



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

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**Tuesday, July 25, 2017  
7:00 p.m.**

**Location: Assembly Chambers, City Hall**

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**1. CALL TO ORDER**

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Mark Mitchell
- b. INVOCATION to be given by Nettie Covalt with the Presbyterian Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*

**2. ROLL CALL**

**3. AMENDMENTS TO THE AGENDA**

**4. CONFLICT OF INTEREST**

**5. CONSENT AGENDA**

- a. Item (\*) 6a and 7a through 7d

**6. APPROVAL OF MINUTES**

- a. Borough Assembly Minutes: Regular meeting of June 27, 2017; Special meeting of July 13, 2017

**7. COMMUNICATIONS**

- a. Regional Assessment of Borough Government Finances and Employment
- b. School Board Minutes: Regular May 15, 2017 and Special June 5, 2017
- c. School Board Action: Special July 13, 2017
- d. Wrangell Medical Center Board Minutes: June 21, 2017

**8. BOROUGH MANAGER'S REPORT**

**Water Update (report)**

**9. BOROUGH CLERK'S FILE**

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

- a. Reports by Assembly Members
- b. City Boards and Committees Appointments
  - i. Letter of Interest received from Mary Campbell (EDC Board)
- c. Appointment to the SEARHC/AICS Board as the Liaison

**11. PERSONS TO BE HEARD**

**12. UNFINISHED BUSINESS - None**

**13. NEW BUSINESS**

- a. **PROPOSED RESOLUTION No. 07-17-1368:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE
- b. **PROPOSED RESOLUTION No. 07-17-1369:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE POLICE DEPARTMENT'S ADMINISTRATIVE ASSISTANT AND PROVIDING FOR AN EFFECTIVE DATE
- c. **PROPOSED RESOLUTION No. 07-17-1370:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE ELECTRICAL LINE FOREMAN AND PROVIDING FOR AN EFFECTIVE DATE
- d. **PROPOSED RESOLUTION No. 07-17-1371:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE NON-UNION WAGE AND GRADE TABLE FOR THE POLICE DEPARTMENT'S ADMINISTRATIVE ASSISTANT AND PROVIDING FOR AN EFFECTIVE DATE
- e. **PROPOSED RESOLUTION No. 07-17-1372:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE NON-UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE
- f. Approval of the Bid received for the procurement of a Ford F-550 Mechanics Truck with Crane Body

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

**15. EXECUTIVE SESSION** - None

**16. ADJOURNMENT**

# Agenda Items 1 - 6

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY

#### AGENDA ITEM

July 25, 2017

#### **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 led by Assembly Member Mark Mitchell
- b. INVOCATION to be given by Nettie Covalt of the Presbyterian Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*

#### **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 (\*) Item:

***\*6a and 7a through 7d***

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

**INFORMATION:**

\*6a Borough Assembly Minutes: Regular meeting of June 27, 2017; Special meeting of July 13, 2017

**Minutes of Regular Assembly Meeting  
Held on June 27, 2017**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., June 27, 2017, in the Borough Assembly Chambers. Assembly Members Rooney, Prysunka, Gilbert, and Powell were present. Assembly Member Mitchell was absent. Decker participated by phone. Interim Borough Manager Carol Rushmore and Borough Clerk Kim Lane were also in attendance.

The Pledge of Allegiance was led by Assembly Member Becky Rooney.

The Invocation was given by Don McConachie.

**AMENDMENTS TO THE AGENDA** - None

**CONFLICT OF INTEREST** – None

**CONSENT AGENDA**

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

**APPROVAL OF MINUTES**

The Minutes of the Budget Public Hearing and Regular Assembly meetings held June 13, 2017; Minutes of the Special Assembly meeting held June 20, 2017 were approved as presented.

**COMMUNICATIONS** - None

**BOROUGH MANAGER'S REPORT**

Interim Borough Manager Rushmore's report was provided.

In response to Powell, Rushmore stated that the "pot shop" not opening was not by fault of the Borough; the Assembly had approved the licenses with the condition of the applicant obtaining a fire permit to meet the provisions of a building permit.

**BOROUGH CLERK'S FILE**

Clerk Lane's report was provided.

**MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

**10a** Reports by Assembly Members

**Prysunka** reported on the SEAPA board meeting

- clarified that we do not buy our power from Ketchikan
- power rate this year from SEAPA will again be 6.8 cents per kilowatt hour

**Rooney** reported on the Wrangell Medical Center Board meeting

- operating with approximately 30 days of cash in the bank
- able to get a lot of the bills paid by use of TruBridge; receivables down about \$500,000 for the year
- waiting for estimates on some modular buildings before scheduling the workshop with the Assembly on the new hospital
- 20,000 left to pay the city on the LOC draw

#### **10b City Boards and Committees Appointments**

As there were no letters of interest received for the vacant seat on the Economic Development Committee, the Mayor directed the Clerk to continue advertising.

From the audience, Heidi Armstrong stated that she would like to be considered for the Wrangell Convention and Visitors Bureau vacant seat.

As there were no other letters of interest for this seat, Mayor Jack appointed Ms. Armstrong to the Wrangell Convention and Visitors Bureau for the term ending October 2018. There were no objections from the Assembly.

#### **PERSONS TO BE HEARD**

***Gary Allen Sr., 609 Evergreen Ave.*** spoke on the strike.

***David Andreesen, 108 Graves Street*** spoke on the Public Works services.

***Mary Jo Pullman, 3 Mile Zimovia Hwy.*** spoke on the strike.

***Mary Campbell, 224 Reid Street No. 1*** spoke on the strike.

***John Taylor, 318 McKinnon*** spoke on the strike.

***Mark Armstrong, 611 Evergreen Ave.*** spoke on the strike.

***Heidi Armstrong, 611 Evergreen Ave.*** spoke on the strike.

Note: During the time that Mr. Taylor spoke, he asked numerous questions of the Assembly. Assembly Member Decker requested that Interim Borough Manager Rushmore answer the question asked of Taylor: "is there negotiations going on between the Union and the City"? Rushmore explained the sequence of events from the time that the Union presented their last offer to the Borough Assembly on June 8, 2017 to where we are to date.

Mr. Taylor continued to ask questions... Prysunka called "Point of Order", stating that this was not appropriate. Prysunka further explained to Mr. Taylor that there were rules that the Assembly were required to follow and that there shouldn't be the back and forth discussions. There were no objections from the Assembly on the Point of Order.

Clerk Lane stated that this was the time for persons to be heard and not the time for questions to be asked and answered; also that there should not be debate.

#### **UNFINISHED BUSINESS - None**

#### **NEW BUSINESS**

**13a** Approval of a sole-source procurement of an excavator

***M/S: Gilbert/Powell, to approve a sole-source procurement to NC Machinery for the purchase of a Caterpillar 311F Excavator in the amount of \$184,680 with funds to come from the Sanitation Department's approved FY18 budget. Motion approved unanimously by polled vote.***

**13b** Approval of the amendments to the Wrangell Medical Center's Personnel Policy Manual

***M/S: Prysunka/Rooney, to approve the revised Wrangell Medical Center's Personnel Policy, as reviewed and revised by the Wrangell Hospital Board of Directors. Motion approved unanimously by polled vote.***

Note: On an unpublished Agenda, there was a 13c Agenda Item. Clerk Lane stated that the item should not be there and was not on the published or posted Agenda.

Even though the agenda item was not published, Prysunka made a motion to strike the item.

***M/S: Prysunka/Gilbert, to revise the agenda to strike item 13c. Motion approved unanimously by polled vote.***

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

### **EXECUTIVE SESSION**

**15a Executive Session** – Update from the Borough Attorney and the Borough Manager on the status of the International Brotherhood of Electric Workers (IBEW) Union Strike and for the Assembly to possibly provide direction to the Borough Manager on the how to proceed with the International Brotherhood of Electric Workers (IBEW) Union.

***M/S: Prysunka/Powell, moved that pursuant to AS 44.62.310 (b) and AS 44.62.310 (c)(1), that we recess into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough, specifically for the Borough Attorney and the Borough Manager to update the Assembly on the status of the International Brotherhood of Electric Workers (IBEW) Union Strike and for the Assembly to possibly provide direction to the Borough Manager on the how to proceed with the International Brotherhood of Electric Workers (IBEW) Union situation. Motion approved unanimously by polled vote.***

Regular meeting recessed into Executive Session at 7:49 p.m.

Note: Decker disconnected the call into the Regular meeting and did not partake in the Executive Session. Before the Regular meeting reconvened from Executive Session, Clerk Lane called Decker so that she could participate in the Regular meeting.

Regular meeting reconvened from Executive Session at 9:42 p.m.

Mayor Jack stated that he appreciated the information from the Borough Attorney and the Borough Manager.

Regular Assembly Meeting adjourned at 9:42 p.m.

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David L. Jack, Mayor

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

**Minutes of Special Assembly Meeting  
Held July 13, 2017**

Mayor David Jack called the Special Assembly meeting to order at 5:30 p.m., July 13, 2017, in the Borough Assembly Chambers. Assembly Members Gilbert, Prysunka, Mitchell, Decker, Powell, and Rooney were present. Interim Borough Manager Carol Rushmore and Borough Clerk Kim Lane were also in attendance.

**CONFLICT OF INTEREST** – None

**PERSONS TO BE HEARD** – None

**ITEMS OF BUSINESS**

**5a Executive Session:** Discuss with the Borough Manager and the Borough Attorney, the proposed amended Collective Bargaining Agreement between the City and Borough of Wrangell and the International Brotherhood of Electric Workers (IBEW)

*M/S: Gilbert/Rooney, moved pursuant to AS 44.62.310 (c), (1), that we recess into executive session with the Borough Manager and the Borough Attorney, to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough, specifically: discussion and consideration of the amended Collective Bargaining Agreement with the International Brotherhood of Electrical Workers (IBEW) 1547.*

*M/S: Prysunka/Gilbert, moved to include the Finance Director into the Executive Session. Amendment was approved unanimously by polled vote.*

*Main Motion, as amended was approved unanimously by polled vote.*

Special Assembly meeting recessed into Executive Session at 5:33 p.m.  
Special Assembly meeting reconvened at 6:27 p.m.

**5b** Request that the Borough Assembly implement the Collective Bargaining Agreement, as amended, with the International Brotherhood of Electrical Workers (IBEW) 1547, as approved by the bargaining unit and recommended by the Borough Manager

*M/S: Rooney/Prysunka, moved to implement the Collective Bargaining Agreement, as amended with the International Brotherhood of Electrical Workers (IBEW) 1547, as approved by the bargaining unit and recommended by the Borough Manager.*

At the request of Decker, Rushmore stated that with the June 20, 2017 Assembly implemented contract, the key components were:

- \$.75 per hour wage increase

- modified the Wage/Grade table by removing the first six steps and adding 3 steps at the end
- had all Union employees paying 15% of the medical premiums

Rushmore explained that the amended contract would have all Union employees that were hired before January 1, 2011 pay 10% of their medical premiums; Union employees hired after January 1, 2011 would pay 15% of their medical premiums. Rushmore stated that the difference would be approximately \$12,000 to \$15,000 from the June 20<sup>th</sup> contract and this amended contract.

At the request of Decker, Finance Director Burgess stated that approximately 37% of the wage increase amounts would come from the General Fund for the Public Works, Garage, and Pool employees; approximately 22% to 23% of the wage increase amounts would come from the Ports and Harbor fund and the Electric Fund; and approximately 10% of the wage increase amounts would come from the Waste Water fund.

Prysunka thanked Carol and Lee for their work on coming to a final agreement with the Union.

Decker stated that it has been difficult for the community; stated that she respected and liked the city employees; hoped that the community can respect the middle ground that the assembly has tried to reach.

***Motion approved with Gilbert, Prysunka, Rooney, Decker, Powell, and Mayor Jack voting yes; Mitchell voted no.***

Special meeting adjourned at 6:32 p.m.

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David L. Jack, Mayor

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

# Agenda Item 7

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM July 25, 2017

#### **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. Regional Assessment of Borough Government Finances and Employment
- b. School Board Minutes: Regular May 15, 2017 and Special June 5, 2017
- c. School Board Action: Special July 13, 2017
- d. Wrangell Medical Center Board Minutes: June 21, 2017

## **A Regional Assessment of Borough Government Finances And Employment**

Prepared with support from  
Northrim Bank  
University of Alaska Strategic Investment Funds  
GCI

By  
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## **Introduction**

Alaska's state budget revenues declined by more than 90% from 2012 to 2016, mainly due to a sharp drop in oil prices: oil revenues have paid for most state government operations since the 1980s. This loss of so much revenue has led to a shortfall of billions of dollars in the state budget and a sluggish economy. The health of a state's tax revenues is critical to its economic growth and ability to finance public services. Considerable attention has been paid to the state's fiscal woes, which are still ongoing. But the state also provides considerable support to Alaska's local governments—and there has been little analysis of how the decline of state revenues might affect local governments.

This analysis reports how much Alaska's 19 borough governments rely on state aid—individually and as a group—and considers how vulnerable they are to cuts in state aid as time goes on. Alaska also has city governments, both within and outside organized boroughs, but here we look only at borough governments—which are essentially regional governments that, unlike cities, all have the same mandatory powers. We want to emphasize that our figures are estimates; boroughs report their revenues quite differently, and sometimes in ways that make it nearly impossible to identify allocations from the state.

Alaska provides three main kinds of aid to local governments: aid for general government operating expenses (revenue sharing), grants for public works projects, and aid for schools. It has mostly relied on its oil wealth to fund that aid to local governments. Revenue sharing helps ensure that all areas of the state can pay for basic public services and have reasonably equitable and stable local tax rates. Aid to schools is a major part of the state's budget, and it pays for a large share of school costs. State grants for local capital projects can vary sharply by year. In the years when oil prices were high—much of the time between 2008 and 2012—those grants were large. Since then, the state capital budget has shrunk to a small fraction of what it was a few years back.

## **Executive Summary**

Below we first summarize the big picture of findings, and then report more details.

### **What Are the Main Findings?**

- Boroughs depend much more on state dollars now than they did 10 years ago—the share of borough revenues coming from the state more than doubled between 2005 and 2015.
- If borough governments had to replace the state dollars they received in 2015 with local tax dollars, residents of different boroughs would have to pay anywhere from \$250 to nearly \$5,000 per person in additional taxes.
- While the state budget has declined precipitously, local government revenues have remained stable so far. In fact, in most places they have continued to grow—which is almost certainly temporary.
- That stability can't last, because the boroughs depend so much on state revenues—so it's only a matter of time before the state's fiscal crisis starts affecting the fiscal health of boroughs.
- Most of the variation in borough revenues from year to year results from changes in how much state money they receive. Among individual boroughs, the amount of variation in their revenues that can be explained by dollars coming from the state runs from almost zero to a high of 94%.
- Across boroughs, local government jobs and wages make up much different shares of total employment and wages. Local government jobs make up anywhere from 8% to 10% of all jobs in the larger urban

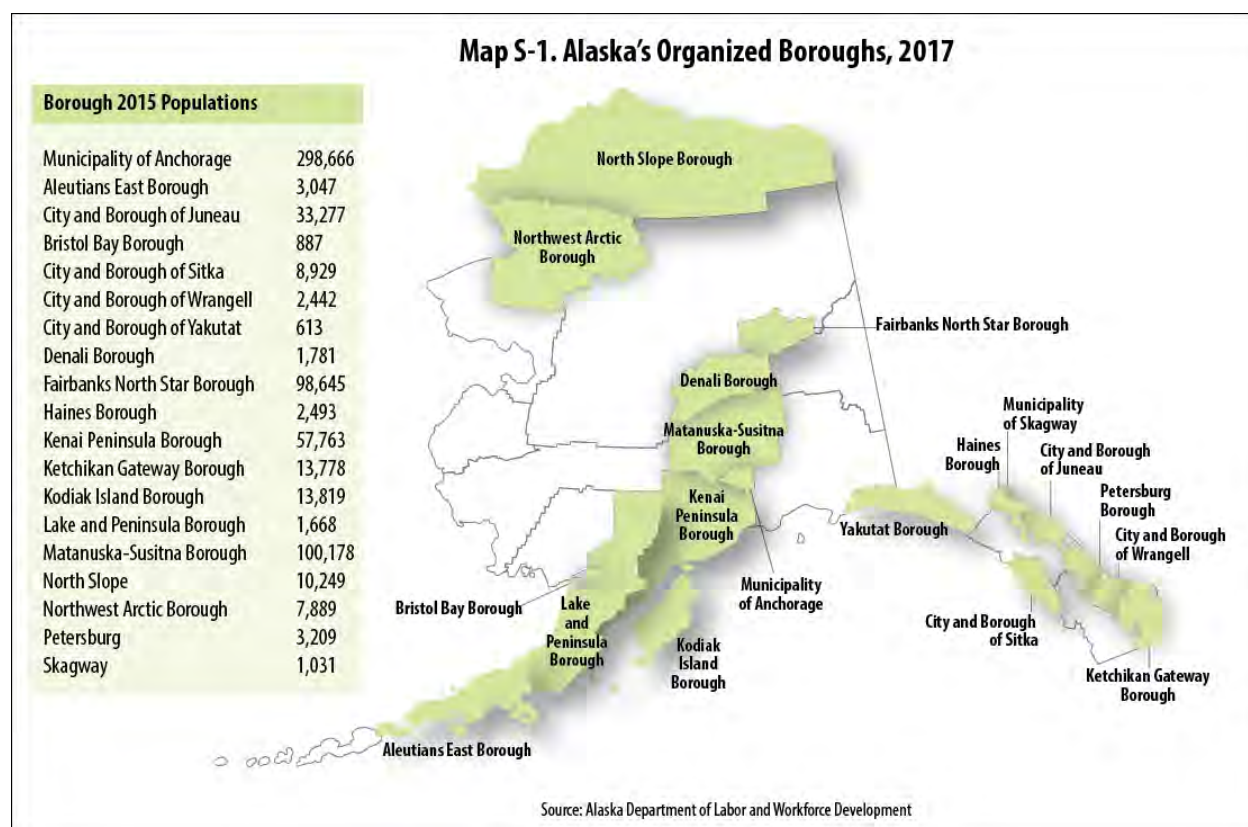
areas but as much as 60% in more remote places. Wages from local government jobs are anywhere from 11% to 78% of all wages among individual boroughs.

### What Do Boroughs Look Like?

Map S-1 and Table S-1 provide the big picture of where organized boroughs are in Alaska, how many residents they have, and how many city government lie within and outside boroughs.

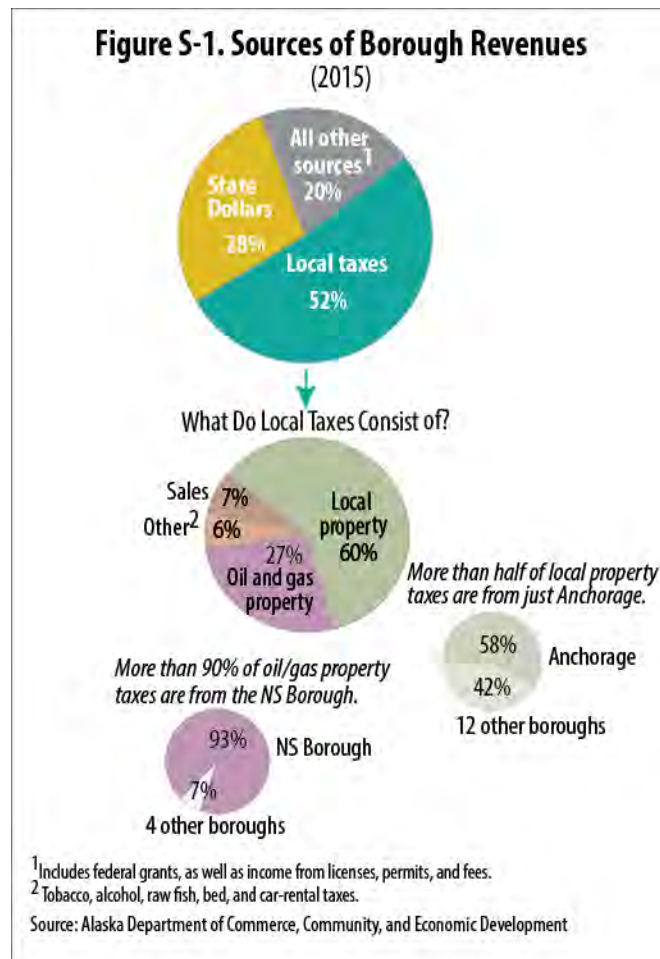
The organized boroughs are very different in their land areas and populations. Anchorage, with a population of about 300,000, covers around 2,000 square miles in Southcentral Alaska; the North Slope Borough, with about 10,000 residents, covers nearly 95,000 square miles. Skagway, in Southeast Alaska, is the smallest borough in both size and population, with just over 1,000 residents and an area of about 440 square miles. Large areas of western and interior Alaska have no organized boroughs—the areas in white on the map— and are known collectively as the unorganized borough.

There are several types of boroughs, depending on how they are organized. Four have unified city and borough governments; most but not all the others have city governments within their boundaries. Nearly 100 city governments are in areas without borough governments. A number of city governments inside and outside boroughs levy their own taxes.



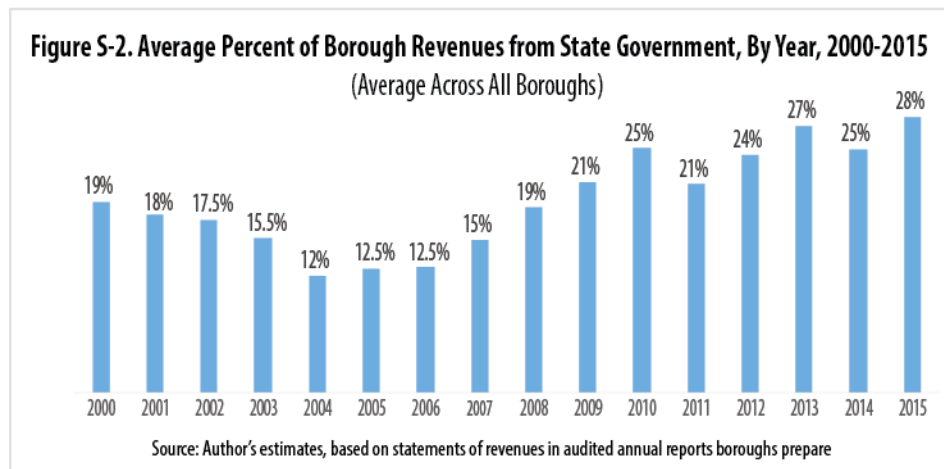
### Where Did Boroughs Get Their Revenues in 2015?

- *The average share of revenues boroughs got from the state in 2015 was 28%. On average they raised 52% of their revenues from local taxes, and the remaining 20% came from federal dollars and miscellaneous other local fees (top pie, Figure S-1).*
- *Taxes on local property made up 60% of all taxes boroughs collected in 2015, and taxes they collected on oil and gas property made up another 27%. Sales taxes accounted for 7% of borough taxes, and the other 6% came from other types of taxes, including bed, tobacco, raw fish, and alcohol taxes. Not all boroughs collect all types of taxes; 13 have property taxes, 15 have bed taxes, 9 have sales taxes; 5 have tobacco taxes; and 2 have alcohol taxes.*
- *The size of local tax bases varies sharply across boroughs. Anchorage property taxes accounted for close to 60% of all local property taxes in 2015, and the North Slope Borough collected more than 90% of taxes on oil and gas property.*

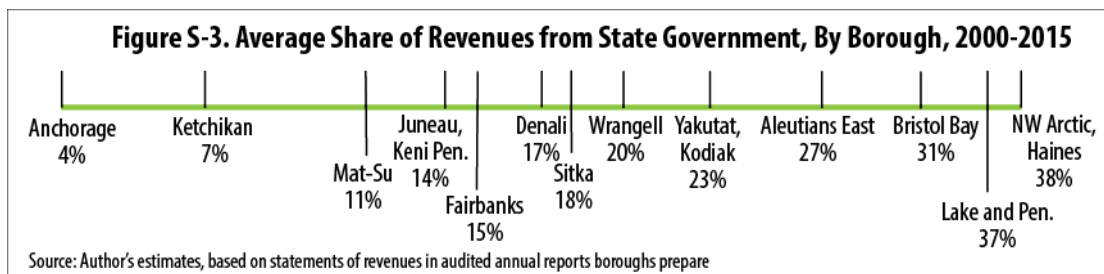


### How Has Borough Dependence on State Dollars Changed Over Time?

- *Boroughs depended much more on state revenues in 2015 than in 2005.* Figure S-2 shows that across boroughs, the percentage of revenues from the state fell from 2000 through 2004—before the spike in oil prices—and then more than doubled, from about 12% in 2005 to 28% in 2015.



- *Some boroughs depend much more on state dollars than others do.* On average during the period from 2000 through 2015, the share of revenues from the state varied from as little as 4% in Anchorage—which has a far bigger local tax base than any other borough—to more than 35% in several boroughs with smaller tax bases.

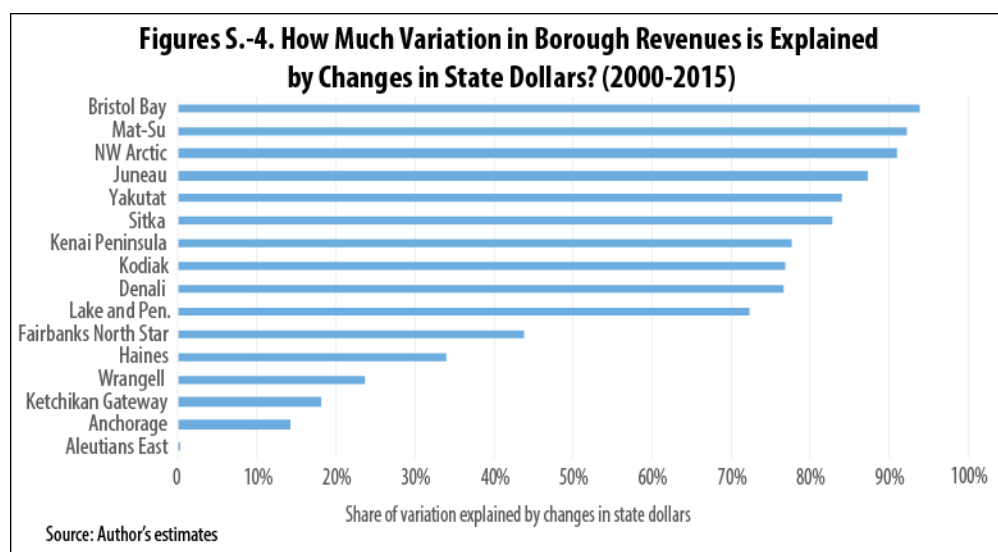


### How Much Variation in Borough Revenues Can be Explained by Changes in State Dollars?

Over the past 15 years, overall revenues in individual boroughs have fluctuated significantly from year to year—and so have state revenues going to boroughs. We wanted to examine how much of that fluctuation in overall borough revenues can be explained by changes in the amount of state revenue they receive. Other factors—for instance, changes in the price of fish or numbers of tourists or federal dollars—can also affect how much revenue boroughs collect.

We specify simple parsimonious regressions (explained later in the report) that allow us to estimate how much of the revenue variation in individual boroughs from 2000-2015 was likely due to changes in state revenues. Figure S-4 shows the results. This is important, because it reminds us that any future declines in state dollars going to boroughs would be much harder on some than on others.

- *Changes in state revenues explain more than 90% of the variation* in overall revenues in the Bristol Bay, Mat-Su, and Northwest Arctic Boroughs.
- *By contrast, changes in state revenues account for less than 20% of the fluctuation* in overall revenues in Anchorage and the Ketchikan Gateway Borough. In other boroughs, changes in state revenues seem to be responsible for anywhere from about 25% to 87% of the variation in overall borough revenues.



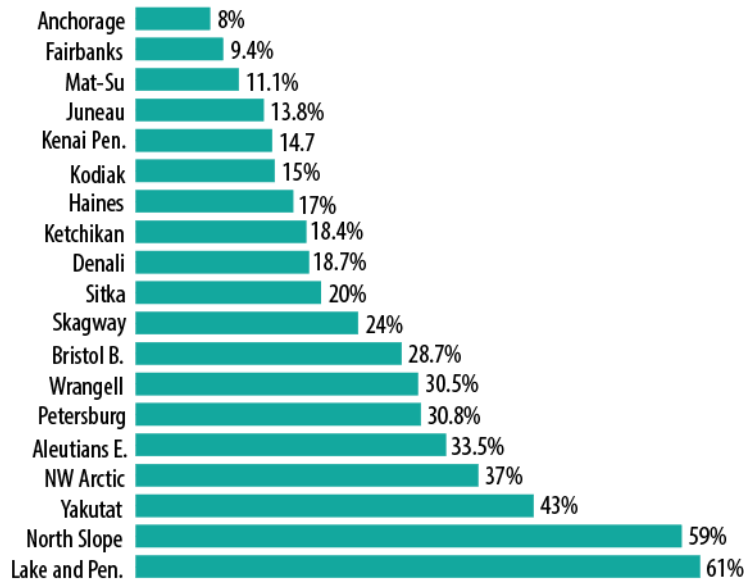
### How Important are Local Government Jobs and Wages in Boroughs?

The percentage of total borough jobs that are in local government—and the share of borough wages that comes from those jobs—is another way of looking at how vulnerable individual borough economies might be, if state dollars that help support those jobs decline. Local employment includes not only borough employees, but also those who work for city governments or school districts in the boroughs.

- *Local government jobs made up anywhere from 8% to 10% of all jobs in the larger urban areas*—Anchorage, Mat-Su, Fairbanks—in 2015, but as much as 40% 60% in more remote places, including the Lake and Peninsula Borough, where private-sector jobs are often scarce.
- *Wages from local government jobs make up from 11% to 78%<sup>1</sup> of all wages among the boroughs*—again, the smaller shares are in areas with more jobs.

<sup>1</sup> These calculations used employment by place of residence which is smaller than employment by place of work. It has the advantage of focusing the analysis on people who work and reside in the communities we analyze.

**Figure S-5. What Percentage of Total Jobs, by Borough, are in Local Government?  
(2015)**



Source: Alaska Department of Labor and Workforce Development

### How Much Would It Cost Boroughs To Replace State Dollars?

Table S-2 looks at the importance of state dollars to boroughs by estimating how much the boroughs would have to collect in additional taxes, if there were no state aid at all. We're not predicting that the state will eliminate aid—the state constitution requires the state to provide for public education. But the estimates do clearly illustrate how critical state dollars are to boroughs—and to borough taxpayers.

- *In Anchorage, where nearly half the state population lives, replacing dollars the municipality got in 2015 would require every resident—about 300,000—to pay an additional \$250 in local taxes. In the other larger boroughs, additional tax bills would be from about \$300 to \$1,000 more person—depending on the level of state aid relative to the size of the population.*

- *In smaller boroughs, with smaller populations, residents would be facing additional tax bills of several thousand dollars per person—again, depending on the size of state aid relative to the population. Replacing state aid it received in 2015, Bristol Bay would need to collect nearly \$5,000 more in taxes from every resident.*

How Much Would Borough Governments Have to Collect to Replace State Aid?*			
Borough	2015 state aid	Number of residents	Tax per person
Municipality of Anchorage	\$74,331,607	298,666	\$248
Aleutians East Borough	\$1,040,664	3,047	\$342
City and Borough of Juneau	\$36,574,789	33,277	\$1,099
Bristol Bay Borough	\$4,323,620	887	\$4,874
City and Borough of Sitka	\$15,088,635	8,929	\$1,690
City and Borough of Wrangell	\$2,819,638	2,442	\$1,155
City and Borough of Yakutat	\$1,321,017	613	\$2,155
Denali Borough	\$844,961	1,781	\$474
Fairbanks North Star Borough	\$27,470,931	98,645	\$278
Haines Borough	\$4,355,440	2,493	\$1,747
Kenai Peninsula Borough	\$21,704,735	57,763	\$376
Ketchikan Gateway Borough	\$4,154,678	13,778	\$302
Kodiak Island Borough	\$10,332,739	13,819	\$748
Lake and Peninsula Borough	\$3,300,079	1,668	\$1,978
Matanuska-Susitna Borough	\$33,277,044	100,178	\$332
Northwest Arctic Borough	\$17,892,275	7,889	\$2,268
*We can't estimate figures for the North Slope, Petersburg, and Skagway boroughs because they do not report state dollars separately. Source: Author's estimates, based on statements of revenues in audited reports prepared by boroughs and on population figures from the Alaska Department of Labor			

# **A REGIONAL ASSESSMENT OF BOROUGH GOVERNMENT FINANCES AND EMPLOYMENT**

## **Background**

In this analysis we look only at finances of borough governments, but before we discuss our study methods and findings, here we describe Alaska's municipal government system. Alaska has two types of municipal government: organized cities and organized boroughs.<sup>2</sup>

### **Cities**

A city government is a municipal corporation and political subdivision of the State of Alaska. City governments are subject to the "limitation of community" doctrine. (See *Mobil Oil Corp. v. Local Boundary Commission*, 518 P.2d 92, 100 (Alaska 1974).) The doctrine requires the area taken into the boundaries of a city to be urban or semi-urban.

### **Organized Boroughs**

Like a city, an organized borough in Alaska is a municipal corporation and political subdivision of the State of Alaska. However, organized boroughs are regional governments—much larger than cities. The state constitution requires the state be divided into boroughs, either organized or unorganized. A borough is supposed to consist of an area and population that has common interests. Alaska has 19 organized boroughs and a single unorganized borough—consisting of all the areas outside organized boroughs. All organized boroughs have three mandatory powers: education, planning and land use regulation, and property assessment and taxation.

### **What Is the Difference Between a City and a Borough?**

According to the Alaska Department of Commerce, a city generally exercises its powers within an established boundary that normally encompasses a single community, while a borough provides services and exercises power regionally. Under the state's constitution, a city is also part of the borough in which it is located. An organized borough may provide services on three levels. These are: areawide (throughout the borough), non-areawide (that part of the borough outside cities), and service areas (size and make-up vary). A borough also has the flexibility and capacity to provide services at the community level, typically through the creation of service areas. (State Constitution, Article X, Section 5)

### **What Kinds of Taxes Do the Boroughs Impose and How Important are They?<sup>3</sup>**

Table 1 describes the taxes each Alaska borough<sup>4</sup> levied in 2015 and how much they collected. Those include property, sales, bed, raw fish, car rental, and alcohol taxes. Our goal in this table is to show the variety of and amounts of revenues each borough receives from taxes. This is just a partial picture of overall borough revenues, because it omits money they receive from investments, the federal government, and the state.<sup>5</sup> It's important to start out with the internal sources of revenues these boroughs rely on from

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<sup>2</sup> Definitions of cities and borough are from the Alaska Department of commerce:

<https://www.commerce.alaska.gov/web/Portals/4/pub/2015%20%20LOCAL%20GOVERNMENT%20IN%20ALASKA.pdf>

<sup>3</sup> We define internal sources as the taxes collected by the boroughs. They exclude investment income, fees, and other revenues.

<sup>4</sup> These sources exclude money coming from the state or federal government.

<sup>5</sup> We address the share of money coming from the state later in the text.

year to year, given that they have more control over them and are typically more stable than external revenue sources.

Aleutians East Borough had a population of 3,047 in 2015 and only one internal source of revenues—a fish tax that generated \$3,998,104. That amounted to 35% of overall borough revenues. Bristol Bay has a bed tax, a personal and real property tax, and an alcohol tax, which generated 52% of its total 2015 revenues. Juneau has a tobacco tax, a bed tax, a sales tax, a real and personal property tax, and an alcohol tax, bringing in 63% of its overall 2015 revenues. Sitka has a tobacco tax, a bed tax, a sales tax that varies by season, a real and personal property tax, and a raw fish tax. In total, 39% of all Sitka's 2015 revenues come from those taxes. Wrangell has a bed tax, a sales tax, and a real property tax, accounting for 40% of all 2015 revenues. Yakutat has a bed tax, a sales tax, a property tax, and a car rental tax, bringing in about 37% for all the borough's revenues. Denali has only a bed tax, bringing in 71% of all its revenues. Fairbanks has a tobacco tax, a bed tax, a real property tax, and an alcohol tax. These sources made up 70% of all revenue for the borough in 2015. Haines has a bed tax, a sales tax, and a real property tax. These three taxes accounted for 50% of all the borough's revenues in 2015. Kenai Peninsula has a sales tax, and a real and a personal property tax. These taxes made up 77% of all the borough's 2015 revenues. Ketchikan Gateway has a bed tax, a sales tax, and a real property tax. These three taxes were responsible for 49% of the borough's 2015 revenues. Kodiak has a bed tax, a real and property tax, a raw fish tax, and a car rental tax. These generated about 54% of the borough's 2015 revenues. The Lake and Peninsula borough has a bed tax and raw fish tax, making up 28% of total borough revenues in 2015. The Mat-Su borough has a tobacco tax, a bed tax, and a real and a personal property tax, which generated half its 2015 revenues. The Northwest Arctic imposes no taxes, but does collect payment in lieu of taxes from the operators of the Red Dog zinc mine. Anchorage has a tobacco tax, a bed tax, a real and property tax, and a car rental tax, which brought in 69% of its 2015 revenues. The North Slope borough collects 82% of its local revenues from taxes on oil and gas property. Skagway has a bed tax, a sales tax that varies by season and a property tax, which generated 53% of its 2015 revenues. Petersburg has a bed tax, a sales tax, and a property tax, which brought in 46% of its 2016 revenues.

Overall, only two boroughs have alcohol taxes, five have tobacco taxes, fifteen have bed taxes, nine have sales tax, and thirteen have real property tax. The bed tax, and car rental tax are more likely to be borne by non-residents and therefore do not add to the tax burden to the year-round residents. Property taxes and sales taxes on the other hand do represent a reduction in income for the borough residents.

<b>Table 1: Tax imposed by borough and their associated revenues (2015)<sup>6</sup></b>									
<b>Borough<sup>78</sup></b>	<b>Tobacco Tax</b>			<b>Bed Tax</b>		<b>Sales Tax</b>		<b>Population</b>	<b>Rate(Mills)</b>
	<b>Revenue</b>	<b>Rate</b>	<b>Wholesale</b>	<b>Revenue</b>	<b>Rate</b>	<b>Revenue</b>	<b>Rate</b>		
<b>Anchorage</b>	21,926,133		55%	24,936,211	12%			398,666	14.89
<b>Aleutians East</b>	-	-	-	-	-	-	-	3,047	-
<b>Bristol Bay</b>	-	-	-	\$96,991	10%	-	-	887	13.00
<b>Juneau</b>	\$1,845,856	\$3/pack	45%	\$1,062,249	7%	\$44,210,114	5%	33,277	10.76
<b>Sitka</b>	\$735,594	\$1.231/cig	45%	\$411,916	6%	\$9,471,481	5% Oct - Mar 6% Apr - Sep	8,929	6.00
<b>Skagway</b>				\$154,696	8%	7,067,794	3% Oct-March 5% April- Sept	1,039	8 mills
<b>Wrangell</b>	-	-	-	\$44,502	6%	\$2,681,436	7%	2,442	12.75
<b>Yakutat</b>	-	-	-	\$122,562	8%	\$986,253	5%	613	8.00
<b>Denali</b>	-	-	-	\$3,318,321	7%	-	-	1,781	-
<b>Fairbanks North Star</b>	\$1,470,899	8%	-	\$1,746,676	8%	-	-	98,645	11.42
<b>Haines</b>	-	-	-	\$109,808	4%	\$2,805,204	5.5%	2,493	10.47
<b>Kenai Peninsula</b>	-	-	-	-	-	\$30,040,682	3%	57,763	4.50
<b>Ketchikan Gateway</b>	-	-	-	\$50,591	6%	\$8,483,194	2.5%	13,778	5.00
<b>Kodiak Island<sup>9</sup></b>	-	-	-	\$101,595	5%	-	-	13,819	10.75
<b>Lake and Peninsula</b>	-	-	-	\$203,579	6%	-	-	1,668	-
<b>Matsu</b>	\$7,548,977	11.4%	-	\$1,117,249	8%	-	-	100,178	9.98
<b>Northwest Arctic</b>	-	-	-	-	-	-	-	7,889	-
<b>Petersburg</b>				\$61,530	4%	3,090,350	6.0%		
<b>North Slope</b>	-	-	-	-	-	-	-	10,420	18.50

<sup>6</sup> An excellent resource from which we draw most of our information can be found here:  
<https://dced.maps.arcgis.com/apps/MapJournal/index.html?appid=1646ce6303d94b65b9caa6b0149b53df>

<sup>8</sup> We obtain information on the presence of real and property tax from : <https://www.commerce.alaska.gov/dcra/DCRAREpoExt/RepoPubs/Taxable/2016-AlaskaTaxableSupplement.pdf>

<sup>9</sup> While the Kodiak Island Borough does not have a sales tax the City of Kodiak does have one.

Borough	Property Tax		Property Tax Revenue		Raw Fish Tax		Car Rental Tax		Alcohol Tax	
	Real	Personal	Local	Oil and Gas	Revenue	Rate	Revenue	Rate	Revenue	Rate
<b>Anchorage</b>	Yes	Yes	509,671,675	5,589,282			5,637,102	8%		
<b>Aleutians East</b>	No	No	-	-	3,998,104	2%	-	-	-	-
<b>Bristol Bay</b>	Yes	Yes	\$4,196,650	-	\$2,412,396	3%	-	-	-	-
<b>Juneau</b>	Yes	Yes	\$47,205,860	-	-	-	-	-	\$1,062,249	3%
<b>Sitka</b>	Yes	Yes	\$6,194,986	-	\$127,020	10\$/fishbox	-	-	-	-
<b>Skagway</b>	Yes		\$1,812,889							
<b>Wrangell</b>	Yes	No	\$1,703,619	-	-	-	-	-	-	-
<b>Yakutat</b>	Yes	No	\$364,617	-	1%	\$28,689	\$37,588	8%	-	-
<b>Denali</b>	No	No	-	-	-	-	-	-	-	-
<b>Fairbanks North Star</b>	Yes	No	\$95,169,571	\$11,971,257	-	-	-	-	\$998,195	5%
<b>Haines</b>	Yes	No	\$2,825,480	-	-	-	-	-	-	-
<b>Kenai</b>	Yes	Yes	\$50,520,180	\$11,558,662	-	-	-	-	-	-
<b>Ketchikan Gateway</b>	Yes	No	\$8,427,766	-	-	-	-	-	-	-
<b>Kodiak Island</b>	Yes	Yes	\$14,397,697	-	\$1,550,706	1.075%	-	-	-	-
<b>Lake and Peninsula</b>	No	No	-	-	\$1,655,163	2%	-	-	-	-
<b>Matsu</b>	Yes	Yes	\$ 119,079,479	\$189,861	-	-	-	-	-	-
<b>Northwest Arctic</b>	No	No	-	-	-	-	-	-	-	-
<b>Petersburg</b>	Yes		\$ 3,144,058							
<b>North Slope</b>	Yes	Yes	\$12,777,163	\$373,349,990	-	-	-	-	-	-

In Table 2, we show total borough revenues in 2015, along with the amounts derived from broad-based and transient taxes.

**Table 2: Share of revenues derived from internal sources in 2015**

	Internal sources	Total revenues	Share from internal sources
Anchorage	567,760,403	817,266,590	69%
Aleutians East	3,998,104	11,441,970	35%
Bristol Bay	6,706,037	12,981,345	52%
Borough of Juneau	95,386,328	152,290,557	63%
Borough of Sitka	16,940,997	42,939,071	39%
Borough of Skagway	9,041,379	16,881,249	53%
Borough of Wrangell	4,429,557	10,959,208	40%
Borough of Yakutat	1,511,020	4,089,189	37%
Denali	3,318,321	4,688,173	71%
Fairbanks North Star	111,356,598	158,657,292	70%
Haines	5,740,492	11,412,805	50%
Kenai Peninsula	92,119,524	118,905,916	77%
Ketchikan Gateway	16,961,551	34,463,118	49%
Kodiak Island	16,049,998	29,615,703	54%
Lake and Peninsula	1,858,742	6,729,323	28%
Matsu	127,935,566	254,828,556	50%
Northwest Arctic	9,301,954	35,012,972	26%
Petersburg	6,295,938	13,879,193	46%
North Slope	386,137,592	473,133,079	82%

### How does Dependence on State Money Differ Across Boroughs?

As we explained earlier, all boroughs also get part of their revenues from the state government. There are, however, considerable differences in how much each depends on that state money. Table 3 shows the average share each borough received from the state between 2000 and 2015. The boroughs with the lowest average share across those years were Anchorage, Kodiak, and the Mat-Su. Haines, Northwest Arctic<sup>10</sup>, and Lake and Pen had the highest average shares. Another point the table shows is the large differences between the minimum and maximum state revenues boroughs received during that period. It is, however, important to be cautious in making these comparisons across boroughs, because the definitions of money coming from the state are not consistent across places. Some boroughs have considerable dollars classified as “intergovernmental,” without specifying whether they are state or federal (see appendix).

**Table 3: Average borough revenues and amounts received from the state between 2000 and 2015**

<b>Borough<sup>11</sup></b>	<b>Average</b>		<b>State Revenues</b>		<b>Average Share of Revenues Coming From State</b>
	<b>Revenues</b>	<b>State Revenues</b>	<b>Minimum</b>	<b>Maximum</b>	
<b>Anchorage</b>	630,203,358	26,260,435	12,075,621	74,331,607	4.17%
<b>Aleutians East Borough</b>	\$13,632,996	\$3,667,517	\$1,877,670	\$6,910,724	26.90%
<b>Borough of Juneau</b>	\$113,066,593	\$15,449,555	\$5,646,628	\$36,574,789	13.66%
<b>Bristol Bay Borough</b>	\$7,907,776	\$2,441,132	\$996,056	\$4,323,620	30.87%
<b>Borough of Sitka</b>	\$29,599,741	\$5,445,953	\$1,855,173	\$15,088,635	18.40%
<b>Borough of Wrangell</b>	\$10,130,885	\$1,979,182	\$512,386	\$4,513,773	19.54%
<b>Borough of Yakutat</b>	\$3,724,866	\$847,846	\$166,784	\$2,243,502	22.76%
<b>Denali Borough</b>	\$3,454,797	\$597,296	\$128,137	\$1,541,197	17.29%
<b>Fairbanks North Star Borough</b>	\$126,430,890	\$18,403,737	\$3,164,217	\$33,271,614	14.56%
<b>Haines Borough</b>	\$9,754,010	\$3,776,856	\$913,279	\$6,818,146	38.72%
<b>Kenai Peninsula Borough</b>	\$92,346,094	\$12,526,042	\$4,032,895	\$25,565,104	13.56%
<b>Ketchikan Gateway Borough</b>	\$28,474,204	\$2,010,568	\$431,992	\$4,154,678	7.06%
<b>Kodiak Island Borough</b>	\$23,114,521	\$5,423,061	\$2,086,628	\$12,938,158	23.46%
<b>Lake and Peninsula Borough</b>	\$5,089,425	\$1,897,743	\$828,064	\$3,875,680	37.29%
<b>Matanuska-Susitna Borough</b>	\$145,982,605	\$16,564,326	\$7,504,693	\$33,277,044	11.35%
<b>North Slope Borough</b>	341,492,795	-----	-----	-----	
<b>Northwest Arctic Borough</b>	\$19,215,264	\$7,318,801	\$319,643	\$18,724,854	38.09%
<b>Skagway</b>	11,603,940	-----	-----	-----	
<b>Petersburg Borough</b>					

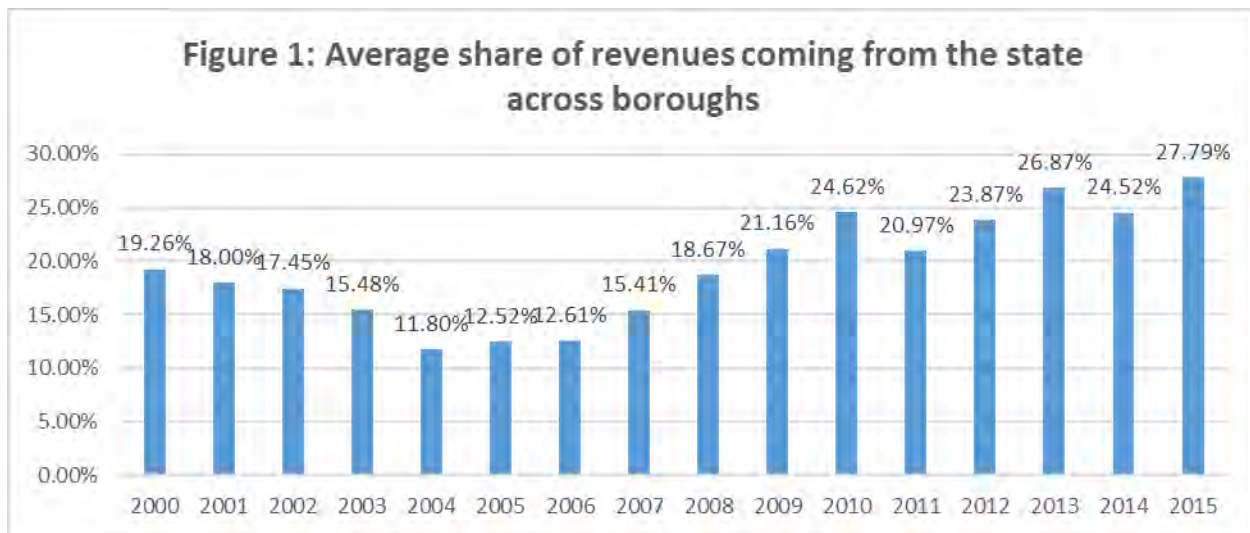
<sup>11</sup> As in a few of the other tables below, we are unable to separate state revenues for the North Slope, Skagway, and Petersburg, as all three combine federal/state dollars under a category classified as intergovernmental.

### **How Has the Importance of State Revenues Changed Over Time?**

To further explore borough dependence on state revenues, Table 4 looks at the yearly shares of revenue coming from the state for each borough from 2000 to 2015. It shows those shares are very different across boroughs over that entire period, but also that in general the state share of revenues declined steadily from 2000 to 2004 in most boroughs, only to rebound and then continue increasing in later years.

Figure 1 groups all the boroughs and shows that the average share of revenues coming from the state across boroughs bottomed out at 12% in 2004 and was at 28% by 2015. This level of reliance on state revenues is much higher than what it was in 2000. As we pointed out earlier, the sharp decline in the state's revenues in the past few years means that the amount of money flowing to these areas will more than likely decline in the next few years. This, in essence, tells us that the boroughs will either need to replace a portion of these revenues through taxes, or reduce the services they provide their citizens.

Borough	Table 4: Share of borough revenues coming from the state by year															
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
<b>Anchorage</b>	5.66%	6.82%	7.59%	4.74%	2.54%	3.03%	2.64%	2.73%	2.74%	4.64%	3.21%	3.00%	3.53%	3.28%	3.08%	9.10%
<b>Aleutians East Borough</b>	41.17%	36.96%	21.07%	22.80%	18.19%	10.63%	10.90%	22.41%	30.57%	40.40%	48.47%	23.29%	28.99%	32.72%	27.48%	33.17%
<b>Borough of Juneau</b>	10.67%	7.04%	7.57%	8.86%	6.73%	6.55%	7.94%	10.85%	13.14%	17.10%	17.65%	15.39%	15.91%	16.40%	17.17%	24.02%
<b>Bristol Bay Borough</b>	30.35%	35.74%	28.73%	26.21%	21.63%	23.64%	22.44%	34.38%	35.24%	32.45%	29.89%	29.39%	35.74%	31.29%	30.63%	33.31%
<b>Borough of Sitka</b>	9.82%	10.77%	14.11%	14.33%	8.19%	10.68%	11.45%	11.66%	19.36%	24.71%	19.23%	15.61%	18.36%	25.74%	23.37%	35.14%
<b>Borough of Wrangell</b>	28.60%	21.90%	21.24%	25.61%	15.94%	16.90%	7.20%	7.45%	16.33%	19.14%	17.65%	36.71%	13.95%	16.99%	22.46%	25.73%
<b>Borough of Yakutat</b>	13.29%	13.11%	15.57%	18.36%	8.97%	8.30%	5.40%	10.07%	17.45%	29.10%	23.22%	20.78%	35.98%	34.49%	35.63%	32.31%
<b>Denali Borough</b>	5.94%	8.07%	7.51%	9.15%		11.79%	7.44%	8.35%	27.00%	18.22%	22.40%	18.14%	23.17%	31.67%	16.04%	18.02%
<b>Fairbanks North Star Borough</b>	15.17%	14.65%	13.76%	13.83%	13.16%	12.30%	12.05%	14.05%	14.10%	17.18%	14.61%	2.15%	14.21%	20.97%	20.22%	17.31%
<b>Haines Borough</b>	49.69%	45.66%	34.69%						10.14%	7.02%	48.47%	42.12%	42.69%	42.77%	31.03%	38.16%
<b>Kenai Peninsula Borough</b>	19.43%	13.66%	7.85%	7.83%	8.63%	5.36%	7.46%	10.27%	9.67%	11.60%	19.00%	11.22%	15.27%	21.08%	19.31%	18.25%
<b>Ketchikan Gateway Borough</b>		14.42%	14.18%	3.68%	2.18%	1.85%	2.51%	6.79%	4.27%	5.12%	5.26%	6.60%	8.39%	10.23%	9.45%	12.06%
<b>Kodiak Island Borough</b>	12.32%	12.70%	13.56%	12.78%	15.10%	11.63%	16.77%	18.56%	18.75%	24.61%	37.96%	28.14%	21.29%	30.92%	40.04%	34.89%
<b>Lake and Peninsula Borough</b>	26.10%	30.48%	42.97%	32.10%	23.37%	26.16%	34.30%	29.90%	41.84%	44.13%	32.34%	38.79%	59.13%	35.39%	32.44%	49.04%
<b>Matanuska-Susitna Borough</b>	11.81%	12.32%	11.95%	10.12%	8.73%	8.65%	8.97%	11.90%	10.92%	10.55%	10.68%	10.31%	12.82%	14.27%	10.93%	13.06%
<b>North Slope Borough</b>																
<b>Northwest Arctic Borough</b>	8.82%	3.68%	16.91%	21.85%		30.28%	31.72%	31.72%	27.19%	32.57%	43.84%	33.85%	32.53%	61.74%	53.01%	51.10%
<b>Skagway</b>																
<b>Petersburg Borough</b>																



### What If Boroughs Had to Replace State Money: A Thought Experiment

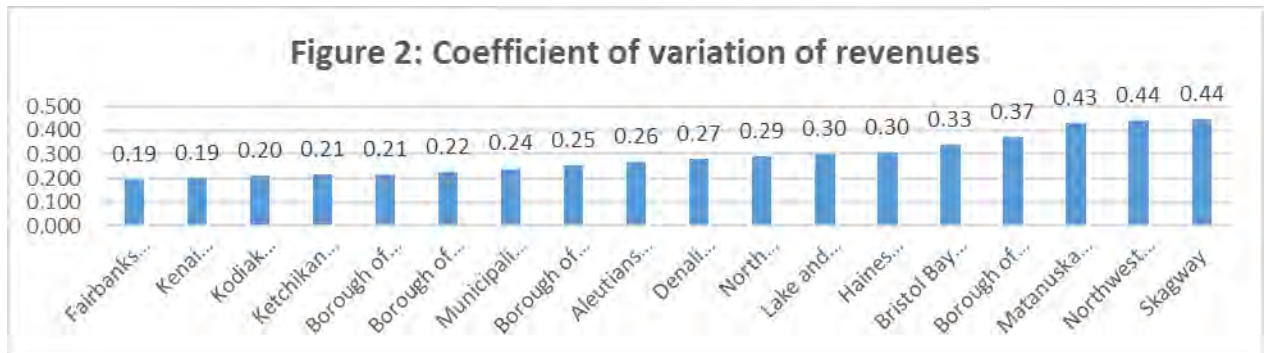
To get an idea of the potential scale of the problem for boroughs as state aid declines, Table 5 shows the tax amounts each borough would need to collect from its residents to replace all 2015 state aid. The taxes would range from a low of \$248 per person in Anchorage to a high of \$4,847 in Bristol Bay. This is an extreme example—state aid is not all going to disappear—but it allows us to see the scale of the problem and the potential difficulties boroughs may face as they grapple with state revenue declines.

**Table 5: Tax dollars necessary per person to replace dollars coming from the state in 2015**

Borough name	State dollars	Number of residents	Tax amount per person
Anchorage	74,331,607	298,666	248
Aleutians East Borough	1,040,664	3,047	342
Borough of Juneau	36,574,789	33,277	1,099
Bristol Bay Borough	4,323,620	887	4,874
Borough of Sitka	15,088,635	8,929	1,690
Borough of Wrangell	2,819,638	2,442	1,155
Borough of Yakutat	1,321,017	613	2,155
Denali Borough	844,961	1,781	474
Fairbanks North Star Borough	27,470,931	98,645	278
Haines Borough	4,355,440	2,493	1,747
Kenai Peninsula Borough	21,704,735	57,763	376
Ketchikan Gateway Borough	4,154,678	13,778	302
Kodiak Island Borough	10,332,739	13,819	748
Lake and Peninsula Borough	3,300,079	1,668	1,978
Matanuska-Susitna Borough	33,277,044	100,178	332
North Slope Borough		10,420	
Northwest Arctic Borough	17,892,275	7,889	2,268
Skagway		1,039	
Petersburg Borough			

### How Volatile are Local Government Revenues?

The fluctuation in the share of revenues coming from the state (shown in Table 4) highlights the volatility of borough revenues. To compare overall revenue fluctuations across places, below we show coefficients of variation,<sup>12</sup> which are calculated as the standard deviation over the mean by borough. These coefficients (Figure 2) allow us to compare volatility across boroughs. Table 6 ranks the boroughs, from the least to the most volatile.



**Table 6: Volatility of revenues by borough between 2000 and 2015**

Boroughs	Coefficient of variation	Rank
Fairbanks North Star Borough	0.196	1
Kenai Peninsula Borough	0.199	2
Kodiak Island Borough	0.209	3
Ketchikan Gateway Borough	0.214	4
Borough of Juneau	0.217	5
Borough of Sitka	0.226	6
Municipality of Anchorage	0.240	7
Borough of Wrangell	0.253	8
Aleutians East Borough	0.268	9
Denali Borough	0.279	10
North Slope Borough	0.291	11
Lake and Peninsula Borough	0.302	12
Haines Borough	0.307	13
Bristol Bay Borough	0.338	14
Borough of Yakutat	0.371	15
Matanuska-Susitna Borough	0.431	16
Northwest Arctic Borough	0.441	17
Skagway	0.448	18

<sup>12</sup> We are unable to calculate a coefficient for Petersburg.

Fairbanks had the least volatile revenues between 2000 and 2015, while the Northwest Arctic Borough had the most. This volatility—subject to changing rapidly and unpredictably—is related to the sources of revenues and the amount by which they change from year to year. Fairbanks, for example, received 70% of its revenues from taxes in 2015, and those taxes are much more stable than state dollars. The boroughs with the second and third most stable revenues from year to year are the Kenai Peninsula, which gets 77% of its revenues from local taxes, and Kodiak, which gets 54%. The three boroughs with the most volatile revenues are Skagway, the Northwest Arctic, and the Mat-Su. To be clear, volatility can also stem from growth in revenues and is not necessarily negative. It simply shows large changes over the period. The evidence above seems to suggest that the level of reliance on state dollars is responsible for much of the year-to-year variation in revenues. Boroughs that get a sizable share of their revenues from internal sources tend to have more stable revenues. Property tax revenues, for example, tend to be very stable, since property values do not fluctuate wildly from year to year.

### How Much of the Variation in Borough Revenues do State Dollars Explain?

The next step, then, is to examine how much of the variation in a borough's revenues can be explained by the amount of money it receives from the state. To do that, below we plot below the  $R^2$  from a regression of borough revenues on state dollars received by that borough. That tells us the percentage of local revenues variation that is explained by a linear model.

$$R\text{-squared} = \text{Explained variation} / \text{Total variation}$$

It basically tells us that an  $R^2=.15$ , means that 15% of the variation in our response variable (borough revenues) can be explained a linear relationship with the predictor (amount money coming from the state). We estimated these regressions separately for each borough. Figure 3 shows the results.

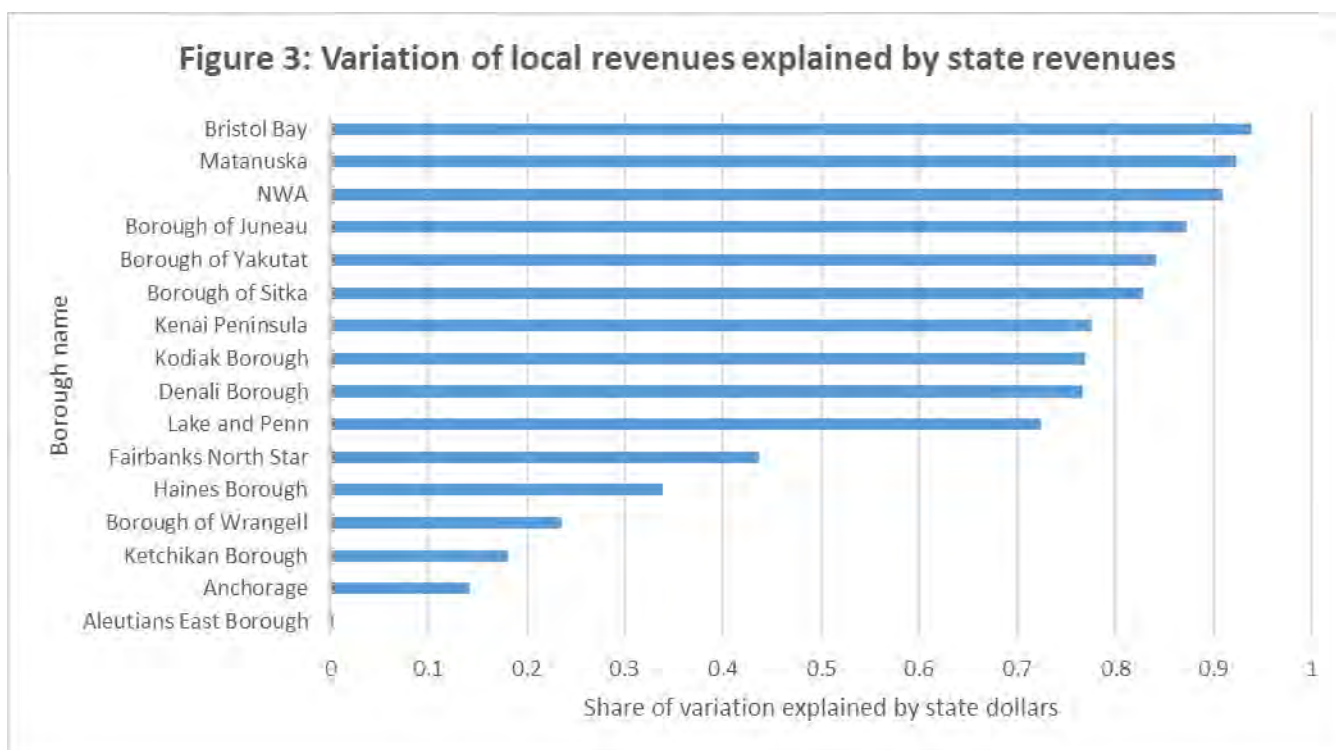


Table 7 shows that across the boroughs, the amount of variation of local revenues than can be explained by dollars coming from the state runs from a low of 14% for Anchorage to a high of 93% for Bristol Bay.<sup>13</sup> In general, this tells us that state dollars are a very important predictor of the variation of borough revenues across the board. It also tells us that some boroughs are much more sensitive than others to changes in state revenues—meaning that future declines in state aid could have vastly different consequences for different boroughs.

**Table 7: Variation**

<b>Borough name<sup>14</sup></b>	<b>Variation</b>	<b>Rank</b>
Aleutians East Borough	0.003	1
Anchorage	0.142	2
Ketchikan Borough	0.181	3
Borough of Wrangell	0.236	4
Haines Borough	0.339	5
Fairbanks North Star	0.437	6
Lake and Penn	0.724	7
Denali Borough	0.767	8
Kodiak Borough	0.769	9
Kenai Peninsula	0.776	10
Borough of Sitka	0.828	11
Borough of Yakutat	0.841	12
Borough of Juneau	0.873	13
NWA	0.909	14
Matanuska	0.923	15

<sup>13</sup> State dollars do not explain any variation in Aleutians total revenues. This is mainly due to large fluctuations in federal government dollars, and investment income.

<sup>14</sup> We cannot calculate the variation of local revenues explained by state revenues for the North Slope, Skagway, and Petersburg. These three boroughs report intergovernmental revenues—including both state and federal dollars—that we cannot separate.

### How Responsive are Borough Revenues to State Revenue Fluctuations?

Because how different boroughs are affected by a common statewide recession is of interest, a particular type of expected or “counterfactual” reaction suggests itself: namely, the resistance of the statewide revenues as a whole. In other words, the expectation is that, other things being equal, each borough’s revenues would contract (in recessions) at the same rate as the state’s. Thus, the expected change in revenues in borough  $r$  during a recession, say of duration  $k$  periods, would be given as:

$$(\Delta R_r^{t+k}) = g_N^{t+k} R_r^t \quad (1)$$

Where  $g_N^{t+k}$  is the rate of contraction (in recession) of state revenues; and  $R_r^t$  are revenues in region  $r$  in starting time  $t$ , the base year, that is, the turning point into recession. Then a measure of regional resistance can be expressed as:

$$(1) \quad Resist_r = \frac{(\Delta R_r^{Contraction}) - (\Delta R_r^{Contraction(expected)})}{(\Delta R_r^{Contraction(expected)})}$$

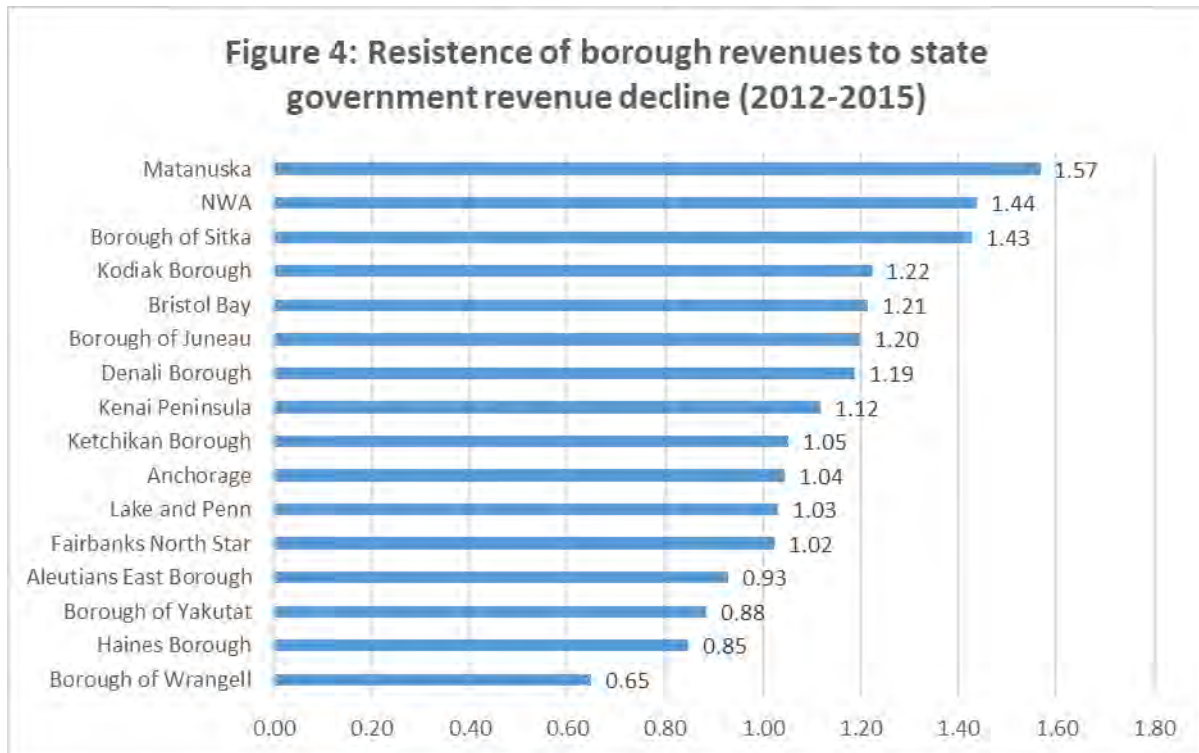
Where:

$(\Delta R_r^{Contraction(expected)})$  is the expected contraction using equation 1.

$(\Delta R_r^{Contraction})$  is the actual contraction at the borough level

A positive value of  $Resist_r$  indicates that a region is more resistant to recession (that is, less affected) than the state revenues, and less resistant (more affected) for a negative value. For example, a value of  $Resist_r$  of, say, 0.5 would indicate that the borough revenues in question are 50% more resistant than the state revenues, and a value of  $-0.5$  that its resistance is only half that of the nation.

We use the period between 2012 and 2015 for the purposes of this analysis, because in 2013 state revenues started declining and have continued to plummet since. Therefore, we are investigating how the borough revenues have responded to this precipitous decrease and whether the declines in the boroughs of interest were more or less pronounced than those of the state. Figure 4 makes it clear that revenues of all the boroughs we analyzed have been more resilient than state revenues. For example, the Mat-Su Borough has been 157% more resistant than the state during this period. The Mat-Su’s overall revenues actually grew during this period, in large part due to dollars coming from the state and the federal government. Although all borough revenues have managed to remain robust thus far, that does not mean that they will be immune going forward. Additionally, it seems that there is variation across places in how well communities have fared. One reason for this temporary resistance is the lag between appropriations and cash hitting the street. This means many currently ongoing construction projects are a result of past allocations which are very unlikely to continue given the small state capital project.



### What is the Relationship Between Employment and Government Revenues?

Figure 5 shows the share of employment in local government by borough—including employees of borough and city governments and school districts. This is yet another way of assessing the vulnerability of borough economies to future declines in revenues. As in all the analyses above, there is considerable variation among boroughs, with Anchorage being the least reliant on local government employment and the Lake and Peninsula Borough the most, with almost 61% of all borough jobs in local government.

Local governments employ a wide range of occupations requiring all levels and kinds of skills. Not surprisingly, teachers and their aides represent the single largest group—a third of all local government employment. Many of the other jobs are also tied to education, including janitors, crossing guards, counselors, cooks, and administrators. Some of the common local-government occupations not linked to education include laborers, police officers, office clerks, nurses, bookkeepers, water and sewage treatment plant operators, and firefighters.

To understand how much local government revenues influence local government employment, we estimated the average relationship between a borough's revenues and its local government employment and found that a 10% increase in borough revenues leads to a 8.3% percent increase in employment across all boroughs. The regression that establishes this relationship is as follows:

$$y_{it} = \beta_0 + \beta_1 X_{it} + \delta_t + \varepsilon_{it} \quad (2)$$

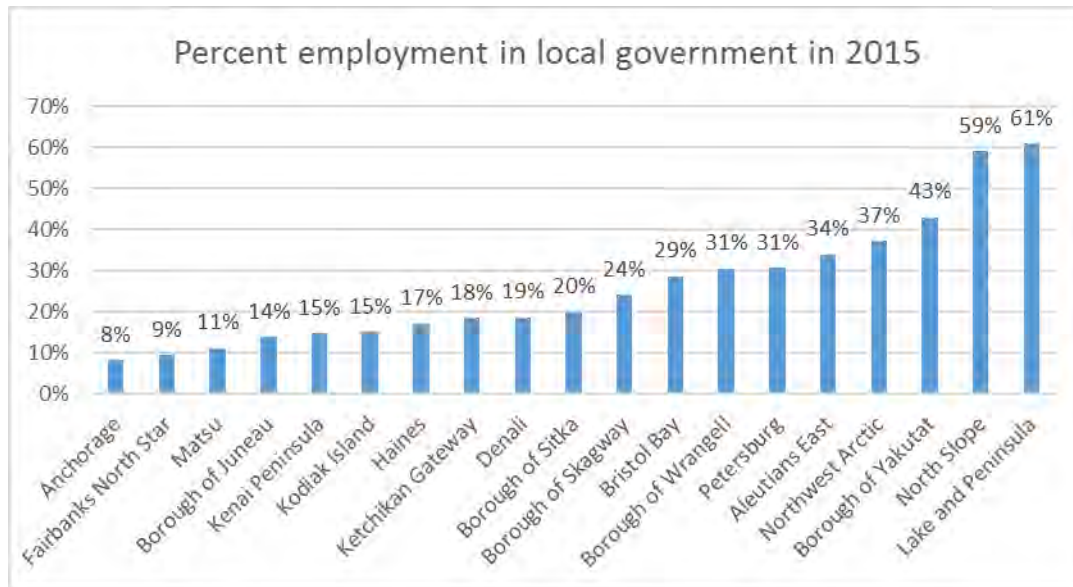
Where:

$y_{it}$  is the log value of a borough's local government employment

$X_{it}$  is the log value of a borough's local government revenues

$\delta_t$  is a year fixed effect which accounts for shocks common across all areas of the state.

We also estimate another set of reduced-form equations showing the relationship between local government employment and borough revenues, one borough at a time (Table 8). Given that we have very few observations, these regressions do not include a year fixed effect. While these regressions likely omit other important variables that influence the independent effect of revenues on employment, they do provide us with a sense of how sensitive employment changes are to revenue fluctuations.



**Table 8: effect of change in borough revenues on change in local government employment**

	% change in local government employment for a 10% change in local government revenues	R <sup>2</sup>
Aleutians East Borough	-.028 (.037)	0.04
Borough of Juneau	0.122*** (0.045)	0.36
Borough of Sitka	0.335*** (0.0476)	0.79

Bristol Bay Borough	-0.06 (0.41)	0.15
Denali Borough	0.02 (0.035)	0.04
Fairbanks North Star Borough	0.09** (0.039)	0.28
Haines Borough	0.151*** (0.044)	0.46
Kenai Peninsula Borough	0.012 (0.04)	0.004
Ketchikan Gateway Borough	0.08* (0.048)	0.18
Kodiak Island Borough	0.109* (0.064)	0.18
Lake and Peninsula Borough	0.088 (0.085)	0.07
Matanuska-Susitna Borough	0.303*** (0.027)	0.90
Municipality of Anchorage	0.035 (0.041)	0.05
North Slope Borough	0.008 (0.041)	0.003
Northwest Arctic Borough	-0.04 (0.025)	0.001
Wrangell, City and Borough of	0.10 (0.073)	0.12
Yakutat, City and Borough of	0.475** (0.130)	0.50

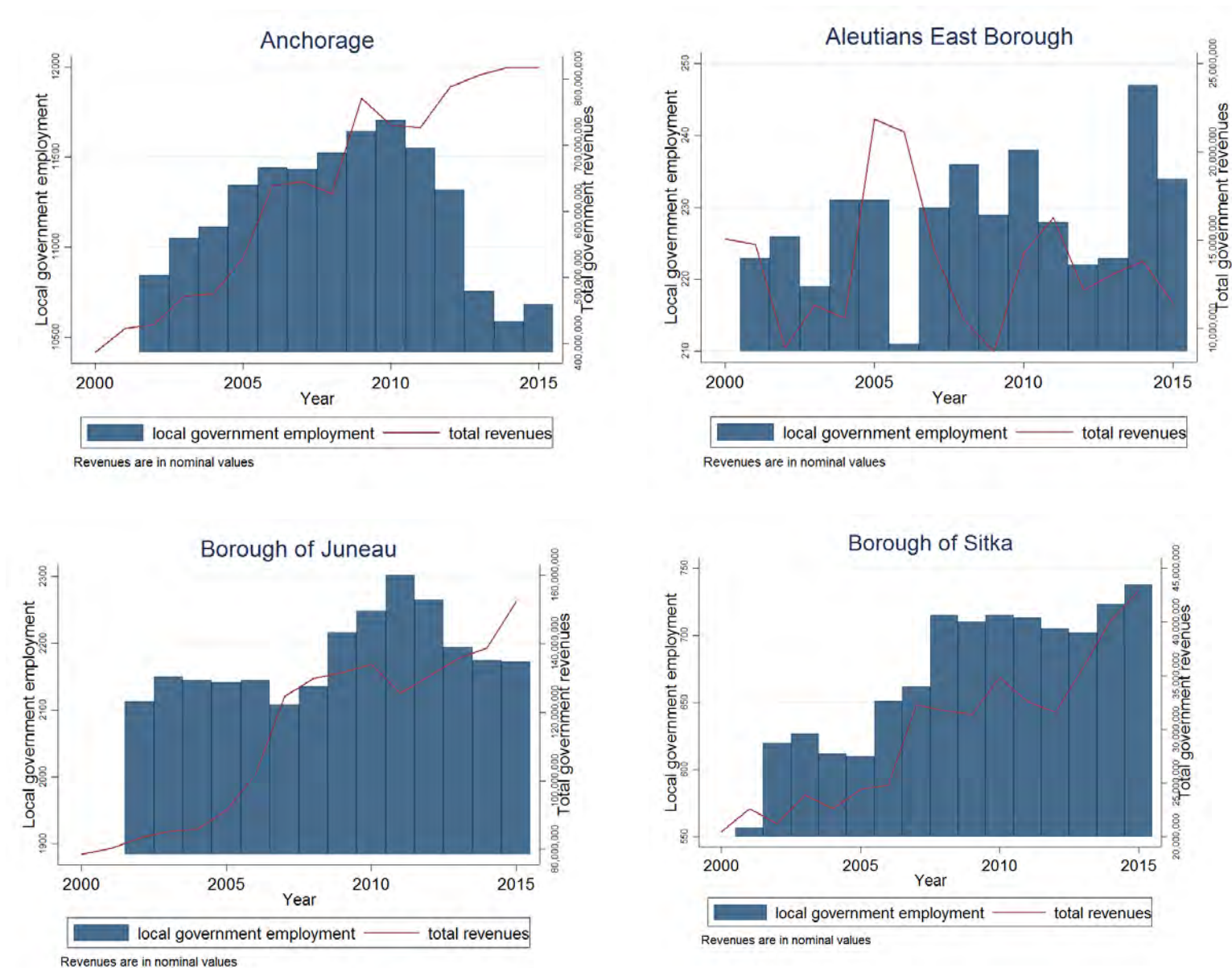
\*\*\*, \*\*, \* represent statistical significance at 1, 5, and 10% levels.

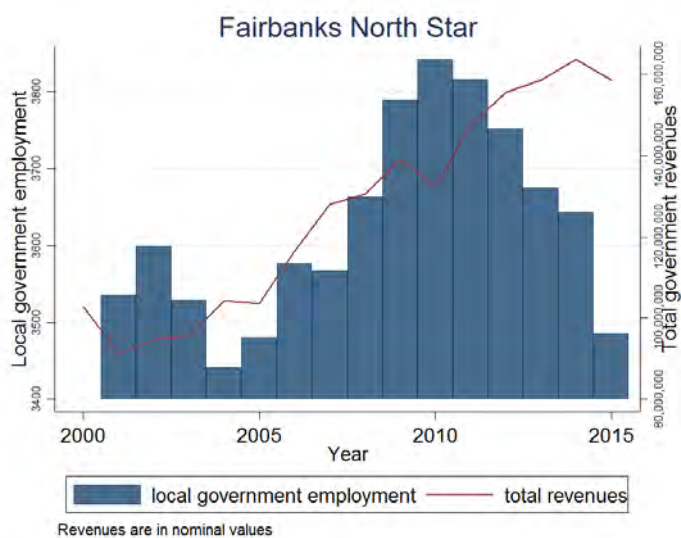
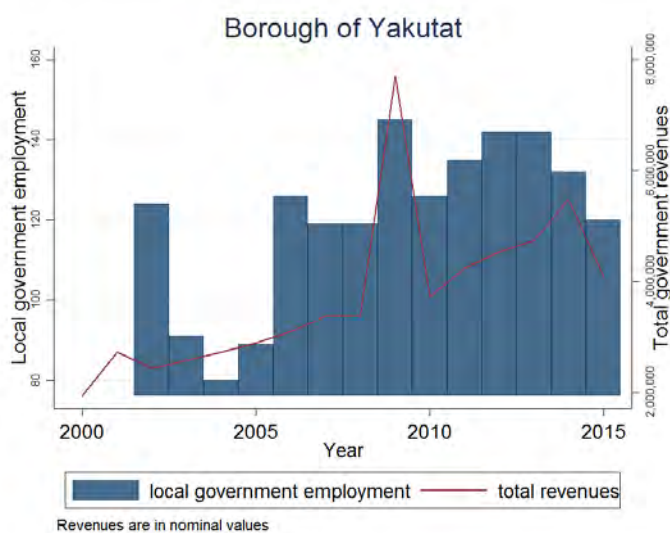
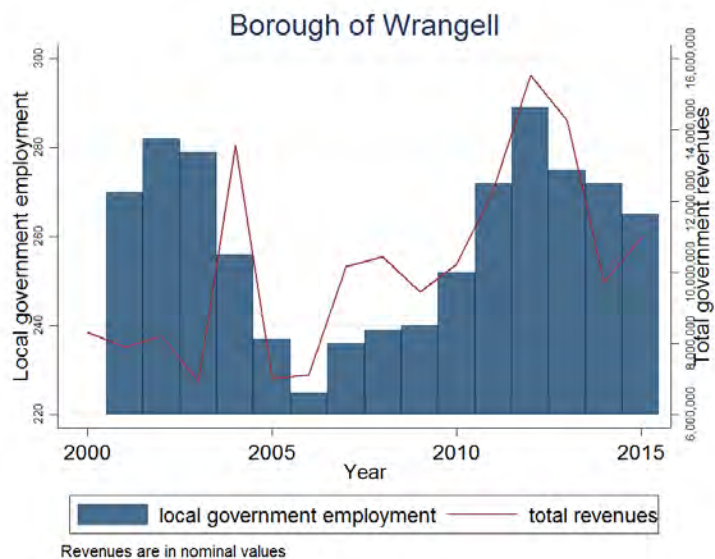
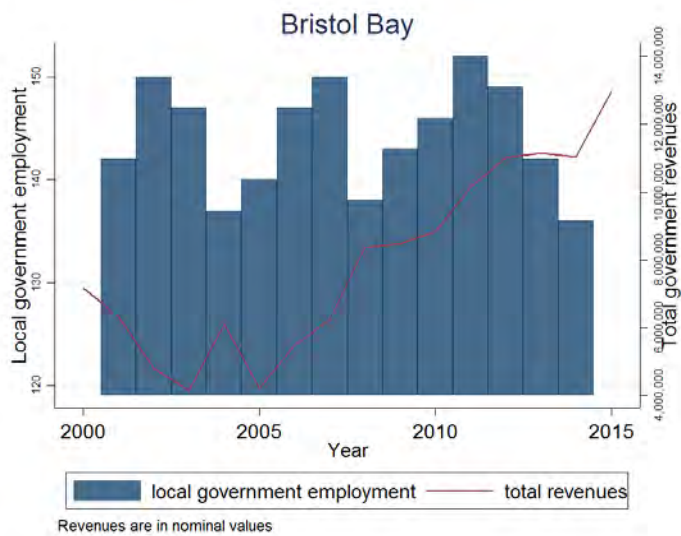
The relationship between changes in revenues and changes in employment are mostly in the expected direction: we see an increase in local government employment as a result of an increase in local revenues. Column 2 shows us the percent change in employment for a 10% change in revenues. For example, in Juneau, a 10% increase in revenues is associated with a 1.2% increase in employment. The third column

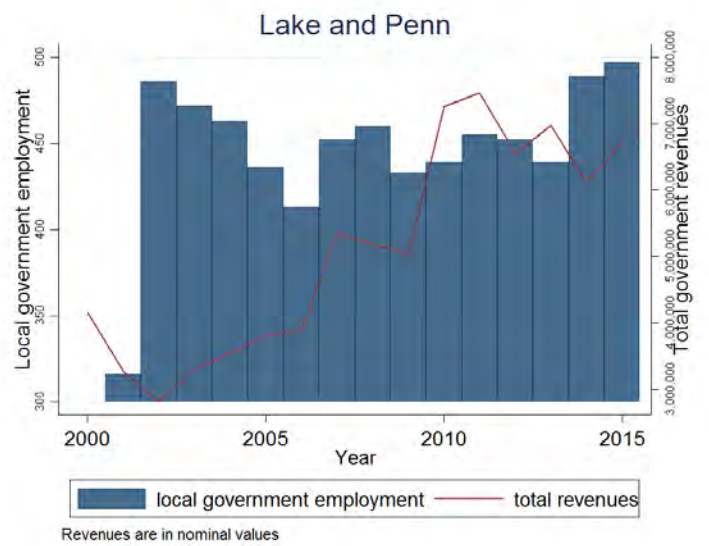
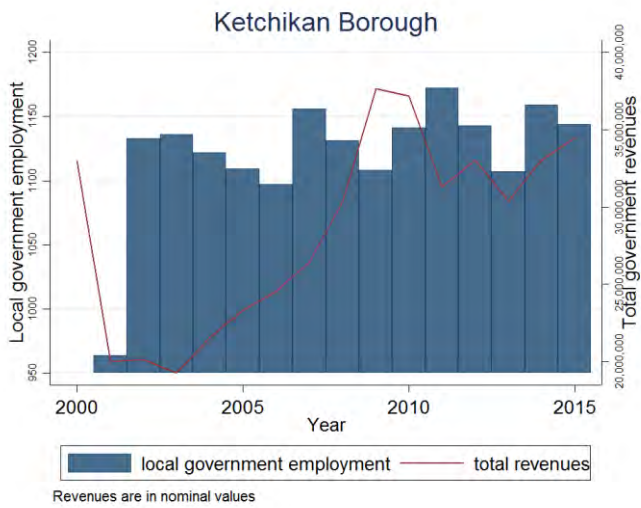
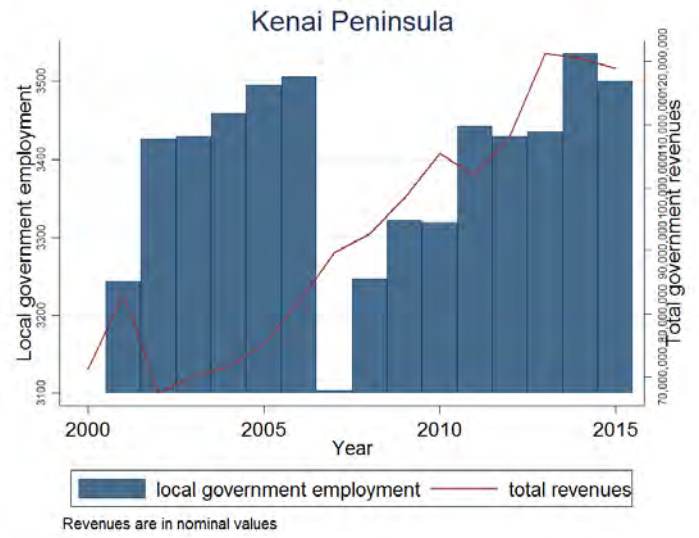
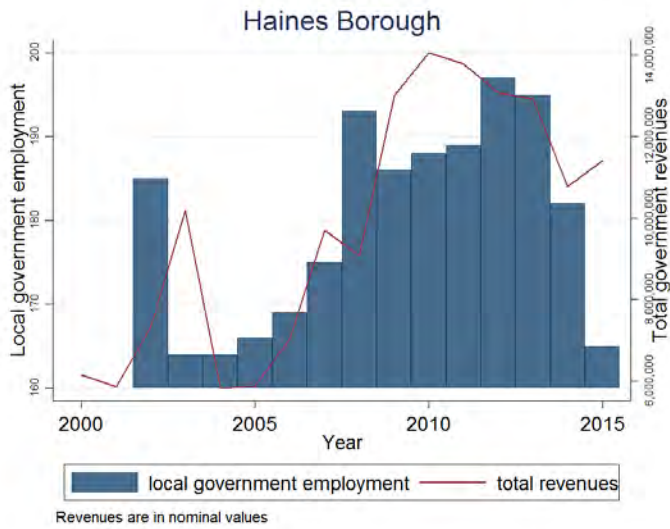
tells us the amount of variation in local government employment that can be explained by the borough's revenues.

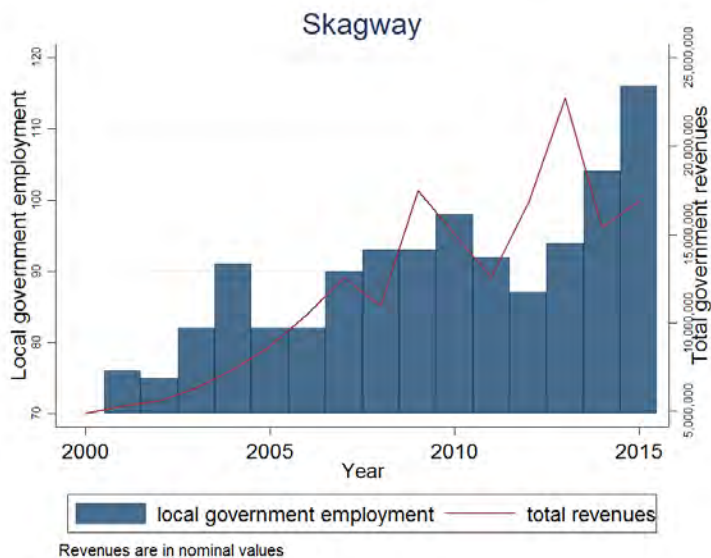
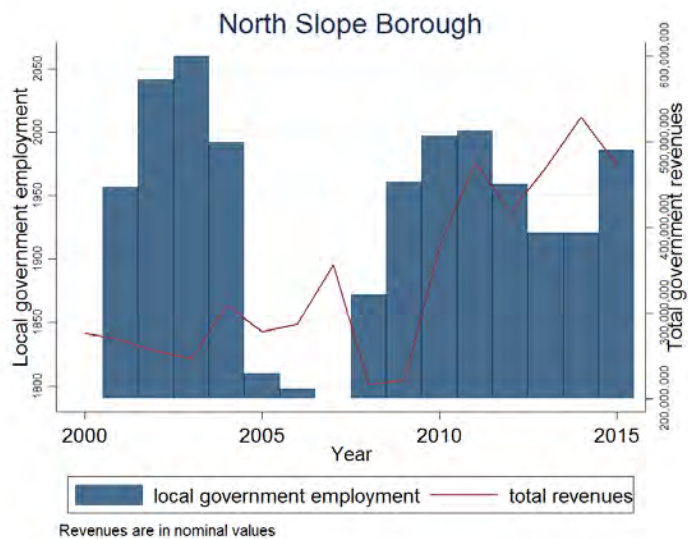
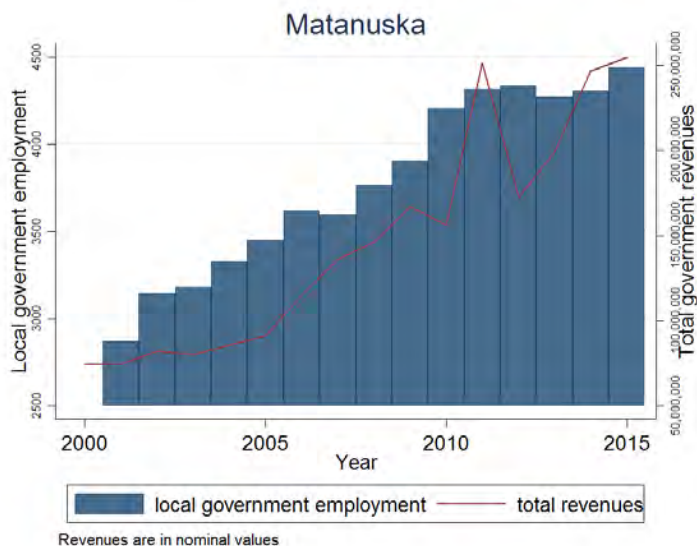
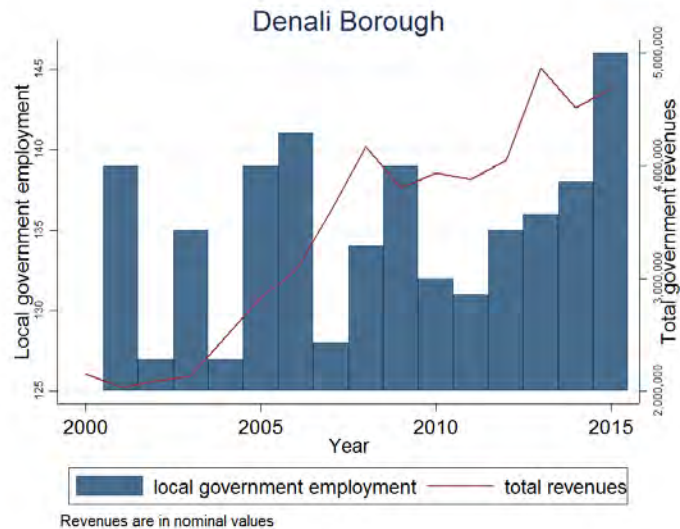
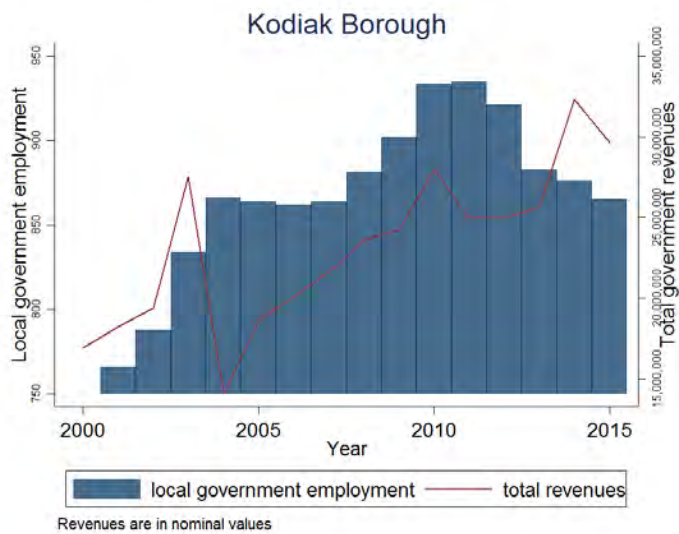
Figure 6 shows nominal local government revenues and local government employment for each borough separately. While once again the patterns differ, revenues have increased since the mid-2000s and employment has either increased or remained stable in most places.

**Figure 6: Local government employment and revenues by borough between 2000 and 2015**









### How Important are Local Government Wages to Borough Economies?

Table 9 shows local government employment, average wages in local government, total wages, and the share of wages coming from local government. The share of wages coming from local government employment is high overall, ranging from a low of 11% in Fairbanks to a high of 78% in the Lake and Peninsula Borough. Boroughs with diversified economies and high-paying private sector jobs will have a fewer share of their dollars coming from local government. Examining the dependence of the overall economy on local government revenues and local government employment is another way to determine the relative vulnerability of the boroughs to potential declines in money flowing from the state.

**Table 9: Local government employment and wages by borough in 2015**

	Local government employment in 2015	Average wage in local government	Total wages in the borough	Share of wages coming from local government
<b>Aleutians East Borough</b>	234	\$2,712	\$22,456,574	33.91%
<b>Borough of Juneau</b>	2172	\$4,605	\$668,784,603	17.95%
<b>Borough of Sitka</b>	738	\$4,342	\$135,268,226	28.43%
<b>Borough of Wrangell</b>	265	\$3,420	\$28,215,450	38.54%
<b>Borough of Yakutat</b>	120	\$3,041	\$8,492,184	51.57%
<b>Bristol Bay Borough</b>	119	\$3,445	\$16,186,437	30.39%
<b>Denali Borough</b>	146	\$2,795	\$36,010,692	13.60%
<b>Fairbanks North Star Borough</b>	3486	\$4,240	\$1,605,980,000	11.04%
<b>Haines Borough</b>	165	\$3,013	\$29,970,326	19.91%
<b>Kenai Peninsula Borough</b>	3,500	\$4,245	\$1,074,509,866	16.59%
<b>Ketchikan Gateway Borough</b>	1,144	\$3,985	\$234,886,971	23.29%
<b>Kodiak Island Borough</b>	865	\$3,410	\$202,596,195	17.47%
<b>Lake and Peninsula Borough</b>	497	\$2,397	\$18,296,974	78.13%
<b>Matanuska-Susitna Borough</b>	4,442	\$4,019	\$1,825,973,854	11.73%
<b>Municipality of Anchorage</b>	10,682	\$4,992	\$ 8,862,827,961	7.21%

<b>North Slope Borough</b>	1,986	\$4,758	\$150,985,839	75.10%
<b>Northwest Arctic Borough</b>	1,145	\$3,166	\$105,873,857	41.09%
<b>Petersburg Borough</b>	355	\$3,273	\$36,362,627	38.34%

## Conclusion

We have shown that state dollars play a very important role in financing local government in Alaska. The fiscal stress the state is experiencing has yet to make its way to local government budgets. But it seems inevitable that local governments will need to either raise taxes or reduce services as aid from the state drops. We found that state dollars explain a considerable portion of the variation in local government revenues. Also, we found that borough revenues are volatile from year to year. This volatility is high in boroughs with few internal sources of revenues. This last point is important, because taxes—property taxes in particular—tend to be stable while external dollars tend to fluctuate. Since 2005, local governments have become more reliant on state dollars. But this boom period is coming to an end. On the employment front, it is obvious that the employment and wages of local government are crucial to the health of those economies. Going forward, it will be crucial for the vulnerable economies to balance the needs of providing services and imposing taxes that fall on their residents.

## Appendix:

Table 9: Intergovernmental dollars received by boroughs not identified as either state/federal

	<b>Intergovernmental dollars Not broken down</b>	<b>Share of all dollars</b>
Anchorage	95,127,701	11.64%
Borough of Sitka	2,807,749	6.54%
Borough of Wrangell	2,280,056	20.80%
Fairbanks North Star Borough	1,578,464	0.99%
Ketchikan Gateway Borough	7,299,668	21.18%
Matanuska Borough	84,407,461	33.12%
North Slope Borough	57,515,189	12.16%
Skagway	3,763,602	22.29%
Petersburg Borough	3,069,339	22.11%

## PROCEEDINGS

7b

### MINUTES WRANGELL SCHOOL BOARD REGULAR MEETING

May 15, 2017 7:00 PM

Evergreen Elementary School Room 101

School Board Vice-president Susan Eagle called the regular meeting of the Wrangell Public School Board to order at 7:02 P.M. on Monday, May 15, 2017.

**CALL TO ORDER**

A quorum was determined with the following school board members present: Susan Eagle, Tammy Groshong, Robert Rang and Aleisha Mollen. Georglanna Buhler was absent, excused. Also present was Superintendent Patrick Mayer and Recording Secretary Kimberly Powell.

**DETERMINE QUORUM**

The Pledge of Allegiance was recited, led by Robert Rang.

**PLEDGE OF ALLEGIANCE**

Art Teacher Anne Luetkemeyer told the Board Members that she took nine students to Petersburg to Art Festival. Some of the students had never traveled before. Ms. Luetkemeyer played a video highlighting the student artwork. She explained that the Art Festival is for Southeast Alaska. Students can choose two classes out of 18 options and they get intensive training while at the festival. About 85 students attend from 15 different schools. Former Wrangell Art teacher, Kirk Garbisch and his wife Katrina started Art Festival 16 years ago. Many of the students who attend the festival don't travel for other school activities and it's a great experience for them.

**SECONDARY STUDENT  
PRESENTATION: ART FESTIVAL**

Reyn Hutten, Student Body President, told the board that this will be her last report to the School Board as she is a graduating senior. She read the report she had submitted for the Board Packet.

**STUDENT REPRESENTATIVE  
REPORT**

Jessica Rooney read a letter into the minutes regarding student exit interviews and school climate.

**GUESTS TO BE HEARD**

Anne Luetkemeyer, Art Teacher, started to read a letter she wrote to the School Board Members. She said that over the past three years nineteen staff members have left Wrangell Public Schools because they couldn't work with the current administration. She said that people are afraid to speak out because of retaliation or criticism. Ms. Luetkemeyer told the Board that if they don't think that this is affecting students, they need to get their heads out of the sand. Ms. Luetkemeyer asked the Board how many students have we lost to home school in the past three years. We currently have 45 students in Wrangell that are homeschooled and the numbers are rising. That's another middle school. Ms. Luetkemeyer said that "We are losing good committed employees because of an unhealthy climate and unethical behavior." She went on to say, "We should no longer call ourselves an Equal Opportunity Employer because we don't publicize available job openings if we already know...." The timer went off and Acting President Eagle let Anne know that signified the end of her time and thanked her for her comments. Anne replied, "I'm going to go on." Mrs. Eagle informed her that her time was up. Anne responded, "I've got five minutes." Mrs. Eagle reminded her that guests are allotted three minutes each. Ms. Luetkemeyer said, "People want to hear this." Other audience members volunteered to finish reading her letter during their allotted time. Mrs. Eagle replied that would be fine. As she walked away from the podium, Ms. Luetkemeyer exclaimed, "This is a losing battle!"

Mikki Angerman, Teacher and Parent, told the School Board that she is present to speak about the positivity she's experienced this year in her new role as Title I Specialist. She has traveled to several state conferences and feels lucky to be working in the environment provided by Wrangell Public Schools. May districts are laying off staff members; we have been fortunate to be able to retain our teachers. Mrs. Angerman said that other districts do not allow teachers the freedom to teach the curriculum as they chose. Wrangell Public Schools encourages teachers to put their own style on teaching curriculum to enhance student learning.

Jamie Roberts, Community Member, spoke to the School Board regarding non-retention. She recommended that the policy be revised to reflect a non-retention notice date of March 1 and that a deadline date be designated for administrative evaluations.

Heidi Armstrong thanked the board members for serving on the board. She told the board that she has seven children. For various reasons, she has chosen to home school them. She told the Board Members that one day, she was having a difficult time with her oldest daughter. A little while later her oldest son started giving her trouble. Pretty soon all of her children began to give her problems. Her husband calls her faithfully at lunch to see how she's doing. As Heidi talked with her husband at lunch that day, she realized that it wasn't her kids at all; she began to realize that the common denominator was herself. Mrs. Armstrong told the board that maybe it is time to start looking for the common denominator.

**GUESTS TO BE HEARD**

Alex Angerman, Student, shared a fifteen-page paper that she wrote for English class regarding birth control. She told the board that she has a passion for health. She has attended classes taught by Mr. Stokes and Mr. Gerald. Mr. Stokes basically taught that drugs are bad and that you should eat healthy. Alex said that the average age for losing your virginity is 16 for males and 17 for females. Most students are not choosing abstinence. She thinks that the school should teach a comprehensive health program and that parents should have the option to keep their child out of the class if they prefer.

Diane O'Brien addressed the student exit interviews. She confirmed that the school board is not planning on conducting those interviews this year. Mrs. O'Brien asked Mrs. Eagle if the secondary advisory committee could conduct the interviews. She said that the school climate is very negative and she wondered if maybe a third party could be brought in to take a look at things.

Greg Meissner, parent, told the board that this is his third time that he's been before the board in the past sixteen years. From his own school career, he doesn't remember the school board or the superintendent but he does remember every teacher and every principal he had. They're the ones who make school fun. It's hard to find good people to fill the positions. Mr. Meissner feels that it is important for the board to work hard to keep those people.

Deldre Jenson, Principal, told the board that leaving Wrangell was not their first choice. She thanked the board for the opportunity to serve the students and staff. She also thanked the board members for the unpaid time, energy and effort that they volunteer.

Dave Silva, former district employee, said that he worked for the district for nine years. He took a leave of absence. He came back from that leave of absence, extremely disappointed. Mr. Silva said that in the past three years, the elementary school has gone from boring and dull and mean to a different place. It was incredible. He watched the change. He saw teachers talking and collaborating with each other more. Community members were in the school as a part of weekly assemblies. There, students were recognized for positive participation or improvement. Team building experiences for everyone in attendance occurred. It was great! It was new! And it was fun. The board members are the only ones that people can talk to. Mr. Silva said the buck stops with the board. He asked them how could we give up this woman? Mrs. Eagle reminded Mr. Silva that we can't discuss individual personnel in public.

Scott Seddon told the board that he ran for school board and lost. Mr. Seddon feels that we need to talk about atmosphere. He finished reading Anne Luetkemeyer's letter stating that there are multiple reasons that so many people are leaving but in this case there is one common denominator and that happens to be our superintendent. Mrs. Eagle interrupted Mr. Seddon and said that he can't talk about individual personnel. Mr. Seddon stopped reading the letter and told the board members that they are tone deaf. He stated that he is one of the nineteen employees that left.

The agenda was approved as presented by unanimous consent.

**APPROVAL OF AGENDA**

Motion to approve the items on the consent agenda as presented by Tammy Groshong; seconded by Aleisha Mollen. Poll vote: Robert Rang: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

**ACCEPTED THE ITEMS ON THE CONSENT AGENDA**

- Approved the minutes of the April 24, 2017 Regular School Board Meeting
- Approved the minutes of the May 3, 2017 Special School Board Meeting
- Approved the sale and/or disposal of the surplus equipment as presented
- Offered extracurricular contract to coaches and advisors for the 2017-2018 school year as presented

- Approved the hire of Rebecca Jessup-Christensen as a paraprofessional for the 2017-2018 school year with appropriate placement on the salary schedule
- Approved the hire of Susan Moran as accounting clerk with appropriate placement on the salary schedule, pending receipt of a satisfactory criminal background check
- Reviewed the following letters of resignation as informational items
  - Jason Clark, Assistant Boys' Basketball Coach
  - Deidre Jenson, Elementary Principal
  - Patrick Longmire, Paraprofessional

There was no correspondence.

**CORRESPONDENCE**

Information & Reports were accepted by unanimous consent.

**ACCEPTED INFORMATION & REPORTS**

Motion to adopt the Super Kids Curriculum for use in Kindergarten through Second Grade reading and writing by Aleisha Mollen; seconded by Robert Rang. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Robert Rang: Yes; Susan Eagle: Yes. Motion approved.

**ADOPTED THE SUPER KIDS CURRICULUM**

Motion to accept the Carl Perkins amended grant award in the amount of \$18,000.00 by Tammy Groshong; seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Robert Rang: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

**ACCEPTED THE AMENDED CARL PERKINS GRANT AWARD**

Motion to approve the application of the Consolidated Grant in the amount of \$249,174.75 by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Robert Rang: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

**APPROVED THE APPLICATION OF THE CONSOLIDATED GRANT**

Motion to accept the Safe Children's amended grant award in the amount of \$2,397.00 by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Robert Rang: Yes; Susan Eagle: Yes. Motion approved.

**ACCEPTED THE AMENDED SAFE CHILDREN'S GRANT AWARD**

Motion to approve the application of the Fiscal Year 2018 Alaska Migrant Education Literacy Grant as presented by Tammy Groshong; seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Robert Rang: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

**APPROVED THE APPLICATION OF THE FY 18 ALASKA MIGRANT EDUCATION LITERACY GRANT**

Motion to approve the application of the Fiscal Year 2018 Indian Education Grant as presented by Aleisha Mollen; seconded by Robert Rang. Poll vote: Robert Rang: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

**APPROVED THE APPLICATION OF THE FY 18 INDIAN EDUCATION GRANT**

Motion to approve the application of the Wells Fargo Community Connection Grant by Tammy Groshong; seconded by Robert Rang. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Robert Rang: Yes; Susan Eagle: Yes. Motion approved.

**APPROVED THE APPLICATION OF THE WELLS FARGO COMMUNITY CONNECTION GRANT  
ACCEPTED THE FIRST READING OF BOARD POLICY #3310, PURCHASING PROCEDURES**

Motion to accept the first reading of Board Policy #3310, Purchasing Procedures as presented by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Robert Rang: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

Motion to accept the first reading of Board Policy #3312, Contracts as presented by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Robert Rang: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

**ACCEPTED THE FIRST READING OF BOARD POLICY #3312, CONTRACTS**

Motion to accept the first reading of Board Policy #4030, Nondiscrimination in Employment as presented by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Robert Rang: Yes; Susan Eagle: Yes. Motion approved.

**ACCEPTED THE FIRST READING OF BOARD POLICY #4030, NONDISCRIMINATION IN EMPLOYMENT**

Motion to accept the second reading of Board Policy #0510, School District Report Card for Inclusion in the policy manual by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Robert Rang: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

**ACCEPTED THE SECOND READING OF BOARD POLICY #0510, SCHOOL DISTRICT REPORT CARD**

Motion to accept the second reading of Board Policy #5145.15, Student Family and Privacy Rights as presented by Tammy Groshong; seconded by Robert Rang. Poll vote: Robert Rang: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

**ACCEPTED THE SECOND READING OF BOARD POLICY #5145.15, STUDENT FAMILY AND PRIVACY RIGHTS**

Motion to accept the second reading of Board Policy #6153, Student-Sponsored Trips as presented by Aleisha Mollen; seconded by Robert Rang. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Robert Rang: Yes; Susan Eagle: Yes. Motion approved.

**ACCEPTED THE SECOND  
READING OF BOARD  
POLICY #6153, STUDENT-  
SPONSORED TRIPS**

Motion to allow School Board Member Georgianna Buhler to step down as School Board President by Tammy Groshong; seconded by Robert Rang. Poll vote: Aleisha Mollen: Yes; Robert Rang: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

**ALLOWED GEORGIANNA  
BUHLER TO STEP DOWN  
AS SCHOOL BOARD  
PRESIDENT**

Reviewed the upcoming dates and meeting announcements.

**REVIEWED DATES & MTG  
ANNOUNCEMENTS**

Tammy Groshong said that it is difficult to make decisions as a school board member. She is not paid to sit as a board member but does it because she cares deeply about the students of our district. Mrs. Groshong said she is disappointed that the audience comes in blaming the school board or individual staff members for things when they only know one side of the story. As a community volunteer, she finds it very disheartening.

**COMMENTS FROM  
BOARD MEMBERS**

Aleisha Mollen told the other School Board Members that she had the opportunity to stop in during Teacher Appreciation Week and enjoyed that. She got to experience the VR technology and is super excited about what we have to offer in the tech department. Board Member Mollen thanked Miss Hutten for her student representative reports.

Robert Rang thanked Deidre Jenson for her service and said it sounds like she will be missed. He encouraged those who didn't get a chance to finish their comments under guests to be heard to submit their comments in writing.

Susan Eagle thanked the audience for attending the meeting and giving input. She agreed with Mrs. Groshong's comments and stated that the School Board often has hard decisions to make but they do it because they care about the students.

Motion to recess into Executive Session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the district, more specifically, Negotiations with Wrangell Teachers' Association by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Robert Rang: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved. Board President Buhler invited Superintendent Mayer into part of the Executive Session and reserved the right to call on WTA President Ryan Howe.

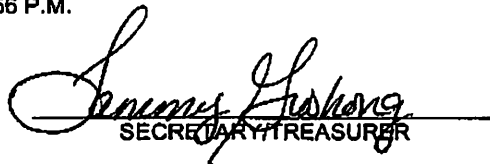
**RECESSED INTO  
EXECUTIVE SESSION AT  
8:23 PM**

Reconvened into Regular Session at 8:56 PM with no further action taken.

**RECONVENED INTO REGULAR  
SESSION**

Meeting Adjourned at 8:56 P.M.

**ADJOURNED AT 8:56 P.M.**

  
SECRETARY/TREASURER

5-15-17

Dear members of the school board,

I would like to start out by asking why Student Exit Interviews for the 5th, 8th, and 12th grade students are not happening this year? I was told by the district secretary that the board members schedules could not coordinate for these meetings. These meetings are one of the only times the board members get to sit down and talk to the kids about their experiences at our schools - I would hope that this is a priority for the school board.

I believe our schools have hit an all time low in the matter of ethics, morals and values. How can we teach children empathy, kindness, leadership and respect when our own administration lacks in those very values. The treatment of the principals and staff here at Wrangell Public Schools is something that should be high priority to the board... just as high as the priority of our student success. If the staff here does not have a supportive and encouraging environment that promotes growth among everyone, then our children will suffer. How do we teach growth mindset when our own administration does not promote that. As an outsider and a parent, I can see the toll it is taking on some of the staff at this school. I believe the board should seriously consider working with an outside company to evaluate, analyze and report back to the board the findings to help our administration be more effective.

I would like to reference a facebook post that I made on May 4, some of you here may have already read it. I spoke about the current elementary school principal leaving and about the atmosphere the staff at Wrangell Public Schools work in. I spoke about how the treatment of the staff is once again directly affecting our students by yet another loss of a principal. I received a lot of positive feedback on my post - but more concerning to me was the number of people that reached out to me via private message, text, phone call and on the street - people that currently work for for this school district and cannot speak up because of the intimidation and fear from the upper administration here. I again urge the board to do something about this.

Thank you for your time.

Jessica Rooney  
PO Box 307  
Wrangell, AK 99929  
907-470-6177

## PROCEEDINGS

### MINUTES WRANGELL SCHOOL BOARD SPECIAL MEETING

June 5, 2017; 6:30 PM

Evergreen Elementary School Room 101-Intermediate

President Susan Eagle called the Special meeting of the Wrangell Public School Board to order at 6:31 PM on Monday, June 5, 2017.

CALL TO ORDER

A quorum was determined with the following school board members present: Susan Eagle, Aleisha Mollen and Robert Rang. Georgianna Buhler and Tammy Groshong were absent, excused. Also present was Superintendent Patrick Mayer and Recording Secretary Kimberly Powell.

DETERMINE QUORUM

Motion to revise the 2017-2018 school calendar as presented for submittal to the Department of Education for their approval by Aleisha Mollen, seconded by Robert Rang. Poll vote: Robert Rang: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

REVISED THE 2017-2018  
SCHOOL CALENDAR

Motion to offer Ms. Jennifer Davies a contract addendum for up to ten days at her per diem rate to teach Special Education Extended Year Summer School as presented by Aleisha Mollen; seconded by Robert Rang. Poll vote: Aleisha Mollen: Yes; Robert Rang: Yes; Susan Eagle: Yes. Motion approved.

OFFERED JENNIFER DAVIES A  
CONTRACT ADDENDUM TO  
TEACH SPECIAL EDUCATION  
SUMMER SCHOOL

Motion to offer Butch Schmidt a teaching contract at his per diem rate to serve as long-term substitute in the science program at Wrangell High School during the 2017-2018 school year by Robert Rang; seconded by Aleisha Mollen. Poll vote: Robert Rang: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

OFFERED BUTCH  
SCHMIDT A TEACHING  
CONTRACT FOR LONG-  
TERM SCIENCE  
SUBSTITUTE

Motion to offer Mrs. Jennifer Wiederspohn an extracurricular contract for the position of Sophomore Class Co-advisor for the 2017-2018 school year pending the receipt of a satisfactory criminal background check and a drug test by Aleisha Mollen; seconded by Robert Rang. Poll vote: Aleisha Mollen: Yes; Robert Rang: Yes; Susan Eagle: Yes. Motion approved.

OFFERED JENNIFER  
WIEDERSPOHN AN  
EXTRACURRICULAR  
CONTRACT AS SOPHOMORE  
CLASS CO-ADVISOR

Motion to offer Ms. Jeannie "Gail" Taylor a contract for the 2017-2018 school year to fill the position of Elementary Principal with appropriate placement on the salary schedule by Robert Rang; seconded by Aleisha Mollen. Poll vote: Robert Rang: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

OFFERED JEANNIE  
"GAIL" TAYLOR A  
CONTRACT AS  
ELEMENTARY PRINCIPAL

Meeting Adjourned at 6:40 P.M.

ADJOURNED AT 6:40 P.M.

  
SECRETARY/TREASURER

**BOARD ACTION****WRANGELL PUBLIC SCHOOL BOARD  
SPECIAL MEETING (PAGE 1)  
JULY 13, 2017**

**FOR DETAILS, CONTACT:**  
PATRICK MAYER,  
SUPERINTENDENT  
DIRECT PHONE: 907-874-2347

- Recessed into Executive Session to discuss a subject that may prejudice the character or reputation of any person, more specifically a personnel matter.
- Reconvened into Regular Session
- Appended Board comments of 07/13/17 to Employee ID#18-001's 2017 evaluation.
- Adjourned



**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
June 21, 2017 - 5:30 p.m.  
Location: Nolan Center**

**CALL TO ORDER:** Meeting was called to order at 5:32 by President Terri Henson

**ROLL CALL:**

Present: Barb Conine, Olinda White, Marlene Messmer, Maxi Wiederspohn, Patrick Mayer and Terri Henson

Absent: Bernie Massin

Quorum established

Assembly representative Becky Rooney was present

**AMENDMENTS TO THE AGENDA:** None

**CONFLICT OF INTEREST:** None

**CONSENT ITEMS:**

Motion made by Barb Conine to approve consent item 5.a minutes of the regular meeting held May 8, 2017 and item 5.b Statistics for May 2017, Maxi Wiederspohn seconded, passed unanimously.

**PERSONS TO BE HEARD:** None

**CORRESPONDENCE:** None

**REPORTS AND COMMUNICATIONS FROM WMC STAFF:**

- a. **Quality Report:** In addition to recapping the written report, Quality Director, Cathy Gross, elaborated on how data is collected and shared that, for the year, there were 94 possible respondents to the patient survey, only 19 were actually received – she is working with Sherri Austin, CNO, to see what can be done to encourage patients to complete the survey, and speaking with the survey company to see if they have ideas as well. Also looking into adding ER and swing bed patients to the survey.
- b. **Compliance Report:** Compliance Officer, Scott Glaze, highlighted a few things from the written report: Notice was given to Medicaid after a documenting error was discovered; the Ethics Policy; and a few complaints (and the results from the studies of them). Robert Rang, CEO, added a reminder about the YouTube board training videos and mentioned that WMC is actually ahead of the curve statewide for Non-violent trainings because Scott has been able to offer the trainings in house.  
In the Risk Management Report, Scott mentioned that the plan has been enacted for monitoring the underground fuel tank for leaks and the city has helped with removal of the small amount of contaminated soil, and shared that workers' comp claims are way down over the last 6 months, which (in time) should result in a reduction of the premiums for that insurance.
- c. **CFO Report:** Doran Hammett, CFO, elaborated on the written financial report, adding:
  - The bank signers will be changed to remove Jeff Jabusch and add the new Borough manager Lisa Van Barga.
  - The final payment of \$20,000 will go to the city by the end of June, completing our obligation to the city for the loan.

***OUR MISSION: To Enhance The Quality of Life For All We Serve!***

## BOARD OF DIRECTORS MEETING

June 21, 2017 - 5:30 p.m.

### REPORTS & COMMUNICATIONS FROM WMC STAFF, CONT:

- c. CFO report (continued)
  - Accounts receivable are down thanks to all the work by the folks in Medical Records and the billing office – great job on their part.
  - The radiology equipment lease has been assumed by Fuji – they were able to set up the lease in just two days, the original leasing company was unable to finalize lease documents after weeks of work.
- d. CEO Report: Robert Rang, CEO, recapped the written report and added:
  - Though the official report on our recent LTC survey has not been received yet, it is unlikely that there will be any major surprises and, based on the exit interview, there are only a handful of minor bookkeeping things to take care of - “I’m really proud of the team and, if all goes as expected, we should be able to maintain our 5-star rating.”

MEDICAL STAFF REPORT: No report this month

### ACTION ITEMS:

- a. Amendments to the WMC Personnel Policies: This was a minimal update – mostly to clarify language which was changed last year and fix a few typos.  
Barb Conine moved to approve the updated Personnel Policy Manual as presented. Maxi Wiederspohn seconded; with no discussion, the motion passed unanimously in a poll vote (6 members voting, one absent).
- b. Patient Financial Assistance Policy: Barb Conine moved to approve the Patient Financial Assistance Policy (AD301) as presented. Patrick Mayer seconded. There was no discussion by the board, the motion passed unanimously in a poll vote (6 members voting, one absent).

DISCUSSION ITEMS: None this month

### INFORMATION ITEMS:

- a. Hospital project update: Robert Rang, CEO, reported:
  - Cost estimate came back very high, at \$39 million, so have asked for a ‘modular design’ comparison and will schedule a workshop with the board and Borough Assembly as soon as there is a little more information to work with.
- b. AD403 Ethics Policy: This policy was developed based on a request by the med staff and the WMC Board, it was enacted at the last medical staff meeting and is made available for the board’s information.

BOARD COMMENTS: none this month

ADJOURN: With no further business, the regular meeting adjourned at 6:14 p.m.

Marlene Messmer

Kris Reed,  
Date Certified:

*OUR MISSION: To Enhance The Quality of Life For All We Serve!*

TO: Mayor Jack and Wrangell Assembly Members  
FROM: Lisa Von Bargen, Borough Manager  
RE: Manager's Report  
Date: July 21, 2017

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**Shoemaker Bay Harbor Project:** Amber and Greg met with PND on July 19<sup>th</sup> to address final design changes. Information on this is more clearly outlined in the attached Public Work/Capital Projects report. Carol and I reached out to members of the Alaska Legislature to touch base about project funding allocated in the capital budget. This includes the representative and senator for our district, but also others. Representative Ortiz followed up with a phone call and assured staff that both Senator Stedman and he will be vigilant in protecting funding for the project. Additionally, this week the Governor's office allowed Wrangell to submit the Shoemaker Bay project as an addition to Federal Community Projects list being forwarded by the State to the Trump Administration for funding consideration. Carol took the lead and worked with Amber and Greg to submit the online application on July 20<sup>th</sup>.

**Evergreen Road:** Amber provided detail in her report on this project as well. During the call with Representative Ortiz on the 18<sup>th</sup> he indicated he had just met with ADOT Commissioner Luiken about the project and was assured it will be moving forward swiftly once all right-of-way issues are resolved.

**Water System:** Staff met telephonically with USDA on July 19<sup>th</sup> to review the Letter of Conditions and funding package provided by the agency. The fiscal terms are not as desirable as staff feels they need to be. I will be pulling the project team together (Amber, Lee and Carol) the week of the 24<sup>th</sup> to discuss options related to the project and its funding. As the assembly is aware we are at a critical juncture for the project both in terms of timing and funding. It will be necessary to call a workshop of the Assembly in the next 2-3 weeks to discuss alternatives.

**Personnel Policy Revisions:** Lee has been hard at work with input from other staff making proposed revisions to the Personnel Policy. A workshop was scheduled with the Assembly for 6pm prior to the July 25<sup>th</sup> meeting. I am postponing the workshop after a lengthy discussion with Lee. The Policy requires a multitude of significant changes. In some cases, revision may not be necessary. Rather enforcement of existing policies and training to use the policies may be the more appropriate course of action. Each revision currently being contemplated has given rise to additional questions, considerations and legal interpretations. Rather than bring a document for your review where staff does not have clear recommendations or justification, staff is going to develop a schedule to systematically bring "digestible" sections of the policy to you with proposed revisions that can be thoughtfully considered by the Assembly and clear direction can be provided to Administration. This will also allow me time to meet with the other Department Directors to discuss concerns they have about the policy document so those items can be included in proposed revisions that are brought to you.

**Procedures for Budget Amendments:** Lack of an official methodology for tracking budget amendments is a subject that has needed attention for quite some time. Beginning in August budget amendments transferring money between funds that require Assembly approval will be done so via resolution. Line item adjustments within a department budget approved by the Manager will be accomplished via an

internal Budget Adjustment form. You will also notice an addition to agenda memos. When approval of an item by the Assembly requires the use of money there will be a "Fiscal Note" included in the agenda memo. It will include the following:

Expenditure Required: \$

Amount Budgeted: \$

Account Number:

**Manager's First Week:** I would like to thank the Assembly for giving me the opportunity to serve as the Manager in Wrangell. The team of staff has provided an amazing amount of help and information – and has given me a very warm welcome. In addition to regular business, a priority for me is meeting with each of the department directors and getting into the field with them to visit facilities and meet staff. This week I have met and toured individually with Carol, Greg and Amber. Next week I am scheduled to meet with Kate and Clay currently, and that will likely increase. In addition to the major items outlined above and within the included and attached department reports, there is a growing list of items the staff has brought to my attention to be addressed in the near and mid term. Did someone say Ferris Wheel at the old Silver Bay property?! Just kidding.

As this is the only regular Assembly meeting this month I asked directors to provide me with any updates they might have for you. Included below are short summaries provided by both Greg and Clay. Attached to this document is Amber's Public Works/Capital Projects Report.

**Harbor Department (provided by Greg Meissner)**

- City staff had an onsite meeting with PND Engineers yesterday at Shoemaker Bay. We went over the change from 2 gangways to 1, electrical and water systems, parking lot issues as well as the dredge disposal site at the Institute property.
- Summer yacht traffic so far this year is up a bit so that is good news.
- The boatyard is seeing a bit of unexpected activity as there is a smaller boatyard in Ketchikan that is broke down at this time.
- Harbor temps have been cutting grass and brush around the harbors and boatyard lots.
- Harbor staff started doing concrete patchwork on Shoemaker float system to repair the spalling issues.

**Electric Department (provided by Clay Hammer)**

Work was resumed on scheduled distribution projects after union workers came back following the recent strike. The next area of focus was pole relocations required as a part of the Evergreen Avenue Rebuild Project. DOT engineering was able to nail down exact specs on how far each of the (4) power poles was to be moved to accommodate the Project. It was important that the work be done before construction contractors moved in and started their part of the project due to the difficulty of trying to coordinate site occupation. As it now stands the poles have been moved per DOT instructions and the only remaining obligations are to provide additional pole support during certain phases of excavation during the construction project. The agreement with DOT is that this department will be reimbursed for time and materials expensed in support of the project.

The Cow Alley project is now complete with exception of removing the old poles. The department is waiting for the two communications companies that occupy the poles to transfer over to the new ones

and then the old ones can be pulled. The communication companies have been noticed on this and are currently putting together crews to travel here and do this work.

With Cow Alley and Evergreen Avenue behind us the next push is to get back on the Church Street project. The Line Crew has been coordinating with the Public Works Department in getting three more poles set as we continue the project past Rooneys Roost and head up the hill towards the High School. As of this writing the holes have been dug and an outage is scheduled for this Thursday to move the overhead lines out of the way on temporary Stand Off Arms to accommodate the setting of the new poles. Once the new poles are in there will be additional planned outages to allow safe transfer of the lines to the new poles. This section will encompass the heavy AP&T overhead to underground transition pole. This will be the most difficult communications portion of any of our upcoming projects. AP&T is aware of what we are doing there and are forming a plan of how to deal with it. This three pole stretch will be our last big push before we switch gears to smaller projects for a while. The rescheduled Diesel Run, (September 5<sup>th</sup> through the September 15<sup>th</sup>) Travel, training, and one crew members new journey into fatherhood is going to leave us comparatively short staffed over the next three months.

In regard to staffing it is with regret that I announce the recent resignation our Line Foreman Bruce Smith Sr. Bruce was a 40 plus year veteran of the line trade with a vast and diverse knowledge base. A motivated foreman with a Can-Do attitude the man was a very valuable asset to this department. Citing differences of opinion with union negotiations as well as his own eminent retirement he has chosen to finish the season elsewhere. At the moment Mark Armstrong has been appointed interim foreman. Pending approval of the proposed Line Foreman Job description changes, a review of available recruitment options will be evaluated and a plan to backfill that position will begin. Given the potentially dangerous and even deadly nature of line work it is absolutely imperative that WML&P strive to get workers who are a good fit for the department. Whether this will be in the form of an experienced lineman or a motivated apprentice will be decided after the available options have been evaluated.

## Public Works and Capital Projects Update

July 20, 2017

### Wrangell Dock Lighting - City Dock Improvements

Buness Electric received the power center this week for the City Dock lighting project. Receipt of this electrical box will allow the last phase of the electrical upgrades to begin. Due to the long lead time required for the power center, the CBW approved an extension to Buness' contract, which sets their substantial completion date to August 31, 2017. This time extension followed receipt of the project's grant extension by the State. While coordinating work with the cruise ship schedule, Buness Electrical projects final completion of this project by August 31<sup>st</sup>.

### Shoemaker Bay Harbor Float Design

CBW staff met on site this week with PND Engineers to review the scope and preferences for the single gangway option and to coordinate with the various utilities regarding a number of conflicting uplands infrastructure affected by the new gangway site. As the CBW awaits news of funding for the construction of this project, through the State's matching harbor grant program, PND will advance design documents to 90% completion and submit for final review by August 31, 2017.

### Water Treatment Plant

- **Water Plant Operations, Maintenance and Production**
  - Raw Water Reservoir Levels. Both reservoirs are currently full, with poor raw water quality.
  - Treated Storage Tank Levels. Both tanks have maintained acceptable, daily recovery.
  - Water Production. Water production/demand over the last several weeks since the seasonal demand began has remained relatively similar to the two months leading up to the summer peak.

#### Daily Average Water Production

962,000 gallons – Week of June 26th

1,227,143 gallons – Week of July 2nd

974,857 gallons – Week of July 9th

Thank You Wrangell!, for your attention to the Stage I Water Shortage declaration, which will remain in effect until further notice.

- Filters' Maintenance. Both the roughing filters and the sand filters continued to be cleaned as necessary. We have maintained two temporary employees, assisting with water plan maintenance needs.
- Sea Level reports that two of their three new cooling towers have been installed. The third requires additional access construction, and they hope to have the third unit installed soon. We will be reviewing with Sea Level their water consumption to gain a sense of the water conservation and cost benefits of their cooling towers.
- **Roughing Filter Modifications** - Wrangell received DEC's Approval to Construct the Roughing Filter Improvements project based on the Forsta Filter's automatic self-cleaning filter design, which would replace the existing roughing filters. The engineers' estimated construction cost for this project is \$253,000, which was included in the FY18 capital budget for the Water Department.

Soon after receiving the DEC approval, CBW staff met with staff from Case Marine, a company that specializes in many water treatment system components found in Wrangell's water plant. They also have direct experience with the Forsta Filter product and provided feedback based on their experience with that filter type. Case Marine has suggested that before moving forward with replacing our existing roughing filters with the automatic self-cleaning filters, that we explore a couple of other options that could improve performance of the existing roughing filters, either in a modified design or as originally designed.

Staff have made contact with one of the leading U.S. companies who engineer and manufacture a variety of components and systems for water treatment facilities. Case Marine has offered to continue to consult with the CBW as we work through further exploration of redesign options for the roughing filter.

### **Upper Reservoir Bypass Line**

Shannon & Wilson have declined the work of the Bypass Line project due to their existing work load; therefore, staff will move forward with finalizing the RFP for engineering services.

### **Public Safety Building (PSB) Capital Projects**

- **Heat Piping System Replacement** - PDC Engineers have performed a site visit and initial report of findings and recommendations for replacement of the portions of the heat piping system. Much of this work can be performed in house with the CBW facilities maintenance personnel. Staff has begun review of the recommendations in advance of material orders and pipe replacement.
- **Roof Repair, Phase I** – Jensen Yorba Lott has completed the 95% level drawings for the roof replacement project at the PSB. Staff is coordinating the contract documents in advance of putting the project out to bid. This flat roof replacement project was designed in full, as a phased project, which will allow the CBW to address replacement of the various phases as funding is available for this project. The FY18 first phase project

for the PSB will be combined with the flat roof replacement project for the Swimming Pool, also designed by Jensen Yorba Lott in 2015.

- **Siding Repair, Phase I** - Jensen Yorba Lott has completed the 95% level drawings for the siding replacement project at the PSB. Staff is coordinating the contract documents in advance of putting the project out to bid. This exterior siding replacement project was designed in full, as a phased project, which will allow the CBW to address replacement of the various phases as funding is available for this project.

### **Scrap Metal Collection**

Channel Construction completed clearing the municipal stockpile of scrap metal at the solid waste transfer station during the latter part of June. Channel removed most of the scrap metal from the site, save for some vehicles that still had tires on them and numerous metals drums that contained material that Channel would not accept for transport. Channel estimates approximately 600 tons of material was cleared from the municipal site.

In addition to the municipal scrap metal waste, Channel removed from the island additional scrap metal material at the 6-mile mill site and other private properties. Channel anticipates returning to Wrangell in the fall for additional scrap metal collection. In anticipation of another opportunity to rid the island of further scrap metal, the CBW plans to issue a call to the community to bring their metal disposals to the transfer station in an effort to clean-up the town.

### **SEARHC Clinic Access Road Paving (SEARHC managed project)**

CBW staff finalized development of a cooperative agreement for the paving project that SEARHC is executing at their medical clinic facility on Wood Street and which includes the CBW-owned access road to the Medial Campus. SEARHC's paving contractor is expected to begin the paving portion of the project once the curb and gutter work in their parking lot is complete. CBW staff will coordinate that work with SEARHC and their contractor as that portion of their project begins.

### **Evergreen Avenue Reconstruction (CBW-owned, DOT-managed project)**

DOT reports that they are still working to complete the Right of Way (ROW) acquisition phase with property owners. Once the ROW work is done, all of their involved departments (i.e. design, environmental, ROW, utilities) are required to certify that the project is complete to Federal Highway standards. Following project certification, DOT will request authorization, from Federal Highways (a three to four week process), of the funds to move forward with construction. DOT routinely allows for a minimum of three weeks for the bidding phase.

### **Bennett St. and Airport Rd. Pavement Resurfacing (DOT-owned and managed project)**

DOT plans to rehabilitate approximately 1,200 feet of Bennett Street with new curb and gutter and sidewalk that meet ADA standards. The storm drain system and asphalt surfacing will also be replaced. Approximately 3,400 feet of Airport Road will be planed and resurfaced with asphalt pavement, and cross-culverts will be replaced. The entire corridor will be re-stripped and new signs installed. This project is scheduled for construction in 2018.

# Agenda Item 9

## CITY & BOROUGH OF WRANGELL

### **BOROUGH ASSEMBLY AGENDA ITEM**

### **CLERK'S REPORT July 25, 2017**

#### Mark Your Calendar:

- |      |   |
|------|---|
| 8/3  | Port Commission Mtg. scheduled for 7pm in the Assembly Chambers             |
| 8/10 | P&Z Mtg. scheduled for 7pm in the Assembly Chambers                         |
| 8/16 | Wrangell Medical Center Board Mtg. scheduled for 5:30pm at the Nolan Center |
| 8/22 | Regular Assembly Mtg. scheduled for 7pm in the Assembly Chambers            |

### AML Summer Conference August 15-18, 2017

The conference will be held in Haines this year. Mayor Jack will be attending.

## Upcoming vacancies that will appear on the Ballot on October 3, 2017

Assembly: Two – (3 year terms) (Mitchell & Prysunka)

**Port Commission: One – (3 year term) (Moorhead)**

School Board: One – (3 year term) (Eagle)

**School Board: One - (2 year unexpired term) (Rang)**

Hospital Board: Two – (4 year terms) (Massin & Henson)

**Hospital Board: One - (2 year unexpired terms) (Conine)**

# Some info. on Conflict of Interest:

- A member of a governing body **SHALL** declare a substantial financial interest and ask to be excused from voting.
- The presiding officer **SHALL** rule on the request.
- The presiding officer's decision **MAY** be overridden by majority vote of the governing body.
- A municipal employee or official, other than a member of the governing body, may not participate in an official action in which the employee or official has a substantial financial interest.

# Agenda Items 10 a, b, & c

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM July 25, 2017

#### 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** City Boards and Committee Appointments

There was one letter of interest received for the vacancy on the Economic Development Committee from:

#### ➤ **Mary Campbell**

#### Vacancies:

- **One vacancy Economic Development Committee (Oct 2019)**

#### Recommended Action:

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

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

*Motion: Move to appoint \_\_\_\_\_ to fill the vacancy on the \_\_\_\_\_ for the term up until October \_\_\_\_\_.*

#### ➤ **Item 10c** SEARHC Liaison Appointment (Manager or Assembly Member)

At the request of Mark Walker, Mayor Jack can appoint a member of the Assembly or Staff (Manager) to serve as a representative (liaison) to the SEARHC/AICS Board.

# Mary Rose Campbell

P.O. Box 163, Wrangell, AK 99929      Cell 678-414-8000

[mcyippee823@gmail.com](mailto:mcyippee823@gmail.com)

## Summary of Qualifications

- Over twenty years professional experience in managing, leading, and supporting individuals and organizations to reach their goals.
- Expertise in the analysis, design and redesign of organizational systems.
- Articulate, warm and empathetic communicator.
- Demonstrated ability to manage multiple responsibilities simultaneously in a high-pressure environment.
- Experience working with individuals from a wide variety of socio-economic backgrounds and a range of circumstances.
- Innovative problem-solver and self-starter.
- Committed to continuing education for personal and professional development

## Education/Certification

**LMSW** – Licensed Master Social Worker, Alaska, March 2016

**Masters of Social Work** –Kennesaw State University, May, 2015. Phi Alpha National Honor Society for Social Workers

**Communities and Crisis** – Inclusive Development through Sport Conference, Rheinsberg, Germany, October 2013. Sponsored by International Council of Sport Science and Physical Education

**Bachelor of Science—Social Welfare**; Virginia Commonwealth University, Richmond, VA; 1973

**Secondary Mathematics Teaching Certificate**—Kennesaw State University, Kennesaw, GA; 1987

**Continuing Education Credits** – Landmark Education, 65+ CEU

## Professional Experience

**Wrangell Medical Center, May 2016 – present      Wrangell, AK**

*Hospital Social Worker*

Am providing support to patients, educating and counseling families in the areas needed, included discharge planning, treatment plan development, connection to other resources. Provide assistance with transportation to health services off island, and financial assistance programs that are available to them.

**Alaska Island Community Services, August 2015 – May 2016      Wrangell, AK**

*Therapist, Hospital Social Worker*

Provided half time services as a behavioral health therapist for the community, and half-time services as the hospital social worker.

**S. Blake Lanier, MSW, LCSW August 2014 – April 2015      Private Practice, Atlanta, GA**

*Graduate Intern*

**Lost-n-Found**

*Therapist, Individual and Group Therapy, Case Management*

Provided individual and group therapy to lesbian, bisexual, gay, and transgender homeless youth in a grassroots agency that provides housing, employment assistance, and psychosocial support.

### **Salvation Army College for Officers' Training**

#### *Therapist*

Provided individual and couples therapy related to occupational, academic, and family system related stressors. Engaged in quantitative/qualitative research project designed to evaluate cadet perception of officer training program.

### **Action Ministries August 2014 – April 2015**

#### *Intern/Case Manager*

Assisted in the ongoing support of families coming out of homelessness. Assisted in locating homeless veterans in five northwest Georgia counties.

### **ANKA Behavioral Health, Marietta, GA August 2012-December 2012**

### **Assertive Community Recovery, Atlanta, GA July 2010—August 2012**

#### *Vocational Rehabilitation Specialist, Housing Specialist.*

Provided vocational rehabilitation, housing, and other resources to adult mental health and substance abuse consumers as it related to their treatment plan as a member of the ACT team. Worked collectively with psychiatrists, therapists, nurses, paraprofessionals, and other team members to incorporate a complete treatment approach to services. Assisted in creation of treatment plans and eligibility screenings for new clients. Provided referrals to the Dept of Labor, Goodwill Industries, and others as needed; Supported consumers in functioning effectively, as in learning to utilize public transportation.

### **Santa Fe Villas December 2010—December 2011 Atlanta, GA**

#### *Case Manager/Activity Director*

Created programs and activities to develop a stronger sense of community and responsibility as well as being healthy and fun, including nutrition and cooking classes, movie night, and a community garden. Created a "Leader Creating Leaders" group within the community empowering residents to lead the creation of other programs and activities, giving them leadership skills and networking and community connections to successfully create new programs and activities. Resident led programs include a computer lab, creation of winter coats, game night, expanding the community garden. Directed the writing of an awarded grant to expand the community garden. Directed the exploration of making Santa Fe the site of a food pantry. Collaborations include the Agricultural Extension Service, The Atlanta Food Bank, Marietta First United Methodist Church, Chick F Lay, United Way and many others. Certified in Pathways.

### **Rosebud Advocacy 1998—2010 Atlanta, GA**

#### *Founder, President and Executive Director*

Founded, led and operated a nonprofit public charity serving persons currently or formerly incarcerated in Georgia and Florida prisons to provide education and assimilation for reentry to public life. Responsible for managing finances, creating fundraising events, acquiring grants, maintaining IRS compliance, developing educational curriculum, and recruiting and training course presenters. Over the twelve years, developed three new courses and identified and adapted ten other existing courses for this target population. Programs were run in eighteen adult and juvenile prisons in Georgia and Florida staffed by nineteen volunteers directly in the prisons and hundreds of others who assisted in the creation and sustainability of the organization. Also provided intern opportunities for several undergraduates from Kennesaw State University and the University of GA.

## **Other Social Service/Caseworker Experience**

**Jewish Family and Career Services 2000-2001** Atlanta, GA  
*Independent living consultant and trainer for adults with developmental disabilities*

**North Carolina Services for the Blind 1975-1980** Goldsboro and Greensboro, NC  
*Caseworker, Mobility Awareness Instructor and Instructor in Demands for Daily Living*

Developed and implemented a recreational program for blind adults that, after my departure, were re-named the Mary Campbell Friendship Club in my honor.

**Wayne County Department of Social Services 1974-1975** Goldsboro, NC  
*Caseworker, relative adoptions and child neglect*

**Department of Social Services 1973-1974** Charlottesville, VA  
*Intake social worker*

**Reception and Diagnostic Center for Children 1969-1972** Richmond, VA  
*Project Supervisor*

### **Middle/Secondary Education Experience**

**Department of Juvenile Justice, Marietta Regional Youth Detention Center 2000-2001**  
*Substitute teacher*

**Cobb County, Marietta City and Paulding County Public School 1988 – 2009**  
Substitute and Supply teacher in secondary mathematics

**Charlottesville Public Schools 1972-1973** Charlottesville, VA  
*Teacher's Aide*

### **Community Organizations/Service**

- Cobb Community Collaborative, Inc. (2005-2010)
- Faith and Character Executive Council for the Georgia Department of Corrections (2005-2010)
- Member, review panel for foster care cases in Cobb County (1993-2001); chairman 1992-1996
- Member, Advisory Board of Marietta Regional Youth Detention Center 1998 - 2002
- District Alateen Coordinator for Cobb and Paulding Counties (1997-2000)
- Homeowner & Support Committee member, Habitat for Humanity (1977-1995), Marietta, GA; also designed and facilitated provident living classes, a required part of the home recipients' "sweat equity"
- Advisory board member and interviewer/assessor for services, Crisis Control Ministry, Kernersville, NC (1977-1995)
- Volunteer Hospice, 2015, Board member 2017, Wrangell, AK.
- Wrangell Medical Center Hospital Auxiliary, 2015 – present.

**References are available upon request.**

# **Agenda Item 13a**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM July 25, 2017**

#### **INFORMATION:**

**PROPOSED RESOLUTION No. 07-17-1368:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

#### **Attachments:**

1. Proposed Resolution No. 07-17-1368
2. Union Wage and Grade Table

#### **Additional Information:**

With the implementation of the IBEW Collective Bargaining Agreement, the Union Wage and Grade Table has been modified. Therefore, before you is the Resolution that allows for the modification.

#### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 07-17-1368, which modifies the Union's Wage and Grade Table.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 07-17-1368

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND  
BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A  
CHANGE IN THE UNION WAGE AND GRADE TABLE AND  
PROVIDING FOR AN EFFECTIVE DATE

**WHEREAS**, with the passage of the Collective Bargaining Agreement on July 13, 2017, the Union Wage and Grade Table has been modified; and

**WHEREAS**, the first six steps of the Union Wage and Grade Table adopted December 13, 2016 have been removed; and

**WHEREAS**, step seven of the Union Wage and Grade Table adopted December 13, 2016 is now the new step one; and

**WHEREAS**, three steps have been added to the top of each grade in the new Wage and Grade Table in 2% increments; and

**WHEREAS**, the proposed Union Wage and Grade Table reflects a \$.75 increase for each step; and

**WHEREAS**, these changes affect the rate of pay that some employees are paid.

**NOW, THEREFORE**, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that the Union Wage and Grade Table adopted July 25, 2017:

Section 1: Effective Date. The Union Wage and Grade Table reflecting these changes will become effective on July 1, 2017.

Section 2: The attachment Exhibit "A" repeals all other previous Union Pay Plan's with the most recent one that was adopted on December 13, 2016 for union employees (Resolution 12-16-1358).

ADOPTED: July 25, 2017

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David Jack, Mayor

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



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

City & Borough of Wrangell

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

# **Agenda Item 13b**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM July 25, 2017**

#### **INFORMATION:**

**PROPOSED RESOLUTION No. 07-17-1369:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE POLICE DEPARTMENT'S ADMINISTRATIVE ASSISTANT AND PROVIDING FOR AN EFFECTIVE DATE

#### **Attachments:**

1. Proposed Resolution No. 07-17-1369
2. Memo from Interim Borough Manager Rushmore
3. Updated Job Description
4. Non-Union Wage and Grade Table (before the proposed changes as requested in Item 13e)

#### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 07-17-1369, which amends the Job Description for the Police Department's Administrative Assistant.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 07-17-1369

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE POLICE DEPARTMENT'S ADMINISTRATIVE ASSISTANT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the amendment of this position description allows the City and Borough of Wrangell's Administration Department the ability to appropriately update the duties and responsibilities of the Police Department's Administrative Assistant position; and

WHEREAS, the pay scale for the Police Department's Administrative Assistant position is currently a grade 16 on the Non-Union Wage and Grade Table; and

WHEREAS, the new job description will move the Police Department's Administrative Assistant position to a grade 17 on the Non-Union Wage and Grade Table; and

WHEREAS, the new salary range for the Police Department's Administrative Assistant position will be between \$18.47 per hour to \$25.60 per hour; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions in compliance with current standards.

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

Section 1. The attached Exhibit "A" is the job description which describes the duties, responsibilities and qualifications for the Police Department's Administrative Assistant position.

Section 2. The new job description for the Police Department's Administrative Assistant position will be effective as of July 1, 2017.

ADOPTED: \_\_\_\_\_, 2017

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

ATTEST: \_\_\_\_\_

Kim Lane, Borough Clerk

## **MEMORANDUM**

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

**FROM: MS. CAROL RUSHMORE  
INTERIM BOROUGH MANAGER**

**SUBJECT: POLICE DEPARTMENT JOB DESCRIPTION CHANGE FOR  
ADMINISTRATIVE ASSISTANT**

**DATE: JULY 13, 2017**

### **BACKGROUND:**

This job description was last reviewed and modified in 2011.

Police Chief Doug McCloskey has made these proposed changes to more accurately reflect the actual job duties and responsibilities of the position. With the added responsibilities the position entails, the recommendation is also to modify the Grade and Wage table, increasing the position grade from Grade 16 to Grade 17.

### **RECOMMENDATION:**

Staff recommends approval of the proposed job description modifying the Police Administrative Assistant job description and modification of the Grade and Wage table moving the Police Administrative Assistant position from Grade 16 to Grade 17.

### **ATTACHMENTS:**

1. Modified job description
2. Modified Non-Union Grade and Wage table.

## City & Borough of Wrangell

## Position Description

Position: Administrative Assistant - Police	Position Number: AA/DMV1
Department/Site: Public Safety Building	FLSA: Non-exempt
Evaluated by: Police Chief	Salary Grade: <del>16</del> <u>17</u>

### Summary

~~Coordinates and supervises the police records function. Coordinates and performs responsible and complex clerical and reception duties to support community law enforcement and customer service. Performs routine administrative tasks and facilitates information, records, and document flow through the office. Operates the DMV office per contract with the State of Alaska.~~

Under the direction of the Chief of Police and Police Lieutenant, serves as the full time Administrative Assistant to the Chief of Police and Police Lieutenant. This critical position provides contact and continuing liaison between the public and the Police Department. The ability to be extremely organized, to maintain confidentiality, and to be multi-task oriented is essential.

### Distinguishing Career Features

The Administrative Assistant serves a range of duties from basic reception to high-level law enforcement record maintenance and office supervision. Advancement to this position from another clerical position requires competency and ~~certification~~ knowledge in of Law Enforcement Data Systems.

### Essential Duties and Responsibilities

- Provides a variety of information, explanations and directions to the public. Responds to inquiries. Receives and refers ~~complaints~~ information to the appropriate area of responsibility.
- Prepares and maintains police case files with all paperwork from initial report to final Judgment. Prepares and packages reports, CD, DVD and other related material for other agencies, departments, District Attorney's Office. Distributes all case paperwork to outside agencies, citizens, attorneys, insurance companies and other interested parties.
- Composes a variety of correspondence using computer-aided word processing systems. Prepares correspondence from written or verbal instructions or as directed.
- Maintains Administrative Files.
- Receives, records, and maintains records of monies for fines and bail collected. Receives fees for fingerprinting, dog license and impounds, citation fines, criminal history issues etc. Prepares money for deposit and makes deposits. Prepares accounting of deposits for City Hall. Reconciles petty cash drawer. Maintains spreadsheet for all money collected.
- Prepares spreadsheet for unpaid citations. Prepares warning letters Assignment for

Permanent Fund Dividend. Default Judgments for unpaid fines and Writs of Execution.

- Responds to special requests by officers by accessing a variety of computer systems and manual files to gather information. ~~Assists and instructs police officers conducting complex computer searches.~~
- Prepares requisitions for all equipment and supplies and submits for approval; forwards to city hall for purchase order or check. Maintains Budget Expense accounting spreadsheet for all purchases and expenses.
- Administers written portion of standard driver's license, motorcycle and commercial driver's license tests. Processes vehicle title and registrations, boat registrations, snowmobile and ATV registrations. Works with City Hall to complete deposit of fees collected. Mails all paperwork to the Department of Motor Vehicles. Maintains inventory of all DMV supplies. Maintains contact with Department of Motor Vehicles regarding new procedures or state policies.
- Administers Road tests for Class D driver's license road test. Must be certified by the Department of Motor Vehicles.
- Processes Hazmat Fingerprints, TWIC Card, TSA precheck for MorphoTrust USA. Must have special training, fingerprinting and background check before you may be trained. Must maintain current training modules, and maintain all spreadsheets for MorphoTrust sent on a weekly basis. Maintains routine equipment cleaning/maintenance, and ordering of supplies.
- Performs any other duties as assigned which includes errands and mail delivery and pickup.
- ~~▪ Administers the record management function for the Police Department. This includes administrative as well as police records. Prepares and recommends internal controls for police records that ensure proper security. Assists in providing orientation to Police Officers on procedural changes.~~
- ~~▪ Accesses computer aided dispatch and other databases to provide information to officers and the public as appropriate. Reads, interprets, and classifies or codes police reports based on established standards.~~
- ~~▪ Establishes, updates, and maintains computer records for victims, arrested persons, case files, vehicles, addresses and other file indices. Reads, interprets, and codes various types of information contained in police reports. Enters, modifies and cancels data from police reports into internal database with a high degree of accuracy.~~
- ~~▪ Processes a variety of other documents according to established procedures, local, state and federal laws and mandates. This would include , but not be limited to discovery requests~~
- ~~▪ Processes warrant checks for officers and other agencies and organizations.~~
- ~~▪ Monitors and dispatches information to Officers in the field, as needed. Researches information from Officer requests and follows up with timely response.~~
- ~~▪ Duplicates and distributes copies of police reports to police officers, investigative units,~~

~~outside agencies, citizens, attorneys, insurance companies and other interested parties.~~

- ~~\* When requested articulates laws, statutes, ordinances and policies to citizens, attorneys, public officials and others.~~
- ~~\* Composes a variety of correspondence and reports using computer aided word processing systems. Prepares correspondence from written or verbal instructions, rough drafts, or as directed.~~
- ~~\* Compiles and prepares data and statistics of department activity using manual and computer aided resources, for internal and external reports such as, but not limited to, Uniform Crime Reports. Ensures accuracy of data and reports.~~
- ~~\* Gathers information to support budget planning. Track expenditures from approved budgets, reporting variances to the Chief of Police.~~
- ~~\* Processes all DMV transactions as directed by the state policies and procedures.~~
- ~~\* Provides a variety of general office support functions, such as sorting and routing mail and messages, duplicating materials, and monitoring and ordering supplies.~~
- ~~\* Prepares purchase order requisitions for departmental supplies~~
- ~~\* Receives and sends messages from and to various agencies using a variety of media. Takes appropriate action or notifies appropriate person or unit based on message received.~~
- ~~\* May receive and receipt money, reconcile cash drawer, and otherwise account for monies collected and disbursed.~~
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

- Requires sufficient language and writing skills to prepare correspondence and reports using correct grammar, punctuation. Requires excellent human relations skill to provide effective customer service, train and guide the work of others, and to convey policies and procedures to customers. Requires the ability to carry out the essential responsibilities of the position.
- Requires the ability to operate multiple computer systems and operate other various office equipment.
- Requires the ability to preserve confidentiality.

~~• The position requires in-depth working knowledge of ordinances, statutes, laws, orders, policies and procedures related to law enforcement document processing, record maintenance, administrative rules regarding access, use and dissemination of data contained in various computer systems. Requires working knowledge of Law Enforcement Data Systems. Requires knowledge of and skill at accessing data from~~

~~computer-aided databases. Requires well-developed skill in highly accurate keyboarding of highly detailed, non-standard data (requires interpretation and judgement). Requires knowledge of and skill at setting up and maintaining alpha-numeric and chronological filing systems. Requires knowledge of record retention requirements. Requires skill at maintaining strict confidentiality with information. Requires sufficient knowledge of uniform criminal codes to identify, verify and correct data discrepancies in reports. Requires sufficient language and writing skills to prepare correspondence and reports using correct grammar, syntax, and spelling. Requires sufficient human relations skill to provide effective customer service, train and guide the work of others, and to convey policies and procedures to customers.~~

▪ **Abilities**

Requires the ability to carry out the essential responsibilities of the position. Requires the ability to communicate effectively over the phone, radio and in person. Requires the ability to operate multiple computer systems, multi-line phone systems and to operate various office equipment. Requires the ability to rapidly assess critical situations involving the public, and remain calm in emergencies or threatening situations. Requires the ability to learn and apply rules, regulations and procedures related to police support. Requires the ability to establish and maintain effective interpersonal relationships with a diverse group of customers. Requires the ability to obtain required certifications in a reasonable time upon hire.

▪ **Physical Abilities**

This position requires sitting and standing for extended periods of time. Requires reaching, stooping and bending to reach high and low files. Requires the ability to perform keyboarding while speaking on a telephone.

~~The position requires sitting and standing for extended periods of time. Requires the ability to keyboard at an advanced rate for long periods. Requires reaching, stooping and bending to reach high and low files. Requires the ability to perform keyboarding while speaking on a telephone. Requires auditory speech and hearing ability to carry on conversations over the phone, radio, or in person. Requires visual acuity to read printed materials and computer screens. May require the ability to diffuse potentially volatile situations.~~

▪ **Education and Experience**

The position requires a high school diploma or the equivalent and post high school business education, plus three years of office and clerical experience in a law enforcement environment. DMV training must be completed after hire. Additional experience may substitute for some formal education.

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

~~The position requires a high school diploma or the equivalent and post high school business school education, plus three years of office and clerical experience in a law enforcement environment. DMV training must be completed after hire. Additional experience may substitute for some formal education~~

▪ **Licenses and Certificates**

Requires a valid driver's license. Uniform Crime Reporting certification. ~~CPR and First~~

Administrative Assistant - Police

@Jacobson, Betts & Company

Rev. 40/17/2011-7/25/2017

Aid certification, Notary Public.

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from proximity to volatile visitors and the operation of motor vehicles.

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

CITY & BOROUGH OF WRANGELL															Resolution # 07-17-1370	
Effective July 1, 2017																
Non Union																
Grade/Step		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Lifeguard Recreation Assistant	\$ 9.13	\$ 9.42	\$ 9.70	\$ 9.99	\$ 10.29	\$ 10.60	\$ 10.81	\$ 11.04	\$ 11.26	\$ 11.48	\$ 11.71	\$ 11.94	\$ 12.18	\$ 12.42	\$ 12.69
		\$ 1,583	\$ 1,633	\$ 1,681	\$ 1,732	\$ 1,784	\$ 1,837	\$ 1,874	\$ 1,914	\$ 1,952	\$ 1,990	\$ 2,030	\$ 2,070	\$ 2,111	\$ 2,153	\$ 2,200
		\$ 18,990	\$ 19,594	\$ 20,176	\$ 20,779	\$ 21,403	\$ 22,048	\$ 22,485	\$ 22,963	\$ 23,421	\$ 23,878	\$ 24,357	\$ 24,835	\$ 25,334	\$ 25,834	\$ 26,395
2		\$ 9.53	\$ 9.81	\$ 10.10	\$ 10.40	\$ 10.71	\$ 11.05	\$ 11.27	\$ 11.49	\$ 11.72	\$ 11.95	\$ 12.19	\$ 12.43	\$ 12.70	\$ 12.95	\$ 13.21
		\$ 1,652	\$ 1,700	\$ 1,751	\$ 1,803	\$ 1,856	\$ 1,915	\$ 1,954	\$ 1,992	\$ 2,032	\$ 2,071	\$ 2,113	\$ 2,155	\$ 2,201	\$ 2,245	\$ 2,290
		\$ 19,822	\$ 20,405	\$ 21,008	\$ 21,632	\$ 22,277	\$ 22,984	\$ 23,442	\$ 23,899	\$ 24,378	\$ 24,856	\$ 25,355	\$ 25,854	\$ 26,416	\$ 26,936	\$ 27,477
3	Head Lifeguard	\$ 9.93	\$ 10.22	\$ 10.52	\$ 10.83	\$ 11.17	\$ 11.50	\$ 11.73	\$ 11.96	\$ 12.20	\$ 12.44	\$ 12.71	\$ 12.96	\$ 13.22	\$ 13.48	\$ 13.75
		\$ 1,721	\$ 1,772	\$ 1,824	\$ 1,877	\$ 1,936	\$ 1,993	\$ 2,033	\$ 2,073	\$ 2,115	\$ 2,156	\$ 2,203	\$ 2,246	\$ 2,292	\$ 2,337	\$ 2,383
		\$ 20,654	\$ 21,258	\$ 21,882	\$ 22,526	\$ 23,234	\$ 23,920	\$ 24,398	\$ 24,877	\$ 25,376	\$ 25,875	\$ 26,437	\$ 26,957	\$ 27,498	\$ 28,038	\$ 28,600
4	Sales Assistant Laborer Assistant Theater Manager	\$ 10.35	\$ 10.66	\$ 11.00	\$ 11.33	\$ 11.67	\$ 12.02	\$ 12.26	\$ 12.50	\$ 12.77	\$ 13.02	\$ 13.28	\$ 13.54	\$ 13.81	\$ 14.08	\$ 14.38
		\$ 1,794	\$ 1,848	\$ 1,907	\$ 1,964	\$ 2,023	\$ 2,084	\$ 2,125	\$ 2,167	\$ 2,214	\$ 2,257	\$ 2,302	\$ 2,347	\$ 2,394	\$ 2,441	\$ 2,493
		\$ 21,528	\$ 22,173	\$ 22,880	\$ 23,566	\$ 24,274	\$ 25,002	\$ 25,501	\$ 26,000	\$ 26,562	\$ 27,082	\$ 27,622	\$ 28,163	\$ 28,725	\$ 29,286	\$ 29,910
5	Park Maint II	\$ 10.78	\$ 11.12	\$ 11.45	\$ 11.79	\$ 12.14	\$ 12.50	\$ 12.77	\$ 13.02	\$ 13.28	\$ 13.54	\$ 13.81	\$ 14.08	\$ 14.38	\$ 14.66	\$ 14.95
		\$ 1,869	\$ 1,928	\$ 1,985	\$ 2,044	\$ 2,104	\$ 2,167	\$ 2,214	\$ 2,257	\$ 2,302	\$ 2,347	\$ 2,394	\$ 2,441	\$ 2,493	\$ 2,541	\$ 2,591
		\$ 22,422	\$ 23,130	\$ 23,816	\$ 24,523	\$ 25,251	\$ 26,000	\$ 26,562	\$ 27,082	\$ 27,622	\$ 28,163	\$ 28,725	\$ 29,286	\$ 29,910	\$ 30,493	\$ 31,096
6	Senior Sales Assistant Park Maint I	\$ 11.26	\$ 11.59	\$ 11.93	\$ 12.28	\$ 12.66	\$ 13.04	\$ 13.30	\$ 13.56	\$ 13.83	\$ 14.10	\$ 14.40	\$ 14.68	\$ 14.97	\$ 15.27	\$ 15.57
		\$ 1,952	\$ 2,009	\$ 2,068	\$ 2,129	\$ 2,194	\$ 2,260	\$ 2,305	\$ 2,350	\$ 2,397	\$ 2,444	\$ 2,496	\$ 2,545	\$ 2,595	\$ 2,647	\$ 2,699
		\$ 23,421	\$ 24,107	\$ 24,814	\$ 25,542	\$ 26,333	\$ 27,123	\$ 27,664	\$ 28,205	\$ 28,766	\$ 29,328	\$ 29,952	\$ 30,534	\$ 31,138	\$ 31,762	\$ 32,386
7	Clerical Assistant	\$ 11.76	\$ 12.10	\$ 12.46	\$ 12.85	\$ 13.23	\$ 13.62	\$ 13.89	\$ 14.16	\$ 14.46	\$ 14.75	\$ 15.04	\$ 15.34	\$ 15.64	\$ 15.96	\$ 16.29
		\$ 2,038	\$ 2,097	\$ 2,160	\$ 2,227	\$ 2,293	\$ 2,361	\$ 2,408	\$ 2,454	\$ 2,506	\$ 2,557	\$ 2,607	\$ 2,659	\$ 2,711	\$ 2,766	\$ 2,824
		\$ 24,461	\$ 25,168	\$ 25,917	\$ 26,728	\$ 27,518	\$ 28,330	\$ 28,891	\$ 29,453	\$ 30,077	\$ 30,680	\$ 31,283	\$ 31,907	\$ 32,531	\$ 33,197	\$ 33,883
8	Custodian- Public Works Custodian- Library Custodian- Nolan Center	\$ 12.26	\$ 12.63	\$ 13.01	\$ 13.40	\$ 13.80	\$ 14.21	\$ 14.51	\$ 14.80	\$ 15.09	\$ 15.39	\$ 15.69	\$ 16.01	\$ 16.34	\$ 16.66	\$ 16.99
		\$ 2,125	\$ 2,189	\$ 2,255	\$ 2,323	\$ 2,392	\$ 2,463	\$ 2,515	\$ 2,565	\$ 2,616	\$ 2,668	\$ 2,720	\$ 2,775	\$ 2,832	\$ 2,888	\$ 2,945
		\$ 25,501	\$ 26,270	\$ 27,061	\$ 27,872	\$ 28,704	\$ 29,557	\$ 30,181	\$ 30,784	\$ 31,387	\$ 32,011	\$ 32,635	\$ 33,301	\$ 33,987	\$ 34,653	\$ 35,339
9	Library Assistant I Maintenance Custodian Light Maintenance Technician	\$ 12.83	\$ 13.21	\$ 13.60	\$ 14.00	\$ 14.44	\$ 14.87	\$ 15.16	\$ 15.46	\$ 15.77	\$ 16.10	\$ 16.42	\$ 16.74	\$ 17.07	\$ 17.41	\$ 17.77
		\$ 2,224	\$ 2,290	\$ 2,357	\$ 2,427	\$ 2,503	\$ 2,578	\$ 2,628	\$ 2,680	\$ 2,734	\$ 2,791	\$ 2,846	\$ 2,902	\$ 2,959	\$ 3,018	\$ 3,080
		\$ 26,686	\$ 27,477	\$ 28,288	\$ 29,120	\$ 30,035	\$ 30,930	\$ 31,533	\$ 32,157	\$ 32,802	\$ 33,488	\$ 34,154	\$ 34,819	\$ 35,506	\$ 36,213	\$ 36,962
10	Firefighter - EMT	\$ 13.41	\$ 13.81	\$ 14.22	\$ 14.66	\$ 15.09	\$ 15.54	\$ 15.85	\$ 16.18	\$ 16.50	\$ 16.83	\$ 17.16	\$ 17.50	\$ 17.87	\$ 18.22	\$ 18.58
		\$ 2,324	\$ 2,394	\$ 2,465	\$ 2,541	\$ 2,616	\$ 2,694	\$ 2,747	\$ 2,805	\$ 2,860	\$ 2,917	\$ 2,974	\$ 3,033	\$ 3,098	\$ 3,158	\$ 3,221
		\$ 27,893	\$ 28,725	\$ 29,578	\$ 30,493	\$ 31,387	\$ 32,323	\$ 32,968	\$ 33,654	\$ 34,320	\$ 35,006	\$ 35,693	\$ 36,400	\$ 37,170	\$ 37,898	\$ 38,646
11	Animal Control Officer Theater Manager	\$ 14.00	\$ 14.44	\$ 14.87	\$ 15.31	\$ 15.76	\$ 16.25	\$ 16.57	\$ 16.90	\$ 17.23	\$ 17.57	\$ 17.94	\$ 18.29	\$ 18.65	\$ 19.02	\$ 19.42
		\$ 2,427	\$ 2,503	\$ 2,578	\$ 2,654	\$ 2,732	\$ 2,817	\$ 2,872	\$ 2,929	\$ 2,987	\$ 3,046	\$ 3,110	\$ 3,170	\$ 3,233	\$ 3,297	\$ 3,366
		\$ 29,120	\$ 30,035	\$ 30,930	\$ 31,845	\$ 32,781	\$ 33,800	\$ 34,466	\$ 35,152	\$ 35,838	\$ 36,546	\$ 37,315	\$ 38,043	\$ 38,792	\$ 39,562	\$ 40,394
12	DMV Assistant/Youth Court Coordinator Recreation Coordinator Library Assistant II	\$ 14.66	\$ 15.09	\$ 15.54	\$ 16.01	\$ 16.49	\$ 16.98	\$ 17.32	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.12	\$ 19.52	\$ 19.91	\$ 20.30
		\$ 2,541	\$ 2,616	\$ 2,694	\$ 2,775	\$ 2,858	\$ 2,943	\$ 3,002	\$ 3,063	\$ 3,125	\$ 3,188	\$ 3,250	\$ 3,314	\$ 3,384	\$ 3,451	\$ 3,519
		\$ 30,493	\$ 31,387	\$ 32,323	\$ 33,301	\$ 34,299	\$ 35,318	\$ 36,026	\$ 36,754	\$ 37,502	\$ 38,251	\$ 39,000	\$ 39,770	\$ 40,602	\$ 41,413	\$ 42,224
13	Accounting Clerk Utility Accounts Clerk	\$ 15.34	\$ 15.79	\$ 16.28	\$ 16.76	\$ 17.26	\$ 17.80	\$ 18.15	\$ 18.51	\$ 18.88	\$ 19.25	\$ 19.65	\$ 20.04	\$ 20.44	\$ 20.84	\$ 21.27
		\$ 2,659	\$ 2,737	\$ 2,822	\$ 2,905	\$ 2,992	\$ 3,085	\$ 3,146	\$ 3,208	\$ 3,273	\$ 3,337	\$ 3,406	\$ 3,474	\$ 3,543	\$ 3,612	\$ 3,687
		\$ 31,907	\$ 32,843	\$ 33,862	\$ 34,861	\$ 35,901	\$ 37,024	\$ 37,752	\$ 38,501	\$ 39,270	\$ 40,040	\$ 40,872	\$ 41,683	\$ 42,515	\$ 43,347	\$ 44,242
14	Dispatcher/Corrections Officer	\$ 16.07	\$ 16.55	\$ 17.04	\$ 17.55	\$ 18.09	\$ 18.63	\$ 19.00	\$ 19.39	\$ 19.78	\$ 20.17	\$ 20.57	\$ 20.99	\$ 21.41	\$ 21.83	\$ 22.26
		\$ 2,786	\$ 2,869	\$ 2,954	\$ 3,042	\$ 3,136	\$ 3,229	\$ 3,293	\$ 3,361	\$ 3,429	\$ 3,496	\$ 3,566	\$ 3,638	\$ 3,711	\$ 3,784	\$ 3,858
		\$ 33,426	\$ 34,424	\$ 35,443	\$ 36,504	\$ 37,627	\$ 38,750	\$ 39,520	\$ 40,331	\$ 41,142	\$ 41,954	\$ 42,786	\$ 43,659	\$ 44,533	\$ 45,406	\$ 46,301
15		\$ 16.82	\$ 17.32	\$ 17.85	\$ 18.38	\$ 18.93	\$ 19.51	\$ 19.90	\$ 20.29	\$ 20.69	\$ 21.12	\$ 21.54	\$ 21.97	\$ 22.40	\$ 22.86	\$ 23.31
		\$ 2,916	\$ 3,002	\$ 3,094	\$ 3,186	\$ 3,281	\$ 3,382	\$ 3,449	\$ 3,517	\$ 3,586	\$ 3,661	\$ 3,734	\$ 3,808	\$ 3,883	\$ 3,962	\$ 4,040
		\$ 34,986	\$ 36,026	\$ 37,128	\$ 38,230	\$ 39,374	\$ 40,581	\$ 41,392	\$ 42,203	\$ 43,035	\$ 43,930	\$ 44,803	\$ 45,698	\$ 46,592	\$ 47,549	\$ 48,485
16	Admin Assistant –Police	\$ 17.63	\$ 18.16	\$ 18.70	\$ 19.25	\$ 19.84	\$ 20.43	\$ 20.83	\$ 21.26	\$ 21.68	\$ 22.11	\$ 22.55	\$ 23.02	\$ 23.47	\$ 23.93	\$ 24.41
		\$ 3,056	\$ 3,148	\$ 3,241	\$ 3,337	\$ 3,439	\$ 3,541	\$ 3,611	\$ 3,685	\$ 3,758	\$ 3,832	\$ 3,909	\$ 3,990	\$ 4,068	\$ 4,148	\$ 4,231
		\$ 36,670	\$ 37,773	\$ 38,896	\$ 40,040	\$ 41,267	\$ 42,494	\$ 43,326	\$ 44,221	\$ 45,094	\$ 45,989	\$ 46,904	\$ 47,882	\$ 48,818	\$ 49,774	\$ 50,773
17	Police Officer Recruit Admin Assistant Police	\$ 18.47	\$ 19.02	\$ 19.60	\$ 20.18	\$ 20.78	\$ 21.42	\$ 21.84	\$ 22.27	\$ 22.72	\$ 23.18	\$ 23.64	\$ 24.11	\$ 24.61	\$ 25.10	\$ 25.60
		\$ 3,202	\$ 3,297	\$ 3,397	\$ 3,498	\$ 3,602	\$ 3,713	\$ 3,786	\$ 3,860	\$ 3,938	\$ 4,018	\$ 4,098	\$ 4,179	\$ 4,266	\$ 4,351	\$ 4,437
		\$ 38,418	\$ 39,562	\$ 40,768	\$ 41,974	\$ 43,222	\$ 44,554	\$ 45,427	\$ 46,322	\$ 47,258	\$ 48,214	\$ 49,171	\$ 50,149	\$ 51,189	\$ 52,208	\$ 53,248
18	Corrections Sergeant Accounting Technician Firemedic/Trainer	\$ 19.36	\$ 19.94	\$ 20.53	\$ 21.16	\$ 21.79	\$ 22.44	\$ 22.90	\$ 23.35	\$ 23.81	\$ 24.28	\$ 24.78	\$ 25.27	\$ 25.77	\$ 26.30	\$ 26.82
		\$ 3,356	\$ 3,456	\$ 3,559	\$ 3,668	\$ 3,777	\$ 3,890	\$ 3,969	\$ 4,047	\$ 4,127	\$ 4,209	\$ 4,295	\$ 4,380	\$ 4,467	\$ 4,559	\$ 4,649
		\$ 40,269	\$ 41,475	\$ 42,702	\$ 44,013	\$ 45,323	\$ 46,675	\$ 47,632	\$ 48,568	\$ 49,525	\$ 50,502	\$ 51,542	\$ 52,562	\$ 53,602	\$ 54,704	\$ 55,786

# **Agenda Item 13c**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM July 25, 2017**

#### **INFORMATION:**

**PROPOSED RESOLUTION No. 07-17-1370:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE ELECTRICAL LINE FOREMAN AND PROVIDING FOR AN EFFECTIVE DATE

#### **Attachments:**

1. Proposed Resolution No. 07-17-1370
2. Memo from Interim Borough Manager Rushmore
3. Updated Job Description

#### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 07-17-1370, which amends the Job Description for the Electrical Line Foreman.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 07-17-1370

A RESOLUTION OF THE ASSEMBLY OF THE CITY  
AND BOROUGH OF WRANGELL, ALASKA,  
PROVIDING FOR THE AMENDMENT OF THE JOB  
DESCRIPTION FOR THE ELECTRICAL LINE  
FOREMAN AND PROVIDING FOR AN EFFECTIVE  
DATE

WHEREAS, the amendment of this position description allows the City and Borough of Wrangell's Administration Department the ability to appropriately update the duties and responsibilities of the Electrical Line Foreman position; and

WHEREAS, the rate of pay for the Electrical Line Foreman position is a grade 29 with the pay range from \$36.53 to \$46.15 and based on the proposed changes to the job description, this will not change; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions in compliance with current standards.

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

Section 1. The attached Exhibit "A" is the job description which describes the duties, responsibilities and qualifications for the Electrical Line Foreman position.

Section 2. The new job description for the Electrical Line Foreman position will be effective as of August 1, 2017.

ADOPTED: \_\_\_\_\_, 2017

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

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

## **MEMORANDUM**

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

**FROM: MS. CAROL RUSHMORE  
INTERIM BOROUGH MANAGER**

**SUBJECT: ELECTRIC DEPARTMENT JOB DESCRIPTION CHANGE FOR LINE  
FOREMAN**

**DATE: JULY 13, 2017**

### **BACKGROUND:**

This job description was last reviewed and modified in 2011.

Electrical Superintendent Clay Hammer has made these proposed changes to clean up the language and clarify responsibilities. The Union Representative has agreed to the proposed changes.

### **RECOMMENDATION:**

Staff recommends approval of the proposed job description modifying the Line Foreman's job description.

### **ATTACHMENTS:**

1. Modified job description

## City & Borough of Wrangell

## Position Description

Position: Electrical Line Foreman	Position Number:
Department/Site: Light Department	FLSA: non-exempt
Evaluated by: Superintendent Electrical Utility	Salary Grade: 29

### Summary

To maintain Borough primary and secondary electrical distribution ~~City power sources and facilities~~, and supervise Line Crew ~~electrical workers~~. Operate stand by diesel generators when required

### Distinguishing Career Features

The Electrical Line Foreman is a supervisory position for work on electrical projects in Wrangell. The Electrical Line Foreman is more senior and experienced than the electrical linemen and apprentices. The Electrical Line Foreman bears responsibility for keeping electrical equipment in good shape and making sure projects run effectively.

### Essential Duties and Responsibilities

- Performs regular maintenance duties such as primary and secondary ~~commercial and private~~ line repair. Supervise and directs brush cutting. May perform periodic meter reading as necessary.
- Performs repairs and replacement of ~~on~~ power distribution components~~lines~~, substations, and the power plant facility. Replaces or repairs street outdoor lights, sets power poles, and constructs new electrical structures. Ensures that all duties are performed in a safe and efficient manner.
- Oversees, directs, and assists electrical workers on projects, ~~or provides information as needed for particular area or assignment~~. Purchases materials and tools as appropriate and approved by Electrical Superintendent. Maintains a complete inventory of line repair and project supplies ~~record keeping system~~. May assist in the design of new projects as assigned.
- Performs other related duties as required or assigned. Works cooperatively with other employees, external agencies, and the public.
- Operates diesel generators when required.

### Qualifications

#### ▪ **Knowledge and Skills**

- Requires extensive line maintenance experience and a thorough knowledge of tool and equipment handling.
- Requires thorough knowledge of primary and secondary line repair, maintenance and construction. Requires verbal interpersonal skills to work effectively with telephone and cable companies that share utility poles. Requires some construction experience and knowledge of lighting and structural repair and pole setting.
- Requires supervisory skills to delegate tasks and ensure safe and proper completion of duties.
- Requires some experience with designing new electrical structures.
- Requires willingness to perform various job-related duties as situations arise.

- Requires the ability to work toward designing new electrical structures.
- Requires a strong sense of teamwork, and ability to work cooperatively with others.
- Knowledge of diesel generator operation preferred.

▪ **Abilities**

Requires ability to work irregular hours under sometimes severe weather and working conditions. Requires the ability to recognize safety hazards and correct them as needed. Requires an attention to detail and ability to keep complete inventory records.

▪ **Physical Abilities**

Ability to be physically active, demanding duties such as climbing power poles and lifting heavy materials, and working with heavy equipment during irregular hours and in severe weather

▪ **Education and Experience**

Requires four (4) years of electrical lineworker apprenticeship ~~experience~~ and preferably typically five (5) years of journey lineworker experience.

▪ **Licenses and Certificates**

Requires class (A) CDL and medical certificate. Requires State of Alaska Linemen's Certificate of Fitness, or the necessary documentation to obtain an Alaska Certificate of Fitness.

▪ **Working Conditions**

Work takes place during irregular hours under sometimes severe weather equipment and bodies of water, with significant safety concerns

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

The Resolution for this item has been revised to address a couple of grammatical errors and to clearly define where the position will be moving from/to on the scale and what the range of pay is.

## **Agenda Item 13d**

### **CITY & BOROUGH OF WRANGELL**

#### **BOROUGH ASSEMBLY AGENDA ITEM July 25, 2017**

##### **INFORMATION:**

**PROPOSED RESOLUTION No. 07-17-1371:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE NON-UNION WAGE AND GRADE TABLE FOR THE POLICE DEPARTMENT'S ADMINISTRATIVE ASSISTANT AND PROVIDING FOR AN EFFECTIVE DATE

##### **Attachments:**

1. Proposed Resolution No. 07-17-1371
2. Non-Union Wage and Grade Table (before the proposed changes as requested in Item 13e)

##### **Additional Information:**

With the change in grade for the Police Administrative Assistant from 16 to 17, the Non-Union Wage and Grade Table needs to be revised. This Resolution accomplishes that.

##### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 07-17-1371, which modifies the Non-Union's Wage and Grade Table.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 07-17-1371

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE NON-UNION WAGE AND GRADE TABLE FOR THE POLICE DEPARTMENT'S ADMINISTRATIVE ASSISTANT AND PROVIDING FOR AN EFFECTIVE DATE

**WHEREAS**, the City and Borough of Wrangell, Alaska ~~is~~ revises the job descriptions from time to time for the purpose of bringing them into compliance with various legal requirements; and

**WHEREAS**, the City evaluated certain job descriptions and revised the Admin Assistant - Police job description to allow for more responsibility; and

**WHEREAS**, the City determined that the revised Admin Assistant - Police job description will ~~needed to be~~ moved up from a grade 16 to a grade 17 on the Wage and Grade Table; and

**WHEREAS**, the new Wage and Grade Table range for the Admin Assistant – Police position will be between \$18.47 per hour to \$25.60 per hour; and

**WHEREAS**, this change affects the rate of pay that this employee is paid.

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

Section 1: The Non-Union Wage and Grade Table will change for the following Non-Union employee:

1. Admin Assistant - Police

Section 2: Effective Date. The change in the Grade for this position shall be effective on July 1, 2017.

ADOPTED: July 25, 2017

\_\_\_\_\_  
David Jack, Mayor

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

CITY & BOROUGH OF WRANGELL										Resolution #		07-17-1370							
Effective July 1, 2017																			
										Non Union									
Grade/Step		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
1	Lifeguard Recreation Assistant	\$ 9.13 \$ 1,583 \$ 18,990	\$ 9.42 \$ 1,633 \$ 19,594	\$ 9.70 \$ 1,681 \$ 20,176	\$ 9.99 \$ 1,732 \$ 20,779	\$ 10.29 \$ 1,784 \$ 21,403	\$ 10.60 \$ 1,837 \$ 22,048	\$ 10.81 \$ 1,874 \$ 22,485	\$ 11.04 \$ 1,914 \$ 22,963	\$ 11.26 \$ 1,952 \$ 23,421	\$ 11.48 \$ 1,990 \$ 23,878	\$ 11.71 \$ 2,030 \$ 24,357	\$ 11.94 \$ 2,070 \$ 24,835	\$ 12.18 \$ 2,111 \$ 25,334	\$ 12.42 \$ 2,153 \$ 25,834	\$ 12.69 \$ 2,200 \$ 26,395			
2		\$ 9.53 \$ 1,652 \$ 19,822	\$ 9.81 \$ 1,700 \$ 20,405	\$ 10.10 \$ 1,751 \$ 21,008	\$ 10.40 \$ 1,803 \$ 21,632	\$ 10.71 \$ 1,856 \$ 22,277	\$ 11.05 \$ 1,915 \$ 22,984	\$ 11.27 \$ 1,954 \$ 23,442	\$ 11.49 \$ 1,992 \$ 23,899	\$ 11.72 \$ 2,032 \$ 24,378	\$ 11.95 \$ 2,071 \$ 24,856	\$ 12.19 \$ 2,113 \$ 25,355	\$ 12.43 \$ 2,155 \$ 25,854	\$ 12.70 \$ 2,201 \$ 26,416	\$ 12.95 \$ 2,245 \$ 26,936	\$ 13.21 \$ 2,290 \$ 27,477			
3	Head Lifeguard	\$ 9.93 \$ 1,721 \$ 20,654	\$ 10.22 \$ 1,772 \$ 21,258	\$ 10.52 \$ 1,824 \$ 21,882	\$ 10.83 \$ 1,877 \$ 22,526	\$ 11.17 \$ 1,936 \$ 23,234	\$ 11.50 \$ 1,993 \$ 23,920	\$ 11.73 \$ 2,033 \$ 24,398	\$ 11.96 \$ 2,073 \$ 24,877	\$ 12.20 \$ 2,115 \$ 25,376	\$ 12.44 \$ 2,156 \$ 25,875	\$ 12.71 \$ 2,203 \$ 26,437	\$ 12.96 \$ 2,246 \$ 26,957	\$ 13.22 \$ 2,292 \$ 27,498	\$ 13.48 \$ 2,337 \$ 28,038	\$ 13.75 \$ 2,383 \$ 28,600			
4	Sales Assistant Laborer Assistant Theater Manager	\$ 10.35 \$ 1,794 \$ 21,528	\$ 10.66 \$ 1,848 \$ 22,173	\$ 11.00 \$ 1,907 \$ 22,880	\$ 11.33 \$ 1,964 \$ 23,566	\$ 11.67 \$ 2,023 \$ 24,274	\$ 12.02 \$ 2,084 \$ 25,002	\$ 12.26 \$ 2,125 \$ 25,501	\$ 12.50 \$ 2,167 \$ 26,000	\$ 12.77 \$ 2,214 \$ 26,562	\$ 13.02 \$ 2,257 \$ 27,082	\$ 13.28 \$ 2,302 \$ 27,622	\$ 13.54 \$ 2,347 \$ 28,163	\$ 13.81 \$ 2,394 \$ 28,725	\$ 14.08 \$ 2,441 \$ 29,286	\$ 14.38 \$ 2,493 \$ 29,910			
5	Park Maint II	\$ 10.78 \$ 1,869 \$ 22,422	\$ 11.12 \$ 1,928 \$ 23,130	\$ 11.45 \$ 1,985 \$ 23,816	\$ 11.79 \$ 2,044 \$ 24,523	\$ 12.14 \$ 2,104 \$ 25,251	\$ 12.50 \$ 2,167 \$ 26,000	\$ 12.77 \$ 2,214 \$ 26,562	\$ 13.02 \$ 2,257 \$ 27,082	\$ 13.28 \$ 2,302 \$ 27,622	\$ 13.54 \$ 2,347 \$ 28,163	\$ 13.81 \$ 2,394 \$ 28,725	\$ 14.08 \$ 2,441 \$ 29,286	\$ 14.38 \$ 2,493 \$ 29,910	\$ 14.66 \$ 2,541 \$ 30,493	\$ 14.95 \$ 2,591 \$ 31,096			
6	Senior Sales Assistant Park Maint I	\$ 11.26 \$ 1,952 \$ 23,421	\$ 11.59 \$ 2,009 \$ 24,107	\$ 11.93 \$ 2,068 \$ 24,814	\$ 12.28 \$ 2,129 \$ 25,542	\$ 12.66 \$ 2,194 \$ 26,333	\$ 13.04 \$ 2,260 \$ 27,123	\$ 13.30 \$ 2,305 \$ 27,664	\$ 13.56 \$ 2,350 \$ 28,205	\$ 13.83 \$ 2,397 \$ 28,766	\$ 14.10 \$ 2,444 \$ 29,328	\$ 14.40 \$ 2,496 \$ 29,952	\$ 14.68 \$ 2,545 \$ 30,534	\$ 14.97 \$ 2,595 \$ 31,138	\$ 15.27 \$ 2,647 \$ 31,762	\$ 15.57 \$ 2,699 \$ 32,386			
7	Clerical Assistant	\$ 11.76 \$ 2,038 \$ 24,461	\$ 12.10 \$ 2,097 \$ 25,168	\$ 12.46 \$ 2,160 \$ 25,917	\$ 12.85 \$ 2,227 \$ 26,728	\$ 13.23 \$ 2,293 \$ 27,518	\$ 13.62 \$ 2,361 \$ 28,330	\$ 13.89 \$ 2,408 \$ 28,891	\$ 14.16 \$ 2,454 \$ 29,453	\$ 14.46 \$ 2,506 \$ 30,077	\$ 14.75 \$ 2,557 \$ 30,680	\$ 15.04 \$ 2,607 \$ 31,283	\$ 15.34 \$ 2,659 \$ 31,907	\$ 15.64 \$ 2,711 \$ 32,531	\$ 15.96 \$ 2,766 \$ 33,197	\$ 16.29 \$ 2,824 \$ 33,883			
8	Custodian- Public Works Custodian- Library Custodian- Nolan Center	\$ 12.26 \$ 2,125 \$ 25,501	\$ 12.63 \$ 2,189 \$ 26,270	\$ 13.01 \$ 2,255 \$ 27,061	\$ 13.40 \$ 2,323 \$ 27,872	\$ 13.80 \$ 2,392 \$ 28,704	\$ 14.21 \$ 2,463 \$ 29,557	\$ 14.51 \$ 2,515 \$ 30,181	\$ 14.80 \$ 2,565 \$ 30,784	\$ 15.09 \$ 2,616 \$ 31,387	\$ 15.39 \$ 2,668 \$ 32,011	\$ 15.69 \$ 2,720 \$ 32,635	\$ 15.99 \$ 2,775 \$ 33,301	\$ 16.34 \$ 2,832 \$ 33,987	\$ 16.66 \$ 2,888 \$ 34,653	\$ 16.99 \$ 2,945 \$ 35,339			
9	Library Assistant I Maintenance Custodian Light Maintenance Technician	\$ 12.83 \$ 2,224 \$ 26,686	\$ 13.21 \$ 2,290 \$ 27,477	\$ 13.60 \$ 2,357 \$ 28,288	\$ 14.00 \$ 2,427 \$ 29,120	\$ 14.44 \$ 2,503 \$ 30,035	\$ 14.87 \$ 2,578 \$ 30,930	\$ 15.16 \$ 2,628 \$ 31,533	\$ 15.46 \$ 2,680 \$ 32,157	\$ 15.77 \$ 2,734 \$ 32,802	\$ 16.10 \$ 2,791 \$ 33,488	\$ 16.42 \$ 2,846 \$ 34,154	\$ 16.74 \$ 2,902 \$ 34,819	\$ 17.07 \$ 2,959 \$ 35,506	\$ 17.41 \$ 3,018 \$ 36,213	\$ 17.77 \$ 3,080 \$ 36,962			
10	Firefighter - EMT	\$ 13.41 \$ 2,324 \$ 27,893	\$ 13.81 \$ 2,394 \$ 28,725	\$ 14.22 \$ 2,465 \$ 29,578	\$ 14.66 \$ 2,541 \$ 30,493	\$ 15.09 \$ 2,616 \$ 31,387	\$ 15.54 \$ 2,694 \$ 32,323	\$ 15.85 \$ 2,747 \$ 32,968	\$ 16.18 \$ 2,805 \$ 33,654	\$ 16.50 \$ 2,860 \$ 34,320	\$ 16.83 \$ 2,917 \$ 35,006	\$ 17.16 \$ 2,974 \$ 35,693	\$ 17.50 \$ 3,033 \$ 36,400	\$ 17.87 \$ 3,098 \$ 37,170	\$ 18.22 \$ 3,158 \$ 37,898	\$ 18.58 \$ 3,221 \$ 38,646			
11	Animal Control Officer Theater Manager	\$ 14.00 \$ 2,427 \$ 29,120	\$ 14.44 \$ 2,503 \$ 30,035	\$ 14.87 \$ 2,578 \$ 30,930	\$ 15.31 \$ 2,654 \$ 31,845	\$ 15.76 \$ 2,732 \$ 32,781	\$ 16.25 \$ 2,817 \$ 33,800	\$ 16.57 \$ 2,872 \$ 34,466	\$ 16.90 \$ 2,929 \$ 35,152	\$ 17.23 \$ 2,987 \$ 35,838	\$ 17.57 \$ 3,046 \$ 36,546	\$ 17.94 \$ 3,110 \$ 37,315	\$ 18.29 \$ 3,170 \$ 38,043	\$ 18.65 \$ 3,233 \$ 38,792	\$ 19.02 \$ 3,297 \$ 39,562	\$ 19.42 \$ 3,366 \$ 40,394			
12	DMV Assistant/Youth Court Coordinator Recreation Coordinator Library Assistant II	\$ 14.66 \$ 2,541 \$ 30,493	\$ 15.09 \$ 2,616 \$ 31,387	\$ 15.54 \$ 2,694 \$ 32,323	\$ 16.01 \$ 2,775 \$ 33,301	\$ 16.49 \$ 2,858 \$ 34,299	\$ 16.98 \$ 2,943 \$ 35,318	\$ 17.32 \$ 3,002 \$ 36,026	\$ 17.67 \$ 3,063 \$ 36,754	\$ 18.03 \$ 3,125 \$ 37,502	\$ 18.39 \$ 3,188 \$ 38,251	\$ 18.75 \$ 3,250 \$ 39,000	\$ 19.12 \$ 3,314 \$ 39,770	\$ 19.52 \$ 3,384 \$ 40,602	\$ 19.91 \$ 3,451 \$ 41,413	\$ 20.30 \$ 3,519 \$ 42,224			
13	Accounting Clerk Utility Accounts Clerk	\$ 15.34 \$ 2,659 \$ 31,907	\$ 15.79 \$ 2,737 \$ 32,843	\$ 16.28 \$ 2,822 \$ 33,862	\$ 16.76 \$ 2,905 \$ 34,861	\$ 17.26 \$ 2,992 \$ 35,901	\$ 17.80 \$ 3,085 \$ 37,024	\$ 18.15 \$ 3,146 \$ 37,752	\$ 18.51 \$ 3,208 \$ 38,501	\$ 18.88 \$ 3,273 \$ 39,270	\$ 19.25 \$ 3,337 \$ 40,040	\$ 19.65 \$ 3,406 \$ 40,872	\$ 20.04 \$ 3,474 \$ 41,683	\$ 20.44 \$ 3,543 \$ 42,515	\$ 20.84 \$ 3,612 \$ 43,347	\$ 21.27 \$ 3,687 \$ 44,242			
14	Dispatcher/Corrections Officer	\$ 16.07 \$ 2,786 \$ 33,426	\$ 16.55 \$ 2,869 \$ 34,424	\$ 17.04 \$ 2,954 \$ 35,443	\$ 17.55 \$ 3,042 \$ 36,504	\$ 18.09 \$ 3,136 \$ 37,627	\$ 18.63 \$ 3,229 \$ 38,750	\$ 19.00 \$ 3,293 \$ 39,520	\$ 19.39 \$ 3,361 \$ 40,331	\$ 19.78 \$ 3,429 \$ 41,142	\$ 20.17 \$ 3,496 \$ 41,954	\$ 20.57 \$ 3,566 \$ 42,786	\$ 20.99 \$ 3,638 \$ 43,659	\$ 21.41 \$ 3,711 \$ 44,533	\$ 21.83 \$ 3,784 \$ 45,406	\$ 22.26 \$ 3,858 \$ 46,301			
15		\$ 16.82 \$ 2,916 \$ 34,986	\$ 17.32 \$ 3,002 \$ 36,026	\$ 17.85 \$ 3,094 \$ 37,128	\$ 18.38 \$ 3,186 \$ 38,230	\$ 18.93 \$ 3,281 \$ 39,374	\$ 19.51 \$ 3,382 \$ 40,581	\$ 19.90 \$ 3,449 \$ 41,392	\$ 20.29 \$ 3,517 \$ 42,203	\$ 20.69 \$ 3,586 \$ 43,035	\$ 21.12 \$ 3,661 \$ 43,930	\$ 21.54 \$ 3,734 \$ 44,803	\$ 21.97 \$ 3,808 \$ 45,698	\$ 22.40 \$ 3,883 \$ 46,592	\$ 22.86 \$ 3,962 \$ 47,549	\$ 23.31 \$ 4,040 \$ 48,485			
16	Admin Assistant –Police	\$ 17.63 \$ 3,056 \$ 36,670	\$ 18.16 \$ 3,148 \$ 37,773	\$ 18.70 \$ 3,241 \$ 38,896	\$ 19.25 \$ 3,337 \$ 40,040	\$ 19.84 \$ 3,439 \$ 41,267	\$ 20.43 \$ 3,541 \$ 42,494	\$ 20.83 \$ 3,611 \$ 43,326	\$ 21.26 \$ 3,685 \$ 44,221	\$ 21.68 \$ 3,758 \$ 45,094	\$ 22.11 \$ 3,832 \$ 45,989	\$ 22.55 \$ 3,909 \$ 46,904	\$ 23.02 \$ 3,990 \$ 47,882	\$ 23.47 \$ 4,068 \$ 48,818	\$ 23.93 \$ 4,148 \$ 49,774	\$ 24.41 \$ 4,231 \$ 50,773			
17	Police Officer Recruit Admin Assistant Police	\$ 18.47 \$ 3,202 \$ 38,418	\$ 19.02 \$ 3,297 \$ 39,562	\$ 19.60 \$ 3,397 \$ 40,768	\$ 20.18 \$ 3,498 \$ 41,974	\$ 20.78 \$ 3,602 \$ 43,222	\$ 21.42 \$ 3,713 \$ 44,554	\$ 21.84 \$ 3,786 \$ 45,427	\$ 22.27 \$ 3,860 \$ 46,322	\$ 22.72 \$ 3,938 \$ 47,258	\$ 23.18 \$ 4,018 \$ 48,214	\$ 23.64 \$ 4,098 \$ 49,171	\$ 24.11 \$ 4,179 \$ 50,149	\$ 24.61 \$ 4,266 \$ 51,189	\$ 25.10 \$ 4,351 \$ 52,208	\$ 25.60 \$ 4,437 \$ 53,248			
18	Corrections Sergeant Accounting Technician Firemedic/Trainer	\$ 19.36 \$ 3,356 \$ 40,269	\$ 19.94 \$ 3,456 \$ 41,475	\$ 20.53 \$ 3,559 \$ 42,702	\$ 21.16 \$ 3,668 \$ 44,013	\$ 21.79 \$ 3,777 \$ 45,323	\$ 22.44 \$ 3,890 \$ 46,675	\$ 22.90 \$ 3,969 \$ 47,632	\$ 23.35 \$ 4,047 \$ 48,568	\$ 23.81 \$ 4,127 \$ 49,525	\$ 24.28 \$ 4,209 \$ 50,502	\$ 24.78 \$ 4,295 \$ 51,542	\$ 25.27 \$ 4,380 \$ 52,562	\$ 25.77 \$ 4,467 \$ 53,602	\$ 26.30 \$ 4,559 \$ 54,704	\$ 26.82 \$ 4,649 \$ 55,786			

# REVISED TO INCLUDE GRADE 21 ON THE WAGE AND GRADE TABLE

## Agenda Item 13e

### CITY & BOROUGH OF WRANGELL

#### BOROUGH ASSEMBLY AGENDA ITEM July 25, 2017

#### INFORMATION:

**PROPOSED RESOLUTION No. 07-17-1372:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE NON-UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

#### Attachments:

1. Memo from Lee Burgess, Finance Director
2. Proposed Resolution No. 07-17-1372
3. *Additional Attachments*

#### RECOMMENDED ACTION:

Move to adopt Resolution No. 07-17-1372, which modifies the Non-Union's Wage and Grade Table.

## MEMORANDUM

**To:** Mayor David Jack and Assembly  
**From:** Lee Burgess, Finance Director  
**Subject:** Modification of Wage and Grade Table for non-bargaining unit positions  
**Date:** July 21, 2017

### Background:

At the direction of the Assembly and Borough Manager, I am presenting a proposal to modify the wage and grade table that establishes the hourly rates of pay for non-union permanent non-exempt and temporary employees, as well as the monthly salaries of permanent exempt positions (department heads). Included are the following attachments:

### Attachment A: Proposed new wage and grade table

The proposed wage and grade table starts with the previous 15-step wage and grade table that has been in effect for several years and makes the following changes to all permanent positions:

- The first five (5) steps are eliminated
- Three (3) additional steps are added after the previous step 15, each of which represents a 2% increase over the preceding step
- The steps are renumbered 1-13
- \$0.75 per hour (or its equivalent if monthly salary) is then added to each step.

These changes are the equivalent of those recently approved by the Assembly for all bargaining unit employees.

The proposed wage and grade table also establishes a new, separate scale for all current non-permanent (temporary/seasonal/part-time) positions. The primary reason for this is that the previous wage scale was not accommodating to a recent state law that adjusts the statutory minimum wage each year based on the state's measure of inflation (Anchorage CPI-U). Several steps on the old pay plan were less than the state minimum wage, causing wage compression to occur between steps, and in general leaving no practical or consistent procedure for dealing with compensation of employees in those starting pay grades/steps. The proposed pay plan for temporary positions is pegged to whatever the prevailing minimum wage is, such that each step is the amount over the prevailing minimum wage that those employees will be paid.

Therefore, under this proposal, all temporary employees will experience wage growth that is, at a minimum, tied to inflation, and that any step increases over and above the annual inflation-related increases for temporary employees will continue to be subject to both Department Head recommendation as well as Borough Manager approval. It has generally not been the Borough's procedure to grant temporary employees annual step increases unless so approved by the Borough Manager and generally unless warranted by the duration of service and hours worked by the temporary/non-permanent employee.

### Attachment B: Worksheet estimating additional costs to Borough of proposed permanent employee wage and grade table modifications, as well as of previously approved collective bargaining agreement, with costs by fund as follows:

	CBW	IBEW	Total
General Fund	282,109	92,620	374,729
Electric	6,492	54,490	60,981
Water		9,441	9,441
Sewer		25,690	25,690
Sanitation		12,902	12,902
Ports/Harbors	18,405	56,939	75,345
Total, 3 years	307,006	138,957	445,962
Total per year	102,335	46,319	148,654

**Attachment C: Copy of FY 2018 Budget Index Page 4 showing current hourly rates of non-bargaining unit permanent positions relative to the existing/prior 15-step wage and grade table.**

**Recommendation:**

Move to approve Resolution 07-17-1372 modifying the Non-Union Wage and Grade Table as described herein.

Respectfully submitted,

Lee Burgess  
Finance Director

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 07-17-1372

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND  
BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A  
CHANGE IN THE NON-UNION WAGE AND GRADE TABLE  
AND PROVIDING FOR AN EFFECTIVE DATE

**WHEREAS**, The Non-Union Wage and Grade Table adopted June 8, 2010 had 15 steps;  
and

**WHEREAS**, the first five steps of the Non-Union Wage and Grade Table adopted June  
8, 2010 have been removed; and

**WHEREAS**, step six of the Non-Union Wage and Grade Table adopted June 8, 2010 is  
now the new step one; and

**WHEREAS**, three steps have been added to the top of each grade in the new Wage and  
Grade Table in 2% increments; and

**WHEREAS**, the proposed Non-Union Wage and Grade Table reflects a \$.75 increase for  
each step per hour (or its equivalent if monthly salary); and

**WHEREAS**, these changes affect the rate of pay that all non-union employees are paid.

**NOW, THEREFORE**, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND  
BOROUGH OF WRANGELL, ALASKA, that the Non-Union Wage and Grade Table adopted  
July 25, 2017:

Section 1: Effective Date. The Non-Union Wage and Grade Table reflecting these changes will  
become effective on July 1, 2017.

Section 2: The attachment Exhibit "A" is the non-union Wage and Grade Table, which repeals  
the previous Pay Plan adopted on June 8, 2010 for Non-Union employees (Resolution 06-10-  
1198).

ADOPTED: \_\_\_\_\_, 2017

\_\_\_\_\_  
David Jack, Mayor

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

# REVISED 7/25 TO INCLUDE GRADE 21

## Permanent Non-exempt Employee Pay Plan

### Hourly Compensation

City and Borough of Wrangell

Grade	Step	1	2	3	4	5	6	7	8	9	10	11	12	13
8		14.96	15.26	15.55	15.84	16.14	16.44	16.76	17.09	17.41	17.74	18.84	19.97	21.12
9		15.62	15.91	16.21	16.52	16.85	17.17	17.49	17.82	18.16	18.52	19.64	20.78	21.95
12		17.73	18.07	18.42	18.78	19.14	19.50	19.87	20.27	20.66	21.05	22.22	23.42	24.63
13		18.55	18.90	19.26	19.63	20.00	20.40	20.79	21.19	21.59	22.02	23.21	24.42	25.66
14		19.38	19.75	20.14	20.53	20.92	21.32	21.74	22.16	22.58	23.01	24.22	25.45	26.71
16		21.18	21.58	22.01	22.43	22.86	23.30	23.77	24.22	24.68	25.16	26.41	27.69	29.00
17		22.17	22.59	23.02	23.47	23.93	24.39	24.86	25.36	25.85	26.35	27.63	28.93	30.26
18		23.19	23.65	24.10	24.56	25.03	25.53	26.02	26.52	27.05	27.57	28.87	30.20	31.55
21		26.43	26.96	27.48	28.01	28.56	29.12	29.68	30.26	30.85	31.44	32.82	34.23	35.66
23		28.55	29.11	29.67	30.25	30.84	31.43	32.06	32.68	33.31	33.97	35.40	36.86	38.34
25		30.94	31.54	32.17	32.79	33.42	34.09	34.75	35.44	36.13	36.84	38.33	39.84	41.39
26		32.22	32.84	33.48	34.14	34.80	35.49	36.18	36.89	37.61	38.34	39.86	41.40	42.98
8	Custodian													
9	Library Assistant 1													
17	Administrative Assistant - Police Police Officer Recruit													
25	Police Sergeant													
12	DMV Assistant Recreation Coordinator Library Assistant 2													
18	Corrections Sergeant Accounting Technician Firemedic/Trainer													
26	Police Lieutenant													
13	Accounting Clerk Utility Accounts Clerk													
21	Police Officer Probationary													
14	Dispatch/Corrections Officer													
23	Police Officer													

## Permanent, Salaried (Exempt) Employee Pay Plan

### Monthly Compensation

City and Borough of Wrangell

Grade	Step	1	2	3	4	5	6	7	8	9	10	11	12	13
19		4,209.00	4,290.00	4,375.00	4,458.00	4,543.00	4,630.00	4,722.00	4,812.00	4,904.00	5,001.00	5,098.00	5,197.00	5,298.00
24		5,150.00	5,252.00	5,353.00	5,457.00	5,566.00	5,673.00	5,782.00	5,897.00	6,011.00	6,131.00	6,251.00	6,373.00	6,497.00
25		5,363.00	5,467.00	5,576.00	5,684.00	5,793.00	5,909.00	6,023.00	6,143.00	6,263.00	6,386.00	6,511.00	6,638.00	6,768.00
27		5,821.00	5,935.00	6,049.00	6,171.00	6,290.00	6,413.00	6,540.00	6,666.00	6,800.00	6,932.00	7,068.00	7,206.00	7,347.00
28		6,070.00	6,192.00	6,311.00	6,436.00	6,561.00	6,689.00	6,821.00	6,952.00	7,091.00	7,228.00	7,369.00	7,513.00	7,660.00
30		6,608.00	6,739.00	6,869.00	7,006.00	7,141.00	7,282.00	7,426.00	7,571.00	7,720.00	7,873.00	8,027.00	8,184.00	8,345.00
19	Civic Center Manager													
28	Economic Development Director													
24	Library Director Parks & Recreation Director Fire Chief													
30	Finance Director Electrical Superintendent Police Chief Director of Public Works & Capital Projects													
25	Harbormaster													
27	Borough Clerk													

## Temporary/Part-time/Seasonal Employees

### Hourly Compensation

Note: Each step represents the amount above the prevailing State of Alaska Minimum Wage

Grade	Step	1	2	3	4	5	6	7	8	9	10	11	12	13
1		State MW	0.30	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.00	3.30	3.60
3		0.70	1.00	1.30	1.60	1.90	2.20	2.50	2.80	3.10	3.40	3.70	4.00	4.00
4		1.70	2.00	2.30	2.60	2.90	3.20	3.50	3.80	4.10	4.40	4.70	5.00	5.00
5		2.70	3.00	3.30	3.60	3.90	4.20	4.50	4.80	5.10	5.40	5.70	6.00	6.00
6		3.20	3.50	3.80	4.10	4.40	4.70	5.00	5.30	5.60	5.90	6.20	6.50	6.50
7		3.70	4.00	4.30	4.60	4.90	5.20	5.50	5.80	6.10	6.40	6.70	7.00	7.00
8		4.20	4.50	4.80	5.10	5.40	5.70	6.00	6.30	6.60	6.90	7.20	7.50	7.50
9		4.70	5.00	5.30	5.60	5.90	6.20	6.50	6.80	7.10	7.40	7.70	8.00	8.00
11		6.20	6.50	6.80	7.10	7.40	7.70	8.00	8.30	8.60	8.90	9.20	9.50	9.50
1	Lifeguard Recreation Assistant Theater Sales Associate				4	Sales Assistant Laborer Assistant Theater Manager		7	Clerical Assistant					
3	Head Lifeguard				5	Park Maintenance I		8	Custodian					
					6	Senior Sales Assistant Park Maintenance II		9	Maintenance Custodian					
								11	Theater Manager					

# ATTACHMENT B

## Cost Estimation of Borough Modifications to all non-bargaining unit positions

Wage table modifications: First 5 steps of current 16 step wage scale eliminated, 3 additional steps added to end, each of which is 2% increase over previous.

Additional wage increases: All steps of wage scale increased by 0.75

	1	2	3	4	5	6	7	8	9	
			Added increases from wage	22% PERS, 6.13% SBS, 1.45% MEDICARE, ~4% WORK COMP		ADDED OVERTIME FROM \$0.75/HR, x 3 YEARS	Est. vacation hrs payable as of 6/8/2017	Additional vacation liability from \$0.75 increase	Total additional costs to Borough, 3 years	Total additional costs to Borough PER YEAR
	FY 18 BASE WAGE, STATUS QUO	\$0.75 x 2,080 hours / year x 3 years	scale modification, 3 years		BUDGETED OVERTIME ESTIMATES					
PSB/City Hall Custodian	14.80	4,680	-	1,572	-	-	320	240	6,492	2,164
Library Assistant I	14.44	4,680	3,245	2,661	-	-	14	11	10,596	3,532
Nolan Center Maintenance	14.44	4,680	3,245	2,661	-	-	107	80	10,666	3,555
DMV Assistant/Collections Clerk	18.03	4,680	-	1,572	-	-	320	240	6,492	2,164
Recreation Coordinator	16.98	4,680	4,680	3,143	1,530	-	10	8	12,511	4,170
Library Assistant II	17.32	4,680	-	1,572	-	-	43	32	6,284	2,095
Accounting Clerk	20.84	4,680	1,734	2,263	3,000	324	320	240	9,240	3,080
Utility Accounts Clerk	17.80	4,680	4,680	3,228	2,000	253	273	205	13,046	4,349
Dispatcher/Corrections Officer	19.00	4,680	-	1,770	5,000	592	167	125	7,168	2,389
Dispatcher/Corrections Officer	19.78	4,680	-	1,763	5,000	569	320	240	7,251	2,417
Dispatcher/Corrections Officer	20.99	4,680	-	1,752	5,000	536	26	20	6,987	2,329
Dispatcher/Corrections Officer	21.41	4,680	-	1,748	5,000	525	320	240	7,193	2,398
Admin Assistant - Police	23.02	4,680	-	1,572	-	-	320	240	6,492	2,164
Corrections Sergeant	24.78	4,680	-	1,754	6,000	545	58	44	7,023	2,341
Accounting Technician	23.35	4,680	-	1,798	7,000	675	320	240	7,393	2,464
Firemedic/Trainer	22.90	4,680	-	1,942	11,220	1,102	180	135	7,859	2,620
Police Officer	33.22	4,680	8,292	4,640	12,500	847	320	240	18,699	6,233
Civic Center & Museum Manager	29.59	4,680	-	1,572	-	-	320	240	6,492	2,164
Library Director	28.13	4,680	9,859	4,882	-	-	320	240	19,661	6,554
Park and Recreation Director	28.13	4,680	9,859	4,882	-	-	-	-	19,421	6,474
Fire Chief	33.93	4,680	4,234	2,993	-	-	320	240	12,148	4,049
Harbormaster	36.09	4,680	9,008	4,596	-	-	161	121	18,405	6,135
Police Sergeant	36.09	4,680	9,008	4,910	15,000	935	320	240	19,774	6,591
Police Lieutenant	34.05	4,680	-	1,860	13,000	859	240	180	7,579	2,526
Borough Clerk	34.85	4,680	-	1,572	-	-	168	126	6,378	2,126
Economic Devel. Director	40.95	4,680	10,221	5,004	-	-	320	240	20,145	6,715
Finance Director	39.67	4,680	-	1,572	-	-	132	99	6,351	2,117
Public Works Director	38.13	4,680	-	1,572	-	-	37	28	6,279	2,093
Police Chief	42.93	4,680	-	1,572	-	-	320	240	6,492	2,164
Electric Utility Superintendent	41.26	4,680	-	1,572	-	-	320	240	6,492	2,164
		140,400	78,065	75,967		7,762		4,812	307,006	102,335

## Calculations/explanation:

Column 2: \$0.75 x 2,080 hours per year times 3 years (note, 1,300 hours for Parks & Rec Maintenance position that works 25 hours per week)

Additional wages to CBW employees: 231,039

Total estimated 3-year cost to Borough, CBW Employees: 307,006

Column 3: Estimated wage increases during contract term resulting only from dropping steps 1-6 of wage/grade table and adding 3 steps at the end.

Estimated average additional cost to Borough per year: 102,335

Column 4: Employer costs of PERS, SBS, Medicare, averaged worker's compensation rates. Columns 2, 3 and 6 times 33.58%.

Total Cost To Borough, by Fund, of wage and table changes

Column 5: Overtime estimates per FY 18 proposed budget.

Column 6: Estimated overtime hours per FY 18 budget times \$0.75

Column 7: Estimated vacation hours accrued to date, liability is expensed based on hourly base wage

Column 8: Estimated accrued vacation hours multiplied by \$0.75

Column 9: Total 3-year employer cost of CBW offer dated 6/8/2017 (sum of columns 2, 3, 4, and 6)

	CBW	IBEW	Total
<b>General Fund</b>	282,109	92,620	374,729
<b>Electric</b>	6,492	54,490	60,981
<b>Water</b>		9,441	9,441
<b>Sewer</b>		25,690	25,690
<b>Sanitation</b>		12,902	12,902
<b>Ports/Harbors</b>	18,405	56,939	75,345
<b>Total, 3 years</b>	307,006	138,957	445,962
<b>Total per year</b>	102,335	46,319	148,654

Mill rate equivalent of general fund increases 0.91

# ATTACHMENT C

## City & Borough of Wrangell Wage Scale, Permanent Positions

As of May 11, 2017

Grade	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
8	Custodian	12.26	12.63	13.01	13.40	13.80	14.21	14.51	14.80	15.09	15.39	15.69	16.01	16.34	16.66	16.99
9	Library Assistant I	12.83	13.21	13.60	14.00	14.44	14.87	15.16	15.46	15.77	16.10	16.42	16.74	17.07	17.41	17.77
9	Light Maintenance Technician	12.83	13.21	13.60	14.00	14.44	14.87	15.16	15.46	15.77	16.10	16.42	16.74	17.07	17.41	17.77
11	Theater Manager	14.00	14.44	14.87	15.31	15.76	16.25	16.57	16.90	17.23	17.57	17.94	18.29	18.65	19.02	19.42
12	DMV Assistant/Youth Court Coordinator	14.66	15.09	15.54	16.01	16.49	16.98	17.32	17.67	18.03	18.39	18.75	19.12	19.52	19.91	20.30
12	Recreation Coordinator	14.66	15.09	15.54	16.01	16.49	16.98	17.32	17.67	18.03	18.39	18.75	19.12	19.52	19.91	20.30
12	Library Assistant II	14.66	15.09	15.54	16.01	16.49	16.98	17.32	17.67	18.03	18.39	18.75	19.12	19.52	19.91	20.30
13	Accounting Clerk	15.34	15.79	16.28	16.76	17.26	17.80	18.15	18.51	18.88	19.25	19.65	20.04	20.44	20.84	21.27
13	Utility Accounts Clerk	15.34	15.79	16.28	16.76	17.26	17.80	18.15	18.51	18.88	19.25	19.65	20.04	20.44	20.84	21.27
14	Dispatcher/Corrections Officer	16.07	16.55	17.04	17.55	18.09	18.63	19.00	19.39	19.78	20.17	20.57	20.99	21.41	21.83	22.26
16	Admin Assistant - Police	17.63	18.16	18.70	19.25	19.84	20.43	20.83	21.26	21.68	22.11	22.55	23.02	23.47	23.93	24.41
17	Police Officer Recruit	18.47	19.02	19.60	20.18	20.78	21.42	21.84	22.27	22.72	23.18	23.64	24.11	24.61	25.10	25.60
18	Corrections Sergeant	19.36	19.94	20.53	21.16	21.79	22.44	22.90	23.35	23.81	24.28	24.78	25.27	25.77	26.30	26.82
18	Accounting Technician	19.36	19.94	20.53	21.16	21.79	22.44	22.90	23.35	23.81	24.28	24.78	25.27	25.77	26.30	26.82
18	Firemedic/Trainer	19.36	19.94	20.53	21.16	21.79	22.44	22.90	23.35	23.81	24.28	24.78	25.27	25.77	26.30	26.82
23	Police Officer	23.98	24.71	25.44	26.21	26.99	27.80	28.36	28.92	29.50	30.09	30.68	31.31	31.93	32.56	33.22
23	Police Officer	23.98	24.71	25.44	26.21	26.99	27.80	28.36	28.92	29.50	30.09	30.68	31.31	31.93	32.56	33.22
24	Civic Center & Museum Manager	24.91	25.51	26.15	26.79	27.47	28.15	28.62	29.11	29.59	30.08	30.58	31.11	31.63	32.16	32.72
24	Library Director	24.99	25.73	26.51	27.30	28.13	28.96	29.55	30.13	30.73	31.36	31.98	32.61	33.27	33.93	34.62
24	Park and Recreation Director	24.99	25.73	26.51	27.30	28.13	28.96	29.55	30.13	30.73	31.36	31.98	32.61	33.27	33.93	34.62
24	Fire Chief	24.99	25.73	26.51	27.30	28.13	28.96	29.55	30.13	30.73	31.36	31.98	32.61	33.27	33.93	34.62
25	Harbormaster	26.04	26.82	27.62	28.46	29.30	30.19	30.79	31.42	32.04	32.67	33.34	34.00	34.69	35.38	36.09
25	Police Sergeant	26.04	26.82	27.62	28.46	29.30	30.19	30.79	31.42	32.04	32.67	33.34	34.00	34.69	35.38	36.09
26	Police Lieutenant	27.14	27.96	28.79	29.66	30.54	31.47	32.09	32.73	33.39	34.05	34.74	35.43	36.14	36.86	37.59
27	Borough Clerk	28.33	29.17	30.05	30.94	31.88	32.83	33.49	34.15	34.85	35.54	36.25	36.98	37.71	38.48	39.24
28	Economic Development/Planning Director	29.57	30.45	31.37	32.30	33.28	34.27	34.97	35.66	36.38	37.10	37.84	38.60	39.36	40.16	40.95
30	Finance Director	32.24	33.22	34.20	35.23	36.29	37.37	38.13	38.88	39.67	40.45	41.26	42.09	42.93	43.79	44.67
30	Director of Public Works & Capital Projects	32.24	33.22	34.20	35.23	36.29	37.37	38.13	38.88	39.67	40.45	41.26	42.09	42.93	43.79	44.67
30	Police Chief	32.24	33.22	34.20	35.23	36.29	37.37	38.13	38.88	39.67	40.45	41.26	42.09	42.93	43.79	44.67
30	Electric Utility Superintendent	32.24	33.22	34.20	35.23	36.29	37.37	38.13	38.88	39.67	40.45	41.26	42.09	42.93	43.79	44.67

# **Agenda Item 13f**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM July 25, 2017**

#### **INFORMATION:**

Approval of the Bid received for the procurement of a Ford F-550 Mechanics Truck with Crane Body

#### **Attachments:**

1. Memo from PW Director Al-Haddad
2. Summary Bid received from Advanced Truck Body & Equipment Co.
3. Preliminary Bid Results

#### **RECOMMENDED ACTION:**

Move to approve a contract award to Advanced Truck Body & Equipment Co, for the purchase of a Ford F-550 Mechanics Truck with Crane Body in the amount of \$57,730.00 with funding to come from the approved FY 2018 Garage Department's Capital Assets Fund.

# MEMORANDUM

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

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

**SUBJECT:** FORD F550 MECHANICS TRUCK WITH CRANE BODY PROCUREMENT

**DATE:** July 19, 2017

## **BACKGROUND:**

Public Works identified a capital acquisition for the essential purchase of a new garage mechanics field truck. This vehicle will serve to replace an existing 38-year old truck, which the department acquired subsequent to two surplus sales. The garage mechanics truck is a vehicle that is necessary to support a multitude of vehicle and equipment projects borough-wide.

The FY18 budget included funding for the purchase of a mechanics truck replacement under the Garage Department's capital assets fund. Staff developed specifications for the vehicle and conducted a public bid process, which resulted in the receipt of two bids with the following results:

Advanced Truck Body & Equipment Co.	\$57,730.00
Bob's Service, Inc.	\$72,405.10

It is the intent of the City and Borough of Wrangell to accept Advanced Truck Body & Equipment Co.'s bid for the supply of a F550 Truck and Crane Body in the amount of \$57,730.00. Following Assembly approval, a Purchase Order will be processed to begin the approximate four-month manufacture and delivery period.

Following receipt of the new vehicle, existing support equipment will be reconfigured on the new crane body. Thereafter, the department will dispose of the 1979 truck through public surplus.

## **RECOMMENDATION:**

Move to approve a contract to Advanced Truck Body & Equipment Co. for the purchase of a Ford F550 Truck and Crane Body in the amount of \$57,730.00, with funding to come from the approved FY18 Garage Department's capital assets fund.

## **ATTACHMENT:**

1. Bid Summary Sheet from July 19, 2017 bid opening for Ford F550 Mechanics Truck with Crane Body Procurement.

## **FISCAL NOTE:**

Expenditure Required: \$57,730  
Amount Budgeted: \$60,000  
Account Number: 11000.022.7901

**INVITATION TO BID**  
**City and Borough of Wrangell**  
**Ford F550 Mechanics 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 Mechanics 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 Mechanics Truck with Knapheide Crane Body and Accessories, FOB Port of Wrangell, Alaska	\$ 57,730.00
	Delivery Date	<u>180 Days or Sooner</u>

Bidder's Name: Advanced Truck Body & Equipment Co

Bidder's Representative's Signature: 

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

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

Bidder's Business License No.: 45-3835111

Date: 06-30-2017

*Modification*

# INVITATION TO BID

## City and Borough of Wrangell

### Ford F550 Mechanics 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 Mechanics 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
<u>1</u>	<u>07-14-17</u>	_____	_____

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 Mechanics Truck with Knapheide Crane Body and Accessories, FOB Port of Wrangell, Alaska	\$ <u>See closed bid</u>
	Delivery Date	<u>120 Days or Sooner</u> - See note attached to addendum
Bidder's Name: <u>Advanced Truck Body &amp; Equipment Co</u>		
Bidder's Representative's Signature: <u></u>		
Bidder's Address: <u>4825 Table Rock Rd Central Point OR 97502</u>		
Bidder's Telephone/Fax Numbers: <u>Phone: 541-664-2822 Fax: 541-664-1158</u>		
Bidder's Business License No.: <u>45-3835111</u>		
Date: <u>06-30-2017</u>		

Preliminary

City & Borough of Wrangell, Alaska

Mechanics Truck Ford F550 with Service Body

Bid Opening Checklist and Tabulations

Bid Opening Date: July 19, 2017 @ 2:00 p.m., Assembly Chambers

Bidder's Name	Signed Bid Proposal	Addenda Acknowledged		Base Bid	Base Bid Modification
		#1			
Advanced Truck	✓	✓		57,730.00	0
Bob's Services Inc	✓	✓		72,405.10	0

Verified By: Mike Lane

Witnessed By: Mike Al. Faddad

# **Agenda Item 14**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
July 25, 2017**

### **INFORMATION:**

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

# **Agenda Item 15**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
July 25, 2017**

**Executive Session – None.**