



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

**June 9, 2015 – 7:00 p.m.**

**Location: Assembly Chambers, City Hall**

**1. CALL TO ORDER**

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Becky Rooney
- b. INVOCATION to be given by Don McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
  - i. Certificate of Service – Michael Brown, Parks & Recreation Board

**2. ROLL CALL**

**3. AMENDMENTS TO THE AGENDA**

**4. CONFLICT OF INTEREST**

**5. CONSENT AGENDA**

- a. Items (\*) 6a, 7a, and 13a

**6. APPROVAL OF MINUTES**

- \*a. Minutes of the Budget Public Hearing, Public Hearing, and Regular Assembly meetings held May 26, 2015

**7. COMMUNICATIONS**

- \*a. Minutes from the Regular School Board meeting held April 27, 2015

- \*13a. Final Plat approval for the Edgley-Massin Subdivision

**8. BOROUGH MANAGER'S REPORT**

- a. Wrangell Medical Center Update

**9. BOROUGH CLERK'S FILE**

**10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

- a. Reports by Assembly Members
- b. Appointment to fill the vacancy on the Parks & Recreation Board

**11. PERSONS TO BE HEARD**

**12. UNFINISHED BUSINESS**

- a. **PROPOSED ORDINANCE No. 903: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PLACING THE QUESTION OF EXEMPTION FROM AS 39.50, THE STATE OF ALASKA'S PUBLIC OFFICIAL**

FINANCIAL DISCLOSURE LAW, ON THE BALLOT FOR THE OCTOBER 6, 2015  
REGULAR BOROUGH ELECTION *(second reading)*

**13. NEW BUSINESS**

- \*a. Final Plat approval for the Edgley-Massin Subdivision ***(Consent Agenda Item)***
- b. **PROPOSED RESOLUTION No. 06-15-1320:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC LAND, LOTS 2 AND 4, R.A.L SUBDIVISION, USS 1119, WRANGELL TOWNSITE, BY QUITCLAIM DEED, TO TYLER THOMPSON AND KATHERINE IVY
- c. **PROPOSED RESOLUTION No. 06-15-1319:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF CITY OWNED LOTS TO BE SOLD OVER THE COUNTER
- d. Approval of the FY 2015-16 Wrangell Medical Center Budget
- e. Approval of the Bid received from Advanced Truck Body & Equipment Co. for the F550 Service Truck with Crane Body procurement
- f. **PROPOSED RESOLUTION No. 06-15-1321:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING A PLAN OF FINANCING FOR THE RECONSTRUCTION OF SHOEMAKER BAY HARBOR, INCLUDING THE ISSUANCE OF HARBOR REVENUE BONDS AND APPLICATIONS FOR GRANT FUNDING AND FOR THE SALE OF THE REVENUE BONDS
- g. Approval of an addendum to the Wrangell Medical Center's Master Service Agreement with TruBridge to add Accounts Receivable Management Services

**14. ATTORNEY'S FILE**

**15. EXECUTIVE SESSION**

**16. ADJOURNMENT**

# Agenda Items 1 - 6

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY

#### AGENDA ITEM

June 9, 2015

#### **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 Becky Rooney
- b. Invocation to be given by Don McConachie
- c. Ceremonial Matters – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*
  - i. Certificate of Service – Michael Brown, Parks & Recreation Board

#### **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)*

**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 under Unfinished Business.*

**RECOMMENDED ACTION:**

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

***\*6a, 7a, and 13a***

**ITEM NO. 6 APPROVAL OF MINUTES:**

**INFORMATION:**

**6a** *Minutes of the Budget Public Hearing, Public Hearing, and Regular Assembly meetings held May 26, 2015.*



# ***CERTIFICATE OF SERVICE***

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

**Michael Brown**

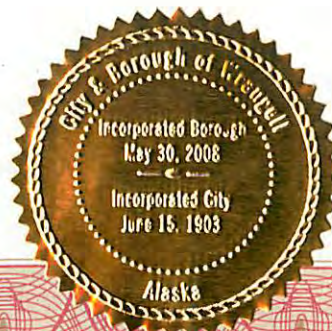
for his service and dedication as a member on the Parks & Recreation Board from:

*March 2014 to May 2015*

David L. Jack, Mayor

ATTEST: Kim Lane, CMC, Borough Clerk

Dated this 9th day of June, 2015



**Minutes of Budget Public Hearing  
Held May 26, 2015**

Vice Mayor Daniel Blake called the Budget Public Hearing to order at 6:00 p.m., May 26, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Powell, Prysunka, and Rooney were present. Mayor Jack arrived at 6:05 p.m., and Assembly Member Decker was absent. Borough Manager Jeff Jabusch, Clerk Kim Lane, and Deputy Clerk Lavonne Klinke were also in attendance.

**Public Hearing Items:**

- a. The purpose of this hearing is to give citizens an opportunity to make comments on the City & Borough of Wrangell's Budget for FY 2015-16 prior to the final decision made by the Borough Assembly.

**WRITTEN TESTIMONY** – There was no written testimony

**ORAL TESTIMONY**

Manager Jabusch stated that there was a change from the State and that the City would be getting roughly \$42,000 more than originally expected from the State for the City's jails.

Recessed at: 6:02 p.m.

Mayor Jack reconvened the Budget Public Hearing meeting at: 6:25 p.m.

**WRITTEN TESTIMONY** – None

**ORAL TESTIMONY** – None

Public Hearing Adjourned at 6:25 p.m.

ATTEST: \_\_\_\_\_  
Lavonne Klinke, Deputy Borough Clerk

\_\_\_\_\_  
David L. Jack, Mayor

**Minutes of Public Hearing  
Held May 26, 2015**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., May 26, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Prysunka, Blake, Powell, and Rooney were present. Assembly Member Decker was absent. Borough Manager Jeff Jabusch, Clerk Kim Lane, and Deputy Clerk Klinke were also in attendance.

**Public Hearing Items:**

- a. The Borough Assembly will hear testimony on the request to have the City enter into an agreement with Mike Allen Jr. for Temporary Use, to harvest timber on City Owned property, as requested by Mike Allen Jr.
- b. **PROPOSED ORDINANCE No. 901:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 5.04.350 AND 5.04.360 OF CHAPTER 5.04, PROPERTY TAX, OF THE WRANGELL MUNICIPAL CODE TO AMEND THE DUE DATE FOR PAYMENT OF PROPERTY TAXES AND THE PENALTY AND INTEREST FOR LATE PAYMENTS OF PROPERTY TAXES *(second reading)*
- c. **PROPOSED ORDINANCE No. 902:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 5.26 TO TITLE 5, REVENUE AND FINANCE, OF THE WRANGELL MUNICIPAL CODE TO ESTABLISH THE INVESTMENT POLICY AND OBJECTIVES FOR THE SWIMMING POOL FUND *(second reading)*

**WRITTEN TESTIMONY** – None

**ORAL TESTIMONY** - None

Recessed at: 6:32 p.m.

Reconvened at: 6:55 p.m.

**WRITTEN TESTIMONY** – None

**ORAL TESTIMONY** – None

Public Hearing Adjourned at 6:56 p.m.

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David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Lavonne Klinke, Deputy Borough Clerk

## **Minutes of Regular Assembly Meeting Held on May 26, 2015**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., May 26, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Powell, Prysunka, Rooney, and Blake were present. Assembly Member Decker was absent. Borough Manager Jeff Jabusch, Clerk Kim Lane, and Deputy Clerk Lavonne Klink were also in attendance.

Pledge of Allegiance was led by Assembly Member Daniel Blake.

Invocation was given by Molly Prysunka.

**CEREMONIAL MATTERS** – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions* - None

**AMENDMENTS TO THE AGENDA** – None

**CONFLICT OF INTEREST** – None

### **CONSENT AGENDA**

***M/S: Blake/Prysunka: to approve Consent Agenda Items marked with an (\*) asterisk; 6a, 7a, 7b & 7c. Motion approved unanimously by polled vote.***

### **APPROVAL OF MINUTES**

The minutes of the Board of Equalization Meeting held May 11, 2015, the Budget Public Hearing and Regular Assembly meetings held May 12, 2015, and the Special Assembly meeting held May 14, 2015 was approved, as presented.

### **COMMUNICATIONS**

- \*a. POA-205-296 Application from Robert Darymple, US Forest Service.
- \*b. Minutes of the School Board Minutes from March 16, 2015
- \*c. Quarterly Expenditure Report for SE Senior Services covering January 1, 2015 through March 31, 2015

### **BOROUGH MANAGER'S REPORT**

Manager Jabusch's report was provided.

***Carol Rushmore, Economic Development Director***, reported that the "Byford Junkyard" site had been tested by EPA and that they had found high levels of lead contamination; EPA is putting together a response plan to work on the clean-up of the area; EPA working with us to try and acquire funds for them to come in and clean-up the area; City will be posting Warning signs to keep people out of the contaminated area.

### **BOROUGH CLERK'S FILE**

The Borough Clerk's Report was provided.

### **MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

**10a** Reports by Assembly Members



Assembly Member Prysunka reported that the Hospital Board had passed their budget at the last meeting; should be coming to the Assembly for the first meeting in June for Assembly approval. Prysunka asked that Clerk Lane request the budget in advance of the June meeting so that the Assembly could have time to review it. Prysunka also reported that the next SEAPA meeting would be held in Ketchikan in June.

### **PERSONS TO BE HEARD**

**Pam McCloskey, 210 Second Street**, questioned the due date for the proposed property tax due date; why not make it due around dividend time?

Manager Jabusch explained that they had reviewed all options and the proposed date was the best date.

### **UNFINISHED BUSINESS**

**12a** Approval of a contract with Mike Allen Jr. for Temporary Use, to harvest timber on City Owned property

***M/S: Prysunka/Mitchell, to authorize the Borough Manager to execute the Agreement between the City and Borough of Wrangell and Mike Allen for the purpose of harvesting trees on the Borough owned Institute property. Motion approved unanimously by polled vote.***

**12b PROPOSED ORDINANCE No. 901:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 5.04.350 AND 5.04.360 OF CHAPTER 5.04, PROPERTY TAX, OF THE WRANGELL MUNICIPAL CODE TO AMEND THE DUE DATE FOR PAYMENT OF PROPERTY TAXES AND THE PENALTY AND INTEREST FOR LATE PAYMENTS OF PROPERTY TAXES *(second reading)*

***M/S: Blake/Mitchell, to adopt Ordinance No. 901.***

Assembly Member Blake questioned if it would hurt the City to move the new due date to October 15<sup>th</sup> instead of the proposed September 15<sup>th</sup> due date.

Manager Jabusch replied that it wouldn't however, that Staff had researched the possible due dates and that it was the best option; right now, most people pay the balance in full at the current due date of August 15<sup>th</sup>; the proposed due date of September 15<sup>th</sup> would be two months after that current due date.

In response to Assembly Member Rooney, Jabusch stated that the City did not allow property owners to pay their property taxes with their credit card.

In response to Assembly Member Powell, Jabusch stated that there was no grace period for paying property taxes.

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

**12c PROPOSED ORDINANCE No. 902:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 5.26 TO TITLE 5, REVENUE AND FINANCE, OF THE WRANGELL MUNICIPAL CODE TO ESTABLISH THE INVESTMENT POLICY AND OBJECTIVES FOR THE SWIMMING POOL FUND *(second reading)*

***M/S: Rooney/Mitchell, to adopt Ordinance No. 902. Motion approved unanimously by polled vote.***

**12d PROPOSED ORDINANCE No. 903:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PLACING THE QUESTION OF EXEMPTION FROM AS 39.50, THE STATE OF ALASKA'S PUBLIC OFFICIAL FINANCIAL DISCLOSURE LAW, ON THE BALLOT FOR THE OCTOBER 6, 2015 REGULAR BOROUGH ELECTION *(first reading)*

***M/S: Powell/Prysunka, to approve first reading of Ordinance No. 903, and move to a second with a Public Hearing to be held on June 9, 2015. Motion approved unanimously by polled vote.***

#### **NEW BUSINESS**

**13a** Approval of the preferred conceptual Waterfront Master Plan, submitted by Corvus Design, Inc.

***M/S: Blake/Powell, to approve the preferred conceptual Waterfront Master Plan, as submitted by Corvus Design, Inc. Motion approved unanimously by polled vote.***

**13b RESOLUTION No. 05-15-1317:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2015 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 2015 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

***M/S: Prysunka/Blake, to adopt Resolution No. 05-15-1317, approving the General Tax Levy for Tax year 2015. Motion approved unanimously by polled vote.***

**13c RESOLUTION No. 05-15-1318:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2015-2016

***M/S: Blake/Powell, to adopt Resolution No. 05-15-1318, approving the FY 2015-2016 Budget.***

Assembly Member Prysunka questioned if the City would be able to set funds aside for a new Pumper for the Fire Department; ISO rating could be reevaluated and revoked if the equipment was determined to be out of date; public safety is always a major concern.

Manager Jabusch stated that each year, the departments submit a list of items that need to be replaced immediately; it's hard to justify this huge expenditure for something that does not need to be replaced right now; ISO rating was just completed and won't be done again for another 10 years.

In response to Prysunka, Jabusch stated that a "savings account" simply wouldn't work because each year if more immediate items came up, that fund would get used up.

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

**ATTORNEY'S FILE** – Summary Report was provided to the Assembly.

**EXECUTIVE SESSION** – None

Regular Assembly Meeting adjourned at 7:40 p.m.

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David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Lavonne Klinke, Deputy Borough Clerk

# Agenda Item 7

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM June 9, 2015

#### **COMMUNICATIONS:**

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require separate 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 by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.

\*a. Minutes from the Regular School Board meeting held April 27, 2015

\*13a. Final Plat approval for the Edgley-Massin Subdivision

## PROCEEDINGS

## MINUTES

WRANGELL SCHOOL BOARD  
REGULAR MEETING

April 27, 2015; 6:30 PM

Evergreen Elementary School Room 101-Intermediate

School Board President Susan Eagle called the regular meeting of the Wrangell Public School Board to order at 6:30 P.M. on Monday, April 27, 2015.

CALL TO ORDER

A quorum was determined with the following school board members present: Susan Eagle, Tammy Groshong, Rinda Howell, Aleisha Mollen and Cyni Waddington. Also present was Superintendent Patrick Mayer and Recording Secretary Kimberly Powell.

DETERMINE QUORUM

The Pledge of Allegiance was recited, led by Aleisha Mollen.

PLEDGE OF ALLEGIANCE

There was not a student representative present to report.

STUDENT  
REPRESENTATIVE  
REPORT  
STUDENT  
PRESENTATION

The School Board moved to the Elementary Gym at 6:31 PM for an Archery Club presentation. Mindy Melssner and Spencer Petticrew (3<sup>rd</sup> grade), Devlyn Campbell and Jayden Buhler (4<sup>th</sup> grade) and Liana Carney (5<sup>th</sup> grade) demonstrated their archery skills to the Board. High School students, Cody Thomassen and Garrett Miller and Middle School students Trevor Miller and Sean Rooney also did a demonstration and told the Board that they have qualified for National Competition. The Board returned to the meeting room after the presentation at 6:51 P.M.

Janell Privett spoke to the board and told them she is concerned about a statement. She went online to look up the Open Meetings Act and cited the state law. Mrs. Privett read the language protecting the public's rights. She is concerned that the statement made by the board tonight is in direct conflict with BP-1120 and bypasses the chain of command. She is asking the board to reconsider their statement because it doesn't allow her to come and give her input to the board. She explained the process for the public to file a complaint at the lowest level without addressing the board.

GUESTS TO BE HEARD

Mrs. Privett also spoke regarding BP-1312, Public Complaints. She would like to see a friendly amendment changing the word "complaint" to a friendlier word.

Mrs. Privett read a document regarding evaluations that was revised July 1, 2015 to the board. According to state law, each district school board is responsible for the district's evaluation process. She quoted information requiring public input. She also referred to current tenure laws saying that it tightens things up.

Mrs. Privett said that all the schools do great, she loves the character pillars and is sad to see Mr. Barnes go. She was impressed with his ability to memorize students' names and wished him luck in his future endeavors.

The School Board recessed into a public hearing at 7:02 P.M. to take Public Comment regarding the Progress Toward 2014-2015 Board Goals. Mrs. Janson is not present at the meeting so Mr. Mayer reviewed the Elementary Progress Toward Board Goals. Vivian Grossardt asked the board if she had a question for the board, why she has to go to the district office. Mrs. Grossardt asked why the School Board is different than the Council or the Hospital. She feels that community communication is not happening. Diane O'Brien questioned why there wasn't a document for the secondary schools. Board President Eagle responded that the district office did not receive the information from the Secondary School Principal.

RECESSED INTO A  
PUBLIC HEARING TO  
COLLECT INPUT ON  
PROGRESS TOWARD  
2014-2015 BOARD  
GOALS AT 7:02 PM.

Reconvened into Regular Session at 7:08 P.M.

RECONVENED INTO  
REGULAR SESSION

Board Member Howell requested that the Policy Review be moved to the next agenda. The agenda was approved as presented, moving Policy Review to the May agenda by unanimous consent. Board Member Howell requested that the contract for Drew Larrabee be added to this agenda because he wasn't listed with the tenured teachers in the previous board packet and the board did not have knowledge of his tenure status. President Eagle replied that the motion made during the last meeting covered all tenured teachers in the district and it would not be necessary to add his contract to this agenda.

APPROVAL OF AGENDA

7a  
6-9-15  
CITY CLERK  
MAY 26 2015  
RECEIVED

Motion to approve the items on the Consent Agenda as presented by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved unanimously.

**APPROVED ITEMS ON  
THE CONSENT AGENDA**

- Approved the minutes of the March 16, 2015 Regular Board Meeting

Information & Reports were accepted by unanimous consent. Mrs. Groshong inquired why there isn't a report from the Secondary Principal. Mr. Barnes replied that it is a work in progress.

**ACCEPTED INFORMATION &  
REPORTS**

Motion to adopt the District Strategic Plan, Board Goals and Vision Statement as presented by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Tammy Groshong: Yes; Rinda Howell: Refused to Vote; Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved. When called upon, Rinda Howell said that she abstained from voting because she did not have time to read the plan prior to the meeting. Board President Eagle did establish that the plan was available in Board Docs since Monday, April 20. The Board did not vote on Mrs. Howell abstaining. Parent Diane O'Brien spoke regarding communication and relationship building. She feels that the past few years we have worked on enhancing communication but this year it seems more about keeping everyone in his or her place. Mrs. O'Brien requested that the board allow community questions, and comments on agenda items. She would like a section regarding communication to be added to the Strategic Plan.

**ADOPTED THE DISTRICT  
STRATEGIC PLAN,  
BOARD GOALS AND  
VISION STATEMENT**

Board President Eagle appointed the 2015-2016 School and IEA Advisory Committee Members as presented.

**APPOINTED SCHOOL  
AND IEA ADVISORY  
COMMITTEE MEMBERS**

Motion to approve the continuation request for Alaska's Fresh Fruit and Vegetable Program as presented by Aleisha Mollen, seconded by Cyni Waddington. Poll vote: Rinda Howell: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved unanimously.

**APPROVED THE  
CONTINUATION  
REQUEST OF THE  
FRESH FRUIT AND  
VEGETABLE PROGRAM**

The School Board reviewed the district Crisis Plan. Superintendent Mayer said that there has been some confusion that the district does not have a Crisis Plan. He said that at the beginning of every year, the school sites update their own response plan and review it with their staff. Jim Nelson passed out a handout to the board members. He said he was coming to the board as a concerned parent. In March 7, 2014, 53 members of the staff were trained in ALICE. He said that the lockdown procedures, he passed out were approved by the board in August 2013. He believes the current lockdown procedures put our students at risk and would like to see the board adopt a proactive response to a hostile procedure. He provided a sample Crisis Plan that he believes he would actively protect our students. He feels that we should not use a "top down" approach because if there is an active shooter, the teacher responsible for the children who are in danger is going to be the person who is going to make the decision on how to react. Mr. Nelson said that if the Lockdown procedures don't change, he would like his name removed from the Elementary Crisis Response team. Mr. Nelson also expressed concern about the high school crisis plan. Mr. Nelson feels that there is a sense of urgency and is willing to serve on the committee to revise the plan. Michele Galla would like to see the ALICE training continue as well as several staff members who indicated their consent by a show of hands. Janell Privett expressed concern that subs are not getting direction on how to respond in a crisis situation.

**REVIEWED THE  
DISTRICT CRISIS  
RESPONSE PLAN**



The School Board discussed the Food Service Program. The board had previously requested that the Superintendent compile some data regarding the food service program over the past couple of years. Superintendent Mayer reviewed the number of meals served and the cost to the district over the past four years. Beth Comstock told the board that she is the lead cook. She said the board has been charged with being fiscally responsible. She said that there are students at the high school who do not get meals at home. Those students are only being fed twice a day at the school. Full stomachs give you better test scores, better concentration, etc. She hopes that the smile the student gets from the POS (Point of Service) staff is an important part of the students' day. Food Service Director, Kim Wickman would like to see "Offer vs. Serve" at the elementary school. This would cut down on the amount of waste. Ms. Wickman would like to see a second breakfast or a breakfast in the classroom. This would address the students who don't get to school in time to eat breakfast. Student Maleah Wenzel said that students who take the Zero Hour period at the high school interferes with the current breakfast schedule and only allows those students from 8:00 – 8:10 a.m. to get breakfast. She'd love to see a later breakfast offered.

**DISCUSSED THE FOOD  
SERVICE PROGRAM**

Motion to recess into a Public Hearing to collect public comment regarding the fiscal year 2016 budget by Aleisha Mollen; seconded by Tammy Groshong. Recess at 7:54 PM by unanimous consent.

**PUBLIC HEARING  
REGARDING FY'16  
BUDGET**

Board President Eagle told the audience that we are still waiting to hear from the legislature. Superintendent Mayer said that the latest information came mid day today. We have to get the budget to the Borough Assembly by May 1. Mr. Mayer explained the difference in foundation support based on the legislature and the cuts to two paraprofessional positions. Mrs. Howell requested the break down for the director's salaries. Business Manager gave the break down. Mrs. Howell feels that there is too much budgeted for the tech director position.

Teacher Michele Galla said she's been at the district for 22 years. She wonders why we have to have a full-time superintendent. She is wondering if we could share a superintendent with Petersburg. She pointed out that the food service program costs \$113,000.00 and the superintendent salary is \$113,300.00.

NMS Food Service Director Kim Wickman said that we currently have to purchase enough food so that all students get served. In an "Offer vs. Serve," we could save money by not purchasing as much food that will just get thrown away. Student Davis Dow said that the students at the high school have to take certain foods that they don't like so they throw those foods away. Janell Privett asked if we aren't in the lunch program, could we re-serve unopened items.

Kim Wickman asked if we could ask the Borough for an extension to the May 1 budget deadline. Janell Privett said that by law we have to have the budget to the city. The legislature has not made a decision but they are obligated by the constitution to fund education.

Paraprofessional Cindy Martin asked if the Staff Travel Line Item could be broken down. Mrs. Roope replied that although she can't break it down from memory, it includes teachers, principals and all staff that travel under regular instruction money.

Board Member Mollen asked about the \$123,000 in the communication line. Mrs. Roope replied that it is eRate – Internet but some of it is reimbursed.

Ms. Mollen wondered if we could reduce the cost of utilities by consolidating buildings.

Counselor Lisa Nikodym asked if we could cut the testing line item of \$3,700.00

Teacher Ryan Howe suggested cutting the tech director since it's a new position. Teacher Anne Luetkemeyer suggested increasing a current paraprofessional's hours to fill the needed tech support position. We have someone with tech experience on staff and he does an excellent job.

**PUBLIC HEARING  
REGARDING FY'16  
BUDGET  
(CONTINUED)**

Beth Comstock asked if we could cut staff travel. Mrs. Groshong asked if the training could be delivered via webinar.

Michele Galla stood up in the audience and read the following statement from the Alaska House Majority headlined "House Adjourns First Session of 29th Legislature:" "Replaces \$31.5 of the \$47.5 million inside the Base Student Allocation (BSA) that was removed by the Senate Finance Committee.

Elementary Teacher Mikki Angerman feels that we are spending too much money on the MAP testing. She doesn't feel that it is a good thing. It would save us \$30,000.00. Mr. Mayer said that it only costs \$3,700.00. Mrs. Angerman said that, whatever, we are testing kindergarten kids until they cry and have stomachaches.

Motion to offer Mr. Ryan Howe a contract addendum for the 2015-16 school year for an additional 37.5 hours at his per diem rate to teach a Special Education Extended School Year program by Tammy Groshong, seconded by Rinda Howell. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved unanimously.

**OFFERED MR. RYAN  
HOWE A CONTRACT  
ADDENDUM TO TEACH  
SPECIAL EDUCATION  
EXTENDED YEAR  
PROGRAM**

Motion to offer Ms. Lisa Nikodym a contract addendum for the 2015-2016 school year for an additional ten days at her per diem rate to complete required counseling duties by Cyni Waddington, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved unanimously.

**OFFERED MS. LISA  
NIKODYM A CONTRACT  
ADDENDUM TO  
COMPLETE REQUIRED  
COUNSELING DUTIES**

Motion to offer Mr. Fred Angerman a contract as Maintenance Director for the 2015-2016 school year at the appropriate placement on the salary schedule by Rinda Howell, seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved unanimously.

**OFFERED FRED  
ANGERMAN A  
CONTRACT AS  
MAINTENANCE  
DIRECTOR**

Motion to offer Deidre Jensen a principal contract for the 2015-2016 school year at the appropriate placement on the salary schedule by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved unanimously.

**OFFERED DEIDRE  
JENSEN A CONTRACT  
AS ELEMENTARY  
PRINCIPAL**

Motion to offer Mrs. Pam Roope a contract as Business Manager for the 2015-2016 school year at the appropriate placement on the salary schedule by Rinda Howell, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved unanimously.

**OFFERED PAM ROOPE A  
CONTRACT AS  
BUSINESS MANAGER**

Presented Staff Letters of Resignation as an item of information:

- Colter Barnes, Secondary Principal
- Kate Betterton, Paraprofessional
- Sara Gadd, Middle School Assistant Volleyball Coach
- Charidee Howell, Paraprofessional
- Michelle Mingming, Paraprofessional
- Karen Morse, Music Teacher

**PRESENTED STAFF  
RESIGNATION LETTERS  
FOR INFORMATION**

Reviewed the Upcoming Dates and Meeting Announcements

**REVIEWED THE  
UPCOMING DATES  
ADOPTED THE FY'2016  
BUDGET**

Motion to adopt the Fiscal Year 2016 budget adding 105,000.00 in the revenue line and \$105,000.00 back into the food service line item, which will not show an \$8,000.00 reduction by Rinda Howell, seconded by Tammy Groshong. Poll vote: Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved unanimously.

Reviewed Future Agenda Items

**REVIEWED FUTURE  
AGENDA ITEMS**

Motion to recess into Executive Session to discuss a subject that may tend to prejudice the reputation and character of any person provided the person may request a public discussion, more specifically the evaluation of the Superintendent of Schools by Aleisha Mollen, seconded by Rinda Howell. Recessed into Executive Session by unanimous consent at 8:35 PM.

RECESSED INTO  
EXECUTIVE SESSION AT  
8:35 PM

Reconvened into Regular Session at 11:14 PM and stated that Superintendent Mayer has received an acceptable performance evaluation with noted areas of concern that will be addressed.

RECONVENED INTO REGULAR  
SESSION AT 11:14 PM

Meeting Adjourned at 11:15 P.M.

ADJOURNED AT 11:15 PM

  
SECRETARY/TREASURER

## MEMORANDUM

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: MANAGER'S REPORT**

**DATE: JUNE 4, 2015**

### **Byford's Junk Yard:**

There is no further update on the contamination funding for the junkyard clean up. We had hoped to hear something by now, but the parties involved had some other situations that were of a higher priority.

### **Light Department:**

The Light Department recently completed a 5 year evaluation of those things on the system that would need to be completed. The report identified areas of concern and things that would need to do over that period of time. The report included both the distribution and power plant systems along with a budget. Based on the high end of the budget, over the next 10 years we would need to put approximately 3.7 million into the system. At the current pace, we do not accumulate that kind of money from our existing rate structure and in fact don't accumulate hardly any to our reserves. The big ticket item is an additional generator in the amount of 2.7 million. The next step in this process is to look at a rate study or some other options to make this happen. We will provide a more detailed report concerning this and the possible next steps in the near future.

### **Budget:**

The budget was approved by the assembly on May 26<sup>th</sup>, 2015. The final version with all of the amendments that were approved by the assembly will be included in the final edition and be given to the assembly soon. We usually feature a cover page and write up about a project or two that was significant in the community.

### **Projects being worked on:**

- **Asbestos Removal in the Community Center Gym (downstairs)** – Bid was awarded to do the work on the asbestos removal. It is expected that the project will only take about 30 days. Once this is completed it will allow us to utilize the down stairs space for recreation activities.
- **Cassiar Street Improvements-** Cassiar St. Roadway has been completed since the fall of 2014 and CBW has closed out its contract with Rock n Road Construction (RRI). The final change orders have been approved and paid out which completes the contractual obligations to RRI. Additional design work on Cassiar St., Phase II is underway for the installation of a sanitary sewer line on McCormack St, addressing drainage issues, guardrail installation, leveling pad by two hydrants, and installation of three concrete block retaining walls. This work will be administered under a separate contract. Phase II design is being done by R&M Engineering. The goal is to have the completed design and contract package as soon as possible and put the project out to bid with a completion date by early Fall 2015.

- **Connection to Upper Reservoir**-Initially, the plan was to offer the newly updated RFP to Wilson Engineering, Seattle, the firm who initially started the project in the late 90's. At that time, Work stopped mid-way through the project due to permitting issues. The balance of funds were then allocated to other projects at the time. Currently, staff decided it would be in the best interest of the CBW to put the project out to bid. This resulted in needed changes to the current language in the RFP. While the intention is to put this project out to bid as soon as possible, PW staff is in the process of making sure all previous project files, supporting documents and plans for the previously completed portion of the project is available for inclusion in the RFP.
- **Sewer Pump Station**: No change on the status from last time. We are still working with USDA to see if we are eligible for a grant. We are ready to advertise this project, but are now waiting on some information from USDA Rural Development to see if it is going to be possible to obtain a grant from them for the matching portion of the existing grant we have. If we could get the grant then the entire project would be funded by grant funds. If we don't get this grant, we will most likely use a loan from DEC for most of the match and use sewer reserve funds for the balance.
- **Shoemaker Bay Float Design**- The design is mostly done for this project. On Tuesday May 26, the funding plan was approved by the Port Commission. If the assembly approves the funding plan recommended by the Port Commission, staff will begin working on the matching grant application to the State for their Harbor's matching grant program.
- **Connection to Upper Reservoir**  
Initially, the plan was to offer the newly updated RFP to Wilson Engineering, Seattle, the firm who initially started the project in the late 90's. At that time, Work stopped about mid-way through the project due to permitting issues. The balance of funds were then allocated to other projects at the time. Currently, staff decided it would be in the best interest of the CBW to put the project out to bid. This resulted in some needed changes to the current language in the RFP. While the intention is to put this project out to bid as soon as possible, PW staff is in the process of making sure all previous project files, supporting documents and plans for the previously completed portion of the project is available for inclusion in the RFP.
- **Water Treatment Plant Pilot Study**  
The water treatment pilot study, funded by the Department of Commerce, Community and Economic Development (DCCED) is for the purpose of providing CBW information and direction for a water treatment method that would provide drinking water that exceeds current and future requirements.

An RFP was advertised in April and we received an overwhelming response from many firms which included Alaska, Washington, and Colorado. Several firms were in town to attend the pre-proposal conference on April 7, 2015. CBW received a total of 6 proposals, and 3 of which teamed up with other firms who previously expressed an interest in the project, meaning a total of 9 engineering firms are represented in the proposals. Staff is currently reviewing the proposals and a firm will be selected in the near future.

- **Evergreen Road Improvements**  
The Evergreen Road Improvements project is slated to rehabilitate the Stikine and Evergreen roads from the ferry terminal to the airport. The project will provide upgrades to the curve geometry where warranted and construct curbs, gutter and sidewalk from the ferry terminal to the Petroglyph Beach access road.

DOT has indicated to staff that the geotechnical data report is complete, the project footprint was changed to reduce cost, and the pre-environmental design is complete. The environmental process is expected to be complete by the end of May 2015, followed by SHPO's review and then a review by the Right Of Way (ROW) division. DOT anticipates scheduling a public meeting in Wrangell, once the ROW process is underway, in order to review the project with the community.

- **City Dock** project continues to move forward. We have a bunch of smaller things we would like to do with the remaining money.
  - Camel logs have arrived
  - Add an aluminum railing for tie up lines to slide over when dragging the lines along the dock when ships come in. This was done by a local business, Jenkin's Marine and is complete.
  - New electrical and lights which are planned to be similar to the Front Street lights.
  - Hand Railing on the South side approach to the dock that is now on the North side.
  - Possible new float on the South side of the approach so that there are two separate summer floats to access.
  - Vendor Shelter- This was discussed at the last meeting and we will start to work on this in the upcoming months with our engineer to get an idea of the cost that could be expected.
- **City Etolin Street Lots**- The bids on the lots were received and two lots were sold and we have had interest on the lots that did not sell. Staff will bring the recommendation to the assembly to approve the sale of the lots that received bids and to put the rest of the lots for sale over the counter on a first come basis.
- **Water Treatment Plant Pilot Study**-The water treatment pilot study, funded by the Department of Commerce, Community and Economic Development (DCCED) is for the purpose of providing CBW information and direction for a water treatment method that would provide drinking water that exceeds current and future requirements. An RFP was advertised in April and CBW received an overwhelming response from many firms which included Alaska, Washington, and Colorado. Several firms were in town to attend the pre-proposal conference on April 7, 2015. CBW received a total of 6 proposals, and 3 of which teamed up with firms who submitted a proposal, meaning a total of 9 engineering firms are represented.

A selection committee reviewed and unanimously selected the proposal submitted by CRW Engineering Group, out of Palmer as best addressing the RFP and the needs of the CBW. Upon receipt of CRW's cost proposal by June 9, 2015, CBW and CRW will go into contract negotiations before a contract agreement currently reviewing the proposals and a firm will be selected this month.

- **Periodic Dam Safety Report**- We have a contract in place with Shannon & Wilson, Inc., for the Periodic Dam Safety report. Their staff will be traveling to Wrangell this summer to do the inspection. The purpose of this inspection/report is to comply with the State of Alaska's guideline for Cooperation with the AK Dam Safety Program which includes a review of the design, construction, operations & maintenance and a visual inspection of the dam premises. Shannon & Wilson staff are currently making travel plans to Wrangell for the work.



### **Investment of Swimming Pool Funds:**

The ordinance was passed to allow us to move forward. We have sent a copy of the ordinance to our investment person at Morgan Stanley. They will prepare the documents needed to open this account and move forward.

### **Library :**

The library received a grant from the Wrangell Early Childhood Coalition. We were able to purchase \$400 worth of early readers to use at story time and during the summer reading program. We also received the Early Literacy Space mini grant and purchased two Playscapes Magic Hands for the children's area in the library along with new puzzles. We received a grant from First Bank for \$2500 which will be used for the summer reading program, along with that we received \$1000 from Stikine Sportsmen and \$300 from Alaska Airlines. The Summer Reading program is in full swing right now. So far we have 143 children signed up. We have 146 prizes at this time for the kids to choose from.

### **Nolan Center:**

We're starting the 2015 Visitor season off with a bang. We've had a sprinkling of cruise ships so far and we're looking forward to a good season. Some new Alaska made items have been added to the gift shop, we're stocked and ready to go.

The building as a whole has been busy the few months, we've had a function of some sort almost every weekend. The gardens at the center have been looking very nice with everything bloomed out and I always encourage everyone to stroll through and enjoy them. Cocoa has done a nice job with them this year.

The museum held a Friends of the museum luncheon in April that was well attended and I believe everyone enjoyed it. During the luncheon we unveiled a new permanent Minkie whale exhibit and an exhibit for featured artist Jordon Glass in the lobby that will stay up through June. Anybody who would like to display his or her art or a loved collection can contact us. I feel it's important that the community have a chance to share their treasures with us all.

We have a new exhibit that just went out of Marlieta Wallace dolls in the hall by the small theater that will run through August.

Just for fun we decided to run a Best Dressed bear contest to coincide with Bearfest during the month of July (please see attached flyer). A thank you to Cindy for the idea.

We had our last classroom field trip for the season with Ms. Wilson's 1<sup>st</sup> grade class. Throughout the year we have field trips by classes of all ages (Headstart through high school) and we have scavenger hunts for different age groups that are provided to the teachers. All of the Wrangell school group field trips are of course free to the schools and children.

The Gallery inventory was completed right on schedule, this information is now being readied for the Pastperfect software. We still have some number and paperwork matching that needs to be done. Some new items were added to the gallery that had been in the back and cases were rearranged and freshened during the inventory. Our collection project is moving right along and

I'm pleased with the progress. I have a wonderful group of workers that make our progress possible.

I've had Carl Johnson here working on the Air handling system and he's made some much needed improvements. While he's here I've also been able to get some training on our system controls, at least enough to do scheduling and alarm checks (not repair). I'll also be looking at energy saving ideas for the center, one of them being the conversion to LED lights.

# Agenda Item 9

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM

### CLERK'S REPORT June 9, 2015

#### Mark Your Calendar:

- 6/11 Planning & Zoning Commission mtg. scheduled for 7pm in the Assembly Chambers
- 6/14 Hospital Board mtg. scheduled for 5:30pm at the Nolan Center
- 6/23 Regular Assembly mtg. scheduled for 7pm in the Assembly Chambers

June 10 SEAPA Board Meeting to be held in Ketchikan

#### Borough Clerk - Training

I will be traveling to Tacoma, Wa. to attend the Master Municipal Clerk's Academy from June 7th thru June 12th. Deputy Clerk Klinke will be the Clerk for the June 9th Regular Assembly meeting.

For this training, I will be attending a four day academy that will focus on the following:

**Crucial Conversations** – a high-end, media-driven, skillfully facilitated. professional training that empowers participants to navigate through highly charged conversations with high stakes, high emotions and differing points of view in order to engineer creative solutions. This course provides participants with skills to handle controversial and heated issues. They will learn how to catch problems early and resolve disagreements candidly and respectfully, and how to discuss issues in a way that makes it safe for everyone to speak.

Kim Lane, Borough Clerk

From the May 2015 Newsletter – Jurassic Parliament, Ann Macfarlane

The “motion to appeal” is one of the least-known motions in Robert’s Rules of Order, and the most powerful. All of us are very familiar with the role of the chair of the meeting. Under Robert’s Rules of Order, the chair has the duty of keeping things on track. He is responsible for announcing each item of business, recognizing speakers, and for protecting the group from wasting its time.

Chair is subject to whole group

Few people know, however, that the chair is subject to the authority of the whole group. If the chair says that a given subject is not relevant to the discussion, or refuses to recognize someone who is entitled to speak, any two members can appeal. When that happens, the group makes the decision.

Just say "appeal!"

All that is necessary is for a member to say, “I appeal the ruling of the chair.” If your group operates informally, the single word “Appeal!” will be enough. If another member then says “second,” the chair must turn to the group as a whole to decide.

Every member of a local governmental body or nonprofit board of directors should know and use this motion. It keeps the power in the hands of the group, and ensures that the chair of the meeting always serves the group’s wishes. It is basic to our democratic process.

## Appeal

If the members disagree with the presider's ruling on a point of order, or with *any ruling or decision of the presider*, any two members can appeal. In that case, the group itself will decide what is correct.

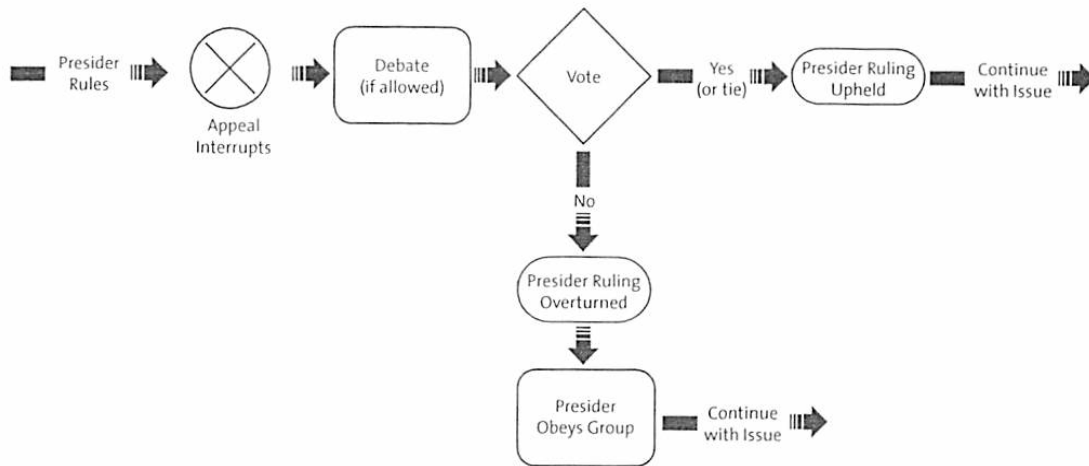


Figure 13. Appeal

Note that appeals must be seconded. Some appeals can be debated, and some cannot. (It seems sensible to us that appeals relating to decorum can't be debated—since people will have different ideas about what is insulting and what is acceptable language, and debating could stretch things out to the millennium.)

It is important for any presider to understand this motion and know how to conduct the vote, since few people have experience of it, and the method can be confusing. The motion being voted on is:

“Shall the presider's decision be upheld?”

This means that if you agree with the presider, you vote in favor. If you disagree, you vote against. It takes a majority vote against to overturn the presider's decision. This is a bit counterintuitive, since the member who appeals takes a stand *against the presider's decision*, but voting yes on the appeal means that you *agree with the presider*. It's critical for a presider who encounters this situation to explain the method very carefully, so everyone knows what is being decided.

These are the steps:

1. Presider speaks first and explains reason for ruling.
2. (If appeal is debatable) Members debate the matter, each member speaking once.
3. Presider speaks again to sum up.
4. Members vote.
5. The appeal is decided by majority vote of the members.
  - If members vote in favor, presider's decision is upheld.
  - If members vote against, presider's decision is not upheld.
  - If there is a tie, then the presider's decision is upheld.

It could be argued that the motion to appeal is the heart of Robert's Rules. Robert's system is deeply and profoundly democratic (no reference to political parties intended). The presider is the servant of the group and the group is the final authority.

#### EXAMPLE

**Tomas:** *I appeal the decision of the chair on the grounds that "cream-faced loon" is a literary reference and not an insult.*

**Benjamin:** *Second!*

**Mayor Pat:** *Very well, since the ruling of the chair has been appealed, the group will decide. Note that appeals pertaining to proper use of language and decorum may not be debated. All those who believe "cream-faced loon" is an insult, please say "aye." All who believe that it is not an insult, please say "no."*

*[If the ayes have it:] The ayes have it, the ruling of the chair is upheld and members will refrain from using that term.*

*[If the noes have it:] The noes have it, the ruling of the chair is not upheld and members may use the term.*



# Agenda Items 10 a & b

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM June 9, 2015

#### 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**      Appointment to fill the vacancy on the Parks & Recreation Board – Unexpired term ending October 2015

*There was one letter of interest received for this vacancy from:*

**Dan Rudy**

Appointment to be made by the Mayor, with the consensus of the Borough Assembly.

**If there is not a consensus from the Assembly, an Assembly Member can make a motion to appoint..... :**

Move to appoint \_\_\_\_\_ to fill the vacancy on the Parks & Recreation Board for the unexpired term ending October 2015.

# Agenda Item 12a

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM June 9, 2015

#### INFORMATION:

**PROPOSED ORDINANCE NO. 903:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PLACING THE QUESTION OF EXEMPTION FROM AS 39.50, THE STATE OF ALASKA'S PUBLIC OFFICIAL FINANCIAL DISCLOSURE LAW, ON THE BALLOT FOR THE OCTOBER 6, 2015 REGULAR BOROUGH ELECTION *(second reading)*

#### Attachments:

1. **Proposed Ordinance No. 903**
2. Information from Borough Attorney on local municipal filing

#### Information:

After the election, if the proposition authorized by the ordinance is approved by the voters, the Borough Clerk must provide the Alaska Public Offices Commission with a copy of the certified election results. APOC will then take Wrangell off the list of municipalities whose officers and candidates for elective office are required to file financial disclosure statements under AS 39.50 and no further financial disclosure statements will be required to be filed with APOC. APOC will send the Borough a letter stating this. If a majority of the voters decide not to opt out of the reporting requirements, municipal officers and candidates for elective office will continue reporting under AS 39.50 as they do now.

#### RECOMMENDED ACTION:

Move to adopt Ordinance No. 903.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 903

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PLACING THE QUESTION OF EXEMPTION FROM AS 39.50, THE STATE OF ALASKA'S PUBLIC OFFICIAL FINANCIAL DISCLOSURE LAW, ON THE BALLOT FOR THE OCTOBER 6, 2015 REGULAR BOROUGH ELECTION

**WHEREAS**, under AS 39.50.145, a municipality may exempt its municipal officers and candidates for elective office from the requirements of Alaska Statute Title 39, Chapter 50, Public Official Financial Disclosure, if a majority of the voters voting on the question at a regular election or a special election, vote to exempt its municipal officers and candidates for elective office from the requirements of AS 39.50; and

**WHEREAS**, under AS 39.50.145, the question of exemption from the requirements of AS 39.50 may be submitted to the voters by the Assembly by ordinance; and

**WHEREAS**, with respect to the City and Borough of Wrangell, the municipal officers required to file financial disclosures under AS 39.50 are the Borough Mayor, members of the Assembly, members of the School Board, the Borough Manager, and members of the Planning and Zoning Commission; and

**WHEREAS**, the Assembly has considered the question of exemption from the Public Official Financial Disclosure law, including concerns that the disclosure requirements may have the effect of discouraging qualified persons from seeking or holding municipal office, including serving on the Planning and Zoning Commission, and concerns with privacy issues and the burden imposed on municipal officials under the State law; and

**WHEREAS**, the City and Borough of Wrangell has enacted a comprehensive conflict of interest ordinance, codified as Section 3.04.112 of the Wrangell Municipal Code, which sets out standards of conduct for elected and appointed Borough officials and employees so that the public may be assured that its trust in such persons is well placed, and to protect the public interest in full disclosure of conflicts of interest and in promoting ethical standards of conduct for Borough officials and employees; and

**WHEREAS**, given these considerations, the Assembly has determined that the question of whether to exempt municipal officers and candidates for elective office from the requirements of AS 39.50 should be submitted to the voters at the regular borough election to be held on October 6, 2015;

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

SEC. 1.       Classification. This ordinance is a non-code ordinance and shall not become a part of the Wrangell Municipal Code.

SEC. 2.       Action. The purpose of this ordinance is to place a question before the voters of whether to exempt municipal officers and candidates for elective office from the requirements of the State of Alaska Public Official Financial Disclosure Law (AS 39.50).

SEC. 3.       Submission of Question to the Voters. The question of whether to exempt municipal officers and candidates for elective office of the City and Borough of Wrangell from the requirements of the State of Alaska Public Official Financial Disclosure Law (AS 39.50) shall be submitted to the voters of the City and Borough of Wrangell at the next regular borough election. The Borough Clerk shall prepare the ballot proposition and perform all necessary steps in accordance with law to submit this proposition to the qualified voters of the Borough at the next regular borough election to be held on October 6, 2015.

SEC. 4.       Proposition. The ballot proposition shall read substantially as follows:

**PROPOSITION 2**

Shall the municipal officers and candidates for elective office of the City and Borough of Wrangell be exempt from the requirements of the State of Alaska Public Official Financial Disclosure Law, AS 39.50?

YES (oval)

NO (oval)

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

PASSED IN FIRST READING: May 26, 2015

PASSED IN SECOND READING: \_\_\_\_\_, 2015

\_\_\_\_\_  
David L. Jack, Mayor

ATTEST:

\_\_\_\_\_  
Lavonne Klinke, Deputy Borough Clerk

# HOFFMAN & BLASCO, LLC

**JUNEAU**

9360 GLACIER HIGHWAY  
SUITE 202  
JUNEAU, ALASKA 99801  
PHONE: (907) 586-3340  
FACSIMILE: (907) 586-6818

**ATTORNEYS AT LAW**

**ATTORNEYS**

PAUL M. HOFFMAN  
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PHONE: (907) 826-2453

**PROFESSIONAL STAFF**

DOLORES A. OWEN\*\*  
MELISSA L. PEAVEY+

May 18, 2015

\* OF COUNSEL  
\*\* BUSINESS MANAGER  
+LEGAL ASSISTANT

To: Mayor and Assembly  
Jeff Jabusch, Borough Manager  
Kim Lane, Borough Clerk

From: Bob Blasco and Barbara Ritchie

Re: Opt out of AS 39.50 and question of substitute ordinance

As requested, we have prepared the attached draft ordinance for placing the question of exemption from the State of Alaska Public Official Financial Disclosure Law, AS 39.50, on the ballot at the next regular Borough election.

It is our understanding the Assembly also asked for our comments on whether the Borough should adopt its own municipal official financial disclosure requirements that would apply instead of the state financial disclosure system, to be effective if the opt out question is approved by the voters. Some municipalities in Alaska have voted to opt out of AS 39.50; others have voted to opt out and at the same time substitute their own local version of financial disclosure reporting requirements.

This is a policy decision for the Assembly, not a legal issue. We believe the Assembly sets policy for the Borough and for that reason we do not feel we should offer a recommendation. The Borough is not required to enact an ordinance that would create a local system to replace the State law in the event the voters approve the ballot proposition. However, we offer the following observations in response to the Assembly's request.

The City and Borough of Wrangell has adopted a comprehensive conflict of interest ordinance, WMC 3.04.112. This ordinance applies to elected borough officials, persons appointed to fill a vacancy in an elective office, members of borough boards and commissions whose appointment is subject to confirmation by the Assembly, and borough employees whether full-time, part-time, temporary, or permanent. It applies to the Assembly,

administration, hospital board, planning and zoning commission, museum board, and port commission.

The conflict ordinance addresses a wide range of topics including: financial interests; contracts, bids and proposals; use of office for personal gain; representing private business or personal interests before the Assembly and other boards; conduct that conflicts with official duties; confidential information; outside business that conflicts with official duties; acceptance of gratuities; use of borough owned-property; post-office/employment restrictions; disclosure requirements; and sanctions for violation. The ordinance provides that it is to be liberally construed to protect the public interest in full disclosure of conflicts of interest and promote ethical standards of conduct. In addition, under WMC 3.05.020, the Assembly's order of business, there is always an Assembly agenda item on "Conflict of Interest" to provide time for any conflict of interest disclosures and determinations on such disclosures.

The Assembly could reasonably conclude that the code requirements and procedures for conflict of interest disclosures by municipal officials and employees are sufficient to assure public confidence and accountability in the Borough government, elected officials, and persons serving on boards and commissions.

Some of the concerns with AS 39.50 raised by municipalities in deciding to submit a question the voters to opt out have included privacy issues, the burden on municipal officials and the increased burden as a result of changes to the law that expanded the disclosure requirements, and the concern that residents may be discouraged from seeking or holding municipal office because of the requirements. These are reasonable concerns for the Assembly. It seems potentially counter-productive to address those concerns by opting out of AS 35.50 and at the same time substitute a municipal disclosure system that might raise essentially the same concerns.

Please let us know if you or the Assembly have additional questions.



# **Agenda Item \*13a**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 9, 2015**

#### **INFORMATION:**

Approval of the Final Plat of the Edgley-Massin Subdivision

#### **Attachments:**

1. Memo from Lavonne Klinke, P&Z Secretary
2. Final Plat Map

#### **RECOMMENDED ACTION:**

~ Approved under the Consent Agenda ~

# Memo

To: Kim Lane, Borough Clerk

From: Lavonne Klinke, P & Z Secretary

CC: Borough Assembly Members

Date: 5/21/2015

RE: Final Plat of Edgley-Massin Subdivision, a replat of Lot 7-I, 7-J and 7-S, Block 67 Mt. Dewey Farm Resubdivision and Lot 1-C, Roberts and Massin Subdivision, creating Lot A and Lot B, zoned Single Family Residential, requested by Warren Edgley.

---

The Planning and Zoning Commission at their rescheduled meeting of May 14, 2015 held on May 20, 2015 approved Final Plat of Edgley-Massin Subdivision, a replat of Lot 7-I, 7-J and 7-S, Block 67 Mt. Dewey Farm Resubdivision and Lot 1-C, Roberts and Massin Subdivision, creating Lot A and Lot B, zoned Single Family Residential, requested by Warren Edgley.

Motion passed unanimously by polled vote.

# **Agenda Item 13b**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 9, 2015**

#### **INFORMATION:**

**PROPOSED RESOLUTION No. 06-15-1319:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC LAND, LOTS 2 AND 4, R.A.L SUBDIVISION, USS 1119, WRANGELL TOWNSITE, BY QUITCLAIM DEED, TO TYLER THOMPSON AND KATHERINE IVY

#### **Attachments:**

- 1. Proposed Resolution No. 06-15-1319**

#### **RECOMMENDED ACTION:**

Move to approve Resolution No. 06-15-1319.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 06-15-1319

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC LAND, LOTS 2 AND 4, R.A.L SUBDIVISION, USS 1119, WRANGELL TOWNSITE, BY QUITCLAIM DEED, TO TYLER THOMPSON AND KATHERINE IVY

WHEREAS, the City of Wrangell authorized the sale of public property located within the USS 1119, Wrangell Townsite, for bid/sale, at minimum bid, on August 26, 2014; and

WHEREAS, the Borough Assembly has determined and accepted Tyler Thompson and Katherine Ivy, P.O. Box 2004, Wrangell, Alaska, 99929, to be the highest bidder, in the total amount of \$41,500, for Lot 2; and \$51,500 for Lot 4, R.A.L. Subdivision, USS 1119, Wrangell Townsite.

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

Section 1. The Mayor and Borough Clerk are authorized to execute a quit claim deed to Tyler Thompson and Katherine Ivy to convey the following public land, when full price is paid:

Lot 2, and Lot 4, R.A.L. Subdivision, USS 1119, Wrangell Townsite.  
Wrangell Recording District, Wrangell, Alaska

ADOPTED: \_\_\_\_\_, 2015

\_\_\_\_\_  
David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Lavonne Klinke, Deputy Borough Clerk

# Agenda Item 13c

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM June 9, 2015

#### INFORMATION:

**PROPOSED RESOLUTION No. 06-15-1320:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF CITY OWNED LOTS TO BE SOLD OVER THE COUNTER

#### Attachments:

1. Proposed Advertisement that lists the Lots to be offered over-the-counter
2. **Proposed Resolution No. 06-15-1320**
3. Map of the lots for sale

#### RECOMMENDED ACTION:

Move to approve Resolution No. 06-15-1320, authorizing city owned lots to be sold over-the-counter pursuant to WMC 16.12.105.

## CITY AND BOROUGH OF WRANGELL

### OVER-THE-COUNTER SALE OF City Owned and Foreclosed Properties FOR SALE

The City owned lots that are listed below were offered for sale pursuant to WMC 16.12.040 by a sealed bid process. The lots listed below did not receive any bids. The Borough Assembly approved Resolution No. 06-15-1319 on June 9, 2015 to authorize the lots to be sold over-the-counter pursuant to Wrangell Municipal Code 16.12.105, **beginning on June 22, 2015, at 9:00 a.m.**, Wrangell City Hall, 205 Brueger Street, Wrangell, Alaska 99929, on a first-come, first-serve basis, and will be sold for the minimum value.

Successful purchaser will be required to obtain any necessary federal/state permits for development of the land. These permits could include, but are not limited to Corps of Engineers wetland fill, a State water quality consistency determination, Borough building permit or other land use permits.

<u>Property Description</u>	<u>Square Footage</u>	<u>Minimum Bid Value</u>
Lot 1, Block 38 (SF)	7,501 sq. ft.	\$29,000
Lot 5, Block 38 (SF)	15,134 sq. ft.	\$34,000
Lot 6, Block 38 (SF)	15,502 sq. ft.	\$30,000
Lot 16, Block 30B (SF)	7,799 sq. ft.	\$28,000
Lot 17, Block 30B (SF)	7,769 sq. ft.	\$28,000
Lot 18, Block 30B (SF)	7,788 sq. ft.	\$28,000
Lot 19, Block 30B (SF)	7,813 sq. ft.	\$28,000
Lot 20, Block 30B (SF)	6,887 sq. ft.	\$25,000

SENTINEL  
KSTK

Please publish 06/18/2015  
Please announce 6/10 thru 06/26/2015

Posted this 10<sup>th</sup> day of June, 2015

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 06-15-1320

A RESOLUTION OF THE ASSEMBLY OF THE CITY  
AND BOROUGH OF WRANGELL, ALASKA,  
AUTHORIZING THE SALE OF CITY OWNED LOTS  
TO BE SOLD OVER THE COUNTER

WHEREAS, the Borough Assembly authorized the sale of eight (8) city owned lots and two (2) foreclosed properties located within the USS 1119, Wrangell Townsite, for bid/sale, at minimum bid, on August 26, 2014; and

WHEREAS, the City & Borough of Wrangell received sealed bids for said city owned and foreclosed lots on May 29, 2014; and

WHEREAS, there were no responsive bids received for the following lots:

Lot 1, Block 38  
Lot 5, Block 38  
Lot 6, Block 38  
Lot 16, Block 30B  
Lot 17, Block 30B  
Lot 18, Block 30B  
Lot 19, Block 30B  
Lot 20, Block 30B

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that pursuant to WMC 16.12.105 Over-the-Counter sales:

Said Lots will be sold over-the-counter, beginning on June 22, 2015 beginning at 9:00 a.m., on a first-come, first-serve basis, and will be sold for the minimum bid value (appraised valuation).

ADOPTED: \_\_\_\_\_, 2015

\_\_\_\_\_  
David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Lavonne Klinke, Deputy Borough Clerk



GLD ROCK MONUMENT RECOVERED	NO CAP	1" YELLOW PLASTIC CAP ON REBAR	RECOVERED DAMS LS 4110
1" 1/2" BRASS CAP MONUMENT CEMENTED INTO 1 5/8" IRON PIPE RECOVERED - ORIGINAL SUBD. MONUMENT POOL LS			
1" BRASS CAP MONUMENT CEMENTED INTO 1 5/8" IRON PIPE RECOVERED - ORIGINAL SUBD. MONUMENT POOL LS			
2" ALUM CAP MONUMENT WITH A PLASTIC INSERT ON A 5/8" REBAR 30" LONG, SET THIS SURVEY; HAN E-KETCH-SCHIEFF LS 8700			
DATA OF RECORD			
DATE MEASURED ON CALCULATED			
WATER VALVE/CORP STOP			
SEWER CLEANOUT			
FIRE HYDRANT ON CONCRETE PAD			
POCKET HOLE (PH) GUY POLE (GP) - PROPOSED LOCATION			
GUY ANCHOR - PROPOSED LOCATION			
UTILITY ANCHOR CREATED THIS PLAT			

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

### COMMON FOUNDED COMPANIES

SECRETARY \_\_\_\_\_

NEW YORK CITY AND DISTRICT OF COLUMBIA

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10

1

1110

ITY AND BOROUGH OF WRANGLER

FRANGELL, ALASKA 99929

PLAT NOTES

1. REFERENCE TO THE EASEMENTS WITHIN THE WANNELL, RECORDING DISTRICT #17, SUBDIVISION OF BLOCKS 29, 30 & 38, U.S.S 1119, IS HEREBY REVERSED.
  - A. PLAT #72-2, SUBDIVISION OF BLOCKS 29, 30 & 38, U.S.S 1119.
  - B. BOOK 17, PAGE 453.
  - C. PLAT #72-2, SUBDIVISION OF BLOCKS 29, 30 & 38, U.S.S 1119.
  - D. PLAT #89-5, SHATX-HEEN SUBD.
  - E. PLAT #89-7, RECORD OF SURVEY SHATX-HEEN SUBD.
  - F. PLAT #90-2, RECORD OF SURVEY SHATX-HEEN SUBD.
  - G. PLAT #2010-6, HEALTH CARE SUBDIVISION II.
2. REFERENCE ALASKA ESCROW AND TITLE INSURANCE AGENCY, INC. CERTIFICATE TO PLANT, OTHER INTERESTS IN REAL PROPERTY AS TO THE TOWN OF WANNELL, AN ESTATE IN FEE SIMPLE.
3. BEDROCK WAS 1' BELOW ORIGINAL GROUND, A 5/8" REBAR, 18" LENGTH, WITH A 2" ALUMINUM CAP AND PLASTIC WAS SET, DRILLED AND GROUTED INTO BEDROCK.
4. THE NEWLY CREATED OVERHEAD ELECTRICAL LINE EASEMENTS SHOWN ON THIS PLAT, REFLECT THE NEWLY PROPOSED POWERLINE TO BE INSTALLED. THE CITY AND BOROUGH OF WANNELL WANTED TO GRANT THESE EASEMENT PRIOR TO THE SALE OF THESE LOTS.
5. THE CITY AND BOROUGH OF WANNELL OWN THE SUBJECT PROPERTIES.
6. PLAT #72-2, WANNELL, RECORDING DISTRICT, IS LOCALLY KNOWN AS PLAT #17-2, WANNELL, IS SOMETIMES REFERRED TO BY THIS NAME.

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN APRIL 2015 A SURVEY OF THE HEREBY DESCRIBED LANDS WAS CONDUCTED UNDER MY SUPERVISION AND THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

THE GOODY & SON CO. U.S. 6700

517



# **Agenda Item 13d**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 9, 2015**

#### **INFORMATION:**

Approval of the FY 2015-16 Wrangell Medical Center Budget

#### **Attachments:**

1. Memo from Kris Reed, WMC Board Secretary
2. Proposed WMC Budget (available upon request in the Clerk's Office)

#### **RECOMMENDED ACTION:**

Move to approve the Wrangell Medical Center FY 2015-2016 Annual Budget, as presented.

**Mission:**

To enhance the quality of  
life for all we serve

**Vision:**

Honor our heritage and be  
the pride of the community

**Values:**

Integrity  
Compassion and Caring  
Trust  
Transparency  
Loyalty  
Honoring our Heritage  
Quality  
Fiscal Responsibility

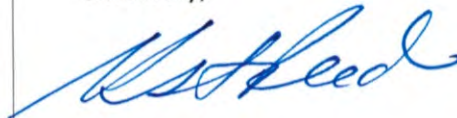
May 27, 2015

Mayor Dave Jack,  
City & Borough Assembly  
PO Box 503  
Wrangell, AK 99929

Dear Mayor Jack and Assembly Members of the City and Borough of  
Wrangell,

During the May 20, 2015 meeting of the Wrangell Medical Center  
Board, the FY16 Budget was passed as presented. I am now  
forwarding it you for your review and possible approval. Thank you  
for your consideration of this request.

Sincerely,



Kris Reed,  
Recording Secretary  
Wrangell Medical Center Board

*Caring for  
Southeast*

WRANGELL MEDICAL CENTER  
OPERATING REVENUE AND EXPENSES  
CASH FLOW STATEMENT

	Budget FYE 2016	Projected FYE 2016	Annulized FYE 2015	FYE 2014	FYE 2013	FYE 2012	FYE 2011	FYE 2010	FYE 2009
<b>OPERATING REVENUE:</b>									
Inpatient Acute	1,909,607	1,909,607	1,785,749	1,803,106	1,190,870	1,775,931	2,280,143	1,720,774	1,603,906
Outpatient Acute	5,515,045	5,515,045	5,314,046	5,661,053	5,139,239	5,515,180	4,913,894	4,067,877	3,830,988
Total Acute	7,424,652	7,424,652	7,099,795	7,464,160	6,330,109	7,291,110	7,194,037	5,788,651	5,434,894
Long Term Care	4,074,466	4,074,466	3,826,941	3,512,784	2,795,296	3,433,766	3,461,924	3,243,777	3,338,465
Other Income	73,709	73,709	257,253	-3,185,911	373,562	1,952,898	889,480	534,049	325,270
Gross Revenue	11,572,827	11,572,827	11,183,990	7,791,033	9,498,967	12,677,774	11,545,441	9,566,477	9,098,629
Medicare/Medicaid Write Offs, Charity & Bad Debt	1,548,995	1,548,995	1,548,995	2,242,380	345,938	1,967,762	2,437,497	1,825,848	1,144,347
Net Revenue	10,023,831	10,023,831	9,634,994	5,548,654	9,153,029	10,710,012	9,107,944	7,740,629	7,954,282
<b>OPERATING EXPENSES:</b>									
Salaries & Benefits	6,020,366	5,894,157	5,746,023	5,563,658	4,801,609	6,006,081	5,071,189	4,827,952	4,574,141
Supplies	1,050,349	1,050,349	1,050,349	1,175,508	796,119	954,888	970,320	777,974	736,013
Other	2,949,588	2,869,588	2,894,496	3,270,401	2,988,263	2,906,396	2,466,308	1,370,977	1,245,491
Total Expenses*	10,020,304	9,814,094	9,690,868	10,009,568	8,585,991	9,867,365	8,507,817	6,976,903	6,555,645
OPERATING NET	3,528	209,738	-55,873	-4,460,915	567,038	842,646	600,127	763,726	1,066,371
Shared Revenue	0	0		0	0	0		0	0
CASH FLOW	3,528	209,738	-55,873	-4,460,915	567,038	842,646	600,127	763,726	1,066,371

\*This is total cash expenses, it does not match total expenses. Total expenses are 10,456,022 less depreciation of 435,718 leaving cash expenses of 10,020,304

FYE 2008	FYE 2007	FYE 2006	FYE 2005	FYE 2004	FYE 2003	FYE 2002
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1,212,781	1,319,294	1,145,140	1,256,807	1,044,933	1,131,991	1,125,961
3,346,674	3,206,816	2,916,393	3,023,786	3,486,583	3,380,056	3,454,740
4,559,455	4,526,110	4,061,533	4,280,593	4,531,516	4,512,047	4,580,701
2,840,567	2,642,041	2,573,529	1,753,352	1,331,243	2,635,784	3,552,370
554,122	210,532	416,851	249,256	662,031	238,952	366,618
7,954,144	7,378,683	7,051,913	6,283,201	6,524,790	7,386,783	8,499,689

1,277,507	880,795	838,902	889,931	1,107,698	2,023,765	2,350,049
6,676,637	6,497,888	6,213,011	5,393,270	5,417,092	5,363,018	6,149,640

4,120,121	3,736,241	3,393,608	3,079,874	3,787,273	4,456,520	4,124,174
788,325	688,323	609,970	581,901	535,240	624,062	704,239
1,362,041	1,324,370	1,290,411	1,085,512	1,129,470	1,192,859	1,525,555
6,270,487	5,748,934	5,293,989	4,747,287	5,451,983	6,273,441	6,353,968

406,150	748,954	919,022	645,983	-34,891	-910,423	-204,328
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0	0	0	0	16387	37672	25115
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406,150	748,954	919,022	645,983	-18,504	-872,751	-179,213
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64 Procedure Room	30300012	6,794.12
65 Labor & Delivery	30300020	2,258.25
66 Anesthesia	30300028	21.60
67 Central Supply	30300030	13,973.60
68 Ortho	30300035	4,216.92
69 Pharmacy	30300040	26,553.49
70 Lab	30300045	253,144.15
71 EKG	30300050	13,016.76
72 Mammography	30300051	
73 Radiology	30300052	68,861.45
74 Ultrasound	30300054	11,198.82
75 CT	30300056	67,083.33
76 IV	30300060	31,300.86
77 Respiratory Therapy	30300070	2,177.68
78 SNF	30400006	
79 Intermediate Care	30400007	2,738,778.21
80 Central Supply	30400030	66,249.36
81 Ortho	30400035	492.96
82 Pharmacy	30400040	30,984.06
83 Lab	30400045	760.67
84 Ultrasound	30400054	
85 IV	30400060	-23.46
86 Respiratory Therapy	30400070	33,450.10
87 Physical Therapy	30400074	-366.97

# WRANGELL MEDICAL CENTER

REVENUE BUDGET FYE 2016

	Account Number	2016 Estimate	2015 Annualized	2016 Projected	Budget 2016
6					
7 Acute Rm & Bd	01,02,05	350	405,285.56	418,783.79	418,783.79
8 Swing Bed	8	1022	680,495.17	733,318.98	733,318.98
9 O/P Rm & Bd	1	1	127,945.81	131,727.30	131,727.30
10 CCU/ICU	3	27	88,979.76	91,645.41	91,645.41
11 LTC	7	4946	3,651,704.28	3,899,303.49	3,899,303.49
12					0.00
13 Total Routine			4,954,410.59	5,274,778.98	5,274,778.98
14					
15 Nursery					
16 Inpatient			717.63	0.00	0.00
17					
18 Total Nursery			717.63	0.00	0.00
19					
20 Emergency Rm					
21 Inpatient			17,583.39	18,188.33	18,188.33
22 Outpatient			118,676.77	122,469.07	122,469.07
23 Emergency			589,751.53	608,034.24	608,034.24
24					
25 Total Emergency			726,011.69	748,691.64	748,691.64
26					
27 Delivery Room					
28 Inpatient					
29 Outpatient			2,849.92	0.00	0.00
30					
31 Total Delivery Room			2,849.92	0.00	0.00
32					
33 Operating Room					
34 Inpatient					
35 Outpatient			58,714.01	60,834.85	60,834.85
36					
37 Total Operating Rm			58,714.01	60,834.85	60,834.85
38					
39 Recovery Room					
40 Inpatient					0.00
41 Outpatient			1,742.72	1,821.15	1,821.15
42					
43 Total Recovery Rm			1,742.72	1,821.15	1,821.15
44					
45					
46					

47		2015	2016	Budget
48		Annualized	Projected	2016
49				
50	Anesthesia			
51	Inpatient			0.00
52	Outpatient	5,868.27	6,132.35	6,132.35
53	Emergency	28.80	28.80	28.80
54				0.00
55	Total Anesthesia	5,897.07	6,161.15	6,161.15
56				
57	Central Supply			
58	Inpatient	18,658.79	18,658.79	18,658.79
59	Outpatient	41,614.65	41,614.65	41,614.65
60	Emergency	24,254.03	24,254.03	24,254.03
61	LTC	88,989.76	88,989.76	88,989.76
62				
63	Total Central Supply	173,517.23	173,517.23	173,517.23
64				
65	Pharmacy			
66	Inpatient	113,951.44	113,951.44	113,951.44
67	Outpatient	516,950.64	516,950.64	516,950.64
68	Emergency	35,404.65	35,404.65	35,404.65
69	LTC	41,312.08	41,312.08	41,312.08
70				
71	Total Pharmacy	707,618.81	707,618.81	707,618.81
72				
73	Laboratoy			
74	Inpatient	184,902.65	186,963.20	186,963.20
75	Outpatient	1,392,719.03	1,406,763.06	1,406,763.06
76	Emergency	337,525.53	340,997.31	340,997.31
77				
78	Total Laboratory	1,915,147.21	1,934,723.57	1,934,723.57
79				
80	EKG			
81	Inpatient	1,754.59	1,868.20	1,868.20
82	Outpatient	34,370.08	35,384.30	35,384.30
83	Emergency	17,355.68	17,854.64	17,854.64
84				
85	Total EKG	53,480.35	55,107.14	55,107.14
86				
87	Mammography			
88	Inpatient			0.00
89	Outpatient	102,037.97	103,158.61	103,158.61
90				
91	Toatal Mammography	102,037.97	103,158.61	103,158.61
92				
93				

94		2015	2016	Budget
95		Annualized	Projected	2016
96	Radiology			
97	Inpatient	14,577.23	14,696.38	14,696.38
98	Outpatient	179,532.40	181,228.26	181,228.26
99	Emergency	91,815.27	92,802.62	92,802.62
100				
101	Total Radiology	285,924.89	288,727.25	288,727.25
102				
103	Ultrasound			
104	Inpatient	11,744.07	11,852.31	11,852.31
105	Outpatient	223,755.52	225,879.79	225,879.79
106	Emergency	14,931.76	15,077.56	15,077.56
107				
108	Total Ultrasound	250,431.35	252,809.66	252,809.66
109				
110	CT Scan			
111	Inpatient	17,844.84	18,082.50	18,082.50
112	Outpatient	218,772.97	220,800.81	220,800.81
113	Emergency	89,444.44	90,511.62	90,511.62
114				
115	Total CT Scan	326,062.25	329,394.93	329,394.93
116				
117	IV			
118	Inpatient	41,762.40	43,369.23	43,369.23
119	Outpatient	248,747.00	256,449.67	256,449.67
120	Emergency	41,734.48	43,114.24	43,114.24
121	LTC			0.00
122				
123	Total IV	332,243.88	342,933.14	342,933.14
124				
125	Dietary			
126	Outpatient	1,923.43	1,965.72	1,965.72
127				
128	Total Dietary	1,923.43	1,965.72	1,965.72
129				
130	Respiratory Therapy			
131	Inpatient	57,488.08	59,452.00	59,452.00
132	Outpatient	7,999.24	8,233.32	8,233.32
133	Emergency	2,903.57	2,979.73	2,979.73
134	LTC	44,600.13	44,860.65	44,860.65
135				
136	Total Respiratory Therapy	112,991.03	115,525.71	115,525.71
137				
138				
139				



140				
141		2015	2016	Budget
142		Annualized	Projected	2016
143	Occupational Therapy			
144	Inpatient	48,210.74	96,421.48	96,421.48
145	Outpatient	81,571.08	163,142.16	163,142.16
146	Long Term Care			
147				
148	Total Occupational Therapy	129,781.82	259,563.64	259,563.64
149				
150	Physical Therapy			
151	Inpatient	81,340.97	82,354.65	82,354.65
152	Outpatient	645,968.96	652,285.29	652,285.29
153	Long Term Care			
154				
155	Total Physical Therapy	727,309.93	734,639.94	734,639.94
156				
157	Speech Therapy			
158	Outpatient	49,803.00	99,606.00	99,606.00
159				
160	Total Speech Therapy	49,803.00	99,606.00	99,606.00
161				
162	Flight Nurse			
163	Inpatient	451.60	0.00	0.00
164	Long Term Care	335.00	0.00	0.00
165				
166	Total Flight Nurse	786.60	0.00	0.00
167				
168	Hospital Based Physician			
169	Outpatient	7,332.89	7,538.92	7,538.92
170				
171	Total Hospital Based Physician	7,332.89	7,538.92	7,538.92
172				
173				
174	Total Revenue	10,926,736.28	11,499,118.05	11,499,118.05
175				
176	Inpatient	1,785,748.90	1,909,606.68	1,909,606.68
177	Outpatient	4,068,896.37	4,243,985.93	4,243,985.93
178	Emergency	1,245,149.75	1,271,059.45	1,271,059.45
179	LTC	3,826,941.25	4,074,465.98	4,074,465.98
180				
181	OTHER INCOME			
182	Central Supply Income	132.02	0.00	0.00
183	Meals Purchased	120.00	0.00	0.00
184	Misc			0.00
185	Morgue	3,580.00	3,580.00	3,580.00
186	Dream Team			0.00

187		2015	2016	Budget
188		Annualized	Projected	2016
189				
190				
191	Other Income continued			
192	Medical Records	71.07	71.07	71.07
193	Interest Income	366.24	366.24	366.24
194	Postage	131.81	131.81	131.81
195	Reimbursed Wages	840.00	840.00	
196	Bank charges	-15,145.83	-15,145.83	-15,145.83
197	Collection on Bad Debts	39,073.57	39,073.57	39,073.57
198	Patient Refunds	1,410.61	1,410.61	1,410.61
199	Extraordinary Income	301.36	301.36	301.36
200	Contributions	345.00	0.00	0.00
201	Health Fair Income	29,450.00	29,450.00	29,450.00
202	Rental Income	11,613.75	11,613.75	11,613.75
203	State Revenue Grant	182,948.71	0.00	0.00
204				
205	Total Other Income	257,253.32	73,708.59	73,708.59
206				0.00
207	Sub Total Revenue	11,183,989.59	11,572,826.63	11,572,826.63
208				
209	Contractuals	1,143,583.41	1,143,583.41	1,143,583.41
210	Bad Debts	270,753.61	270,753.61	270,753.61
211	Charity Care	134,658.28	134,658.28	134,658.28
212				
213	Total Deductions	1,548,995.31	1,548,995.31	1,548,995.31
214				
215	Net Revenue	9,634,994.29	10,023,831.33	10,023,831.33
216				
217				

# WRANGELL MEDICAL CENTER

## EXPENSES BUDGET FYE 2016

	Account Number	2015 Annualized	2016 Projected	Budget 2016
6	MED-SURG			
7	Wages	325,525.85	362,279.56	373,836.55
8	Supplies	1,634.75	1,634.75	1,634.75
9	Supplies Non Charge	6,190.11	6,190.11	6,190.11
10	Instruments Med Surg	3,490.88	3,490.88	3,490.88
11	Purchased Svce	128,537.49	128,537.49	128,537.49
12	Repairs & Maint	1,440.68	1,440.68	1,440.68
13				
14	TOTAL MED-SURG	466,819.76	503,573.47	515,130.46
15				
16	CCU/ICU			
17	Wages	10,854.67	10,854.67	11,126.03
18	Purchased Svce	5,082.57	5,082.57	5,082.57
19				
20	TOTAL CCU/ICU	15,937.24	15,937.24	16,208.61
21				
22	NURSING HOME			
23	Wages	731,949.71	731,949.71	752,748.45
24	Supplies	8,011.09	8,011.09	8,011.09
25	Supplies Non Charge	120,043.65	120,043.65	120,043.65
26	Instruments ICF	8,427.31	8,427.31	8,427.31
27	Traveling Nurse	474,193.63	474,193.63	474,193.63
28				
29	TOTAL NURSING HOME	1,342,625.39	1,342,625.39	1,363,424.13
30				
31	SWING BED			
32	Wages	120,354.89	120,354.89	123,363.77
33	Purchased Svce	58,361.01	58,361.01	58,361.01
34	Travel	3,908.37	3,908.37	3,908.37
35	Supplies	604.84	604.84	604.84
36	Supplies Non charge	125.93	125.93	125.93
37				
38	TOTAL SWING BED	183,355.05	183,355.05	186,363.93
39	EMERGENCY ROOM			
40	Wages	45,893.73	82,647.44	84,713.63
41	Purchased Service	535,074.89	535,074.89	615,074.89
42	Supplies	1,860.88	1,860.88	1,860.88
43	Supplies Non Charge	1,784.25	1,784.25	1,784.25
44	Instruments	1,497.33	1,497.33	1,497.33
45				
46	TOTAL EMERGENCY ROOM	586,111.09	622,864.80	704,930.99

47		2015	2016	
48		Annualized	Projected	
49				
50	OPERATING ROOM			
51	Wages	4,320.00	4,320.00	4,428.00
52	Supplies	223.37	223.37	223.37
53	Supplies Non Charge	5,919.41	5,919.41	5,919.41
54				
55	TOTAL OPERATING ROOM	10,462.79	10,462.79	10,570.79
56				
57	ANESTHESIA			
58	Purchased Service	1,066.67	1,066.67	1,066.67
59	Supplies	103.87	103.87	103.87
60	Supplies Non Charge	78.67	78.67	78.67
61	Repairs & Maint	4,624.00	4,624.00	4,624.00
62	Travel & Lodging			
63				
64	TOTAL ANESTHESIA	5,873.20	5,873.20	5,873.20
65				
66	CENTRAL SUPPLY			
67	Wages	19,508.92	19,508.92	19,996.64
68	Supplies	9,182.85	9,182.85	9,182.85
69	Supplies - Ortho	1,684.65	1,684.65	1,684.65
70	Supplies Non Charge	5,304.19	5,304.19	5,304.19
71	Supplies Non Charge - Ortho	131.55	131.55	131.55
72	Repairs & Maint	17,826.55	17,826.55	17,826.55
73	Purchased Service	1,767.85	1,767.85	1,767.85
74				
75	TOTAL CENTRAL SUPPLIES	55,406.56	55,406.56	55,894.28
76				
77	PHARMACY			
78	Wages	64,260.35	64,260.35	65,866.86
79	Consultant Fee	66,335.33	66,335.33	66,335.33
80	Supplies	328,446.69	328,446.69	328,446.69
81	Supplies Non Charge	2,911.07	2,911.07	2,911.07
82	Instruments	1,778.40	1,778.40	1,778.40
83				
84	TOTAL PHARMACY	463,731.84	463,731.84	465,338.35
85				
86	LABORATORY			
87	Wages	299,939.76	299,939.76	307,438.25
88	Purchased Service	113,137.93	113,137.93	113,137.93
89	Supplies	56,384.25	56,384.25	56,384.25
90	Supplies Non Charge	202,425.73	202,425.73	202,425.73
91	Office Supplies	1,919.36	1,919.36	1,919.36
92	Repairs & Maint	2,113.17	2,113.17	2,113.17
93	Dues & Subs	6,889.33	6,889.33	6,889.33

94		2015	2016	Budget
95		Annualized	Projected	2016
96				
97	Continuation of Laboratory			
98	Training & Education	1,329.16	1,329.16	1,329.16
99	Instruments	182.03	182.03	182.03
100				
101	TOTAL LABORATORY	684,320.73	684,320.73	691,819.23
102	EKG			
103	Wages	2,505.73	2,505.73	2,568.38
104	Purchased Svce	1,915.17	1,915.17	1,915.17
105	Supplies	9,834.67	9,834.67	9,834.67
106	Supplies Non Charge	103.71	103.71	103.71
107	Repairs & Maint	2,122.12	2,122.12	2,122.12
108				
109	TOTAL EKG	16,481.40	16,481.40	16,544.04
110				
111	MAMMOGRAPHY			
112	Wages	13,694.67	13,694.67	14,037.03
113	Supplies Non Charge	66.72	66.72	66.72
114	Dues & Subs	3,006.67	3,006.67	3,006.67
115	Repairs & maint	31,080.00	31,080.00	31,080.00
116	Training & Education	358.00	358.00	358.00
117	Travel & Lodging	98.24	0.00	0.00
118				0.00
119	TOTAL MAMMOGRAPHY	48,304.29	48,206.05	48,548.42
120				
121	RADIOLOGY			
122	Wages	111,105.63	111,105.63	114,883.27
123	Purchased Service	8,681.33	8,681.33	8,681.33
124	Film	877.31	877.31	877.31
125	Supplies Non Charge	5,320.89	5,320.89	5,320.89
126	Other Supplies		0.00	0.00
127	Repairs & Maint	29,435.07	29,435.07	29,435.07
128	Dues & Subs	213.33	213.33	213.33
129				
130	TOTAL RADIOLOGY	155,633.56	155,633.56	159,411.20
131				
132	ULTRASOUND			
133	Wages	33,196.00	33,196.00	34,025.90
134	Repairs & Maint	8,075.00	8,075.00	8,075.00
135	Supplies Non Charge	182.45	182.45	182.45
136	TOTAL ULTRASOUND	41,453.45	41,453.45	42,283.35
137				
138				
139				
140				

141		2015	2016	Budget
142		Annualized	Projected	2016
143	CT SCAN			
144	Wages	108,665.33	108,665.33	111,381.97
145	Supplies	2,873.29	2,873.29	2,873.29
146	Repairs & Maint	64,256.51	64,256.51	64,256.51
147	Dues & Subs	106.67	106.67	106.67
148				
149	TOTAL CT SCAN	175,901.80	175,901.80	178,618.43
150				
151	IV			
152	Wages	11,356.39	11,356.39	11,640.30
153	Purchased Svce	9,502.20	9,502.20	9,502.20
154	Solutions & Supplies	6,891.53	6,891.53	6,891.53
155	Supplies Non Charge	1,660.57	1,660.57	1,660.57
156	Other Medical Supplies	157.20	157.20	157.20
157				
158	TOTAL IV	29,567.89	29,567.89	29,851.80
159				
160	DIETARY			
161	Wages	228,410.37	228,410.37	234,120.63
162	Consultant Fee	8,040.27	8,040.27	8,040.27
163	Food	93,499.85	93,499.85	93,499.85
164	Office Supplies	26.04	26.04	26.04
165				
166	TOTAL DIETARY	329,976.53	329,976.53	335,686.79
167				
168	RESPIRATORY THERAPY			
169	Wages	43,652.00	43,652.00	44,743.30
170	Oxygen & Other Gases	2,492.23	2,492.23	2,492.23
171	Supplies Non Charge	2,976.49	2,976.49	2,976.49
172				
173	TOTAL RESPIRATORY THERAPY	49,120.72	49,120.72	50,212.02
174				
175	OCCUPATIONAL THERAPY			
176	Wages	74,089.16	74,089.16	75,941.39
177	Supplies Non Charge	1,182.72	1,182.72	1,182.72
178				
179	TOTAL OCCUPATIONAL THERAPY	75,271.88	75,271.88	77,124.11
180	PHYSICAL THERAPY			
181	Wages	279,430.31	279,430.31	286,416.06
182	Supplies	642.95	642.95	642.95
183	Supplies Non Charge	5,553.23	5,553.23	5,553.23
184	Travel & Lodging	3,596.74	0.00	0.00
185	Purchased Svce	14,751.67	0.00	0.00
186				
187	TOTAL PHYSICAL THERAPY	303,974.89	285,626.48	292,612.24

188		2015	2016	Budget
189		Annualized	Projected	2016
190	SPEECH THERAPY			
191	Wages	49,949.08	49,949.08	51,197.81
192	Supplies Non Charge	508.75	508.75	508.75
193	Purchased Svce	1,593.38	0.00	0.00
194				
195	TOTAL SPEECH THERAPY	52,051.21	50,457.83	51,706.56
196				
197	SOCIAL WORKER			
198	Wages	4,935.48	4,935.48	5,058.87
199	Purchased Svce	35,302.80	35,302.80	35,302.80
200	Travel & Lodging	-595.08	0.00	0.00
201				
202	TOTAL SOCIAL WORKER	39,643.20	40,238.28	40,361.67
203				
204	ACTIVITIES			
205	Wages	63,357.87	63,357.87	64,941.81
206	Other Non Med Supplies	3,587.19	3,587.19	3,587.19
207				
208	TOTAL ACTIVITIES	66,945.05	66,945.05	68,529.00
209				
210	INFECTION CONTROL			
211	Wages	42,449.19	42,449.19	43,510.42
212	Office Supplies	626.64	626.64	626.64
213	Other Supplies	7,066.85	7,066.85	7,066.85
214	Training & Education	1,937.60	1,937.60	1,937.60
215	Travel & Lodging	3,157.17	0.00	0.00
216				
217	TOTAL INFECTION CONTROL	55,237.45	52,080.28	53,141.51
218				
219	LAUNDRY			
220	Wages	61,042.07	61,042.07	63,568.12
221	Linen & Bedding	3,943.77	3,943.77	3,943.77
222	Other Supplies	7,873.51	7,873.51	7,873.51
223	Repairs & Maint	182.27	182.27	182.27
224				
225	TOTAL LAUNDRY	73,041.61	73,041.61	75,567.66
226				
227	PLANT AND OPERATIONS			
228	Wages	130,146.91	130,146.91	133,400.58
229	Tools & Maint	2,058.85	2,058.85	2,058.85
230	Other Supplies	35,833.23	35,833.23	35,833.23
231	Repairs & Maint	39,603.85	39,603.85	39,603.85
232	Utilities	163,723.64	163,723.64	163,723.64
233	Travel & Lodging	467.20	0.00	0.00
234	TOTAL PLANT AND OPERATIONS	371,833.68	371,366.48	374,620.15

235		2015	2016	Budget
236		Annualized	Projected	2016
237	HOUSEKEEPING			
238	Wages	74,197.48	74,197.48	76,052.42
239	Supplies	16,711.88	16,711.88	16,711.88
240				
241	TOTAL HOUSEKEEPING	90,909.36	90,909.36	92,764.30
242				
243	IT			
244	Wages	18,962.93	18,962.93	19,437.01
245	Purchased Svce	67,704.80	67,704.80	67,704.80
246	Supplies	23,289.01	23,289.01	23,289.01
247				
248	TOTAL IT	109,956.75	109,956.75	110,430.82
249				
250	FISCAL SERVICES			
251	Wages	365,394.57	365,394.57	377,529.44
252	Purchased Service	61,142.44	61,142.44	61,142.44
253	Financial Consultants	27,337.89	27,337.89	27,337.89
254	Audit Fees	38,348.34	38,348.34	38,348.34
255	Office Supplies	25,954.28	25,954.28	25,954.28
256	Equipment Supplies	1,444.00	1,444.00	1,444.00
257	Postage	6,311.60	6,311.60	6,311.60
258	Purchased Service Other	539.72	539.72	539.72
259	Repairs & Maint	131,033.79	131,033.79	131,033.79
260	Equipment Rental	4,824.75	4,824.75	4,824.75
261	Dues & Subs	3,865.33	3,865.33	3,865.33
262	Training & Education	1,044.00	1,044.00	1,044.00
263	Travel & Lodging	-705.94	0.00	0.00
264				
265	TOTAL FISCAL SERVICES	666,534.77	667,240.71	679,375.58
266				
267	PURCHASING			
268	Wages	111,693.00	111,693.00	114,485.33
269	Supplies	2,809.08	2,809.08	2,809.08
270	Dues & Subs	66.67	66.67	66.67
271	Purchased Svce	264.00	264.00	264.00
272				
273	TOTAL PURCHASING	114,832.75	114,832.75	117,625.07
274				
275	ADMINISTRATION			
276	Wages	193,602.21	193,602.21	198,442.27
277	Insurance Bldg-Auto-Directors	26,333.19	26,333.19	26,333.19
278	Insurance Malpractice	100,881.97	100,881.97	100,881.97
279	Insurance Workers Comp	183,842.32	183,842.32	183,842.32
280	Insurance Employee Medical	985,856.51	1,046,754.99	1,046,754.99
281	Legal Fees	103,970.84	103,970.84	103,970.84



282		2015	2016	Budget
283		Annualized	Projected	2016
284	Continuation of Administration			
285	Community Education Wages	1,438.59	1,438.59	1,438.59
286	Community Education Health Fair	11,712.24	11,712.24	11,712.24
287	Purchased Svce	2,866.67	2,866.67	2,866.67
288	Retirement	229,926.31	234,326.31	239,841.27
289	FICA	76,535.51	76,535.51	78,448.89
290	SBA	230,273.80	239,601.80	245,591.85
291	Unemployment			0.00
292	Television	3,717.00	3,717.00	3,717.00
293	Telephone	51,683.92	51,683.92	51,683.92
294	Travel	17,694.53	17,694.53	17,694.53
295	Purchase Other	316,729.75	316,729.75	316,729.75
296	Dues & Subs	35,497.28	35,497.28	35,497.28
297	Training & Education	2,820.27	2,820.27	2,820.27
298	Other Expense	-1,037.85	-1,037.85	-1,037.85
299				
300	TOTAL ADMINISTRATION	2,574,345.04	2,648,971.53	2,667,229.97
301				
302	MEDICAL RECORDS			
303	Wages	171,811.28	171,811.28	176,106.56
304	Office Supplies	5,475.83	5,475.83	5,475.83
305	Repairs & Maintenance	5,566.00	5,566.00	5,566.00
306	Dues & Subs	607.20	607.20	607.20
307	Training & Education	1,257.62	1,257.62	1,257.62
308	Travel & Lodging	471.25	0.00	0.00
309	Purchased Svce	368.00	368.00	368.00
310				
311	TOTAL MEDICAL RECORDS	185,557.18	185,085.93	189,381.21
312				
313	NURSE ADMINISTRATION			
314	Wages	164,082.03	164,082.03	168,184.08
315	Office supplies	6,758.29	6,758.29	6,758.29
316	Other (Ads)	8,545.28	8,545.28	8,545.28
317	Dues & Subs	333.20	333.20	333.20
318	Travel & Lodging	1,233.15	0.00	0.00
319	Inservice	100.69	100.69	100.69
320	Training & Education	3,780.59	3,780.59	3,780.59
321				
322	TOTAL NURSE ADMINISTRATION	184,833.23	183,600.08	187,702.13
323				
324	NURSING INSERVICE			
325	Wages	57,812.11	57,812.11	59,257.41
326	Office supplies	1,718.64	1,718.64	1,718.64
327	Education	695.60	695.60	695.60
328	Training & Education	3,750.00	3,750.00	3,750.00

329		2015	2016	
330		Annualized	Projected	
331	Continuation of Nursing Inservice			
332	Travel & Lodging	840.00	0.00	0.00
333				
334	TOTAL NURSING INSERVICE	64,816.35	63,976.35	65,421.65
335				
336	DEPRECIATION			
337	Building	33,644.88	33,644.88	33,644.88
338	Fixed Equipment			0.00
339	Major Movable	402,073.24	402,073.24	402,073.24
340				
341	TOTAL DEPRECIATION	435,718.12	435,718.12	435,718.12
342				
343				
344				
345	TOTAL EXPENSES	10,126,585.82	10,249,811.94	10,456,021.76
346				
347				

# WRANGELL MEDICAL CENTER

Revenue & Expenses FY 2016

	<b>FYE 2016 Projected Income</b>	<b>FYE 2016 Budget Income</b>	<b>FYE 2016 Projected Expenses</b>	<b>FYE 2016 Budget Expenses</b>
Routine Room & Board				
Medical Surgical	550,511.09	550,511.09	503,573.47	515,130.46
CCU	91,645.41	91,645.41	15,937.24	16,208.61
Obstetrical				
Nursery	0.00	0.00	0	0
Nursing Home	3,899,303.49	3,899,303.49	1,342,625.39	1,363,424.13
Swing Bed	733,318.98	733,318.98	183,355.05	186,363.93
Ancillary				
Emergency Room	748,691.64	748,691.64	622,864.80	704,930.99
Labor & Delivery	0.00	0.00	0.00	0.00
Operating Room	60,834.85	60,834.85	10,462.79	10,570.79
Recovery Room	1,821.15	1,821.15		
Anesthesia	6,161.15	6,161.15	5,873.20	5,873.20
Central Supply	173,517.23	173,517.23	55,406.56	55,894.28
Pharmacy	707,618.81	707,618.81	463,731.84	465,338.35
Lab	1,934,723.57	1,934,723.57	684,320.73	691,819.23
EKG	55,107.14	55,107.14	16,481.40	16,544.04
Mammography	103,158.61	103,158.61	48,206.05	48,548.42
Radiology	288,727.25	288,727.25	155,633.56	159,411.20
Ultrasound	252,809.66	252,809.66	41,453.45	42,283.35
CT Scan	329,394.93	329,394.93	175,901.80	178,618.43
IV	342,933.14	342,933.14	29,567.89	29,851.80
Respiratory Therapy	115,525.71	115,525.71	49,120.72	50,212.02
Physical Therapy	734,639.94	734,639.94	285,626.48	292,612.24
Occupational Therapy	259,563.64	259,563.64	75,271.88	77,124.11
Speech Therapy	99,606.00	99,606.00	50,457.83	51,706.56
Flight Nurse	0.00	0.00		
Hospital Based Physician	7,538.92	7,538.92		
Dietary	1,965.72	1,965.72	329,976.53	335,686.79
Discharge Planning				
Social Worker			40,238.28	40,361.67
Activities			66,945.05	68,529.00
Infection Control			52,080.28	53,141.51
Laundry			73,041.61	75,567.66
Plant Operations			371,366.48	374,620.15
Houskeeping			90,909.36	92,764.30

	<b>FYE 2016 Projected Income</b>	<b>FYE 2016 Budget Income</b>	<b>FYE 2016 Projected Expenses</b>	<b>FYE 2016 Budget Expenses</b>
IT			109,956.75	110,430.82
Fiscal Services			667,240.71	679,375.58
Purchasing			114,832.75	117,625.07
Administration			2,648,971.53	2,667,229.97
Medical Records			185,085.93	189,381.21
Nurses Administration			183,600.08	187,702.13
Nurse Inservice			63,976.35	65,421.65
Depreciation			435,718.12	435,718.12
	11,499,118.05	11,499,118.05	10,249,811.94	10,456,021.76

## WRANGELL MEDICAL CENTER

### Summary of Budget Expenses By Class

	Annualized FY 2015	Projected FY 2016	Budget 2016
Salaries	4,039,588.25	4,113,095.67	4,225,887.10
Benefits	1,706,434.44	1,781,060.92	1,794,479.32
Supplies	1,050,348.77	1,050,348.77	1,050,348.77
Operational Expenses	128,180.86	119,618.13	119,618.13
Building Expenses	556,483.56	556,483.56	556,483.56
Depreciation	435,718.12	435,718.12	435,718.12
Insurance & Prof Fees	2,209,831.81	2,193,486.77	2,273,486.77
Total	10,126,585.82	10,249,811.94	10,456,021.76

## WRANGELL MEDIAL CENTER

### Salaries

	Annualized FY 2015	Projected FY 2016	Budget FY 2016
7 Med-Surg Wages	325,525.85	362,279.56	373,836.55
8 CCU Wages	10,854.67	10,854.67	11,126.03
9 ICF Wages	731,949.71	731,949.71	752,748.45
10 Swing Bed Wages	120,354.89	120,354.89	123,363.77
11 Emergency Room Wages	45,893.73	82,647.44	84,713.63
12 Operating Room Wages	4,320.00	4,320.00	4,428.00
13 Central Supply Wages	19,508.92	19,508.92	19,996.64
14 Occupational Therapy Wages	74,089.16	74,089.16	75,941.39
15 Pharmacy Wages	64,260.35	64,260.35	65,866.86
16 Lab Wages	299,939.76	299,939.76	307,438.25
17 EKG Wages	2,505.73	2,505.73	2,568.38
18 Mammo Wages	13,694.67	13,694.67	14,037.03
19 Radiology Wages	111,105.63	111,105.63	114,883.27
20 Ultrasound Wages	33,196.00	33,196.00	34,025.90
21 CT Scan Wages	108,665.33	108,665.33	111,381.97
22 IV Wages	11,356.39	11,356.39	11,640.30
23 Dietary Wages	228,410.37	228,410.37	234,120.63
24 Respiratory Therapy Wages	43,652.00	43,652.00	44,743.30
25 Physical Therapy Wages	279,430.31	279,430.31	286,416.06
26 Speech Therapy Wages	49,949.08	49,949.08	51,197.81
27 Social Worker Wages	4,935.48	4,935.48	5,058.87
28 Activity Wages	63,357.87	63,357.87	64,941.81
29 Infection Control Wages	42,449.19	42,449.19	43,510.42
30 Laundry Wages	61,042.07	61,042.07	63,568.12
31 Plant Operations Wages	130,146.91	130,146.91	133,400.58
32 Housekeeping Wages	74,197.48	74,197.48	76,052.42
33 IT Wages	18,962.93	18,962.93	19,437.01
34 Fiscal Services Wages	365,394.57	365,394.57	377,529.44
35 Purchasing Wages	111,693.00	111,693.00	114,485.33
36 Administration Wages	193,602.21	193,602.21	198,442.27
37 Community Education Wages	1,438.59	1,438.59	1,438.59
38 Medical Records Wages	171,811.28	171,811.28	176,106.56
39 Nursing Administration Wages	164,082.03	164,082.03	168,184.08
40 Nursing Inservice Wages	57,812.11	57,812.11	59,257.41
41			
42	4,039,588.25	4,113,095.67	4,225,887.10
43			
44			
45			
46			

## WRANGELL MEDICAL CENTER

### Benefits

	Annualized FY 2015	Projected FY 2016	Budget FY 2016
7 Insurance Workers Comp	183,842.32	183,842.32	183,842.32
8 Insurance Employee Medical	985,856.51	1,046,754.99	1,046,754.99
9 Retirement	229,926.31	234,326.31	239,841.27
10 FICA	76,535.51	76,535.51	78,448.89
11 Unemployment	0.00	0.00	0.00
12 SBS	230,273.80	239,601.80	245,591.85
13			
14 Total Benefits	1,706,434.44	1,781,060.92	1,794,479.32
15			
16			
17			
18			
19			
20			
21			
22			
23			

## WRANGELL MEDICAL CENTER

### Supplies

	Annualized FY 2015	Projected FY 2016	Budget FY 2016
6 Med Surg Supplies	1,634.75	1,634.75	1,634.75
7 Med Surg Supplies Non Charge	6,190.11	6,190.11	6,190.11
8 Med Surg Instruments	3,490.88	3,490.88	3,490.88
9 Nursing Home Supplies	8,011.09	8,011.09	8,011.09
10 Nursing Home Supplies Non Charge	120,043.65	120,043.65	120,043.65
11 Swing Bed Supplies	604.84	604.84	604.84
12 Swing Bed Supplies Non Chargeable	125.93	125.93	125.93
13 Instruments ICF	8,427.31	8,427.31	8,427.31
14 Emergency Room Supplies	1,860.88	1,860.88	1,860.88
15 Emergency Room Supplies Non Charge	1,784.25	1,784.25	1,784.25
16 Emergency Room Instruments	1,497.33	1,497.33	1,497.33
17 Operating Room Supplies	223.37	223.37	223.37
18 Operating Room Supplies Non Charge	5,919.41	5,919.41	5,919.41
19 Anesthesia Supplies	103.87	103.87	103.87
20 Anesthesia Supplies Non Charge	78.67	78.67	78.67
21 Central Supplies	9,182.85	9,182.85	9,182.85
22 Central Supplies Ortho	1,684.65	1,684.65	1,684.65
23 Central Supplies Non Charge	5,304.19	5,304.19	5,304.19
24 Central Supplies Ortho Non Charge	131.55	131.55	131.55
25 Pharmacy Supplies	328,446.69	328,446.69	328,446.69
26 Pharmacy Supplies Non Charge	2,911.07	2,911.07	2,911.07
27 Pharmacy Instruments	1,778.40	1,778.40	1,778.40
28 Laboratory Supplies	56,384.25	56,384.25	56,384.25
29 Laboratory supplies Non Charge	202,425.73	202,425.73	202,425.73
30 Laboratory Office Supplies	1,919.36	1,919.36	1,919.36
31 Laboratory Instruments	182.03	182.03	182.03
32 EKG Supplies	9,834.67	9,834.67	9,834.67
33 EKG Supplies Non Charge	103.71	103.71	103.71
34 Mammography Supplies Non Charge	66.72	66.72	66.72
35 Film	877.31	877.31	877.31
36 Radiology Supplies Non Charge	5,320.89	5,320.89	5,320.89
37 Radiology Other supplies	0.00	0.00	0.00
38 Ultrasound Supplies	182.45	182.45	182.45
39 CT Scan Supplies	2,873.29	2,873.29	2,873.29
40 IV Solutions & Supplies	6,891.53	6,891.53	6,891.53
41 IV Supplies Non Charge	1,660.57	1,660.57	1,660.57
42 IV Other Medical Supplies	157.20	157.20	157.20
43 Dietary Food	93,499.85	93,499.85	93,499.85
44 Dietary Office Supplies	26.04	26.04	26.04
45 Respiratory Oxygen & Other Gases	2,492.23	2,492.23	2,492.23
46 Respiratory Supplies Non Charge	2,976.49	2,976.49	2,976.49



47		Annualized	Projected	Budget
48		FY 2015	FY 2016	FY 2016
49				
50	Occupational Therapy Supplies Non Charge	1,182.72	1,182.72	1,182.72
51	Physical Therapy Supplies	642.95	642.95	642.95
52	Physical Therapy Supplies Non Charge	5,553.23	5,553.23	5,553.23
53	Speech Therapy Supplies Non Charge	508.75	508.75	508.75
54	Activities Other Non Med Supplies	3,587.19	3,587.19	3,587.19
55	Infection Control Office Supplies	626.64	626.64	626.64
56	Infection Control Other Supplies	7,066.85	7,066.85	7,066.85
57	Linen & Bedding	3,943.77	3,943.77	3,943.77
58	Laundry Other Supplies	7,873.51	7,873.51	7,873.51
59	Maintenance Tools & Maint	2,058.85	2,058.85	2,058.85
60	Maintenance Other Supplies	35,833.23	35,833.23	35,833.23
61	Houskkeeping Supplies	16,711.88	16,711.88	16,711.88
62	IT Supplies	23,289.01	23,289.01	23,289.01
63	Fiscal Svces Office Supplies	25,954.28	25,954.28	25,954.28
64	Fiscal Svces Equipment Supplies	1,444.00	1,444.00	1,444.00
65	Purchasing Supplies	2,809.08	2,809.08	2,809.08
66	Medical Records Office Supplies	5,475.83	5,475.83	5,475.83
67	Nursing Administration Office Supplies	6,758.29	6,758.29	6,758.29
68	Nursing Inservice Office Supplies	1,718.64	1,718.64	1,718.64
69				
70				
71	Total Supplies	1,050,348.77	1,050,348.77	1,050,348.77
72				
73				
74				

# WRANGELL MEDICAL CENTER

## Operational Expenses

	Annualized FY 2015	Projected FY 2016	Budget FY 2016
7 Nursing Home Travel			
8 Swing Bed Travel	3,908.37	3,908.37	3,908.37
9 Anesthesia Travel & Lodging	0.00	0.00	0.00
10 Laboratory Dues & Subs	6,889.33	6,889.33	6,889.33
11 Laboratory Training & Education	1,329.16	1,329.16	1,329.16
12 Mammography Dues & Subs	3,006.67	3,006.67	3,006.67
13 Mammography Training and Education	358.00	358.00	358.00
14 Mammography Travel	98.24	0.00	0.00
15 Radiology Dues & Subs	213.33	213.33	213.33
16 CT Scan Dues & Subs	106.67	106.67	106.67
17 Physical Therapy Travel & Lodging	3,596.74	0.00	0.00
18 Social Worker Travel & Lodging	-595.08	0.00	0.00
19 Infection Control Training & Education	1,937.60	1,937.60	1,937.60
20 Infection Control Travel & Lodging	3,157.17	0.00	0.00
21 Plant Operations Travel	467.20	0.00	0.00
22 Fiscal Service Postage	6,311.60	6,311.60	6,311.60
23 Fiscal Services Equipment Rental	4,824.75	4,824.75	4,824.75
24 Fiscal Services Dues & Subs	3,865.33	3,865.33	3,865.33
25 Fiscal Services Training & Education	1,044.00	1,044.00	1,044.00
26 Fiscal Services Travel & Lodging	-705.94	0.00	0.00
27 Purchasing Dues & Subs	66.67	66.67	66.67
28 Community Education Health Fair	11,712.24	11,712.24	11,712.24
29 Administration Travel	17,694.53	17,694.53	17,694.53
30 Administration Dues & Subs	35,497.28	35,497.28	35,497.28
31 Administration Training & Education	2,820.27	2,820.27	2,820.27
32 Other Expense	-1,037.85	-1,037.85	-1,037.85
33 Medical Records Dues & Subs	607.20	607.20	607.20
34 Medical Records Training & Education	1,257.62	1,257.62	1,257.62
35 Medical Records Travel & Lodging	471.25	0.00	0.00
36 Nursing Administration Other (Ads)	8,545.28	8,545.28	8,545.28
37 Nursing Administration Dues & Subs	333.20	333.20	333.20
38 Nursing Administration Travel & Lodging	1,233.15	0.00	0.00
39 Nursing Administration Training & Educ	3,780.59	3,780.59	3,780.59
40 Nursing Inservice Education	695.60	695.60	695.60
41 Nursing Administration Inservice	100.69	100.69	100.69
42 Nursing Inservice Training & Education	3,750.00	3,750.00	3,750.00
43 Nursing Inservice Travel & Lodging	840.00	0.00	0.00
44			
45			
46 Total Operational Expenses	128,180.86	119,618.13	119,618.13

# WRANGELL MEDICAL CENTER

## Building Expenses

	Annualized FY 2015	Projected FY 2016	Budget FY 2016
7 Med Surg Repairs & Maint	1,440.68	1,440.68	1,440.68
8 Anesthesia Repairs & Maint	4,624.00	4,624.00	4,624.00
9 Central Supply Repairs & Maint	17,826.55	17,826.55	17,826.55
10 Laboratory Repairs & Maint	2,113.17	2,113.17	2,113.17
11 EKG Repairs & Maint	2,122.12	2,122.12	2,122.12
12 Mammo Repairs & Maint	31,080.00	31,080.00	31,080.00
13 Radiology Repairs & Maint	29,435.07	29,435.07	29,435.07
14 Ultrasound Repairs & Maint	8,075.00	8,075.00	8,075.00
15 CT Repairs & Maint	64,256.51	64,256.51	64,256.51
16 Laundry Repairs & Maint	182.27	182.27	182.27
17 Maint Repairs & Maint	39,603.85	39,603.85	39,603.85
18 Utilities	163,723.64	163,723.64	163,723.64
19 Fiscal Services Repairs & Maint	131,033.79	131,033.79	131,033.79
20 Television	3,717.00	3,717.00	3,717.00
21 Telephone	51,683.92	51,683.92	51,683.92
22 Medical Records Repairs & Maint	5,566.00	5,566.00	5,566.00
23			
24			
25			
26 Total Building Expenses	556,483.56	556,483.56	556,483.56
27			
28			
29			
30			
31			
32			
33			
34			
35			

## WRANGELL MEDICAL CENTER

### Depreciation

	Annualized FY 2015	Projected FY 2016	Budget FY 2016
7 Building	33,644.88	33,644.88	33,644.88
8 Fixed Equipment	0.00	0.00	0.00
9 Major Movable Equipment	402,073.24	402,073.24	402,073.24
10 Minor Equipment			
11			
12			
13 Total Depreciation	435,718.12	435,718.12	435,718.12
14			
15			
16			

# WRANGELL MEDICAL CENTER

## Insurance & Professional Fees

	Annualized FY 2015	Projected FY 2016	Budget FY 2016
7 Med Surg Purchased Service	128,537.49	128,537.49	128,537.49
8 CCU Purchased Service	5,082.57	5,082.57	5,082.57
9 Nursing Home Traveling Nurse	474,193.63	474,193.63	474,193.63
10 Swing Bed Purchased Service	58,361.01	58,361.01	58,361.01
11 Emergency Room Purchased Service	535,074.89	535,074.89	615,074.89
12 Anesthesia Purchased Service	1,066.67	1,066.67	1,066.67
13 Central Supply Purchased Service	1,767.85	1,767.85	1,767.85
14 Pharmacy Consultant Fee	66,335.33	66,335.33	66,335.33
15 Laboratory Purchased Service	113,137.93	113,137.93	113,137.93
16 EKG Purchases Service	1,915.17	1,915.17	1,915.17
17 Radiology Purchased Service	8,681.33	8,681.33	8,681.33
18 IV Purchased Service	9,502.20	9,502.20	9,502.20
19 Dietary Consultant Fee	8,040.27	8,040.27	8,040.27
20 Physical Therapy Purchased Service	14,751.67	0.00	0.00
21 Speech Therapy Purchased Service	1,593.38	0.00	0.00
22 Social Worker Purchased Service	35,302.80	35,302.80	35,302.80
23 IT Purchased Service	67,704.80	67,704.80	67,704.80
24 Fiscal Services Purchased Service	61,142.44	61,142.44	61,142.44
25 Fiscal Services Financial Consultants	27,337.89	27,337.89	27,337.89
26 Fiscal Services Audit Fees	38,348.34	38,348.34	38,348.34
27 Fiscal Services Other Purchased Service	539.72	539.72	539.72
28 Purchases Purchased Svce	264.00	264.00	264.00
29 Insurance Bldg-Auto-Directors	26,333.19	26,333.19	26,333.19
30 Insurance Malpractice	100,881.97	100,881.97	100,881.97
31 Legal Fees	103,970.84	103,970.84	103,970.84
32 Administration Purchased Service	2,866.67	2,866.67	2,866.67
33 Administration Purchases Other	316,729.75	316,729.75	316,729.75
34 Medical Records Purchased Service	368.00	368.00	368.00
35			
36 Total Insurance and Professional Fees	2,209,831.81	2,193,486.77	2,273,486.77

# WRANGELL MEDICAL CENTER

## Capital Requests FY 2015

1 3M Encoder	15,788.00 Fiscal Services
2 Carpet Machine	7,500.00 Maint
3 Vital Sign Monitor	3,200.00 Med Surg
4 Vital Sign Monitor	3,200.00 LTC
5 HiLo Changing Table	3,000.00 LTC
6 Hoyer Lift	5,000.00 LTC
7 Ventilator	15,000.00 ER
8 Baxter Syringe Pump	3,500.00 Anesthesia
9 Microscope Camera Port	1,327.90 Lab
10 Integrated Chemistry Analyzer	116,115.00 Lab
11 Flash Pad	<u>125,000.00</u> Radiology
	298,630.90 TOTAL

# **Agenda Item 13e**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 9, 2015**

#### **INFORMATION:**

Approval of a contract award to Advanced Truck Body & Equipment Co. for the F550 Truck and Service Body and of a budget amendment from the Water and Sewer funds

#### **Attachments:**

1. Memo from Amber Al-Haddad, PW Director
2. *Preliminary* Bid Tab
3. Bid received from Advanced Truck Body & Equipment Co.

#### **RECOMMENDED ACTION:**

Move to approve a contract award to Advanced Truck Body & Equipment Co. for the supply of a Ford F550 Truck and Service Body in the amount of \$53,549 with funding to come from the approved 2016 Fiscal Year water and sewer budgets and also to include a budget amendment in the amount of \$1,774.50 from the sewer fund and \$1,774.50 from water fund to complete the funding needed for the purchase.

## **MEMORANDUM**

**TO: MAYOR AND MEMBERS OF THE WRANGELL ASSEMBLY**

**FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR**

**SUBJECT: FORD F550 TRUCK AND SERVICE BODY PROCUREMENT**

**DATE: June 4, 2015**

### **BACKGROUND:**

During this past year, the Public Works Department worked to identify needed capital items to improve operational processes. One capital acquisition that was identified as an essential purchase was a new water and sewer truck. This truck will serve to replace an existing nearly 20 year old truck, which the department acquired following a surplus sale. The water and sewer truck is a versatile vehicle that is necessary to complete a multitude of projects not only within the Public Works various divisions, but city-wide as well.

The FY 2014/15 budget included funding for the purchase of the replacement truck. Staff developed specifications for the truck and in February 2015 conducted a public bid process for which no bids were received due to Ford Motor Company's vehicle parts' stock depletion and manufacturing delays. With the understanding that the vehicle would not be purchased during the current FY 2014/15, staff maintained the \$50,000 truck budget item in the FY 2015/16 budget. Staff's second round of the public bid process resulted in the receipt of three bids with the following results:

Advanced Truck Body & Equipment Co.	\$53,549.00
Cal Worthington Ford	\$58,890.00
Diehl Ford Inc.	\$60,855.00

It is the intent of the City and Borough of Wrangell to accept Advanced Truck Body & Equipment Co.'s bid proposal for the supply of a F550 Truck and Service Body in the amount of \$53,549. This procurement has been scheduled to be paid from Water and Sewer funds approved in the newly adopted FY2016 budget. Staff is requesting a budget amendment to cover the \$3,549 overage with funds split between the water and sewer departments. Following the Assembly's approval, a Purchase Order will be processed in order to begin the approximate five month manufacture and delivery period.

### **RECOMMENDATION:**

Move to approve a contract award to Advanced Truck Body & Equipment Co. for the supply of a Ford F550 Truck and Service Body in the amount of \$53,549 with funding to come from the approved 2016 Fiscal Year water and sewer budgets and also to include a budget amendment in the amount of \$1,774.50 from the sewer fund and \$1,774.50 from water fund to complete the funding needed for the purchase.

### **ATTACHMENT:**

1. Bid Summary Sheet from May 22, 2015 Bid Opening for Ford F550 Truck with Service Body.
2. Bid from Advanced Truck Body & Equipment Co. dated May 20, 2015.



City & Borough of Wrangell, Alaska

Ford F550 with Service Body

Bid Opening Checklist and Tabulations

Bid Opening Date: May 22, 2015 @ 2:00 p.m., Assembly Chambers

*Preliminary*

Bidder's Name	Signed Bid Proposal	Bidder's Business License No.	Addenda Acknowledged		Base Bid	Base Bid Modification
			#1			
Cal Worthington Ford	✓	955291	⊕		58,890.00	
Advanced Truck Body Equipment	✓	45-3835111	⊕		53,549.00	
Diehl Ford Inc	✓	910200070	⊕		60,855.00	

Verified By:

*Tim Lane*

Witnessed By:

*Jeffrey Rooney Sr.  
& Brooke Blunt*

**INVITATION TO BID**  
**City and Borough of Wrangell**  
**Ford F550 Service Truck with Crane Body Procurement**

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**BID SCHEDULE**

**Bid To:** City and Borough of Wrangell, Alaska

1. The undersigned Bidder proposes 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, Ford F-550 Service Truck with Crane Body Procurement*.
2. Bidder accepts all of the terms and conditions of the contract documents, including without limitations those in the Invitation to Bid.
3. The Bid will remain open for the period stated 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 Schedule.
5. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

Addenda No.      Date Issued

Addendum No.      Date Issued

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

BID:

<u>Quantity</u>	<u>Item</u>	<u>Price</u>
1 each	Ford F-550 Service Truck with Knapheide Crane Body and Accessories, FOB Port of Wrangell, Alaska	\$ <u>53,549.00</u>
	Delivery Date	<u>180 day or sooner</u>

Bidder's Name: Dallas Robinson

Bidder's Representative's Signature: 

Bidder's Address: 4825 Table Rock Rd Central Point OR 97502

Bidder's Telephone/Fax Numbers: Ph# 541-664-2822 Fax# 541-664-1158

Bidder's Business License No.: 45-3835111

Date: 05-20-2015

# **Agenda Item 13f**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 9, 2015**

#### **INFORMATION:**

**PROPOSED RESOLUTION No. 06-15-1321:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING A PLAN OF FINANCING FOR THE RECONSTRUCTION OF SHOEMAKER BAY HARBOR, INCLUDING THE ISSUANCE OF HARBOR REVENUE BONDS AND APPLICATIONS FOR GRANT FUNDING AND FOR THE SALE OF THE REVENUE BONDS.

#### **Attachments:**

1. **Proposed Resolution No. 06-15-1321**
2. Memo from Sherri Cowan, Secretary relating to the Port Commission's Special meeting held on May 26, 2015
3. Memo from Finance Director Burgess to Port Commission
4. PND's fee proposal

#### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 06-15-1321, authorizing a plan for financing for the Shoemaker Bay Harbor reconstruction.

**CITY AND BOROUGH OF WRANGELL, ALASKA**

**RESOLUTION NO. 06-15-1321**

**A RESOLUTION of the Assembly of the City and Borough of Wrangell, Alaska, authorizing a plan of financing for the reconstruction of Shoemaker Bay Harbor, including the issuance of harbor revenue bonds and applications for grant funding and for the sale of the revenue bonds.**

**WHEREAS**, the City and Borough of Wrangell, Alaska (the “Borough”), owns and operates harbor facilities for recreational and commercial use (the “Harbor Facilities”); and

**WHEREAS**, the Borough has established the Harbor Department within the Port Fund to account for revenues derived from owning and operating the Harbor Facilities; and

**WHEREAS**, the Port Commission has recommended that the Borough make certain improvements to the Shoemaker Bay harbor basin (the “Project”), which is part of the Harbor Facilities, and the Borough has hired PND Engineers to design those improvements; and

**WHEREAS**, \$10,700,000 is the preliminary estimate for the cost of the Project; and

**WHEREAS**, the Borough has accumulated funds in the Harbor Replacement and Commercial Fishing Fund Reserves that can be used to pay a portion of the cost of the Project; and

**WHEREAS**, to pay additional costs of the Project, the Borough wishes to apply for a municipal harbor facility grant from the State of Alaska in the approximate amount of \$5,000,000, which grant will require matching funds from the Borough; and

**WHEREAS**, to provide those matching funds, the Assembly finds that it is in the best interest of the Borough and users of the Harbor Facilities to authorize the issuance of bonds payable from revenues derived from the Harbor Facilities (the “Harbor Revenue Bonds”), the proceeds of which bonds would also fund a reserve account (if required) and pay costs of issuing the bonds; and

**WHEREAS**, the Assembly wishes to authorize Borough staff to apply to the Alaska Municipal Bond Bank (the “Bond Bank”) for the potential sale of the Harbor Revenue Bonds to the Bond Bank;

**NOW, THEREFORE, BE IT RESOLVED** by the Assembly of the City and Borough of Wrangell, Alaska, as follows:

**Section 1.**     **The Project.** The Assembly ratifies and confirms the Borough’s hiring of PND Engineers to design improvements for the reconstruction of Shoemaker Bay Harbor (the “Project”) and authorizes Borough staff to continue to work with PND Engineers to develop cost estimates for the Project. The cost of all architectural, engineering, and other consulting

services, administrative and relocation expenses, acquisitions of property, on- and off-site utilities, and other costs incurred in connection with the Project and planning for the Project will be considered part of the cost of the Project.

Section 2. Plan of Financing. To finance costs of the Project, the Assembly hereby approves a plan of financing that may include any or all of the following:

- Application by the Borough for a municipal harbor facility grant from the State of Alaska;
- Providing all or a portion of any required matching funds from the proceeds of bonds payable from revenues of the Harbor Facilities (the “Harbor Revenue Bonds”);
- Application to the Alaska Municipal Bond Bank for the potential sale to the Bond Bank of the Harbor Revenue Bonds;
- Using funds in the Harbor Replacement and Commercial Fishing Fund Reserves to pay a portion of the cost of the Project; and
- Using such other funds of the Borough as may lawfully be applied to costs of the Project.

Section 3. Application for Grant. Borough staff is hereby authorized to apply to the State of Alaska Harbor Facility Grant Program for grant funding to pay a portion of the cost of the Project. The Assembly authorizes and directs Borough staff to submit any forms, data, resolutions, and certifications that may be required by the Program in its review of the Borough’s grant application.

Section 4. Authorization of Harbor Revenue Bonds. To provide a portion of the matching funds that may be necessary for any grant funding for costs of the Project, the Borough is authorized to issue and sell the Harbor Revenue Bonds in an aggregate principal amount not to exceed \$2,500,000. Proceeds of the Harbor Revenue Bonds may also be used to pay incidental costs of the Project, the cost of funding a debt service reserve (if required), and costs of issuing the Harbor Revenue Bonds.

Both principal of and interest on the Harbor Revenue Bonds shall be payable solely from the Harbor Account in the Port Fund and secured by a pledge of revenues derived from the Harbor Facilities. The Harbor Revenue Bonds shall be issued and sold in such amounts and at such time or times as found necessary and advisable by the Assembly and as permitted by law. The Harbor Revenue Bonds may be issued in one or more series, with interest rates, maturity schedule, payment dates, covenants, form, other terms, and manner of sale to be authorized or otherwise provided for by ordinance or ordinances of the Borough.

The Finance Director and other appropriate Borough staff are authorized to apply to the Alaska Municipal Bond Bank for the potential issuance of the Harbor Revenue Bonds to secure a loan from the Bond Bank. The Assembly authorizes and directs the Finance Director and other Borough staff to submit any forms, data, resolutions, and certifications that may be required by the Bond Bank in its review of the Borough’s loan application.

Section 5. General Authorization. The Assembly authorizes and directs the Mayor, Borough Manager, Finance Director, Borough Clerk, Borough Attorney, and any other

appropriate officers, agents, attorneys and employees of the Borough to take such steps, do such other acts and things, and execute such letters, certificates, agreements, papers, financing statements, assignments or instruments as in their judgment may be necessary, appropriate or desirable to carry out the terms and provisions of, and complete the actions contemplated by, this resolution.

Section 6.     Prior Acts. The Assembly ratifies and confirms any and all acts heretofore taken by officers, agents, attorneys and employees of the Borough in connection with the Project or the plan of financing described in this resolution.

Section 7.     Effective Date. This resolution will take effect immediately upon its adoption.

**ADOPTED** this 9th day of June, 2015.

CITY AND BOROUGH OF WRANGELL

By \_\_\_\_\_  
David L. Jack, Mayor

ATTEST:

\_\_\_\_\_  
Lavonne Klinke, Deputy Borough Clerk

# Wrangell Port Commission

## Memo

May 26, 2015

To: Mayor, City Council and City Manager

From: Recording Secretary – Sherri Cowan

RE: Financing Shoemaker Bay Harbor Reconstruction

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**At the Port Commission Special meeting held on May 26, 2015, the Port Commission unanimously approved the funding plan for the reconstruction of Shoemaker Bay Harbor which includes submitting an application to the State of Alaska Matching Grant Program for \$5,000,000, issuing Harbor Revenue Bonds in the amount of \$2,500,000, and using a combination of Harbor Replacement and Commercial Fishing Infrastructure Funds for the remaining \$3,200,337.**

**MEMORANDUM**

**To:** Port Commission  
Greg Meissner, Harbormaster

**Cc:** Jeff Jabusch, Borough Manager

**From:** Lee Burgess, Finance Director

**Subject:** Financing Shoemaker Bay Harbor Reconstruction

**Date:** May 20, 2015

The preliminary cost estimate and recommended budget from PN&D Engineers for the Reconstruction of Shoemaker Bay Harbor is \$10,700,337. At this time the City is prepared to submit an application to the State of Alaska Harbor Facility Grant Program which would provide \$5,000,000 in funding (the maximum amount allowed on an application). Prior to submitting the application, we require the approval of both the Port Commission and Borough Assembly to issue revenue bonds. The schedule for the process is as follows:

May 26<sup>th</sup>, 2015 - Approval from Port Commission to proceed with the Shoemaker Bay Harbor Project

June 9<sup>th</sup>, 2015 - Approval from the Borough Assembly to authorize the Borough to issue revenue bonds for the reconstruction of Shoemaker Bay Harbor.

August 1, 2015- Deadline for submitting our application to the State of Alaska Harbor Facility Grant Program for this project.

**Financing Plan:**

State of Alaska Harbor Facility Grant Program:	\$5,000,000
Revenue Bonds Issued for the Harbor for this project:	\$2,500,000
Harbor Replacement & Commercial Fishing Fund Reserves:	\$3,200,337
<b>Total</b>	<b><u>\$10,700,337</u></b>

**Use of Funds:**

All costs associated with the Reconstruction of Shoemaker Bay Harbor	<u>\$10,700,337</u>
--	---------------------

**Revenue Bonds**

To make this project happen, the City and Borough of Wrangell would need to issue Harbor Revenue Bonds in the amount of \$2,500,000. The Alaska Municipal Bond Bank will require us to submit an application as we do with all of our bonds to establish the ability of the Borough/Harbor Department to service the debt. After consulting Devon Mitchell of the Bond



Bank, we would issue 20-year bonds and are estimating that the interest rate would be between 3.5% and 4.0%. For our calculation, we are using the more conservative rate of 4.0%.

Amount:	\$2,500,000
Term:	20 years
Rate:	4.0%
Annual Payment:	\$182,778

#### **Sources of Payment:**

The Harbor Department currently defers 48% (12/25ths) of stall rent to a Harbor Replacement Reserve Fund. Stall rent revenue collected annually is approximately \$450,000 and the addition of new stalls at Shoemaker Harbor will generate an estimated additional \$25,000, totaling \$475,000. Upon completion, the same 12/25ths of stall rent will be used for debt service, with any excess of the 12/25ths of stall rent not needed for debt service continuing to be deferred to the Harbor Replacement Reserve Fund.

Estimated annual stall rent revenue upon completion of Shoemaker:	\$475,000
* 12/25ths for debt service and deferral	\$228,000
(less) Estimated annual bond payments	<u>(\$182,778)</u>
= Estimated deferral to Harbor Replacement Reserve:	\$45,222

#### **Reserve Funds:**

The Harbor Replacement Reserve Fund and the Commercial Fisheries Infrastructure Replacement Reserve will have a combined estimated \$3,200,796 balance at July 1, 2016, and some combination of these would have to be used to meet the \$2.9 million match remaining in addition to the bond and the state grant funds.

Harbor Replacement Reserve	\$2,515,176
Commercial Fishing Infrastructure Replacement Reserve	<u>\$685,620</u>
Total Available Reserves July 1, 2016	\$3,200,796

#### **Attachments:**

PN&D Engineers Preliminary Cost Estimate  
Harbor Replacement Reserves 2015-2016 Draft Budget  
Calculated Payment Schedule

#### **Recommended Motion:**

Move to approve the funding plan for the reconstruction of Shoemaker Bay Harbor which includes submitting an application to the State of Alaska Matching Grant Program for \$5,000,000, issuing Harbor Revenue Bonds in the amount of \$2,500,000, and using a

combination of Harbor Replacement and Commercial Fishing Infrastructure Funds for the remaining \$3,200,337.

Respectfully Submitted,

Lee Burgess  
Finance Director

Cc: Jeff Jabusch, Borough Manager

## Shoemaker Bay Harbor Reconstruction

Compound Period ..... : Semiannual

Nominal Annual Rate .... : 4.000 %

## CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	05/20/2015	2,500,000.00	1		
2 Payment	11/20/2015	91,389.37	40	Semiannual	05/20/2035

## AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	05/20/2015				2,500,000.00
1	11/20/2015	91,389.37	50,000.00	41,389.37	2,458,610.63
2015 Totals		91,389.37	50,000.00	41,389.37	
2	05/20/2016	91,389.37	49,172.21	42,217.16	2,416,393.47
3	11/20/2016	91,389.37	48,327.87	43,061.50	2,373,331.97
2016 Totals		182,778.74	97,500.08	85,278.66	
4	05/20/2017	91,389.37	47,466.64	43,922.73	2,329,409.24
5	11/20/2017	91,389.37	46,588.18	44,801.19	2,284,608.05
2017 Totals		182,778.74	94,054.82	88,723.92	
6	05/20/2018	91,389.37	45,692.16	45,697.21	2,238,910.84
7	11/20/2018	91,389.37	44,778.22	46,611.15	2,192,299.69
2018 Totals		182,778.74	90,470.38	92,308.36	
8	05/20/2019	91,389.37	43,845.99	47,543.38	2,144,756.31
9	11/20/2019	91,389.37	42,895.13	48,494.24	2,096,262.07
2019 Totals		182,778.74	86,741.12	96,037.62	
10	05/20/2020	91,389.37	41,925.24	49,464.13	2,046,797.94
11	11/20/2020	91,389.37	40,935.96	50,453.41	1,996,344.53
2020 Totals		182,778.74	82,861.20	99,917.54	
12	05/20/2021	91,389.37	39,926.89	51,462.48	1,944,882.05
13	11/20/2021	91,389.37	38,897.64	52,491.73	1,892,390.32
2021 Totals		182,778.74	78,824.53	103,954.21	
14	05/20/2022	91,389.37	37,847.81	53,541.56	1,838,848.76
15	11/20/2022	91,389.37	36,776.98	54,612.39	1,784,236.37
2022 Totals		182,778.74	74,624.79	108,153.95	
16	05/20/2023	91,389.37	35,684.73	55,704.64	1,728,531.73
17	11/20/2023	91,389.37	34,570.63	56,818.74	1,671,712.99
2023 Totals		182,778.74	70,255.36	112,523.38	

## Shoemaker Bay Harbor Reconstruction

Date	Payment	Interest	Principal	Balance
18 05/20/2024	91,389.37	33,434.26	57,955.11	1,613,757.88
19 11/20/2024	91,389.37	32,275.16	59,114.21	1,554,643.67
2024 Totals	182,778.74	65,709.42	117,069.32	
20 05/20/2025	91,389.37	31,092.87	60,296.50	1,494,347.17
21 11/20/2025	91,389.37	29,886.94	61,502.43	1,432,844.74
2025 Totals	182,778.74	60,979.81	121,798.93	
22 05/20/2026	91,389.37	28,656.89	62,732.48	1,370,112.26
23 11/20/2026	91,389.37	27,402.25	63,987.12	1,306,125.14
2026 Totals	182,778.74	56,059.14	126,719.60	
24 05/20/2027	91,389.37	26,122.50	65,266.87	1,240,858.27
25 11/20/2027	91,389.37	24,817.17	66,572.20	1,174,286.07
2027 Totals	182,778.74	50,939.67	131,839.07	
26 05/20/2028	91,389.37	23,485.72	67,903.65	1,106,382.42
27 11/20/2028	91,389.37	22,127.65	69,261.72	1,037,120.70
2028 Totals	182,778.74	45,613.37	137,165.37	
28 05/20/2029	91,389.37	20,742.41	70,646.96	966,473.74
29 11/20/2029	91,389.37	19,329.47	72,059.90	894,413.84
2029 Totals	182,778.74	40,071.88	142,706.86	
30 05/20/2030	91,389.37	17,888.28	73,501.09	820,912.75
31 11/20/2030	91,389.37	16,418.26	74,971.11	745,941.64
2030 Totals	182,778.74	34,306.54	148,472.20	
32 05/20/2031	91,389.37	14,918.83	76,470.54	669,471.10
33 11/20/2031	91,389.37	13,389.42	77,999.95	591,471.15
2031 Totals	182,778.74	28,308.25	154,470.49	
34 05/20/2032	91,389.37	11,829.42	79,559.95	511,911.20
35 11/20/2032	91,389.37	10,238.22	81,151.15	430,760.05
2032 Totals	182,778.74	22,067.64	160,711.10	
36 05/20/2033	91,389.37	8,615.20	82,774.17	347,985.88
37 11/20/2033	91,389.37	6,959.72	84,429.65	263,556.23
2033 Totals	182,778.74	15,574.92	167,203.82	
38 05/20/2034	91,389.37	5,271.12	86,118.25	177,437.98
39 11/20/2034	91,389.37	3,548.76	87,840.61	89,597.37
2034 Totals	182,778.74	8,819.88	173,958.86	
40 05/20/2035	91,389.37	1,792.00	89,597.37	0.00
2035 Totals	91,389.37	1,792.00	89,597.37	
Grand Totals	3,655,574.80	1,155,574.80	2,500,000.00	

April 7, 2015

PND 152018

Ms. Ruby McMurren  
Project Manager  
City and Borough of Wrangell  
PO Box 531  
Wrangell, AK 99929

Re: Shoemaker Bay Harbor Replacement  
Design & Permitting Phase Engineering Services

Dear Ms. McMurren:

PND Engineers, Inc. (PND) appreciates the opportunity to provide this fee proposal for design and permitting phase engineering services on the Shoemaker Bay Harbor Replacement project. Over the past several weeks, PND has completed site surveys and prepared conceptual design alternatives for replacing the existing moorage system. Working with Public Works and the Harbor Department, PND has refined a preferred moorage replacement plan for Shoemaker which replaces all existing floats and both gangways with new facilities. Some maintenance dredging will be included at the northeast corner of the existing basin and modifications will be required at both approach docks to accommodate ADA compliant gangways.

### **Scope of Improvements, Project Budget & Schedule**

The scope of construction improvements anticipated under this design proposal is generally illustrated in the enclosed drawing entitled *Shoemaker Bay Harbor – Moorage Plan Concept No. 1, dated March 2015*. Specific improvement items are listed in the attached Preliminary Engineer's Estimate dated April 6, 2015. The total project budget including construction, contingency and indirect costs is currently estimated at \$10.7 million based on the listed improvements however this figure may change as the design phase evolves. Some of the improvements may be included as additive alternates in the bid documents to allow some award flexibility in the event that available funds do not allow award of all intended work.

Final design services are intended to commence immediately upon receiving formal authorization to proceed and 90% design deliverables shall be completed by October 30, 2015 assuming NTP is received by April 15, 2015. Design documents sufficiently developed to include in the State Harbor 50/50 Matching Grant Application shall be delivered by July 15, 2015.

### **Scope of Engineering Services & Fee Proposal**

The scope of engineering services under this proposal includes four additional tasks intended to move the project through permitting and 90% design documents. 100% stamped final engineering plans, preparation of bid ready contract documents, bid phase assistance and construction phase engineering services are not included in this proposal. It is understood that those services will be negotiated with PND at a future date following a successful grant award. Please also note that Task 1 Field Assessments was previously authorized

April 7, 2015

Page 2

by the CBW and that work is ongoing and includes master planning services for the uplands, north basin expansion and harbor entrance protection.

PND will provide additional engineering services for the moorage replacement improvements under the following subtasks and a detailed breakdown for each is enclosed.

Task	Task Description	Contract Method	Additional Fees \$
2	Permit Applications and Approvals	T&E	\$16,095
3	35% Preliminary Design	FF	\$128,747
4	65% Design Development	FF	\$175,456
5	90% Final Design	FF	\$144,741
All	Work Listed Above	As Shown	\$465,039

PND proposes to perform Task 2 on a time and expenses (T&E) reimbursable basis utilizing our standard billing rates at time of service. The T&E limit shall not be exceeded without prior written authorization from the CBW. PND proposes to complete Tasks 3 through 5 on a fixed fee basis for the scope of improvements outlined in the enclosed Concept No. 1 Plan and cost estimate.

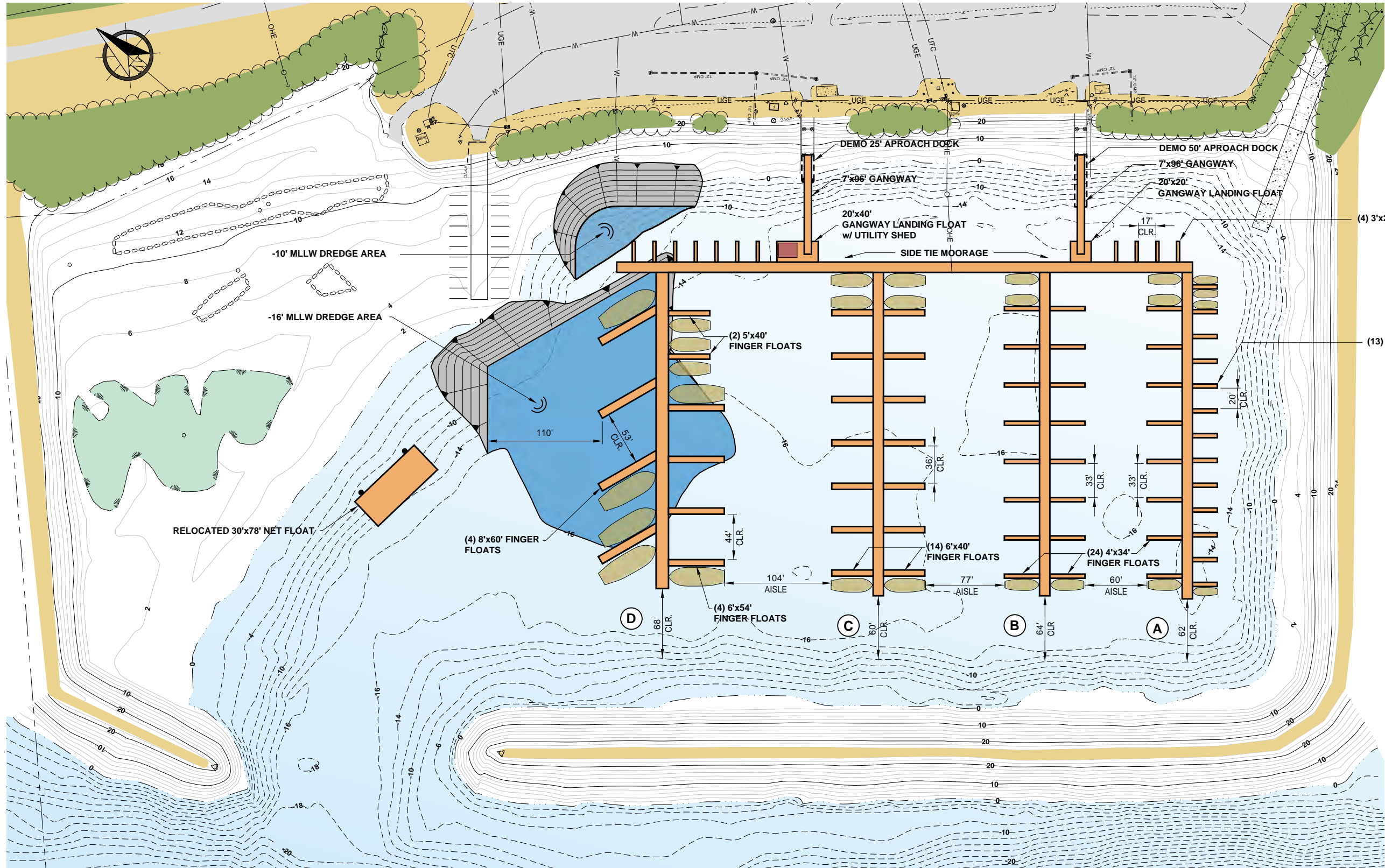
PND proposes to utilize Morris Engineering Group for all electrical engineering services. Together, we appreciate the opportunity to provide services to the CBW on this important project. Thank you for reviewing the proposed scope, project budget, professional fees and schedule. Please let me know if we have perceived your needs appropriately for this project. We are available to commence immediately and look forward to working with the City and Borough of Wrangell towards the successful completion of this exciting moorage rebuild project at Shoemaker Bay.

Sincerely,  
PND Engineers, Inc. | Juneau Office

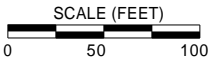


Dick Somerville, P.E.  
Vice President

Enclosures



SITE PLAN



PRELIMINARY



REVISIONS					
REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.



ENGINEERS, INC.

9360 Glacier Highway, Ste. 100  
Juneau, Alaska 99801  
Phone: 907-586-2093  
Fax: 907-586-2099  
www.pndengineers.com

DESIGN: - CHECKED: -  
DRAWN: PJD APPROVED: -

SCALE:  
AS SHOWN

DATE: MAR. 2015

CITY AND BOROUGH OF WRANGELL  
SHOEMAKER BAY HARBOR

SHEET TITLE: **MOORAGE PLAN  
CONCEPT NO. 1**

PN&D PROJECT NO.: 152018

DWG. FILE:

1  
SHEET  
OF 1



**SHOEMAKER BAY HARBOR REPLACEMENT  
PRELIMINARY ENGINEER'S ESTIMATE**

**MOORAGE IMPROVEMENTS - CONCEPT NO. 1**

Prepared By: PND Engineers, Inc. on April 6, 2015

Item	Item Description	Units	Quantity	Unit Cost	Amount
1	Mobilization	LS	All Req'd	10%	\$769,350
2	Demolition and Disposal	LS	All Req'd	\$350,000	\$350,000
3	Dredging & Upland Disposal	CY	7,500	\$50	\$375,000
4	Armor Rock	CY	500	\$75	\$37,500
5	Domestic Water & Fire System	LS	All Req'd	\$350,000	\$350,000
6	Construction Surveying	LS	All Req'd	\$75,000	\$75,000
7	Approach Dock Modifications	EA	2	\$75,000	\$150,000
8	7' x 96' Gangway	EA	2	\$150,000	\$300,000
9	Headwalk Float, 10' x 560'	SF	5,600	\$115	\$644,000
10	Mainwalk Float A, 10' x 320'	SF	3,200	\$110	\$352,000
11	Mainwalk Float B, 10' x 320'	SF	3,200	\$110	\$352,000
12	Mainwalk Float C, 10' x 320'	SF	3,200	\$110	\$352,000
13	Mainwalk Float D, 12' x 320'	SF	3,840	\$110	\$422,400
14	4' x 20' Finger Float	EA	11	\$12,000	\$132,000
15	4' x 24' Finger Float	EA	13	\$14,000	\$182,000
16	4' x 34' Finger Float	EA	24	\$20,000	\$480,000
17	6' x 40' Finger Float	EA	16	\$26,000	\$416,000
18	6' x 54' Finger Float	EA	4	\$38,000	\$152,000
19	8' x 60' Finger Float	EA	4	\$56,000	\$224,000
20	20' x 20' Gangway Landing Float	EA	1	\$60,000	\$60,000
21	20' x 40' Gangway Landing Float	EA	1	\$120,000	\$120,000
22	Steel Pipe Pile, 12" x 0.500'	EA	36	\$7,500	\$270,000
23	Steel Pipe Pile, 16" x 0.500'	EA	36	\$8,500	\$306,000
24	Supply Floatation Billet	EA	60	\$300	\$18,000
25	Install Floatation Billet	EA	60	\$500	\$30,000
26	Life Ring Cabinet and Base	EA	12	\$1,000	\$12,000
27	Fire Extinguisher with Hose Cabinet and Base	EA	12	\$800	\$9,600
28	Utility Shed	LS	All Req'd	\$40,000	\$40,000
29	Electrical Support Assemblies	LS	All Req'd	\$50,000	\$50,000
30	Electrical System	LS	All Req'd	\$1,432,000	\$1,432,000
<b>ESTIMATED CONSTRUCTION BID PRICE</b>					<b>\$8,462,850</b>
<b>CONTINGENCY (10%)</b>					<b>\$846,285</b>
<b>PLANNING, PUBLIC INVOLVEMENT, SURVEYING &amp; GEOTECH RESEARCH</b>					<b>\$134,469</b>
<b>PERMITTING, FINAL DESIGN, CONTRACT DOCUMENTS &amp; BID PHASE</b>					<b>\$605,094</b>
<b>CONTRACT ADMINISTRATION &amp; CONSTRUCTION INSPECTION</b>					<b>\$651,639</b>
<b>TOTAL RECOMMENDED PROJECT BUDGET</b>					<b>\$10,700,337</b>





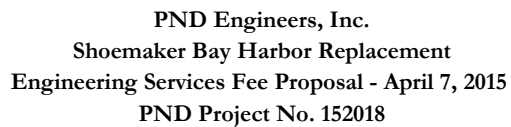
**PND Engineers, Inc.**

**Shoemaker Bay Harbor Replacement  
Engineering Services Fee Proposal - April 7, 2015**

**PND Project No. 152018**

**Cost Summary**

<b>Task</b>	<b>Description</b>	<b>Fee Basis</b>	<b>Cost</b>
2	Permit Applications & Approvals	T&E	\$16,095
3	35% Preliminary Design	FF	\$128,747
4	65% Design Development	FF	\$175,456
5	90% Final Design	FF	\$144,741
	Total		<b>\$465,039</b>



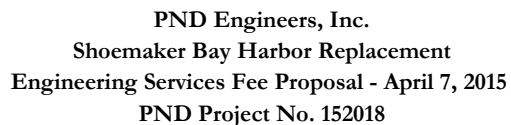
PND Senior Engineer VII	PND Senior Engineer VI	PND Senior Engineer II	PND Senior Engineer I	PND Senior Env Scientist	PND Staff Engineer V	PND Staff Engineer IV	PND Tech VI	PND Tech IV	PND CAD Designer V	Line Item Costs	Task Subtotal Costs
\$180.00	\$165.00	\$125.00	\$115.00	\$120.00	\$105.00	\$100.00	\$125.00	\$90.00	\$95.00		

2.1 Project Management: Design team coordination meetings, correspondence, scheduling, budget controls, invoicing, reports, contract management.	8							4		\$1,800	
2.2 Pre-application coordination, correspondence & meetings with state and federal regulators. Assess onshore dredge disposal options.	4			8			12			\$2,840	
2.3 Prepare and submit NWP permit applications, drawings, project descriptions and Preconstruction Notification.	4			6			24	12	8	\$6,070	
2.4 Address environmental agency review comments & finalize applications.	4						4		2	\$1,310	
2.5 Prepare ADEC Potable Water System Plan Review submittal & address agency issues.	2			12			4		2	\$2,330	
2.6 Prepare Local Fire Marshall Plan Review	2			8					2	\$1,470	
<b>Total Estimated Manhours</b>	24			34			44	12	4	14	<b>\$15,820</b>

Misc. Expenses	Reproduction, and consumables	\$250	
Admin Fee	10% Third party markup	\$25	\$275

**\$16,095**

**Not to Exceed w/o Written Authorization**

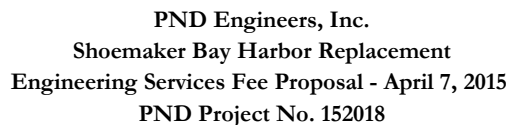


PND Senior Engineer VII	PND Senior Engineer VI	PND Senior Engineer II	PND Senior Engineer I	PND Senior Env Scientist	PND Snr Land Surveyor III	PND Staff Engineer V	PND Tech VI	PND Tech IV	PND CAD Designer V	Line Item Costs	Task Subtotal Costs
\$180.00	\$165.00	\$125.00	\$115.00	\$120.00	\$125.00	\$105.00	\$125.00	\$90.00	\$95.00		

3.1 Project Management: Design coordination meetings, corres, scheduling, budget controls, invoicing, contract mgmt.	24							16		\$5,760	
3.2 Site visit, field assessment and asbuilt detailing of existing structural conditions at approach docks, gangways & floats.		2	20	20					4	\$5,510	
3.3 Demolition plan & material item summary	2	4	12						8	\$3,280	
3.4 Overall site plan - prelim layout & survey control	2	2	12	8					8	\$3,870	
3.5 Dredge / Disposal plan and armor rock slope typical sections	2		8	12			8			\$3,740	
3.6 Approach Dock Modifications	2	4	16						4	\$3,400	
3.7 Covered Alum. Gangway, 7'x96' - plan, profile & typ sections	2	4	16						8	\$3,780	
3.8 Mainwalk & Headwalk Float Plan - preliminary module layout, typical structural sections, float connections, floatation assemblies, ballast tanks, utility chases, hanger assemblies, pile hoops, rubboards, bullrails, decking	8	40	80	8					60	\$24,660	
3.9 Gangway Landing Floats - coordinate service feeder layout options and utility shed loads & balance	2	8	16						8	\$4,440	
3.10 Finger Floats - preliminary module layout, typical structural sections, piano hinge connections, floatation assemblies, ballast tanks, pile hoops, rubboards, bullrails, decking, torsion tubes	8	24	60						40	\$16,700	
3.11 Mooring piles - prelim layout & assess load transfer on floats	2	8	16						4	\$4,060	
3.12 Preliminary structural calculations - floats and piles	2	12	24							\$5,340	
3.13 Combined circulating potable water and fire suppression system schematics	2		4	16					6	\$3,270	
3.14 Safety Equipment - Life rings, fire extinguishers & hose cabinet layout schematics	1		2	6					2	\$1,310	
3.15 Signage schematics	1			4					2	\$830	
3.16 Auxiliary leveling floatation - needs assessment	1	2	8						2	\$1,700	
3.17 Electrical power cable & lighting structural supports - gangway & floats schematic routing plans & sections	2	8	16						4	\$4,060	
3.18 Specification outline	2	4	4	4				4		\$2,340	
3.19 Material quantity computations and updated 35% cost estimate	2	2	6	4						\$1,900	
3.20 Prepare progress report & design review submittal	4	2	4	2					4	\$2,160	
3.21 Design review meeting with CBW - teleconference	2	2	2	2						\$1,170	
<b>Total Estimated Manhours</b>	<b>73</b>	<b>128</b>	<b>326</b>	<b>86</b>				<b>8</b>	<b>20</b>	<b>164</b>	<b>\$103,280</b>

MEG	Electrical Engineering per MEG proposal attached	\$21,000
Travel	RT airfare @ \$456 * 2 + lodging \$150/day * 2 + per diem \$60/day * 4 + vehicle rental & fuel \$100 * 2	\$1,652
Misc.	Reproduction and misc. consumables	\$500
Admin Fee	10% Third party markup	\$2,315
		<b>\$25,467</b>

\$128,747

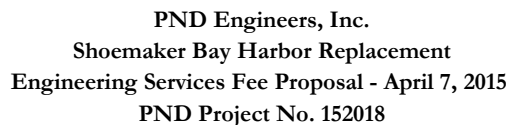


PND Senior Engineer VII	PND Senior Engineer VI	PND Senior Engineer II	PND Senior Engineer I	PND Senior Env Scientist	PND Snr Land Surveyor III	PND Staff Engineer V	PND Tech VI	PND Tech IV	PND CAD Designer V	Line Item Costs	Task Subtotal Costs
\$180.00	\$165.00	\$125.00	\$115.00	\$120.00	\$125.00	\$105.00	\$125.00	\$90.00	\$95.00		

4.1 Project Management: Design coordination meetings, corres, scheduling, budget controls, invoicing, contract mgmt.											\$5,760	
4.2 Demolition plan & material item summary	1	2	16							8	\$3,270	
4.3 Overall site plan - developed site and float layout	2	4	16	8						8	\$4,700	
4.4 Dredge / Disposal plan and armor rock slope typical sections	2		2	12				6			\$2,740	
4.5 Approach Dock Modifications	2	8	16							8	\$4,440	
4.6 Covered Alum. Gangway, 7'x96' - typ sections & details	2	4	12							4	\$2,900	
4.7 Mainwalk & Headwalk Float Plan - developed module layout, typical structural sections, float connections, floatation assemblies, ballast tanks, utility chases, hanger assemblies, pile hoops, rubboards, bullrails, decking	4	60	120	80						60	\$40,520	
4.8 Gangway Landing Floats - plans & typ sections	2	12	24							12	\$6,480	
4.9 Utility Shed - floor plan and framing plans	2	4	4	16						6	\$3,930	
4.10 Finger Floats - developed module layout, typical structural sections, piano hinge connections, floatation assemblies, ballast tanks, pile hoops, rubboards, bullrails, decking, torsion tubes	6	40	80	40						40	\$26,080	
4.11 Mooring piles - developed pile/floating layout & pile summary	2	12	24							4	\$5,720	
4.12 Updated structural calculations - floats and piles	2	8	24								\$4,680	
4.13 Combined circulating potable water and fire suppression system routing plan, penetrations, typ sections and details	2		6	24						8	\$4,630	
4.14 Safety Equipment - Life rings, fire extinguishers & hose cabinet float plan & details	1		2	2						2	\$850	
4.15 Signage plan, summary table and mounting details	1		2	4						2	\$1,080	
4.16 Auxiliary leveling floatation summary & details	1	2	6							2	\$1,450	
4.17 Electrical power cable & lighting structural supports - gangway & floats preliminary mounting details and typical sections	2	8	16							4	\$4,060	
4.18 Preliminary technical specifications	4	8	16	8					8		\$5,680	
4.19 Material quantity computations and updated 65% cost estimate	2	2	6	4							\$1,900	
4.20 Prepare progress report & design review submittal	4	2	4	2						4	\$2,160	
4.21 Design presentation with PHAB and plans in hand review in WRG	16	16		16							\$7,360	
Total Estimated Manhours	84	192	396	216				6	24	172		\$140,390

MEG	Electrical Engineering per MEG proposal attached	\$29,000
Travel	RT airfare @ \$456 * 3 + lodging \$150/day * 3 + per diem \$60/day * 6 + vehicle rental & fuel \$100 * 2	\$2,378
Misc.	Reproduction and misc. consumables	\$500
Admin Fee	10% Third party markup	\$3,188
		<b>\$35,066</b>

\$175,456



PND Senior Engineer VII	PND Senior Engineer VI	PND Senior Engineer II	PND Senior Engineer I	PND Senior Env Scientist	PND Snr Land Surveyor III	PND Staff Engineer V	PND Tech VI	PND Tech IV	PND CAD Designer V	Line Item Costs	Task Subtotal Costs
\$180.00	\$165.00	\$125.00	\$115.00	\$120.00	\$125.00	\$105.00	\$125.00	\$90.00	\$95.00		

[illegible]

MEG	Electrical Engineering per MEG proposal attached	\$17,205
Travel	RT airfare @ \$456 * 3 + lodging \$150/day * 3 + per diem \$60/day * 6 + vehicle rental & fuel \$100 * 2	\$2,378
Misc.	Reproduction and misc. consumables	\$500
Admin Fee	10% Third party markup	\$2,008
		<b>\$22,091</b>

**\$144,741**



PO Box 210049 Auke Bay, Alaska, 99821, 907-789-3350, 907-789-3360 fax

## Fee Estimate

3/16/2015

### Wrangell Shoemaker Bay Design to 90%

Scope of Design: Design the electrical systems for the replacement of Shoemaker Bay Harbor to a 90% completion. This includes a new padmount utility transformer, Main switchboard with CT cabinet, main circuit breaker with adjustable GFI protection, and distribution section with feeder circuit breakers. Power on the floats to be distributed with feeder cables from the main switchboard to panels on the floats. A pedestal similar to Heritage Harbor with improvements used at Petersburg North Harbor including GFI protection will be provided between every two stalls with the following power. For 24' and 34' stalls, 30A/120V power will be provided to each stall. For 40' and 54' stalls, 30A/120V and 50A/208V power will be provided with 60A/208V, three phase power on 25% of 40' stalls and 50% of 54' stalls. For 60' stalls, 30A/120V, 50A/208V, & 60A/208V, three phase power will be provided. LED, cutoff type Lighting will be provided on 15' poles colocated with the pedestals on the floats. Lighting will be provided on the gangways. Uplands lighting will not be part of this scope of work. Power for water circulating pumps with associated heat for pump will be provided.

<u>Task</u>	<u>Engineer</u> (Hrs)	<u>Drafting</u> (Hrs)
<b>Design to 90%</b>		
<b>One Site Visit</b>		
Public Meeting	16	\$ 625
<b>Design Documents</b>		
<b>Service Design</b>		
Single Line Diagram for Service	6	4
Enlarged site plan at top of gangway	16	12
<b>Lighting Design</b>		
Float lighting calculations & layout	10	6
Float light pole details	8	6
<b>Power Distribution</b>		
Single Line Diagram for Harbor with Switchboard	16	6
Single Line Diagrams for Panels, lighting, & water	18	8
Pedestal circuiting and details	32	12
Approach and gangway circuiting/conduit routing & det	24	18
Float circuiting/conduit routing & details	24	16
Water pump power and controls	24	12
<b>Coordination with PND</b>	40	

<b>Design Project Meetings</b>	12			
<b>Submittals</b>				
Cost Estimate - 35%	8			
Drawings Preparation - 35%	12	12		
Specifications - 65%	10			
Cost Estimate - 65%	8			
65% Review Document Preparation	16	16		
Changes due to review	16	16		
Specifications - 90%	8			
Cost Estimate - 90%	8			
90% Document Preparation	12	12		
Totals	344	156		
Hourly Rate	\$155	\$85		
Fees	\$ 53,320	\$13,260	\$	625
<b>Total Electrical Fee</b>	<b>\$ 67,205.00</b>			

# **Agenda Item 13g**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 9, 2015**

#### **INFORMATION:**

Approval of an addendum to the Wrangell Medical Center's Master Service Agreement with TruBridge to add Accounts Receivable Management Services

#### **Attachments:**

1. Memo from Marla Sanger, WMC CEO
2. Proposed Addendum to the original MSA with TruBridge
3. Original MSA with TruBridge

#### **Additional Information:**

As per 3.32.020 and 030, the Borough Assembly is required to approve contracts in excess of \$25,000. This proposed addendum will meet that requirement. The original Master Service Agreement with TruBridge did not meet that requirement. Therefore, that is why the original MSA did not come before the Borough Assembly for approval.

#### **RECOMMENDED ACTION:**

Move to approve the addendum to the Wrangell Medical Center's Master Service Agreement with TruBridge to add Accounts Receivable Management services, as presented.



**HARBOR RESERVE FUNDS**  
CITY AND BOROUGH OF WRANGELL  
FISCAL YEAR 2015-2016

ACCOUNT NO. & DESCRIPTION	2013-2014 ACTUAL	2014-2015 APPROVED	2014-2015 REVISED	2015-2016 APPROVED
<b>HARBOR REPLACEMENT FUND</b>				
WRANGELL HARBORS CASH, JULY 1ST	711,207	1,403,627	1,403,627	2,295,176
MEYERS CHUCK REPLACEMENT RESERVE	-	-	-	700,000
<b>74.02 REVENUES</b>				
4460 CORPS OF ENGINEERS - HERIT.	475,550	-	-	-
4901 TRANSFER FROM HARBOR	216,264	211,200	216,000	216,000
4905 MEYERS CHUCK TRANSFER	-	-	1,372,549	-
4805 INTEREST INCOME	606	3,000	3,000	4,000
<b>TOTAL HARBOR REVENUES</b>	<b>692,420</b>	<b>214,200</b>	<b>1,591,549</b>	<b>220,000</b>
<b>TOTAL REVENUES &amp; RESERVE</b>	<b>1,403,627</b>	<b>1,617,827</b>	<b>2,995,176</b>	<b>3,215,176</b>
<b>74.02 EXPENDITURES</b>				
6500 FLOAT REPLACEMENT EXPENDITURES	-	-	-	-
<b>TOTAL HARBOR EXPENDITUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>HARBOR RESERVE AT JUNE 30TH</b>	<b>1,403,627</b>	<b>1,617,827</b>	<b>2,295,176</b>	<b>2,515,176</b>
<b>MEYERS CHUCK REPLACEMENT RESERVE</b>	<b>-</b>	<b>-</b>	<b>700,000</b>	<b>700,000</b>
<b>TOTAL EXPENDITURES &amp; RESERVE</b>	<b>1,403,627</b>	<b>1,617,827</b>	<b>2,295,176</b>	<b>2,515,176</b>
<b>COMMERCIAL FISHING INFRASTRUCTURE FUND</b>				
<b>FUNDS AVAILABLE JULY 1ST</b>	<b>328,034</b>	<b>425,002</b>	<b>425,002</b>	<b>573,943</b>
<b>74.06 REVENUES</b>				
TRANSFER FROM HARBOR	96,968	125,630	146,941	110,177
4805 INTEREST INCOME	-	2,000	2,000	1,500
<b>TOTAL CFIF REVENUES</b>	<b>96,968</b>	<b>127,630</b>	<b>148,941</b>	<b>111,677</b>
<b>TOTAL REVENUES &amp; RESERVE</b>	<b>425,002</b>	<b>552,632</b>	<b>573,943</b>	<b>685,620</b>
<b>74.06 EXPENDITURES</b>				
6500 INFRASTRUCTURE EXPENSE	-	-	-	-
<b>TOTAL CFIF EXPENDITUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CFIF RESERVE AT JUNE 30TH</b>	<b>425,002</b>	<b>552,632</b>	<b>573,943</b>	<b>685,620</b>
<b>TOTAL EXPENDITURES &amp; RESERVE</b>	<b>425,002</b>	<b>552,632</b>	<b>573,943</b>	<b>685,620</b>

**EXPLANATION**

**HARBOR REPLACEMENT FUND**

PORT COMMISSION INSTITUTED A PROGRAM TO INCREASE THE MOORAGE RATE TO \$25/FOOT SEVERAL YEARS BACK, AND AGREEING TO \$12 FOR HARBOR/FLOAT REPLACEMENT AND RELATED INFRASTRUCTURE COSTS. THE REMAINING 13/25THS OF STALL RENT SUPPORTS HARBOR OPERATIONS YEAR TO YEAR.

STATE OF ALASKA TRANSFERRED \$1.37 MILLION FOR THE BOROUGH PORTS & HARBORS TO REBUILD HARBOR FLOATS/DOCKS/ETC. 50% OF THIS WILL BE RESERVED FOR MEYERS CHUCK.

TENTATIVE PLANS FOR THESE FUNDS INCLUDE USING IT TO MATCH THE STATE'S HARBOR MATCHING GRANT PROGRAM TO REHABILITATE SHOEMAKER HARBOR AND MEYERS CHUCK FLOAT/DOCKS.

**COMMERCIAL FISHING INFRASTRUTURE FUND**

THE PORT COMMISSION ADOPTED IN 2012-2013 A POLICY TO USE A PORTION OF THE RAW FISH TAX FOR IMPROVEMENTS AND REPLACEMENTS USED BY THE COMMERCIAL FISHING INDUSTRY. THE AMOUNT IS DETERMINED BY MULTIPLYING HARBOR OPERATING EXPENDITURES BY ONE-THIRD TO DETERMINE THE AMOUNT OF RAW FISH TAX THAT CAN BE USED TO SUPPORT THE HARBOR'S ANNUAL OPERATING COSTS. THE REMAINDER OF THIS TAX SHARE FROM THE STATE IS TRANSFERRED ANNUALLY TO THIS FUND.

TENTATIVE PLANS CURRENTLY UNDER REVIEW AND DISCUSSION ARE TO COMBINE THIS AMOUNT WITH THE FLOAT REPLACEMENT FUNDS TO MATCH STATE FUNDING FOR HARBOR REPLACEMENT TO REHABILITATE SHOEMAKER HARBOR.

6500 EXPENDITURE OF RESERVE FUNDS FOR CAPITAL IMPROVEMENTS

To: Mayor Jack, City/Borough Assembly Members, Jeff Jabusch and Kim Lane      Item 13g-1  
From: Marla Sanger, CEO, Wrangell Medical Center  
Date: June 1<sup>st</sup>, 2015  
Re: TruBridge Services Addendum Proposal

Thank you for the opportunity to share that WMC wishes to add a Service Addendum to a Master Agreement that we have had with TruBridge, a CPSI company, since May 15, 2013.

The original Master Agreement provided WMC with an Information Technology Risk Assessment each year, a requirement under the Health Information Technology for Economic and Clinical Health (HITECH) Act. WMC has enjoyed a good working relationship with both TruBridge and CPSI, which is our computer vendor for both clinical and business applications.

WMC wishes to add a business service that will improve our revenue cycle with the aim of reducing our accounts receivable and increasing available cash. As you are aware, WMC continues to struggle with accounts receivable amounting to over four million dollars despite a very strong effort from our talented business office staff. There are many factors that contribute to this including the following:

- Coding and billing regulations are changing at an accelerated rate making it difficult to impossible for staff to keep up while performing their busy jobs.
- The frequency and complexity of the changes require constant vigilance to ensure we are compliant with regulations and optimizing reimbursement.
- It can take up to a year for a coding/billing beginner to advance to a level of expertise that is needed in today's healthcare environment. If a high performing coder/biller leaves the facility their knowledge and experience is lost and it can take the team many months to regain optimal effectiveness.
- Because the work is so complex, most business office professionals become specialized in certain aspects of the process, as is the case at WMC. It is difficult for staff to cover for each other when someone is away on vacation, a family emergency or illness. The result can be a pause in one or more processes slowing the cash flow and creating a significant workload for that person when they return to work.

Many hospitals, especially smaller organizations face these challenges as has Petersburg Medical Center (PMC) so we invited their business office manager to meet with our business office team to talk about the improvements they achieved with TruBridge. PMC and WMC have the same computer systems so interacting with TruBridge is much easier. PMC saw a steep decline in their accounts receivable and consequently their cash on hand increased significantly in about a year after engaging TruBridge. We discussed PMC's transition and the fact that none of their permanent staff lost any hours of employment. The same would be true at WMC, as our employees wear many hats and have no down-time.

The agreement you will review is complete in the services provided and rate WMC will pay (2.2% on cash collections) but there may be minor changes in governing law and automatic extension of the term. I hope you will find this proposal worthy of your support as I believe it is our best approach to improving our cash position, a key component in sustainability and critical to seeking a replacement hospital facility.



**TruBridge**

**TruBridge, LLC**

**Service Addendum  
to the  
Master Services Agreement**

**for**

**Wrangell Medical Center**

**May 19, 2015**



TruBridge

## Master Services Agreement Service Addendum

In regard to the Master Services Agreement (hereinafter "the Agreement") executed by and between TruBridge, LLC (hereinafter "TruBridge") and Wrangell Medical Center (hereinafter "Customer") and dated May 14, 2014, it is mutually understood and agreed to by both parties that:

1. **Engagement for Additional Services:** TruBridge agrees to furnish, and Customer agrees to accept and pay for, the Service(s) as set forth in the Exhibit A attached hereto under the terms and conditions of the Agreement.
2. **Entire Addendum:** This Addendum, to include Exhibit A, sets forth the entire understanding of the parties hereto with respect to the subject matter contained herein and supersedes all other oral or written representations with respect to the same.
3. **Miscellaneous:** All terms and conditions of the Agreement shall remain fully in force.

TruBridge, LLC  
3725 Airport Boulevard, Suite 208A  
Mobile, AL 36608

Wrangell Medical Center  
310 Bennett Street  
Wrangell, AK 99929

By: \_\_\_\_\_  
(Authorized Signature)

Name: Christopher L. Fowler  
(Printed)

Title: President

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Name: \_\_\_\_\_  
(Printed)

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# TruBridge

## Master Services Agreement Exhibit A Services and Service Fees

### Business Service: Accounts Receivable Management

#### A. Services and Fees

1. Services: Accounts Receivable Management services will include:

- The operation of a central business office electronically from Mobile, Alabama.
- Initial service set-up and education of hospital personnel.
- The billing of all patients, to include inpatients, sub-acute patients, outpatients, skilled nursing facility patients, emergency room patients and all professional fees to include:
  - The production and mailing of initial account statements based upon mutually agreed upon criteria.
  - The billing of all primary and secondary claims to all third party payers.
  - The production and mailing of two cycle statements and two collections letters for private pay portions.
  - Management of cash receipts and accounts receivable.
  - Prompt follow up on all unpaid insurance claims.
  - Two telephone collection calls on mutually agreed upon private pay portions. TruBridge will make every reasonable effort to make contact with an authoritative party.
  - Bad Debt write-off to hospital designated collection agency based upon hospital policy and mutually agreed upon timeframe.
- The establishment of a toll-free customer service line specifically for billing inquiry.
- Establishment of a communication connection.

**Equal Treatment:** TruBridge shall treat all patients equally, regardless of patient financial status, in the performance of any of the above billing and/or collection services.

2. Service Fee/Payment Schedule: Monthly Service Fees will be calculated as a percentage of total Cash Collections based upon the following rate(s).

- a. **Service Rate:** 2.2%
- b. **ACH/EFT Transactions:** Payment of the above Service Fees shall be via ACH/EFT transactions.



**Master Services Agreement  
Exhibit A  
Services and Service Fees**

**Business Service: Accounts Receivable Management**

B. **Customer's Responsibilities:** Customer's responsibilities will include the following:

- The capture of all patient demographic, insurance and encounter information.
- Maintenance of all business office, insurance, contract management and item master tables.
- Performance of contract payment audits.
- Customer service for walk-in inquiries/payments and local calls.
- The processing of patient account credit balance payments through the Accounts Payable module.
- Maintenance of Medicare Bad Debt logs.
- The production and submission of all reports necessary to meet regulatory requirements.
- The opening and maintaining of a "lockbox" account at a bank whereby all monies received from remittances would be processed by the bank and posted to the lockbox account. Remittances would then be forwarded to TruBridge for posting.
- Payment of Service Fees accruing under this Exhibit A via ACH/EFT transactions.
- The hospital's Chief Financial Officer or the individual assigned to those duties shall act as a liaison between TruBridge and hospital staff in the resolution of any identified issues.
- With the exception of any hardware necessary at TruBridge's location, the purchase of any peripheral hardware necessary for the implementation of the services.

C. **Service Term:**

Two (2) Years

1. **Cancellation at the End of the Initial Term:** It is mutually understood that no claims can be submitted for reimbursement from Medicare, Medicaid, or Blue Cross until such time as Customer receives a Provider Number from the appropriate issuing authorities for each. In the event Customer wishes to cancel this Agreement at the end of the Initial Term but did not receive its Provider Numbers for Medicare, Medicaid, and Blue Cross prior to the Effective Date of the Agreement, the Initial Term shall be extended by the amount of time between the Effective Date of the Agreement and the date upon which Customer received the last of its Provider Numbers for Medicare, Medicaid, and Blue Cross. In such event, cancellation shall be effective upon the completion of the extended Initial Term.



# TruBridge

## Master Services Agreement Exhibit A Services and Service Fees

### Business Service: Accounts Receivable Management

2. **Extended Delay:** In the event service under this Exhibit A is not implemented within six (6) months of the date the instrument to which this Exhibit A is attached was executed by the second signatory and such failure is due solely to actions or inaction of Customer, i) this Exhibit A shall become effective upon the first day of the seventh (7<sup>th</sup>) month for the purpose of assessing a monthly penalty and shall remain in effect for a period equal to the Service Term specified above (the "Penalty Period"); ii) Customer shall pay TruBridge a monthly penalty in the amount of ten thousand dollars (\$10,000.00) per month during the Penalty Period; iii) penalty payments shall be due on the first day of each month of the Penalty Period; and iii) after completion of the Penalty Period this Exhibit A shall be terminated. Notwithstanding the forgoing, Customer may elect to implement the service at any time during the Penalty Period with such implementation taking place at the earliest date practicable. In the event Customer elects to implement the service, i) the monthly penalty assessments shall cease as of the service commencement date; ii) services under this Exhibit A shall be provided for period equal to the full Service Term specified above; iii) standard billing in accordance with Section A(2) above shall apply; and iv) automatic renewals as specified in Section 2(A) of the Agreement shall apply.

D. **Cash Collections:** For the purposes of this Exhibit A, "Cash Collections" shall be defined as follows:

1. **Included Receipts:** Cash Collections shall include all patient accounts receivable receipts which are directly related to hospital, medical practice and/or home health patient accounts and collected for professional medical and ancillary services rendered by or through Customer, during the term of this Agreement, on such patient accounts receivables that are receiving service under this Agreement as specified in EXHIBIT A. Such receipts shall include, but are not limited to, the following:
  - a. All Accounts Receivable receipts for patient accounts receivable described above;
  - b. Any reimbursement or payments based on Cost Report calculations, patient charges or accounts receivable described above prorated based upon the period of time during the reimbursement/payment period in which services were provided under this Exhibit A, including but not limited to: Indigent Care Trust Fund (ICTF) receipts, Medicaid Enhancement receipts and Upper Payment Limit (UPL) receipts; and
  - c. Any reimbursement or payments for charity or indigent care which are based on patient accounts receivable describe above.



**TruBridge**

**Master Services Agreement**

**Exhibit A**

**Services and Service Fees**

**Business Service: Accounts Receivable Management**

Any amounts refunded or credited to a patient or third party payor as a result of discounts, overpayments, erroneous payments, or bad checks shall be deducted from the calculation of Cash Collections.

2. **Excluded Receipts:** Cash Collections shall not include any General Ledger receipts, which are not directly related to patient accounts receivable described in Section D(1) above. Such excluded receipts shall include, but are not limited to, contributions, donations, interest income, cafeteria sales and vending sales.





# TruBridge

## Master Services Agreement Exhibit A Services and Service Fees

### Consulting Service: Revenue Cycle Transition

#### A. Services and Fees:

##### 1. Service: The Consulting Service will include:

- A four (4) week engagement with consulting services provided on-site;
- Aiding Customer in the transition to TruBridge's Accounts Receivable Management Service.

##### 2. Service Fee

###### a. Service Fee:

Included\*

\*Note: The Service Fee for the consulting engagement is included in the service fees to be paid under the Exhibit A for Accounts Receivable Management Services.

#### B. Customer Responsibilities: Customer's responsibilities shall include the following:

- Providing visible Executive Management support for project; and
- Providing the Revenue Cycle Consultant with access to all appropriate hospital personnel, equipment and documentation as may be reasonably necessary to accomplish the project.

#### C. Service Term: This Exhibit A shall remain in effect until the delivery of the assessment reports.



# TruBridge

## Payment Account Information

### Wrangell Medical Center

310 Bennett Street  
Wrangell, AK 99929

The account information provided below by Customer shall be used by TruBridge for the express purpose of establishing payments via ACH/EFT transactions.

**Note:** All requested information fields should be printed clearly in blue or black ink.

**Bank Name:** \_\_\_\_\_

**Branch:** \_\_\_\_\_

**Address:** \_\_\_\_\_

### Bank Transit / ABA Number:

--	--	--	--	--	--	--	--	--

**Note:** Your bank transit /ABA number will always be 9 digits and will begin and end with these marks |:

**Account Number:** \_\_\_\_\_

I (print name) \_\_\_\_\_ warrant on  
behalf of Customer that the above information is complete, valid and suitable for the purpose of  
establishing ACH/EFT payments from the specified account.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



THANK YOU  
FOR YOUR ASSISTANCE.  
*[Signature]*

**TruBridge, LLC**

**Master Services Agreement**

**for**

**Wrangell Medical Center**

**May 14, 2013**



## Master Services Agreement

TruBridge, LLC, a Delaware Limited Liability Corporation, (hereinafter "TruBridge") is the provider of certain services and INASMUCH AS,

### Wrangell Medical Center

(hereinafter "Customer") wishes to obtain services as described herein and TruBridge is willing to make said services available to Customer.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and of other good and valuable consideration the parties do mutually agree as follows:

1. **Engagement for Services:** TruBridge agrees to furnish, and Customer agrees to accept and pay for, Services as set forth in EXHIBIT A (each a "Service" and collectively the "Services"). It is expressly understood that TruBridge shall only provide Customer with the Services specified in EXHIBIT A. Additional Services may be added by separate addendum to this Agreement.
2. **Term of Agreement:** This Agreement shall become effective upon execution by the parties and, unless sooner terminated as provided hereinafter, shall remain in effect so long as a Service remains in effect.
  - A. **Business Services and Managed IT Services:** Services identified in their EXHIBIT A as a business service ("Business Service") or a managed information technology service ("Managed IT Service") shall become effective upon the commencement of the Service and shall remain in effect for the initial service term specified in the Service's EXHIBIT A. Upon expiration of a Business Service's or an Managed IT Service's initial service term, the Service shall be automatically extended on an annual basis unless sixty (60) days prior to the expiration date of the initial service term, or any extended term, either party gives written notice of its intent to terminate the Service.
  - B. **Consulting Services:** The Exhibit A for Services identified therein as a consulting service ("Consulting Service") shall become effective upon execution of the instrument by which the EXHIBIT A is included in or added to this Agreement and shall remain in effect for the service term specified in the Service's EXHIBIT A.
3. **Charges:**
  - A. **Service Fees:** Customer agrees to pay TruBridge Service Fees for each Service engagement per the payment schedule set forth in the Service's EXHIBIT A during the term of the Service. TruBridge shall notify Customer of any change in the Service Fee for a Service under this Agreement at least sixty (60) days prior to the expiration of the Service's term.



## Master Services Agreement

- B. **Travel Expenses:** Any travel by TruBridge representatives to Customer's site shall be governed under the terms of TruBridge's Travel Policy and all expenses for such travel shall be billed to Customer as incurred.

4. **Payment:**

- A. **Standard Payments:** All charges for service under this Agreement shall be due and payable upon receipt by Customer of TruBridge's invoice for such charges. Any such invoices which are not paid in full within thirty (30) days of the invoice date shall bear interest at the rate of one and one-half percent (1.5%) per month on the unpaid balance. All amounts paid under this Agreement shall be non-refundable.

**TruBridge shall have the right and discretion to suspend and/or cancel services under this Agreement by sending written notice to that effect to Customer at any time when Customer has failed to pay an undisputed invoice within ninety (90) days.**

- B. **ACH/EFT Payments:** Certain Services, as identified in their EXHIBIT A, may require payment via Automated Clearing House/Electronic Funds Transfer ("ACH/EFT") transactions. Additionally, in the event this Agreement is suspended or terminated by TruBridge pursuant to Section 4(A) above, TruBridge may, as a condition of reinstatement, require that all amounts due and payable under the reinstated Agreement be paid electronically via Automated Clearing House/Electronic Funds Transfer transactions.

5. **ACH/EFT:**

- A. **Authorization for ACH/EFT:** Customer hereby authorizes TruBridge to withdraw and transfer funds from a designated account at Customer's primary banking institution (the "Payment Account") via ACH/EFT transactions for purpose of the fulfillment of Customer's payment obligations under Section 4(B) above. Each month's ACH/EFT shall take place on or after the fifth day of each month for amounts invoiced in the prior month. Customer understands that TruBridge does not need to notify the Customer prior to any withdrawal for invoiced amounts that are not disputed in good faith by the Customer.
- B. **Payment Account:** Customer agrees to provide TruBridge with Payment Account information as may be necessary for the establishment of payments via ACH/EFT. Customer warrants that it shall i) maintain funds in the Payment Account that will, at minimum, allow Customer to meet its payment obligations that will accrue under this Agreement; ii) maintain the Payment Account during the term of this Agreement; iii) notify TruBridge in writing at least ten (10) business days prior to the implementation of



## Master Services Agreement

any planned changes in the Payment Account or immediately upon the occurrence of any unplanned change in the Payment Account; and iv) immediately notify TruBridge of any issue that may become known to Customer that may adversely affect any ACH/EFT transactions to be made pursuant to this Agreement.

- C. **Returned Transactions:** In the event an ACH/EFT transaction is returned unpaid (a "Returned Transaction"), TruBridge shall notify Customer in writing of the unpaid return. Customer shall have five (5) business days from its receipt of TruBridge's notification of the Returned Transaction to correct any issues that caused the unpaid return or make substantial efforts satisfactory to TruBridge toward correcting the issue or issues. TruBridge may, at its sole discretion, charge Customer a fee equal to five percent (5%) of the Returned Transaction for any Returned Transaction. In the event the Returned Transaction cannot be resubmitted and paid within ten (10) business days of TruBridge's notification to Customer of the unpaid return, TruBridge may immediately terminate the affected Service EXHIBIT A.
6. **Taxes:** Customer shall pay any and all taxes (except TruBridge's Federal and State Income Taxes) assessed by any local, state or federal taxing authority with respect to Services rendered pursuant to this Agreement.
7. **Customer Responsibilities:**
- A. **Hiring of TruBridge Employees:** If, during the term of a Service engagement or twelve (12) months thereafter, Customer directly or indirectly retains the services (whether as an employee, independent contractor or otherwise) of any employee of TruBridge (or ex-employee within 3 months of his/her employment termination date) who, in the course of a Service engagement, has provided service to Customer on behalf of TruBridge, Customer agrees that TruBridge will be damaged, but that the amount of this damage will be difficult to determine. Accordingly, Customer agrees that for each such TruBridge employee hired by Customer, Customer will pay TruBridge, one hundred thousand dollars (\$100,000.00) as liquidated damages.
- B. **Additional Responsibilities:** Any additional Customer responsibilities associated with a Service engagement, if any, shall be specified in the Service's EXHIBIT A.
8. **Save Harmless:** Customer shall assume the entire responsibility and liability for, and shall indemnify and save harmless TruBridge and its employees from and against, any and all loss or injury that any of them may sustain as a result of any third party claims arising out of or in connection with any patient care or related services provided by Customer or any of its



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employees, except to the extent that such loss or injury results from the willful misconduct or gross negligence of TruBridge or any of its employees. Customer agrees to assume the defense of any such claims at law or in equity that may be brought against TruBridge or any of its employees and to pay the amount of any judgment that may be entered against TruBridge or any of its employees or the amount of any reasonable settlement of any such claims.

9. **Liability:** TRUBRIDGE'S LIABILITY FOR FURNISHING SERVICE UNDER THIS AGREEMENT SHALL BE LIMITED TO PROVIDING THE SERVICES DESCRIBED. TRUBRIDGE SHALL NOT BE LIABLE FOR ANY DAMAGES OR LOSSES INCURRED BY CUSTOMER AS A RESULT OF THE LOSS OF USE OF THE SERVICES, OR ANY PART OR COMPONENT THEREOF, OR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM OR OCCASIONED BY THE FAILURE OF TRUBRIDGE TO PERFORM ANY OBLIGATION UNDER THIS AGREEMENT.
10. **Delays:** TruBridge shall not be liable for any delay or failure to provide the Services or to perform any other duty or obligation hereunder, where such failure resulted from, arose out of, or was caused by, any cause or event beyond the reasonable control of TruBridge.
11. **Business Services Implementation:**
  - A. **Implementation Timeframe:** The parties mutually agree to implement each Business Service specified in EXHIBIT A, if any, within one hundred eighty (180) days of the execution of this Agreement or, for Business Services added through execution of an Addendum, the execution of such Addendum (the "Implementation Timeframe").
  - B. **Delays:** In the event of a failure to implement a Business Service during the Business Service's designated Implementation Timeframe and such failure is directly attributable to the action(s) or inaction of TruBridge, TruBridge shall provide Customer with a credit to be applied to Customer's account in an amount equal to the first month's Service Fees for the affected Business Service. In the event of a failure to implement a Business Service during the Business Service's designated Implementation Timeframe and such failure is directly attributable to the action(s) or inaction of Customer, Customer shall be liable for payment to TruBridge a fee in the amount of five thousand dollars (\$5,000). A delaying party shall not be liable for any failure to implement a Business Service during the Implementation Timeframe, where such failure resulted from, arose out of, or was caused by, any cause or event beyond the party's reasonable control.
12. **Connectivity:** Certain Business Services and Managed IT Services will require Internet connectivity. Customer is responsible for securing and maintaining any connectivity and/or





## Master Services Agreement

communication services and any associated equipment at Customer's location(s) as may be necessary for the implementation of Services under this Agreement.

**It is expressly understood that, unless Internet Access Services are specifically included in this Agreement under an EXHIBIT A, TruBridge will not be providing Customer with any connectivity or communication services.**

13. **Data Access:** It is mutually understood that Customer must provide TruBridge with access to the data necessary to perform the Service(s) during the term of this Agreement. In the event Customer intentionally creates any impediment to such access (an "Impediment"), Customer agrees to pay TruBridge an amount equal to the prorated Service Fees that would have accrued for an affected Service during the remainder of the Service's then current term. The prorated Service Fees shall be calculated based upon the average monthly Service Fees for the affected Service provided in the previous six months. TruBridge shall provide Customer with written notification upon becoming aware of an Impediment and Customer shall have five (5) business days from the receipt of such written notice to cure the Impediment. In the event the Impediment is not cured within five (5) business days, the prorated Service Fees shall then become due and payable in full.
14. **Independent Contractors:** The parties to this Agreement are independent contractors. There is no relationship of partnership, joint venture, employment, franchise or agency created hereby between the parties. Neither party will have the power to bind the other or incur obligations on the other party's behalf without the other party's prior written consent.
15. **Waiver and Severability:** Waiver or failure by either party to exercise in any respect any right provided for in this Agreement will not be deemed a waiver of any further right under this Agreement. If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable for any reason, the remainder of this Agreement will continue in full force and effect.
16. **Notices and Reports:** Any notice or report hereunder shall be in writing to the notice address set forth below and shall be deemed given: 1) upon receipt of it by personal delivery; 2) upon receipt if sent by certified or registered U.S. Mail (return receipt requested); or 3) the next business day after it is sent if it is sent by next day delivery by a major commercial delivery service.
17. **Assignment:** This Agreement may not be assigned, sold or otherwise transferred by Customer without the express written consent of TruBridge. Such consent will not be unreasonably withheld. Notwithstanding the foregoing, Customer's account must be in good standing





## Master Services Agreement

and Customer must be current with all its obligations prior to the assignment of this Agreement. This Agreement may be assigned by TruBridge (i) pursuant to a merger or change of control or (ii) to an assignee of all or substantially all of TruBridge's assets. Any purported assignment in violation of this section shall be void.

18. **Entire Agreement:** This Agreement, to include EXHIBIT A, embodies the entire agreement between the parties hereto with respect to Services and supersedes all other oral or written agreements regarding the subject matter contained herein. Any waiver, modification or amendment of any provision of this Agreement will be effective only if in writing and signed by both parties.
19. **Governing Law:** This Agreement shall be construed and enforced under the laws of the State of Alabama, excluding rules as to choice and conflict of law. The exclusive and sole venue for any action brought to enforce or interpret this Agreement shall be the state and federal courts situated in Mobile County, Alabama and each party hereby consents to the exercise of personal and subject-matter jurisdiction by such courts.
20. **Service Contingency:** Services under this Agreement shall be contingent upon the General Support Agreement executed apart herefrom between Customer and Computer Programs and Systems, Inc. remaining in effect. Suspension of such General Support Agreement for any reason may result in the suspension of Services under this Agreement. Suspension of Services shall not result in the termination of this Agreement and, in the event the General Support Agreement is reinstated, Services under this Agreement shall resume. Termination of the General Support Agreement may result in the termination of this Agreement.

TruBridge, LLC  
3725 Airport Boulevard, Suite 208A  
Mobile, AL 36608

By: [Signature]  
(Authorized Signature)

Name: Christopher L. Fowler  
(Printed)

Title: President

Date: 5/23/13

Wrangell Medical Center  
310 Bennett Street  
Wrangell, AK 99929

By: [Signature]  
(Authorized Signature)

Name: Marla Sanger  
(Printed)

Title: Interim CEO

Date: 5/15/13



## Master Services Agreement

### Exhibit A

### Services and Service Fees

#### Consulting Service: IT Risk Assessment Consulting

##### A. Services and Fees:

###### 1. **Service:** IT Risk Assessment Consulting services will include:

- a. A TruBridge Consultant shall travel to Customer's location and conduct an initial comprehensive on-site review of Customer's information technology (IT) security with an emphasis on:
  - i) identifying where electronic protected health information ("EPHI") is stored, received, maintained or transmitted;
  - ii) determine potential threats and vulnerabilities to EPHI;
  - iii) assess current security controls;
  - iv) determine the likelihood of the occurrence of each defined threat;
  - v) determine the potential impact for each defined threat; and
  - vi) assign a risk score to each threat.
- b. Based upon its review, TruBridge shall produce an initial assessment reports that include
  - i) a complete review of the assessment finds;
  - ii) the identification of gaps and deficiencies based upon IT best practices; and
  - iii) recommendations in the form of an action plan to mitigate the identified gaps and deficiencies. The assessment report shall be provided to the Customer within two (2) weeks of the completion of the on-site assessment.
- c. TruBridge will provide an additional two (2) comprehensive on-site IT security reviews during the term of this Exhibit A and produce an assessment report for each review. The assessment reports shall be delivered on or about the anniversary date of the first assessment.
- d. TruBridge shall participate remotely in Customer's quarterly IT steering committee meetings.

###### 2. **Service Fee**

- a. **Service Fee:** \$ 20,000
- b. **Payment Schedule:** The Service Fee shall be billed as follows:
  - Per Quarter (8 Payments) \$ 2,500

- B. **Customer Responsibilities:** Customer shall provide the assigned Consultant with access to all appropriate Customer personnel, equipment and documentation as may be necessary to perform the Professional Service.

- C. **Service Term:** Two (2) Years

# **Agenda Item 14**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
June 9, 2015**

INFORMATION:

ATTORNEY'S FILE – None.

# **Agenda Item 15**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
June 9, 2015**

Executive Session – None.