car wash has 720 SF under its roof. Its functionality as a car wash was unknown by the buyer. she bought it thinking it could be converted to a coffee food drive through or brought back and used as a carwash and use a mobile unit for the coffee and food dispensing. The whole lot is pretty much paved or has concrete. estimating 7000 SF at \$2.5 per SF for the depreciated value indicates a allocated value for the paving at \$17,500. The carwash structure contributed an allocated value at \$12,500. This indicates a land value of \$55,000 or \$7.6 per SF for the land under the pavement.

### ***Comparables Map***



### ***Analysis Grid***

The above sales have been analyzed and compared with the subject property. I have considered adjustments in the areas of:

- Property Rights Sold
- Financing
- Conditions of Sale
- Market Trends
- Location
- Physical Characteristics

On the following page is a sales comparison grid displaying the subject property, the comparables and the adjustments applied.

Land Analysis Grid		Comp 1		Comp 2		Comp 3	
Address	Bennet Street	Howell Ave and Third		Bennet ST		Bennet Street	
City	Wrangell	Wrangell		Wrangell		Wrangell	
State	AK	AK		AK		AK	
Date	1/21/2015	4/12/2021		11/1/2018		7/30/2020	
Price	--	\$195,000		\$87,000		\$85,000	
Price Adjustment	\$0	-\$95,000		\$0		-\$30,000	
Adjusted Price	#VALUE!	\$100,000		\$87,000		\$55,000	
		-48.7%		0.0%		-35.3%	
Land SF	9,148	18,345		12,495		7,222	
Land SF Unit Price	\$0.00	\$5.45		\$6.96		\$7.62	
Transaction Adjustments							
Property Rights	Fee Simple	Fee Simple	0.0%	Fee Simple	0.0%	0	0.0%
Financing	Conventional	Cash to seller	0.0%	cash	0.0%	\$60,000 seller financed	0.0%
Conditions of Sale	Cash	Normal	0.0%	Normal	0.0%	Normal	0.0%
Adjusted Land SF Unit Price		\$5.45		\$6.96		\$7.62	
Market Trends Through	1/21/2015	0.0%	0.0%	0.0%		0.0%	
Adjusted Land SF Unit Price		\$5.45		\$6.96		\$7.62	
Location	Similar		Similar		Similar		
% Adjustment	0%		0%		0%		
\$ Adjustment	\$0.00		\$0.00		\$0.00		
Land SF	9148	18345	12495		7222		
% Adjustment	0%		0%		0%		
\$ Adjustment	\$0.00		\$0.00		\$0.00		
Topography	level below grade	Level at grade	Level at grade		Level at grade		
% Adjustment	-10%		-10%		-19%		
\$ Adjustment	-\$0.55		-\$0.70		-\$1.45		
Access	0	Similar	Similar		Superior		
% Adjustment	0%		0%		-10%		
\$ Adjustment	\$0.00		\$0.00		-\$0.76		
Utilities	The site is served by	City water & sewer	City water & sewer		City water & sewer		
% Adjustment	0%		0%		0%		
\$ Adjustment	\$0.00		\$0.00		\$0.00		
Exposure	Good	Inferior	Similar		Similar		
% Adjustment	10%		0%		0%		
\$ Adjustment	\$0.55		\$0.00		\$0.00		
Adjusted Land SF Unit Price		\$5.45		\$6.27		\$5.41	
Net Adjustments		0.0%		-10.0%		-29.0%	
Gross Adjustments		20.0%		10.0%		29.0%	

## **Comparable Land Sale Adjustments**

My first adjustment was to allocate value to any improvements beyond the raw site. So for sale one this was a modular building, quonset hut and other out buildings this allocation was made based on interviews with the buyer. Sale 3 had a carwash that was not in use and was all paved. Allocations for these aspects were estimated based on interviews with the buyer and the appraisers estimates of these items values.

## **Property Rights**

All were purchased for their fee simple rights

## **Financing**

Sales 1 and 2 were purchased with cash. Sale three was seller financed. No significant adjustment appears to be required for this aspect

## **Conditions of Sale**

No duress was noted in any of the sales

## **Economic Trends**

All the sales are recent enough to reflect the current market with two of them transpiring after Covid was in full swing.

## **Location**

All the sales are with in one block of the subject and have a similar amenity for locations

## **Land SF**

The range of sizes of the comparables is considered similar enough that no adjustment was required for this aspect, when considered on a SF basis.

## **Topography**

The subject is inferior as it is below the grade of the road and pretty much everyone I spoke with about it call it a hole. The comparable sales are all at least level with the grade of the road and in some cases above the grade of the road.

## **Access**

Access is considered similar in all but comparable 3 which has a way to loop through the property

## **Utilities**

All are considered similar

### ***Sales Comparison Approach Conclusion – Land Valuation***

Following adjustments, the comparables indicated prices per land sf of \$5.41 to \$6.27, with a median value of \$5.45.

All of the value indications have been considered, and in the final analysis, comparables 1 and 3, the most recent sales, have been given most weight in arriving at my final reconciled per land sf value of \$5.50.

<b>Land Value Ranges &amp; Reconciled Value</b>				
<b>Number of Comparables:</b>	<b>3</b>	<b>Unadjusted</b>	<b>Adjusted</b>	<b>% Δ</b>
	<b>Low:</b>	\$5.45	\$5.41	-1%
	<b>High:</b>	\$7.62	\$6.27	-18%
	<b>Average:</b>	\$6.68	\$5.71	-15%
	<b>Median:</b>	\$6.96	\$5.45	-22%
<b>Reconciled Value/Unit Value:</b>			\$5.50	land sf
<b>Subject Size:</b>			9,147.99	
<b>Indicated Value:</b>			\$50,314	
<b>Reconciled Final Value:</b>			<b>\$50,000</b>	
<b>Fifty Thousand Dollars</b>				

### ***Cost Analysis***

The next step in the Cost Approach is to estimate the replacement cost of the buildings and site improvements. The replacement cost of the subject site and building improvements are based on Marshall Valuation Service, a nationally recognized cost service.

### ***Depreciation Analysis***

Depreciation may be defined as any loss of value from any cause. There are three general areas of depreciation: physical deterioration, functional obsolescence and external obsolescence. Depreciation may be curable or incurable, the test being that money spent to cure the depreciation be gained in value. If the depreciation costs more to fix than will be gained in value, then the depreciation is considered incurable.

#### **Physical Deterioration**

This results from deterioration from aging and use. This type of depreciation may be curable or incurable.

#### **Functional Obsolescence**

This results from a lack of utility or desirability due to design or market perception of the improvements. This type of depreciation may be curable or incurable.



**External Obsolescence**

This is due to circumstances outside the property itself, such as industry, demographic and economic conditions or an undesirable proximate use. This type of depreciation is rarely curable.

**Depreciation Accrued to the Subject****Analysis**

The subject is 40 years old. There has been some updating with a new Toyo laser fired heater, but otherwise the finishes are pretty much original. The few items of updating bring down the effective age to a appraiser estimate of 30 years. Functionally the building is fine and could be converted to a number of uses. The lack of a concrete foundation, may present a financing issue and is the reason I have given it a functional reduction in value of 10%. The subject has vinyl flooring laid down with mastic both of which contain small amounts of Asbestos. This is a very thin flooring and its removal would make no sense in a remodel situation. It would be much more likely that the remodeler would cover over the flooring with new flooring, making the fact that there is asbestos in the flooring a non-issue. That said, the fact that it is there is concerning as there may need to be floor penetrations and the like and any buyer would want some reduction for the risk associated. For this reason, I have added an additional 5% to the functional depreciation, for a total of 15%

**Cost Approach Conclusion**

Based on the analysis detailed on the following page, as of April 28, 2021 I have reconciled to a cost approach value of:

**\$110,000**

**One Hundred Ten Thousand Dollars**

## CoreLogic - SwiftEstimator Commercial Estimator - Detailed Report

### General Information

<b>Estimate ID:</b>	Wrangell Armory	<b>Date Created:</b>	5-12-2021
<b>Property Owner:</b>		<b>Date Updated:</b>	
<b>Property Address:</b>	99923	<b>Date Calculated:</b>	05-12-2021
<b>Local Multiplier:</b>	1.31	<b>Cost Data As Of:</b>	05-2021
<b>Architects Fee:</b>		<b>Report Date:</b>	using default

### Section 1

<b>Area</b>	1200	<b>Overall Depreciation %</b>	67
<b>Stories in Section</b>	1	<b>Physical Depreciation %</b>	
<b>Stories in Building</b>		<b>Functional Depreciation %</b>	
<b>Shape</b>	rectangular	<b>External Depreciation %</b>	
<b>Perimeter</b>	(auto-calc)		
<b>Effective Age</b>	30		

### Occupancy Details

Occupancy	%	Class	Height	Quality
301 Armory	100	D	8	1.5
<b>Occupancy Total Percentage</b>	100			

#### System : Manufactured Housing

	%/Units	Quality	Depr %	Other
2905 Manufactured Housing : Foundation, Treated Wood	140	Occ.		12

	Units	Unit Cost	Total Cost New	Less Depreciation	Total Cost Depreciated
<b>Basic Structure</b>					
Base Cost	1,200	\$125.95	\$151,140	\$101,264	\$49,876
Exterior Walls	1,200	\$17.22	\$20,664	\$13,845	\$6,819
Heating & Cooling	1,200	\$6.74	\$8,088	\$5,419	\$2,669
Manufactured Housing	1	\$2,250.00	\$2,250	\$1,508	\$742
<b>Basic Structure Cost</b>	<b>1,200</b>	<b>\$151.78</b>	<b>\$182,142</b>	<b>\$122,036</b>	<b>\$60,106</b>

Less Depreciation

Physical & Functional	67.0%		\$122,036	\$60,106
Depreciated Cost	1,200	\$50.09	\$122,036	\$60,106

## Sales Comparison Approach

The Sales Comparison Approach is based on the premise that a buyer would pay no more for a specific property than the cost of obtaining a property with the same quality, utility, and perceived benefits of ownership. It is based on the principles of supply and demand, balance, substitution and externalities. The following steps describe the applied process of the Sales Comparison Approach.

- The market in which the subject property competes is investigated; comparable sales, contracts for sale and current offerings are reviewed.
- The most pertinent data is further analyzed and the quality of the transaction is determined.
- The most meaningful unit of value for the subject property is determined.
- Each comparable sale is analyzed and where appropriate, adjusted to equate with the subject property.
- The value indication of each comparable sale is analyzed and the data reconciled for a final indication of value via the Sales Comparison Approach.

There was only one comparable that I found which would be applicable for indicating value to the subject and that is Comparable 1, which was used in the land valuation above. This sale included a similar sized double wide modular that is used as both an office and a care taker unit. It also does not have a concrete foundation. The buyer noted that it was hard to get financing for this building. I interviewed Amber at First Bank who was the loan officer involved and she said interest rates were not increased due to this aspect but more steps were taken to make sure the foundation was up to par. Based on discussions with the buyer this building contributed \$47,500 to the purchase price of the property.

The care taker unit has a full bath and there is a kitchen which is superior to the subject. The rest of the building is inferior however, with narrow doorways, lower ceilings with inferior construction. With an estimate of 5% reduction due to the subject lack of kitchen and full bath and a 20% increase in value due to the subject's higher ceilings with exposed trusses that span the whole width of the building offering significantly greater utility, the resulting adjustment would be 15% above the \$47,500 which the comparable building contributed. Making this adjustment would indicate a value for the subject at \$54,625, which could reasonably be rounded to \$55,000. Adding the land value to this figure gives us a market value of \$105,000, indicated by the Sales Comparison Approach.

### ***Sales Comparison Approach Conclusion***

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<b>Reconciled Final Value:</b>	<b>\$105,000</b>
<b>One Hundred Five Thousand Dollars</b>	

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## Final Reconciliation

The process of reconciliation involves the analysis of each approach to value. The quality of data applied, the significance of each approach as it relates to market behavior and defensibility of each approach are considered and weighed. Finally, each is considered separately and comparatively with each other.

### Value Indications

<b>Land Value:</b>	\$50,000
<b>Cost Approach:</b>	\$110,000
<b>Sales Comparison Approach:</b>	\$105,000

### Cost Approach

In this time of rapidly rising material costs, an accurate cost approach using a national calculator that has current material costs considered is key. Using Swiftestimator give us that piece to the puzzle. The tricky thing with the subject is to determine depreciation, which has both physical due to its age and functional due to its non concrete foundation and minor amounts of Asbestos. In the end I feel the adjustments made are reasonable and would reflect the markets thinking on these aspects.

### Sales Comparison Approach

The subject is unique, with an improvement different than any other improvement in Wrangell. The modular improvement used in a very recent and proximate sale is the best market data available. The adjustments to this sale are rough, as there is not enough market data to be pinpoint accurate, but thought to be reasonable and give good direction to value.

### Value Conclusion

In the end I have given the most weight in this valuation to the cost approach, which I believe reflects the current cost to construct the best, as this is forefront on the minds of current market participants. Based on the data and analyses developed in this appraisal, I have reconciled to the following value conclusion(s), as of April 28, 2021, subject to the Limiting Conditions and Assumptions of this appraisal.

**Reconciled Value(s):** Premise: As Is  
Interest: Fee Simple  
Value Conclusion: \$110,000  
One Hundred Ten Thousand Dollars

## Certification Statement

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective future interest in the property that is the subject of this report, and have no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report, or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP).
- No one provided significant real property appraisal assistance to the person(s) signing this certification.
- I certify sufficient competence to appraise this property through education and experience, in addition to the internal resources of the appraisal firm.
- The appraiser has not performed any services regarding the subject within the three-year period immediately preceding acceptance of this assignment.
- Roger Ramsey made an inspection of the subject property.



Roger Ramsey  
Alaska-AA 570

## Addenda

### Qualification of Roger Ramsey

Since starting Ramsey Appraisal Resource in 2006, I have had the pleasure of providing high quality appraisal services to a diverse client base, on many complex appraisal assignments throughout S.E. Alaska.

A partial client list includes; AKDOT&PF, for which I have performed numerous valuations of partial and whole acquisitions, for eminent domain actions. Other State agencies which have used my services are AKDNR and Alaska Mental Health Trust Land Office. I have performed appraisals for the Cities and or Boroughs of Haines, Juneau, Petersburg, Ketchikan and Klawock. I am on the approved appraiser list of numerous lenders operating in SE Alaska and enjoy good working relationships with their review appraisers. I have been hired by attorneys and private parties for estate valuations and divorce proceedings. I have valued properties for conservation groups who are negotiating with property owners.

I am proud of my appraisal accomplishments and credit my success to good education, good mentors, helpful reviewers, persistence and hard work.

Professional Experience	Dates	Contact
Ramsey Appraisal Resource	2006-Present	Roger Ramsey
Horan and Company	4 months 2006	Charles Horan, 907-747-6666
AKDOT&PF	24 months 2004-2005	Ray Preston, 907-465-4519
Henricksen Appraisal	24 months 2002-2003	Bob Henricksen 907-723-3590
AKDOT&PF	8 months 2000-2001	Rob Murphy 907-465-4541

### Education University of Alaska, BBA, 2001

#### Appraisal Education - Associate member of the Appraisal Institute # 401410

2019	USPAP update, HP-12C, Appraisal Statistics and financing Appraisal Institute, Seattle
2017	Income Capitalization, Appraisal Institute – San Diego and USPAP update online
2015	Appraisal of Conservation Easements and other Partial interest – Sacramento CA
2013	USPAP update, -/- Uniform Appraisal Standards for Federal Land Acquisitions, -/- Business Practices and Ethics, Anchorage, AK
2011	USPAP update, Tigard OR, -/- Real Estate Industry Perspectives on Lease Accounting, online, -/- Basic building science, Air Sealing, ventilation & Ice Dam, Juneau, AK
2010	Advance Sales Comparison and Cost Approach, Seattle WA
2009	Advanced income Approach, Tigard OR, -/- Commercial Appraisal Engagement and Review, Tigard OR, -/- 15-Hour USPAP, Tigard OR
2008	Sustainable Mixed use, Seattle, WA
2007	General Demonstration Appraisal Report Writing, Tigard, OR, -/- USPAP update Tualatin, -/- Appraisal & Appraisal Review for Federal-Aid Highway Programs, Anchorage, AK --
2006	General Applications, Online, -/- Apartment Appraisal, Concepts and Applications, Long Beach, CA
2005	Basic Income Capitalization, Tualatin, OR, -/- USPAP update Juneau, AK, -/- Best practices for Residential Report Writing, Juneau, AK
2004	Appraising Special Purpose properties, -/- Appraisal of Nonconforming Uses, -/- Partial Interest Valuation/Divided, -/- Subdivision Analysis, Anchorage, AK
2003	(USPAP) Standards of Professional Practice, Lake Oswego, OR, -/- Residential Case Study, Dublin, CA,
2002	Appraisal Procedures, Appraisal Institute, Diamond Bar, CA
1998	Appraisal Principles, Appraisal Institute, Chicago, IL

### Types of Property Appraised

**Commercial**– I have appraised office buildings, apartments, marine facilities, restaurants, mixed use, convenience stores with gas, industrial and commercial shops. I have valued partial interest of remote recreational, industrial, commercial and residential properties for eminent domain. I have valued industrial, commercial, and residential tidelands. I have appraised large tracts of land with timber value, “special use properties (churches, armory, and funeral homes)”, and remote commercial properties (lodges).

**Residential** – I have appraised single family residences, duplexes, triplexes, four-plex’s, remote improved and vacant residential properties throughout SE AK.

### Markets Appraised:

I have appraised both Town and remote locations in all of the following areas: Haines, Skagway, Gustavus, Hoonah, Tenakee springs, Juneau, Sitka, Petersburg, Wrangell, Ketchikan, Prince of Whales and Hyder



**Excerpts from the environmental study**

HAZARDOUS MATERIALS ASSESSMENT

**HAZARDOUS MATERIALS  
ASSESSMENT**

**WRANGELL CAPITAL FACILITIES BUILDING**

**WRANGELL, ALASKA**

**Surveyed  
September 17, 2020**

**Report Date  
December 23, 2020**

**EHS-ALASKA, INC.**  
ENGINEERING, HEALTH & SAFETY CONSULTANTS  
11901 BUSINESS BLVD., SUITE 208  
EAGLE RIVER, ALASKA 99577-7701

## HAZARDOUS MATERIALS ASSESSMENT WRANGELL CAPITAL FACILITIES BUILDING

### WRANGELL, ALASKA

#### OVERVIEW

Wrangell Capital Facilities Building, located in Wrangell, Alaska, was surveyed for the presence of asbestos-containing materials (ACM), and other potentially hazardous materials as requested by Wrangell Capital Facilities for the city of Wrangell, Alaska. There is no current proposed work for the building, but it may be scheduled for relocation, sale or transfer. Mr. Brandon W. Hill, and Mr. Robert A. French, P.E. of EHS-Alaska, Inc. (EHS-Alaska) conducted the September 2020. During maintenance, sale, disturbance, removal or renovation, it will be the contractor's responsibility to take this baseline data, and to conduct hazardous materials removal in compliance with all regulatory requirements.

#### A. GENERALIZED REQUIREMENTS FOR HAZARDOUS MATERIALS

Potentially hazardous materials have been identified in the Wrangell Capital Facilities Building that may be affected by future activities. Those materials include asbestos, lead, polychlorinated bi-phenyls (PCBs), mercury, and radioactive materials. Not all materials were tested for potentially hazardous components, other potentially hazardous materials, including those exterior to the building, such as contamination from underground fuel tanks may be present, but are not part of this report.

Buildings or portions of buildings that were constructed prior to 1978 which are residences, or contain day care facilities, kindergarten classes or other activities frequently visited by children under 6 years of age are classified as *child occupied facilities*. All work classified as "renovations" or disturbing more than 6 square feet of lead-based painted surfaces per room for interior activities or more than 20 square feet for exterior activities in child occupied facilities must comply with the requirements of 40 CFR 745. This building is not classified as a *child occupied facility* and therefore the requirements of 40 CFR 745 are not applicable.

There are no federal or state requirements to remove potentially hazardous building materials once found. There are federal and state requirements that govern the removal or disturbance of hazardous materials that must be followed. The removal and disposal of potentially hazardous materials are highly regulated, and it is anticipated that removal and disposal of asbestos, lead and chemical hazards will be conducted by a subcontractor to the general contractor who is qualified for such removal. It is anticipated that the general contractor and other trades will be able to conduct their work using engineering controls and work practices to control worker exposure and to keep airborne contaminants out of occupied areas of the building.

Settled and concealed dusts in areas not subject to routine cleaning are present throughout the building, including the roof, and inside and on top of architectural, mechanical, electrical, and structural elements, and those dusts are assumed to contain regulated air contaminants. This should not be read to imply that there is an existing hazard to building occupants (normal occupants of the building as opposed to construction workers working in the affected areas). However, depending on the specific work items involved and on the means and methods employed when working in the affected areas, construction workers could be exposed to regulated air contaminants from those dusts in excess of the OSHA Permissible Exposure Limits (PELs).

The settled and concealed dusts were examined by an EPA Certified Building Inspector but were not sampled. The inspector determined that the dusts are not "asbestos debris" from an asbestos-containing building material (ACBM). Based on similar sampling from similar buildings, the inspector also determined that the dusts are unlikely to contain more than one percent (1%) asbestos by weight, and therefore are not an asbestos-containing material (ACM). Reference 40 CFR 763.83.



## HAZARDOUS MATERIAL

"Awareness training" (typically 2 hours) and possibly respiratory protection will be provided to Contractor Personnel who will be disturbing the dusts. The extent of the training and protection will depend upon the airborne concentrations measured during air monitoring of the work area, which depends on the means and methods employed to control the dusts. The training will be discontinued following a "negative exposure assessment" showing that worker exposures are below the OSHA permissible exposure limits for the type of work and means and methods employed. Air monitoring from similar jobs with similar conditions may be used as historical data for a "negative exposure assessment".

**B. BUILDING DESCRIPTION**

Wrangell Capital Facilities Building was previously used by the military as the National Guard Armory. It is unknown when the original construction occurred. Judging by the building foundation, it looks like it was prefabricated and moved to this location. Judging from the foundation, it is likely that the building was constructed in the early to mid 1980's.

The building was of framed construction. The interior walls were of gypsum wallboard paneling. The floors were 12"x12" vinyl tile throughout. The ceilings in the large open area were a beam, high ceiling, with a plywood finish over the roof joists and insulation. The office/shop area had framed in flat ceilings of gypsum wallboard.

The exterior had siding of sheet metal panels, corrugated metal roof and corrugated metal floor level of the exterior. The structure was supported by large beams, sitting on treated large timbers similar to railroad ties.

The building had an oil-fired heater in the main open area, with electric heat in the bathroom. The ventilation system other than an exhaust fan in the bathroom.

**C. SAMPLING AND ANALYSIS****1. Asbestos-Containing Materials**

The survey included sampling of suspect ACM materials as no prior asbestos surveys occurred. This hazardous materials assessment should be kept with the building records until the potentially hazardous materials have been completely removed.

The samples were analyzed for the presence of asbestos by polarized light micro method of analysis recommended by the U.S. Environmental Protection Agency (EPA) composition of suspected asbestos-containing materials (EPA method 600/M4-82-020) containing more than 1% total asbestos were classified as "asbestos-containing" based on Occupational Safety and Health Administration (OSHA) criteria. Samples that were analyzed and found to contain more than 10% asbestos were "point-counted" by the laboratory for more accuracy. Samples having a "Trace by Point Count" had asbestos fibers found in the material, but the fibers were not counted at the counting grids. Table 1 in Part D below contains a summary list of the asbestos analysis and the applicable results.

The Bulk Asbestos samples were analyzed for asbestos content by International Laboratories (IATL), Mt. Laurel, New Jersey, a National Voluntary Laboratory Accredited by the National Institute of Standards and Technology (NIST).

**D. SURVEY RESULTS****1. Asbestos-Containing Materials**

The following Table 1A lists the samples taken in September 2020, and the results analysis. Asbestos field survey data sheets and laboratory reports are included as Appendix C for sample locations.

**TABLE 1A**

<b><i>SAMPLE NUMBER</i></b>	<b><i>MATERIAL</i></b>	<b><i>LOCATION</i></b>	
WNG920-A01	Black tar paper	Exterior SE Corner, South side of building under metal siding. Photo R1638	No
WNG920-A02	Sticky black foam seal (1"	Exterior SE Corner, South side	No



## HAZARDOUS MATERIALS ASSESSMENT

<b>SAMPLE NUMBER</b>	<b>MATERIAL</b>	<b>LOCATION</b>	<b>ASBESTOS CONTENT</b>
WNG920-A03	Clear w gray weathering sealant at hole	Exterior SE Corner, East side of building, on metal siding. Photo R1641	None Detected both layers
WNG920-A04	Clear w gray weathering sealant at door trim	Exterior NE Corner, East side of building, at rotten wood door trim. Photo R1642	None Detected
WNG920-A05	Sticky black foam seal (1/4" wide)	At ridge of metal roofing. Appears to be factory supplied. Photo R1643	None Detected
WNG920-A06	Clear w gray weathering sealant at window trim	Exterior S side of building, at W side window. Photo B221	None Detected
WNG920-A07	Ice & Water Shield under metal roofing	Under metal roofing over plywood. Photo R1644	None Detected
WNG920-A08	White sealant between window frame and window trim	Exterior S side of building, at E side window. Photo B222	None Detected
WNG920-A09	Clear w gray weathering sealant at roof stack flashing	Roof at SE corner, at furnace stack. Photo R1645	None Detected
WNG920-A10	"Grout" at rock walls with GB paper	Fireplace/furnace alcove at SE corner of main room. Photo R1772	None Detected
WNG920-A11	"Grout" at rock walls with gypsum wall board	Fireplace/furnace alcove at SE corner of main room. Photo R1773	None Detected both layers
<b>WNG920-A12</b>	<b>FT-1. Tan 12 x 12 with brown &amp; light brown smears, black mastic</b>	<b>Floor at SE corner of main room. By E wall. Photo R1774</b>	<b>1.1% chrysotile in tile, 2.7% chrysotile mastic</b>
WNG920-A13	Dark Brown cove base mastic & black cove base	Floor at SE corner of main room. By E wall. Photo R1774	None Detected both layers
<b>WNG920-A14</b>	<b>FT-1. Tan 12 x 12 with brown &amp; light brown smears, black mastic</b>	<b>Floor in Bathroom, South side. Photo R1783</b>	<b>1.2% chrysotile in tile, 2.2% chrysotile mastic</b>
WNG920-A15	Dark Brown cove base mastic & black cove base	On Marlite in Bathroom, South side. Photo R1783	None Detected three layers
WNG920-A16	Marlite (no marlite mastic to GWB) and dark brown cove base mastic	On Marlite in Bathroom, South side. Photo R1784	None Detected both layers
WNG920-A17	Gypsum board, joint compound, tape & brown cove base mastic	Center office, at NE Corner, Photo R1786	None Detected both layers
WNG920-A18	Gypsum board, joint compound, tape	Director's office at NW side. Photo B225	None Detected three layers
WNG920-A19	Swirly texture on ceiling	Director's office, north side, E side of windows. Photo B226	None Detected
WNG920-A20	Swirly texture on ceiling	Director's office, north side, E side center, near door. Photo B227	None Detected

<b>SAMPLE NUMBER</b>	<b>MATERIAL</b>	<b>LOCATION</b>	<b>ASBESTOS CONTENT</b>
WNG920-A21	Swirly texture on ceiling	Director's office, north side, W side of windows. Photo B228	None Detected
The testing method used (polarized light microscopy [PLM]) is not consistently reliable in detecting asbestos in floor coverings and similar non-friable organically bound materials. Before this material can be considered or treated as non-asbestos containing, confirmation should be made by quantitative transmission electron microscopy (TEM).			

The following materials have been found to contain asbestos in this survey, or were assumed to contain asbestos.

1. Tan 12" x 12" Floor tile and black mastic (confirmed ACM).
2. Patching Tars at roof (assumed ACM).

The effects of the above asbestos-containing materials are discussed below.

#### **Floor Tile and Mastic**

The tan, 12" x 12" vinyl floor tiles and black flooring mastic throughout the building contain asbestos. The floor tiles and mastics were mostly in good condition with a few localized areas of damage. The tile and mastic was not friable, and if disturbed, is required to be removed and disposed of as an asbestos-containing material.

#### **Roofing Material**

Although not noted, roofing patch tars are one of the materials that commonly contain asbestos, even today. Because the entire roof was not accessed, it is assumed that there may be some roof patching tars present at the metal roof. These materials are not friable and would typically not be required to be removed, except during replacement of the roof.

### **E. REGULATORY CONSTRAINTS**

#### **1. Asbestos-Containing Materials**

The Federal Occupational Safety and Health Administration (29 CFR 1926.1101) and the State of Alaska Department of Labor (8 AAC 61) have promulgated regulations requiring testing for airborne asbestos fibers; setting allowable exposure limits for workers potentially exposed to airborne asbestos fibers; establishing contamination controls, work practices, and medical surveillance; and setting worker certification and protection requirements. These regulations apply to all workplace activities involving asbestos-containing materials.

The EPA regulations, issued as Title 40 of the Code of Federal Regulations, Part 61 (40 CFR 61), Subpart M under the National Emission Standards for Hazardous Air Pollutants (NESHAP), established procedures for handling ACM during asbestos removal and waste disposal. These regulations required an owner (or the owner's contractor) to notify the EPA of asbestos removal operations and to establish responsibility for the removal, transportation, and disposal of asbestos. It is recommended that clearance sampling which complies with the EPA's Asbestos Hazard Emergency Response Act (AHERA) protocol be required following removal of asbestos-containing materials to document that the asbestos has been properly removed.

The EPA regulations require an owner (or the owner's contractor) to notify the EPA of asbestos removal operations and to establish responsibility for the removal, transportation, and disposal of asbestos-containing materials.

The disposal of asbestos waste is regulated by the EPA, the Alaska Department of Environmental Conservation, and the disposal site operator. Wastes being transported to the disposal site must be sealed in leak tight containers prior to disposal and must be accompanied by disposal permits and waste manifests.

The foregoing excerpts from the environmental study are thought to be the key parts relating to value for the subject. The City and Borough of Wrangell has the full report

## Glossary

This glossary contains the definitions of common words and phrases, used throughout the appraisal industry, as applied within this document. Please refer to the publications listed in the **Works Cited** section below for more information.

### Works Cited:

- Appraisal Institute. *The Appraisal of Real Estate*. 13th ed. Chicago: Appraisal Institute, 2008. Print.
- Appraisal Institute. *The Dictionary of Real Estate Appraisal*. 5th ed. 2010. Print.

### Band of Investment

A technique in which the capitalization rates attributable to components of a capital investment are weighted and combined to derive a weighted-average rate attributable to the total investment. (Dictionary, 5th Edition)

### Common Area

1. The total area within a property that is not designed for sale or rental but is available for common use by all owners, tenants, or their invitees, e.g., parking and its appurtenances, malls, sidewalks, landscaped areas, recreation areas, public toilets, truck and service facilities.
2. In a shopping center, the walkways and areas onto which the stores face and which conduct the flow of customer traffic. (ICSC) (Dictionary, 5th Edition)

### Common Area Maintenance (CAM)

1. The expense of operating and maintaining common areas; may or may not include management charges and usually does not include capital

expenditures on tenant improvements or other improvements to the property.

- CAM can be a line-item expense for a group of items that can include maintenance of the parking lot and landscaped areas and sometimes the exterior walls of the buildings.
- CAM can refer to all operating expenses.
- CAM can refer to the reimbursement by the tenant to the landlord for all expenses reimbursable under the lease. Sometimes reimbursements have what is called an administrative

load. An example would be a 15% addition to total operating expenses, which are then prorated among tenants. The administrative load, also called an administrative and marketing fee, can be a substitute for or an addition to a management fee.

2. The amount of money charged to tenants for their shares of maintaining a center's common area. The charge



that a tenant pays for shared services and facilities such as electricity, security, and maintenance of parking lots. The area maintained in common by all tenants, such as parking lots and common passages. The area is often defined in the lease and may or may not include all physical area to be paid for by all tenants. Items charged to common area maintenance may include cleaning services, parking lot sweeping and maintenances, snow removal, security, and upkeep. (ICSC) (Dictionary, 5th Edition)

**Debt Coverage Ratio (DCR)**

The ratio of net operating income to annual debt service ( $DCR = NOI/Im$ ), which measures the relative ability of a property to meet its debt service out of net operating income; also called debt service coverage ratio (DSCR). A larger DCR indicates a greater ability for a property to withstand a downturn in revenue, providing an improved safety margin for a lender. (Dictionary, 5th Edition)

**Discount Rate**

A yield rate used to convert future payments or receipts into present value; usually considered to be a synonym for yield rate. (Dictionary, 5th Edition)

**Effective Age**

The age of property that is based on the amount of observed deterioration and obsolescence it has sustained, which may be different from its chronological age. (Dictionary, 5th Edition)

**Effective Date**

1. The date on which the analyses, opinion, and advice in an appraisal, review, or consulting service apply.

2. In a lease document, the date upon which the lease goes into effect. (Dictionary, 5th Edition)

**Exposure Time**

1. The time a property remains on the market.
2. The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based on an analysis of past events assuming a competitive and open market. (Dictionary, 5th Edition)

**External Obsolescence**

An element of depreciation; a diminution in value caused by negative externalities and generally incurable on the part of the owner, landlord, tenant. (Dictionary, 5th Edition)

**Extraordinary Assumption**

An assumption, directly related to a specific assignment, which, if found to be false, could alter the appraiser's opinions or conclusions. Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the subject property; or about conditions external to the property such as market conditions or trends; or about the integrity of data used in an analysis. (Dictionary, 5th Edition)

An assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinion or conclusions. (USPAP, 2020-2021 ed.)

**Fee Simple Estate**



Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat. (Dictionary, 5th Edition)

**Functional Obsolescence**

The impairment of functional capacity of a property according to market tastes and standards. (Dictionary, 5th Edition)

**Functional Utility**

The ability of a property or building to be useful and to perform the function for which it is intended according to current market tastes and standards; the efficiency of a building's use in terms of architectural style, design and layout, traffic patterns, and the size and type of rooms. (The Appraisal of Real Estate, 13th Edition)

**Gross Building Area (GBA)**

Total floor area of a building, excluding unenclosed areas, measured from the exterior of the walls of the above-grade area. This includes mezzanines and basements if and when typically included in the region. (Dictionary, 5th Edition)

**Gross Leasable Area (GLA)**

Total floor area designed for the occupancy and exclusive use of tenants, including basements and mezzanines; measured from the center of joint partitioning to the outside wall surfaces. (Dictionary, 5th Edition)

**Highest & Best Use**

The reasonably probable and legal use of vacant land or an improved property that is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet

are legal permissibility, physical possibility, financial feasibility, and maximum productivity. Alternatively, the probable use of land or improved property—specific with respect to the user and timing of the use—that is adequately supported and results in the highest present value. (Dictionary, 5th Edition)

**Highest and Best Use of Land or a Site as Though Vacant**

Among all reasonable, alternative uses, the use that yields the highest present land value, after payments are made for labor, capital, and coordination. The use of a property based on the assumption that the parcel of land is vacant or can be made vacant by demolishing any improvements. (Dictionary, 5th Edition)

**Highest and Best Use of Property as Improved**

The use that should be made of a property as it exists. An existing improvement should be renovated or retained as is so long as it continues to contribute to the total market value of the property, or until the return from a new improvement would more than offset the cost of demolishing the existing building and constructing a new one. (Dictionary, 5th Edition)

**Hypothetical Condition**

That which is contrary to what exists but is supposed for the purpose of analysis. Hypothetical conditions assume conditions contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis. (Dictionary, 5th Edition)

**Leased Fee Interest**

A freehold (ownership interest) where the possessory interest has been granted to another party by creation of a contractual landlord-tenant relationship (i.e., a lease). (Dictionary, 5th Edition)

**Market Area**

The area associated with a subject property that contains its direct competition. (Dictionary, 5th Edition)

**Market Rent**

The most probable rent that a property should bring is a competitive and open market reflecting all conditions and restrictions of the lease agreement, including permitted uses, use restrictions, expense obligations, term, concessions, renewal and purchase options, and tenant improvements (TIs). (Dictionary, 5th Edition)

**Market Value**

The major focus of most real property appraisal assignments. Both economic and legal definitions of market value have been developed and refined.

1. The most widely accepted components of market value are incorporated in the following definition: The most probable price that the specified property interest should sell for in a competitive market after a reasonable exposure time, as of a specified date, in cash, or in terms equivalent to cash, under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, for self-interest, and assuming that neither is under duress.
2. Market value is described in the Uniform Standards of Professional Appraisal Practice (USPAP) as follows: A type of value, stated as an opinion, that presumes the transfer of a property (i.e., a right of ownership or a

bundle of such rights), as of a certain date, under specific conditions set forth in the value definition that is identified by the appraiser as applicable in an appraisal. (USPAP, 2020-2021 ed.) USPAP also requires that certain items be included in every appraisal report. Among these items, the following are directly related to the definition of market value:

- Identification of the specific property rights to be appraised.
  - Statement of the effective date of the value opinion.
  - Specification as to whether cash, terms equivalent to cash, or other precisely described financing terms are assumed as the basis of the appraisal.
  - If the appraisal is conditioned upon financing or other terms, specification as to whether the financing or terms are at, below, or above market interest rates and/or contain unusual conditions or incentives. The terms of above—or below—market interest rates and/or other special incentives must be clearly set forth; their contribution to, or negative influence on, value must be described and estimated; and the market data supporting the opinion of value must be described and explained.
3. The following definition of market value is used by agencies that regulate federally insured financial institutions in the United States: The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and the seller each acting prudently and knowledgeably, and assuming the price is not affected by undue

stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- Buyer and seller are typically motivated;
  - Both parties are well informed or well advised, and acting in what they consider their best interests;
  - A reasonable time is allowed for exposure in the open market;
  - Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
  - The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. (12 C.F.R. Part 34.42(g); 55 Federal Register 34696, August 24, 1990, as amended at 57 Federal Register 12202, April 9, 1992; 59 Federal Register 29499, June 7, 1994)
4. The International Valuation Standards Council defines market value for the purpose of international standards as follows: The estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently, and without compulsion. (International Valuation Standards, 8th ed., 2007)
5. Market value is the amount in cash, or on terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the appraisal, after a reasonable exposure of time on the open competitive market, from a

willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under any compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the appraisal. (Uniform Standards for Federal Land Acquisitions) (Dictionary, 5th Edition)

### **Marketing Time**

An opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of the appraisal. Marketing time differs from exposure time, which is always presumed to precede the effective date of an appraisal. (Advisory Opinion 7 of the Standards Board of The Appraisal Foundation and Statement on Appraisal Standards No. 6, "Reasonable Exposure Time in Real Property and Personal Property Market Value Opinions" address the determination of reasonable exposure and marketing time). (Dictionary, 5th Edition)

### **Net Operating Income (NOI)**

The actual or anticipated net income that remains after all operating expenses are deducted from effective gross income but before mortgage debt service and book depreciation are deducted. (Dictionary, 5th Edition)

### **Obsolescence**

One cause of depreciation; an impairment of desirability and usefulness caused by new inventions, changes in design, improved processes for production, or external factors that make a property less desirable and valuable for a continued use; may be either functional or external. (Dictionary, 5th Edition)

### **Parking Ratio**

A ratio of parking area or parking spaces to an economic or physical unit of comparison. Minimum required parking ratios of various land uses are often stated in zoning ordinances. (Dictionary, 5th Edition)

**Rentable Area**

For office buildings, the tenant's pro rata portion of the entire office floor, excluding elements of the building that penetrate through the floor to the areas below. The rentable area of a floor is computed by measuring to the inside finished surface of the dominant portion of the permanent building walls, excluding any major vertical penetrations

**Scope of Work**

The type and extent of research and analyses in an assignment. (Dictionary, 5th Edition)

**Stabilized Occupancy**

An expression of the expected occupancy of a property in its particular market considering current and forecasted supply and demand, assuming it is priced at market rent. (Dictionary, 5th Edition)

**Tenant Improvements (TIs)**

1. Fixed improvements to the land or structures installed and paid for use by a lessee.
2. The original installation of finished tenant space in a construction project; subject to periodic change for succeeding tenants. (Dictionary, 5th Edition)

**Vacancy and Collection Loss**

A deduction from potential gross income (PGI) made to reflect income reductions due to vacancies, tenant turnover, and non-payment of rent; also called vacancy and credit loss or vacancy and contingency loss. Often vacancy and

of the floor. Alternatively, the amount of space on which the rent is based; calculated according to local practice. (Dictionary, 5th Edition)

**Replacement Cost**

The estimated cost to construct, at current prices as of the effective appraisal date, a substitute for the building being appraised, using modern materials and current standards, design, and layout. (Dictionary, 5th Edition)

collection loss is expressed as a percentage of potential gross income and should reflect the competitive market. Its treatment can differ according to the interest being appraised, property type, capitalization method, and whether the property is at stabilized occupancy. (Dictionary, 5th Edition)

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 22, 2021
	<u>Agenda NO.</u>	13

**RESOLUTION No. 06-21-1594** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2021-2022

<p><b><u>SUBMITTED BY:</u></b></p> <p>Lisa Von Bargaen, Borough Manager</p>	<p><b><u>FISCAL NOTE:</u></b></p> <p><b>Expenditure Received: \$</b></p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">FY 19: \$</td> <td style="border: none;">FY 20: \$</td> <td style="border: none;">FY21: \$</td> </tr> </table> <p><b>Amount Budgeted:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"></td> <td style="border: none;">\$0</td> </tr> </table> <p><b>Account Number(s):</b></p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table> <p><b>Account Name(s):</b></p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table> <p><b>Unencumbered Balance(s) (prior to expenditure):</b></p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"></td> <td style="border: none;">\$0</td> </tr> </table>	FY 19: \$	FY 20: \$	FY21: \$		\$0						\$0
FY 19: \$	FY 20: \$	FY21: \$										
	\$0											
	\$0											

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

**ATTACHMENTS:** 1. Resolution 06-21-1594; 2. FY 2021-2022 Budget

### **RECOMMENDATION MOTION:**

Move to Approve Resolution No. 06-21-1594.

### **SUMMARY STATEMENT:**

As the Assembly is aware, the FY 2022 Budget is going to be a work in progress. A copy of the Budget is attached for review by the Assembly and the Public.

The total for all funds included at this time is \$20,664,842. The attached resolution outlines the amount of each fund. The General Fund is \$6,004,040.

Despite the challenges there is a clear path moving forward.

A financial consultant has been brought on board to assist with the detail accounting work. Right now he is working with staff and focusing on finalizing the FY20 Audit and CARES Act personnel cost distributions/off-sets. He will also be assisting with all of the FY 21 year end work that needs to take place. From there he will begin work assisting with the FY 21 Audit preparation.

Administration expects confirmation of a new Finance Director in the next few days, with a start date at the beginning of September.

Initial contact has been made with another consultant to assist the new Finance Director and Administration with rebuilding our Finance system.

Once the FY20 Audit and CARES Act distributions are settled, Administration will begin to bring individual department budgets to the Assembly for re-review in a very systematic way. This will be discussed during the work session on Tuesday going over the FY 22 Budget.

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 06-21-1594

## A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2021-2022

WHEREAS, the Borough Assembly sitting as the Board of Equalization on May 10, 2021, assessed and equalized all real property within the City and Borough of Wrangell; and

WHEREAS, taxes levied on taxable property; delinquent date for payment of taxes and penalty and interest for late payment of taxes are provided in Wrangell Municipal Code, Chapter 5; and

WHEREAS, the Assembly at their regular meeting held June 8, 2021, approved a mill rate of 12.75 mills for the Wrangell Service Area, 4.0 mills for property outside the Service Area, and 4.0 mills for the tax differential zone as described in 5.04.310 (a); and

WHEREAS, the Assembly of the City and Borough of Wrangell, Alaska has been presented with the proposed budget for the fiscal year 2021-2022 in accordance with the Home Rule Charter of the City and Borough of Wrangell, Section 5-2; and

WHEREAS, the Assembly is holding an official public hearing on June 22, 2021, on the proposed budget in accordance with Charter Section 5-3; and

WHEREAS, the Assembly has approved the proposed budget as presented and amended.

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

Section 1. The General Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$6,004,040 is hereby adopted.

Section 2. The Nolan Center Special Revenue Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$450,019 is hereby adopted.

Section 3. The Sales Tax Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$2,612,140 is hereby adopted; the Sales Tax Street Fund in the amount of \$100,000; and the Sales Tax Health, Sanitation and Education Fund in the amount of \$200,000 is hereby adopted.

Section 4. The Parks & Recreation Special Revenue Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$862,649 is hereby adopted.

Section 5. The Borough Organizational Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$0 is hereby adopted.

Section 6. The Transient Tax Fund Budget for the Fiscal Year 2021-2022 in the amount of \$66,315 is hereby adopted.

Section 7. The Commercial Passenger Vessel Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$50,000 is hereby adopted.

Section 7. The Secure Rural Schools Budget, for the Fiscal Year 2021-2022, in the amount of \$1,432,000 is hereby adopted.

Section 8. The Economic Recovery Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$1,303,445 is hereby adopted.

Section 9. The Permanent Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$367,918 is hereby adopted.

Section 10. The Debt Service Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$0 is hereby adopted.

Section 11. The Residential Construction Fund Budget, for the Fiscal Year 2021-2022, will be adopted at a later time.

Section 12. The Industrial Construction Fund Budget, for the Fiscal Year 2021-2022, will be adopted at a later time.

Section 13. The Sewer Utility Enterprise Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$467,037 is hereby adopted.

Section 14. The Sanitation Enterprise Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$711,648 is hereby adopted.

Section 15. The Electric Utility Enterprise Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$4,318,741 is hereby adopted.

Section 16. The Water Utility Enterprise Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$691,221 is hereby adopted.

Section 17. The Port & Harbor Enterprise Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$1,198,106 is hereby adopted.

Section 18. The Hospital Legacy Fund Budget, for the Fiscal Year 2021-2022, in the amount of \$129,563 is hereby adopted.

Section 19. The Capital Improvement Project Fund Budget, for the Fiscal Year 2021-2022, will be adopted at a later date.

Section 20. A copy of the final budget, as approved, is attached hereto and adopted by reference.



PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL,  
ALASKA THIS 22<sup>nd</sup> DAY OF JUNE, 2021.

CITY & BOROUGH OF WRANGELL

\_\_\_\_\_  
Stephen Prysunka, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell Alaska  
General Fund Summary  
Fiscal Year 2022

Item a.

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>YTD Actual</u>	<u>2021</u> <u>Adopted Budget</u>	<u>2022 Draft Budget</u>
<b>General Fund Revenues</b>	\$ 5,658,737	\$ 5,628,217	\$ 4,369,579	\$ 4,953,814	\$ 6,055,794
<b>General Fund Transfers In</b>	\$ 299,926	\$ 250,000	\$ 1,319,963	\$ 1,352,314	\$ 350,000
<b>Total Revenue and Transfers In</b>	<b>\$ 5,958,663</b>	<b>\$ 5,878,217</b>	<b>\$ 5,689,542</b>	<b>\$ 6,306,128</b>	<b>\$ 6,405,794</b>
<b>General Fund Expenditures</b>					
001 Administration	\$ 688,066	\$ 521,073	\$ 330,314	\$ 360,895	\$ 480,549
002 Clerk	\$ 191,568	\$ 196,163	\$ 161,410	\$ 192,352	\$ 212,179
003 Finance	\$ 507,305	\$ 717,142	\$ 447,248	\$ 613,651	\$ 505,105
012 Fire	\$ 348,133	\$ 212,635	\$ 190,863	\$ 326,709	\$ 340,242
013 Police	\$ 1,104,211	\$ 918,023	\$ 470,251	\$ 1,016,625	\$ 1,065,394
014 Corrections & Dispatch	\$ 471,840	\$ 346,855	\$ 186,702	\$ 459,643	\$ 445,970
015 Public Safety Building	\$ 224,922	\$ 258,849	\$ 242,139	\$ 252,520	\$ 305,294
021 Public Works	\$ 337,356	\$ 336,485	\$ 407,422	\$ 484,419	\$ 439,151
022 PW Garage	\$ 213,269	\$ 266,019	\$ 167,040	\$ 244,127	\$ 206,940
024 PW Streets	\$ 299,904	\$ 375,403	\$ 290,576	\$ 384,000	\$ 425,500
026 Cemetery	\$ 2,653	\$ 1,499	\$ (570)	\$ 5,000	\$ 4,790
029 Capital Facilities	\$ 307,090	\$ 305,913	\$ 178,250	\$ 204,558	\$ 104,990
032 Economic Development/Planning	\$ 15,166	\$ 29,685	\$ 103,722	\$ 154,451	\$ 166,560
033 Community Service Organizations	\$ 47,812	\$ 53,793	\$ 43,096	\$ 43,000	\$ 47,000
034 Library	\$ 271,217	\$ 259,053	\$ 220,236	\$ 253,853	\$ 274,707
<b>Total Expenditures</b>	<b>\$ 5,030,512</b>	<b>\$ 4,798,590</b>	<b>\$ 3,438,700</b>	<b>\$ 4,995,802</b>	<b>\$ 5,024,372</b>
<b>General Fund Transfers Out</b>					
Transfer to Nolan Center (8921)	\$ -	\$ (153,810)	\$ (117,000)	\$ (156,000)	\$ 0
Transfer to Parks & Recreation (8924)	\$ (321,766)	\$ (788,758)	\$ (447,177)	\$ (596,236)	\$ (737,149)
Transfer to Capital Project Fund (8990)	\$ (388,000)	\$ -	\$ -	\$ (209,223)	\$ -
<b>Total Transfers Out</b>	<b>\$ (709,766)</b>	<b>\$ (942,568)</b>	<b>\$ (564,177)</b>	<b>\$ (961,459)</b>	<b>\$ (737,149)</b>
<b>Net Revenue Over (Under) Expenditures</b>	<b>\$ 218,385</b>	<b>\$ 137,059</b>	<b>\$ 1,686,666</b>	<b>\$ 348,866</b>	<b>\$ 644,273</b>
<b>Estimated Beginning Fund Balance</b>	<b>\$ 7,436,840</b>	<b>\$ 7,655,225</b>	<b>\$ 7,792,284</b>	<b>\$ 7,792,284</b>	<b>\$ 8,141,150</b>
<b>Estimated Ending Fund Balance</b>	<b>\$ 7,655,225</b>	<b>\$ 7,792,284</b>	<b>\$ 9,478,949</b>	<b>\$ 8,141,150</b>	<b>\$ 8,785,423</b>

City & Borough of Wrangell Alaska  
General Fund Revenues & Transfers In  
Fiscal Year 2022

Item a.

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>YTD Actual</u>	<u>2021</u> <u>Adopted Budget</u>	<u>2022 Draft</u> <u>Budget</u>
<b><u>Revenue</u></b>					
<b>Taxes</b>					
11000 000 4010 Property Taxes	\$ 1,773,430	\$ 1,816,352	\$ 1,875,663	\$ 1,889,516	\$ 2,125,601
11000 000 4015 Property Tax Penalties & Interest	\$ 21,148	\$ 29,835	\$ 21,651	\$ 20,000	\$ 20,000
11000 000 4020 Sales Taxes (68%)	\$ 1,951,016	\$ 2,017,808	\$ 1,702,463	\$ 1,249,200	\$ 1,772,855
11000 000 4025 Sales Tax Penalties & Interest	\$ 54,115	\$ 48,954	\$ 1,500	\$ 30,000	\$ 5,000
11000 000 4125 Marijuana Tax Revenue	\$ 5,271	\$ 1,925	\$ 600	\$ 5,500	\$ -
11000 000 4126 Marijuana Tax Penalty & Interest	\$ 102	\$ -	\$ -	\$ -	\$ -
<b>Total Taxes</b>	<b>\$ 3,805,082</b>	<b>\$ 3,914,874</b>	<b>\$ 3,601,877</b>	<b>\$ 3,194,216</b>	<b>\$ 3,923,456</b>
<b>State &amp; Federal</b>					
11000 000 4101 PERS On-behalf Revenue	\$ 134,818	\$ 163,407	\$ -	\$ 194,935	\$ 180,058
11000 000 4110 Municipal Assistance Revenue	\$ 420,903	\$ 409,356	\$ 375,807	\$ 375,363	\$ 386,221
11000 000 4120 Liquor Tax Share Revenue	\$ 10,700	\$ -	\$ -	\$ 8,200	\$ 9,000
11000 000 4030 Payment in Lieu of Taxes	\$ 474,063	\$ 503,436	\$ 10,757	\$ 460,000	\$ 460,000
11000 000 40XX ARPA (One Time Post COVID)	\$ -	\$ -	\$ -	\$ -	\$ 485,984
<b>Total Intergovernmental</b>	<b>\$ 1,040,485</b>	<b>\$ 1,076,199</b>	<b>\$ 386,564</b>	<b>\$ 1,038,498</b>	<b>\$ 1,521,263</b>
<b>Charges for Services</b>					
11000 000 4320 Jail Rent Revenue	\$ 371,975	\$ 371,975	\$ 185,988	\$ 372,000	\$ 371,975
11000 000 4325 Court Rent Revenue	\$ 62,400	\$ 62,400	\$ 52,000	\$ 62,400	\$ 62,400
11000 000 4330 Cemetery Services	\$ 3,170	\$ 2,431	\$ 2,800	\$ 2,500	\$ 2,800
11000 000 4335 Cemetery Plot Sales	\$ 3,105	\$ 1,773	\$ 1,318	\$ 2,500	\$ 2,100
11000 000 4350 911 Surcharge	\$ 47,293	\$ 50,282	\$ 45,485	\$ 50,000	\$ 50,000
11000 000 4360 Building Permits	\$ 2,050	\$ 1,500	\$ 1,150	\$ 1,000	\$ 1,000
11000 000 4365 Planning & Zoning Permit Revenue	\$ 850	\$ 1,075	\$ 475	\$ 1,000	\$ 500
11000 000 4370 Tideland Lease Revenue	\$ 37,429	\$ 56,045	\$ 38,684	\$ 50,000	\$ 50,000
11000 000 4371 Property Lease Revenue	\$ -	\$ -	\$ -	\$ 15,600	\$ -
11000 000 4380 Surplus & Material Sales	\$ -	\$ 809	\$ -	\$ -	\$ -
11000 000 4385 Public Works Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Charges for Services</b>	<b>\$ 528,271</b>	<b>\$ 548,290</b>	<b>\$ 327,900</b>	<b>\$ 557,000</b>	<b>\$ 540,775</b>

City & Borough of Wrangell Alaska  
General Fund Revenues & Transfers In  
Fiscal Year 2022

Item a.

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>YTD Actual</u>	<u>2021</u> <u>Adopted Budget</u>	<u>2022 Draft</u> <u>Budget</u>
<b>Public Safety Revenue</b>					
11000 000 4401 Fines & Forfeitures	\$ 19,553	\$ 4,302	\$ 6,442	\$ 17,000	\$ 5,000
11000 000 4402 Police Services	\$ 4,447	\$ 5,193	\$ 3,697	\$ 5,000	\$ 5,000
11000 000 4403 DMV Services	\$ 100,578	\$ 70,202	\$ 31,471	\$ 95,000	\$ 50,000
11000 000 4404 Misc. Animal Control Revenues	\$ 235	\$ -	\$ -	\$ 1,000	\$ -
11000 000 4405 Dog Licenses	\$ 634	\$ 396	\$ 236	\$ -	\$ 300
11000 000 4406 Reimbursement of Prisoner Costs	\$ -	\$ 257	\$ -	\$ -	\$ -
<b>Total Public Safety Revenue</b>	<b>\$ 125,448</b>	<b>\$ 80,350</b>	<b>\$ 41,846</b>	<b>\$ 118,000</b>	<b>\$ 60,300</b>
<b>Miscellaneous Revenue</b>					
11000 000 4550 Interest Income	\$ -	\$ -	\$ -	\$ 35,000	\$ -
11000 000 4590 State Grant Revenue	\$ -	\$ -	\$ 7,000	\$ -	\$ 7,000
11000 000 4600 Miscellaneous Revenues	\$ 1,775	\$ 5,004	\$ 100	\$ 2,000	\$ 500
11000 000 4601 Insufficient Funds Fees Collected	\$ 50	\$ -	\$ -	\$ 100	\$ -
11000 000 4602 Miscellaneous Reimbursement	\$ 1,025	\$ 583	\$ 2,769	\$ -	\$ -
11000 000 4604 Miscellaneous Library Revenues	\$ 3,932	\$ 1,701	\$ 1,071	\$ 7,000	\$ 2,000
11000 000 4605 Copier Revenues	\$ 1,947	\$ 1,216	\$ 438	\$ 2,000	\$ 500
11000 000 4690 Donations	\$ -	\$ -	\$ 15	\$ -	\$ -
11000 000 4905 Wrangell Medical Center Legacy	\$ 150,721	\$ -	\$ -	\$ -	\$ -
<b>Total Miscellaneous Revenue</b>	<b>\$ 159,450</b>	<b>\$ 8,504</b>	<b>\$ 11,393</b>	<b>\$ 46,100</b>	<b>\$ 10,000</b>
<b>Total Revenues</b>	<b>\$ 5,658,737</b>	<b>\$ 5,628,217</b>	<b>\$ 4,369,579</b>	<b>\$ 4,953,814</b>	<b>\$ 6,055,794</b>
<b>Transfers In</b>					
11000 000 4920 Transfer from Permanent Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
11000 000 4922 Transfer from Sales Tax-Streets	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
11000 000 4925 Transfer from SRS-Streets	\$ 49,926	\$ -	\$ 112,314	\$ 112,314	\$ -
11000 000 XXXX Transfer from COVID-19 CARES	\$ -	\$ -	\$ 857,649	\$ 890,000	\$ -
<b>Total Transfers In</b>	<b>\$ 299,926</b>	<b>\$ 250,000</b>	<b>\$ 1,319,963</b>	<b>\$ 1,352,314</b>	<b>\$ 350,000</b>
<b>Total Revenues &amp; Transfers In</b>	<b>\$ 5,958,663</b>	<b>\$ 5,878,217</b>	<b>\$ 5,689,542</b>	<b>\$ 6,306,128</b>	<b>\$ 6,405,794</b>

**City & Borough of Wrangell  
Administration  
Fiscal Year 2022**

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>YTD Actual</u>	<u>2021</u> <u>Adopted</u> <u>Budget</u>	<u>2022 Draft</u> <u>Budget</u>
<b>Personnel</b>					
Total Salaries & Wages	\$ 214,012	\$ 181,820	\$ 116,334	\$ 125,000	\$ 128,600
Total Personnel Benefits	\$ 83,729	\$ 86,186	\$ 43,188	\$ 50,390	\$ 58,071
CARES Act Off-Set(Still being finalized)	\$ -	\$ (4,515)	\$ -	\$ -	\$ -
<b>Total Personnel</b>	<b>\$ 297,741</b>	<b>\$ 263,491</b>	<b>\$ 159,522</b>	<b>\$ 175,390</b>	<b>\$ 186,671</b>
<b>Commodities</b>					
001 7001 Materials & Supplies	\$ 791	\$ 1,610	\$ 1,325	\$ 2,500	\$ 2,000
<b>Total Commodities</b>	<b>\$ 791</b>	<b>\$ 1,610</b>	<b>\$ 1,325</b>	<b>\$ 2,500</b>	<b>\$ 2,000</b>
<b>Contractual</b>					
001 7502 Phone/Internet	\$ 1,462	\$ 2,165	\$ 1,227	\$ 830	\$ 600
001 7503 Information Technology	\$ -	\$ 5	\$ -	\$ 3,300	\$ 58,380
001 7505 Travel	\$ 12,811	\$ 13,731	\$ -	\$ -	\$ 6,850
001 7506 Publications & Advertising	\$ -	\$ 135	\$ -	\$ -	\$ -
001 7507 Memberships & Dues	\$ 4,776	\$ 5,389	\$ 1,080	\$ 830	\$ 1,200
001 7508 Insurance	\$ 34,131	\$ 23,105	\$ 29,206	\$ 11,767	\$ 53,493
001 7513 Training					\$ 3,875
001 7519 Professional Services Contractual	\$ 270	\$ 13,762	\$ 1,221	\$ 5,278	\$ 5,000
001 7520 Attorney, Retainer	\$ 72,137	\$ 111,673	\$ 72,533	\$ 95,000	\$ 85,000
001 7524 Wrangell Medical Center Legacy	\$ 172,580	\$ 2,429	\$ -	\$ -	\$ -
001 7530 Lobbying	\$ 64,600	\$ 67,200	\$ 64,200	\$ 66,000	\$ 67,200
001 7570 Tourism Industry Expenses	\$ 9,540	\$ 10,120	\$ -	\$ -	\$ -
001 7576 Contingency	\$ 10,363	\$ 6,258	\$ -	\$ -	\$ 3,000
001 7580 Recruitment & Hiring	\$ -	\$ -	\$ -	\$ -	\$ 7,280
<b>Total Contractual</b>	<b>\$ 382,671</b>	<b>\$ 255,971</b>	<b>\$ 169,467</b>	<b>\$ 183,005</b>	<b>\$ 291,878</b>
<b>Total Expenses</b>	<b>\$ 688,066</b>	<b>\$ 521,073</b>	<b>\$ 330,314</b>	<b>\$ 360,895</b>	<b>\$ 480,549</b>
<b>Capital Expense</b>					
001 7900 Capital Expenditures	\$ 6,864	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Expenses</b>	<b>\$ 6,864</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City & Borough of Wrangell  
Assembly & Clerk  
Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Personnel</b>					
Total Salaries & Wages	\$ 82,216	\$ 65,630	\$ 80,506	\$ 87,000	\$ 88,980
Total COVID Salaries & Wages	\$ -	\$ 11,811	\$ 3,535	\$ -	\$ -
Total Personnel Benefits	\$ 58,146	\$ 66,707	\$ 52,248	\$ 62,787	\$ 65,014
Total COVID Personnel Benefits	\$ -	\$ 4,144	\$ 1,103	\$ -	\$ -
CARES Act Off-Set (Still being finalized)	\$ -	\$ (15,955)	\$ (4,638)	\$ -	\$ -
<b>Total Personnel</b>	<b>\$ 140,362</b>	<b>\$ 132,337</b>	<b>\$ 132,754</b>	<b>\$ 149,787</b>	<b>\$ 153,993</b>
<b>Commodities</b>					
002 7001 Materials & Supplies (Election Exp)	\$ 6,237	\$ 2,034	\$ 4,874	\$ 7,000	\$ 7,000
002 7008 Non-capital Equipment	\$ -	\$ 399	\$ -	\$ -	\$ -
<b>Total Commodities</b>	<b>\$ 6,237</b>	<b>\$ 2,433</b>	<b>\$ 4,874</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>
<b>Contractual</b>					
002 7502 Phone/Internet	\$ -	\$ 173	\$ 603	\$ 840	\$ 672
002 7503 Information Technology	\$ 180	\$ 3,325	\$ 6,886	\$ 6,645	\$ 7,125
002 7505 Travel	\$ 16,040	\$ 19,312	\$ -	\$ -	\$ 11,885
002 7506 Publications & Advertising	\$ 22,006	\$ 19,450	\$ 12,838	\$ 19,120	\$ 19,120
002 7507 Memberships & Dues	\$ 100	\$ 9,835	\$ 2,378	\$ 5,560	\$ 5,260
002 7513 Training	\$ -	\$ -	\$ -	\$ -	\$ 3,824
002 7571 Recording fees	\$ 329	\$ 283	\$ 233	\$ 300	\$ 300
002 7572 Records preservation	\$ 983	\$ -	\$ -	\$ 100	\$ -
002 7573 Election Expenses & Supplies	\$ 2,768	\$ 5,305	\$ -	\$ -	\$ -
002 7574 Municipal Code Republishing	\$ 2,563	\$ 3,711	\$ 844	\$ 3,000	\$ 3,000
<b>Total Contractual</b>	<b>\$ 44,969</b>	<b>\$ 61,393</b>	<b>\$ 23,782</b>	<b>\$ 35,565</b>	<b>\$ 51,186</b>
<b>Total Expenditures</b>	<b>\$ 191,568</b>	<b>\$ 196,163</b>	<b>\$ 161,410</b>	<b>\$ 192,352</b>	<b>\$ 212,179</b>
<b>Capital</b>					
002 7900 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City & Borough of Wrangell**  
**Finance**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Personnel</b>					
11000 003 6001 Salaries	\$ 172,633	\$ 260,343	\$ 189,182	\$ 243,264	\$ 242,024
11000 003 6200 Personnel Benefits	\$ 160,128	\$ 156,859	\$ 96,107	\$ 147,343	\$ 140,503
11000 003 6900 CARES Act COVID Off-set*	\$ -	\$ (9,569)	\$ -	\$ -	\$ -
<b>Total Personnel</b>	<b>\$ 332,761</b>	<b>\$ 417,202</b>	<b>\$ 285,289</b>	<b>\$ 390,607</b>	<b>\$ 382,527</b>
<b>Commodities</b>					
11000 003 7001 Materials & Supplies	\$ 15,789	\$ 15,913	\$ 7,849	\$ 8,550	\$ 10,400
11000 003 7002 Facility Repair & Maintenance	\$ 2,997	\$ 9,443	\$ 4,800	\$ 3,000	\$ 6,000
11000 003 7004 Postage & Shipping	\$ 11,484	\$ 10,621	\$ 9,492	\$ 12,000	\$ 12,000
11000 003 7006 Computer Software, Programming, etc.	\$ 21,701	\$ 6,531	\$ 26,548	\$ -	\$ -
11000 003 7008 Non-capital Equipment	\$ -	\$ 11,372	\$ 467	\$ 3,000	\$ 2,000
11000 003 7009 Equipment Repair & Maintenance	\$ 3,709	\$ 2,763	\$ 1,320	\$ 3,000	\$ -
11000 003 7011 Equipment Rental Expense	\$ 566	\$ 2,719	\$ 4,407	\$ -	\$ 2,800
<b>Total Commodities</b>	<b>\$ 56,246</b>	<b>\$ 59,363</b>	<b>\$ 54,883</b>	<b>\$ 29,550</b>	<b>\$ 33,200</b>
<b>Contractual</b>					
11000 003 7501 Utilities	\$ 13,702	\$ 13,177	\$ 11,782	\$ 5,424	\$ 14,000
11000 003 7502 Phone/Internet	\$ 12,556	\$ 12,185	\$ 12,087	\$ 12,000	\$ 14,022
11000 003 7503 Information Technology	\$ 30,399	\$ 41,139	\$ 70,603	\$ 74,640	\$ 92,100
11000 003 7505 Travel	\$ 3,962	\$ 12,598	\$ -	\$ -	\$ 5,250
11000 003 7506 Publications & Advertising	\$ 8,736	\$ 1,252	\$ 971	\$ 821	\$ -
11000 003 7507 Memberships & Dues	\$ -	\$ 190	\$ 160	\$ -	\$ 210
11000 003 7508 Insurance	\$ -	\$ 1,739	\$ 4,158	\$ 4,788	\$ 5,000
11000 003 7509 Bank & Credit Card Fees	\$ -	\$ 76,909	\$ 21,375	\$ 45,000	\$ 75,000
11000 003 7513 Training	\$ -	\$ -	\$ -	\$ -	\$ 3,300
11000 003 7519 Professional Services	\$ 141,186	\$ 113,295	\$ 72,051	\$ 135,700	\$ 101,760
11000 003 7540 Auditing Services	\$ -	\$ -	\$ 16,750	\$ 60,000	\$ -
11000 003 7550 Property Assessment Services	\$ -	\$ -	\$ (32)	\$ 75,000	\$ -

**City & Borough of Wrangell**  
**Finance**  
**Fiscal Year 2022**

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 YTD Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Draft Budget</b>
11000 003 7560 Financial Services Contractual	\$ -	\$ 775	\$ -	\$ -	\$ -
11000 003 7562 Penalties & Interest	\$ -	\$ 20,311	\$ 3	\$ -	\$ -
11000 003 7576 Promotional	\$ -	\$ 504	\$ -	\$ -	\$ -
11000 003 7603 Charges from Finance	\$ (112,134)	\$ (113,336)	\$ (114,598)	\$ (256,726)	\$ (249,699)
11000 003 7621 Public Works Labor Charges	\$ 1,827	\$ -	\$ -	\$ -	\$ -
11000 003 7629 Charges from Capital Facilities	\$ 7,057	\$ 20,801	\$ 11,766	\$ 36,847	\$ 33,685
11000 003 7900 Capital Expenditures	\$ 11,008	\$ 32,527	\$ -	\$ -	\$ -
11000 003 7980 Bad Debt Expense	\$ -	\$ 6,511	\$ -	\$ -	\$ -
<b>Total Contractual</b>	<b>\$ 118,299</b>	<b>\$ 240,577</b>	<b>\$ 107,076</b>	<b>\$ 193,494</b>	<b>\$ 94,628</b>
<b>Total Expenditures</b>	<b>\$ 507,305</b>	<b>\$ 717,142</b>	<b>\$ 447,248</b>	<b>\$ 613,651</b>	<b>\$ 510,355</b>



**City & Borough of Wrangell**  
**Fire Department**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Personnel</b>					
Total Salaries & Wages	\$ 104,825	\$ 73,221	\$ 151,676	\$ 103,185	\$ 105,645
Total Personnel Benefits	\$ 78,790	\$ 42,219	\$ 79,995	\$ 80,333	\$ 81,803
CARES Act COVID Off-set (Still being finalized)	\$ -	\$ -	\$ (126,897)	\$ -	\$ -
<b>Total Personnel</b>	<b>\$ 183,616</b>	<b>\$ 115,440</b>	<b>\$ 104,774</b>	<b>\$ 183,518</b>	<b>\$ 187,448</b>
<b>Commodities</b>					
012 7001 Materials & Supplies	\$ 9,895	\$ 2,869	\$ 5,446	\$ 15,500	\$ 17,500
012 7008 Non-capital Equipment	\$ 1,266	\$ 15,522	\$ 8,466	\$ 7,500	\$ 7,500
012 7009 Equipment Repair & Maintenance	\$ 4,528	\$ 1,978	\$ 2,711	\$ 13,700	\$ 13,700
012 7010 Vehicle Maintenance	\$ 37,127	\$ 15,405	\$ 5,985	\$ 16,000	\$ 15,000
012 7100 Uniform, gear & clothing allowance	\$ 54,623	\$ 8,653	\$ 4,539	\$ 10,125	\$ 10,125
012 7110 Fire Prevention & Education	\$ 1,166	\$ 175	\$ 972	\$ 1,000	\$ 1,000
012 7111 Volunteer Firefighter Insurance	\$ -	\$ -	\$ 13,504	\$ 23,000	\$ 13,504
012 7112 Contribution for Fire Calls	\$ 5,500	\$ 5,500	\$ 6,500	\$ 6,500	\$ 6,500
012 7113 Fire Substation	\$ 278	\$ 5,007	\$ 531	\$ 5,500	\$ 2,000
<b>Total Commodities</b>	<b>\$ 114,383</b>	<b>\$ 55,109</b>	<b>\$ 48,654</b>	<b>\$ 98,825</b>	<b>\$ 86,829</b>
<b>Contractual</b>					
012 7501 Utilities	\$ 10,237	\$ 10,884	\$ 9,266	\$ 12,000	\$ 12,010
012 7502 Phone/Internet	\$ 7,657	\$ 6,206	\$ 4,283	\$ 8,994	\$ 7,300
012 7503 Information Technology	\$ -	\$ 462	\$ -	\$ -	\$ -
012 7505 Travel	\$ 11,937	\$ 6,778	\$ -	\$ -	\$ 9,750
012 7508 Insurance	\$ 28,448	\$ 9,209	\$ 11,587	\$ 9,197	\$ 15,595
012 7513 Training	\$ -	\$ -	\$ 2,175	\$ 2,175	\$ 6,975
012 7590 Grant Expenditures	\$ (8,144)	\$ -	\$ -	\$ -	\$ -
012 7622 Charges from Garage	\$ -	\$ 7,677	\$ 6,941	\$ 10,000	\$ 10,500
012 7629 Charges from Capital Facilities	\$ -	\$ 870	\$ 3,183	\$ 2,000	\$ 3,835
<b>Total Contractual</b>	<b>\$ 50,135</b>	<b>\$ 42,086</b>	<b>\$ 37,435</b>	<b>\$ 44,366</b>	<b>\$ 65,965</b>
<b>Total Expenses</b>	<b>\$ 348,133</b>	<b>\$ 212,635</b>	<b>\$ 190,863</b>	<b>\$ 326,709</b>	<b>\$ 340,242</b>
<b>Capital</b>					
013 7900 Capital Expenditures*	\$ 25,000	\$ 88,057	\$ 47,696	\$ 52,000	\$ -
<b>Total Capital</b>	<b>\$ 25,000</b>	<b>\$ 88,057</b>	<b>\$ 47,696</b>	<b>\$ 52,000</b>	<b>\$ -</b>

\*The Fire Department submitted a Capital request for \$400,000 for a new fire truck. That item has been taken out of the budget and will be brought back as part of a Vehicle and Major Equipment Budget for the entire Borough.

**City & Borough of Wrangell  
Police Department  
Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Personnel</b>					
Total Salaries & Wages	\$ 572,287	\$ 543,987	\$ 489,405	\$ 540,007	\$ 542,322
Total Personnel Benefits	\$ 296,860	\$ 307,517	\$ 241,433	\$ 286,276	\$ 292,336
CARES Act COVID Wages Off-set (Still being finalized)	\$ -	\$ (212,796)	\$ (382,511)	\$ -	\$ -
<b>Total Personnel</b>	<b>\$ 869,147</b>	<b>\$ 638,708</b>	<b>\$ 348,327</b>	<b>\$ 826,283</b>	<b>\$ 834,658</b>
<b>Commodities</b>					
013 6225 Police Recruitment	\$ 1,580	\$ -	\$ -	\$ -	\$ -
013 7001 Materials & Supplies	\$ 20,615	\$ 12,655	\$ 5,808	\$ 11,000	\$ 9,000
013 7004 Postage & Shipping	\$ -	\$ (48)	\$ (93)	\$ -	\$ 2,000
013 7005 Computer Repair & Maintenance	\$ 3,616	\$ -	\$ -	\$ -	\$ -
013 7008 Non-capital Equipment	\$ -	\$ -	\$ 1,836	\$ 2,000	\$ 4,000
013 7009 Equipment Repair & Maintenance	\$ 3,366	\$ 5,593	\$ 1,790	\$ 4,000	\$ 3,000
013 7010 Vehicle Maintenance	\$ 19,962	\$ 18,459	\$ 10,030	\$ 12,000	\$ 10,000
013 7012 Boat Maintenance & Repair	\$ 1,091	\$ 4,357	\$ 50	\$ 5,000	\$ 5,000
013 7014 Vehicle Impound Expenses	\$ -	\$ -	\$ -	\$ 4,000	\$ 2,000
013 7100 Uniform, gear & clothing allowance	\$ -	\$ 1,720	\$ 6,598	\$ 10,000	\$ 8,000
013 7101 Criminal History Records	\$ -	\$ -	\$ 140	\$ -	\$ -
013 7102 Gear & Uniform Allowance/Expenses	\$ 2,875	\$ 3,250	\$ -	\$ -	\$ -
013 7103 Ammunition	\$ 5,877	\$ 5,470	\$ -	\$ 7,500	\$ 7,500
013 7104 Special Investigations	\$ 3,516	\$ 1,585	\$ 6,551	\$ 2,500	\$ 2,500
<b>Total Commodities</b>	<b>\$ 60,918</b>	<b>\$ 53,041</b>	<b>\$ 32,710</b>	<b>\$ 58,000</b>	<b>\$ 53,000</b>
<b>Contractual</b>					
013 7105 Animal Control Expenses	\$ 815	\$ 314	\$ 200	\$ 2,500	\$ 1,000
013 7502 Phone/Internet	\$ 16,398	\$ 17,032	\$ 15,076	\$ 16,424	\$ 16,424
013 7503 Information Technology	\$ -	\$ 879	\$ 7,193	\$ 8,000	\$ 19,000
013 7505 Travel	\$ 26,658	\$ 35,415	\$ 4,720	\$ 6,673	\$ 14,400
013 7506 Publications & Advertising	\$ 1,094	\$ 2,080	\$ -	\$ 500	\$ 500
013 7507 Memberships & Dues	\$ 263	\$ 26	\$ 525	\$ -	\$ -
013 7508 Insurance	\$ 19,982	\$ 31,448	\$ 26,986	\$ 25,745	\$ 30,000
013 7513 Training	\$ -	\$ 1,190	\$ 4,000	\$ -	\$ 19,000
013 7515 Permits, Inspections, Compliance	\$ -	\$ 816	\$ 12	\$ -	\$ -
013 7519 Professional Services Contractual	\$ -	\$ 128	\$ 1,016	\$ -	\$ 3,662
013 7622 Charges from Garage	\$ -	\$ 11,500	\$ 7,571	\$ 4,800	\$ 27,750
013 7701 State of Alaska Share of DMV Services	\$ 68,388	\$ 46,104	\$ 21,286	\$ 66,500	\$ 45,000
013 7702 State of Alaska Share of Citations	\$ 1,020	\$ 260	\$ 629	\$ 1,200	\$ 1,000
<b>Total Contractual</b>	<b>\$ 134,616</b>	<b>\$ 147,193</b>	<b>\$ 89,214</b>	<b>\$ 132,342</b>	<b>\$ 177,736</b>
<b>Total Expenses</b>	<b>\$ 1,104,211</b>	<b>\$ 918,023</b>	<b>\$ 470,251</b>	<b>\$ 1,016,625</b>	<b>\$ 1,065,394</b>
<b>Capital</b>					
013 7900 Capital Expenditures	\$ 39,531	\$ 79,081	\$ -	\$ -	\$ -
<b>Total Capital</b>	<b>\$ 39,531</b>	<b>\$ 79,081</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

City & Borough of Wrangell  
Corrections & Dispatch  
Fiscal Year 2022

		2019 Actual	2020 Actual	FY 2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Expenditures</b>						
<b>Personnel</b>						
11000 014 6001	Salaries & Wages	\$ 242,992	\$ 231,821	\$ 217,189	\$ 238,341	\$ 232,960
11000 014 6005	Overtime	\$ 37,978	\$ 30,369	\$ 27,326	\$ 34,376	\$ 33,600
11000 014 6010	Vacation Expense	\$ (6,982)	\$ 723	\$ 5,179	\$ -	\$ -
11000 014 6100-6222	Total Personnel Benefits	\$ 187,013	\$ 164,296	\$ 141,456	\$ 171,926	\$ 174,033
11000 014 6900	COVID Personnel Off-Set*	\$ -	\$ (92,565)	\$ -	\$ -	\$ -
<b>Total Personnel</b>		<b>\$ 461,001</b>	<b>\$ 334,644</b>	<b>\$ 391,150</b>	<b>\$ 444,643</b>	<b>\$ 440,593</b>
<b>Commodities</b>						
11000 014 7001	Materials & Supplies	\$ 1,799	\$ 77	\$ 917	\$ 3,500	\$ 774
11000 014 7106	Prisoner Meals	\$ 8,438	\$ 11,455	\$ 5,780	\$ 10,000	\$ 3,104
<b>Total Commodities</b>		<b>\$ 10,238</b>	<b>\$ 11,533</b>	<b>\$ 6,697</b>	<b>\$ 13,500</b>	<b>\$ 3,878</b>
<b>Contractual</b>						
11000 014 7502	Phone/Internet	\$ 250	\$ 94	\$ 1,174	\$ 1,500	\$ 1,500
11000 014 7505	Travel	\$ 351	\$ 584	\$ -	\$ -	\$ -
11000 014 7591	Grant COVID Payroll Off-set*	\$ -	\$ -	\$ (212,319)	\$ -	\$ -
<b>Total Contractual</b>		<b>\$ 601</b>	<b>\$ 678</b>	<b>\$ (211,145)</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>Total Expenditures</b>		<b>\$ 471,840</b>	<b>\$ 346,855</b>	<b>\$ 186,702</b>	<b>\$ 459,643</b>	<b>\$ 445,970</b>

\*COVID Grant Personnel Expense off-sets are still being finalized. These numbers may change.

**City & Borough of Wrangell**  
**Public Safety Building**  
**Fiscal Year 2022**

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Expenditures</b>						
<b>Personnel</b>						
11000 015 6001	Salaries & Wages	\$ 4,747	\$ -	\$ -	\$ -	\$ -
11000 015 6002	Temporary Wages	\$ 445	\$ -	\$ -	\$ -	\$ -
11000 015 6000-6222	Benefits (Combined)	\$ 6,559	\$ -	\$ -	\$ -	\$ -
<b>Total Personnel</b>		<b>\$ 11,751</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>						
11000 015 7001	Materials & Supplies	\$ 2,260	\$ 2,188	\$ 887	\$ -	\$ -
11000 015 7002	Facility Repair & Maintenance	\$ 34,084	\$ 72,374	\$ 92,868	\$ 35,000	\$ 37,100
11000 015 7003	Custodial Supplies	\$ 2,260	\$ 2,188	\$ 556	\$ 2,500	\$ 5,500
11000 015 7005	Computer Repair & Maintenance	\$ -	\$ -	\$ 18	\$ -	\$ -
11000 015 7010	Vehicle Repair & Maintenance	\$ -	\$ 118	\$ -	\$ -	\$ -
<b>Total Commodities</b>		<b>\$ 38,605</b>	<b>\$ 76,868</b>	<b>\$ 94,329</b>	<b>\$ 37,500</b>	<b>\$ 42,600</b>
<b>Contractual</b>						
11000 015 7501	Utilities (Including Heat)	\$ 119,711	\$ 106,357	\$ 92,803	\$ 110,000	\$ 110,000
11000 015 7502	Phone/Internet	\$ 321	\$ 794	\$ 2,360	\$ 1,980	\$ 2,520
11000 015 7508	Insurance*	\$ 13,442	\$ -	\$ -	\$ 14,079	\$ 15,487
11010 015 7510	Engineering	\$ 7,901	\$ 7,070	\$ -	\$ -	\$ 5,000
11000 015 7519	Professional/Contractual Services	\$ -	\$ -	\$ 19	\$ -	\$ -
11000 015 7621	Public Works Labor Charges	\$ 4,459	\$ -	\$ -	\$ -	\$ 15,487
11000 015 7629	Charges from Capital Facilities	\$ 28,731	\$ 67,761	\$ 52,628	\$ 88,961	\$ 113,000
11000 015 7631	Charges from Municipal Light & Power	\$ -	\$ -	\$ -	\$ -	\$ 1,200
<b>Total Contractual</b>		<b>\$ 174,566</b>	<b>\$ 181,981</b>	<b>\$ 147,810</b>	<b>\$ 215,020</b>	<b>\$ 262,694</b>
<b>Total Expenditures</b>		<b>\$ 224,922</b>	<b>\$ 258,849</b>	<b>\$ 242,139</b>	<b>\$ 252,520</b>	<b>\$ 305,294</b>
<b>Capital Expenditures</b>						
11000 015 7900	Capital Expenditures	\$ 13,178	\$ 8,727	\$ -	\$ -	\$ -
<b>Total Capital Expenses</b>		<b>\$ 13,178</b>	<b>\$ 8,727</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Insurance is a manual adjustment that will be made prior to the end of the fiscal year.

**City & Borough of Wrangell**  
**Public Works**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Personnel</b>					
Total Salaries & Wages	\$ 372,119	\$ 298,023	\$ 333,275	\$ 378,970	\$ 333,748
Total Personnel Benefits	\$ 129,293	\$ 114,932	\$ 191,675	\$ 262,312	\$ 228,249
<b>Total Personnel</b>	<b>\$ 501,412</b>	<b>\$ 412,955</b>	<b>\$ 524,950</b>	<b>\$ 641,282</b>	<b>\$ 561,996</b>
<b>Commodities</b>					
021 7001 Materials & Supplies	\$ 7,751	\$ (23,357)	\$ 1,753	\$ 2,900	\$ 3,000
021 7002 Facility Repair & Maintenance	\$ 731	\$ 329	\$ 60	\$ 1,000	\$ -
021 7008 Non-Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,000
021 7010 Vehicle Maintenance	\$ 7,463	\$ 2,966	\$ 3,412	\$ 6,740	\$ -
021 7018 Miscellaneous Tools	\$ 3,256	\$ -	\$ -	\$ 1,000	\$ 1,000
021 7100 Uniform, gear & clothing allowance	\$ 1,819	\$ 880	\$ 875	\$ 3,000	\$ 3,000
<b>Total Commodities</b>	<b>\$ 21,020</b>	<b>\$ (19,182)</b>	<b>\$ 6,100</b>	<b>\$ 14,640</b>	<b>\$ 9,000</b>
<b>Contractual</b>					
021 7502 Phone/Internet	\$ 6,698	\$ 6,243	\$ 5,696	\$ 6,000	\$ 9,816
021 7503 Information Technology	\$ -	\$ 1,209	\$ -	\$ -	\$ 2,000
021 7505 Travel	\$ 1,651	\$ 4,033	\$ 216	\$ -	\$ -
021 7506 Publications & Advertising	\$ 1,763	\$ -	\$ 399	\$ 400	\$ -
021 7507 Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ 550
021 7508 Insurance	\$ 4,377	\$ 18,379	\$ 18,200	\$ 27,347	\$ 11,511
021 7513 Training	\$ -	\$ -	\$ -	\$ -	\$ 1,320
021 7515 Permits, Inspections & Compliance	\$ -	\$ 14	\$ -	\$ -	\$ -
021 7519 Professional Services	\$ -	\$ 265	\$ 679	\$ 645	\$ 2,500
021 7621 Public Works Labor Charges	\$ (207,919)	\$ (165,190)	\$ (149,280)	\$ (216,850)	\$ (174,130)
021 7622 Charges from Garage	\$ -	\$ -	\$ -	\$ 4,000	\$ 5,000
021 7629 Charges from Capital Facilities	\$ 8,355	\$ -	\$ 463	\$ 6,955	\$ 9,588
<b>Total Contractual</b>	<b>\$ (185,076)</b>	<b>\$ (135,048)</b>	<b>\$ (123,627)</b>	<b>\$ (171,503)</b>	<b>\$ (131,845)</b>
<b>Total Expenses</b>	<b>\$ 337,356</b>	<b>\$ 336,485</b>	<b>\$ 407,422</b>	<b>\$ 484,419</b>	<b>\$ 439,151</b>
<b>Capital</b>					
021 7900 Capital Expenditures	-	77,760	-	-	-
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ 77,760</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City & Borough of Wrangell**  
**Garage**  
**Fiscal Year 2022**

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 YTD Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Draft Budget</b>
<b>Personnel</b>					
Total Salaries & Wages	\$ 144,242	\$ 123,747	\$ 92,425	\$ 123,228	\$ 120,150
Total Personnel Benefits	\$ 88,812	\$ 104,443	\$ 53,533	\$ 97,156	\$ 70,933
<b>Total Personnel</b>	<b>\$ 233,054</b>	<b>\$ 228,189</b>	<b>\$ 145,958</b>	<b>\$ 220,383</b>	<b>\$ 191,083</b>
<b>Commodities</b>					
022 7001 Materials & Supplies	\$ 12,576	\$ 13,234	\$ 7,200	\$ 7,000	\$ 7,000
022 7002 Facility Repair & Maintenance	\$ 1,672	\$ 5,648	\$ 805	\$ 5,000	\$ 7,200
022 7006 Software Programming & Licensing	\$ -	\$ 2,383	\$ 3,985	\$ 7,075	\$ 7,700
022 7010 Vehicle Maintenance	\$ -	\$ 354	\$ 321	\$ 1,000	\$ 1,000
022 7015 Fuel - Automotive	\$ 64,188	\$ 67,356	\$ 50,171	\$ 65,000	\$ 65,000
022 7017 Fuel - Heating	\$ 2,799	\$ 4,083	\$ 23,435	\$ 5,000	\$ 5,000
022 7018 Miscellaneous Tools	\$ 2,269	\$ 2,003	\$ 1,900	\$ 3,000	\$ 3,000
022 7100 Clothing & Gear	\$ -	\$ 661	\$ 380	\$ 1,600	\$ 1,400
<b>Total Commodities</b>	<b>\$ 83,504</b>	<b>\$ 95,721</b>	<b>\$ 88,197</b>	<b>\$ 94,675</b>	<b>\$ 97,300</b>
<b>Contractual</b>					
022 7501 Utilities	\$ 21,940	\$ 21,271	\$ 21,113	\$ 23,000	\$ 23,000
022 7502 Phone/Internet	\$ -	\$ 39	\$ 378	\$ -	\$ 156
022 7503 Information Technology	\$ -	\$ 1,688	\$ 606	\$ -	
022 7505 Travel	\$ 2,289	\$ 3,360	\$ -	\$ -	\$ 2,000
022 7507 Membership & Dues	\$ -	\$ -	\$ 60	\$ -	\$ -
022 7508 Insurance	\$ -	\$ 1,155	\$ 1,663	\$ 3,044	\$ 3,044
022 7513 Training					\$ 650
022 7515 Health & Safety Permits, Inspections,	\$ 462	\$ 584	\$ 1,862	\$ 1,500	\$ 2,000
022 7519 Professional/Contractual Services	\$ -	\$ 140	\$ 453	\$ -	\$ -
022 7621 Public Works Labor Charges	\$ 76	\$ 3,667	\$ 923	\$ 1,300	\$ 1,500
022 7622 Charges from Garage	\$ (131,830)	\$ (122,036)	\$ (99,409)	\$ (107,275)	\$ (128,380)

022 7629 Charges from Capital Facilities	\$	3,773	\$	5,309	\$	39	\$	-	\$	9,588
<b>Total Contractual</b>	<b>\$</b>	<b>(103,290)</b>	<b>\$</b>	<b>(84,823)</b>	<b>\$</b>	<b>(72,313)</b>	<b>\$</b>	<b>(78,431)</b>	<b>\$</b>	<b>(86,443)</b>
<b>Capital</b>										
021 7900 Capital Expenditures	\$	-	\$	26,932	\$	5,199	\$	7,500	\$	5,000
<b>Total Capital</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>26,932</b>	<b>\$</b>	<b>5,199</b>	<b>\$</b>	<b>7,500</b>	<b>\$</b>	<b>5,000</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>213,269</b>	<b>\$</b>	<b>266,019</b>	<b>\$</b>	<b>167,040</b>	<b>\$</b>	<b>244,127</b>	<b>\$</b>	<b>206,940</b>

**City & Borough of Wrangell**  
**Streets**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Personnel</b>					
Total Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Total Personnel Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Personnel</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>					
024 7001 Materials & Supplies	\$ 163	\$ 449	\$ 1,218	\$ -	\$ 1,000
024 7008 Non-Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 4,000
024 7009 Equipment Repair & Maintenance	\$ -	\$ 142	\$ 2,289	\$ -	\$ -
024 7010 Vehicle Maintenance	\$ 81,709	\$ 56,539	\$ 62,298	\$ 55,000	\$ 60,500
024 7011 Equipment Rental Expense	\$ 3,450	\$ 490	\$ -	\$ 15,000	\$ 15,000
024 7030 Maintenance Materials & Supplies	\$ 91,658	\$ 69,014	\$ 120,585	\$ 133,000	\$ 132,000
024 7033 Street Lighting	\$ 6,011	\$ -	\$ -	\$ -	\$ -
<b>Total Commodities</b>	<b>\$ 182,991</b>	<b>\$ 126,633</b>	<b>\$ 186,390</b>	<b>\$ 203,000</b>	<b>\$ 212,500</b>
<b>Contractual</b>					
024 7501 Utilities	\$ 21,578	\$ 25,041	\$ 26,771	\$ 21,000	\$ 21,000
024 7513 Training	\$ -	\$ -	\$ 360	\$ -	\$ -
024 7519 Professional/Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ 20,000
024 7621 Public Works Labor Charges	\$ 93,707	\$ 190,632	\$ 56,632	\$ 130,000	\$ 130,000
024 7622 Charges from Garage	\$ -	\$ 32,817	\$ 20,114	\$ 30,000	\$ 42,000
024 7629 Charges from Capital Facilities	\$ 1,628	\$ 280	\$ 309	\$ -	\$ -
<b>Total Contractual</b>	<b>\$ 116,913</b>	<b>\$ 248,770</b>	<b>\$ 104,186</b>	<b>\$ 181,000</b>	<b>\$ 213,000</b>
<b>Capital</b>					
024 7900 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 299,904</b>	<b>\$ 375,403</b>	<b>\$ 290,576</b>	<b>\$ 384,000</b>	<b>\$ 425,500</b>



City & Borough of Wrangell Alaska  
General Fund  
Cemetery - 1  
Fiscal Year 2022

	FY 2019 Actual	FY 2020 Actual	FY 2021 YTD Actual	FY 2021 Adopted/ Amended	FY 2022 Draft
<b>Revenues (General Fund)</b>					
11000 000 4330 Cemetery Services	\$ 3,170.00	\$ 780	\$ 1,590	\$ 2,500	\$ 2,500
11000 026 4330 Cemetery Services	\$ -	\$ 1,651	\$ 300	\$ -	\$ -
11000 000 4335 Cemetery Plot Sales	\$ 3,105.00	\$ 783	\$ 588	\$ 2,500	\$ 1,820
11000 026 4335 Cemetery Plot Sales	\$ -	\$ 990	\$ -	\$ -	\$ -
<b>Total Cemetery Revenue</b>	<b>\$ 6,275</b>	<b>\$ 4,204</b>	<b>\$ 2,478</b>	<b>\$ 5,000</b>	<b>\$ 4,320</b>
<b>Commodities</b>					
11000 026 7001 Materials & Supplies	\$ 1,493	\$ 400	\$ 30	\$ 2,000	\$ 2,000
<b>Total Commodities</b>	<b>\$ 1,493</b>	<b>\$ 400</b>	<b>\$ 30</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>Contractural</b>					
11000 026 7621 Public Works Labor Charges	\$ 1,091	\$ 1,099	\$ (600)	\$ 3,000	\$ 2,790
11000 026 7629 Charges from Capital Fac.	\$ 68	\$ -	\$ -	\$ -	\$ -
11000 026 7900 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Contractural</b>	<b>\$ 1,159</b>	<b>\$ 1,099</b>	<b>\$ (600)</b>	<b>\$ 3,000</b>	<b>\$ 2,790</b>
<b>Total Expenses</b>	<b>\$ 2,653</b>	<b>\$ 1,499</b>	<b>\$ (570)</b>	<b>\$ 5,000</b>	<b>\$ 4,790</b>

**City & Borough of Wrangell**  
**Capital Facilities**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Personnel</b>					
Total Salaries & Wages	\$ 205,962	\$ 234,316	\$ 192,179	\$ 240,561	\$ 231,644
Total Personnel Benefits	\$ 135,242	\$ 137,019	\$ 91,629	\$ 135,785	\$ 142,520
<b>Total Personnel</b>	<b>\$ 341,205</b>	<b>\$ 371,335</b>	<b>\$ 283,808</b>	<b>\$ 376,346</b>	<b>\$ 374,164</b>
<b>Commodities</b>					
029 7001 Materials & Supplies	\$ 15,020	\$ 6,995	\$ 4,134	\$ 8,000	\$ 8,000
029 7002 Facility Repair & Maintenance	\$ 2,162	\$ 11,485	\$ 1,636	\$ 10,000	\$ 16,500
029 7008 Non-Capital Equipment	\$ -	\$ -	\$ 1,061	\$ 3,500	\$ 3,500
029 7010 Vehicle Maintenance & Repair	\$ -	\$ 5,165	\$ 248	\$ 5,000	\$ 2,500
029 7017 Fuel	\$ -	\$ -	\$ -	\$ -	\$ 1,000
029 7018 Miscellaneous Tools	\$ 2,489	\$ 4,345	\$ -	\$ -	\$ -
029 7100 Clothing & Gear	\$ 278	\$ 760	\$ 434	\$ 2,300	\$ 2,300
<b>Total Commodities</b>	<b>\$ 19,949</b>	<b>\$ 28,750</b>	<b>\$ 7,513</b>	<b>\$ 28,800</b>	<b>\$ 33,800</b>
<b>Contractual</b>					
029 7501 Utilities	\$ 438	\$ -	\$ 350	\$ -	\$ -
029 7502 Phone/Internet	\$ 3,472	\$ 3,726	\$ 3,130	\$ 3,528	\$ 4,452
029 7503 Information Technology	\$ -	\$ 4,123	\$ 3,478	\$ 4,575	\$ 4,540
029 7505 Travel	\$ 84	\$ 15	\$ -	\$ 1,325	\$ -
029 7506 Publications & Advertising	\$ 3,435	\$ 160	\$ -	\$ -	\$ 500
029 7508 Insurance	\$ -	\$ 1,823	\$ 1,603	\$ 1,792	\$ 1,800
029 7513 Training	\$ -	\$ -	\$ 140	\$ -	\$ 1,635
029 7519 Professional Services	\$ 19,375	\$ 115	\$ 41	\$ -	\$ 1,635
029 7622 Charges from Garage	\$ -	\$ 3,100	\$ 1,411	\$ 3,000	\$ 50
029 7629 Charges from Capital Facilities	\$ (80,429)	\$ (125,965)	\$ (122,874)	\$ (214,808)	\$ (317,586)
<b>Total Contractual</b>	<b>\$ (54,063)</b>	<b>\$ (112,902)</b>	<b>\$ (113,071)</b>	<b>\$ (200,588)</b>	<b>\$ (302,974)</b>
<b>Total Expenses</b>	<b>\$ 307,090</b>	<b>\$ 305,913</b>	<b>\$ 178,250</b>	<b>\$ 204,558</b>	<b>\$ 104,990</b>
<b>Capital</b>					
021 7900 Capital Expenditures	\$ -	\$ 18,731	\$ -	\$ -	\$ -
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ 18,731</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City & Borough of Wrangell**  
**Community Economic Development/Planning**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Personnel</b>					
Total Salaries & Wages	\$ -	\$ 2,499	\$ 69,079	\$ 93,336	\$ 93,795
Total Personnel Benefits	\$ -		\$ 25,943	\$ 44,135	\$ 44,924
<b>Total Personnel</b>	<b>\$ -</b>	<b>\$ 2,499</b>	<b>\$ 95,022</b>	<b>\$ 137,471</b>	<b>\$ 138,719</b>
<b>Commodities</b>					
032 7001 Materials & Supplies	\$ 402	\$ 248	\$ 319	\$ 800	\$ 500
032 7004 Postage & Shipping	\$ -	\$ -	\$ -	\$ 600	\$ 600
032 7006 Software, Programming & Licensing	\$ -	\$ -	\$ 884	\$ -	\$ -
<b>Total Commodities</b>	<b>\$ 402</b>	<b>\$ 248</b>	<b>\$ 1,203</b>	<b>\$ 1,400</b>	<b>\$ 1,100</b>
<b>Contractual</b>					
032 7502 Phone/Internet	\$ -	\$ -	\$ -	\$ -	\$ 600
032 7503 Information Technology	\$ -	\$ -	\$ 1,486	\$ 2,855	\$ 2,780
032 7505 Travel	\$ 1,742	\$ 1,579	\$ -	\$ -	\$ 5,620
032 7506 Publications & Advertising	\$ 843	\$ 115	\$ 294	\$ 600	\$ 600
032 7507 Memberships & Dues	\$ -	\$ 920	\$ 941	\$ 925	\$ 925
032 7508 Insurance	\$ -	\$ -	\$ 1,047	\$ -	\$ -
032 7511 Surveying	\$ 6,184	\$ -	\$ -	\$ -	\$ -
032 7512 Mapping Expenses	\$ -	\$ 1,321	\$ -	\$ -	\$ 5,799
032 7513 Training	\$ -	\$ -	\$ 79	\$ 4,200	\$ 3,000
032 7519 Professional Services Contractual	\$ -	\$ -	\$ 1,500	\$ 4,000	\$ 3,000
032 7570 Tourism Industry Expenses	\$ -	\$ -	\$ 2,150	\$ 3,000	\$ 4,000
032 7578 Mapping Expenses	\$ 5,995	\$ -	\$ -	\$ -	\$ -
032 7603 Charges from Finance	\$ -	\$ 23,004	\$ -	\$ -	\$ 1,017
<b>Total Contractual</b>	<b>\$ 14,764</b>	<b>\$ 26,938</b>	<b>\$ 7,497</b>	<b>\$ 15,580</b>	<b>\$ 26,741</b>
<b>Total Expenses</b>	<b>\$ 15,166</b>	<b>\$ 29,685</b>	<b>\$ 103,722</b>	<b>\$ 154,451</b>	<b>\$ 166,560</b>

Capital

034 7900 Capital Expenditures

	\$	-	\$	-	\$	-	\$	-	\$	-
Total Capital	\$	-	\$	-	\$	-	\$	-	\$	-

Transfers Out

032 8900 Transfer to Other Fund, Misc.

	\$	-	\$	23,000	\$	-	\$	-	\$	-
Total Transfers Out	\$	-	\$	23,000	\$	-	\$	-	\$	-

City & Borough of Wrangell Alaska  
Community Service Organizations  
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenue</b>					
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
11000 033 7507 Memberships & Dues	\$ 100	\$ -	\$ -	\$ -	\$ -
11000 033 7621 Public Works Labor Charges	\$ -	\$ 3,492	\$ -	\$ -	\$ -
11000 033 7629 Charges from Capital Facilities	\$ -	\$ 3,301	\$ 96	\$ -	\$ -
11000 033 7820 Senior Citizen Program	\$ 12,212	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500
11000 033 7822 Contribution to Chamber of	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000
11000 033 7823 Contribution to Local Radio	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
11000 033 7826 Contribution to Volunteer Fire	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ 4,000
11000 033 7829 Misc. Community Promotion	-	-	-	-	-
<b>Total Expenses</b>	<u>\$ 47,812</u>	<u>\$ 53,793</u>	<u>\$ 43,096</u>	<u>\$ 43,000</u>	<u>\$ 47,000</u>
<b>Total Revenue &amp; Expenses</b>	<u>\$ (47,812)</u>	<u>\$ (53,793)</u>	<u>\$ (43,096)</u>	<u>\$ (43,000)</u>	<u>\$ (47,000)</u>

**City & Borough of Wrangell  
Library  
Fiscal Year 2022**

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 YTD Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Draft Budget</b>
<b><u>Expenditures</u></b>					
<b>Personnel</b>					
Total Salaries & Wages	\$ 123,796	\$ 106,629	\$ 99,374	\$ 108,144	\$ 112,656
COVID Salaries & Wages*	\$ -	\$ 6,996	\$ 952	\$ -	\$ -
Total Personnel Benefits	\$ 88,522	\$ 90,277	\$ 66,039	\$ 73,254	\$ 77,669
COVID Personnel Benefits*	\$ -	\$ 3,628	\$ 307	\$ -	\$ -
*COVID Off-set (Still being finalized)	\$ -	\$ (10,624)	\$ (1,259)		
<b>Total Personnel</b>	<b>\$ 212,318</b>	<b>\$ 207,530</b>	<b>\$ 166,672</b>	<b>\$ 181,399</b>	<b>\$ 190,325</b>
<b>Commodities</b>					
034 7001 Materials & Supplies	\$ 3,136	\$ 4,892	\$ 1,368	\$ 5,000	\$ 5,000
034 7002 Facility Repair & Maintenance	\$ 6,659	\$ 4,230	\$ 2,387	\$ 12,000	\$ 12,500
034 7003 Custodial Supplies	\$ 654	\$ 414	\$ 322	\$ 700	\$ 600
034 7004 Postage & Shipping	\$ 932	\$ 474	\$ 222	\$ 1,000	\$ 1,100
034 7005 Computer Repair & Maintenance	\$ 9,058	\$ 108	\$ -	\$ -	\$ -
034 7120 Library Books	\$ 18,547	\$ 14,242	\$ 19,268	\$ 19,415	\$ 19,415
<b>Total Commodities</b>	<b>\$ 38,986</b>	<b>\$ 24,361</b>	<b>\$ 23,567</b>	<b>\$ 38,115</b>	<b>\$ 38,615</b>
<b>Contractual</b>					
034 7501 Utilities	\$ 8,843	\$ 9,121	\$ 8,225	\$ 9,000	\$ 9,000
034 7502 Phone/Internet	\$ 3,091	\$ 2,661	\$ 2,223	\$ 2,592	\$ 3,380
034 7503 Information Technology	\$ 655	\$ 9,714	\$ 8,027	\$ 10,585	\$ 8,426
034 7505 Travel	\$ -	\$ -	\$ -	\$ -	\$ -
034 7507 Memberships & Dues	\$ -	\$ -	\$ 550	\$ -	\$ 550
034 7508 Insurance	\$ 3,233	\$ 5,145	\$ 4,676	\$ 7,162	\$ 7,715
034 7513 Training	\$ -	\$ -	\$ -	\$ -	\$ 290
034 7519 Professional Services Contractual	\$ -	\$ -	\$ 5,793	\$ -	\$ 8,736
034 7621 Public Works Labor Charges	\$ 405	\$ -	\$ -	\$ -	\$ -

**City & Borough of Wrangell  
Library  
Fiscal Year 2022**

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 YTD Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Draft Budget</b>
034 7629 Charges from Capital Facilities	\$ 3,687	\$ 523	\$ 503	\$ 5,000	\$ 7,670
<b>Total Contractual</b>	<b>\$ 19,914</b>	<b>\$ 27,163</b>	<b>\$ 29,997</b>	<b>\$ 34,339</b>	<b>\$ 45,767</b>
<b>Total Expenses</b>	<b>\$ 271,217</b>	<b>\$ 259,053</b>	<b>\$ 220,236</b>	<b>\$ 253,853</b>	<b>\$ 274,707</b>
<b><u>Revenues</u></b>					
11000 000 4604 Miscellaneous Library Revenues			\$ 1,071		\$ 955
11000 000 4605 Copies			\$ 438	\$ 910	\$ 910
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,509</b>	<b>\$ 910</b>	<b>\$ 1,865</b>
<b>Total Revenues &amp; Expenditures</b>	<b>\$ 271,217</b>	<b>\$ 259,053</b>	<b>\$ 220,236</b>	<b>\$ 253,853</b>	<b>\$ 272,842</b>
<b>Capital Expense</b>					
7900 Capital Expenditures	-	-	-	-	-
<b>Total Capital Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City & Borough of Wrangell**  
**Nolan Center**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenue &amp; Transfers In</b>					
4690 Donations	\$ -	\$ 4,800	\$ 2,195	\$ 4,000	\$ 2,000
4101 PERS On-behalf Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
4701 Admissions/User Fees	\$ 59,966	\$ 56,665	\$ 874	\$ 55,000	\$ 28,000
4703 Sales of Merchandise & Concessions	\$ 168,247	\$ 99,264	\$ 15,510	\$ 85,000	\$ 60,000
4705 Facility Rental	\$ 20,271	\$ 14,819	\$ 1,166	\$ 10,000	\$ 5,000
4708 Event Revenue	\$ -	\$ 6,890	\$ 932	\$ -	\$ 500
7821 Transfer from Transient Tax (CVB)	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000
4912 Transfers from Investments (Nolan Trust)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
8921 Transfer from General Fund	\$ -	\$ -	\$ -	\$ 156,000	\$ 242,519
<b>Total Revenue</b>	<b>\$ 348,484</b>	<b>\$ 282,438</b>	<b>\$ 120,676</b>	<b>\$ 422,000</b>	<b>\$ 450,019</b>
<b>Personnel</b>					
Total Salaries & Wages	\$ 181,630	\$ 158,965	\$ 88,953	\$ 126,447	\$ 134,957
Total Personnel Benefits	\$ 55,498	\$ 56,565	\$ 33,120	\$ 45,486	\$ 62,755
<b>Total Personnel</b>	<b>\$ 237,128</b>	<b>\$ 215,530</b>	<b>\$ 122,073</b>	<b>\$ 171,933</b>	<b>\$ 197,712</b>
<b>Commodities</b>					
7001 Materials & Supplies	\$ 762	\$ 399	\$ 11,430	\$ -	\$ 1,300
7002 Facility Repair & Maintenance	\$ -	\$ 13	\$ 32,375	\$ -	\$ 28,000
7003 Custodial Supplies	\$ -	\$ -	\$ 462	\$ -	\$ 2,000
7004 Postage & Shipping	\$ -	\$ -	\$ 46	\$ -	\$ 500
7008 Non-capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 600
7009 Equipment Repair & Maintenance	\$ -	\$ -	\$ 222	\$ -	\$ 1,000
7017 Fuel Oil - Heating	\$ -	\$ -	\$ 2,001	\$ -	\$ 4,000
7050 Concessions & Merchandise for Resale	\$ 51,185	\$ 57,742	\$ 2,989	\$ 40,000	\$ 21,000
7052 Event Expenditures	\$ -	\$ 5,591	\$ -	\$ -	\$ 2,500
7055 Museum Exhibits	\$ 227	\$ 8,096	\$ 3,229	\$ -	\$ 3,000
<b>Total Commodities</b>	<b>\$ 52,175</b>	<b>\$ 71,841</b>	<b>\$ 52,754</b>	<b>\$ 40,000</b>	<b>\$ 63,900</b>



**City & Borough of Wrangell**  
**Nolan Center**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Contractual</b>					
7501 Utilities	\$ -	\$ -	\$ 67,324	\$ -	\$ 78,000
7502 Phone/Internet	\$ -	\$ -	\$ 6,514	\$ -	\$ 704
7505 Travel	\$ 2,155	\$ 4,046	\$ -	\$ -	\$ -
7506 Publications & Advertising	\$ 8,207	\$ 8,879	\$ 2,290	\$ 5,500	\$ 2,400
7507 Memberships & Dues	\$ 1,205	\$ 2,218	\$ 955	\$ -	\$ 1,661
7508 Insurance	\$ 200	\$ -	\$ 18,115	\$ 963	\$ 17,292
7509 Bank & Credit Card Fees	\$ 2,221	\$ 1,842	\$ 261	\$ 1,000	\$ 920
7515 Permits, Inspections & Compliance	\$ -	\$ -	\$ 580	\$ -	\$ 10,310
7519 Professional & Contractual Services	\$ -	\$ -	\$ 17,525	\$ -	\$ 9,600
7577 Asset Preservation & Management	\$ 688	\$ 1,253	\$ 150	\$ 1,500	\$ 1,500
7605 Allocated Building Expenses	\$ 141,332	\$ -	\$ -	\$ -	\$ -
7626 Charges from Capital Facilities (Civic Center)	\$ -	\$ -	\$ -	\$ -	\$ 46,020
7629 Museum Charges from Capital Facilities	\$ -	\$ 7,833	\$ 13,733	\$ -	\$ -
7830 Film Expense	\$ 20,953	\$ 17,245	\$ 3,762	\$ 20,000	\$ 20,000
<b>Total Contractual</b>	<b>\$ 176,960</b>	<b>\$ 43,317</b>	<b>\$ 131,209</b>	<b>\$ 28,963</b>	<b>\$ 188,407</b>
<b>Total Expenditures</b>	<b>\$ 466,262</b>	<b>\$ 330,688</b>	<b>\$ 306,036</b>	<b>\$ 240,896</b>	<b>\$ 450,019</b>
<b>Total Revenue &amp; Expenses</b>	<b>\$ (117,778)</b>	<b>\$ (48,250)</b>	<b>\$ (185,360)</b>	<b>\$ 181,104</b>	<b>\$ 0</b>
<b>Capital</b>					
7900 Capital Expenses					
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City & Borough of Wrangell**  
**Parks & Recreation (All Sub-Departments)**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenue &amp; Transfers In</b>					
4101 PERS On-behalf Revenue (Work in progress)	\$ -	\$ -	\$ -	\$ 12,238	\$ -
4550 Interest Income	\$ -	\$ -	\$ -	\$ 30,176	\$ -
4595 Miscellaneous Grant Revenue	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,500
4610 Deposits Clearing Account	\$ 24	\$ 6,762	\$ -	\$ -	\$ -
4690 Pool Donations	\$ -	\$ -	\$ 7,500	\$ -	\$ 3,000
4701 Admissions/User Fees	\$ 84,946	\$ 63,839	\$ 27,163	\$ 44,000	\$ 35,000
4702 Program Revenues		\$ (525)	\$ 38	\$ 14,200	\$ 15,000
4703 Sales of Merchandise & Concessions	\$ 795	\$ 393	\$ 322	\$ 1,000	\$ 1,000
4705 Facility Rental	\$ 5,463	\$ 4,716	\$ 1,855	\$ 8,000	\$ 7,500
4710 Parks R/V Revenue	\$ -	\$ -	\$ 196	\$ -	\$ 500
4712 Fee Assistance	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,000
4714 Locker Rental	\$ 363	\$ 205	\$ 35	\$ -	\$ -
4716 Community Contractor Revenue	\$ 2,076		\$ 228	\$ 1,000	\$ 1,000
24010 141 4910 Transfer from General Fund*	\$ 321,766	\$ -	\$ -	\$ 596,236	\$ 737,149
24010 141 4922 Transfer from Sales Tax Fund*	\$ 29,000	\$ -	\$ -	\$ 30,000	\$ (30,000)
24010 141 4920 Transfer from Permanent Fund*	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
<b>Total Revenue &amp; Transfers In</b>	<b>\$ 444,433</b>	<b>\$ 75,390</b>	<b>\$ 37,337</b>	<b>\$ 770,350</b>	<b>\$ 862,649</b>
<b>Personnel</b>					
Total Salaries & Wages	142,024	129,591	202,252	143,395	315,749
Total Personnel Benefits	45,950	53,221	72,880	25,214	110,416
<b>Total Personnel</b>	<b>\$ 187,974</b>	<b>\$ 182,812</b>	<b>\$ 275,132</b>	<b>\$ 168,610</b>	<b>\$ 426,165</b>
<b>Commodities</b>					
7001 Materials & Supplies	\$ 11,816	\$ 4,294	\$ 7,692	\$ 12,690	\$ 26,450
7002 Facility Repair & Maintenance	\$ 31,483	\$ 15,112	\$ 14,337	\$ 40,000	\$ 82,500
7004 Postage & Shipping	\$ -	\$ -	\$ -	\$ -	\$ 3,000

**City & Borough of Wrangell**  
**Parks & Recreation (All Sub-Departments)**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
7008 Non-capital Equipment	\$ -	\$ 20,270	\$ 3,663	\$ 15,000	\$ 32,450
7009 Equipment Repair & Maintenance	\$ -	\$ 735	\$ 310	\$ 20,000	\$ 14,000
7010 Vehicle Maintenance	\$ -	\$ -	\$ 2,849	\$ -	\$ 17,099
7021 Water Treatment Chemicals	\$ 11,677	\$ 14,014	\$ 15,711	\$ 15,000	\$ 12,500
7050 Concessions & Merchandise for Resale	\$ -	\$ -	\$ -	\$ -	\$ 600
7100 Uniform, Gear & Clothing	\$ -	\$ -	\$ -	\$ -	\$ 1,400
<b>Total Commodities</b>	<b>\$ 54,975</b>	<b>\$ 54,425</b>	<b>\$ 44,562</b>	<b>\$ 102,690</b>	<b>\$ 189,999</b>

**Contractual**

7501 Utilities	\$ 87,311	\$ 148,201	\$ 84,406	\$ 122,000	\$ 145,000
7502 Phone/Internet	\$ 5,040	\$ 5,105	\$ 6,523	\$ 6,800	\$ 11,112
7503 Information Technology	\$ -	\$ 26	\$ 4,946	\$ 2,300	\$ 4,750
7505 Travel	\$ 3,929	\$ 575	\$ 591	\$ -	\$ 3,450
7506 Publications & Advertising	\$ 549	\$ 1,169	\$ 971	\$ 1,000	\$ 2,500
7507 Membership Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ 210
7508 Insurance	\$ 4,000	\$ -	\$ 26,711	\$ 11,373	\$ 30,000
7509 Bank & Credit Card Fees	\$ 2,035	\$ 1,265	\$ 1,407	\$ 1,625	\$ 3,900
7513 Pool Training	\$ -	\$ -	\$ 120	\$ 3,340	\$ 4,600
7515 Permits, Inspections & Compliance	\$ 3,756	\$ 6,372	\$ 1,378	\$ 3,000	\$ 4,220
7519 Professional Services	\$ -	\$ -	\$ -	\$ -	\$ 1,315
7621 Public Works Labor Charges	\$ 630	\$ 145	\$ -	\$ -	\$ 4,000
7622 Charges from Garage	\$ -	\$ -	\$ 5,331	\$ -	\$ 5,000
7629 Charges from Capital Facilities	\$ 293	\$ 235	\$ 26,714	\$ 10,000	\$ 26,428
<b>Total Contractual</b>	<b>\$ 107,542</b>	<b>\$ 163,094</b>	<b>\$ 159,098</b>	<b>\$ 161,438</b>	<b>\$ 246,485</b>

**Transfers Out**

24010 141 8990 Transfer to Capital Project Fund	38,950	-	-	-	-
<b>Total Transfers Out</b>	<b>\$ 38,950</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

City & Borough of Wrangell  
Parks & Recreation (All Sub-Departments)  
Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Total Expenditures</b>	<b>\$ 350,492</b>	<b>\$ 400,331</b>	<b>\$ 478,792</b>	<b>\$ 432,738</b>	<b>\$ 862,649</b>
<b>Total Revenue &amp; Expenses</b>	<b>\$ 93,942</b>	<b>\$ (324,941)</b>	<b>\$ (441,455)</b>	<b>\$ 337,612</b>	<b>\$ (0)</b>
<b>Capital</b>					
7900 Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**City & Borough of Wrangell Alaska**  
**Water Fund**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	Adopted FY 2021	Draft FY 2022 Budget
<b>Revenue</b>					
72000 300 4101 PERS On-behalf Revenue	\$ 3,290	\$ 5,731	\$ -	\$ 9,813	\$ -
72000 300 4101 17 PERS On-behalf Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
72000 300 4972 Transfer from Water Fund	\$ -	\$ -	\$ -	\$ -	\$ -
72000 300 5110 Water Sales	\$ 688,836	\$ 705,360	\$ 624,491	\$ 585,000	\$ 652,000
72000 300 5118 Labor Charges	\$ 7,781	\$ 3,000	\$ 3,850	\$ 5,000	\$ 5,000
72000 300 5130 Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -
72000 300 5131 Hydrant Rent	\$ -	\$ -	\$ -	\$ -	\$ -
72000 300 5134 Material Sales	\$ 721	\$ 294	\$ -	\$ -	\$ -
72000 300 5149 Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
72000 300 5550 Interest Revenue	\$ 211	\$ -	\$ -	\$ -	\$ -
72000 300 5590 State of Alaska Grant Revenue	\$ 171,723	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 872,563</b>	<b>\$ 714,385</b>	<b>\$ 628,341</b>	<b>\$ 599,813</b>	<b>\$ 657,000</b>
<b>Administration</b>					
72000 301 7001 Materials & Supplies	\$ 77	\$ 222	\$ 233	\$ -	\$ -
72000 301 7508 Insurance	\$ 3,262	\$ 6,454	\$ 10,247	\$ 8,968	\$ 3,927
72000 301 7509 Bank & Credit Card Fees	\$ 7,333	\$ -	\$ 758	\$ 8,000	\$ 5,000
72000 301 7540 Auditing Services	\$ 3,750	\$ -	\$ -	\$ 6,000	\$ 3,750
72000 301 7603 Charges from Finance	\$ 26,944	\$ 21,087	\$ 27,047	\$ 41,674	\$ 23,500
72000 301 7802 Revenue Bond Principal	\$ (2,475)	\$ -	\$ 815	\$ 2,862	\$ -
72000 301 7803 Revenue Bond Interest	\$ 14,627	\$ 1,623	\$ 808	\$ 3,334	\$ -
<b>Total Administration</b>	<b>\$ 53,441</b>	<b>\$ 29,164</b>	<b>\$ 39,675</b>	<b>\$ 70,838</b>	<b>\$ 36,177</b>
<b>Water Treatment Plant</b>					
<b>Personnel</b>					
72000 302 6001 Salaries & Wages	\$ 117,319	\$ 125,585	\$ 109,398	\$ 102,658	\$ 122,658

72000 302 6100 Personnel Benefits	\$	67,175	\$	75,670	\$	37,849	\$	75,956	\$	75,955
<b>Total Personnel</b>	<b>\$</b>	<b>184,494</b>	<b>\$</b>	<b>201,255</b>	<b>\$</b>	<b>147,247</b>	<b>\$</b>	<b>178,614</b>	<b>\$</b>	<b>198,613</b>

**Commodities**

72000 302 7001 Materials & Supplies	\$	14,404	\$	10,192	\$	12,537	\$	10,000	\$	12,000
72000 302 7002 Facility Repair & Maintenance	\$	50,482	\$	38,065	\$	16,194	\$	20,000	\$	20,000
72000 302 7009 Equipment Repair &	\$	256	\$	701	\$	27,709	\$	21,000	\$	21,000
72000 302 7010 Vehicle Maintenance	\$	12,555	\$	7,090	\$	3,385	\$	5,000	\$	5,500
72000 302 7011 Equipment Rental Expense	\$	695	\$	-	\$	-	\$	-	\$	-
72000 302 7021 Water Treatment Chemicals	\$	21,197	\$	25,958	\$	41,950	\$	32,000	\$	41,000
72000 302 7100 Uniform, Gear & Clothing	\$	200	\$	90	\$	-	\$	2,050	\$	1,200
72000 302 7025 Water System Maintenance	\$	-	\$	-	\$	277	\$	-	\$	-
<b>Total Commodities</b>	<b>\$</b>	<b>99,789</b>	<b>\$</b>	<b>82,096</b>	<b>\$</b>	<b>102,052</b>	<b>\$</b>	<b>90,050</b>	<b>\$</b>	<b>100,700</b>

