



City and Borough of Wrangell
Special Borough Assembly Meeting
AGENDA

Monday, May 01, 2023
5:30 PM

Location: Borough Assembly Chambers

1. CALL TO ORDER

2. ROLL CALL

3. PERSONS TO BE HEARD

4. CONFLICT OF INTEREST

5. NEW BUSINESS

- a.** **RESOLUTION No. 05-23-1776** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$293,361 FROM THE SECURE RURAL SCHOOLS FUND RESERVES TO THE RURAL SCHOOLS FUND RESERVES CIP FUND AND AUTHORIZING ITS EXPENDITURE FOR THE WRANGELL PUBLIC SCHOOLS CONDITION SURVEY PROJECT
- b.** Approval of a Professional Services Agreement with NorthWind Architects, LLC in the Amount of \$266,692 for the Wrangell Public Schools Condition Survey Project
- c.** Approval to provide additional funding, not to exceed \$25,000 to the Wrangell Chamber of Commerce for 2023 4th of July activities
- d.** **RESOLUTION No. 05-23-1777** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 GENERAL FUND BUDGET BY APPROPRIATING AN ADDITIONAL \$25,000 CONTRIBUTION TO THE WRANGELL CHAMBER OF COMMERCE

6. ADJOURNMENT

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	December 20, 2022
	<u>Agenda Section</u>	13

RESOLUTION No. 05-23-1776 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$293,361 FROM THE SECURE RURAL SCHOOLS FUND RESERVES TO THE RURAL SCHOOLS FUND RESERVES CIP FUND AND AUTHORIZING ITS EXPENDITURE FOR THE WRANGELL PUBLIC SCHOOLS CONDITION SURVEY PROJECT

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$293,361		
FY 22: \$	FY 23: \$293,361	FY24: \$
Amount Budgeted:		
Account Number(s):		
25300 101 9999 00 25005		
Account Name(s):		
CIP Fund for Schools Condition Survey Project		
Unencumbered Balance(s) (prior to expenditure):		

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Res 05-23-1776

RECOMMENDATION MOTION (*Consent Agenda Item*):
Move to Approve Resolution No. 05-23-1776.

SUMMARY STATEMENT:

The City and Borough of Wrangell and the Wrangell School District have collaborated to seek Department of Early Education (DEED) CIP grant funding for necessary improvements to the Borough-owned buildings occupied by the School District. A condition survey of the buildings is

necessary in the pursuit of the DEED funding which has a grant application due date of September 1, 2023.

Following DEED procurement guidelines, a Request for Qualifications solicitation was issued for the professional services related to the work of the condition survey. The Borough and School District have negotiated with the highest-ranking proposing firm and seek to award a contract for the condition survey work to begin. Time is of the essence to complete the on-site survey for each of the three school buildings, prepare the reports and develop cost estimates in advance of the grant application development in July and August.

The professional services fee proposal is in the amount of \$266,692. A 10% contingency has been added to this amount for a total budget amendment request of \$293,361.

The Wrangell School Board, at their October 10, 2022 meeting, approved the allocation of \$385,900 in funding for this condition survey project. In following the requirements of the RFQ, the Borough is scheduled to contract directly for the professional services for the condition survey; therefore, project funding is required to be appropriated to the project CIP fund in order to make an award.

It is recommended that the FY 2023 Secure Rural Schools (SRS) Fund is amended to reflect a transfer of funds, in the amount of \$293,361, from SRS Fund Reserves to the SRS CIP Fund for the Wrangell Public Schools Condition Survey project and authorizing its expenditures. Expenditures will be reimbursed, in total, from the School District as expenditures are made.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 05-23-1776

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$293,361 FROM THE SECURE RURAL SCHOOLS FUND RESERVES TO THE RURAL SCHOOLS FUND RESERVES CIP FUND AND AUTHORIZING ITS EXPENDITURE FOR THE WRANGELL PUBLIC SCHOOLS CONDITION SURVEY PROJECT

WHEREAS, the City and Borough of Wrangell and the Wrangell School District have collaborated to seek Department of Early Education (DEED) CIP grant funding for necessary improvements to the Borough-owned buildings occupied by the School District; and

WHEREAS, qualification of the existing condition of the school facilities, to satisfy the DEED CIP program guidelines, requires professional services to perform a Condition Survey of each school-occupied building; and

WHEREAS, a budget amendment, in the amount of \$293,361, is required in the Secure Rural Schools Fund to make funding available for the professional services to perform the Wrangell Public Schools Condition Survey project work; and

WHEREAS, the Wrangell School Board, at their October 10, 2022 meeting, approved the allocation of \$385,900 in funding for this condition survey project, from which Borough expenditures will be reimbursed, in total, from the School District as expenditures are made.

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

Section 1: The FY 2023 Budget is amended to reflect a transfer of funds, in the amount of \$293,361, from Secure Rural School Fund Reserves to the Secure Rural Schools Fund CIP account for the Wrangell Public Schools Condition Survey project and authorizing its expenditures.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 1st DAY OF MAY, 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	May 1, 2023
	<u>Agenda Section</u>	13

Approval of a Professional Services Agreement with NorthWind Architects, LLC in the Amount of \$266,692 for the Wrangell Public Schools Condition Survey Project

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$266,692		
FY 20: \$	FY 21: \$266,692	FY22: \$
Amount Budgeted:		
Account Number(s):		
25300 101 9999 00 25005		
Account Name(s):		
CIP Fund for Schools Condition Survey Project		
Unencumbered Balance(s) (prior to expenditure):		
\$293,361		

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Weighted Scoring Matrix – Wrangell Public Schools Condition Survey Project – Statement of Qualifications

RECOMMENDATION MOTION:
Move to Approve a Professional Services Agreement with NorthWind Architects, LLC in the Amount of \$266,692 for the Wrangell Public Schools Condition Survey Project.

SUMMARY STATEMENT:
The City and Borough of Wrangell (CBW) issued a Request for Qualifications (RFQ) for the Wrangell Public Schools Condition Survey Project, for architectural and engineering services. In response,

the CBW received and opened proposals from two qualified firms NorthWind Architects, LLC and MRV Architects. The CBW convened an evaluation committee, which included staff from the CBW and the Wrangell School District, and evaluated and ranked the qualifications of the proposers based on the weighted criteria below, as outlined in the RFQ:

- Capacity to Perform and Relevant Experience of the Team	20
- Qualifications of the Team	20
- Project Understanding, Methodologies, Approach	30
- Prior Experience	20
- Schedule and Availability	<u>10</u>
Total Points	100 Points

Scoring of qualifications was very close between the two firms:

- NorthWind Architects, LLC 80.20 Points
- MRV Architects 78.40 Points

As outlined in the RFQ, the Borough moved to negotiate with the highest ranked firm, NorthWind Architects, LLC, for a fee proposal. A fee proposal was received on April 21st, reviewed by the evaluation committee and the Borough Manager and found to be reasonable and acceptable.

Staff recommend approving a PSA with NorthWind Architects, LLC in the amount of \$266,692 for the Wrangell Public Schools Condition Survey Project. Funding is made available for this project from the Secure Rural Schools Fund with 100% reimbursement from the Wrangell School District's CIP project funding appropriated in the amount of \$385,900 on October 10, 2023.

City and Borough of Wrangell
 Wrangell Public Schools Condition Assessment - Statement of Qualifications
 Evaluation to Determine Selected Firm for Negotiating Contract
 Monday, April 10, 2023

Weighted Scoring Matrix

Evaluation Criteria	Weight	NorthWind		MRV	
		Rating Factor	Score	Rating Factor	Score
Capacity to Perform and Relevant Experience of the Team	20	0.84	16.87	0.84	16.87
Qualifications of the Team	20	0.87	17.33	0.78	15.53
Project Understanding, Methodologies, Approach	30	0.73	22.00	0.80	24.00
Prior Experience	20	0.87	17.33	0.73	14.67
Schedule and Availability	10	0.67	6.67	0.73	7.33
Score Total (total available weight = 100)	100		<u>80.20</u>		<u>78.40</u>

Firms have been rated using the following qualitative rating factors for each criteria. Multiply the Weight by the Rating Factor for each criteria Score.

- 1.0 = Outstanding
- 0.8 = Excellent
- 0.6 = Good
- 0.4 = Fair
- 0.2 = Poor
- 0.0 = Unsatisfactory

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	May 1, 2023
	<u>Agenda Section</u>	5

Approval to provide additional funding, not to exceed \$25,000 to the Wrangell Chamber of Commerce for 2023 4th of July activities

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

Expenditure Required: \$25,000 Total		
FY 21: \$	FY 22: \$25,000	FY23: \$
Amount Budgeted:		
FY21 \$0		
Account Number(s):		
Detail provided below		
Account Name(s):		
Detail provided below		
Unencumbered Balance(s) (prior to expenditure):		
Detail provided below		

Reviews/Approvals/Recommendations

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

ATTACHMENTS:

RECOMMENDATION MOTION:

Move to approve up to \$25,000 in additional funding for approved expenditures to the Chamber of Commerce to support 2023 4th of July activities with the following conditions:

1. Requests shall not include any wages or prize payouts of any kind; and
2. All requests for funding must be approved by the borough manager before reimbursement; and
3. Examples of expenses are: Fourth of July fireworks, Pavilion Utilities, and Fourth of July Insurance premiums.

SUMMARY STATEMENT:

The following statement is a result of the Economic Development Committee meeting:

The Chamber of Commerce has seen a decline in revenues over a series of consecutive years, with 2022 being the most financially difficult year to date. With limited revenues coming in from pull-tabs and net loss in last year's royalty race the Chamber is at risk of being financially insolvent. The Executive Director has been working with the Chamber Board Members to establish an action plan to be able to fund the community's flagship event, the Fourth of July celebration. The event is facilitated and funded by the Chamber of Commerce. With the current fiscal status and constraints, the organization has had to get creative about its funding prospects to pull off the Fourth of July.

The Chamber shared information about their fiscal concerns with the Borough, informally requesting monetary support. Following initial notice from the Chamber, the Economic Development Director attended two Chamber board meetings and has engaged in somewhat regular communications with the Executive Director over the last month to better understand the situation and how the City and Borough of Wrangell might support the organization while long term plans for solvency are developed.

A written proposal was submitted by the Chamber for the Economic Development Board (EDB) to review. ON April 20th the EDB reviewed the proposal in a joint workshop with the Chamber staff and board members. The proposal has been included in the meeting packet, along with financial statements providing insight into the current situation. The proposal includes a request for a base subsidy of \$25,000 with a reserve up to \$75,000 total in the event there is a funding emergency.

During the workshop, Chamber Executive Director, Brittani Robbins and Board President, Bill Burr provided a summary of the situation and likely implications if they do not receive financial support, highlighting a loss in revenues due to low pull tab sales and a poor return on royalty race revenues in 2022. Regulations from the state on gaming, as well as the chamber tax designation have created limitations beyond their control. Chamber President, Bill Burr stated that the organization is at risk of being insolvent if they don't build new revenue sources. The subsidy from the Borough would allow them to continue moving forward with plans for the Fourth of July. New revenue sources are being explored for events such as charging for parade entry, food booths and sponsorships for events to further offset the funding deficit.

Additional questions were posed during the workshop to gather information on how the funding would be used. The following items were shared as priorities; fireworks & shipping, coronation, royalty wages, street dance/solstice festival, royalty booth costs, raffle winners, t-shirts, part-time office assistance. Economic Development Director, Kate Thomas in conjunction with Chair, Bob Dalrymple stated that the Assembly was much more likely to fund items that are accessible and enjoyed by all, specifical inquiring about the costs of the fireworks, insurance and utilities.

During the regular meeting the EDB reviewed the agenda statement summary and recommendation to "establish a maximum funding threshold with stipulations on what the funding is used for. Unused funding must be relinquished back to the Borough." EDB members Brian Ashton and John DeRuyter spoke about the value of the Chamber to the community and its members. Also citing the Fourth of July as Wrangell's flagship event that the community is known for regionally and beyond. The Chamber Executive Director highlighted further the sales tax increase that occurs during the week-long event, due to increased visitation from travelers and loved ones coming home from afar.

EDB member, John DeRuyter motioned to “approve a recommendation to the Assembly to support the request for \$25,000 in financial support to subsidize the Fourth of July celebration.” All members of the EDB voted to approve the motion presented.

The full Economic Development Board [Meeting Packet and Minutes](#) can be found on the Borough’s website.

The Wrangell Chamber of Commerce has funded 100% of the costs associated with the July 4th 3 to 4 day celebration for decades. The year 2016 was the only year the chamber operated in the black, and since then has relied on savings and the royalty race to fund the 4th of July. In 7 years, as royalty candidacy has declined, the chamber has expended their savings in order to provide, not just the 4th of July, but all of the community events Wrangell has come to know and love.

Wrangell's small town celebration is known nationwide, people travel to Wrangell beginning in June to visit and be a part of the special festival that we hold. While we do receive a yearly local contribution from the CBW, this years being \$27,000, that money funds all of the other smaller events that we do, such as lights for the christmas tree on midnight madness, stamp cards and stamps for our shopping events, as well as the prizes for those shopping events, pumpkins and carnival supplies for the alaska day carnival and pumpkin patch, and office supplies that allow the chamber to offer office amenities to our members.

In an effort to bring together the 2023 July 4th celebration the way Wrangell has in the past, the chamber reached out to both members, and non members looking for event sponsorships. That outreach has brought in \$8,800 and supplies allowing all of the celebration events to take place as they have been in the past.

The largest expense of 2022 was due to a lack of overall sales and overspending for food supplies during the royalty race; the chamber is confident in a more successful run 2023. The chamber currently has one fully declared and well prepared candidate, along with some possible applicants that have requested paperwork and details on the royalty race. In response to the event last year, executive director Robbins rewrote the entirety of the rule book to be more detailed and comprehensive, making the information clear to the candidates, booth managers, food managers, and any volunteers.

The chamber asks for a minimum contribution from the Economic Development committee of \$25,000 with a reserve/encumbrance up to \$75,000 should there be any financial emergencies during the royalty race and July 4th 2023 festivities. If the royalty race fails, the chamber will go bankrupt and the organization will dissolve. In the past, should there have been a royalty run that ended in a negative balance for the chamber, sales of Pull Tab games to the bars via the Chamber's gaming permit provided supplementary funds. Unfortunately we have seen over 50% decline in pull tab sales profit, putting the chamber in a vulnerable position financially. This same issue is causing a change in employment titles, hours, and responsibilities on top of the need for event funding. ED Robbins now works full time managing Sweet Tides Bakery, and continues bookkeeping, mentoring, and decision making as a very part time ED.

The chamber would like the assembly to recognize that every single event facilitated by the chamber, with the exception of the annual dinner, provides the city an increase in sales tax directly benefiting the City and Borough of Wrangell. The fourth of July likely being the highest revenue for the CBW. In addition to the increase in revenue accrued during the chamber events, the events are planned, built, and facilitated by two (very soon to be one) employees and those volunteer board members that are able to work around their own full time work schedules. The chamber severely lacks volunteers (except during July 4th), and funding. The loss of revenue due to a nearly 80% decrease in pull tab sales already has the chamber teetering on the brink of bankruptcy currently.

2022 Cost of events

Toddler Games - \$300
Art Clark Scrapfish Derby - \$400
Tiny Tots - \$200
Big wheel Race - \$560
Parade - \$500 plus ribbons
Street games - \$1080 plus eggs
Crazy Craft Races - \$320
Talent Show - \$1360
Pie eating contest - \$100
Canoe Races - \$680
Log rolling - \$550
Shooting Competition - \$400
Jr. Olympics - \$300
Dog Show - \$300
Disc Golf - \$250
Boat races - \$250
Logging Show - \$3709
Kitty Angerman Logo - \$1000
Coronation - \$339.13
Street Dance/Summer Solstice Dan Powers - \$6,500

2022 Fireworks

\$11,653
\$1437.42 - Shipping
Pd. 2021 fireworks 3/31/2022 - \$9107.46

2022 Royalty BOOTH Costs

Banners - \$1096.82

Kick off party - \$195.81

Groceries IGA - \$5156.4

Groceries CM - \$2886.03

Groceries Hammer & Wikan PSG - \$527.84

Costco Groceries - \$1060.75

Supplies Ottesen's - \$925.78

Supplies Sentry - \$1354.63

Temporary food permit - \$240

Propane - \$1812.57

Halibut Sea level - \$1820.00

Shrim F/V Carolyn Ann - \$600

Sentinel Royalty tickets = \$3148.72

Royalty Payroll

Food manager - \$2138.79

Ticket manager - \$3986.84

Booth manager - \$1133.39

Royalty contestant - \$18497.63

Overall Royalty manager - \$3342.04

Overall ticket manager - \$1790.68

4th Merchandise

Swag ForeverAmber - \$7050

Shirts angerman's - \$4579.70

Raffle winners

1st place - \$2500.

2nd place - \$1500

3rd place - \$1000

Volunteer Drawing winner - \$1000

Total

\$110,136.43

Time

The amount of time the chamber and volunteers put into this festival are too great to count, and in our opinion, are priceless.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	May 1, 2023
	<u>Agenda Section</u>	5

RESOLUTION No. 05-23-1777 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 GENERAL FUND BUDGET BY APPROPRIATING AN ADDITIONAL \$25,000 CONTRIBUTION TO THE WRANGELL CHAMBER OF COMMERCE

SUBMITTED BY:

Mason Villarma, Finance Director

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 21: \$	FY 22: \$	FY23: \$25,000
Amount Budgeted:		
FY22 \$XXX		
Account Number(s):		
XXXXXX XXX XXXX		
Account Name(s):		
Enter Text Here		
Unencumbered Balance(s) (prior to expenditure):		
\$XXX		

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. RES 05-23-1777

RECOMMENDATION MOTION:

Move to Approve Resolution No. 05-23-1777.

SUMMARY STATEMENT:

This resolution is required if the Assembly approves Item 5c (Wrangell Chamber of Commerce additional funding).

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 05-23-1777

RESOLUTION OF THE ASSEMBLY OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 GENERAL FUND BUDGET BY APPROPRIATING AN ADDITIONAL \$25,000 CONTRIBUTION TO THE WRANGELL CHAMBER OF COMMERCE

WHEREAS, the Wrangell Chamber of Commerce is in need of additional funding for this year’s Fourth of July festivities; and

WHEREAS, without such funding the Chamber believes they may become insolvent; and

WHEREAS, this contribution is requested by the Chamber in order to meet their future obligations.

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

Section 1: The FY 2023 Budget in the General Fund is amended to authorize an additional \$25,000 appropriation to the Chamber of Commerce Contribution account (11000 033 7822 00 00000).

Section 2: The \$25,000 contribution shall be paid on a reimbursable basis and all such expenditures must be approved by the Borough Manager.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 1st DAY OF MAY.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk