



**City and Borough of Wrangell
Borough Assembly Meeting
AGENDA**

January 8, 2013 – 7:00 p.m.

Location: Assembly Chambers, City Hall

- 1. CALL TO ORDER**
 - a. PLEDGE OF ALLEGIANCE** led by Assembly Member McCloskey
 - b. INVOCATION**
 - c. COMMUNITY PRESENTATION**
- 2. ROLL CALL**
- 3. AMENDMENTS TO THE AGENDA**
- 4. CONFLICT OF INTEREST**
- 5. CONSENT AGENDA:**
 - a. Items (*) 6a, 7a, 7b, 7c, 7d & 7e**
- 6. APPROVAL OF MINUTES**
 - *a. Minutes of the Regular Assembly meeting held December 11, 2012**
- 7. COMMUNICATIONS**
 - *a Minutes of the Thomas Bay Power Authority regular meeting held on October 30, 2012**
 - *b Wrangell School Board Action from the regular meeting held December 17, 2012**
 - *c Department of the Army – Corp Permit Application modification – POA-2000-1007-M1; Zimovia Straight, from Mr. John Taylor**
 - *d Department of Revenue Permit Application for the Alaska Native Sisterhood Camp #1**
 - *e Travel Summary for the month of December 2012**
- 8. BOROUGH MANAGER’S REPORT**
- 9. BOROUGH CLERK’S FILE**
- 10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**
 - a. Reports by Assembly Members**
 - b. Resignation from the Economic Development Committee by Jeremy Maxand**
 - c. Resignation from the Economic Development Committee by Maria Weeg**
- 11. PERSONS TO BE HEARD**

12. UNFINISHED BUSINESS

None.

13. NEW BUSINESS

- a. **Approval of a Procurement Contract Award to ASCOM S.p.A. for the 300-ton Marine Vessel Hoist**
- b. **PROPOSED ORDINANCE: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING TITLE 20 OF THE WRANGELL MUNICIPAL CODE RELATING TO ZONING AND THE OFFICIAL ZONING MAPS**
(first reading)
- c. **Authorize the Sale of the Amended Industrial Park Subdivision III Lots**
- d. **Approval of a Professional Design Contract to R & M Engineering-Ketchikan for the Cassiar Street Roadway and Utilities Improvement Project**
- e. **PROPOSED RESOLUTION No. 01-13-1263: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF ALL JOB DESCRIPTIONS FOR CITY EMPLOYEES**
- f. **PROPOSED RESOLUTION No. 01-13-1264: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE PAY PLAN OF THE CITY'S PERSONNEL SYSTEM AND PROVIDING FOR AN EFFECTIVE DATE**
- g. **PROPOSED RESOLUTION No. 01-13-1265: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING A REVISED PERSONNEL HAND BOOK TITLED PERSONNEL POLICY**

14. ATTORNEY'S FILE

15. EXECUTIVE SESSION

16. ADJOURNMENT

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 1 CALL TO ORDER:

INFORMATION: The Mayor, by code, is required to call the meeting to order at 7:00 p.m. in the Borough Assembly Chambers. Special meetings or continued meetings may be called for at differing times but at the same location. Notice of such will be required by the Borough Clerk. The Mayor will call the meeting to order according to such special or continued meeting notice. At all meetings of the assembly, four assembly members or three members and the mayor shall constitute a quorum for the transaction of business, but a smaller number less than a quorum may adjourn a meeting to a later date.

RECOMMENDED ACTION:

The Mayor, as presiding officer, is to call the meeting of the Borough Assembly to order, with the following actions to follow:

- a. Pledge of Allegiance to be given by Assembly Member Pam McCloskey
- b. Invocation to be given
- c. Community Presentation

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

INFORMATION: The Borough Clerk shall conduct a roll call of each elected and duly qualified Assembly Member. Such call shall result in an entry of those present or absent from the meeting. The roll call is primarily utilized in determining if sufficient member(s) are present to conduct a meeting. The Borough Clerk may randomly change the conduct of the roll to be fair to the members of the governing body unless the council determined an adopted procedure for roll call which is different than currently in use.

RECOMMENDED ACTION:

Borough Clerk to conduct a roll call by voice vote. Each member to signify by saying here, present (or equal) to give evidence of attendance.

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

INFORMATION: The assembly may amend the agenda at the beginning of its meeting. The outline of the agenda shall be as from time to time prescribed and amended by resolution of the assembly. (WMC 3.04.100)

CITY & BOROUGH OF WRANGELL, ALASKA

RECOMMENDED ACTION:

The Mayor should request of the members if there are any amendments to the posted agenda. ***THE MAYOR MAY RULE ON ANY REQUEST OR THE ASSEMBLY MEMBERS MAY VOTE ON EACH AMENDMENT.***

ITEM NO. 4 CONFLICT OF INTEREST:

INFORMATION: The purpose of this agenda item is to set reasonable standards of conduct for elected and appointed public officials and for city employees, so that the public may be assured that its trust in such persons is well placed and that the officials and employees themselves are aware of the high standards of conduct demanded of persons in like office and position.

An elected city official may not participate in any official action in which he/she or a member of his/her household has a substantial financial interest.

ITEM NO. 5 CONSENT AGENDA:

INFORMATION: Items listed on the Consent Agenda or marked with an asterisk (*) are considered part of the Consent Agenda and will be passed in one motion unless the item has been removed by an Assembly Member or the Mayor and placed on the regular agenda.

RECOMMENDED ACTION:

Move to approve those Agenda items listed under the Consent Agenda and those marked with an asterisk (*) Items:

6a, 7a, 7b, 7c, 7d & 7e

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a Minutes of the Regular Assembly meeting held December 11, 2012

lea
1-8-13

Minutes of Regular Assembly Meeting Held on December 11, 2012

Mayor Donald McConachie called the regular assembly meeting to order at 7:00 p.m., December 11, 2012, in the Assembly Chambers. Assembly Members Jack, Stough, Wiederspohn, Privett and Stokes were present. Assembly Member McCloskey arrived at 7:15 p.m. Borough Manager Timothy Rooney and Borough Clerk Kim Flores were also in attendance.

Pledge of Allegiance was led by Assembly Member Stough.

Invocation given by Father Steve Gallagher, visiting Catholic Priest from Holy Name Catholic Church, Ketchikan.

Community Presentation by Desire Shepler, Program Evaluator for the Strategic Prevention Framework State Incentive Grant, Alaska Island Community Services (AICS)

AMENDMENTS TO THE AGENDA

None.

CONFLICT OF INTEREST

Assembly Member Privett stated that he might have a conflict of interest because Reme's Bar and Liquor Store, whose owner is Assembly Member Privett's son, was listed on the Consent Agenda.

The Assembly determined that there was no conflict of interest.

CONSENT AGENDA

Moved by Stough, seconded by Jack, to approve Consent Agenda Items marked with an () asterisk, 6a, 7a, 7b, 7c, 7d, 7e, 7f, 7g, 7h, 7i, 7j and 13d. Motion approved unanimously by polled vote.*

APPROVAL OF MINUTES

*6a Minutes of Regular Assembly meeting held October 30, 2012

COMMUNICATIONS

*a Minutes of Regular Port Commission meeting held September 6, 2012

*b Minutes of Special School Board meeting held October 11, 2012; Minutes of Regular School Board meeting held October 15, 2012

*c School Board Action for the Regular Meeting held November 19, 2012

*d Renewal of Alcoholic Beverage Applications received by the State of Alaska, ABC Board for City Market (Package Store); and Rayme's Bar and Liquor Store (Beverage Dispensary and Package Store)

- *e Gaming Permit Application for the American Legion MEP Post 6
- *f Gaming Permit Application (2012) for the Friends of the Irene Ingle Public Library
- *g Gaming Permit Application (2013) for the Friends of the Irene Ingle Public Library
- *h Amended Gaming Application for the Wrangell Public Schools
- *i Minutes of the James and Elise Nolan Center Regular Quarterly Board meeting held December 5, 2012
- *j Minutes of the Parks & Recreation Board Regular meeting held November 7, 2012
- *13d Final Plat approval of the Amended Industrial Park Subdivision III Plat, as requested by the City & Borough of Wrangell

BOROUGH MANAGER'S REPORT

Borough Manager Rooney said that the Holiday Tree Lighting had been on Friday, December 7, 2012 and that it had been a success; he stated that the Electric Department had done a great job.

Borough Manager Rooney reported that there had been 130 people in attendance at the Library's Annual Story Time with Santa, which was the most that the Library had ever had attend.

BOROUGH CLERK'S FILE

Borough Clerk Flores's report was presented.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Assembly Member Jack reported that he had attended the last TBPA meeting. He said that he had read the Memorandum of Understanding (MOU) that was created in 2008 by the City of Ketchikan; the City & Borough of Wrangell; and the City of Petersburg. The MOU required that by December, 2014, the three communities jointly commission an independent analysis of the sale of individual projects and the break-up of the restructured Agency into the SEAPA.

Assembly Member Jack suggested starting the process of the required independent review be added to the agenda as a discussion topic. He commented that with three communities involved, this process would take some time.

Mayor McConachie agreed and the Assembly chose to add this discussion to the first Regular Assembly meeting in February.

Mayor McConachie thanked the Chamber of Commerce for inviting him to read a poem at the Tree Lighting ceremony on Friday.

Assembly Member Stough commented that SEAPA had their meeting earlier that day and had reported that the SEAPA Board chose to hold off on doing anything with the D. Hittle & Associates Report for 6 months. He further reported that SEAPA would be taking the excess funds from the D. Hittle & Associates Report to improve their image.

Mayor McConachie wished everyone a Merry Christmas and Happy New Year. He reported that this would be the last Assembly Meeting of the year.

Assembly Member Stough reported that he would not be in town for the first and second regular Assembly Meetings in January.

10b Appointment to fill the vacancies on the SEAPA Board (one voting member seat and one alternate seat for Wrangell)

Mayor McConachie stated that originally, he had planned on stepping back from making the suggested recommendations to fill the SEAPA Board seats because his son-in-law had submitted a letter of interest for one of the vacant seats. He further stated that after speaking with Assembly Member Privett, they had collectively determined that there was no conflict and that he would make the suggested recommendations.

Assembly Member McCloskey also said that she had also determined that there was no conflict, since she was related to one of the people who had submitted a letter of interest for one of the seats.

Mayor McConachie recommended appointing Brian Ashton to fill the SEAPA Board Voting Member Seat. There were no objections from the Assembly.

Mayor McConachie recommended appointing Clay Hammer to fill the SEAPA Board Alternate Seat.

Assembly Member Stough said that he would like to see Ernie Christian appointed to the SEAPA Board Alternate Seat.

Moved by Privett, seconded by Jack, to appoint Clay Hammer to fill the vacancy of the alternate member seat on the SEAPA Board until December 31, 2013.

Assembly Member Privett stated that his support for Mr. Hammer was because he is the Superintendent of the City & Borough of Wrangell Light Department; he is also a member of Thomas Bay. He further stated that it was his belief that Mr. Ashton and Mr. Hammer would make a good team on the SEAPA Board in representing our community.

Motion approved by polled vote with Wiederspohn, McCloskey, Privett, Jack and Mayor McConachie voting yea; and Stough and voting Stokes.

PERSONS TO BE HEARD

Marla Sanger, P.O. Box 1649, Wrangell, introduced herself as the new Wrangell Medical Center Interim CEO.

Sanger reported to the Assembly, her extensive background in the medical industry that she believed would serve the community of Wrangell very well. She further reported that she had most recently, been a VP for Quality for Peace Health for over 10 years.

Sanger said that her initial term as the WMC Interim CEO would be for one year.

Assembly Member Jack stated that he had been to two of the Hospital Board meetings that Ms. Sanger had been in attendance. He spoke favorably of Ms. Sanger.

UNFINISHED BUSINESS

None.

NEW BUSINESS

13a Approval of the Wrangell Capital Project Priorities Requests for FY 2013-2014

Moved by Privett, seconded by Stough, to approve the Capital Project Priorities as presented.

Borough Manager Rooney reported that there had been a work session of the Borough Assembly to discuss and go over the capital project priorities; capital priorities list from last year had been presented; projects that had been funded or were complete had been removed from that list; additional capital projects had been identified. He stated that there were organizations in the community that had requested that their projects be added to this years proposed list.

Borough Manager Rooney said that there had been a current list of priority projects under \$100,000 that were identified. He said that this list would be given to the legislature along with the Capital Project Priorities List.

Borough Manager Rooney stated that the action on this item would be to approve the Capital Project Priorities list; the costs on the list could change.

Mayor McConachie said that he hoped that Wrangell was one of the only communities to submit a top ten priority list under \$100,000.

Ernie Christian, WCA President, thanked the Borough Assembly for adding the Carving Shed to the Capital Project Priorities list. He stated that the anticipated costs were estimated to be \$1 million dollars; they are currently funded for about \$500,000. He further stated that WCA was hoping that the State would help in the funding but they had requested grant funding as well.

Christian reported that for the rededication of Chief Shakes Island, there were already over 750 people confirmed for the May 3rd & 4th, 2013 event.

Assembly Member Privett commented on the 18 + jobs that had been created for the Carving Shed project.

Christian suggested that, looking forward, the City of Wrangell might want to have small totem poles carved and placed within the downtown area, specifically in the dirt corner areas along Front Street.

Rich Rhodes, P.O. Box 705, Superintendent of Wrangell Schools, thanked the Borough Assembly for adding their project to the Capital Priorities Project list. He stated that he was working hard to get the Schools Fire Alarm System funded by the Department of Education and Early Development on their Capital Improvements list. He stated that having the project as #7 on the Borough's Capital Project Priorities List would be very beneficial in possibly being funded by the Department of Education and Early Development.

Motion approved unanimously by polled vote.

13b PROPOSED RESOLUTION No. 12-12-1262: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, TO ACCEPT A LOAN IN THE AMOUNT OF UP TO \$196,928 FROM THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)

Moved by Stough, seconded by McCloskey, to adopt resolution.

Borough Manager Rooney reported that the project that this loan would be used for was #1 on the Capital Priorities Project list; the Borough had applied for grants for this project; this loan would be used only if the grant funds are not awarded. He further reported that the loan funds could be used for match funding if the Borough does get the grant funding. Also, with the Assembly approval, it would help the Borough score higher on the grant application.

Motion approved unanimously by polled vote.

13c Approval to dispose of City Surplus Property

Moved by McCloskey, seconded by Jack, to approve the items listed as surplus, that these items be advertised for bid as required under Wrangell Municipal Code Section 5.10.060, and to authorize the borough manager to dispose of any items not bid on in a manner in the best interest of the City. Motion approved unanimously by polled vote.

***13d** Final Plat approval of the Amended Industrial Park Subdivision III Plat, as requested by the City & Borough of Wrangell

APPROVED UNDER CONSENT AGENDA

ATTORNEY'S FILE

None.

EXECUTIVE SESSION

15a Discussion of Wrangell v. Rea, et.al. 1WR-12-55

Moved by Stough, seconded by Privett, that pursuant to 44.62.320 (c) (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically the Borough Clerk's Evaluation. Motion approved unanimously by polled vote.

Meeting recessed into Executive Session at 7:43 p.m.

Meeting reconvened at 8:16 p.m.

Assembly Member Privett reported that the Borough Assembly had successfully completed the Borough Clerk's six month evaluation and that the Assembly chose to increase the Borough Clerk's rate of pay by one step.

ADJOURNMENT: 8:17 p.m.

Donald J. McConachie, Mayor

ATTEST: _____
Kim Flores, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 7 COMMUNICATIONS:

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require action. This is an avenue to keep the Assembly informed, for the public to enter items on the record, if necessary. The Assembly also receives agenda communications directly by their constituents, Borough Manager, other agencies' Officers and Department Directors.

A MAIL BOX IS ALSO AVAILABLE IN THE BOROUGH CLERK'S OFFICE FOR EACH MEMBER OF THE ASSEMBLY AND SHOULD BE CHECKED ON A ROUTINE SCHEDULE.

All items appearing under Communications on the Agenda have been approved under the Consent Agenda unless removed.

- *a Minutes of the Thomas Bay Power Authority regular meeting held on October 30, 2012**
- *b Wrangell School Board Action from the regular meeting held December 17, 2012**
- *c Department of the Army – Corp Permit Application modification – POA-2000-1007-M1; Zimovia Straight, from Mr. John Taylor**
- *d Department of Revenue Permit Application for the Alaska Native Sisterhood Camp #1**
- *e Travel Summary for the month of December 2012**

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AGENDA

7a

1-8-13



— TYEE LAKE HYDROELECTRIC PROJECT —

P. O. BOX 1318 WRANGELL, ALASKA 99929 (907) 874-3834 FAX (907) 874-2581

THOMAS BAY POWER AUTHORITY REGULAR COMMISSION MEETING

Minutes of
October 30, 2012
FY2013

PETERSBURG MUNICIPAL POWER & LIGHT OFFICE
11 SOUTH NORDIC DRIVE – PETERSBURG, AK 99833

Summary of Items Discussed at this meeting:

Minutes of Sept 4, 2012, Financials for July, August, September 2012, Petersburg Substation, Job opening Hydroelectric/Electrician, Power Sharing Diesel Protocol, NNB D&O Insurance and Travel Insurance, FYE12 Standings, D. Hittle Report, Power Point Presentation, Tyee Staffing Requirements, Direction to General Manager for changes in Power Point Presentation and approval of presentation at upcoming work shop of Nov 5th in Wrangell, draft letter request for TBPA and KPU Safety Training needs, and succession plan for TBPA General Manager, Organizational and Commission Policies.

Thomas Bay Power Authority's Regular Commission Meeting was called to order by Vice President Robert Larson on Tuesday, October 30th, 2012 at 10:00 am.

Present were Commissioners Vice President Robert Larson, Secretary/Treasurer Dave Galla, Member at Large Brian Ashton, Joe Nelson, Clay Hammer and Warren Edgley.

Also present were TBPA General Manager Paul Southland and TBPA Secretary Rhonda Christian.

Excused Absence: John Jensen, TBPA President

A QUORUM was established.

Visitors Acknowledged: Shelly Pope, Reporter Petersburg Pilot.

Persons to be heard: None

Amendment to the Agenda: None

Conflict of Interest: None

TBPA meeting minutes of January 4th, 2011:

Commissioner Joe Nelson **MADE A MOTION** to approve the meeting minutes of September 4th, 2012 as presented. Commissioner Clay Hammer **SECONDED the MOTION**.

Discussion was called for:

Hearing None

Question was called for roll call vote:

Yes – Commissioner Clay Hammer

Yes – Commissioner Brian Ashton

Yes – Commissioner Joe Nelson

Yes – Commissioner Dave Galla

Yes – Commissioner Warren Edgley

Yes – Commissioner Vice President, Robert Larson

MOTION CARRIED unanimously 6/0.

Item 12-A Power Sharing Diesel Protocol:

Commissioner Clay Hammer **MADE A MOTION** to adopt the Power Sharing Diesel Protocol outline as presented. Commissioner Joe Nelson **SECONDED the MOTION**.

Discussion was called for:

TBPA General Manager shared this is an agreement with the Superintendents for our respective communities that if when we should come up against our production capacity and reserve we have something in place if any action is needed. Commissioner Hammer wanted to make very clear this agreement is only for the FY2013. Vice President Larson asked Commissioner's Joe Nelson and Clay Hammer if they were in agreement with what is being presented. Commissioner Nelson and Hammer agreed that this should work as a short term solution considering that both of the loads are growing considerably and something should be in place. Commissioner Edgley also agreed that this should be adopted and let it work and see how this works then we can make changes as needed. Commissioner Ashton wanted to make it clear this isn't precedence standing for either community, but when we reach our capacity production with Tyee we have a process in place to address a situation if one should arise.

The consensus of the Commission is to support and adopt this Power Sharing Diesel Protocol as presented for the FY2013.

Question was called for roll call vote:

Yes – Commissioner Brian Ashton

Yes – Commissioner Joe Nelson

Yes – Commissioner Dave Galla

Yes – Commissioner Warren Edgley

Yes – Commissioner Clay Hammer

Yes – Commissioner Vice President, Robert Larson

MOTION CARRIED unanimously 6/0.

Item 13-A Directors and Officers Liability and Travel Insurance:

Commissioner Clay Hammer **MADE A MOTION** to approve the NNB D&O Insurance coverage in the amount of \$5,900.00 and approve the NNB Travel Insurance coverage in the amount of \$1,100.00 for the calendar year 2013. Commissioner Dave Galla **SECONDED the MOTION**.

Discussion was called for:

Vice president Larson asked for TBPA Secretary Christian to report to the Commission on this action item regarding the NNB D&O and Travel Insurance. Mrs. Christian explained to the Commission this is a yearly NNB expense and we "TBPA" have again been able obtain the same insurance coverage needs as we have had in the past without incurring any additional expense. Commissioner Joe Nelson asked if this insurance need is something that we foresee increasing in the future. Mrs. Christian responded with we all see where insurance costs have been headed in the last few years although I cannot predict the future of any possible insurance increases we as TBPA feel confident that

Alaska USA Insurance Brokers has and will work well with us, they have been very fair in what they can and have been able to provide to us for our insurance needs.

Question was called for roll call vote:

Yes – Commissioner Joe Nelson

Yes – Commissioner Dave Galla

Yes – Commissioner Warren Edgley

Yes – Commissioner Clay Hammer

Yes – Commissioner Brian Ashton

Yes – Commissioner Vice President, Robert Larson

MOTION CARRIED unanimously 6/0.

~Break at 12:30 – Back on record at 12:50~

Item 13-B Direction to TBPA General Manager:

Commissioner Brian Ashton **MADE A MOTION** to direct the TBPA General Manager to attend the upcoming workshop meeting of Monday November 5th, 2012 in Wrangell and give this power point presentation to our communities with recommended changes made. Commissioner Dave Galla **SECONDED the MOTION.**

Discussion was called for:

A Power Point presentation was given by TBPA General Manager Paul Southland to the Commission which included TBPA History and the SEAPA D. Hittle and Carlson reports given at the September 20, 2012 meeting held in Petersburg. What is shared in this power point presentation is information taken directly from D. Hittle and Carlson reports and they were presented as facts by SEAPA's respected presenters.

General Manager Southland also shared to the Commission that he does have a confirmed opportunity to share and give this power point presentation at the upcoming work shop meeting being held on November 5th in Wrangell if it should be the will of the Commission to share this power point presentation with our communities.

There was shared discussion of changes that were requested to be made within this Commission meeting that will be done by the TBPA General Manager before this presentation is shared with the public. Vice President Larson asked the Commission with the changes discussed is there any objection to having Paul attend this work shop meeting and present the adjusted power point presentation to our communities in which we serve. All Commissioners agreed this report should be shared with our respective communities at the upcoming meeting with some minor changes to be made that were discussed and agreed upon at this meeting.

Question was called for roll call vote:

Yes – Commissioner Joe Nelson

Yes – Commissioner Dave Galla

Yes – Commissioner Warren Edgley

Yes – Commissioner Clay Hammer

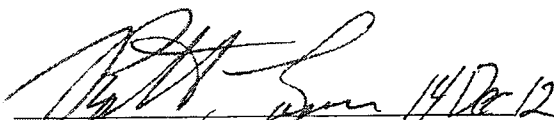
Yes – Commissioner Brian Ashton

Yes – Commissioner Vice President, Robert Larson

MOTION CARRIED unanimously 6/0.

Commissioner Joe Nelson **MADE A MOTION** to adjourn the meeting at 1:25 pm.

Commissioner Brian Ashton **SECONDED the MOTION.** It was the consensus of the Commission to adjourn.


Robert Larson, TBPA Vice President Date


Dave Galla Secretary/Treasurer Date

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AGENDA

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1-8-13

BOARD ACTION**WRANGELL PUBLIC SCHOOL BOARD
REGULAR MEETING
DECEMBER 17, 2012****CITY CLERK**

12 2012

RECEIVED

- Had a moment of silence in honor of the victims of Sandy Hook Elementary School Shooting
- Approved the agenda as presented
- Accepted the Minutes of the November 19, 2012 Regular Board Meeting
- Revised the 2012-2013 School Calendar
- Adopted the 2013-2014 District and Board Goals
- Reviewed the FY'2014 Budget Assumptions and Process
- Accepted the Indian Education Grant Award in the amount of \$49,517.00
- Accepted the NCLB Integrated Program Grant Award in the amount of \$266,670.00
- Accepted the Special Education Grant Award in the amount of \$118,839.00
- Reviewed Board Policy:
 - Board Policy 4119.25, Political Activities of Employees
 - Board Policy 4119.26, Employee Technology Usage
 - Board Policy 4121, Substitute Teachers
 - Board Policy 4131, Certified Personnel Staff Development
- Recessed into Executive Session at 8:01 PM
- Reconvened into Regular Session at 8:35 PM with no further action taken
- Adjourned

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AGENDA

7c
1-8-13



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, ALASKA
REGULATORY DIVISION
P.O. BOX 6898
JBER, ALASKA 99506-0898

DEC 14 2012

Regulatory Division
POA-2000-1007-M1

CITY CLERK

DEC 14 2012

RECEIVED

Dear Reviewer:

We are requesting your comments within 15 days from the date of this letter, regarding the proposed modification of Department of the Army permit number POA-2000-1007, Zimovia Strait, from Mr. John Taylor. The previous permit was issued on January 11, 2001, to Mr. Taylor to mechanically land clear and place 1,849 cubic yards of fill material within 0.24-acres of wetlands to construct a single-family home.

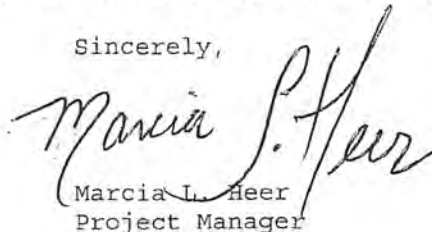
This is the 1st modification of the original permit. The project site is located within Section 30, T. 62 S., R. 84 E., Copper River Meridian; USGS Quad Map Petersburg B-2; Latitude 56.466° N., Longitude -132.371° W.; City Subdivision, Block 1, Lot 7; in Wrangell, Alaska.

Mr. Taylor presently requests authorization to extend the time limit for completing the work, which expired on January 1, 2004. No other changes are proposed. The original plans are included in the enclosed sheets 1-5, dated September 28, 2000.

Based upon our review of the original authorization, and the proposed project changes, the Corps finds this proposal is substantially similar to the original permit authorization. Therefore, we have determined the proposed modification does not warrant a public notice.

If you have questions, please contact me via email at Marcia.L.Heer@usace.army.mil, by mail at the address above, or by phone at (907) 753-5759, or toll free from within Alaska at (800) 478-2712.

Sincerely,


Marcia L. Heer
Project Manager

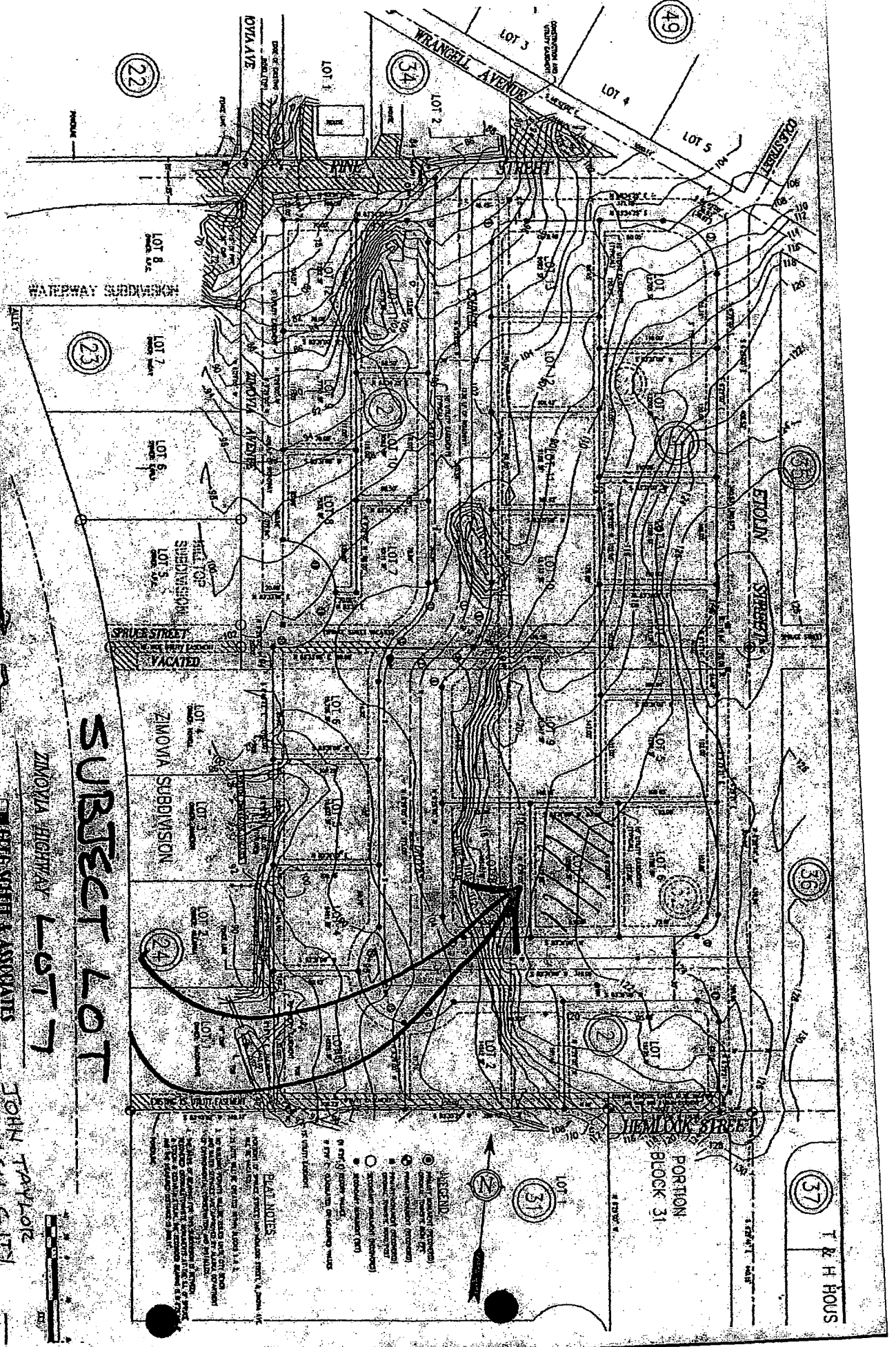
Enclosures

COUNTY: ALA.
 BOOK: 51044-23-00
 PAGE: 1
 DATE: 10/1/00
 SUBDIVISION: ZINOVIA
 LOT: 7



JOHN TAYLOR
 SURVEYOR
 12345
 STATE OF ALABAMA

SUBDIVISION: ZINOVIA
 LOT: 7
 SHEET: 10/1-5
 9-28-21



BEAT NOTES:
 1. BEAT 10, ZINOVIA SUBDIVISION, ALA. 10/1-5
 2. BEAT 10, ZINOVIA SUBDIVISION, ALA. 10/1-5
 3. BEAT 10, ZINOVIA SUBDIVISION, ALA. 10/1-5
 4. BEAT 10, ZINOVIA SUBDIVISION, ALA. 10/1-5
 5. BEAT 10, ZINOVIA SUBDIVISION, ALA. 10/1-5
 6. BEAT 10, ZINOVIA SUBDIVISION, ALA. 10/1-5
 7. BEAT 10, ZINOVIA SUBDIVISION, ALA. 10/1-5
 8. BEAT 10, ZINOVIA SUBDIVISION, ALA. 10/1-5
 9. BEAT 10, ZINOVIA SUBDIVISION, ALA. 10/1-5
 10. BEAT 10, ZINOVIA SUBDIVISION, ALA. 10/1-5

N 6°28'14" W

439.96'

304.20'

S 6°29'21" E

S 6°29'21" E

102.00'

107.66'

LOT 5

11204 SF

109.85'

93.00'

LOT 6

11788 SF

73.01'

10' UTILITY EASEMENTS
(TYPICAL) 127.66'

TOTAL
FILL TO
PROPERTY LINE

102.00'

N 6°29'00" W
LAWN

HOUSE 40'x60'

LOT 7

10596 SF

S 83°31'00" W 83.00'

149.15'

24'
DRIVE

83.00'

S 83°31'00" W

GARDEN

S 83°31'00" W 319.00'

118

N 6°29'00" W

LOT 8

10510 SF

116

110

112

JOHN TAYLOR
WRANGELL CITY
SUBDIVISION
WRANGELL A13
ZIMOVIA SEB17
SHEET 20 OF 5
9-28-2K

DEPTH OF OVERBURDEN

N 6°28'14" W

439.96'

304.20'

S 6°29'21" E

S 6°29'21" E

102.00'

107.66'

LOT 5

11204 SF

109.85'

93.00'

LOT 6

11788 SF

73.01'

10' UTILITY EASEMENTS
(TYPICAL)

127.66'

102.00'

N 6°29'00" W

LOT 7

10596 SF

83.00'

S 83°31'00" W

83.00'

S 83°31'00" W

127.66'

118

N 6°29'00" W

83.00'

116

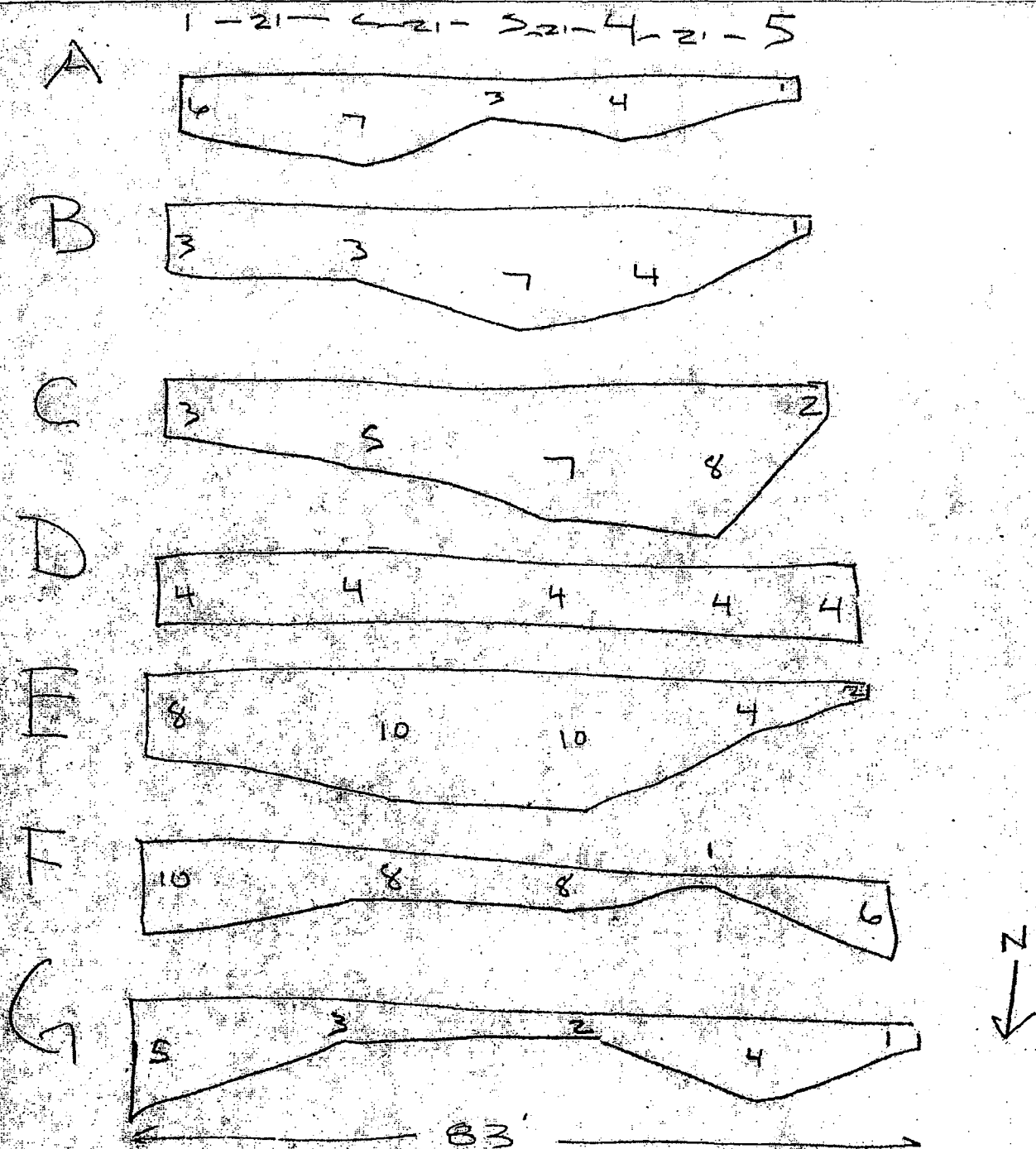
LOT 8

10510 SF

110

112

JOHN TAYLOR
WRANGELL CITY
SUBDIVISION
WRANGELL AIC
ZIMOVIA SEAT
SHEET 30F5
9-28-2K

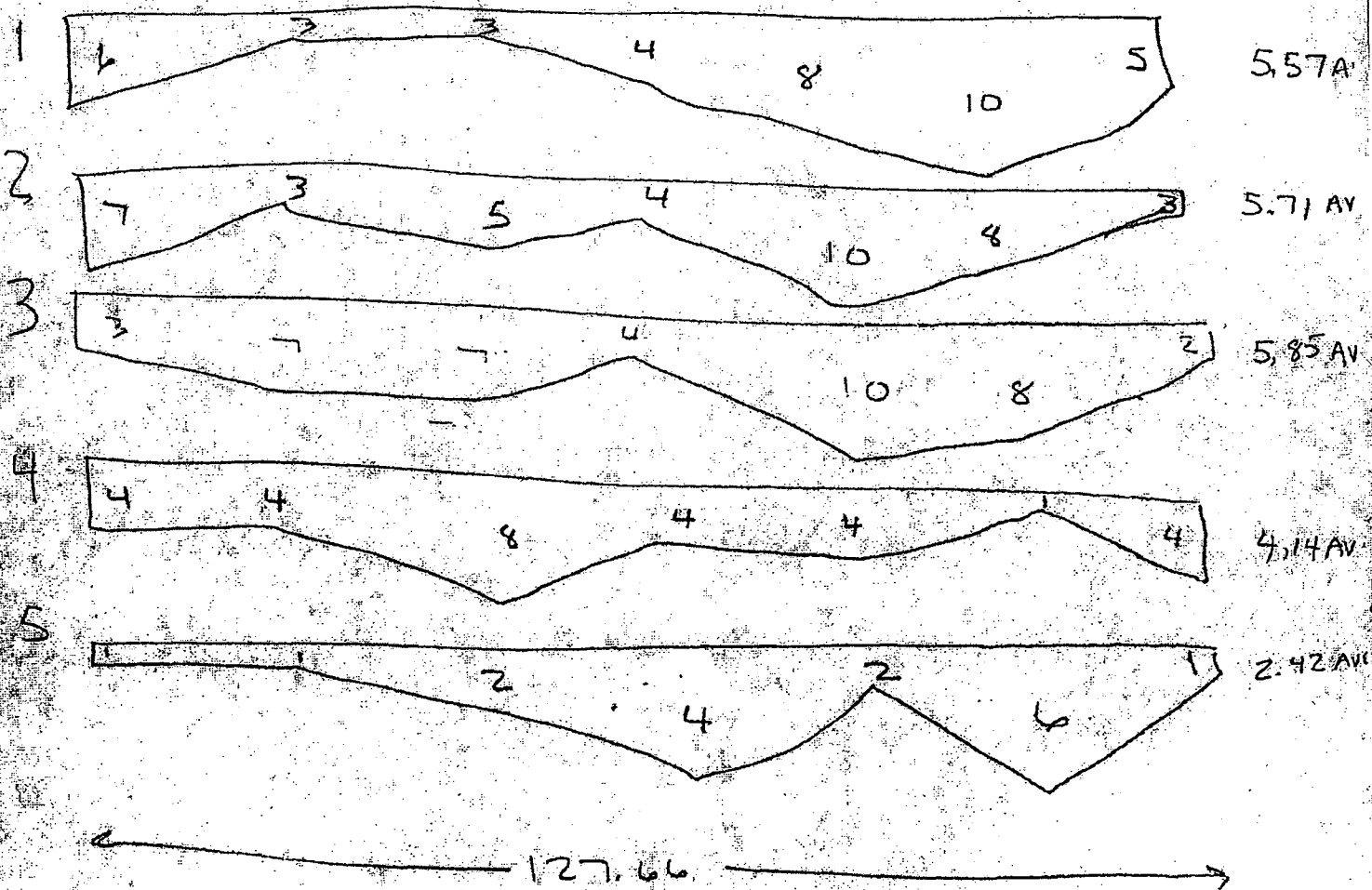


BOTTOM CONTOUR

DEPTH OF OVERBURDEN IN FEET
HOT 7 A-G

JOHN TAYLOR
WRANGELL CITY
SUBDIVISION
WRANGELL AK
ZIMOVIA STREET
SHEET 4 OF 5
9-28-21

A-21-B-21-C-21-D-21-E-21-F-21-G



N →

BOTTOM CONTOUR

DEPTH OF OVERBURDEN IN FEET ÷ 27

LOT 7 1-5

21' GRID LINES

4.738 AVE
X 10591

49943. CU FT
ROCK FILL

1849 CU YD
ROCK FILL
& OVERBURDEN
REMOVAL

JOHN TAYLOR
WRANGELL CITY
SUBDIVISION
WRANGELL AK
ZIMOVIA SEAIT
SHEET 50F5
9-28-21K

Alaska Department of Revenue

Permittee Signature Page

Thank you for using the DOR Online Permit Application System. In order to ~~complete your~~ permit application, you must send this signed form to the following address:

72
1-8-13

Attn:

Tax Division, Alaska Department of Revenue

PO Box 110420

Juneau, AK 99811-0420

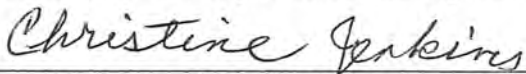
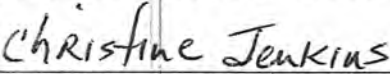
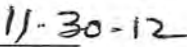
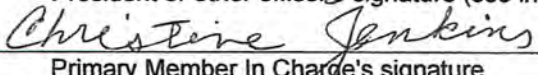
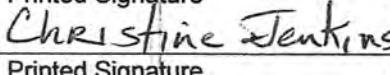
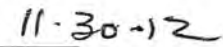
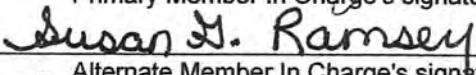
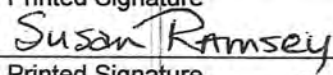
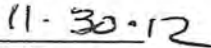
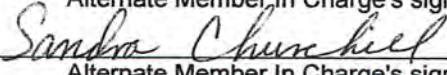
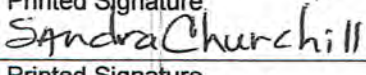

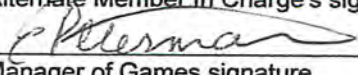
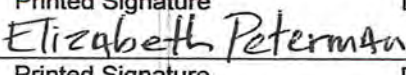

Fax: 907-465-3098

Please Note: The Primary and Alternate Members in Charge must legibly print their names and sign and date the signature page. An Officer who is not a Primary or Alternate Member must legibly print his or her name and sign and date the signature page. If your organization is applying for self-directed bingo and/or pull-tab permit(s), the Manager of Games must also legibly print his or her name and sign and date the signature page.

Your permit application will not be processed until a completed Signature Page has been received by the Department.

Year	2013
Gaming Permit/License	820
Permittee Name	Alaska Native Sisterhood Camp # 1
EIN/ATIN	926002336
Application Number	11486
Electronically Paid Amount	\$0.00
Payment Receipt	

We declare, under penalty of unsworn falsification, that we have examined this application, including any attachments, and that, to the best of our knowledge and belief, it is true and complete. We understand that any false statement made on the application or any attachments is punishable by law. By our signatures below, we, the primary member, the alternate member, and if applicable, the manager of games, agree to allow the Department of Revenue to review any criminal history we may have, in accordance with 15 AAC 160.934.

		
President or other officer's signature (see instructions)	Printed Signature	Date
		
Primary Member In Charge's signature	Printed Signature	Date
		
Alternate Member In Charge's signature	Printed Signature	Date
		
Alternate Member In Charge's signature	Printed Signature	Date
		
Manager of Games signature	Printed Signature	Date

AGENDA

CITY CLERK

DEC 02 2012

RECEIVED

Organization Information	
Year Permit requested for	2013
Federal EIN or Alaska Tax Identification Number	926002336
Name of Organization or Municipality	Alaska Native Sisterhood Camp # 1
Mailing Address One	Po Box 2
City, State Zip + 4	Wrangell, AK 99929 + 0002
Telephone Number (All numbers include area code)	(907) 874-3459
Fax Number (All numbers include area code)	(907) 874-4305
Organization Website Address (If available)	
Type of Organization	Fraternal
Organized As	Association
Specify the organization type	
How will activities be conducted?	Self-Directed by the Organization
Does the organization have 25 or more members who are Alaska residents as defined in your articles of incorporation or bylaws?	Yes
Have the organization's articles of incorporation changed?	No
Have the organization's bylaws changed?	No
Estimated gross receipts for year prior to application year:	\$0 - \$20,000
Game Types	
Facility or Location-Specific - Unrestricted	Pull-Tabs
Area Based - Unrestricted	Raffles
Self-Directed Facility or Location-specific	
Game Type(s)	Pull-Tabs, Raffles
Facility or Location Name	SNO Building
Address	325 Front St.
City, State, Zip	Wrangell, AK 99929 + 0002
Ownership	Donated
Area-based Information	
Vendor Information	
Operator Information	
Multiple-beneficiary Permittee (MBP)	

Members in Charge / Manager of Games

What position does this person serve?	Alternate Member in Charge
First name	Susan
Middle Initial	G
Last Name	Ramsey
Address	P.o. Box 247
City, State, Zip	Wrangell, AK 99929
Daytime Telephone	(907) 874-3292
Mobile Number	(907) 660-7189
Email Address	ravens_grandmom@yahoo.com
Has this person taken the test?	No
What position does this person serve?	Manager of Games
First name	Elizabeth Peterman
Middle Initial	P
Last Name	Peterman
Address	P.O. Box 695
City, State, Zip	Wrangell, AK 99929 + 0695
Daytime Telephone	(907) 305-0120
Mobile Number	
Email Address	wcatrube@gmail.com
Has this person taken the test?	Yes
Permit number under which the test was taken	150
What position does this person serve?	Primary Member in Charge
First name	Christine
Middle Initial	
Last Name	Jenkins
Address	P.O. Box 194
City, State, Zip	Wrangell, AK 99929 + 0194
Daytime Telephone	(907) 874-3459
Mobile Number	
Email Address	
Has this person taken the test?	No
What position does this person serve?	Alternate Member in Charge
First name	SANDRA
Middle Initial	
Last Name	CHURCHILL
Address	P.O. BOX 73
City, State, Zip	WRANGELL, AK 99929 + 0073
Daytime Telephone	(907) 874-2082
Mobile Number	
Email Address	
Has this person taken the test?	No

Legal Information

Persons convicted of a felony, extortion, or a violation of a law
None

Persons with a prohibited conflict of interest
None

Net Proceeds Dedication, Details

CHARITABLE ACTIVITIES, SCHOLARSHIPS

Attachments

Title (Type), Description

CITY OF WRANGELL
TRAVEL SUMMARY FOR MONTH OF DECEMBER 2012

		PURPOSE		TRAVEL COST
DATE	EMPLOYEE/OTHER	DEPT.	DISTRICT	CITY AND STATE
4/22-24/2012	Amber Al-Haddad	Public Works	Design-Build Conference	Phoenix, AZ
10/22-26/2012	Greg Meissner	Harbor	Harbormaster Conference	Sitka, AK
10/17-20/2012	Kay Jabusch	Library	Directors Conference	Anchorage, AK
11/12-17/2012	Donald McConachie	Mayor	AML Conference	Anchorage, AK
11/11-16-2012	James Stough	Assembly	AML Conference	Anchorage, AK
11-11-16/2012	Maxlyn Wiederspohn	Assembly	AML Conference	Anchorage, AK
11/9-14/2012	Kim Flores	Borough Clerk	AML Conference	Anchorage, AK
				9246.9

AGENDA

7c
1-8-13

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

**FROM: TIMOTHY D. ROONEY
BOROUGH MANAGER**

RE: BOROUGH MANAGER'S REPORT

DATE: January 4, 2013

DID YOU KNOW...

Approximately 92% of local support for schools comes from Sales Tax?

MANAGERIAL:

EVERGREEN ROAD IMPROVEMENTS AND PEDESTRIAN ACCESS PROJECT – As you are aware, staff was notified via email on Wednesday, December 12, 2012 that the Evergreen Road Improvements and Pedestrian Access Project is proposed to be removed from the Statewide Improvement Transportation Plan (STIP) project list. This is a project that at one time was the #1 priority on the STIP list for Southeast Alaska and a project that was reaffirmed to receive funding as recently as August of 2012.

While the Alaska Department of Transportation continues to state that the proposed removal of the Evergreen project is a result of limitations placed on how federal funds can be applied to Alaska projects due to an interpretation of the MAP-21 authorization that “requires more National Highway Safety and safety project work and less community and secondary highway projects per year.” Federal offices disagree with that interpretation.

Immediately upon receiving this information, staff was in contact with the offices of Senators Begich and Murkowski, and Representative Young. Additionally, the offices of Governor Parnell, Senator Stedman, Representative Wilson, and the Acting Department of Transportation Commissioner were also contacted. Staff's concerns were expressed to each office and a letter signed by the entire Borough Assembly was provided to each.

As there was a short time frame provided to obtain public comment – all public comments had to be received by January 7, 2013 – staff moved quickly to make sure the public was well informed regarding the removal of the Evergreen project from the STIP list. I provided interviews and information to the Wrangell Sentinel and KSTK. Ms. Rushmore began the process of developing a sample letter for Wrangell citizens to use in order to submit comments to DOT, and Ms. Flores began developing information pages for the city's website. Packets of information

Borough Manager's Report
January 4, 2013
Page 2 of 6

were also distributed throughout the community at key locations: City Hall, Irene Ingle Public Library, Chamber of Commerce, and the Harbor Office. Letters of support were also solicited directly from affected property owners, Wrangell Public Schools, and Wrangell Cooperative Association.

I am pleased to report - largely due to the effort of the Chamber of Commerce - that over 300 letters of support have been mailed to both the Department of Transportation and Governor Parnell regarding the need for the Evergreen Road Improvements and Pedestrian Access Project to remain on the STIP list. I appreciate and want to publically thank everyone at the Chamber of Commerce for their efforts. We are hopeful this will make a difference.

The next step in this process is for the Department of Transportation to consider the public comment and make a final determination on the STIP list. Staff has asked to be included in that process but was told that it is an internal decision and not one that is open for public participation...perhaps another indication of how bad the process of determining project priorities is managed by the Department of Transportation.

The letter that was sent from the Borough Assembly is attached for your information and review, as well as correspondence from Senator Stedman's office. Staff will continue to keep you informed regarding any updates we receive.

WASHINGTON UPDATE – A year-end report from Mr. Gilman and Mr. O'Kelly is also attached for your information and review. Items covered in the December 20, 2012 report include information regarding EPA Emissions, Coast Guard Reauthorization, SRS/PILT, Tax Exempt Status for Municipal Bonds, Bypass Mail/Postal Reform, and several other miscellaneous items likely to have an impact on Alaska communities.

If you have any questions regarding this report, please do not hesitate to contact me.

CITY AND BOROUGH OF WRANGELL V. SELLE-REA, ROBINSON, BJORGE, MCGEE, NELSON, ETTTEFAUGH, RHINEHART – The court held a status conference on December 6, 2012. It was agreed that Judge Stephens, the Presiding Judge for the First Judicial District, will conduct a Settlement Conference with the Borough and Mr. Rea on the limited issue of reaching agreement on a protocol for the return of the iPad and laptop to the Borough/WMC.

The Court advised the parties that Judge Stephens will likely issue an order by December 15, 2012, however staff and Mr. Blasco continue to wait for that order to be issued. As soon as we receive that information, it will be shared with you.

Borough Manager's Report
January 4, 2013
Page 3 of 6

JOB DESCRIPTIONS AND PERSONNEL MANUAL – Both of these items were originally scheduled to be reviewed for action by the Borough Assembly on Tuesday, December 11, 2012. However, at the request of Mr. Jay Rhodes with IBEW, staff had pulled these items from the agenda to allow for additional review by the IBEW membership. Mr. Rhodes has completed his review of both items and staff has placed them on the agenda for action by the Borough Assembly on Tuesday, January 8, 2013.

HOSPITAL REPLACEMENT PROJECT – Discussions regarding the Hospital Replacement Project have been placed on hold to afford an opportunity for Mr. Keith Perkins with USDA an opportunity to review the USDA's file relating to the project. Staff was notified by Mr. Perkins on Wednesday, December 19, 2012 that he had received the file from the State office, he thanked us for our patience, and he looked forward to working with the City and Borough of Wrangell in earnest soon.

I have attached the email from Mr. Perkins for your information and review. Staff awaits direction from Mr. Perkins at this time as to when the application process will commence.

UPCOMING HOLIDAY CLOSURE – All City and Borough of Wrangell offices will be closed on Monday, January 21, 2013 in observance of Martin Luther King Day.

TIMESHEET – My timesheet for the month of December is attached for your information and review.

CAPITAL PROJECTS:

300-TON MARINE VESSEL HOIST - Bids for the 300-ton Marine Vessel Hoist procurement were opened on Friday, November 16, 2012. Due to an extended evaluation period, the two bidders provided a thirty-day bid validity extension until January 16, 2013. Staff, with PND Engineers, have thoroughly evaluated the two bids and their respective products and intends to submit a report and recommendation for award at the January 8, 2013 regular Borough Assembly meeting.

DIGITAL CINEMA PROJECTION EQUIPMENT - The bid opening for the Digital Cinema Projection Equipment Procurement has been rescheduled for January 14, 2013 at 4:00 PM. Staff intends to submit the bid results and a recommendation to award to the lowest responsive and responsible bidder at the next Assembly meeting following the bid opening. This procurement will provide the equipment necessary to convert Castle Mountain Entertainment's theater from its current 35mm projection to digital projection.

CASSIAR STREET - ROAD AND UTILITY IMPROVEMENTS - Following review of the Request for Proposal for the Cassiar Street Roadway and Utility Improvements project, R&M Engineering-Ketchikan has submitted a design proposal for staff review and approval.

The engineering design for the Cassiar Street Improvements Project is considered a two-phase project, whereby R&M Engineering-Ketchikan has already completed the first design phase, which incorporated performing the geotechnical investigation, surveying, mapping, and the water and sewer utilities replacement design. The second design phase will include the environmental process, storm water conveyance system design, and limited roadway reconstruction design. Phase two of the design project will result in completion of the Plans, Specifications and Engineer's Estimate (PS&E), incorporating the outcomes of both design phases.

Staff has placed the approval of R&M Engineering's proposal for the design and the preparation of the construction bidding documents for the second phase of the project on the January 8, 2013 Borough Assembly agenda.

ETOLIN STREET & MEDICAL CAMPUS UTILITIES ASSISTANCE - The City and Borough of Wrangell has completed the Etolin Street and Medical Campus Utilities Assistance project. The Work consisted of all activities necessary to provide water and sewer utility services along and extension of Etolin Street and to the new medical campus, including construction of a gravel access road, storm water systems, drainage culvert, water main, force main system, sewer pump station and other improvements.

Through competitive bidding, the City and Borough of Wrangell contracted with Ketchikan Ready Mix & Quarry, Inc. to provide the construction services for the Etolin Street and Medical Campus Utilities Assistance project. The Contractor has completed all punch list items, provided all required closeout documentation, and called for final payment on this project.

Funds for this project were provided in part from the City and Borough of Wrangell's Residential Road fund and from the grant received from the State of Alaska for the Wrangell Medical Center Replacement project. Remaining grant funds are reserved for additional project development.

MARINE SERVICE CENTER, CONCRETE PAVING, PHASE 2 - Staff completed review of PND Engineers 65%-level engineering design, for compliance with the required design intent, for the Marine Service Center, Concrete Paving, Phase 2 and provided review comments to the design team. PND continues to work toward the 95%-level design documents, in preparation for a late-winter construction bidding schedule.

ECONOMIC DEVELOPMENT:

INSTITUTE PROPERTY - The Economic Development Committee has developed a land prospectus for the former Institute Property with the hopes that the parcel could be publicly noticed for request for development proposals. An update to the 2002 appraisal on the property is currently being obtained and the information will be presented to the Assembly when it is completed.

PLANNING AND ZONING:

DRAFT ORDINANCE - The draft ordinance Amending Title 20 with associated new zoning maps is available for public review and comment. The Commission has worked very hard over the last two years, meeting with residents in the outlying areas, listening to their comments and concerns and doing their best to address their issues within the proposed ordinance. The first reading of this ordinance is contained on the January 8, 2013 Borough Assembly agenda.

PUBLIC WORKS DEPARTMENT:

SNOW REMOVAL - Public Works crews have been out numerous times for snow removal, de-icing, and sanding. The Front Street project forced changes in our snow removal methods downtown to allow snow removal on the sidewalks and prevent damage to the bulb-outs. Staff has begun sending a Public Works crewman on one of the Police Department 4-wheelers out at 1:00 AM, an hour before the rest of the crew, to plow the sidewalks into the street and to plow around all of the bulb-outs, allowing the grader operator to see the curbs and keep his distance. This is working very well. It is not only preventing damage, it is speeding up snow removal operations downtown by more than an hour and sidewalks are clear by the start of business after heavy snows.

FRONT STREET – Staff is waiting for as-built drawings, O&M manuals and other closeout documents from the Department of Transportation. Public Works and Electric personnel will wait until spring to turn the light poles around that have banner arms sticking out over the street.

FRONT STREET RAIN GUTTERS - Silver Bow Construction “The Gutter Guys” completed the rain gutters on awnings over the Front Street sidewalks. There were a few awnings that were not in the contract as the awnings constructed in a way that did not allow gutters to be installed.

REFUSE COLLECTION – Due to the Martin Luther King holiday on January 21, 2013, all customers that would normally be scheduled receive their refuse service on that Monday will instead receive it on Tuesday, January 22, 2013.

CONVENTION AND VISITORS BUREAU

TRAVEL SHOWS – Ms. Rushmore will be attending the Chicago Travel and Adventure Show the end of January. This is a 3-day consumer show and the Wrangell CVB is booth sharing with the State of Alaska. Ms. Rushmore will then be attending the Seattle Boat Show on her return to Wrangell. The Wrangell CVB and the Port Commission have been attending this show jointly for about 7 to 8 years. It is a 10-day show but has been very good at generating summer yachting business into Wrangell.

TRAVEL PLANNERS - The new Wrangell Travel Planners are being printed and assembled and the first shipment should arrive in a few days. The planner is the primary visitor information piece and is used at all tradeshows, for fulfillment of business and visitor inquiries, is placed on the ferries during the summer months, is placed in other CVB's and businesses around the State and anywhere else that it can be distributed. The CVB has redesigned the piece and added 4 additional informational pages.

STIKINE RIVER BIRDING FESTIVAL - The Stikine River Birding Festival Committee is meeting and planning the festival that will be held April 25-28, 2013.

ALASKA RAINFOREST ISLANDS - Alaska Rainforest Islands, a cooperative marketing effort between Prince of Wales, Petersburg and Wrangell, is currently working on the development of a new website to help provide information about our area, access between the islands and why tourists should spend their time here.

For information on any of the above items, please contact Ms. Rushmore.

ATTACHMENTS:

1. Letter from Borough Assembly to Governor Parnell regarding Evergreen Project
2. Correspondence from Senator Stedman's Office
3. Report from Mr. Gilman and Mr. O'Kelly
4. Correspondence from Mr. Keith Perkins with USDA
5. Timesheet for December 2012



CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

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

December 18, 2012

The Honorable Governor Sean Parnell
P.O. Box 110001
Juneau, AK 99811-0001

RE: STIP Amendment #4

Dear Governor Parnell,

On behalf of the City and Borough of Wrangell, we respectfully request your assistance in the reinstatement of the ***Evergreen Road Improvements and Pedestrian Access Project*** to the list of prioritized projects contained within the Alaska Statewide Transportation Improvement Program. The City and Borough of Wrangell was notified on December 12, 2012 that the ***Evergreen Road Improvements and Pedestrian Access Project*** – a project that had received funding this year for surveying and was scheduled to receive funding the next two years for right-of-way acquisition and construction – would no longer be funded beyond the current year.

In order for you to have a complete understanding of the project, we feel it is important for you to understand the location of the project and its history. Evergreen Road is located immediately north of downtown Wrangell and runs from the Alaska Marine Highway Ferry Terminal to the Wrangell Airport. Evergreen serves as a primary access route to the homes of approximately 10% of Wrangell's population, is the preferred access from downtown Wrangell to the airport, and is utilized heavily by Wrangell Public Schools for transportation services. Evergreen has no sidewalks – and in some locations little if any shoulder – yet serves as a pedestrian thoroughfare for school children, travelers, and tourists that arrive on cruise ships and vessels of the Alaska Marine Highway that seek out Wrangell's Petroglyph Beach State Historic Park. Petroglyph Beach State Historic Park was recently designated as one of our nation's "Top 10 Most Unusual Beaches" and one of the "Top 25 Places to See in Alaska" by Alaska Magazine. The amount of pedestrian traffic generated on this roadway during the spring, summer, and fall is truly phenomenal for such a small community.

The history of the ***Evergreen Road Improvements and Pedestrian Access Project*** begins shortly after the City of Wrangell became the City and Borough of Wrangell in 2008. Evergreen became part of the STIP discussion in 2009 and appeared on the 2010-2013 STIP list shortly thereafter and has remained on the STIP list ever since. This year, a total of \$475,000 was allocated to the project for project design and surveying. This was to be followed by \$300,000 next year for design and right-of-way acquisition, followed by \$5,200,000 for construction the following year. The scope of this project and its inclusion on the STIP list was reaffirmed and approved as recently at August 12, 2012 by the State of Alaska. Now, exactly four months to the day it was approved by the State of Alaska for the above scheduled funding, we were notified that it has been proposed to no longer receive any funding.

When staff received notification, via a forwarded email, that the ***Evergreen Road Improvements and Pedestrian Access Project*** had been removed from the 2012-2015 Alaska Statewide Transportation Improvement Program, our Borough Manager immediately contacted Ms. Marie Heidemann, Transportation Planner with the Alaska Department of Transportation. In addition to Ms. Heidemann, staff also visited with Mr. Al Clough, Southeast Regional Director and Mr. Jeffrey Ottesen, Division Director, both also with the Department of Transportation. Through those discussions, it became clear that the ***Evergreen Road Improvements and Pedestrian Access Project*** was one of numerous projects in several communities where funding was cut due to the interpretation of the new transportation bill, MAP-21.

Specifically, Mr. Ottesen was very helpful in explaining that there simply was no scoring matrix for the removal of the ***Evergreen Road Improvements and Pedestrian Access Project***, but rather an effort to “spread the pain of the cuts statewide” and that as a result of the MAP-21 transportation bill, “there was approximately \$100 million less dollars” to go around. To be clear, the Department of Transportation is charged to develop a Statewide Transportation Improvement Plan with the budget it is provided, and therefore Wrangell’s ***Evergreen Road Improvements and Pedestrian Access Project*** had to be cut to meet that goal.

Certainly Evergreen Road is never going to experience the vehicular traffic that roads in Anchorage, Fairbanks, and Juneau receive. However, we believe Evergreen Road does present numerous safety concerns – both of a pedestrian and vehicle nature. In fact, one of our own Borough Assembly members was involved in a dump truck rollover accident on the very stretch of road this project was to improve. While Wrangell has been fortunate that Evergreen Road has not experienced the fatalities that it takes to score highly enough on the safety matrix - most likely due to the lower vehicle counts and speed of travel, we are hopeful that it will not take a fatality along this roadway for it to achieve the needed score as rest assured, it is indeed a dangerous situation.

In addition to the above safety concerns, it’s important not to lose focus of the poor condition of Evergreen (large cracks and extensive pot holes in the pavement causing major driving and safety concerns that have been patched as best they can by the Wrangell Public Works Department). Each year these repairs become even more temporary as the pavement around these potholes continues to break off and get larger. With the State of Alaska rock quarry adjacent to the airport being identified as a source of rock for both City and State road and construction projects, this increase in heavy truck traffic including full dump trucks driving over Evergreen has resulted in an acceleration of the deterioration of the road surface, since they often use this as the primary access to the project worksites. The drainage issue during the winter months causing significant ice build-up on the highway in some locations along Evergreen also compounds the safety issue for both vehicle and pedestrian traffic.

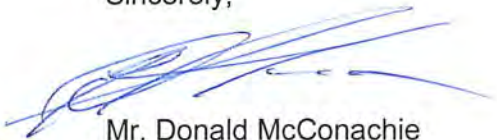
As it was explained to staff by Mr. Ottesen, at best we are looking at receiving funding now in 2016 or 2017. Our fear is that because of the shortfall in funding, the funds already allocated to be spent this year on the ***Evergreen Road Improvements and Pedestrian Access Project*** design will be pulled and reallocated to other projects remaining in the STIP. We would request that the design be completed so the project is ready to commence should additional funds be acquired by the State. Additionally, the Borough Assembly of the City and Borough of Wrangell requests the Department of Transportation reconsideration of the ***Evergreen Road Improvements and Pedestrian Access Project*** as a project to be included for funding in the 2012-2015 STIP. The City and Borough of Wrangell would also welcome discussions with the

Department of Transportation to determine if the project could be scaled back to reduce costs and improve safety.

If that is not possible, or if funding is not received through that method, the Wrangell Borough Assembly respectfully requests that you allocate state funding for this project to continue as was originally scheduled for the next two years. You have been to Wrangell recently and have seen the positive direction this community is moving. Please continue that movement by seeing to it that this project is funded and not delayed.

If you have any questions, please do not hesitate to contact our Borough Manager, Mr. Timothy Rooney at 907-874-2381 or via email at tdrooney@wrangell.com.

Sincerely,



Mr. Donald McConachie
Mayor



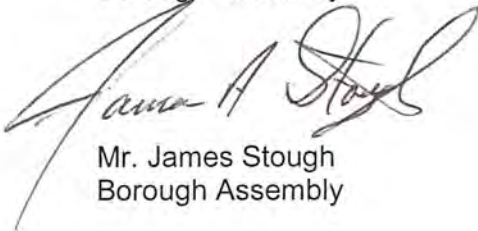
Mr. William Privett
Vice Mayor



Ms. Wilma Stokes
Borough Assembly



Ms. Pamela McCloskey
Borough Assembly



Mr. James Stough
Borough Assembly



Mr. Dave Jack
Borough Assembly



Ms. Maxlyn Wiederspohn
Borough Assembly

Cc: Senator Bert Stedman
Representative Peggy Wilson
Congressman Don Young
Senator Lisa Murkowski
Senator Mark Begich
Mr. Pat Kemp, State of Alaska Department of Transportation Acting Commissioner
Mr. Al Clough, State of Alaska Department of Transportation SE Regional Director
State of Alaska Department of Transportation & Public Facilities

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From: Sen. Bert Stedman [mailto:Sen.Bert.Stedman@akleg.gov]
Sent: Monday, December 31, 2012 11:34 AM
To: Tim Rooney
Subject: Re: STIP List

Dear Mr. Rooney,

Senator Stedman asked me to respond to you regarding DOT's removal of the Evergreen Road Project from the STIP. Like you, he is very concerned and intends to meet with DOT officials when he gets to Juneau in a couple of weeks for the start of the legislative session. This is one of the main topics he wants to discuss with them. We always get annoyed when DOT removes projects from the STIP. It dilutes the legislature's power to appropriate for specific projects and is an overstep in their authority. We will stay in contact with you and let you know the outcome of his discussions.

Regards,

Darwin Peterson

Staff to Senator Stedman

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To: The Honorable Don McConachie
The Wrangell Borough Assembly
Tim Rooney, Borough Manager

From: Brad Gilman & Sebastian O'Kelly

Re: Washington Update

Date: December 20, 2012

1. EPA Emission Control Area Rule: The cruise ship lobby is continuing to pursue a lower cost, legislative alternative to the EPA rule that would require vessels to switch to lower sulfur content fuel. As of the writing of this report, the fate of the proposed blended fuel pilot program is unclear. It will likely have to be included as a rider to a larger bill in order to pass, but is facing stiff resistance from Senate Environment Committee Chairwoman Barbara Boxer (D-CA). This has become a major issue for Alaska cruise ship visitation, with concern growing that higher fuel costs will be passed on to passengers or result in reduced ports-of-call.

2. Coast Guard Reauthorization Legislation: The House and Senate have come to a final agreement on legislation reauthorizing Coast Guard programs and sent the bill to the President for his expected signature. The bill includes a number of provisions important to Alaska coastal communities, as follows--

- **Incidental Vessel Discharges:** The bill extends for one year the current moratorium on Clean Water Act permits for smaller commercial vessels for all discharges (ballast and bilge water, deck runoff, fish hold effluent, etc). The exemption would cover all commercial fishing vessels regardless of size, and any other commercial vessel less than 79 feet in length. EPA will continue to move forward with this regulation (expected to be released in January), but under the legislation its implementation is delayed until December 31, 2014. Efforts will continue in the 113th Congress to make the moratorium permanent.
- **TWIC:** The bill requires the Department of Homeland Security and the Coast Guard within nine months to reform the Transportation Worker Information Credential enrollment and renewal process so that there is no more than one in-person visit to an enrollment center unless there are "extenuating circumstances."
- **Survival Craft:** The bill delays, pending completion of a six month study, the requirement for carrying new survival craft on board vessels. The new requirements would not go into effect for two and a half years after the study is finished.
- **Vessel Dockside Inspections:** The bill delays time and frequency requirements for dockside inspections for commercial fishing vessels. The initial inspection is

not mandatory until October of 2015 and re-inspections are to occur only once (rather than twice) every five years following the initial inspection.

3. SRS/PILT: The community will receive its last Secure Rural Schools (“SRS”) and PILT payments in 2013 unless the programs are reauthorized in the next Congress. Given the emergency one year extension contained in the Highway Bill, Congress will not address the SRS reauthorization in the Lame Duck session. There will need to be a strong push by rural communities next year to get these programs reauthorized given their cost and the complexities of larger budgetary and deficit reduction politics and policy. One positive development is the ascension of Senator Wyden (D-OR) to chair the Senate Energy and Natural Resources Committee. Oregon is the largest recipient of SRS funds. Senator Murkowski is the Ranking Member of the Committee and has formed a close partnership with Senator Wyden on this issue. Separately, the Forest Service has submitted a proposal for public comment that would expand community reporting requirements on use of Title III funds.

4. The Fiscal Cliff: As of the writing of this report, negotiations continue between the Obama Administration and Congressional Republicans regarding automatic tax increases and spending cuts (the so-called “fiscal cliff”) that are scheduled to go into effect in January. Both political Parties have put proposals on the table embodying a mix of spending cuts and revenue increases over a 10 year period. There remain differences between the two Parties on the size and source of revenue increases and spending cuts. The Obama Administration is seeking \$1.3 trillion in additional revenue, most of which would come from higher individual tax rates on upper income earners (above \$400,000 per year). Republicans are proposing \$1 billion in increases to be drawn from capping or eliminating itemized deductions and higher rates for those earning in excess of \$1 million per year. The focus on spending is on major entitlement programs, with some progress made in negotiations on a recent agreement over using an alternative method for inflationary adjustments that will slow overall spending growth. Further caught up in this debate is the expiration of the Federal debt limit. Any prediction on the outcome at this point would be purely speculative, and the posturing between Republicans and Democrats has become more pronounced in the last few days. Negotiations will likely continue through the holidays and could spill over into January.

5. State and Local Tax Deductions: State and local tax deductions (including tax-exempt status for municipal bonds) are on the table as a source of funding in the Federal budget deficit debate, given their large impact on the Federal Treasury (\$109 billion annually). Associations representing state and local governments have been lobbying hard on this issue, with localities focusing particularly on municipal bonds and pointing out their importance in infrastructure development and local job creation. Debate on this deduction is tied up with other deductions – charity, mortgage interest, employer-provided health insurance – that have large impacts on the Treasury.

6. Bypass Mail/Postal Service Reform: The House and Senate are in negotiations over a final Postal Reform Bill. We have heard that there will be no changes in the bill for the Bypass Mail Program. This is a major victory for the Alaska Delegation given the

push by a number of other Lower 48 Members earlier in the session to cut or eliminate the program. The bill is not expected to include any provisions requiring closures of rural Post Offices, but it will allow the Postal Service to go ahead with current plans to cut back hours of operation at a number of offices across the country. The bill is also expected to permit the Postal Service to end Saturday mail delivery nationwide. Package delivery would remain unchanged.

7. FY 2014 Project Requests: The Alaska Delegation would like to be kept informed of the community's highest project priorities to see where it might be of assistance in helping secure Federal funding. While we do not see Congress rescinding the current moratorium on earmarks for FY 2014, there has recently been a vocal behind-the-scenes debate about doing so (with Congressman Young offering a proposal to amend House Republican Caucus rules to restore earmarks, then withdrawing it to be considered at a later date). The moratorium is an internal House rule. The Senate does not have such a rule but has informally accepted the moratorium for the time being while rejecting an effort to put the moratorium into law earlier this session. The Alaska Delegation strongly favors overturning the moratorium.

8. Passing of Senator Inouye (D-HI): Hawaii's senior Senator, Dan Inouye, passed away this week. In addition, to being Senator Steven's best friend, he was a friend to Alaska and supportive of many of our issues given they were also shared by his State. That support included resource development, public infrastructure and rural economic development, tourism, and Native American needs. All three AK Members issued statements of condolence.

9. Miscellaneous.

- **Department of Energy LNG Study:** The Department of Energy has released a study with positive findings over the potential of LNG development in the U.S. and prospects for exports. Senator Murkowski praised the report's release and encouraged the Department to facilitate export permits of LNG to new overseas markets (15 permits are currently pending). Separately, Senator Begich is drafting legislation that would establish one-stop permitting for in-state transportation of natural gas (including LNG) as well as make such projects eligible for the same regulatory and tax incentives currently applied to transnational projects.
- **Small Fishing Vessel Observer Program:** The Delegation has filed a written objection to the Secretary of Commerce over new observer program requirements for small vessels (under 57.5 feet) fishing for halibut, sablefish, and other groundfish in the Bering Sea and Gulf of Alaska. The Delegation argues that Electronic Monitoring would be a more cost-effective alternative.
- **Kenai Peninsula Flooding Disaster Relief:** The President has approved the Governor's request for disaster relief as a result of the severe flooding earlier this fall in the Kenai Peninsula. Funding for individual, business and community

assistance through FEMA will likely be included as part as larger disaster assistance legislation being driven by the impact of Hurricane Sandy on the East Coast.

- **Cook Inlet, Yukon, Kuskokwim Chinook Fishery Disaster:** The Secretary of Commerce has declared a fishery disaster as a result of the collapse of Chinook salmon runs in the Cook Inlet, Yukon, and Kuskokwim watersheds. The Small Business Administration has already announced the availability of low interest loans to affected fishermen, processors and other small businesses. \$150 million is included in the Senate's comprehensive disaster relief bill for all fishery disasters nationally. A portion of this funding would go toward this fishery.
- **Japanese Tsunami Debris Clean Up Funds:** The Senate's comprehensive disaster relief bill includes \$56 million for coastline clean up from debris generated by the Japanese tsunami. Alaska would eligible for a portion of this funding.
- **New Murkowski Fisheries Staffer:** Senator Murkowski will be bringing Jay Sterne on board as her new staff member to handle fishery issues. He previously was a lobbyist and has represented some North Pacific fishery interests. We have known Jay for years and work well with him.

Tim Rooney

From: Perkins, Keith - RD, Sitka, AK [keith.perkins@ak.usda.gov]
Sent: Wednesday, December 19, 2012 1:28 PM
To: Tim Rooney; 'Jonathan Stern'
Subject: Wrangell Medical Center file

Importance: High

Tim, Jon,

I have just received the WMC file from the state office. My apologies for it taking so long for the file to be transmitted here.

I am in the middle of a loan closing this week and next and will be clear from that on the 27th. From that point, I will begin working to familiarize myself with this file in preparation for us to dive into the project from the City and Borough's perspective.

Thank you for your patience and I look forward to beginning work with the Borough in earnest, soon!

Happy Holidays to you both!

/s/

Keith

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

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City & Borough of Wrangell

Pay Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Hours	
Regular				8	8	8	8	8			8	8	8	8	8			8	8	8	3				FH	H		8	8	8		8	
Overtime																																	
Sick Leave																																	
Holiday WK																																	
Vacation																					5	8										13	

Total Regular																																
Overtime																																

Approved By: _____
Supervisor

Approved By: Timothy D. Rooney
Borough Manager

I hereby certify that the hours stated hereon are a true and accurate record of all hours I worked within this pay period.

Name: Timothy Rooney
Employee

Pay Period Ending December 31, 2012

Office Use Only

AL _____	Sal _____ @ _____ =	
SL _____	HR _____ @ _____ =	
OTD _____	OT _____ @ _____ =	
_____	_____ @ _____ =	
_____	_____ @ _____ =	
_____	_____ @ _____ =	
	Total _____ =	

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 9 **BOROUGH CLERK'S FILE:**

Mark Your Calendar:

- 1/10 Planning & Zoning Public Hearing & Regular Meeting @ 7pm in the Assembly Chambers
- 1/15 Code Review Committee Meeting @ 5:30pm in the Assembly Chambers
- 1/16 Hospital Board Meeting @ 5:30pm in the Nolan Civic Center Classroom
- 1/17 WCVB Meeting @ 6:30pm in the Assembly Chambers
- 1/21 City Hall will be closed in observance of the Martin Luther King Jr. Day

Code Review Committee

The next Code Review Committee meeting will be held on January 16th, 2013 at 5:00 p.m. in the Assembly Chambers. The Committee will be reviewing titles 6, 10 and possibly 11.

Thank you,

Kim Flores

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 10 a, b & c MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the Mayor and Assembly Member's special reports. Such information items as municipal league activities, reports from committees on which members sit, conference attendance, etc., are examples of items included here.

Item 10a Reports by Assembly Members

Item 10b Resignation from the Economic Development Committee by Jeremy Maxand

RECOMMENDED ACTION:

Motion: Move to accept the resignation from Jeremy Maxand from the Economic Development Committee

(must have a second & must be followed by a roll call)

Item 10c Resignation from the Economic Development Committee by Maria Weeg

RECOMMENDED ACTION:

Motion: Move to accept the resignation from Maria Weeg from the Economic Development Committee

(must have a second & must be followed by a roll call)

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 13a Approval of a Procurement Contract Award to ASCOM S.p.A. for the 300-ton Marine Vessel Hoist

INFORMATION:

Attachments

1. Memorandum from Carl Johnson, dated January 3, 2013
2. Harbormaster's Report from Greg Meissner, January 2013
3. Bids from ASCOM S.p.A. and Kenrick Equipment, USA LLC
4. Bid tab sheet
5. Memorandum from Carol Bean, Recording Secretary dated January 3, 2013

RECOMMENDED ACTION:

Move to approve, pending no contest during the protest period, the Assembly authorize the Borough Manager to enter into a contract with Ascom S.P.A. for procurement of a 300 ton marine vessel hoist, in a contract amount of \$1,315,000, to be paid from the State of Alaska's DCCED grant for this project.

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13a**MEMORANDUM**

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

**FROM: CARL JOHNSON
DIRECTOR OF PUBLIC WORKS**

**SUBJECT: PROCUREMENT CONTRACT AWARD
300 TON MARINE VESSEL HOIST PROCUREMENT**

DATE: January 3, 2013

BACKGROUND

The City and Borough of Wrangell received \$2.75 million from the State of Alaska Capital Grants funds (DCCED division) for the purchase of a 250-ton travel lift hoist and for the structural improvements to the marine travel lift's pier, located in the Marine Service Center facility. The City and Borough of Wrangell issued an invitation to bid for the procurement of a 300 ton Marine Vessel Hoist. Bids were due on November 16, 2012, and the City and Borough of Wrangell received two qualified bids. Ascom S.P.A. was the lowest responsive bidder. The bid summary sheet is attached.

As the specifications asked bidders to provide bids for a 300 ton Marine Travel-lift machine or equal, PND Engineers was contracted to assist City and Borough of Wrangell staff in determining whether the Ascom hoist met the "or equal" language of the bid specifications and to investigate whether the Ascom hoist design had any significant flaws or design elements that would restrict its functionality in the Marine Service Center or have significant added operational or maintenance costs. PND Engineers and City staff have found that the Ascom machine meets or exceeds the bid requirements and have not found any significant negative issues with the procurement of the Ascom machine.

In addition, Greg Meissner and Steve Miller of the Harbor Department visited the Marine Group Boat Works yard in San Diego to see hoists from both bidders side by side and to personally operate the Ascom hoist. Greg and Steve were satisfied with the Ascom hoist. Mr. Meissner's report to the Port Commission is attached.

It is the intent of the City and Borough of Wrangell to enter into a contract with Ascom S.P.A. to award a procurement contract in the amount of \$1,315,000. Given the Assembly's approval, staff will issue a Notice of Intent to Award to Ascom S.P.A. in order to begin the protest period and to allow Ascom S.P.A. to begin acquiring the required bonds and submittals. After successfully completing the ten-day protest and submittal periods, which will run concurrently, the contract would be executed with Ascom S.P.A.

RECOMMENDATION

Staff recommends that, pending no contest during the protest period, the Assembly authorize the Borough Manager to enter into a contract with Ascom S.P.A. for procurement of a 300 ton marine vessel hoist, in a contract amount of \$1,315,000, to be paid from the State of Alaska's DCCED grant for this project.

ATTACHMENTS:

1. Bid Summary Sheet for Marine Service Center, Concrete Paving project.
2. Harbormaster report to the Port Commission.

Harbormaster's Report

January 2013

Marine Service Center- Staff has received the 65% design and has gone over them and is reporting back to PND so they may work towards the 95% stage and on to bid. I will keep you informed as things progress.

Nothing new to add. Things are going ahead and people are in and out with the holidays. I will bring you all up to speed as things happen.

Staff is working with PND to investigate the 2 boat lift bids. We are trying to be as prudent as can be since it is a lot of money. We don't want to spend more than we have to but don't want to buy a lesser machine either. This may take a couple of weeks to do. We will bring you a recommendation as soon as we can.

Steve Miller and I just returned from San Diego after taking a firsthand look at an Ascom boat lift. We visited the Marine Group Boat Works yard in San Diego and got to look at and operate their 100 ton Ascom machine. The Machine is 8 years old so we were interested to see if it was holding together or falling apart. I am happy to say the machine looked fine. It was sitting next to their 600 ton Marine Travelift which was about 1 ½ years newer and the two machines looked the same. The salty surf breeze has taken its toll on the paint on both machines but neither one worse than the other.

Steve got the chance to operate the machine and we spent time looking all over the machine and under the hood. Overall the machine looked as good as good as any other machine. That said there are some differences in the way the machine is constructed but it is holding together just fine. After talking to the Vice President of the company (who was in charge of purchasing the equipment) and the operators of the equipment, it was obvious that they love the Ascom and have had no major issues with it including service although they have had the need for very little.

Their machine has the Italian engine which they have had no issues with at since they purchased the machine in 2005. The tires are Michelin tires which can be bought in the states from a tire dealer and the tires on the 600 ton Marine Travelift were Chinese and when they had more issues with buying them than the other.

The machine moves much faster than the Marine Travelift and the straps seem to lift faster on the 100 ton machine at least.

Overall, the Ascom equipment seems to be just fine and as far as we can find out just as reliable and durable as the Marine Travelift. Todd Roberts, who is the individual we talked to at the Marine Group Boat Works and their Vice President and whose job it is to make the company money spoke very highly of the Ascom machine. He visited the factory as well as the Marine Travelift factory and he was impressed with what he saw. He has nothing to gain by telling us one thing or another and he was very clear in that regard but the more he talked the more obvious to me that if he was buying a new machine tomorrow it would be an Ascom. He actually just purchased a new 300 ton hydraulic trailer from Ascom that is under construction.

After talking to the person who is in charge of purchasing the equipment and those who are operating the equipment (both the Marine Travelift and the Ascom) and some others I have talked to in a couple of other yards I have no reservations recommending selecting the bid from Ascom S.P.A.

INVITATION TO BID
City and Borough of Wrangell
300-Ton Marine Vessel Hoist Procurement

BID

Bid To: City and Borough of Wrangell, Alaska

1. The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, 300-Ton Marine Vessel Hoist*.
2. Bidder accepts all of the terms and conditions of the contract documents, including without limitations those in the Request for Bid.
3. The Bid will remain open for 30 days, as stipulated in the Invitation to Bid.
4. The Bidder agrees to complete the work required under the contract documents within the time stipulated and accepts payment in full based on the contract price named in the Bid.
5. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

<u>ADDENDUM NUMBER</u>	<u>DATE OF RECEIPT OF ADDENDUM</u>	<u>SIGNED ACKNOWLEDGMENT</u>
1	_____	_____
2	_____	_____

(Note: Failure to acknowledge receipt of any addenda may be considered an irregularity in the proposal and grounds for rejection of the bid.)

6. The Bidder has read this Bid and agrees to the conditions as stated herein by providing their signature in the space provided below.

<u>Quantity</u>	<u>Item</u>	<u>Extended Price</u>
1 each	300-Ton Marine Vessel Hoist (FOB Wrangell) with spare parts as required	\$ <u>1,315,000.00</u> <u>(ONE MILLION THREE HUNDRED FIFTEEN THOUSAND U</u>

Bidder's Name: Ascom S.p.A.

Bidder's Representative's Signature:  JAMES A. ALFIERI

Bidder's Address: VIA DELLA FORNACE, 16 - 41043 FORMIGINE (MO) - ITALY

Bidder's Telephone/Fax Numbers: 011 39 059 558038

Bidder's Business License No.: VAT 025 9944 0365

Date: OCTOBER 22, 2012



DATE/DATA

09 November 2012

PAYMENT ORDER N.

ORDINE DI PAGAMENTO

111011669622

We remit the attached cheque.
Vi rimettiamo l'assegno allegato.

BY ORDER OF/ORDINANTE

ASCOM S.P.A.
VIA DELLA FORNACE, 16
41043 FORMIGINE MO
ITALY

DETAILS OF PAYMENT/CAUSALE DEL PAGAMENTO

TENDER REF.300-TON MARINE VESSEL

TO/A

CITY AND BOROUGH OF WRANGELL
PUBLIC WORKS AND CAPITAL
PROJECTS
PO BOX 531 WRANGELL AK 99929



FOREIGN TRADE OFFICE MODENA

MODENA

09 November 2012

Pay against this CHEQUE
Payez contre ce CHEQUE

Zahlen Sie gegen diesen SCHECK
Pagate contro questo ASSEGNO BANCARIO

To SIXTY-SEVEN-FIVE-ZERO USD/00

CITY AND BOROUGH OF WRANGELL
PUBLIC WORKS AND CAPITAL

DRAWEE BANK/BANQUE TIREE/BEZOGENE BANK/BANCA TRASSATA

THE BANK OF NEW YORK MELLON
NEW YORK NY 10286 USA STATT UNIT
ACCOUNT HELD BY UNICREDIT
IBAN N. 021006018

CURRENCY/MONNAIE/MABRONG/VALOR 00

NON-TRANSFERABLE

UniCredit S.p.A.

769.028



Filiale/Agenzia FOREIGN TRADE OFFICE MODENA

Data 09/11/2012

SPAZIO RISERVATO ALLA FILIALE / AGENZIA

Data ricezione ordine 09/11/2012

Ora ricezione ordine 1500

RICHIEDENTE L'OPERAZIONE

NOME / COGNOME ASCOM S.P.A.

Nato a _____ il _____ Residente in FORMIGINE MO

Via VIA DELLA FORNACE, 16

richiede di effettuare le operazioni di seguito indicate

☒ per proprio conto☐ per conto di _____in qualità di: ☐ legale rappresentante ☐ delegato

a valere

sul c/c n. 3105644

presso la Filiale/Agenzia di COGEintestato a ASCOM SPA

ORDINE DI PAGAMENTO RICHIESTO

☐ Bonifico Bancario☒ Assegno Internazionale non trasferibile:☒ da consegnarci☐ da inviare al beneficiario a nostre spese a mezzo:☐ raccomandata ☐ raccomandata a.r.☐ corriere nazionale/internazionale a Vostra scelta

INFORMAZIONE PER L'ESECUZIONE DEL PAGAMENTO

Divisa (1): US\$ Importo (1): 65.750,00Importo in lettere: SESSANTA CINQUE MILA SETTECENTO CINQUANTA/00Data esecuzione: 9/11/12 (da compilare solo per pagamenti differiti)

Valuta Banca beneficiario: _____ (da compilare solo per pagamenti differiti)

Beneficiario (1) CITY AND BOROUGH OF WRANGELLIndirizzo PUBLIC WORKS AND CAPITAL PROJECTS P.O. Box 531Stato WRANGELL Località AK 99829 USA

IBAN del beneficiario (2) _____

Conto del beneficiario _____

(da indicare quando non disponibile l'IBAN del beneficiario)

Banca del beneficiario (1) _____

Codice BIC _____

Codice ABA (3) _____

Modalità spese: (4) ☐ SHA ☐ BEN ☐ OUR

Ordinante (1): (nome, cognome/denominazione sociale) _____

Indirizzo: _____

Causale del pagamento: PARTICIPATION TO TENDER REF. 300-TON MARINE VESSEL

- (1) Informazioni obbligatorie per tutti gli ordini di pagamento
(2) Ulteriori informazioni obbligatorie per gli ordini di pagamento nell'ambito della Unione europea e dello Spazio Economico Europeo
(3) codice banca del beneficiario richiesto per pagamenti verso gli USA
(4) vedi note ed informazioni riportate sul presente modulo

L'ordine di pagamento mediante bonifico bancario è regolato dal Contratto di Conto Corrente e dalle Norme sui servizi di pagamento allegate a detto contratto.

L'ordinante è responsabile della correttezza e completezza dei dati forniti per l'esecuzione di della disposizione di pagamento richiesta.

La Banca può dare esecuzione agli ordini di bonifico anche mediante utilizzo dello schema di pagamento SEPA. L'identificativo dell'operazione eseguita e lo schema di pagamento utilizzato sono comunicati nell'informativa relativa all'operazione stessa, con le modalità contrattualmente previste.

Con riferimento all'informativa consegnata ai sensi dell'art. 13 del D.Lgs. 196/2003, la sottoscrizione del presente ordine vale come consenso alla comunicazione dei dati, qualora sia necessario all'esecuzione dell'operazione ed ai conseguenti correlati trattamenti.

Do/diamo inoltre il consenso al trattamento e/o alla comunicazione dei dati sensibili forniti all'esecuzione dell'operazione.

Dichiaro/Dichiariamo altresì di aver preso atto dell'informativa sulla protezione dei dati personali nell'ambito dell'attività di trasferimento fondi svolta da SWIFT e dell'informativa sul Regolamento CE n. 1781/2006 in materia di dati informativi dell'ordinante che accompagnano il trasferimento fondi (4).

Data 09/11/2012

Firma del Richiedente

DISPOSIZIONI DI PAGAMENTO A FAVORE DELL'ESTERO

CITY CLERK
NOV 16 2012
RECEIVED

INVITATION TO BID
City and Borough of Wrangell
300-Ton Marine Vessel Hoist Procurement

BID

Bid To: City and Borough of Wrangell, Alaska

1. The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, 300-Ton Marine Vessel Hoist*.
2. Bidder accepts all of the terms and conditions of the contract documents, including without limitation those in the Request for Bid.
3. The Bid will remain open for 30 days, as stipulated in the Invitation to Bid.
4. The Bidder agrees to complete the work required under the contract documents within the time stipulated and accepts payment in full based on the contract price named in the Bid.
5. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

ADDENDUM
NUMBER

DATE OF RECEIPT
OF ADDENDUM

SIGNED
ACKNOWLEDGMENT

1

OCTOBER 31, 2012

[Signature]

2

(Note: Failure to acknowledge receipt of any addenda may be considered an irregularity in the proposal and grounds for rejection of the bid.)

6. The Bidder has read this Bid and agrees to the conditions as stated herein by providing their signature in the space provided below.

Quantity	Item	Extended Price
1 each	300-Ton Marine Vessel Hoist (FOB Wrangell) with spare parts as required	\$ _____

Bidder's Name: ASCON SEA

Bidder's Representative's Signature: MR. ROBERTO SCHEDARI

Bidder's Address: VIA DELLA FORNACE, 16 - 41043 FORMIGINE (MO) - ITALY

Bidder's Telephone/Fax Numbers: +39 - 059 554638 - 059-7409103

Bidder's Business License No.: VAT N. 02559440365

Date: NOVEMBER 07, 2012

Page 5 of 5

ASCON S.p.A.
Via della Fornace, 16
41043 - FORMIGINE (MO)
C.F. e P. IVA 02559440365

[Signature]

INVITATION TO BID
City and Borough of Wrangell
300-Ton Marine Vessel Hoist Procurement

Attachment # 3²

13a

BID

Bid To: City and Borough of Wrangell, Alaska

1. The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, 300-Ton Marine Vessel Hoist*.
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ADDENDUM
NUMBER

DATE OF RECEIPT
OF ADDENDUM

SIGNED
ACKNOWLEDGMENT

1

2

(Note: Failure to acknowledge receipt of any addenda may be considered an irregularity in the proposal and grounds for rejection of the bid.)

6. The Bidder has read this Bid and agrees to the conditions as stated herein by providing their signature in the space provided below.

Quantity

Item

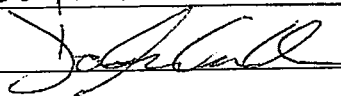
Extended Price

1 each

300-Ton Marine Vessel Hoist (FOB Wrangell)
with spare parts as required

\$1,714,044.00

Bidder's Name: KENDRICK EQUIPMENT USA.

Bidder's Representative's Signature: 

Bidder's Address: 26220 79th AVE SOUTH, KENT, WA, 98032

Bidder's Telephone/Fax Numbers: 1-866-744-9921 / FAX-604-940-9912

Bidder's Business License No.: UB1-602721317 / EI#-980537074

Date: OCTOBER 17, 2012

CITY CLERK
NOV 16 2012
RECEIVED

BID BOND

KNOW ALL WHO SHALL SEE THESE PRESENTS, that
MARINE TRAVELIFT, INC. of PO BOX 66, STURGEON BAY, WI 54235 as
Principal, and PLATTE RIVER INSURANCE COMPANY of
PO BOX 5900, MADISON, WI 53705-0900, as Surety, are held and firmly bound unto the City
and Borough of Wrangell, Alaska in the penal sum of (\$ Five Percent of the attached bid - 5% -) Dollars
(not less than 5% of the total amount of the Bid) for the payment of which sum, well and truly to
be paid to the City and Borough of Wrangell, Alaska, we bind ourselves, our heirs, successors,
executors, administrators, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has submitted a Bid to the City and Borough of Wrangell, Alaska,
to perform the Work required, according to the terms of the contract, for the performance of the
below-referenced project:

300-Ton Marine Travel Lift Procurement

Now, THEREFORE, the conditions of the foregoing obligation are such that if the said Principal
is awarded a contract by the City and Borough of Wrangell and, within the time and in the
manner required in the Invitation to Bid and the Instruction to Bidders enters into a written
Agreement on the form bound within the contract documents, furnishes the required certificates
of insurance, and furnishes the Performance Bond and the Payment Bond, then this obligation
shall become null and void, otherwise it shall remain in full force and effect. In the event suit is
brought upon this bond by the City and Borough of Wrangell, Alaska and they prevail, said
Surety shall pay all costs incurred by the City and Borough of Wrangell, Alaska in such suit,
including reasonable attorney's fee to be fixed by the court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals at
Middleton, WI this 9th day of
November, 2012.

MARINE TRAVELIFT, INC.

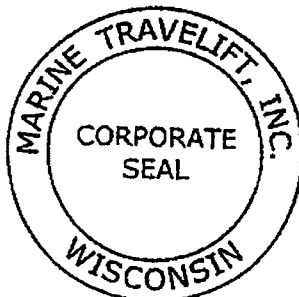
PRINCIPAL

By:

Title:

Address: PO BOX 66, STURGEON BAY, WI 54235

Corporate Seal



PLATTE RIVER INSURANCE COMPANY

SURETY

By:

Brenda Pigot

Title:

Attorney-In-Fact

Address: PO Box 5900, Madison, WI 53705-0900

Corporate Seal

PLATTE RIVER INSURANCE COMPANY
POWER OF ATTORNEY

41233719

KNOW ALL MEN BY THESE PRESENTS, That the PLATTE RIVER INSURANCE COMPANY, a corporation of the State of Nebraska, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

BRENDA LIMPET

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

ALL WRITTEN INSTRUMENTS IN AN AMOUNT: \$10,000,000.00

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PLATTE RIVER INSURANCE COMPANY at a meeting duly called and held on the 8th day of January, 2002.

"RESOLVED, that the President, and Vice-President, the Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, one or more vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of the Corporation; the signature of such officers and the seal of the Corporation may be affixed to such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Corporation in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

IN WITNESS WHEREOF, the PLATTE RIVER INSURANCE COMPANY has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 1st day of January, 2007.

Attest:

David F. Pauly
David F. Pauly
Chairman & CEO



PLATTE RIVER INSURANCE COMPANY

James J. McIntyre
James J. McIntyre
President

STATE OF WISCONSIN } S.S.:
COUNTY OF DANE

On the 1st day of January, 2007 before me personally came James J. McIntyre, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Dane, State of Wisconsin; that he is President of PLATTE RIVER INSURANCE COMPANY, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



STATE OF WISCONSIN } S.S.:
COUNTY OF DANE

Daniel W. Krueger
Daniel W. Krueger
Notary Public, Dane Co., WI
My Commission Is Permanent

I, the undersigned, duly elected to the office stated below, now the incumbent in PLATTE RIVER INSURANCE COMPANY, a Nebraska Corporation, authorized to make this certificate, DO HEREBY CERTIFY that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 9th day of November, 2012



Alan S. Ogilvie
Alan S. Ogilvie
Secretary

THIS DOCUMENT IS NOT VALID UNLESS PRINTED ON GREEN SHADED BACKGROUND WITH A RED SERIAL NUMBER IN THE UPPER RIGHT HAND CORNER. IF YOU HAVE ANY QUESTIONS CONCERNING THE AUTHENTICITY OF THIS DOCUMENT CALL 800-475-4450.

PR-POL (8-07)

INVITATION TO BID
City and Borough of Wrangell
300-Ton Marine Vessel Hoist Procurement

CITY CLERK
NOV 15 2012
RECEIVED

BID

Bid To: City and Borough of Wrangell, Alaska

1. The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, 300-Ton Marine Vessel Hoist*.
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5. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

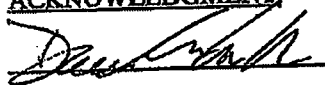
ADDENDUM
NUMBER

DATE OF RECEIPT
OF ADDENDUM

SIGNED
ACKNOWLEDGMENT

1

NOVEMBER 9/12



2

(Note: Failure to acknowledge receipt of any addenda may be considered an irregularity in the proposal and grounds for rejection of the bid.)

6. The Bidder has read this Bid and agrees to the conditions as stated herein by providing their signature in the space provided below.

Quantity

Item

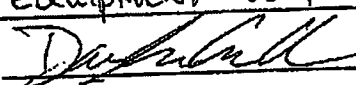
Extended Price

1 each

300-Ton Marine Vessel Hoist (FOB Wrangell)
with spare parts as required

\$ ADD. \$12,842.10 TO
ORIGINAL SEALED BID PRICE

Bidder's Name: KENDRICK EQUIPMENT USA, LLC

Bidder's Representative's Signature: 

Bidder's Address: 26220 79th AVE SOUTH, KENT, WA, 98032

Bidder's Telephone/Fax Numbers: TEL # 866.744.9921 / FAX # 604.940.9912

Bidder's Business License No.: EI # 98-0537074 / UBI # 602-721-317

Date: NOVEMBER 13, 2012

* PAYMENT TERMS AS LISTED IN ADDENDUM #1 WOULD BE ACCEPTED IN THE EVENT OF CONTRACT AWARD.

Kim Flores

From: David Marshall <dave.mar@telus.net>
Sent: Wednesday, November 14, 2012 12:46 PM
To: clerk@wrangell.com
Cc: wrgpm@wrangell.com; Bill Kendrick; 'Lori'
Subject: Addendum #1 - Invitation to Bid - 300 Ton Marine Vessel Hoist Procurement
Attachments: DOC111412-11142012132142.pdf

Importance: High

To Kimberly Flores (Borough Clerk)

Please see the attached signed Addendum #1 regarding the 300 Ton Marine Vessel Procurement. Our bid bond was shipped on November 13th, 2012 via Fedex Overnight in a sealed & labeled envelope to the Borough Clerk's Office. (Fedex Tracking# 4099-8514-9289)

Let me know if you have any questions.

Best regards,

Dave Marshall
Kendrick Equipment
Off# 1.866.744.9921
Mob# 604.644.4498
Fax# 604.940.9912
www.kendrickequipment.com

MARINE  TRAVELIFT®
"The World's #1 Mobile Boat Hoist"
www.youtube.com/marinetravelift

City & Borough of Wrangell, Alaska

300-Ton Marine Vessel Hoist Procurement
Bid Opening Checklist and Tabulations
Bid Opening Date: November 16, 2012 @ 2:00 p.m.

Bidder's Name	Signed Bid	Bid Security (5% of Bid Amount)	Addenda Acknowledgement	Base Bid	Base Bid Modification
			#1		
Kendrick Equipment, USA LLC	✓	Yes	Yes	\$1,714,044 ⁰⁰	Add \$12,842.10
Ascom S.P.A.	✓	Yes	Yes	\$1,315,000 ⁰⁰	—

Verified By:

K. J. J. J.

Witnessed By:

Amber A. Haddad

Attachment # 4

Wrangell Port Commission

AGENDA⁵
13a

Memo

To: Borough Clerk

From: Carol Bean, Recording Secretary

Date: 1/3/2013

Re: Ascom Travelift bid

At the regular meeting of the Wrangell Port Commission on January 3, 2013, the commission approved the bid for the purchase of the Ascom 300 Ton Travelift.

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

**ITEM NO. 13b PROPOSED ORDINANCE AN ORDINANCE OF THE ASSEMBLY
OF THE CITY AND BROUGH OF WRANGELL, ALASKA, AMENDING TITLE 20 OF
THE WRANGELL MUNICIPAL CODE RELATING TO ZONING AND THE OFFICIAL
ZONING MAPS (first reading)**

INFORMATION:

Attachments

1. Memorandum from Carol Rushmore, Economic Director dated January 2, 2013
2. Minutes of the Special Meeting and Public Hearing Agenda held November 8, 2012
3. Public Notice: Noticed and mailed to remote land owners
4. Proposed Ordinance No. 867
5. Draft Maps amending the official zoning maps

RECOMMENDED ACTION:

Move to approve first reading and move to a second with a public hearing to be held January 22, 2013.

MEMORANDUM

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

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

**SUBJECT: DRAFT ORDINANCE AMENDING TITLE 20 AND AMENDING THE
OFFICIAL ZONING MAPS**

DATE: JANUARY 2, 2013

BACKGROUND:

The Planning and Zoning Commission has been working for two years with residents in the remote outlying area on a draft zoning ordinance. During the development of the Comprehensive Plan in 2009 and 2010, the Commission as well as the contractor assisting with the Comprehensive Plan development, asked numerous questions in person, in surveys, and in follow up opportunities about the types of land uses each remote area was comfortable with and what they were not comfortable with. The information was used as the basis of the Comp Plans growth maps as well as an initial draft zoning designation for the remote areas.

Each remote subarea was very distinct in their likes/dislikes and what they wanted to see for their subarea. The Commission's goal was to keep zoning to a minimum, but try and address some of the key concerns or land uses that residents and owners voiced during the process.

In November of 2010, the first draft of a proposed Remote Residential Mixed Use zoning ordinance was mailed to all property owners in the outlying areas. A workshop was held in March of 2011 which discussed in detail what each area liked and did not like about the proposed ordinance. The Commission worked very diligently to make changes wherever possible to meet the needs of the owners and residents of each subarea. Some changes were made and the Commission met again to further define questions of staff and questions that landowner brought to their attention. Another draft was mailed out in September of 2011 and a public hearing was held in November. Again there were numerous discussions, and changes were made to the maps and to allowable land uses within the draft ordinance. In early 2012, the ordinance as discussed by the Planning and Zoning Commission was then forwarded to Bob Blasco, Borough Attorney, to review for consistency with the code, to make sure what was being proposed was legal and appropriate, and to reformat into the borough's ordinance format. During the "summer season" of 2011 and 2012, the project was more or less put on hold because so many individuals affected by the ordinance fish for a living or are otherwise very hard to get hold of. In 2012, the added concern for hospital issues had the Borough Attorney preoccupied with other matters. Another mailing to all remote property owners with the Borough Attorney's formal draft ordinance was mailed in September of 2012 with a public hearing held in November. A 800# call-in was provided for the public hearings and there were usually under 10 individuals that called in. There was considerable written testimony that the Commission addressed where appropriate.

SUMMARY OF CHANGES TO TITLE 20:

- The most significant change to Title 20 is the addition of the Remote Residential Mixed Use (RMU) zoning designation (WMC 20.31). This zoning designation is for all areas not on the road system, this includes Wrangell Island East which would be changing from a Rural Residential District to the Remote Residential Mixed-Use District. Each Subarea would be RMU-O (for Olive Cove) or RMU-T (Thoms Place) etc. Isolated parcels are RMU-G.

- Allowable uses under the RMU district may differ between subareas and those differences are identified in the list of allowable uses. Some subareas want an activity allowed outright, some might want a conditional use permit required for the same use, and another area may want to not allow it at all. Union Bay subarea does not want to see any commercial activity, other than perhaps a home occupation which would require a conditional use.
- Definitions were added and clarified based on discussion with subareas: Cottage Industry, agriculture, portable saw mill, recreational lodge, bed and breakfast, vacation rental.
- Some of the development standards were modified to address development in outlying areas and to clarify or clean up language. A few of the standards discussed in more detail include:
 - Building Height (WMC 20.52.080)
 - Minimum lot size was an issue in most subareas (WMC 20.52.090C). Based on the varying public comments, Planning and Zoning's recommendations are part of this draft.
 - Setbacks (WMC 20.52.110)
 - Hearing notification for activities in remote subareas and number of days required for action or decision. If a variance or conditional use permit is required in the remote areas, notices for the hearing must go out 20 days prior to the hearing to allow extra time for residents in those areas to access mail.
 - Lots on nonconforming size within the remote subareas may maintain separate ownership.(WMC 20.64.030 C).
 - Off-Street parking requirements (WMC 20.52.190)
- The official zoning maps are being changed to include the zoning designations for the outlying areas.
 - All subareas except for Wrangell Island East are new zoning maps with the subarea development being designated Remote Residential Mixed-Use. Wrangell Island East requested the Commission to change their zoning from Rural Residential to Remote Residential Mixed-Use.
 - JoEllen Traylor Wendel owns property on an island between Olive Cove and Thoms Place and she has requested that her property be zoned RMU-General Isolated Parcels (RMU-G), and not under the RMU-O or T restrictions.
 - Brad Finney owns property in the bay of Union Bay, but not as part of the Union Bay subdivision area. He previously requested that his property be zoned RMU-Meyers Chuck (RMU-M) rather than RMU-G or RMU-U.

RECOMMENDATION:

Staff recommends approving the first reading of the draft ordinance and proposed Zoning map changes and additions, and move to a second reading and public hearing.

ATTACHMENTS:

1. Draft Ordinance Amending Title 20
2. Draft Maps amending the official zoning maps.

*City and Borough of Wrangell, Alaska***Wrangell Planning and Zoning Commission****SPECIAL MEETING AND PUBLIC HEARING AGENDA****November 8, 2012****A. CALL TO ORDER/ROLL CALL**

Carol Rushmore calls the Special Meeting and Public Hearing of the Planning and Zoning Commission to order on November 8, 2012 at 5:32 PM. Commissioners' Valvoda, Keegan, Henson, Briskar and Schnell were present, Commissioner Taylor was absent.

Chair and Vice-chair are both absent.

Keegan motions Commissioner Henson to be Chairperson, Schnell seconds. Motion passes by unanimous vote.

B. NEW BUSINESS

1. Public Hearing and Discussion of the Proposed Ordinance Amending Title 20 of the Wrangell Municipal Code relating to Zoning.

Open Public Hearing

Mike Clark, Olive Cove Property Owner, 427 1st Avenue Wrangell. Asking was the proposed ordinance is? Staff explains that the documents that have been sent in the past regarding Remote Zoning is the Ordinance that is being talked about this evening with proposed changes discussed to date.

Brenda Schwartz Yeager, PO Box 1996 Wrangell Alaska, Farm Island property owner, lot size issues, and special use requests, she wasn't able to find these items in the proposed ordinance. Henson states it is in the proposed ordinance; Lot Sizes are under 20.52.090 density minimum lot size under "C". Public Hearing and Notices 20.72.040 everyone on Farm Island wanted to be notified on everything, but according to attorney, there is an inequity issue, so everything including Farm Island would remain noticed at 300' of affected property. Outlying areas will be noticed 20 days prior by mail due to mail logistics.

Penny Allen- Early, 14 Crest Drive, Wrangell, Alaska. Lot size 20.52.090. Asks if they were given a notice to not start improvements on their properties due to being subject to the new regulations. What about notices about not doing anything on their property, and if you do something that might not meet the Zoning Laws, the owner may be penalized. There is a clause in Borough code that says until zoning is in place, activities are started at their own risk. If an owner does something after becoming a borough

and before the ordinances become effective, the land owner could be penalized or told to cease. Case by case basis depending on the location, and the item in question.

Will each area's minimum lot size be different from another area? Yes. 20.52.090 Section C breaks down the lot sizes for each specific area.

Mike Clark, 427 1st Avenue, Wrangell, AK. How are lot sizes going to be decided, for Olive Cove area specifically? Only one person states he wants less than two acres in Olive Cove. Mike would prefer larger lots due to the constraints of Olive Cove.

Penny Allen-Early asks if changes that were suggested from residents that are not in the draft ordinance primarily wind turbines. Staff states that wind turbines were not included in the proposed draft ordinance because after talking with the attorney more questions were asked than answered and more issues came up. Residents would have to follow the noise ordinance in the code. Henson states that this primary ordinance takes priority and then the smaller items would be considered. Could require wind turbines to need a conditional use permit, so that neighbors would have input on the issue.

Keegan states that may be to the advantage of having larger lots. Penny Allen-Early states that the placement of structures is already set.

Public hearing closed.

Keegan moves to approve the proposed ordinance as presented. Schnell seconds.

Staff states potential changes: chapter 20 should be title 20.

Minimum lot a size still needs to be discusses.

Map clarifications: Jo Ellen Traylor wants' to be designated General Isolated Use description

Map clarifications: Brad Finny in the bay of Union Bay, is an isolated parcel, he would like to be under the Myers Chuck Zoning.

Other remote parcels: Bradfield Canal, Green Point, these two areas will be considered General Isolated Use. Sergief Island is part of Farm Island.

Carol Brown and Dan Higgins wrote lengthy email voicing concerns and clarifications. What about zoning for float houses? Zoning does not cover items over the water. Permitting would be referred to the State of Alaska.

Someone stated that Myers Chuck is a historic community and could be designated as such in the ordinance with its own overlay. Staff would need much more time to do research on any overlay. It could be developed in the future and can be looked at.

If there are problems in the subareas, owners need to direct questions to Carol Rushmore, and needs to be submitted in writing for review.

Portable saw mills: for personal use to be removed, as some use the mill to cut lumber for other persons.

Definition of portable saw mill, add "similar mode of transport"

20.31.020 under principle uses permitted, section c, add the word storage to the boat repair.

E: community facilities, privately or commercially owned. Meyers Chuck please re-write to include the suggested items.

L: Attorneys language was added to protect the Boroughs interest.

Non conforming lots: if under the standard lot size, in all remote areas, you don't have to combine adjacent lots to make the minimum lot size. In town you have to combine the lots to make it the required lot size. In outlying areas this is not required.

20.31.030 Accessory Uses: Art studios, Galleries, greenhouses, woodsheds, tool shed, generator sheds would be a commercial use. Staff does not recommend having that language included.

20.52.010 Principle structures: 2 principle structures on the lot for every 30,000 sq ft. Principle structures are what your principle uses are.

20.52.030 A person would not have two 2 residences closer than 10' without proper firewalls. What is the definition of "other main buildings"?

20.52.080 Do not like the building height of 35'.

20.52.090 Minimum density lots size: there were two comments from Meyers Chuck who would like smaller lots. Staff recommends not going smaller than 15,000 sq ft without sewer and water, similar to rural residential. Commission agrees to 15,000sq ft.

20.52.100 Minimum open areas. Currently in the ordinance all buildings vs. one single building on a lot for lot coverage. Changed so all buildings do not cover more than 60% of the lot.

20.52.110 Comment about not liking the 10' setbacks. Section C-change to where non-conforming setbacks result less than 10' between dwelling units will require a firewall.

Land owner can rebuild after a fire if setbacks are met, or get a variance.

Building development plan will be required instead of a building permit for the remote areas. Permits may be required by bank or other agencies to have the ability to sell in the future.

Off Street Parking: staff presented suggested changes and would like to have the noted proposed changes approved.

If someone builds a building and is not required to have building permits. What about Inspections? Should say that this would be something between buyer and seller or with the financial institution.

Substandard Construction.... Building code vs. zoning code. Building development plan would catch building issues and zoning issues and be reviewed by the building inspector.

Olive Cove Majority want larger lots. 2.5 acres would be the minimum lot size. Could be 2.5 minimum or no further subdivisions. Properties selected by Wrangell would not be able to be subdivided less than 2.5 acres. Most land in Olive cove is selected for more habitat protection to stay away from the salmon streams (snake creek).

Minimum Lot Size:

Myers chuck: Now ½ acre; no less than 15,000 feet? Commission directs to 15,000 sq feet for Myers Chuck

Olive Cove: minimum of 2.5 acres

Farm Island 1: Minimum of 4 acres

Farm Island 2: Keep as is

Union Bay: No further reductions

Wrangell Island East: Keep as is

Thoms place: Keep as is.

Daniel Thompson Po Box 464, Wrangell, AK, block 1 Olive Cove is what he owns. 4.56 acres prefers not to subdivide. 2.5 would be ok.

Schnell moves to amend the original motion, 2nd by Briskar to modifications for wind turbines as conditional use in all districts, off-street parking changes as presented by staff, minimum lot size as discussed, changes discussed from the email from Meyers Chuck residents.

Motion passes by unanimous vote.

Keegan moves to approve the ordinance with approved changes, Schnell 2nds. Motion passed by unanimous vote.

B. ADJOURNMENT 6:35 pm

John Taylor, Chairperson

Lavonne Klink, Recording Secretary

This was in paper and notice mailed to remote land owners:

WRANGELL PLANNING AND ZONING COMMISSION SPECIAL MEETING AND PUBLIC HEARING NOTICE

THE WRANGELL PLANNING AND ZONING COMMISSION will have a **Special Meeting and Public Hearing on Thursday, November 8, 2012 at 5:30pm at City Hall** to receive testimony regarding the Proposed Ordinance Amending Title 20 of the Wrangell Municipal Code relating to Zoning and maps of remote areas of the Borough amending the Official Zoning Maps.

An additional **Public Hearing on the proposed ordinance amending Title 20 Zoning will also be held on Thursday, November 8, 2012 at 11:30pm – 1:00pm at the Nolan Center small meeting room.** This additional opportunity to comment by phone or in person is primarily for individuals who cannot be present at the Nov. 8 evening hearing and special meeting.

Interested persons may testify by teleconference by calling 1 (888) 550-5602 or +1 212-812-2800 and enter **5052 7375**. Written testimony is also accepted by emailing ecodev@wrangell.com or sending comments to Planning and Zoning Commission, Box 531, Wrangell, AK 99929. Proposed Ordinance can be found at <http://www.wrangell.com/planning>.

AGENDA:

Wrangell Planning and Zoning Commission SPECIAL MEETING AND PUBLIC HEARING AGENDA

November 8, 2012

A. CALL TO ORDER/ROLL CALL

B. NEW BUSINESS

1. Public Hearing and Discussion of the Proposed Ordinance Amending Title 20 of the Wrangell Municipal Code relating to Zoning.

C. ADJOURNMENT

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 867

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF
WRANGELL, ALASKA, AMENDING TITLE 20 OF THE WRANGELL
MUNICIPAL CODE RELATING TO ZONING

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

SEC. 1. Action. This ordinance amends Title 20 of the City and Borough of Wrangell
Municipal Code by deleting those words that are bolded and in brackets and by adding those words
that are underlined:

Title 20

ZONING¹

Chapters:

- 20.04 General Provisions**
- 20.08 Definitions**
- 20.12 Districts Established – Boundaries**
- 20.16 SF District – Single-Family Residential**
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- 20.28 RR-1 District – Rural Residential**
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- 20.32 OS District – Open Space/Public**
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- 20.40 TM District – Timber Management**
- 20.44 C District – Commercial**
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- 20.49 Shoemaker Bay – Waterfront Development**
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- 20.51 IL District – Light Industrial**
- 20.52 Standards**
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- 20.56 Review**
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- 20.60 Master Plan**
- 20.64 Nonconforming Uses**
- 20.68 Conditional Use Permits**
- 20.72 Variances**
- 20.76 Amendments**
- 20.77 Contract Zoning**
- 20.80 Appeals**

¹Editor's note: The official zoning map is on file at City Hall.

20.84	Zoning Certificates
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20.92	Violations

Chapter 20.04

GENERAL PROVISIONS

Sections:

- 20.04.010 Citation of provisions.
- 20.04.020 *Repealed.*
- 20.04.030 Purpose of provisions.
- 20.04.040 Planning and zoning commission – Established.
- 20.04.050 Districts and map – Purpose generally.
- 20.04.060 Districts – Basis and purpose.
- 20.04.070 Preliminary report and actions to effect provisions.
- 20.04.080 Regulations deemed minimum standards.
- 20.04.090 Compliance required.
- 20.04.100 Structure compliance required.
- 20.04.110 Essential service permitted in all districts.
- 20.04.120 Zoning of annexed lands.
- 20.04.130 Building location generally.
- 20.04.140 Interpretation of regulations for permitted uses.
- 20.04.150 Conflicts with other provisions.

20.04.010 Citation of provisions.

The ordinance codified in this title shall be known and may be cited as the zoning ordinance of the borough. [Ord. 219 § 5, 1969; prior code § 95.05.070.]

20.04.020 Statutory authority.

Repealed by Ord. 833. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.05.010.]

20.04.030 Purpose of provisions.

The borough assembly deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the borough to enact the ordinance codified in this title. [Ord. 219 § 5, 1969; prior code § 95.05.020.]

20.04.040 Planning and zoning commission – Established.

The borough assembly, pursuant to the provisions of AS 29.35.180(B), has appointed a planning commission to recommend the boundaries of the various districts, make **[appropriate]** regulations to be enforced therein, and appoint and constitute the members thereof to the zoning commission which commission shall be entitled the planning and zoning commission and referred to in this title as the “commission.” [Ord. 487 § 5, 1986; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.05.030.]

20.04.050 Districts and map – Purpose generally.

The commission has divided the borough into districts and has prepared a zoning map and regulations pertaining to such districts in accordance with a comprehensive plan designed to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to facilitate adequate transportation, water and sewage facilities, schools, parks and other public requirements. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.05.040.]

20.04.060 Districts – Basis and purpose.

The commission has given reasonable consideration, among other things, to the character of the districts and their suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the borough. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.05.050.]

20.04.070 Preliminary report and actions to effect provisions.

The commission has made a preliminary report and held public hearings thereon, pursuant to notice, and submitted its final report to the borough assembly, and the borough assembly has given due public notice of hearings relating to districts, regulations, and restrictions, and has held such public hearings, and all requirements of the Alaska Statutes, with regard to the preparation of the report of the commission and the subsequent action of the borough assembly have been met. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.05.060.]

20.04.080 Regulations deemed minimum standards.

The regulations set forth in this title within each district shall be minimum regulations and shall apply uniformly to each class or kind of structure or land and, particularly, except as otherwise provided in this chapter. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.10.010.]

20.04.090 Compliance required.

No building or land shall be used or occupied and no building or part thereof shall be erected, moved, or altered after the effective date of the ordinance codified in this title unless in conformity with the regulations specified in this title for the district in which it is located. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.10.020.]

20.04.100 Structure compliance required.

After the effective date of an ordinance codified in this title no structure shall be erected or altered as follows:

- A. To exceed the height;
- B. To accommodate or house a greater number of families;
- C. To occupy a greater percentage of lot area; or

D. To have narrower or smaller rear yard, front yard or side yard than is specified in this title for the district in which such building is located. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.10.030.]

20.04.110 Essential service permitted in all districts.

Essential services, as defined in WMC 20.08.280[230], shall be permitted in all districts. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.40.010.]

20.04.120 Zoning of annexed lands.

All territory which may be annexed to the borough after the effective date of the ordinance codified in this title is zoned residential (SF) until otherwise classified by the order of annexation and by amendment of this title as provided by law. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.40.020.]

20.04.130 Building location generally.

Every building erected after the effective date of the ordinance codified in this title shall be located on a lot as defined in this title. If it is located on two or more legally subdivided lots, the building may straddle an interior lot line. However, all other regulations shall apply as though the parcel of lots concerned were a single lot. [Ord. 219 § 5, 1969; prior code § 95.10.060.]

20.04.140 Interpretation of regulations for permitted uses.

A. The express enumeration and authorization of a particular class of building, structure, or use in a designated district shall be deemed a prohibition of such building, structure, or use in all other districts unless otherwise specified.

B. In case of reasonable doubt as to whether a use is permitted in a specific district, the zoning administrator shall rule as to the intent and meaning of this title. When it is alleged that there is an error in the zoning administrator's interpretation of this title, the commission shall rule. If the commission upholds the decision of the zoning administrator, appeals from this decision may be made to the board of adjustment as provided in WMC 20.80.010.

C. The zoning regulations shall apply equally to private and public property. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.20.020.]

20.04.150 Conflicts with other provisions.

Wherever there is a conflict between this title and other ordinances pertaining to the regulation of property within the borough, the most restrictive ordinance or code provision [regulation] shall apply. [Ord. 219 § 5, 1969; prior code § 95.10.070.]

Chapter 20.08

DEFINITIONS

Sections:

20.08.010 General interpretation and construction.
 20.08.020 Accessory building.
 20.08.030 Accessory use.
 20.08.040 Alley.
 20.08.050 Alteration.
 20.08.052 Animal.
 20.08.054 Animal establishment.
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 20.08.140[120] Building, existing.
 20.08.150[130] Building height.
 20.08.160[140] Building, principal or main.
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20.08.200 Cottage Industry.
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 20.08.220[180] Dwelling.
 20.08.230[190] Dwelling, multiple-family.
 20.08.240[200] Dwelling, one-family.
 20.08.250[210] Dwelling, two-family.
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20.08.270 Emergency Response Supply Cache.
 20.08.280[230] Essential service.
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 20.08.310[260] Floor area.
 20.08.320[262] Fowl.
 20.08.330[270] Frontage.
 20.08.340[280] Garage, private.
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 20.08.360[300] Grade or ground level.
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 20.08.380[320] Home occupation.
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 20.08.400[340] Junkyard.
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20.08.480[410]	Lot line, side.
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20.08.560[480]	Nonconforming lot.
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20.08.010 General interpretation and construction.

A. The word "lot" includes the word "plot" or "parcel."

B. The word "used" or "occupied" as applied to any land or building shall be construed to include the words "intended, arranged or designed to be used or occupied." [Ord. 219 § 5, 1969; prior code § 95.80.010.]

20.08.020 Accessory building.

"Accessory building" means a detached building, the use of which is **[appropriate,]** subordinate and customarily incidental to that of the main building or to the main use of the land, and which is located on the same lot as the main building or use. An accessory building shall be considered to be a part of the main building when joined to the main building by a common wall or when any accessory building and the main building are connected by a breezeway. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.030 Accessory use.

“Accessory use” means a use customarily incidental and subordinate to the principal use of the land, building or structure and located on the same lot or parcel of land. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.040 Alley.

“Alley” means a public way designed and intended to provide only a secondary means of access to any property abutting thereon. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.050 Alteration.

“Alteration” means any change, addition or modification in the construction, location or use classification. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.052 Animal.

“Animal” means all non-human members of the kingdom Animalia. [Ord. 785 § 1, 2006.]

20.08.054 Animal establishment.

“Animal establishment” means:

A. Any property wherein or whereon any person engages in the business of regularly selling, training, boarding, or breeding animals for compensation;

B. Any property used to house or board any horse, mule, donkey, or other livestock;

C. For animals other than livestock, fish or fowl, any property used to house more than 20 adult animals; or

D. Any property used to house more than 10 adult fowl. [Ord. 785 § 2, 2006.]

20.08.060 Apartment house.

See WMC 20.08.230[190], Dwelling, multiple-family. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.070 Area, building.

“Building area” means the total of areas taken on a horizontal plane at the main grade level of the principal building and all accessory buildings, exclusive of steps. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.080 Agriculture.

“Agriculture” means activities involving cultivating soil, producing crops, and raising livestock and fowl.

20.08.090[80] Automobile wrecking.

“Automobile wrecking” means the dismantling of used motor vehicles or trailers or the storage or sale of parts from dismantled or partially dismantled, obsolete or wrecked vehicles. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.100 Bed and Breakfast Inn.

“Bed and Breakfast Inn” means owner occupied residence offering overnight accommodations in five (5) or less rooms for which compensation is paid daily or weekly, for no more than thirty (30) days.

20.08.110[90] Boardinghouse.

“Boardinghouse” means a building other than a hotel where lodging, with or without meals, is provided for compensation for three or more persons, on other than a day-to-day basis and which is not open to transient guests. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.120[100] Building.

“Building” means any structure built for the support, shelter or enclosure of persons, animals or property of any kind. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.130[110] Building Code.

“Building code” means the building code and/or other building regulations applicable in the borough. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.140[120] Building, existing.

“Existing building” means a building erected prior to the adoption of the ordinance codified in this title or one for which a legal building permit has been issued. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.150[130] Building height.

“Building height” means the vertical distance from the grade, as defined in WMC 20.08.360[300], to the average height of the highest roof surface **[highest point of the roof]**. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.160[140] Building, principal or main.

“Principal building” or “main building” means a building in which is conducted the principal or main use of the lot on which the building is situated. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.170[150] Centerline.

“Centerline” means the line which is in the center of a public right-of-way. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.180[152] Commercial animal establishment.

“Commercial animal establishment” means an animal establishment as defined in WMC 20.08.054(A). [Ord. 785 § 3, 2006.]

20.08.190[160] Commission.

“Commission” means the planning and zoning commission of the borough. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.200 Cottage Industry.

“Cottage Industry” means a small-scale home-based business, similar to a home occupation, allowing up to two (2) employees, involving the on-site manufacture and/or sale of goods or services or the retailing, wholesaling, and renting of real or personal property provided such activities are permitted uses and are not, in the determination of the Planning Commission, detrimental to surrounding properties. A day sightseeing trip to a remote piece of property is considered a cottage industry.

20.08.210[170] Coverage.

“Coverage” means that percentage of the total lot area covered by the total building area. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.220[180] Dwelling.

“Dwelling” means a building or any portion thereof designed or used exclusively for residential occupancy including one-family, two-family and multiple-family dwellings, but not including any other building wherein human beings may be housed. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.230[190] Dwelling, multiple-family.

“Multiple-family dwelling” means any building containing three or more dwelling units. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.240[200] Dwelling, one-family

“One-family dwelling” means any detached building containing only one dwelling unit. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.250[210] Dwelling, two-family.

“Two-family dwelling” means any building containing only two dwelling units. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.260[220] Dwelling unit.

“Dwelling unit” means one or more rooms and a single kitchen designed as a unit for occupancy by not more than one family for living or sleeping purposes. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.270 Emergency Response Supply Cache.

“Emergency Response Supply Cache” (e.g. Firefighting Equipment) means a small structure for emergency response and firefighting equipment.

20.08.280[230] Essential service.

“Essential service” means the erection, construction, alteration or maintenance by public utility companies or municipal departments or commissions of underground or overhead gas, electrical, steam or water transmission or distribution systems; and collection, communication, supply or disposal systems, including poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, traffic signals, hydrants, and other similar equipment and accessories in connection therewith. This definition shall not be interpreted to include public buildings. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.290[240] Family.

“Family” means any number of individuals living together as a single housekeeping unit in a dwelling unit. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.300[250] Fence height.

“Fence height” means the vertical distance between the ground directly under the fence and the highest point of the fence. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.310[260] Floor area.

“Floor area” means the total of each floor of a building within the surrounding outer walls but excluding vent shafts and courts. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.320[262] Fowl.

“Fowl” means all domesticated or domestic members of the order Galliformes, which includes chickens, turkeys, ducks, grouse, quails, pheasants and similar birds. [Ord. 785 § 4, 2006.]

20.08.330[270] Frontage.

“Frontage” means all the property abutting the right-of-way of a dedicated street or a private road easement. Frontage is measured along the right-of-way or easement between side lot lines of a lot. [Ord. 443 § 4, 1983; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.340[280] Garage, private.

“Private garage” means an accessory building or any portion of a main building used in connection with residential purposes for the storage of passenger motor vehicles. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.350[290] Garage, public.

“Public garage” means any garage, other than a private garage, available to the public, operated for gain, and which is used for storage, repair, rental, greasing, washing, servicing, or adjusting or equipping of automobiles or other vehicles. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.360[300] Grade or ground level.

“Grade” or “ground level” means a reference plane representing the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 feet from the building, between the building and a point 6 feet from the building. [the average level of the finished ground at the center of all walls to a building. In case walls are parallel to and within five feet of a public sidewalk, the ground level shall be measured at the sidewalk.][Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.370[310] Guest room.

“Guest room” means any room in a hotel, dormitory, boardinghouse or lodginghouse used and maintained to provide sleeping accommodations for not more than two persons. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.380[320] Home occupation.

“Home occupation” means a profession or use conducted entirely within a dwelling or premises by the residents with no other employees, when such use is **[clearly]** incidental and secondary to the home for dwelling purposes, and where there is no change in the outside appearance of the building or premises or other visible evidence of the conduct of such home occupation other than any permitted sign; and where such use does not manifest any characteristics which are essentially different than the use of the building for permitted purposes, such as increased traffic volumes, noise, vibration, glare, fumes, odors, or electrical interferences which create visual or audible interference in any radio or television receivers off the premises or cause fluctuations in line voltages off the premises. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.390[330] Hotel.

“Hotel” means any building or group of buildings in which there are guest rooms used, designed or intended to be used for the purpose of offering to the general public food or lodging, or both, on a day-to-day basis. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.400[340] Junkyard.

“Junkyard” means any space 100 square feet or more used for the storage, keeping or abandonment of junk or waste material including scrap metals or other scrap materials, or for the dismantling, demolition or abandonment of automobiles, other vehicles, machinery or parts thereof. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.410[350] Loading space.

“Loading space” means an off-street space or berth on the same lot with a building or structure to be used for the temporary parking of commercial vehicles while loading or unloading merchandise or materials. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.420[352] Livestock.

“Livestock” means domestic animals of the type collected, used, raised or kept on a farm or ranch. The term “livestock” includes, but is not limited to, cattle, sheep, swine, goats, horses, mules and donkeys but does not include cats, dogs, rabbits or fowl. [Ord. 785 § 5, 2006.]

20.08.430[360] Lot.

“Lot” means a parcel of land occupied or to be occupied by a principal use and having frontage on a public street or private road easement as permitted by a flag lot subdivision. [Ord. 443 § 5, 1983; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.440[370] Lot, corner.

“Corner lot” means a lot situated at the junction of, and bordering on, two intersecting streets. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.450[380] Lot depth.

“Lot depth” means the horizontal distance between the front and rear lot lines measured in the mean direction of the side lot lines. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.460[390] Lot line, front.

“Front lot line” means a line separating the lot from the street. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.470[400] Lot line, rear.

“Rear lot line” means a line that is opposite and most distant from the front lot line and, in case of irregular, triangular or gore-shaped lots, a line not less than 10 feet in length, within a lot, parallel to and at the maximum distance from the front lot line. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.480[410] Lot line, side.

“Side lot line” means any lot boundary line not a front lot line or a rear lot line. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.490[420] Lot width.

“Lot width” means the mean horizontal distance separating the side lot lines of a lot and at right angles to its depth. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.500[430] Major roads.

“Major road” means state primary and secondary aid roads. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.510[440] Major utility.

“Major utility” means a utility service, such as electrical, gas, telephone, cable television or other service operated by the borough or by license from the state or the borough. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.520[445] Modular dwelling or manufactured housing.

“Modular dwelling or manufactured housing” means a dwelling or manufactured housing constructed with the intent to be transported by any means and placed on a permanent foundation that meets all building codes adopted by the borough and which is built after 1979 and is 24 feet or more in width. Modular dwellings or manufactured housing built prior to 1979 or less than 24 feet in width shall only be permitted in established mobile home parks or RR zones. [Ord. 462 § 6, 1984.]

20.08.530[450] Mobile home.

“Mobile home” means any coach, motor home, trailer, or other vehicle or structure built prior to or after 1979 or less than 24 feet in width designed or intended for or capable of human dwelling or sleeping purposes which is mounted on wheels or supports and capable of being moved by its own power or transported by a vehicle, where such mobile home is used or intended for permanent occupancy. This does not include units that are similarly constructed and designed for multiple sleeping quarters such as bunkhouses with separate food preparation and dining areas. [Ord. 462 § 6, 1984.]

20.08.540[460] Mobile home park.

“Mobile home park” means any park, court, parcel or tract of land, designed, maintained, intended or used for the purpose of supplying a location for more than two mobile homes including all buildings used or intended for use as a part of the equipment thereof, whether or not a charge is made for the use of the park and its facilities. A mobile home park does not include automobile or trailer sales lots on which unoccupied mobile homes are parked for the purpose of inspection and sale, with no more than one mobile home fully set up for occupancy located on each such sales lot. A mobile home park may include modular dwellings or manufactured housing built prior to 1979, or less than 24 feet in width, and shall not be permitted in any district as a principal use, except in RR zones. [Ord. 462 § 6, 1984.]

20.08.550[470] Motel.

“Motel” means a group of one or more detached or semidetached buildings containing two or more individual dwelling units and/or guest rooms designed for or used temporarily by automobile tourists or transients, with a garage attached or parking space conveniently located to each unit, including groups designated as auto courts, motor lodges, or tourist courts. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.560[480] Nonconforming lot.

“Nonconforming lot” means a lot lawfully existing at the time an ordinance codified in this title becomes effective which, by reason of area or dimensions, does not meet the development requirements for the district in which it is located. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.570[490] Nonconforming structure.

“Nonconforming structure” means a structure, or portion thereof, lawfully existing at the time an ordinance codified in this title became effective, which by reason of its yards, coverage, height or other aspects of design does not meet the development requirements of this title. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.580[500] Nonconforming use.

“Nonconforming use” means a use of a structure, of land or of a structure and land in combination, lawfully existing at the time an ordinance codified in this title became effective, or established on the premises of a previous nonconforming use, as specified in Chapter 20.64 WMC, which is not in conformity with the uses permitted in the district in which it exists. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.590[510] Nursery, children’s.

“Children’s nursery” means any home or institution used and maintained to provide day care for children not more than seven years of age. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.600[520] Parking space.

“Parking space” means an area of not less than 170 [180] square feet, 10 [10.4] feet by 17 [17.4] feet, exclusive of drives or aisles giving access thereto in area accessible from streets and alleys, for the storage of passenger motor vehicles operated by individual drivers. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.610 Portable sawmill

“Portable sawmill” means a machine that typically consists of a blade either circular or band and a guide system that cuts logs into boards, square timbers, or cants. Portable sawmills are light, compact, and capable of being transported either in the back of a pick-up truck, on a trailer, on their own axle and hitch, or similar method.

20.08.620[530] Principal use.

“Principal use” means the major or predominant use of a lot or parcel of land. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.630[540] Profession.

“Profession” means an occupation [or calling] requiring [the practice of a learned art through] specialized knowledge based on a degree issued by an institution of higher learning. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.640[550] Property owner.

“Property owner” means the owner shown on the latest tax assessment roll. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.650 Recreational Lodge.

“Recreational Lodge” means a structure that provides lodging (room and board) accommodations for use by visitors. Lodges may include satellite small cabins along with the main structure.

20.08.660[560] Service station.

“Service station” means any building, structure, premises or other space used primarily for the retail sale and dispensing of motor fuels, tires, batteries, and other small accessories; the installation and servicing of lubricants, tires, batteries and other small accessories; and such other services which do not customarily or usually require the services of a qualified automotive mechanic. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.670[570] Sign.

“Sign” means any words, letters, parts of letters, figures, numerals, phrases, sentences, emblems, devices, sign boards, trade names or trademarks by which anything is made known, such as are used to designate an individual, a firm, an association, a corporation, a profession, a business or a commodity or product, and which are visible from any public street or highway and used to attract attention. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.680[580] State highway.

“State highway” means a right-of-way classified by the state as a primary, secondary A or secondary B highway. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.690[590] Street.

“Street” means a public right-of-way used as a thoroughfare and which is designed and intended to provide the primary means of access to property abutting thereon. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.700[600] Structure.

“Structure” means that which is built or constructed; an edifice or a building of any kind, composed of parts jointed together in some definite manner. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.710[610] Use.

“Use” means the purpose for which land or a building is arranged, designed, or intended, or for which either land or a building is or may be occupied or maintained. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.720 Vacation Rental Dwelling.

“Vacation Rental Dwelling” means a one-family dwelling structure that provides rental accommodation for a term not to exceed four consecutive months per renter.

20.08.730[620] Variance.

“Variance” means a relaxation of development requirements in those cases where unusual physical features of the property involved would make strict application of the zoning regulations unreasonable. Variances shall only be granted under the procedures specified in Chapter 20.72 WMC. Variances shall not be granted for the purpose of permitting a structure or the use of a structure or land which is not otherwise permitted in the district. The allowance of any structure or land or structure uses in a district where such would not otherwise be permitted may be accomplished only through an amendment of the zoning ordinances in accordance with the procedures specified in Chapter 20.76 WMC, a change in district boundaries or additions to uses permitted within a district classification by adding conditional uses requiring planning commission approval in each instance. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.740[630] Yard.

“Yard” means an open, unoccupied space, other than a court, unobstructed from the ground to the sky, except where specifically provided by this title, on the same lot on which a building is situated. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.750[640] Yard, front.

“Front yard” means a yard extending across the full width of a lot measured between the front lot line of the lot and the nearest exterior wall of the building which is the nearest to the front lot line. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.760[650] Yard, side.

“Side yard” means a yard on each side of a main building and extending from the front lot line to the rear lot line. The width of the required side yard shall be measured horizontally from the nearest point of a side lot line to the nearest part of the main building. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.770[660] Zoning change.

“Zoning change” means the alteration or moving of a district boundary, the reclassification of a lot or parcel of land from one district to another, or the change of any of the regulations contained in this title. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.80.020.]

20.08.780[670] Zoning ordinance or ordinances.

“Zoning ordinance” or “zoning ordinances” means the borough zoning ordinance codified in this title. [Ord. 349 § 5, 1976; prior code § 95.80.020.]

Chapter 20.12

DISTRICTS ESTABLISHED – BOUNDARIES

Sections:

20.12.010 Districts established – Map adopted by reference.

20.12.020 Map – Changes – Official copy – Certification.

20.12.030 Map – Replacements.

20.12.040 District boundaries – Determination.

20.12.050 Temporary and special zoning acts.

20.12.060 “T” transition district.

20.12.010 Districts established – Map adopted by reference.

A. The borough is divided into the following districts:

1. Single-family residential (SF) – Chapter 20.16 WMC;
2. Multifamily residential (MF) – Chapter 20.20 WMC;
3. Rural residential-1 (RR-1) – Chapter 20.28 WMC;
4. Rural residential-2 (RR-2) – Chapter 20.30 WMC;
5. Remote Residential Mixed-Use (RMU) – Chapter 20.31 WMC;
- 6.[5.] Open space/public (OS) – Chapter 20.32 WMC;
- 7.[6.] Holding (H) – Chapter 20.36 WMC;
- 8.[7.] Timber management (TM) – Chapter 20.40 WMC;
- 9.[8.] Commercial (C) – Chapter 20.44 WMC;
- 10.[9.] Industrial (I) – Chapter 20.48 WMC;
- 11.[10.] Shoemaker Bay – Chapter 20.49 WMC;
- 12.[11.] Waterfront development (WD) – Chapter 20.50 WMC;
- 13.[12.] Light industrial (IL) – Chapter 20.51 WMC;
- 14.[13.] Transition (T) – WMC 21.12.060.

Unless otherwise stated, tidelands shall have the same district classification as the immediately adjoining and adjacent uplands.

B. These districts shall be bounded and defined as shown on the official zoning map, a certified copy of which shall be kept in the office of the zoning administrator. The official zoning map may designate subarea zones as identified in this title. The official zoning map, together with all explanatory matter thereon, is adopted by reference and declared to be a part of this title. [Ord. 822 § 4, 2008; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.15.010.]

20.12.020 Map – Changes – Official copy – Certification.

A. No changes of any nature shall be made in the official zoning map or matter shown thereon except in conformity with the procedures set forth in this title. Any unauthorized change of whatever

kind by any person or persons shall be considered a violation of this chapter and punishable as provided under Chapter 20.92 WMC.

B. Regardless of the existence of purported copies of the official zoning map, which may from time to time be made or published, the official zoning map, located in the office of the zoning administrator, shall be the final authority as the current zoning status of land and water areas, buildings, and other structures in the borough.

C. The official zoning map shall be identified by the date and signature of the mayor and the seal of the borough under the following words: "This is to certify that this is the official zoning map referred to in Title 20 of the municipal code, as adopted by Ordinance No. 462 of the City of Wrangell adopted on September 11, 1984." [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.15.030.]

20.12.030 Map – Replacements.

A. In the event that the official zoning map becomes damaged, destroyed, lost, or difficult to interpret because of the nature or number of changes and additions, the assembly, with the assistance of the commission, may by resolution adopt a new official zoning map which shall supersede the prior official zoning map.

B. The new official zoning map may correct drafting or other errors or omissions in the prior official zoning map, but no such correction shall have the effect of amending the original zoning ordinance or any subsequent amendment thereof.

C. The new official zoning map shall be identified by date and the signature of the mayor, and shall bear the seal of the borough under the following words: "This is to certify that this Official Zoning Map supersedes and replaces the Official Zoning Map adopted (date of adoption of map being replaced) as part of Ordinance No. _____ of the City and Borough of Wrangell, Alaska." [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.15.040.]

20.12.040 District boundaries – Determination.

Where uncertainty exists as to the boundaries of districts as shown on the official zoning map, the following rules shall apply:

A. Boundaries indicated as approximately following the centerlines of streets, highways, or alleys shall be construed to follow such lines.

B. Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.

C. Boundaries indicated as approximately following borough limits shall be construed as following borough limits.

D. Boundaries indicated as following shorelines shall be construed to follow such shorelines. Boundaries indicated as approximately following the centerlines of creeks shall be construed to follow such centerlines. In the event of change of a shoreline or a centerline of a creek, the district boundary shall be construed as moving with the actual shoreline or creek.

E. Boundaries indicated as parallel to or extensions of features indicated in subsections (A) through (D) of this section shall be so construed. Distances not specifically indicated on the official zoning map shall be determined by the scale of the map.

F. The zoning regulations shall apply equally to private and public property.

G. Property which has not been specifically included within a district shall be classified as single-family (SF) residential, or remote residential mixed-use (RMU), as applicable, until such classification is changed by amendment to the zoning ordinance as provided by law.

H. Where any public street or alley is officially vacated or abandoned, the regulations applicable to each parcel of abutting property shall apply to that portion of such street or alley added thereto by virtue of such vacation.

I. Where existing physical features or the streets or property layout is at variance with the official zoning map, or in other questions of map interpretation not covered by subsections (A) through (H) of this section, the board of adjustment shall interpret the district boundaries. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.20.010.]

20.12.050 Temporary and special zoning acts.

Ord. No.	Description
378	Contract zone from future development to light industrial; beach rights in USS 1518 (Orden and Nadine Phillips – Bait herring processing plant) (Terminated)
380	Rezone from apartment residential-1 to commercial; Lot 17, Block 3, USS 1119
409	Rezone from low density residential-1 to apartment residential-1; Lots 2, 3, 4, 5, 6, 7, 8, 9, 10, Block 58, USS 1119
412	Rezone from medium density residential-1 to light industrial-1; Lot 14B, 14C, 15B, 15C, Block 83
413	Rezone from low density residential-2 to general industrial; Lot 16, USS 2589
415	Rezone from low density residential-1 to general industrial; Block 60 and Block 61, Wrangell Townsite
425	Rezone from low density residential-1 to general industrial; Block 59, Wrangell Townsite

- 426 Contract zone from medium density residential to apartment residential zone 1; Lot 2, Block 18 (Carl H. Porter – Expand Bishop Rowe Apartments from existing five units to eight units)
- 438 Contract zone from light industrial bait herring processing plant to light industrial for storage of boats and boat trailers; portion of USS 1518 (Orden and Nadine Philips – Terminated Ord. 378)
- 452 Contract zone from apartment residential to commercial; Lot 17, Block 83, Wrangell Townsite, and Lot 5, Block 83, Case Subdivision (R.H. and Annie Armstrong – Agricultural nursery and sale of nursery-related products)
- 456 Rezone from future development to general industrial; Parcel 5, USS 3705
- 468 Rezone from rural residential I to rural residential II; portion of Tract I and portion of Tract J, USS 2321
- 469 Rezone from open space to rural residential I; all of ALS 83-8; Lots 24 through 42, Block 2, ALS 83-7; Lots 6 through 17, Block 7, ALS 83-7; LADS-0359-84-3-2
- 471 Rezone from rural residential I and rural residential II to single-family residential; USS 1593, Block 3, Lots 1 and 2
- 472 Contract zone from single-family residential to commercial; portion of Lot 12, Block 83 (M. Ronald and Linda Schmitz – Seafood processing plant) (Terminated)
- 475 Contract zone from future development to commercial; Tract A, ATS 1114 (Orden and Nadine Phillips – Seafood processing plant)
- 479 Rezone from waterfront development and multifamily residential to light industrial; Lots 16, 17, 18, 21, 22, 23, Block 21; Lots 20, 24, 25, Block 21
- 503 Rezone from open space to waterfront development district; portion of USS 1518, upland from ATS 1114

- 512 Rezone from single-family residential to light industrial; Lots 12-1, 12-2, 12-3, 13, Block 83
- 518 Rezone from commercial to open space; portion of Lot 16, Block 6, USS 1119
- 540 Contract zone from single-family residential to commercial; Lots 1, 2, Block 27, Bradley Subdivision (C&E Bradley, Inc., – Self-serve service station and mini mart)
- 580 Contract zone from single-family residential to commercial; Lot 5, Block 18 and portion of Lot 6, Evergreen Park (Drs. Moorhead and Ross – Office building) (Terminated)
- 581 Rezone from single-family residential to holding district; Lot 11A (Third Ave. Subdivision) Block 5, USS 2127; Lots 12, 13, 14, 15, Block 5, USS 2127; Lots 10, 11, 12, 13, 14, 15, 16, 17, 18, Block 6, USS 2127 (area around landfill)
- 609 Contract zone from single-family residential to commercial; portion of Lot 1, and Lots 2, 3, and 5 of Block 12, USS 1119 (Ronald and Evi Fennimore)
- 610 Rezone from multifamily residential to single-family residential; Blocks 32 and 33, USS 1119
- 626 Contract zone from light industrial to open space/public; Lot 12-1 and Lot 12-3, Zimovia View Subdivision (Jim and Wilma Leslie)
- 652 Rezone from open space/public to Shoemaker Bay Waterfront Development; portion of Lot 24, USS 3403 and portion of Tract D ATS 1532 (Shoemaker harbor parking lot area)
- 653 Rezone from multifamily residential to holding district; Blocks 1 through 3 and Tract A, Shoemaker Bay Subdivision
- 655 Rezone from waterfront development to commercial; portion of Lots 18, 19, 20, 21, 22, 23 and portions of Lots 24 and 25 of Block 7, USS 1119, and portion of Lot 8 Block 7A of Wrangell Townsite

- 662 Contract zone from single-family residential to commercial; Lot 20B, Block 10, USS 1119 (John R. and Barbara Haws Angerman)
- 727 Rezone from light industrial to rural residential; Lots Z2, Z3, Z4 and Z5, Road House Subdivision
- 729 Rezone from waterfront development to open space public; Lot 4A, Block C, Nolan Subdivision
- 734 Rezone from rural residential I to rural residential II; Tract J-2, portion of Tract J-1A, and portion of Lot 10 USS 2321 Ned's Resubdivision
- 11/21/06 motion Rezone from timber harvest district to open space public; Wrangell Medical Center and Alaska Island Community Services on Parcel 6, USS 3753
- 824 Rezone from single-family residential to rural residential I; all property located outside of the prior city limits and within Borough Service Area 1
- 828 Rezone from timber harvest to open space public; Parcel 6, USS 3753

[Ord. 828 § 1, 2008; Ord. 824, 2008; Ord. 734, 2003; Ord. 729, 2003; Ord. 727, 2003; Ord. 662, 1999; Ord. 655, 1999; Ord. 653, 1999; Ord. 652, 1999.]

20.12.060 "T" transition district.

All property located within the City and Borough of Wrangell, but outside of the boundaries of Borough Service Area 1, shall be unrestricted until it is otherwise zoned; provided, that no use commenced subsequent to the effective date of the ordinance codified in this section and during such time as the property in question shall be unrestricted shall create any grandfather right or other right to continue such use if inconsistent with any subsequently enacted zoning regulation. Such property shall be known as the "T" transition district. [Ord. 822 § 5, 2008.]

Chapter 20.16

SF DISTRICT – SINGLE-FAMILY RESIDENTIAL

Sections:

20.16.010 Purpose.

20.16.020 Principal uses permitted.

20.16.030 Accessory uses permitted.

20.16.040 Conditional uses.

20.16.050 Standards.

20.16.010 Purpose.

The single-family (SF) residential district is established to provide for medium density residential uses in areas having public vehicular access and major utilities available or where such access and major utilities are expected to become available within 10 years. This district is also established to help maintain the character and integrity of existing medium density residential neighborhoods. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code §§ 95.30.010, 95.30.055.]

20.16.020 Principal uses permitted.

The following are principal permitted uses in this district:

- A. One-family and two-family dwellings to include modular dwellings or manufactured housing;
- B. Public parks and playgrounds. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.30.020.]

20.16.030 Accessory uses permitted.

The following are permitted accessory uses in this district:

- A. Private garages and required off-street parking;
- B. Greenhouses and tool sheds;
- C. Home occupations as defined in WMC 20.08.390;[**320**];
- D. Private docks, moorage, boat houses, and net houses;
- E. Uses and structures which are customarily accessory and clearly subordinate to permitted uses. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.30.030.]

20.16.040 Conditional uses.

The following are uses which may be permitted in this district by action of the commission under the conditions and procedure specified in Chapter 20.68 WMC:

- A. Public and private elementary and secondary schools and colleges;
- B. Nursery schools, private kindergartens, and child care centers;
- C. Public buildings and structures;
- D. Hospitals, sanitariums, homes for the aged, nursing homes, convalescent homes;
- E. Churches and cemeteries;
- F. Radio and television transmitters or towers;

G. Mobile homes and mobile home parks subject to the requirements of Chapter 18.20 WMC as well as the requirements of this title;

H. Residential planned unit developments;

I. Animal establishments other than establishments for livestock.

J. Cottage Industry.

[Ord. 785 § 6, 2006; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.30.040.]

20.16.050 Standards.

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

A. Standards policies: WMC 20.52.005;

B. Principal structures per lot: WMC 20.52.010;

C. Traffic vision impediments: WMC 20.52.020;

D. Distances between buildings: WMC 20.52.030;

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

F. Volatile products storage: WMC 20.52.050;

G. Noise: WMC 20.52.060;

H. Airport interference: WMC 20.52.070;

I. Building height: WMC 20.52.080;

J. Density – Minimum lot size: WMC 20.52.090;

K. Coverage – Minimum open areas: WMC 20.52.100;

L. Setbacks – Yards: WMC 20.52.110;

M. Drainage: WMC 20.52.150;

N. Dredge and fill: WMC 20.52.160;

O. Home occupations: WMC 20.52.170;

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

Q. Off-street parking: WMC 20.52.190;

R. Signs: WMC 20.52.210;

S. Traffic generation: WMC 20.52.230;

T. Recreation: WMC 20.52.250;

U. Firewood storage: WMC 20.52.260;

V. Animal establishments: WMC 20.52.270. [Ord. 785 § 7, 2006; Ord. 586 § 4, 1993; Ord. 486 § 5, 1985; Ord. 462 § 6, 1984.]

Chapter 20.20

MF DISTRICT – MULTIFAMILY RESIDENTIAL

Sections:

20.20.010 Purpose.

20.20.020 Principal uses permitted.

20.20.030 Accessory uses permitted.

20.20.040 Conditional uses.

20.20.050 Standards.

20.20.010 Purpose.

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

20.20.020 Principal uses permitted.

The following are principal uses in this district:

A. Apartments;

B. Condominiums;

C. Townhouses;

D. Duplexes;

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

F. Residential planned unit developments;

G. Parks and playgrounds;

H. Schools;

I. Churches. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code §§ 95.31.020.]

20.20.030 Accessory uses permitted.

Uses and structures which are [**clearly**] incidental and subordinate to principal permitted uses and which will not create a nuisance or hazard are permitted as accessory uses. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.31.030.]

20.20.040 Conditional uses.

The following are uses which may be permitted by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

- A. Office buildings;
- B. Government and civic buildings;
- C. Churches;
- D. Institutions;
- E. Mobile home parks;
- F. Private clubs, lodges, and halls except those whose chief activity is customarily carried on as a business;
- G. Multi-unit housing projects for senior citizens;
- H. Boardinghouses and roominghouses;
- I. Nursery schools, private kindergartens, and child care centers for pre-elementary school children;
- J. Vocational training centers;
- K. Animal establishments other than establishments for livestock.
- L. Cottage Industry. [Ord. 785 § 8, 2006; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.31.040.]

20.20.050 Standards.

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

- A. Standards policies: WMC 20.52.005;
- B. Principal structures per lot: WMC 20.52.010;
- C. Traffic vision impediments: WMC 20.52.020;
- D. Distances between buildings: WMC 20.52.030;
- E. Air, land and water quality: WMC 20.52.040;

- F. Volatile products storage: WMC 20.52.050;
- G. Noise: WMC 20.52.060;
- H. Airport interference: WMC 20.52.070;
- I. Building height: WMC 20.52.080;
- J. Density – Minimum lot size: WMC 20.52.090;
- K. Coverage – Minimum open areas: WMC 20.52.100;
- L. Setbacks – Yards: WMC 20.52.110;
- M. Drainage: WMC 20.52.150;
- N. Dredge and fill: WMC 20.52.160;
- O. Home occupations: WMC 20.52.170;
- P. Mobile homes and mobile home parks – Defined: WMC 20.52.180;
- Q. Off-street parking: WMC 20.52.190;
- R. Signs: WMC 20.52.210;
- S. Traffic generation: WMC 20.52.230;
- T. Recreation: WMC 20.52.250;
- U. Firewood storage: WMC 20.52.260;
- V. Animal establishments: WMC 20.52.270. [Ord. 785 § 9, 2006; Ord. 586 § 5, 1993; Ord. 486 § 6, 1985; 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 [**relatively**] 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 life styles. These areas shall be protected from [**inappropriate,**] 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. 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. 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. 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. [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. 785 § 12, 2006; Ord. 586 § 6, 1993; Ord. 486 § 7, 1985; Ord. 462 § 6, 1984.]

Chapter 20.30

RR-2 DISTRICT – RURAL RESIDENTIAL

Sections:

- 20.30.010 Purpose.
- 20.30.020 Principal uses permitted.
- 20.30.030 Accessory uses permitted.
- 20.30.040 Conditional uses.
- 20.30.050 Standards.

20.30.010 Purpose.

The rural residential-2 (RR-2) district is intended to provide for neighborhood scale commercial/service centers in certain **[appropriate]** locations along with residential development. The clustering of such businesses is encouraged and strip commercial development is prohibited (for purposes of this program, strip commercial development is defined as commercial and other noncommercial development extending in either a contiguous or interrupted pattern along a public right-of-way for more than 1,200 feet). The permitted clusters of businesses shall not be located less than two miles from each other. Areas may be designated as RR-2 only if it can be demonstrated that significant public need can be served. [Ord. 462 § 6, 1984.]

20.30.020 Principal uses permitted.

The following are the principal permitted uses in this district:

- A. One- and two-family dwellings to include modular and manufactured housing and mobile homes;
- B. Neighborhood-oriented commercial development (e.g., neighborhood grocery);
- C. Retail and wholesale businesses;
- D. Laundries and consumer services;
- E. Public parks and playgrounds. [Ord. 462 § 6, 1984.]

20.30.030 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. Greenhouses and tool sheds;
- C. Private docks, moorage, boat houses and net houses;
- D. Animal establishments other than commercial animal establishments;
- E. Uses and structures which are customarily accessory and clearly subordinate to permitted uses. [Ord. 785 § 13, 2006; Ord. 462 § 6, 1984.]

20.30.040 Conditional uses.

The following area uses which may be permitted in the rural residential-2 (RR-2) 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/subdivision;

- I. Neighborhood-oriented commercial development (e.g., neighborhood grocery);
- J. Quarry, 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.
- Q. Cottage Industry. [Ord. 785 § 14, 2006; Ord. 462 § 6, 1984.]

20.30.050 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 other 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. 785 § 15, 2006; Ord. 586 § 7, 1993; Ord. 486 § 8, 1985; Ord. 462 § 6, 1984.]

Chapter 20.31

RMU DISTRICT – REMOTE RESIDENTIAL MIXED-USE

Sections:

20.31.010 Purpose.

20.31.020 Principal uses permitted.

20.31.030 Accessory uses permitted.

20.31.040 Conditional uses.

20.31.050 Standards.

20.31.010 Purpose.

The remote residential mixed-use (RMU) district is intended to provide for very low impact land and water uses and activities in remote areas of the borough. Such areas are not suitable or desirable for intensive development due to their lack of a developed road system, distance from established utility service areas, existing large lot development, and existing rural and subsistence lifestyles. These outlying settlements of the borough shall be protected from inappropriate or incompatible development in order to maintain their character and avoid the prohibitively high public costs associated with providing utility service and rapid emergency response services to them. RMU district zoning allows for low density uses consistent with the intent of each RMU subarea zone, as described below:

- A. Farm Island and Sergief Island (RMU-FI and RMU-F2) – Maintain the historical use of area properties for residential dwellings, cabins, agriculture, cottage businesses, and subsistence living based on the area’s natural resources.

- B. Meyers Chuck (RMU-M) - Maintain the historical use of the area for residential dwellings, cabins, marine services, cottage businesses, civic uses (e.g. post office, educational services), and subsistence living based on the area's natural resources. Due to the area's remoteness, small-scale commercial uses that complement a quiet rural lifestyle are allowed, provided they contribute to the overall quality of life in Meyers Chuck.
- C. Olive Cove (RMU-O) - Maintain the historical use of the area for residential dwellings, cabins, cottage businesses, and subsistence living based on the area's natural resources. Small-scale commercial uses that complement a quiet rural lifestyle are allowed, provided they contribute to the overall quality of life in Olive Cove.
- D. Thoms Place (RMU-T) - Maintain the historical use of the area for residential dwellings, cabins, cottage businesses, and subsistence living based on the area's natural resources. Small-scale commercial uses that complement a quiet rural lifestyle are allowed, provided they contribute to the overall quality of life in Thoms Place.
- E. Union Bay (RMU-U) - Maintain the historical use of the area for recreation, cabins, and subsistence living based on the area's natural resources. Commercial uses are not allowed.
- F. Wrangell Island East (Back Channel) (RMU-E) - Some of the remote areas of Wrangell Island East (Back Channel area) are to be maintained according to the historical use of the area for residential dwellings, cabins, cottage businesses, and subsistence living based on the area's natural resources. Small-scale commercial uses that complement a quiet rural lifestyle are allowed, provided they contribute to the overall quality of life in Wrangell Island East.
- G. General Isolated Parcels (RMU-G) - Maintain the historical use of area for residential dwellings, cabins, cottage businesses, and subsistence living based on the area's natural resources. Small-scale commercial uses that complement a quiet rural lifestyle are allowed, provided they contribute to the overall quality of life.

20.31.020 Principal uses permitted.

The following are the principal permitted uses in this district:

- A. One- and two-family dwellings to include modular and manufactured housing. Mobile homes are allowed only in the RMU-E subarea with a conditional use permit;
- B. Home occupations. The RMU-U subarea requires a conditional use permit for home occupations;
- C. Commercial boat repair, storage and service, not to include fueling services. This use is not allowed in the RMU-U subarea;
- D. Cottage industries. This use is not allowed in the RMU-U subarea. The RMU-F2 subarea requires a conditional use permit for cottage industries;
- E. Community facilities: either privately or community owned and/or maintained such as boat launch, dock, hoist, pier, postal facility, water system, sea plane support, emergency response and supply cache.

F. Public facilities: parks and playgrounds, schools, emergency response supply caches, post offices, docks, marinas, and similar facilities pursuant to a comprehensive plan;

G. Telecommunications facilities;

H. Lodges, bed and breakfast inns, and vacation rental dwellings with two (2) or fewer rooms or four (4) beds. Lodges, bed and breakfast inns and vacation rental dwellings with five (5) or fewer rooms or ten (10) beds are allowed in the RMU-F1 and RMU-G subareas. The RMU-F2 subarea requires a conditional use permit for lodges, bed and breakfast inns, and vacation rental dwellings. This use is not allowed in the RMU-U subarea;

I. Agricultural uses;

J. Portable sawmills for personal use;

K. Animal establishments. The RMU-M, RMU-O, and RMU-T subareas require conditional use permits for animal establishments

L. Other existing uses lawfully established on the subject property prior to [effective date] are allowed to continue as legal nonconforming uses. These previously existing uses, as identified by the zoning administrator, shall be allowed to continue until removed, and such uses may be maintained or replaced to their original value if destroyed, but shall not be enlarged upon, expanded nor extended, nor used as the grounds or predicate for adding other structures or uses prohibited elsewhere in the same zone.

20.31.030 Accessory uses permitted.

The following are permitted accessory uses in this district, provided they do not create a nuisance or hazard:

A. Greenhouses, workshops, tool shed, insulated generator sheds, and similar structures;

B. Private docks, moorage, boat houses and net houses;

C. The keeping of chickens, goats, and other animals for the production of food and/or fiber is allowed as an accessory use similar to gardens. Mariculture uses require a conditional use permit;

D. Uses and structures which are customarily accessory and subordinate to permitted uses.

20.31.040 Conditional uses.

Other compatible uses which are consistent with the intent of this chapter, as determined by the commission, may be allowed with appropriate conditions in accordance with Chapter 20.68 WMC, if such uses would serve the community's best interest.

20.31.050 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. Distances between buildings: WMC 20.52.030;
- D. Air, land and water quality: WMC 20.52.040;
- E. Volatile products storage: WMC 20.52.050;
- F. Noise: WMC 20.52.060;
- G. Airport interference: WMC 20.52.070;
- H. Building height: WMC 20.52.080;
- I. Density – Minimum lot size: WMC 20.52.090;
- J. Coverage – Minimum open areas: WMC 20.52.100;
- K. Setbacks – Yards: WMC 20.52.110;
- L. Shoreline dependency: WMC 20.52.120;
- M. Piers, docks, shoreline protection and other shoreline construction: WMC 20.52.130;
- N. Drainage: WMC 20.52.150;
- O. Dredge and fill: WMC 20.52.160;
- P. Home occupations: WMC 20.52.170;
- Q. Signs: WMC 20.52.210;
- R. Recreation: WMC 20.52.250;
- S. Firewood storage: WMC 20.52.260;
- T. Animal establishments: WMC 20.52.270.

Chapter 20.32

OS DISTRICT – OPEN SPACE/PUBLIC

Sections:

20.32.010 Purpose.

20.32.020 Conditional uses.

20.32.030 Standards.

20.32.010 Purpose.

The open space/public (OS) district is intended to provide for areas containing public facilities, existing and potential public recreation sites, areas subject to natural hazards, public watersheds and areas of critical wildlife habitat. The purpose of this district is to protect public safety, health and welfare, and to maintain the integrity of significant cultural, natural and recreational resources and provide for public uses consistent with the policies of the coastal management program. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.34.010.]

20.32.020 Conditional uses.

The following conditional uses are allowed in this district by action of the planning and zoning commission in accordance with Chapter 20.68 WMC; provided, that the proposed use does not conflict with or degrade existing or designated recreational use areas, historic and cultural sites, or critical wildlife habitat:

- A. Quarries, mineral extraction and processing;
- B. Airport-related businesses, restaurants and support services;
- C. Aviation-related repair services;
- D. Aircraft hangars;
- E. Commercial airlines terminals;
- F. Air freight storage facilities;
- G. Hospital and medical service facilities;
- H. Schools;
- I. Docks, piers, seawalls and shoreline protection devices;
- J. Recreation facilities and sites;
- K. Recreational vehicle parks;
- L. Warehouses;
- M. Uses and structures which are customarily accessory and **[clearly]** subordinate to the above uses;
- N. Animal establishments. [Ord. 785 § 16, 2006; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.34.020.]

20.32.030 Standards.

The following standards shall apply within the open space/public (OS) district:

- 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. Airport interference: WMC 20.52.070;
- H. Building height: WMC 20.52.080;
- I. Setbacks – Yards: WMC 20.52.110;
- J. Shoreline dependency: WMC 20.52.120;
- K. Piers, docks, shoreline protection and other shoreline construction: WMC 20.52.130;
- L. Drainage: WMC 20.52.150;
- M. Dredge and fill: WMC 20.52.160;
- N. Off-street parking: WMC 20.52.190;
- O. Signs: WMC 20.52.210;
- P. Traffic generation: WMC 20.52.230;
- Q. Recreational vehicle parks: WMC 20.52.240;
- R. Animal establishments: WMC 20.52.270. [Ord. 785 § 17, 2006; Ord. 586 § 8, 1993; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.34.030.]

Chapter 20.36

H DISTRICT – HOLDING

Sections:

20.36.010 Purpose.

20.36.020 Conditional uses.

20.36.030 Standards.

20.36.010 Purpose.

A. The holding (H) district is intended to maintain future development options by setting aside large areas (in excess of short-term needs), by piecemeal development for possible future use. By

preventing premature development at densities that under-utilize the land, relatively large parcels can be retained for major development projects (e.g., industrial use) when and if a need arises.

B. Areas may be withdrawn from the holding district to meet future development needs consistent with the intent of this chapter, or to provide for a use that cannot be accommodated elsewhere. The planning commission may recommend areas for withdrawal by the borough assembly. Such withdrawals shall recognize long-term land use needs over immediate concern. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code §§ 95.35.010, 95.35.050.]

20.36.020 Conditional uses.

The following are uses which may be permitted in the holding (H) district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

A. Sand and gravel extraction and processing;

B. Low impact recreation (no major facilities required);

C. No building permits for, or subdivision of, property in the H district will be approved until the property is redistricted to meet a substantial community land use need, to reflect the existing surrounding development trends, the availability of public services, facilities and planned capital improvements. [Ord. 462 § 6, 1984; Ord. 431 § 4, 1982; Ord. 349 § 5, 1976; prior code § 95.35.020.]

20.36.030 Standards.

The following standards under Chapter 20.52 WMC shall apply in the holding (H) district:

A. Standards policies: WMC 20.52.005;

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

C. Airport interference: WMC 20.52.070;

D. Drainage: WMC 20.52.150;

E. Dredge and fill: WMC 20.52.160. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.35.030.]

Chapter 20.40

TM DISTRICT – TIMBER MANAGEMENT

Sections:

20.40.010 Purpose.

20.40.020 Principal uses permitted.

20.40.030 Accessory uses permitted.

20.40.040 Conditional uses.

20.40.050 Standards.

20.40.010 Purpose.

The timber management district is intended to provide for the management and harvest of timber, extraction of minerals, use and enjoyment of natural resources and recreation, while allowing for the development of compatible, remote, low-density cabin sites. Watersheds and critical wildlife habitats in this district will be protected to the greatest extent possible. Development in this district must be consistent with the remote, rural atmosphere of the area. Public services, utilities and facilities other than garbage collection will be minimal. Activities and development normally associated with resource management, harvest or extraction are allowed where they do not **[unduly]** degrade or destroy other resources such as public watersheds or critical wildlife habitat. Residential development is limited to low impact, large parcel cabin sites that will minimize public service and access costs, resource management impacts and conflicts associated with higher density residential development. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.36.010.]

20.40.020 Principal uses permitted.

The following are principal permitted uses in this district:

- A. Timber harvest; and
- B. Parks and recreation sites. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.36.020.]

20.40.030 Accessory uses permitted.

The following are permitted accessory uses in this district:

- A. Animal establishments other than commercial animal establishments; and
- B. Uses and structures which are **[clearly]** incidental and subordinate to principal permitted uses and which will not create a nuisance or hazard are permitted as accessory uses. [Ord. 785 § 18, 2006; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.36.030.]

20.40.040 Conditional uses.

The following uses may be permitted in the timber management district by action of the commission under the conditions and procedures set forth in Chapter 20.68 WMC:

- A. Storage (inside or screened);
- B. Mineral extraction (including quarries) and processing;
- C. Temporary dwellings and facilities associated with permitted or other conditional uses;
- D. Commercial hunting and fishing camps and lodges;
- E. Private roads;
- F. Public utility uses (i.e., power lines and other energy-related facilities);
- G. **[Aquaculture]** **Mariculture** and fisheries enhancement;

H. Recreational vehicle parks;

I. Cabins; and

J. Commercial animal establishments.

K. Cottage industry. [Ord. 785 § 19, 2006; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.36.040.]

20.40.050 Standards.

The following standards under Chapter 20.52 WMC shall apply in timber management districts:

A. Standards policies: WMC 20.52.005;

B. Principal structures per lot: WMC 20.52.010;

C. Distances between buildings: WMC 20.52.030;

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

E. Volatile products storage: WMC 20.52.050;

F. Airport interference: WMC 20.52.070;

G. Building height: WMC 20.52.080;

H. Density – Minimum lot size: WMC 20.52.090;

I. Coverage – Minimum open areas: WMC 20.52.100;

J. Setbacks – Yards: WMC 20.52.110;

K. Piers, docks, shoreline protection and other shoreline construction: WMC 20.52.130;

L. Drainage: WMC 20.52.150;

M. Dredge and fill: WMC 20.52.160;

N. Recreational vehicle parks: WMC 20.52.240;

O. Animal establishments: WMC 20.52.270. [Ord. 785 § 20, 2006; Ord. 586 § 9, 1993; Ord. 462 § 6, 1984.]

Chapter 20.44

C DISTRICT – COMMERCIAL

Sections:

20.44.010 Purpose.

- 20.44.020 Principal uses permitted.
- 20.44.030 Accessory uses permitted.
- 20.44.040 Conditional uses.
- 20.44.050 Standards.

20.44.010 Purpose.

The commercial district is intended to provide for the continued use and expansion of Wrangell's commercial center. This land will be regulated to concentrate commercial development and to prevent uses which would have any adverse effects upon nearby properties or would needlessly compete for designated commercial space. [Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.37.010.]

20.44.020 Principal uses permitted.

The following are permitted uses in this district:

- A. Retail and wholesale businesses;
- B. Business and professional offices;
- C. Banks;
- D. Barbershops and beauty shops; laundries and other consumer services;
- E. Restaurants, cafes and bars;
- F. Theaters and assembly halls;
- G. Clubs, lodges, fraternal organizations and union halls;
- H. Hotels and motels;
- I. Government and civic buildings;
- J. Second-story residential use; and
- K. Animal establishments other than establishments for livestock. [Ord. 785 § 21, 2006; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.37.020.]

20.44.030 Accessory uses permitted.

Uses and structures which are clearly incidental and subordinate to principal uses permitted and which will not create a nuisance or hazard are permitted in this district as accessory uses. [Ord. 462 § 6, 1984.]

20.44.040 Conditional uses.

The following are uses which may be permitted in the commercial district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

A. Gasoline/service stations. [Ord. 462 § 6, 1984.]

20.44.050 Standards.

The following standards under Chapter 20.52 WMC shall apply within the commercial 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. Airport interference: WMC 20.52.070;
- F. Building height: WMC 20.52.080;
- G. Setbacks – Yards: WMC 20.52.110;
- H. Shoreline dependency: WMC 20.52.120;
- I. Piers, docks, shoreline protection and other shoreline construction: WMC 20.52.130;
- J. Off-street parking: WMC 20.52.190;
- K. Buffers: WMC 20.52.200;
- L. Signs: WMC 20.52.210;
- M. Redevelopment: WMC 20.52.220;
- N. Animal establishments: WMC 20.52.270. [Ord. 785 § 22, 2006; Ord. 462 § 6, 1984.]

Chapter 20.48

I DISTRICT – INDUSTRIAL

Sections:

- 20.48.010 Purpose.
- 20.48.020 Principal uses permitted.
- 20.48.030 Accessory uses permitted.
- 20.48.040 Conditional uses.
- 20.48.050 Standards.

20.48.010 Purpose.

The purpose of the industrial district is to provide areas for a broad range of nonwater-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. 462 § 6, 1984.]

20.48.020 Principal uses permitted.

The following are principal permitted uses in this district:

- A. Transportation and transshipment facilities;
- B. Warehouses and outside storage areas;
- C. Lumber mills and log storage;
- D. Manufacturing, fabricating and assembling;
- E. Automobile repair shops;
- 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;
- G. Sand, gravel and rock extraction and processing; and
- H. Public utility uses. [Ord. 632 § 4, 1997; Ord. 462 § 6, 1984.]

20.48.030 Accessory uses permitted.

Uses and structures which are clearly incidental and subordinate to permitted uses which will not create a nuisance or hazard are permitted as accessory uses in this district. [Ord. 462 § 6, 1984.]

20.48.040 Conditional uses.

The following are permitted conditional uses in this district:

- A. Animal establishments; and
- B. Other compatible uses which are consistent with the intent of this chapter, as determined by the commission, may be allowed with appropriate conditions in accordance with Chapter 20.68 WMC, if such uses would serve the community's best interest. [Ord. 785 § 23, 2006; Ord. 462 § 6, 1984.]

20.48.050 Standards.

The following standards under Chapter 20.52 WMC shall apply in the industrial district:

- A. Standards policy: 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. Airport interference: WMC 20.52.070;
- F. Building height: WMC 20.52.080;
- G. Setbacks – Yards: WMC 20.52.110;
- H. Drainage: WMC 20.52.150;
- I. Dredge and fill: WMC 20.52.160;
- J. Buffers: WMC 20.52.200;
- K. Signs: WMC 20.52.210;
- L. Animal establishments: WMC 20.52.270. [Ord. 785 § 24, 2006; Ord. 462 § 6, 1984.]

Chapter 20.49

SHOEMAKER BAY – WATERFRONT DEVELOPMENT

Sections:

- 20.49.010 Purpose.
- 20.49.020 Principal uses permitted.
- 20.49.030 Accessory uses permitted.
- 20.49.040 Conditional uses.
- 20.49.050 Standards.

20.49.010 Purpose.

The Shoemaker Bay waterfront development district is intended to provide an area specifically for water-related uses and activities that will enhance and compliment the marina and recreational activities occurring at Shoemaker Bay. This district is intended to accommodate commercial activity, which is oriented toward providing services for the marina and surrounding area uses. [Ord. 652 § 6, 1999.]

20.49.020 Principal uses permitted.

The following are principal permitted uses in this district:

- A. Piers, wharfs and docks;
- B. Public parks, playgrounds and campsites;
- C. Bait shops;
- D. Vessel charter offices;
- E. Facilities for loading and unloading ships, including cranes and ramps;

- F. Harbormaster's offices;
- G. Boat launching facilities;
- H. Float plane facilities; and
- I. Laundry services. [Ord. 652 § 6, 1999.]

20.49.030 Accessory uses permitted.

Uses and structures which are clearly incidental and subordinate to permitted principal uses and which will not create a nuisance or hazard are permitted as accessory uses in this district, subject to shoreline setback requirements and other applicable standards. [Ord. 652 § 6, 1999.]

20.49.040 Conditional uses.

The following are uses which may be permitted in the Shoemaker Bay waterfront development district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

- A. Water-dependent and water-related uses not mentioned above and their accessory uses;
- B. Other uses if there is no suitable upland alternative for a nonwater-dependent use;
- C. Retail and wholesale businesses; and consumer services;
- D. Any water-dependent or water-related manufacturing, processing, fabrication, assembling, research, wholesale or indoor-only storage uses;
- E. Facilities for indoor construction, maintenance, repair, and storage of vessels;
- F. Boat sales, services and supply establishments;
- G. Fish and seafood processing plants and cold storage plants;
- H. Marine warehouses. [Ord. 652 § 6, 1999.]

20.49.050 Standards.

The following standards under Chapter 20.52 WMC shall apply to properties within the waterfront development 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. Airport interference: WMC 20.52.070;

- F. Building height: WMC 20.52.080;
- G. Setbacks – Yards: WMC 20.52.110;
- H. Shoreline dependency: WMC 20.52.120;
- I. Piers, docks, shoreline protection and other shoreline construction: WMC 20.52.130;
- J. Drainage: WMC 20.52.150;
- K. Dredge and fill: WMC 20.52.160;
- L. Off-street parking: WMC 20.52.190;
- M. Buffers: WMC 20.52.200;
- N. Signs: WMC 20.52.210. [Ord. 652 § 6, 1999.]

Chapter 20.50

WD DISTRICT – WATERFRONT DEVELOPMENT

Sections:

- 20.50.010 Purpose.
- 20.50.020 Principal uses permitted.
- 20.50.030 Accessory uses permitted.
- 20.50.040 Conditional uses.
- 20.50.050 Standards.

20.50.010 Purpose.

The waterfront development district is intended to provide an area specifically for water-related uses and activities that are dependent upon access to water. This district is intended to accommodate light industrial, heavy industrial and commercial activity which is water-dependent or water-related. [Ord. 462 § 6, 1984.]

20.50.020 Principal uses permitted.

The following are principal permitted uses in this district:

- A. Piers, wharfs and docks;
- B. Transportation and transshipment facilities;
- C. Marinas and small boat harbors;
- D. Any water-dependent or water-related manufacturing, processing, fabricating, assembling, research, wholesale or storage uses;

- E. Facilities for construction, maintenance, repair and storage of vessels;
- F. Public parks and playgrounds;
- G. Boat sales, services and supply establishments;
- H. Fish and seafood processing plants and cold storage plants;
- I. Bait shops;
- J. Vessel charter offices;
- K. Marine warehouses;
- L. Freight storage and freight equipment operations centers;
- M. Facilities for loading and unloading ships or barges, including cranes and ramps;
- N. Water-dependent or water-related retail commercial establishments dealing primarily in bulk materials delivered by ship;
- O. Harbormaster's offices;
- P. Timber processing facilities; provided, that such facilities rely primarily upon water transportation for obtaining and shipping timber or timber products;
- Q. Temporary dwellings to include modular dwellings or manufactured housing for guards or caretakers employed on-site;
- R. Boat launching facilities; and
- S. Float plane facilities. [Ord. 462 § 6, 1984.]

20.50.030 Accessory uses permitted.

Uses and structures which are clearly incidental and subordinate to permitted principal uses and which will not create a nuisance or hazard are permitted as accessory uses in this district, subject to shoreline setback requirements and other applicable standards. [Ord. 462 § 6, 1984.]

20.50.040 Conditional uses.

The following are uses which may be permitted in the waterfront development district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

- A. Water-related uses not mentioned above and their accessory uses;
- B. Other uses if there is no suitable upland alternative for a nonwater-related or nonwater-dependent use;
- C. Retail and wholesale businesses;

D. Laundries and consumer services; and

E. Animal establishments other than establishments for livestock. [Ord. 785 § 25, 2006; Ord. 462 § 6, 1984.]

20.50.050 Standards.

The following standards under Chapter 20.52 WMC shall apply to properties within the waterfront development 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. Airport interference: WMC 20.52.070;

F. Building height: WMC 20.52.080;

G. Setbacks – Yards: WMC 20.52.110;

H. Shoreline dependency: WMC 20.52.120;

I. Piers, docks, shoreline protection and other shoreline construction: WMC 20.52.130;

J. Drainage: WMC 20.52.150;

K. Dredge and fill: WMC 20.52.160;

L. Off-street parking: WMC 20.52.190;

M. Buffers: WMC 20.52.200;

N. Signs: WMC 20.52.210;

O. Animal establishments: WMC 20.52.270. [Ord. 785 § 26, 2006; Ord. 586 § 10, 1993; Ord. 462 § 6, 1984.]

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. 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. 632 § 5, 1997; Ord. 462 § 6, 1984.]

20.51.030 Accessory uses permitted.

Uses and structures which are [**clearly**] 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. 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; and

E. Animal establishments. [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. 785 § 28, 2006; Ord. 586 § 11, 1993; Ord. 462 § 6, 1984.]

Chapter 20.52

STANDARDS

Sections:

- 20.52.005 Standards policies.
- 20.52.010 Principal structures per lot.
- 20.52.020 Traffic vision impediments.
- 20.52.030 Distances between buildings.
- 20.52.040 Air, land and water quality.
- 20.52.050 Volatile products storage.
- 20.52.060 Noise.
- 20.52.070 Airport interference.
- 20.52.080 Building height.
- 20.52.090 Density – Minimum lot size.
- 20.52.100 Coverage – Minimum open areas.
- 20.52.110 Setbacks – Yards.
- 20.52.120 Shoreline dependency.
- 20.52.130 Piers, docks, shoreline protection and other shoreline construction.
- 20.52.150 Drainage.
- 20.52.160 Dredge and fill.
- 20.52.170 Home occupations.
- 20.52.180 Mobile homes and mobile home parks – Defined.
- 20.52.190 Off-street parking.
- 20.52.200 Buffers.

- 20.52.210 Signs.
- 20.52.220 Redevelopment.
- 20.52.230 Traffic generation.
- 20.52.240 Recreational vehicle parks.
- 20.52.250 Recreation.
- 20.52.260 Firewood storage.
- 20.52.270 Animal establishments.

20.52.005 Standards policies.

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

20.52.010 Principal structures per lot.

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

20.52.020 Traffic vision impediments.

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

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

20.52.030 Distances between buildings.

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

20.52.040 Air, land and water quality.

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

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

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

20.52.050 Volatile products storage.

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

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

20.52.060 Noise.

The noise emanating from a premises used for industrial activities shall be muffled so as not to become objectionable due to intermittent beat, frequency or shrillness. Where the use adjoins a residential district (SF, MF, RR-1, RR-2, and RMU), the noise loudness measured at the boundary line of the premises used for industrial activities shall not exceed 90 decibels between the hours of 7:00 a.m. and 8:00 p.m. weekdays and the hours of 10:00 a.m. and 8:00 p.m. weekends and holidays, and 40 decibels at other hours.[Ord. 462 § 6, 1984.]

20.52.070 Airport interference.

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

20.52.080 Building height.

The purposes of building height standards are to prevent loss of life, ~~[or]excessive property damage, and to minimize risk of fires.~~ **[through the inability of the borough fire department]** by enabling firefighters to reach upper stories or roofs, and to help maintain the character of neighborhoods.

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

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

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

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

[Ord. 462 § 6, 1984.]

20.52.090 Density – Minimum lot size.

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

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

C. The minimum lot size in the remote residential mixed-use (RMU) district is as follows: RMU-F1 and RMU-F2 subareas have a minimum lot size of 4 acres; RMU-M subarea has a minimum lot size of 15,000 square feet; RMU-O subarea has a minimum lot size of 2.5 acres; RMU-T subarea has a minimum lot size of 1.25 acres; RMU-G subarea has a minimum lot size of 1.25 acres; and RMU-E subarea has a minimum lot size of 2 acres. No further division of lots is allowed in the RMU-U subarea.

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

20.52.100 Coverage – Minimum open areas.

No buildings located in a single-family residential district shall occupy more than 50 [35] percent of the surface area of such lot. No buildings located in a multifamily residential district shall occupy more than 60 [50] percent of the surface area of such lot. No buildings located in a rural residential-1 district shall occupy more than 50 [30] percent of the surface area of such lot. No buildings located in a rural residential-2 district or a remote residential mixed-use district shall occupy more than 60 percent of the surface area of such lot. In the event that compliance with these minimum open area requirements would result in a residential structure of less width than 24 feet, the planning and zoning commission shall determine and fix maximum lot coverage and minimum open area requirements for the [said] lot to permit its reasonable utilization for a permitted use. [Ord. 462 § 6, 1984.]

20.52.110 Setbacks – Yards.

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

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

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

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

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

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

D. In recognition of the sensitivity of beaches to alteration and development that interrupts the natural movement of sand and other aggregates along shorelines which can result in erosion of adjacent shorelines, and in recognition of the scenic and recreational values of beaches, the development of beaches is discouraged. Any development on or alteration of sand or gravel beaches shall require prior planning and zoning commission approval. [Ord. 462 § 6, 1984.]

20.52.120 Shoreline dependency.

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

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

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

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

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

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

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

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

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

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

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

1. A requirement that the construction or project not unreasonably interfere with existing recreational and navigational uses of the affected water, nor unreasonably alter scenic and aesthetic qualities of the area as determined by the planning and zoning commission;

2. A requirement that the construction or project not unreasonably interfere with or harm the environment or any stream or tidal water area nor substantially harm any fish or wildlife habitat; and

3. A requirement that the construction or project shall not cause unreasonable soil erosion nor lower the quality of any waters.

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

1. Serious erosion is threatening an established use on the subject property; or

2. A demonstrated need associated with a water-dependent or water-related commercial or industrial use is evident.

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

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

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

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

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

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

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

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

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

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

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

20.52.150 Drainage.

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

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

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

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

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

20.52.160 Dredge and fill.

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

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

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

20.52.170 Home occupations.

“Home occupation” means a profession or use falling within the definition of WMC 20.08.390.[320] Allowance of home occupations is intended to promote a local economic base consistent with the character of the borough and lifestyles of its people. Allowable uses include crafts, small scale services and other activities which have little impact upon the neighborhoods in which they are located in terms of appearance, operating hours and other factors.

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

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

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

5. Restaurants;
6. Junkyards; and
7. Flea markets.

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

1. Signs shall be no larger than six square feet and shall be of a height not greater than four feet from ground level and shall otherwise conform to the requirements of WMC 20.52.210;

2. The use shall be carried out completely in the dwelling or in an enclosed structure; except that a home occupation use need not be enclosed in the remote residential mixed-use district or rural residential district, provided the use shall be screened from view from all navigable waterways and adjacent residentially-zoned properties with a buffer conforming to the requirements of Section 20.52.200;

3. The facilities shall be architecturally and aesthetically compatible with the surrounding residential area and with other structures on the site;

4. Recreational vehicle or trailer parks, amusement or gaming operations are not to be allowed as a home occupation;

5. Storage associated with the home occupation will be enclosed in an acceptable structure;

6. Those proposed home occupations that may generate unreasonable amounts of traffic or create a nuisance, as determined by the planning and zoning commission, may be denied;

7. Those proposed home occupations that may result in storage or home occupation activities outside an enclosed area, as to be determined by the planning and zoning commission may be denied;

8. One off-street parking space is required, in addition to other applicable parking space requirements, for each home occupation permitted upon a particular site. Additional parking spaces may be required by the planning and zoning commission as warranted. This provision is inapplicable to the RMU district.

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

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

1. Approve continuation of the use as it exists;

2. Require that it be terminated; or

3. Impose mitigating restrictions, such as limitations upon hours of operation, or the construction of fences. Decisions of the planning and zoning commission upon the evidence presented at such hearings may be appealed to the borough assembly. [Ord. 462 § 6, 1984.]

20.52.180 Mobile homes and mobile home parks – Defined.

A. “Mobile home” means any coach, motor home, trailer or other vehicle or structure designed or intended for or capable of human dwelling or sleeping purposes which is mounted on wheels or supports and is capable of being moved by its own power or transported by a vehicle, where such mobile home is used or intended for permanent occupancy. This does not include units that are similarly constructed and designed for multiple sleeping quarters such as bunkhouses and separate food preparation and dining areas.

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

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

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

1. All mobile homes shall be constructed in conformance with state and federal specifications, including the Uniform Building Code. No accessory structures shall be attached to trailers in mobile home parks without a permit issued by the borough and signed by the park owner or manager;

2. Unless otherwise stated, mobile homes shall conform to the performance standards of single-family dwellings in the applicable district;

3. Mobile home developments, such as mobile home parks or planned unit developments, shall conform to the applicable district requirements;

4. Mobile homes that will occupy a site outside a mobile home park for more than 12 months shall be required to be set upon a permanent footing and to be skirted.

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

1. Minimum yard requirements are designed to ensure that sufficient open area, sunlight, views, privacy and fire separation exists between mobile homes:

- a. Front, 10 feet, excluding trailer tongue;

- b. Side, eight feet;

- c. Rear, 10 feet;

- d. Exterior boundary of park, 10 feet;

- e. Enclosed accessory structures may not extend into yard areas.

2. Recreational area requirements are imposed to ensure that each mobile home park shall contain outside areas designated and developed for children's recreational purposes, unless evidence is provided that children will not reside in such park/subdivision:

- a. Ten to 50 spaces, 200 square feet for each mobile home or camper space;

- b. Over 50 spaces, 10,000 square feet plus 150 square feet for each additional mobile home or camper space over 50;

- c. There shall be at least one improved recreational area for children in each park of 30 units or more, not less than 6,000 square feet in area (5,000 square feet for less than 30 units). Such areas shall exclude steep slopes, water surface or periodically flooded or inundated land unless it is usable and maintained for recreational purposes, in which case it may be applied towards a maximum of

one-fourth of the required recreation area in excess of 7,000 square feet. Two square feet of water surface or area of periodically flooded or inundated land shall be considered as only one square foot of land for purposes of fulfilling this requirement;

d. Recreation equipment for use by children is required in each improved area.

3. A 10-foot vegetated buffer area is required adjacent to a public street and shall be attractive and maintained at all times.

4. All lots or spaces within a mobile home park shall have direct and uninterrupted access to an internal street restricted to use by residents. Such streets shall have direct access to a public right-of-way. Installation of all internal streets, easements and other improvements to the mobile home park shall be in conformance with the following standards:

a. Dedication of streets and easements within the boundaries of a mobile home park is not required;

b. Adequate internal streets shall be developed and maintained as a provision of the conditional use permit for the mobile home park;

c. All internal streets in a mobile home park shall be constructed to the following standards. Street rights-of-way shall be a minimum of 20 feet with 12 feet of drivable road surface. Dead-end streets shall be limited to 500 feet in length and shall provide a terminal with a right-of-way diameter of not less than 70 feet containing a drivable road surface of a diameter of not less than 60 feet.

5. The following accessory uses (developed by the mobile home park owner for use by residents) are permitted: administration buildings, laundry and service buildings; community center; recreational facilities and detached storage structures.

6. A building permit for a mobile home park shall be issued only after review and approval of a site plan by the planning and zoning commission. To aid in the planning and zoning commission's recommendation, a scaled and dimensioned site plan and topographic map of the development shall be prepared and submitted according to the provisions of Chapter 20.58 WMC. The site plan shall show, but not be limited to:

a. Proposed standards for development, including any restriction of the use of the property, and density standards;

b. Location of buildings and mobile homes in relation to property and lot lines;

c. Location of off-street parking spaces and bays, internal circulation ways and ingress and egress points for the site;

d. Public and semipublic open spaces, community facilities and landscaped areas, fences, patios and service areas (including garbage disposal and snow removal areas), driveways and walkways, as well as provision for maintenance of all common areas;

e. Plans for the provision of utilities, including water, sewer and other drainage facilities, and provision for connection with public utilities;

f. Provision of buffers between the park and adjoining property;

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

20.52.190 Off-street parking.

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

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

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

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

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

1. Each parking space shall be 170 **[180]** square feet in area exclusive of access and circulation aisles and shall be 10 **[10.4]** feet by 17 **[17.4]** feet, except for handicapped parking spaces which shall be 11.5 feet by 17 feet.

2. All parking lots shall be provided with a durable, well-drained surface.

3. Any lighting of parking lots shall be arranged to reflect away from the public rights-of-way and from any adjoining residential areas.

4. Curb cuts shall be located so as to avoid traffic hazards and shall be approved by the zoning administrator.

5. Curb cuts shall be no more than 25 feet wide and no less than 12 feet wide.

6. All parking lots, where feasible, shall be buffered and constructed so as to minimize erosion and water pollution by controlling storm runoff. **[and shall be placed no less than 100 feet upshore from any line of ordinary high tide.]**

F. Where there is more than one use in a single structure or on a single site (e.g., attorney and retail store) or two or more separate instances of the same use, off-street parking requirements shall be the sum of the requirements for various uses. **[;provided, however, that where two or more uses provide a single joint parking area and their minimum spaces under this section total 20 or more, the minimum number of spaces may be required for the various uses were they to be computed separately.]**

G. The planning and zoning commission shall use these parking standards as guidelines and may require fewer total parking spaces for a particular use where appropriate. **[A number of parking spaces less than that which would otherwise be required may be allowed.]** Parking spaces fewer than the minimum shall be allowed where the following situations exist:

1. Public parking capable of accommodating some of the parking demand generated by the land use is available within 500 feet of such use.

2. Two or more uses share the same parking accommodations in such a way that the hours or days of peak usage are so different that a lower total number of spaces will provide adequately for all uses.

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

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

Use	No. Spaces	Per Unit
Residential dwelling (single or multifamily)	1	Dwelling unit
Hotel/motel	1	Five rental units
High volume retail business or professional offices gross	1	<u>4</u> 2 00 sq. ft. of floor area
Lodges and meeting halls, no fixed seating	1	<u>4</u> 2 00 00 sq. ft. of gross floor area
Schools	1	1/2 for each employee plus 1 for each 20 students over 16 years of age
Churches and auditoriums, with fixed seating	1	2 1 0 seating spaces in the main assembly room
Theaters or other places of assembly	1	2 1 0 seating spaces
Furniture, plumbing supplies or clothing stores or shoe repair or similar large commercial uses	1	800 sq. ft. of gross floor area
Service station	1	1,000 sq. ft. of lot area
Industrial uses	1	2 employees working the shift having the greatest number of employees
Home occupation	1	In addition to those required for residential use
Restaurants/taverns	1	<u>10</u> 3 fixed seating spaces and/or <u>100</u> 50 square feet of nonfixed seating
Public buildings	1	Each employee

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

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

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

20.52.200 Buffers.

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

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

20.52.210 Signs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Signs shall be located flat against a building or a marquee.

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

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

20.52.220 Redevelopment.

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

20.52.230 Traffic generation.

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

20.52.240 Recreational vehicle parks.

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

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

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

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

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

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

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

20.52.250 Recreation.

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

20.52.260 Firewood storage.

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

A. The structure shall be set back at least 18 inches from lot lines.

B. The structure shall not exceed a height of eight feet and width of eight feet, except in the remote residential mixed-use and rural residential districts. In the remote residential mixed-use district and rural residential districts, the structure shall not exceed a height of fourteen feet and there is no limitation on the structure width, provided the structure contains adequate ventilation with a design to prevent spontaneous combustion.

C. The structure shall comply with the requirements of WMC 20.52.020.

D. The structure shall only be used for the storage of firewood, and shall not be used for the storage of fuel, chemicals, construction materials such as studs, beams and siding or similar materials. [Ord. 486 § 4, 1985.]

20.52.270 Animal establishments.

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

- A. The owner of any animal establishment must provide, according to the needs of the animal:
1. Adequate shelter from the elements;
 2. Adequate facilities to keep the animals on the owner's property and prevent straying;
 3. Adequate procedures and facilities to avoid unreasonable off-site odor or noise disturbance to adjacent properties;
 4. Adequate facilities for keeping the kennels, stables and other animal housing areas clean and free of filth; and
 5. Adequate food, water and vaccinations.

B. No animal establishment shall cause any nuisance, hazard or damage to persons or to other property by:

1. Disposal of water and waste products;
2. Risks to health and well-being;
3. Destruction of surface vegetation and soils; or
4. Straying animals.

C. Animal establishments for horses, mules and donkeys shall comply with subsections (A) and (B) of this section and the following:

1. Shelters shall be roofed to allow the animal protection from the elements. Depending on the needs of the animal, the shelter must be divided into stalls large enough for the animal to turn completely around while standing inside. Manure and wet bedding shall be cleaned out regularly.

2. The owner shall prepare and maintain the ground in such a way that the area in which the animals are standing does not retain water and minimizes mud. Wood chips or some other similar porous material that will allow moisture to drain away from where animals are standing is ideal.

3. Adequate corrals must be provided and be enclosed by safe fencing. Barbed wire is not allowed. There must be adequate room in the corral for the animals to move about and self exercise without hurting themselves or others. Corrals shall not be allowed to accumulate a build-up of manure and/or filth.

4. Feed containers should have bottoms to prevent feed from coming in contact with the ground. The feed container should always be located on dry ground areas so that the animals will be forced to stand on the dry ground while feeding.

5. Storage of grain feed shall be in secure, rodent-proof closed containers.

6. Clean drinking water shall be provided at all times.

7. Manure on any stabling site shall be bermed such that there is no run-off beyond the limits of the site.

8. Manure shall be removed from the site regularly and disposed of in a legal manner.

9. There must be adequate vegetative buffers between stabling areas and adjacent property.

10. Minimum lot size must be 15,000 square feet for one animal plus an additional 5,000 square feet for each additional animal. In all zoning districts there must be 5,000 square feet of free space for each animal to allow the animal to move. Where the property owner submits a current detailed site plan and can demonstrate that adequate facilities for the exercise of the animals will be provided (for example, a commercial stable with an arena area), a conditional use permit may be granted with less restrictive minimum lot size requirements.

11. Corrals shall have a grade allowing water to drain away from the animals. Ditches or channels around the more elevated areas of the corral to catch and direct water away from the corral are recommended. Ditches or channels draining the corral to lower grades shall discharge water in compliance with the Wrangell Municipal Code. [Ord. 785 § 29, 2006.]

20.52.280 Wastewater discharge and drinking water separation.

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

Chapter 20.54

TEMPORARY USE PERMITS

Sections:

20.54.010 Issuance – Duration.

20.54.020 Applications.

20.54.030 Noncompliance.

20.54.010 Issuance – Duration.

The commission may issue a temporary use permit for a use not normally permitted in a district. The temporary use permit shall be for seasonal operations such as construction or timber harvest or temporary uses such as portable sawmill operations. While a temporary use permit should not normally be issued for longer than a 12-month period, the borough assembly may issue a multi-year permit for major construction projects, subject to annual review of the performance of the applicant by the commission. The maximum length for any temporary use permit shall be five years. [Ord. 462 § 6, 1984.]

20.54.020 Applications.

Applications for temporary use permits shall be processed by the commission in its capacity as authorizing agency as it would treat applications for variances. Multi-year applications shall be processed in a manner similar to applications for zoning changes with the added provision that the owner of the property must file a plan for the restoration and use of the property after the temporary use is removed. [Ord. 462 § 6, 1984.]

20.54.030 Noncompliance.

Failure to comply with the provisions of a temporary use permit issued under this chapter shall be grounds for the revocation of such permit and prosecution under the terms of this code. [Ord. 462 § 6, 1984.]

Chapter 20.56

REVIEW

Sections:

20.56.010 Requirements – Procedures.

20.56.020 Permit review.

20.56.030 Planning and zoning commission review and hearings.

20.56.040 Borough assembly hearings.

20.56.010 Requirements – Procedures.

This code uses an array of processes, permits and appeals to carry out its provisions. This chapter is intended to set forth the procedures necessary to gain approval for a proposed project. Review of an application may be required by each of four separate bodies:

- A. The borough administration;
- B. The planning and zoning commission;
- C. The borough assembly; and
- D. The port commission of the borough [(where appropriate)]. [Ord. 462 § 6, 1984.]

20.56.020 Permit review.

A review by the borough administration, including the fire marshal, shall be processed within 10 working days and in most cases determination will be made within 10 working days of the submission of the request. The types of requests that qualify for permit review are:

- A. Building permit requests involving projects of less than \$500,000 value, or having four dwelling units or less; and
- B. State of Alaska, Class I consistency review. [Ord. 462 § 6, 1984.]

20.56.030 Planning and zoning commission review and hearings.

No greater review or evaluation of plans and requests than that conducted under the procedures of the commission shall be necessary unless public hearings are required.

- A. Reviews by the commission are required for the following actions:
 - 1. Building permit requests for projects of \$500,000 value or more;
 - 2. Building permit requests for projects having five or more dwelling units;

3. State of Alaska, Class II consistency reviews;
4. Borough capital improvement programs; and
5. Enforcement against code violations.

B. The commission shall recommend, approve, approve with conditions, or deny all requests within **[15] 60** days of initial review. Failure to reach a decision within such time limit shall constitute an approval of the project as submitted.

C. Review and/or hearings by the commission are required for:

1. Subdivision approvals;
2. Variances;
3. Conditional use permits;
4. Code amendments and rezoning; and
5. Specific violations, where review is requested. [Ord. 462 § 6, 1984.]

20.56.040 Borough assembly hearings.

Hearings before the borough assembly shall be necessary for all code amendments, appeals, budget approvals (including CIP), and adoption of the comprehensive and fiscal management program, and any rezoning. **[The borough assembly, being the elected, legislative body of the borough, must pass judgment on all changes of law, i.e., code amendments and rezoning.]**The assembly serves a quasi-judicial function as the first level of appeal from an **[administration] administrator** or commission decision or determination. Borough assembly hearings on applications for rezoning and appeals shall be conducted within 45 [30] days of receipt by the borough clerk, unless extended by mutual agreement between the applicant or appellant and the borough or for good cause as determined by the Assembly . [Ord. 462 § 6, 1984.]

Chapter 20.58

SITE PLAN SUBMISSION REQUIREMENTS

Sections:

- 20.58.010 Site plans.
- 20.58.020 Availability of maps.
- 20.58.030 Site plans for large projects.

20.58.010 Site plans.

A. All proposed and nonresidential developments and residential uses in excess of four dwelling units must submit a site plan to the borough zoning administrator for review and approval in accordance with the standards set forth in this code. All site plans shall be processed in accordance with the provisions of Chapter 20.56 WMC. Site plans, at a minimum, shall be drawn to appropriate engineer's scale (1:50 feet) to depict the following information:

1. The boundaries, topography and physical conditions of the site, such as water bodies, vegetative cover, and grade steepness;
2. The uses and approximate size, location and height of all proposed buildings and other structures;

3. Off-site parking and loading plans, including circulation plans for vehicular and pedestrian movement;
4. Proximate location and size of open spaces and/or landscaped areas, including buffers and areas retained in their natural state;
5. Approximate location and width of all utility easements or rights-of-way;
6. Areas to be cut and filled, including plans for stabilization of soil and routing of drainage;
7. Total acreage of the site and the calculated density for the project (number of units per acre), including the number of dwelling units for residential use by type and square footage, and gross floor area for industrial and commercial developments.

B. Elements optional to a site plan shall be:

1. Drawings indicating general architectural themes, appearance and/or representative types of buildings;
2. Definitive covenants, grants, easements, dedications and/or restrictions to be imposed on the land, buildings or structures. [Ord. 462 § 6, 1984.]

20.58.020 Availability of maps.

Topographic base maps (1:400 and 1:100) shall be available for review at City Hall for use in project design. [Ord. 462 § 6, 1984.]

20.58.030 Site plans for large projects.

Multiple copies of the site plan shall be required for larger projects which require commission review and approval. At least one copy for each two members of the commission shall be submitted to the commission. [Ord. 462 § 6, 1984.]

Chapter 20.60

MASTER PLAN

Sections:

20.60.010 Master plan requirement.

20.60.020 Purposes.

20.60.030 Required submissions.

20.60.040 Optional standards.

20.60.010 Master plan requirement.

As a requirement of application for rezoning on a portion of a tract of land under single ownership, a master plan must be submitted for the complete tract before any portion of the land may be rezoned. In addition, a master plan shall be required to accompany any application for the rezoning of any area greater than five acres or for the approval of projects of \$500,000 value or more. [Ord. 462 § 6, 1984.]

20.60.020 Purposes.

The general purpose of the master plan process is to require that an applicant apply [minimal] planning techniques to major developments to allow the [so that] the planning commission to

understand [**can grasp**] the merits of a proposed application. The master plan [**purpose of the**] process is intended [**also**] to:

A. Provide for a more efficient use of land which will result in smaller networks of utilities, safer street grids, lower construction and maintenance costs to the general public and promotion of the more efficient use of public and private space;

B. Encourage enhancement and preservation of land which is of outstanding scenic, environmental, cultural or historic significance;

C. Encourage harmonious and coordinated development that considers natural features, community facilities, and land use relationships with surrounding properties in the general neighborhood and provide for pedestrian and vehicular traffic circulation in conformance with the comprehensive plan;

D. Facilitate understanding of a development's anticipated short-term and long-term impact upon the tax base, local economy, population makeup, demand for public utilities and services and the environment. [Ord. 462 § 6, 1984.]

20.60.030 Required submissions.

A master plan shall establish [**is establishing among other things,**] the approximate location of land uses, buffers, roads, pedestrian ways, drainage patterns, open spaces and parks. A master plan for rezoning may require other considerations. The master plan shall consist of:

A. Site condition maps, including:

1. The concept plan maps drawn to the same scale as the topographical plan maps available at City Hall;
2. Boundaries of the subject property;
3. Location and size (as appropriate) of all existing drainage, water, sewer and other utility provisions affecting the site; and
4. Information about existing vegetative cover and general soil types as appropriate to the proposed property.

B. A concept plan which shall depict in map form the location and function of:

1. The land uses proposed for the subject property in a detail at least as great as the general district categories identified in WMC 20.12.010;
2. All proposed roads and pedestrian ways, showing their access to existing public streets and walkways;
3. All drainages, buffers and open spaces within a proposed development.

C. Supporting data, to [**which would**] include:, [**as appropriate:**]

1. A statement indicating what arrangements have been made with the borough or state [**appropriate**] departments or agencies for the provisions of needed utilities, including, if appropriate, water supply, water treatment and distribution, storm drainage, runoff collection and disposal, electric power, sewage collection, wastewater treatment and disposal, and communications (telephone and cable television);
2. The total acreage involved in the project;
3. The number of acres devoted to the various land use categories shown on the site development plan, along with a percentage of total acreage represented by each category of use; and

4. The number and type of dwelling units proposed for the overall site and the number of dwelling units per acre. [Ord. 462 § 6, 1984.]

20.60.040 Optional standards.

In order to provide flexibility in the subdivision and building permit process, an applicant may submit a list of alternative design standards for review as variances for a specific project as part of a master plan review process by the planning and zoning commission. The applicant must submit a set of minimum design standards which shall govern the site development, such as lot shapes and sizes, internal streets and pedestrian ways, open space provisions, off-street parking demands, visual screens, general buffers, and landscaped areas. [Ord. 462 § 6, 1984.]

Chapter 20.64

NONCONFORMING USES

Sections:

- 20.64.010 Nonconforming status designated.
- 20.64.020 Intent.
- 20.64.030 Nonconforming lots of record.
- 20.64.040 Nonconforming structures.
- 20.64.050 Nonconforming uses of structures.
- 20.64.060 Nonconforming uses of land.
- 20.64.070 Construction begun prior to adoption of regulations – Actual construction defined.
- 20.64.080 Construction in annexed district.
- 20.64.085 Construction in area of borough located outside former city limits.
- 20.64.090 Conditional uses deemed conforming uses.
- 20.64.100 Repairs and maintenance.
- 20.64.110 Casualty destruction and rebuilding.
- 20.64.120 Permits for nonconforming uses in annexed district.
- 20.64.125 Permits for nonconforming uses in area of borough located outside former city limits.
- 20.64.130 Provisions not applicable to junkyards.

20.64.010 Nonconforming status designated.

A. When a lot, structure or use legally exists prior to the adoption of the ordinance codified in this title but does not meet the requirements of this title, it shall be permitted to continue only within the limits set forth in this chapter. Under such circumstances, the lot, structure or use shall **[it is said to]** have nonconforming status.

B. There are three types of nonconforming status:

1. Nonconforming Lots. The lot width or acreage is smaller than the minimum permitted in the zone in which it is located.
2. Nonconforming Structures. The structure is designed to accommodate a nonconforming use or fails to meet yard, coverage, height or other development requirements established for the zone in which it is located.

3. Nonconforming Uses of Land and/or Structures. The use to which land and/or structures is being put is not a principal, accessory or conditional use permitted in the zone in which it is located, and is not otherwise permitted in this title. [Ord. 219 § 5, 1969; prior code § 95.25.010.]

20.64.020 Intent.

A. Within the zones established by this title and any future amendments there exist lots, structures, and uses of land and structures which were lawful before this title was passed or amended, but which would be prohibited under the terms of this title or future amendments.

B. It is the intent of this title to permit these nonconformities to continue until they are removed, but not to encourage the continuation of nonconforming uses or structures. **[their survival.]** Such uses are declared by this title to be incompatible with permitted uses in the zones involved. It is further the intent of this title that nonconformities shall not be enlarged upon, expanded nor be used as grounds for adding other structures or uses prohibited elsewhere in the same zone.

C. With regard to the land and territory annexed by the former City of Wrangell on March 7, 1975, and within the zones established by the official zoning map, comprehensively amended to include the above referenced territory incorporated within the borough's municipal boundaries pursuant to annexation, previously unzoned structures and uses have historically existed to date which fail to conform to the official zoning map as adopted herein.

D. In recognition of the fact that the annexation of March 7, 1975, placed a large land area of low density development within a zoned local governmental unit for the first time, resulting in long-established uses and structures becoming nonconforming, the intent of this title is to allow continuance of these uses under grandfather rights and to permit some of the nonconforming uses and structures to continue if there has been substantial investment and improvements to the land constructed for a specific business venture. These previously existing uses, as identified by permit, shall be allowed to continue until removed, and such uses may be maintained or replaced to their original value if destroyed, but shall not be enlarged upon, expanded nor extended, nor uses as the grounds or predicate for adding other structures or uses prohibited elsewhere in the same zone.

E. In recognition of the fact that upon borough formation on May 30, 2008, a large area of land was placed within a local governmental unit for the first time, which, upon zoning, may result in long-established uses and structures becoming nonconforming, the intent of this title is to allow continuance of these uses under grandfather rights and to permit some of the nonconforming uses and structures to continue if there has been substantial investment and improvements to the land constructed for a specific business venture. These previously existing uses, as identified by permit, shall be allowed to continue until removed, and such uses may be maintained or replaced to their original value if destroyed, but shall not be enlarged upon, expanded nor extended, nor used as the grounds or predicate for adding other structures or uses prohibited elsewhere in the same zone. [Ord. 833 § 49, 2009; Ord. 349 § 5, 1976; prior code § 95.25.020.]

20.64.030 Nonconforming lots of record.

A. In any zone in which single-family dwellings are permitted, notwithstanding limitations imposed by other provisions of this title, a single-family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of the ordinance codified in this title. Such lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. Except that nonconforming lots in the RMU District that do

have contiguous frontage with other lots in the same ownership at the time the RMU District was created, those lots will retain their individual lot status. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the zone; provided, that yard dimensions and other requirements not involving area or width, or both, of the lot shall conform to the regulation of the zone in which such lot is located. Variance of yard requirements and of other development requirements, except as specified in this subsection, shall be obtained only through action of the commission as provided in WMC 20.68.010.

B. If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of the ordinance codified in this title, and if all or part of the lots do not meet the requirements for lot width and area as established by this title, except for lots within the RMU District, the lands involved shall be considered to be an undivided parcel for the purposes of this title, and no portion of said parcel shall be used or sold which does not meet lot width and area requirements established by this title, nor shall any division of the parcel be made which leaves remaining any lot with width or area below the requirements stated in this title. [Ord. 219 § 5, 1969; prior code § 95.25.030.]

C. Any nonconforming lot of record within the RMU districts at the time the RMU District was codified that are in contiguous ownership may be retained as a separate lot. Lots subject to this provision are not required to be joined with the contiguous lot(s) in order to achieve the district minimum size.

20.64.040 Nonconforming structures.

Where a lawful structure exists on the effective date of the ordinance codified in this title, or amendment of this title that could not be built under the terms of this title by reason of restrictions on area, lot coverage, height, yards, or other characteristics of the structure or its location on the lot, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

A. No such structure may be enlarged or altered in a way which increases its nonconformity.

B. Should such structure be destroyed by any means to an extent of more than 50 percent of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this title.

C. Should such structure be moved for any reason for any distance whatever, it shall thereafter conform to the regulations for the zone in which it is located after it is moved. [Ord. 219 § 5, 1969; prior code § 95.25.040.]

20.64.050 Nonconforming uses of structures.

If a lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of the ordinance codified in this title, the [said] use may be continued so long as it remains otherwise lawful, subject to the following provisions:

A. No existing structures devoted to a use not permitted by this title in the zone in which it is located shall be enlarged, extended, constructed, reconstructed, moved, or structurally altered except if changing the use of the structure to a use permitted in the zone in which it is located.

B. Any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use at the time of adoption or amendment of the ordinance codified in this title, but no such use shall be extended to occupy any land outside such building.

C. If no structural alterations are made, any nonconforming use of a structure, or structure and premises, may be changed to another nonconforming use; provided, that the commission shall find that the proposed use is equally appropriate or more appropriate to the zone than the existing nonconforming use. In permitting such change, the commission may require appropriate conditions and safeguards, including public hearings, in accord with the provisions of this title.

D. Any structure, or structure and land in combination, in or on which a nonconforming use is superseded by a permitted use, shall thereafter conform to the regulations for the zone in which such structure is located, and the nonconforming use may not thereafter be resumed.

E. When a nonconforming use of a structure, or structure and premises in combination, is discontinued or abandoned for 24 consecutive months, the structure, or structure and premises in combination, shall not thereafter be used except in conformance with the regulations of the zone in which it is located.

F. Where nonconforming use status applies to a structure and premises in combination, removal of the structure shall eliminate the nonconforming status of the land.

G. When a structure which has a nonconforming use status as of the effective date of the ordinance codified in this title is destroyed by fire, the [said] structure may be reconstructed only on the existing footprint within two years from the date it was destroyed and continue the nonconforming use status. For purposes of this section, the [said] reconstructed structure must be 80 percent complete, according to the borough assessor, within two years from the date it was destroyed. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.25.050.]

20.64.060 Nonconforming uses of land.

Where, at the effective date of adoption or amendment of the ordinance codified in this title, lawful use of land exists that is made no longer permissible under the terms of this title as enacted or amended, such use may be continued, so long as it remains otherwise lawful, subject to the following provisions:

A. No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of the ordinance codified in this title.

B. No such nonconforming use shall be moved in whole or in part to any other portion of the lot or parcel occupied by such use at the effective date of adoption or amendment of the ordinance codified in this title.

C. If any such nonconforming use of land ceases for any reason for a period of 12 consecutive months, any subsequent use of such land must conform to the regulations specified by this title and the zoning map for the district in which the land is located; and similarly, if any such nonconforming use of land is voluntarily abandoned, the same requirements shall apply immediately upon abandonment and, in this context, six months of discontinuance of the nonconforming use shall create a rebuttable presumption that the nonconforming use has been abandoned and 12 months of

discontinuance shall create a conclusive presumption of abandonment. [Ord. 349 § 5, 1976; prior code § 95.25.060.]

20.64.070 Construction begun prior to adoption of regulations – Actual construction defined.

A. To avoid undue hardships, nothing in this title shall be deemed to require a change in the plans, construction, or designated use of any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of the ordinance codified in this title and upon which actual building construction has been diligently carried on.

B. “Actual construction” is defined to include the placing of construction materials in permanent position and fastened in a permanent manner, and demolition, elimination, and removal of an existing structure in connection with such construction; provided, that actual construction work shall be diligently carried on until the completion of the building involved. [Ord. 349 § 5, 1976; prior code § 95.25.070(1).]

20.64.080 Construction in annexed district.

To avoid undue hardship, nothing in this title shall be deemed to require a change in the plans, construction or designated use of a building or land which is nonconforming in the subject district when the structure or land use legally existed in the district prior to annexation on March 7, 1975; and it shall be permitted to continue as a nonconforming use if meeting the further specifications described below:

A. There must have been a substantial financial investment defined as a commitment or expenditure for building materials before March 7, 1975. “Construction” as defined in this section means materials in permanent position and fastened in a permanent manner with a permanent foundation.

B. There must have been substantial construction in existence before or diligent progress toward construction completion immediately following March 7, 1975. “Construction” as defined in this section means materials in permanent position and fastened in a permanent manner with a permanent foundation.

C. Construction commenced on a nonconforming structure or on a nonconforming use of land after March 7, 1975, but before the effective date of the ordinance codified in this chapter shall similarly enjoy grandfather rights and be recognized as a nonconforming use if the investment and construction requirements prescribed in the previous subsections are met, but only if a building permit was previously obtained therefor. [Ord. 349 § 5, 1976; prior code § 95.25.070(2).]

20.64.085 Construction in area of borough located outside former city limits.

This section applies to land and structures located outside the boundaries of the former City of Wrangell, as those boundaries existed immediately prior to borough formation on May 30, 2008.

To avoid undue hardship, nothing in this title shall be deemed to require a change in the plans, construction or designated use of a building or land which is nonconforming in the subject district when the structure or land use legally existed in the district prior to May 30, 2008; and it shall be permitted to continue as a nonconforming use if meeting the further specifications described below:

A. There must have been a substantial financial investment defined as a commitment or expenditure for building materials before May 30, 2008. "Construction" as defined in this section means materials in permanent position and fastened in a permanent manner with a permanent foundation.

B. There must have been substantial construction in existence before or diligent progress toward construction completion immediately following May 30, 2008. "Construction" as defined in this section means materials in permanent position and fastened in a permanent manner with a permanent foundation. [Ord. 833 § 50, 2009.]

20.64.090 Conditional uses deemed conforming uses.

Any use for which a conditional use permit is granted as provided in Chapter 20.68 WMC shall not be deemed a nonconforming use, but shall, without further action, be deemed a conforming use in such zone. [Ord. 349 § 5, 1976; prior code § 95.25.070(3).]

20.64.100 Repairs and maintenance.

On any nonconforming structure or on any buildings devoted in whole or in part to any nonconforming use, work may be done in any period of 12 consecutive months on ordinary repairs, or on repair or replacement of nonbearing walls, fixtures, wiring or plumbing to an extent not exceeding 10 percent of the current replacement value of the building; provided, that the cubical content of the building as it existed at the time of passage or amendment of the ordinance codified in this title shall not be increased. [Ord. 349 § 5, 1976; prior code § 95.25.070(4).]

20.64.110 Casualty destruction and rebuilding.

In the event of fire or other extended casualty loss of a nonconforming structure resulting in damage exceeding 50 percent of its assessed value, the structure may not be replaced if its permitted nonconforming use was for residential purposes of any classification. A nonconforming structure so damaged of commercial or industrial classification may be replaced to its original value, but the use shall not be enlarged upon, expanded nor extended, nor be used as the grounds or predicate for adding other nonconforming structures or prohibited uses. [Ord. 349 § 5, 1976; prior code § 95.25.070(5).]

20.64.120 Permits for nonconforming uses in annexed district.

The continuation of nonconforming uses of land or structures, stated differently as the conferring of grandfather rights thereto in districts subject to zoning classification following annexation to the former City of Wrangell on March 7, 1975, shall be allowed only by securing appropriate permits which will be granted by the planning and zoning commission. Applications for nonconforming use permits (or grandfather rights permits) as to structures and/or land must be filed with zoning administrator at City Hall on or before February 15, 1977, and no applications will be accepted thereafter. [Ord. 833 § 51, 2009; Ord. 349 § 5, 1976; prior code § 95.25.075.]

20.64.125 Permits for nonconforming uses in area of borough located outside former city limits.

This section applies to land and structures located outside the boundaries of the former City of Wrangell, as those boundaries existed immediately prior to borough formation on May 30, 2008.

The continuation of nonconforming uses of land or structures, stated differently as the conferring of grandfather rights thereto in districts subject to zoning classification following borough formation on May 30, 2008, shall be allowed only by securing **[appropriate]** permits which will be granted by the planning and zoning commission. Applications for nonconforming use permits (or grandfather rights permits) as to structures and/or land must be filed with the zoning administrator at City Hall within six months of classification of the land into a zoning district other than the “T” transition district (WMC 20.12.060). [Ord. 833 § 52, 2009.]

20.64.130 Provisions not applicable to junkyards.

Notwithstanding the provisions of this chapter, no junked vehicle or junk shall be stored outside and no junk or wrecking yard shall be maintained in a location which is visible from a major road as defined in WMC 20.08.510~~[430]~~ unless it is screened from view by a sight-obscuring fence of good appearance or hedge of good appearance. For the purposes of this section, “junk” means worn out and discarded material in general that may be turned to some use; especially old rope, chain, iron, copper, parts of machinery and bottles gathered or bought up by tradesmen called junk dealers, but not limited to commercial venture, and shall further include parts of buildings, fixtures and appliances; hence, rubbish of any kind; odds and ends. [Ord. 349 § 5, 1976; prior code § 95.25.080.]

Chapter 20.68

CONDITIONAL USE PERMITS

Sections:

- 20.68.010 Purpose of provisions – Regulations generally.
- 20.68.020 Conditions of approval.
- 20.68.030 Application.
- 20.68.035 Fees – After-the-fact applications.
- 20.68.040 Site plan request.
- 20.68.050 Investigation and report to commission.
- 20.68.060 Hearing and notices.
- 20.68.070 Public inspection of application.
- 20.68.080 Commission decision.
- 20.68.090 Issuance of permit – Conditions and Revocation.
- 20.68.100 Expiration of permit.

20.68.010 Purpose of provisions – Regulations generally.

A. There are some uses which, because of their potential impact on neighboring properties or because of their public service nature, should receive commission review in each case. In this manner, detailed consideration can be given to factors affecting the suitability of the proposed location. These conditional uses are specified within Chapters 20.16 through 20.51 WMC.

B. The commission shall permit these uses if, in addition to meeting the off-street parking regulations, development requirements and all other requirements of this title, the conditions set forth in this chapter are met. [Ord. 219 § 5, 1969; prior code § 95.60.010.]

20.68.020 Conditions of approval.

A. When the appearance, traffic generated, noise, or other characteristics of the use would have an adverse affect upon neighboring properties, additional yards, site area, uncleared buffer strips, fences, hedges or other safeguards shall be provided by the conditional use in a manner which is sufficient to prevent any such adverse affect.

B. Provisions for sewage disposal and water service shall be acceptable to all applicable health regulations.

C. Exits and entrances and off-street parking for the conditional use shall be located to prevent traffic hazards or congestion on public streets.

D. In addition to the conditions of subsections (A) through (C) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and the size and character of the site shall facilitate maximum benefit and service to the public. [Ord. 219 § 5, 1969; prior code § 95.60.020.]

20.68.030 Application.

A written application shall be filed with the planning and zoning commission through the zoning administrator. This application shall state the nature of the request and the means whereby the proposed use meets the conditions stated in the pertinent section of this title. [Ord. 219 § 5, 1969; prior code § 95.60.030.]

20.68.035 Fees – After-the-fact applications.

A. All conditional use permit applications must be accompanied by a \$50.00 application fee unless a higher after-the-fact application fee is required.

B. After-the-fact conditional use permit applications must be accompanied by a \$150.00 application fee unless:

1. The applicant did not own the property prior to:
 - a. November 1, 2006, in the case of a lot located within the boundaries of the former City of Wrangell, as those boundaries existed immediately prior to borough formation; or
 - b. May 30, 2008, in the case of a lot located outside the boundaries of the former City of Wrangell, as those boundaries existed immediately prior to borough formation;
2. The violation existed prior to the applicant owning the property;
3. The violation was not disclosed to the applicant at the time the applicant acquired ownership; and
4. An application is submitted within 60 days of the applicant receiving notice or otherwise becoming aware of the violation.

C. “After-the-fact” means an application for a conditional use permit which is received by the borough after the use for which the permit is required has commenced. [Ord. 833 § 53, 2009; Ord. 788 § 1, 2006.]

20.68.040 Site plan request.

Where necessary to determine compliance with the listed conditions, the zoning administrator shall request a specific and detailed site plan. [Ord. 219 § 5, 1969; prior code § 95.60.030.]

20.68.050 Investigation and report to commission.

The zoning administrator shall investigate and report to the commission on the extent to which the use requested meets the conditions stated in this title. [Ord. 219 § 5, 1969; prior code § 95.60.030.]

20.68.060 Hearing and notices.

The commission shall set a date for and hold a public hearing upon each properly submitted application. Such hearing shall be held not later than ~~[30]~~60 days following the date of filing of such application. At least 10 days before the hearing a public notice specifying the subject, time and place of the hearing shall be posted at City Hall **[on all public bulletin boards]**. In addition, at least 10 days notice of the time and place of the hearing shall be mailed to **[all parties in interest]**~~the applicant~~ and to all property owners within 300 feet of the property involved. Hearing notices shall be mailed at least 20 days prior to a hearing for applications within the RMU district. [Ord. 219 § 5, 1969; prior code § 95.60.030.]

20.68.070 Public inspection of application.

From the time of filing such application until the time of such hearing, the application, together with all plans and data submitted, shall be available for public inspection in the office of the zoning administrator. [Ord. 219 § 5, 1969; prior code § 95.60.030.]

20.68.080 Commission decision.

Within 30 days after the hearing the commission shall grant or reject the request for a conditional use permit. The commission's decision shall be based on the compliance of the request with the conditions listed in this title. The decision of the commission and the reasons **[therefor]** shall be entered in the records of the commission and shall be available to the public. The zoning administrator shall give the applicant written notice, by prepaid certified U.S. Mail or hand delivery, of the decision of the commission. The notice shall inform the applicant that the applicant has 15 days from the date of the decision of the commission to file a notice of appeal with the borough clerk sitting as the clerk for the board of adjustment pursuant to the provisions of WMC 20.80.[Ord. 219 § 5, 1969; prior code § 95.60.030.]

20.68.090 Issuance of permit – Conditions and Revocation.

A. In granting a conditional use permit, the commission shall state the conditions required. **[Any such condition must be complied with.]**

B. Any conditional use permit may be modified or revoked or cancelled by the planning commission for failure to comply with the conditions of the conditional use permit. The permit holder may initiate proceedings to modify the permit. The party initiating the modification or revocation or cancellation bears the burden of proof at the hearing of the planning commission.

1. The planning commission shall give the owner of the property subject to the conditional use permit twenty (20) days written notice, by prepaid certified U.S. Mail or hand delivery, in advance of the date of hearing prior to any action revoking the permit. The notice shall state the subject, date, time and place of the hearing. The notice is complete upon mailing.

2. At least 10 days before the hearing a public notice specifying the subject, time and place of the hearing shall be posted to the public. In addition, at least 10 days notice of the time and place of the hearing shall be mailed to all property owners within 300 feet of the property involved. Hearing notices shall be mailed at least 20 days prior to a hearing for permit hearings within the RMU district.

3. The permit holder may present evidence and cross-examine witnesses at the hearing. After the planning commission has concluded the hearing, the commission shall make written findings of fact within 30 days from the evidence at the hearing as to whether the permit holder has complied with the conditions of the permit. The findings of the commission shall be embodied in a formal written resolution of the commission as part of its records.

4. The zoning administrator shall give the owner of the property subject to the conditional use permit written notice, by prepaid certified U.S. Mail or hand delivery, of the decision of the commission. The notice shall inform the applicant that the applicant has 15 days from the date of the resolution of the commission to file a notice of appeal with the borough clerk sitting as the clerk for the board of adjustment pursuant to the provisions of WMC 20.80.

5. Upon revocation of the permit, further use of the property for which the permit had been granted shall constitute a violation of this title and shall be punishable accordingly. [Violation of any condition shall result in revocation of the permit and further use of the property or maintenance of any building thereon shall constitute a violation of this title and shall be punishable accordingly.] [Ord. 219 § 5, 1969; prior code § 95.60.030.]

20.68.100 Expiration of permit.

Any conditional use permit approved by the commission shall expire unless the privilege granted is utilized within one year after the granting of the conditional use permit. [Ord. 788 § 2, 2006; Ord. 219 § 5, 1969; prior code § 95.60.030.]

Chapter 20.72

VARIANCES

Sections:

- 20.72.010 Purpose of provisions.
- 20.72.020 Application.
- 20.72.030 Public inspection of application.
- 20.72.040 Hearing and notice.
- 20.72.050 Conditions of approval.
- 20.72.060 Consideration of evidence.
- 20.72.070 Decision.
- 20.72.080 Expiration of approval.

20.72.010 Purpose of provisions.

The variance provision is designed to allow the commission to adjust the regulations of this title in special cases where unusual physical features of the particular parcel involved would make a strict application of the zoning regulations unreasonable. Under no circumstances shall a variance be granted to permit a use of land or structure which is not otherwise permitted in the zone involved. Rezoning is the only legal means of changing permitted uses of land and buildings. [Ord. 485 § 5, 1985; prior code § 95.65.030(1).]

20.72.020 Application.

- A. A written application shall be filed with the commission through the zoning administrator.
- B. The application shall include the following:
 - 1. A description by lot and block of the property involved;
 - 2. The signature of the owner of the property concerned;
 - 3. Site plans showing the location of all existing and proposed buildings or alterations, elevations of such buildings or alterations, and such other data as may be required;
 - 4. A fee of \$50.00 unless a higher after-the-fact application fee is required;
 - 5. The fee for after-the-fact variance applications is \$150.00 unless:
 - a. The applicant did not own the property prior to:
 - i. November 1, 2006, in the case of a lot located within the boundaries of the former City of Wrangell, as those boundaries existed immediately prior to borough formation; or
 - ii. May 30, 2008, in the case of a lot located outside the boundaries of the former City of Wrangell, as those boundaries existed immediately prior to borough formation;
 - b. The violation existed prior to the applicant owning the property;
 - c. The violation was not disclosed to the applicant at the time the applicant acquired ownership; and
 - d. An application is submitted within 60 days of the applicant receiving notice or otherwise becoming aware of the violation.

C. “After-the-fact” means an application for a variance which is received by the borough after the construction, alteration or use for which the variance is required has commenced. [Ord. 833 § 54, 2009; Ord. 788 § 3, 4, 2006; Ord. 485 § 5, 1985; prior code § 95.65.030(2)(a).]

20.72.030 Public inspection of application.

From the time of filing such application until the time of the commission’s hearing, the application, together with all plans and data submitted, shall be available for public inspection in the office of the administrative official. [Ord. 485 § 5, 1985; prior code § 95.65.030(2)(b).]

20.72.040 Hearing and notice.

Before taking any action on the proposed variance but within ~~[30]~~60 days of the filing of the application, the commission shall hold a public hearing on the proposed variance. At least 10 days before the hearing a public notice specifying the subject, time and place of the hearing shall be posted at City Hall [on all public bulletin boards]. In addition, at least 10 days’ notice of the time and place of the hearing shall be mailed to the applicant [all parties in interest] and to all property owners within 300 feet of the property. Hearing notices shall be mailed at least 20 days prior to a hearing for applications within the RMU district. [Ord. 485 § 5, 1985; prior code § 95.65.030(2)(c).]

20.72.050 Conditions of approval.

The commission must find all four of the following conditions to exist in order to grant the variance:

A. That there are exceptional physical circumstances or conditions applicable to the property or to its intended use or development which do not apply generally to the other properties in the same zone;

B. That the strict application of the provisions of this title would result in practical difficulties or unnecessary hardships. Financial difficulty shall not be considered a hardship under this provision; **[(The courts have generally ruled that financial difficulty cannot be considered a hardship in such cases)]**

C. That the granting of the variance will not result in material damage or prejudice to other properties in the vicinity and will not **[nor]** be detrimental to the public health, safety or welfare;

D. That the granting of the variance will not be contrary to the objectives of the comprehensive plan. [Ord. 485 § 5, 1985; prior code § 95.65.030(2)(d).]

20.72.060 Consideration of evidence.

The commission shall hear and consider evidence by way of testimony **[and facts]** from any person at the public hearings, or by written communication to the commission received by the commission before the time set for the hearing. **[from any person relative to the matter.]** [Ord. 485 § 5, 1985; prior code § 95.65.030(2)(e).]

20.72.070 Decision.

A. The commission shall render its decision within 30 days after the conclusion of the public hearing, unless such time limit is extended by common consent and agreement signed by both the applicant and the commission.

B. A variance may not be granted because of special conditions caused by actions of the person seeking relief or for reasons of pecuniary hardship or inconvenience. A variance may not be granted which will permit a land use in a district in which that use is prohibited.

C. The decision of the commission and the reasons for the decision **[therefor]** shall be entered into records of the commission. [Ord. 485 § 5, 1985; prior code § 95.65.030(2)(f).]

D. The zoning administrator shall give the applicant written notice, by prepaid certified U.S. Mail or hand delivery, of the decision of the commission. The notice shall inform the applicant that the applicant has 15 days from the date of the decision of the commission to file a notice of appeal with the borough clerk sitting as the clerk for the board of adjustment pursuant to the provisions of WMC 20.80.

20.72.080 Expiration of approval.

Any variance granted by the commission shall expire unless the privilege is utilized within one year of granting the variance. [Ord. 788 § 5, 2006; Ord. 485 § 5, 1985; prior code § 95.65.030(2)(g), (h).]

Chapter 20.76

AMENDMENTS

Sections:

20.76.010 Amendment authority.

20.76.020 Initiation.

20.76.030 Commission hearing and report.

20.76.040 Borough assembly hearing and notice.

20.76.010 Amendment authority.

Whenever the public necessity, convenience or general welfare requires, the borough assembly may, under the procedure set forth in this chapter and by ordinance, amend or repeal these regulations or change the boundaries of zones. [Ord. 485 § 6, 1985; prior code § 95.75.010.]

20.76.020 Initiation.

Changes in this title may be initiated by the following means:

A. By the borough assembly on its own motion;

B. By the commission on its own motion;

C. By petition signed by the owners of 50 percent of the property within an area proposed for rezoning; the **[said]** petition shall be filed with the commission through the zoning administrator. The zoning administrator shall not accept incomplete or incorrect petitions for filing. If the borough assembly finds that it is in the public's best interest to disapprove a petition, another petition requesting substantially the same zoning change may not be filed within six months after disapproval of the original petition. Besides the necessary signatures, the petition shall contain the following:

1. A description by lot and block and general location of the property involved;
2. Reasons for the proposed change;
3. A statement describing the effect of the proposed change on the objectives of the comprehensive plan; and
4. A fee of ~~\$75~~**[25]**.00 to cover legal notice and administrative costs. [Ord. 485 § 6, 1985; prior code § 95.75.020(1).]

20.76.030 Commission hearing and report.

A. Before any proposed zoning change may be acted upon by the borough assembly, the commission shall hold a public hearing on the proposed amendment to the zoning ordinance or proposed map. The zoning administrator, with the **[such]** assistance of other borough departments **[as**

may be required and appropriate,] shall review and report to the commission on the proposed amendment, prior to the date of the hearing.

B. At least 10 days before the hearing a public notice specifying the subject, time and place of the hearing shall be posted at City Hall [on all public bulletin boards.] In addition, where the proposed zoning change affects a zone boundary, owners of property within the area of proposed zone change and all property owners within 300 feet of this area shall be notified by mail of the subject, time and place of such hearing. Said notice shall be mailed at least 10 days before the hearing. Hearing notices shall be mailed at least 20 days prior to a hearing for proposed zoning changes within the RMU district.

C. Within ~~45~~**[15]** days from the date of the hearing as set forth in this section, the commission shall study the proposed change and shall make a report in writing to the borough assembly. The [Said] report shall include the following:

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;
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; and
3. Recommendation as to the approval or disapproval of the change. [Ord. 485 § 6, 1985; prior code § 95.75.020(2).]

20.76.040 Borough assembly hearing and notice.

A. Before taking any action on the proposed zoning change, but within 30 days of the filing of the report by the commission, the borough assembly shall hold a public hearing on the proposed amendment to the zoning ordinance or proposed map.

B. At least 10 days before the hearing a public notice specifying the subject, time and place of the hearing shall be posted at City Hall [on all public bulletin boards.] In addition, where the proposed zoning change effects a zone boundary, owners of property within the area of proposed zone change and all property owners within 300 feet of this area shall be notified by mail of the subject, time and place of such hearing. Said notice shall be mailed at least 10 days before the hearing. Hearing notices shall be mailed at least 20 days prior to a hearing for proposed zoning changes within the RMU district.

C. If the borough assembly finds that it is in the best interest of the public **[public's best interest]** to approve the proposed zoning change, the assembly **[they]** may **[thereafter]** enact the **[said]** change by ordinance. [Ord. 485 § 6, 1985; prior code § 95.75.020(3).]

Chapter 20.77

CONTRACT ZONING

Sections:

20.77.010 Contract zoning – Definition and purpose.

20.77.020 Initiation.

20.77.030 Agreement.

20.77.010 Contract zoning – Definition and purpose.

In this chapter, “contract zoning” means a zoning reclassification to a less restricted use when the owner of the rezoned property, through an agreement with the borough assembly, places restrictions on the use of the land beyond the zoning requirements generally attaching to the new district in which the property has been placed. Contract zoning shall follow the same procedures as set forth in WMC 20.76.020(C), 20.76.030 and 20.76.040(A) and (B). [Ord. 485 § 7, 1985.]

20.77.020 Initiation.

Contract zoning shall be initiated by petition signed by the owners of the property to be rezoned. In addition to the information required in WMC 20.76.020(C), the petition shall include the following:

- A. The use to which the property will be put;
- B. The term desired for the agreement, which term shall not exceed the estimated useful life of the improvements that are or will be constructed on the property;
- C. The dimensions, square feet and height of the improvements;
- D. A detailed site plan, which shall include the location of improvements and provisions for off-street parking spaces and loading/unloading space(s);
- E. The estimated number of persons that will be employed;
- F. A statement as to the type and volume of solid waste that will be generated and the proposed method of disposal;
- G. A statement as to the amount of traffic that will be generated; and
- H. A statement as to the noise or odor that may be generated. [Ord. 485 § 7, 1985.]

20.77.030 Agreement.

If the borough assembly finds that it is in the best interest of the public[’s **best interest**] to approve the proposed contract zone, the borough assembly shall [**thereafter**] prepare an agreement, including such terms and limitations as the assembly [**they**] deems necessary to protect neighboring properties, for approval by ordinance. The [**Said**] agreement shall include covenants as follows:

- A. That the property shall be developed for the proposed use within a specified period of time;
- B. That if the owner ceases to use the property as agreed for a specified period of time the classification of the [**said**] property will revert to the former zone; and
- C. That should the property subject to the agreement be zoned to a zoning classification which permits the use set forth in the agreement, the provisions of the agreement restricting said property use shall be null and void. [Ord. 485 § 7, 1985.]

Chapter 20.80

APPEALS

Sections:

20.80.010 Board of adjustment appeals.

20.80.010 Board of adjustment appeals.

A. The board of adjustment shall hear and decide:

1. Appeals from decisions of the planning commission regarding administrative decisions of borough employees made in the enforcement, administration or application of this title.
2. Appeals from decisions of the planning commission on requests for conditional uses.
3. Appeals from a decision of the planning commission on a request for a variance from the terms of this title.

B. In exercising the above-mentioned powers, the board of adjustment may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed and may make such order, requirement, decision or determination as deemed necessary to implement its decision. **[may be appropriate, and to that]** The board of adjustment **[end]** shall have all the powers of the planning commission or administrator [body] who made the original decision.

C. Time for Appeal.

1. All appeals shall be filed in writing with the clerk no later than 15 days after the date of the decision; provided, however, if the clerk determines that a notice of appeal filed within such 15-day period is incomplete or lacking in sufficient detail, the clerk shall notify the appellant in writing at the address indicated in the notice of appeal specifying the deficiencies or by hand delivery to the appellant. The appellant shall have an additional 10 days from the date such notice is mailed or hand delivered to correct such deficiencies by filing a supplement to the notice of appeal correcting such deficiencies or adding additional information.

2. Any appeal filed after the time provided above shall not be considered by the board of adjustment.

3. Upon such notice of appeal having been duly filed, the clerk shall **[thereupon]** send a copy **[thereof]** to the zoning administrator, and the planning commission, together with a written request for all **[pertinent]** records and transcripts, including the written decision and/or resolution of the planning commission granting or denying the **[said]** application. The zoning administrator shall, within ten **[seven]** **([7]10)** days after having received a **[said]** copy of the appeal and request from the clerk, certify and deliver the **[said]** records, transcripts and documents of the planning commission to the clerk of the board of adjustment.

4. An appeal to the board of adjustment stays enforcement proceedings unless the board or a court issues an order otherwise for good cause shown.

5. The board of adjustment shall hear and decide appeals on the record certified **[established]** by the planning commission to the clerk. **[considering all pertinent records, transcripts, documents, testimony or other evidence certified to it by the zoning administrator.]** The board of adjustment shall consider at a public meeting all appeals not later than 30 days following the date the certified record specified in subsection (C)(3) of this section is delivered to the clerk of the board of adjustment; provided, however, the date for the public meeting may be continued for a period not to exceed an aggregate total of 30 additional days as follows:

- a. By the clerk upon the clerk's determination there is a lack of a quorum.

b. **[By the board for purposes of securing additional information, or u]** Upon written request for a continuance by the appellant, submitted not less than three days prior to the scheduled session, or for other good cause shown.

6. At least 10 days' notice of the time and place of the public meeting shall be published in a newspaper of general circulation in the borough. In addition, at least 10 days['] written notice of the time and place of the **[said]** public meeting shall be given to the appellant(s) and affected property owners or possessors, as such is determined within this title.

7. The board of adjustment shall **[, after having received and considered the said appeal, the certified records, transcripts and documents, at a duly held appeal hearing, shall forthwith]** render a decision as set forth in subsection (B) of this section. The board of adjustment may provide an opportunity to hear a limited summary of the appeal and may question the appellant, the zoning administrator and interested parties who appeared before the planning commission about the appeal; however, evidence not previously before the planning commission will not be heard or made a part of the board of adjustment record. The decisions of the board of adjustment shall be by motion and the vote shall be taken by roll call. A majority vote in the affirmative for the motion by the members present at a hearing in which a quorum is present adopts any motion. Following adoption of the motion, the members voting on the prevailing side of the motion shall with the presiding officers, develop formal specific findings of fact which support the decision and which shall be deemed part of the final decision and permanently entered in the record of the appeal proceedings.

8. The adoption of the motion and entry of the findings of fact constitutes the final decision of the board of adjustment, and the date of the entry of the findings of fact constitutes the date of the final decision of the board of adjustment. The clerk of the board of adjustment shall, not later than 10 days of the date of the final decision, certify the **[said]** motion to the zoning administrator and planning commission. In addition, a certified copy of the motion shall immediately be mailed to the appellant(s) by certified mail, return receipt requested or hand delivered. The appellant shall be informed of the **[his further]** right of appeal as set forth in subsection (E) of this section.

9. If the board of adjustment fails within 30 days after the date on which the hearing of the appeal is closed to affirmatively reverse, affirm, modify or remand the decision of the planning commission, the decision of the administrative official or planning commission shall be deemed to be upheld and affirmed.

D. Procedure of the Board of Adjustment.

1. The assembly is the board of adjustment. Meetings of the board are held at the call of the presiding officer. The presiding officer may administer oaths and compel attendance of witnesses. Meetings and hearings of the board shall be open to the public, and the board shall keep minutes of its proceedings showing its decision, the reasons for its decision, and the vote of each member upon each question. The **[Said]** minutes shall be public records.

2. The owner of the property, a borough officer or any party with ownership or possessory interest in property located within the borough may file with the board of adjustment a notice of appeal specifying in detail such person's objections to the action appealed from. All such appeals shall be filed in writing with the borough clerk, who is the clerk of the board of adjustment and shall contain all of the following information:

- a. Name, address and telephone number of the appellant;
 - b. A statement indicating the appellant's standing in the matter;
 - c. A description of the action appealed from, including property descriptions;
 - d. A specific and detailed statement of the basis and grounds upon which the appeal is made;
- and
- e. A statement of the relief sought.

Grounds upon which the board of adjustment may grant an appeal are (i) a procedural error, (ii) an error in the application of the pertinent law, (iii) lack of evidence to support findings and conclusions, or (iv) misrepresentation of a fact.

E. Judicial Review. The owner of the property, a municipal officer or any party with ownership or possessory interest in property located within the borough may appeal an action of the board of adjustment to the superior court in the manner provided by Rule 602 of the Rules of the Appellate Procedure of the State of Alaska. [Ord. 761 § 6, 2004.]

Chapter 20.84

ZONING CERTIFICATES

Sections:

20.84.010 Generally.

20.84.020 *Repealed.*

20.84.030 Noncompliance deemed violation.

20.84.040 Application.

20.84.050 Decision.

20.84.060 *Repealed.*

20.84.010 Generally.

No permit for the erection, alteration, moving or repair of any building or other structure shall be issued until the zoning administrator has certified in writing that the proposed construction is in conformity with the provisions of this title. [Ord. 833 § 55, 2009; Ord. 219 § 5, 1969; prior code § 95.55.020.]

20.84.020 Recordkeeping.

Repealed by Ord. 833. [Ord. 219 § 5, 1969; prior code § 95.55.020.]

20.84.030 Noncompliance deemed violation.

Failure to obtain certification from the zoning administrator as required under WMC 20.84.010 shall be a violation of this title and shall be punishable under Chapter 20.92 WMC. [Ord. 833 § 57, 2009; Ord. 219 § 5, 1969; prior code § 95.55.020.]

20.84.040 Application.

All requests under WMC 20.84.010 shall be accomplished by plans in duplicate, drawn to scale, showing the actual dimensions and shape of the lot to be built upon; the exact sizes and locations on the lot of buildings already existing, if any; and the location and dimensions of the proposed building or alteration. The application shall include such other information as lawfully may be required by the zoning administrator, including existing or proposed buildings or alterations; existing or proposed uses of the building and land; the number of families, housekeeping units, or rental units the building is designed to accommodate; conditions existing on the lot; and such other matters as may be

necessary to determine conformance with and provide for the enforcement of this title. [Ord. 833 § 58, 2009; Ord. 219 § 5, 1969; prior code § 95.55.020.]

20.84.050 Decision.

The zoning administrator shall render his decision within 30 days of the filing of the request for certification; however, this time limit may be extended by common consent and agreement signed by both the applicant and the zoning administrator. [Ord. 833 § 59, 2009; Ord. 219 § 5, 1969; prior code § 95.55.020.]

20.84.060 Filing and return of plans.

Repealed by Ord. 833. [Ord. 219 § 5, 1969; prior code § 95.55.020.]

Chapter 20.88

ADMINISTRATION

Sections:

20.88.010 Zoning administrator – Appointment and duties.

20.88.010 Zoning administrator – Appointment and duties.

A. A zoning administrator appointed by the borough manager shall administer and enforce this title.

B. Upon a finding that any provision of this title is being violated, the zoning administrator shall notify in writing the person responsible for such violations, indicating the nature of the violation and ordering the action necessary to correct it. The zoning administrator shall order discontinuance of illegal uses of land, buildings, or structures; removal of illegal buildings or structures, or of additions, alterations or structural changes thereto; discontinuance of any illegal work being done; or shall take any other action authorized by this title to ensure compliance with or to prevent violation of the provisions of this code.

C. The zoning administrator may call upon the police department for assistance in the delivery of notices of violation or for enforcement of the provisions of this code. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.55.010.]

Chapter 20.92

VIOLATIONS

Sections:

20.92.010 Complaints of violations.

20.92.015 Violation reports.

20.92.020 Violations deemed nuisance.

20.92.030 Permits not deemed approval of violations.

20.92.040 Penalties for violations.

20.92.045 Injunctive relief.

20.92.050 Remedies cumulative.

20.92.010 Complaints of violations.

Whenever a violation occurs, any person may file a written complaint **[in regard thereto]**. All such complaints shall be brought to the attention of the administrator who shall record such complaint and immediately investigate and report **[thereon]** to the commission. If the alleged violation continues after a notice of violation to the person maintaining a use in violation, then the zoning administrator shall refer the matter to the commission[.]. The commission may **[which shall further]** pursue any legal action necessary to secure compliance with this code. [Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.55.030.]

20.92.015 Violation reports.

Complaints from citizens shall be in the form of a letter stating the precise nature of the violation. The staff will perform a site inspection and act accordingly to resolve the problem. If the use is found in violation of this code, a notice of violation will be sent specifying what actions must be taken to correct the violation. A copy of this notice and any following correspondence shall be sent upon request to the person making a complaint. All correspondence will be dated and filed to document the process. Information necessary in the report to the commission shall include:

- A. The extent and nature of the alleged violation;
- B. The date of the investigation and notification of violation by the planning administrator;
- C. Date and nature of the complaint;

D. The name of the complainant shall be confidential, as such information has no bearing upon the nature and extent of any violation, and shall not be recorded unless specifically requested by the complainant and then only for providing information by which the zoning administrator may supply the person with a copy of the report submitted to the commission and documentation of any further proceedings necessary to secure compliance. [Ord. 462 § 6, 1984.]

20.92.020 Violations deemed nuisance.

Any building or structure set up, erected, built, moved or maintained or any use of property contrary to the provisions of this title shall be declared to be unlawful and a public nuisance and the borough assembly shall immediately commence action for the removal thereof, in the manner provided by law, and shall apply to such court or courts as may have jurisdiction to remove such building, structure or use. [Ord. 219 § 5, 1969; prior code § 95.55.030.]

20.92.030 Permits not deemed approval of violations.

The issuance or granting of a building permit or approval of plans or specifications under the authority of a building code without a certificate of zoning compliance shall not be deemed or construed to be a permit for or an approval of any violation of any of the provisions of this title or any amendment thereto. No permit presuming to give authority to violate or cancel any of the provisions of this title shall be valid except insofar as the work or use which is authorized is lawful and permitted. [Ord. 219 § 5, 1969; prior code § 95.55.030.]

20.92.040 Penalties for violations.

For any and every violation of the provisions of this title, the owner, agent, or contractor of a building or premises where such violation has been committed or exists, or any other person who maintains any building or premises in which any violation exists, shall be punishable as provided for in WMC 1.20.010. Each and every day that such violation continues shall be deemed a separate and distinct violation. [Ord. 833 § 61, 2009; Ord. 219 § 5, 1969; prior code § 95.55.040.]

20.92.045 Injunctive relief.

Nothing contained in this section shall prevent the borough assembly, with the concurrence of the commission, from taking such other lawful action as is necessary to prevent or remedy any violation of this code. The borough assembly shall be specifically entitled to seek injunctive relief for the enforcement of this code. [Ord. 462 § 6, 1984.]

20.92.050 Remedies cumulative.

All remedies provided for in this title shall be cumulative and not exclusive. [Ord. 219 § 5, 1969; prior code § 95.55.040.]

SEC. 2. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

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

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

PASSED IN FIRST READING: January 8 , 2013.

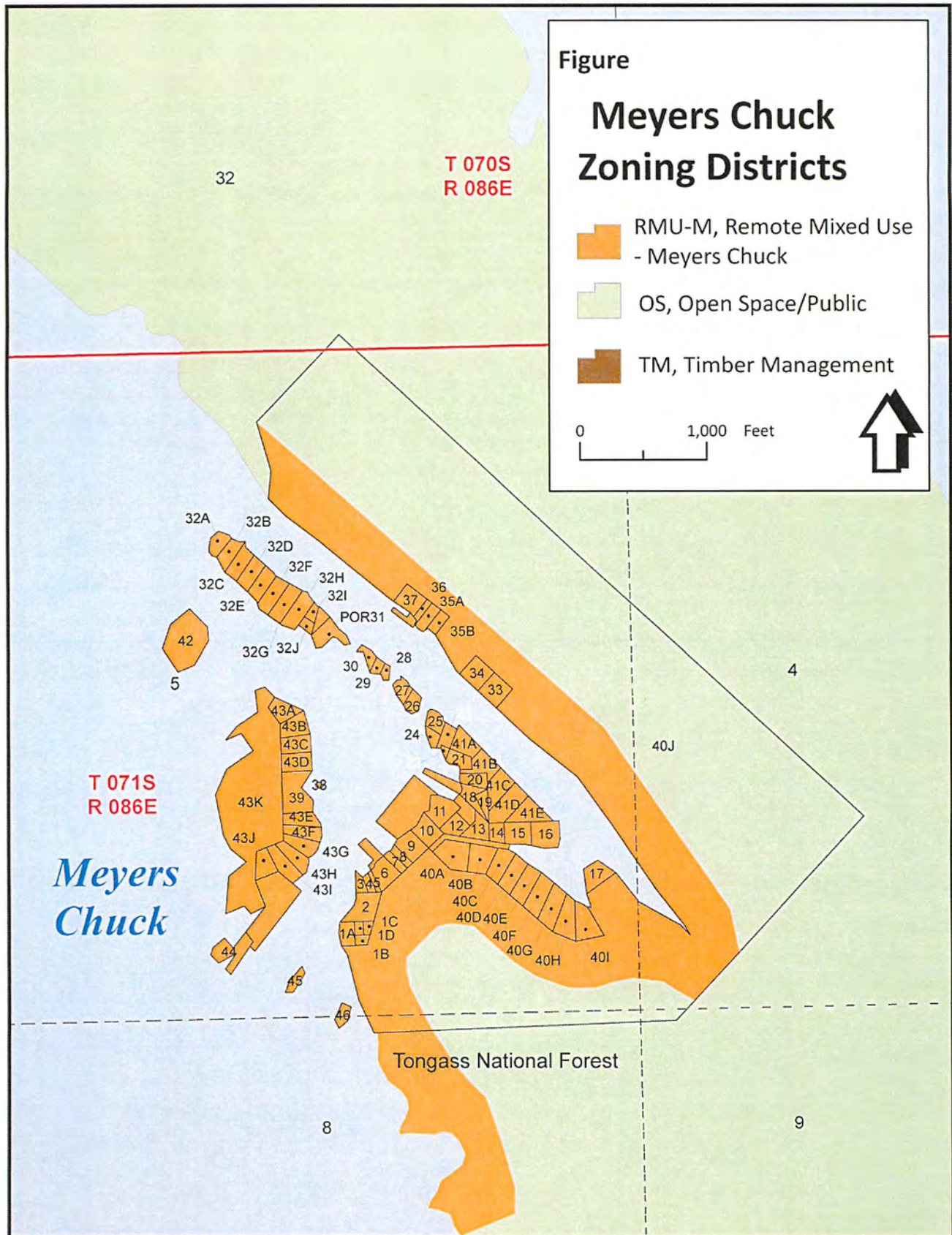
PASSED IN SECOND READING: , 2013.

Attest: _____

Kim Flores, Borough Clerk

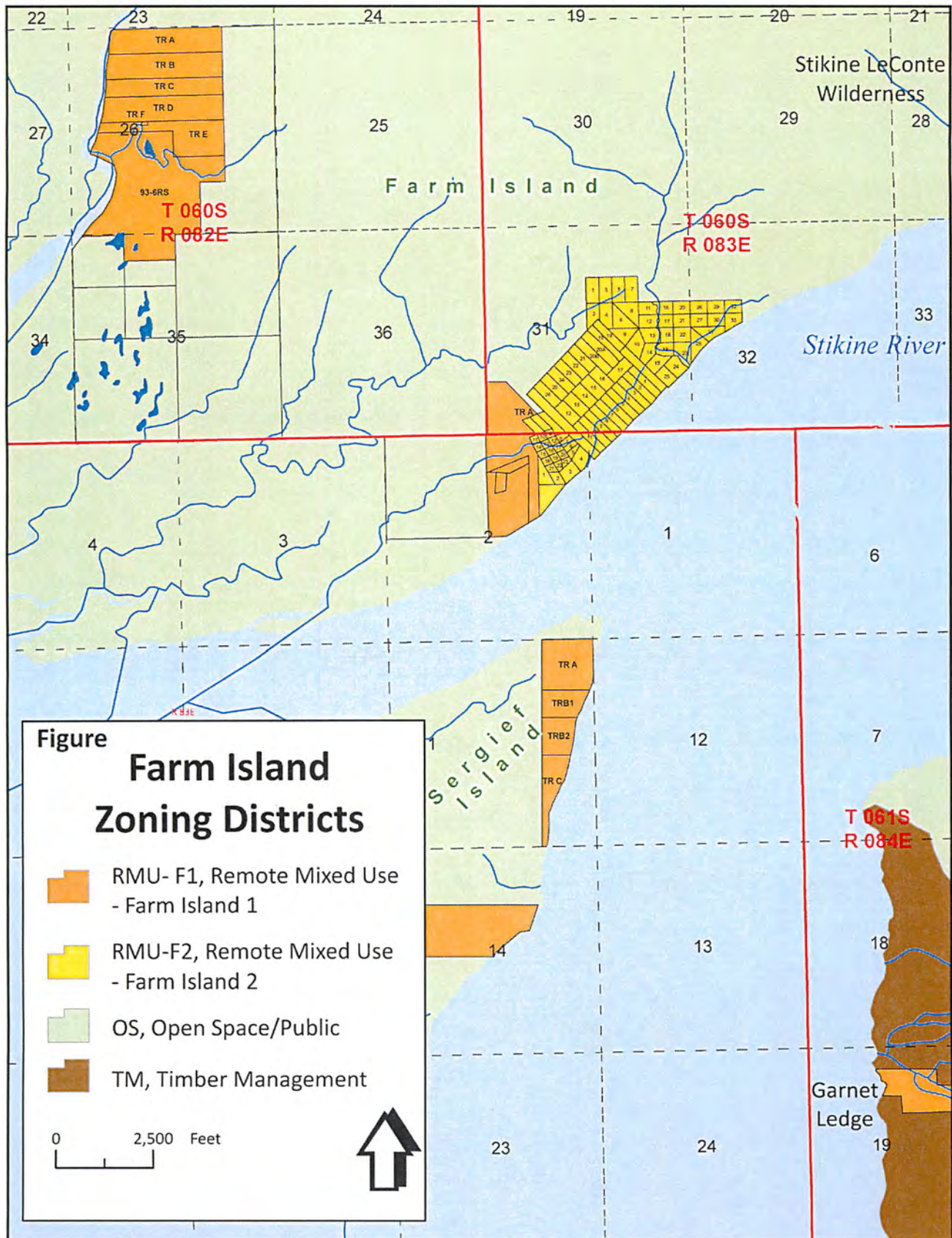
Donald J. McConachie, Mayor

City and Borough of Wrangell DRAFT Zoning Maps – October 2011



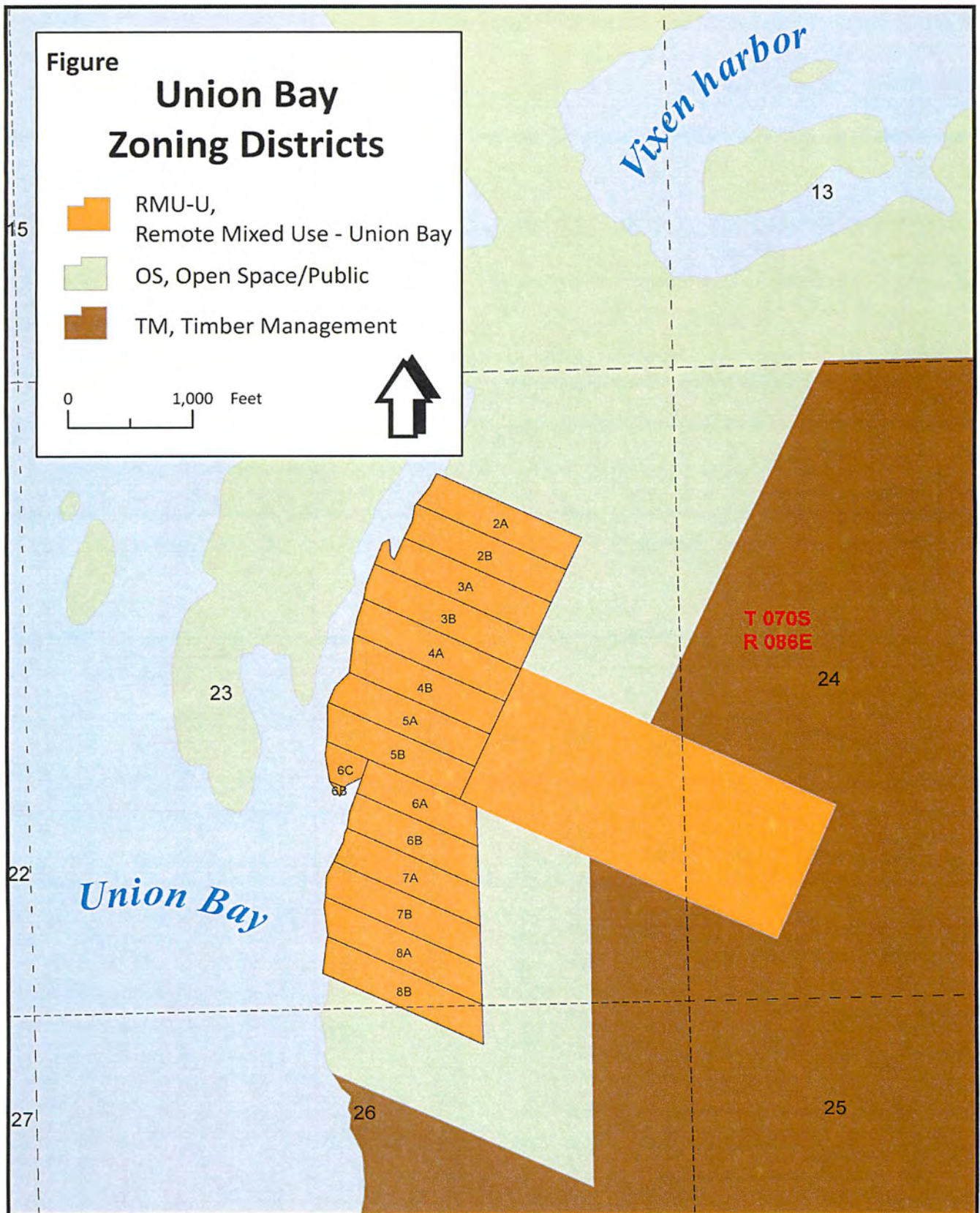
This map was compiled using the best available data sources and is for illustration purposes only. Data may have discrepancies when compared to survey plats.

City and Borough of Wrangell DRAFT Zoning Maps – October 2011



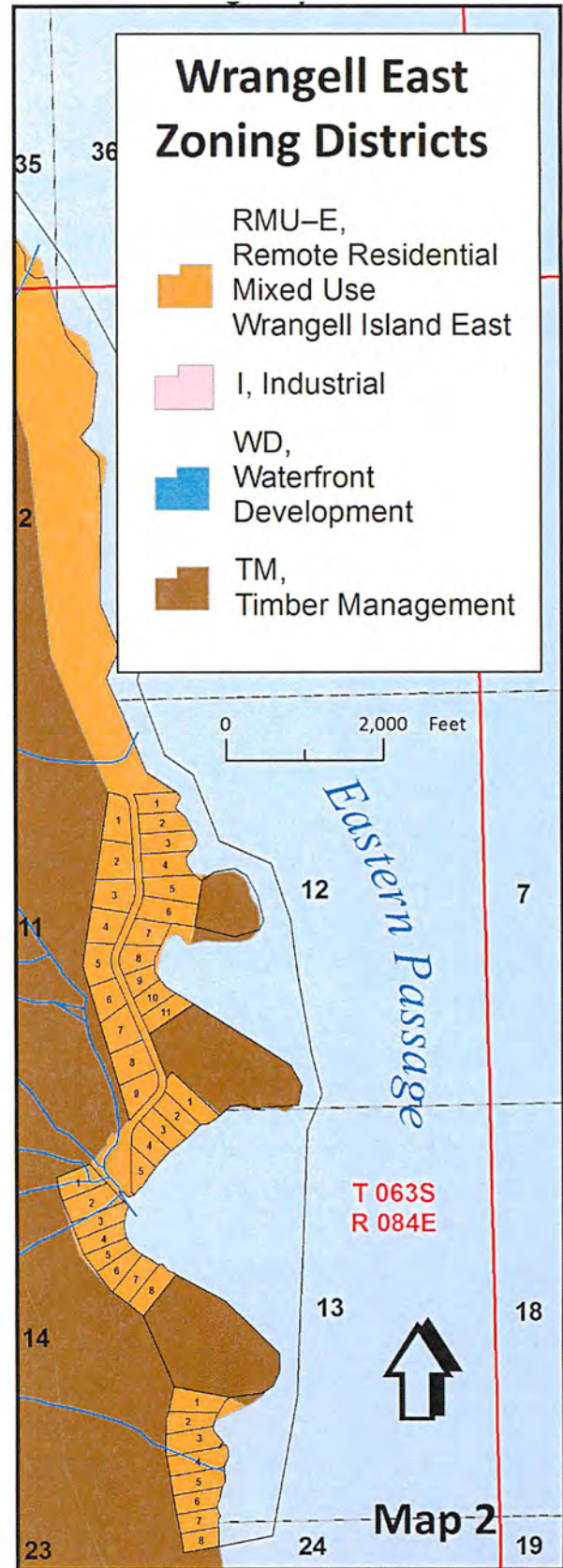
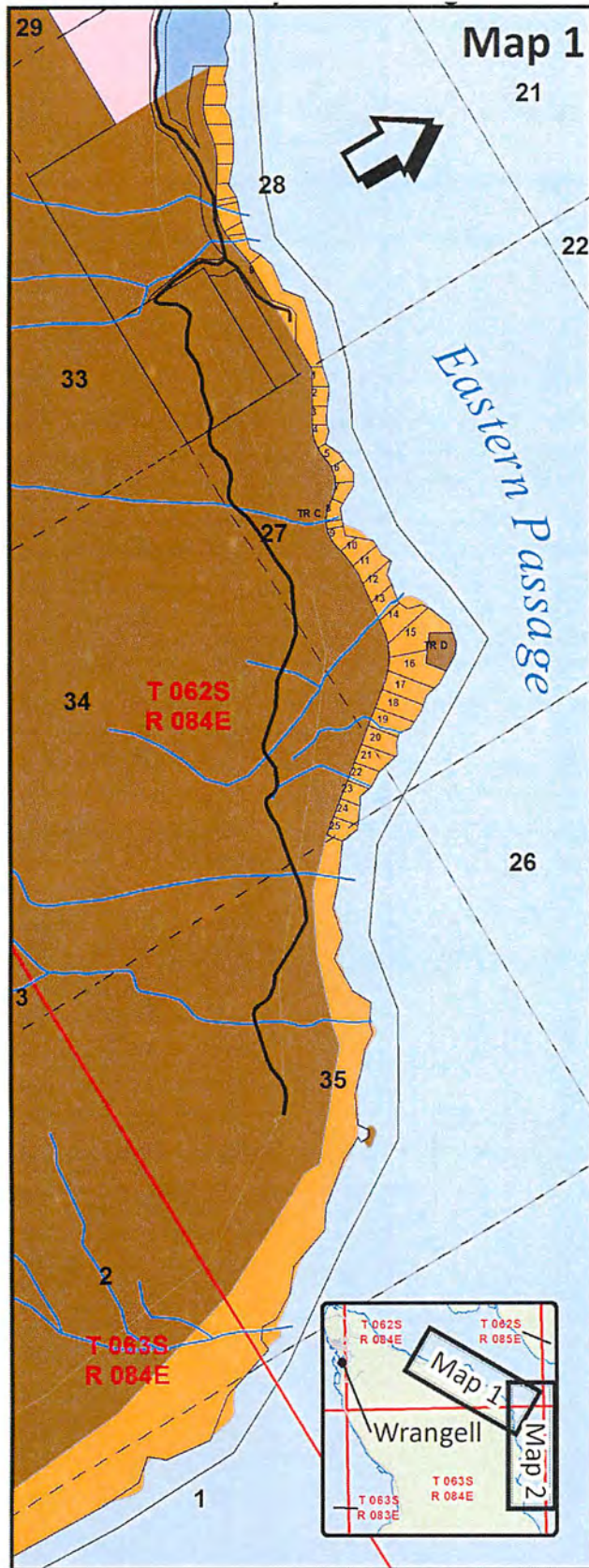
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City and Borough of Wrangell DRAFT Zoning Maps – October 2011



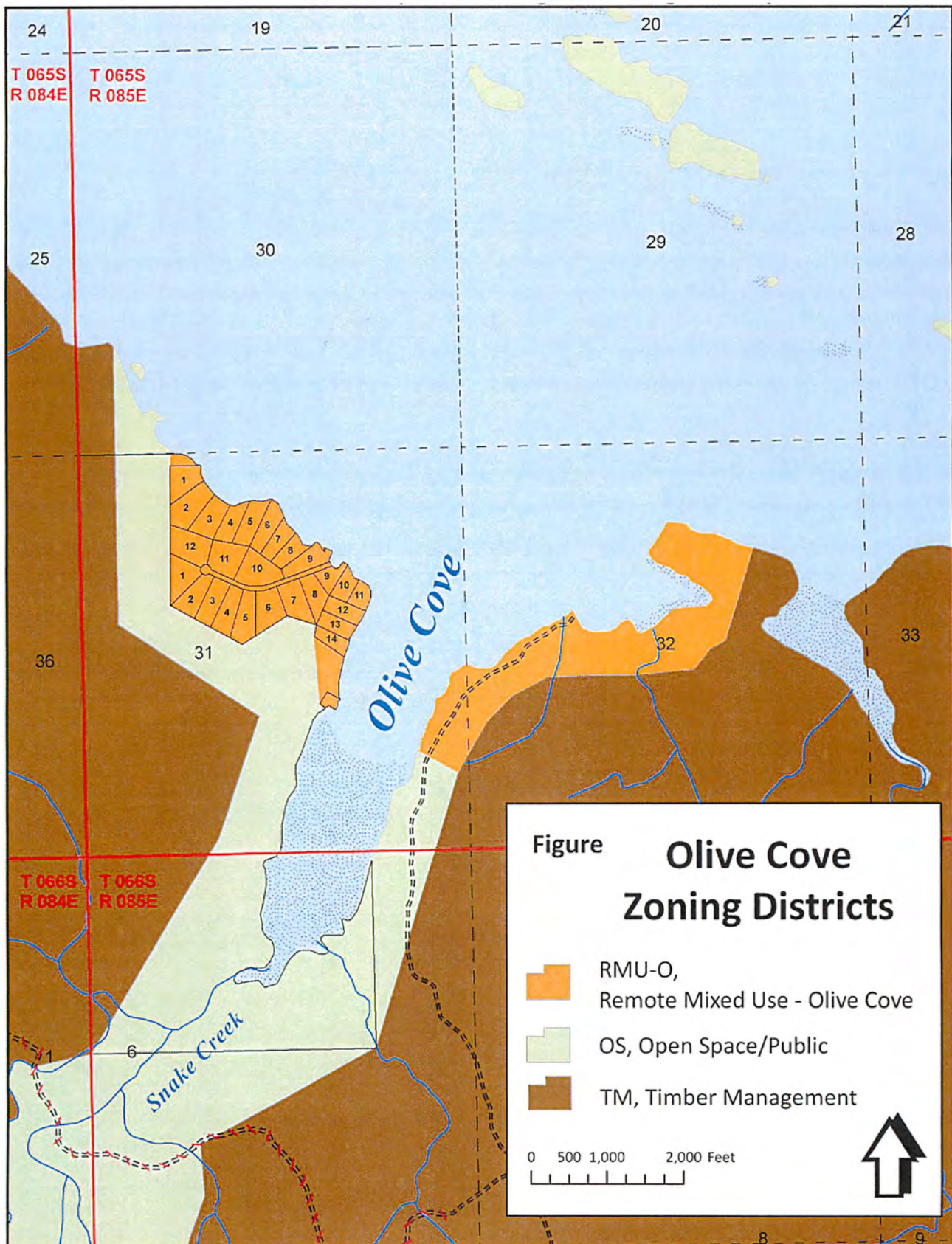
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City and Borough of Wrangell DRAFT Zoning Maps – October 2011



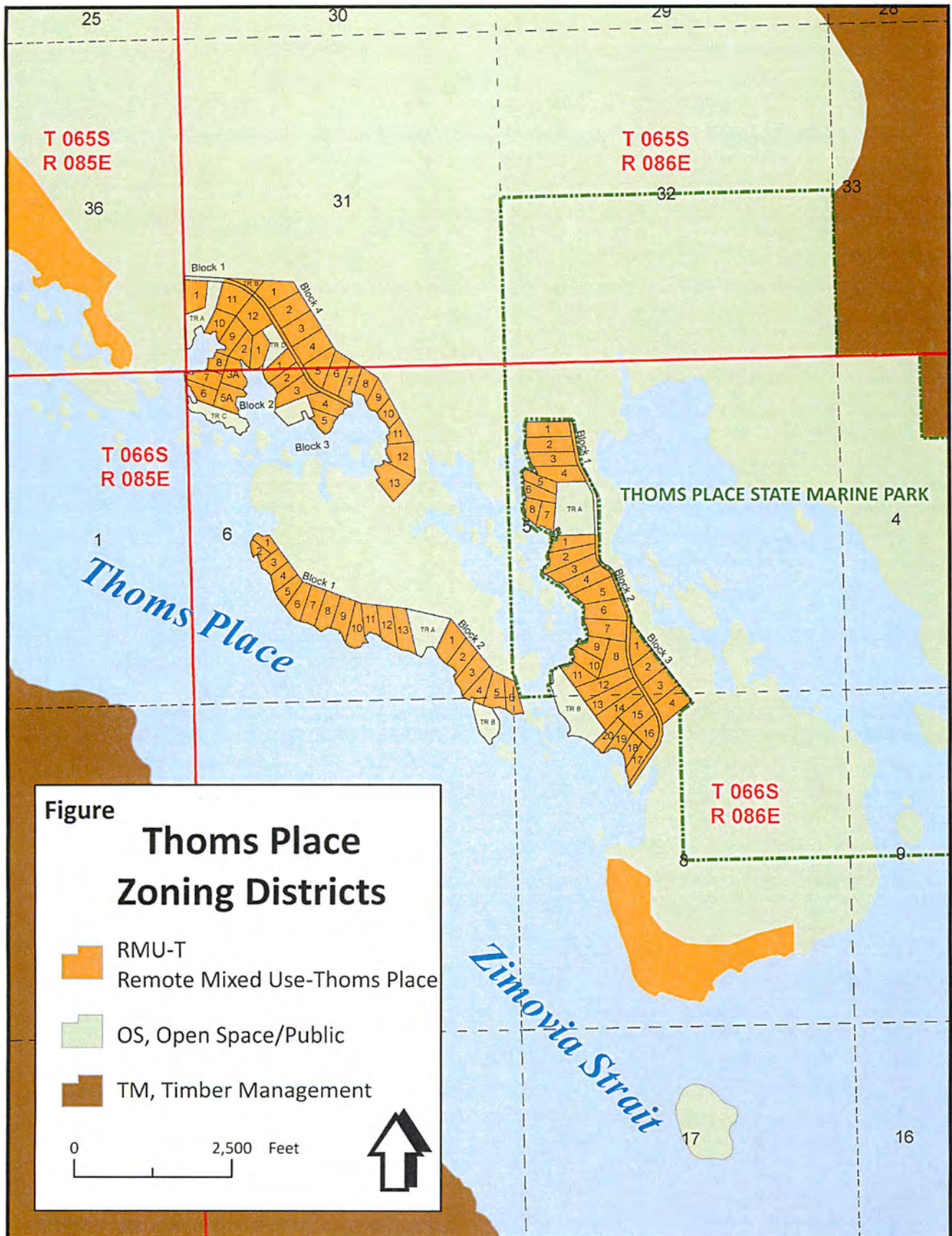
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City and Borough of Wrangell DRAFT Zoning Maps – October 2011



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City and Borough of Wrangell DRAFT Zoning Maps – October 2011



This map was compiled using the best available data sources and is for illustration purposes only. Data may have discrepancies when compared to survey plats.

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 13c Authorize the Sale of the Amended Industrial Park Subdivision III Lots

INFORMATION:

Attachments

1. Memorandum from Finance Director, Jeff Jabusch dated January 2, 2013
2. Summary Appraisal of the Industrial Park Subdivision III Replat, dated December 18, 2012
3. Map of Proposed Subdivided Properties

Note:

The Borough's appraiser has appraised Lot 8A, Block 63B at \$12,500

The Borough's appraiser has appraised Lot 3A, Block 64 at \$22,900

The Borough's appraiser has appraised Lot 8AA, Block 64 at \$13,900

The Borough's appraiser has appraised Lot 3A, Block 65 \$22,300

RECOMMENDED ACTION:

Move to approve that the amended Industrial Park Subdivision III lots as listed be advertised for public bid/sale as required under Wrangell Municipal Code Section 16.12.040, and to authorize that any appraised properties not purchased during the sealed bid process be offered for purchase over-the-counter on a first come basis.

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MEMORANDUM

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

COPY: TIMOTHY ROONEY
BOROUGH MANAGER

FROM: JEFF JABUSCH
FINANCE DIRECTOR

SUBJECT: PROPOSED SALE OF INDUSTRIAL LOTS

DATE: January 2, 2013

BACKGROUND:

The Industrial Subdivision was originally created to provide a location for light industrial activities. In 2012, the last of those lots was sold. Staff continues to receive requests for additional industrial lots. With those requests in mind, staff has identified 4 new lots without significant infrastructure improvements needed to access them. These are the lots proposed to be put up for bid and public sale. The Industrial Construction Fund was created so that there would be money to develop industrial lots. The cost of the appraisal, advertising and other development costs will come from this fund. The money received from the sale of the lots goes back into the fund so there is money for engineering and construction of future industrial lots.

TERMS:

- Lots are required to be sold to the highest bidder
- The minimum bid is required to be the appraised value (See attached appraisals)
- Bidder is required to put 25% down and can finance the balance with the city over 15 years at two percent over the prime rate. The current financing rate is 5.25% (prime (3.25%) + 2 % = 5.25%)
- All of the payments are handled by a third party Escrow Service with all costs borne by the buyer

RECOMMENDATION:

Staff recommends Borough Assembly approval of the amended Industrial Park Subdivision III lots as listed be advertised for public bid/sale as required under Wrangell Municipal Code Section 16.12.040, and to authorize that any appraised properties not purchased during the sealed bid process be offered for purchase over-the-counter on a first come basis.

ATTACHMENTS:

1. Memorandum from 2012
2. Appraisal Summaries for the lots from the Borough Assessor dated December 18, 2012.
3. Plat of proposed lots for sale.

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**SUMMARY APPRAISAL OF
THE PROPOSED AMENDED INDUSTRIAL PARK
SUBDIVISION III REPLAT
LOT 8A, BLOCK 63B
LOT 3A, BLOCK 64
LOT AA, BLOCK 64
LOT 3A, BLOCK 65
WRANGELL, ALASKA**

FOR
KIM FLORES
BOROUGH CLERK
CITY AND BOROUGH OF WRANGELL
P. O. BOX 531
WRANGELL, ALASKA 99929

VALUATION DATE
DECEMBER 18, 2012

FILE 12-3316

BY
MICHAEL C. RENFRO,
PARTNER

APPRAISAL COMPANY OF ALASKA, LLC
3940 ARCTIC BOULEVARD - SUITE 103
ANCHORAGE, ALASKA 99503



Appraisal Company of Alaska

3940 ARCTIC BOULEVARD, SUITE 103
ANCHORAGE, ALASKA 99503
office@appraisalalaska.com

December 18, 2012

Kim Flores, Borough Clerk
City and Borough of Wrangell
P. O. Box 531
Wrangell, AK 99929

Re: Four Industrial Lots
Wrangell, Alaska

Dear Ms. Flores:

As requested, I have prepared a summary appraisal report on the fair market value of the above referenced lots as if vacant. The appraisal date is December 18, 2012. The purpose of the report is to determine the fair market value for a possible sale. A description and valuation follows.

As a result of the investigation and analysis, subject to the assumptions and limiting conditions, and **extraordinary conditions, on the next page**, it is my opinion the market value of the property as of December 18, 2012, is:

LOT 8A, BLOCK 63B	\$12,500
LOT 3A, BLOCK 64	\$22,900
LOT 8AA, BLOCK 64	\$13,900
LOT 3A, BLOCK 65	\$22,300

This is a summary report, intended to meet the current Uniform Standards of Professional Appraisal Practice as formulated by the Appraisal Foundation, and conform to the Appraisal Standards for Federally Related Transactions adopted by the Office of the Comptroller of the Currency (OCC).

A description of the sites and the analysis which lead to the fair market value conclusion follows. A complete description of the comparable data is included in a separate report which is retained in the appraiser's work file.

If you have any questions regarding this summary appraisal report please do not hesitate to call me.

Sincerely,

APPRAISAL COMPANY OF ALASKA



Michael C. Renfro
Partner

EXTRAORDINARY CONDITIONS

- 1.) The subject lots are valued as vacant and unimproved.
- 2.) Subject to the recording of the Amended Industrial Park, III Replat.
- 3.) This is a summary appraisal in a limited format to meet the needs of the client, City and Borough of Wrangell.

SUMMARY APPRAISAL

This is a Summary Appraisal Report. As such, it presents only summary discussion of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning and analyses is retained in the appraiser's work file. The depth of discussion contained in this report is specific to the needs of the client and for the intended use stated below. The appraiser is not responsible for unauthorized use of this report.

CLIENT: Kim Flores, Borough Clerk
City and Borough of Wrangell
P.O. Box 531
Wrangell, Alaska 99929

APPRAISER: Michael C. Renfro, Partner
Appraisal Company of Alaska
3940 Arctic Boulevard, Suite 103
Anchorage, Alaska 99503

SUBJECT: Lot 8A Block 63B 9075SF
Lot 2A Block 64 18,290SF
Lot 8AA Block 64 10,045SF
Lot 3A Block 65 17,805SF
All in Amended Industrial Park SD, III Replat
Wrangell, Alaska 99929

OWNER: City and Borough of Wrangell

PURPOSE OF THE APPRAISAL: The purpose of this appraisal is to estimate the fair market value of the subject property. **Market value** is defined by the federal financial institutions regulatory agencies as follows:

"The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in the definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- (1) buyer and seller are typically motivated;
- (2) both parties are well informed or well advised, and acting in what they consider their own best interests;
- (3) a reasonable time is allowed for exposure in the open market;
- (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- (5) 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.

INTENDED USE OF REPORT:

This appraisal is intended to assist the client in determining the subject's value for possible sale.

INTEREST VALUED: Fee Simple estate which is defined as "Absolute ownership unencumbered by any other interest or estate; subject only to the limitations of eminent domain, escheat, police power, and taxation."

EFFECTIVE DATE OF VALUE: December 18, 2012

DATE OF REPORT: December 18, 2012

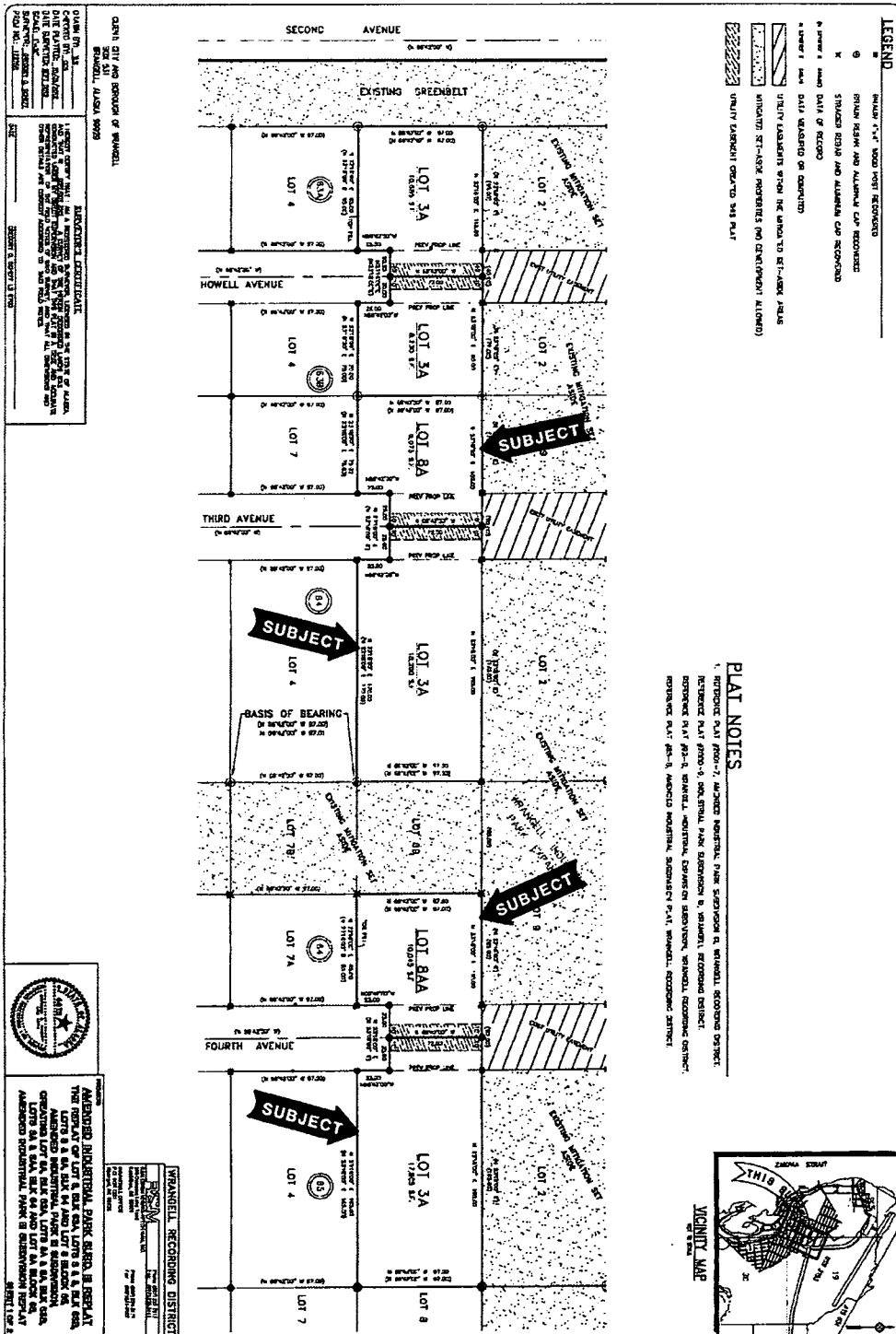
SALES HISTORY: No sales of the subject property have occurred within the past three years.

APPRAISAL DEVELOPMENT AND REPORTING PROCESS: In preparing this appraisal, the appraiser:

- Inspected the subject property prior to date of appraisal.
- Reviewed available records.
- Applied the market approach to arrive at an indication of value.

The appraiser believes the primary approach to value is the market approach. The appraisal process therefore involved no departures from Standards Rule 1-4(b)i,ii,iv,v and vi.

SUBJECT PLAT



This Summary Appraisal report is a brief recapitulation of the available data, analyses, and conclusions.

SUMMARY OF PROPERTY APPRAISED: The properties that are the subject of this report are situated to the east of 2nd Avenue, and west of Airport Loop Road. The area surrounding the subject is developed with industrial uses.

Legal Description: For the purposes of this report the subject lots are described as:

Lot 8A Block 63B

Lot 3A Block 64

Lot 8AA Block 64

Lot 3A Block 65

Amended Industrial Park SD III Replat

Land: The reader is referred to the Site Map on the previous page. The subject lots are all rectangular in shape with areas between 9,075SF to 18,290SF. Soils are muskeg.

Utilities: All utilities are available to the sites.

Improvements: There are no improvements.

Environmental Condition: No warranties as to environmental issues have been addressed by the appraiser. A visual inspection showed no evidence of contamination. If this is a concern of the seller or purchaser, it should be inspected by a qualified inspector.

Zoning: The subject is zoned Industrial development.

HIGHEST AND BEST USE: In common appraisal practice, the concept of highest and best use represents the premise upon which the value estimated is based.

As if vacant the subject's highest and best use would be for development consistent with the current zoning requirements.

Land Value: There have been limited sales of similar undeveloped lots. The sales provided are considered to be representative of the market for undeveloped land.

COMPARABLE LAND SALES

NO	Legal	Date	Sale Price	Area/SF	Price/SF	Remarks
1.	Lot 8, Block 65 Industrial Park	06/11	\$19,100	16,005	\$1.19	Undeveloped Industrial Lot
2.	Lot 2, SBPL SD	07/10	\$26,500*	9,805	\$2.70	Commercial Lot all utilities
3.	Lot 3 SBPL SD	07/10	\$21,000*	7,521	\$2.79	Commercial Lot all utilities
4.	Lot D Health Care SD	07/10	\$35,000	22,004	\$1.60	Zoned Open Space Undeveloped Lot

*Capitalized Value of Lease

Analysis of Comparable Land Sales:

Time: With a limited amount of sales it is difficult to obtain paired sales for analysis to arrive at the adjustments needed to bring the available sales into conformity with the subject.

Although limited, available market data indicates a relatively stable market with approximately one per cent per year increase in value for sales over three years old.

Terms:

None of the sales used in the analysis is believed to require consideration for special financing or other sale conditions.

Size/Topography/Utility:

Larger parcels generally tend to sell for less per unit of comparison than smaller parcels, all other factors being equal. The subject sites are divided between two larger sites and two smaller sites. Comparables two and three are considered to have superior soils and are adjusted downward.

Location and Access:

Location and access is somewhat subjective on the part of the appraiser in relation to the comparable data utilized. However, analysis of other sales transactions indicates that location and access can account for up to 50% difference between superior and inferior locations. Comparables two and three have a slightly superior location. Comparable four is closer to main arteries and is also adjusted downward.

Utilities:

All of the comparables are considered to have utilities to their sites, which are similar to the subject.

Adjustment Grid: The following grid shows the estimated adjustment for each sale, bringing it into conformity with the subject:

Sale No.	1	2	3	4
Price/SF	\$1.19	\$2.70	\$2.79	\$1.60
Time	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>
Net After Time	\$1.19	\$2.70	\$2.79	\$1.60
Terms	0	0	0	0
Size/Top/Utility	0	-40	-40	0
Location/Access	0%	-10%	-10%	-20%
Utilities	0	0	0	0
Net Adjustment	0%	-50%	-50%	-20%
Indicated Value/Acre	\$1.19	\$1.35	\$1.40	\$1.28

Conclusion:

After adjustments for property differences, the available transactions indicate a range of value for the subject site from \$1.19 to \$1.40 per Sq.Ft.

Considering the location and size of the subject lots a value toward the upper end of the range is assigned to the smaller sites and toward the lower end of the range for the two larger sites.

Lot 8A Block 63B	9,075 sq.ft. X \$1.38=\$12,500 RD
Lot 3A Block 64	18,290 sq.ft X \$1.25=\$22,900 RD
Lot 8AA Block 64	10,045 sq.ft. X \$1.38=\$13,900 RD
Lot 3A Block 65	17,805 sq.ft. X \$1.25=\$22,300 RD

ASSUMPTIONS AND LIMITING CONDITIONS:

1. As agreed upon with the client prior to the preparation of this appraisal, this is a Limited Appraisal because it invokes the Departure Provision of the Uniform Standards of Professional Appraisal Practice. As such, information pertinent to the valuation has not been considered and/or the full valuation process has not been applied. Depending on the type and degree of limitations, the reliability of the value conclusion provided herein may be reduced.
2. This is a Summary Appraisal Report which is intended to comply with the reporting requirements set forth under Standard Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice for a Summary Appraisal Report. As such, it might not include full discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The information contained in this report is specific to the needs of the client and for the intended use stated in this report. The appraiser is not responsible for unauthorized use of this report.
3. No responsibility is assumed for legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated in this report.
4. The property is appraised free and clear of any or all liens and encumbrances unless otherwise stated in this report.
5. Responsible ownership and competent property management are assumed unless otherwise stated in this report.
6. The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy.
7. All engineering is assumed to be correct. Any maps, sketches, plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.
8. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.

9. It is assumed that there is full compliance with all applicable federal, state, and local regulations and laws unless otherwise stated in this report.
10. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there are no encroachments or trespass unless otherwise stated in this report.
11. The valuation assumes the appraised property (site and improvements) is free and clear of hazardous contaminants, unless specifically noted. If the appraised property is suspected of contamination, then the client is urged to retain an engineers report. The appraiser(s) reserve the right to review value conclusions if documentation, including cost-to-cure estimates, is provided.
12. Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, and in any event, only with proper written qualification and only in its entirety.
13. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news sales, or other media without prior written consent and approval of the appraiser.

CERTIFICATION

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

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal, unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and I have no personal interest or bias with respect to the parties involved.
4. My compensation is not contingent upon the 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.
5. This appraisal was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
6. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
7. I made a personal inspection of the property that is the subject of this report.
8. No one provided significant professional assistance to the person signing this report.
9. The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.
10. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.



Michael C. Renfro, Partner

QUALIFICATIONS OF APPRAISER

MICHAEL C. RENFRO

EDUCATION:

- | | |
|------|---|
| 2009 | Quality Assurance in Residential Appraisals, sponsored by Appraisal Institute, Chicago, IL |
| 2009 | Market Conditions Addendum to the Appraisal Report, sponsored by Appraisal Institute, Chicago, IL |
| 2009 | Appraisal Challenges, Declining Markets & Sales Concessions, sponsored by Appraisal Institute, Chicago, IL |
| 2009 | Forecasting Revenue, sponsored by Appraisal Institute, Chicago, IL |
| 2009 | Uniform Standards of Professional Practice, 7 Hour Update, sponsored by Appraisal Institute, Chicago, IL |
| 2007 | National USPAP Update Course |
| 2007 | Condemnation Appraising Basic Principals & Applications |
| 2007 | Apartment Appraisals |
| 2005 | Rates & Ratios by Appraisal Institute, Girdwood, Alaska |
| 2005 | USPAP Update by Appraisal Institute, Girdwood, Alaska |
| 2003 | The Road Less Traveled; Special Purpose Properties by Appraisal Institute, Girdwood, Alaska |
| 2003 | Appraisal of Non-Conforming Uses by Appraisal Institute, Girdwood, Alaska |
| 2003 | Partial Interest Valuation Dividend; Appraisal Institute, Girdwood, Alaska |
| 2003 | Subdivision Analysis; Appraisal Institute, Girdwood, Alaska |
| 2002 | Introduction to Real Estate Econometrics with a Trend Analysis Application; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska |
| 2002 | IAAO Course 102 – Income Approach to Valuation; sponsored by AAAO, Anchorage, Alaska |
| 2001 | Seminar on Partial Interest Valuation – Divided; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska |

Appraisal Company of Alaska

12-3316

QUALIFICATIONS (PAGE 2)**MICHAEL C. RENFRO****EDUCATION (Continued):**

- | | |
|------|--|
| 2001 | Seminar on Partial Interest Valuation – Undivided; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska |
| 2000 | Standards of Professional Practice, Part C, sponsored by Appraisal Institute of Alaska, Anchorage, Alaska |
| 1999 | On-Line Residential Design and Functional Utility, sponsored by Appraisal Institute, Chicago, IL |
| 1999 | The Technical Inspection of Real Estate, sponsored by The Beckman Company, Anchorage, Alaska |
| 1999 | Appraisal of Non-conforming Issues, sponsored by the Appraisal Institute, Anchorage, Alaska |
| 1997 | IAAO Course 311: Residential Modeling Concepts, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska |
| 1995 | Standard of Professional Practice, Course 410 & 420, sponsored by the Appraisal Institute, Anchorage, Alaska |
| 1995 | IAAO Course 630: Personal Property Auditing, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska |
| 1994 | Valuing Property Affected by Environmental Contamination sponsored by the International Association of Assessing Officers, Seattle, Washington |
| 1993 | IAAO Course 301: Mass Appraisal of Residential Property, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska |
| 1993 | IAAO Course 1: Fundamentals of Real Property Appraisal, sponsored by the Alaska Association of Assessing Officers, Prudhoe Bay, Alaska |
| 1993 | IAAO Course 4: Assessment Administration, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska |
| 1991 | An Introduction to the Appraisal of Conservation Easements and Restricted Lands, sponsored by the Lincoln Land Institute, Phoenix, Arizona |
| 1991 | Valuation of Wetlands, sponsored by the Alaska Association of Assessing Officers, Fairbanks, Alaska |
| 1991 | Valuation Of Contaminated Properties and the Effect On Assessed Values, sponsored by the Alaska Association of Assessing Officers, Fairbanks, Alaska |

Appraisal Company of Alaska

12-3316

QUALIFICATIONS (PAGE 3)**MICHAEL C. RENFRO****EDUCATION (Continued):**

- | | |
|-----------|--|
| 1991 | Standards of Professional Practice, sponsored by the Appraisal Institute, Anchorage, Alaska |
| 1989 | Seminar, The Appraisal of Possessory Interests for ad valorem tax purposes sponsored by the Alaska Association of Assessing Officers |
| 1989 | ANSCA 1991 Amendments workshop sponsored by the Alaska Association of Assessing Officers |
| 1989 | Seminar, Methods and Techniques Appropriate for the Development of a True Computer Assisted Mass Appraisal System for Commercial Properties and the Usefulness of a Graphic Information System. Methods of Statistical and Quantitative Techniques for Tracking Market Trends. Sponsored by the International Association of Assessing Officers, Fort Worth, Texas |
| 1987 | Cash Equivalency Seminar sponsored by the American Institute of Real Estate Appraisers |
| 1983 | Condominium Seminar, Society of Real Estate Appraisers |
| 1979 | Attended Society of Real Estate Appraisers' Narrative Report Writing Seminar |
| 1979 | Completed Society of Real Estate Appraisers R-2 (Residential Narrative) Examination |
| 1976 | Attended Feasibility Analysis Seminar, sponsored by the Society of Real Estate Appraisers and the American Institute of Real Estate Appraisers, Anchorage |
| 1972-1974 | Western State College of Colorado, Degree Bachelor of Arts in Business Administration |
| 1971 | Completed Course 1A, "Real Estate Appraisal" Basic Principles, Methods and Techniques, American Institute of Real Estate Appraisers, Chicago, Illinois |
| 1966-1968 | Drake University, Des Moines, Iowa |

EXPERIENCE:

1976 to

Present Appraiser, Appraisal Company of Alaska

1974-1976 Real Estate Appraiser with Gebhart and Peterson, Inc.

1969-1971 Staff Real Estate Appraiser with Alaska Mutual Savings Bank

Appraisal Company of Alaska

12-3316

PROFESSIONAL AFFILIATIONS:

Residential Real Estate Appraiser; State of Alaska Certificate No. AA-114

Alaska Association of Assessing Officers, Alaska Certified Assessor Appraiser, Level II -
Certificate No.129

Alaska Association of Assessing Officers

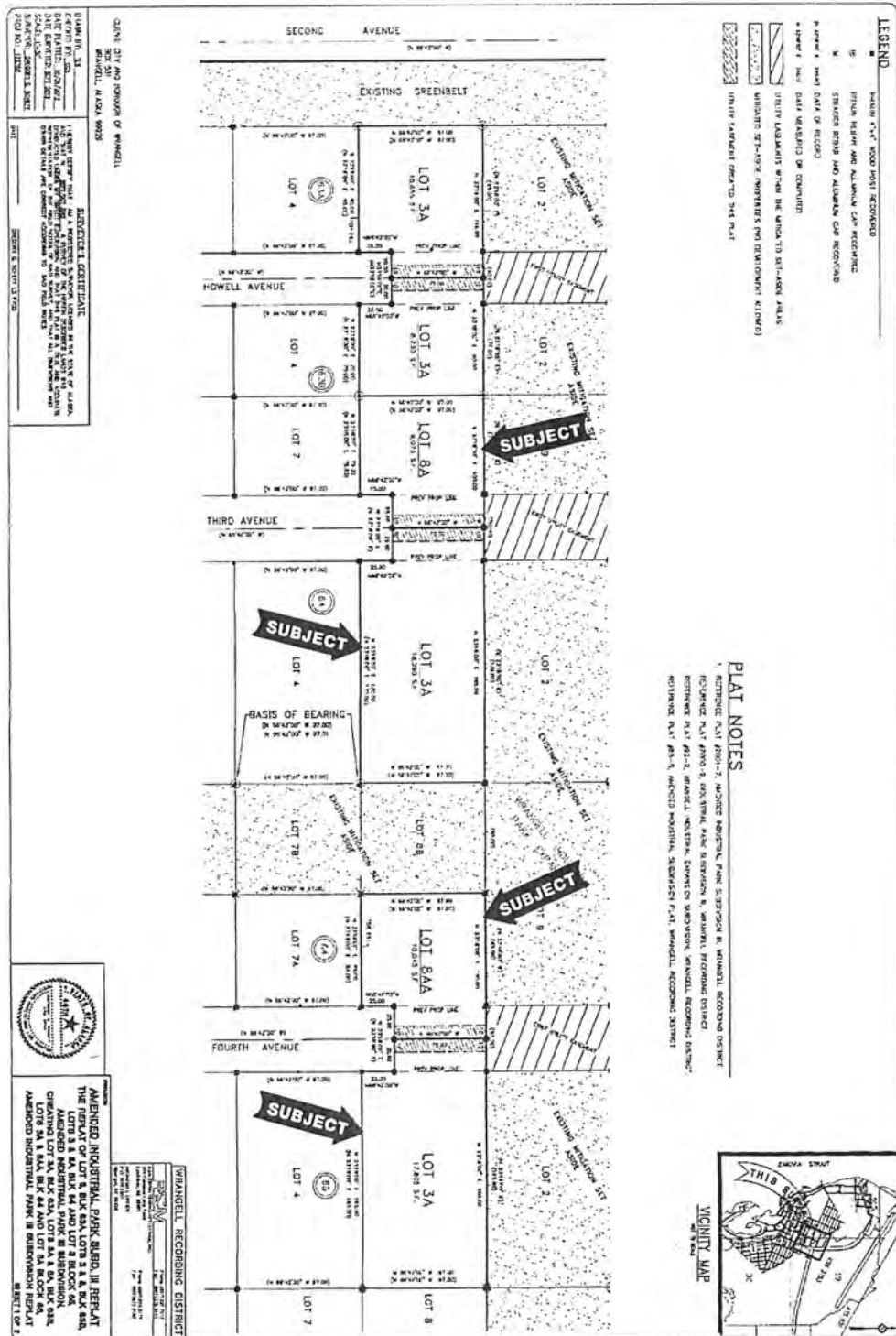
OTHER:

Past member of the Matanuska Susitna Borough Board of Equalization

Qualified as an expert witness in the State of Alaska Superior Court and the United States
Federal Court

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SUBJECT PLAT



CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 13d Approval of a Professional Design Contract to R&M Engineering-Ketchikan for the Cassiar Street Roadway and Utilities Improvement Project

INFORMATION:

Attachments

1. Memorandum from Amber Al-Haddad, Projects Manager dated December 27, 2012
2. R & M-Ketchikan Design Proposal dated December 21, 2012
3. Design RFP from R & M Engineering-Ketchikan

RECOMMENDED ACTION:

Move to authorize the Borough Manager to issue a contract to R&M Engineering-Ketchikan for professional engineering services in a Time and Expense, Not to Exceed amount of \$74,600, with funds to be paid from the State of Alaska, DCCED construction funds for the Cassiar Street Roadway and Utilities Improvement project

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13d

MEMORANDUM

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

**FROM: AMBER AL-HADDAD
PROJECTS MANAGER**

**SUBJECT: PROFESSIONAL ENGINEERING SERVICES CONTRACT
CASSIAR STREET ROADWAY AND UTILITIES IMPROVEMENT
PROJECT**

DATE: December 27, 2012

BACKGROUND:

The City and Borough of Wrangell applied for and was granted \$1 million from the State of Alaska Capital Grants funds (DCCED division) for road and utility improvements to Cassiar Street.

The engineering design for the Cassiar Street improvements project is considered a two-phase project, whereby R&M Engineering-Ketchikan has already completed the first design phase, which incorporated performing the geotechnical investigation, surveying, mapping, and the water and sewer utilities replacement design. The second design phase will include the environmental process, storm water conveyance system design, and limited roadway reconstruction design. Phase two of the design project will result in completion of the Plans, Specifications and Engineer's Estimate (PS&E), incorporating the outcomes of both design phases.

As R&M Engineers were the engineers of record on Cassiar Street's first phase of design, it is the intent of the City and Borough of Wrangell to accept R&M Engineers' proposal for the design and the preparation of the construction bidding documents for the second phase of the project.

R&M Engineers' engineering design services fee proposal was received in a Time and Expense, Not to Exceed, amount of \$74,600. This design service is scheduled to be paid from the State of Alaska, DCCED, funds available for this project.

RECOMMENDATION:

Staff recommends the Assembly authorize the Borough Manager to issue a contract to R&M Engineering-Ketchikan for professional engineering services in a Time and Expense, Not to Exceed amount of \$74,600, with funds to be paid from the State of Alaska, DCCED construction funds for the Cassiar Street Roadway and Utilities Improvement project.

ATTACHMENTS:

1. R&M Engineering-Ketchikan's engineering services proposal dated December 21, 2012, which reflects their design fee for \$74,600.

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R&M ENGINEERING-KETCHIKAN, INC.
ENGINEERS GEOLOGISTS SURVEYORS

355 CARLAINNA LAKE ROAD, SUITE 200, KETCHIKAN, ALASKA 99901
PHONE (907) 225-7917 FAX (907) 225-3441 EMAIL: RNMMain@mketchikan.com

December 21, 2012

Attachment # 2

13d

Mrs. Amber Al-Haddad
Project Manager
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Re: Proposal for Design of Cassiar Street Improvements

Dear Amber:

We are pleased to respond to your Request for Proposals to design the Cassiar Street improvements. This is a great project for R&M as we continue to grow the services that we provide from the Wrangell Office. Our goal of providing full service engineering and surveying for Wrangell, Petersburg, north Prince of Wales and Kake has been achieved and we greatly appreciate your community support of your local engineering office.

For this proposal R&M will team with Paul Rushmore (Paleo Logics) of Wrangell for archeological services. Mr. Rushmore is very familiar with Cassiar Street and will be a great asset in documenting the cultural and historic resources within the project limits.

Because of our extensive history on the project through the previous utility designs we are ready to hit the ground running and complete this phase for spring project bidding and award.

Thank you for considering us. Please feel free to contact me at (907) 617-1441 if you should have any questions about our firm or proposal.

Very truly yours,

R&M ENGINEERING-KETCHIKAN, INC.

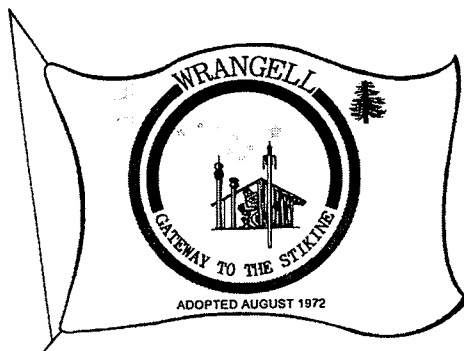
Trevor Sande, P.E., President

**PROPOSAL TO
CITY AND BOROUGH OF WRANGELL

FOR

DESIGN SERVICES FOR

CASSIAR STREET IMPROVEMENT DESIGN**



**BY

R&M ENGINEERING-KETCHIKAN, INC.
355 CARLANNA LAKE ROAD
KETCHIKAN, ALASKA 99901**

December 21, 2012

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- A. PROJECT MANAGEMENT TEAM
- B. STATEMENT OF QUALIFICATIONS
- C. PROPOSED PROJECT MANAGER AND KEY PERSONNEL
- D. REFERENCES
- E. APPROACH TO THE PROJECT
- F. SCHEDULE
- G. COST

Attachment 1	Standard Rates
Attachment 2	Fee Estimate
Attachment 3	Resumes

A PROJECT MANAGEMENT TEAM

Our team is capable of performing all of the services that are required to complete the design of the Cassiar Street improvements. Trevor Sande, P.E., President of R&M, will have overall responsibility for the project as project manager and will review survey, soils information, and designs. Trevor is the person able to contractually commit to this contract. His contact information is listed below:

Trevor Sande, P.E., President
R&M Engineering-Ketchikan, Inc.
355 Carlanna Lake Road
Ketchikan, AK 99901
(907) 225-7917 x 307
Fax (907) 225-3441
Email: trevorsande@rmketchikan.com

Greg Scheff, Mike Howell, Robert Badgett, and Tom Siekawitch will participate in the day to day design. Greg Scheff and Mike will perform the field survey of the existing facility, perform any hydrological data collection that may be required, coordinate archeology, and coordinate any soils investigation. Greg will also coordinate directly with Wrangell on owner provided support, and assist Robert Badgett in leading design meetings with Public Works and other interested parties such as adjacent property owners and the Wrangell Borough Assembly and manager. Robert Badgett will take the lead design role on the project and will work closely with Brett Hiatt and Paul Rushmore on environmental items. We anticipate that Keith Nelson will have a minor role coordinating the design activities with the local utility. If there are electrical designs that we need to incorporate into our construction set such as lighting upgrades or underground utilities, Keith will prepare those plans.

B STATEMENT OF QUALIFICATIONS

R&M Engineering-Ketchikan, Inc.

In January 1989, the officers of R&M Engineering, Inc. in Juneau, and Ray Bloom of Ketchikan, established a separate corporation called R & M Engineering-Ketchikan, Inc. Since then, R&M Engineering-Ketchikan, Inc. has performed a broad spectrum of engineering and surveying tasks, thoroughly and in a manner tailored to our clients' schedules and budgets.

R&M employs three registered engineers, three registered surveyors, four field surveyors, three engineering technicians and one lab analyst year-round. R&M routinely performs projects in many areas of civil engineering, environmental engineering and land surveying. They include:

Civil, Structural and Utilities Design

We completed a full site design, including access streets, traffic control lighting, parking areas, drainage and utilities design for the new Wal-Mart store in Ketchikan. The

utilities design included on-site rain catchment, storage and treatment meeting the Surface Water Treatment Rule requirements. We also recently completed a large water transmission line project for the City of Ketchikan and a large water storage tank for the City of Craig on Prince of Wales Island.

Our firm frequently begins a project by surveying undeveloped land in order to develop and complete a finished site design for new buildings and developments. We have performed similar work on a new Alaska State Troopers building, a new elementary school in Ketchikan, Ketchikan's Indoor Recreation Center, a 48-Unit housing development in Metlakatla, the False Island Industrial Site in Craig and the Wal-Mart Store site in Ketchikan.

We provide structural inspections and analyses of existing buildings and structures. We also provide structural design for new structures and remodels of existing structures. We recently completed structural design work on U.S. Forest Service Facilities in Craig and Thorne Bay, as well as the new Ketchikan Harbormaster's Office. The Harbormaster project involved design of a stacked concrete block retaining wall to be located in the intertidal zone. We also design cantilevered concrete retaining walls, basement retaining walls for building foundations and rockery retaining walls.

Land Surveying

Surveying comprises a large percentage of our workload. R&M's surveying experience and capabilities include residential, commercial and industrial subdivisions of all sizes, topographic surveys for site developments, building, utility and road design projects, as-built surveys for projects of all sizes, and quantities surveys for developments, stockpiles, landfills and containment areas.

Other projects include the Wal-Mart project, for which we performed site topographic, as-built and subdivision surveys. We also performed similar tasks for the new Fawn Mountain Elementary School for the Ketchikan Gateway Borough. We completed a right-of-way survey for the Swan Lake Power Transmission Line, between Swan Lake and Ketchikan, which was necessary for the Four Dam Pool property transaction. The Swan-Tyee Lakes Electrical Intertie project was an ongoing project for our firm between 2000 and 2004. The work included marking of the clearing limits for the 57-mile long corridor, tower site surveys for the nearly 300 towers along its length, and setting monuments for tower and guy anchor locations.

We frequently perform as-built and ALTA surveys related to property sales and subdivision surveys for land development. We have provided ALTA surveys for the Plaza Port West Mall and some of the new Spruce Mill Site buildings in Ketchikan. We provided subdivision plats for the first phase of the Cambria Subdivision and have started work on subsequent phases. We often provide survey stakeout for construction projects as well.

We have provided townsite mapping for the City of Klawock, which involved production of CAD-based mapping from the paper drawings the City of Klawock had previously used. Townsite mapping has also been completed for the Metlakatla Indian Community.

Our survey equipment and computers enable us to provide electronic data files, including surface models, profiles and cross sections. Global Positioning Systems (GPS) surveys are now conducted in house with survey gear we recently acquired.

Construction Administration and Inspection

Our firm has completed in excess of 50 million dollars of construction administration and inspection in Ketchikan and on Prince of Wales Island. These projects include Ketchikan High School, the Craig, Klawock, Mountain Point and Ketchikan municipal wastewater treatment plants, water and sewer lines on Prince of Wales Island in Metlakatla and Ketchikan. We also oversaw construction of the False Island Industrial Development in Craig, subsequent construction of the Ice House project, the Klawock Solid Waste Facility, and the Craig Water Storage tank. Projects also include the South Tongass Water Main installation, the extension of water and sewer service to the Fawn Mountain School site and expansion of the Craig Water Treatment Plant.

Materials Testing

Our firm has recently completed a major renovation of our Ketchikan geotechnical, soils, concrete and asphalt testing materials laboratory. Services we are capable of performing include a wide variety of testing including but not limited to soil classification, proctors, sieve analysis, Atterburg limits, organic content, specific gravity, absorption, moisture content, fracture face, flat and elongated, clay lumps and friable particles, asphalt content, maximum specific gravity and density of compacted bituminous mixtures. Tests such as soundness, degradation and wear on aggregates are sent to our sister lab in Juneau. We also perform quality control testing of fresh concrete, mortar and grout including compressive strength testing, slump, air entrainment, density and temperature and casting of concrete cylinders and grout cubes. We own three nuclear soil moisture-density meters for in-situ compaction testing.

In Ketchikan, we now feature a larger facility with the latest technology equipment calibrated to AMRL certification standards. Our expanded labs included separate concrete and soils labs. Our new concrete lab features a concrete cylinder curing room that is temperature and humidity controlled. Our laboratories are staffed with ACI, NICET and WAQTC certified technicians. In 2008, R&M hired Guy Owens to guide our materials testing program into certification. Guy has been instrumental in upgrading all of R&M's testing equipment in each laboratory with our goal to become the first AASHTO certified laboratory in Southeast Alaska. With our completed renovation and our enrollment in the AASHTO Materials Reference Laboratory Program and the Cement and Concrete Reference Laboratory Program, we are near our goal. Guy has also been instrumental in executing a strict quality assurance program with standardized reporting and chain of custody within each of the four R&M laboratories.

Paleo Logic (Sub consultant)

Mr. Paul Rushmore, of Paleo Logic, will be the cultural resource analyst for the design team. Mr. Rushmore has 25 years' experience with 12 in Alaska in the field of cultural and archeological documentation of federally funded projects, including the range of environmental documentation from Categorical Exclusions to EIS's. Paul has a degree in Archeology with a Masters in Physical Geography. His Alaska experience includes many years working with the Wrangell Cooperative Association and Sealaska on cultural resources including the past Director of IRA Office of Environmental Planning. For the last 8 years, Paul has performed consulting work and has performed projects in Wrangell, Coffman Cove, Ketchikan, Takatz Lake, Blue Lake, Swan Lake, Steamboat Bay, and many others throughout Southeast.

Nelson Engineering (Sub consultant)

Nelson Electrical Engineering is located in Ketchikan and has been in business since 1992. Nelson Electrical Engineering is a sole proprietorship with Keith Nelson (Alaska PE 7655) being the registered electrical engineer for the company.

Keith's 31 years of electrical engineering experience provides the necessary mix of technical expertise and practical experience to deliver high quality electrical designs. In addition to electrical design for buildings, Nelson Electrical Engineering offers a wide range of services including planning studies, field investigations, power system and harmonic analyses, energy surveys, lighting system performance assessments, electrical safety and code analysis. The company also provides solid expertise in commissioning electrical systems, field testing electrical equipment and systems, and troubleshooting electrical problems in existing installations. The company can assist in setting up periodic maintenance, testing and inspection plans.

C. PROPOSED PROJECT MANAGER AND KEY PERSONNEL

Trevor Sande, P.E. (CE-9778), Project Manager / Contract Manager; President - R&M Engineering-Ketchikan, Inc.

Registrations/Education: Professional Engineer Alaska, 1998
B.Sc., Civil Engineering, Washington State University, 1993

Mr. Sande will manage the project for R&M. He is a lifetime resident of Southeast Alaska and was born and raised in Ketchikan. Mr. Sande has been a registered engineer in the State of Alaska since 1998. He is president of R&M Engineering-Ketchikan, Inc. Mr. Sande has extensive planning and transportation design experience in Ketchikan and Southeast Alaska.

Greg Scheff, P.L.S. (LS6700)

Mr. Scheff has completed all type of surveys in Southeast Alaska for over 20 years. Work includes Municipal Consulting, Property Surveys, As-built Surveys, Major and Minor Subdivisions, Alaska State Land Surveys, Tideland Surveys, Hydrographic Surveys, Topographic Surveys, Photographic Control Surveys and BLM Original Surveys, and USFS Cadastral Surveys. In addition, he has completed Construction

Surveys for Highway Construction Staking, Hydroelectric Thin Arch Dam Surveys, Transmission Line Surveys, Water-Electrical-Sewer Layout, Building Layout, Boat Harbor Layout, Corps Permitting, Project Management and Project Inspection Services, and USFS Hydrographic Surveys and P-Lines.

Mike Howell

Mike is a lifetime resident of Wrangell and is a recent graduate from Montana State University with a degree in construction management. Prior to joining R&M, Mike had experience in the fishing and construction industry. Mike will assist in the soils investigation, field surveying and a portion of the office drafting. Mike's projects include the THRHA Sno building field survey as well as structural investigation, Petersburg Indian Association North Nordic Drive sidewalk project, Wrangell Cooperative Association road project construction staking and materials testing and many other topographical surveys. Mike has also assisted in soils investigations and civil design projects such as the Etolin Street utilities project in Wrangell.

Robert Badgett, P.E.

Robert recently joined R&M from Vancouver, Washington and he is registered in Idaho, Washington, Oregon and Alaska. Robert has over 15 years of experience in utilities design and site development as well as drainage and fish passage projects. In his short time here in Ketchikan Robert has completed numerous projects such as the Craig Paving Phase I & III plans, Saxman Senior Housing sitework, Wrangell Medical Center civil design, Pioneer Heights Sitework, Ketchikan Airport Parking Lot Improvements and the Jackson Street Reconstruction. Robert has vast experience working on USDA Rural Development and HUD projects in Idaho, Washington and Oregon.

Bret Hiatt

Bret is R&M's environmental specialist. Bret will be the point of contact for all of the environmental work on the project including agency notification and coordination, field investigation, and permits. Bret is familiar with the HUD, USDA RD and FHW NEPA processes as well as Corp of Engineers permits and State of Alaska permitting.

Since joining R&M in January of 2011, Bret has completed a vast array of environmental projects including a NEPA review of the Ketchikan Indian Community Jackson Street Extension project, A NEPA review of the Coffman Cove Medical Clinic (following HUD standards) for ANTHC, numerous phase I environmental assessments in Ketchikan as well as one in Wrangell, two contaminated sites assessments with ongoing cleanup actions, as well as wetlands delineations in Ketchikan, Sitka and Prince of Wales Island. Bret is currently performing the EA for the Craig Community Association's subdivision of Tract 18 in Craig.

Guy Owens, Quality Assurance Manager

We don't anticipate that Guy will play a role in the design except assisting us with a pavement specification and pavement design. We do anticipate that Guy would play a valuable role during construction to oversee the Quality Control for the owner.

With the addition of Guy Owens to the R&M staff in 2009, R&M added the most experienced materials person in Southeast Alaska. Guy has been a tremendous asset to R&M in overhauling our testing program and expanding to Prince of Wales and Wrangell. Through Guy's direction, R&M has modernized all of our equipment, updated our quality assurance monitoring, and added the 3rd party monitoring by enrolling in the AASHTO Materials Reference Laboratory Program and the Cement and Concrete Reference Laboratory Program.

D. REFERENCES

Those reviewing this proposal are encouraged to contact the references listed below.

ADOT&PF Projects

Bruce Burnet, Head of ADOT&PF Juneau Materials Laboratory, (907) 465-2070
Mark Figley, PE, ADOT&PF Project Engineer, Phone (907) 225-8535

Federal Highway Projects

Dusty Escamillia, PE. Senior Project Engineer for Federal Highway Administration
(907) 329-2070

Ketchikan Gateway Borough

Mike Carney, Operations Manager, (907) 617-2455

City of Klawock – Various Projects

Leslie Isaacs, City Manager (907)-755-2259

City of Craig

Jon Bolling, City Administrator, (907) 826-3275

E. APPROACH TO THE PROJECT

Mapping and Surveying

More detailed survey of the route for the improvements will be obtained through the right-of-way with an emphasis on picking up potentially historic structures impacted by the project. The survey for Cassiar Street has already been performed under the utilities design project so we do not anticipate a significant amount of additional work. All rights-of-way and boundary retracement have been completed under other projects so we have the ability to have a deliverable for this work almost immediately. Some retracement may be necessary outside of the right-of-way if property acquisition is desired.

Geotechnical Investigation

The geotechnical information was previously obtained by drilling in Cassiar Street. That information will be reviewed for design of the new road base. No additional field work is required.

Storm Drainage

R&M will perform field measurements of existing runoff during rainfall events as well as examine drainage basin as existing collection systems to determine sizing of new facilities as well as function of new facilities. The storm drain plans will be incorporated into the existing sewer and water plans.

Project Design and Specifications

Survey base maps prepared at scale for the street improvements and the utilities will assure contract document uniformity. Line weights, line types, text fonts and shading will be used to enhance the design data and make the drawings easy to read.

Construction drawings will be prepared utilizing AutoCAD Civil 3D.

Technical Specifications and Contract Documents will be prepared in the CSI Format (Construction Specifications Institute).

Construction estimates and bidding documents will be provided to City and Borough of Wrangell upon completion of the plans and specifications. If desired by the City and Borough of Wrangell the bid documents can separate the project into a base bid with alternates, should full funding not be available for the entire project.

Environmental Work

Environmental services will consist of the following items of work;

Conduct the Environmental Analyses

We will conduct the environmental analyses for the project. The site contains scrub wetlands over peat soils that will be delineated by Greg Scheff. Historic research of the area, meeting with the local State Department of Fish and Game and federal US Fish and Wildlife biologists and City and Borough of Wrangell Coastal District Coordinator will take place to obtain background information.

Prepare a Draft and Final EA to meet NEPA Requirements

Bret Hiatt will lead this effort with support from Paul Rushmore on archeological issues. Bret will prepare a draft and final Environmental Assessment in accordance with standards of the funding agencies for the project and all applicable regulations. Socioeconomic and environmental impacts of the roadway expansion addressing at a minimum: community characteristics, local government, natural and built environments, wetlands, noise, compatible land use, air and water quality, 4(f) issues, cultural and historic resources, biotic communities, threatened species and fish habitat, energy, natural resources, lighting impacts, solid and hazardous waste, construction impacts, and mitigation measures will be discussed. The Purpose and Need Statement will be consistent with the requirements of the NEPA process.

Meet NHPA Requirements

Compliance with the National Historic Preservation Act (NHPA) will consist of notification of the public and affected native groups and consultation with the State Historic Preservation Officer (SHPO). Since the area to be impacted is muskeg wetland, there will most likely be no historical or archeological significance.

Obtain Required Permits

It is anticipated that the EA will focus on archeological and historical issues, however, project designs will need to protect this watershed from siltation and sedimentation during construction. Erosion control measures will be required to ensure water quality standards are met. Another project issue will be appropriate disposal of waste soils. The environmental document will revolve around the wetland permitting requirements. US Army Corps of Engineers permit drawings and application will be prepared jointly by R&M and Paleo Logics.

Construction Plans, Specifications, and Estimate

The construction plans will be composed of the final design as taken and refined after City and Borough of Wrangell and user group review. The design will be refined to meet all standards required in an engineering project of this scope and magnitude as specified by City and Borough of Wrangell, Alaska Department of Transportation and any other agencies with interest in the project. All applicable standards for construction will be met. Plans and specification submittals at 30% and 65% and 95% completion stages will be submitted to City and Borough of Wrangell for their review, comments, criticism, additions and deletions. We will work closely on project timing to ensure that the deadlines for grant funding applications are met.

Plans in Hand Review

At the 95% completion stage, a plans-in-hand review will be accomplished with City and Borough of Wrangell. We contemplate that such a review would be handled earlier as the project progresses with the Public Works Department. Items unforeseen, questionable items and other construction aspects will be reviewed during this plans-in-hand review. It is our assumption that immediately after this review; we will turn the project over to the City and Borough of Wrangell for final advertising prior to construction.

F. SCHEDULE

Field Recon /	Begin January 15th
Preliminary Project Scoping, Meet w/ Borough	January 15th
Schematic Level Design Drawings	February 1 st
Schematic Level Design Review Meeting	Week of February 1 st
Begin NEPA Process (this process is likely 120 days and will be critical path)	February 1 st
Design Development Design Drawings	March 1st
Design Development Review Meeting	Week of March 1 st
Construction Document Drawings	May 1 st

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Advertisement for Construction

May 7th

Receive Bids

June 1st

Project Award

Mid-June

Begin Construction

As soon as practical

Because the funding information for the project is not known at this time, we are unable to predict the schedule of the EA work. This work is specific to the agencies and public notices can't be advertised until agency approval. This will likely end up being critical path and must be identified very early in the design.

G. COST OF SERVICES

We propose to perform the work on a time and materials basis in accordance with the attached Fee Proposal and the Fee Schedule. We suggest a budget of \$74,600 for this work. Our team is extremely flexible on the scope and are willing to work with Wrangell to modify tasks, eliminate coordination meetings or any other measures if necessary to meet a predetermined design fee range.

ATTACHMENT 1 – STANDARD RATES

EFFECTIVE: January 1, 2013

PRINCIPAL AND/OR ASSOCIATES

CIVIL ENGINEER, PRINCIPAL	\$150.00/HOUR
REGISTERED LAND SURVEYOR	\$130.00/HOUR
CIVIL ENGINEER, ASSOCIATE	\$130.00/HOUR

ENGINEERING AND SURVEYING SERVICES (STAFF)

CIVIL ENGINEER, LEVEL 4	\$130.00/HOUR
CIVIL ENGINEER, LEVEL 3	\$120.00/HOUR
CIVIL ENGINEER, LEVEL 2	\$110.00/HOUR
CIVIL ENGINEER, LEVEL 1	\$95.00/HOUR
CIVIL ENGINEER, JR.	\$85.00/HOUR
CIVIL ENGINEER, JR. OVERTIME	\$100.00/HOUR
REGISTERED LAND SURVEYOR, STAFF	\$100.00/HOUR

TECHNICIAN SERVICES

	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>
FIELD CONCRETE/SOILS TECHNICIAN	\$110.00	\$125.00
SENIOR ENGINEERING TECHNICIAN	\$95.00	\$110.00
ENGINEERING TECHNICIAN	\$80.00	\$95.00
PROJECT INSPECTOR, LEVEL 3	\$100.00	\$120.00
PROJECT INSPECTOR, LEVEL 2	\$90.00	\$105.00
PROJECT INSPECTOR, LEVEL 1	\$80.00	\$90.00
SENIOR DRAFTER	\$95.00	\$110.00
DRAFTER	\$85.00	\$100.00
ONE-PERSON SURVEY TEAM	\$120.00	\$135.00
TWO-PERSON SURVEY TEAM	\$180.00	\$210.00
THREE-PERSON SURVEY TEAM	\$240.00	\$280.00

SPECIALIZED ENGINEERING AND/OR SURVEYING EQUIPMENT

SURVEY TOTAL STATION	\$15/HOUR - \$65/DAY
GPS RTK OR ROBOTIC TOTAL STATION	\$250/DAY

VEHICLES

SURVEY VAN	NO CHARGE
SKIFF, OUTBOARD, & TRAILER	\$75/DAY
RENTAL VEHICLES	COST (INVOICE) + 15%

OTHER

NUCLEAR DENSOMETER SOIL GAGE	Included in Technician Rate
AUTOCAD PLOTS - PAPER OR VELLUM	\$3.50/SHEET
AUTOCAD PLOTS - MYLAR	\$9.00/SHEET
PHOTOCOPIES 8 ½ X 11	\$0.25/EACH
PHOTOCOPIES 11 X 17	\$0.50/EACH
LONG DISTANCE CALLS	COST (INVOICE) + 15%
TRAVEL EXPENSES	COST (INVOICE) + 15%
CHAINSAW	\$25/DAY
HANDHELD RADIO	NO CHARGE
OTHER ITEMS NECESSARY FOR SPECIFIC PROJECTS	COST (INVOICE) + 15%
LAND MONUMENTS: PRIMARY W/WITNESS POST	\$50/EACH
LAND MONUMENT: SECONDARY	\$25/EACH
CARSONITE POSTS	\$25/EACH

ATTACHMENT 2 – FEE ESTIMATE

Proposal for City and Borough of Wrangell
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City and Borough of Wrangell Wrangell Cassiar Street Improvements										12/21/2012
R&M Engineering-Ketchikan										
Task	Sande Engineer IV \$ 140	Scheff LS LS 100	Budget Engineer II \$ 120	2 Man Survey \$ 180	Engineer Tech 85	Sr. Tech / Drafter \$95	Outside Service Paleologics	Expense		Task Total
Phase I Design										
Review project with owner	8	4	8				\$ 400	\$ 600	\$	3,480
Field recon / survey update		4		12		8				3,320
Hydrology field assessment	2		8		24	8				4,040
Drainage design / hydrological design	8		24		24	16				7,560
Preliminary meeting with Public Works / Land Owners Discuss ROW options / turn around options	8	4	8				\$ 400	\$ 600	\$	3,480
Preliminary Specifications / Bid documents	16									2,240
Preliminary Street Design	4		24		80	80				17,840
Public Meetig with Land Owners	8	4	8					\$ 600	\$	3,080
Environmental Assessment & Permitting	4		16			100	\$ 3,200	\$ 500	\$	15,680
Final Design	4	2	24		40					7,040
Final Plans & Specifications	2		4			12		\$ 500	\$	2,400
Engineering Estimate	1		4							620
Pase II Bidding										
Pre-Bid Meeting		4	8							1,360
Bid Questions / Addendum			12							1,440
Review Bids / Recommend Award	4		4							1,040
Total Hours	69	22	152	12	168	224				
Total Cost	\$ 9,660	\$ 2,200	\$ 18,240	\$ 2,160	\$ 14,280	\$ 21,280	\$ 4,000	\$ 2,800	\$	74,620

ATTACHMENT 3 – RESUMES



R&M ENGINEERING-KETCHIKAN, INC.
ENGINEERS GEOLOGISTS SURVEYORS

355 CARLISLE LANE ROAD, SUITE 200, KETCHIKAN, ALASKA 99901
PHONE (907) 225-7917 FAX (907) 225-3441 E-MAIL: rmmeng@ipunet.net

TREVOR S. SANDE, P.E.
PRESIDENT, SENIOR CIVIL ENGINEER
LISCENSE NO. CE 9778

EDUCATION AND REGISTRATION

B.S., Civil Engineering (Cum Laude), Washington State University
Civil Engineer, Alaska, 1998 (CE 9778)

EXPERIENCE AND RESPONSIBILITIES

Trevor Sande, born and raised in Ketchikan, worked his way through college by commercial fishing throughout Southeast Alaska. Since joining the staff of R&M Engineering in 1993, Trevor has successfully completed a variety of assignments, some of which are listed below:

Site Design, Drainage, Utilities and Survey Control For Building Projects Include:

Wal-Mart store in Ketchikan, Burger King restaurant in Ketchikan, Credit Union One building in Ketchikan, Key Bank Building in Ketchikan, Ketchikan Shipyard facility Maintenance Building, Food Services of America Building, Temsco Bunkhouse Addition, National Bank of Alaska Shoreline Branch, Craig High School, Whitecliff Replacement School, Coffman Cove School, Naukati School, Ketchikan Head Start, Electric Horizons Theater, Coffman Cove Post Office, Craig Ranger District Bunkhouse, Saxman SEARHC Clinic, Ketchikan Youth Facility, Ketchikan Recreation Center, Cape Fox Lodge Expansion, Carrs Remodel Project, 5 Phases of housing projects for Metlakatla Housing Authority with over 70 houses and one apartment complex, Metlakatla Health Center and Staff Quarters, Klawock Public Safety Building, and Narrows Motel.

Marine Design Projects Include:

Coffman Cove Harbor Expansion, Coffman Cove Boat Ramp, Klawock Boat Ramp, Craig Boat Ramp, Craig False Island Dock, Ketchikan Airport Boat Float, Berth 1 Wood Dock Improvements, Tolstoi Industrial Park, Inter Island Ferry Master Plan and Harbor at Narrows Motel, Klawock 2005 Harbor Expansion

Utility Design Projects Include:

Metlakatla - Sewer Master Plan, Western Avenue Sewer, Tait Street Sewer, Raven Street Utilities, Atkinson Street Sewer, Pump Station and Force Main Replacement, Airport Road Water Main, Health Center Site Development
Craig - New 835,000 Gallon Reservoir, Water Plant Expansion, Beach Road Interceptor Sewer, Underwater Force Main and Outfall Project, Causeway Utilities, North Hamilton Pressure Sewer, and Port St. Nicholas Sewer.
Klawock - Three Mile Creek Water Source Feasibility Assessment, Force Main Replacement Project, Wastewater Treatment Plant Outfall, East and West Klawock Pump Station Replacement, Mary Jackson Subdivision (260 lots with 6.5 miles of utilities), and water main extension to WWTP.
Ketchikan - South Tongass Water Line, South Tongass Sewer Line, Tongass Avenue Water Line, Third Avenue Water Line (with SE Eng.), Mountain Point Water Tank, South Tongass Water Tank, Walmart Water Tanks, Grant Street Water Line, Deermount Water Line, Stedman Water Line (with SE Eng.), Baranof Pump Station Relocation (with SE Eng.), Lybrand Bear Valley Water and Sewer Extension, and Ward Cove Sludge Facility, KPU Alternative Disinfection Project (with Se Eng), Tongass Avenue Sewer Replacement.

Road and Street Design

Craig 8th Avenue, Craig Causeway Upgrade, Swan-Tyee Access Road, Don King and Signal Road, North Tongass Traffic Light and Highway Widening, Tolstoi Industrial Site, Mary Jackson Subdivision, Raven Street in Metlakatla, and Cassiar Street in Wrangell.

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Contract Administration and/or Inspection

Mountain Point Water and Sewer Phases III, IV & V, Mountain Point Wastewater Treatment Plant, Ketchikan Hospital Expansion (testing only), Ketchikan High School Phases III & IV, Narrows Motel, and Klawock Transfer Station. Craig Community Cold Storage, Craig Phase I and Phase II Paving Projects, Craig Water Plant Expansion and Water Storage Tank,

Structural Design Projects:

Ketchikan Key Bank, Ketchikan Burger King, Temsco Bunkhouse, Pioneer Hotel Remodel, Union Rooms Replacement, Smith-Harrison House, Stenford House, Craig Water Plant, Craig False Island Dock, Craig False Island Ice House, Klawock Transfer Station, Coffman Cove Post Office, Metlakatla Cannery Repairs, Borough Sludge Bldg.

PROFESSIONAL ORGANIZATIONS

American Society of Civil Engineers

Past Vice-Chair, Ketchikan Gateway Borough Planning Commission



R&M ENGINEERING-KETCHIKAN, INC.
ENGINEERS GEOLOGISTS SURVEYORS

355 CARLANTA LANE ROAD, SUITE 206, KETCHIKAN, ALASKA 99901
PHONE (907) 225-7917 FAX (907) 225-3441 EMAIL: rmm@r&mk.net

ROBERT BADGETT
CIVIL ENGINEER
R&M ENGINEERING-KETCHIKAN, INC.

EDUCATION AND REGISTRATION

B.S., Engineering (Civil Specialty)
Colorado School of Mines
Idaho – PE #10800
Oregon – PE #81890
Alaska – PE #12347

EXPERIENCE AND RESPONSIBILITIES

Robert Badgett is a Registered Professional Civil Engineer, in the State of Alaska, with over 14 years of experience in civil engineering. Mr. Badgett has served as both a design engineer and project engineer on numerous design and construction projects for private and municipal clients. These projects have included site and land development projects; State and County Road Improvements; storm drainage and surface water facility projects; sanitary sewer treatment plants and pump station projects; water main extension, storage, and treatment facility projects.

PROJECT EXPERIENCE

Since working at R&M Engineering, Robert has been involved in the following projects:

Ketchikan Airport Water & Sewer, Ketchikan Airport Parking Expansion, Ketchikan Airport Restrooms, Ketchikan Airport Lift Station, Evaluation of Fawn Mt. School Ball field, Oceans Alaska Marine Science Center, Pioneer Heights Elderly Living Facility, Ketchikan Public Utilities Baranof Reservoir, Metlakatla Water Upgrade and Storm Drain system, Ketchikan Indian Community Senior Housing, Jackson Street Reconstruction, Saxman Community Center, Metlakatla Water Treatment Plant, Fish Passage on Prince of Wales Island, Reconstruction of the Utilities for Port St. Nicholas on Prince of Wales Island, Ketchikan Vet Clinic, Yakutat Senior Center and North Tongass Highway Slope Stabilization.

PROFESSIONAL HISTORY

Prior to coming to R&M, Mr. Badgett was employed as a design engineer for Firwood Design Group LLC for 3 years. Prior to that he was employed as a Project Manager for Smith-Root, Inc. for 3 years and as a design engineer for Ruen-Yeager and Associates for 3 years. He started out as an EIT for Olson Engineering in 1997. During this time he was involved in the following projects:

Cougar Gulch Road Culvert Replacement; Post Falls Highway District; Coeur' d'Alene, Idaho
Design Engineer for design, construction, and contract administration of a new 12' arch culvert where Cougar gulch road crossed Cougar Creek. Additional concerns for this project were to design the culvert in such a manner to allow fish passage

Electronic Fish Barrier; Eagle Creek National Fish Hatchery, Estacada, Oregon
Project Manager and engineer for the design, contract administration, and construction of an electronic fish barrier to guide the salmon and steelhead returning to the hatchery into the hatchery fish ladder.

Electronic Fish Barrier; Abernathy National Fish Technology Center; Longview, Washington
Project Manager and engineer for the design, contract administration, and construction of an electronic fish barrier to guide the salmon and steelhead returning to the hatchery into the hatchery fish ladder.

Cougar Gulch Road Realignment; Post Falls Highway District; Coeur' d'Alene, Idaho

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Design Engineer for design, construction, and contract administration to widen and realign approximately 3 miles of the existing roadway. This project consisted of design, construction inspections, preparing Right of Way Acquisition plans, and contract administration duties for the road widening and realignment of approximately 3 miles of the roadway.

Prairie Avenue Improvements; Post Falls Highway District; Coeur d'Alene, Idaho

Design Engineer for the design and preparation of construction plans, Right of Way acquisition plans, and contract documents to widen approximately 5 miles of the existing Prairie Avenue from two lanes to four lanes.

Water System Improvements; City of Elk River, Idaho

Design Engineer design and construction of approximately 18,000 lineal feet of water mains, a slow sand filter plant to treat the water drawn from Elk Creek to serve as a potable water source as a replacement for the cities failing wells, new water storage tank, booster station, and Water Intake Structure on Elk Creek.

Electronic Fish Barrier; Eagle Creek National Fish Hatchery, Estacada, Oregon

Project Manager and engineer for the design, contract administration, and construction of an electronic fish barrier to guide the salmon and steelhead returning to the hatchery into the hatchery fish ladder. This project consisted of first obtaining a Section 10 permit through the Army Corps of Engineers and NOAA fisheries in order to divert and dewater a 100 foot section of Eagle Creek to construct a 20' wide by 90' long concrete weir within the existing creek bed.

Electronic Fish Barrier; Abernathy National Fish Technology Center; Longview, Washington

Project Manager and engineer for the design, contract administration, and construction of an electronic fish barrier to guide the salmon and steelhead returning to the hatchery into the hatchery fish ladder.

PROFESSIONAL ORGANIZATIONS

American Society of Civil Engineers



R&M ENGINEERING-KETCHIKAN, INC.
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GREGORY SCHEFF, PLS, LS 1660
R&M ENGINEERING-KETCHIKAN, INC.

EDUCATION AND REGISTRATION

1973-1976 Attended University of Montana, compiled 3.5 years of Forestry Program.
1977-1979 Obtained A.A.S./Survey Technology Degree, from the
 University of Alaska, Anchorage.
1985 Obtained Land Surveyor License #6700, from the State of Alaska

EXPERIENCE AND RESPONSIBILITIES

Mr. Scheff is a long-time resident of Wrangell and has been working there as a surveyor and consultant for over 20 years. He is a Principal of R&M Engineering-Ketchikan, Inc. and will be the chief of parties for all surveying. His work experience includes the following:

Project Surveyor: Design survey topography for Phillips/Graves Street Water and Sewer design, under contract to U.S.K.H., Juneau. Project involved establishing the R.O.W. and topo of approximately 2000' of street R.O.W. Wrangell, Ak. 1997, Under subcontract to USKH, Lance Mearig 790-2901

Project Surveyor: Design survey topography of a 30 acre portion of the Wrangell Airport, under contract to Peratovich, Nottingham and Drage, Inc, to develop a mining plan for future expansion. Wrangell, Ak. 1997. Chris Gianotti project Engineer 586-2093

Project Surveyor: Topographic survey for design of Phase III of Zimovia Highway Water and Sewer Project, under subcontract to U.S.K.H. (Juneau office). Project involved topography of approximately 1.5 miles of existing State of Alaska Highway, with AutoCAD drawings produced. Wrangell, Ak. 1997. Lance Mearig, project Engineer 790-2901

Project Surveyor: Inundation Mapping for the city of Wrangell. Project involved the topographic mapping of the flood plain below the city reservoirs, approximately 7 acres in heavy timber. 1995. Under subcontract to the City of Wrangell. Contact person Jeff Jabusch 874-2381

Project Surveyor: Park Avenue, Mission Street and Crest Drive topographic survey for design of a new waterline, under subcontract to Wilson Engineering, Wrangell, Ak. AutoCAD drawing produced, City of Wrangell project, 1996.

Project Surveyor: City of Wrangell, Ports and Harbors, Master Plan, under subcontract to P.N.& D. to perform the topographic mapping of the city of Wrangell's waterfront. Wrangell, Ak., 1995. contact person Chris Gianotti 586-2093

Project Surveyor: Peninsula Street 1993 improvements, Wrangell, Ak. Project involved the design of the Peninsula Street water, sewer, paving, storm drain, curb and gutter and electrical line placement. Under contract with the City of Wrangell. Contact person Jeff Jabusch 874-2381

Project Surveyor: A.S.L.S. #94-135, the survey of approximately 400 acres, under State of Alaska Survey Instructions, under contract with the City of Wrangell. Project involved the survey, platting and recording of 400 acres of State conveyance land to the City of Wrangell, 1995. Project involved several meetings with the Planning & Zoning Commission as well as City Council meetings. Contact person Carol Rushmore 874-2381

Project Surveyor: Topographic survey of approximately 16 acres of mill yard for paving, under contract with Alaska Pulp Corporation, Wrangell, Ak. 1993

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Project Surveyor: City of Wrangell Municipal Landfill Topography Survey. Project involved the mapping (site survey) of the Municipal Landfill to satisfy A.D.E.C. requirements. Worked with the Municipal Consultant, Mark Sadler, 1994. Under subcontract to City of Wrangell, contact Jeff Jabusch 874-2381

Project Surveyor: Topographic survey and mapping of the City of Wrangell rock quarry, to design a pit development plan, for upcoming City of Wrangell projects, under contract with the City of Wrangell, in conjunction with P.N.&D., 1997.

Project Surveyor: City of Craig Tidelands Addition (A.T.S. 1461). Project involved the survey and mapping of approximately 700 acres of tidelands to State of Alaska Survey instructions. Project completed in 1990. Project involved meetings with the Planning & Zoning Commission and City Council meetings.

Municipal Consultant: City of Wrangell, acquiring from the State of Alaska, the tidelands surrounding the city limits. Project involved the preparation of maps describing the tidelands involved for approximately 6 miles of tidelands. 1994 thru 1997. Contact Carol Rushmore 874-2381 City of Wrangell

Municipal Consultant: City of Wrangell, subdividing approximately 10 acres of land. Project involved the research, design, topographic mapping and presentation of "City Subdivision", to P & Z Commission and City Council. A 25 lot subdivision, within the city limits of Wrangell, Ak. 1994

Municipal Consultant: City of Wrangell, for various lot surveys, legal descriptions, Corps of Engineer permits, tidelands surveys, topographic surveys, under the direction of the Public Works Superintendent, Bob Caldwell.

Project Surveyor: Wrangell East Highway Topography survey and a portion of Zimovia Highway from U.S.F.S Building to the end of Wrangell East Highway, approximately 1.5 miles. This project was under contract to USKH in 1998. Contact Lance Mearig 790-2901

Project Surveyor: Construction staking, as-builts and x-sect quantities of the Zimovia Highway Water and Sewerline Project Phase III, Under subcontract to Rock-N-Road Construction Inc. of Petersburg in 1998. Contact Richard Burrell 772-3308

Project Surveyor: Design survey for Phase IV Water and Sewerline Extension along Zimovia Highway for USKH in Juneau. Project included establishing the right of way and topography of approximately 1.2 miles of highway right of way with AutoCad drawings produced in 1998. contact Lance Mearig 790-2901

Project Surveyor: Design survey of the Industrial Park road, water and sewer improvement project. Project involved establishing the right of way and topography of approximately 0.8 miles of city street for USKH design engineer. AutoCad drawings produced in 1998.

Project Surveyor: Design survey of Cassiar Street improvement project. Project involved establishing right of way and topography for R&M Engineering, under contract to the City of Wrangell. AutoCad drawings produced in 2000. Contact Trevor Sande 225-7917

Municipal Consultant: Project management and inspection of Reid Street improvement project for the City of Wrangell. Project involved inspection, testing and project management for the City of Wrangell, a 2.0 million dollar project. Contractor Southcoast Inc. in 1999. Contact Jeff Jabusch 874-2381

Project Surveyor: Spur Road construction staking and hydrographic survey to U.S.F.S. specifications. Project included slopestaking approximately 1.8 miles of U.S.F.S. spec road and performing hydrographic surveys for pipe design of two fish streams. Client for the City of Wrangell in 1996.

Project Surveyor: Hydrographic Survey (leadline) of proposed Heritage Harbor in Wrangell, Alaska, for the A.C.O.E. Project involved the topography survey (upland and water) of the proposed harbor site. AutoCad drawings produced in 1999.

Project Surveyor: Subdivision survey design of Sortyard Subdivision, the old mill yard, for the City of Wrangell. Project involved the planning and layout of a 15 acre subdivision. AutoCad drawings produced in 2000-2001.

Project Surveyor: Construction survey for the City of Wrangell of the Industrial Park. Project involved the construction staking of cmp's, road, water and sewer for Rock-n-Road Construction of approximately 0.7 miles of road improvement. AutoCad drawings produced in 2000-2001.

Project Surveyor: Mitkof Island Fish Passages, under subcontract to Ketchikan Ready Mix & Chinook Engineering. Project was a design build contract with the U.S.F.S. Our responsibility was the design survey (topo) and mapping of approx 20 fish streams on Mitkof Island. Our final product to the engineers was a .dwg file and TIN. Staking the pipes/bridges was our final task. 2002-2003 Contact USFS Bob Gubernick 772-3841 in Petersburg

Project Surveyor: Behm Canal Fish Passages, under subcontract to USKH and the U.S.F.S. Project involved the design survey (topo) of approx. 11 streams to USFS specifications at remote locations in Behm Canal. GPS locations were supplied at each site. Final product consisted of a .dwg file and TIN of our topo survey, to the engineer. 2004 Contact Lance Mearig USKH 790-2901

Project Surveyor: Construction Staking of Wrangell Airport Access Road, under subcontract to S.E. Roadbuilders. Project involved the slopestaking, red tops, bluetops, horiz. & vert. alignment, grade computations, super computations, & quantity calculations of approx. 3/4 miles of State road. 2005

Project Surveyor: Heritage Harbor Breakwater and Parking Lot. Project involved the construction staking of the DOT/PF airport quarry for the blasting of approx. 550,000c.y.'s of rock and the staking and asbuilts of the dredging, and breakwaters. Kiewit Pacific was the contractor. Quantities were computed. 2003-2005.

Project Surveyor: City of Wrangell Nolan Museum/Civic Center. Construction Staking of Curb & Gutter and 500' of paving. Under subcontract to Johnson Construction. Contact Harley Johnson 874-2375

Project Surveyor: DOT/PF Contract of Petersburg East Apron Petersburg Airport topographic survey. Project involved the design survey of a portion of the Petersburg Airport. Horiz/vert control established. Autocadd drawing produced along with a TIN.

Professional References

<u>City of Wrangell</u>	Tim Rooney	City Manager	(907)874-2381
<u>City of Craig</u>	Jon Bolling	City Of Craig City Manager	(907)826-3275

Professional Organizations

- Alaska Society of Professional Land Surveyors
- American Congress Surveying and Mapping
- National Society of Professional Surveyors

OTHER LICENSES

100 Ton Merchant Marine License



R&M ENGINEERING-KETCHIKAN, INC.
ENGINEERS GEOLOGISTS SURVEYORS

335 CARLWILLIAMS LANE ROAD, SUITE 200, KETCHIKAN, ALASKA 99901
PHONE (907) 225-7917 FAX (907) 225-3441 EMAIL: rmm@rkm.net

GUY VICTOR OWENS
R&M ENGINEERING-KETCHIKAN, INC.

Education

Dixie State College, Graduated 1996, Major: Environmental Science, Minor: Business

Certifications

- ACI Field – Grade I (expired)
- ACI Lab – Grade I (expired)
- WAQTC Asphalt, Aggregates, Sampling & Density
- NICET CMT – Concrete Level III
- NICET CMT – Asphalt Level IV
- NICET TETHM Level III
- NICET CMT Soils Level II
- OSHA 40-hour HAZMAT
- Hazardous Materials Technician

Experience

- QC/QA Administrator on highway, bridge, airport, dam, and vertical construction projects.
- Laboratory development of asphalt and concrete mix designs.
- Laboratory and field material testing of asphalt, concrete, and soils.
- Field inspection of asphalt, reinforced concrete, masonry, fireproofing and structural steel.
- Supervision and training of quality control personnel (laboratory and field).
- Environmental Site assessments (pre-construction).
- Geotechnical soil & hydrology investigation.

Work History

2009-2011	R&M Engineering-Ketchikan, Inc. – Craig, AK QA/QC Manager on the FHWA Coffman Cove Road Paving Project QC/QC Manager on the ADOT&PF Craig Klawock Highway Reconstruction QA/QC Manager for the City of Craig Paving Project Phase I Materials Testing for Southeast Roadbuilders on the Hydaburg Paving Materials Testing for Southeast Roadbuilders on FHWA Coffman Cove Road
2007-2008	OWENS CONSULTING & INSPECTION- Thorne Bay, AK Contracted to Secon Inc. as Program Administrator for QC on the Ketchikan Airport. Also performed duties as acting interim QC Manager for Secons SE Alaska operations.
2006-2007	SOUTHEAST ROADBUILDERS, INC -Haines, Alaska Supervisor: Tom Dikeman Position: Quality Control and Assurance Manager FHWA Yakataga Bridge Replacement Project
2005-2006	LANDMARK TESTING & ENGINEERING – St. George, Utah Supervisor: Randy Guymon Position: Project Manager Manage Wolf Creek, Phase II (6000 unit subdivision)
2004 – 2005	CENTRAL UTAH TESTING & INSPECTION – Centerfield, Utah Supervisor: Dan Dalley

*Proposal for City and Borough of Wrangell
Cassiar Street Improvements Design*

December 21, 2012



Position: Project Manager / Marketing Director
Rehabilitation of Yakutat and Juneau Airports (Program Administrator, QC)
Duties: Supervision of field and laboratory technicians, managing contractor QC operations, overseeing laboratory AMRL and AASHTO certifications.

- 2002 – 2004 LANDMARK TESTING & ENGINEERING – St. George, Utah
Supervisor: Randy Guymon
Position: Project Manager
Duties include: Supervision and training of lab and field technicians; project management; quality systems review of the laboratory proficiency program.
- 1997 – 2002 TRI-STATE TESTING LABORATORIES – St. George, Utah
Supervisor: Glenn Waite
Position: General Laboratory Manager
Duties: Responsible for the development of asphalt and concrete mix designs, overseeing and maintaining contractor quality control and managing personnel and logistical support for field and lab operations.
- 1996 – 1997 APPLIED GEOTECHNICAL ENGINEERING – St. George, Utah
Supervisor: Arnold DeCastro
Position: Field & Lab Technician
Duties: Performing soil, concrete, asphalt, geotechnical and environmental testing and assessments.
- 1994 – 1996 SOUTHWEST TESTING AND ENGINEERING – St. George, Utah
Supervisor: Glenn Waite
Position: Lab Technician
Duties: Laboratory testing of soils, asphalt and concrete

Various Projects (with above employers)

- Juneau/Ketchikan. (QC Manager, Secon) 2008-Various road construction and paving projects.
- Petersburg Mitkoff Hwy. (Project Manager, QC) WMA paving.
- Ketchikan Airport (Project administrator, QC) runway and taxiway reconstruction.
- Coffman Cove Rd. (Project manager, QC) road construction.
- Yakataga Bridge (Project Manager, QC) construction of new bridge.
- Monument Valley (Project Manager, QC) construction of new Visitors Center.
- Seven-mile Gooseberry (Project Manager, QC) rehabilitation of Federal highway.
- Ogden Airport (Program Administrator, QA) rehabilitation of runways and taxiways.
- Kanab Airport (Project Manager, QC/QA) runway rehabilitation
- Page Airport (Project Manager, QC) runway rehabilitation
- Nephi Airport (Project Manager, QC/QA) taxiway and apron reconstruction
- Parowan Airport (Project Manager, QC/QA) taxiway and apron reconstruction
- Escalante Airport (Project Manager, QC/QA) taxiway and apron improvements
- St. George Airport (Project Manager, QC/QA)taxiway and apron rehabilitation
- Panguitch Airport (Project Manager, QC/QA) apron reconstruction
- Minersville Bridge (Senior Technician, QC) reconstruction
- Virgin River Bridge (Senior Technician, QC) construction
- Newspaper Rock(FHWA) LeGrande Johnson (QC) Road Reconstruction
- Pier 400 (Port of Long Beach) Offshore pier construction
- Bluff Street (USDOT) Western Rock Products (QC) Road Reconstruction
- I-15 Meadow Valley (FHWA/UDOT) Cox Rock Products (QC) Road Reconstruction

- I-70 Cove Fort (FHWA/UDOT) Cox Rock Products (QC) Road Reconstruction
- Havasu Blvd. (ADOT) Cox Rock Products (QC) Road Reconstruction
- SR-6 (UDOT) Cox Rock Products (QC) Road Reconstruction
- SR-89 Long Valley (UDOT) Cox Rock Products (QC) Road Reconstruction
- I-15 Littlefield (FHWA/ADOT) Cox Rock Products (QC) Road Reconstruction
- I-15 Virgin River Gorge Bridge (FHWA/ADOT) (QA/QC) Bridge Reconstruction
- I-15 Hamilton Fort (FHWA/UDOT) Western Rock Products (QC) Road Reconstruction
- SR-24 Fish Lake (UDOT) Hales S & G (QC) Road Reconstruction
- SR-14 Cedar (UDOT) Western Rock Products (QC) Road Reconstruction
- SR-50 Scipio (UDOT) Cox Rock Products (QC) Road Reconstruction
- Cedar City Airport (FAA) Western Rock Products (QC) Apron Reconstruction

Personal References

Bruce Burnette, Alaska Department of Transportation and Public Facilities, Head of Materials Laboratory, Southeast Region (907) 465-2070

Dusty Escamillia, PE, Federal Highway Administration Project Engineer, (907) 329-2070

Kirt McDaniel (Engineer) Creamer & Noble Engineering, St. George, Utah (435) 673-4677

Glenn Waite (QCM) Western Rock Products, St. George, Utah (435) 628-4285

Larry Gay (Engineer) Utah Dept. of Transportation Region 4, Richfield, Utah (435) 896-1306

Dave Heeter (President) Secon Inc., Juneau, Alaska (907) 780-5145

Keith Nelson, P.E.

NELSON ELECTRICAL ENGINEERING; Ketchikan, Alaska

Keith Nelson has 31 years electrical engineering design, project management, and construction administration experience. Mr. Nelson's design experience encompasses the coordination and production of all elements of electrical drawings, specifications and estimates. This work includes the full development of electrical system design concepts for power, lighting, communication systems, and building automation controls. In the design process, he gathers load data, performs arc fault studies and short-circuit analysis, voltage drop and footcandle calculations, conducts code reviews, designs high- and low-voltage distribution systems, conducts power quality studies, prepares cost estimates, and manages the design team.

Nelson is also a member of the following: Institute of Electrical and Electronic Engineers; International Association of Electrical Inspectors; Cascadia Region Green Building Council.

Mr. Nelson has a wide array of energy-efficient design experience ranging from performing energy studies and audits; performing lighting system analysis; and designing motor and variable frequency drive (VFD) upgrades. He has designed alternative energy power systems and incorporated energy saving solutions using building automation control systems. He uses energy management concepts delineated in ASHRAE, IES, and IEEE. Keith also is familiar with the requirements found in the International Energy Conservation Code and LEED.

Keith's work history includes 11 years of public works project management. As a result, he is familiar with the procedures required for taking a project from the funding stage through design, bid, construction, and warranty phases. He has managed design teams for multidiscipline and electrical design contracts. He has performed construction administration for new buildings and remodel projects.

Keith understands the functional and system operations within buildings. He works closely with the building owners, clients, user groups, and maintenance personnel to incorporate their needs into the project design. This, combined with his attention to detail and his extensive design experience, provides for a complete and thorough set of electrical design documents.

Keith has completed electrical designs for many types of facilities such as banks, hospitals, office buildings, commercial retail space, and corporate computer centers. He has worked on many marine related projects for the Alaska Marine Highway, Alaska DOT, and Alaska Ship and Drydock. A complete project list and references are available upon request.



R&M ENGINEERING-KETCHIKAN, INC.
ENGINEERS GEOLOGISTS SURVEYORS

333 CARLWILLIAMS LANE ROAD, SUITE 200, KETCHIKAN, ALASKA 99901
PHONE (907) 225-7917 FAX (907) 225-3441 EMAIL: rmmain@1gnet.net

BRET HIATT

R&M ENGINEERING-KETCHIKAN, INC.

HIGHLIGHTS OF QUALIFICATIONS

- Four and one half years cumulative experience in fisheries and fisheries related fields.
- Eleven years eleven months experience in real estate appraisal and assessment work.
- Experience setting and administering policy, supervising, training, and budgeting.
- Broad background collecting, recording, and analyzing, biological and informational data.
- Extensive experience using various capture, survey and sample methods in finfish research.
- Skilled in interviewing people in both the public and private sectors.
- Organized, self-directed, and able to perform duties and manage time efficiently.
- Flexible when working with a variety of personalities; able to communicate effectively.
- Proficient in Excel, Access, WordPerfect, MS Word, Apex Sketch, and Marshall and Swift

EDUCATION & TRAINING

OREGON INSTITUTE OF MARINE BIOLOGY, Summer 1995
Undergraduate studies in Marine Biology
OREGON STATE UNIVERSITY, Winter 1993, September 1993-June 1995
B.S. Degree Fisheries Science
EASTERN OREGON STATE COLLEGE, September 1989-June 1992
Undergraduate studies in Biology
PORTLAND STATE UNIVERSITY, Fall 1999
Geography 488, GIS Systems I
REAL ESTATE SCHOOL OF OREGON AND WASHINGTON, 1998-1999
Required real estate education for certification and entry into real estate appraisal field.
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS, ALASKA ASSOCIATION
OF ASSESSING OFFICERS, APPRAISAL INSTITUTE, AMERICAN SOCIETY OF FARM
MANAGERS & RURAL APPRAISERS
*Various seminars and course work in Real Estate Appraisal and Assessment Practice from 1999-
2009 to maintain certification in field.*

RELEVANT WORK

R&M ENGINEERING, Ketchikan, AK; *Current Employer*
Since joining R&M, Bret has performed a vast array of environmental and permitting project
including

EXPERIENCE

the Ketchikan Indian Community upper Jackson Subdivision, City of Coffman Cove Clinic, Sitka
Granity Creek Wetlands Delineation, Misty Fjords Marine Center Permits, Reynolds Creek Hydro
Facility Corp Permits, Petro Marine Ketchikan Soil Remediation

KETCHIKAN GATEWAY BOROUGH ASSESSMENT DEPARTMENT, Ketchikan, AK
February 2009-January 2011, *Director of Assessment & Alaska Certified Assessor Appraiser.*
August 2000-January 2009, *Alaska Certified Assessor Appraiser.*
PALMER GROTH & PIETKA, INC. Portland, OR, February 1999-June 2000
Oregon State Certified Commercial Real Estate Appraiser Assistant.
ALASKA DEPT. OF FISH & GAME, Ketchikan, AK Spring/Summer 1998
Unuk River Salmon Research, Fisheries Research Technician III.
PORTLAND GENERAL ELECTRIC, Madras, OR, February 1997-April 1998
Round Butte Hydro, Environmental Services, Fisheries Research Technician.
UNITED STATES FOREST SERVICE, Bend, OR, Summer/Fall 1996
Bend Fort Rock District, Wildlife Technician.
PACIFIC STATES MARINE FISHERIES COMMISSION, Oregon/Washington, Spring 1996
Assistant Project Biologist Grande Ronde River Out-migrant research..

ORGANIZATION

OceansAlaska Inc; OCEANSALASKA MARINE SCIENCE CENTER BOARD OF
DIRECTORS, Ketchikan, AK

PUBLICATIONS

ARTICLES: "Salmon Seafood Processing Plant Valuation," & "A Brief History
and Primer of the Alaskan Salmon Industry," FAIR and equitable, Aug. 2005 issue, Vol. 3, No. 8
REPORT: "Round Butte Resident Fish Report" 1997 Portland General Electric Fisheries Fall
Workshop



Paul Rushmore MS, Paleo Logics

Archaeologist

EDUCATION

TEXAS A&M UNIVERSITY.

1988. Masters of Science in Physical Geography with emphasis in geomorphology / geoarchaeology.

1979. Bachelor of Arts Degree in Anthropology.

WORK EXPERIENCE

Archaeologist, Consulting

Current.

Paleo Logics. Private consulting services for Archaeology in Southeast Alaska. Refer to the Report Section below for recent Projects.

Director of IRA Office of Environmental Planning

April 2000 – March 2003.

Wrangell Cooperative Association. Duties included supervision of 4-7 personnel, project management, grant writing, training workshops, and project contract negotiations, (e.g., with EPA, ADF&G, BIA, BLM, Tlingit-Haida Central Council, Sealaska Corp., NPS, US Forest Service, Alaska tribes, and private foundations).

Wrangell Cooperative Association Representative

August 1999.

Archaeological excavation of a prehistoric human burial impacted during subsurface construction activities at Coffman Cove, Alaska. Project was a cooperative effort between the Wrangell Cooperative Association, the Alaska State Historic Preservation Office, the U.S. Forest Service, and the City of Coffman Cove.

Museum Curator

January and February 1999.

Contract with Ilisagvik College, Barrow, Alaska, to prepare museum exhibits for the grand opening of the Inupiat Heritage Center, Barrow, Alaska.

Principal Investigator and Project Director

April 1998 to September

1998.

Archaeological investigations of human burials in a prehistoric village midden site at Coffman Cove, Prince of Wales Island, Alaska (Site PET-067) for the Alaska Department of Environmental Conservation and the town of Coffman Cove, Alaska.

Tribal Archaeologist - Wrangell Cooperative Association (IRA)

April 1998 to June 2004.

Provided a report for the cost of preserving and restoring the traditional native totem poles and Chief Shakes Tribal House located on Wrangell Island, Wrangell, Alaska. Tribal representative to address state and federal concerns regarding cultural resources on traditional lands.

Project Director at Various Cultural Sites - 1992 through 1998.

Burney and Associates, Taos, New Mexico archaeological survey for the U.S. Army Corps of Engineers, Portland District, in cooperation with the Umatilla, Nez Perce, Warm Springs, and Yakima Nations to assess the status of archaeological remains exposed along 150 miles of the John Day Reservoir shoreline, Oregon and Washington.

Geomorphic analysis of alluvial sediments in the proposed interim waste rock and topsoil stockpile area at Dowe Flats, Boulder County, Colorado for Southwestern Portland Cement. Purpose of this analysis was to assess the potential for buried intact archaeological sites within a proposed impact area.

Development of a Cultural Resource Management Plan (CRMP) for Wahkiakum Port District No. 2, Skamokawa, Washington.

Archaeological testing project for Westside Water Works, Skamokawa Vista Park, Skamokawa, Washington.

Archaeological site monitoring of development site on Clatsop Plains, Clatsop County, Oregon.

Phase II analysis at Dowe Flats, Colorado, implementation of the geomorphic/archaeological model designed by Paleo Logics to delineate buried archaeological deposits prior to proposed quarry operations in the Colorado Front Range.

Cultural resource survey and auger program of 18 acres on the Clatsop Plains, Clatsop County, Oregon.

Design and implementation of a geomorphic/archaeological site predictive model for the Dowe Flats Project, Boulder County, Colorado. The model was intended to delineate areas with the potential for buried archaeological deposits prior to planned quarry operations in the Colorado Front Range.

Subcontractor to Burney and Associates, Boulder, CO. Archaeological survey of 3200 acres on the Walla Walla Ranger District, Umatilla National Forest, Oregon.

Archaeological survey of 6000 acres within the Johnson Creek Restoration Area Timber Salvage Project on the Umatilla Indian Reservation, Umatilla and Union Counties, Oregon, for the Confederated Tribes of the Umatilla Indian Reservation. Subcontractor to Burney and Associates, Boulder, CO.

Archaeological testing and evaluation of the Upper Pistol River Archaeological Sites (SK816-SK820, SK837) Chetco Ranger District, Siskiyou National Forest, Oregon. Subcontractor to Burney and Associates, Boulder, CO.

Development of a Cultural Resource Management Plan (CRMP) for the Bayview archaeological site (45-WK-6) owned by Wahkiakum Port District No. 2, Skamokawa, Washington.

Archaeological testing of the Owl Creek site (10LH280) and the Poverty Flat site (10LH283) along the Salmon River in the North Fork Ranger District, Salmon National Forest, Idaho. Subcontractor to Burney and Associates, Boulder, CO.

Archaeological testing of the Princess Creek site (35KL882) and the Sunset Cove site (35KL884) on Lake Odell, Crescent Ranger District, Deschutes National Forest, Oregon. Subcontractor to Burney and Associates, Boulder, CO.

Archaeological survey of the Katka Project, Bonners Ferry Ranger District, and the Packsaddle Project, Sandpoint Ranger District, Idaho Panhandle National Forest, Idaho. Subcontractor to Burney and Associates, Boulder, CO.

Archaeological testing of the Hedges/Tumco historic mining townsite in Cargo Muchacho Mountains, southwestern Colorado Desert, Imperial County, California. Subcontractor to Burney and Associates, Boulder, CO.

UNIVERSITY OF ALASKA SOUTHEAST - January to December 1996

Through the rural outreach program taught Introduction to North American Archaeology and Principles of Physical Geography.

U.S. FOREST SERVICE - July 1989 to December 1994.

Field Director for cultural resource surveys and excavations in the Stikine Area, Wrangell Ranger District, Tongass National Forest, Alaska. Conducted cultural resource surveys and excavations in the Stikine Area, Wrangell Ranger District, Tongass National Forest, Alaska. Conducted surveys of proposed timber sale areas within the Deschutes National Forest, Oregon. Also monitored activities of private archaeological contractors for the Crescent Ranger District, Deschutes National Forest.

NATIONAL PARK SERVICE - July 1990 to April 1992

Archaeological survey and testing within wilderness areas of Ross Lake, WA.; conducted numerous field surveys in the Olympic National Park; and excavated prehistoric/historic sites on Lake Chelan, North Cascades National Park, Washington. Surveyed, evaluated and excavated archaeological sites on Ross Lake, North Cascades National Park, Washington. Archaeological testing of the Canyon Owl site (35LIN336), Sweet Home Ranger District, Willamette National Forest, Oregon. Archaeological testing of the Low Huckleberry Site (45PO149) along the Pend Oreille River, Pioneer State Park, Washington.

RECENT REPORTS

2011. Final Report: Area 1 Archaeological Survey for the Takatz Lake Hydroelectric Project, Baranof Island, Alaska (FERC No. 13234-000). On file with the City and Borough of Sitka Electric Department.

2009. Cultural Resources Survey Report: Blue Lake Hydroelectric Project (FERC No. 2230) Expansion, Sitka, Alaska. City and Borough of Sitka, Alaska.

2008. Archaeological Investigations at Four GCI (SEAFast) Fiber Optic Cable Landing Sites: South Mitkof Island, Angoon, Hawk Inlet and Juneau, Alaska. ACMP State ID # AK 0804-07J, USACE Case # POA-2008-127.

2008. Archaeological Investigations at U.S. Survey 295; Moser Bay, Revillagigedo Island, Southeast Alaska POA-2007-501-2, Moser Bay.

2008. Archaeological Survey for the City of Coffman Cove, Alaska Water Improvements Project. For the City of Coffman Cove and CRW Engineering Group, Anchorage, Alaska.

2008. Archaeological Survey for the Gravina Island Road Project, Gravina Island, Alaska. Report submitted to the City and Borough of Ketchikan, Alaska.

2007. Archaeological Survey Results for Proposed AP&T Telecommunication Sites on Crystal Mountain, Tongass National Forest, Petersburg Ranger District, Alaska.

2007. Archaeological Investigations at DIX-035, Hunter Bay Cannery Site, Hunter Bay, Prince of Wales Island, Southeast Alaska (POA-2007-476-1). Report prepared for Boyer Towing, Inc., P.O. Box 8000, Ketchikan, Alaska 99901.

2007. Archaeological Assessment of Steamboat Bay Cannery (CRG-00561), Noyes Island, Prince of Wales-Outer Ketchikan, Alaska. Report on file with R&M Engineering-Ketchikan, Inc., P.O. Box 9592, Ketchikan, Alaska 99901.

2007. Archaeological Investigations of Lutak Road, Haines Borough, Alaska. Report prepared for Alaska Power & Telephone, Post Office Box 30, Haines AK. 99827.

2007. Archaeological Investigations at CRG-042, Niblack Anchorage, Prince of Wales Island, Southeast Alaska (POA-1982-290-N). Report written for Darwin Green, Vice President Exploration, Niblack Mining Corp., Suite 615-800 West Pender St., Vancouver, BC V6C 2V6 Canada.

13d



CITY & BOROUGH OF WRANGELL, ALASKA

INCORPORATED JUNE 15, 1903

Dept. of Public Works & Capital Projects

PO Box 531
Wrangell, AK 99929Phone (907)-874-3904
Fax (907)-874-2699

December 12, 2012

Trevor Sande
R&M Engineering-Ketchikan
355 Carlanna Lake Road, Suite 200
Ketchikan, Alaska 99901

Re: Request for Proposal for Engineering Design Services
Cassiar Street Roadway and Utility Improvement Project

Dear Trevor:

Thank you for taking the time to review the Cassiar Street Roadway & Utility Improvements project with us earlier this week. The City and Borough of Wrangell (CBW) has expressed an interest in contracting with R&M Engineering-Ketchikan (R&M) for the engineering design services for this project, and R&M has returned the same interest.

As we discussed, Cassiar Street is a narrow, unpaved, one-lane road in an older residential neighborhood. It's existing roadway begins at McKinnon Street and dead ends 1,400 feet north, at a rock outcropping. Portions of the existing driving lane of Cassiar Street are not currently in their platted locations, and they occasionally encroach into private property. Steep rocky slopes, along a portion of the roadway, create a serious drainage issue for road safety. There are currently water and sewer lines in the roadbed, which are scheduled for replacement as previously designed by R&M.

The CBW received two grants related to Cassiar Street. One grant is from the State of Alaska, Department of Environmental Conservation (DEC) for the replacement of the water and sewer infrastructure and for the development and implementation of a storm water conveyance system. The DEC grant is in an amount up to \$565,000 and requires a 30% match from the CBW.

The second grant is from the State of Alaska, Department of Commerce, Community, & Economic Development for roadway upgrades. The DCCED grant is in the amount of \$1,000,000 and can be used as the match toward the DEC grant.

The CBW held a public meeting on November 6, 2012 to review the project with the residents of Cassiar Street. Staff provided an overview of environmental, design, and construction work sequence, the scope of work and specific exclusions from the scope of work, construction sequence, and access during construction (see attached meeting agenda). There were approximately 20 people in attendance, with the majority of them residing on Cassiar Street. Staff indicated that a second public meeting for this project would be scheduled once the 65%-level engineer drawings are complete.

The engineering design services required for this project shall include all the work necessary to produce Plans, Specifications and Engineer's Estimate (PS&E) for this road and utility improvement

project. The engineering design is considered a two-phase project, whereby R&M Engineering-Ketchikan has already completed the first design phase, which incorporated performing the geotechnical investigation, surveying, mapping, and the water and sewer utilities replacement design. The second design phase will include the environmental process, storm water conveyance system design, and limited roadway reconstruction design. Phase two of the design project will result in completion of the PS&E, incorporating the outcomes of both design phases.

The engineering design services to be provided, but not limited to, are topographical surveys, hydrology assessment and storm water design, geotechnical assessment and roadway design, preparation of a design criteria summary, environmental documentation, coordination with permitting agencies, project reporting, schedule estimates, and 100% Plans, Specifications and Engineer's Estimate.

R&M Engineering-Ketchikan's proposal shall list the roles and responsibilities of key personnel proposed to be assigned to this project, along with their responsibility for and commitment to this project. Please submit current resumes for each identified key personnel. Proposal should include a copy of valid Alaska Engineering Licenses, as applicable.

R&M Engineering-Ketchikan's proposal shall provide a Time & Expense (T&E), Not-to-Exceed design cost for the scope of work identified below. When responding to this request, please submit R&M Engineering-Ketchikan's Alaska Business License, Professional Licenses, and current Insurance Certificate.

Scope of Work:

Coordination with Owner

- Meet with CBW staff for review of available record information, including surveys, as-built data, geotechnical information, grant regulations, etc. (R&M has much of this information from their design work on the Cassiar and Weber Streets' Water and Sewer Replacement Design project from 2011).
- Determine, with CBW staff, the limits of the projects and the level of work for developing design for the roadway reconstruction and finish grades, as well as a new storm water conveyance system, all to be incorporated with the previously designed water and sewer utility systems' replacement.
- Submit 35%, 65%, and 95% level engineer drawings for CBW staff review. Project Manual to be submitted by the 65% level submission. The time allotted for City staff's review and comments shall be one week for each review level. Make adjustments to design as required.
- Coordination of the project will be with the Project Manager, Amber Al-Haddad, and the Director of Public Work, Carl Johnson.

Time for Completion

- The design and bidding documents shall be complete and ready for construction bidding by April 1, 2013; otherwise, liquidated damages, at a rate of \$250/calendar day, will apply.

Roadway Design

- Perform design, and prepare engineered plans and project specifications (including technical specifications for each divisional subsection), special provisions, cost estimates with bid items and quantities, and all other necessary bid-ready, stamped documents for the reconstruction of the Cassiar Street roadway and utilities.
- Project design shall include roadway reconstruction and resurfacing. The roadway design may also include vehicular access and off-street parking improvements. Provide a storm drainage design to improve the quality of storm water. Perform only electrical streetlight redesign if necessary to accommodate the new road and utilities work.
- Include provisions for a traffic plan, allowing the Contractor to maintain safe vehicular and pedestrian traffic during construction.

- Include provisions for a utility service access plan, allowing the Contractor to maintain water and sewer services to residents throughout the construction phase.
- Combine first and second phases of design, as necessary for two sets of construction documents (both engineered drawings and specifications/project manual), in anticipation of a two-phase project. The first phase would be the work to install the new water, sewer, and storm water systems. The second phase would be the roadway reconstruction work.
- Review the design drawings, specifications, estimate of quantities, and cost estimates for completeness, accuracy, conformance with standards, ease of construction, construction phasing, construction scheduling, project safety, conflicts with existing utilities, effect of construction on adjacent properties, maintenance of traffic, and ease of future maintenance and operations.
- Review working drawings and material specifications for conformance with the design plans.

Geotechnical Investigations and Studies

- R&M Engineering-Ketchikan previously performed the Geotechnical Investigation, with Report, and has a copy of the report and supporting documentation on file.
- R&M shall use their Geotechnical Investigation Report to perform analyses and recommendations for appropriate action within the design and reconstruction.

Survey and Mapping

- Prepare additional surveys for mapping and referencing the roadway, including all features within and adjacent to the project limits, from which plans and profiles will be developed, as necessary for the successful construction of the project.
- Perform, as necessary, the following engineering tasks: topography, cross sections, horizontal control, traverse points, GPS points, survey limits, and final plans (Note: Some of the necessary survey and mapping work was already performed under the first design phase).

CADD Services

- Generate drawings, standards, typical sections as CADD files and provide final version to CBW, as well as a .pfd version; prepare design standards, manuals and procedures (Note: All of the design and specifications for the water and sewer replacement was already performed under the first design phase. R&M Engineering-Ketchikan has these files).

Permitting

- Submit engineered plans and permit applications to State and Federal regulatory agencies, as necessary, for required reviews, approvals, and permits (Note: The Approvals to Construct, for both the State of Alaska's Division of Water Wastewater Discharge and the Division of Environmental Health Drinking Water Program have already been obtained. R&M Engineering-Ketchikan has copies of these State-issued approval documents).

Environmental Engineering Investigation

- Conduct studies to determine the environmental impact of the proposed road and utility work, including impacts on water quality and historical and cultural resources. Environmental studies shall be conducted with appropriate public notification and opportunity for public participation. Conduct environmental studies consistent with requirements of the granting agencies involved.
- Prepare draft reports, maps, and other documents to describe anticipated environmental impacts, develop environmental mitigation recommendations, when appropriate, and document all research and findings in draft and final report.

Construction Bid Phase Services

- Provide assistance during construction bidding phase. Provide written response to questions from bidders; prepare addenda as necessary. City is responsible for distributing bidding documents and for maintaining the plan holders list.
- Administer pre-bid meeting; prepare agenda and meeting notes.

- Prepare Engineer's Recommendation of Award Letter that includes the following required content:
a) Check for math errors in bid items and reconcile any mathematical discrepancies, b) Certify Bid Tabulations, c) Provide an explanation of discrepancies between the Engineer's estimate and bids, d) Provide a recommendation to award, including potential use of alternates.

Construction Management Services

- Construction management and inspection services may be incorporated in the contract, by amendment, after the design is complete and the scope of work can be better determined.

We trust we have outlined the scope of work well for this project and look forward to discussing it in more detail, as required, for working through your proposal presentation. We wish to obtain your proposal by Friday, December 21, 2012, in hopes of presenting it for review by the Wrangell Borough Assembly during their first January 2013 meeting.

We hope to hear from you soon as we are anxious to begin the design and for a 2013 construction season.

Best,
Amber Al-Haddad
Projects Manager
City & Borough of Wrangell

Copy: Tim Rooney, City and Borough of Wrangell
Carl Johnson, City and Borough of Wrangell
Greg Scheff, R&M Engineering-Ketchikan

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

**ITEM NO. 13e PROPOSED RESOLUTION 01-13-1263: A RESOLUTION OF
THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA,
PROVIDING FOR THE AMENDMENT OF ALL JOB DESCRIPTIONS FOR CITY
EMPLOYEES**

INFORMATION:

Attachments

1. Memorandum from Finance Director Jeff Jabusch, dated January 2, 2013
2. Proposed Resolution No. 01-13-1263
3. List of all job descriptions to be changed
4. List of all job descriptions (available in the Borough Clerk's office)

RECOMMENDED ACTION:

Move to adopt resolution.

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13e

MEMORANDUM

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

**TIMOTHY ROONEY
BOROUGH MANAGER**

**FROM: JEFF JABUSCH
FINANCE DIRECTOR**

**SUBJECT: RESOLUTION NO. 01-13-1263
ADOPTING JOB DESCRIPTIONS**

DATE: January 2, 2013

BACKGROUND:

Several years ago, the City and Borough of Wrangell's payroll consultant suggested that the current job descriptions were out of date and that a new format was needed to include all elements of a modern job description. One example is that a physical section was added which spells out minimum physical requirements of the job.

The consultant assisted staff with the new format but then had a family tragedy and was no longer able to continue with the project. Since that time, staff had started and stopped this project several times as time allowed. This summer, Mr. Nathaniel Rubin was able to get this project about 95% complete. Staff has now completed this task.

The new job descriptions were changed in order to accomplish the following:

- Meet all elements and requirements of a modern job description
- Match job titles to the employee pay plan
- Reflect current job duties and requirements as this changes over time
- Provide a standardized format for any new positions developed in the future

Please note that none of the job description changes result in reclassification to a different pay grade and passing this resolution results in a zero effect on the budget.

RECOMMENDATION:

Staff recommends Borough Assembly approve Resolution 01-13-1263, adopting the job descriptions as presented.

ATTACHMENTS:

1. Proposed Resolution No. 01-13-1263

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CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 01-13-1263A RESOLUTION OF THE ASSEMBLY OF THE CITY
AND BOROUGH OF WRANGELL, ALASKA,
PROVIDING FOR THE AMENDMENT OF ALL JOB
DESCRIPTIONS FOR CITY EMPLOYEES

WHEREAS, It has been determined by the borough's payroll consultant that the existing job descriptions lacked certain elements needed to be in compliance with current personnel practices; and

WHEREAS, The payroll consultant established a job description format that was needed to include all of the elements required of a modern job description; and

WHEREAS, Many of the existing job descriptions did not match what is actually required of the position; and

WHEREAS, It is desirable for all job descriptions to both comply with current personnel practices and to match actual requirements of the position; and

WHEREAS, The effective date of the new Job Descriptions will be February 1, 2013

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that the City and Borough of Wrangell approves all job descriptions as presented.

1. Exhibit "A": List of all job descriptions to be changed
2. Exhibit "B": List of all job descriptions

ADOPTED: _____, 2013

Donald J. McConachie, Mayor

ATTEST: _____
Kim Flores, Borough Clerk

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Grade	Title on Job Description
Finance Department	
7	Clerical Assistant
13	Accounting Clerk
13	Utility Accounts Clerk
18	Accounting Technician
30	Finance Director

Administration	
27	Borough Clerk
28	Economic Development/Planning Director
34	Borough Manager

Fire	
10	Firefighter-Emt
18	Fire Medic -Trainer
24	Fire Chief

Public Safety	
12	DMV Assistant/Youth Court Coordinator
14	Dispatcher Corrections Officer
16	Administrative Assistant Police
17	Police Officer Recruit
18	Corrections Sergeant
21	Police Officer Probationary
23	Police Officer
25	Police Sargeant
26	Police Lieutenant
30	Police Chief

Public Works	
8	Custodian
14	Maintenance Specialist/Heavy Equip Operator Trainee
15	Water Wasterwater Treatment Plant Apprentice
16	Sanitation Worker
19	Facility Maintenance Specialist
19	Maintenance Specialist II/Heavy Equip Operator
19	Mechanic
19	Wastewater Treatment Plant Operator
20	Maintenance Specialist III/Heavy Equip Operator
20	Mechanic Leadman
20	Wastewater Treatment Plant Leadman
20	Water Treatment Leadman
23	Public Works Foreman
23	Projects Manager
30	Director of Public Works and Capital Projects

8	Custodian- Library
9	Library Assistant II
12	Library Assistant I
24	Library Director

Nolan Center

4	Laborer
4	Sales Assistant
4	Assistant Theater Manager
6	Senior Sales Assistant
8	Custodian- Nolan Center
11	Theater Manager
19	Civic Center Manager
24	Museum Director/Curator
Min. Wage	Theater Projectionist
Min. Wage	Theater Concessions Personnel

Parks and Recreation

1	Lifeguard
3	Head Lifeguard
5	Park Maintenance II
6	Park maintenance I
12	Recreation Coordinator
15	Custodian-Light Maintenance
24	Parks and Recreation Director

Light Department

13	Groundman-Meter Reader
16	Electrical Dispatch Secretary
17	Apprentice Lineman
20	Diesel Electric Mechanic
27	Electrical Lineman
29	Electrical Line Foreman
30	Electrical Utility Superintendent

Harbor

13	Cruise Ship Facility Security Officer
13	Harbor Maintenance Security
15	Aministrative Assistanct Harbors
17	Port and Harbor Maintenance
19	Marine Service Center and Harbor Team Leader
25	Harbormaster

General

9	Maintenance Custodian
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CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 13f PROPOSED RESOLUTION No. 01-13-1264: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE PAY PLAN OF THE CITY'S PERSONNEL SYSTEM AND PROVIDING FOR AN EFFECTIVE DATE

INFORMATION:

Attachments

1. Memorandum from Finance Director Jeff Jabusch, dated January 2, 2013
2. Proposed Resolution No. 01-13-1264
3. Copy of Union Payplan, effective July 1, 2011
4. Copy of Non-Union Payplan, effective July 1, 2011

RECOMMENDED ACTION:

Move to adopt Resolution.

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MEMORANDUM

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

**TIMOTHY ROONEY
BOROUGH MANAGER**

**FROM: JEFF JABUSCH
FINANCE DIRECTOR**

**SUBJECT: RESOLUTION NO. 01-13-1264
ADOPTING PAY PLAN CHANGES**

DATE: January 2, 2013

BACKGROUND:

The city has been working on revising the job descriptions for a little over two years. This process has started and stopped several times for various reasons. On the January 8, 2013 regular agenda is Resolution No. 01-13-1264 for the Borough Assembly to adopt and approve those job descriptions.

During this process, staff discovered that some of the job description titles on the pay plan did not match the job description titles as presented. Because a significant amount of staff time has been spent on this project, staff wanted to be sure that everything matched. In order for this to occur, in some cases the job titles in the job description were changed while in others staff thought it was more appropriate to change the job title in the pay plan. The pay plans (union and non-union) attached reflects the correct job titles. The resolution lists those job titles that have changed.

The adoption of this resolution only changes job titles. It does not change the amount any of these employees will get paid and does not reclassify them into a different pay classification.

RECOMMENDATION:

Staff recommends Borough Assembly approve Resolution 01-13-1264, changing the job titles in the Pay Plan as referenced in the resolution.

ATTACHMENTS:

1. Proposed Resolution No. 01-13-1264

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CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 01-13-1264

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE PAY PLAN OF THE CITY'S PERSONNEL SYSTEM AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City and Borough of Wrangell, Alaska is revising all of our job descriptions for the purpose of bringing them into compliance with various legal requirements; and

WHEREAS, there were multiple job description titles that did not match with the Pay Plan job titles; and

WHEREAS, it is desirable to change these job titles to alleviate confusion when comparing the Pay Plan job titles and the job description job titles; and

WHEREAS, these changes only affect the job titles and not the rate of pay employees are paid.

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

Section 1: Both the Pay Plan for the union and non-union employees will change the job titles in the following manner in order to match current job descriptions:

1. Head Lifeguard (from Senior Lifeguard)
2. Custodian- Library (from custodian)
3. Custodian- Nolan Center (from custodian)
4. DMV Assistant/Youth Court Coordinator (from DMV Assistant)
5. Water/Wastewater Treatment Plant Apprentice (from Water Treatment Plant Apprentice)
6. Corrections Sergeant (from Corrections Supervisor)
7. Dispatcher/Corrections Officer (from Dispatcher/Corrections Specialist)
8. Accounting Technician (from Accounting Technician/ Deputy Clerk)
9. Library Director (from Library Services Director)
10. Economic Development/Planning Director (from Economic and Community Development Planner)
11. Finance Director (from Director of Finance)
12. Electric Utility Superintendent (from Superintendent, Electric Utility)

Section 2: Effective Date. The Pay Plan reflecting these changes will become effective on February 1, 2013.

Section 3: The attachment Exhibits "A and B" are the union and non-union Pay Plans which repeal the previous Pay Plans adopted on July 26, 2011 for non-union employees (Resolution 07-11-1228) and August 23, 2011 for union employees (Resolution 08-11-1231).

ADOPTED: _____, 2013

Donald McConachie, Mayor

ATTEST: _____
Kim Flores, Borough Clerk

Original

CITY & BOROUGH OF WRANGELL																
Effective July 1, 2011																
Union Payplan																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Lifeguard	\$ 8.87	\$ 9.13	\$ 9.42	\$ 9.70	\$ 9.99	\$ 10.29	\$ 10.60	\$ 10.81	\$ 11.04	\$ 11.26	\$ 11.48	\$ 11.71	\$ 11.94	\$ 12.18	\$ 12.42	\$ 12.69
Recreation Assistant	\$ 1,538	\$ 1,583	\$ 1,633	\$ 1,681	\$ 1,732	\$ 1,784	\$ 1,837	\$ 1,874	\$ 1,914	\$ 1,952	\$ 1,990	\$ 2,030	\$ 2,070	\$ 2,111	\$ 2,153	\$ 2,200
	\$ 18,450	\$ 18,990	\$ 19,594	\$ 20,176	\$ 20,779	\$ 21,403	\$ 22,048	\$ 22,485	\$ 22,963	\$ 23,421	\$ 23,878	\$ 24,357	\$ 24,855	\$ 25,334	\$ 25,834	\$ 26,395
	\$ 9.25	\$ 9.53	\$ 9.81	\$ 10.10	\$ 10.40	\$ 10.71	\$ 11.05	\$ 11.27	\$ 11.49	\$ 11.72	\$ 11.95	\$ 12.19	\$ 12.43	\$ 12.70	\$ 12.95	\$ 13.21
	\$ 1,603	\$ 1,652	\$ 1,700	\$ 1,751	\$ 1,803	\$ 1,856	\$ 1,915	\$ 1,954	\$ 1,992	\$ 2,032	\$ 2,071	\$ 2,113	\$ 2,155	\$ 2,201	\$ 2,245	\$ 2,290
	\$ 19,246	\$ 19,822	\$ 20,405	\$ 21,008	\$ 21,632	\$ 22,277	\$ 22,984	\$ 23,442	\$ 23,899	\$ 24,378	\$ 24,856	\$ 25,355	\$ 25,854	\$ 26,416	\$ 26,936	\$ 27,477
Head Lifeguard	\$ 9.64	\$ 9.93	\$ 10.22	\$ 10.52	\$ 10.83	\$ 11.17	\$ 11.50	\$ 11.73	\$ 11.96	\$ 12.20	\$ 12.44	\$ 12.71	\$ 12.96	\$ 13.22	\$ 13.48	\$ 13.75
	\$ 1,671	\$ 1,721	\$ 1,772	\$ 1,824	\$ 1,877	\$ 1,936	\$ 1,993	\$ 2,033	\$ 2,073	\$ 2,115	\$ 2,156	\$ 2,203	\$ 2,246	\$ 2,292	\$ 2,337	\$ 2,383
	\$ 20,051	\$ 20,654	\$ 21,258	\$ 21,882	\$ 22,526	\$ 23,234	\$ 23,920	\$ 24,398	\$ 24,877	\$ 25,376	\$ 25,875	\$ 26,437	\$ 26,957	\$ 27,498	\$ 28,038	\$ 28,600
Sales Assistant	\$ 10.05	\$ 10.35	\$ 10.66	\$ 11.00	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.36	\$ 12.50	\$ 12.77	\$ 13.02	\$ 13.28	\$ 13.54	\$ 13.81	\$ 14.08	\$ 14.38
Laborer	\$ 1,742	\$ 1,794	\$ 1,848	\$ 1,907	\$ 1,964	\$ 2,023	\$ 2,084	\$ 2,125	\$ 2,167	\$ 2,214	\$ 2,257	\$ 2,302	\$ 2,347	\$ 2,394	\$ 2,441	\$ 2,493
Assistant Theater Manager	\$ 20,904	\$ 21,528	\$ 22,173	\$ 22,880	\$ 23,566	\$ 24,274	\$ 25,002	\$ 25,501	\$ 26,000	\$ 26,562	\$ 27,082	\$ 27,622	\$ 28,163	\$ 28,725	\$ 29,286	\$ 29,910
Park Maint II	\$ 10.47	\$ 10.78	\$ 11.12	\$ 11.45	\$ 11.79	\$ 12.14	\$ 12.50	\$ 12.77	\$ 13.02	\$ 13.28	\$ 13.54	\$ 13.81	\$ 14.08	\$ 14.38	\$ 14.68	\$ 14.95
	\$ 1,815	\$ 1,869	\$ 1,928	\$ 1,985	\$ 2,044	\$ 2,104	\$ 2,167	\$ 2,214	\$ 2,257	\$ 2,302	\$ 2,347	\$ 2,394	\$ 2,441	\$ 2,493	\$ 2,541	\$ 2,591
	\$ 21,778	\$ 22,432	\$ 23,120	\$ 23,816	\$ 24,523	\$ 25,251	\$ 26,000	\$ 26,562	\$ 27,082	\$ 27,622	\$ 28,163	\$ 28,725	\$ 29,286	\$ 29,910	\$ 30,493	\$ 31,096
Senior Sales Assistant	\$ 10.93	\$ 11.26	\$ 11.59	\$ 11.93	\$ 12.28	\$ 12.66	\$ 13.04	\$ 13.30	\$ 13.56	\$ 13.83	\$ 14.10	\$ 14.40	\$ 14.68	\$ 14.97	\$ 15.27	\$ 15.57
Park Maint I	\$ 1,895	\$ 1,952	\$ 2,009	\$ 2,068	\$ 2,129	\$ 2,194	\$ 2,263	\$ 2,305	\$ 2,350	\$ 2,397	\$ 2,444	\$ 2,496	\$ 2,545	\$ 2,595	\$ 2,647	\$ 2,699
	\$ 22,734	\$ 23,421	\$ 24,107	\$ 24,814	\$ 25,542	\$ 26,333	\$ 27,123	\$ 27,664	\$ 28,205	\$ 28,766	\$ 29,328	\$ 29,952	\$ 30,534	\$ 31,138	\$ 31,762	\$ 32,386
Clerical Assistant	\$ 11.42	\$ 11.76	\$ 12.10	\$ 12.46	\$ 12.85	\$ 13.23	\$ 13.62	\$ 14.01	\$ 14.41	\$ 14.80	\$ 15.19	\$ 15.69	\$ 16.01	\$ 16.34	\$ 16.66	\$ 16.99
	\$ 1,980	\$ 2,038	\$ 2,097	\$ 2,160	\$ 2,227	\$ 2,293	\$ 2,361	\$ 2,408	\$ 2,454	\$ 2,506	\$ 2,557	\$ 2,607	\$ 2,659	\$ 2,711	\$ 2,766	\$ 2,824
	\$ 23,754	\$ 24,461	\$ 25,168	\$ 25,917	\$ 26,728	\$ 27,518	\$ 28,330	\$ 28,981	\$ 29,453	\$ 30,077	\$ 30,680	\$ 31,283	\$ 31,907	\$ 32,531	\$ 33,197	\$ 33,883
Custodian- Public Works	\$ 11.91	\$ 12.26	\$ 12.63	\$ 13.01	\$ 13.40	\$ 13.80	\$ 14.21	\$ 14.51	\$ 14.80	\$ 15.09	\$ 15.39	\$ 15.69	\$ 16.01	\$ 16.34	\$ 16.66	\$ 16.99
Custodian- Library	\$ 2,064	\$ 2,125	\$ 2,189	\$ 2,255	\$ 2,323	\$ 2,392	\$ 2,463	\$ 2,515	\$ 2,565	\$ 2,616	\$ 2,668	\$ 2,720	\$ 2,775	\$ 2,832	\$ 2,888	\$ 2,945
Custodian- Nolan Center	\$ 24,773	\$ 25,501	\$ 26,270	\$ 27,061	\$ 27,872	\$ 28,704	\$ 29,557	\$ 30,181	\$ 30,784	\$ 31,387	\$ 32,011	\$ 32,635	\$ 33,301	\$ 33,987	\$ 34,653	\$ 35,339
Library Assistant I	\$ 12.44	\$ 12.83	\$ 13.21	\$ 13.60	\$ 14.00	\$ 14.44	\$ 14.87	\$ 15.16	\$ 15.46	\$ 15.77	\$ 16.10	\$ 16.42	\$ 16.74	\$ 17.07	\$ 17.41	\$ 17.77
Maintenance Custodian	\$ 2,156	\$ 2,224	\$ 2,290	\$ 2,357	\$ 2,427	\$ 2,503	\$ 2,578	\$ 2,628	\$ 2,680	\$ 2,734	\$ 2,791	\$ 2,846	\$ 2,902	\$ 2,959	\$ 3,018	\$ 3,080
Light Maintenance Technician	\$ 25,875	\$ 26,686	\$ 27,477	\$ 28,288	\$ 29,120	\$ 30,035	\$ 30,930	\$ 31,533	\$ 32,157	\$ 32,802	\$ 33,488	\$ 34,154	\$ 34,819	\$ 35,506	\$ 36,213	\$ 36,962
Firefighter - EMT	\$ 13.02	\$ 13.41	\$ 13.81	\$ 14.22	\$ 14.66	\$ 15.09	\$ 15.54	\$ 15.85	\$ 16.18	\$ 16.50	\$ 16.83	\$ 17.16	\$ 17.50	\$ 17.87	\$ 18.22	\$ 18.58
	\$ 2,257	\$ 2,324	\$ 2,394	\$ 2,465	\$ 2,541	\$ 2,616	\$ 2,694	\$ 2,747	\$ 2,805	\$ 2,860	\$ 2,917	\$ 2,974	\$ 3,033	\$ 3,098	\$ 3,158	\$ 3,221
	\$ 27,082	\$ 27,893	\$ 28,725	\$ 29,578	\$ 30,493	\$ 31,387	\$ 32,323	\$ 32,968	\$ 33,654	\$ 34,320	\$ 35,006	\$ 35,693	\$ 36,400	\$ 37,170	\$ 37,898	\$ 38,646
Animal Control Officer	\$ 13.60	\$ 14.00	\$ 14.44	\$ 14.87	\$ 15.31	\$ 15.76	\$ 16.25	\$ 16.57	\$ 16.90	\$ 17.23	\$ 17.57	\$ 17.94	\$ 18.29	\$ 18.65	\$ 19.02	\$ 19.42
Theater Manager	\$ 2,357	\$ 2,427	\$ 2,503	\$ 2,578	\$ 2,654	\$ 2,732	\$ 2,817	\$ 2,872	\$ 2,929	\$ 2,987	\$ 3,046	\$ 3,110	\$ 3,170	\$ 3,233	\$ 3,297	\$ 3,366
	\$ 28,238	\$ 29,120	\$ 30,035	\$ 30,930	\$ 31,845	\$ 32,781	\$ 33,800	\$ 34,466	\$ 35,152	\$ 35,838	\$ 36,546	\$ 37,315	\$ 38,043	\$ 38,792	\$ 39,562	\$ 40,394
DMV Assistant/Youth Court Coordinator	\$ 14.22	\$ 14.66	\$ 15.09	\$ 15.54	\$ 16.01	\$ 16.49	\$ 16.98	\$ 17.32	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.12	\$ 19.52	\$ 19.91	\$ 20.30
Recreation Coordinator	\$ 2,465	\$ 2,541	\$ 2,616	\$ 2,694	\$ 2,775	\$ 2,858	\$ 2,943	\$ 3,002	\$ 3,063	\$ 3,125	\$ 3,188	\$ 3,250	\$ 3,314	\$ 3,384	\$ 3,451	\$ 3,519
Library Assistant II	\$ 29,578	\$ 30,493	\$ 31,387	\$ 32,323	\$ 33,301	\$ 34,299	\$ 35,318	\$ 36,026	\$ 36,754	\$ 37,502	\$ 38,251	\$ 39,000	\$ 39,770	\$ 40,602	\$ 41,413	\$ 42,234
Accounting Clerk	\$ 14.90	\$ 15.34	\$ 15.79	\$ 16.28	\$ 16.76	\$ 17.26	\$ 17.80	\$ 18.15	\$ 18.51	\$ 18.88	\$ 19.25	\$ 19.65	\$ 20.04	\$ 20.44	\$ 20.84	\$ 21.27
Utility Accounts Clerk	\$ 2,583	\$ 2,659	\$ 2,737	\$ 2,822	\$ 2,905	\$ 2,992	\$ 3,085	\$ 3,146	\$ 3,208	\$ 3,273	\$ 3,337	\$ 3,406	\$ 3,474	\$ 3,543	\$ 3,612	\$ 3,687
Harbor Maintenance/Security	\$ 30,992	\$ 31,907	\$ 32,843	\$ 33,862	\$ 34,861	\$ 35,901	\$ 37,024	\$ 37,752	\$ 38,501	\$ 39,270	\$ 40,040	\$ 40,872	\$ 41,683	\$ 42,515	\$ 43,347	\$ 44,242
Dispatcher/Corrections Officer	\$ 15.59	\$ 16.07	\$ 16.55	\$ 17.04	\$ 17.55	\$ 18.09	\$ 18.63	\$ 19.00	\$ 19.39	\$ 19.78	\$ 20.17	\$ 20.57	\$ 20.99	\$ 21.41	\$ 21.83	\$ 22.26
Maint Specialist I/Heavy Equip Operator Trainee	\$ 2,702	\$ 2,786	\$ 2,869	\$ 2,954	\$ 3,042	\$ 3,136	\$ 3,229	\$ 3,293	\$ 3,361	\$ 3,429	\$ 3,496	\$ 3,566	\$ 3,638	\$ 3,711	\$ 3,784	\$ 3,858
	\$ 32,427	\$ 33,426	\$ 34,424	\$ 35,443	\$ 36,504	\$ 37,627	\$ 38,750	\$ 39,520	\$ 40,331	\$ 41,142	\$ 41,954	\$ 42,786	\$ 43,659	\$ 44,533	\$ 45,406	\$ 46,301
Water/Wastewater Trt. Plt. Apprentice	\$ 16.34	\$ 16.82	\$ 17.32	\$ 17.85	\$ 18.38	\$ 18.93	\$ 19.51	\$ 19.90	\$ 20.29	\$ 20.69	\$ 21.12	\$ 21.54	\$ 21.97	\$ 22.40	\$ 22.86	\$ 23.31
Administrative Assistant-Harbors	\$ 2,832	\$ 2,916	\$ 3,002	\$ 3,094	\$ 3,186	\$ 3,281	\$ 3,382	\$ 3,449	\$ 3,517	\$ 3,586	\$ 3,661	\$ 3,734	\$ 3,808	\$ 3,883	\$ 3,962	\$ 4,040
Maintenance Specialist	\$ 33,987	\$ 34,986	\$ 36,026	\$ 37,128	\$ 38,230	\$ 39,374	\$ 40,581	\$ 41,392	\$ 42,203	\$ 43,035	\$ 43,930	\$ 44,803	\$ 45,698	\$ 46,592	\$ 47,549	\$ 48,485
Admin Assistant - Police	\$ 17.11	\$ 17.63	\$ 18.16	\$ 18.70	\$ 19.25	\$ 19.84	\$ 20.43	\$ 20.83	\$ 21.26	\$ 21.68	\$ 22.11	\$ 22.55	\$ 23.02	\$ 23.47	\$ 23.93	\$ 24.41
Electrical Dispatch Secretary	\$ 2,966	\$ 3,056	\$ 3,148	\$ 3,241	\$ 3,337	\$ 3,439	\$ 3,541	\$ 3,611	\$ 3,685	\$ 3,758	\$ 3,832	\$ 3,909	\$ 3,990	\$ 4,068	\$ 4,148	\$ 4,231
Sanitation Worker	\$ 35,589	\$ 36,670	\$ 37,773	\$ 38,896	\$ 40,040	\$ 41,267	\$ 42,494	\$ 43,326	\$ 44,221	\$ 45,094	\$ 45,989	\$ 46,904	\$ 47,882	\$ 48,818	\$ 49,774	\$ 50,773
Apprentice Lineman	\$ 17.94	\$ 18.47	\$ 19.02	\$ 19.60	\$ 20.18	\$ 20.78	\$ 21.42	\$ 21.84	\$ 22.27	\$ 22.72	\$ 23.18	\$ 23.64	\$ 24.11	\$ 24.61	\$ 25.10	\$ 25.60
Police Officer Recruit	\$ 3,110	\$ 3,202	\$ 3,297	\$ 3,397	\$ 3,498	\$ 3,602	\$ 3,713	\$ 3,786	\$ 3,860	\$ 3,938	\$ 4,018	\$ 4,098	\$ 4,179	\$ 4,266	\$ 4,351	\$ 4,437
Port & Harbor Maintenance	\$ 37,315	\$ 38,418	\$ 39,562	\$ 40,768	\$ 41,974	\$ 43,222	\$ 44,554	\$ 45,427	\$ 46,322	\$ 47,258	\$ 48,214	\$ 49,171	\$ 50,149	\$ 51,189	\$ 52,208	\$ 53,248
Corrections Sergeant	\$ 18.79	\$ 19.36	\$ 19.94	\$ 20.53	\$ 21.16	\$ 21.79	\$ 22.44	\$ 22.90	\$ 23.35	\$ 23.81	\$ 24.28	\$ 24.78	\$ 25.27	\$ 25.77	\$ 26.30	\$ 26.82
Accounting Technician	\$ 3,257	\$ 3,356	\$ 3,456	\$ 3,559	\$ 3,668	\$ 3,777	\$ 3,890	\$ 3,969	\$ 4,047	\$ 4,127	\$ 4,209	\$ 4,295	\$ 4,380	\$ 4,467	\$ 4,559	\$ 4,649
Firemedic/Trainer	\$ 39,083	\$ 40,269	\$ 41,475	\$ 42,702	\$ 44,013	\$ 45,323	\$ 46,675	\$ 47,632	\$ 48,568	\$ 49,525	\$ 50,502	\$ 51,542	\$ 52,562	\$ 53,602	\$ 54,704	\$ 55,786

		CITY & BOROUGH OF WRANGELL										Exhibit "A" Resolution # _____					
		Effective July 1, 2011															
		Union Payplan															
Grade/Step		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
19	Mechanic	\$ 19.71	\$ 20.29	\$ 20.89	\$ 21.53	\$ 22.17	\$ 22.85	\$ 23.53	\$ 24.00	\$ 24.49	\$ 24.97	\$ 25.46	\$ 25.96	\$ 26.49	\$ 27.01	\$ 27.54	\$ 28.10
	Maintenance Specialist II/Heavy Equip Operator	\$ 3,416	\$ 3,517	\$ 3,621	\$ 3,732	\$ 3,843	\$ 3,961	\$ 4,079	\$ 4,160	\$ 4,245	\$ 4,328	\$ 4,413	\$ 4,500	\$ 4,592	\$ 4,682	\$ 4,774	\$ 4,871
	Marine Service Ctr & Harbor Team Leader	\$ 40,997	\$ 42,203	\$ 43,451	\$ 44,782	\$ 46,114	\$ 47,528	\$ 48,942	\$ 49,920	\$ 50,939	\$ 51,938	\$ 52,957	\$ 53,997	\$ 55,099	\$ 56,181	\$ 57,283	\$ 58,448
20	Water Treatment Leadman	\$ 20.66	\$ 21.29	\$ 21.92	\$ 22.57	\$ 23.27	\$ 23.96	\$ 24.69	\$ 25.18	\$ 25.68	\$ 26.21	\$ 26.73	\$ 27.26	\$ 27.81	\$ 28.37	\$ 28.93	\$ 29.51
	Wastewater Treatment Leadman	\$ 3,581	\$ 3,690	\$ 3,800	\$ 3,912	\$ 4,034	\$ 4,153	\$ 4,280	\$ 4,365	\$ 4,451	\$ 4,543	\$ 4,633	\$ 4,725	\$ 4,820	\$ 4,918	\$ 5,015	\$ 5,115
	Mechanic Leadman	\$ 42,973	\$ 44,283	\$ 45,594	\$ 46,946	\$ 48,402	\$ 49,837	\$ 51,355	\$ 52,374	\$ 53,414	\$ 54,517	\$ 55,598	\$ 56,701	\$ 57,845	\$ 59,010	\$ 60,174	\$ 61,381
21	Police Officer Probationary	\$ 21.50	\$ 22.14	\$ 22.82	\$ 23.50	\$ 24.20	\$ 24.94	\$ 25.68	\$ 26.21	\$ 26.73	\$ 27.26	\$ 27.81	\$ 28.37	\$ 28.93	\$ 29.51	\$ 30.10	\$ 30.69
		\$ 3,727	\$ 3,838	\$ 3,956	\$ 4,073	\$ 4,195	\$ 4,323	\$ 4,451	\$ 4,543	\$ 4,633	\$ 4,725	\$ 4,820	\$ 4,918	\$ 5,015	\$ 5,115	\$ 5,217	\$ 5,320
		\$ 44,720	\$ 46,051	\$ 47,466	\$ 48,880	\$ 50,336	\$ 51,875	\$ 53,414	\$ 54,517	\$ 55,598	\$ 56,701	\$ 57,845	\$ 59,010	\$ 60,174	\$ 61,381	\$ 62,608	\$ 63,835
22		\$ 22.36	\$ 23.04	\$ 23.72	\$ 24.43	\$ 25.16	\$ 25.91	\$ 26.70	\$ 27.24	\$ 27.79	\$ 28.35	\$ 28.91	\$ 29.49	\$ 30.08	\$ 30.67	\$ 31.30	\$ 31.92
		\$ 3,876	\$ 3,994	\$ 4,112	\$ 4,235	\$ 4,361	\$ 4,491	\$ 4,628	\$ 4,722	\$ 4,817	\$ 4,914	\$ 5,011	\$ 5,112	\$ 5,214	\$ 5,316	\$ 5,425	\$ 5,533
		\$ 46,509	\$ 47,923	\$ 49,338	\$ 50,814	\$ 52,333	\$ 53,893	\$ 55,536	\$ 56,659	\$ 57,803	\$ 58,968	\$ 60,133	\$ 61,339	\$ 62,566	\$ 63,794	\$ 65,104	\$ 66,394
23	Public Works Foreman	\$ 23.29	\$ 23.98	\$ 24.71	\$ 25.44	\$ 26.21	\$ 26.99	\$ 27.79	\$ 28.36	\$ 28.92	\$ 29.50	\$ 30.09	\$ 30.68	\$ 31.31	\$ 31.93	\$ 32.56	\$ 33.22
	Police Officer	\$ 4,037	\$ 4,157	\$ 4,283	\$ 4,410	\$ 4,543	\$ 4,678	\$ 4,819	\$ 4,916	\$ 5,013	\$ 5,113	\$ 5,216	\$ 5,318	\$ 5,427	\$ 5,535	\$ 5,644	\$ 5,758
	Projects Manager	\$ 48,443	\$ 49,878	\$ 51,397	\$ 52,915	\$ 54,517	\$ 56,139	\$ 57,824	\$ 58,989	\$ 60,154	\$ 61,360	\$ 62,587	\$ 63,814	\$ 65,125	\$ 66,414	\$ 67,725	\$ 69,098
24	Library Director	\$ 24.25	\$ 24.99	\$ 25.73	\$ 26.51	\$ 27.30	\$ 28.13	\$ 28.96	\$ 29.85	\$ 30.13	\$ 31.36	\$ 31.98	\$ 32.61	\$ 33.27	\$ 33.93	\$ 34.62	\$ 35.33
	Park and Recreation Director	\$ 4,203	\$ 4,332	\$ 4,460	\$ 4,595	\$ 4,732	\$ 4,876	\$ 5,020	\$ 5,122	\$ 5,223	\$ 5,327	\$ 5,436	\$ 5,543	\$ 5,652	\$ 5,767	\$ 5,881	\$ 6,001
	Museum Director/Curator	\$ 50,440	\$ 51,979	\$ 53,518	\$ 55,141	\$ 56,784	\$ 58,510	\$ 60,237	\$ 61,464	\$ 62,670	\$ 63,918	\$ 65,229	\$ 66,518	\$ 67,829	\$ 69,202	\$ 70,574	\$ 72,010
25	Harbormaster	\$ 25.28	\$ 26.04	\$ 26.82	\$ 27.62	\$ 28.46	\$ 29.30	\$ 30.19	\$ 30.79	\$ 31.42	\$ 32.04	\$ 32.67	\$ 33.34	\$ 34.00	\$ 34.69	\$ 35.38	\$ 36.09
	Police Sergeant	\$ 4,382	\$ 4,514	\$ 4,649	\$ 4,788	\$ 4,933	\$ 5,079	\$ 5,233	\$ 5,337	\$ 5,446	\$ 5,554	\$ 5,663	\$ 5,779	\$ 5,893	\$ 6,013	\$ 6,133	\$ 6,256
		\$ 52,582	\$ 54,163	\$ 55,786	\$ 57,450	\$ 59,197	\$ 60,944	\$ 62,795	\$ 64,043	\$ 65,354	\$ 66,643	\$ 67,954	\$ 69,347	\$ 70,720	\$ 72,155	\$ 73,590	\$ 75,067
26	Police Lieutenant	\$ 26.36	\$ 27.14	\$ 27.96	\$ 28.79	\$ 29.66	\$ 30.54	\$ 31.47	\$ 32.09	\$ 32.73	\$ 33.39	\$ 34.05	\$ 34.74	\$ 35.43	\$ 36.14	\$ 36.86	\$ 37.59
		\$ 4,569	\$ 4,704	\$ 4,846	\$ 4,990	\$ 5,141	\$ 5,294	\$ 5,455	\$ 5,562	\$ 5,673	\$ 5,788	\$ 5,902	\$ 6,022	\$ 6,141	\$ 6,264	\$ 6,389	\$ 6,516
		\$ 54,829	\$ 56,451	\$ 58,157	\$ 59,883	\$ 61,693	\$ 63,523	\$ 65,458	\$ 66,747	\$ 68,078	\$ 69,451	\$ 70,824	\$ 72,259	\$ 73,694	\$ 75,171	\$ 76,669	\$ 78,187
27	Borough Clerk	\$ 27.49	\$ 28.33	\$ 29.17	\$ 30.05	\$ 30.94	\$ 31.88	\$ 32.83	\$ 33.49	\$ 34.15	\$ 34.83	\$ 35.54	\$ 36.25	\$ 36.98	\$ 37.71	\$ 38.48	\$ 39.24
	Electrical Lineman	\$ 4,765	\$ 4,911	\$ 5,056	\$ 5,209	\$ 5,363	\$ 5,526	\$ 5,691	\$ 5,805	\$ 5,919	\$ 6,041	\$ 6,160	\$ 6,283	\$ 6,410	\$ 6,536	\$ 6,670	\$ 6,802
		\$ 57,179	\$ 58,926	\$ 60,674	\$ 62,504	\$ 64,355	\$ 66,310	\$ 68,286	\$ 69,659	\$ 71,032	\$ 72,488	\$ 73,923	\$ 75,400	\$ 76,918	\$ 78,437	\$ 80,038	\$ 81,619
28	Economic Development/Planning Director	\$ 28.70	\$ 29.57	\$ 30.45	\$ 31.37	\$ 32.30	\$ 33.28	\$ 34.27	\$ 34.97	\$ 35.66	\$ 36.38	\$ 37.10	\$ 37.84	\$ 38.60	\$ 39.36	\$ 40.16	\$ 40.95
		\$ 4,975	\$ 5,126	\$ 5,278	\$ 5,438	\$ 5,599	\$ 5,769	\$ 5,940	\$ 6,062	\$ 6,181	\$ 6,306	\$ 6,431	\$ 6,559	\$ 6,691	\$ 6,822	\$ 6,951	\$ 7,098
		\$ 59,696	\$ 61,506	\$ 63,336	\$ 65,250	\$ 67,184	\$ 69,222	\$ 71,282	\$ 72,738	\$ 74,173	\$ 75,670	\$ 77,168	\$ 78,707	\$ 80,288	\$ 81,869	\$ 83,533	\$ 85,176
29	Electrical Line Foreman	\$ 29.97	\$ 30.86	\$ 31.80	\$ 32.75	\$ 33.73	\$ 34.75	\$ 35.78	\$ 36.51	\$ 37.23	\$ 37.99	\$ 38.74	\$ 39.52	\$ 40.31	\$ 41.12	\$ 41.94	\$ 42.78
		\$ 5,195	\$ 5,349	\$ 5,512	\$ 5,677	\$ 5,847	\$ 6,023	\$ 6,202	\$ 6,328	\$ 6,453	\$ 6,585	\$ 6,715	\$ 6,850	\$ 6,987	\$ 7,128	\$ 7,270	\$ 7,415
		\$ 62,338	\$ 64,189	\$ 66,144	\$ 68,120	\$ 70,158	\$ 72,280	\$ 74,422	\$ 75,941	\$ 77,438	\$ 79,019	\$ 80,579	\$ 82,202	\$ 83,845	\$ 85,530	\$ 87,235	\$ 88,982
30	Finance Director	\$ 31.31	\$ 32.24	\$ 33.22	\$ 34.20	\$ 35.23	\$ 36.29	\$ 37.37	\$ 38.13	\$ 38.88	\$ 39.67	\$ 40.45	\$ 41.26	\$ 42.09	\$ 42.93	\$ 43.79	\$ 44.67
	Director of Public Works & Capital Projects	\$ 5,427	\$ 5,588	\$ 5,758	\$ 5,928	\$ 6,107	\$ 6,290	\$ 6,478	\$ 6,609	\$ 6,739	\$ 6,876	\$ 7,011	\$ 7,152	\$ 7,296	\$ 7,441	\$ 7,590	\$ 7,743
	Police Chief	\$ 65,125	\$ 67,059	\$ 69,098	\$ 71,136	\$ 73,278	\$ 75,483	\$ 77,730	\$ 79,310	\$ 80,870	\$ 82,514	\$ 84,136	\$ 85,821	\$ 87,547	\$ 89,294	\$ 91,083	\$ 92,914
31		\$ 32.71	\$ 33.69	\$ 34.71	\$ 35.74	\$ 36.82	\$ 37.92	\$ 39.05	\$ 39.84	\$ 40.63	\$ 41.45	\$ 42.27	\$ 43.13	\$ 43.98	\$ 44.87	\$ 45.76	\$ 46.68
		\$ 5,670	\$ 5,840	\$ 6,016	\$ 6,195	\$ 6,382	\$ 6,573	\$ 6,769	\$ 6,906	\$ 7,043	\$ 7,185	\$ 7,327	\$ 7,476	\$ 7,623	\$ 7,778	\$ 7,932	\$ 8,091
		\$ 68,037	\$ 70,075	\$ 72,197	\$ 74,339	\$ 76,586	\$ 78,874	\$ 81,224	\$ 82,867	\$ 84,510	\$ 86,216	\$ 87,922	\$ 89,710	\$ 91,478	\$ 93,330	\$ 95,181	\$ 97,094
32		\$ 34.19	\$ 35.22	\$ 36.28	\$ 37.36	\$ 38.49	\$ 39.65	\$ 40.83	\$ 41.66	\$ 42.48	\$ 43.34	\$ 44.20	\$ 45.09	\$ 45.98	\$ 46.91	\$ 47.85	\$ 48.81
		\$ 5,926	\$ 6,105	\$ 6,289	\$ 6,476	\$ 6,672	\$ 6,873	\$ 7,077	\$ 7,221	\$ 7,363	\$ 7,512	\$ 7,661	\$ 7,816	\$ 7,970	\$ 8,131	\$ 8,294	\$ 8,460
		\$ 71,115	\$ 73,258	\$ 75,462	\$ 77,709	\$ 80,059	\$ 82,472	\$ 84,926	\$ 86,633	\$ 88,358	\$ 90,147	\$ 91,936	\$ 93,787	\$ 95,638	\$ 97,573	\$ 99,528	\$ 101,525
33		\$ 35.76	\$ 36.84	\$ 37.94	\$ 39.07	\$ 40.25	\$ 41.46	\$ 42.69	\$ 43.55	\$ 44.41	\$ 45.31	\$ 46.22	\$ 47.14	\$ 48.09	\$ 49.04	\$ 50.03	\$ 51.02
		\$ 6,198	\$ 6,386	\$ 6,576	\$ 6,772	\$ 6,977	\$ 7,186	\$ 7,400	\$ 7,549	\$ 7,698	\$ 7,854	\$ 8,012	\$ 8,171	\$ 8,336	\$ 8,500	\$ 8,672	\$ 8,844
		\$ 74,381	\$ 76,627	\$ 78,915	\$ 81,266	\$ 83,720	\$ 86,237	\$ 88,795	\$ 90,584	\$ 92,373	\$ 94,245	\$ 96,138	\$ 98,051	\$ 100,027	\$ 102,003	\$ 104,062	\$ 106,122
34	Borough Manager	\$ 37.42	\$ 38.55	\$ 39.71	\$ 40.89	\$ 42.12	\$ 43.39	\$ 44.69	\$ 45.58	\$ 46.50	\$ 47.42	\$ 48.38	\$ 49.34	\$ 50.34	\$ 51.34	\$ 52.36	\$ 53.41
		\$ 6,486	\$ 6,682	\$ 6,883	\$ 7,088	\$ 7,301	\$ 7,521	\$ 7,746	\$ 7,901	\$ 8,060	\$ 8,220	\$ 8,385	\$ 8,552	\$ 8,726	\$ 8,899	\$ 9,076	\$ 9,258
		\$ 77,834	\$ 80,184	\$ 82,597	\$ 85,051	\$ 87,610	\$ 90,251	\$ 92,955	\$ 94,806	\$ 96,720	\$ 98,634	\$ 100,630	\$ 102,627	\$ 104,707	\$ 106,787	\$ 108,909	\$ 111,093
35		\$ 39.17	\$ 40.35	\$ 41.57	\$ 42.81	\$ 44.09	\$ 45.42	\$ 46.79	\$ 47.71	\$ 48.67	\$ 49.64	\$ 50.63	\$ 51.65	\$ 52.67	\$ 53.73	\$ 54.80	\$ 55.89
		\$ 6,790	\$ 6,994	\$ 7,206	\$ 7,420	\$ 7,642	\$ 7,873	\$ 8,110	\$ 8,270	\$ 8,436	\$ 8,604	\$ 8,776	\$ 8,953	\$ 9,130	\$ 9,313	\$ 9,499	\$ 9,688
		\$ 81,474	\$ 83,928	\$ 86,466	\$ 89,045	\$ 91,707	\$ 94,474	\$ 97,323	\$ 99,237	\$ 101,234	\$ 103,251	\$ 105,310	\$ 107,432	\$ 109,554	\$ 111,758	\$ 113,984	\$ 116,251
36		\$ 41.01	\$ 42.25	\$ 43.52	\$ 44.83	\$ 46.17	\$ 47.55	\$ 48.98	\$ 49.97	\$ 50.96	\$ 51.99	\$ 53.03	\$ 54.09	\$ 55.18	\$ 56.28	\$ 57.40	\$ 58.55
		\$ 7,108	\$ 7,323	\$ 7,544	\$ 7,771	\$ 8,003	\$ 8,242	\$ 8,490	\$ 8,662	\$ 8,833	\$ 9,012	\$ 9,192	\$ 9,376	\$ 9,565	\$ 9,755	\$ 9,949	\$ 10,149
		\$ 85,301	\$ 87,880	\$ 90,522	\$ 93,246	\$ 96,034	\$ 98,904	\$ 101,878	\$ 103,938	\$ 105,997	\$ 108,139	\$ 110,302	\$ 112,507	\$ 114,774	\$ 117,062	\$ 119,392	\$ 121,784

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CITY & BOROUGH OF WRANGELL

Effective July 1, 2011.

Exhibit "B"

Resolution #

New Union

Grade/Step		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Lifeguard Recreation Assistant	\$ 9.13	\$ 9.42	\$ 9.70	\$ 9.99	\$ 10.29	\$ 10.60	\$ 10.81	\$ 11.04	\$ 11.26	\$ 11.48	\$ 11.71	\$ 11.94	\$ 12.18	\$ 12.42	\$ 12.69
		\$ 1,583	\$ 1,633	\$ 1,681	\$ 1,732	\$ 1,784	\$ 1,837	\$ 1,874	\$ 1,914	\$ 1,952	\$ 1,990	\$ 2,030	\$ 2,070	\$ 2,111	\$ 2,153	\$ 2,200
2		\$ 18,990	\$ 19,594	\$ 20,176	\$ 20,779	\$ 21,403	\$ 22,048	\$ 22,485	\$ 22,963	\$ 23,421	\$ 23,878	\$ 24,357	\$ 24,835	\$ 25,334	\$ 25,834	\$ 26,395
		\$ 9.53	\$ 9.81	\$ 10.10	\$ 10.40	\$ 10.71	\$ 11.05	\$ 11.27	\$ 11.49	\$ 11.72	\$ 11.95	\$ 12.19	\$ 12.43	\$ 12.70	\$ 12.95	\$ 13.21
3	Head Lifeguard	\$ 1,652	\$ 1,700	\$ 1,751	\$ 1,803	\$ 1,856	\$ 1,915	\$ 1,954	\$ 1,992	\$ 2,032	\$ 2,071	\$ 2,113	\$ 2,155	\$ 2,201	\$ 2,245	\$ 2,290
		\$ 19,822	\$ 20,405	\$ 21,008	\$ 21,632	\$ 22,277	\$ 22,984	\$ 23,442	\$ 23,899	\$ 24,378	\$ 24,856	\$ 25,355	\$ 25,854	\$ 26,416	\$ 26,936	\$ 27,477
4		\$ 9.93	\$ 10.22	\$ 10.52	\$ 10.83	\$ 11.17	\$ 11.50	\$ 11.73	\$ 11.96	\$ 12.20	\$ 12.44	\$ 12.71	\$ 12.96	\$ 13.22	\$ 13.48	\$ 13.75
		\$ 1,721	\$ 1,772	\$ 1,824	\$ 1,877	\$ 1,936	\$ 1,993	\$ 2,033	\$ 2,073	\$ 2,115	\$ 2,156	\$ 2,203	\$ 2,246	\$ 2,292	\$ 2,337	\$ 2,383
5	Sales Assistant Laborer Assistant Theater Manager	\$ 20,654	\$ 21,258	\$ 21,882	\$ 22,526	\$ 23,234	\$ 23,920	\$ 24,398	\$ 24,877	\$ 25,376	\$ 25,875	\$ 26,437	\$ 26,957	\$ 27,498	\$ 28,038	\$ 28,600
		\$ 10.35	\$ 10.66	\$ 11.00	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.26	\$ 12.50	\$ 12.77	\$ 13.02	\$ 13.28	\$ 13.54	\$ 13.81	\$ 14.08	\$ 14.38
6	Park Maint II	\$ 1,794	\$ 1,848	\$ 1,907	\$ 1,964	\$ 2,023	\$ 2,084	\$ 2,125	\$ 2,167	\$ 2,214	\$ 2,257	\$ 2,302	\$ 2,347	\$ 2,394	\$ 2,441	\$ 2,493
		\$ 21,528	\$ 22,173	\$ 22,830	\$ 23,566	\$ 24,274	\$ 25,002	\$ 25,501	\$ 26,000	\$ 26,562	\$ 27,082	\$ 27,622	\$ 28,163	\$ 28,725	\$ 29,286	\$ 29,910
7		\$ 10.78	\$ 11.12	\$ 11.45	\$ 11.79	\$ 12.14	\$ 12.50	\$ 12.77	\$ 13.02	\$ 13.28	\$ 13.54	\$ 13.81	\$ 14.08	\$ 14.38	\$ 14.66	\$ 14.95
		\$ 1,869	\$ 1,928	\$ 1,985	\$ 2,044	\$ 2,104	\$ 2,167	\$ 2,214	\$ 2,257	\$ 2,302	\$ 2,347	\$ 2,394	\$ 2,441	\$ 2,493	\$ 2,541	\$ 2,591
8	Senior Sales Assistant Park Maint I	\$ 22,422	\$ 23,130	\$ 23,816	\$ 24,523	\$ 25,251	\$ 26,000	\$ 26,562	\$ 27,082	\$ 27,622	\$ 28,163	\$ 28,725	\$ 29,286	\$ 29,910	\$ 30,493	\$ 31,096
		\$ 11.26	\$ 11.59	\$ 11.93	\$ 12.28	\$ 12.66	\$ 13.04	\$ 13.30	\$ 13.56	\$ 13.83	\$ 14.10	\$ 14.40	\$ 14.68	\$ 14.97	\$ 15.27	\$ 15.57
9	Clerical Assistant	\$ 1,952	\$ 2,009	\$ 2,068	\$ 2,129	\$ 2,194	\$ 2,260	\$ 2,305	\$ 2,350	\$ 2,397	\$ 2,444	\$ 2,496	\$ 2,545	\$ 2,595	\$ 2,647	\$ 2,699
		\$ 23,421	\$ 24,107	\$ 24,814	\$ 25,542	\$ 26,333	\$ 27,123	\$ 27,664	\$ 28,205	\$ 28,766	\$ 29,328	\$ 29,952	\$ 30,534	\$ 31,138	\$ 31,762	\$ 32,386
10		\$ 11.76	\$ 12.10	\$ 12.46	\$ 12.85	\$ 13.23	\$ 13.62	\$ 13.89	\$ 14.16	\$ 14.46	\$ 14.75	\$ 15.04	\$ 15.34	\$ 15.64	\$ 15.96	\$ 16.29
		\$ 2,038	\$ 2,097	\$ 2,160	\$ 2,227	\$ 2,293	\$ 2,361	\$ 2,408	\$ 2,454	\$ 2,506	\$ 2,557	\$ 2,607	\$ 2,659	\$ 2,711	\$ 2,766	\$ 2,824
11	Custodian- Public Works Custodian- Library Custodian- Nolan Center	\$ 24,461	\$ 25,168	\$ 25,917	\$ 26,728	\$ 27,518	\$ 28,330	\$ 28,891	\$ 29,453	\$ 30,077	\$ 30,680	\$ 31,283	\$ 31,907	\$ 32,531	\$ 33,197	\$ 33,883
		\$ 12.26	\$ 12.63	\$ 13.01	\$ 13.40	\$ 13.80	\$ 14.21	\$ 14.51	\$ 14.80	\$ 15.09	\$ 15.39	\$ 15.69	\$ 16.01	\$ 16.34	\$ 16.66	\$ 16.99
12	Library Assistant I Maintenance Custodian Light Maintenance Technician	\$ 2,125	\$ 2,189	\$ 2,255	\$ 2,323	\$ 2,392	\$ 2,463	\$ 2,515	\$ 2,565	\$ 2,616	\$ 2,668	\$ 2,720	\$ 2,775	\$ 2,832	\$ 2,888	\$ 2,945
		\$ 25,501	\$ 26,270	\$ 27,061	\$ 27,872	\$ 28,704	\$ 29,557	\$ 30,181	\$ 30,784	\$ 31,387	\$ 32,011	\$ 32,635	\$ 33,301	\$ 33,987	\$ 34,653	\$ 35,339
13	Firefighter - EMT	\$ 12.83	\$ 13.21	\$ 13.60	\$ 14.00	\$ 14.44	\$ 14.87	\$ 15.16	\$ 15.46	\$ 15.77	\$ 16.10	\$ 16.42	\$ 16.74	\$ 17.07	\$ 17.41	\$ 17.77
		\$ 2,224	\$ 2,290	\$ 2,357	\$ 2,427	\$ 2,503	\$ 2,578	\$ 2,628	\$ 2,680	\$ 2,734	\$ 2,791	\$ 2,846	\$ 2,902	\$ 2,959	\$ 3,018	\$ 3,080
14	Animal Control Officer Theater Manager	\$ 26,686	\$ 27,477	\$ 28,288	\$ 29,120	\$ 30,035	\$ 30,930	\$ 31,533	\$ 32,157	\$ 32,802	\$ 33,488	\$ 34,154	\$ 34,819	\$ 35,506	\$ 36,213	\$ 36,962
		\$ 13.41	\$ 13.81	\$ 14.22	\$ 14.66	\$ 15.09	\$ 15.54	\$ 15.85	\$ 16.18	\$ 16.50	\$ 16.83	\$ 17.16	\$ 17.50	\$ 17.87	\$ 18.22	\$ 18.58
15		\$ 2,324	\$ 2,394	\$ 2,465	\$ 2,541	\$ 2,616	\$ 2,694	\$ 2,747	\$ 2,805	\$ 2,860	\$ 2,917	\$ 2,974	\$ 3,033	\$ 3,098	\$ 3,158	\$ 3,221
		\$ 27,893	\$ 28,725	\$ 29,578	\$ 30,493	\$ 31,387	\$ 32,323	\$ 32,968	\$ 33,654	\$ 34,320	\$ 35,006	\$ 35,693	\$ 36,400	\$ 37,170	\$ 37,898	\$ 38,646
16	DMV Assistant/Youth Court Coordinator Recreation Coordinator Library Assistant II	\$ 14.00	\$ 14.44	\$ 14.87	\$ 15.31	\$ 15.76	\$ 16.25	\$ 16.57	\$ 16.90	\$ 17.23	\$ 17.57	\$ 17.94	\$ 18.29	\$ 18.65	\$ 19.02	\$ 19.42
		\$ 2,427	\$ 2,503	\$ 2,578	\$ 2,654	\$ 2,732	\$ 2,817	\$ 2,872	\$ 2,929	\$ 2,987	\$ 3,046	\$ 3,110	\$ 3,170	\$ 3,233	\$ 3,297	\$ 3,366
17	Accounting Clerk Utility Accounts Clerk Harbor Maintenance/Security	\$ 29,120	\$ 30,035	\$ 30,930	\$ 31,845	\$ 32,781	\$ 33,800	\$ 34,466	\$ 35,152	\$ 35,838	\$ 36,546	\$ 37,315	\$ 38,043	\$ 38,792	\$ 39,562	\$ 40,394
		\$ 14.66	\$ 15.09	\$ 15.54	\$ 16.01	\$ 16.49	\$ 16.98	\$ 17.32	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.12	\$ 19.52	\$ 19.91	\$ 20.30
18	Dispatcher/Corrections Officer Maint Specialist Heavy Equip Operator Trainee	\$ 2,541	\$ 2,616	\$ 2,694	\$ 2,775	\$ 2,858	\$ 2,943	\$ 3,002	\$ 3,063	\$ 3,125	\$ 3,188	\$ 3,250	\$ 3,314	\$ 3,384	\$ 3,451	\$ 3,519
		\$ 30,493	\$ 31,387	\$ 32,323	\$ 33,301	\$ 34,299	\$ 35,318	\$ 36,026	\$ 36,754	\$ 37,502	\$ 38,251	\$ 39,000	\$ 39,770	\$ 40,602	\$ 41,413	\$ 42,224
19	Groundman/Meter Reader Cruise Ship Facility Security Officer	\$ 15.34	\$ 15.79	\$ 16.28	\$ 16.76	\$ 17.26	\$ 17.80	\$ 18.15	\$ 18.51	\$ 18.88	\$ 19.25	\$ 19.65	\$ 20.04	\$ 20.44	\$ 20.84	\$ 21.27
		\$ 2,659	\$ 2,737	\$ 2,822	\$ 2,905	\$ 2,992	\$ 3,085	\$ 3,146	\$ 3,208	\$ 3,273	\$ 3,337	\$ 3,406	\$ 3,474	\$ 3,543	\$ 3,612	\$ 3,687
20	Harbor Maintenance/Security Dispatcher/Corrections Officer Maint Specialist Heavy Equip Operator Trainee	\$ 31,907	\$ 32,843	\$ 33,862	\$ 34,861	\$ 35,901	\$ 37,024	\$ 37,752	\$ 38,501	\$ 39,270	\$ 40,040	\$ 40,872	\$ 41,683	\$ 42,515	\$ 43,347	\$ 44,242
		\$ 16.07	\$ 16.55	\$ 17.04	\$ 17.55	\$ 18.09	\$ 18.63	\$ 19.00	\$ 19.39	\$ 19.78	\$ 20.17	\$ 20.57	\$ 20.99	\$ 21.41	\$ 21.83	\$ 22.26
21	Water/Wastewater Trt. Plt. Apprentice Administrative Assistant-Harbors Maintenance Specialist	\$ 2,786	\$ 2,869	\$ 2,954	\$ 3,042	\$ 3,136	\$ 3,229	\$ 3,293	\$ 3,361	\$ 3,429	\$ 3,496	\$ 3,566	\$ 3,638	\$ 3,711	\$ 3,784	\$ 3,858
		\$ 33,426	\$ 34,424	\$ 35,443	\$ 36,504	\$ 37,627	\$ 38,750	\$ 39,520	\$ 40,331	\$ 41,142	\$ 41,954	\$ 42,786	\$ 43,659	\$ 44,533	\$ 45,406	\$ 46,301
22	Admin Assistant - Police Electrical Dispatch Secretary Sanitation Worker	\$ 16.82	\$ 17.32	\$ 17.85	\$ 18.38	\$ 18.93	\$ 19.51	\$ 19.90	\$ 20.29	\$ 20.69	\$ 21.12	\$ 21.54	\$ 21.97	\$ 22.40	\$ 22.86	\$ 23.31
		\$ 2,916	\$ 3,002	\$ 3,094	\$ 3,186	\$ 3,281	\$ 3,382	\$ 3,449	\$ 3,517	\$ 3,586	\$ 3,661	\$ 3,734	\$ 3,808	\$ 3,883	\$ 3,962	\$ 4,040
23	Custodian - Light Maintenance	\$ 34,986	\$ 36,026	\$ 37,128	\$ 38,230	\$ 39,374	\$ 40,581	\$ 41,392	\$ 42,203	\$ 43,035	\$ 43,930	\$ 44,803	\$ 45,698	\$ 46,592	\$ 47,549	\$ 48,485
		\$ 17.63	\$ 18.16	\$ 18.70	\$ 19.25	\$ 19.84	\$ 20.43	\$ 20.83	\$ 21.26	\$ 21.68	\$ 22.11	\$ 22.55	\$ 23.02	\$ 23.47	\$ 23.93	\$ 24.41
24	Apprentice Lineman Police Officer Recruit Port & Harbor Maintenance	\$ 3,056	\$ 3,148	\$ 3,241	\$ 3,337	\$ 3,439	\$ 3,541	\$ 3,611	\$ 3,685	\$ 3,758	\$ 3,832	\$ 3,909	\$ 3,990	\$ 4,068	\$ 4,148	\$ 4,231
		\$ 36,670	\$ 37,773	\$ 38,896	\$ 40,040	\$ 41,267	\$ 42,494	\$ 43,326	\$ 44,221	\$ 45,094	\$ 45,989	\$ 46,904	\$ 47,882	\$ 48,818	\$ 49,774	\$ 50,773
25	Corrections Sergeant Accounting Technician Firemedic/Trainer	\$ 18.47	\$ 19.02	\$ 19.60	\$ 20.18	\$ 20.78	\$ 21.42	\$ 21.84	\$ 22.27	\$ 22.72	\$ 23.18	\$ 23.64	\$ 24.11	\$ 24.61	\$ 25.10	\$ 25.60
		\$ 3,202	\$ 3,297	\$ 3,397	\$ 3,498	\$ 3,602	\$ 3,713	\$ 3,786	\$ 3,860	\$ 3,938	\$ 4,018	\$ 4,098	\$ 4,179	\$ 4,266	\$ 4,351	\$ 4,437
26		\$ 38,418	\$ 39,562	\$ 40,768	\$ 41,974	\$ 43,222	\$ 44,554	\$ 45,427	\$ 46,322	\$ 47,258	\$ 48,214	\$ 49,171	\$ 50,149	\$ 51,189	\$ 52,208	\$ 53,248
		\$ 19.36	\$ 19.94	\$ 20.53	\$ 21.16	\$ 21.79	\$ 22.44	\$ 22.90	\$ 23.35	\$ 23.81	\$ 24.28	\$ 24.78	\$ 25.27	\$ 25.77	\$ 26.30	\$ 26.82
27		\$ 3,356	\$ 3,456	\$ 3,559	\$ 3,668	\$ 3,777	\$ 3,890	\$ 3,969	\$ 4,047	\$ 4,127	\$ 4,209	\$ 4,295	\$ 4,380	\$ 4,467	\$ 4,559	\$ 4,649
		\$ 40,269	\$ 41,475	\$ 42,702	\$ 44,013	\$ 45,323	\$ 46,675	\$ 47,632	\$ 48,568	\$ 49,525	\$ 50,502	\$ 51,542	\$ 52,562	\$ 53,602	\$ 54,704	\$ 55,786

CITY & BOROUGH OF WRANGELL															Exhibit "B" Resolution # _____	
Effective July 1, 2011																
Non Union																
Grade/Step		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
19	Mechanic	Water/Wastewater Treatment Operator	\$ 20.29	\$ 20.89	\$ 21.53	\$ 22.17	\$ 22.85	\$ 23.53	\$ 24.00	\$ 24.49	\$ 24.97	\$ 25.46	\$ 25.96	\$ 26.49	\$ 27.01	\$ 27.54
	Maintenance Specialist II/Heavy Equip Operator	Facility Maintenance Specialist	\$ 3,517	\$ 3,621	\$ 3,732	\$ 3,843	\$ 3,961	\$ 4,079	\$ 4,160	\$ 4,245	\$ 4,328	\$ 4,413	\$ 4,500	\$ 4,592	\$ 4,682	\$ 4,774
	Marine Service Ctr & Harbor Team Leader	Civic Center Manager	\$ 42,203	\$ 43,451	\$ 44,782	\$ 46,114	\$ 47,528	\$ 48,942	\$ 49,920	\$ 50,939	\$ 51,938	\$ 52,957	\$ 53,997	\$ 55,099	\$ 56,181	\$ 57,283
20	Water Treatment Leadman	Maintenance Specialist II/Heavy Equip Operator	\$ 21.29	\$ 21.92	\$ 22.57	\$ 23.27	\$ 23.96	\$ 24.69	\$ 25.18	\$ 25.68	\$ 26.21	\$ 26.73	\$ 27.26	\$ 27.81	\$ 28.37	\$ 28.93
	Wastewater Treatment Leadman	Diesel Electric Mechanic	\$ 3,690	\$ 3,800	\$ 3,912	\$ 4,034	\$ 4,153	\$ 4,280	\$ 4,365	\$ 4,451	\$ 4,543	\$ 4,633	\$ 4,725	\$ 4,820	\$ 4,918	\$ 5,015
	Mechanic Leadman		\$ 44,283	\$ 45,894	\$ 46,946	\$ 48,402	\$ 49,837	\$ 51,355	\$ 52,374	\$ 53,414	\$ 54,517	\$ 55,598	\$ 56,701	\$ 57,845	\$ 59,010	\$ 60,174
21	Police Officer Probationary		\$ 22.14	\$ 22.82	\$ 23.50	\$ 24.20	\$ 24.94	\$ 25.68	\$ 26.21	\$ 26.73	\$ 27.26	\$ 27.81	\$ 28.37	\$ 28.93	\$ 29.51	\$ 30.10
			\$ 3,838	\$ 3,954	\$ 4,073	\$ 4,195	\$ 4,323	\$ 4,451	\$ 4,543	\$ 4,633	\$ 4,725	\$ 4,820	\$ 4,918	\$ 5,015	\$ 5,115	\$ 5,217
			\$ 46,051	\$ 47,466	\$ 48,880	\$ 50,336	\$ 51,875	\$ 53,414	\$ 54,517	\$ 55,598	\$ 56,701	\$ 57,845	\$ 59,010	\$ 60,174	\$ 61,381	\$ 62,608
22			\$ 23.04	\$ 23.72	\$ 24.43	\$ 25.16	\$ 25.91	\$ 26.70	\$ 27.24	\$ 27.79	\$ 28.35	\$ 28.91	\$ 29.49	\$ 30.08	\$ 30.67	\$ 31.30
			\$ 3,994	\$ 4,112	\$ 4,235	\$ 4,361	\$ 4,491	\$ 4,628	\$ 4,722	\$ 4,817	\$ 4,914	\$ 5,011	\$ 5,112	\$ 5,214	\$ 5,316	\$ 5,425
			\$ 47,923	\$ 49,338	\$ 50,814	\$ 52,333	\$ 53,893	\$ 55,536	\$ 56,659	\$ 57,803	\$ 58,968	\$ 60,133	\$ 61,339	\$ 62,566	\$ 63,794	\$ 65,104
23	Public Works Foreman	Projects Manager	\$ 23.98	\$ 24.71	\$ 25.44	\$ 26.21	\$ 26.99	\$ 27.80	\$ 28.36	\$ 28.92	\$ 29.50	\$ 30.09	\$ 30.68	\$ 31.31	\$ 31.93	\$ 32.56
	Police Officer		\$ 4,157	\$ 4,283	\$ 4,410	\$ 4,543	\$ 4,678	\$ 4,819	\$ 4,916	\$ 5,013	\$ 5,113	\$ 5,216	\$ 5,318	\$ 5,427	\$ 5,535	\$ 5,644
			\$ 49,878	\$ 51,397	\$ 52,915	\$ 54,517	\$ 56,139	\$ 57,824	\$ 58,989	\$ 60,154	\$ 61,360	\$ 62,587	\$ 63,814	\$ 65,125	\$ 66,414	\$ 67,725
24	Library Director	Fire Chief	\$ 24.99	\$ 25.73	\$ 26.51	\$ 27.30	\$ 28.13	\$ 28.96	\$ 29.55	\$ 30.13	\$ 30.73	\$ 31.36	\$ 31.98	\$ 32.61	\$ 33.27	\$ 33.93
	Park and Recreation Director		\$ 4,332	\$ 4,460	\$ 4,595	\$ 4,732	\$ 4,876	\$ 5,020	\$ 5,122	\$ 5,223	\$ 5,327	\$ 5,436	\$ 5,543	\$ 5,652	\$ 5,767	\$ 5,881
	Museum Director/Curator		\$ 51,979	\$ 53,518	\$ 55,141	\$ 56,784	\$ 58,510	\$ 60,237	\$ 61,464	\$ 62,707	\$ 63,918	\$ 65,229	\$ 66,518	\$ 67,829	\$ 69,202	\$ 70,574
25	Harbormaster		\$ 26.04	\$ 26.82	\$ 27.62	\$ 28.46	\$ 29.30	\$ 30.19	\$ 30.79	\$ 31.42	\$ 32.04	\$ 32.67	\$ 33.34	\$ 34.00	\$ 34.69	\$ 35.38
	Police Sergeant		\$ 4,514	\$ 4,649	\$ 4,788	\$ 4,933	\$ 5,079	\$ 5,233	\$ 5,337	\$ 5,446	\$ 5,554	\$ 5,663	\$ 5,779	\$ 5,893	\$ 6,013	\$ 6,133
			\$ 54,163	\$ 55,786	\$ 57,450	\$ 59,197	\$ 60,944	\$ 62,795	\$ 64,043	\$ 65,354	\$ 66,643	\$ 67,954	\$ 69,347	\$ 70,720	\$ 72,155	\$ 73,590
26	Police Lieutenant		\$ 27.14	\$ 27.96	\$ 28.79	\$ 29.66	\$ 30.54	\$ 31.47	\$ 32.09	\$ 32.73	\$ 33.39	\$ 34.05	\$ 34.74	\$ 35.43	\$ 36.14	\$ 36.86
			\$ 4,704	\$ 4,846	\$ 4,990	\$ 5,141	\$ 5,294	\$ 5,455	\$ 5,562	\$ 5,673	\$ 5,788	\$ 5,902	\$ 6,022	\$ 6,141	\$ 6,264	\$ 6,389
			\$ 56,451	\$ 58,157	\$ 59,883	\$ 61,693	\$ 63,523	\$ 65,458	\$ 66,747	\$ 68,078	\$ 69,451	\$ 70,824	\$ 72,259	\$ 73,694	\$ 75,171	\$ 76,669
27	Borough Clerk		\$ 28.33	\$ 29.17	\$ 30.05	\$ 30.94	\$ 31.88	\$ 32.83	\$ 33.49	\$ 34.15	\$ 34.85	\$ 35.54	\$ 36.25	\$ 36.98	\$ 37.71	\$ 38.48
	Electrical Lineman		\$ 4,911	\$ 5,056	\$ 5,209	\$ 5,363	\$ 5,526	\$ 5,691	\$ 5,805	\$ 5,919	\$ 6,041	\$ 6,160	\$ 6,283	\$ 6,410	\$ 6,536	\$ 6,670
			\$ 58,926	\$ 60,674	\$ 62,504	\$ 64,355	\$ 66,310	\$ 68,286	\$ 69,659	\$ 71,032	\$ 72,488	\$ 73,923	\$ 75,408	\$ 76,918	\$ 78,437	\$ 80,038
28	Economic Development/Planning Director		\$ 29.57	\$ 30.45	\$ 31.37	\$ 32.30	\$ 33.28	\$ 34.27	\$ 34.97	\$ 35.66	\$ 36.38	\$ 37.10	\$ 37.84	\$ 38.60	\$ 39.36	\$ 40.16
			\$ 5,126	\$ 5,278	\$ 5,438	\$ 5,599	\$ 5,769	\$ 5,940	\$ 6,062	\$ 6,181	\$ 6,306	\$ 6,431	\$ 6,559	\$ 6,691	\$ 6,822	\$ 6,961
			\$ 61,506	\$ 63,336	\$ 65,250	\$ 67,184	\$ 69,222	\$ 71,282	\$ 72,738	\$ 74,173	\$ 75,670	\$ 77,168	\$ 78,707	\$ 80,288	\$ 81,869	\$ 83,533
29	Electrical Line Foreman		\$ 30.86	\$ 31.80	\$ 32.75	\$ 33.73	\$ 34.75	\$ 35.78	\$ 36.51	\$ 37.23	\$ 37.99	\$ 38.74	\$ 39.52	\$ 40.31	\$ 41.12	\$ 41.94
			\$ 5,349	\$ 5,512	\$ 5,677	\$ 5,847	\$ 6,023	\$ 6,202	\$ 6,328	\$ 6,453	\$ 6,585	\$ 6,715	\$ 6,850	\$ 6,987	\$ 7,128	\$ 7,270
			\$ 64,189	\$ 66,144	\$ 68,120	\$ 70,158	\$ 72,280	\$ 74,422	\$ 75,941	\$ 77,438	\$ 79,019	\$ 80,579	\$ 82,202	\$ 83,845	\$ 85,530	\$ 87,235
30	Finance Director	Electric Utility Superintendent	\$ 32.24	\$ 33.22	\$ 34.20	\$ 35.23	\$ 36.29	\$ 37.37	\$ 38.13	\$ 38.88	\$ 39.67	\$ 40.45	\$ 41.26	\$ 42.09	\$ 42.93	\$ 43.79
	Director of Public Works & Capital Projects		\$ 5,988	\$ 6,158	\$ 6,328	\$ 6,507	\$ 6,690	\$ 6,878	\$ 6,969	\$ 7,073	\$ 7,181	\$ 7,291	\$ 7,404	\$ 7,520	\$ 7,636	\$ 7,754
	Police Chief		\$ 67,059	\$ 69,098	\$ 71,136	\$ 73,278	\$ 75,483	\$ 77,730	\$ 79,310	\$ 80,870	\$ 82,514	\$ 84,136	\$ 85,821	\$ 87,547	\$ 89,294	\$ 91,083
31			\$ 33.69	\$ 34.71	\$ 35.74	\$ 36.82	\$ 37.93	\$ 39.05	\$ 39.84	\$ 40.63	\$ 41.45	\$ 42.27	\$ 43.13	\$ 43.98	\$ 44.87	\$ 45.76
			\$ 5,840	\$ 6,016	\$ 6,195	\$ 6,382	\$ 6,573	\$ 6,769	\$ 6,906	\$ 7,043	\$ 7,185	\$ 7,327	\$ 7,476	\$ 7,623	\$ 7,778	\$ 7,932
			\$ 70,075	\$ 72,197	\$ 74,339	\$ 76,586	\$ 78,874	\$ 81,224	\$ 82,867	\$ 84,510	\$ 86,216	\$ 87,922	\$ 89,710	\$ 91,478	\$ 93,330	\$ 95,181
32			\$ 35.22	\$ 36.28	\$ 37.36	\$ 38.49	\$ 39.65	\$ 40.83	\$ 41.66	\$ 42.48	\$ 43.34	\$ 44.20	\$ 45.09	\$ 45.98	\$ 46.91	\$ 47.85
			\$ 6,105	\$ 6,289	\$ 6,476	\$ 6,672	\$ 6,873	\$ 7,077	\$ 7,221	\$ 7,363	\$ 7,512	\$ 7,661	\$ 7,816	\$ 7,970	\$ 8,131	\$ 8,294
			\$ 73,258	\$ 75,462	\$ 77,709	\$ 80,059	\$ 82,472	\$ 84,926	\$ 86,653	\$ 88,358	\$ 90,147	\$ 91,936	\$ 93,787	\$ 95,638	\$ 97,573	\$ 99,528
33			\$ 36.84	\$ 37.94	\$ 39.07	\$ 40.25	\$ 41.46	\$ 42.69	\$ 43.55	\$ 44.41	\$ 45.31	\$ 46.22	\$ 47.14	\$ 48.09	\$ 49.04	\$ 50.03
			\$ 6,386	\$ 6,576	\$ 6,772	\$ 6,977	\$ 7,186	\$ 7,400	\$ 7,549	\$ 7,698	\$ 7,854	\$ 8,012	\$ 8,171	\$ 8,336	\$ 8,500	\$ 8,672
			\$ 76,627	\$ 78,915	\$ 81,266	\$ 83,720	\$ 86,237	\$ 88,795	\$ 90,584	\$ 92,373	\$ 94,245	\$ 96,138	\$ 98,051	\$ 100,027	\$ 102,003	\$ 104,062
34	Borough Manager		\$ 38.55	\$ 39.71	\$ 40.89	\$ 42.12	\$ 43.39	\$ 44.69	\$ 45.58	\$ 46.50	\$ 47.42	\$ 48.38	\$ 49.34	\$ 50.34	\$ 51.34	\$ 52.36
			\$ 6,682	\$ 6,883	\$ 7,088	\$ 7,301	\$ 7,521	\$ 7,746	\$ 7,901	\$ 8,060	\$ 8,220	\$ 8,386	\$ 8,552	\$ 8,726	\$ 8,899	\$ 9,076
			\$ 80,184	\$ 82,597	\$ 85,051	\$ 87,610	\$ 90,251	\$ 92,955	\$ 94,806	\$ 96,720	\$ 98,634	\$ 100,630	\$ 102,627	\$ 104,707	\$ 106,787	\$ 108,909
35			\$ 40.35	\$ 41.57	\$ 42.81	\$ 44.09	\$ 45.42	\$ 46.79	\$ 47.71	\$ 48.67	\$ 49.64	\$ 50.63	\$ 51.65	\$ 52.67	\$ 53.73	\$ 54.80
			\$ 6,994	\$ 7,206	\$ 7,420	\$ 7,642	\$ 7,873	\$ 8,110	\$ 8,270	\$ 8,436	\$ 8,604	\$ 8,776	\$ 8,953	\$ 9,130	\$ 9,313	\$ 9,499
			\$ 83,928	\$ 86,466	\$ 89,045	\$ 91,707	\$ 94,474	\$ 97,323	\$ 99,237	\$ 101,234	\$ 103,251	\$ 105,310	\$ 107,432	\$ 109,554	\$ 111,758	\$ 113,984
36			\$ 42.25	\$ 43.52	\$ 44.83	\$ 46.17	\$ 47.55	\$ 48.98	\$ 49.97	\$ 50.96	\$ 51.99	\$ 53.03	\$ 54.09	\$ 55.18	\$ 56.28	\$ 57.40
			\$ 7,323	\$ 7,544	\$ 7,771	\$ 8,003	\$ 8,242	\$ 8,490	\$ 8,662	\$ 8,833	\$ 9,012	\$ 9,192	\$ 9,376	\$ 9,565	\$ 9,755	\$ 9,949
			\$ 87,880	\$ 90,522	\$ 93,246	\$ 96,034	\$ 98,904	\$ 101,878	\$ 103,938	\$ 105,997	\$ 108,159	\$ 110,302	\$ 112,507	\$ 114,774	\$ 117,062	\$ 119,392

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 13g PROPOSED RESOLUTION No. 01-13-1265: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING A REVISED PERSONNEL HAND BOOK TITLED PERSONNEL POLICY

INFORMATION:

Attachments

1. Memorandum from Borough Manager Rooney, dated January 2, 2013
2. Proposed Resolution No. 01-13-1265
3. Proposed Personnel Hand Book / Personnel Policy

RECOMMENDED ACTION:

Move to adopt resolution.

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13g

MEMORANDUM

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

**FROM: TIMOTHY ROONEY
BOROUGH MANAGER**

**SUBJECT: RESOLUTION NO. 01-13-1265
WRANGELL PERSONNEL POLICY**

DATE: January 2, 2013

BACKGROUND:

For the last two years, staff has been working on updating the City and Borough of Wrangell's Personnel Policy. This document, currently referenced as the City of Wrangell Employee Handbook, was adopted in 2003 and was in desperate need of an overhaul due to numerous changes that have occurred on the Federal, State, and Local levels.

While there are numerous minor changes throughout the document, the major changes that are included in the proposed City and Borough of Wrangell Personnel Policy are as follows:

- The disciplinary process has been revamped and formalized. Previously this was virtually non-existent.
- Added protections for exempt employees
- Compliance with the Americans with Disabilities Act
- Compliance with Family Medical Leave Act
- Compliance with Affirmative Action
- Compliance with Immigration Law – needed for contracts with Federal Funding
- Added whistleblower protection
- Compliance with Drug Testing for all employees
- Changes/updates the per diems provided to employees when traveling depending on the time of day leaving and returning to Wrangell.
- Other minor changes throughout in order for the Collective Bargaining Agreement and the Personnel Policy to be consistent with each other.

ADDITIONAL INFORMATION:

A large amount of this work was completed by our summer intern, Mr. Nathaniel Rubin. We were able to employ Mr. Rubin, a Yale University student from Anchorage, AK, this summer for a focus on this document as well as the job descriptions. Mr. Rubin was able to put the amount of focus on the proposed Personnel Policy that was needed in order to produce a quality product.

FINAL COMMENTS:

If approved and adopted by the Borough Assembly, the proposed City and Borough of Wrangell Personnel Policy would become effective on February 1, 2013. Additionally, the adopted document would then be reviewed annually in order to ensure continued compliance with Federal and State laws regarding employment.

RECOMMENDATION:

Staff recommends Borough Assembly approval of Resolution No. 01-13-1265, adopting the City and Borough of Wrangell Personnel Policy as presented.

ATTACHMENTS:

1. Proposed Resolution No. 01-13-1265
2. Proposed Wrangell Personnel Policy

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 01-13-1265A RESOLUTION OF THE ASSEMBLY OF THE CITY
AND BOROUGH OF WRANGELL, ALASKA,
APPROVING A REVISED PERSONNEL HAND BOOK
TITLED PERSONNEL POLICY

WHEREAS, The City of Wrangell Employee Handbook was prepared by Alaska Municipal League/Joint Insurance Association and the City of Wrangell in 2003; and

WHEREAS, since that policy was adopted there has been changes to employment practices that needed to be part of the policy in order to be compliant with current laws; and

WHEREAS, the creation of the union in 2006 has brought changes to the policy as many of the union requirements have been extended to all employees; and

WHEREAS, the effective date of the revised Personnel Policy will be February 1, 2013.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that the City and Borough of Wrangell approves the terms and revisions of the Personnel Policy as presented.

1. Exhibit "A" : Personnel Policy

ADOPTED: _____, 2013

Donald J. McConachie, Mayor

ATTEST: _____
Kim Flores, Borough Clerk

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City and Borough of Wrangell

PERSONNEL POLICY

Prepared by:

City and Borough of Wrangell

Effective Date:

Resolution No. 00-00-000

ORGANIZATION DESCRIPTION

I. General Purpose

The purpose of these policies is to promote the following:

- a. To recruit and retain the best personnel available for the municipal service;
- b. To furnish sound training, supervision, and administrative direction;
- c. To establish probationary periods for new permanent employees and standards of work performance and conduct for all employees;
- d. To promote opportunities in the municipal service based on merit and fitness;
- e. To provide a mechanism for municipal employees to have their concerns and grievances heard and adjusted;
- f. To create an exempt service not fully covered by these policies.

II. Applicability

These policies shall apply to employees of the municipality except hospital employees and school district employees. There shall also be an exempt group to which the personnel policies shall apply with the exception of those specifically denoted provisions.

The following positions are in the exempt service:

- a) Borough Manager
- b) Borough Clerk
- c) Borough Attorney
- d) Finance Director
- e) Police Chief
- f) Director of Public Works and Capital Projects
- g) Electric Utility Superintendent
- h) Library Director
- i) Harbormaster
- j) Parks and Recreation Director
- k) Fire Chief
- l) Museum Director/Curator
- m) Civic Center Manager
- n) Economic Development/Planning Director
- o) Any other position so designated by the Borough Assembly

Employees in the exempt service shall serve under such terms and conditions as the Assembly may from time to time specifically provide, and when terminated, termination shall be for cause. Exempt personnel may request that the reason for their termination be put in writing, with a copy given to them and put in their personnel file. The employee will have ten days to submit a written statement, if they wish, for inclusion in their personnel file with the reasons for termination.

III. The History of the City and Borough of Wrangell

The City and Borough of Wrangell is a home rule borough with an Assembly – Manager form of government. There is a seven member Borough Assembly, including an elected Mayor. Wrangell has been a home rule city since October 1960. The City incorporated on June 15, 1903 and became a borough in May of 2008.

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INTRODUCTORY STATEMENT

This personnel policy is designed to acquaint employees with the City and Borough of Wrangell and provide employees with information about working conditions, employee benefits, and some of the policies affecting their employment. Employees should read, understand, and comply with all provisions of the personnel policy. It describes many of their responsibilities and outlines the programs developed by the City and Borough of Wrangell for their benefit. One of the objectives of the City and Borough of Wrangell is to provide a work environment that is conducive to both personal and professional growth.

No Personnel Policy can anticipate every circumstance or question about employment policy. As the City and Borough of Wrangell continues to grow, the need may arise, for which City and Borough of Wrangell reserves the right, to revise, supplement, or rescind any policies or portion of the personnel policy from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the personnel policy as they occur. In some cases, individual department policies will be inconsistent with the terms established in this personnel policy. When that occurs, those policies specific to departments that have been approved by the assembly shall supersede the policies laid out here.

Some borough employees belong to the IBEW union. The Personnel Policy applies to all employees. When there is a difference between the Personnel Policy and the Collective Bargaining Agreement for union employees, the Collective Bargaining Agreement will be followed for union employees only.

If any of this policy is found to be in conflict or out of compliance with any state or federal rules, regulations, or laws, those requirements will take precedent over this policy.

EMPLOYEE ACKNOWLEDGEMENT FORM

The Personnel Policy describes important information about the City and Borough of Wrangell, and I understand that I should consult the Finance Department regarding any questions not answered in the personnel policy.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the personnel policy may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Borough Assembly of the City and Borough of Wrangell has the ability to adopt any revisions to the policies in this personnel policy. Revisions will be done by resolution.

Furthermore, I acknowledge that this personnel policy is neither a contract of employment nor a legal document. I have received the personnel policy, and I understand that it is my responsibility to read and comply with the policies contained in this personnel policy and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

SUPERVISOR'S SIGNATURE: _____

DATE: _____

100 General Provisions

The purpose of these policies is to establish a personnel system that will recruit, select, develop and maintain an effective and responsible work force for the City and Borough of Wrangell.

The **governing body** will establish personnel policies and rules, including the classification and pay plan. The governing body will adopt or provide for rules and regulations, resolutions, or ordinances concerning personnel policies and other measures that promote the hiring and retention of capable, diligent, and honest employees, to be administered by the Borough Manager. The governing body will prescribe the office hours, workdays and holidays to be observed by the various offices and departments of the City and Borough of Wrangell. The governing body has approved the City and Borough of Wrangell's personnel policy.

The **Borough Manager** shall be responsible for assisting in the preparation and maintenance of the position classification plan and the pay plan, and shall perform such other duties in connection with a modern personnel program as are required. All matters dealing with personnel shall be routed to the Borough Manager, who shall maintain a complete system of personnel files and records. The Borough Manager may perform any or all of these duties and responsibilities or assign them to staff employees.

In the City and Borough of Wrangell, the Borough Assembly is the governing body.

101 Nature of Employment

This personnel policy is intended to provide employees with a general understanding of borough personnel policies. Employees are encouraged to familiarize themselves with the contents of this personnel policy, for it will answer many common questions concerning employment with the City and Borough of Wrangell. However, this personnel policy cannot anticipate every situation or answer every question about employment.

Policies set forth in this personnel policy are not intended to create a contract, nor should they be construed to constitute contractual obligations of any kind or a contract of employment between the City and Borough of Wrangell and any of its employees.

In order to retain necessary flexibility in the administration of policies and procedures, the City and Borough of Wrangell reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this personnel policy. The only recognized deviations from the stated policies are those authorized and signed by the Borough Manager of the City and Borough of Wrangell.

102 Employee Relations

Recruitment, appointments, and promotions of employees are made on the basis of merit, except for employees appointed to confidential or managerial positions that have been designated by ordinance to be appointed by the Borough Assembly.

Retention of employees with regular status should be based on the adequacy of their performance and separation of regular employees, including exempt employees, will be for cause. Employees who have

acquired regular status can be terminated, suspended without pay, or made to suffer other direct adverse financial consequences only after being given an opportunity to explain or rebut the facts given as the basis of the adverse action.

Employees appointed to exempt or partially exempt positions are to be separated or terminated for cause, and shall receive such benefits as are required by law, as well as those as to which there is an agreement between the employee and the appointing authority. Insofar as the termination of such employees is concerned, these employees have the right to a hearing or any other sort of grievance procedure as may be established by law and/or agreement with the appointing authority.

Written notice of the proposed adverse action shall be given to the employee as provided in these policies and shall contain a description of the facts that are the basis for the adverse action, the date upon which the adverse action will take effect, and the right of the employee at any reasonable time before the adverse action takes effect to explain or rebut the facts given.

The City and Borough of Wrangell believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other area employers for similar work. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment is excellent, communications are clear, and attitudes are positive. The City and Borough of Wrangell believes that it amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City and Borough of Wrangell will be based on merit, qualifications, and abilities. The City and Borough of Wrangell does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, sexual orientation, age, disability, or any other characteristic protected by law.

It is the policy of the City and Borough of Wrangell to not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. So long as it does not pose a direct threat to the concerned individual or to others in the workplace, the City and Borough of Wrangell will reasonably accommodate qualified individuals with disabilities to allow them to perform the essential functions of their jobs.

The City and Borough of Wrangell also recognizes that equal opportunity does not come about through non-discrimination alone. Rather, in order to overcome the systematic historical discrimination and accumulated burdens imposed upon women and minorities, the City and Borough of Wrangell also takes affirmative action to recruit, hire, and promote all job classifications without regard to race, color, creed, marital status, ancestry, sex, religion, or qualified disability, except where such a category is a bona fide occupational qualification or it is impossible to reasonably accommodate a qualified disability in the position being considered; and to base decisions in this regard on employment so as to further the equal employment opportunity.

Similarly, the City and Borough of Wrangell will ensure that all its facilities are available to employees on a non-discriminatory basis, and that all social and recreational programs sponsored for employees be open to participation without regard to race, color, creed, marital status, sexual orientation, ancestry, national origin, sex, religion, or qualified disability.

The successful achievement of true equality of opportunity requires maximum cooperation among employees. In fulfilling its part in this cooperative effort, management will establish and implement affirmative procedures and practices which will achieve the objective of equal opportunity for all.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Borough Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 Code of Ethics and Conduct

The successful operation and reputation of the City and Borough of Wrangell is built upon the principles of fair dealing and ethical conduct of its employees. The City and Borough of Wrangell's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the City and Borough of Wrangell is dependent upon its citizens' trust and the City and Borough of Wrangell is dedicated to preserving that trust. Employees owe a duty to the City and Borough of Wrangell, its customers, and the public to act in a way that will merit continued trust and confidence.

The City and Borough of Wrangell will comply with all applicable local, state, and federal laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with an immediate supervisor and, if necessary, with the Borough Manager for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every City and Borough of Wrangell employee. The City and Borough of Wrangell continually monitors its employees, staff, and institutional practices to ensure their compliance with the standards of both ethical conduct and the law. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

105 Hiring of Relatives

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be

carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A relative shall be defined as any relationship by affinity or consanguinity within the third degree. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to gender or sexual orientation.

Relatives of current employees may not occupy a position directly under or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be directly under or supervising the employee with whom they are involved in a dating relationship. The City and Borough of Wrangell also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

Relatives, within the third degree of either a Borough Assembly member or the Borough Manager cannot be hired for a position with the Borough. If an employee is currently working for the City and Borough of Wrangell and a relative is elected to the assembly, the employee can continue with employment, but cannot take a new position unless the position is similar in nature to the existing job. A higher position is not allowed. If an employee is currently working for the City and Borough of Wrangell and a relative is hired as the Borough Manager, that person cannot continue their employment with the Borough.

106 Employee Medical Examinations

To help ensure that employees are able to perform their duties safely, drug testing (and a medical examination when determined to be necessary) will be required of all new permanent employees. After an offer has been made to an applicant entering a designated job category, a drug test will be required at the City and Borough of Wrangell's expense by a health professional of the City and Borough of Wrangell's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of these requirements.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

107 Immigration Law Compliance

The City and Borough of Wrangell is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. This documentation will be photocopied and attached to the Employment Verification form I-9. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City and Borough of Wrangell within the past three years, or if their previous I-9 is no longer retained or valid.

The City and Borough of Wrangell participates in the federal E-Verify program for the purposes of federal contracting. New employees hired to work federal contracts and existing employees who directly work on these contracts must meet the requirements and obligations set forth by law.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Finance Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City and Borough of Wrangell wishes the business of its employees to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Borough Manager for more information or with questions about conflicts of interest.

Transactions with all firms must be conducted within a framework established and controlled by the executive level of the City and Borough of Wrangell. Business dealings with all firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City and Borough of Wrangell's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the City and Borough of Wrangell as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City and Borough of Wrangell does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City and Borough of Wrangell.

An employee shall not accept a gift, gratuity, consideration or extraordinary favor from any person doing business, or likely to do business with the municipality and shall immediately report to his or her department director any offer, promise or suggestion that such a gift be made. In the event that an offer is made to a department director, he or she shall report the same to the Assembly. Any person either offering or receiving such a gift, gratuity, consideration or extraordinary favor is subject to criminal penalties prescribed under state statutes. This section does not apply to the giving of ceremonial gifts of nominal value, or gifts received from an employee's family or ordinary circle of friends when not offered for a corrupt purpose.

109 Outside Employment

Employees may hold outside work as long as they meet the performance standards of their job with the City and Borough of Wrangell. All employees will be judged by the same performance standards and will be subject to the City and Borough of Wrangell's scheduling demands, regardless of any existing outside work requirements.

If the City and Borough of Wrangell determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City and Borough of Wrangell as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City and Borough of Wrangell.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City and Borough of Wrangell for materials produced or services rendered while performing their jobs. No employee should be engaged in off-time activity both pertaining to outside employment and otherwise that will create a conflict of interest between the Borough and the outside activity.

110 Protection for Whistleblowers

The City and Borough of Wrangell, per statute as a public employer, provides protection for whistleblowers. The City and Borough of Wrangell may not and will not discharge, threaten, demote, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment for any reason pertaining to an employee's good faith report to a public body on a matter of what the employee reasonably believes to be public concern, or an employee's participation in a court action, investigation, hearing, or inquiry held by a public body on a matter of what the employee reasonably believes to be public concern.

111 Disability Accommodation

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City and Borough of Wrangell to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The City and Borough of Wrangell will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Borough. Employees should contact their department director with any questions or requests for accommodation.

The City and Borough of Wrangell will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City and Borough of Wrangell's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

The City and Borough of Wrangell will make all reasonable modifications to its policies and programs to ensure that people with disabilities have the opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City and Borough of Wrangell should contact the finance department as soon as possible but no later than 48 hours before the scheduled event.

The City and Borough of Wrangell will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids or services or reasonable modifications of policy.

All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation. Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The finance department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues. The finance director or his or her designee is the City and Borough of Wrangell's ADA Coordinator. The ADA Coordinator is responsible for coordinating the efforts of the Borough to comply with Title II of the Americans with Disabilities Act, and investigating any complaints that the Borough has violated Title II. Complaints that a program, service, or activity of the City and Borough of Wrangell is not accessible to persons with disabilities should be directed to the ADA Coordinator.

Terms used in the policy

As used in this ADA policy, the following terms have the indicated meaning:

Disability means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

Major life activities include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

The ADAAA also includes the term “**major bodily functions**,” the loss of which may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether impairment substantially limits a major life activity **requires an individualized assessment, and** an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include, but are not limited to, epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability under EEOC final ADAAA regulations.

Direct threat means a significant risk to the health, safety or well being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training

materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such a facility; the effect on expenses and resources; or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the employer, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- The impact of the accommodation on the operation of the facility.

Essential functions of the job refer to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

Grievance Procedure under the ADA

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City and Borough of Wrangell. Other portions of this Personnel Policy govern employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as the name, address, and phone number of the complainant and the location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant or his or her designee as soon as possible but no later than 60 days after the alleged violation to the ADA Coordinator. Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City and Borough of Wrangell and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his or her designee does not satisfactorily resolve the issue, the complainant or his or her designee may appeal the decision within 15 calendar days after receipt of the response to the Borough Manager or his or her designee. Within 15 calendar days after receipt of the appeal, the Borough Manager or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Borough Manager or

his or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his or her designee, appeals to the Borough Manager or his or her designee, and responses from these two offices will be retained by the City and Borough of Wrangell for at least three years.

This policy is neither exhaustive nor exclusive. The City and Borough of Wrangell is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

112 Job Posting

The City and Borough of Wrangell provides employees with an opportunity to indicate their interest in open positions and advance within the municipality according to their skills and experience. In general, notices of all job openings are posted, although the City and Borough of Wrangell reserves its discretionary right to not post a particular opening when it is in the best interest of the Borough and approved by the Borough Manager.

Job openings will be posted in the workplace and advertised outside of the City and Borough of Wrangell. Job openings will normally remain open for a minimum of 15 days. Each job posting notice will include the dates of the posting period, job title, department, location, and may include a job summary, essential duties, and qualifications (required skills and abilities) or how to obtain this information. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

Job posting is a way to inform employees and the public of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the municipality.

201 Employment Categories

It is the intent of the City and Borough of Wrangell to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

An employee who is assigned to a position that is defined below is not entitled to work or be paid for any minimum or maximum number of hours in a day, week or other period. The number of hours an employee works in any period is dependent upon the City and Borough of Wrangell's needs and will be determined by management. An employee who believes the work performed or required for a position is inconsistent with the category assigned to the position may request a review of the position's category, but is not entitled to the benefits of a different position category until management formally changes the employee's position category.

Each employee is designated as either NONEXEMPT (overtime eligible) or EXEMPT (overtime ineligible) from federal wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal wage and hour laws. EXEMPT employees are excluded from specific provisions of federal wage and hour laws. An employee's eligibility for non-overtime (EXEMPT) or overtime (NONEXEMPT) classification may be changed by resolution passed by the

Borough Assembly. The classification of an employee as Exempt must meet the applicable requirements and definitions under federal law.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the City and Borough of Wrangell's full-time schedule of at least 30 hours per week. Generally, they are eligible for the City and Borough of Wrangell's benefit package, subject to the terms, conditions, and limitations of each benefit program.

A regular full-time employee is protected under the merit system and may be terminated for cause with the right to a pre-termination hearing and any other procedures as may be determined by law.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 15 hours per week. Regular part-time employees are eligible for some benefits sponsored by the City and Borough of Wrangell, subject to the terms, conditions, and limitations of each benefit program.

A regular part-time employee is protected under the merit system and may be terminated for cause with the right to a pre-termination hearing.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 15 hours per week or whose schedule varies depending on need. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the City and Borough of Wrangell's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the City and Borough of Wrangell is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. Employees may be terminated at any time with or without cause, without prior notice and without a right to a hearing on the termination.

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City and Borough of Wrangell uses this period to evaluate employees' capabilities, work habits, and overall performance; the City and Borough of Wrangell may establish longer introductory periods for designated positions.

All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. Employees who are promoted or transferred within the City and Borough of Wrangell must complete a new introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the City and Borough of Wrangell determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for up to 90 days.

In cases of promotions or transfers within the City and Borough of Wrangell, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at

any time during the new position's introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City and Borough of Wrangell's needs. An employee removed from a new position has no right to a hearing or appeal of this decision.

Upon completion of the initial introductory period, employees enter the "regular" employment classification. An employee may be dismissed during the initial introductory period for any reason that, in the sole judgment or belief of management, is sufficient to indicate that the employee may not be completely satisfactory in the position. Management may, but need not, provide its reason for dismissing such an employee. An employee dismissed during the initial introductory period has no right to a hearing or an appeal of the decision to dismiss.

Employment benefit status is not changed during the secondary introductory period that results from a promotion or transfer within the City and Borough of Wrangell.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project or projects. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the City and Borough of Wrangell's other benefit programs, if any, and may be terminated at any time with or without cause, without prior notice and without the right to a hearing on the termination.

202 Access to Personnel Files

The City and Borough of Wrangell maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City and Borough of Wrangell, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City and Borough of Wrangell who have a legitimate reason to review information in a file are allowed to do so. Access to these files by other than the Borough Manager, his or her designee, the employee's immediate supervisor, and the employee's department head must be approved by the Borough Manager, save for the fact that the Finance Director may have access to payroll records. Employees shall be advised as to other persons who may be granted access to these files.

An employee, in the presence of the Borough Manager or his or her designee, shall have the right to see and copy any information placed in his/her personnel file. An employee may submit a rebuttal or clarification statement regarding letters of warning or reprimand which shall remain as part of the employee's permanent record.

203 Employment Reference Checks

To ensure that individuals who join the City and Borough of Wrangell are well qualified and have a strong potential to be productive and successful, it is the policy of the City and Borough of Wrangell to check the employment references of all applicants being considered for hire.

The City and Borough of Wrangell will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No additional employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

204 Personnel Data Changes

It is the responsibility of each employee to promptly notify the City and Borough of Wrangell of any changes in personnel data. Personal mailing addresses, telephone numbers, numbers and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Finance Department.

205 Employment Applications

The City and Borough of Wrangell relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

206 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's introductory period. This allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire.

The City and Borough of Wrangell awards step increase pay adjustments in an effort to recognize that the employee has been performing work that consistently meets and occasionally exceeds standards. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

207 Merit Increases

Merit increases may be made at any time to recognize outstanding performance of duty based on written recommendations of the department director and approved by the Borough Manager. Such increases are not afforded to union positions because the rate of pay for those positions is established by contract.

208 Job Descriptions

The City and Borough of Wrangell makes every effort to create and maintain accurate job descriptions for all positions within the municipality. Each description includes the job title, department/site where work is performed, supervisor, salary grade, distinguishing career features, essential duties and responsibilities, knowledge and skills, abilities, physical demands, education and experience, licenses and certificates, and working conditions. Some job descriptions may contain additional requirements and information.

The City and Borough of Wrangell maintains job descriptions to aid in orienting new employees to their jobs, to identify the requirements of each position, to establish hiring criteria, to set standards for employee performance evaluations, and to establish a basis for making reasonable accommodations for individuals with disabilities and to determine if transitional work opportunities exist.

The Borough Manager and hiring department director prepare job descriptions, which are adopted by the Borough Assembly when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Employees should contact their department director if they have any questions or concerns about their job description.

209 Salary Administration

The salary administration program at the City and Borough of Wrangell was created to achieve consistent pay practices, compliance with applicable labor laws, mirror the Borough's commitment to Equal Employment Opportunity, and offer competitive salaries within the labor market. Although every effort will be made to offer borough employees competitive wages, local economic conditions are also a factor in setting wages. Because recruiting and retaining talented employees is critical to success, the City and Borough of Wrangell is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in the local labor market.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The City and Borough of Wrangell periodically reviews its salary administration program with the assistance of a wage administration consultant and restructures it as necessary. Step increase pay adjustments may be awarded in conjunction with the performance evaluation process. Generally employees become more valuable to an organization the longer they are there and step increases are a way to reward employees for their length of service. Step increases are also meant to be a way of adjusting employees' salaries to reflect rising costs of living.

Following are miscellaneous items related to salary administration:

Step increases function such that each year, upon the employee's anniversary of date of hire under the current position, all employees shall receive a one step increase subject to a satisfactory performance evaluation, until the final step on the salary schedule, providing such step is funded in that fiscal year's budget. When an employee is promoted or transferred to a higher grade, the employee will be placed in the first step of the new grade that provides a wage increase of at least three percent (3%). In the event the employee returns to his/her original job within an allowed time, he/she will return to his or her original pay status prior to moving and at the same status as if the move did not occur. If a permanent transfer to a lower grade level is required, the employee will move to the step that approximates the employee's current wage or to step 15 if the entire grade is less than the current wage of the employee. When it is necessary to pay a salaried employee an hourly rate, the rate shall be determined by taking the monthly salary X (multiplied by) 12 divided by 2080.

The department director shall be responsible for assignment of positions when changes and responsibilities justify such action, all subject to the approval of the Borough Manager. Employees' requests for changes in position classification shall be forwarded to their respective department directors. The entry wage rate for new hires in the job classification shall generally be Step 1, though above grade appointments may be made in exception to this. The department director may recommend to the Borough Manager that an initial appointment be made at a higher step than the normal starting step in recognition of recruiting difficulties. Employees may be hired at a higher step upon a finding by the Borough Manager that the employee possesses exceptional qualifications and experience. Furthermore, with the employee's consent, an employee may be assigned to duties of a higher classification for purposes of training or a demonstration of skill for a period of up to six months without change of classification for pay purposes. This should not be construed, however, to prevent a department director from assigning an employee to duties of a higher classification for temporary periods to cover for an employee on vacation, sick leave, etc.

All regular employees who are assigned to perform the work of a higher rated classification shall be paid for time worked, at the higher rate classification. Assignment of an employee to a higher rated classification or that provides for a wage increase of at least three percent (3%) without an increase in pay shall be limited to bona fide training situations. In order to meet the needs of service when a leadman, foreman or department head is absent, an employee if qualified will be designated by the applicable department head or foreman to perform the duties of the person absent. The employee will be paid for all hours worked at a rate equal to the average of the normally paid position and the higher position. This means the average of the actual amounts paid these two employees. In the event an employee is directed by his or her department head to fill a position lower than his or her normally paid position, he or she will be paid their current rate of pay for all time worked in the lower position.

Any regular employee working within the defined hours of swing shift will receive an additional twenty-five cents (\$0.25) per hour for all hours worked. Any employee working within the defined hours of graveyard shift will receive an additional fifty-cents (\$0.50) per hour for all hours worked. This shift differential pay shall be added to the employee's base hourly rate of pay before the computation of any applicable overtime rate. The normal work time for shift employees shall be when 75% of their time is scheduled between 7:00 a.m. to 5:00 p.m. for day shift; 3:00 p.m. to 1:00 a.m. for swing shift, and 11:00 p.m. to 9:00 a.m. for third or graveyard shift, unless mutually agreed otherwise.

If an employee is put on an On Call basis, the employee is to remain at home and ready to work at a moment's notice. This section will generally be used for the Police Department, but could in certain cases be used in other departments. In the event an employee is asked to be On Call, the employee will be paid the minimum wage as set forth by the State of Alaska for each hour the employee is On Call. If an employee is being paid on call pay and is called to work, they would be paid for any hours worked at their regular pay or overtime if applicable. They would not receive any minimum hours for the call out.

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

- A. An employee shall not receive stand-by pay for hours actually worked or for hours reimbursed by a call-back minimum.
- B. Stand-by duty requires the employee so assigned to:

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

Annual budget planning shall give consideration to possible revisions and amendment of the pay plan, and employees should bring their pay-related questions or concerns to the attention of their immediate supervisors. The Finance Department is also available to answer specific questions about the salary administration program.

301 Employee Benefits

Eligible employees at the City and Borough of Wrangell are provided a wide range of benefits. A number of the programs (such as Medicare, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Employees can ask their supervisor to identify the programs for which they are eligible. Details of many of these programs can be found elsewhere in the Personnel Policy.

The following benefit programs are available to eligible employees:

- * AFLAC (Employer Sponsored, employee cost)
- * Auto, Employer-Owned Car
- * Auto Mileage (prior approval)
- * Deferred Compensation (Employer Sponsored, employee cost)
- * Dental Insurance
- * Direct Deposit of Mid-Month Draw and Monthly Paycheck
- * Drug or Alcohol Rehabilitation Program
- * Employee Health Program
- * Family Leave
- * Holidays
- * Health Savings Account
- * Jury Duty Leave
- * Life Insurance

- * Medicare
- * Medical Insurance
- * Medical Leave
- * Medical Spending Plan, deductible reimbursement
- * Membership Dues
- * Pay Advances
- * Pension Plans
- * Pharmacy
- * Recreational Activities
- * Sick Leave Benefits
- * Social Security (FICA) for non-PERS employees
- * State of Alaska Supplemental Benefit System (SBS) - PERS employees only
- * Travel Allowances
- * Unemployment Insurance
- * Uniform and Uniform Maintenance
- * Vacation Benefits
- * Voting Time Off
- * Witness Duty Leave

Some benefit programs require contributions from employees, but most are fully paid by the City and Borough of Wrangell. The benefit package for employees represents an additional cost to the City and Borough of Wrangell on behalf of each employee. Each employee should ask about benefits or programs they are interested in to be sure their benefit options are maximized.

302 Vacation Benefits

After completing the 180-day introductory period, all regular employees shall be eligible to receive paid vacation benefits accrued according to the following schedule:

- * Upon eligibility for vacation time the employee is entitled to 10 vacation days for the first year, accrued at the rate of 6.67 hours per month.
- * After 1 year of eligible service the employee is entitled to 15 vacation days each year, accrued at the rate of 10.00 hours per month.
- * After 4 years of eligible service the employee is entitled to 20 vacation days each year, accrued at the rate of 13.33 hours per month.
- * After 9 years of eligible service the employee is entitled to 25 vacation days each year, accrued at the rate of 16.67 hours per month.
- * After 14 years of eligible service the employee is entitled to 30 vacation days each year, accrued at the rate of 20.00 hours per month.

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

Because employees accrue these hours each calendar month, partial months earned when hired and during

termination are not pro-rated. If an employee works 50% or more of the workdays in a month then they will be credited for the entire month. If the employee works less than 50% workdays in the month, no vacation time will be given.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

During the introductory period vacation time shall accrue, but may not be taken prior to six months of continuous satisfactory service without approval of the Borough Manager.

Paid vacation time can be used in minimum increments of one-half hour. To use vacation time, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. Employees accruing vacation time at the rate of one or one and one-half days per month must take at least five days off each year and employees accruing at the rate of two days per month must take at least ten days off each year. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year.

An employee may accumulate up to a maximum of not more than five hundred twenty hours, at which point further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again. If an employee is denied vacation time, which ultimately places the employee over the maximum accumulated hours, the employee shall be allowed to sell back as many hours as necessary to keep him or her under the maximum hour levels. For the purpose of this section, all vacation time must be requested 60 days in advance. In the event more than one employee requests the same vacation period, and it is determined by the employer that too many employees would be gone in a given department, the employee (s) with the most department seniority shall be given preference. Upon termination of employment, employees will be paid for unused vacation time earned up to 320 hours. There shall be no pay in lieu of earned vacation except upon termination of an employee.

303 Leave without Pay

Less than ten (10) days. Employees who have used their accrued vacation may be granted leave-without-pay, not to exceed a total of ten (10) working days in any year, for any compelling reason subject to approval from the department director and the Borough Manager. Leave-without-pay should be requested as far in advance as possible, stating the reason for the leave and the amount of time requested. A written reply granting or denying the request shall be given by the department director or Borough Manager within thirty (30) days, except in case of an emergency.

More than ten (10) days. Permanent employees who have used their accrued vacation may be allowed to be absent from duty without pay, in excess of ten (10) days, on the basis of application for leave-without-

pay approved by the department director, subject to the approval of the Borough Manager, under the following conditions.

1. Borough's Interest Not Unduly Affected. Such leave shall be taken only when it will not result in undue prejudice to the interested of the Borough beyond any benefits to be realized.
2. For Travel or Study. An application for leave-without-pay for travel or study calculated to equip an employee for more effective service to the Borough. The department director would consider the eventual compensating benefits of such leave to the Borough in keeping the position open, or filling it temporarily until the return of the employee.
3. Leaves of absence without pay may be granted for period of up to one hundred eighty (180) calendar days without loss of accrued benefits and seniority, provided that the employee must use accrued vacation/sick leaves before being placed on leave without pay (LWOP) status. In special cases, leaves of absence may be extended by mutual written agreement.
4. Leave-without-pay should be requested as far in advance as possible, stating the reason for the leave and the amount of time requested. A written reply granting or denying the request shall be given by the department director or Borough Manager within thirty (30) days, except in case of an emergency.

304 Holidays

The City and Borough of Wrangell will grant holiday time off to all employees on the holidays listed below:

- * Seward's Day (last Monday in March)
- * New Year's Day (January 1)
- * Martin Luther King Jr. Day (third Monday in January)
- * Presidents' Day (third Monday in February)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Veterans' Day (November 11)
- * Thanksgiving Holiday (fourth Thursday and following Friday in November)
- * Christmas (December 25)
- * Floater (1 day per calendar year at the employee's discretion and supervisor approval)

The City and Borough of Wrangell will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times eight hours. An eligible employee who regularly works less than an eight-hour day will be paid based on a pro-rated basis. Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at double their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

305 Workers' Compensation Insurance

The City and Borough of Wrangell provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately to both the employee's supervisor and that the employee fill out a worker's compensation form at City Hall. This will enable an eligible employee to qualify for coverage as quickly as possible.

The City and Borough of Wrangell must report all accidents resulting in serious injury or death to the Alaska Workers' Compensation Board within 10 days of the event. This notice must be in writing, and contain the name and address of the employee, a statement of the time, place, and nature of the accident, authority to release medical records of the injury or death, and be signed by an employee, a person designated by the employee, or the claimant of benefits in the result of a death.

In the event of a fatality or in-patient hospitalization, the city is required to notify either AKOSH or OSHA within eight hours per AS18.60.058. It is the responsibility of the department head to notify the borough manager so that this event can be reported in a timely manner. The AKOSH number is 1-800-770-4940 and the 24 -hour OSHA hotline is 1-800-321-6742.

Neither the City and Borough of Wrangell nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City and Borough of Wrangell.

If an employee misses work under a worker's compensation claim, the employee can use any sick leave accrued for the first three days. After the first three days, worker's compensation will pay the employee and the Borough will not make any payments to the employee until they return to work. Benefits will continue to accrue during the time an employee is on worker's compensation.

Volunteer and auxiliary policemen and firemen who receive injuries while performing for the Borough are insured through workers' compensation based on the starting salary for a paid patrolman and firefighter.

In case of occupational injury, the employee's position or a comparable position shall be held until it has been definitely established in writing that the employee will be unable to return to that position.

306 Sick Leave Benefits

The City and Borough of Wrangell provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 96 hours per year (8 hours for every full month of service). If an employee works 50% or more of the workdays in a month, they will receive one day of sick leave. If an employee works less than 50% of the workdays in a month, they will not receive any sick leave for that month. This only applies to employees beginning and ending employment with the Borough in that month. Employees will continue to accrue sick leave as long as they are classified as a current employee. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. Paid sick leave benefits will be paid at the employee's current rate of pay at the time the benefit is used.

Paid sick leave can be used in minimum increments of one-half hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee. This includes medical, dental, or vision appointments.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. An employee may also be asked to provide a physician's statement if habitual sick time is being claimed.

Before returning to work from a sick leave absence of 3 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work. At the expiration of any period of sick leave, an additional period of up to ninety (90) days without pay shall be granted at the written request of the employee and the need for such sick leave must be proven by a doctor's certificate.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation.

Sick leave compensation for regular employees shall accrue up to a maximum of sixty (60) days. In case

of emergency or hardship suffered by any employee, fellow employees shall be allowed to transfer up to ten (10) days of accrued sick leave to any afflicted employee of the Borough providing that the afflicted employee has used all of their sick and vacation leave.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Conversion of sick leave. For accumulated sick leave above 480 hours as of July 1st of each year, the employee shall have the following options:

1. The employee can have all sick leave hours in excess of 480 converted to vacation hours, or
2. The employee can have 50% of the hours added to vacation time and the remaining 50% paid to them at their current rate of pay. If the employee elects to have 50% paid, the payment amount will be included with their July monthly check. This payment cannot exceed 200 hours.

307 Time Off to Vote

The City and Borough of Wrangell encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the City and Borough of Wrangell will grant up to one half hour of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the day of an election. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees may be required to submit a voter's receipt on the first working day following the election to qualify for paid time off.

308 Bereavement Leave

Bereavement leave will be provided to eligible employees in the following classification(s):

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

In the event of death of an employee's parent, child, sibling or spouse, the first 5 days of such leave will be paid by the Borough without any effect on the employee's sick leave account or vacation account. Employees granted bereavement leave may use available sick or vacation leave for any additional time after the first 5 days.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The City and Borough of Wrangell defines "immediate family" as the employee's spouse, parent, child,

sibling; and the employee's spouse's parent.

309 Jury Duty

The City and Borough of Wrangell encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification shall turn over to the City and Borough of Wrangell for deposit all monies received from the court as compensation for service, and in turn shall be paid their current salary while on court leave. Each employee is granted up to 10 days per calendar year for paid jury duty.

Jury duty pay will be calculated at the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use vacation pay or may request an unpaid jury duty leave of absence. In the case of an unpaid leave of absence, employees may keep monies received from court during that time.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the City and Borough of Wrangell or the employee may request an excuse from jury duty if, in the City and Borough of Wrangell's judgment, the employee's absence would create serious operational difficulties.

The City and Borough of Wrangell will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

310 Witness & Court Leave

The City and Borough of Wrangell encourages employees to appear in court for witness duty when subpoenaed to do so, and to appear in court on their own behalf when necessary.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the City and Borough of Wrangell, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of 40 hours of paid time off to appear in court as a witness at the request of a party other than the City and Borough of Wrangell, or to appear in court on their own behalf. Employees will be paid at their base rate and are free to use vacation leave to receive compensation for

any period of court absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

311 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City and Borough of Wrangell's health plan for a limited time when a "qualifying event" would normally result in the loss of eligibility. A second qualifying event can extend this time period. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City and Borough of Wrangell's group rates plus an administration fee. The City and Borough of Wrangell provides each eligible employee with a written notice in the Summary Plan Description describing rights granted under COBRA when the employee becomes eligible for coverage under the City and Borough of Wrangell's health insurance plan. The notice contains important information about the employee's rights and obligations.

312 Health Insurance

The City and Borough of Wrangell's health insurance plan provides employees and their dependents access to medical, dental, hearing, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

Employees enrolled in the plan fall into two categories: Tier I, and Tier II. Tier I employees are those hired before July 1, 2009; Tier II employees are those hired after that point (with certain exemptions for union employees). The difference between those tiers primarily regards coverage for dependants. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City and Borough of Wrangell and the insurance carrier. The City and Borough of Wrangell will pay the entire cost of an employee and covered dependents for all introductory and regular full-time employees. For regular part-time employees working less than 30 hours per week, the City and Borough of Wrangell will pay a proportionate share of the premium based on hours worked divided by 30. The employee will pay the difference. This will apply to all permanent employees hired after January 1, 1998 until June 30, 2009.

All non-union employees hired on July 1, 2009, or later will be Tier II employees. Tier II employees will receive 100% of health insurance for the employee and will pay 30% of all premiums for any dependent coverage. This provision will be applicable to all union employees hired after July 1, 2011.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). The SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Finance Department for more information about health insurance benefits.

313 Life Insurance

Life insurance offers employees and their families important financial protection. The City and Borough of Wrangell provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased at the employee's cost. The City and Borough of Wrangell shall pay one hundred percent of the cost of the employee's group life insurance premium on specified limits of coverage of thirty thousand dollars for all employees. Additional limits of life insurance for the employee or dependents (s) may be available as an option and one hundred percent of the cost of the additional limits of life insurance shall be paid by the employee.

Accidental Death and Dismemberment (AD and D) insurance provides protection in cases of serious injury or death resulting from an accident. AD and D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the City and Borough of Wrangell and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Finance Department for more information about life insurance benefits.

314 Retirement

The City and Borough of Wrangell is a participant in the State of Alaska Public Employees Retirement System (PERS). Coverage is mandatory for all full-time permanent employees and introductory employees in a full-time position as well as permanent part-time employees unless specifically exempt under the participation agreement with PERS. PERS requires both a contribution from the employee and employer. Information about retirement benefits and other details regarding the retirement system may be obtained from the office of the Finance Director.

Effective January 1, 2009 the City and Borough of Wrangell is a participant in the State of Alaska Supplemental Benefit System - (SBS-AP). Coverage is mandatory for all full-time permanent employees and introductory employees in a full-time position as well as permanent part-time employees unless specifically exempt under the participation agreement with PERS. This benefit replaces Social Security withholding. The SBS requires both a contribution from the employee and employer. Information about retirement benefits and other details regarding the retirement system may be obtained from the office of the Finance Director.

The City and Borough of Wrangell also has available a deferred compensation program in which employees may contribute into an additional retirement program. If an employee is interested in this additional program, please contact the Finance Department.

315 Educational Benefits

Where an employee attends a school, training session or other similar program of mutual benefit to the employee and the City and Borough of Wrangell, the employee shall agree to:

1. Remain in municipal service one month for every day (including Saturday and Sunday) that he or she is attending the school and for which the municipality is paying his or her salary, travel costs, and per diem.
2. Remain in municipal service two weeks for every day (including Saturday and Sunday) that he or she is attending the school and for which the municipality is paying either his or her salary, or travel costs and per diem.
3. There shall be a two year maximum to the length of time that the employee must remain in service.
4. Should the employee leave the service of the municipality prior to the completion of computed service time, he or she shall reimburse the Borough for costs incurred in proportion to length of time remaining to be served.
5. If the employee is involuntarily separated from the service of the municipality before completion of computed service time, the remaining time to be served will be canceled.

316 Parental Leave for School Visits

The City and Borough of Wrangell recognizes the value of parental involvement in children's education. For this reason, the City and Borough of Wrangell provides employees who are parents, guardians, or custodians of children in licensed day care facilities or kindergarten through grade 12 unpaid time off for the purpose of school visits. Parental leave for school visits allows employees to participate in activities sponsored, approved, or supervised by the school or daycare such as parent/teacher conferences or field trips.

Employees may request 16 hours of unpaid parental leave for school visits within any calendar year. If an employee would like this time paid for, they may use vacation time.

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal laws require the City and Borough of Wrangell to keep an accurate record of time worked in order to calculate employee pay

and benefits. Time worked is all the time actually spent on the job performing assigned duties. It is essential to also record all time not worked correctly. A partial list of examples would be sick leave, vacation leave, leave without pay, worker's compensation, family leave, and jury duty.

Employees should be ready to begin work at the start of a shift and should not end a shift until the time the shift is scheduled to end. Time shall not be recorded in increments of less than 15 minutes. Overtime work must always be approved before it is performed.

Altering, falsifying or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. A department director or supervisor may submit a timesheet on behalf of an absent employee; any necessary changes will be made on the employee's return with the finance department and approved by the supervisor.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

It may occasionally be necessary to submit timesheets prior to the time period having ended. When this happens, employees will put down the shifts they are scheduled to work and then submit any corrections based on the actual hours immediately after the pay period has ended.

Changes on time sheets that involve an employee's rate of pay or hours worked shall be brought to the attention of the employee involved. Copies of an employee's time sheet shall be made available for inspection if requested by the employee.

402 Paydays

All employees are paid monthly on the fifth day of the month. If the fifth day of the month falls on a weekend or holiday, employees will be paid on the first working day prior. For the months of June and December employees will be paid on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Eligible employees may choose to participate in a mid-month draw program, in which a check will be issued on the twentieth of the month. Employees who choose to participate in the draw program will be limited to no more than 50% of their normal monthly net pay.

Employees should review their paycheck to be sure all wages and deductions are correct. If an employee has any questions concerning their paycheck, they should contact the Finance Department.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

Eligible employees may have paychecks directly deposited into their bank accounts if they provide advance written authorization to the City and Borough of Wrangell. Employees will receive an itemized statement of wages and deductions when the City and Borough of Wrangell makes direct deposits.

403 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **Resignation:** Voluntary employment termination initiated by an employee. Three days without reporting to work or contacting the appropriate official may be considered a voluntary resignation, at the discretion of the employer.
- **Discharge:** Involuntary employment termination initiated by the organization
- **Layoff:** Involuntary employment termination initiated by the organization for non-disciplinary reasons
- **Retirement:** Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employees shall be paid in full on the final day of work unless other arrangements have been agreed to by the employee and finance department.

The City and Borough of Wrangell may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City and Borough of Wrangell, or return of the City and Borough of Wrangell-owned property. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

When it is necessary to reduce the number of employees because of any lawful reason including lack of work or funds, the department director concerned, in conjunction with the Borough Manager, will thoroughly investigate the problem and develop a plan for necessary lay-offs and curtailment of activities. Consideration shall be given to the length of service of employees affected and the possibility of demoting employees in higher grades to lower grades; however the ultimate decision shall be based on the Layoff Plan of the relevant department. The decision shall be made in the discretion of the department director with approval of the Borough Manager. If it becomes necessary to lay off any regular employee, the City and Borough shall give the affected employee notice in writing two weeks in advance, or in lieu of such notice two weeks pay at the employee's regular rate of pay at the time of such layoff.

Permanent, non-introductory employees separated through no fault of their own shall be given preference (all qualifications being equal) when new appointments are made to their former grades within two (2) years of their date of separation. Rehired employees shall be placed and perform work, without preferential treatment, as directed by department directors.

404 Pay Advances

In the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor or manager, indicating the nature of the emergency involved. The supervisor or manager will evaluate the request and determine whether a pay advance can be granted. Pay advances will be limited to time worked based on net pay through the day the pay advance is being paid. Pay advances are limited

to three requests per calendar year.

In the event an employee will be out of town on some approved paid leave, an employee may receive their check prior to leaving. This will not be considered one of the three advances per year.

405 Administrative Pay Corrections

The City and Borough of Wrangell takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible.

406 Pay Deductions

The law requires that the City and Borough of Wrangell make certain deductions from every employee's compensation. This may include court ordered deductions.

The City and Borough of Wrangell offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If an employee has questions concerning why deductions were made from their paycheck or how they were calculated, their supervisor can assist in having those questions answered.

501 Safety

To assist in providing a safe and healthy work environment the City and Borough of Wrangell provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury or property damage, regardless of how insignificant the injury or damage may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

502 Work Schedules

The normal work schedule for all employees is 8 hours a day, 5 days a week. The workweek begins on Sunday and ends on Saturday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Anytime an employee's work day schedule, including days off, is changed with less than one week's notice, the employee shall be compensated at the overtime rate for the days which would have been considered the days off. The foregoing shall not apply to scheduled shift changes such as change from day shift to swing shift. All shift employees shall have at least eight (8) hours of relief between shifts. Any employee not having an eight (8) hour break between shifts shall be paid the overtime rate for those hours falling during the eight (8) hour relief period.

The workweek for shift employees shall have two days off during each workweek. An employee may exchange a scheduled day off for another day if the employee's supervisor and any other affected employee agree. Work schedules for shift employees shall be posted by the 25th of the month covering the succeeding month.

In the event of an emergency occurring outside the normal working hours, an employee shall be required to respond to a request by a supervisor of the Borough for assistance. An employee who fails to respond, or refused to respond to a request for assistance on an emergency is subject to disciplinary action or dismissal.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

503 Use of Phone and Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted except when using personal calling cards. Employees should practice discretion when making local personal calls and may be required to reimburse the City and Borough of Wrangell for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

The use of the City and Borough of Wrangell-paid postage for personal correspondence is not permitted.

504 Smoking

In keeping with the City and Borough of Wrangell's intent to provide a safe and healthful work

environment, smoking is prohibited throughout the workplace, including borough vehicles.

This policy applies equally to all employees, customers, and visitors.

505 Rest and Meal Periods

Each workday, employees are provided with 2 rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All employees are provided with one meal period of 30 or 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Shift employees of the police/corrections department will not have scheduled meal periods but are allowed a 30 minute meal period as time permits during their shift on site. The harbor department may allow a working meal period that is part of their 8 hour shift if approved by the department director.

506 Overtime

There may be times when the City and Borough of Wrangell cannot meet its operating requirements or other needs during regular working hours. If this happens, the City and Borough may give employees the opportunity to work overtime.

It is City and Borough policy that no overtime can be worked without the approval and authorization of the supervisor. The City and Borough tries to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Nonexempt employees will receive overtime pay in accordance with federal wage and hour laws and additional provisions provided by the City and Borough of Wrangell. Overtime pay is based on hours for holiday pay and actual hours worked. Time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

For employees assigned to work 8-hour shifts per week, all time worked in excess of 8 hours per day or in excess of 40 straight time hours during any one week shall be considered overtime. For purposes of overtime, the work week begins at 12:01 AM on Sunday and ends on 12:00 midnight on the following Saturday. Overtime pay shall be at the rate of one and one-half times the employee's regular rate of pay.

For employees assigned to work four 10-hour shifts per week, all time worked in excess of 10 hours per day or in excess of 40 hours straight time during any one week shall be considered overtime.

Any swing or graveyard pay differential will be added to the employee's base pay after the computation of any applicable overtime rate.

Holidays worked shall be paid at the double-time rate, plus the holiday pay at straight time.

In the event an employee is asked to work during his or her vacation, the employee shall receive the double time rate of pay for all hours worked in addition to his or her vacation pay. The employee may

have the option to not receive vacation pay and have those vacation hours credited back to his or her accrued vacation time.

In the event an employee is called back to work outside of his or her normal work schedule, he or she will receive a minimum of two (2) hours pay at the double time rate. For all hours worked during the call out, in excess of the first two (2) hours, he or she shall receive overtime at the rate of time and one half (1 ½). The call out time begins when the call is placed to the employee and ends once the employee returns to shop headquarters. If an employee who was called back to work and has completed his or her assignment and left work, is again called back to work, he or she will not receive another minimum if the time of return is within the previous two (2) hour minimum.

In the event of an emergency occurring outside the normal working hours, an employee shall be required to respond to a request by a supervisor of the Borough for assistance. An employee who fails to respond, or refuses to respond to a request for assistance on an emergency is subject to disciplinary action or dismissal. If an employee refuses to respond by reason of illness or some other legitimate reason, it will be necessary to provide the supervisor with a doctor's or nurse's certificate to that effect or other proof.

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

The provision granting employees a minimum of two hours overtime when called back to work does not apply to scheduled overtime, scheduled meetings, or overtime worked as a continuance of the normal workday. Overtime or a meeting is considered "scheduled" if the employee has been notified of such no later than the end of the normal workday in which the overtime or meeting is scheduled. As an example, an employee would only be entitled to one-half hour overtime if the completion of a task required an employee to work an additional one-half hour immediately following the end of the normal workday.

507 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using borough property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Use of borough vehicles is for work related activities. Employees are not permitted to transport non-borough staff without permission except in emergencies. This provision does not apply to people in borough vehicles that have some relationship with the borough. Pets are not permitted in borough unless authorized by the Borough Manager.

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

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could

prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

An employee whose work requires driving motor vehicles must possess a valid driver's license by the State of Alaska, with an acceptable driving record. An acceptable driving record means that the employee has not had their license suspended, revoked, canceled, or violated state, local, or federal law relating to a serious traffic accident, or whatever other qualities are deemed appropriate by the immediate supervisor. The Borough shall reimburse employees for the cost of job-required renewal of commercial driving endorsements, including any required physical examinations. Any employee who does not hold a valid driver's license will not be allowed to operate a borough vehicle until such time as a valid license is obtained. Employees must immediately report any suspension, revocation, or restriction of driving privileges to their supervisor. Failure to do so may result in disciplinary action against the employee.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Any traffic tickets will be paid by the employee and reported to the immediate supervisor.

508 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt borough operations. In extreme cases, these circumstances may require the closing of a work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

509 Business Travel Expenses

The City and Borough of Wrangell will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. Both the department director and the Borough Manager must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. Employees should provide a description of the trip, including where they are going, why it is necessary, and an estimate of the costs.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City and Borough of Wrangell.

Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- * Airfare or ferry fare for travel in coach or economy class or the lowest available fare.
- * Car rental fees.
- * Fares for shuttle or airport bus services, where available; costs of public transportation for other ground travel.
- * Taxi fares, only when there is no less expensive alternative.

* Mileage costs as approved by the IRS for use of personal cars with prior approval.

In addition to the travel expenses listed above, a per diem allowance of up to \$50.00 per day will be provided based on the following breakdown:

If employee leaves Wrangell:

12:01 AM to 6:00 AM- \$50.00
6:01 AM to 12:00 Noon- \$37.50
12:00 Noon to 6:00 PM- \$25.00
6:00 PM to midnight- \$12.50

Returning to Wrangell:

12:01 AM to 6:00 AM- \$12.50
6:01 AM to 12:00 Noon- \$25.00
12:00 Noon to 6:00 PM- \$37.50
6:00 PM to midnight- \$50.00

The per diem allowance shall be reduced by one fourth ($\frac{1}{4}$ th) the daily rate for each meal (lunch and dinner only) that is provided free to the employee while on borough travel.

When assigned to a school or training facility by the City, employees will not suffer a loss in wages. When travel is authorized by the Employer for training on an employee's regularly scheduled day off, the employee shall receive compensation at the employee's straight time hourly rate for actual travel time not to exceed eight (8) hours of compensation per travel day. This straight time is not part of the 40 hours per week used in calculating overtime.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Employees who use for personal reasons vehicles owned, leased, or rented by the City and Borough of Wrangell do so under the condition that their insurance shall be liable for any damage that may occur when the vehicle is engaged in personal use.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within 45 days. Reports should be accompanied by receipts for all individual expenses with the exception of meals, which do not need receipts. Reports should contain a brief summary of travel activities such as training certificates, conference highlights or meeting accomplishments.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

510 Visitors in the Workplace

To provide for the safety and security of employees and the facilities of the City and Borough of Wrangell, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees from time to time may have to be contacted at their work location by a visitor. When this does occur, the visitor should be escorted to an area that is safe and does not interfere with the work of other employees. These visits should be brief and should be discouraged. Disciplinary action may occur if this section is abused.

If an unauthorized individual is observed on the City and Borough of Wrangell's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

511 Computer and email Usage

Computers, computer files, the email system, and software furnished to employees are the City and Borough of Wrangell's property intended for business use. To ensure compliance with this policy, computer and email usage may be monitored.

The City and Borough of Wrangell strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City and Borough of Wrangell prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The City and Borough of Wrangell purchases and licenses the use of various computer software products for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City and Borough of Wrangell does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City and Borough of Wrangell prohibits the illegal duplication of software and its related documentation. Software from home is prohibited on the City and Borough of Wrangell's computers.

Non-employees are prohibited from using borough computers without permission of department supervisors. This does not pertain to computers for public use such as at the library nor does it include technicians working on borough computers with the knowledge of the Borough.

Employees should notify their immediate supervisor, the Finance Department or any member of

management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

512 Internet Usage

Internet access is provided by the City and Borough of Wrangell to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits. All Internet data that is composed, transmitted, or received via the City and Borough of Wrangell's computer communications systems is considered to be part of the official records of the City and Borough of Wrangell and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the City and Borough of Wrangell. As such, the City and Borough of Wrangell reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through borough online connections and stored in borough computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the City and Borough of Wrangell in violation of law or the City and Borough of Wrangell's policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted

Internet services and transmissions

- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Sending anonymous email messages
- * Engaging in any other illegal activities

513 Workplace Monitoring

Workplace monitoring may be conducted by the City and Borough of Wrangell to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of the City and Borough of Wrangell. As such, computer usage and files may be monitored or accessed.

The City and Borough of Wrangell may conduct video surveillance of non-private workplace areas with Borough Manager approval. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or there is an ongoing investigation.

Because the City and Borough of Wrangell is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

514 Workplace Violence Prevention

The City and Borough of Wrangell is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City and Borough of Wrangell has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, marital status, sexual

orientation, ancestry, national origin, religion, age, or any characteristic protected by federal, state, or local law.

Employees should report all threats of (or actual) violence, both direct and indirect, to their immediate supervisor or any other member of management as soon as possible. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, they should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in peril. If they see or hear a commotion or disturbance near their workstation, employees should not try to intercede or see what is happening.

The City and Borough of Wrangell will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City and Borough of Wrangell may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City and Borough of Wrangell encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Borough Manager before the situation escalates into potential violence. The City and Borough of Wrangell is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

515 Cell Phone Use

As a condition of employment, employees issued Borough cell phones are required to be accessible by these phones. Personal calls on the Borough's cell phones are to be kept to a minimum and employees are reminded that the IRS considers personal use of a Borough provided cell phone a taxable benefit. When an employee utilizes a Borough provided cell phone for personal calls, it is the employee's responsibility to reimburse the Borough accordingly for that use.

601 Medical/Family Leave

The City and Borough of Wrangell provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. Leave without pay is also provided to employees who wish to take time off from work duties to fulfill family obligations relating directly to child birth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. For the purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility arising from illness, injury, impairment, or physical or mental condition. It also includes continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

The term "treatment" includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of this condition. Treatment does not include routine physical

examinations, eye examinations, or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of Family and Medical Leave Act (FMLA) leave. [Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition]. Other conditions may meet the definition of continuing treatment.

Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not “serious health conditions” unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, *etc.*, are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths is a serious health condition provided all the other conditions of this regulation are met. Mental illnesses or allergies may be serious health conditions, but only if all the conditions of this section are met.

Regular full-time employees, Regular part-time employees and introductory employees are eligible to request medical/family leave as described in this policy. Temporary employees are eligible if they have worked for the City and Borough of Wrangell for at least one year and for 1,250 hours over the previous 12 months.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting medical/family leave may be required to submit a health care provider's statement verifying the need for medical/family leave to provide care, its beginning and expected ending dates, and the estimated time required. Employees must also inform the Borough if the requested leave is for a reason for which FMLA leave was previously taken or certified. Any changes in this information should be promptly reported to the City and Borough of Wrangell. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work. Any changes in this information should be promptly reported to the City and Borough of Wrangell.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 18 work weeks within any 24-month period for health care, or in a 12-month period because of pregnancy, childbirth, or adoption. This period is extended to 26 weeks in the event that an employee is a spouse, son, daughter, parent, or next of kin of a service member with a serious injury or illness. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Once medical/family leave begins, eligible employees are required to use sick leave and then vacation leave until their paid leave has expired and then the balance of time will be unpaid. The sick and vacation paid leave is to be considered part of the maximum 18 weeks, not in addition to. However, employees may retain up to five days of paid leave prior to being placed on family/medical leave without pay. The choice

to retain leave must be placed in the initial request.

The FMLA also includes special provisions for certain qualified employees who have relatives in the armed forces. Among these provisions is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. An employee may file a complaint with the Seattle office of the U.S. Department of Labor, Wage & Hour Division or may bring a private lawsuit against an employer for failure to comply with the regulations governing leave to which an employee is entitled under law.

Employees who sustain work-related injuries are eligible for a medical/family leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Employees need not use their leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City and Borough of Wrangell's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Subject to the terms, conditions, and limitations of the applicable plans, the City and Borough of Wrangell will provide health insurance benefits until the end of the month in which the medical/family leave ends. If the employee needs more than 18 (or, if appropriate, 26) weeks and they do not have any paid leave (vacation or sick), then the benefits of the employee will no longer be paid by the Borough. If the employee wants health insurance to continue, they may pay their own premium. The Borough will pay all benefits to employees after the 18 or 26 weeks as long as they are on paid leave. When the employee returns from medical/family leave (if they have been suspended), benefits will again be provided by the City and Borough of Wrangell according to the applicable plans.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical/family leave period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the City and Borough of Wrangell with at least two weeks advance notice of the date the employee intends to return to work. When a medical/family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the City and Borough of Wrangell will assume that the employee has resigned.

602 Military Leave

A military leave of absence will be granted to regular full-time and regular part-time employees to attend scheduled drills or training, or if called to active duty with the U.S. armed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence. Furthermore, regular full-time employees on this leave will be compensated by the City and Borough of Wrangell for the difference between their military pay and their regular pay for a period of up to two weeks. Upon return to duty the employee shall furnish the Employer evidence of the amount of military pay received during the period of special military leave before he/she will be reimbursed any additional monies by the Employer.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees should contact the Finance Department for more information or questions about military leave.

603 Pregnancy-Related Absences

The City and Borough of Wrangell will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical/family leave policy provisions outlined in this personnel policy and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family leave.

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the City and Borough of Wrangell expects employees to follow rules of conduct that will protect the interests and safety of all employees and the municipality.

Employee Responsibilities include, but are not limited, to the following:

- Maintenance of production/service standards - - quality, quantity, and priorities
- Responsible use of working time - - self and other employees
- Cooperation with supervision and other employees
- Observance of safety and health rules

- Proper use and maintenance of company equipment and materials
- Respect for other employees and their property
- Acceptable personal appearance and dress
- Protection of confidential information

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Taking leave without pay without receiving prior approval
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unsatisfactory performance or conduct

702 Drug and Alcohol Use

It is the City and Borough of Wrangell's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the City and Borough of Wrangell's premises and while conducting business-related activities off the City and Borough of Wrangell's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

If a supervisor has reasonable cause to believe that an employee has reported to work under the influence of intoxicants, the supervisor, with the approval of the department director, has the right to request the employee submit to an alcohol or drug screening test at the Borough's expense. The City and Borough also has a policy of pre-employment testing, random testing, compliance with state procedures for commercial drivers' licenses, and post accident testing for positions that do not require commercial

drivers' licenses. The City and Borough of Wrangell reserves the right to screen employees for alcohol or drugs through a breathalyzer test, urinary sampling, blood sampling, or other means as might be appropriate. An employee has the right to request and obtain from the employer, within five days, the written results of a drug test so long as request is made before six months have passed since the test. If the result of the drug test is positive, employees have the right under state law to a confirmatory drug test to be reviewed by a licensed physician or doctor of osteopathy. The failure of an employee to submit to an alcohol or drug test shall be grounds for discipline that may include termination. The results of the alcohol or drug test shall not be used by the Borough for any purpose other than to determine adherence to borough policy, to discipline an employee whenever necessary, and to comply with applicable terms of this policy. Employees have a right to explain any positive test result. An employee must file a request in writing to explain the result within 10 working days of notification of a positive result. Then, the employer will provide an opportunity within 72 hours to explain the result.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Borough Manager to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the City and Borough of Wrangell's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the City and Borough of Wrangell's policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the City and Borough of Wrangell any undue hardship. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City and Borough of Wrangell of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Borough Manager without fear of reprisal.

703 Sexual and Other Unlawful Harassment

The City and Borough of Wrangell is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.

- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Employees who experience or witness sexual or other unlawful harassment in the workplace should report it immediately to their supervisor. If the supervisor is unavailable or it would be inappropriate to contact that person, they should immediately contact the Borough Manager or any other member of management. Employees can raise concerns and make good faith reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the accuser will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Borough Manager or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

To maintain a safe and productive work environment, the City and Borough of Wrangell expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City and Borough of Wrangell. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the City and Borough of Wrangell presents to customers and visitors.

During business hours or when representing the City and Borough of Wrangell, employees should dress and groom themselves according to the requirements of their positions. This is particularly true if an employee's job involves dealing with customers or visitors in person.

Supervisors and department directors are responsible for establishing a reasonable dress code appropriate to the jobs employees perform. If a supervisor feels an employee's personal appearance is inappropriate, they may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstances, employees will not be compensated for the time away from work. An employee should consult his or her immediate supervisor if he or she has questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- * Offensive body odor and poor personal hygiene is not professionally acceptable.
- * Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.

706 Return of Property

Employees are responsible for items issued to them by the City and Borough of Wrangell or in their possession or control, and are required to return all property to the Borough on or before their last day of work. Where permitted by applicable laws, the City and Borough of Wrangell may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City and Borough of Wrangell may also take all action deemed appropriate to recover or protect its property.

707 Replacement of Personal Tools/Equipment

The use of personal tools and equipment is discouraged and should be approved by a supervisor if necessary. In the event personal tools or equipment that has been so approved is worn out or broken while being used by employees in the performance of their work, the Borough will replace them with tools or equipment of equal quality. Employees will be required to present the broken or worn out tool/equipment to the Borough prior to receiving a replacement. The Borough will also replace such tools/equipment when stolen if evidence of forcible entry or other physical evidence of the theft is presented and the employee has filed a complaint with the police department.

708 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the City and Borough of Wrangell. The City and Borough of Wrangell requests at least 2 weeks' written resignation

notice from all employees.

Prior to an employee's departure, an exit interview may be scheduled to discuss the effect of the resignation on benefits.

709 Security Inspections

The City and Borough of Wrangell wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the City and Borough of Wrangell prohibits the possession, transfer, sale, or use of such materials on its premises. The City and Borough of Wrangell requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the City and Borough of Wrangell. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the City and Borough of Wrangell at any time, either with or without prior notice.

710 Progressive Discipline

Discipline begins at the level of each individual employee. It is, in short, an employee's motivation and drive to meet the Borough's standards, expectations, and objectives. However, discipline in the work environment also comes from peers - both management and fellow employees. Employees practice peer pressure and create expectations. These professional norms influence the practices of other employees. Management, on the other hand, develops, maintains, and communicates clear standards of employees' expected conduct.

Whenever work habits, attitude, production, or personal conduct of an employee falls below an adequate standard, supervisors should take immediate steps to bring about improvements. The Employee Conduct and Work Rules policy lays out types of action that may be just cause for suspension or dismissal.

Essential to clear and fair standards are certain procedures to follow when handling disciplinary problems. Supervisors should adhere to the following progressive discipline method when confronting a situation requiring discipline. The Borough Manager is to be notified immediately of any suspensions.

1. Oral reprimand: A supervisor holds a discussion with an employee in which he or she reprimands the employee. The supervisor should maintain a record to document the discussion.
2. Written reprimand: A detailed written record of a reprimand, usually subsequent to a previous oral reprimand. This record is served to the employee, and becomes part of an employee's personnel file.
3. Suspension with pay: An ordered absence from duty while in full pay status for one day or less. This action becomes a part of the personnel file.
4. Suspension without pay: An ordered absence from duty without pay for a prescribed period of time. This action becomes a part of the personnel file.
5. Discharge: Removal from borough employment for misconduct or unsatisfactory performance.

6: Summary suspension: A supervisor may suspend an employee, with pay, immediately if the employee's action is serious enough to warrant it.

These measures serve to provide clear notice of error and opportunities to correct unsatisfactory conduct. At the same time, they provide an unequivocal message that such conduct is impermissible, and that it is, in the long term, detrimental to the workplace and must be avoided.

Due Process

When the possibility exists that an employee has committed an infraction or violated policy and/or procedure such that the result of such action could be suspension without pay, demotion, or discharge, the following procedure must be followed:

1. The supervisor must conduct a pre-determination interview. The purpose of the interview is to determine if the reasons for possible disciplinary action are erroneous, and what action, if any, may be taken in regard to the continued status of the individual as an employee of the City and Borough of Wrangell. After conducting the pre-determination interview, the supervisor provides written notice of the proposed disciplinary action in the event disciplinary action is recommended. The employee indicates by his or her signature on the proposed disciplinary action notice his or her acceptance of the proposed disciplinary action and waiver of the right to a pre-disciplinary action hearing, or, his or her desire for such a hearing.
2. If the employee does not request a pre-disciplinary action hearing, the supervisor then prepares written approval for the disciplinary action, and submits this form to the Borough Manager for approval.
3. If the employee does request a pre-disciplinary action hearing, the supervisor or department director conducting the original interview should make arrangements with the Borough Manager for the impaneling of a hearing officer or officers. Written notice of the pre-disciplinary action hearing is to be given to the employee. Certification of delivery and acknowledgement of receipt of this notice shall be obtained. After conducting the pre-disciplinary action hearing, the supervisor prepares a written report of the pre-disciplinary action hearing.
4. Subsequent to the pre-disciplinary action hearing, the supervisor prepares written approval for the disciplinary action. This request shall be submitted to the Borough Manager for approval. Upon approval by the Borough Manager, for those personnel actions wherein the right to appeal exists, the supervisor prepares written notice of the right to appeal the disciplinary action to a grievance committee as outlined in the Problem Resolution section of this policy. This notice states the type of action, effective date, and notification of the employee's right to and procedure for appeal to the grievance committee. The Borough Manager submits such notice to the department director for his or her submission to the affected employee.

The grievance committee shall be composed of:

- a) One Assembly member chosen by the mayor
- b) One full time permanent employee, not from the grievant's department, selected by the grievant
- c) One local public citizen mutually acceptable to the other two members

No member of the Grievance Committee shall be related to the grievant, or the supervisor whose action is grieved, by blood or marriage.

5. Should an employee appeal to the grievance committee, that appeal must be filed with the Borough Clerk for transmittal to the same committee members within ten days after receipt of the notice of the layoff, suspension without pay, demotion, or removal. As soon as practical, the grievance committee shall hold a hearing on the appeal, or give adequate opportunity for one, and shall report in writing its findings and recommendations to the Borough Manager. If the grievance committee finds that the layoff, suspension without pay, demotion, or removal was made for a political reason or for any other reasons than the good of the service, the grievance committee shall veto the layoff, suspension without pay, demotion, or removal, and the action by the Borough Manager shall be nullified. However, either party can appeal the decision of the grievance committee to the Borough Assembly in the same manner as a procedure described in this Policy's section on Problem Resolution.

Suspension

Suspensions are temporary separations with or without pay from the Borough's employment for disciplinary purposes where the violation is not sufficiently grave to merit dismissal.

Department directors shall give a brief explanation and report in writing to the Borough Manager within 24 hours regarding any recommended suspension. Report of all suspensions shall be included in the personnel file. Department directors may suspend an employee with pay for no longer than 72 hours without prior approval of the Borough Manager.

In certain circumstances, some steps of this disciplinary process may be bypassed. Some cases justify suspension or termination without going through the usual progressive disciplinary steps. The Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment, however, the problems are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline. By using progressive discipline, the City and Borough of Wrangell hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the City and Borough of Wrangell.

711 Problem Resolution

The City and Borough of Wrangell is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from City and Borough of Wrangell supervisors and management.

The City and Borough of Wrangell strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the City and Borough of Wrangell in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Within ten (10) working days of the act or event of being aggrieved, the employee shall present the grievance orally to his or her immediate supervisor. The supervisor shall note the date and time of the presentation of the grievance. The supervisor shall then inform the Borough Manager of the existence and nature of the grievance. An untimely grievance may be rejected.
2. If no mutually satisfactory adjustment is reached between the employee and the immediate supervisor within ten working days after presentation, the employee may present the grievance, in writing, to the department director.
3. If no mutually satisfactory adjustment is reached between the employee and the department director within five working days, the employee may within that time present the grievance in writing to the Borough Manager, by a written request for a review of the grievance.

Where the grievance involves the layoff, suspension without pay, discharge, any disciplinary action could result in a change of permanent record, or removal of any regular officer or employee who has successfully completed the introductory period, if no mutually satisfactory adjustment of the grievance is reached between the employee and the borough manager, within five working days, the employee may within that time appeal the grievance to a grievance committee by notifying the Borough Manager in writing of his or her intention to do so.

Hearing Procedure.

- A. As soon as practicable after the committee is selected it shall hold a hearing with due and proper notice to the grievant and the department director involved. Both sides may be represented by counsel or anyone of their choosing. Both may call and examine witnesses subject to cross-examination by the other and rebut relevant evidence presented. The hearing need not be conducted according to technical rules of evidence. Relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons customarily rely in the conduct of their serious affairs. Irrelevant and unduly repetitious evidence, as well as hearsay, shall not be admissible unless it would be admissible over objection in a civil action. The proceedings shall be recorded in their entirety.
- B. The grievance committee shall commence a public hearing within fifteen working days of the filing of the appeal, unless that time is extended by the committee for good cause.
- C. Decision of the grievance committee. Within ten working days following the hearing, the grievance committee shall issue written findings of fact and its decision on the grievance and shall cause them to be served on the grievant and the department director involved. The findings and decision shall be based solely on the evidence presented at the hearing.
- D. Appeal to the assembly. Within five working days of receipt of the findings and decision of the grievance committee, either party may appeal to the Borough Assembly by filing written notice with the Borough Clerk of the intent to appeal. The Assembly shall review the decision of the grievance committee on the basis of the record before the committee. The Assembly, in its discretion, may decide the case with or without oral argument from the grievant and the department director or their representatives. Within a reasonable time after presentation, the Assembly shall issue its decision upholding, modifying, or revising the decision of the Grievance Committee.

- E. The Assembly's decision shall be final and binding unless the matter is appealed to the courts. It is the intention of the City and Borough of Wrangell that any appeal to the courts be based on the evidence presented to the Grievance Committee.

800 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The City and Borough of Wrangell supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the City and Borough of Wrangell will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs. Medical information on individual employees is treated confidentially. The City and Borough of Wrangell will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment. Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Borough Manager for information and referral to appropriate services and resources.

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 14 ATTORNEY'S FILE:

INFORMATION:

Invoice summary is attached

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH ASSEMBLY AGENDA ITEM January 8, 2013

ITEM NO. 15 EXECUTIVE SESSION