**Contractual**

72000 302 7501 Utilities	\$	109,237	\$	99,850	\$	92,863	\$	11,000	\$	115,000
72000 302 7502 Phone/Internet	\$	1,628	\$	3,175	\$	3,078	\$	3,396	\$	3,396
72000 302 7505 Travel	\$	2,396	\$	2,450	\$	156	\$	-	\$	-
72000 302 7506 Publications & Advertising	\$	162	\$	-	\$	-	\$	500	\$	500
72000 302 7513 Engineering	\$	23,172	\$	-	\$	-	\$	-	\$	25,000
72000 302 7513 Training			\$	-	\$	300	\$	310	\$	1,750
72000 302 7515 Permits, Inspections &	\$	11,621	\$	19,820	\$	19,176	\$	16,000	\$	16,000
72000 302 7519 Professional Services Contractual	\$	12,007	\$	-	\$	50,511	\$	25,000	\$	30,000
72000 302 7621 Public Works Labor Charges	\$	6,479	\$	12,060	\$	5,013			\$	-
72000 302 7622 Charges from Garage	\$	-	\$	1,131	\$	1,121	\$	5,000	\$	5,250
72000 302 7629 Charges from Capital Facilities	\$	6,115	\$	216	\$	141	\$	2,500	\$	3,835
72000 302 7900 Capital Expenditures	\$	4,294	\$	-	\$	200	\$	-	\$	-
<b>Total Contractual</b>	<b>\$</b>	<b>177,111</b>	<b>\$</b>	<b>138,702</b>	<b>\$</b>	<b>172,559</b>	<b>\$</b>	<b>63,706</b>	<b>\$</b>	<b>200,731</b>

**Distribution  
Commodities**

72000 303 7025 Distribution System Maintenance	\$	42,322	\$	21,727	\$	21,539	\$	44,550	\$	45,000
<b>Total Commodities</b>	<b>\$</b>	<b>42,322</b>	<b>\$</b>	<b>21,727</b>	<b>\$</b>	<b>21,539</b>	<b>\$</b>	<b>44,550</b>	<b>\$</b>	<b>45,000</b>

**Contractual**

72000 303 7519 Professional Services Contractual	\$	-	\$	-	\$	-	\$	-	\$	-
72000 303 7621 Public Works Labor Charges	\$	67,409	\$	34,464	\$	43,989	\$	61,750	\$	65,000
72000 303 7629 Charges from Capital Facilities	\$	1,255	\$	-	\$	-	\$	-	\$	-
72000 303 7900 Capital Expenditures	\$	-	\$	93,646						
<b>Total Contractual</b>	<b>\$</b>	<b>153,307</b>	<b>\$</b>	<b>171,564</b>	<b>\$</b>	<b>87,067</b>	<b>\$</b>	<b>150,850</b>	<b>\$</b>	<b>155,000</b>
<b>Total Expenses</b>	<b>\$</b>	<b>710,463</b>	<b>\$</b>	<b>622,781</b>	<b>\$</b>	<b>548,600</b>	<b>\$</b>	<b>554,058</b>	<b>\$</b>	<b>691,221</b>
<b>Total Revenue &amp; Expenses</b>	<b>\$</b>	<b>162,100</b>	<b>\$</b>	<b>91,604</b>	<b>\$</b>	<b>79,741</b>	<b>\$</b>	<b>45,755</b>	<b>\$</b>	<b>(34,221)</b>
Estimated Fund Balance - Beginning	\$	-	\$	729,217	\$	820,821	\$	820,821	\$	866,576
Estimated Fund Balance - Ending	\$	729,217	\$	820,821	\$	900,562	\$	866,576	\$	832,354

*30% working Capital*

*Available for Capital Improvement Projects,  
Equipment, Debt Payments & Bond Payments*

**City & Borough of Wrangell Alaska**  
**Wastewater Fund**  
**Fiscal Year 2022**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YTD Actual</b>	<b>FY 2021 Adopted/ Amended</b>	<b>FY 2022 Draft</b>
<b>Revenues</b>					
76000 500 4101 PERS On-behalf Revenue	\$ 2,165	\$ 10,001	\$ -	\$ 8,557	\$ -
76000 500 5301 User Fees	\$ 595,976	\$ 595,479	\$ 446,140	\$ 585,000	\$ 594,852
76000 500 5318 Connection Fees (Labor)	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -
76000 500 5334 Material Sales	\$ 42	\$ -	\$ -	\$ -	\$ -
76000 500 5550 Interest Revenue	\$ 209	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 599,892</b>	<b>\$ 605,480</b>	<b>\$ 446,140</b>	<b>\$ 595,057</b>	<b>\$ 594,852</b>
<b>Administration</b>					
76000 501 7508 Insurance	\$ 3,491	\$ 5,732	\$ 4,327	\$ 6,714	\$ 7,140
76000 501 7509 Bank & Credit Card Fees	\$ 6,314	\$ -	\$ 5,903	\$ -	\$ 11,808
76000 501 7540 Auditing Services	\$ 5,800	\$ -	\$ -	\$ 6,000	\$ 6,000
76000 501 7603 Charges from Finance	\$ 24,078	\$ 21,000	\$ 24,228	\$ 45,142	\$ 36,342
76000 501 7802 Revenue Bond Principal	\$ -	\$ -	\$ -	\$ 3,246	\$ 1,684
76000 501 7803 Revenue Bond Interest	\$ -	\$ 1,615	\$ -	\$ -	\$ 1,562
<b>Total Administration</b>	<b>\$ 39,683</b>	<b>\$ 28,347</b>	<b>\$ 34,458</b>	<b>\$ 61,102</b>	<b>\$ 64,536</b>
<b>Water Treatment Plant (WTP)</b>					
<b>Personnel</b>					
76000 502 6001 Salaries & Wages	\$ 129,712	\$ 149,417	\$ 76,897	\$ 106,959	\$ 122,658
76000 502 6100 Personnel Benefits	\$ 41,481	\$ 81,952	\$ 36,556	\$ 55,704	\$ 85,051
<b>Total (WTP) Personnel</b>	<b>\$ 171,193</b>	<b>\$ 231,369</b>	<b>\$ 113,453</b>	<b>\$ 162,663</b>	<b>\$ 207,710</b>
<b>Commodities</b>					
76000 502 7001 Materials & Supplies	\$ 8,010	\$ 15,909	\$ 3,170	\$ 6,537	\$ 7,000
76000 502 7002 Facility Repair & Maintenance	\$ 7,455	\$ 4,449	\$ 5,490	\$ 5,500	\$ 6,000
76000 502 7010 Vehicle Maintenance	\$ 4,659	\$ 3,171	\$ 232	\$ 4,000	\$ 4,400
76000 502 7015 Fuel & Oil - Automotive	\$ 200	\$ -	\$ -	\$ 600	\$ 1,900
76000 502 7100 Uniform, Gear & Clothing Allowance	\$ 373	\$ 792	\$ 305	\$ 1,050	\$ 1,250
<b>Total (WTP) Commodities</b>	<b>\$ 20,697</b>	<b>\$ 24,322</b>	<b>\$ 9,197</b>	<b>\$ 17,687</b>	<b>\$ 20,550</b>



**Contractual**

76000 502 7501 Utilities	\$	53,868	\$	56,948	\$	44,440	\$	60,000	\$	60,000
76000 502 7502 Phone/Internet	\$	6,378	\$	3,465	\$	2,601	\$	5,040	\$	3,631
76000 502 7505 Travel	\$	2,538	\$	392	\$	-	\$	-	\$	-
76000 502 7513 Training	\$	-	\$	-	\$	100	\$	-	\$	1,450
76000 502 7515 Permits, Inspections & Compliance	\$	19,671	\$	15,776	\$	15,246	\$	19,920	\$	15,600
76000 502 7517 Freight & Shipping	\$	-	\$	-	\$	-	\$	-	\$	2,000
76000 502 7519 Professional/Contractual Services	\$	-	\$	-	\$	-	\$	-	\$	25,000
76000 502 7621 Public Works Labor Charges	\$	926	\$	(15,408)	\$	549	\$	2,925	\$	3,275
76000 502 7622 Charges from Garage	\$	-	\$	3,523	\$	1,689	\$	5,000	\$	3,950
76000 502 7629 Charges from Capital Facilities	\$	226	\$	312	\$	75	\$	4,000	\$	3,835
<b>Total (WTP) Contractual</b>	<b>\$</b>	<b>83,606</b>	<b>\$</b>	<b>65,008</b>	<b>\$</b>	<b>64,700</b>	<b>\$</b>	<b>96,885</b>	<b>\$</b>	<b>118,741</b>

**Collection****Contractual**

76000 503 7025 Collection System Maintenance	\$	23,798	\$	62,834	\$	13,003	\$	41,000	\$	45,000
76000 503 7621 Public Works Labor Charges	\$	18,261	\$	13,206	\$	15,156	\$	19,500	\$	19,500
76000 503 7629 Charges from Capital Facilities	\$	237	\$	-	\$	-	\$	-	\$	-
<b>Total Contractual</b>	<b>\$</b>	<b>42,297</b>	<b>\$</b>	<b>76,040</b>	<b>\$</b>	<b>28,159</b>	<b>\$</b>	<b>60,500</b>	<b>\$</b>	<b>64,500</b>

**Total Expenses**

<b>\$ 317,794</b>	<b>\$ 425,085</b>	<b>\$ 249,966</b>	<b>\$ 398,837</b>	<b>\$ 476,037</b>
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## Transfers

72000 303 8900 Transfer to Other Fund, Misc	\$	-	\$	119,000	\$	-
<b>Total Transfers</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>119,000</b>	<b>\$</b>	<b>-</b>

**Total Revenue & Expenses**

<b>\$ 282,098</b>	<b>\$ 299,395</b>	<b>\$ 196,174</b>	<b>\$ 196,220</b>	<b>\$ 118,815</b>
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Estimated Fund Balance - Beginning

Estimated Fund Balance - Ending

<b>\$ 729,217</b>
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*30% working Capital**Available for Capital Improvement Projects,**Equipment, Debt Payments & Bond Payments*

76000 503 7900 Capital Expenditures	\$	-	\$	-	\$	16,132	\$	26,000	\$	28,000
76000 502 7900 Capital Expenditures	\$	-	\$	-	\$	-	\$	15,000		
<b>Total Capital Expenses</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>16,132</b>	<b>\$</b>	<b>41,000</b>	<b>\$</b>	<b>28,000</b>

**City & Borough of Wrangell Alaska**  
**Sanitation**  
**Fiscal Year 2022**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 YTD Actual</b>	<b>FY 2021 Adopted/ Amended</b>	<b>FY 2022 Draft</b>
<b>Revenue</b>					
78000 600 4101 PERS On-behalf Revenue	(810)	7,256	0	8,523	0
78000 600 5401 User Fees	576,033	573,863	436,464	555,000	571,293
78000 600 5410 Landfill Revenue	50,380	44,016	34,040	50,000	45,331
78000 600 5415 Recycle Revenue	8,188	8,476	11,288	10,000	12,000
78000 600 5550 Interest Revenue	0	0	0	0	0
<b>Total Sanitation Revenue</b>	<b>\$ 633,791</b>	<b>\$ 633,611</b>	<b>\$ 481,792</b>	<b>\$ 623,523</b>	<b>\$ 628,624</b>
<b>Administration</b>					
78000 601 7505 Travel	865	-	-	-	810
78000 601 7508 Insurance	3,414	7,125	7,434	11,487	12,267
78000 601 7509 Bank & Credit Card Fees	6,129	-	1,064	-	2,200
78000 601 7540 Auditing Services	1,300	-	-	6,000	6,000
78000 601 7603 Charges from Finance	8,255	7,898	25,066	37,927	36,341
<b>Total Administration</b>	<b>\$ 19,964</b>	<b>\$ 15,023</b>	<b>\$ 33,564</b>	<b>\$ 55,414</b>	<b>\$ 57,618</b>
<b>Collection Personnel</b>					
78000 602 6001 Salaries & Wages	50,270	56,667	35,344	51,680	51,628
78000 602 6100 Personnel Benefits	19,534	52,335	24,186	48,442	52,237
<b>Total Collection Personnel</b>	<b>\$ 69,803</b>	<b>\$ 109,002</b>	<b>\$ 59,530</b>	<b>\$ 100,122</b>	<b>\$ 103,865</b>
<b>Commodities</b>					
78000 602 7001 Materials & Supplies	90	120	50	200	500
78000 602 7010 Vehicle Maintenance	27,437	17,972	21,530	20,000	32,000
78000 602 7015 Fuel & Oil - Automotive	598	101	-	-	3,000
78000 602 7100 Uniform, Gear & Clothing Allowance	-	118	-	1,600	1,800
<b>Total Collection Commodities</b>	<b>\$ 28,124</b>	<b>\$ 18,311</b>	<b>\$ 21,580</b>	<b>\$ 21,800</b>	<b>\$ 37,300</b>
<b>Contractual</b>					
78000 602 7621 Public Works Labor Charges	2,964	1,169	6,301	3,000	4,500
78000 602 7622 Charges from Garage	-	11,093	10,965	10,075	12,000
78000 602 7629 Charges from Capital Facilities	187	-	-	-	-
78000 602 7844 Dumpsters	4,896	2,072	16,113	6,720	8,500
<b>Total Collection Contracutal</b>	<b>\$ 8,047</b>	<b>\$ 14,334</b>	<b>\$ 33,379</b>	<b>\$ 19,795</b>	<b>\$ 25,000</b>
<b>Transfer Station Personnel</b>					
78000 603 6001 Salaries & Wages	55,195	62,784	40,368	54,861	54,833
78000 603 6100 Personnel Benefits	41,871	41,634	26,945	39,347	41,605
<b>Total Transfer Personnel</b>	<b>\$ 97,066</b>	<b>\$ 104,418</b>	<b>\$ 67,312</b>	<b>\$ 94,208</b>	<b>\$ 96,438</b>

**Commodities**

78000 603 7001 Materials & Supplies	3,025	3,724	1,839	4,700	2,100
78000 603 7002 Facility Repair & Maintenance	7,374	4,599	2,356	4,250	2,500
78000 603 7008 Non-capital Equipment	-	3,011	317	-	-
78000 603 7010 Vehicle Maintenance	4,165	3,711	1,153	3,000	4,000
78000 603 7011 Equipment Rental	149	-	-	-	-
<b>Total Transfer Station Commodities</b>	<b>\$ 14,713</b>	<b>\$ 15,046</b>	<b>\$ 5,665</b>	<b>\$ 11,950</b>	<b>\$ 8,600</b>

**Contractual**

78000 603 7501 Utilities	8,665	6,866	4,243	7,200	5,774
78000 603 7502 Phone/Internet	1,355	1,239	932	1,300	1,248
78000 603 7515 Permits, Inspections & Compliance	527	-	782	1,000	1,000
78000 603 7519 Professional Services Contractual	-	880	8,050	-	25,200
78000 603 7621 Public Works Labor Charges	7,912	10,701	-	2,600	2,600
78000 603 7622 Charges from Garage	-	1,041	2,236	2,600	2,600
78000 603 7629 Charges from Capital Facilities	3,835	3,169	605	4,000	3,835
78000 603 7840 Solid Waste Shipping & Disposal	222,629	250,781	185,674	250,000	290,000
78000 603 7841 Hazardous Waste Management	11,746	19,401	-	22,000	22,450
78000 603 7842 Recycle Costs	3,891	21,056	28,309	22,450	28,120
<b>Total Transfer Station Contractual</b>	<b>\$ 260,559</b>	<b>\$ 315,135</b>	<b>\$ 230,831</b>	<b>\$ 313,150</b>	<b>\$ 382,827</b>
78000 603 7900 Capital Expenditures	-	1,440	-	-	260,400
<b>Total Capital Expenses</b>	<b>\$ -</b>	<b>\$ 1,440</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,400</b>
<b>Total Expenses</b>	<b>\$ 498,277</b>	<b>\$ 592,708</b>	<b>\$ 451,861</b>	<b>\$ 616,439</b>	<b>\$ 711,648</b>

**Transfers**

72000 303 8900 Transfer to Other Fund, Miscellaneous	-	119,000	-	-	-
<b>Total Transfers</b>	<b>-</b>	<b>119,000</b>			
<b>Total Revenue &amp; Expenses</b>	<b>\$ 135,514</b>	<b>\$ 40,903</b>	<b>\$ 29,931</b>	<b>\$ 7,084</b>	<b>\$ (83,024)</b>

Estimated Fund Balance - Beginning				\$ 229,679	\$ 236,763
FY 2022 Net Revenues				\$ 7,084	\$ (83,024)
Estimated Fund Balance - Ending				\$ 236,763	\$ 153,739

30% working Capital				\$ 184,932	\$ 213,494
Available for Capital Improvement Projects, Equipment, Debt & Bond Payments				\$ 51,831	\$ (59,755)

**City & Borough of Wrangell Alaska**  
**Harbors Administration**  
**Fiscal Year 2022**

		<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 YTD Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Draft Budget</b>
<b>Personnel</b>						
74000 401 6001	Salaries	128,380	13,051	81,495	117,602	126,909
74000 401 6100	Personnel Benefits	104,051	130,626	48,446	69,582	93,866
<b>Total Personnel</b>		<b>\$ 232,431</b>	<b>\$ 167,443</b>	<b>\$ 167,443</b>	<b>\$ 187,184</b>	<b>\$ 220,775</b>
<b>Commodities</b>						
74000 401 7001	Materials & Supplies	\$ 9,190	\$ 6,425	\$ 5,065	\$ 5,500	\$ 5,500
74000 401 7002	Facility Repair & Maintenance	\$ 9	\$ 1,936	\$ 1,233	\$ 10,000	\$ 19,950
74000 401 7006	Software Programming	\$ -	\$ 218	\$ 288	\$ -	\$ -
74000 401 7010	Vehicle Maintenance	\$ 24,040	\$ 21,759	\$ 9,492	\$ 10,000	\$ 18,000
<b>Total Commodities</b>		<b>\$ 33,240</b>	<b>\$ 30,338</b>	<b>\$ 16,078</b>	<b>\$ 25,500</b>	<b>\$ 43,450</b>
<b>Contractual</b>						
74000 401 7501	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
74000 401 7502	Phone/Internet	\$ 6,883	\$ 7,103	\$ 7,834	\$ 7,000	\$ 7,000
74000 401 7503	Information Technology	\$ 2,985	\$ 1,507	\$ 2,324	\$ 1,200	\$ 1,222
74000 401 7505	Travel	\$ 6,359	\$ 4,385	\$ -	\$ -	\$ 8,315
74000 401 7506	Publications & Advertising	\$ 3,793	\$ 1,507	\$ 725	\$ 2,300	\$ 4,800
74000 401 7507	Memberships & Dues	\$ -	\$ 13	\$ 163	\$ -	\$ -
74000 401 7508	Insurance	\$ 53,888	\$ 23,343	\$ 49,509	\$ 22,263	\$ 22,223
74000 401 7509	Bank & Credit Card Fees	\$ 15,792	\$ 12,191	\$ 10,947	\$ 18,000	\$ 18,000
74000 401 7513	Training	\$ -	\$ -	\$ 90	\$ 1,950	\$ 590
74000 401 7519	Professional Services Contractual	\$ -	\$ 330	\$ 34,023	\$ 4,000	\$ 10,000
74000 401 7540	Auditing Services	\$ 6,300	\$ -	\$ -	\$ 6,000	\$ 6,000
74000 401 7576	Promotional	\$ 11,231	\$ 10,258	\$ 3,519	\$ 11,500	\$ 4,500
74000 401 7601	Charges from Harbor Administration	\$ (393,957)	\$ -	\$ (141,007)	\$ (337,427)	\$ (365,692)
74000 401 7603	Charges from Finance	\$ 28,664	\$ 24,000	\$ 17,687	\$ 26,530	\$ 26,530
74000 401 7621	Public Works Labor Charges	\$ -	\$ -	\$ -	\$ -	\$ -
74000 401 7622	Charges from Garage	\$ -	\$ 10,356	\$ 6,548	\$ 20,000	\$ 21,000
74000 401 7629	Charges from Capital Facilities	\$ -	\$ 168	\$ 264	\$ 4,000	\$ 3,835
<b>Total Contractual</b>		<b>\$ (258,061)</b>	<b>\$ 95,161</b>	<b>\$ (7,374)</b>	<b>\$ (212,684)</b>	<b>\$ (231,677)</b>
<b>Total Expenses</b>		<b>\$ 7,609</b>	<b>\$ 292,942</b>	<b>\$ 176,147</b>	<b>\$ -</b>	<b>\$ 32,548</b>

20% Port Allocation	73,138
30% Service Center Allocation	109,708
50% Harbor Allocation	182,846
	365,692

**City & Borough of Wrangell Alaska**  
**Harbors**  
**Fiscal Year 2022**

		<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 YTD Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Draft Budget</b>
<b>Revenues</b>						
74010 000 4101	PERS On-behalf Revenue	\$ -	\$ -	\$ -	\$ 6,837	\$ 6,837
74010 000 4190	Shared Fisheries Bus. Tax	\$ 10,376	\$ -	\$ 1,600	\$ 10,000	\$ 1,500
74010 000 4191	Raw Fisheries Bus. Tax	\$ 307,405	\$ 289,719	\$ 203,246	\$ 250,000	\$ 150,000
74010 000 5200	Stall Rent	\$ 575,740	\$ 654,472	\$ 531,455	\$ 608,634	\$ 612,950
74010 000 5201	Meyers Chuck Moorage	\$ 4,321	\$ 2,268	\$ 838	\$ 4,500	\$ 4,500
74010 000 5202	Transient Moorage	\$ 126,913	\$ 98,719	\$ 56,949	\$ 80,000	\$ 80,000
74010 000 5203	Transient Electrical Fees	\$ 10,572	\$ 10,832	\$ 4,582	\$ 5,000	\$ 8,000
74010 000 5204	Hoist Revenue	\$ 312	\$ -	\$ -	\$ -	\$ -
74010 000 5205	Boat Launch Fees	\$ 9,805	\$ 8,335	\$ 1,400	\$ 7,000	\$ 7,000
74010 000 5206	Grid fees/Pressure Wash	\$ -	\$ -	\$ -	\$ -	\$ -
74010 000 5207	Garbage Charges*	\$ 1,435	\$ 5,868	\$ 258	\$ 5,000	\$ 5,000
74010 000 5208	Wait List Deposit	\$ -	\$ 2,326	\$ -	\$ -	\$ -
74010 000 5210	Penalties & Late Fees	\$ 18,162	\$ 10,787	\$ 8,521	\$ 8,000	\$ 8,000
74010 000 5224	Labor Charges	\$ 11,286	\$ -	\$ -	\$ 3,000	\$ 3,000
74010 000 5234	Material Sales	\$ 2,531	\$ 8,500	\$ -	\$ 2,000	\$ 2,000
74010 000 5240	Storage*	\$ 1,288	\$ 79,712	\$ 26,125	\$ -	\$ -
74010 000 5550	Interest Revenue	\$ 2,988	\$ 99,120	\$ -	\$ 3,000	\$ -
<b>Total Revenue</b>		<b>\$ 1,083,134</b>	<b>\$ 1,270,658</b>	<b>\$ 834,974</b>	<b>\$ 992,971</b>	<b>\$ 888,787</b>

**Expenses**

**Personnel**

74010 000 6001	Salaries	\$ 137,043	\$ 131,848	\$ 79,253	\$ 111,725	\$ 100,635
74010 000 6002	Temporary Labor (summer)					\$ 25,744
74010 000 6100	Personnel Benefits	\$ 44,962	\$ 54,600	\$ 28,958	\$ 53,597	\$ 56,315
<b>Total Personnel</b>		<b>\$ 182,005</b>	<b>\$ 186,448</b>	<b>\$ 108,211</b>	<b>\$ 165,321</b>	<b>\$ 182,694</b>

**Commodities**

74010 000 7001	Materials & Supplies	\$ 14,236	\$ 5,282	\$ 3,040	\$ 4,000	\$ 5,000
74010 000 7002	Facility Repair & Maintenance	\$ 20,023	\$ 55,557	\$ 22,131	\$ 20,000	\$ 36,000
74010 000 7008	Non-capital Equipment	\$ -	\$ 477	\$ 292	\$ -	\$ 5,600
74010 000 7009	Equipment Repair & Maintenance	\$ 4,738	\$ 4,792	\$ 5,282	\$ 3,000	\$ 5,500

74010 000 7010	Vehicle Maintenance	\$	1,452	\$	2,181	\$	1,127	\$	-	\$	2,000
74010 000 7011	Rental Expense (parking lot)	\$	-	\$	6,087	\$	460	\$	3,700	\$	3,700
74010 000 7015	Fuel - Automotive	\$	1,386	\$	1,310	\$	354	\$	1,500	\$	1,700
74010 000 7017	Fuel & Oil - Heating	\$	-	\$	-	\$	-	\$	-	\$	-
74010 000 7100	Uniform, gear & clothing allowance	\$	2,165	\$	1,716	\$	1,447	\$	2,700	\$	2,400
<b>Total Commodities</b>		<b>\$</b>	<b>44,001</b>	<b>\$</b>	<b>77,402</b>	<b>\$</b>	<b>34,133</b>	<b>\$</b>	<b>34,900</b>	<b>\$</b>	<b>61,900</b>

**Contractual**

74010 000 7501	Utilities	\$	67,682	\$	80,023	\$	58,413	\$	110,000	\$	110,000
74010 000 7505	Travel	\$	565	\$	-	\$	-	\$	-	\$	8,315
74010 000 7506	Publications & Advertising	\$	410	\$	-	\$	-	\$	-	\$	-
74010 000 7508	Insurance	\$	-	\$	-	\$	-	\$	-	\$	-
74010 000 7509	Credit card processing & bank fees	\$	-	\$	636	\$	-				
74010 000 7513	Training									\$	410
74010 000 7519	Professional Services	\$	-	\$	4,320	\$	-	\$	-	\$	-
74010 000 7556	Harbors Property Lease	\$	-	\$	-	\$	5,783				
74010 000 7515	Permits, Inspections & Compliance	\$	-	\$	-						
74010 000 7601	Charges from Harbor Administration	\$	196,978	\$	-	\$	47,002	\$	168,713	\$	182,846
74010 000 7621	Public Works Labor Charges	\$	-	\$	-	\$	-	\$	1,000		
74010 000 7622	Charges from Garage	\$	-	\$	-	\$	3,572				
74010 000 7629	Charges from Capital Facilities			\$	307	\$	180	\$	-	\$	-
74010 000 7860	Derelect vessel disposal	\$	(1,200)	\$	720	\$	423	\$	5,000	\$	15,000
74010 000 7861	Harbor Hoist Expenditures*	\$	9,510	\$	4,048	\$	597	\$	39,200	\$	40,700
74010 000 7862	Meyers Chuck Expenditures	\$	-	\$	-	\$	-	\$	2,000	\$	2,000
<b>Total Contractual</b>		<b>\$</b>	<b>273,945</b>	<b>\$</b>	<b>90,054</b>	<b>\$</b>	<b>115,970</b>	<b>\$</b>	<b>325,913</b>	<b>\$</b>	<b>359,271</b>

**Capital Equipment**

74010 000 7900	Capital Expenditures	\$	11,184	\$	41,848	\$	220	\$	-	\$	-
74010 000 7980	Bad Debt Expense	\$	-	\$	7,000	\$	-	\$	-	\$	-
<b>Total Capital Equipment</b>		<b>\$</b>	<b>11,184</b>								

<b>Total Expenses</b>	<b>\$</b>	<b>511,135</b>	<b>\$</b>	<b>353,904</b>	<b>\$</b>	<b>258,314</b>	<b>\$</b>	<b>526,135</b>	<b>\$</b>	<b>603,865</b>
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**Transfers**

74010 000 8974	Transfer to Other Port & Harbor Fund		(1,653,183)		(68,154)						
74010 000 8990	Transfer to Capital Project Fund		-		-			(435,697)			
<b>Total Transfers</b>		<b>\$</b>	<b>(1,653,183)</b>	<b>\$</b>	<b>(68,154)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>(435,697)</b>	<b>\$</b>	<b>-</b>

Total Revenue & Expenses	\$	(1,081,184)	\$	848,599	\$	576,660	\$	31,139	\$	284,922
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**City & Borough of Wrangell Alaska**  
**Marine Service Center**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenues (Through 1/31/2021 Only)</b>					
74030 000 4101 PERS On-behalf Revenue	\$ -	\$ -	\$ -	\$ 5,785	\$ 5,785
74030 000 4974 Transfer from Port & Harbors	\$ -	\$ -	\$ -	\$ -	\$ -
74030 000 5224 Labor Charges	\$ 6,628	\$ 850	\$ -	\$ -	\$ -
74030 000 5234 Surplus & Material Sales	\$ -	\$ -	\$ 2,193	\$ -	\$ -
74030 000 5250 Travel Lift Fees	\$ 178,457	\$ 136,503	\$ 91,265	\$ 90,000	\$ 125,000
74030 000 5251 Environmental Fees	\$ 4,020	\$ 2,865	\$ 1,770	\$ 4,000	\$ 4,000
74030 000 5253 Long-term Storage	\$ 63,711	\$ 93,783	\$ 41,045	\$ 64,000	\$ 64,000
74030 000 5254 Work-area Storage	\$ 79,875	\$ 91,538	\$ 35,791	\$ 80,000	\$ 80,000
74030 000 5255 Electric Revenue	\$ 15,130	\$ 13,940	\$ 7,298	\$ 12,000	\$ 12,000
74030 000 5256 Yard Leases	\$ 42,994	\$ 38,759	\$ 21,419	\$ 47,800	\$ 47,800
74030 000 5259 Mobile Boat Lift Deposit	\$ 4,443	\$ -	\$ -	\$ 4,000	\$ 4,000
74030 000 5550 Interest Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 395,258</b>	<b>\$ 378,238</b>	<b>\$ 200,781</b>	<b>\$ 307,585</b>	<b>\$ 336,800</b>

**Expenses**

**Personnel**

74030 000 6001 Wages	\$ 70,957	\$ 56,379	\$ 58,916	\$ 72,316	\$ 63,299
74030 000 6002 Temp Labor	\$ -	\$ -	\$ -	\$ -	\$ 17,055
74030 000 6100 Personnel Benefits	\$ 52,044	\$ 43,401	\$ 29,425	\$ 56,128	\$ 48,722
<b>Total Personnel</b>	<b>\$ 123,001</b>	<b>\$ 99,780</b>	<b>\$ 88,341</b>	<b>\$ 128,444</b>	<b>\$ 129,077</b>

**Commodities**

74030 000 7001 Materials & Supplies	\$ 4,869	\$ 4,796	\$ 2,163	\$ 10,000	\$ 10,000
74030 000 7002 Facility Repair & Maintenance	\$ 8,029	\$ 11,184	\$ 18,488	\$ 25,000	\$ 25,000
74030 000 7008 Non-Capital Equipment*	\$ -	\$ -	\$ -	\$ -	\$ -
74030 000 7010 Equipment Repair & Maint.	\$ 17,071	\$ 16,883	\$ 41,953	\$ 40,000	\$ 40,000
74030 000 7009 Vehicle Maintenance	\$ 9,055	\$ 230	\$ 1,847	\$ -	\$ -

74030 000 7015	Fuel - Automotive	\$	4,343	\$	3,988	\$	3,869	\$	7,000	\$	7,000
74030 000 7100	Uniform, Gear, Clothing					\$	154			\$	1,000
<b>Total Commodities</b>		<b>\$</b>	<b>43,368</b>	<b>\$</b>	<b>37,081</b>	<b>\$</b>	<b>68,474</b>	<b>\$</b>	<b>82,000</b>	<b>\$</b>	<b>83,000</b>

**Contractual**

74030 000 7501	Utilities	\$	13,589	\$	15,350	\$	14,123	\$	16,000	\$	16,000
74030 000 7507	Memberships & Dues	\$	-	\$	-	\$	-	\$	750	\$	750
74030 000 7508	Insurance	\$	-	\$	-	\$	-	\$	3,644	\$	3,644
74030 000 7513	Training					\$	-	\$	-	\$	295
74030 000 7519	Professional/Contractual Services	\$	-	\$	-	\$	-	\$	-	\$	-
74030 000 7562	Penalties & Interest	\$	-	\$	-	\$	17,750	\$	-	\$	-
74030 000 7601	Charges from Administration	\$	78,791	\$	-	\$	47,003	\$	101,228	\$	109,708
74030 000 7804	Interfund Loan Repayment	\$	-	\$	-	\$	-	\$	7,000	\$	1,000
74030 000 7860	Derelect Vessel Disposal	\$	1,200	\$	-	\$	2,595	\$	5,000	\$	15,000
<b>Total Contractual</b>		<b>\$</b>	<b>93,580</b>	<b>\$</b>	<b>15,350</b>	<b>\$</b>	<b>81,471</b>	<b>\$</b>	<b>133,622</b>	<b>\$</b>	<b>146,397</b>

**Capital**

74030 000 7900	Capital Equipment*	\$	-	\$	-	\$	29	\$	-	\$	-
<b>Total Capital</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>29</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

<b>Total Expenses</b>	<b>\$</b>	<b>259,949</b>	<b>\$</b>	<b>152,211</b>	<b>\$</b>	<b>238,315</b>	<b>\$</b>	<b>344,066</b>	<b>\$</b>	<b>358,474</b>
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<b>Total Revenue &amp; Expenses</b>	<b>\$</b>	<b>135,309</b>	<b>\$</b>	<b>226,027</b>	<b>\$</b>	<b>(37,534)</b>	<b>\$</b>	<b>(36,481)</b>	<b>\$</b>	<b>(21,674)</b>
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\*The Marine Service Center has requested \$13,500 in non-capital equipment and \$55,000 in capital equipment. None of those items are currently in the budget as the MSC is operating at an operating deficit given the proposed budget. This issue will be addressed as we work through the budgets in detail in the coming months.

**City & Borough of Wrangell Alaska**  
**Port Fund**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	FY 2022 Draft
<b>Revenue</b>					
74020 000 4101 PERS On-behalf Revenue	\$ -	\$ -		\$ 4,688	\$ 4,688
74020 000 5224 Labor Charges	\$ 7,140	\$ 118,701	\$ 2,864	\$ -	\$ 6,000
74020 000 5240 Storage	\$ 81,644	\$ 45,211	\$ 34,491	\$ 60,000	\$ 60,000
74020 000 5241 Wharfage	\$ 36,409	\$ 34,709	\$ 14,463	\$ 45,000	\$ 32,000
74020 000 5242 Dockage	\$ 76,582	\$ 62,230	\$ 13,000	\$ 30,000	\$ 30,000
74020 000 5243 Port Development Fees	\$ 31,187	\$ 43,884	\$ -	\$ 14,000	\$ 8,000
74020 000 5244 Port Transient Fees		\$ -	\$ -	\$ -	\$ 500
74020 000 5245 Cruise Garbage & Water Charges	\$ 918	\$ -	\$ -	\$ -	\$ 4,000
74020 000 5248 Applied Deposits	\$ (100)	\$ -	\$ -	\$ -	\$ -
74020 000 5249 Port Miscellaneous Revenue	\$ 64	\$ -	\$ -	\$ -	\$ -
74020 000 5550 Interest Revenue		\$ -	\$ -	\$ -	
<b>Total Revenue</b>	<b>\$ 233,844</b>	<b>\$ 304,734</b>	<b>\$ 64,818</b>	<b>\$ 153,688</b>	<b>\$ 145,188</b>
<b>Expenses</b>					
<b>Personnel</b>					
74020 000 6000 Wages	\$ 60,862	\$ 54,196	\$ 22,556	\$ 58,598	\$ 54,188
74020 000 6100 Personnel Benefits	\$ 20,724	\$ 22,311	\$ 9,976	\$ 33,405	\$ 67,841
<b>Total Personnel</b>	<b>\$ 81,586</b>	<b>\$ 76,507</b>	<b>\$ 32,532</b>	<b>\$ 92,003</b>	<b>\$ 122,029</b>
<b>Commodities</b>					
74020 000 7001 Materials & Supplies	\$ 2,270	\$ 754	\$ 1,082	\$ 3,000	\$ 3,000
74020 000 7002 Facility Repair & Maintenance	\$ 4,408	\$ 13,948	\$ 9,842	\$ 20,000	\$ 20,000
74020 000 7009 Equipment Repair & Maintenance	\$ 411	\$ 1,363	\$ 275	\$ 3,000	\$ 3,000
74020 000 7010 Vehicle Maintenance	\$ 23	\$ 1	\$ 20	\$ -	\$ -
74020 000 7015 Fuel - Automotive	\$ -	\$ -	\$ 31	\$ 1,500	\$ 1,500
74020 000 7100 Clothing Allowance	\$ -	\$ -	\$ 861	\$ 1,600	\$ 1,600
<b>Total Commodities</b>	<b>\$ 7,111</b>	<b>\$ 16,067</b>	<b>\$ 12,111</b>	<b>\$ 29,100</b>	<b>\$ 29,100</b>

**Contractual**

74020 000 7501 Utilities	\$	5,858	\$	5,470	\$	4,268	\$	7,500	\$	7,500
74020 000 7508 Insurance			\$	-	\$	-	\$	-	\$	-
74020 000 7601 Charges from Harbor Administration	\$	118,187	\$	-	\$	47,002	\$	67,485	\$	73,138
74020 000 7804 Interfund Loan Repayment	\$	-	\$	-	\$	-	\$	7,000	\$	4,000
<b>Total Contractual</b>	<b>\$</b>	<b>124,045</b>	<b>\$</b>	<b>5,470</b>	<b>\$</b>	<b>51,270</b>	<b>\$</b>	<b>81,985</b>	<b>\$</b>	<b>84,638</b>
74020 000 7900 Capital Expenditures			\$	1,565			\$	-	\$	-
<b>Total Capital Expenses</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,565</b>			<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Total Expenses</b>	<b>\$</b>	<b>212,742</b>	<b>\$</b>	<b>80,352</b>	<b>\$</b>	<b>95,913</b>	<b>\$</b>	<b>203,089</b>	<b>\$</b>	<b>235,767</b>
<b>Total Revenue &amp; Expenses</b>	<b>\$</b>	<b>21,102</b>	<b>\$</b>	<b>224,382</b>	<b>\$</b>	<b>(31,095)</b>	<b>\$</b>	<b>(49,401)</b>	<b>\$</b>	<b>(90,579)</b>

**City & Borough of Wrangell**  
**Wrangell Municipal Light & Power**  
**Fiscal Year 2022**

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenue</b>					
70000 000 5020 Electric fees & permits	\$ -	\$ -	\$ 125	\$ -	\$ -
70000 000 5022 Service Charges	\$ -	\$ -	\$ 1,950	\$ -	\$ -
70000 200 4101 PERS On-behalf Revenue	\$ (11,845)	\$ 34,728	\$ -	\$ 41,113	\$ 41,113
70000 200 5010 Residential Kwh Sales	\$ 1,606,454	\$ 1,739,707	\$ 944,560	\$ 1,620,000	\$ 1,620,000
70000 200 5011 Small Commercial Kwh Sales	\$ 1,284,944	\$ 1,317,527	\$ 742,804	\$ 1,300,000	\$ 1,300,000
70000 200 5012 Large Commercial Kwh Sales	\$ 879,864	\$ 835,581	\$ 378,371	\$ 850,000	\$ 850,000
70000 200 5015 Fuel Surcharge	\$ 42,187	\$ 65,689	\$ 67,860	\$ 45,000	\$ 45,000
70000 200 5018 Labor Charges	\$ 325	\$ -	\$ -	\$ 750	\$ 50,000
70000 200 5020 Electric fees & permits	\$ 1,913	\$ 2,574	\$ 525	\$ 2,000	\$ 4,000
70000 200 5021 Write-offs from Collections	\$ -	\$ -	\$ 51	\$ 1,500	\$ 1,500
70000 200 5022 Service Charges	\$ 10,300	\$ 13,633	\$ 4,603	\$ 10,000	\$ 46,000
70000 200 5029 Write-off's Collected at City Hall	\$ 1,563	\$ 3,676	\$ 2,109	\$ -	\$ -
70000 200 5030 Equipment Rental	\$ 43,068	\$ 42,900	\$ 170	\$ 700	\$ 7,600
70000 200 5031 Pole Rental	\$ 42,760	\$ 2,252	\$ -	\$ 46,000	\$ 46,000
70000 200 5032 Late Fees	\$ 14,103	\$ 8,841	\$ 4,396	\$ 10,000	\$ 10,000
70000 200 5033 Investment income	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
70000 200 5034 Material Sales	\$ 1,359	\$ 2,516	\$ 1,990	\$ 3,000	\$ 54,000
70000 200 5035 SEAPA Rebate	\$ 172,014	\$ -	\$ -	\$ -	\$ -
70000 200 5036 PERS Termination Liability Reimbursement	\$ 58,573	\$ -	\$ 47,380	\$ 74,108	\$ 74,108
<b>Total Revenue</b>	<b>\$ 4,147,582</b>	<b>\$ 4,069,624</b>	<b>\$ 2,196,894</b>	<b>\$ 4,007,171</b>	<b>\$ 4,152,321</b>

City & Borough of Wrangell  
Wrangell Municipal Light & Power  
Fiscal Year 2022

Item a.

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b><u>Administration</u></b>					
<b>Personnel</b>					
Total Salaries & Wages	\$ 130,902	\$ 139,676	\$ 83,438	\$ 149,911	\$ 148,966
Total Personnel Benefits	\$ (9,042)	\$ 139,833	\$ 54,321	\$ 91,902	\$ 110,320
<b>Total Personnel</b>	<b>\$ 121,860</b>	<b>\$ 279,509</b>	<b>\$ 137,758</b>	<b>\$ 241,813</b>	<b>\$ 259,286</b>
<b>Commodities</b>					
70000 201 7001 Materials & Supplies	\$ 3,085	\$ 3,849	\$ 2,682	\$ 4,500	\$ 3,685
70000 201 7002 Facility Repair & Maintenance	\$ -	\$ 4,839	\$ -	\$ 3,000	\$ 3,500
70000 201 7005 Computer Repair & Maintenance	\$ -	\$ 615	\$ -	\$ -	\$ -
70000 201 7008 Non-Capital Equipment	\$ -	\$ 616	\$ -	\$ -	\$ 4,700
70000 201 7010 Vehicle Maintenance					\$ 6,000
70000 201 7100 Uniform, gear & clothing allowance	\$ -	\$ -	\$ -	\$ 400	\$ 400
<b>Total Commodities</b>	<b>\$ 3,085</b>	<b>\$ 9,918</b>	<b>\$ 2,682</b>	<b>\$ 7,900</b>	<b>\$ 18,285</b>
<b>Contractual</b>					
70000 201 7501 Utilities	\$ -	\$ -	\$ -	\$ 37,500	\$ 37,500
70000 201 7502 Phone/Internet	\$ 5,921	\$ 6,045	\$ 3,673	\$ 5,136	\$ 5,130
70000 201 7503 Information Technology	\$ 1,440	\$ 2,219	\$ 360	\$ 2,500	\$ 5,210
70000 201 7505 Travel	\$ -	\$ 8,055	\$ -	\$ -	\$ -
70000 201 7506 Publications & Advertising	\$ 776	\$ 1,646	\$ 170	\$ 800	\$ 800
70000 201 7507 Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ 550
70000 201 7508 Insurance	\$ 25,717	\$ 45,754	\$ 27,933	\$ 58,266	\$ 24,000
70000 201 7509 Bank & Credit Card Fees	\$ 41,756	\$ (45)	\$ 19,644	\$ -	\$ 1,500
70000 201 7510 Engineering	\$ -	\$ 2,831	\$ 1,190	\$ -	\$ 3,000
70000 201 7513 Training					\$ 50
70000 201 7515 Health & Safety Compliance	\$ 95	\$ 589	\$ 520	\$ 1,200	\$ 500
70000 201 7540 Auditing Services	\$ 12,500	\$ -	\$ -	\$ 6,000	\$ 12,500
70000 201 7603 Charges from Finance	\$ 82,556	\$ 71,496	\$ 18,171	\$ 65,625	\$ 80,260
70000 201 7622 Garage Charges	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
70000 201 7629 Charges from Capital Facilities	\$ -	\$ 509	\$ 1,724	\$ 5,000	\$ 7,700
70000 201 7851 PERS Termination Liability Payment	\$ 60,165	\$ 341	\$ 40,865	\$ 74,108	\$ 74,108
70000 201 7900 Capital Equipment					\$ -
70000 201 7915 Meter Deposit Interest Expense	\$ 24,885	\$ 16	\$ -	\$ -	\$ -
70000 201 7980 Bad Debt Expense	\$ 15,125	\$ 15,645	\$ -	\$ -	\$ -
<b>Total Contractual</b>	<b>\$ 270,936</b>	<b>\$ 155,100</b>	<b>\$ 114,249</b>	<b>\$ 257,135</b>	<b>\$ 253,808</b>
<b>Total Expenses Administration</b>	<b>\$ 395,881</b>	<b>\$ 444,527</b>	<b>\$ 254,689</b>	<b>\$ 506,848</b>	<b>\$ 531,379</b>

City & Borough of Wrangell  
Wrangell Municipal Light & Power  
Fiscal Year 2022

Item a.

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b><u>Generation</u></b>					
<b>Personnel</b>					
Total Salaries & Wages	\$ 37,076	\$ 83,814	\$ 49,998	\$ 84,514	\$ 133,518
Total Personnel Benefits	\$ 14,047	\$ 36,721	\$ 21,644	\$ 42,524	\$ 72,230
<b>Total Personnel</b>	<b>\$ 51,123</b>	<b>\$ 120,536</b>	<b>\$ 71,642</b>	<b>\$ 127,038</b>	<b>\$ 205,748</b>
<b>Commodities</b>					
70000 202 7001 Materials & Supplies	\$ 3,578	\$ 10,681	\$ 7,783	\$ 8,097	\$ 5,675
70000 202 7002 Facility Repair & Maintenance	\$ 6,349	\$ 15,400	\$ 1,915	\$ 1,000	\$ 12,750
<del>70000 202 7003 Custodial Supplies</del>	<del>\$ -</del>	<del>\$ 10</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>
70000 202 7008 Non-Capital Equipment (under \$5000)	\$ -	\$ 10	\$ -	\$ -	\$ 2,500
70000 202 7009 Equipment Repair & Maintenance	\$ 42,032	\$ 16,689	\$ 30,394	\$ 1,400	\$ 73,630
<del>70000 202 7015 Fuel &amp; Oil - Automotive</del>	<del>\$ 4,196</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>
70000 202 7016 Fuel & Oil - Generation	\$ 626,431	\$ 129,602	\$ 120,894	\$ 192,715	\$ 220,000
70000 202 7017 Fuel - Heating	\$ 16,381	\$ 18,853	\$ -	\$ -	\$ -
70000 202 7018 Miscellaneous Tools					\$ 1,750
70000 202 7100 Uniform, gear & clothing allowance	\$ 444	\$ 273	\$ -	\$ 800	\$ 1,200
<b>Total Commodities</b>	<b>\$ 699,411</b>	<b>\$ 191,517</b>	<b>\$ 160,986</b>	<b>\$ 204,012</b>	<b>\$ 317,505</b>
<b>Contractual</b>					
70000 202 7501 Utilities	\$ 2,280	\$ 2,280	\$ 1,140	\$ 37,500	\$ 10,000
70000 202 7505 Travel	\$ 5,254	\$ 2,623	\$ -	\$ -	\$ -
70000 202 7510 Engineering	\$ -	\$ 18,179	\$ -	\$ 3,000	\$ -
70000 202 7513 Training					\$ -
70000 202 7515 Permits, Inspections & Compliance	\$ 5,937	\$ 3,491	\$ 327	\$ 500	\$ 767
70000 202 7629 Charges from Capital Facilities	\$ -	\$ 152,941	\$ 149,338	\$ 20,000	\$ 7,700
70000 202 7850 Hydroelectric Power Purchases	\$ 1,927,734	\$ 2,427,842	\$ 468,640	\$ 2,450,000	\$ 2,600,000
70000 202 7900 Capital Equipment	\$ -	\$ 2,000	\$ -	\$ 40,000	\$ -
70000 202 7999 Depreciation	\$ 195,321	\$ 199,458	\$ -	\$ -	\$ -
<b>Total Contractual</b>	<b>\$ 2,136,526</b>	<b>\$ 2,808,814</b>	<b>\$ 619,445</b>	<b>\$ 2,551,000</b>	<b>\$ 2,618,467</b>
<b>Total Expenses Generation</b>	<b>\$ 2,887,060</b>	<b>\$ 3,120,867</b>	<b>\$ 852,073</b>	<b>\$ 2,882,050</b>	<b>\$ 3,141,720</b>

City & Borough of Wrangell  
Wrangell Municipal Light & Power  
Fiscal Year 2022

Item a.

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b><u>Distribution</u></b>					
<b>Personnel</b>					
Total Salaries & Wages	\$ 323,753	\$ 273,469	\$ 164,680	\$ 296,981	\$ 307,405
Total Personnel Benefits	\$ 170,166	\$ 180,163	\$ 103,449	\$ 195,949	\$ 211,756
<b>Total Personnel</b>	<b>\$ 493,919</b>	<b>\$ 453,632</b>	<b>\$ 268,129</b>	<b>\$ 492,930</b>	<b>\$ 519,161</b>
<b>Commodities</b>					
70000 203 7001 Materials & Supplies	\$ 23,170	\$ 14,531	\$ 15,441	\$ 12,250	\$ 12,750
70000 203 7008 Non-Capital Equipment (under \$5000)					\$ 2,500
70000 203 7009 Equipment Repair & Maintenance	\$ 3,016	\$ -	\$ -	\$ 1,200	\$ 600
70000 203 7010 Vehicle Maintenance	\$ 19,960	\$ 5,724	\$ 1,727	\$ 4,000	\$ 10,150
70000 203 7018 Miscellaneous Tools					\$ -
70000 203 7033 Street lighting	\$ -	\$ -	\$ -	\$ 1,200	\$ 4,200
70000 203 7100 Uniform, gear & clothing allowance	\$ 2,849	\$ 1,590	\$ 400	\$ 1,200	\$ 1,200
<b>Total Commodities</b>	<b>\$ 48,995</b>	<b>\$ 21,846</b>	<b>\$ 17,568</b>	<b>\$ 19,850</b>	<b>\$ 31,400</b>
<b>Contractual</b>					
70000 203 7501 Utilities	\$ 1,017	\$ 1,017	\$ 508	\$ -	\$ -
70000 203 7502 Phone/Internet	\$ -	\$ -	\$ -	\$ 706	\$ 706
70000 203 7505 Travel	\$ 9,722	\$ 200	\$ -	\$ -	\$ -
70000 203 7513 Training	\$ -	\$ -	\$ 897	\$ -	\$ 175
70000 203 7515 Permits, Inspections & Compliance	\$ 285	\$ -	\$ 734	\$ 3,100	\$ 3,700
70000 203 7519 Professional Services Contractual	\$ -	\$ 610	\$ 63	\$ 10,000	\$ -
70000 203 7621 Public Works Labor Charges	\$ 441	\$ 1,173	\$ -	\$ -	\$ -
70000 203 7622 Charges from Garage	\$ -	\$ 6,409	\$ 2,309	\$ 9,000	\$ 10,500
70000 203 7629 Charges from Capital Facilities	\$ 2,546	\$ -	\$ -	\$ -	\$ -
<b>Total Contractual</b>	<b>\$ 14,010</b>	<b>\$ 9,409</b>	<b>\$ 4,511</b>	<b>\$ 22,806</b>	<b>\$ 15,081</b>
<b>Capital Expense</b>					
70000 203 7900 Capital Equipment	\$ 17,049	\$ 20,746	\$ -	\$ -	\$ 30,000
70000 203 7910 Utility Poles	\$ -	\$ 9,615	\$ -	\$ -	\$ 6,000
70000 203 7911 Transformers	\$ -	\$ 3,521	\$ -	\$ -	\$ 3,900
70000 203 7912 Electric Line	\$ -	\$ 552	\$ -	\$ -	\$ 6,500
70000 203 7913 Meters	\$ 4,763	\$ 12,545	\$ 5,251	\$ 5,100	\$ 33,600
70000 203 7999 Depreciation	\$ 86,901	\$ 95,417	\$ -	\$ -	\$ -
<b>Total Capital Expenses</b>	<b>\$ 108,713</b>	<b>\$ 142,397</b>	<b>\$ 5,251</b>	<b>\$ 5,100</b>	<b>\$ 80,000</b>
<b>Total Distribution Expenses</b>	<b>\$ 665,638</b>	<b>\$ 627,284</b>	<b>\$ 295,459</b>	<b>\$ 540,686</b>	<b>\$ 645,642</b>



City & Borough of Wrangell  
Wrangell Municipal Light & Power  
Fiscal Year 2022

Item a.

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Total WML&amp;P Expenses</b>	<b>\$ 3,948,580</b>	<b>\$ 4,192,677</b>	<b>\$ 1,402,222</b>	<b>\$ 3,929,584</b>	<b>\$ 4,318,741</b>
70000 000 8970 Transfer to Other Fund, Miscellaneous	0.00	524,260.31	0.00		
<b>Total Revenue &amp; Expenses</b>	<b>\$ 199,002</b>	<b>\$ (647,313)</b>	<b>\$ 794,672</b>	<b>\$ 77,586</b>	<b>\$ (166,420)</b>

Estimated Fund Balance - Beginning

Estimated Fund Balance - Ending

30% working Capital  
Available for Capital Improvement Projects,  
Equipment, Debt Payments & Bond Payments

City & Borough of Wrangell Alaska  
Hospital Legacy Fund  
Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenue &amp; Transfers</b>						
11125 000 4095	Hospital Revenue	\$ 14,338	\$ 254,203	\$ -	\$ -	\$ -
11125 000 8900	Transfer from General Fund	\$ 250,000	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>		<b>\$ 264,338</b>	<b>\$ 254,203</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>						
11125 000 7002	Facility Repair & Maintenance	\$ -	\$ -	\$ 2,808	\$ 3,500	\$ 13,000
11125 000 7017	Heating Fuel	\$ -	\$ -	\$ 7,204	\$ 10,000	\$ 42,300
11125 000 7501	Utilities	\$ -	\$ -	\$ 1,433	\$ 6,500	\$ 26,000
11125 000 7508	Insurance	\$ 125,265	\$ 25,346	\$ -	\$ 27,512	\$ 30,263
11125 000 7524	Legal	\$ 7,301	\$ 2,429	\$ -	\$ -	\$ -
11125 000 7540	Audit	\$ 24,000	\$ -	\$ -	\$ -	\$ -
11125 000 7519	Professional/Contractual Services	\$ 17,076		\$ 21,196	\$ 35,000	\$ -
11125 000 7621	Charges from Garage	\$ -	\$ -	\$ -	\$ -	\$ 3,000
11125 000 7629	Charges from Capital Facilities	\$ -	\$ -	\$ -	\$ 1,125	\$ 15,000
<b>Total Expenditures</b>		<b>\$ 173,642</b>	<b>\$ 27,775</b>	<b>\$ 32,641</b>	<b>\$ 83,637</b>	<b>\$ 129,563</b>
<b>Total Revenue &amp; Expenses</b>		<b>\$ 90,696</b>	<b>\$ 226,428</b>	<b>\$ (32,641)</b>	<b>\$ (83,637)</b>	<b>\$ (129,563)</b>
<b>Estimated Fund Balance - Beginning</b>		<b>\$ -</b>	<b>\$ 90,696</b>	<b>\$ 317,124</b>	<b>\$ 317,124</b>	<b>\$ 233,487</b>
<b>Estimated Fund Balance - Ending</b>		<b>\$ 90,696</b>	<b>\$ 317,124</b>	<b>\$ 284,483</b>	<b>\$ 233,487</b>	<b>\$ 103,924</b>

City & Borough of Wrangell Alaska  
 Permanent Fund  
 Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenue</b>						
20000 000 4371	Cold Storage Lease	\$ -	\$ -	\$ -	\$ 16,440	\$ 16,440
20000 000 4655	Lease Revenue	\$ 16,440	\$ -	\$ -	\$ -	\$ -
20000 000 4550	Interest	\$ 378,435	\$ 436,681	\$ 806,372	\$ 250,000	\$ 500,000
	<b>Total Revenue</b>	<b>\$ 394,875</b>	<b>\$ 436,681</b>	<b>\$ 806,372</b>	<b>\$ 266,440</b>	<b>\$ 516,440</b>
<b>Expenditures</b>						
20000 000 7519	Professional Services	\$ -	\$ 13,255	\$ -	\$ -	\$ -
	PF Custodian Fees	\$ -	\$ -	\$ 32,430	\$ -	\$ 38,925
	PF Advisory Fees	\$ -	\$ -	\$ 40,830	\$ -	\$ 48,993
20000 000 8910	Transfer To General Fund	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ 250,000
20000 000 8924	Transfer To Parks & Recreation	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
	<b>Total Expenditures</b>	<b>\$ 250,000</b>	<b>\$ 263,255</b>	<b>\$ 73,260</b>	<b>\$ 280,000</b>	<b>\$ 367,918</b>
	<b>Total Revenue &amp; Expenses</b>	<b>\$ 144,875</b>	<b>\$ 173,426</b>	<b>\$ 733,112</b>	<b>\$ (13,560)</b>	<b>\$ 148,522</b>

YTD Permanent Fund Balance (April 30, 2021)\* \$ 10,483,453

\*This number includes interest earned and fees paid. It does not include Lease Revenue or Transfers.

**City & Borough of Wrangell Alaska**  
**Debt Service Fund**  
**Fiscal Year 2022**

		<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 YTD Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Draft Budget</b>
<b>Revenue and Transfers In</b>						
16000 000 4591 14	State School Reimbursement	\$ 169,706	\$ 79,136	\$ -	\$ -	\$ -
16000 000 4910	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
16000 000 4922	Transfer From Sales Tax Fund	\$ 100,025	\$ 189,114	\$ 266,875	\$ 272,750	\$ -
		<b>\$ 269,731</b>	<b>\$ 268,250</b>	<b>\$ 266,875</b>	<b>\$ 272,750</b>	<b>\$ -</b>
<b>Expenditures</b>						
16000 000 7800	2006 School Bond Principal	\$ 215,000	\$ 225,000	\$ 235,000	\$ -	\$ -
16010 000 7800	2006 School Bond Principal	\$ -	\$ -	\$ -	\$ 235,000	\$ -
16000 000 7801	2006 School Bond Interest	\$ 25,050	\$ 16,250	\$ 5,875	\$ -	\$ -
16010 000 7801	2006 School Bond Interest	\$ -	\$ -	\$ -	\$ 11,750	\$ -
16000 000 7800	2011 School Bond Principal	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -
16010 000 7800	2011 School Bond Principal	\$ -	\$ -	\$ -	\$ 25,000	\$ -
16000 000 7801	2011 School Bond Interest	\$ 3,000	\$ 2,000	\$ 1,000	\$ -	\$ -
16010 000 7801	2011 School Bond Interest	\$ -	\$ -	\$ -	\$ 1,000	\$ -
		<b>\$ 268,050</b>	<b>\$ 268,250</b>	<b>\$ 266,875</b>	<b>\$ 272,750</b>	<b>\$ -</b>

The City & Borough of Wrangell has retired all non-enterprise fund bond debt.

City & Borough of Wrangell, Alaska  
 Borough Organization Fund  
 Fiscal Year 2022

	2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Estimated Fund Balance - Beginning</b>	\$ 311,498	\$ 311,498	\$ 311,498	\$ 311,498	\$ 311,498
<b>Estimated Fund Balance - Ending</b>	\$ 311,498	\$ 311,498	\$ 311,498	\$ 311,498	\$ 311,498

**EXPLANATION:**

Borough Organization monies are reserved for use of managing the Borough's Municipal Entitlement Land. Though there are no expenses currently shown, Administration is exploring the costs of timber cruising and carbon off-set valuations of the entitlement lands. Once these costs are known, they will be brought to the Assembly for consideration.

**City & Borough of Wrangell**  
**Sales Tax Funds**  
**Fiscal Year 2022**

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Sales Tax Fund</b>						
	<b>Revenue</b>					
22000 000 4020	Sales Tax Revenue	\$ 2,118,978	\$ 3,199,043	\$ 2,503,622	\$ 1,888,000	\$ 2,607,140
22000 000 4025	Penalties & Interest	\$ -	\$ 366	\$ -	\$ -	\$ -
22000 000 4550	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Revenue</b>	<b>\$ 2,118,978</b>	<b>\$ 3,199,409</b>	<b>\$ 2,503,622</b>	<b>\$ 1,888,000</b>	<b>\$ 2,607,140</b>
<b>Expenditures &amp; Transfers Out</b>						
22000 000 8910	Transfer to General Fund (68%)	\$ 2,117,651	\$ 2,077,260	\$ 1,702,463	\$ 1,283,840	\$ 1,772,855
22000 000 8921	Transfer to Nolan Center	\$ -	\$ 14,400	\$ -	\$ -	\$ -
	Transfer to Sales Tax Streets (4%)			\$ -	\$ -	\$ 104,286
	Transfer to Sales Tax H/S/E (28%)			\$ -	\$ -	\$ 729,999
	<b>Total Expenditures &amp; Transfers Out</b>	<b>\$ 2,117,651</b>	<b>\$ 2,091,660</b>	<b>\$ 1,702,463</b>	<b>\$ 1,283,840</b>	<b>\$ 2,607,140</b>
	<b>Total Revenues, Expenditures &amp; Transfers</b>	<b>\$ 1,327</b>	<b>\$ 1,107,749</b>	<b>\$ 801,159</b>	<b>\$ 604,160</b>	<b>\$ -</b>
<b>Sales Tax Streets Fund (4%)</b>						
	<b>Revenue &amp; Transfers In</b>					
22010 000 XXXX	Transfer from Sales Tax Fund			\$ -	\$ -	\$ 104,286
	<b>Total Revenue &amp; Transfers In</b>					<b>\$ 104,286</b>
	<b>Expenditures &amp; Transfers Out</b>					
22010 000 7900	Evergreen Paving Match	\$ 554,077	\$ -		\$ -	\$ -
22010 000 7900	Sidewalk Repairs	\$ -	\$ -	\$ 9,500	\$ -	
22010 000 7900	Street Paving	\$ -	\$ 100,000		\$ -	\$ -
22010 000 XXXX	Transfer to General Fund Streets	\$ -	\$ -			\$ 100,000
	<b>Total Streets Expenditures</b>	<b>\$ 554,077</b>	<b>\$ 100,000</b>	<b>\$ 9,500</b>	<b>\$ -</b>	<b>\$ 100,000</b>
	<b>Beginning Streets Reserve</b>					<b>\$ 450,534</b>
	<b>Ending Streets Reserve</b>					<b>\$ 454,820</b>

**Health, Sanitation, Education (28%)**

Revenue & Transfers In									
22030 000 XXXX	Transfer from Sales Tax Fund			\$	-	\$	-	\$	729,999
Total Revenue & Transfers In								\$	729,999
Expenditures & Transfers Out									
22030 000 7825	Transfer To School	\$	667,800	\$	583,800	\$	-	\$	-
22030 000 8916	Transfer to Debt Service Fund	\$	-	\$	142,024	\$	266,875	\$	274,000
22030 000 8924	Trans. To Pool/For School	\$	29,000	\$	29,000	\$	30,000	\$	30,000
	Transfer to Sanitation for Baler	\$	-	\$	-	\$	623,873	\$	90,000
22030 000 7540	Sales Tax Audits	\$	-	\$	5,000	\$	-	\$	5,000
Total HSE Expenditures		\$	696,800	\$	759,824	\$	920,748	\$	399,000
Beginning HSE Reserve								\$	841,872
Ending HSE Reserve								\$	1,371,871

City & Borough of Wrangell  
Economic Recovery Fund  
Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenue</b>						
53000 000 4550	Interest Revenue	\$ -	\$ -	\$ -	\$ 5,000	\$ -
<b>Total Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>
<b>Expenditures &amp; Transfers Out</b>						
53000 000 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ 1,363,445	\$ -
53000 000 8900	Transfer to Residential Land Fund*			\$ 50,000	\$ 50,000	\$ 1,303,445
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 1,413,445</b>	<b>\$ 1,303,445</b>
<b>Total Revenue &amp; Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ (50,000)</b>	<b>\$ (1,408,445)</b>	<b>\$ (1,303,445)</b>
<b>Estimated Fund Balance - Beginning</b>		<b>\$ 1,353,445</b>	<b>\$ 1,353,445</b>	<b>\$ 1,353,445</b>	<b>\$ 1,353,445</b>	<b>\$ 1,303,445</b>
<b>Estimated Fund Balance - Ending</b>		<b>\$ 1,353,445</b>	<b>\$ 1,353,445</b>	<b>\$ 1,303,445</b>	<b>\$ (55,000)</b>	<b>\$ -</b>

\*The Borough expects to use the balance of money within the fund toward the cost of construction of Phase I of the Institute property.



City & Borough of Wrangell  
Secure Rural Schools Fund  
Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenue</b>						
25000 000 4170 00	Secure Rural Schools - Federal Payment	\$ -	\$ -	\$ -	\$ -	\$ -
25000 000 4170 40	Secure Rural Schools - Federal Payment	\$ -	\$ 883,647	\$ 796,757	\$ 880,000	\$ 800,000
25000 000 4170 41	Secure Rural Schools - Federal Payment	\$ 986,580	\$ -	\$ -	\$ -	\$ -
25000 000 4170 44	Secure Rural Schools - Federal Payment	\$ -	\$ -	\$ -	\$ -	\$ -
25000 000 4550	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>		<b>\$ 986,580</b>	<b>\$ 883,647</b>	<b>\$ 796,757</b>	<b>\$ 880,000</b>	<b>\$ 800,000</b>
<b>Expenditures &amp; Transfers Out</b>						
25000 000 7519	Professional/Contractual Services	\$ -	\$ -	\$ 39,235	\$ 39,235	\$ -
25000 000 7825	Support To Wrangell Public Schools	\$ 848,488	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
25000 000 7825	School Maintenance	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
25000 000 7825	School Maintenance Streets	\$ -	\$ 6,083	\$ -	\$ 55,000	\$ -
25000 000 8910	Transfer To General Fund For Streets	\$ 49,926	\$ -	\$ -	\$ 112,214	\$ 32,000
<b>Total Expenditures &amp; Transfer Out</b>		<b>\$ 898,414</b>	<b>\$ 1,306,083</b>	<b>\$ 1,439,235</b>	<b>\$ 1,606,449</b>	<b>\$ 1,432,000</b>
<b>Net Revenue over Expenditures &amp; Transfers</b>		<b>\$ 88,166</b>	<b>\$ (422,436)</b>	<b>\$ (642,478)</b>	<b>\$ (726,449)</b>	<b>\$ (632,000)</b>
<b>Estimated Fund Balance - Beginning</b>		<b>\$ 3,270,698</b>	<b>\$ 3,358,864</b>	<b>\$ 2,936,428</b>	<b>\$ 2,936,428</b>	<b>\$ 2,293,950</b>
<b>Estimated Fund Balance - Ending</b>		<b>\$ 3,358,864</b>	<b>\$ 2,936,428</b>	<b>\$ 2,293,950</b>	<b>\$ 2,209,979</b>	<b>\$ 1,661,950</b>

SRS Funds are required to be used for schools and roads. Wrangell has chosen to allocate only 4% of SRS funding to road maintenance. Currently the SRS Fund is being used to cover the entire local contribution to Wrangell Public Schools. \$800,000 is being budgeted for FY22, however, SRS has not been reauthorized. It is possible the only funding Wrangell will receive is a National Forest Receipts payment, which is estimated at \$50,000. At the current funding level, the Borough will have approximately one year of full local contribution remaining in the Fund at the close of FY22.

City & Borough of Wrangell  
 Commercial Passenger Vessel (CPV) Tax Fund  
 Fiscal Year 2022

		2019 Actual	2020 Actual	2021 YTD Actual	2021 Adopted Budget	2022 Draft Budget
<b>Revenue</b>						
28010 000 4180	CPV Excise Share Revenue*	\$ 48,970	\$ 58,660	\$ -	\$ 5,000	\$ 65,000
<b>Total Revenue</b>		<b>\$ 48,970</b>	<b>\$ 58,660</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 65,000</b>
<b>Expenditures</b>						
28010 000 7001	Materials & Supplies	\$ -	\$ 156	\$ -	\$ -	\$ -
28010 000 7004	Postage & Shipping	\$ -	\$ -	\$ 3,290	\$ -	\$ -
28010 000 7519	Professional/Contractual Services	\$ -	\$ 21,400	\$ -	\$ -	\$ -
28010 000 7900	Capital Expenditures	\$ -	\$ 24	\$ 1,500	\$ 26,500	\$ -
28010 000 7900 48 24004	Capital Equipment/Vehicles > \$5,000 (FLAP Grant)	\$ -	\$ -	\$ (258)	\$ -	\$ -
28010 000 7901	Structural Buildings	\$ -	\$ -	\$ 67,000	\$ -	\$ -
28010 000 8921	Transfer to Nolan Center	\$ 1,164	\$ -	\$ -	\$ -	\$ -
28010 000 8990	Transfer to Capital Project Fund**	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>Total Expenditures</b>		<b>\$ 1,164</b>	<b>\$ 21,580</b>	<b>\$ 71,532</b>	<b>\$ 26,500</b>	<b>\$ 50,000</b>
<b>Total Revenue &amp; Expenses</b>		<b>\$ 47,806</b>	<b>\$ 37,080</b>	<b>\$ (71,532)</b>	<b>\$ (21,500)</b>	<b>\$ 15,000</b>
<b>Estimated Fund Balance - Beginning</b>		<b>\$ 182,421</b>	<b>\$ 230,227</b>	<b>\$ 267,307</b>	<b>\$ 267,307</b>	<b>\$ 195,775</b>
<b>Estimated Fund Balance - Ending</b>		<b>\$ 230,227</b>	<b>\$ 267,307</b>	<b>\$ 195,775</b>	<b>\$ 245,807</b>	<b>\$ 210,775</b>

\*The State FY22 Budget going into Conference Committee includes funding to make cruise ports "whole" with replacement CPV funding. \$50,000 of the revenue assumes that funding will be approved in the final State FY22 Budget. The other \$15,000 is an estimate of actual CPV revenue anticipating a reduced return of cruise ship dockings in the FY 22 fiscal year.

\*\*The \$50,000 transfer to the Capital Project Fund is the required match for the FLAP Non-Motorized Trail Extension Grant.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 22, 2021
	<u>Agenda Section</u>	<b>13</b>

**EMERGENCY ORDINANCE 1003** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA EXTENDING THE BOROUGH'S DECLARATION OF EMERGENCY RELATED TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC RETROACTIVELY FROM MAY 26, 2021 AND GRANTING AUTHORIZATION TO TAKE ACTIONS NECESSARY TO PROTECT PUBLIC HEALTH DURING THE EMERGENCY THROUGH SEPTEMBER 30, 2021

<u>SUBMITTED BY:</u>
Lisa Von Bargaen, Borough Manager

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

<u>FISCAL NOTE:</u>		
<b>Expenditure Required:</b> \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
<b>Amount Budgeted:</b>		
	FY20 \$XXX	
<b>Account Number(s):</b>		
	XXXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

ATTACHMENTS: 1. Proposed Ordinance No. 1003; 2. Original Ordinance No. 976; 3. Extension Ordinance 980; 4. Extension Ord 985; 5. Extension Ord 994

### RECOMMENDATION MOTION:

Move to Approve Emergency Ordinance 1003.

### SUMMARY STATEMENT:

On March 17, 2020 the Assembly passed Emergency Ordinance No 976 declaring an Emergency related to the Novel Coronavirus, or COVID-19. That ordinance expired October 17, 2020. On October 13, 2020 the Assembly passed Emergency Ordinance No 980 extending the declaration of

Emergency related to the Novel Coronavirus, or COVID-19. That ordinance expired December 31, 2020. On January 12, 2021 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 985 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through March 31, 2021. April 13, 2021 the Assembly passed Emergency Ordinance No. 994 extending the declaration to May 25, 2021.

To ensure the CBW is able to qualify for all federal and state disaster funding resources, Administration is requesting extension of the emergency declaration through the end of September. This will carry Wrangell through the time we have obligations in place related to COVID-19, specifically like the lease of the Alternate Isolation Site. Administration feels like this is the safe thing to do as the State's declaration is no longer in force. The ordinance remains unchanged from its content approved in January.

CITY AND BOROUGH OF WRANGELL, ALASKA  
ORDINANCE NO. 1003

AN EMERGENCY ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA EXTENDING THE BOROUGH'S DECLARATION OF EMERGENCY RELATED TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC RETROACTIVELY FROM MAY 26, 2021 AND GRANTING AUTHORIZATION TO TAKE ACTIONS NECESSARY TO PROTECT PUBLIC HEALTH DURING THE EMERGENCY THROUGH SEPTEMBER 30, 2021

WHEREAS, on March 17, 2020 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 976 declaring an emergency related to the Novel Coronavirus (COVID-19) Pandemic; and

WHEREAS, on October 13, 2020 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 980 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through December 31, 2020; and

WHEREAS, on January 12, 2021 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 985 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through March 31, 2021; and

WHEREAS, on April 13, 2021 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 994 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through May 25, 2021; and

WHEREAS, to facilitate commerce and economic activity to the maximum degree Wrangell has obligations in place related to COVID-19 mitigation; and

WHEREAS, Wrangell is still in the process of working with federal and state agencies regarding CARES Act and FEMA Public Assistance funding; and

WHEREAS, the State of Alaska no longer has a declaration in place; and

WHEREAS, to ensure the ability to take advantage of all COVID-19 federal and state resources, the CBW must keep its Emergency Declaration current.

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

**SECTION 1: AUTHORIZATION.** This is a non-codified EMERGENCY ORDINANCE provided for in the Home Rule Charter of the City & Borough of Wrangell, Alaska Section 2-11.

**SECTION 2: DECLARATION OF EMERGENCY.** The Assembly of the City and Borough of Wrangell, Alaska hereby extends the declaration of emergency for the City and Borough of Wrangell related to the Novel Coronavirus (COVID-19) Pandemic from May 26, 2021 through September 30, 2021.

**SECTION 3: BOROUGH-ONLY EMERGENCY POLICIES.** The Assembly of the City and Borough of Wrangell, Alaska hereby grants authority to the Borough Manager to issue Borough-only Emergency Policies taking steps necessary to protect municipal operational integrity, and Borough employee and customer health and safety during the emergency, with notification given to Assembly prior to issuance of any Emergency Policy.

**SECTION 3: EFFECTIVE DATES.** This ordinance shall be effective upon adoption retroactively to May 26, 2021 and shall sunset September 30, 2021 at 11:59pm unless further extended by action of the Assembly.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 22<sup>nd</sup> DAY OF JUNE 2021.

CITY & BOROUGH OF WRANGELL, ALASKA

\_\_\_\_\_  
Stephen Prysunka, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, Borough Clerk

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	JUNE 22, 2021
	<u>Agenda Section</u>	<b>13</b>

**RESOLUTION No. 06-21-1595** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING THE BOROUGH MANAGER TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH ROYAL CARIBBEAN LTD, DBA SILVERSEA CRUISES

SUBMITTED BY:

Carol Rushmore, Economic Development  
Director

FISCAL NOTE:

**Expenditure Required:** \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
-----------	-----------	----------

**Amount Budgeted:**

	FY20 \$XXX
--	------------

**Account Number(s):**

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

**Account Name(s):**

	Enter Text Here
--	-----------------

**Unencumbered Balance(s) (prior to expenditure):**

	\$XXX
--	-------

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution 06-21-1595; 2. Memorandum of Agreement; 3. Exhibits

**RECOMMENDATION MOTION:**

Move to approve Resolution 06-21-1595.

**SUMMARY STATEMENT:**

Silversea Cruises, a subsidiary of Royal Caribbean Cruise Line, is hoping to salvage part of the 2021 cruise season this year. This will include three stops in Wrangell.

Over the last few months, the Centers for Disease Control and Prevention (CDC) has issued orders and technical guidance for cruise ships to resume carrying passengers. One of the CDC

requirements is for each port to sign a port agreement outlining important health and safety terms. There was a regional committee of the larger Alaska Cruise Ports working with Cruise Line International Association, Cruise Line Agency of Alaska and the Alaska Department of Health and Social Services that worked collaboratively on the port agreement to create consistency of requirements between all Southeast ports. Three Port agreements have been completed by different lines. The agreement with Silversea Cruises will be identical to those agreements. The attached Memorandum of Agreement is the Port Agreement.

Alaska DHSS, acting in a capacity as the “local health authority”, will sign this agreement on behalf of Wrangell from the Public Health side. The agreement covers the safety protocols, COVID mitigation, vaccination strategy, outbreak response plan, etc. Silversea’s protocols will be similar to all the other lines, and that includes processes and protocols to isolate guests/crew who may have COVID, and keep the patient aboard the vessel, care for them, and sail back to the home port of Seattle if a patient needs a higher level of care.

CDC requires part of this agreement to be local port/shoreside protocols. To assist in that process, Alaska DHSS developed a generic set of protocols that other SE port communities are using. It is Exhibit 1 in the second attachment.

According to Captain Zini, Vice President of World Wide Port Operations for Royal Caribbean, “We are very much looking forward to the possibility of incorporating the port of Wrangell to the Silversea Cruises itinerary. As you are aware, Silversea is a luxury brand with small ships and a mostly adult audience. All our adult guests will be fully vaccinated, the ship will have 95% of guests vaccinated. Realistically this number, pending any rare exemption, will be at 100% due to the age of our guests. Any guest 12 and older is required to have completed their vaccination and it is rare to have any children onboard our ships.”

The protocols have been reviewed by Steve Miller and he is confident Wrangell has the ability to meet the local requirements. The agreement was drafted by the State of Alaska Attorney General’s office, and has been approved by DHSS Commissioner Crum, who will be signing the agreement for the State. The Borough’s attorney has reviewed the agreement and had no concerns.



## CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 06-21-1595

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING THE BOROUGH MANAGER TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH ROYAL CARIBBEAN LTD, DBA SILVERSEA CRUISES

WHEREAS, the U.S. Department of Health and Human Services and Centers for Disease Control and Prevention (CDC) issued the “Framework for Conditional Sailing and Initial Phase COVID-19 Testing Requirements for Protection of Crew” (“Conditional Sailing Order”) on October 30, 2020, as a framework for a phased resumption of cruise ship operations; and

WHEREAS, on April 2, 2021, the CDC issued further “Technical Instructions for a Cruise Ship Operator’s Agreement with Port and Local Health Authorities under CDC’s Framework for Conditional Sailing Order” and a “Checklist for Port and Local Health Authorities: Cruise Ship Operator Agreements under CDC’s Framework for Conditional Sailing Order”; and

WHEREAS, the CDC’s framework was further supplemented by the CDC’s April 28, 2021, letter allowing cruise ship operators to submit an attestation to CDC under 42 U.S.C. § 1001 that a specified percentage of crew and passengers are fully vaccinated and submit to CDC a clear and specific vaccination plan, thereby enabling cruise ship operators to resume restricted passenger voyages without conducting simulated passenger voyages; and

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

Section 1. The City and Borough of Wrangell authorizes the Borough Manager to sign the Memorandum of Agreement with Royal Caribbean LTD, dba Silversea Cruises, meeting the sailing requirements outlined by CDC to protect the health and safety of passengers and community residents.

Section 2. This resolution shall become effective upon its passage and adoption.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 22<sup>nd</sup> DAY OF JUNE 2021.

CITY & BOROUGH OF WRANGELL

\_\_\_\_\_  
Stephen Prysunka, Borough Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

**MEMORANDUM OF AGREEMENT**

**AMONG**

**ROYAL CARIBBEAN CRUISES LTD. D/B/A SILVERSEA CRUISES;**

**PORT OF KETCHIKAN;**

**THE PACIFIC & ARCTIC RAILWAY & NAVIGATION COMPANY,**

**ICY STRAIT POINT, LLC;**

**A.J. JUNEAU DOCK, LLC;**

**SITKA DOCK COMPANY**

**CITY AND BOROUGH OF JUNEAU (JUNEAU);**

**CITY OF KETCHIKAN (KETCHIKAN);**

**KETCHIKAN GATEWAY BOROUGH (KGB);**

**CITY OF HOONAH, ALASKA (HOONAH );**

**MUNICIPALITY OF SKAGWAY (SKAGWAY);**

**CITY AND BOROUGH OF SITKA (SITKA);**

**CITY AND BOROUGH OF WRANGELL (WRANGELL)**

**AND**

**STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES (DHSS)**

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### Exhibits:

Exhibit 1 – Port Operation Protocols & COVID-19 Safety Procedures

Exhibit 2 – CSL Approved Ships and Capacities

Exhibit 3 – CSL Vaccination Strategies

Exhibit 4 – CSL Protocols

This **MEMORANDUM OF AGREEMENT** ("MOA") is entered on May 28, 2021 (the "Effective Date"), by and among Royal Caribbean Cruises Ltd. d/b/a Silversea Cruises ("Silversea Cruises"), the City and Borough of Juneau ("Juneau" or "CBJ"), the City of Ketchikan ("Ketchikan"), Ketchikan Gateway Borough ("KGB"), the Municipality of Skagway ("Skagway"), the City and Borough of Sitka ("Sitka"), the City and Borough of Wrangell ("Wrangell"); Port of Ketchikan ("Port of Ketchikan"), A.J. Juneau Dock LLC, Pacific & Arctic Railway & Navigation Company, Sitka Dock Company, and the state of Alaska Department of Health and Social Services ("DHSS").

Each of the above parties shall be hereinafter referred to as a "Party" and collectively, as the "Parties".

### **RECITALS**

**WHEREAS**, the City of Hoonah does not exercise oversight or control as a port authority or local health authority at Icy Strait Point ("ISP"), but (1) accepts DHSS as the local health authority for purposes of this MOA, and (2) has an interest in the health and safety of its residents, and therefore joins this agreement as a Party;

**WHEREAS**, the City of Ketchikan (1) holds local public health powers, but accepts DHSS as the local health authority for purposes of this MOA, and (2) exercises authority over City of Ketchikan docks (the "Ketchikan Docks");

**WHEREAS**, the City and Borough of Wrangell (1) holds local public health powers, but accepts DHSS as the local health authority for purposes of this MOA, and (2) owns and operates the Port of Wrangell (the "Wrangell Port");

**WHEREAS**, the Ketchikan Gateway Borough does not exercise oversight or control as a local health authority, but exercises authority over privately-owned Ward Cove, and therefore joins this agreement as a Party;

**WHEREAS**, the City and Bureau of Juneau (1) has local public health powers in its jurisdiction, but accepts DHSS as the local health authority for purposes of this MOA, and (2) exercises authority over two cruise ship docks owned by CBJ and two private cruise ship docks located in Juneau (the "Juneau Ports");

**WHEREAS**, the Municipality of Skagway does not exercise oversight or control as a port authority or local health authority at Pacific & Arctic Railway & Navigation ("PARN"), but (1) accepts DHSS as the local health authority for purposes of this MOA, and (2) has an interest in the health and safety of its residents, and therefore joins this agreement as a Party;

**WHEREAS**, the City and Borough of Sitka does not exercise oversight or control as a port authority or local health authority at Port of Sitka, but (1) accepts DHSS as the local health authority for purposes of this MOA, and (2) has an interest in the health and safety of its residents, and therefore joins this agreement as a Party;

**WHEREAS**, DHSS is, for purposes of this MOA, the local health authority responsible for implementing State laws relating to public health and exercising jurisdiction over the Ports (defined below);

**WHEREAS**, Port of Ketchikan, Ketchikan Gateway Borough, Pacific & Arctic Railway and Navigation Company, A.J Juneau Dock LLC, Icy Straight LLC, Sitka Dock Company, the City and Borough of Wrangell, and the City and Borough of Juneau (collectively, “Port Owners”) own, operate, or exercise oversight and control over a port or privately owned dock (each, a “Port”, and collectively, “Ports”), thereby serving as U.S. port authorities for purposes of this MOA;

**WHEREAS**, Royal Caribbean Cruises Ltd. is authorized and qualified to conduct business in the state of Alaska, is entering into this MOA on behalf of itself and its brand Silversea Cruises;

**WHEREAS**, Silversea Cruises is the “Cruise Ship Line Operator” or “CSL” for purposes of this MOA;

**WHEREAS**, the Parties to this MOA are mutually committed to resumption of tourism in Southeast Alaska following the suspension of cruise ship operations due to the COVID-19 pandemic;

**WHEREAS**, the U.S. Department of Health and Human Services (“HHS”) and Centers for Disease Control and Prevention (“CDC”) issued the “Order under Sections 361 & 365 of the Public Health Service Act (42 U.S. C. §§ 264, 268) and 42 C.F.R. Part 70 (Interstate) and Part 71 (Foreign): Framework for Conditional Sailing and Initial Phase COVID-19 Testing Requirements for Protection of Crew” (referred to herein as the “Conditional Sailing Order” or “CSO”) on October 30, 2020, as a framework for a phased resumption of cruise ship operations;

**WHEREAS**, on April 2, 2021, the CDC issued further “Technical Instructions for a Cruise Ship Operator’s Agreement with Port and Local Health Authorities under CDC’s Framework for Conditional Sailing Order” (“Technical Instructions”) and a “Checklist for Port and Local Health Authorities: Cruise Ship Operator Agreements under CDC’s Framework for Conditional Sailing Order (CSO)” (“Checklist”) (the CSO, Technical Instructions, and Checklist shall be collectively referred to herein as the “Framework for Conditional Sailing” or “FCS”);

**WHEREAS**, the FCS was further supplemented by the CDC’s April 28, 2021 letter allowing cruise ship operators to submit an attestation to CDC under 18 U.S.C. § 1001 that 95 percent of crew are fully vaccinated and submit to CDC a clear and specific vaccination plan and timeline to limit cruise ship sailings to 95 percent of passengers who have been verified by the cruise ship operator as fully vaccinated prior to sailing, thereby enabling cruise ship operators to resume restricted passenger voyages without conducting simulated passenger voyages;

**WHEREAS**, the FCS was further supplemented on May 12, 2021 by CDC amendment to the COVID-19 Operations Manual for Simulated and Restricted Voyages authorizing cruise ship operators, at their discretion, to advise passengers and crew that—if they are fully vaccinated—they may engage in self-guided or independent exploration during port stops, if they wear a mask while indoors;

**WHEREAS**, with respect to restricted voyages, CSL has committed to operate with a crew that is 95 percent fully vaccinated and to limit cruise ship sailings to 95 percent of passengers who have been verified by CSL as fully vaccinated prior to sailing, in compliance with the CDC's April 28, 2021 guidance letter, as amended; and as may be modified in accordance with CDC guidance;

**WHEREAS**, CSL has committed to obtaining a COVID-19 Conditional Sailing Certificate prior to conducting restricted passenger voyages at the Ports;

**WHEREAS**, the scope of this MOA is accordingly limited to restricted passenger voyages as CSL will not be required to conduct simulated passenger voyages at the Ports;

**WHEREAS**, the FCS, as amended by the April 28, 2021 guidance letter, requires a cruise ship operator to enter into agreements with port and local health authorities where a ship intends to dock or make port during restricted passenger voyages, and that each local agreement include a (1) port component; (2) medical care component; and (3) housing component;

**WHEREAS**, all obligations concerning notifications to CSL's passengers and crew concerning risks of COVID-19 and medical treatment protocols rest solely with CSL;

**WHEREAS**, by agreement of the Parties, the medical care and housing components are unnecessary for purposes of this MOA, because CSL has committed to transport any COVID-19 positive passengers to Seattle for medical care, and that the health care, housing, and transportation agreements developed for the Port of Seattle will effectively address the needs of the Ports;

**WHEREAS**, the Parties wish to accommodate resumption of cruise ship operations in Southeast Alaska in accordance with applicable law, the FCS as amended and effective as of the date of this MOA, and in accordance with the terms of this MOA, subject to final approval by the applicable respective local government elected body;

**WHEREAS**, the Parties agree that this MOA is expressly limited to ongoing risks of the COVID-19 pandemic and the Parties' coordinated compliance with CDC regulations concerning the restricted passenger voyages contemplated hereby;

**WHEREAS**, the Parties recognize that conditions pertaining to COVID-19 as well as public health rules, requirements, and guidance regarding this virus may change and therefore agree to consider making modifications to this MOA if necessary to implement new procedures, rules, requirements, orders, or guidance; and

**WHEREAS**, the Parties accordingly desire to enter into this MOA and agree to the terms and conditions set forth herein.

**NOW THEREFORE**, the Parties agree as follows:

- (1) **Incorporation of Recitals; Binding Effect.** The above Recitals are incorporated herein and made a part hereof. This MOA is intended as a definite expression and record of the purpose and intention of the Parties to pursue a limited cruise ship season in Southeast Alaska, to which each honorably pledges themselves. The sole

remedy for any Party's breach of this agreement is the termination right described in Paragraph 2.

- (2) **Term.** The term of this MOA ("Term") shall be from the Effective Date until the earlier of (a) the date that the CSO is no longer in effect, or CDC otherwise lifts or repeals the FCS; or (b) any Party terminates this MOA by giving all other Parties at least seven (7) days' written notice. CSL shall not conduct cruise operations at the Ports after the date of termination without a new agreement in place that satisfies the conditions of the FCS unless same has expired, been rescinded, or is otherwise no longer applicable.

(3) **Port Owners' Obligations.**

3.1 In fulfillment of CDC recommendations, Port Owners have provided and shall continue to regularly provide information to those of its Port employees anticipated to interact with cruise passengers and/or crew regarding the risks of COVID-19 and how to minimize exposure to same.

3.2 As provided in Section 7.3, Port Owners shall adopt practices to encourage any port personnel who are expected to interact with travelers (passengers or crew) to be vaccinated.

3.3 Port Owners shall comply with applicable requirements of the (i) COVID-19 Safety Procedures (Exhibit 1, A - D as applied to each Port Owner's respective Port), and (ii) FCS imposed on "port authorities" as that term is defined in the FCS, expressly excluding any FCS obligations imposed on cruise ship operators, or any obligations that may be imposed on or relate to port personnel other than each Port Owner's employees.

(4) **Local Health Authority's Obligations.**

4.1 DHSS shall act as the local health authority pursuant to CDC guidelines and shall monitor and enforce compliance with the MOA limited to the authority granted to it under Alaska Statutes, Title 18. DHSS will provide local infrastructure and support for purposes of this MOA and any Conditional Sale Certificate issued by the CDC. For avoidance of doubt, DHSS's local health authority is limited to the purposes of this MOA for the Term.

4.2 DHSS acknowledges that it has reviewed this MOA, including Exhibits, and is reliant upon CSL's assertions that (i) CSL will have sufficient medical capacity to care for travelers (passengers and crew) if an unanticipated outbreak of COVID-19 occurs on board one or more of CSL's vessels, including potential intensive care and non-intensive care needs, as well as enough capacity to isolate patients with COVID-19; (ii) CSL will have sufficient quantity of housing on board to meet the needs of



travelers (passengers and/or crew) until such travelers meet CDC's criteria to discontinue isolation or for the CDC-recommended quarantine period; and (iii) CSL commits to transport COVID-19 positive passengers to Port of Seattle for medical care, unless CSL makes alternative arrangements with local hospitals and/or housing for local quarantine.

- (5) **Cruise Ship Operator's Obligations.** In conducting restricted passenger voyages to or from the Ports, CSL shall always, and at its cost, comply with all requirements and minimum standards provided in or imposed by (i) the FCS and any further technical requirements or guidance that may be issued by the CDC in connection therewith (as may be amended and/or supplemented by the CDC from time to time) and (ii) this MOA, including all exhibits attached hereto. Such Cruise Ship Operator obligations shall include, without limitation, each of the following:

5.1 *COVID-19 Safety Procedures.* CSL shall comply with and implement all applicable requirements, protocols, and procedures set forth in the COVID-19 Safety Procedures, incorporated and attached hereto as Exhibit 1(A) - Exhibit 1(D).

5.2 *Approved Ships and Capacities.* All of CSL's ships identified on Exhibit 2 are covered by the terms of this MOA. CSL shall comply with all applicable requirements, protocols, and procedures set forth in Exhibit 2, attached and incorporated hereto with the title "CSL Approved Ships and Capacities." Exhibit 2 (identifies each CSL vessel covered by this MOA, each vessel's authorized days and hours of operation at the Ports, each vessel's regular passenger capacity (based on double occupancy) and normal crew size, and each vessel's restricted (maximum allowed) passenger and crew capacities hereunder. Exhibit 2 also includes an explanation of the factors relied upon by all parties in determining these numbers, including the potential for COVID-19 variants.

5.3 *Required Vaccination Strategies.* CSL shall comply with and implement all applicable requirements, protocols, and procedures set forth in Exhibit 3 titled "CSL Vaccination Strategies", which is attached and incorporated hereto. Exhibit 3 includes a plan and timeline for vaccination of cruise ship crew prior to resuming passenger operations; presents proposals regarding how CSL intends to incorporate vaccination strategies to maximally protect passengers and crew from introduction, amplification, and spread of COVID-19 in the maritime environment and land-based communities; designates a Cruise Ship Operator vaccine coordinator to oversee implementation and maintenance; includes an education component for port personnel and travelers about the importance of getting the COVID-19 vaccine; and includes processes for vaccination of port personnel who are expected to interact with travelers.

5.4 *Required Port Protocols.* CSL shall comply with the FCS and implement each of the CSL Protocols attached and incorporated as composite Exhibit 4.

5.5 *CDC Approval of Restricted Passenger Voyages.* Prior to commencing restricted passenger voyages, CSL shall first obtain written approval of same from the CDC and

transmit a copy of same to the port directors for each of the Ports and the Commissioner of DHSS.

**(6) CDC-Required Medical Care, Transportation, and Housing Components.**

The Medical Care, Transportation, and Housing Components required by the FCS shall be met by existing agreements between CSL and the CSL home port of Seattle for downline ports associated with cruises from Seattle to the Ports. Prior to CSL commencing restricted passenger voyages to the Ports, CSL shall provide a copy of these agreements to all other Parties hereto. CSL attests and represents that it has existing, fully executed agreements concerning medical transport, medical care, and housing facilities as required by the CDC and as outlined further in this Section 6 and that copies will be made available upon request.

*6.1 Medical Transportation and Medical Care Component.*

6.1.1 The Parties have considered the potential medical care needs of travelers including the capacity of local public health, port authority, hospital, and other emergency response personnel to respond to an onboard outbreak of COVID-19. The Parties have evaluated the need for further contingency planning to provide medical care to travelers in the event of limited hospital beds, medical personnel, or other factors potentially limiting the capacity of the cruise ship operator's designated shoreside medical facilities or healthcare systems.

6.1.2 In determining the sufficiency of the CSL's contractual medical care service agreements, the Parties have considered and relied upon the following factors: capacity and other restrictions included in CSL Approved Ships and Capacities (Exhibit 2); capacity of primary medical service suppliers contracted by CSL; and redundancy of additional or back-up contracted medical care service suppliers.

6.1.3 Having considered and relied upon the FCS requirements imposed on cruise ship operators to address contingency planning to provide for the medical care needs of travelers, CSL ship capacity and other restrictions included in CSL Approved Ships and Capacities (Exhibit 2), CSL Vaccination Strategies (Exhibit 3), and the CSL Protocols incorporated as Exhibit 4, the Parties agree that (further contingency planning by the Parties is not required for purposes of this MOA.

*6.2 Housing Component.*

6.2.1 The Parties have considered the potential housing needs of travelers, including the capacity of local public health, port authorities, hospital, and other emergency response personnel to oversee and monitor the housing needs of travelers under isolation and quarantine. The Parties have considered each of the factors set forth in the CDC Checklist Housing Component items 1-7.

6.2.2 In determining the sufficiency of the CSL's contracted shoreside facilities, the Parties have relied upon the following factors: the capacities of CSL's vessels set forth in Exhibit 2, CSL's vaccination strategies set forth in Exhibit 3, and CSL's mitigation strategies and protocols set forth in Exhibit 4.

6.2.3 Having considered and relied upon the FCS requirements imposed on cruise ship operators to address the housing needs of travelers, CSL ship capacity and other restrictions included in CSL Approved Ships and Capacities (Exhibit 2), CSL Vaccination Strategies (Exhibit 3), and the CSL Protocols incorporated as Exhibit 4, the Parties agree that CSL's home port agreement with the Port of Seattle shall govern the terms of CSL contractual or corporate-owned shoreside housing facilities in Seattle to serve homeport and downline port operations. CSO attests and represents that it has existing, fully executed agreements concerning housing needs of travelers as required by the CDC and as outlined further in this Section 6 and that copies will be made available upon request.

6.3 *Financial Responsibility for Agreements required by CDC.* CSL shall be solely responsible for all costs and expenses arising under any of the medical care, transportation, or housing service agreements required by the FCS or any technical requirements or guidance issued by the CDC in connection therewith, or arising from or relating to such similar transportation, medical care, and/or housing services procured or requested by or on behalf of CSL. All such agreements shall comply with applicable requirements of the FCS and Exhibits 1 and 4.

(7) **Vaccination Component.**

7.1 CSL's proposal for how it intends to incorporate vaccination strategies to maximally protect passengers and crew from introduction, amplification, and spread of COVID-19 in the maritime environment and land-based communities, is attached and incorporated as Exhibit 3. The proposal lists CSL's vaccination coordinator and includes CSL's processes and timeline for vaccination of ship crew and passengers.

7.2 The Parties agree to Exhibit 3's provisions concerning education of port personnel and travelers about the importance of getting a COVID-19 vaccine.

7.3 Port Owners will encourage all port personnel and employees to be vaccinated.

(8) **Additional Port Procedures Required by the FCS.**

8.1 *Required CSL Embarkation Procedures.* During CDC authorized restricted passenger voyages, CSL must comply with CSL Embarkation and Disembarkation Procedures set forth in Exhibit 4 to minimize contact between travelers and port personnel. CSL Embarkation and Disembarkation Procedures shall comply with the

FCS and the COVID-19 Safety Procedures (Exhibit 1(A) - Exhibit 1(D) hereto) and shall include day-of-embarkation screening procedures for signs and symptoms of COVID-19 and laboratory testing of travelers, including testing location and management of individuals who test positive and their close contacts.

*8.2 Emergency Response Plan.* In the event that more than one ship at any Port experiences a simultaneous outbreak of COVID-19, CSL shall at its cost comply with all emergency response plan requirements set forth in Exhibit 1(A) - Exhibit 1(D) and Exhibit 4 attached hereto, and with any directives, instructions, and/or standard operating procedures issued by the Port Owners, DHSS and/or the CDC in response to such outbreak. In developing emergency response plans for each of the Ports, Port Owners have jointly considered a “worst case” scenario of multiple ships from multiple cruise ship operators experiencing simultaneous outbreaks of COVID-19.

*8.3 Exigent Circumstances Requiring Other Medical Services.* For exigent circumstances not covered by CSL medical services agreements (e.g., a medical emergency not related to COVID-19), CSL shall at its cost follow and comply with the applicable non-COVID-19 medical emergency protocols set forth in Exhibit 4 attached hereto.

*8.4 Evacuations at Sea.* All unavoidable medical evacuations at sea must be contracted for by CSL, at CSL's sole cost and be coordinated by CSL with the U.S. Coast Guard.

*8.5 Disembarkation Procedures in the Event of an Outbreak of COVID-19.* In the event of an outbreak of COVID-19 on any CSL vessel operating under this MOA, CSL will follow and comply with, at its cost, all applicable disembarkation procedures that apply in the event of an outbreak of COVID-19, included in Exhibits 1 or 4 hereto or in the FCS and, during CSL restricted passenger voyages, CSL shall use and follow CSL Embarkation and Disembarkation Procedures set forth in Exhibits 1 and 4 hereto.

*8.6 Cruise Terminal, Ship, and Transportation Vehicle Cleaning Procedures and Requirements.*

8.6.1 Prior to commencement of passenger embark and debark operations, except at otherwise provided in the event of a COVID-19 outbreak or as otherwise provided herein or in the COVID-19 Safety Procedures, the Port Owners shall cause each cruise terminal (and any associated bathrooms therein and connected passenger boarding bridges) covered by this MOA, to be cleaned in accordance with the Routine Cleaning Procedures set forth in Exhibit 1 and/or Exhibit 4 hereto.

8.6.2 Notwithstanding the terms of subsection 8.6.1 above, in the event of a COVID-19 “moderate outbreak” or “full outbreak” on any vessel calling on a Port terminal or other outbreak impacting a Port facility, the CSL shall at its cost comply with all emergency response plan and outbreak-level cleaning requirements set forth in

Exhibit 1(A)-1(D) and/or Exhibit 4 attached hereto, and with any directives, instructions, and/or standard operating procedures issued by the Port Owner, local health authority, and/or the CDC in response to such outbreak.

8.6.3 In connection with all transportation vehicles either owned, hired, or maintained by or on behalf of the CSL, the CSL shall at its cost cause same to be cleaned in accordance with, as applicable, the CSL's Transportation Vehicle Cleaning Requirements included in Exhibit 4, and all applicable FCS requirements.

8.7 *CDC Reporting Requirements.* CSL shall timely comply with (1) all CDC reporting requirements included in the FCS or otherwise required by the CDC, including requirements for reporting of cases identified during a voyage to local health authorities; and (2) all reporting requirements included in Exhibit 4.

**(9) Port Owners and DHSS Conditional Authorization of Restricted Passenger Voyages.**

9.1 Subject to CSL's compliance with all terms, conditions, and requirements hereof and all exhibits hereto, expressly including, without limitation the FCS, and subject to the CDC's future issuance of its written approval to CSL to conduct restricted passenger voyages to and from the Ports, Port Owners and DHSS hereby authorize and approve the same to the extent authorized by and in accordance with such contemplated future CDC approval(s), as delineated in Exhibit 2 attached. Subject to availability and obtaining the prior written approval of the Port Director for each Port and applicable local government authority, CSL may for good cause seek to switch or modify a previously authorized vessel berth's assigned date and/or time.

9.2 Notwithstanding and prevailing over the foregoing, the Port Owners and DHSS reserve their respective rights to rescind, reduce, otherwise modify, and/or further condition any approval conferred herein in light of changing circumstances relating to COVID-19 infection rates, the development or spread of variants, the availability or scarcity of local resources needed for the protection of the local community, or otherwise. The Port Owners and DHSS additionally reserve their respective rights to temporarily suspend or rescind the MOA if local resources become insufficient to adequately respond to an onboard outbreak of COVID-19 on a cruise ship. However, the Parties acknowledge that in the event of suspension or rescission of this MOA, such suspension or rescission shall not deny a cruise ship's ability to make port as approved by the CDC and in accordance with all requirements hereof, if on a voyage that commenced hereunder prior to such suspension or rescission.

9.3 CSL shall immediately notify the CDC if the MOA is modified, amended, or rescinded.

(10) **Compliance with Laws.** The Parties shall comply with all applicable laws, regulations, codes, and ordinances including local municipal health mandates established by any applicable governmental authority having jurisdiction over its services or obligations under the MOA, as may be amended from time to time, and any laws, regulations, codes, ordinances, rules, and public health guidelines pertaining to SARS-CoV-2/COVID-19 or other communicable disease, and shall ensure that its employees, agents, contractors, subcontractors (of all tiers), affiliates and guests also comply therewith, including, but not limited to, all applicable training requirements. The Parties additionally agree to follow the notification procedures to appropriate parties as outlined in the *Alaska Multi-Agency Maritime Communicable Disease Emergency Response Plan*.

(11) **Notices.** Any and all notices, requests, demands and other communications required or permitted to be given pursuant to this MOA shall be in writing and shall be deemed to have been duly given when: (i) delivered by hand; (ii) deposited in the mail by registered or certified mail, return receipt requested; (iii) sent via electronic mail, with a requested read receipt response; or (iv) sent by recognized international overnight courier. No notice shall be effective unless and until received by the recipient.

If to CSL:

Royal Caribbean Cruises Ltd.  
1050 Caribbean Way  
Miami, Florida 33132  
Attn: VP, Port Operations

With a copy to: General Counsel, Fax: (305) 539-0562

If to the Port Owners:

Icy Strait Point, LLC, 108 Cannery Rd, Hoonah, AK 99829  
Port Director: Tyler Hickman

*With a copy to:*

Huna Totem Corporation, 9301 Glacier Highway, Suite 200, Juneau AK,  
99801

City and Borough of Juneau Docks and Harbors 155 S. Seward Street, Juneau AK  
99801

Port Director: Carl Uchytel

City and Borough of Wrangell, Box 531, Wrangell, AK, 99929  
Attention: Lisa Von Bargen, Borough Manager, [lvonbargen@wrangell.com](mailto:lvonbargen@wrangell.com)

Sitka Dock Company, 4531 Halibut Point Road, Sitka, Alaska, 99835  
Attention: Chris McGraw, General Manager.

Pacific & Arctic Railway & Navigation Company, P.O. Box 435, Skagway, AK 99840  
Attention: Bob Berto, President, [bobb@surveypt.com](mailto:bobb@surveypt.com)

Ward Cove Dock Group, 7559 North Tongass Highway, Ketchikan, Alaska, 99901  
Port Director: John Binkley

If to Local Municipalities & Boroughs:

City of Ketchikan, 334 Front Street, Ketchikan, AK 99901  
Attention: Robert Sivertsen, Mayor, [mayor@ktn-ak.us](mailto:mayor@ktn-ak.us)

Ketchikan Gateway Borough, 1900 First Avenue, Ketchikan, AK 99901  
Attention: Ruben Duran, Borough Manager, [managersoffice@kgbak.us](mailto:managersoffice@kgbak.us)

Municipality of Skagway, P.O. Box 415, Skagway, 99840  
Attention: Brad Ryan, [manager@skagway.org](mailto:manager@skagway.org)

City of Hoonah, P.O. Box 360 Hoonah, AK 99829  
Attention: Dennis Gray, City Administrator, [dgray@cityofhoonah.org](mailto:dgray@cityofhoonah.org)

City and Borough of Sitka, 100 Lincoln Street, Sitka, AK, 99835  
Attention: John Leach

City and Borough of Juneau, \_\_\_\_\_  
Attention:

City and Borough of Wrangell, Box 531, Wrangell, AK, 99929  
Attention: Mayor Stephen Prysunka

If to Local Health Authority:

Dept. of Health and Social Services, 3601 C Street, Suite 902, Anchorage, AK 99503  
Attention: DHSS Commissioner Adam Crum, [adam.crum@alaska.gov](mailto:adam.crum@alaska.gov)

A Party may change their address or other relevant information by notice in writing to the other Parties as provided above and as supplemented by each Party's signature block.

- (12) **Port Owners' Retained Rights and Authority.** Notwithstanding and prevailing over any potentially contrary term or implication in this MOA, in order to protect the public's health, safety and welfare, the Port Owners each retain and reserve its right and authority to, in its sole discretion: (1) modify, reduce, or limit the number of vessels that can berth at its port at one time, the size and/or capacity of cruise vessels that can call at its port under the Conditional Sail Order, or otherwise limit cruise operations in the Port Owner's discretion; (2) deny berthing or port access to

a cruise vessel reporting passengers and/or crew onboard who are infected or potentially infected with COVID-19; and/or (3) require that such vessel or vessels, as the case may be, anchor off-port for purposes of quarantine or to facilitate disembarkations via tenders, as may be so directed by the Port, the U.S. Coast Guard, the Alaska Unified Command, the CDC, or local public health agencies, provided that, in all cases, the Port Owners shall not deny a cruise ship's ability to make port as approved by the CDC and in accordance with all requirements hereof, if on a voyage that commenced hereunder prior to such suspension or rescission. The Ports shall not be liable for any costs or consequential damages incurred by CSL, or by third parties, that may arise from a Port Owner's or Port's exercise of its discretion hereunder or as a result of any directives or decisions issued by any federal, state, or other governmental agency, department, or subdivision.

- (13) **Governing Law/Jurisdiction/Exclusive Venue.** This MOA shall be governed by the laws of the state of Alaska without regard for its conflict of laws provision, and venue for any and all disputes, controversy, actions, suits, or claims arising out of this MOA, or seeking relief under and/or to construe same shall lie exclusively in Alaska.

(14) **Miscellaneous.**

14.1 Nothing in this MOA constitutes any Party as the agent, employee, partner, or joint venture of any other Party. No Party has the right or authority to bind any other Party, including without limitation the power to incur any liability or expense on behalf of any other Party, without its prior written agreement except as expressly set forth in this MOA.

14.2 If any provision of this MOA, or the application of a provision to any person or circumstance, shall be held invalid, the validity or legality of the remainder of this MOA, or the application of such provision to persons or circumstances other than those to which it is held invalid, shall not be affected.

14.3 This MOA sets forth the understanding between the Parties as to the subject matter herein. This MOA is intended to be supplemental to CSL's existing preferential berthing agreement, if any and as amended, with the Port Owner(s). To the extent this MOA conflicts with CSL's prior or existing berthing rights agreements with Port Owner(s), this MOA shall control, providing nothing contained herein shall be construed as nullifying, reducing, or deferring or delaying compliance with any CSL payment, performance, indemnity, or insurance obligation contained in any prior or existing Port Owner's agreement with CSL.

14.4 This MOA can only be changed, modified, or amended by the express written agreement of the Parties.



14.5 Except as otherwise provided in this MOA, none of the Parties may, without the written consent of the other, transfer, assign, create an interest in, or deal in any other way with any of its rights or obligations under this MOA.

14.6 Any unsatisfied payment or indemnity obligation arising hereunder during the Term hereof shall survive the expiration or early termination of said term.

14.7 This MOA may be executed in one or more counterparts, each of which when so executed and delivered shall be deemed an original and all of which taken together shall constitute one and the same instrument. This MOA may be signed by facsimile signature, and such facsimile shall have the same legal force and effect as if it were an original.

14.8 This MOA has no intended third-party beneficiaries and shall not be construed to create any rights in, or grant any cause of action to, any person or entity not a Party hereto.

14.9 The CDC may request that the Parties modify or amend this MOA, COVID-19 Safety Procedures, or any other Exhibit based on “lessons learned” from CSL's restricted passenger voyages as described in CSL's after-action report for each voyage or otherwise.

14.10 Upon execution by all parties, CSL shall provide a complete copy (including all exhibits) to CDC at [eocevent349@cdc.gov](mailto:eocevent349@cdc.gov) and to each Party pursuant to the notice provisions herein.

**IN WITNESS WHEREOF**, the Parties have executed this MOA as of the Effective Date.

**PORT OWNERS AND LOCAL GOVERNMENTS:**

**A.J. JUNEAU DOCK, LLC**

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

Name: Ethan Berto

Title: President

Email: [eberto@surveypt.com](mailto:eberto@surveypt.com)

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

**CITY AND BOROUGH OF JUNEAU**

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

Name: Rorie Watt

Title: City Manager

Email: [Rorie.watt@juneau.org](mailto:Rorie.watt@juneau.org)

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

**CITY OF KETCHIKAN**

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

Name: Karl Amylon

Title: City Manager

Email: [karla@cityofketchikan.ak.us](mailto:karla@cityofketchikan.ak.us)

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

**KETCHIKAN GATEWAY BOROUGH**

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

Name:

Title:

Email:

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

**MUNICIPALITY OF SKAGWAY**

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

Name: Brad Ryan

Title: Borough Manager

Email: [manager@skagway.org](mailto:manager@skagway.org)

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

**PACIFIC & ARCTIC RAILWAY &  
NAVIGATION COMPANY**

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

Name: Bob Berto

Title: President

Email: [bobb@surveypt.com](mailto:bobb@surveypt.com)

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

**ICY STRAIT POINT, LLC**

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

Name: Russell A. Dick

Title: President &amp; CEO, ISP

Email: [russell.dick@hunatotem.com](mailto:russell.dick@hunatotem.com)

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

**CITY OF HOONAH**

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

Name: Dennis Gray

Title: City Administrator

Email: [dgray@cityofhoonah.org](mailto:dgray@cityofhoonah.org)

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

**CITY AND BOROUGH OF SITKA**

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

Name: John Leach

Title: Municipal Administrator

Email: [john.leach@cityofsitka.org](mailto:john.leach@cityofsitka.org)

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

**SITKA DOCK COMPANY**

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

Name: Chris McGraw

Title General Manager

Email: [chris@halibutpointmarine.com](mailto:chris@halibutpointmarine.com)

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

**CITY AND BOROUGH OF WRANGELL**

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

Name: Lisa Von Bargaen

Title: Borough Manager

Email: [lvonbargaen@wrangell.com](mailto:lvonbargaen@wrangell.com)

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

**LOCAL HEALTH AUTHORITY:****STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES**By: \_\_\_\_\_

Name: Adam Crum

Title: Commissioner, DHSS

Email: [adam.crum@alaska.gov](mailto:adam.crum@alaska.gov)Date: 6/15/2021**CRUISE SHIP OPERATOR:****ROYAL CARIBBEAN CRUISES LTD.  
D/B/A SILVERSEA CRUISES**

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

Name: Richard Fain

Title: Chairman &amp; CEO

Email: [rfain@rccl.com](mailto:rfain@rccl.com)

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

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

Name: Roberto Martinoli

Title: President &amp; CEO of Silversea Cruises

Email: \_\_\_\_\_

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

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

Name: Dr. Calvin Johnson

Title: Chief Medical Officer

Email: [calvinjohnson@rccl.com](mailto:calvinjohnson@rccl.com)

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

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

Name: Bradley Stein

Title: GC & Chief Compliance Officer

Email: [bstein@rccl.com](mailto:bstein@rccl.com)

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

## 2021 COVID Port Operation Protocols

In response to the resumption of cruise operations in Alaska, Port Operators or their contracted representatives will implement the following protocols to protect its employees, customers, contractors, partners, and the community at large that interact and participate in Port Operations. These protocols have been implemented to ensure best practices and are regularly reviewed to capture the changing guidance concerning mitigation and response. If a local government has mandates or COVID related compliance measures that are more restrictive in nature those policies will be adopted.

In reviewing CDC guidance, and each cruise company's individual plan, Port Operators expects strict adherence to all protocols, as we seek to integrate the plan to ensure a safe and seamless experience.

The below general property standards for port operations include but are not limited to:

- Mask use will be required on dock facilities where social distancing cannot be followed.
- Physical distance guidelines (6 feet) will be observed on dock facilities where possible.
- Dispensers of anti-bacterial gel based on 70% alcohol (or other CDC approved), placed in strategic points on dock facilities that are accessible to passengers, crew, and personnel.
- Scheduled cleaning of contact surfaces and disinfection routines.
- Signage with recommendations to maintain social distance and adhere to protocols, at both points of access and strategic locations.
- Compliance by all persons, maintained and enforced, with participation of our personnel, contractors, and partners.

Prior to operations commencing, all staff, contractors, and partners will receive training in the above protocols.

Supporting Sections:

- I. Abbreviations
- II. Sanitation
- III. Vaccination
- IV. Emergency Response Plan
- V. Port Staff Protection and Training

# Supporting Section-COVID-19 Safety Procedures for Port Operations

## I. ABBREVIATIONS

ALS – Advanced Life Support  
 BLS – Basic Life Support  
 CBP – US Customs and Border Protection  
 CDC – US Center for Disease Control & Prevention  
 CL – Cruise Lines or Cruise Vessel Operators  
 CLAA – Cruise Line Agencies of Alaska  
 CSG – COVID-19 Safety Guidelines  
 CSO – CDC Framework for Conditional Sailing Order dated Oct. 30, 2020 and subsequent CDC technical instructions, clarifications, and guidelines issued in connection therewith  
 DHSS – Alaska Department of Health and Social Services  
 PPE – Personal Protection Equipment  
 UCS – Unified Command System  
 USCG – United States Coast Guard

## II. SANITATION

- A. Routine Dock Sanitation – Except as otherwise provided herein, the initial base-level cleaning and disinfecting of all dock facilities is the responsibility of Port Operator or their contracted representative.
  - i. Before Disembarkation:
    1. Hand sanitizer stations placed on dock.
    2. Railings on the dock and trestle disinfected and other high touch surfaces.
    3. Mask and physical distancing signage in place.
    4. One way traffic markers and signage in place on dock and trestle.
  - ii. Masks and physical distancing are required on the dock and trestle where social distancing cannot be achieved, with signage placed.
  - iii. Adequate staffing will be in place to manage crowd control and cleaning/sanitizing duties.
  - iv. Communication between the Port Excursions staff and the ship will be continuous to ensure staggered disembarkation and tour dispatch.
  - v. Those with mobility issues that require assistance for transport will be directed to a separated waiting area, away from traffic flow, to wait for the next scheduled pick up.
  - vi. Mask policy enforced in waiting area, with signage.
  - vii. Physical distancing promoted, with signage.
  - viii. Waiting area cleaned and sanitized throughout day.
  - ix. Hand sanitizing station in place.
- B. Outbreak-Level Cleaning– In the event of an outbreak-level incident (as defined in CDC guidelines or clarifications), or in the event the threshold of COVID-19 detected cases exceeds 1% of the crew or 1.5% of passengers, or as may be redefined in future CDC instructions, Port Operators or their contracted representatives will provide outbreak-level cleaning (as defined in the CDC's Detailed Disinfecting Guidance for Facilities) of each affected area. These areas may include docks and related facilities, restrooms, passenger boarding bridges,

concourses, and transportation vehicles using port facilities to load passengers, in accordance with established CDC guidelines.

Item c.

### III. VACCINATION

- A. In order to minimize risk of transmission of COVID-19, all port personnel will be highly encouraged to become vaccinated prior to the commencement of cruise operations. Port Operator or contracted representative will assure access to educational materials on vaccination benefits and provide information on local vaccine availability.

### IV. EMERGENCY RESPONSE

- A. Non-COVID-19 Medical Emergencies – If non-COVID-19 emergency medical care is required for a patient onboard a vessel, the ship's Captain will utilize the 911 emergency system and local emergency response will respond to assess patients.
- B. COVID-19 Medical Notification – All medical-related disembarkations in this category will be requested by the CL prior to arrival at either Juneau or Ketchikan only. These requests will be made through CLAA and will be coordinated between vessel, emergency response center and hospital in accordance with local policy. Any such disembarkation must be consistent with the terms of the patient transfer MOU with the local hospital facility where applicable.
  - i. In addition to USCG regulations requiring notification of intention to enter US waters with a potentially ill traveler or crew member and/or any other medical concerns, which trigger the Unified Command System (UCS), all CLs are required to provide similar notification to local health authorities.
  - ii.
    - 1. The notification to local health authority must include:
      - a. Expected Patient Count
      - b. Patient(s) Condition
      - c. General Demographic Information on Patient(s)
    - 2. The UCS will be utilized throughout the emergency response.
- C. Examination and Entry Screening – CL medical personnel will provide local hospital all appropriate and corresponding patient medical records and information to facilitate the local hospitals' ability to properly evaluate the condition of the patient. Hospital will evaluate and determine the level of medical care required in accordance with their policy.
  - i. Advanced Life Support (ALS) – If determined that ALS is required, hospital will advise emergency response as well as local health authority.
  - ii. Basic Life Support (BLS) – If hospital, in conjunction with ship's Doctor determines that the ill traveler falls under a BLS scenario, the traveler will remain in the CL's care for transport aboard ship to Seattle for any further treatment in accordance with CL's established medical care and transportation agreements, as required by the CSO and Seattle MOA.
- D. COVID-19 Outbreak & Worst-Case Scenario

- i. COVID-19 Outbreaks - For the purposes of this procedure, outbreaks are defined as incidents involving COVID-19 detected cases of at least 1% of the crew or 1.5% of passengers, or as may be redefined in future CDC instructions.
- ii. Worst-Case Scenario – For the purposes of this procedure, Worst-Case Scenario is defined as incidents involving simultaneous outbreaks on any two (2) or more distinct ships.
- iii. In the event of a worst-case scenario, or infectious disease outbreak, the CLs shall comply with any additional requirements that may be imposed by local authorities, CDC, or the UCS.
- iv. In the event of a worst-case scenario, due to the limited medical and housing capacity of communities in southeast Alaska, CL agrees to conduct any needed disembarkation, with the exception of medically urgent disembarkation (requiring ALS, as per above), in its' home port of Seattle, in compliance with its' port agreement with the City of Seattle.

Item c.

#### **V. PORT STAFF PROTECTION & TRAINING**

- A. Personal Protection Equipment (PPE) – Port Operator or its contracted representative has procured and issued appropriate PPEs to all staff accordingly.
- B. Initial & Ongoing Training – Port Operator or its contracted representative shall be required to assure complete safety and health training of all personnel in accordance with applicable OSHA, CDC, and CSG requirements has been completed.
- C. All port staff who are expected to interact with cruise travelers and crew are encouraged to obtain appropriate vaccinations.



## Exhibit 2

### CRUISE SHIP OPERATOR DEPLOYMENT SCHEDULE

CSL's Deployment Schedule is as follows:

The maximum number of guests and crew set forth on the Ship Particulars (SECTION I) is a reference based on an estimated distribution of guests and crew. The actual number of guests or crew can at times exceed the maximum numbers for each category (Guest/Crew) provided the ship never exceeds the total number of people certified to carry (Maximum capacity).

For the trial sailing and the initial sailings thereafter, the intention is to sail with a limited capacity in accordance with all current regulatory restrictions and CDC guidelines. After the initial sailings, the ship capacity will be increased gradually based on the operational experience gained from these initial sailings.

#### I. Ship Particulars

Brand	Ship Name	Ship Class	Double Occupancy	Maximum Passengers	Maximum Crew	Maximum Capacity
SS	SILVER MUSE	RINA	50	660	380 (*)	1,040

#### II. Trial Sailings

Port Name	Ship Name	Sail Date	End Date	Arrival Time	Departure Time
NA	NA	NA	NA	NA	NA

#### III. Ship Schedule

Port Name	Ship Name	Day	Sail Date	Arrival Time	Departure time
Wrangell, Alaska	SILVER MUSE	Sun	01-Aug-2021	8:00	17:00
Sitka, Alaska	SILVER MUSE	Mon	02-Aug-2021	8:00	15:30
Skagway, Alaska	SILVER MUSE	Tue	03-Aug-2021	8:00	19:00
Tracy Arm / Sawyer Glacier, Alaska	SILVER MUSE	Wed	04-Aug-2021	7:00	17:00
Juneau, Alaska	SILVER MUSE	Wed	04-Aug-2021	22:00	Overnight
Juneau, Alaska	SILVER MUSE	Thu	05-Aug-2021	Overnight	16:00
Ketchikan, Alaska	SILVER MUSE	Tue	11-Aug-2021	8:00	16:00
Sitka, Alaska	SILVER MUSE	Thu	12-Aug-2021	8:00	16:00
Icy Strait Point, Alaska	SILVER MUSE	Fri	13-Aug-2021	8:00	18:00
Skagway, Alaska	SILVER MUSE	Sat	14-Aug-2021	7:00	19:00
Juneau, Alaska	SILVER MUSE	Sun	15-Aug-2021	8:00	Overnight
Juneau, Alaska	SILVER MUSE	Mon	16-Aug-2021	Overnight	4:00

Tracy Arm / Sawyer Glacier, Alaska	SILVER MUSE	Mon	16-Aug-2021	7:30	17:00
Wrangell, Alaska	SILVER MUSE	Sun	22-Aug-2021	8:00	18:00
Sitka, Alaska	SILVER MUSE	Mon	23-Aug-2021	8:00	18:00
Tracy Arm / Sawyer Glacier, Alaska	SILVER MUSE	Tue	24-Aug-2021	7:00	17:00
Juneau, Alaska	SILVER MUSE	Tue	24-Aug-2021	22:00	Overnight
Juneau, Alaska	SILVER MUSE	Wed	25-Aug-2021	Overnight	18:00
Icy Strait Point, Alaska	SILVER MUSE	Thu	26-Aug-2021	7:00	16:00
Ketchikan, Alaska	SILVER MUSE	Tue	01-Sep-2021	8:00	16:00
Sitka, Alaska	SILVER MUSE	Thu	02-Sep-2021	8:00	16:00
Icy Strait Point, Alaska	SILVER MUSE	Fri	03-Sep-2021	8:00	18:00
Skagway, Alaska	SILVER MUSE	Sat	04-Sep-2021	7:00	19:00
Juneau, Alaska	SILVER MUSE	Sun	05-Sep-2021	8:00	Overnight
Juneau, Alaska	SILVER MUSE	Mon	06-Sep-2021	Overnight	4:00
Tracy Arm / Sawyer Glacier, Alaska	SILVER MUSE	Mon	06-Sep-2021	7:30	17:00
Wrangell, Alaska	SILVER MUSE	Sun	12-Sep-2021	8:00	17:00
Sitka, Alaska	SILVER MUSE	Mon	13-Sep-2021	8:00	15:30
Skagway, Alaska	SILVER MUSE	Tue	14-Sep-2021	8:00	19:00
Tracy Arm / Sawyer Glacier, Alaska	SILVER MUSE	Wed	15-Sep-2021	7:00	17:00
Juneau, Alaska	SILVER MUSE	Wed	15-Sep-2021	22:00	Overnight
Juneau, Alaska	SILVER MUSE	Thu	16-Sep-2021	Overnight	16:00

### Exhibit 3

## CRUISE SHIP OPERATOR VACCINATION STRATEGIES

### **I. Plan and Timeline of Vaccination of Cruise Ship Crew Prior to Resuming Passenger Operations.**

#### **a. Plan and Timeline for Vaccination of Cruise Ship Crew Prior to Resuming Passenger Operations.**

- i. CSL Cruises, Inc. (“Celebrity”) and Silversea Cruises, Ltd. (“Silversea”) (together Silversea and Celebrity hereinafter referred to as “CSL”) intend operate simulated voyages, or restricted passenger operations subject to the United States Centers for Disease Controls’ (“CDC”) Framework for Conditional Sailing Order (“CSO”) with fully vaccinated cruise ship crew members (the “CSO Voyages”). Indeed, CSL has begun to vaccinate crew members, with hundreds already partially or fully vaccinated. Additionally, CSL has entered into at least one agreement with a national retail pharmacy provider for the shoreside immunization of cruise ship crew, however immunizations under this agreement are not slated to begin until the latter part of May 2021.

#### **b. Use of FDA-authorized vaccines and vaccine products receiving emergency use listing from the World Health Organization (WHO).**

- i. Vaccines administered to cruise ship crew being immunized in the United States are FDA-authorized vaccines. To the extent CSL cruise ship clinicians vaccinate crew members for COVID-19 onboard CSL vessels, they shall do so using only FDA-authorized vaccines, or vaccine products receiving emergency use listing from the WHO. For the avoidance of doubt, CSL may operate CSO Voyages with cruise ship crew members fully vaccinated for COVID-19 with vaccine products authorized by any national health authority.

### **II. Incorporation by Cruise CSL of Vaccination Strategies to Protect Passengers and Crew from COVID-19.**

#### **a. General Vaccination Strategy.**

CSL’s intent is to sail with 100% vaccinated crew and never below the 95% crew vaccination threshold. CSL will require all guests over 16 years of age to be vaccinated at least two weeks prior to their sailing. CSL will monitor its bookings to ensure that no more than 5% of booked guests are under 16 years of age, although historically this has not been an issue. CSL expects to lower the age requirement for fully vaccinated guests to 12 years of age by August 1, 2021.

Pursuant to the CDC's Technical Instructions for Simulated Voyages by Cruise Ship Operators under CDC's Framework for Conditional Sailing Order, in lieu of conducting a simulated voyage, CSL's responsible officials will sign and submit an attestation under 18 U.S.C. §1001 that 95 percent of crew (excluding any newly embarking crew in quarantine) will be fully vaccinated during any restricted passenger operations and will submit to CDC a clear and specific vaccination plan and timeline to limit cruise ship sailings to 95 percent of passengers who have been verified by the cruise ship operator as fully vaccinated prior to sailing.

Additionally, CSL shall require cruise ship crew and embarking contractors to be fully vaccinated prior to participating in CSO Voyages. Cruise ship crew members objecting to receiving COVID-19 vaccinations on medical, religious or disability grounds shall not be scheduled to work on CSO Voyages. All CSL port protocols and mobilization plans shall incorporate CDC's Interim Public Health Recommendations for Fully Vaccinated People.

- b. Unvaccinated Emergency Personnel. In the event any of the Parties determines that a vessel(s) operating a CSO Voyage requires emergency maintenance or assistance, and the person(s) qualified to provide such emergency maintenance or assistance have not been vaccinated for COVID-19 (the "Unvaccinated Emergency Personnel"), CSL may embark Unvaccinated Emergency Personnel. When embarking Unvaccinated Emergency Personnel, CSL shall consider the exigent circumstances of the emergency against the ability of Unvaccinated Emergency Personnel to be tested for SARS-CoV-2 in accordance with any CDC technical instructions in effect at the time CSL requires embarkation of such Emergency Personnel.
- c. Eligibility Criteria, Exemptions, No Conflict with Other Laws. No part of this section shall be construed to:
  - i. require any crew member, guest or contractor currently ineligible for vaccination under local, state or federal guidelines (e.g., recently recovered from COVID-19, vaccine contraindication, etc.) to be vaccinated;
  - ii. conflict with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, or other applicable state or local laws that allow for exemptions to vaccination(s).

### **III. Designation of Cruise Ship CSL Vaccine Coordinator.**

CSL shall designate a person or entity as a vaccine coordinator (the “Vaccine Coordinator”). The Vaccine Coordinator shall oversee CSL’s implementation and maintenance of any vaccination processes, vaccination proposals, and vaccination education components herein.

CSL hereby designates Mr. Brian Abel as CSL’s vaccine coordinator (the “Vaccine Coordinator”).

### **IV. Processes for Vaccination of Crew Currently Onboard and Newly Embarking Crew.**

#### **i. Vaccination of Crew Shoreside, In Crew Member’s Home Country**

- a.** CSL is engaged in reasonable best efforts to explore vaccination opportunities for crew ship crew in the various countries where crew members currently reside. To that end, CSL has entered into at least one agreement for the facilitation of cruise ship crew vaccination outside the United States, thereby ensuring that some crew members will be partially or fully vaccinated in their home country prior to flying to the United States to joining a ship for a CSO Voyage.

To the extent CSL’s medical team(s) or shoreside contractor(s) vaccinate cruise ship crew outside the United States prior to joining a CSO Voyage, CSL shall require the reporting of any vaccine adverse events to the appropriate national health authority’s reporting mechanisms for vaccine adverse events.

#### **ii. Vaccination of Crew Shoreside in the United States, Prior to Embarkation**

- a.** CSL has entered into at least one agreement with a retail pharmacy provider for the shoreside immunization of cruise ship crew scheduled to join vessels participating in CSO Voyages. However immunizations under this agreement are not slated to begin until the latter part of May 2021. CSL’s retail pharmacy immunization provider will report any vaccine adverse events to the Vaccine Adverse Events Reporting System (“VAERS”) for FDA-authorized vaccines.

#### **iii. Vaccination of Crew Shipboard**

- a.** As set forth above, CSL intends to vaccinate shipboard crew members currently onboard at various ports in the United States (e.g., Port of Miami, Galveston Wharves, etc.). These vaccinations may take place shoreside or onboard. To the extent these vaccinations take place shoreside, adverse events will be reported to VAERS for FDA-

authorized vaccines. To the extent additional vaccinations are administered onboard by CSL's cruise ship clinicians, they shall be required to report any vaccine adverse events to VAERS for FDA-authorized vaccines, or to the appropriate reporting mechanisms for vaccines authorized for use by other countries.

**V. Education of Port Personnel and Travelers about the Importance of Getting the COVID-19 Vaccine.**

CSL's public-facing website(s) relating to CSO Voyages shall (a) include vaccination information (i.e., links to vaccine information published by the relevant health authorities, such as the FDA), and (b) remind all persons of CSL's vaccination policies for crew, guest and contractors embarking CSO Voyages. No part of this section shall be construed to violate, or otherwise conflict with Fla. Exec. Order No. 21-81 (April 2, 2021), titled "Prohibiting COVID-19 Vaccine Passports."

CSL shall communicate with all third-party contractors (port agents, suppliers, etc.) engaged in services relating to CSO Voyages, the importance of being vaccinated for COVID-19.

Consistent with §II(b), *supra*, CSL may further communicate the conditions under which it may embark Unvaccinated Emergency Personnel, in the event any of the Parties determines that one or more vessel(s) operating under the CDC CSO requires emergency maintenance or assistance.

**VI. Processes for Vaccination of Port Personnel Expected to Interact with Travelers**

To the extent FDA-authorized vaccine products are available CSL and the relevant port authority will discuss the feasibility, timeline and operational logistics of operating a COVID-19 vaccine clinic for all port personnel expected to interact with travelers, crew or contractors embarking any of CSL's vessels operating a CSO Voyage.

## CLS Protocols

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## 1. Port Component Objective

We will ensure our ships sail with healthy guests and crew by establishing layers of protection - multiple, sequential measures, each of which help us prevent the introduction of disease. Prevention strategies include, but are not limited to:

- Requiring SARS-CoV-2 tests and wellness screenings for guests and crew as per CDC's Covid 19 Operations Manual the CDC Technical Instructions for Simulated Voyages.
- Providing guests access to our current health and safety protocols
- Educating and training our crew on the responsibilities prompted by our new protocols
- Staggering guest arrival during check-in
- Requiring face coverings and physical distancing by all terminal staff and guests while boarding as required by any local or federal regulations and any CDC mask mandate in effect.

Executing comprehensive terminal cleaning and sanitation procedures

The protocols outlined on this Exhibit could be further enhanced or modified at any time, at the discretion of the cruise line, in order to establish additional layers of protection.

## 2. Testing for SARS-CoV-2

We will adhere to the Screening Testing of All Embarking and Disembarking Passengers as outlined in the CDC's Covid 19 Operational Manual and the CDC Technical Instructions for Simulated Voyages. As capacity evolves, we will continuously evaluate our testing procedures, including test type, efficacy, frequency, and timing, and make any adjustments to reduce the chance of the introduction of virus to our ships.

### A. Guests Testing

Anyone on the guest manifest sailing with the ship will be subject to the screening testing requirements outlined in the CDC's Covid 19 Operational Manual during the restricted sailings. Anyone testing positive will be denied boarding.

Guests will also undergo a wellness check as part of check-in. Completion of the wellness check will permit guests to board the vessel. Protocols for handling a COVID-19 positive case are described in the section on Denied Boarding.

### B. Day Visitors (Not Sailing) Testing— As Per Global Security Day Visitor Policy

Business-critical vendors and shoreside employees boarding the ship but not sailing will be required to complete a wellness screening, which includes a health questionnaire and temperature checks, before boarding. Anyone failing the wellness screening will be denied boarding.

Wherever possible and in agreement with local authorities at each port, we will redesign clearance protocols by limiting the number and frequency of day visitors. Acknowledging that at times there will be a need for planned and unplanned ship visits by local authorities (e.g., customs, immigration, public health departments, local enforcement agencies, etc.) for a variety of reasons, prior to arriving in port, we will communicate with port officials and pilots and agree on: a) the need for entering the vessel, b) our wellness screening protocols, and c) practices to ensure safety once onboard. We will encourage all relevant authorities to adhere to the established wellness screening protocols for day visitors.

Once cleared to remain on the ship, day visitors will follow prevailing physical distancing rules and minimize interaction with guests and crew. As testing technology evolves, we'll re-evaluate and adjust our protocols.

### **C. Port Personnel Testing**

Port Personnel who have limited contact with guests and crew, including but not limited to terminal agents, luggage porters and transportation providers, will undergo a wellness check. We will encourage vendors to have regular SARS-CoV 2 testing programs for their employees and encourage their employees to be fully vaccinated.

## **3. Educating Guests**

We'll use our websites, mobile apps, social media accounts and travel partners to communicate how we're addressing COVID-19 and protecting the health of our guests and crew. Additionally, we'll help guests stay current with recommendations for reducing the risk of COVID-19 transmission by highlighting avenues to viable information from trustworthy public health agencies. We'll also recommend travel insurance to protect against unforeseen cancellations. All these activities will be managed by each cruise brand communications team.

## **4. Health Acknowledgement**

Prior to boarding, Guests will acknowledge that they:

- Are knowledgeable about their individual risk of severe illness from COVID-19
- Have made an informed decision about taking a cruise based on their individual risk
- Have decided whether to consult a physician based on their risk
- Will follow policies onboard to minimize the spread of disease

We'll also recommend that any guests who are in vulnerable groups, as identified by relevant public health agencies, consult their physician prior to going on a cruise, and provide information or resources where guests can find more information about vulnerable groups as defined by public health agencies.

## **5. Enhanced Protective Measures During Vessel Turnaround Operations**

We will enable our guests and crew to take affirmative steps to prevent SARS-CoV-2 with mandatory face coverings and physical distancing as required by any applicable local, state or federal regulations and any CDC mandates, and by providing additional hand sanitizing stations.

### **A. Physical Distancing and Barriers**

1. We will use signage and ground markings to help guests maintain proper physical distance and create space by placing barriers at queuing points in the terminal, including at the entrance, mobile check-in stations, elevators, and security screening stations.

2. Enhanced distancing will be emphasized throughout the pier terminal, airport, and transfer experience by means of controlled arrivals and departures, signage, announcements (where available), physical barriers and guidance of port personnel.
3. The terminal will be monitored by the Pier Supervisor in order to manage the terminal capacity and the queuing inside and outside the cruise terminal.
4. An enhanced sign package is to be placed in key areas throughout the terminal to bring awareness and provide guidance to the enhanced distancing guidelines. Port Operational plans will have signage specific placement. No deviation unless authorized by GPS management.
5. Terminal capacity will be monitored to ensure enhanced distancing guidelines are met. Guest flow will be carefully mapped to prevent cross traffic inside the terminal and promote one-way guest flows.
6. Counter experience check-in agents will follow terminal diagram specific to the port and terminal. No deviation unless authorized by GPS management.
7. Elevators – Capacity will be reduced and/ or limited to a traveling party. Elevators will be monitored by directional staff.
8. Escalators – leave 3 steps between guests to allow for enhanced distancing unless they are a traveling party. Stagger side by side escalators.
9. Security screening and secondary- where possible to utilize every other security machine and arch way. Between guests' additional space to allow for enhanced distancing at the security machine, arch way, and security guards. Secondary guest screening to be done with more space between arch way and guest to guard spacing. Guards should allow their current guest or traveling parties to move beyond the archway and collect their belongs before calling the next guest.
10. Restroom signage will be posted alternating the use of sinks, toilets, and urinals throughout the restroom to enforce proper distancing.
11. Seating areas will be utilized to enforce enhanced distancing when necessary. Seating ushers will be available to seat guests and their party appropriately. Signage will be placed after traveling parties are seated to ensure social distancing.

#### **B. Mandatory Face Coverings**

Everyone in the terminal will be required to wear face coverings as required by any applicable local, state or federal regulations or CDC mandates. If guests do not have their own face coverings, we'll provide them one at the terminal, and we'll train staff to make sure face coverings are properly used.

#### **C. Personal Protective Equipment Guests, Visitors and Port Personnel**

1. RCL's policy for face masks requires all guests, visitors, and port personnel to wear a face mask from transportation and throughout the entire terminal process as required by any applicable regulations. Anyone who is not properly adhering to the face mask policy either by not wearing

a mask or are wearing it improperly, will be approached by terminal staff to correct the behavior.

2. Face Mask Requirements:

- Consistent with CDC guidelines
- Be made of at least two layers of breathable material
- Fully cover the nose and mouth and secure under the chin
- Fit snugly against the side of the face be secured with ties or ear loops and allow you to remain hands free
- For guests 2 years of age and above.

3. CDC guidance has determined the following to be unacceptable forms of face masks:

- Neck Gaiters
- Bandanas
- Face Masks with ventilation
- Face shield without an approved face mask

4. When a guest arrives without a face mask or a face mask does not meet the guidance of RCL, the guest will be provided a single use face mask.

#### **D. Hand Sanitizing Stations**

We will add more hand sanitizing stations in the terminals, and signage will be installed to guide and remind employees and guests of the importance of proper hand hygiene. Ship will supply agreed upon number of hand sanitizer stations for terminal use on each turn around operation. Ship will supply replacement batteries and sanitizer gel as needed to ensure that all sanitizers are working on the day of the turn.

#### **E. Luggage Handling**

We will encourage guests to check their bags to reduce queuing during boarding and allow for appropriate physical distancing. Guests will divest their luggage to porters prior to entering the terminal building. Porter services should manage luggage with caution. Porters will be wearing appropriate PPE.

Longshoremen will be encouraged to remain 6 feet/ 2 meters apart. During the morning safety briefing, longshoremen will be reminded by the foreman to maintain a safe distance from each other, from guests, and from others working in the terminal.

## **6. Arrival and Transportation**

We will stagger the arrival of guests and eliminate crowds in parking lots and terminals, allowing for appropriate physical distancing throughout the boarding process. Alternative arrangements to the ones described in this section might be considered for fully vaccinated guest transfers in accordance with any applicable regulations.

**A. Airport and Hotel Shuttles**

Guests taking airport or hotel shuttles to the port for their cruise will be met by contracted representatives. Shuttle personnel will wear face coverings and brief guests on our health and safety measures. Prior to boarding the shuttle, guest completion of their health questionnaires will be verified, and responses may trigger a secondary health screening, or an immediate denial of boarding. We'll assist any guest denied boarding to the shuttle with alternative travel arrangements, if needed.

Air conditioning for the vehicles will never be set to recirculation. Operators of Royal Caribbean Group shuttles are responsible for sanitizing their buses in a manner consistent with public health guidelines for COVID-19 and will ensure that capacity reductions are established to meet our established physical distancing measures.

**B. Wellness screening for transfers**

All arriving guests will undergo a wellness screening at the airport prior to transferring to the pier. The wellness screening will include the following process:

1. Health Questionnaire: Agents will validate that guests have completed the health questionnaire and conduct a verbal check that the information remains the same as previously recorded. At this time the agents will also make a visual wellness check observing any visibly symptomatic guests.

**C. Safety, Sanitization and PPE Plan for Transfers and Transportation****1. Safety, PPE, & Sanitization Guidelines:**

- Drivers of RCL-contracted transportation will wear an approved face mask for guest interactions and gloves for baggage handling on/off the coaches.
- All guests will be required to wear approved face masks as required by any applicable regulations at the airport or hotel, while boarding/leaving the coach and during the transfer to the airport, pier and/or hotel property.
- Air conditioning for the vehicles will remain in use and not set to recirculation.
- Hand Sanitizer will be available for use as guests and driver boards/disembarks.
- Airport / Pier agent meeting and greeting the coach will be responsible for visually ensuring all protocols are followed by the guests.
- All company provided coaches, shuttles and vehicles must be completely sanitized prior to the start of service and between each use.
- Seats wiped /sprayed with disinfectant, allow for enough time to dry prior to new guests sitting
- Logs to be kept on each coach with the date, time and initials of the person cleaning the coach
- Deep cleaning to be performed every night after service concludes

## 2. Social Distancing Guidelines for Coaches:

- Coaches will park with an empty spot in between one another allowing for enhanced distancing.
- Place signs in seats where a guest should not sit to maintain a safe distance from other guests.
- Enhanced distancing will also be accomplished through staggering of seats and reduced coach capacity as required by any applicable regulations.
- Coaches to be loaded from the back to the front.
- Driver will not be on the coach as guests board and will be the last one to board the coach
- The seating right behind the driver will remain empty unless a protective covering is present between the driver and the first row.
- Pier / Airport agent making the announcements will only board the coach once all guests have boarded and are seated
- Driver is responsible to load and unload luggage from coach luggage bays.

### D. Controlling Traffic

We have developed contingency plans to accommodate unexpected check-in and boarding delays, and will hold bus arrivals, reroute buses to additional parking lots, and designate additional waiting areas that have ample room for physical distancing, if circumstances demand.

### E. Port Traffic Management Principles

Terminal Vehicle traffic will be managed in a way as agreed upon by the terminal operator and cruise line. Based on opening of the terminal, arriving guests will be guided to appropriate drop off or waiting area of the port property. All vehicles which arrive on site and when the terminal is not ready to receive arriving guests will be directed toward the vehicle waiting area.

## 7. Embarkation Wellness Procedures

Wellness checks and health questionnaires will be required of all guests and crew before they board our ships, and of anyone working in the terminal. These screenings will identify guests and crew who exhibit COVID-19 symptoms or have been in contact with someone who has or is suspected to have COVID-19 and will follow any CDC requirements for embarkation.

### A. Wellness screening process for Guests

All arriving guests will be required to undergo a wellness screening prior to entering the terminal. The wellness screening will include the following process:

1. Validation of the vaccination certificate when required.

2. Health Questionnaire: Agents will validate that guests have completed the health questionnaire and conduct a verbal check that the information remains the same as previously recorded. At this time the agents will also make a visual wellness check observing any visibly symptomatic guests.

**B. Wellness screening process for day visitors**

See day visitor protocols.

**C. Wellness screening process for port personnel**

1. Port personnel will be subject to wellness screenings (temperature check and health questionnaire). The screening can be done by the terminal operator, an RCL Vendor, or a supervisor of a vendor company.
2. In addition, in our contracts with our Port Service contractors, we require that the contractors shall comply with all laws, regulations, codes, or ordinances established by an applicable governmental authority having jurisdiction over its Services under the Agreement including but not limited to any laws, regulations, codes, ordinances, or public health guidelines pertaining to SARS-CoV-2/COVID-19 or other communicable disease, and shall ensure that its employees and subcontractors also comply. To the extent that any applicable law, regulation, code, ordinance, guideline, or other governmental requirement is inconsistent with RCL's Public Health Protocols, Contractor shall comply with the stricter requirement. Contractor shall screen its employees, and require its subcontractors and vendors to screen their employees, for SARS-CoV-2/COVID-19 including taking temperatures daily and facilitating answering questions daily regarding their health, travel history, and whether they are experiencing any symptoms, and shall have and enforce a policy whereby any employee, subcontractor, or vendor experiencing any SARS-CoV-2/COVID-19 symptoms must not come to the Port or, if already at the Port, must leave immediately and notify the Contractor, who must immediately notify RCL. Any person who tests positive for SARS-CoV-2- shall not return to the Port unless and until permitted under the requirements of RCL's Public Health Protocols and any applicable law, regulation, rule, or other governmental order.

**D. Health Questionnaire**

1. The questionnaire is comprised of questions to identify:
  - Symptoms that indicate a guest may have COVID-19
  - Contact with persons with COVID-19 or exhibiting COVID-19 symptoms
  - Pregnancy status
2. Guests, crew, visitors can complete the questionnaire at the terminal, prior to boarding. Responses to the health questionnaire may trigger a secondary health screening or immediate denial of boarding.
3. Guests health questionnaire will be validated and reviewed during the wellness screening process.

**E. Secondary Screening**

1. Guests and crew identified as risks by virtue of the wellness check, health questionnaire responses or visual confirmation of other COVID-19 indicators will be required to undergo a secondary screening to assess if they are healthy enough to sail. Secondary screenings involve meeting in a private location with medical personnel for an examination and to answer questions about communicable disease symptoms, fitness to travel, and overall health history. The decision to grant or deny boarding will be made by our medical team based on the secondary screening.
  - Secondary screening will be handled by a third party.
  - Secondary screening will include a second temperature check and in-depth medical questionnaire and evaluation with a medical staff.
  - Secondary screening location will vary by port and will be maintained by port personnel.
2. Guest will go to secondary screening if:
  - They have any visual signs of fever
  - They exhibit visual symptoms of influenza, pneumonia, or SAR-COV-2
  - Refuse to wear approved PPE face mask for religious or medical reasons
  - Answer YES to any of the following health questionnaire statements (fatigue, muscle aches, cough, and or nasal congestion)  
More than 23 weeks pregnant

## 8. Denial of Boarding Policies

**A. Guests Who are Denied Boarding**

Guests will be denied boarding for any of the following reasons:

- Failure to affirmatively state a willingness to comply with our safety and public health protocols or refusal to wear face coverings in violation of applicable law or regulations
- Prior to boarding, or at any time during the voyage, failure to comply with our safety and public health protocols
- No evidence of a negative SARS-CoV-2 test result if required or refusal to undergo SARS-CoV-2 testing in violation of applicable law or regulations
- A negative SARS-CoV-2 test result which we, in our sole discretion, deem unacceptable
- Multiple temperature readings of 100.4 degrees Fahrenheit or greater
- Symptoms from the health questionnaire, including gastrointestinal symptoms that suggest illness
- Refuse any part of the process or refuse to wear approved face mask
- Failing a secondary screening by our medical team after objecting to face coverings or a SARS-CoV-2 test due to an existing disability, medical condition or on religious grounds
- Refusing a secondary screening by our medical team after objecting to face coverings or a SARS-CoV-2 test due to an existing disability, medical condition or on religious grounds



- Affirming close contact with an individual with confirmed infection in the last 14 days as identified through the health questionnaire , unless the guest is fully vaccinated and non-symptomatic.
- Respond YES to any of the health questionnaire statements (see below grid)

Traveling with a guest who meets one or more of the above criteria may result in denial of boarding.

*When a guest is denied boarding for not producing a negative SARS-CoV-2 test if required to do so, answers yes to any of the Health Questionnaire statements, or has a 100.4F/38C temperature, the rest of the traveling party that is not fully vaccinated will be denied.*

### **Health Questionnaire Grid**

- In the last 72 Hours, have you experienced any significant:
 

<b><u>ACTION – if response =YES</u></b>	
○ <u>Fever / chills</u>	<u>DENIAL</u>
○ <u>Difficulty breathing</u>	<u>DENIAL</u>
○ <u>Fatigue / muscle aches</u>	<u>SECONDARY SCREENING</u>
○ <u>Headaches</u>	<u>SECONDARY SCREENING</u>
○ <u>Sudden loss of taste or smell</u>	<u>DENIAL</u>
○ <u>Sore throat</u>	<u>DENIAL</u>
○ <u>Cough</u>	<u>SECONDARY SCREENING</u>
○ <u>Nasal congestion</u>	<u>SECONDARY SCREENING</u>
○ <u>Nausea / vomiting / diarrhea</u>	<u>DENIAL</u>
- In the last 14 days, have you been in contact with someone who has influenza, pneumonia, or SARS-CoV-2 (communicated as COVID-19)?
  - If YES = DENIAL Unless guest is fully vaccinated
- Are you more than 23 weeks pregnant?
  - If YES = SECONDARY
  - If more than 24 than denial

### **B. Safe Departure of Guests and Crew Denied Boarding**

We will provide COVID-19 positive or presumptive COVID-19 positive guests public health guidance on how to safely return home, whenever possible. If travel is not logistically practical or possible, or if travel home may create a risk of exposure to the public, we'll support guests by providing public health guidance as well as appropriate logistics information on how to arrange non-public transportation to a quarantine location

(e.g., a hotel) or to a health care facility, where guests can receive appropriate medical attention. We will escort guest with luggage from terminal to their transportation. Guests who have their own personal vehicle parked at the terminal, and do not require medical care at the time, will be escorted to their vehicle to be able to travel home. Furthermore, sanitization protocols will be followed once medical denied guests have left the area.

In accordance with well-established maritime employment regulations, positive or presumptive positive crew identified at the terminal will be transported by us via non-public transportation to a quarantine location, where they will be housed for the duration of the recommended quarantine period and receive appropriate medical attention.

Any required reporting of positive or presumptive positive cases will align with the local health authority requirements in jurisdictions where terminals are located.

### **C. Guests Objecting to Policies**

We will adhere to governmental requirements for face coverings and SARS-CoV-2 testing in all jurisdictions where we operate. If no such requirements exist, we reserve the right to implement our own requirements.

### **D. Guests Objecting to Government Requirements**

Any guest who refuses to comply with applicable local, state, or federal public health requirements will be denied entry to our terminals and will not be allowed to board our ships.

IF GUEST REFUSES TO COMPLY BECAUSE NO GOVERNMENT MANDATE/LAW TO ENFORCE OR DENIES ATTESTATION:

- While we understand and respect your decision to not wear a mask through our terminal and onboard process, you must follow our new health and safety protocols.
- Please know that during the booking process or during check-in today, you were asked to acknowledge our health acknowledge which states you will follow our guidelines.
- Even if some of these protocols are not mandated by the government, RCL will enforce them to ensure everyone has a safe and comfortable boarding and cruise experience.
- The last thing we want is for anything to get in the way of your time with us. Unfortunately, if you're unable to accept the attestation or adhere to our new protocols, you won't be able to sail with us.
- Agent will provide guest with Denied Boarding – Failure to Comply with Health & Safety Protocols Letter.

### **E. Guests Objecting to Royal Caribbean Group Policies**

Guests objecting to our face covering or SARS-CoV-2 testing policies on the basis of a disability (e.g., an existing medical condition) or religious beliefs must communicate their objection to us no later than 30 days prior to embarkation so that we may appropriately plan any necessary accommodation(s). Guests who make a timely objection to these policies will be subjected to a secondary wellness screening. Boarding will be denied to guests who do not provide timely notice of their objection, or base their objections on other grounds.

Guests who agree to undergo secondary screening will be asked questions by qualified medical personnel relating to communicable disease symptoms, fitness to travel and overall health history. The decision to grant or deny boarding will be at our sole discretion, based on the findings of medical personnel conducting the secondary screening.

- Guests objecting to the RCL policies will be denied boarding.
- Agent will provide guest with Denied Boarding – Failure to Comply with Health & Safety Protocols Letter. Communications Team.

## 9. Disembarkation Procedures

- All healthy individuals, not identified through contact tracing will follow this debarkation procedure. This procedure also applies to all guests which are determined as GREEN group on IPC Level 3.
- Debarkation will be controlled by means of a staggered debark process in smaller groups, and appropriate time between groups to reduce terminal congestion. The process will have an early start with earlier vessel arrival alongside and guest will be encouraged to self-carry their luggage for the early windows.
- Guest, crew and all port personnel involved on the debarkation process will be required to wear a mask while transiting the terminal during debarkation.
- Guests will be advised not to debark prior to their designated time via digital signage onboard.
- Elevator and escalator restrictions will be implemented to maintain social distancing throughout debark.
- A controlled flow throughout debark will maintain a healthy environment at curbside pickup according to guests' outbound transportation.
- All of these guests are expected to be able to utilize commercial travel and public transportation.
- All COVID-19 positive cases and any other guest under isolation or quarantine will debark following the Mobilization protocols set for the below in Section 13.

### Immigration Controls

- We will work with the Custom and Immigration departments at each port to enhance the use of technology for a touchless and expedited experience wherever possible. In US ports we will leverage the use of Facial Recognition (TVS) for the CBP controls.
- All debarking guest and crew will be required to follow any CBP requirements to wear a mask inside the CBP area.
- The use of PPE by the CBP teams will be discussed and agreed with the relevant authorities.
- Facial Recognition cameras placement and layout will be assessed to promote social distancing.
- Floor marking and signage for social distancing reminders will be available in front of the cameras for Face recognition and in front of the counters.
- Counters for CBP officers in US Ports will be upgraded to meet screen barriers requirements.

## 11. Port Personnel & Vendor Training

For Port Services vendors that actively engage in ship operations, contracts have been amended to require formal training for their personnel as described below:

Contractor shall comply with all laws, regulations, codes, or ordinances established by an applicable governmental authority having jurisdiction over its Services under the Agreement including but not limited to any laws, regulations, codes, ordinances, or public health guidelines pertaining to SARS-CoV-2/COVID-19 or other communicable disease, and shall ensure that its employees and subcontractors also comply. To the extent that any applicable law, regulation, code, ordinance, guideline, or other governmental requirement is inconsistent with RCL's Public Health Protocols, Contractor shall comply with the stricter requirement.

## 12. Terminal Cleaning and Sanitation

Our best-in-class protocols mirror the high standards set by our ships and are subject to constant evaluation to ensure we're using the most effective cleaning chemicals and a comprehensive approach. We target frequently-touched surfaces and high-traffic areas with chemical cleaners that meet the stringent standards of geographically-relevant regulatory agencies, including the Environmental Protection Agency. There will be an agreed upon sanitization plan for each cruise terminal. The responsibility of executing the plan will be determined between the cruise line and terminal operator.

## 13. Emergency Medical Services

Every Royal Caribbean Group ship offers limited professional medical services through licensed (international or domestic) physicians and nurses. All Royal Caribbean Group ships have shipboard medical facilities that are built, staffed, stocked and equipped to meet or exceed guidelines established by the American College of Emergency Physicians Cruise Ship & Maritime Medicine Section.

Depending on the size of the ship and number of passengers and Crew members, each RCL ship has one to three doctors and three-to-five Nurses, available to passengers and Crew members 24 hours a day, seven days a week.

Our medical facilities are stocked with a variety of equipment, including cardiac monitors, automated external defibrillators, ventilators, x-ray machines and processors, laboratory equipment, a formulary of acute care medications and a variety of minor surgical and orthopedic supplies. Our doctors also have access to online informational sources and 24-hour support from shore side medical professionals for additional assistance. Royal Caribbean Cruises Ltd. also requires all doctors and nurses to maintain Advanced Cardiac Life Support (ACLS) training. In responding to medical emergencies, our goal is to first stabilize emergency patients and, where indicated, evacuate the patient to an appropriately equipped and staffed shore side medical facility as soon as practical.

While the ship is within the port limits, any required medical evacuation we will follow the evacuation instructions provided by the Local Emergency Services.

While the ship is at sea, any required medical evacuation will follow the evacuation instructions provided by the United States Coast Guard.

## 14. Mobilization

We will mitigate the impact of COVID-19 events without burdening local health care resources using a robust and proactive surveillance program with multiple layers of actions to actively identify onboard cases (e.g., SARS-CoV-2 testing), robust containment of COVID-19 (e.g., rapid contact tracing and isolation/quarantine rooms), relevant, timely communications to guests and crew, appropriate and necessary onboard medical treatment (e.g., increased and dedicated medical staffing (Infectious Control Officer) and redesigned onboard medical facility), and safe passage home or to a quarantine location on shore for all impacted guests and crew using infection prevention and control-compliant private transportation.

Before a cruise begins, we'll have a plan in place to make sure no guests or crew will endure prolonged stays on our ships because of a COVID-19 diagnosis, and we'll do so in a way that does not burden local resources in the communities we visit. In the unlikely event guests or crew test positive for SARS-CoV-2, we will:

- Assist guests with arranging convenient, comfortable passage home or, if travel may risk the health of the guest or her/his family and community, accommodations for quarantine on shore
- Arrange quarantine accommodations for crew on shore until they can safely rejoin the ship
- Deliver guests and crew who exhibit severe symptoms to the care of a shoreside medical facility for treatment, and coordinate insurance case management with insurance companies

We will have support with local governments and regulators before we sail, and partner with a 3<sup>rd</sup> party medical response organization to facilitate Infection Prevention Control in response to COVID-19 positive cases. 'This 3<sup>rd</sup> party medical response organization's expertise in large-scale logistics will ensure the health and safety of our guests, crew, and the residents of the communities to which our passengers will return or temporarily reside in for treatment and recovery.

### A. Command Center

The Command Center will be established, either in a physical location or remotely, to provide proper management and necessary internal and external resources. The Command Center, dependent on the size and implications of the incident, will expand and contract to use only those personnel necessary for each unique event.

Initially, a smaller group of key leadership, the COVID Emergency Assessment Team, will evaluate the situation prior to escalation. During these occurrences, the Command and Control function is to establish quick liaison with and to initiate necessary action with relevant stakeholders.

**COVID Emergency Assessment Team** - Primary responders shore-side, varying by brand and region, who are designated to receive advance information from various shipboard and shore-side contact points. It is up to members of this team to review the information provided and decide whether to escalate the situation to the Command Center or if it will be handled at the Brand level. This team is comprised of, but not limited to, the following:

- Medical Operations Leadership
- Public Health Leadership
- Safety, Environment & Health Leadership
- Brand Leadership
- Corporate Communications Leadership

## **B. COVID Risk Assessment**

The COVID Emergency Assessment Team will be responsible for evaluating key risk indicators and working in a collaborative manner to determine appropriate action. The three classification levels of a COVID related incident are as follows (and are defined below):

- **Level 1 (Low Risk)**
- **Level 2 (Moderate Risk)**
- **Level 3 (High Risk)**

Each level provides a varying amount of risk. The following considerations will be made to understand the exposure risk and ensure appropriate action is taken:

- Ship COVID-19 case history
- Adherence to onboard mitigation protocols
- Number of positive cases onboard
- Number of persons under investigation (PUIs)/Close Contacts onboard
- Potential spread of impacted person(s)
- Isolation/Quarantine cabin availability
- Medical Team resources
- Level of criticality for those infected person(s)

Once the Team has met and evaluated the details, a decision will be made to identify the appropriate risk level and mitigating actions. The Team will decide upon necessary steps to help mitigate risk, examples below:

- Outbreak Prevention Plan Measures
- Debark(s) of impacted persons
- Voyage modification
- 3<sup>rd</sup> party involvement

- Decontamination measures
- Communication
- Operational adjustments
- Cruise cancellation (If necessary)

Given the complexity of each event, and the likely need to constantly shift and adapt to emerging information, the risk assessment and corresponding COVID levels must be flexible. This includes the ability to quickly move from varying COVID levels and risk based on information received in real-time.

## **C. COVID Emergency Assessment Process**

### **1. Suspected Case(s) Onboard**

- Doctor will alert the COVID Management Office/Medical Shoreside by phone or email for any suspected cases of COVID-19 onboard. Team will be placed on standby.
- Onboard testing conducted for PUI.
- Contact tracing initiated, identified immediate close contacts quarantined/isolated.
- Appropriate authorities notified and external reporting conducted/ongoing.

### **2. Positive Case(s) Onboard**

- COVID Emergency Assessment Team will convene to assess the risk and determine appropriate action.
- At this time, contact tracing and detection data will be updated and provided to the COVID Emergency Assessment Team for review.
- Preliminary onboard mitigation will commence (OPP, isolation/quarantine, operational adjustments).
- Communication with external stakeholders initiated.
- Guest/Crew communication initiated (if necessary).

### **3. Risk Assessment**

- Detection and onboard contact tracing data consolidated.
- COVID Emergency Assessment Team reviews facts and determines appropriate COVID level to enact.
- Once a COVID level has been identified, Incident Management will initiate sitrep with the appropriate brand/regional Incident Command Team.

### **4. COVID Risk Level 1-3**

- Incident Command Team will work together and provide a central management structure for all decisions related to the event.
- Level appropriate onboard mitigation protocols activated.
- 3<sup>rd</sup> party activated by Situation Management.
- Debark coordination continues until all impacted person(s) are safely off the vessel.
- Necessary decontamination measures taken and ship returns to service.

## **D. Community Transmission Risk Assessment**

When a case is detected onboard, the COVID Emergency Assessment Team will be responsible for evaluating key risk indicators and working in a collaborative manner to determine appropriate action. The three classification levels of a COVID related incident are:

- **Level 1 (Low Risk)**
- **Level 2 (Moderate Risk)**
- **Level 3 (High Risk)**

Risk assessment of the event should be conducted for the duration of the voyage to determine the risk of community transmission, adequate mobilization response and the onboard operating COVID Level. Risk assessment shall be performed using the Mobilization Response Matrix and the COVID Risk Assessment Checklist for classification.

**COVID Level 1 (Low Risk)**

- No community transmission
- Low number of cases based on ship's population
- High degree of confidence in contact tracing and isolation and quarantine of suspects
- Cases are well within medical and isolation capabilities

**COVID Level 2 (Moderate Risk)**

- Limited community transmission
- Increasing number of cases
- Potential gaps in contact tracing have been identified
- There is a risk of exceeding onboard resource availability

**COVID Level 3 (High Risk)**

- Extensive community transmission is suspected
- Event exceeds capacity of onboard contact tracing and testing
- Event exceeds onboard resource capabilities

Given the complexity of each event, and the likely need to constantly shift and adapt to emerging information, the risk assessment and corresponding COVID levels must be flexible. This includes the ability to quickly move from varying COVID levels and risk based on information received in real-time.

**E. Communication & Reporting**

During an incident, it is critical to notify personnel to respond in a timely manner. Because of this, real-time communication is an essential part of the Company's Incident Management Plan.

**COVID Emergency Assessment Team Distribution List:** Each brand has an assigned e-mail distribution list to ensure that the COVID Emergency Assessment Team for that vessel will have the ability to review critical information that is being shared within the first few moments of a developing incident.



**Reporting:** If a suspected or confirmed case of COVID-19 is identified onboard, the competent health authority of the next port of call must be informed and always comply with any related requirements of those relevant health authorities.

In accordance with the International Health Regulations (IHR), the officer in charge or the ship must immediately inform the competent authority at the next port of call about any suspect or confirmed case of COVID-19. For ships on international voyages, the Maritime Declaration of Health (MDH) must be completed and sent to the competent authority in accordance with local requirements. Ships sailing in the US will report to CDC Quarantine Station and follow their guidance and/or instructions.

#### **F. Luggage Handling**

Luggage will be handled in a manner that decreases the chance of transmission as advised by infection control experts, consistent with onboard sanitization protocols. This includes collection & transportation while onboard the vessel. OPP Plus procedures shall be followed for luggage handling of any isolated & quarantined persons.

#### **G. Disembarkation Protocols**

- i. **Priority of Debarkation:** If Debark is occurring in a turnaround port, it is recommended that PUIs & any confirmed cases are disembarked after all healthy debarking guests/crew have been confirmed off the ship. This decision will likely be influenced by the local authorities. Persons in Quarantine shall be disembarked first (PUIs, Asymptomatic, Close Contacts) followed by Isolated Individuals (Confirmed Cases / Symptomatic). During a Level 1 and 2 IPC Debark Process, all other healthy individuals, not identified through contract tracing, will follow normal disembarkation protocols and will be able to use commercial transportation.
- ii. **Routes for Disembarkation (Red Zone Debark Routes):** Part of the preplanning stage will require vessels to determine a red zone debark route. This route shall start at the Isolation/Quarantine zone of the effected individual(s), to a Processing Checkpoint (if required) & finish at the designated exit point of the vessel.
- iii. **Determining a Debark Route:**  
The following considerations shall be made when determining a “Red Zone Debark Route”
  - The shortest route from Isolation/Quarantine location to Processing Checkpoint & Exit.
  - Avoiding accommodation & high traffic areas
  - Adjoining routes from different isolation /quarantine zones is the recommendation in order to minimize the size of the red zone.
- iv. **Determining a Debark Processing Checkpoint:**

For larger groups of disembarking persons, a processing checkpoint may be required in order to process individuals from different isolation/quarantine zones onboard and complete essential tasks prior to disembarkation (i.e., completion of documentation, handover of SeaPass cards and keys, and providing the group with guidance on the debark process).

The following considerations shall be made when determining a processing checkpoint:

- Close Proximity to the designated exit point of the vessel
- Checkpoint is within the route from isolation zones to exit point.
- Enough Space to allow for social distancing
- Enough supporting crew to support checkpoint
- Enough supporting equipment to support processing operation (i.e., pens, water, additional PPE)

v. IPC Debark Levels and Processes:

## a) Level 1 IPC Debark Process (Single Index)

The following procedure is intended for single IPC debarkations.

Prior to conducting a small scale COVID debark the below tasks must be completed by the onboard team:

- 3<sup>rd</sup> Party Medical Services activated, briefed & provided with all required documentation
- Local Authorities briefed in cooperation with 3<sup>rd</sup> party medical services and provided all required documentation
- IPC Debark Briefing has been held with all required onboard personnel.
- Debark Route & Exit point determined.
- All supporting crew required for the debark process assigned and briefed.

Once the above steps have been completed the debark process can commence. Below is a step by step guide on how a small scale debark process can be carried out onboard.

### Single IPC Debark Guidance

1. **Confirmation from Sr Doctor / ICO that debark route is ready for disembarkation:** The route shall be checked from the start of the isolation zone, i.e., individual(s) stateroom to the designated exit point of the vessel.
2. **Supplying of PPE for debarking individuals:** The ICO / SR Doctor shall proceed to the isolation zone of the individuals being debarked and provide appropriate PPE prior to commencing the debark.
3. **Briefing for Debarking Individual(s):** Once the PPE has been donned by the debarking guests/crew the Sr Doctor / ICO will provide instructions on what will take place during the debark process, including post gangway once disembarked from the vessel. PPE should be checked by a medical professional to ensure correct donning.
4. **Signed off by Medical Team (Final Health Assessment):** Prior to starting the debark process the debarking persons shall be cleared & signed off by the shipboard doctor. This shall be recorded in a means which is easily accessible upon request by any authorities.
5. **Transportation of Luggage:** Luggage shall be collected at this stage and transported to a designated location close to the exit point of the vessel. Once arrived at the designated exit point the luggage shall be sanitized onboard prior to being offloaded.

6. **Communication to Exit Point:** When ready to start transporting the patients to the exit point, the ICO/Doctor shall communicate over the UHF to the gangway that **Red Debark** is commencing. The Gangway team shall notify the 3<sup>rd</sup> party representative at the gangway.

7. **Transportation from Isolation to Exit Point:** The ICO/Doctor shall lead the escort of throughout the debark route. The following must be maintained throughout transportation.

- Social Distancing between all involved in the debark process
- No more than 3 persons in an elevator at any given time
- Debarking Guests/Crew shall not be left unattended
- Persons involved in the debark process shall not leave the red zone debark route
- PPE must always be worn

8. **Disembarking Process:** Once arriving at the designated exit point of the vessel, an assigned security guard will receive any handover items from the disembarking individual(s) – i.e., SeaPass cards, keys, documentation. This shall be stored in a closed container and only handled by the designated security staff until decontaminated. Luggage shall be transported down the gangway in accordance with 3<sup>rd</sup> party IPC Debark Protocols.

9. **Handover to 3<sup>rd</sup> Party Medical Services:** Once all disembarking persons are at the exit point of the vessel, the ICO/Doctor shall brief the 3<sup>rd</sup> Party representative at the gangway and the post gangway IPC Debark will commence.

10. **Communication of Completion:** Once all COVID debarks have left the vessel, the gangway shall communicate to the Staff Captain, Hotel Director that the Red Debark has been completed.

11. **Sanitize Debark Route:** Following the debark, the red zone debark route must be sanitized and reopened for normal operation. The route should be electro-statically sprayed immediately after the debark.

12. **Stand Down Red Zone Debark Route:** Hotel Director shall inform all relevant parties that the debark route is sanitized and can be reopened for normal operations.

## b) Level 2 IPC Debark Process (Small Scale)

The following procedure is intended for small scale debarks

Prior to conducting a medium scale COVID debark the below tasks must be completed by the onboard team:

- Shoreside Medical services activated, briefed & provided with all required documentation
- Local Authorities briefed and provided all required documentation
- IPC Debark Briefing has been held with all required onboard personnel.
- Debark Route(s), Exit point(s) determined.
- All supporting crew required for the debark process assigned and briefed.

**For larger groups being debarked the following considerations should be made:**

- **Processing Checkpoint may be necessary to process disembarking persons & conduct administrative tasks**

- **Stairways should be prioritized over elevators to ensure a timely debark**
- **Processing time should be no more than 15 minutes**

#### Small Scale IPC Debark Guidance

1. **Confirmation from Doctor / ICO that debark route is ready for disembarkation:** The debark routes shall be checked from the start of the isolation / quarantine zones to the checkpoint & to the designated exit point of the vessel.
2. **PPE & Instructional Guide Distribution:** Prior to the movement of any persons being disembarked, PPE and instructional guides shall be distributed. This should be coordinated by the ICO & if required, supported by additional crew.
3. **Signed off by Medical Team (Final Health Assessment):** Prior to starting the debark process the debarking persons shall be cleared & signed off by the shipboard doctor. This shall be recorded in a means which is easily accessible upon request by any authorities.
4. **Transportation of Luggage:** Luggage shall be collected at this stage and transported to a designated location close to the exit point of the vessel. Once arrived at the designated exit point the luggage shall be sanitized onboard prior to being offloaded.
5. **Post Sentries Along Debark Route:** Sentries will need to be posted along the debark route to guide guests/crew being disembarked. Sentries are preferred over escorts with larger groups to minimize the number of crew required inside the red zone.
6. **Communication to Exit Point:** When ready to start transporting the patients to the exit point, the ICO/Doctor shall communicate over the UHF to the gangway & checkpoint that **Red Debark** is commencing. The Gangway team shall notify the 3<sup>rd</sup> party medical representative at the gangway.
7. **Relocation of persons to Processing Checkpoint:** Once ready to start the debark process, all debarking guests and crew should now be instructed to proceed to the checkpoint through the debark route. Once leaving their designated isolation/quarantine zones they will be guided along the route by route sentries.
8. **Processing Checkpoint:** Once arriving at the checkpoint, debarking persons shall be processed as soon as they arrive. At the checkpoint all of the required disembarkation procedures should take place. Such as closing accounts and completion of any required documentation.
9. **Proceed to Exit Point:** After the checkpoint tasks have been completed the ICO will communicate with the gangway that the Red Debark will now commence. The ICO and route sentries will guide the disembarking persons to the designated exit point of the vessel, where they will be handed over to the 3<sup>rd</sup> party services.
10. **Handover to 3<sup>rd</sup> Party Medical Services:** Once all disembarking persons are at the exit point of the vessel, the ICO/Doctor shall brief the 3<sup>rd</sup> Party representative at the gangway and the post debark IPC procedures will commence.
11. **Sanitize Debark Route:** Following the debark, the red zone debark route must be sanitized and reopened for normal operation. The route should be electro-statically sprayed immediately after the debark.

12. **Stand Down Red Zone Debark Route:** Hotel Director shall inform all relevant parties that the debark route is sanitized and can be reopened for normal operations.

## c) COVID Level 3: Full Scale Debark Procedure

The following procedure is intended for large scale IPC debarks, i.e., the “worst case” scenario for one of RCL’s vessels. During a Level 3 event, the vessel is in lockdown and all persons onboard that are not fully vaccinated are quarantined within their staterooms/cabins. Large scale disembarkations during ship lockdown may require the support of 3<sup>rd</sup> party medical services. All unvaccinated guests/crew will be instructed to remain in their staterooms pending medical assessment from the 3<sup>rd</sup> party medical services. 3<sup>rd</sup> party medical services will conduct medical assessments for all persons onboard except for those that are both fully vaccinated and non-symptomatic individuals, to determine level of care required and destination (i.e., hospital, hotel, home). Prior to conducting a large-scale IPC debark the below tasks must be completed by the onboard team:

- Shoreside Medical services activated, briefed & provided with all required documentation
- Local authorities briefed and provided all required documentation
- IPC debark briefing has been held with all required onboard personnel
- Debark route(s), processing checkpoint(s) & exit point(s) determined
- All supporting crew required for the debark process assigned and briefed
- Night before disembarkation instructions are to be delivered to all staterooms providing guidance and instructions on what will occur during the debarkation

**For larger groups being debarked the following considerations & actions should be taken:**

- **Processing Checkpoint** is used to process disembarking persons & conduct sign off administrative tasks
- **Stairways** should be prioritized over elevators to ensure a timely debark
- **Processing time** should be no more than 15 minutes
- **All Guests** are **Crew** are instructed to stay inside their staterooms pending a medical assessment
- **All Disembarking persons** shall be provided with instructions and guidance on what will occur during the debarkation. This shall include their options for self-quarantine upon leaving the vessel.
- **All Debarkation Routes** sanitized and cleared as per OPP Max guidance prior to starting debarkation.
- **Voyage Plan** assessed by the master to determine if downline port of call is applicable to embark 3<sup>rd</sup> party medical services to start medical assessments while returning to homeport.

### **Level 3 Debark Process:**

1. **Determination of Quarantine Destinations:** As soon as it becomes necessary for a full ship quarantine and full-scale red debark, the shipboard crew will need to provide all persons with instructional guidance and their available options following debarkation. The shipboard team will need to determine the post gangway destination for all persons being disembarked.
2. **Create Medical Assessment Plan:** Once all disembarking persons have determined their destination (i.e., hotel, airport, etc.) the medical assessment plan will need to be created by the ICO. This Assessment plan shall group staterooms onboard into testing & disembarking groups to allow for structured testing and disembarking.

3. **Exchange of Information with 3<sup>rd</sup> Party Medical Services:** Once complete the medical assessment plan shall be shared with the 3<sup>rd</sup> party medical services in order to arrange appropriate transportation, accommodation and supporting services.
4. **Clearance and Arrangements for 3<sup>rd</sup> Party Medical Services:** Arrangements for 3<sup>rd</sup> Party services coming onboard the vessel shall be coordinated by the Guest Administration officer under the supervision of the Hotel Director. The 3<sup>rd</sup> party medical services shall be cleared for boarding prior to the vessel arriving alongside.
5. **Preparation of Medical Assessment Groups:** Medical assessment groups shall be organized and briefed prior to boarding of the 3<sup>rd</sup> party medical services. Each Assessment group will be led by an RCL crew member and be provided with the appropriate equipment and PPE to support the assessments. The composition of an assessment team and their expectations are detailed in the annex section of this document. At this stage each assessment group shall be assigned testing groups.
6. **Boarding of 3<sup>rd</sup> Party Medical Services:** Once Alongside 3<sup>rd</sup> Party comes onboard to begin health assessments of all disembarking individuals. Escorts shall be on standby at the boarding area ready to guide the medical teams around the vessel.
7. **Begin Medical Assessments:** Using the 3<sup>rd</sup> party medical services and the ships medical team. Assessments of each individual stateroom shall be conducted as per the medical assessment plan provided. PPE for disembarkation shall be provided to all persons at this stage. All assessments shall be conducted at the entrance to the stateroom/cabin.
8. **Medical Assessment Processing:** Once a testing group has been assessed, the swabs shall be processed as soon as possible. The assessment team shall submit the swabs for processing and return to the vessel in order to be assigned another testing group. This process shall continue until the assessment plan is complete.
9. **Categorization of Debarking Persons:** The Shipboard ICO shall frequently follow up with the 3<sup>rd</sup> party medical services for test results. The conclusion of every medical assessment will group debarking persons into one of 2 debark categories.

**Green Assessment: Cleared for Debark / Low Risk.** This group includes all guest that have been cleared by the medical assessment. The green group also includes all guest that are both fully vaccinated and non-symptomatic, including those that have come in close contact with a positive case or PUIs

**Red Assessment: Symptomatic, Close Contact, Positive Case. High Risk Debark: Instructed to remain in stateroom and await further instructions**

10. **Reporting of Test Results & Debark Groups:** As soon as test results are received, the ICO & Hotel Director can begin assigning debarkation groups. Green assessments can be assigned a debark group based on their final destination. Red assessments shall not be assigned a debark group until all test results are received and green assessments are assigned a debark group.
11. **Communication of Debark Groups:** Once a testing group has been complete and assigned a debark group, all persons in the debarkation group must be informed and processed for debark. A debark processing team shall be assigned to inform persons of their debark group. This process shall be

done via phone calls to the persons stateroom. If unable to contact the individual a person shall be dispatched to inform the guest/crew. This person shall follow all IPC procedures for entering a red zone and is not to enter the stateroom/cabin. Once a person has been notified of their debarkation group, they shall leave their luggage outside their stateroom and proceed to the Checkpoint for processing.

12. **Luggage Collection:** Luggage handlers should now proceed to collect luggage for the debarking group. Luggage is to be collected and sanitized with an electrostatic sprayer at a designated green zone onboard.
13. **Green Debark Processing:** Debarking Persons with Green Categorization are gradually processed at the checkpoint. Upon arriving at the checkpoint guests will be briefed and provided with processing instructions. i.e., any administrative tasks required, closing of SeaPass accounts & transportation arrangements based on destination. Processing time shall take no more than 15 minutes.
14. **Debarkation of Green Debarks:** Once processed, groups are to be escorted to the designated exit point on the vessel. At the exit point of the vessel the 3<sup>rd</sup> party medical services will escort the guests through the terminal, luggage collection and they will be able to use commercial transportation.
15. **Green Debark Completed:** Once all Green Debarkations have been confirmed as off the vessel, the ICO shall communicate over the UHF that the green debark is complete and preparations for a red debark can commence.
16. **Preparations for Red Debark:** The checkpoint shall now heighten arrangements to begin processing the red debarks. Additional PPE & sanitation procedures will now be in effect for the checkpoint. Any areas of the vessel not required for transiting to the checkpoint shall be cordoned off to prevent any unnecessary traffic flow from red categorized debarking persons.
17. **Collection of Red Debark Luggage:** At this point designated luggage handlers shall be dispatched to collect all red debarking luggage. Luggage is to be collected and sanitized with an electrostatic sprayer at a designated green zone onboard. This luggage is to be wrapped in plastic and placed on a separate trolley and marked as Infected bags.
18. **Begin Red Debark Processing:** Once the ICO has confirmed the vessel is ready to start disembarking Red Categorized debarks. A debark processing team shall be assigned to inform persons of their debark group. This process shall be done via phone calls to the persons stateroom. If unable to contact the individual the ICO shall be dispatched to inform the guest/crew.
19. **Processing of Red Debarks:** Debarking Persons with Red Categorization are gradually processed at the checkpoint. Upon arriving guests will be briefed and provided with processing instructions, i.e., any administrative tasks required, closing of SeaPass accounts, and transportation arrangements based on destination. Processing time shall take no more than 15 minutes.
20. **Debarkation of Red Debarks:** Once processed at the checkpoint groups are to be escorted to the designated exit point on the vessel. At the exit point of the vessel the 3<sup>rd</sup> party medical services will escort the guests through the terminal, luggage collection & to the pre-arranged transportation.
21. **Completion of Debark & Vessel Sanitation:** Once all disembarkations are confirmed off the vessel the ICO will confirm to the shipboard leadership and debarking support teams can be stood down. OPP Max & full vessel sanitation will commence following a full ship quarantine disembarkation.





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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	JUNE 22, 2021
	<u>Agenda Section</u>	<b>13</b>

**ORDINANCE No. 1004** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE TO LOT Y2, TRACT Y, U.S.S. 2321 FROM LIGHT INDUSTRIAL TO RURAL RESIDENTIAL 1

SUBMITTED BY:

Carol Rushmore, Economic Development  
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):**

	XXXXXX 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 checked="" type="checkbox"/>	Commission, Board or Committee
Name(s)	Planning and Zoning Commission
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Ordinance No. 1004; 2. Aerial Map and zoning of lot proposed for zone change; 3. Light Industrial zone 4. Rural Residential 1 zone

**RECOMMENDATION MOTION:**

Move to approve first reading of Ordinance No. 1004 and move to a second reading with a public hearing to be held July 27, 2021.

**SUMMARY STATEMENT:**

The action of the Planning and Zoning Commission is a recommendation to the Assembly. The Commission at a Special Meeting on June 1, 2021 recommended moving forward for Assembly

approval with the proposed zone change for Lot Y2, Tract Y, U.S.S. 2321, which is the former junk yard site (Proposed Ord. No.1002). The lot was cleaned of hazardous material to residential standards by the State of Alaska several years ago. The current zone of the property and immediate surrounding properties is Light Industrial (LI), even though the actual land use of the lots in the area is Residential. Rural Residential 1 (RR1) zoned property surrounds the LI zoned properties. Borough staff proposed to the Commission to rezone the larger full parcel to Rural Residential 1 prior to the proposed subdivision currently being surveyed and developed, in order to ensure current surrounding residential land uses are sustained when the Borough sells the lots created through the subdivision. Selling parcels with the current LI Zoning designation would allow potentially conflicting uses with the residential neighborhood. Staff reached out to the three landowners immediately adjacent to Lot Y2 asking if they also wanted to rezone their residential properties from Light Industrial to Rural Residential 1 at the same time. Two out of the three owners responded, and neither of them wanted to rezone.

The Assembly had a discussion on subdivisions and use of this parcel in 2019, including the zoning. The ability to construct Condominiums was discussed at length with the Assembly as a potential use of the former junkyard property. The Commission at their Special Meeting on June 1 also recommended a modification to the RR1 Zone to allow condominiums as a conditionally allowed use if sewer and water are provided to the site. The proposed code change ordinance was inadvertently omitted from this agenda but will be before the Assembly at the July 27, 2021 meeting if the rezone moves to a second reading. With the surrounding land uses being residential, rezoning the former junkyard site to RR1 ensures compatibility with the residential uses surrounding the tract.

**The Planning and Zoning Commission made the following findings:**

1. **Findings as to need and justification for the proposed change including findings as to the effect which the proposed change would have on the objectives of the comprehensive plan.**

Lot Y2 of Tract Y is surrounded by residential land use, even though three of the adjacent lots are zoned Light Industrial. The Borough is in the process of developing a subdivision to sell the parcels created. Selling lots zoned Light Industrial could create conflicting used to the surrounding existing land uses. Rezoning to RR1 will uphold the residential nature of the area.

The zone change meets Comprehensive Plan Policy 31 and two action items and Comprehensive Plan Policy 33 and one action item.

*Comprehensive Plan Policy 31: Support development of a range of housing types/living arrangements over time in Wrangell, south of town along Zimovia Highway and in remote areas. Action: Identify and designate areas for future residential development in town, along Zimovia Highway, and in remote areas, and update zoning as needed. Action: Enact zoning that encourages construction of a diversity of housing types.*

*Comprehensive Plan Policy 33: Promote compatibility between adjacent land uses and users. Action Item: Over time consolidate or phase-out land uses along Zimovia Highway that conflict with residential use and small pockets of neighborhood commercial.*

2. **Findings as to the effect which the proposed change would have on property owners in the area of proposed boundary changes, including changes in traffic flow, population, density, off-street parking, sewer and water services.**

The proposed rezone from Light Industrial to Rural Residential 1 would not have any negative impacts to the adjacent properties since all surrounding land uses are residential, even for those properties zoned Light Industrial. The rezone will negate potential conflicting industrial type uses with the surrounding residential land use.

3. **Recommendation as to the approval or disapproval of the change.**

Commission recommends approval of the zone change from Light Industrial to Rural Residential 1 for Lot Y2, Tract Y USS 2321

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

Wrangell Recording District

Page 1 of 2

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CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1004

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE TO LOT Y2, TRACT Y, U.S.S. 2321 FROM LIGHT INDUSTRIAL TO RURAL RESIDENTIAL 1

SEC. 1. Action. The effect of this ordinance is to finalize a zone change for Lot Y2, Tract Y, U.S.S. 2321 from Light Industrial to Rural Residential 1.

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

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

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

PASSED IN FIRST READING: \_\_\_\_.

PASSED IN SECOND READING: \_.

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Stephen Prysunka, Borough Mayor

ATTEST:

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Kim Lane, Borough Clerk

Yes: \_\_\_\_\_

No: \_\_\_\_\_

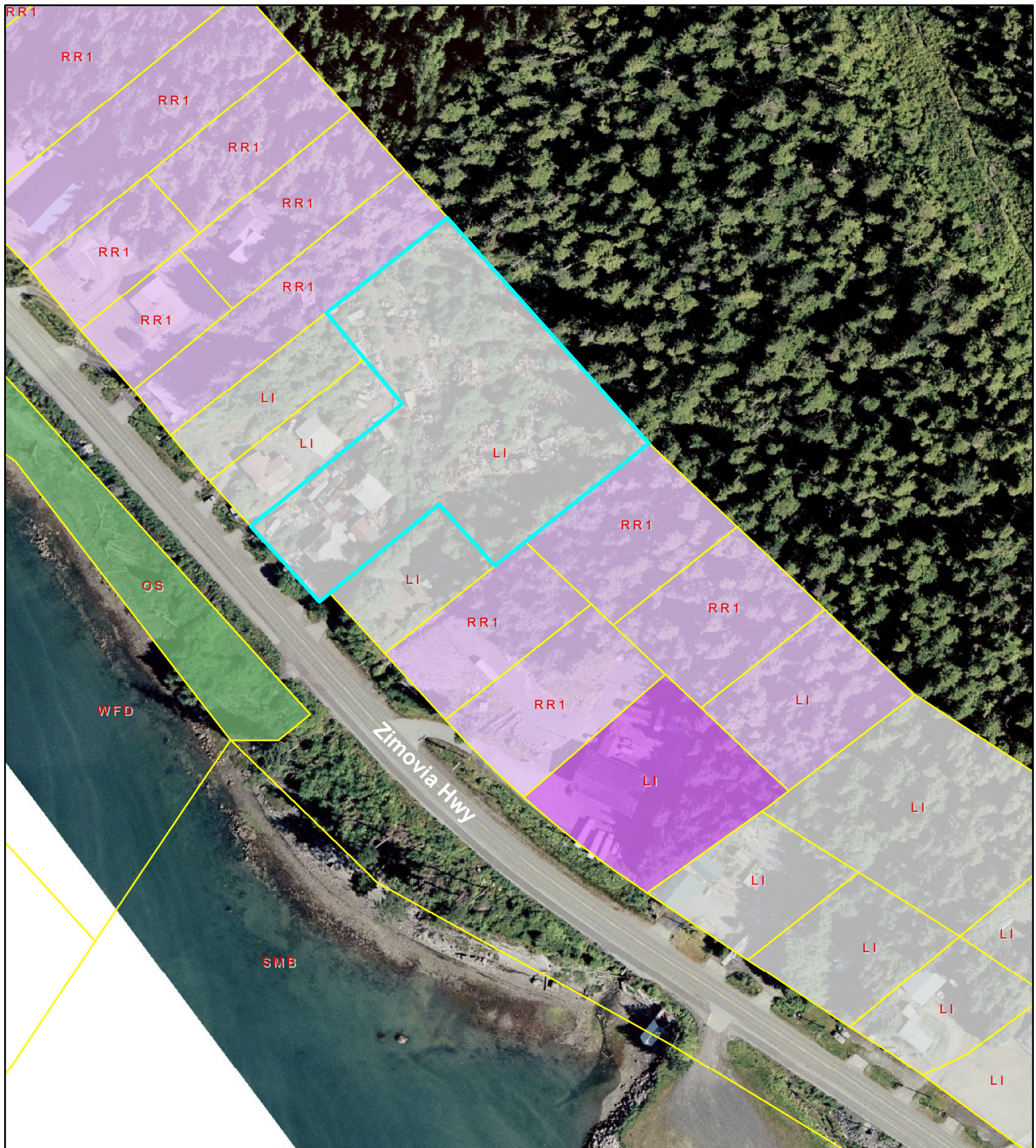
Absent: \_\_\_\_\_

Abstaining: \_\_\_\_\_



# CITY AND BOROUGH OF WRANGELL, ALASKA

Item d.



1 inch = 166.666667 feet

226 : 5/27/2021

Public Map



**DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE. AERIAL 2002.**



## **Chapter 20.51 IL DISTRICT – LIGHT INDUSTRIAL**

Sections:

**20.51.010 Purpose.**

**20.51.020 Principal uses permitted.**

**20.51.030 Accessory uses permitted.**

**20.51.040 Conditional uses.**

**20.51.050 Standards.**

**20.51.010 Purpose.**

The light industrial district is intended to provide for an area of light industrial and high density residential uses. Uses are regulated to protect residential uses from incompatible commercial and heavy industrial uses while, at the same time, permitting warehousing and other light industrial uses. Development requirements are intended to protect areas without public sewers from contamination, and to allow space for storage, expansion and off-street parking. [Ord. 867 § 1, 2013; Ord. 632 § 5, 1997; Ord. 462 § 6, 1984.]

**20.51.020 Principal uses permitted.**

The following are principal permitted uses in this district:

- A. Transportation and transshipment facilities;
- B. Warehouses and storage;
- C. Manufacturing, fabricating, assembling, and storage of a light industrial nature meeting the development requirements stated under this chapter;
- D. Auto repair, and subordinate or incidental retail sale of supplies or parts. [Ord. 867 § 1, 2013; Ord. 632 § 5, 1997; Ord. 462 § 6, 1984.]

**20.51.030 Accessory uses permitted.**

Uses and structures which are incidental and subordinate to permitted principal uses and which will not create a nuisance or hazard are permitted as accessory uses in this zone. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.51.040 Conditional uses.**

The following are uses which may be permitted in the light industrial district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

- A. Those commercial uses as specified in WMC 20.44.020;
- B. Recreational vehicle parks;
- C. Multifamily structures, dormitories, roominghouses, bunk houses and boardinghouses;
- D. Public parks and playgrounds associated with a high density residential development;
- E. Animal establishments;
- F. Licensed marijuana retail store facility;
- G. Licensed marijuana testing facility;
- H. Licensed marijuana product manufacturing facility, with the exception of solvent based manufacturing processes which are not allowed;
- I. Licensed standard cultivation marijuana facility (500 or more square feet under cultivation); and
- J. Licensed limited cultivation marijuana facility (fewer than 500 under cultivation). [Ord. 926 § 10, 2016; Ord. 867 § 1, 2013; Ord. 785 § 27, 2006; Ord. 632 § 6, 1997; Ord. 462 § 6, 1984.]

**20.51.050 Standards.**

The following standards shall apply within the light industrial district:

- A. Standards policies: WMC 20.52.005;
- B. Air, land and water quality: WMC 20.52.040;
- C. Volatile products storage: WMC 20.52.050;
- D. Noise: WMC 20.52.060;
- E. Building height: WMC 20.52.080;
- F. Setbacks – Yards: WMC 20.52.110;
- G. Drainage: WMC 20.52.150;
- H. Off-street parking: WMC 20.52.190;
- I. Buffers: WMC 20.52.200;



J. Signs: WMC 20.52.210;

K. Animal establishments: WMC 20.52.270. [Ord. 867 § 1, 2013; Ord. 785 § 28, 2006; Ord. 586 § 11, 1993; Ord. 462 § 6, 1984.]

**Chapter 20.28  
RR-1 DISTRICT – RURAL RESIDENTIAL**

Sections:

**20.28.010 Purpose.**

**20.28.020 Principal uses permitted.**

**20.28.030 Accessory uses permitted.**

**20.28.040 Conditional uses.**

**20.28.050 Standards.**

**20.28.010 Purpose.**

The rural residential district is intended to provide for low impact land and water uses and activities in areas that are not suitable or desirable for intensive development due to their distance from established utility service areas, existing large lot development or existing rural lifestyles. These areas shall be protected from high density or incompatible development in order to maintain their character and avoid the high public costs associated with utility service for outlying or scattered development. Within the RR-1 district, low density uses, compatible with the character of the district, are encouraged provided they will not require public sewers, water systems or high volume traffic arteries. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.33.010.]

**20.28.020 Principal uses permitted.**

The following are principal permitted uses in this district:

- A. One- and two-family dwellings to include modular and manufactured housing and mobile homes;
- B. Public parks and playgrounds. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.33.020.]

**20.28.030 Accessory uses permitted.**

The following are permitted accessory uses in this district provided they do not create a nuisance or hazard:

- A. Private garages;
- B. Houses and tool sheds;
- C. Private docks, moorage, boat houses and net houses;
- D. Uses and structures which are customarily accessory and clearly subordinate to permitted uses;

E. Animal establishments other than commercial animal establishments. [Ord. 867 § 1, 2013; Ord. 785 § 10, 2006; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.33.030.]

**20.28.040 Conditional uses.**

The following are the uses which may be permitted in the RR-1 district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

- A. Home occupations;
- B. Public and private elementary and secondary schools and colleges;
- C. Nursery schools, private kindergartens, and child care centers;
- D. Public buildings and structures;
- E. Hospitals, sanitariums, nursing homes and convalescent homes;
- F. Churches and cemeteries;
- G. Radio and television transmitters and towers;
- H. Mobile home parks;
- I. Neighborhood-oriented commercial development (e.g., neighborhood grocery);
- J. Quarrying, material extraction and processing;
- K. Energy-related facilities;
- L. Commercial animal establishments;
- M. Fisheries enhancement/aquaculture;
- N. Recreational vehicle parks;
- O. Marine ways;
- P. Storage of equipment for private and/or commercial use only;
- Q. Cottage industry;
- R. Licensed retail marijuana store facility, provided the facility must be located on one acre or more of land and

meet setbacks;

S. Licensed marijuana testing facility, provided the facility must be located on one acre or more of land and meet setbacks;

T. Licensed marijuana product manufacturing facility, with the exception of solvent based manufacturing processes which are not allowed, and provided the facility must be located on one acre or more of land and meet setbacks;

U. Licensed standard cultivation marijuana facility (500 square feet or more under cultivation), provided the facility must be located on two acres or more of land and meet setbacks;

V. Licensed limited cultivation marijuana facility (fewer than 500 square feet under cultivation), provided the facility must be located on one acre or more of land and meet setbacks. [Ord. 926 § 3, 2016; Ord. 867 § 1, 2013; Ord. 785 § 11, 2006; Ord. 462 § 6, 1984.]

#### **20.28.050 Standards.**

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

- A. Standards policies: WMC 20.52.005;
- B. Principal structures per lot: WMC 20.52.010;
- C. Traffic vision impediments: WMC 20.52.020;
- D. Distances between buildings: WMC 20.52.030;
- E. Air, land and water quality: WMC 20.52.040;
- F. Volatile products storage: WMC 20.52.050;
- G. Noise: WMC 20.52.060;
- H. Airport interference: WMC 20.52.070;
- I. Building height: WMC 20.52.080;
- J. Density – Minimum lot size: WMC 20.52.090;
- K. Coverage – Minimum open areas: WMC 20.52.100;
- L. Setbacks – Yards: WMC 20.52.110;

M. Shoreline dependency: WMC 20.52.120;

N. Piers, docks, shoreline protection and shoreline construction: WMC 20.52.130;

O. Drainage: WMC 20.52.150;

P. Dredge and fill: WMC 20.52.160;

Q. Home occupations: WMC 20.52.170;

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

S. Off-street parking: WMC 20.52.190;

T. Signs: WMC 20.52.210;

U. Traffic generation: WMC 20.52.230;

V. Recreational vehicle parks: WMC 20.52.240;

W. Recreation: WMC 20.52.250;

X. Firewood storage: WMC 20.52.260;

Y. Animal establishments: WMC 20.52.270. [Ord. 867 § 1, 2013; Ord. 785 § 12, 2006; Ord. 586 § 6, 1993; Ord. 486 § 7, 1985; Ord. 462 § 6, 1984.]

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 22,2021
	<u>Agenda Section</u>	<b>13</b>

**RESOLUTION No. 06-21-1596** OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE MISCELLANEOUS LIBRARY GRANTS FUND BY TRANSFERRING \$3,025 FROM FUND RESERVES TO THE FUND MATERIALS & SUPPLIES OPERATING ACCOUNT AND AUTHORIZING ITS EXPENDITURE TO THE FRIENDS OF THE LIBRARY FOR THE NEWSPAPER DIGITIZING PROJECT

SUBMITTED BY:

Margaret Villarma, Librarian

FISCAL NOTE:

**Expenditure Required:** \$3025 Total

FY 20: \$	FY 21: \$3025	FY22: \$
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**Amount Budgeted:**

	FY21 \$0	
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**Account Number(s):**

	11190-000-7001	
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**Account Name(s):**

	Materials & Supplies	
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**Unencumbered Balance(s) (prior to expenditure):**

	\$3025 (after Resolution approval)	
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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. Resolution No. 06-21-1596

**RECOMMENDATION MOTION:**

Move to Approve Resolution No. 06-21-1596.

**SUMMARY STATEMENT:**

The Irene Ingle Public Library's goal is to digitize historical newspapers. The Friends of the Library have offered to apply for a grant to help complete this project. In order to have all of the funds together it is in the best interest of the project to have the Friends of the Library oversee all funds. The Borough hold \$3,025 in donations for the project. This resolution authorizes the funds

coming from reserve so they can be paid to the Friends of the Library to use as match funding for the grant when it is received.

## CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 06-21-1596

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2021 BUDGET IN THE MISCELLANEOUS LIBRARY GRANTS FUND BY TRANSFERRING \$3,025 FROM FUND RESERVES TO THE FUND MATERIAL & SUPPLIES OPERATING ACCOUNT AND AUTHORIZING ITS EXPENDITURE TO THE FRIENDS OF THE LIBRARY FOR THE NEWSPAPER DIGITIZING PROJECT

WHEREAS, the Irene Ingle Library's goal is to digitize historical newspapers; and

WHEREAS, the Borough holds \$3,025 in funds donated for the project; and

WHEREAS, the Friends of the Library have offered to apply for a grant to help complete this project; and

WHEREAS, it is in the best interest of the project to have the Friends of the Library oversee all funds, so a budget amendment is necessary to complete the project.

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

Section 1: The FY 2021 Budget in the Miscellaneous Library Grants Fund is amended by transferring \$3,025 from Fund reserves into the Fund Material & Supplies Account (11190 000 7001) and authorizing its expenditure for the Newspaper Digitizing Project.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 22<sup>nd</sup> DAY OF JUNE 2021.

CITY & BOROUGH OF WRANGELL

\_\_\_\_\_  
Stephen Prysunka, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk



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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 22, 2021
	<u>Agenda Section</u>	<b>13</b>

**RESOLUTION No. 06-21-1597** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE GENERAL FUND BY TRANSFERRING UP TO \$20,000 FROM FUND RESERVES TO THE POLICE DEPARTMENT CAPITAL EXPENDITURES ACCOUNT AND AUTHORIZING ITS EXPENDITURE FOR ACQUISITION OF A SURPLUS CHEVY TAHOE USFS LAW ENFORCEMENT VEHICLE

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

**Expenditure Required:** Up to \$20,000 Total

FY 20: \$	FY 21: \$20,000	FY22: \$
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**Amount Budgeted:**

FY21 \$0
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**Account Number(s):**

11000-013-7900
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**Account Name(s):**

Capital Expenditures
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**Unencumbered Balance(s) (prior to expenditure):**

\$20,000 (after Resolution approval)
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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. Resolution No. 06-21-1597

**RECOMMENDATION MOTION:**

Move to Approve Resolution No. 06-21-1597.

**SUMMARY STATEMENT:**

The Wrangell Police Department has been successful in procuring a third surplus USFS Chevy Tahoe Law Enforcement Vehicle – this one from the Petersburg Ranger District. Funding for this acquisition was originally in the FY22 Budget for approval, but the vehicle is available for pick-up

now. This will allow the Police Department to divest itself of the last remaining Crown Victoria in the fleet. The Crown Vic will be sold as surplus.

The cost of the vehicle from the USFS is \$14,900. For some reason the vehicle ended up going through a State of Alaska surplus process. We don't understand why, or how, but we have to pay a processing fee in the amount of \$1,200 to the State of Alaska, Office of Procurement and Property Management. We have an inquiry in with the State's Federal Property Officer, but have not received an answer.

We will also need to pay for shipping of the vehicle from Petersburg. There will also be a cost to purchase the appropriate Wrangell PD decals for the vehicle. Finally, there will be some charges from the Garage to swap out the decals and adjust/install anything required by our local department. As such, Administration is requesting up to \$20,000 to cover all costs associated with the vehicle.

## CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 06-21-1597

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2021 BUDGET IN THE GENERAL FUND BY TRANSFERRING UP TO \$20,000 FROM FUND RESERVES TO THE POLICE DEPARTMENT CAPITAL EXPENDITURES ACCOUNT AND AUTHORIZING ITS EXPENDITURE FOR ACQUISITION OF A SURPLUS CHEVY TAHOE USFS LAW ENFORCEMENT VEHICLE

WHEREAS, the Wrangell Police Department is in the process of replacing the remaining Crown Victoria police vehicles within the fleet; and

WHEREAS, the Wrangell Police Department acquired two other very similar Chevy Tahoe Law Enforcement vehicles from the USFS; and

WHEREAS, the Wrangell Police Department has been successful in procuring a third surplus USFS Tahoe from the Petersburg Ranger District; and

WHEREAS, funding from General Fund Reserves is necessary to make this purchase, as there is currently no money in the existing FY 2021 Budget for this purchase.

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

Section 1: The FY 2021 Budget in the General Fund is amended by transferring up to \$20,000 from Fund reserves into the Police Department Capital Expenditures Account (11000 000 7900) and authorizing its expenditure for a surplus USFS law enforcement vehicle.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 22<sup>nd</sup> DAY OF JUNE 2021.

CITY & BOROUGH OF WRANGELL

\_\_\_\_\_  
Stephen Prysunka, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk