



Tuesday, June 27, 2023
6:00 PM

Location: Borough Assembly Chambers

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Powell.
- b. CEREMONIAL MATTERS - None.

2. ROLL CALL

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

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

- a. Minutes from the June 13, 2023 Regular Assembly Meeting
- b. **RESOLUTION No. 06-23-1786** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE ELECTRICAL UTILITY SUPERINTENDENT JOB POSITION
- c. Approval of Marine Bar - Beverage Dispensary (Lic. 698) & Package (Liquor) Store (Lic 701) License Renewals
- d. Final plat review of the Ostrander Replat, a replat of a portion of Lot 5, Block 84, USS 2589 (Plat No. 65-152), creating Lot 5A and Lot5B, zoned Rural Residential 1, owned, and requested by Mark and Margaret Mitchell
- e. CORRESPONDENCE - School Board Action from the June 19, 2023, Regular Meeting

7. BOROUGH MANAGER'S REPORT

- a. Managers Report
- b. Infrastructure Report / Update

8. BOROUGH CLERK'S REPORT

- a. Borough Clerk's Report

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

- a. Economic Development Board Vacancy Appointment

11. PUBLIC HEARING – None.

12. UNFINISHED BUSINESS

- a. **RESOLUTION No. 06-23-1787** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2023-2024

13. NEW BUSINESS

- a. **ORDINANCE No. 1044** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.05.020 – ORDER OF BUSINESS IN THE WRANGELL MUNICIPAL CODE
- b. **RESOLUTION No. 06-23-1788** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER/WASTEWATER TREATMENT PLANT APPRENTICE POSITION
- c. **RESOLUTION No. 06-23-1789** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER/WASTEWATER TREATMENT OPERATOR LEVEL I POSITION
- d. **RESOLUTION No. 06-23-1790** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE CREATION OF THE JOB DESCRIPTION FOR THE WATER/WASTEWATER TREATMENT OPERATOR LEVEL II POSITION
- e. **RESOLUTION No. 06-23-1791** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE BY ADDING THE WATER/WASTEWATER OPERATOR LEVEL II POSITION
- f. **RESOLUTION No. 06-23-1792** THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER TREATMENT OPERATOR LEAD POSITION
- g. **RESOLUTION No. 06-23-1793** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE AMENDING THE WATER TREATMENT OPERATOR LEAD POSITION
- h. Approval of a Contract Extension for Transportation and Disposal of MSW with Republic Services
- i. APPROVAL OF THE CONSENT TO ASSIGNMENT, ACCEPTANCE OF ASSIGNMENT AND BILL OF SALE TRANSFERRING THE WRANGELL AIRPORT LEASE ADA-50185 FROM THE WRANGELL GOLF CLUB, INC. TO THE CITY AND BOROUGH OF WRANGELL
- j. Approval of a contract award pursuant to Wrangell Municipal Code 5.10.050, E. to True North Sustainable Development Solutions for Archeological Monitoring of the Alder Top Village Subdivision Site Work Project
- k. **RESOLUTION No. 06-23-1794** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, WRITING OFF SPECIFIC PROPERTY TAXES FOR TAX YEARS 2017-2022 FOR MULTIPLE PROPERTY OWNERS, DUE TO MANIFEST CLERICAL ERRORS

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

15. **EXECUTIVE SESSION** – None.

16. **ADJOURNMENT**

**Minutes of Regular Assembly Meeting
Held on June 13, 2023**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 6:00 p.m., June 13, 2023, in the Borough Assembly Chambers. Assembly Member Morrison led the pledge of allegiance.

PRESENT - POWELL, DALRYMPLE, GILBERT, DEBORD, MORRISON

ABSENT - ROBBINS, HOWE

Borough Mayor Good and Deputy Clerk Marshall were also present.

PERSONS TO BE HEARD

3a **CORRESPONDENCE** from John Bartlett on Mill Levy & Prop. Tax Assessments

AMENDMENTS TO THE AGENDA – None.

CONFLICT OF INTEREST – None.

CONSENT AGENDA

6a Minutes from the May 23, 2023 Regular Assembly Meeting

6b **CORRESPONDENCE**: School Board Minutes from the March 20, 2023 Regular Meeting

M/S: Powell/Morrison to approve the Consent Agenda, as submitted. Motion approved unanimously by polled vote.

BOROUGH MANAGER'S REPORT

Manager Good's report was provided.

The Economic Development Report / Update was provided.

The Financial Report / Update was provided.

BOROUGH CLERK'S REPORT

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Dalrymple stated that there would be an Economic development board meeting this Thursday; will be speaking on the maritime program; will also be discussing mill site and some report results; have two openings for the economic development board.

MAYOR AND ASSEMBLY APPOINTMENTS

10a Approval of appointment of the Alternate Member to the Southeast Alaska Solid Waste Authority for Wrangell

With the consent of the Assembly, Mayor Gilbert appointed Alex Angerman, WCA IGAP Coordinator to fill the vacancy on the Southeast Alaska Solid Waste Authority.

PUBLIC HEARING

11a FY 2023-2024 Annual Borough Budget

Mayor Gilbert declared the Public Hearing open for this item and asked for an Administrative Report.

Manager Good stated that this Public Hearing was a requirement before adoption of the FY 2024 Budget.

Gilbert asked if there were any persons to wished to speak on this item. Hearing none, Gilbert closed the Public Hearing.

11b Public Hearing to inform residents of the program performance on the Community Development Block Grant / Coronavirus (CDBG-CV2) #20-CDBG-CV2 Recreation Center HVAC and DDC Upgrades Project

Mayor Gilbert declared the Public Hearing open for this item and asked the Borough Manager to provide the program information and project progress report for this item.

Manager Good provided the following Overview of the Project and Program Performance:

The City and Borough of Wrangell conducts this public hearing to inform residents of program performance on the following project.

Community Development Block Grant (CDBG) project #20-CDBG-CV2 Recreation Center HVAC and DDC Upgrades

Members of the public are encouraged to participate in the in-person hearing to solicit public input on the achievements of the project. If you are unable to attend the meeting, written comments on any aspect of the above referenced project are invited and should be addressed to: Amber Al-Haddad, Capital Facilities Director, PO Box 531, 1064 Case Avenue, Wrangell, Alaska, or to the following email address aal-haddad@wrangell.com. The office is open 8 a.m. - 4:30 p.m. weekdays.

The City and Borough of Wrangell submitted a successful application to the State of Alaska in response to the 2022 Community Development Block Grant / Coronavirus (CDBG-CV) program, which requested a funding allocation in the amount of \$806,712 for the Recreation Center HVAC and DDC Upgrades project. There is no monetary contribution required as a recipient cost share.

The State of Alaska CDBG-CV Program may only be used to fund community development activities carried out to prevent, prepare for, and respond to coronavirus. By law, use of funds for any other purpose is not allowable.

Utilizing this funding allocation will provide benefit to the low-income and moderate-to-low-income residents in the City and Borough of Wrangell by improving the ventilation system, temperature, humidity, and air quality systems to reduce airborne transmission in the public Recreation Center and Swimming Pool facility.

Specifically, the project funded under the CDBG-COVID grant funding will complete the second phase of temperature control upgrades, from the existing pneumatic temperature controls to new direct digital controls. It will also replace mechanical and control devices within the HVAC system, including air supply fans that are designed to supply a mix of filtered outside air and return air into the mechanical spaces to control temperature and humidity of the space, return air dampers and louvers, air ducting that serves to moves ventilation air through the system, and insulation for the air ducting. Many of these devices had failed or exceeded their effective operational life, restricting proper ventilation and air flow, thus reducing air quality.

Two contractors were hired to complete this work. Meridian Systems is performing temperature controls upgrades, and Schmolck Mechanical is upgrading the HVAC system. Both contractors have been working on site since April. Completion is scheduled around the end of June.

Project implementation costs to date are \$597,434, consisting of the following: Contractual costs of \$563,681; Professional services cost of \$29,964; and Grant/Project Management costs of \$3,790. The level of CDBG-CV funding is such that additional scope of work for previously unknown deficiencies for air ventilation and temperature controls have been identified for further improvements.

Mayor Gilbert asked again if there were any persons who wanted to speak on this item or provide input. Hearing none, Mayor Gilbert closed the Public Hearing.

11c Public Hearing to inform residents of the program performance on the Community Development Block Grant (CDBG) #21-CDBG-02 High School and Middle School Fire Alarm System Replacement Project

Mayor Gilbert declared the Public Hearing open for this item and asked the Borough Manager to provide the program information and project progress report for this item.

Manager Good provided the following Overview of the Project and Program Performance:

The City and Borough of Wrangell conducts this public hearing to inform residents of program performance on the following project.

Community Development Block Grant (CDBG) project #21-CDBG-02 High School and Middle School Fire Alarm System Replacement

Members of the public are encouraged to participate in the in-person hearing to solicit public input on the achievements of the project. If you are unable to attend the meeting, written comments on any aspect of the above referenced project are invited and should be addressed to: Amber Al-Haddad, Capital Facilities Director, PO Box 531, 1064 Case Avenue, Wrangell, Alaska, or to the following email address aal-haddad@wrangell.com. The office is open 8 a.m. - 4:30 p.m. weekdays.

Overview of the Project and Program Performance

The City and Borough of Wrangell submitted a successful application to the State of Alaska in response to the 2021 Community Development Block Grant (CDBG) program, which requested a funding allocation in the amount of \$494,734 for the High School and Middle School Fire Alarm System Replacement project. A minimum 25% cost share was required to be provided by the recipient, and the Borough has contributed \$318,250 to date. Total available project funding is \$812,984.

Statewide objectives for use of the funds are to provide potential for long-term positive impact and to increase community self-sufficiency; reduce threats and conditions detrimental to the health and safety of local residents; construct and improve public facilities and reduce maintenance costs; design, engineering, architectural or feasibility plans; business development; inclusion in a local community economic or capital improvement plan; use local resources in combination with CDBG funding.

Utilizing this funding allocation will provide benefit to the low-income and moderate-to-low-income residents in the City and Borough of Wrangell by replacing the existing fire alarm system in the High School and Middle School buildings to meet current codes for life and safety fire alarms

in educational buildings. This project serves to increase the safety of the occupants of the existing space and to further protect the school occupied property.

The Contractor awarded the project is mobilizing to the site during the week of May 30th and will perform the replacement during the period of the scheduled school summer break. Completion is scheduled for mid-August 2023.

Project implementation costs to date total \$752,628, consisting of the following: Contractual costs of \$655,000; Professional services cost of \$87,015; and Grant/Project management costs of \$10,613. Another approximately \$60,000 is reserved for construction contingency.

Mayor Gilbert asked again if there were any persons who wanted to speak on this item or provide input. Hearing none, Mayor Gilbert closed the Public Hearing.

11d ORDINANCE No. 1043 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING SECTION 5.04.045 – VOLUNTEER FIREFIGHTERS AND PROVIDERS OF EMERGENCY MEDICAL SERVICES (EMS) EXEMPTION TO CHAPTER 5.04 - PROPERTY TAX IN THE WRANGELL MUNICIPAL

Mayor Gilbert declared the Public Hearing open and asked for an administrative report.

Good explained that this was the Ordinance that would allow a property tax exemption for qualified firefighters and EMS personnel. Good also stated that the Fire Chief provided the language for the Ordinance on how qualified firefighters and EMS personnel were established.

Gilbert asked if there anyone who wished to speak on this Public Hearing item. Hearing none, Gilbert declared the Public Hearing closed and asked for a motion.

M/S: Morrison/Powell to approve Ordinance No. 1043. Motion approved unanimously by polled vote.

UNFINISHED BUSINESS – None.

NEW BUSINESS

13a RESOLUTION No 06-23-1785 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2023 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 2023 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

M/S: Powell/Morrison to approve Resolution No. 06-23-1785. Motion approved unanimously by polled vote.

13b Approval of a contract award to Chatham Electric in the amount of \$495,000 for the Ports and Harbors Surveillance System Project

M/S: Powell/Debord to approve a contract award to Chatham Electric in the amount of \$495,000 for the Ports and Harbors Surveillance System Project. Motion approved unanimously by polled vote.

13c Approval of a contract award to BW Enterprises, LLC in the amount of \$91,583.60 for the Nolan Center Storage Building Settlement Repairs Project

M/S: Powell/Morrison to approve a contract award to BW Enterprises, LLC in the amount of \$91,583.60 for the Nolan Center Storage Building Settlement Repairs Project. Motion approved unanimously by polled vote. Motion approved unanimously by polled vote.

13d Approval of Amendment 3 to the Professional Services Agreement with DOWL for the Water Treatment Plant Improvements Design in the amount of \$157,046

M/S: Powell/Morrison to approve Amendment No. 3 to the Professional Services Agreement with DOWL for the Water Treatment Plant Improvements Design in the amount of \$157,046. Motion approved unanimously by polled vote.

Dalrymple request a checklist of amounts made to original approval of Water Treatment Plant

13e Approval of a Real Estate Broker Services Contract Award to Anchor Properties, with a 7% Commission Rate, for the Sale of Borough-Owned Property at 310 Bennett Street

M/S: Powell/Morrison to approve a Real Estate Broker Services Contract Award to Anchor Properties, with a 7% Commission Rate, for the Sale of Borough-Owned Property at 310 Bennett Street.

Dalrymple recommended that the real estate firm publish through ads/magazines.

Debord stated that he was against this contract; believe we should use the facility for city use.

Powell stated that he agrees the sale of the old hospital could be weary with the condition of the public safety building.

Morrison stated that she believed that some motion needed to happen to get things moving; thinks this will put this in a more urgent position.

Motion approved with Morrison, Powell, Dalrymple, and Gilbert voting yes; DeBord voted no.

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

EXECUTIVE SESSION - None.

Regular Assembly meeting adjourned at 6:52 p.m.

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>	6/27/2023
	<u>Agenda Section</u>	6

RESOLUTION No. 06-23-1786 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE ELECTRICAL UTILITY SUPERINTENDENT JOB POSITION

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

Expenditure Required: \$		
FY 21: \$	FY 22: \$	FY23: \$
Amount Budgeted:		
	FY23\$	
Account Number(s):		
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		
	\$	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 06-23-1786. 2. Electrical Utility Superintendent Job Description

This item is being considered under the Consent Agenda. Matters listed under the consent agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion on these items. **If the Mayor, and Assembly Member, the Manager or Clerk requests discussion and/or consideration on an item under the Consent Agenda, that item will be removed from the Consent Agenda and will be considered under Unfinished Business.**

RECOMMENDATION MOTION (Consent Agenda Item):
Move to approve Resolution No. 06-23-1786.

A review of the job descriptions was made prior to posting the job. Minor changes were made to the existing job description to update it.

This item was placed under the Consent Agenda because there is no monetary value attached.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-23-1786

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE ELECTRICAL UTILITY SUPERINTENDENT JOB POSITION

WHEREAS, the Electrical Utility Superintendent position has been reviewed, and the proposed job description more accurately reflects the actual duties, responsibilities, and qualifications for the Electrical Utility Superintendent position; and

WHEREAS, the rate of pay for the Utility Superintendent position is a grade 30 on the Non-Union Wage and Grade table with a pay range from \$39.66 to \$50.10; and

WHEREAS, the rate of pay for the Electrical Utility Superintendent position will not change; and

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

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

Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities, and qualifications for the Electrical Utility Superintendent position.

Section 2. The amended job description for the Electrical Utility Superintendent position will be effective as of June 28th, 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, THIS 27th DAY OF June 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Electric Utility Superintendent	Type: Permanent, Full-Time
Department/Site: Light Department (Wrangell Municipal Light & Power)	FLSA: Exempt
Supervised and Evaluated by: Borough Manager	Salary Grade: 30

Summary

Under the direction of the Borough Manager, plans, directs, coordinates and supervises the activities and personnel of Wrangell Municipal Light & Power, including all construction, operations, personnel, and maintenance activities in the department.

Distinguishing Career Features

The Superintendent of the Electrical Utility is in charge of Wrangell’s generation and electric distribution systems, and must manage all the employees of the department. The Superintendent is a management position with attendant responsibilities.

Essential Duties and Responsibilities

- Provides leadership to all electrical employees and coordinates their projects and assignments. Prepares annual budget for electrical department and presents to the Borough Manager. Provides monthly reports for the Borough Manager on the electrical department’s operations. Interacts with employees, other city departments, external agencies, and rate payers, as well as the general public to bring project efforts to completion. Facilitates use and care of equipment. Maintains control of department budget and personnel hourly payroll. Keeps the Borough Manager apprised of critical department needs.
- Responds to customer queries and complaints and tries to resolve problems as they arise. Evaluates electrical service to homes and businesses, determines cause of poor or lack of electrical connections, and makes necessary corrections to distribution lines and services.
- Performs routine residential and commercial building electrical inspections to ensure construction and safety compliance according to the Wrangell Municipal Code and the National Electric Code (NEC). Maintains complete records and prepares appropriate forms.
- Performs regular evaluations and directs maintenance tasks to ensure proper generation and distribution operation. Oversees the operation, maintenance and repair of the diesel generating plant and distribution system. Responsible for all electrical maintenance, new work in power plant, overseeing and performing building maintenance, and repair duties to ensure that all power plant structures and distribution infrastructure are safe and operating efficiently.
- Responsible for the preparation and submittals to the Alaska Department of Environmental Conservation to ensure compliance for the diesel generators.
- Oversees capital projects and installation of new equipment for generation and distribution operations. Determines specifications and ensures that construction procedures are safe and efficient. Assists in developing contractor bids for large projects.
- Prepares agenda statements and reports for the Assembly; attends Assembly meetings as necessary.
- Performs other related duties as required or assigned.

Qualifications

▪ **Knowledge and Skills**

- Requires considerable in depth knowledge of electric generation and distribution operations to ensure that equipment installation and construction is done safely, efficiently, and according to specifications. Requires experience with contract bidding and the ability to interact with commercial contractors prior to and during projects. Requires knowledge of safety standards and expertise necessary to ensure conformance to those standards.
- Requires good verbal and interpersonal skills to courteously and effectively resolve any utility customer problems.
- Requires thorough knowledge of required electrical codes and standards as well as the ability to inspect building electrical systems. Requires record-keeping skills and knowledge of forms necessary for programs.
- Requires mechanical knowledge and skill to oversee operations, maintenance and repair of diesel generators safely and efficiently. Requires organizational skill to delegate maintenance and repair tasks.
- Requires willingness to perform other job-related duties as situations arise. Requires a strong sense of teamwork, and the ability to work cooperatively with others.

▪ **Abilities**

Requires the ability to coordinate employee maintenance and repair activities. Requires ability to determine source of electrical failures, (sometimes not obvious), whether they be on the customer's premises or the secondary electrical source.

▪ **Physical Abilities**

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

▪ **Education and Experience**

Requires the equivalent of a high school diploma, completion of an electrical apprenticeship program or trade school diploma, as well as extensive industrial maintenance and electrical work experience.

▪ **Licenses and Certificates**

Requires a valid Alaska Driver's License.

▪ **Working Conditions**

This is a full salaried administrative position inclusive of any overtime, or related monetary compensation. Requires additional hours beyond the normal work day as sometimes dictated by failures of equipment, power outages, or weather conditions.

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.

Department:	Electric
Supervisor:	Borough Manager
Prior Revision Date:	March 2018
Last Revision Date:	June 2023
Revision Made By:	JG

Revision Approved By:	Assembly June 27, 2023
Date Provided to Bargaining Unit:	N/A



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

Item c.

June 20, 2023

The City and Borough of Wrangell
Via Email: clerk@wrangell.com;

Re: Notice of 2023/2024 Liquor License Renewal Application

License Type:	Beverage Dispensary – Package Store	License Number:	Multiple
Licensee:	Alaska Hotel Properties, LLC		
Doing Business As:	Marine Bar; Beverage Dispensary – Marine Liquor Store; Package Store		
License Numbers:	698, 701		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Joan Wilson, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

701

XXXX

LIQUOR LICENSE

ISSUED

2023 - 2024

6/16/2023

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

ABC BOARD

TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

1150

CITY / BOROUGH: Wrangell
Wrangell

D/B/A: Marine Liquor Store
640 Shakes Street

Mail Address:
Hungry Beaver, Inc
PO Box 2313
Wrangell, AK 99929

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

Joan M. Wilson

DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

701

XXXX

LIQUOR LICENSE

ISSUED

2023 - 2024

6/16/2023

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

ABC BOARD

TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

CITY / BOROUGH: Wrangell
Wrangell

D/B/A: Marine Liquor Store
640 Shakes Street

Mailing Address:
Hungry Beaver, Inc
PO Box 2313
Wrangell, AK 99929

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



Alaska Alcoholic Beverage Control Board

AB-17: 2023/2024 License Renewal Application

Item c.

Alcohol and Marijuana Control Office
550 W 7th Avenue,
Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	Hungry Beaver, Inc	License #:	701
License Type:	Package Store		
Doing Business As:	Marine Liquor Store		
Local Governing Body:	Wrangell		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	PATTY KAATZ	Contact Phone:	907-874-3620
Contact Email:	pattykaatz@ymail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:		Contact Phone:	
Contact Email:			

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES NO



DEC 22 2022



Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

YES NO

Did the ownership structure of the licensed business change in 2021/2022?

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

[Handwritten initials]

Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2021 | 2022 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was operated for more than 240 hours throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specified time each year. (Not to exceed 6 months per year)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i>
<i>If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 6 - Violations and Convictions

YES NO

Have ANY Notices of Violation been issued for this license?

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

AMCO

DEC 22 2022



Form AB-17: 2023/2024 License Renewal Application

Item c.

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

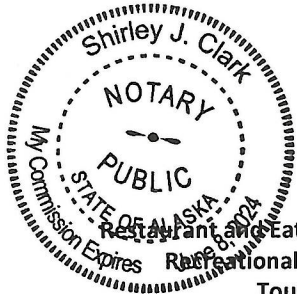
[Signature]
Signature of licensee

[Signature]
Signature of Notary Public

AMY S KAUTZ
Printed name of licensee

Notary Public in and for the State of ALASKA

My commission expires: 06-08-2024



Subscribed and sworn to before me this 16th day of December, 2022.

- Restaurant and Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed AB-36: Recreational Site Statement
- Tourism** applications must include a completed AB-37: Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification
- Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

FOR OFFICE USE ONLY

#100521485

License Fee:	\$	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$

AMCO

DEC 22 2022

Item c.

Department of Commerce, Community, and Economic Development DCCED RECEIPTING

State of Alaska / Commerce / Intranet / Receipting / Receipt / #100521485

RECEIPT #100521485

Net Total: \$1,800.00

Comment:

Actions

[Edit Receipt \(unavailable\)](#)

[Internal Receipt](#)

[Customer Receipt](#)

[Email Receipt](#)

Transaction #1

Type: Check or Warrant

Received: 12/22/2022

Amount: \$1,800.00

Payer Hungry Beaver Inc

Name:

Check #: 22527

Created: 1/6/2023

Owner: soa\sfcarell

Close Out 18846

#:

AG #: 12431

Account Item(s)

Type	Amount	Applicant	Ref #
ALC - Renewal Application Fee	\$300.00	Marine Liquor Store	701
ALC - Alcohol License Fees	\$1,500.00	Marine Liquor Store	701

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

6/16/2023

ABC BOARD

LIQUOR LICENSE

2023 - 2024

TEMPORARY

698

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

LICENSE FEE: \$2,500.00

1104

CITY / BOROUGH: Wrangell
Wrangell

D/B/A: Marine Bar
640 Shakes Street

Mail Address:
Hungry Beaver, Inc
PO Box 2313
Wrangell, AK 99929

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

Joan M. Wilson
DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

6/16/2023

ABC BOARD

LIQUOR LICENSE

2023 - 2024

TEMPORARY

698

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

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LICENSE FEE: \$2,500.00

CITY / BOROUGH: Wrangell
Wrangell

D/B/A: Marine Bar
640 Shakes Street

Mailing Address:
Hungry Beaver, Inc
PO Box 2313
Wrangell, AK 99929

This license cannot be transferred without permission
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[] Special restriction - see reverse side

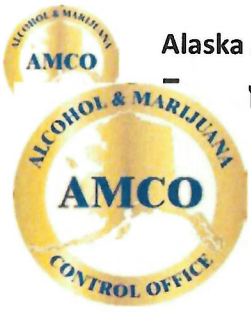
ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office
550 W 7th Avenue,
Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	Hungry Beaver, Inc	License #:	698
License Type:	Beverage Dispensary		
Doing Business As:	Marine Bar		
Local Governing Body:	Wrangell		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	PATTY KAUTZ	Contact Phone:	907-874-3620
Contact Email:	PATTY.KAUTZ@YMAIL.COM		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:		Contact Phone:	
Contact Email:			

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES NO



Section 4 – Ownership Structure Certification

YES [] NO [x]

Did the ownership structure of the licensed business change in 2021/2022?

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.



Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

Table with 4 rows and 2 columns (2021, 2022) for license operation status. Includes checkboxes and descriptive text for each row.

Section 6 - Violations and Convictions

YES NO

Have ANY Notices of Violation been issued for this license?

[] [x]

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

[] [x]

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

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I certify that in accordance with AS 04.11.450, no one other than the licensee(s)...
I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL)...

AMCO

DEC 22 2022



Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

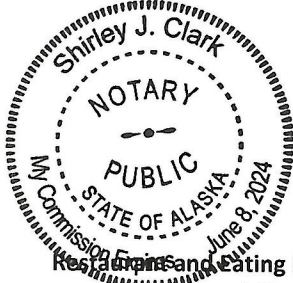
Patty J Kaatz
Signature of licensee

Shirley J Clark
Signature of Notary Public

PATTY J KAATZ
Printed name of licensee

Notary Public in and for the State of ALASKA

My commission expires: 06-08-2024



Subscribed and sworn to before me this 16th day of December, 2022.

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FOR OFFICE USE ONLY

#100521484

License Fee:	\$	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$

AMCO
DEC 22 2022

Department of Commerce, Community, and Economic Development DCCED RECEIPTING

Item c.

[State of Alaska](#) / [Commerce](#) / [Intranet](#) / [Receipting](#) / [Receipt](#) / #100521484

RECEIPT #100521484

Net Total: \$2,800.00

Comment:

Actions

- [Edit Receipt \(unavailable\)](#)
- [Internal Receipt](#)
- [Customer Receipt](#)
- [Email Receipt](#)

Transaction #1

Type: Check or Warrant

Received: 12/22/2022

Amount: \$2,800.00

Payer: Hungry Beaver Inc

Name:

Check #: 22526

Created: 1/6/2023

Owner: soalsfcarrell

Close Out: 18846

#:

AG #: 12431

Account Item(s)

Type	Amount	Applicant	Ref #
ALC - Renewal Application Fee	\$300.00	Marine Bar	698
ALC - Alcohol License Fees	\$2,500.00	Marine Bar	698

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 27, 2023
	<u>Agenda Section</u>	6

Final plat review of the Ostrander Replat, a replat of a portion of Lot 5, Block 84, USS 2589 (Plat No. 65-152), creating Lot 5A and Lot5B, zoned Rural Residential 1, owned, and requested by Mark and Margaret Mitchell

SUBMITTED BY:

Kate Thomas, Economic Development Director

FISCAL NOTE:

Expenditure Required:		
FY 20:	FY 22:	FY23:
Amount Budgeted:		
\$		
Account Number(s):		
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		
\$XXXXXXXX		

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. Final Plat of the Ostrander Replat; 2. Aerial of Lots

This item is being considered under the Consent Agenda. Matters listed under the consent agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion on these items. **If the Mayor, and Assembly Member, the Manager or Clerk requests discussion and/or consideration on an item under the Consent Agenda, that item will be removed from the Consent Agenda and will be considered under Unfinished Business.**

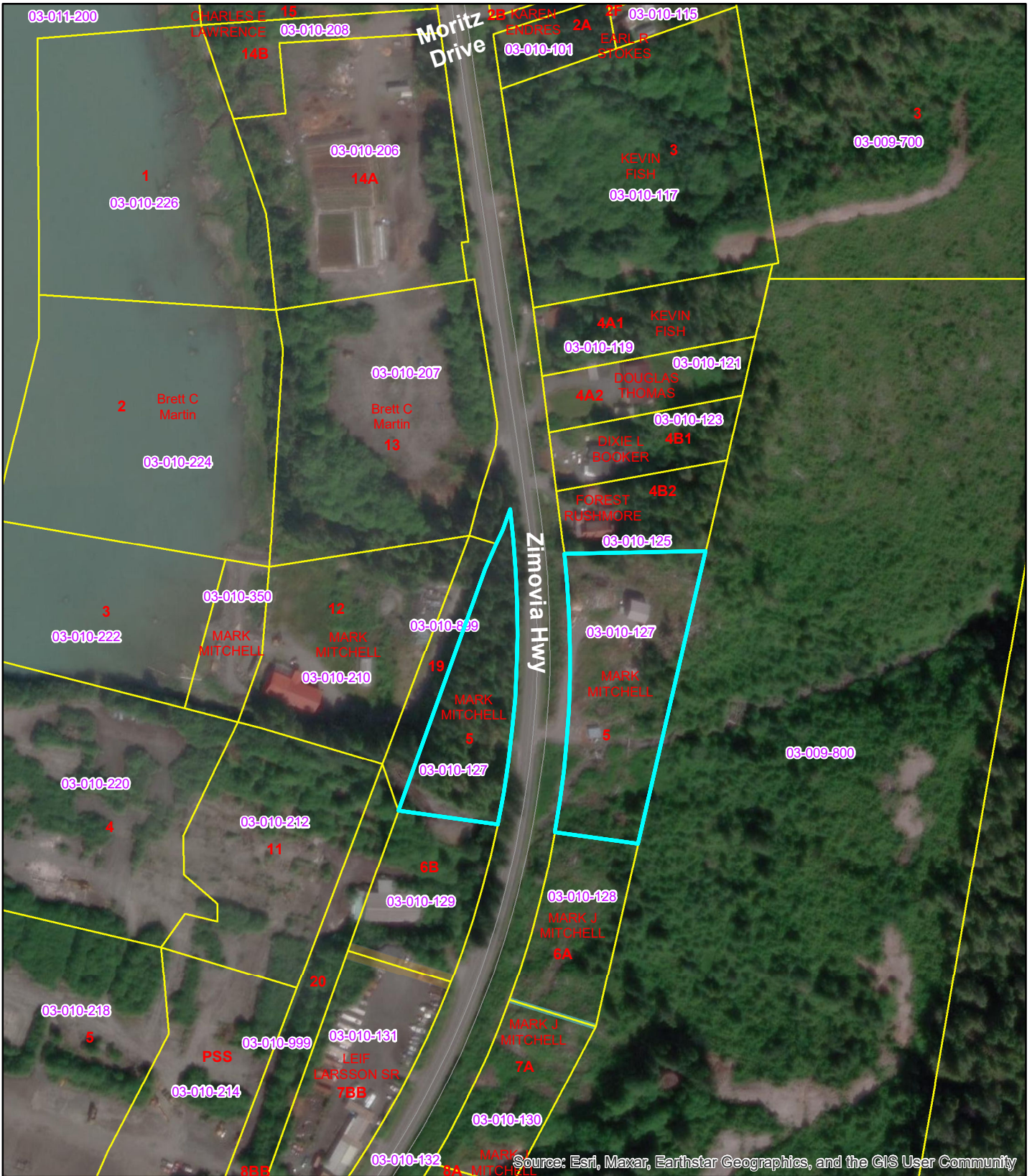
RECOMMENDATION MOTION (Consent Agenda Item):

Approved under the Consent Agenda.

SUMMARY STATEMENT: Applicants are proposing to subdivide a parcel into two lots, creating Lot 5A and Lot 5B. Zimovia Highway runs through the current parcel, Lot 5, creating a natural divide in the property. The applicant is subdividing Lot 5 (4.52 acres) into two lots creating Lot 5A (101,650 sq. ft.) on the eastern (upland) side of Zimovia Highway and Lot 5B (46,929 sq. ft.) on the western (oceanside) side of the highway. Lots are greater than the minimum lot size. Commissioners reviewed the preliminary plat on April 13th, 2023, with no additional conditions for approval of the final plat. The final plat was approved by the Planning and Zoning Commission on June 8th, 2023.

CITY AND BOROUGH OF WRANGELL, ALASKA

Item d.



1 inch = 250 feet
Date: 4/10/2023

Public Map



**DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.
PROPERTY LINES ARE APPROXIMATE.**

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND WITHOUT RESERVE. ALL STREETS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ MARK J. MITCHELL
 _____ MARGARET H. MITCHELL
 DATE _____

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
 STATE OF ALASKA
 CITY AND BOROUGH OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND VOLUNTARILY ACKNOWLEDGED TO ME THAT FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED, WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
 MY COMMISSION EXPIRES _____

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL ASSEMBLY AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

DATE _____ MAJOR, CITY AND BOROUGH OF WRANGELL
 _____ CITY CLERK

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, AS THE PROPERTY TAX CLERK FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF _____ AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20____ WILL BE DUE ON OR BEFORE OCTOBER 15, 20____ DATED THIS _____ DAY OF _____

ASSESSOR CITY AND BOROUGH OF WRANGELL

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

DATE _____ CHAIRMAN, PLANNING COMMISSION
 _____ SECRETARY

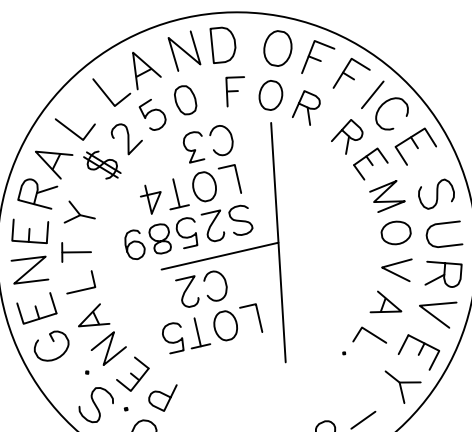
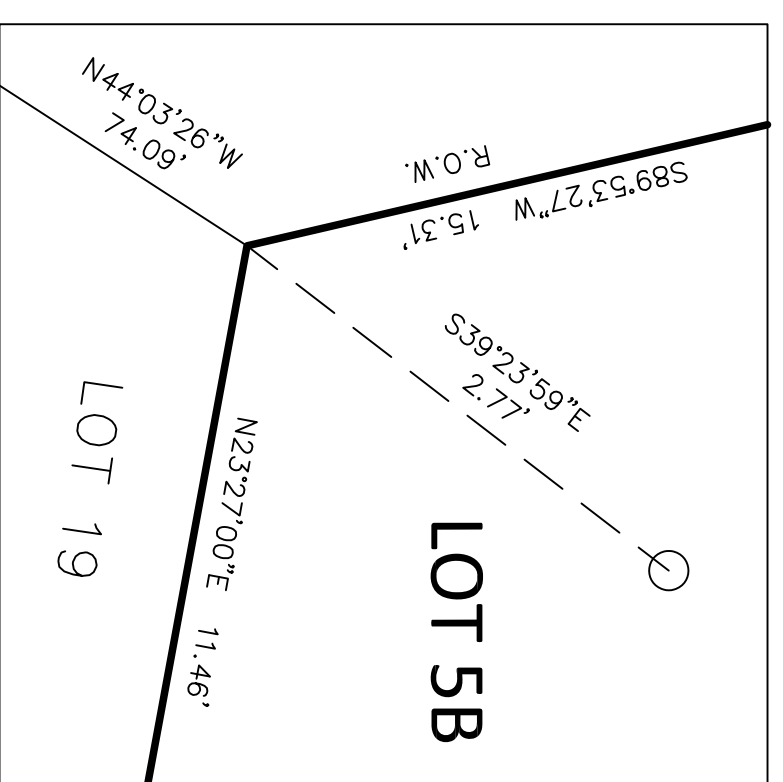
SURVEYOR'S CERTIFICATE

HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SOUND AND SOUNDLY CONSIDERED SURVEY, THAT THE DIMENSIONS SHOWN HEREON ARE CORRECT, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

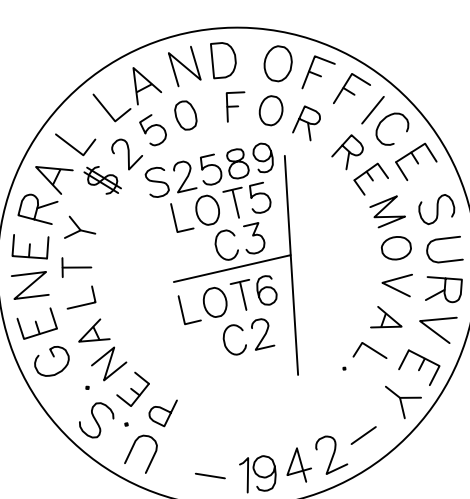
DATE _____ CHRISTOPHER G. PIBURN, PLS # 107552

NOTES

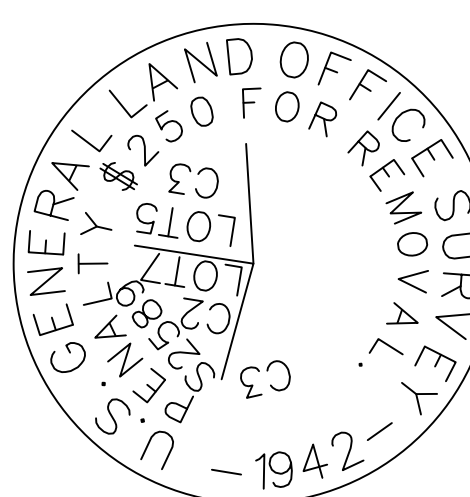
1. THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
2. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
3. REFERENCE ALASKA ESCROW AND TITLE INSURANCE AGENCY CERTIFICATE TO PLAT #66016
4. REFERENCE THE FOLLOWING WITHIN THE WRANGELL RECORDING DISTRICT:
 - U.S. SURVEY 2589
 - SUPPLEMENTAL PLAT TO U.S. SURVEY 2589
 - STATE OF AK HIGHWAY PROJECT #57P-0943(22)
 - STATE OF AK HIGHWAY PROJECT #85-0943(19)
 - PLAT 83-6
 - RECORD OF SURVEY DATED 08/04/2007 PREPARED BY GREG SCHEFF AND ASSOCIATES AS PROJECT #52284-08-00
 - RECD 2013-08-01 MITCHELL-BUHLE REPLAT
 - PLAT 2019-5 (LASSON-BUHLE REPLAT)



RECOVERED 2.5" DIA. BRASS CAP ON 1" DIA. STEEL PIPE. IN GOOD CONDITION.



RECOVERED 2.5" DIA. BRASS CAP ON 1" DIA. STEEL PIPE. IN GOOD CONDITION.

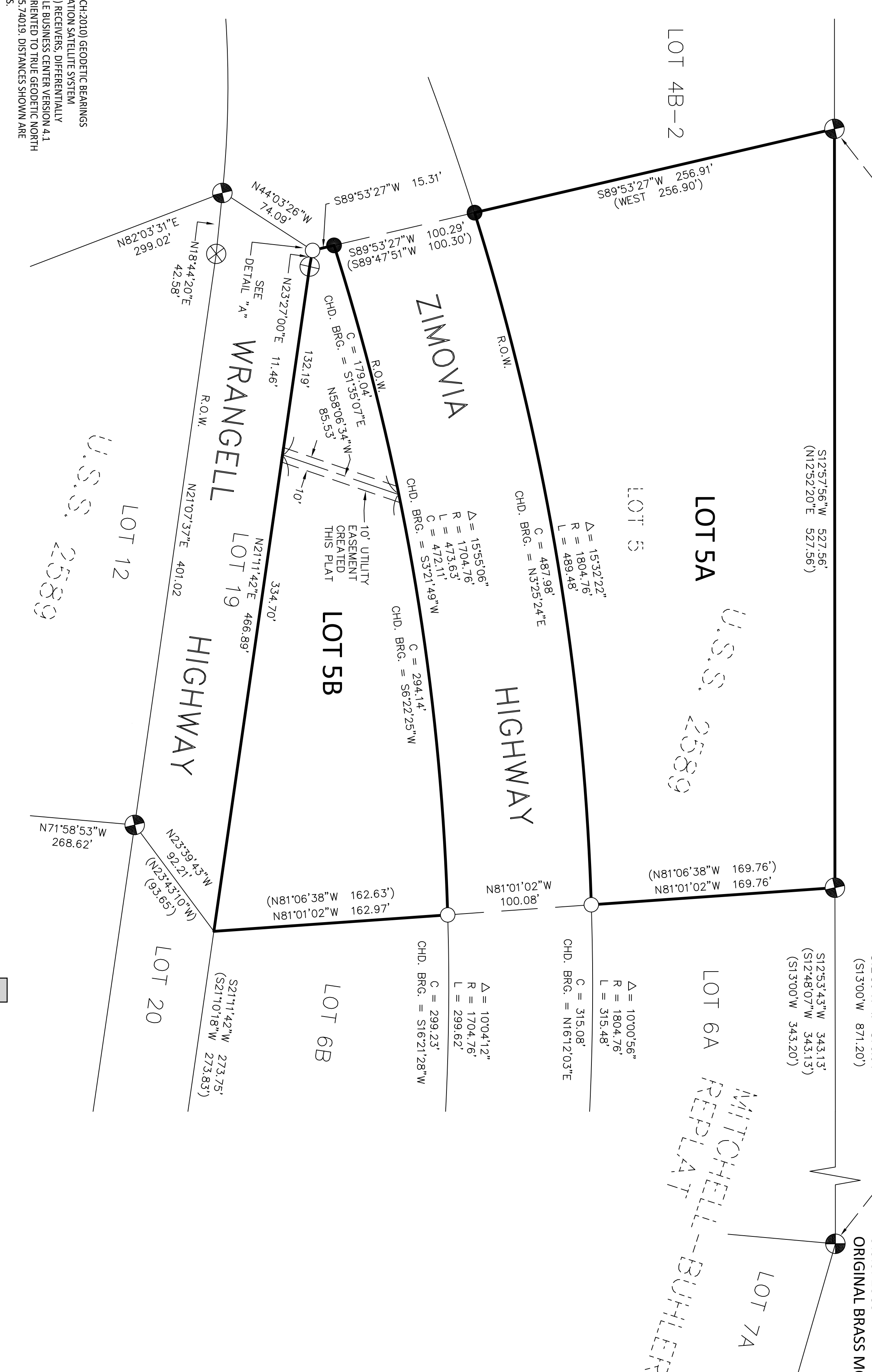


RECOVERED 2.5" DIA. BRASS CAP ON 1" DIA. STEEL PIPE. IN GOOD CONDITION.

LEGEND	
	BPR PRIMARY PIPE MONUMENT
	SECONDARY MONUMENT SET THIS SURVEY
	SECONDARY MONUMENT RECOVERED
	PRIMARY BRASS CAP MONUMENT RECOVERED
	UNSURVEYED
	SURVEYED
	CENTERLINE
	MEASURED DATA
	RECORD DATA

- OWNERSHIP STATUS**
 I. REMAINING PORTION OF LOT 5, U.S.S. 2589 (MARK & MARGARET MITCHELL)
- PROPOSED OWNERSHIP**
 1. LOT 5A, OSTRANDER REPLAT (MARK & MARGARET MITCHELL)
 2. LOT 5B, OSTRANDER REPLAT (MARK & MARGARET MITCHELL)
- PREVIOUS LOT AREAS**
 I. REMAINING PORTION OF LOT 5, U.S.S. 2589 (4.52 ACRES)
- NEW LOT AREAS**
 1. LOT 5A, OSTRANDER REPLAT (101,841 SQ. FT./2.338 ACRES)
 2. LOT 5B, OSTRANDER REPLAT (46,974 SQ. FT./1.078 ACRES)
- PREVIOUS LOT ZONING**
 I. REMAINING PORTION OF LOT 5, U.S.S. 2589 (RURAL RESIDENTIAL 1)
- NEW LOT ZONING**
 1. LOT 5A, OSTRANDER REPLAT (RURAL RESIDENTIAL 1)
 2. LOT 5B, OSTRANDER REPLAT (RURAL RESIDENTIAL 1)

BASIS OF BEARING
 BEARINGS SHOWN ARE NAD 83/2011 (EPOCH 2010) GEODETIC BEARINGS BASED ON HIGH PRECISION GLOBAL NAVIGATION SATELLITE SYSTEM TECHNOLOGY, USING TRIMBLE (R8-3 & R10) RECEIVERS, DIFFERENTIALLY CORRECTED AND PROCESSED USING TRIMBLE BUSINESS CENTER VERSION 4.1 SOFTWARE. LOCAL PLANE BEARINGS ARE ORIENTED TO TRUE GEODETIC NORTH AT LAT: N56°25'1.6602" LONG: W132°20'55.74019" DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES



SHEET 1 OF 1

R&M ENGINEERING
 R&M ENGINEERING, INC.
 7780 REVILLA ROAD, SUITE 300
 KEYSER, AK 99801
 Phone: (907) 252-2917
 Fax: (907) 252-3441
 WRANGELL OFFICE
 P.O. BOX 2206
 WRANGELL, AK 99829
 Phone: (907) 306-0820

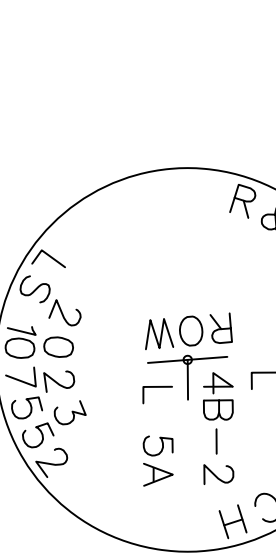
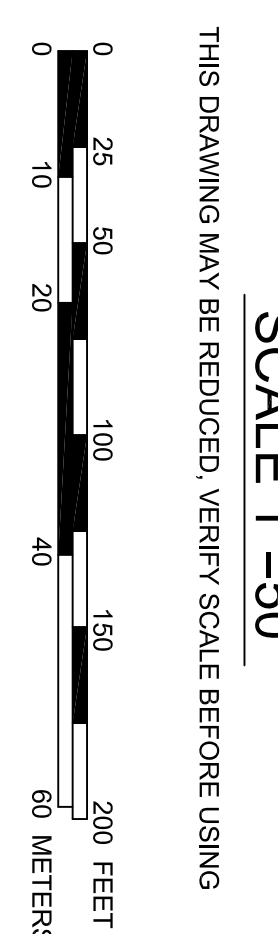
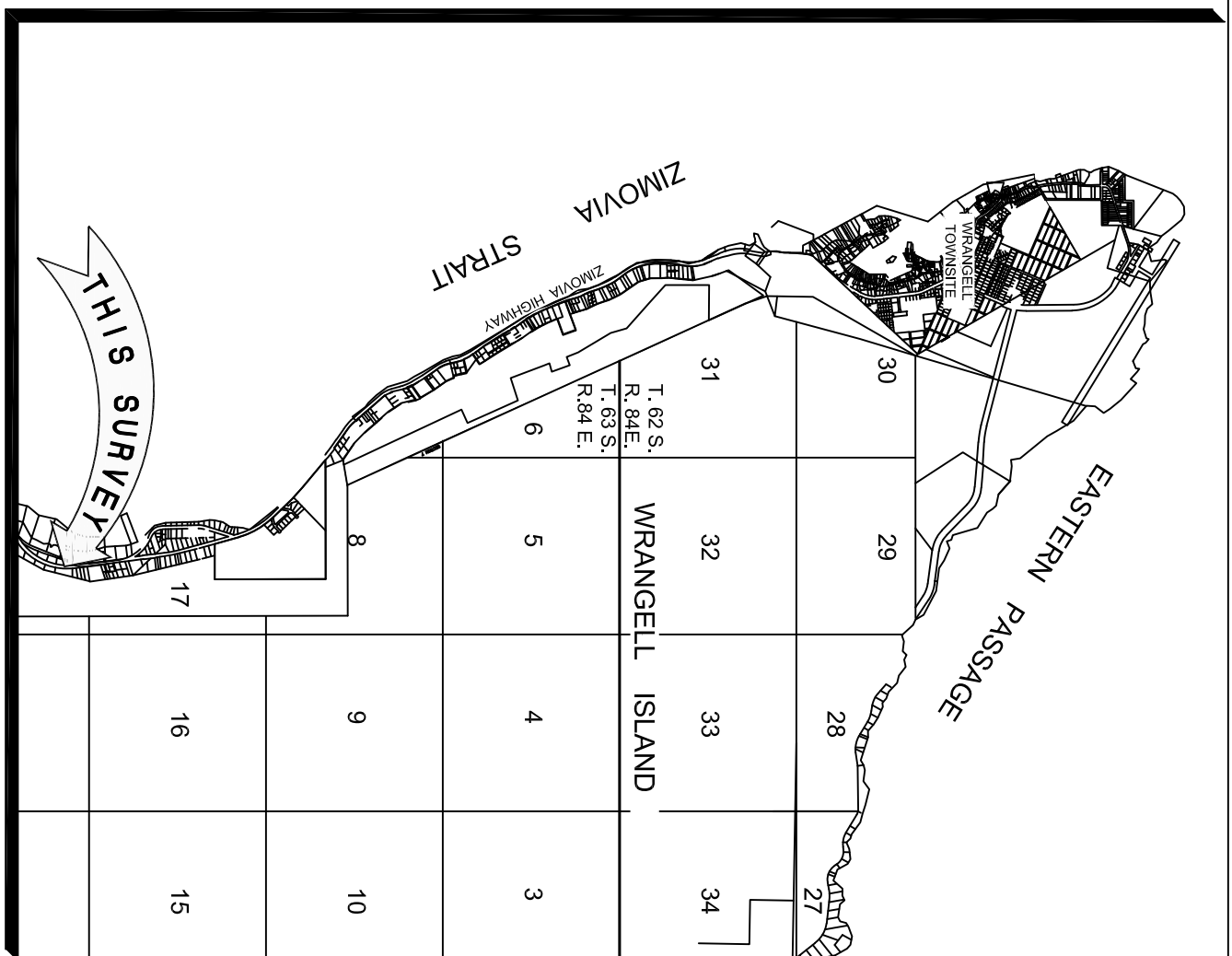
OSTRANDER REPLAT
 A REPLAT OF A PORTION OF LOT 5, BLOCK 84, OF U.S. SURVEY 2589, CREATING
 LOTS "5A" AND "5B", OSTRANDER REPLAT CONTAINING 3.416 ACRES MORE OR LESS

LOCATED WITHIN
 U.S. SURVEY 2589
 WRANGELL, ALASKA 99929
 WRANGELL RECORDING DISTRICT

SURVEYED BY: MCH
 DATE: MARCH 2023

DRAWN BY: MCH
 DATE: MARCH 2023

CHECKED: CGP
 SCALE: 1"=50'
 R&M PROJECT NO: 232712



SET 5/8" X 30" LONG REBAR (UNLESS OTHERWISE NOTED) AND 2" ALUMINUM CAP WITH PLASTIC INSERT

SCALE 1"=60'

THIS DRAWING MAY BE REDUCED. VERIFY SCALE BEFORE USING

BOARD ACTION**WRANGELL PUBLIC SCHOOL BOARD
REGULAR MEETING (PAGE 1)****JUNE 19, 2023****FOR DETAILS, CONTACT:**

BILL BURR
SUPERINTENDENT
DIRECT PHONE: 907-874-2347

- Approved the agenda as presented which includes the items on the consent agenda.
 - Approved the minutes of the May 15, 2023, Regular School Board Meeting
 - Approved the disposal of surplus equipment and removal from the inventory data base.
 - Reviewed the resignation of Josh Murillo, Paraprofessional
- Accepted the grant award from Alaska Public Entity Insurance in the amount of \$611.20.
- Accepted the donation from Brian Herman, Canoe Lagoon Oysters in the amount of \$550.00.
- Accepted the FY'2023 final budget as revised.
- Adopted the FY'2024 budget as presented for submittal to the State of Alaska
- Accepted the second reading of Board Policy 4020, Drug, Tobacco, and Alcohol-Free Workplace and Board Policy 4144, Staff Complaint Procedure for inclusion in the policy manual.
- Reviewed:
 - Board Policy 1313, Civility
 - Board Policy 1325, Advertising and Promotion
 - Board Policy 1331, Equal Access for Student-Organized Groups
- Accepted the first reading, renumbering Board Policy 1323, Contests and Awarding of Prizes to Students to BP-5126.1 as presented
- Adjourned

MEMORANDUM

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

**FROM: JEFF GOOD
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: June 27, 2023

INFORMATION:

- The Mayor, Assembly Member Morrison, Assembly Member Dalrymple, Assembly Member Robbins, and I met with Senator Murkowski, Chere Klein, Robert Bates from DEC, Ketchikan City Manager, Kate Thomas and Tom Wetor in person and Sitka Borough Manager and Petersburg Borough Manager via zoom on 19 June. The primary purpose of the meeting was to discuss the 301h waiver requirements for the Waste Water Treatment facility in Wrangell and the other 8 communities impacted by the requirements. Mr. Bates from DEC did a good job explaining their responsibilities and requirements for approving the 401 certification which drives the 301h approval from EPA. Some key concerns are as follows:
 - Wrangell is one of the first communities going through this process
 - No funding has been identified from the federal or state level for the upgrades
 - The upgrade cost to Wrangell for disinfection is \$12.5M and would still require a 301h waiver. Wrangell is one of only 45 communities in the nation that has been granted a 301h waiver from the 1972 clean water act that requires secondary treatment.
 - There is concern that if we were able to receive funding for disinfection, we would still be at the whim of EPA to get the 301h waiver every 5 years.
 - The cost for secondary treatment is estimated at \$31M

We will be in partnership with Senator Murkowski and her staff to work with EPA requesting more than the current 5 years to come into compliance. This would provide time for the Alaska delegation to possibly look at an Alaska solution instead of it being left to each municipality to fend for themselves.

- In addition to the 301h waiver meeting, we conducted a driving tour with Senator Murkowski and discussed the 6 mile property, the public safety building, the inner harbor, and the barge ramp.
- The Water Treatment Plant is no longer spilling water over the lower reservoir weir. We will continue to monitor and if the weather persist with no rain we will put out a warning to start conserving water.
- We received word that the proposed \$7M from Senator Murkowski's Congressional Directed Spending for the Public Safety Building did not make it through committee. I would like to move forward with the Preliminary Architectural Report for an estimated \$60K that would allow us to apply for grants with USDA.
- I followed up with Office of Children Services and they are still working on a proposal for the OCS position in Wrangell.
- We are working to firm up our internal policies and procedures. The first area we are working on is utility billing and notices of late payments. Past practice has not been

consistent and was at times more liberal than what the code allows. We will mirror our internal policy to the code requirements.

- Robert Siedman was selected as the full time Chief Executive Officer for SEAPA. During the latest board meeting the budget was presented and it tentatively looks like there will not be a need to raise electrical rates again this year.

City and Borough of Wrangell Public Works Directors Report Tom Wetor July 2023

Streets

- Most crosswalks down town have been re done.
- 4th of July prep has begun. This includes fixing porta potties, gathering barricades and cleaning streets
- Brushing along roads, intersections and fire hydrants has been done around town.
- Street maintenance including grading and pot hole patching has been a focus.
- Staff worked with several home owners on trouble shooting issues with their sewer or trying to determine development on their property and their ability to gravity feed vs install a pump.
- There were 6 water turn ons in the last week.
- The department participated in the touch a truck event.
- Industrial lot roads have been watered several times however since we are no longer spilling water over the lower spillway this has been put on hold.
- Node 4 and node 6 were cleared of grease with the vac truck.
- Staff worked with the hospital on trying to troubleshoot iron growth inside their pipes.
- 2 manhole covers and rings were removed and replaced due to crumbling condition.
- 2 requests for cemetery services were completed.

Water

- Restructure plans have been finalized and sent to the assembly for approval.
- On June 20th the lower reservoir was no longer spilling water over the spillway. The upper reservoir is still spilling over. Once the lower reservoir drops approximately 4' the upper reservoir siphon will be started up. Once the siphon is started water conservation notices will start to be sent out to the community.
- Our large order of spare parts for the ozone machines have arrived. There were a number of issues with shipment, specifically with customs as the parts were coming from Europe. Such a large order requires more stringent inspection requirements as these components were not covered under NAFTA. With processing season having begun staff have already swapped out a majority of these parts. The good

news is we have seen better performance out of the machines after doing so right at the most critical time. The bad news is we used up more of the parts much sooner than we were hoping. Staff are currently working on cleaning and repairing parts that were replaced to get as much use out of them as possible. Below is a picture of what has come out of the components we have been able to clean thus far.



Sewer

- Administration met with Senator Murkowski along with several other communities and DEC to discuss concerns with the 301H waiver (disinfection mandates) and communities abilities to shoulder this expense.
- Staff worked with a contractor on inspecting/testing back flow preventers in the collection and distribution system.
- Algae and duckweed have begun growing in the polishing pond and will need to be manually removed with the vac truck in the next week.

Sanitation

- Our annual HHW event took place on June 22nd. With the inconsistencies over the last few years with covid we are unlikely to get the facility completely cleared out and are hopeful after 2024 we can be back to square 1 with HHW.
- We have received quotes for our transportation and disposal contract for MSW. Republic services came in as the lowest cost and that report is included in this assembly packet.
- The set of data for yardage and expenses for burnable materials dropped off at the transfer station has been compiled. We spend approximately \$2,500 a month on roughly 320 yards of burnable waste. In a year we likely spend somewhere around \$30,000. This includes staff time, excavator fuel, D1 and burn racks. This cost does not include maintenance or replacement costs of the excavator.
 - Overall the average per yard expense comes in at \$7.82 per yard. I would propose setting the rate at least at \$8 per yard. \$9 per yard would capture excavator replacement costs and would be preferred.

\$8 per yard=	30,528 per year	681.24 profit
\$9 per yard=	34,344 per year	4,497.24 profit

\$10 per yard=

38,160 per year

8,313.24 profit

Garage

- All vehicle fire hydrants were inspected while SE Extinguisher was in town.
- Staff assisted streets and sanitation while other staff are out on PTO.

Overall

- Staff continue to work with/consult on a number of projects around town including the new water treatment plant, the 301H waiver and disinfection, the alder top subdivision, City Park shelter, grants for equipment etc.

Harbormasters report for June 2023

Steve Miller

Harbors: Received the CVA Dingle Johnson grant for the pump out station at Shoemaker in the amount of \$22,500. CBW will be required to match \$7,500.

Irene Ingle Public Library Report

Director: Margaret Villarma

June 2023

New Director

- Sarah Scambler was offered and accepted the position of Library Director. She will begin her new role on July 1, and I have complete confidence in her and what she will bring to the library. Currently, the library is advertising her old position. This position will go from 30 hours to 40 hours per week, which will enable the library to be open for more hours.

Summer Reading Program

- The reading program is going well with 146 signed up as of today. They have until June 30th to register so we anticipate even more. So far, the kids have read 802 books, and earned a total of 883 points. The party for the kids will take place at the pool on August 5th.

Friends of the Library

- The Friends of the Library had a library clean up day on May 6th. There were 12 members who came and cleaned up the grounds. They spread bark, pulled weeds, and even removed old shrubs with a truck and chain. We are very grateful for their hard work.



**Wrangell Municipal Light and Power Department
May 23, 2023
Rod Rhoades**

WML&P Status: Feeder 4 experienced a Power Outage due to a bird strike. At approximately 10:50PM on 6/22/2023 breaker T-54 on WMLP's feeder 4 tripped offline. WMLP's line crew investigated and concluded that it had been a bird strike on Peninsula Avenue. WMLP's line crew sectionalized the feeder which allowed T-54 to be reclosed with coordination with SEAPA Tye Control. Power was restored to Feeder 4 by 11:27PM.

**Parks and recreation Department
Lucy Robinson**

EMPLOYEE UPDATES & TRAINING

- Recreation & Aquatics Coordinator
- Parks & Maintenance
- Lifeguards & Recreation Assistants

CURRENT RECREATION & AQUATICS ACTIVITIES & PROGRAMS

- Alaska Recreation & Parks Association Conference
- Summer Sports Camps: Cheer Camp, Kickball, Wrestling, Volleyball
- Youth Art Class
- Coffee with the Trooper
- Walk Southeast
- Pickleball
- Yoga Class
- Arthritis Class: land-based
- Jiu Jitsu
- Mushroom Foraging
- Wilderness Activities
- GORUCK Hiking Club

- Men's Basketball Open Gym
- Beach Explorers
- Music in the Parks
- Youth Open Gym
- Tough-a-Truck

FACILITIES & PARKS MAINTENANCE

- Lockers
- Stairs
- Parks, Trails & Green Spaces

PROJECTS, EVENTS and FUNDING

- P&R Capital Projects Update
- Surplus & Community Center Clean-Up
- HOP!
- Recreation Volunteer Program
- Healthy & Equitable Communities Grant: State of Alaska DOH

EMPLOYEE UPDATES & TRAINING

- **Devyn Johnson** continues to excel as the recreation coordinator, working hard at coordinating this summer programming and activities for all ages. She is diligently cultivating a positive, supportive atmosphere, building a fantastic group of volunteers. Devyn is a perfect addition to our team! **Devyn obtained the YES certification through NASM (National Association of Sports Medicine). The certification is youth sport specific.**
- **Lane Fitzjarrald** continues to contribute to the pool leak repair project, along with his regular facility maintenance duties. Lane is a steady worker, who takes pride in his work. He's a team player and an outstanding human.
- **Erik Scheib** has stepped up to the lead Parks Maintenance position like a champion. He works hard, he's efficient and communicative. With Erik's potential full-time position status, we would be able to create an effective, collaborative machine, ready to tackle the important maintenance projects throughout the year. Erik obtained chainsaw training through the US Forest Service, 6/12-6/14. The focus for the Parks crew over the next two weeks is going to be geared toward the holiday prep work and ensuring we have coverage worked out for the day of the 4th of July.
- **Jamie Roberts** has stepped up to the challenge of the surplus project. She conquered the massive number of items that needed to be sorted, photographed, and posted to the public surplus site. Jamie also stepped up to clean up, post-leak repair, putting our pool deck back together, organizing gear and tidying up. Jamie plays a crucial role within the P&R team. She tackles basic administrative tasks and saddles up for heavier projects like grant writing. Thanks to Jamie's tenacity, P&R received a second round of funding from the Health & Equity grant. Along with her

administrative highlights, Jamie is a strong player in our aquatics programming. Not only does she coach the Wrangell Swim Club and the WHS Swim Team, she provides swim instruction to Wrangell's youth and mentors the P&R lifeguard team, developing a strong swim instructor team.

- **Ashley Allen** has provided solid support throughout her time at P&R. She played a crucial role during the director/coordinator transition, tackling tasks associated with the recreation coordinator position. She is a dependable employee, who is ready to help wherever needed. Ashley has resigned from the Recreation Assistant position, as she will begin working for SEARHC starting on June 26th. Although she will no longer work for P&R on a regular basis, she is interested in providing support, when needed. We plan to recertify her as a lifeguard and reach out when we need her.
- **Devlyn Campbell** will support Erik in the parks throughout the summer. Devlyn has been employed by the CBW as a P&R Lifeguard since 2021. He has proven to be a valuable employee, with a can-do attitude. We're lucky to have him on our team. Devlyn will head to Gonzaga this Fall.
- **Alexander Riordan** will start temporary support work in the Parks, helping Erik knock out the park rounds and tackle some of the bigger mowing areas. He is available through the end of July.
- **Johanna Sanford, Christina Johnson, Kalee & Anika Herman**, are training for the lifeguard certification course. Along with LG training, they are reviewing the P&R Employee Handbook, internal policies, and cleaning tutorials. The girls are proving to be hard-working, dependable, and positive. They are also helping with current P&R programming and activities.

FACILITIES AND PARK MAINTENANCE

- LOCKERS
 - Both men's and women's lockers need to be replaced, due to rust. The current state poses a danger to patrons and staff. A plan of action will need to be developed, with equipment options and cost estimates presented.
- STAIRS
 - The stairs leading from Reid Street to the Community Center Gym are eroding. They are currently a safety hazard. I spoke with Amber Al-Haddad, who reached out to a local contractor. I will follow up to create a plan.
- DOWNTOWN BATHROOMS (NEW)
 - The new bathrooms have presented several maintenance issues, including a cracked toilet, non-functioning door handles, and broken miscellaneous parts. The parts manuals were not sent along with the bathrooms, so it's been difficult to tackle the issues. The Capital Facilities crew have stepped in several times to aid.
- VOLUNTEER PARK RETAINING WALL and ROCK BARRIER

- BW Enterprises completed the retaining wall and rock barrier project at the Volunteer Park entrance. This project expanded the available parking area, creating a visibly improved space and an improved parking surface.

PROJECTS, EVENTS & FUNDING

- CAPITAL PROJECTS
- POOL REPAIR PROJECT:
 - The pool is currently being filled with water. Lane Fitzjarrald is collaborating with Public Works and Capital Facilities to begin the re-fill process. Lane is working diligently to ensure our systems are running smoothly, the water is brought up to the proper temperature and the water chemistry is managed.
 - We will update our community as we go.
- POOL HVAC and DDC UPGRADES:
 - Project contractors, Schmolck Mechanical and Meridian Systems, are currently tackling the HVAC upgrade work. Additional improvements have been identified during the construction process, which includes replacing rusted out HVAC ducting, and thermostat control upgrades. The project has impacted the ventilation system in the pool building, requiring a shut-down of P&R showers until further notice.
 - Once this project is complete, we anticipate fantastic ventilation and heating capabilities.
- SWIMMING POOL EXTERIOR SIDING IMPROVEMENTS:
 - The pool building exterior siding will be replaced, with the project bid awarded to Johnson's Construction. This project is long overdue, and we look forward to a wonderfully updated look, once complete. We will inform the public of the project start date, along with announcements regarding project construction information, as the north side parking lot (below the community center) will be utilized throughout the project.
- SKEET RANGE IMPROVEMENTS, PHASE II:
 - A successful application was made to the ADF&G Hunter Access Grant Program for grant funding for the next phase of the Skeet Range facility improvements. We were anticipating receipt of a formal award by March; however, Fish & Game has not received the award letter from Fish and Wildlife Service for the project yet. As required by the anticipated grant agreement, a 10% match contribution is planned to be requested for this project in the FY24 capital budget. The scope of work includes reconstruction of the two houses and building a new 8-station shooting course.
- MT. DEWEY TRAIL EXTENSION:
 - The trail extension design is 95% complete, with the last permits required from the US Army Corps of Engineers and DOT, received. As part of our

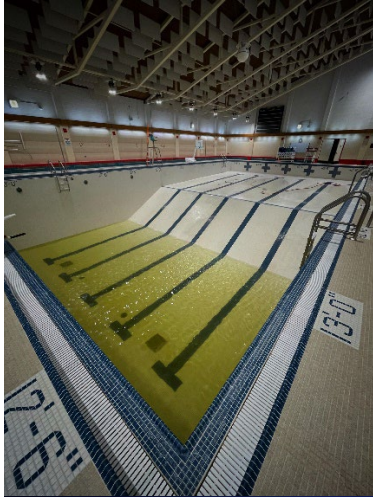
match to the federal grant, we will work with the Student Conservation Association team, brought to Wrangell by the US FOREST SERVICE, Wrangell District.

- Also, the SCA crew will be working under the direction of the USFS recreation lead staff to construct the approximate 300' new connector trail between the Volunteer Loop Trail and Ishiyama Drive. The Borough will procure the materials required for use in their work. Construction bidding is expected to begin in June.
- SURPLUS & COMMUNITY CENTER CLEAN-UP
 - The community center clean-up project, which includes sorting, organizing, and categorizing surplus items, is underway. Jamie Roberts continues to tackle this project. A Surplus site upload has begun, with items posted to the public site. This project is long overdue, with items from the old museum on hand. The museum staff helped to sort the items that belong to the museum. Those items have also been uploaded to the surplus site – with many items purchased. Our end goal: to ensure proper inventory, organized storage, and more space for future activities. It is likely that this project will be completed by fall 2023, with an outline for a future surplus system.
- HOP
 - CBW parks, trails and green spaces are heavily utilized throughout the year, offering a variety of recreational opportunities for people of all ages. Wrangell's parks and trails are beneficial because they create a space for community members to congregate safely and enjoy nature; kids can play and community members can improve their health with equipment, green spaces, and nature, all within a relaxing environment. To fully reap the benefits of parks and recreation areas, these spaces must have safe and attractive designs, accessible amenities and play areas for everyone. In that spirit, the Parks & Recreation Department will re-focus attention on the HOP program, built to engage community members, businesses, organizations, and stakeholders. We will work to identify current needs, create future goals, and action plans, seek project funding and bolster our volunteer base, aiming to improve park facilities, including playground equipment, restrooms, increase usage and community engagement. This program will also include the downtown garden beds, the shooting range and Petroglyph beach.
 - Brett Woodbury, with BW Enterprises, volunteered his time, and equipment, to clear the alders from around the t-ball field at volunteer park. The cleared alders will be left on site until early fall. Once the alders are dry, we will coordinate a burn. We will keep the community informed.
 - The new bathrooms, located on Front Street, have been troublesome. Lane and Erik, with the help of the Capital Facilities crew, are tackling issues as they arise. Back-up parts are being ordered. We will keep the public up to speed with closures, due to maintenance, as we go.

- RECREATION VOLUNTEER PROGRAM
 - P&R heavily relies on the support of local volunteers to bolster seasonal programming and activities. The P&R team will work to further develop the current volunteer program, creating consistencies, a training structure and implementing an annual event, celebrating, and providing recognition.

- HEALTH & EQUITY GRANT
 - The Wrangell Parks & Recreation Department received the second round of funding through the State of Alaska, Healthy & Equitable Communities Grant in the amount of \$51,536. Funding will support the following activities and strategies to promote and build healthy & equitable communities around the state. All funded activities must have an emphasis on high risk, underserved population groups.
 - Ensure a fair and adequate baseline of care is established for populations at higher risk that are underserved and who are disproportionately impacted by COVID-19 by expanding existing or developing new mitigation and prevention resources and services;
 - Increase/improve data collection and reporting for populations disproportionately affected by COVID-19 to guide current and future pandemic response;
 - Build, leverage or expand infrastructure support for COVID-19 or future pandemic prevention and control among populations that are at higher risk or underserved;
 - Mobilize partners to build and promote healthy and equitable communities, improving everyone's opportunities for living a healthy life, particularly those who are disproportionately impacted by COVID-19;
 - Improve access to COVID-19 vaccine, as well as other necessary vaccines, for individuals who are higher risk or underserved.

- The P&R team will continue to develop programming and activities through May 31st, 2024, utilizing the funding for facility usage, staffing, equipment, and supplies.



CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH CLERK'S REPORT

SUBMITTED BY: Kim Lane, MMC, Borough Clerk

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

July 13 July 20 (rescheduled) - Planning & Zoning Commission mtg. at 5:30 pm. in the Borough Assembly Chambers

Community Events:

Wrangell Chamber of Commerce – Fourth of July events (included below if published by the meeting packet publication deadline)

Meetings and Other events of the Borough Assembly:

Please see below for the list of upcoming meetings for the Assembly.

Economic Development Board member Morrison has resigned from the board. The assembly does not take action on the vacancy (only elected seats require the assembly to accept resignations). I have begun advertising for the vacancy. You will see the “approval” to appoint a board member to the board however, if there are no letters of interest, the vacancy will remain on the agenda until letter(s) are received. Economic Development Director Thomas will create (if not done already) a flyer to elicit interest in the community for the seat.

Upcoming 2023 Work Sessions (scheduled), Public Hearings (scheduled), Regular Assembly Meetings, and Other Meetings (scheduled)

Date	Time	Purpose
<i>July 25 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>August 22 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>September 12 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>September 26 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>October 3</i>		<i>Regular LOCAL Election Day</i>
<i>October 5</i>	<i>5:30pm</i>	<i>Special Assembly Meeting to Certify Election</i>
<i>October 10 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>November 14 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>November 28 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>December 12 (no work session) scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>

Parliamentary Tid-bits!

According to Robert's Rules, any original main motion that you just think is such a bad idea that it should never even be discussed is a fair target for Objection to the Consideration of a Question. This incidental motion is in order until the members begin to consider and debate the main motion. In fact, if there's no discussion of the main motion and any subsidiary motion (except Lay on the Table) is proposed, Objection to the Consideration is still in order until the chair states the proposed subsidiary motion.

Note: An incidental motion is a motion that relates in varying ways to the main motion.

After discussion begins, it's too late, no matter how lousy the idea. You can't stop it with this motion then; you can only kill the motion by moving to Postpone Indefinitely or by voting it down. In short, if you miss your chance to kill it by objecting to its consideration, you have to at least listen to the maker give his pitch because he's entitled to recognition to speak first to his motion.

Objection to the Consideration of a Question can be applied only to an original main motion.

Objecting to Considering a Question

The following example isn't the only situation in which this motion comes in handy, but it's one of those common scenarios that lends itself to describing the motion's use.

If you're an active member of an organization and you participate regularly in its meetings, you've no doubt encountered Stumpy Never stops — you know, the guy who shows up at every meeting making the same motion that gets argued and finally voted down. Every meeting, Stumpy batters the hull of his ship. Every month, he persists in introducing his motion, trying to get the group to do something it just doesn't want to do and isn't likely to want to do anytime soon.

After a few meetings like this, you're at your wit's end. And there's no end in sight because Robert's Rules allow Stumpy to make his motion again at every new meeting, even if it failed at a previous meeting — and Stumpy knows no shame. Well, that can all end now. Here, you learn how to send Stumpy sailing around the reef in his lifeboat while you enjoy a calm sea for a change.

Objection initiated by a member

To use Objection to the Consideration of a Question, get to your feet quickly (hopefully as soon as the undesirable motion rolls over the lips of the person offering it) and say, "Mr. Chairman, I object to the consideration of the question."

Because this motion decides whether to summarily dismiss a motion without consideration, it doesn't even need a second. The chair just responds with, "The member objects to the consideration of the motion. All in favor of considering the motion will rise. [pause] Opposed, rise. There are two-thirds opposed to considering the motion, and it will not be considered." It's all over, Stumpy. Sit down!

Finely tuned quick-draw skills help you any time you need to use Objection to the Consideration because it's too late to object to consideration of a motion once debate has begun or if any subsidiary motion (except Lay on the Table) has been stated by the chair.

6 key characteristics of the motion to Objection to the Consideration of a Question

The motion "*Objection to the Consideration of a Question*"

- Can interrupt a speaker who has the floor (until debate has begun on the motion to which it is applied)
- Doesn't need to be seconded
- Isn't debatable
- Can't be amended
- Requires a two-thirds vote against consideration to sustain the objection
- Can be reconsidered only if the objection is sustained

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 27, 2023
	<u>Agenda Section</u>	10

Economic Development Board Vacancy Appointment

SUBMITTED BY:

Kim Lane, Borough Clerk

RECOMMENDATION

Appointments are to be made by the Mayor, with the consent of the Assembly for the following vacancy:

<i>Board/Committee/Commission</i>	<i>Letter of Interest Received from:</i>
Economic Development Board	1. None.

Procedure - Mayor: "I will appoint _____ to fill the vacancy on the _____ until October 2023.

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 2023.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	06/27/2023
	<u>Agenda Section</u>	12

RESOLUTION No. 06-23-1787 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2023-2024

SUBMITTED BY:

Jeff Good, Borough Manager
Mason Villarma, Finance Director

<u>FISCAL NOTE:</u>		
Expenditure Required: \$ _____		
FY 21: \$	FY 22: \$	FY23: \$ _____
Amount Budgeted:		
FY23 \$ _____		
Account Number(s):		
All Borough Funds		
Account Name(s):		
All Borough Funds		
Unencumbered Balance(s) (prior to expenditure):		
See Agenda Statement		

<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1) Resolution No. 06-23-1787 2) FY 2024 Annual Borough Budget

RECOMMENDATION MOTION:
Move to approve Resolution No. 06-23-1787.

SUMMARY STATEMENT:

This is the resolution that formally adopts the Borough’s Annual Budget for FY 2024. The Borough Assembly held a work session on June 6th, the overall product is a result of the Manager’s budget per the work session held. The amounts within the resolution agree to the final budget document

(attached) without exception. A summary of expenditures and transfers out by fund is presented below:

<u>FUND</u>	<u>EXPENDITURES & TRANSFERS-OUT</u>
GENERAL FUND	\$ 8,234,413
<u>ENTERPRISE FUNDS</u>	
WML&P	\$ 6,608,120
Water Fund	\$ 19,007,160
Ports & Harbors	\$ 3,987,649
Wastewater Fund	\$ 1,313,705
Sanitation Fund	\$ 1,518,553
<u>SPECIAL REVENUE FUNDS</u>	
Permanent Fund	\$ -
Sales Tax Fund	\$ 5,033,123
Nolan Center Fund	\$ 1,102,974
Parks & Recreation Fund	\$ 2,716,452
Secure Rural Schools Fund	\$ 2,961,638
WPSD Local Contribution Fund	\$ 700,000
911 Surcharge Fund	\$ -
CPV Fund	\$ 167,502
Transient Tax Fund	\$ 134,459
Marian Glenz Fund	\$ 10,000
Bird Fest Fund	\$ 8,000
Hospital Legacy Fund	\$ 122,302
Borough Organizational Fund	\$ 312,497
Economic Recovery Fund	\$ -
DEBT SERVICE FUND	\$ 247,625
<u>CAPITAL PPROJECTS FUNDS</u>	
Residential Construction Fund	\$ 2,256,123
Industrial Construction Fund	\$ 328,192

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 06-23-1787

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2023-2024

WHEREAS, the Borough Assembly sitting as the Board of Equalization on May 10, 2023, assessed and equalized all real property within the City and Borough of Wrangell; and

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

WHEREAS, the Assembly at their regular meeting held June 13, 2023, approved a mill rate of 9.75 mills for the Wrangell Service Area, 4.0 mills for property outside the Service Area, and 4.0 mills for the tax differential zone as described in 5.04.310 (a); and

WHEREAS, the Assembly of the City and Borough of Wrangell, Alaska has been presented with the proposed budget for the fiscal year 2023-2024 in accordance with the Home Rule Charter of the City and Borough of Wrangell, Section 5-2; and

WHEREAS, the Assembly held an official public hearing on May 16, 2023, on the proposed budget in accordance with Charter Section 5-3; and

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

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

Section 1. The General Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$8,234,413 is hereby adopted.

Section 2. The Nolan Center Special Revenue Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$1,102,974 is hereby adopted.

Section 3. The Sales Tax Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$5,033,123 is hereby adopted.

Section 4. The Parks & Recreation Special Revenue Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$2,716,452 is hereby adopted.

Section 5. The Borough Organizational Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$312,497 is hereby adopted.

Section 6. The Transient Tax Fund Budget for the Fiscal Year 2023-2024 in the amount of \$134,459 is hereby adopted.

Section 7. The Commercial Passenger Vessel Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$167,502 is hereby adopted.

Section 7. The Secure Rural Schools Budget, for the Fiscal Year 2023-2024, in the amount of \$2,961,638 is hereby adopted.

Section 8. The Economic Recovery Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$0 is hereby adopted.

Section 9. The Permanent Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$0 is hereby adopted.

Section 10. The Debt Service Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$247,625 is hereby adopted.

Section 11. The Residential Construction Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$2,256,123 is hereby adopted.

Section 12. The Industrial Construction Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$328,192 is hereby adopted.

Section 13. The Sewer Utility Enterprise (Wastewater) Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$1,313,705 is hereby adopted.

Section 14. The Sanitation Enterprise Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$1,518,553 is hereby adopted.

Section 15. The Electric Utility Enterprise Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$6,608,120 is hereby adopted.

Section 16. The Water Utility Enterprise Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$19,007,160 is hereby adopted.

Section 17. The Port & Harbor Enterprise Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$3,987,649 is hereby adopted.

Section 18. The Hospital Legacy Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$122,302 is hereby adopted.

Section 19. The WPSD Local Contribution Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$700,000 is hereby adopted.

Section 20. The Marian Glenz Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$10,000 is hereby adopted.

Section 21. The Birdfest Fund Budget, for the Fiscal Year 2023-2024, in the amount of \$8,000 is hereby adopted.

Section 22. The 911 Surcharge Fund, for the Fiscal Year 2023-2024, in the amount of \$0 is hereby adopted.

Section 23. A copy of the final budget, as approved, is attached hereto and adopted by reference and all “draft” columns will be label “approved”.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 27th DAY OF JUNE 2023.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk



CITY & BOROUGH OF WRANGELL, ALASKA

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2024



TABLE OF CONTENTS

SECTION	FUND	DEPT	DESCRIPTION	PAGE(S)	
INTRODUCTION			ACKNOWLEDGEMENTS	4	
			ORGANIZATIONAL CHART	5	
			BUDGET CALENDAR	6	
			BOROUGH MISSION & VISION	7	
			ORGANIZATION-WIDE STRATEGIC GOALS	8-9	
			BOROUGH MANAGER'S NOTE	10-12	
			POLICIES & ASSUMPTIONS	13-22	
			SUMMARY OF FUNDS	23	
GENERAL FUND	11000	000	GENERAL FUND SUMMARY	24-28	
	11000	001	ADMINISTRATION	29-31	
	11000	002	CLERK & ASSEMBLY	32-35	
	11000	003	FINANCE & CITY HALL BUILDING	36-40	
	11000	012	FIRE	41-45	
	11000	013	POLICE	46-49	
	11000	014	CORRECTIONS & 911 DISPATCH	50	
	11000	015	PUBLIC SAFETY BUILDING	51	
	11000	021	PUBLIC WORKS	52-55	
	11000	022	GARAGE	56-58	
	11000	024	STREETS	59-60	
	11000	026	CEMETERY	61	
	11000	029	CAPITAL FACILITIES	62-65	
	11000	032	ECONOMIC DEVELOPMENT	66-69	
	11000	033	COMMUNITY CONTRIBUTIONS	70	
	11000	034	LIBRARY	71-75	
SPECIAL REVENUE FUNDS			FUND SUMMARY & DESCRIPTIONS	76-78	
	20000	000	PERMANENT FUND	79	
	21000	121-125	NOLAN CENTER	80-84	
	22000	000	SALES TAX	85	
	24000	141-143	PARKS & RECREATION	86-91	
	25000	000	SECURE RURAL SCHOOLS	92	
	26000	000	WPSD LOCAL CONTRIBUTION FUND	93	
	28000	000	TRANSIENT TAX	94-96	
	28010	000	CPV FUND	97-99	
	28020	000	MARIAN GLENZ FUND	100	
	28030	000	BIRDFEST FUND	100	
	11110	000	BOROUGH ORGANIZATIONAL FUND	101	
	11125	000	HOSPITAL LEGACY FUND	102	
	11130	000	911 SURCHARGE FUND	103	
	53000	000	ECONOMIC RECOVERY FUND	104	
	CONSTRUCTION FUNDS			CONSTRUCTION FUNDS SUMMARY	105
		50000	000	RESIDENTIAL CONSTRUCTION FUND	106
52000		000	INDUSTRIAL CONSTRUCTION FUND	106	
DEBT SERVICE FUND	16000	000	DEBT SERVICE FUND	107-108	
ENTERPRISE FUNDS	70000	201-203	WRANGELL MUNICIPAL LIGHT & POWER	110-117	

CITY AND BOROUGH OF WRANGELL, ALASKA

ADOPTED ANNUAL BUDGET FOR FISCAL YEAR 2024



72000	301-303	WATER	118-122
74000	000-401	PORT & HARBORS	123-134
76000	501-503	WASTEWATER	135-138
78000	601-603	SANITATION	139-142

APPENDIX

APPENDIX 1 - PERMANENT EMPLOYEE & PAYROLL COSTS	144
APPENDIX 2 - PROPERTY TAX ANALYSIS, ASSESSMENT CERTIFICATION, AND ASSEMBLY REPORT	145-148
APPENDIX 3 - SALES TAX HISTORICAL ANALYSIS	149
APPENDIX 4 - FUTURE DEBT SERVICE	150
APPENDIX 5- CAPITAL PROJECTS SUMMARY	151-152



ACKNOWLEDGEMENTS

MAYOR & ASSEMBLY:

Patricia Gilbert, <i>Mayor</i>	October 2024
David Powell, <i>Vice Mayor</i>	October 2025
Bob Dalrymple, <i>Assembly Member</i>	October 2024
Ryan Howe, <i>Assembly Member</i>	October 2023
Anne Morrison, <i>Assembly Member</i>	October 2023
Jim DeBord, <i>Assembly Member</i>	October 2024
Brittani Robbins, <i>Assembly Member</i>	October 2025

ON-BEHALF OF:

Jeff Good, *Borough Manager*

PREPARED BY:

Mason Villarma, *Finance Director*

This budget was composed with assistance from the Borough's professional management team, including the following individuals:

Kim Lane, *Borough Clerk*
Amber Al-Haddad, *Capital Facilities Director*
Kathleen Thomas, *Economic Development Director*
Tim Bunes, *Fire Chief*
Tom Radke, *Chief of Police*
Tom Wetor, *Public Works Director*
Margaret Villarma, *Library Director*
Cyni Crary, *Nolan Center Director*
Lucy Robinson, *Parks & Recreation Director*
Rod Rhoades, *Electrical Superintendent*
Steve Miller, *Harbormaster*

CITY AND BOROUGH OF WRANGELL

ORGANIZATIONAL CHART



Item a.

Citizens of Wrangell

Mayor	Patricia Gilbert	10/2024
Vice Mayor	David Powell	10/2025
Assembly	Bob Dalrymple	10/2024
Assembly	Jim DeBord	10/2024
Assembly	Ryan Howe	10/2023
Assembly	Anne Morrison	10/2023
Assembly	Brittani Robbins	10/2025

Borough Assembly

Pg. 30

Kim Lane
Borough Clerk

Pg. 27

Jeffrey Good
Borough Manager

Pg. 34

Finance

Mason Villarma

Controller - James Silva

Accounting Generalist - Robbie Marshall
AP Clerk - Erin Andresen
Utility Clerk - Sherri Cowan
Sales Tax & Property Tax Accounting Clerk - Calleigh Miller

Pg. 64

Econ. Devel.

Kate Thomas

Coordinator - Matt Henson

Pg. 69

Library

Margaret Villarma

Library Assistant - Sarah Scambler
Temp/Fill In Labor

Pg. 44

Police

Tom Radke

Bruce Smith Jr.
Nicholas Pearson
911 & Jail
Thecla Lalonde
Administrative Assistant - Rhonda Herman
Officers: Damon Roher, Yuriy Bezzubenko, Garrett Gablehouse, Kody Paul

Pg. 39

Fire

Tim Bunes

Dorianne Sprehe

Volunteers

Pg. 60

Capital Facilities

Amber Al-Haddad

Construction Manager

Maintenance: Duke Mitchell *, Wade Jack *
Custodian: Laura Massin

Pg. 50

Public Works

Tom Wetor

Administrative Assistant - Elsie Bailey
Garage Head Mechanic - Dave Bryner *
Mechanic: Jake Eastaugh *
Water Treatment Leadman - Wayne McHolland *
Water and Wastewater Operator - Andrew Scambler *
Wastewater Treatment Leadman - Brian Christian *
Operator - TBD *
Sanitation - David Gillen *
Sanitation - Jacob Allen *
Sanitation (Collection) - Derek Meissner *
Public Safety Building
Cemeteries
Public Works Foreman - Jeff Rooney *
Maintenance Specialist 1 - Tom Gillen *
Maintenance Specialist 2 - Jeffrey Davidson *
Maintenance Specialist 3 - Lorne Cook *

Pg. 108

Electric

Rodney Rhoades

Electric Line Foreman - Dwight Yancey *
Lineman - Chris Stewart *
Apprentice Lineman - Jacob Hammer *
Administrative Assistant - Dominique O'Connor *

Pg. 121

Port & Harbors

Steve Miller

Administrative Assistant *
Harbor Maintenance/Security - Blaine Wilson *
Harbor Maintenance/Security - VACANT *
Harbor Maintenance/Security - Chris Martin *
MSC Relief Operator - JC Gillen *
MSC Lead Operator - Jim Early *

Pg. 78

Nolan Center

Cyni Crary

NC Coordinator - Tyler Eagle
NC Attendant - Michael Bahleda

Pg. 84

Parks & Rec

Lucy Robinson

Recreation Coordinator - Devyn Johnson
Custodian/Maintenance - Lane Fitzjarrald*, Erik Scheib*
**Multiple Temps

General Fund Departments:

Highlighted in green are the Borough's General Fund departments. The General Fund is the primary governmental fund that is used to record all resource inflows and outflows that are not associated with special-purposes funds.

Enterprise Funds & Departments:

Highlighted in yellow are the City & Borough of Wrangell's five enterprise funds, which by Charter are operated in funds separate from the General Fund. Enterprise funds are used to account for "business-type" activities conducted by the Borough. Each enterprise funds' operations are supported by user charges as opposed to non-voluntary exchanges (i.e., taxation). The enterprise funds of the Borough should be self-sustaining.

Special Revenue Funds & Departments:

The Nolan Center and Parks & Recreation are the two special revenue funds of the Borough which maintain staff and are supported by specific revenue sources (i.e., the James and Elsie Nolan Trust and the Permanent Fund). Additionally, the Nolan Center and Parks and Recreation generate supplementary revenues to help support operations. The Nolan Center operates a theater, museum and civic center that generate program revenues. Parks and recreation earns various program revenues through the pool, the Borough's parks, and the community center.



FY 2024 BUDGET DEVELOPMENT CALENDAR

JANUARY:

- Tuesday, January 24th Assembly Approval of Budget Calendar

FEBRUARY:

- Monday, February 1st Budget Prep Documents to Department Directors

MARCH:

- Monday, March 6th Joint Work Session CBW & WPSD
- Friday, March 10th General Fund Revenues Due (MV)
- Friday, March 17th Special Revenue Fund Revenues Due (MV)
- Friday, March 24th Enterprise Revenues Due (MV)
- Friday, March 24th Maintenance & Interdepartmental Charges Due (Tom, Steve, and Amber)
- Friday, March 31st All Operating Expenses Due for all Funds

APRIL:

- Friday, April 1st - 31st Draft Budget Compiled
Finance Director Initial Review

MAY:

- Monday, May 1st Statutorily Required Date for FY 2024 School Budget Submittal to CBW
- Monday, May 15th Capital Project Final Reappropriation Analysis
- Monday, May 22nd Final Budget Due for Manager Review

JUNE:

- Friday, June 2nd Final Budget Sent to Assembly for Review
- Tuesday, June 6th Budget Work Session
- Tuesday, June 13th FY 2024 Official Budget Public Hearing (Regular Assembly Meeting)
- Tuesday, June 27th **FY 2024 Budget Adoption**
- Friday, June 30th Statutorily Required Date for Local School Contribution Appropriation

*The school budget and local contribution must be approved within 30 day of submittal of the district's budget. Action by the Assembly will change based on when the budget is submitted to the Borough.



Mission Statement

The City and Borough of Wrangell will maximize opportunities for economic development while retaining an attractive, sustainable, and secure environment ensuring the prosperity of businesses, residents and visitors alike. We are committed to providing quality services in a cost-effective manner through responsible and professional leadership.

Vision Statement

The City and Borough of Wrangell is dedicated to providing a secure and vibrant community environment that fosters recreational, education and economic prosperity while preserving and maintaining neighborhoods and public amenities, generating community pride, and encouraging active citizen participation. It is a community that embraces its rich history and culture.

Code of Ethics

We, the employees of the City and Borough of Wrangell are committed to the highest standards of ethical conduct that reflect:

Accountability: Provide quality services. Deliver results that make a positive difference, be accountable for the decisions we make, and fulfill personal commitments to others. Deploy the public process to ensure engagement from community members and agency partners.

Honesty: Be open and truthful in our relationships with our co-workers and customers. Exercise the utmost care as representative of Wrangell.

Integrity: Hold as confidential all information accepted in trust. Exhibit conduct that inspires public confidence. Seek no favor or personal gain. Avoid conflicts of interest. Avoid improper influence. Make decisions/take actions in the best interest of the community.





ORGANIZATIONAL-WIDE STRATEGIC GOALS

The FY 2024 Budget was guided by strategic goals established by a combination of biannual strategic conferences and intermittent leadership meetings. In each of these meetings, department directors were directed to consider how all services and projects align with the strategic goals identified. Services at current levels that were determined to align with the strategic goals were budgeted using a zero-based budget process. The following are the four-core organizational-wide strategic goals with actionable items indicated to the right of each goal.

<p>Quality of Life</p> <p>Preserve and improve the life and affordability for all Wrangellites</p>	<ul style="list-style-type: none"> A) Convene community stakeholders to develop a community-wide strategy to improve access to affordable housing, childcare, and employment. B) Develop a long-term plan for Borough rates and user fees that is sustainable for the community and preserves and improves existing services. C) Review the impacts of tourism and develop policies that prioritize the quality of life for all Wrangellites.
<p>Infrastructure</p> <p>Plan and invest in sustainable infrastructure for future generations</p>	<ul style="list-style-type: none"> A) Create an infrastructure development plan that is cyclical in nature and perpetually has major maintenance and capital projects segregated in phases of planning, design and construction within completion timelines indicated. B) Identify and pursue funding to address existing capital needs and deferred maintenance. C) Develop capex modeling that allows the Borough to plan for an afford future capital needs. D) Develop an asset management plan for future capital investments.
<p>Economic Development</p> <p>Develop and sell Borough Property to provide affordable housing solutions, expand existing industries, and penetrate new markets</p>	<ul style="list-style-type: none"> A) Develop Phase I of the Alder Top property and establish criteria for selling this residential property. B) Develop industrial lands such as the 5th and 6th avenue roads that provides access to future private development. C) Formulate and work with committees, community, and other stakeholders to develop a strategic plan for the Old Mill site. D) Expand existing industries through community collaboration and identifying initiatives the Borough can invest resources in for successful outcomes. E) Explore additional industry opportunities with state and federal agencies, private, public and non-profit organizations. F) Revise and develop a robust building permit code and workflow that allows for safe development of land.

<p>Communications</p> <p>Improve communications and strengthen relationships within the community and organization</p>	<ul style="list-style-type: none">A) Develop a communication and engagement plan to increase engagement and participation in the decision-making process.B) Identify opportunities to partner with public and private organizations to enhance overall service delivery.C) Support and maintain all boards and commissions of the Borough through continuous engagement in the decision-making process.D) Use multimodal communication to engage the public and attract visitors of Wrangell.
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BOROUGH MANAGER'S NOTE ON THE ANNUAL BUDGET

The approved Fiscal Year 2024 Budget was adopted on June 27, 2023, through RESOLUTION 06-23-1786. The budget development process included a public hearing held on June 13, 2023, to offer a mode for public input.

The four main sources of funding in our General Fund include State Revenue Sharing, Federal Payment in Lieu of Taxes (PILT), Property Taxes, and Sales Taxes. It continues to be our goal to optimize the use of our General Revenues to maintain and improve infrastructure and services. In the 2023 calendar year we realized that a city-wide assessment for all the properties would need to take place in order to account for the increase in property values over the past few years. This allowed us to correct disparities between like properties while adequately adjusting property assessments to current values. If the Borough had gone with the traditional cycle of only assessing a third of the properties, a third of the population would have been disproportionately affected and would not have provided us the opportunity to account for this with a mill rate adjustment. With recent decreases in oil prices, the condition of the State budget is not as promising as expected. As a result, the State is looking at balancing an increase to the school allotment with a decrease to the permanent fund distribution. There was also limited funding for capital projects in the State budget.

In addition to the four main sources of funding, the CBW makes a significant effort going after grant funding. These efforts have proven beneficial with the current value of ongoing grant money awarded at \$17,372,383 for capital projects and personnel cost reimbursement.

In FY 2023 we made a commitment to address the infrastructure needs of the community that include major projects like the Water Treatment Facility, the Wastewater Treatment Plant, and the Public Safety Building. In addition, our budget accounted for the required routine maintenance and capitalization of our roads, utilities, and buildings. Examples of some of our progress include:

- 1) For Public Works:
 - a) In FY 2023 we completed the design for the Water Treatment Facility and will have the RFP out in June. We worked with our State Representatives and received an additional \$4.1M appropriation that will go towards our Water Treatment plant construction and can also be utilized for the Federal cost match.
 - b) Received \$2.08 million for the upper reservoir bypass project.
 - c) Completed the upper dam stabilization analysis.
 - d) Completed a slope analysis on 3rd street.
- 2) At Wrangell Municipal Light and Power:



- a) Completed an overhaul of Generator 1, Generator 5, and controls upgrade to Generator 5.
- b) Awarded the AMI metering project to replace all the meters and provide new automated meter reading.
- 3) In the Ports & Harbor we conducted:
 - a) Maintenance to the barge ramp float.
 - b) Repaired the Meyers Chuck airplane float and design of the harbor floats.
- 4) Purchased a new columbarium and design for the cemetery expansion.
- 5) At Parks and Recreation:
 - a) Completed the pool lighting project.
 - b) The pool siding project is currently under construction.
 - c) The recreation facility HVAC upgrade is currently under construction.
 - d) The Mt. Dewey Trail expansion is currently under construction.

With the signing of the Infrastructure, Investment, and Jobs Act (IIJA), the City and Borough of Wrangell (CBW) have been actively engaging with the state, federal, and nonprofit agencies that have been tasked with awarding and distributing the funding. Because the IIJA will be distributed over a five-year period, CBW has focused on planning and designing efforts for our capital projects that will enable us to effectively compete for available funds.

A thorough review of our enterprise funds has been conducted to ensure current rates are keeping up with inflation as well as ensuring that our capitalized costs are being addressed. As a result of that analysis adjustments have been made to our enterprise funds:

- Ports and Harbors: 11.1 percent increase of all rate categories.
- Sanitation: 5.5 percent increase of all rate categories.
- Sewer: 15 percent increase of all rate categories.
- Water: 10 percent increase for all water rates.
- Light and Power: 1 cent increase for all user groups.

From a personnel perspective, we have updated the job description for the maintenance mechanic in Public Works and we have combined the lead and assistant mechanic positions in the Wrangell Municipal Light and Power department to a maintenance and operations position for more flexibility. Additionally, we have budgeted in a Construction Manager and Controller. With respect to temporary labor, we are currently evaluating all of our departments leveraging temporary help to ensure this provides the best value to the public.

The Economic Development Committee and the Planning and Zoning Committee developed preliminary plans for a portion of the entitlement land for the Borough of



Wrangell. We will need to dedicate funding for the surveying of the entitlement land to begin potential sale of identified areas.

Key elements to this year’s budget:

- Property Tax Mill Levy to go from 12.75 mills to 9.75 mills for in-service areas and remain at 4.0 mills for outside service areas.
- Current levels of service will remain the same and/or improve.
- As noted above, we have had increases to Water, Sewer, Harbor, Sanitation and Light and Power rates.

This past year, we completed audits for the past two years, which was a significant effort. We have gone from eight findings to three findings, and if we are able to fill the Controller position, we are on track to zero findings for FY 2024.

I would like to thank the public, staff, and Assembly for their efforts in working through the annual budget process.

Respectfully,

To sign adopted version)

Jeff Good
Borough Manager



THE BUDGET AND THE BUDGET DEVELOPMENT PROCESS

The budget is the legal authority to obligate public funds. Through the budget process, the Borough Assembly provides direction to Borough Administration as well as provides a financial map for the upcoming fiscal year.

Preparation of the annual budget involves every Borough official and employee. Each Borough professional has the opportunity and responsibility to contribute suggestions for projects and processes that would improve the Borough or use the Borough's resources more efficiently. Budget development can be difficult, complex, and time-consuming, yet in the end, valuable and rewarding.

The result is a collaborative, comprehensive set of plans and policy directives for the management of the Borough's activities and resources for the coming fiscal period and beyond.

The budget provides four functions:

1.) The budget as a policy document

Budget and financial policies provide guidelines for the Borough's elected officials and hired professionals to use in making sound financial decisions. These policies help ensure that the Borough's basic functions are maintained and the Borough Assembly's vision for the community is achieved.

The City and Borough of Wrangell's budget and financial policies are intended to provide a framework for the financial planning and management of the Borough. These policies provide a level of protection for the citizens and their tax dollars by establishing financial practices that are conservative, responsible, accountable, and savings oriented. Most of these policies represent procedures and practices that are already implemented and have worked well for the Borough. These policies express the following goals:

- Preserve financial assets to meet normal operating expenses, planned future obligations and to adjust to changes in the service requirements of the community
- Take advantage of strategic opportunities as they arise
- Operate Wrangell Municipal Light & Power, Port & Harbors, Water, Sewer and Sanitation proprietary funds in a fiscally sound manner
- Maintain existing infrastructure and capital assets in good repair, working order and condition
- Provide insulation from fiscal crisis, revenue fluctuations, general economic disruption, and other contingencies
- Maintain a strong credit rating thus ensuring lower cost financing when needed. A sound credit rating also demonstrates to taxpayers that the Borough is well managed and follows financially sound business practices.

A.) Debt Management



- I. The City will strive toward net operating revenues of an enterprise fund (WML&P, Port and Harbors, Water, Sewer and Sanitation for example) at 1.25 times (or more) the annual debt service requirements (i.e., debt coverage ratio).
- II. Long-term borrowing (both general obligation and revenue) will only be used for capital improvements that cannot be financed from current revenues.
- III. The impact of proposed capital improvements on the operating budget shall be considered when deciding whether such projects are feasible.

B.) Capital Projects

Capital projects, from roads to parks to utilities, are among the core purposes of municipal government. The preservation, maintenance, and eventual replacement of the Borough's capital infrastructure must be a top priority of the Borough. ***In municipal budgeting, there is constant tension between funding operating programs and capital projects. It is vital that neither be ignored and that operating programs do not, over time, crowd out funding for the capital projects that are needed to preserve the City's core infrastructure and carry out essential functions.***

- I. Capital projects that preserve existing infrastructure should take a higher priority over acquiring or constructing new assets. Preservation and/or replacement of capital infrastructure assets should be a high priority in the Borough's annual budgeting and multi-year financial forecasting.
- II. When planning for and financing capital projects and acquisitions, ongoing maintenance and operation of new facilities should be built into the financing plan.
- III. The Borough's capital improvement plans should account for and include future growth. Growth-related capital projects should, when possible, be funded with impact fees, developer contributions, grants, and other outside sources.
- IV. The Borough should depreciate its capital assets according to generally accepted accounting principles (GAAP) and plan for capital replacements accordingly.

C.) Financial Compliance and Reporting

- I. The accounting system will maintain records on a basis consistent with generally accepted accounting standards for local government accounting.
- II. The Borough's financial policies, practices, and reporting will comply with State and Federal regulations and will be subject to an annual audit.
- III. The Borough's Finance Director will provide a quarterly financial report to the Mayor and the Borough Assembly.
- IV. On at least a monthly basis, the Finance Director and Borough Manager will review year-to-date revenues by source and expenditures by department. This monthly review will also include:
 - i. Analysis and explanations of revenue and expenditure trends and projections, including deviations from trends and projections



- ii. Identification of one-time and/or cyclical revenues and expenditures
- iii. Study and examination of economic trends on all levels (local, regional, etc.)

2.) The budget as a financial plan

Financial planning is the most basic aspect of the budget and is a requirement of state law. The budget must be adopted prior to the expenditure of any Borough funds. The budget is the legal authority to expend public monies and controls those expenditures by limiting the amount of the appropriation at either the fund or department level. Revenues and beginning fund balances are estimated to determine resources available in each fund. Borough Assembly expenditure requests, other commitments such as debt service requirements, and desired ending fund balances are balanced against available resources to determine department and fund appropriations.

3.) The budget as an operational guide

The functions and goals of each department and fund are described in the following sections, along with the objectives planned for the upcoming fiscal year to guide performance and meet those goals. The expenditures are then summarized by department, fund and for the Borough as a whole. This process assists in maintaining an understanding of the various operations of the Borough and how they relate to each other and to the attainment of the policy issues and goals of the Borough's Assembly.

4.) The budget as a communication device

The budget provides a unique opportunity to allow and encourage public review of Borough operations. The budget document describes the activities of the Borough, the reason or cause for those activities and future implications. The budget process invites individual citizens to provide direct input to the budget. Citizens are always welcome to discuss problems, desires and opportunities with the Mayor, the Assembly, and staff. These discussions frequently lead to budget objectives.

A.) Basis of the budget

- I. The budget is prepared on the modified accrual basis of accounting. This is substantially the same as the cash basis of accounting with the following significant exceptions: 1. Revenues are recognized when they are "measurable and available" which may be before they are collected; and, 2. Expenditures are recognized when the liability is incurred (i.e. when an item is purchased or a service is performed), rather than when payment is made.
- II. The Annual Comprehensive Financial Report (ACFR) of the Borough is prepared on the same basis for the governmental fund types (the general fund, special revenue funds and debt service funds). The budget can be compared to the operating reports in the ACFR for these funds.
- III. The enterprise or proprietary funds are also budgeted on a modified accrual basis, but report on the accrual basis in the annual report. Therefore, the budget



for these funds is not directly comparable to the annual report. The primary differences of the accrual basis are:

- i. Revenues are recognized when earned
- ii. Collection of assessment principal is recognized as a reduction in receivables rather than as revenue
- iii. Depreciation of capital assets is recognized as an expense
- iv. Acquisition of capital assets is recognized as an increase in assets rather than as an expenditure
- v. Payment of debt principal is recognized as a decrease in liabilities rather than as an expenditure.

- IV. While these differences may be confusing, the basis for budgeting is consistent with state law and is practical both for preparing and managing the budget. The basis for reporting is consistent with generally accepted accounting principles (GAAP) and facilitates the management of the enterprise funds as self-supporting business-like entities.



Significant Accounting & Budgeting Policies:

Accounting for the financial activities of the City and Borough of Wrangell is performed in accordance with Governmental Accounting and Financial Reporting Standards, as promulgated by the Governmental Accounting Standards Board (GASB), and applicable Federal and State of Alaska guidelines.

Significant Accounting Policies:

Specific accounting policies having an impact on this budget include the following:

- **Depreciation** - Depreciation is recorded on the straight-line basis for all fixed assets and useful lives used to calculate depreciation expenses conform, as much as possible, to industry standards.
- **Inventories** - Inventories of WML&P maintenance equipment and Nolan Center gift shop goods are accounted for under the periodic method on a first in - first out (FIFO) basis. Inventories of maintenance supplies and materials are expensed when consumed.
- **Bad Debt Expense** - Bad debt expense is accounted for under the indirect (i.e., balance sheet) method. The general fund and each of the five enterprise funds are exposed to bad debts.
- **Investments in Debt Securities** - All investments in debt securities are considered to be held until maturity and are carried at historical cost. Investments are marked to market on an annual basis separate from the accounting system and market value is reported to management monthly. Premiums and discounts on the purchase of debt securities are amortized on the effective interest methods.
- **Allocation of Investment income** - On an annual basis, all interest and investment income will be allocated to all eligible funds. An eligible fund for purposes of defining the investment income allocation process shall be any fund with a cash balance held in the central treasury. The Nolan Center and Parks and Recreation special revenue funds will be excluded from any allocation of investment income as they are primarily funded by the General Fund. Any restricted or standalone cash invested shall be allocated only to that specific fund. For example, the Permanent Fund is a special revenue fund with a restricted purpose and that investment income shall be retained by the fund year-over-year. Additionally, any certificate of deposit restricted in nature (e.g., Barnes Totem Trust) will have interest recorded directly to that asset in its designated fund (i.e., marked to market adjustment)
- **Compensated Employee Absences** - Compensated employee absences (annual leave) is expensed as accrued.
- **Grants** - Grants from state, federal and nonprofit organizations are accounted for as revenue to the appropriate fund (normally a Capital Project Fund).
- **Capital Projects** - Any capital project in excess of \$25,000 must be easily identifiable in the budget in a separate line item. Capital projects in excess of \$100,000 are normally accounted for in a Capital Project Fund (e.g., Water CIP Fund). If such projects are funded through grants, donations, or revenue generated by the project, such revenues are accounted for directly under the Capital Project Fund. If a project is funded through the



transfer of equity from the General Fund or an Enterprise Fund, the transfer is budgeted as a *Transfer-In* under the Capital Project Fund and a *Transfer-Out* under the General Fund or Enterprise Fund. All proprietary fund capital projects are closed back to the parent fund through adjusting journal entries. Uncompleted projects are shown as construction in progress and grant revenue for capital construction is accounted for as grant revenue.

- **Fixed Assets** - For accounting purposes the minimum level for fixed assets is set at \$5,000 while infrastructure is set at \$10,000.

Significant Budgeting Policies:

Specific budgeting policies having an impact on this budget include the following:

- **Presenting a Balanced Budget** - Per section 5-3 of the Borough’s Charter, the “borough manager shall prepare and submit to the assembly a proposed budget for the next fiscal year, which shall contain detailed estimates of anticipated revenues (including surplus) and proposed expenditure for the year. The total of such proposed expenditures shall not exceed the total of such anticipated revenues”. The Borough maintains a liberal interpretation of the Charter allowing for a “balanced budget” to mean that operational expenditures shall not exceed anticipated operating revenues. This interpretation means that if the Borough Assembly would like to spend down or designate a portion of the unrestricted fund balance of a fund and appropriate it to a capital project, such an appropriation would not be considered when evaluating whether the budget is balanced. A balanced budget should only be considered from an operating perspective. If fund balance is spent down to accommodate capital projects, it should be communicated to those in charge of governance in the budget work session prior to budget adoption and the change in fund balance shall be disclosed in the summary of funds within the budget.
- **Operating and Capital Budgets** - Authorized expenditures for all funds are divided into separate and distinct capital and operating budgets. Capital budgets include authorized expenditures for acquisitions of fixed assets, minor construction projects, acquisitions of and improvements to land, and direct transfers of equity to capital project funds and other funds (in particular, internal service funds). All other authorized expenditures are contained within operating budgets.
- **Lapsing of Appropriations and Reappropriations of Capital Expenditures** - All unencumbered operating budget appropriations lapse at the end of the fiscal year (June 30th). Capital expenditures do not lapse; however, for internal management purposes, capital appropriations are also assumed to lapse at the end of the fiscal year. Capital expenditures which carry forward to future years are reappropriated and are clearly shown as such in the budget. Amounts shown are estimates only. Actual remaining appropriations are reappropriated.
- **Internal Budget Redistributions** - The Borough Manager has the authority to redistribute appropriations between accounts within specific departments of the General Fund and within Enterprise Funds. Authorized expenditures may not be redistributed between operating and capital budgets. Redistributions between certain departments of the General Fund, between different funds or between operating and capital budgets of the same fund, must be approved by the City and Borough of Wrangell Assembly.



- **Revenues** - For budgeting purposes, revenues for proprietary funds are assumed to be received in cash although, under accrual accounting rules, some revenues are recorded prior to the actual receipt of cash. These revenues include interest receivable, amortizations of discounts on investment securities, and utility fees billed but not yet received. The effect of these non-cash revenues is not considered to be significant enough to be material.
- **General Fund Balance Policy** - It shall be an internal finance policy that the unrestricted fund balance for the general fund should be held at no less than six months of operating expenses. In the event that the General Fund’s unrestricted fund balance falls below this threshold, the Finance Director will notify the Borough Manager and host a work session of the Assembly to informally adopt a strategy to get the General Fund back to a sufficient fund balance.
- **Sales Tax Revenue Allocation Policy** - Per Ordinance 1023 of the City and Borough of Wrangell, the Borough shall allocate eighty (80) percent of sales tax revenue to the General Fund (undesignated) and twenty (20) percent to the Wrangell Public School District Local Contribution Fund for funding of operations and school maintenance. The full 20 percent is not meant to necessarily be sent to the WPSD in full year-over-year. A portion of the sales tax allocation should be saved and invested to address unforeseen liabilities and ensure the school remains fiscally sustainable for years to come. The local contribution to the school district is voted on via the Borough Assembly within 30 days of the WPSD Budget being passed.
- **Annual Borough Wide Fee and Rate Schedule Review** - Effective during the FY 2024 budget development process, the Finance Director shall meet with the Borough Assembly no less than annually before the annual budget is passed to review all enterprise fund rates and fees.
- **National Forest Receipts/Secure Rural Schools (SRS) Funds** - National Forest Receipts received from the USDA-Forest Service are issued to compensate for Forest Service land that would otherwise be charged property tax within the Borough’s jurisdiction. Ninety-seven percent of the land within the City and Borough of Wrangell’s municipal boundaries is part of the Tongass National Forest and owned by the Forest Service. Consistent with AS 14.17.410, this funding is eligible for contributions to the Wrangell Public School District. The funds can also be used to address road and school maintenance. SRS Funds are to be recorded and tracked separately in the SRS Special Revenue Fund.
- **Interfund Lending** - Per Ordinance 1019 of the City and Borough of Wrangell, Interfund lending is permissible, however should be infrequent in nature and follow the provisions in section 5.14 of the Wrangell Municipal Code.
- **911 Surcharge Revenue** - Effective FY 2023, all 911 surcharge revenue received from wireless and wired telephone providers shall be recorded in its own special revenue fund and restricted to 911 system maintenance and upgrades.
- **Transient Tax** - Pursuant to Section 5.06.060 of the Wrangell Municipal code, the proceeds from transient tax shall be used only to develop and implement a visitor industry program.
- **Employee Travel** - Travel by Borough employees including the Assembly will be approved during the budget process. Any unplanned travel will need Manager approval prior to the travel date.



Budget Assumptions:

Specific budgeting assumptions having an impact on this budget include the following:

○ **Sales Tax Revenue**

Since FY 2017, sale tax revenue has increased year-over-year. From FY 2020 to FY 2023, sales tax figures increased at an average growth rate of 5.63 percent year over year. FY 2023 sale tax revenue is projected to be \$3,750,000. Sales tax revenue for FY 2024 based on FY 2023 and the historical growth rate would be estimated at \$3,961,262. Conditions impacting the Wrangell economy can be summed up to the following points:

- 1) The economic outlook in the short term remains uncertain for Wrangell. The Federal Reserve’s monetary policy and consistent rate hikes have created ambiguity around whether the broader economy will face a “hard” or “soft” landing. Lending rates have increased dramatically, which in effect will reduce consumer spending.
- 2) The rate of inflation has shown signs of easing through the monetary policy implemented by the Federal Reserve. In June of 2022, Urban Alaska CPI soared to 12.4 percent y/y. Most recently, the April 2023 CPI report has shown year-over-year inflation at 3.1 percent. Most of the increase in sales tax revenue seen over the past few fiscal periods was primarily attributable to inflation as opposed to increases in underlying consumer activity.
- 3) Pre-pandemic tourism levels have been restored and should support higher spending at shops, stores, and charter companies.
- 4) The fishing industry has faced strong headwinds in the current fiscal year. The Southeast Trollers are in legal jeopardy of having their King Salmon season shut down which could have a dramatic impact on consumer spending in the Marine Service Center (impacting user revenues and sales tax). This already among uncertainty in harvest projections and speculation of low fish prices for the other fisheries have contributed to a lower sales tax forecast.

With the above points in mind, the Borough is estimating sales tax revenue to be in the range of \$3,500,000 and \$3,961,262. \$3,500,000 would be a 6.67 percent decrease from FY 2023 levels. With the heightened economic uncertainty, the Borough feels this a conservative revenue benchmark. Sales tax revenue will therefore be allocated as follows:

General Fund (80% Allocation)	\$2,800,000
WPSD Local Contribution Fund (20% Allocation)	\$700,000
Total	\$3,500,000

○ **Enterprise Fund User Revenues** - On March 28th, 2023, the Borough Assembly approved the following rate increases:

- **WML&P Fund** - \$.01/kwH across all tiers
- **Water Fund** - 10 percent increase across all rates w/ immaterial exceptions



- **Port & Harbors Fund** - 11.1 percent increase across all rates w/ immaterial exceptions
- **Sewer Fund** - 15 percent increase across all rates w/ immaterial exceptions
- **Sanitation Fund** - 5.5 percent increase across all rates with immaterial exceptions

Each of the primary user revenues assume that consumption (i.e., underlying activity) will be no less than 2.5% percent of the FY 2023 estimates. Generally, to forecast the FY 2024 enterprise fund revenues, the FY 2023 estimated value was multiplied by the adopted rate increase less 2.5% percent for a possible reduction in demand for products and services offered by the Borough's enterprise funds.

- **Insurance Assumptions:** As the renewal process timeline parallels the budget cycle, insurance figures must be projected until finalized in June. Assumptions over insurance by type are as follows. The projected insurance total for liability, property and other coverage types (excluding health) are allocated on a prorated basis using the prior year's premiums by fund and department:
 - **Health Coverage:** Through conversations with our insurance brokers, the Borough is expected to get a rate pass in FY 2024, meaning the Borough's health insurance premiums are estimated to stay the same compared to the prior year. The Borough is also enrolling in Premera Blue Cross's Optiflex program which could allow for increased savings if the sum of premiums paid is less than claims paid out to employees. Conservatively, the Borough estimates premiums to remain the same.
 - **Property:** Property insurance premiums are expected to increase fifteen percent year-over-year. All police and fire vehicles have comprehensive liability insurance while the remainder of Borough vehicles have liability insurance with exceptions of high dollar mobile equipment.
 - **Liability Coverage:** Per conversations with insurance professionals at Petersburg-Wrangell Insurance and APEI, liability coverage costs are expected to increase by ten percent.
- **Fuel Costs:** Administration is estimating that the average fuel cost will be 6 percent higher compared to the prior year. This is a conservative assumption given that the April 2023 CPI report for Urban Alaska demonstrated a 3.1 percent year-over-year increase. The Borough is confident that two times CPI is enough of a range to accurately predict fuel costs for FY 2024. The assumption is that the political climate in the energy sector will remain the same.
- **Credit Card Convenience Fee:** The credit card merchant fees will be passed onto the card user when a customer is paying any taxes (property or sales tax) with a credit card. This will not apply to utility or moorage credit card payments which are absorbed by rates.
- **Personnel Additions:** The FY 2024 Budget includes four new positions and three that are budgeted but were unfilled in FY 2023. The new positions are as follows: Borough Controller, Construction Manager, and Marketing and Community Development Coordinator, and P&R Custodian/Light Maintenance. The net impact to the Borough for the four new positions is projected to be \$407,281 for Salaries and Employer Costs combined. A police officer position, additional water/sewer operator, and a harbor maintenance and security position



are three additional unfilled but budgeted positions. These positions, if filled, have a \$318,404 impact to the Borough.

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CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET

FUND BALANCE SUMMARY
ALL FUNDS

Fund Type	Fund Description	Fund #	Estimated Beginning Fund Balance	Budgeted Revenues & Transfers-In	Budgeted Expenditures & Transfers-Out	Estimated Ending Fund Balance
General Fund	General Fund (Operating)	11000	\$ 9,161,388	\$ 7,277,295	\$ 8,234,413	\$ 8,204,271
	General Fund CIP	11300	\$ (146,645)	\$ 360,686	\$ 360,686	\$ (146,645)
	General Fund Consolidated	11000 & 11300	\$ 9,014,743	\$ 7,637,981	\$ 8,595,099	\$ 8,057,625
Debt Service Fund	Debt Service Fund	16000	\$ 3,800,150	\$ 140,000	\$ 247,625	\$ 3,692,525
Special Revenue Funds	Permanent Fund <A>	20000	\$ 8,907,672	\$ (313,761)	\$ -	\$ 8,593,911
	Nolan Center Operating Funds	21000, 21010, 21020 & 21030	\$ 122,040	\$ 548,784	\$ 548,784	\$ 122,040
	Nolan Center CIP Fund	21300	\$ (140,891)	\$ 554,190	\$ 554,190	\$ (140,891)
	Barnes Memorial Fund	21012	\$ 10,674	\$ -	\$ -	\$ 10,888
	Nolan Center Fund Consolidated		\$ (8,176)	\$ 1,102,974	\$ 1,102,974	\$ (7,963)
	Sales Tax Fund	22000	\$ 1,648,310	\$ 3,500,000	\$ 5,033,123	\$ 115,187
	Parks & Recreation Operating Fund	24000, 24010, 24020 & 24030	\$ 2,293,141	\$ 745,209	\$ 796,718	\$ 2,241,631
	Parks & Recreation CIP Fund	24300	\$ (109,851)	\$ 1,919,734	\$ 1,919,734	\$ (109,851)
	Parks & Recreation Consolidated 		\$ 2,183,289	\$ 2,664,943	\$ 2,716,452	\$ 2,131,780
	Secure Rural Schools Operating Fund	25000	\$ 2,193,273	\$ 840,977	\$ 1,568,684	\$ 1,465,566
	Secure Rural Schools CIP Fund	25300	\$ 31,385	\$ 1,392,955	\$ 1,392,955	\$ 31,385
	Consolidated Secure Rural Schools Fund		\$ 2,224,657	\$ 2,233,932	\$ 2,961,638	\$ 1,496,951
	WPSD Contribution Fund	26000	\$ 741,509	\$ 710,054	\$ 700,000	\$ 751,563
	Transient Tax Fund	28000	\$ 193,262	\$ 74,412	\$ 134,459	\$ 133,215
	CPV Excise Tax Fund	28010	\$ 341,216	\$ 69,139	\$ 167,502	\$ 242,853
Construction Funds	Residential Construction Fund	50000	\$ 318,518	\$ 2,223,718	\$ 2,256,123	\$ 286,113
	Industrial Construction Fund	52000	\$ 714,050	\$ 4,250	\$ 328,192	\$ 390,109
	Economic Recovery Fund *	53000	\$ (1,110,733)	\$ 1,159,043	\$ -	\$ 48,310
Enterprise Funds	Light & Power Operating Fund	70000	\$ 3,444,680	\$ 4,791,408	\$ 6,608,120	\$ 1,627,968
	Light & Power CIP Fund	70300	\$ (97,756)	\$ 18,000	\$ 18,000	\$ (97,756)
	Light & Power Consolidated		\$ 3,346,923	\$ 4,809,408	\$ 6,626,120	\$ 1,530,211
	Water Operating Fund	72000	\$ 533,306	\$ 986,705	\$ 1,102,574	\$ 417,437
	Water CIP Fund	72300	\$ 752,133	\$ 17,767,850	\$ 17,904,586	\$ 615,396
	Water Fund Consolidated		\$ 1,285,438	\$ 18,754,556	\$ 19,007,160	\$ 1,032,834
	Port & Harbor Fund (Parent)	74000, 74010, 74020, 74030	\$ 3,192,997	\$ 2,008,963	\$ 3,300,377	\$ 1,901,582
	Harbor CIP Fund	74300	\$ 47,796	\$ 2,629,838	\$ 2,629,838	\$ 47,796
	Port & Harbor Consolidated		\$ 3,240,792	\$ 4,638,801	\$ 5,930,215	\$ 1,949,378
	Wastewater Operating Fund	76000	\$ 1,389,670	\$ 819,189	\$ 1,313,705	\$ 895,155
	Wastewater CIP Fund	76300	\$ 18,231	\$ 260,000	\$ 260,000	\$ 18,231
	Wastewater Consolidated		\$ 1,407,901	\$ 1,079,189	\$ 1,573,705	\$ 913,386
	Sanitation Operating Fund	78000	\$ 323,460	\$ 957,111	\$ 1,268,553	\$ 12,017
Sanitation CIP Fund	78300	\$ 613,538	\$ -	\$ -	\$ 613,538	
Sanitation Consolidated		\$ 936,998	\$ 957,111	\$ 1,268,553	\$ 625,556	
Miscellaneous Funds	Borough Organization Fund	11110	\$ 312,498	\$ 100,000	\$ 312,498	\$ 100,000
	Hospital Legacy Fund	11125	\$ 122,302	\$ -	\$ 122,302	\$ (0)
	911 Surcharge Fund	11130	\$ 69,958	\$ 45,000	\$ -	\$ 114,958
	Marian Glenz Fund	28020	\$ 21,832	\$ -	\$ 10,000	\$ 11,832
	Bird Fest Fund	28030	\$ 1,977	\$ 8,000	\$ 8,000	\$ 1,977

Finance Director Comments

- 1) All balances above are unaudited and are subject to change as a result of FY22 year-end audit adjustments
- 2) Enterprise Fund Net Position is shown net of investment in capital assets to underscore the balance that is unrestricted
- 3) Fund Balance or Net Position does not = cash. Fund Balance or Net Position net of investment in capital assets is the accumulated retained earnings since the beginning of the fund. It can also be thought as working capital for purposes of budgeting and modeling.

Tickmark Legend

<A> - The Permanent Fund is displayed net of Parks & Recreations share. This is balance is still restricted, but may be withdrawn from so long as it is in conformance with the investment code.

 - \$1.2M of total reserves is restricted by the Permanent Fund for the Pool



GENERAL FUND

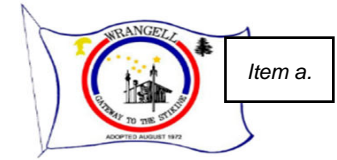
PURPOSE STATEMENT:

The General Fund was established to account for the revenue and expenditures necessary to carry out basic governmental activities of the City and Borough of Wrangell such as fire and police protection, public works activities, streets and capital facilities maintenance, planning & zoning, library, museum, education, finance, administrative services, and other like activities. Appropriations are made from the General Fund annually.

Major funding sources of the General Fund are property taxes, sales taxes (eighty percent of all sales tax collected), state revenue sharing, federal payment in lieu of taxes, interest income, jail funding from the State of Alaska, Permanent Fund distributions, court leasing, and other miscellaneous revenues.

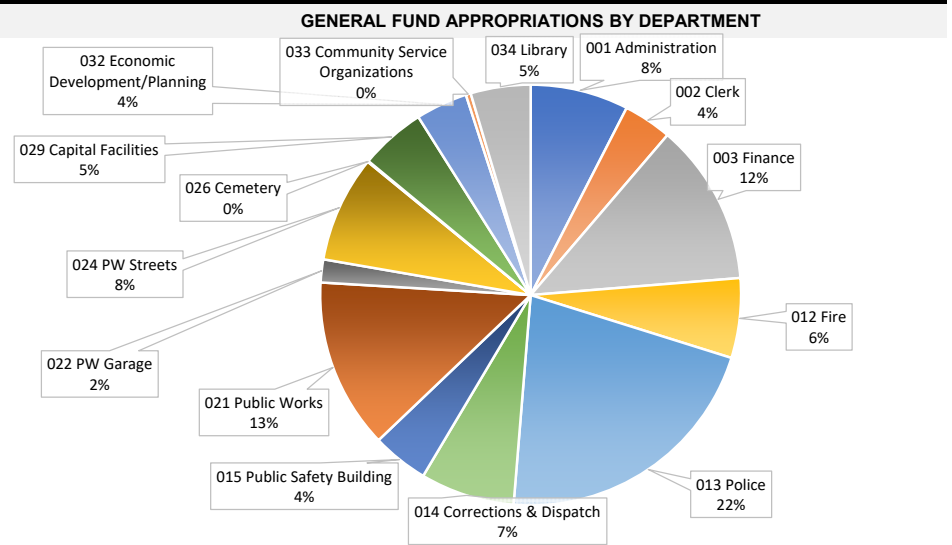
GENERAL FUND DEPARTMENTS:

- | | |
|----------------------------|----------------------------|
| Administration-001 | Clerk & Assembly-002 |
| Finance-003 | Fire-012 |
| Police-013 | Corrections & Dispatch-014 |
| Public Safety Buidling-015 | Public Works-021 |
| Garage-022 | Streets-024 |
| Cemetery-026 | Capital Facilities-029 |
| Economic Development-032 | Community Service-033 |
| Library-034 | |

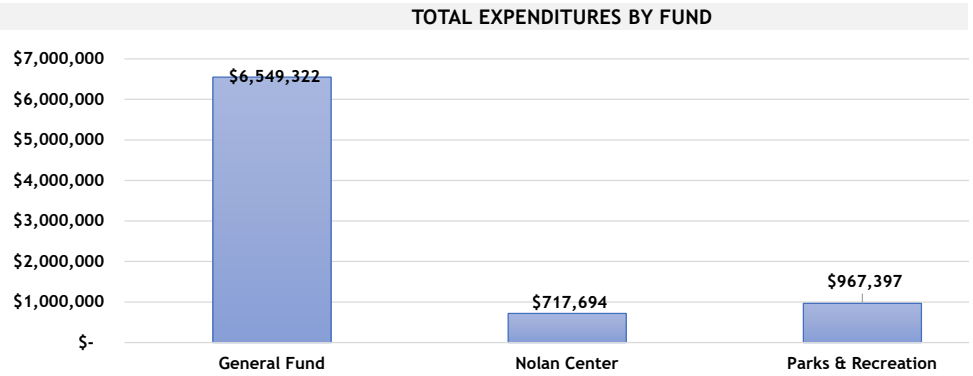


GENERAL FUND SUMMARY & SUBSIDIZATION

GENERAL FUND SUMMARY	
General Fund Revenues	\$ 7,277,295
General Fund Expenses	\$ 6,244,292
Operating Surplus (Deficit)	\$ 1,033,003
Operating Margin as a % of Revenues	14.19%
Transfer to P&R	\$ 685,219
Transfer to Nolan Center	\$ 347,284
Operating Surplus (Deficit) after funding NC and P&R	\$ 500
Less: Transfers Out to Capital Projects	\$ 957,618
General Fund Surplus (Deficit) after Transfers Out and Projects	\$ (957,118)



GENERAL FUND SUBSIDIZATION OF NOLAN CENTER AND P&R	
<i>For Operations</i>	
Nolan Center	\$ 347,284
Parks & Recreation	\$ 685,219
Total	\$ 1,032,503
<i>For Capital Projects</i>	
Nolan Center	\$ 370,410
Parks & Recreation	\$ 282,178
Total	\$ 652,588
Total Support from General Fund	\$ 1,685,091

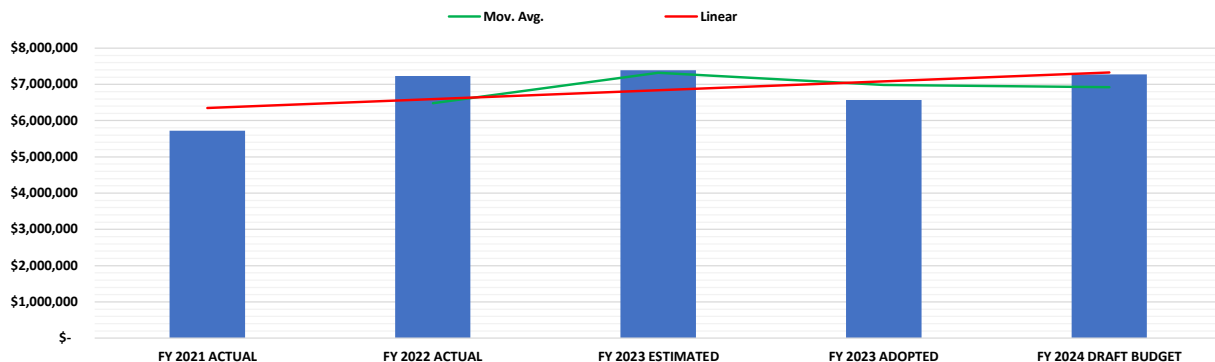


Item a.

GENERAL FUND REVENUES

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 DRAFT BUDGET	% OF TOTAL REVENUE (FY 2024)
GENERAL TAXES							
11000 000 4010	Property Taxes	\$ 1,875,663	\$ 1,784,255	\$ 1,760,817	\$ 1,780,087	\$ 2,094,944	28.79%
11000 000 4015	Property Tax Penalties & Interest	\$ 28,293	\$ 19,551	\$ 11,144	\$ 20,000	\$ 10,000	0.14%
11000 000 4020	Sales Taxes (80% starting in FY23)	\$ 2,220,139	\$ 2,901,830	\$ 3,000,000	\$ 2,640,000	\$ 2,800,000	38.48%
11000 000 4025	Sales Tax Penalties & Interest (80% Starting in FY23)	\$ 1,500	\$ 200	\$ 5,000	\$ 8,000	\$ -	0.00%
11000 000 4125	Marijuana Tax Revenue	\$ 600	\$ 6,987	\$ 6,364	\$ 4,000	\$ 5,000	0.07%
11000 000 4126	Marijuana Tax Penalty & Interest	\$ -	\$ 763	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ 4,126,195	\$ 4,713,586	\$ 4,783,325	\$ 4,452,087	\$ 4,909,944	67.47%
STATE & FEDERAL REVENUE							
11000 000 4101	PERS On-behalf Revenue	\$ 166,506	\$ 191,681	\$ 200,000	\$ 160,000	\$ 200,000	2.75%
11000 000 4110	Municipal Assistance Revenue	\$ 375,807	\$ 385,234	\$ 424,620	\$ 365,000	\$ 375,223	5.16%
11000 000 4120	Liquor Tax Share Revenue	\$ -	\$ 17,700	\$ 15,000	\$ 9,500	\$ 15,000	0.21%
11000 000 4596	ARPA Grant Revenue (GF Portion)	\$ -	\$ -	\$ 242,992	\$ -	\$ -	0.00%
11000 000 4590	State Grant Revenue	\$ 7,000	\$ -	\$ 7,000	\$ 8,250	\$ 7,000	0.10%
TOTAL		\$ 549,314	\$ 594,614	\$ 889,612	\$ 542,750	\$ 597,223	8.21%
CHARGES FOR SERVICES							
11000 000 4320	Jail Contract Revenue	\$ 278,981	\$ 464,969	\$ 566,958	\$ 465,000	\$ 567,833	7.80%
11000 000 4325	Court Rent Revenue	\$ 62,400	\$ 61,231	\$ 62,400	\$ 62,400	\$ 62,400	0.86%
11000 000 4330	Cemetery Services	\$ 1,890	\$ 1,025	\$ 6,590	\$ 3,000	\$ 3,000	0.04%
11000 000 4335	Cemetery Plot Sales	\$ 588	\$ 780	\$ 1,249	\$ 600	\$ 1,650	0.02%
11000 000 4380	Surplus & Material Sales	\$ 268	\$ 6,827	\$ 569	\$ 2,000	\$ 1,000	0.01%
11000 000 4385	Public Works Revenue	\$ 307	\$ -	\$ -	\$ -	\$ -	0.00%
11000 000 4402	Police Services	\$ 3,740	\$ 2,850	\$ 1,638	\$ 3,000	\$ 2,000	0.03%
11000 000 4403	DMV Services	\$ 42,234	\$ 102,783	\$ 100,000	\$ 70,000	\$ 75,000	1.03%
11000 000 4404	Misc. Animal Control Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ 390,408	\$ 640,464	\$ 739,404	\$ 606,000	\$ 712,883	9.80%
PAYMENT IN LIEU OF TAXES							
11000 000 4030	Payment in Lieu of Taxes	\$ 494,259	\$ 895,046	\$ 507,616	\$ 505,000	\$ 495,000	6.80%
TOTAL		\$ 494,259	\$ 895,046	\$ 507,616	\$ 505,000	\$ 495,000	6.80%
LEASE REVENUE							
11000 000 4370	Tideland Lease Revenue	\$ 50,174	\$ 40,462	\$ 43,000	\$ 42,222	\$ 42,222	0.58%
11000 000 5551	Lease Interest Income	\$ (5,200)	\$ 51,355	\$ 51,355	\$ 13,200	\$ 46,321	0.64%
TOTAL		\$ 44,974	\$ 91,817	\$ 94,355	\$ 55,422	\$ 88,543	1.22%
LICENSES & PERMITS							
11000 000 4360	Building Permits	\$ 1,150	\$ 1,700	\$ 1,100	\$ 1,000	\$ 1,000	0.01%
11000 000 4365	Planning & Zoning Permit Revenue	\$ 575	\$ 7,227	\$ 1,000	\$ 500	\$ 500	0.01%
11000 000 4405	Dog Licenses	\$ 252	\$ 554	\$ 305	\$ 300	\$ 300	0.00%
TOTAL		\$ 1,977	\$ 9,481	\$ 2,405	\$ 1,800	\$ 1,800	0.02%
MISCELLANEOUS REVENUES							
11000 000 4401	Fines & Forfeitures	\$ 6,920	\$ 10,019	\$ 9,727	\$ 6,000	\$ 10,000	0.14%
11000 000 4550	Interest Income (all general fund combined)	\$ -	\$ -	\$ 301,801	\$ 65,320	\$ 402,402	5.53%
11000 000 4600	Miscellaneous Revenues	\$ 100	\$ 276,327	\$ 55,856	\$ 80,000	\$ 50,000	0.69%
11000 000 4602	Miscellaneous Reimbursement	\$ 2,769	\$ 1,688	\$ -	\$ 500	\$ -	0.00%
11000 000 4604	Miscellaneous Library Revenues	\$ 1,510	\$ 7	\$ 2,500	\$ 2,200	\$ 3,000	0.04%
11000 000 4690	Donations	\$ 15	\$ -	\$ 6,500	\$ 5,000	\$ 6,500	0.09%
TOTAL		\$ 11,314	\$ 288,041	\$ 376,385	\$ 159,020	\$ 471,902	6.48%
TRANSFERS-IN FROM OTHER FUNDS							
11000 000 4920	Transfer from Permanent Fund	\$ -	\$ -	\$ -	\$ 250,000	\$ -	0.00%
11000 000 4922	Transfer from Sales Tax-Streets	\$ 100,000	\$ -	\$ -	\$ -	\$ -	0.00%
11000 000 4925	Transfer from SRS-Streets	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ 100,000	\$ -	\$ -	\$ 250,000	\$ -	0.00%
TOTAL GENERAL FUND REVENUES		\$ 5,718,440	\$ 7,233,048	\$ 7,393,101	\$ 6,572,079	\$ 7,277,295	100.0%

GENERAL FUND REVENUES BY FISCAL YEAR



GENERAL FUND APPROPRIATIONS	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 DRAFT BUDGET	% OF TOTAL APPROPRIATIONS	INCREASE FROM PY BUDGET
001 Administration	\$ 370,926	\$ 540,040	\$ 452,273	\$ 463,793	\$ 470,980	8%	2%
002 Clerk	\$ 179,268	\$ 223,861	\$ 243,565	\$ 227,433	\$ 232,169	4%	2%
003 Finance	\$ 479,929	\$ 855,349	\$ 707,217	\$ 715,284	\$ 777,529	12%	9%
012 Fire	\$ 158,334	\$ 405,385	\$ 316,940	\$ 351,865	\$ 382,008	6%	9%
013 Police	\$ 630,537	\$ 1,151,526	\$ 1,117,941	\$ 1,159,796	\$ 1,340,153	21%	16%
014 Corrections & Dispatch	\$ 270,941	\$ 476,784	\$ 448,789	\$ 422,746	\$ 452,728	7%	7%
015 Public Safety Building	\$ 241,588	\$ 153,310	\$ 153,310	\$ 323,163	\$ 270,449	4%	-16%
021 Public Works	\$ 513,749	\$ 362,563	\$ 511,343	\$ 536,948	\$ 816,649	13%	52%
022 PW Garage	\$ 198,835	\$ 194,742	\$ 202,875	\$ 258,803	\$ 110,353	2%	-57%
024 PW Streets	\$ 236,344	\$ 365,127	\$ 441,571	\$ 483,986	\$ 511,306	8%	6%
026 Cemetery	\$ (335)	\$ 6,280	\$ 4,357	\$ 3,974	\$ 5,109	0%	29%
029 Capital Facilities	\$ 247,645	\$ 202,889	\$ 174,791	\$ 252,325	\$ 315,607	5%	25%
032 Economic Development/Planning	\$ 138,265	\$ 148,614	\$ 211,387	\$ 170,859	\$ 248,381	4%	45%
033 Community Service Organizations	\$ 43,096	\$ 43,000	\$ 50,000	\$ 50,000	\$ 23,500	0%	-53%
034 Library	\$ 246,900	\$ 251,332	\$ 289,035	\$ 291,045	\$ 287,371	5%	-1%
TOTAL EXPENDITURES	\$ 3,956,021	\$ 5,380,802	\$ 5,325,394	\$ 5,712,023	\$ 6,244,292	100%	17%

GENERAL FUND TRANSFERS-OUT

Transfer to Nolan Center (8921)	\$ 153,810	\$ 242,519	\$ 51,229	\$ 237,077	\$ 347,284
Transfer to Parks & Recreation (8924)	\$ 788,758	\$ 1,490,298	\$ 513,340	\$ 692,824	\$ 685,219
Transfer to Capital Project Funds (8990) <A>	\$ -	\$ -	\$ 161,041	\$ 615,369	\$ 957,618
11000 000 8990 Transfer to GF CIP	\$ -	\$ -	\$ 161,041	\$ 428,621	\$ 305,030
11000 125 8990 Transfer to NC CIP	\$ -	\$ -	\$ -	\$ -	\$ 370,410
11000 140 8990 Transfer to P&R CIP	\$ -	\$ -	\$ -	\$ -	\$ 282,178
Transfer to ERF Fund for Mill Purchase (8953)	\$ -	\$ -	\$ 1,159,043	\$ -	\$ -
Total Transfers Out	\$ 942,568	\$ 1,732,817	\$ 1,884,653	\$ 1,545,270	\$ 1,990,121

Net Revenue Over (Under) Expenditures Before Capital Projects and Transfers-out	\$ 1,762,419	\$ 1,852,246	\$ 2,067,708	\$ 860,056	\$ 1,033,003
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Net Revenue Over (Under) Expenditures After Capital Projects	\$ 819,851	\$ 119,429	\$ 183,055	\$ (685,214)	\$ (957,118)
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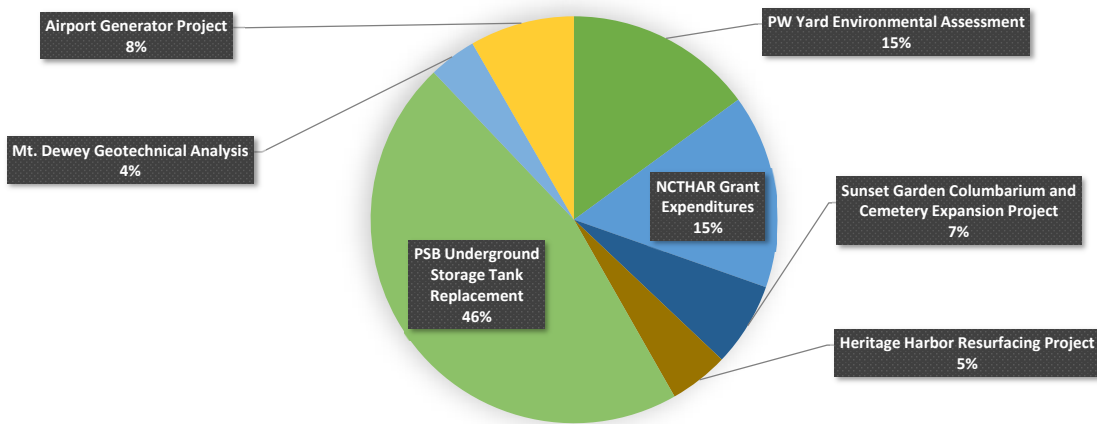
Estimated Beginning Fund Balance	\$ 10,137,078	\$ 9,317,227	\$ 9,197,798	\$ 9,197,798	\$ 9,014,743
Estimated Ending Fund Balance	\$ 9,317,227	\$ 9,197,798	\$ 9,014,743	\$ 8,512,584	\$ 8,057,625

GENERAL CAPITAL PROJECTS FUND TRANSFERS-IN		FY2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED	% OF REVENUE BY SOURCE
11300 000 4910 00 00000	Transfer from General Fund	\$ 161,041	\$ 428,621	\$ 305,030	89%
11300 000 4999 48 11006	NCTHAR Grant Revenue	-	\$ 55,656	\$ 55,656	11%
TOTAL REVENUES & TRANSFERS-IN		\$ 161,041	\$ 484,277	\$ 360,686	100%

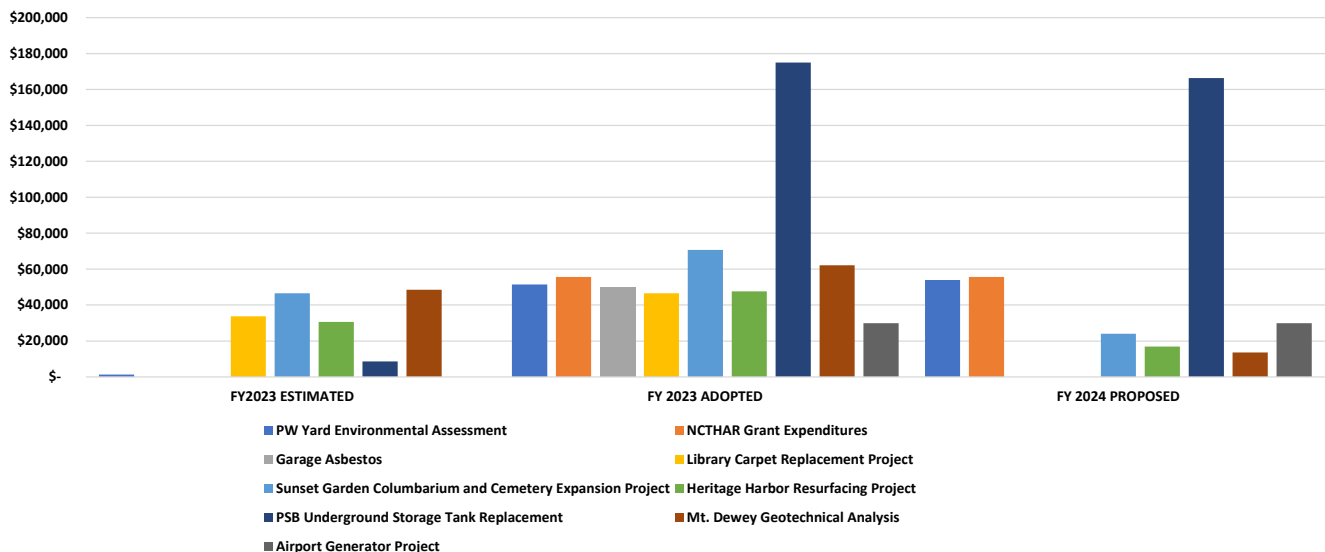
GENERAL FUND CAPITAL PROJECT APPROPRIATIONS		FY2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED	% OF GF CIP APPROPRIATIONS
11300 000 9999 00 11005	PW Yard Environmental Assessment	\$ 1,387	\$ 51,451	\$ 53,923	15%
11300 000 9999 48 11006	NCTHAR Grant Expenditures	\$ -	\$ 55,656	\$ 55,656	15%
11300 000 9999 00 11010	Garage Asbestos		\$ 50,000	\$ -	0%
11300 000 9999 00 11011	Library Carpet Replacement Project	\$ 33,794	\$ 46,500	\$ -	0%
11300 000 9999 00 11012	Sunset Garden Columbarium and Cemetery Expansion Project	\$ 46,566	\$ 70,670	\$ 24,104	7%
11300 000 9999 00 11013	Heritage Harbor Resurfacing Project	\$ 30,634	\$ 47,586	\$ 16,952	5%
11300 000 9999 00 11014	PSB Underground Storage Tank Replacement	\$ 8,636	\$ 175,000	\$ 166,364	46%
11300 000 9999 00 11015	Mt. Dewey Geotechnical Analysis	\$ 48,475	\$ 62,162	\$ 13,687	4%
11300 000 9999 00 11016	Airport Generator Project	\$ -	\$ 30,000	\$ 30,000	8%
TOTAL PROJECT EXPENDITURES		\$ 169,492	\$ 589,024	\$ 360,686	100%

***All General Fund Capital Projects above are accompanied by a project summary in Appendix 6: Approved Capital Projects

GENERAL FUND CAPITAL PROJECTS FUNDING ALLOCATION



COMPARISON OF GENERAL FUND CAPITAL PROJECTS BY FISCAL YEAR





GENERAL FUND: ADMINISTRATION DEPARTMENT

PURPOSE:

The Administration Department is responsible for directing and coordinating the activities of the City departments. This includes carrying out Council policies, directing day-to-day operations and communications, both internally and externally.

KEY ACCOMPLISHMENTS:

- Through direct lobbying with our local Senator and Representative, received \$4.1M towards the Water Treatment Plant that can be used as a cost share for the federal funding.
- Through direct lobbying with Senator Murkowski, Senator Sullivan, and Representative Peltola, was able to get wording to legislation that enabled us to qualify for \$1.2M in ARPA LATCF funding
- Conduct regular meetings with community stakeholders, and state, federal, tribal and non-profit organizations.
- Continued driving core infrastructure projects needed by the Wrangell Community.

LEVEL OF SERVICE AND BUDGET IMPACT:

The FY 2024 budget sufficiently funds the Administration Department.

DEPARTMENT GOALS:

- To leverage relationships with lobbyists as well as government officials to achieve more funding for our infrastructure.
- To provide housing solutions to the community of Wrangell
- To enhance existing industry and attract new businesses to set-up shop in Wrangell.

TRENDS AND FUTURE CHALLENGES:

- Personnel retention and recruitment.
- Inflation of goods and services needed to conduct operations.
- IJJA funds have clogged the market for engineering and contractor services that has slowed the pace of infrastructure capitalization.

PERSONNEL:

Borough Manager,
Jeff Good

1.0 FTE

FY 2022: 1.0 FTE

FY 2023: 1.0 FTE

FY 2024: 1.0 FTE

PERFORMANCE METRICS

- Enhance tools and processes to improve communications within departments.

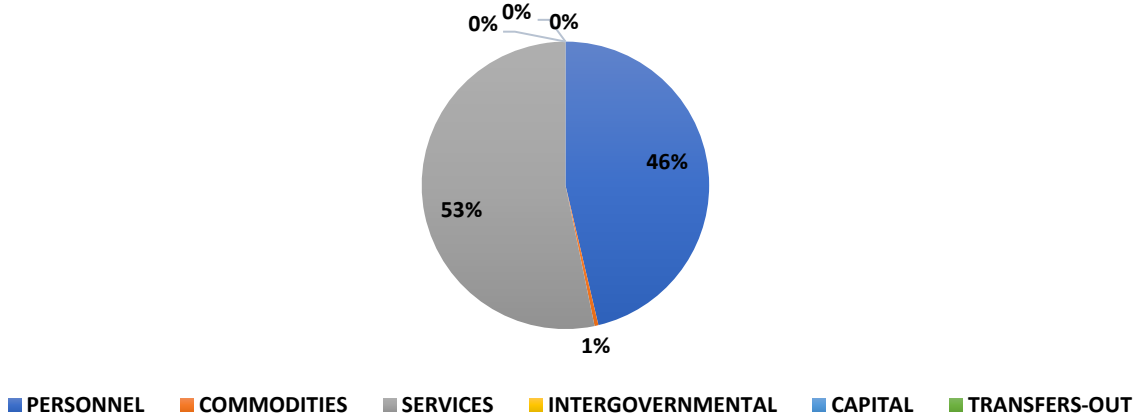
CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #11000, Dept #001

GENERAL FUND
ADMINISTRATION
SUMMARY OF EXPENDITURES

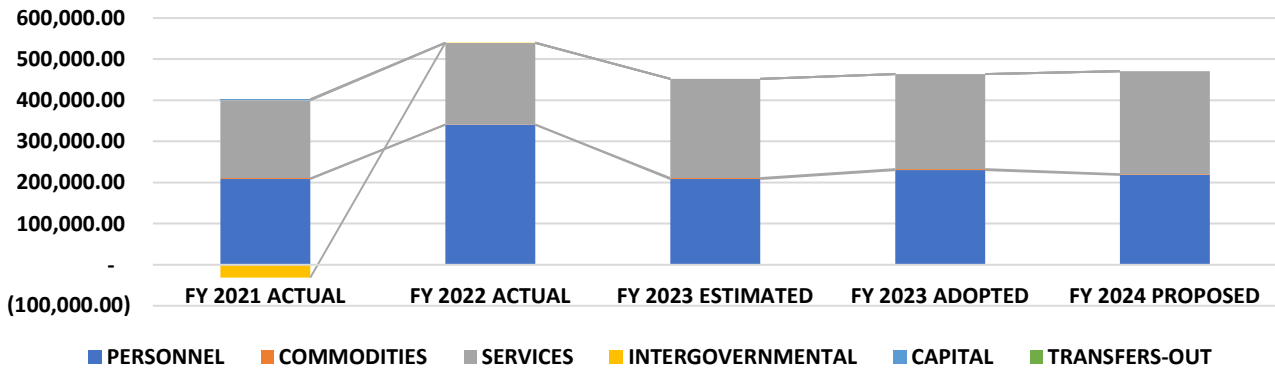
SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	208,404	340,861	208,415	230,439	218,189
COMMODITIES	1,935	290	2,000	2,000	2,000
SERVICES	189,675	198,020	241,858	231,354	250,791
INTERGOVERNMENTAL	(31,288)	868	-	-	-
CAPITAL	2,199	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	370,926	540,040	452,273	463,793	470,980

FY 2024 BUDGET - ALLOCATION OF EXPENDITURES



ADMINISTRATIVE EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #11000, Dept #001

GENERAL FUND
ADMINISTRATIVE DEPARTMENT
DETAIL OF EXPENDITURES

ADMINISTRATION GENERAL FUND EXPENSES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
11000 001 6001	Salaries & Wages	\$ 144,226	\$ 240,268	\$ 124,973	\$ 165,397	\$ 135,600
11000 001 6100	Employer Costs	\$ 64,178	\$ 93,824	\$ 67,792	\$ 49,392	\$ 69,089
11219 001 6XXX	CARES Act Off-Set	\$ (23,889)	\$ -	\$ -	\$ -	\$ -
11000 001 7001	Materials & Supplies	\$ 1,935	\$ 290	\$ 2,000	\$ 2,000	\$ 2,000
11000 001 7502	Phone/Internet	\$ 1,272	\$ 648	\$ 1,221	\$ 705	\$ 705
11000 001 7503	Information Technology	\$ 3,300	\$ 3,310	\$ 4,000	\$ 34,380	\$ 6,380
11000 001 7505	Travel, Training, and Professional Development	\$ -	\$ 5,352	\$ 12,150	\$ 12,150	\$ 10,000
11000 001 7507	Memberships & Dues	\$ 1,080	\$ 1,054	\$ 2,000	\$ 1,200	\$ 1,200
11000 001 7508	Insurance	\$ 43,810	\$ 6,104	\$ 25,000	\$ 27,369	\$ 30,106
11000 001 7519	Professional Services Contractual	\$ 1,489	\$ 12,841	\$ 5,000	\$ 5,500	\$ 5,500
11000 001 7520	Attorney, Retainer	\$ 74,524	\$ 100,144	\$ 137,180	\$ 85,000	\$ 125,000
11000 001 7530	Lobbying	\$ 64,200	\$ 72,800	\$ 67,200	\$ 67,200	\$ 74,400
11000 001 7576	Contingency	\$ -	\$ 1,120	\$ 257	\$ 10,000	\$ 7,500
11000 001 7580	Recruitment and Employee Retention	\$ -	\$ 1,418	\$ 3,500	\$ 3,500	\$ 3,500
11219 001 70XX	CARES Act Off-set (Non-payroll Expenditures)	\$ (5,200)	\$ 868	\$ -	\$ -	\$ -
11000 001 7900	Capital Expenditures	\$ 2,199	\$ -	\$ -	\$ -	\$ -
11219 001 7900	CARES Act Off-set (Capital Expenditures)	\$ (2,199)	\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATION EXPENSES		\$ 370,926	\$ 540,040	\$ 452,273	\$ 463,793	\$ 470,980

JUSTIFICATION & EXPLANATION
ADMINISTRATIVE DEPARTMENT

ACCT NO.	ACCOUNT DESCRIPTION		
6001	SALARIES & WAGES		
	BOROUGH MANAGER SALARY		\$ 132,000
	BOROUGH MANAGER VEHICLE STIPEND		\$ 3,600
	TOTAL		\$ 135,600
6100	EMPLOYER COSTS		
	FICA, SBS AND MEDICARE (7.58%)		\$ 10,278
	STATE OF ALASKA PERS (22%)		\$ 29,832
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$ 28,978
	TOTAL		\$ 69,089
6XXX	CARES ACT OFF-SET - ALL PAYROLL COSTS ELLIGIBLE FOR REIMBURSMENT THROUGH CARES ACT RELEIF FUNDING		
7001	MATERIALS & SUPPLIES - VARIOUS CLEANING SUPPLIES & OFFICE SUPPLIES SUCH AS PRINTER PAPER & INK, LETTER HEAD, AND OTHER MISC. SUPPLIES		
7502	PHONE/INTERNET - ANNUAL ALLOTMENT FOR PHONE LANDLINE, INTERNET SERVICE, AND CELL PHONE		
7505	TRAVEL, TRAINING, & PROFESSIONAL DEVELOPMENT - TRAVEL FOR ADMIN TO ATTEND CONFERENCES AND OTHER		
7506	PUBLICATIONS & ADVERTISING - COST TO PUBLISH LEGAL NOTICES, ADVERTISEMENTS, ORDINANCES, BIDS, AND OTHER REQUIRED MATERIALS INCLUDING ELECTION PUBLICATIONS		
7507	MEMBERSHIPS & DUES - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL ORGANIZATIONS		
7508	INSURANCE - ALLOTMENT FOR BUILDING & VEHICLE INSURANCE		
7519	PROFESSIONAL SERVICES CONTRACTUAL - CATERING EXPENSES FOR BOROUGH EMPLOYEE EVENTS (I.E. CHIRSTMAS PARTY & SUMMER PICNIC)		
7520	ATTORNEY, RETAINER - ALLOTMENT FOR ATTORNEY FEES & FUTURE SERVICES		
7524	WRANGELL MEDICAL CENTER LEGACY - EXPENSES RELATED TO THE OLD HOSPITAL PRIOR TO THE CREATION OF THE HOSPITAL LEGACY FUND		
7530	LOBBYING - COST OF FEDERAL AND STATE LOBBYIST CONTRACTS (\$31,200 AND \$43,200 RESPECTIVELY)		
7576	CONTINGENCY - FUNDS AVAILABLE TO ADDRESS UNFORESEEN EXPENSES INCURRED DUE TO EXTRAORDINARY ACTIVITES OR EVENTS		
7580	RECRUITMENT & EMPLOYEE RETENSION - EXPENSES INCURRED RELATED TO RECRUITMENT & HIRING EFFORTS		
70XX	CARES ACT OFF-SET (NON PAYROLL EXPENDITURES) - NON-PAYROLL EXPENSES ELLIGIBLE FOR REIMBURSEMENT THROUGH CARES ACT FUNDING		
7900	CAPITAL EXPENDITURES - CAPITALIZABLE PURCHASES THAT ARE DEPRECIABLE AND INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS		
11219-7900	CARES ACT OFF-SET (CAPITAL EXPENDITURES) - CAPITALIZABLE PURCHASES THAT ARE DEPRECIABLE AND INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS. THESE CAPITAL PURCHASES WERE SPECIFICALLY ELLIGIBLE FOR REIMBURSMENT THROUGH CARES ACT FUNDING.		



GENERAL FUND: CLERK & ASSEMBLY DEPARTMENT

PURPOSE:

The Borough Clerk’s office aims to provide centralized services including, but not limited to records management, public information, and agenda management and assists Borough Staff, the Borough Assembly, and the citizens of Wrangell.

KEY ACCOMPLISHMENTS:

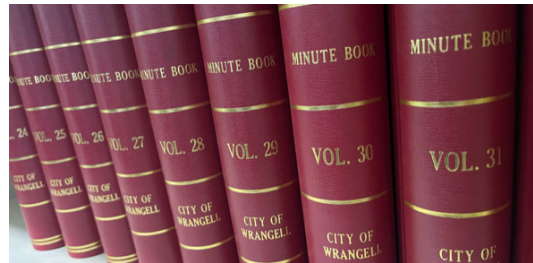
- Began the process with Laserfiche Records Management systems to completely digitize recent past, present, and future projects, Ordinances, Resolutions and Minutes.
- Continue to assist Department Heads with our Municode Meetings Agenda Management System.
- Completed the annual records destruction.
- Successfully held the 2022 Annual Borough Election.
- Worked with Staff (when necessary) to draft Ordinances.
- Maintained Registered Parliamentarian status.

LEVEL OF SERVICE & BUDGET IMPACT:

Budgeted resources are adequate to maintain the current level of service. Increases in the FY2024 budget are due to fees related to necessary services.

GOALS & NEW INTIATIVES:

- Complete the Laserfiche Records Management setup process.
- Continue to centralize public records using Laserfiche.
- Purchase and implement a Cemetery module offered through our new Caselle Accounting System.
- Utilizing the Laserfiche System to maintain the Records repository.
- Onboard pertinent Department Supervisors to utilize the Laserfiche System.
- Continuing Parliamentary education to become a Professional Registered Parliamentarian.
- Prepare for the 2023 Regular Borough Election.
- Submit intent to continue holding the Communication Director for the Alaska Association of Municipal Clerks role.



TRENDS AND FUTURE CHALLENGES:

- Onboarding the Laserfiche Records Management will be challenging because the current files metadata will need to be modified. Once this process has been completed, inputting, and maintaining records through the disposition flow should be a lot easier.

PERSONNEL:

Borough Clerk, Kim Lane

1.0 FTE



FY 2022: 1 FTE

FY 2023: 1 FTE

FY 2024: 1 FTE

PREFORMANCE METRICS:

RECORDS MANAGEMENT: LASERFICHE IMPLEMENTATION

Records Management has been an important goal for the Borough Clerk’s office. There has been continued progress toward 100% completion of the project through Laserfiche. While there is more implementation work needed, the Clerk’s office projects 80% of the overall implementation is complete.

<p>FY 2021: 0%</p>	<p>FY 2022: 40%</p>	<p>FY 2023: 80%</p>
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PROFESSIONAL DEVELOPMENT: PROFESSIONAL REGISTERED PARLIAMENTARIAN (PRP)

The Borough Clerk is currently a Registered Parliamentarian (RP). The Clerk plans on becoming a Professional Registered Parliamentarian. With all exams to be passed by FY 2025.

<p>FY 2021: N/A</p>	<p>FY 2022: N/A</p>	<p>FY 2023: 40%</p>
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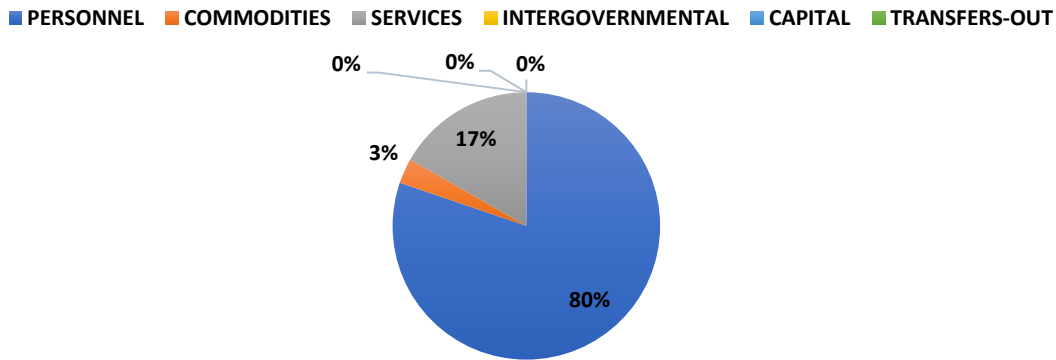
CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #11000, Dept #002

GENERAL FUND
CLERK AND ASSEMBLY
SUMMARY OF EXPENDITURES

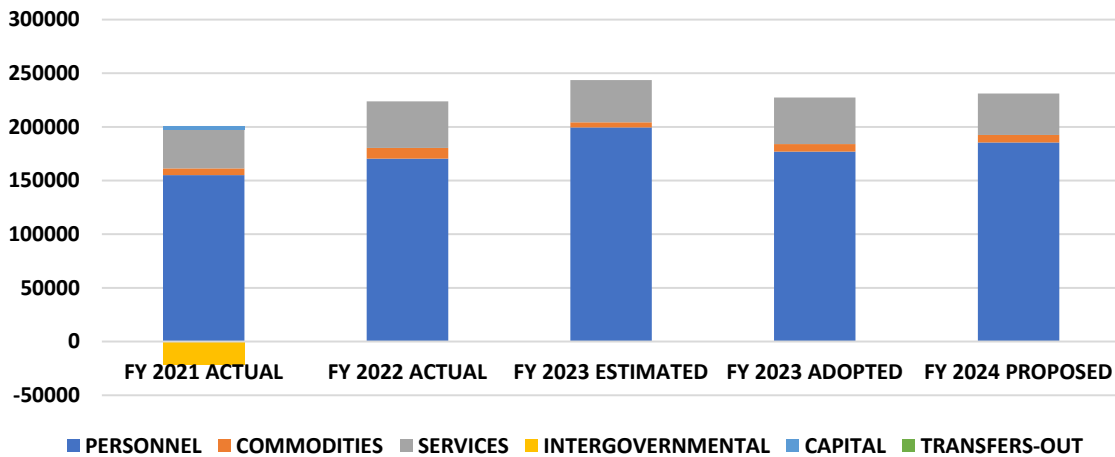
SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	155,022	170,357	199,523	177,020	185,505
COMMODITIES	6,335	10,057	4,687	7,000	7,000
SERVICES	36,435	43,447	39,355	43,413	38,665
INTERGOVERNMENTAL	(21,410)	-	-	-	-
CAPITAL	2,885	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	179,268	223,861	243,565	227,433	231,169

FY 2024 BUDGET - ALLOCATION OF EXPENDITURES



CLERK & ASSEMBLY EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
 2024 ANNUAL BUDGET
 Fund #11000, Dept #002

GENERAL FUND
 CLERK AND ASSEMBLY
 DETAIL OF EXPENDITURES

ASSEMBLY & CLERK GENERAL FUND EXPENDITURES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
11000 002 6001	Salaries & Wages	\$ 91,508	\$ 92,861	\$ 114,885	\$ 100,000	\$ 108,170
11000 002 6002	Temporary Wages (Election Workers)	\$ 152	\$ 662	\$ 1,160	\$ 394	\$ 1,140
11000 002 6005	Overtime	\$ 177	\$ 156	\$ 215	\$ 542	\$ 788
11000 002 6100	Employer Costs	\$ 63,185	\$ 61,886	\$ 63,935	\$ 61,471	\$ 60,922
11219 002 6XXX	CARES Act Payroll Off-Set	\$ (17,241)	\$ -	\$ -	\$ -	\$ -
11000 002 7001	Materials & Supplies (Election Exp)	\$ 6,335	\$ 10,057	\$ 4,687	\$ 7,000	\$ 8,000
11219 002 70XX	CARES Act Commodities Off-Set	\$ (1,226)	\$ -	\$ -	\$ -	\$ -
11000 002 7502	Phone/Internet	\$ 658	\$ 954	\$ 1,071	\$ 705	\$ 1,034
11000 002 7503	Information Technology	\$ 6,943	\$ 7,342	\$ 16,456	\$ 14,410	\$ 9,333
11000 002 7505	Travel, Training, and Professional Development	\$ -	\$ 14,793	\$ 19,329	\$ 14,614	\$ 14,485
11000 002 7506	Publications & Advertising	\$ 19,958	\$ 27,606	\$ 13,468	\$ 19,120	\$ 19,120
11000 002 7507	Memberships & Dues	\$ 6,038	\$ 2,913	\$ 5,923	\$ 5,628	\$ 5,628
11000 002 7571	Recording fees	\$ 351	\$ 261	\$ 488	\$ 300	\$ 300
11000 002 7572	Records preservation	\$ -	\$ -	\$ -	\$ 250	\$ 250
11000 002 7574	Municipal Code Republishing	\$ 2,487	\$ 4,370	\$ 1,949	\$ 3,000	\$ 3,000
11000 002 75XX	CARES Act Contractual offset	\$ (57)	\$ -	\$ -	\$ -	\$ -
11000 002 7900	Capital Expenditures	\$ 2,885	\$ -	\$ -	\$ -	\$ -
11219 002 7900	CARES Act Capital Expenditures Off-set	\$ (2,885)	\$ -	\$ -	\$ -	\$ -
TOTAL ASSEMBLY & CLERK EXPENDITURES		\$ 179,268	\$ 223,861	\$ 243,565	\$ 227,433	\$ 232,169

JUSTIFICATION & EXPLANATION
 CLERK/ASSEMBLY DEPARTMENT

ACCT NO.	ACCOUNT DESCRIPTION		
6001	SALARIES & WAGES		
	Borough Clerk Regular Wages	\$	101,970
	Borough Clerk Vehicle Stipend	\$	3,000
	Borough Clerk Acting Pay	\$	3,200
	TOTAL	\$	108,170
6002	TEMPORARY WAGES - ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY ELECTION HELP		
	Election Worker Pay		
6100	EMPLOYER COSTS		
	FICA, SBS AND MEDICARE (7.58%)	\$	8,199
	STATE OF ALASKA PERS (22%)	\$	23,797
	GROUP HEALTH, LIFE INSURANCE, AND WORKER'S COMPENSATION	\$	28,925
	TOTAL	\$	60,922
7001	MATERIALS AND SUPPLIES - OFFICE PRODUCTS SUCH AS FILE FOLDERS, PRINTER INK, NAME PLAQUES, CALENDARS, PENS, ETC.		
7502	PHONE - DIRECTOR CELL PHONE REIMBURSEMENT		
7503	INFORMATION TECHNOLOGY - ANNUAL MAINTENANCE FOR CITY WEBSITE, MUNICODE MEETINGS, DOMINION VOTING, AND LASERFICHE. AND COST FOR NEW LASERFICHE MODULE FOR RECORDS MANAGEMENT.		
7505	TRAVEL & TRAINING - COST OF TRAVEL & TRAINING FOR BOROUGH ASSEMBLY AND BOROUGH CLERK FOR AML, SOUTHEAST CONFERENCE, AAMC, AND IIMC.		
7506	PUBLICATION & ADVERTISING - PUBLICATIONS IN THE SENTINEL AND ANNUAL CONTRIBUTION TO KSTK FOR BROADCASTING MEETINGS.		
7507	MEMBERSHIPS & DUES - MEMBERSHIP DUES FOR AML, ACOM, SE CONFERENCE, AAMC, IIMC, NAP, AND NACO.		
7571	RECORDING FEES - DISTRICT RECORDER FEES FOR RECORDING QCD'S, PLATS, ETC.		
7572	RECORDS PRESERVATION - ACID FREE BOOKS FOR MINUTES, RESOLUTIONS, AND ORDINANCES.		
7574	MUNICIPAL CODE REPUBLISHING - FOR CODIFYING ORDINANCES IN THE WRANGELL MUNICIPAL CODE.		



GENERAL FUND: FINANCE DEPARTMENT

PURPOSE:

To ensure the Borough's financial stability and maximize the use of its financial resources, while maintaining the highest level of public trust.

KEY ACCOMPLISHMENTS:

- Overhauled the FY 2023 budget structure and format to allow for it to be a useful tool for all financial users. This initiative was in concurrence with implementation of a new CIP fund structure to account for capital projects for government and business type activities.
- Executed the financial directives of the latest collective bargaining agreement, including conversion from monthly payroll processing to biweekly.
- Reduced audit findings from eight to three with an action plan to have zero findings in FY 2024.
- Formulated and executed a long-term investment plan for the Borough allowing for the strategic preservation of yield to help secure resources and gain investment income for future projects and operations.
- Performed the annual rate review by financially modeling all funds to address future CAPEX and become as self-sustaining as possible in the long-term.
- Established the Finance Committee where monthly meetings were held and several policy contributions were made, including: interfund lending policy, rate review methodology, and investment code revisions.
- Successfully implemented GASB-87
- Began conversion into the new accounting ERP - Caselle.
- Increased oversight of property and sales tax delinquencies and enhanced collectability of those revenue streams.
- Issued 2023 Series I GO Bonds to address deferred maintenance of the HS & MS.



LEVEL OF SERVICE AND BUDGET IMPACT:

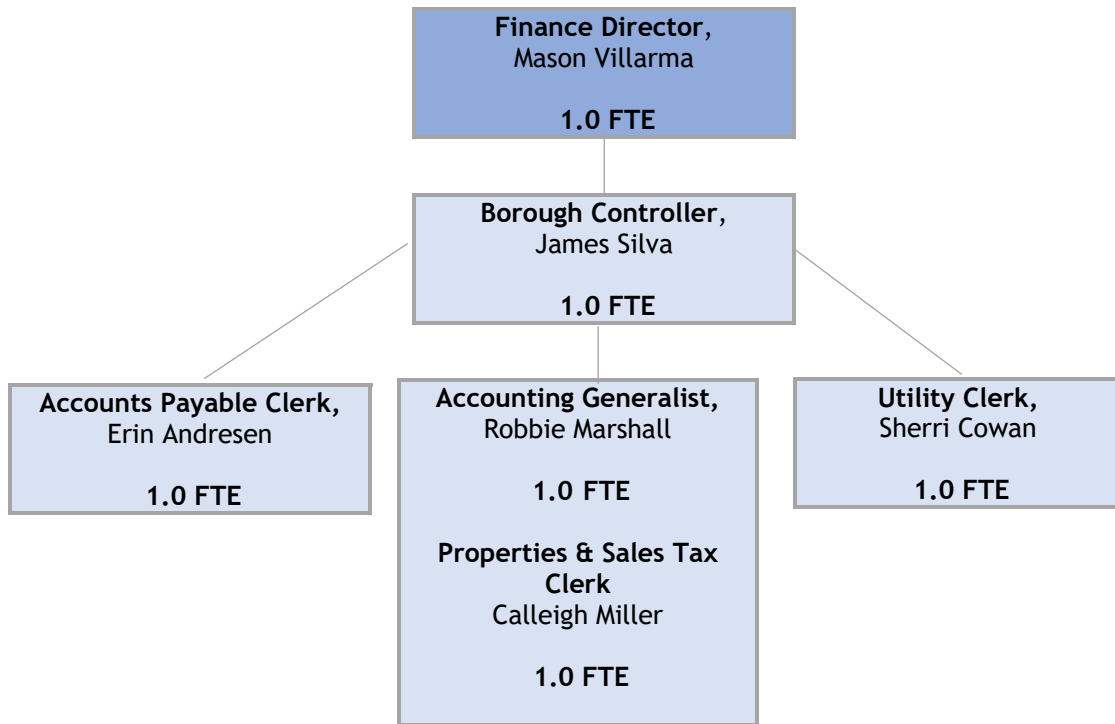
The FY 2024 budget sufficiently funds operations to meet the goals of the Finance Department.

GOALS AND NEW INITIATIVES:

- Prepare a Budget worthy of the Government Finance Officers Association (GFOA) recognition, the Distinguished Budget Presentation Award.
- Train with external auditors to bring financial statement drafting in-house to save cost and time during the audit.
- To have a clean audit by FY 2024.
- To successfully implement the Caselle accounting software by fiscal year-end.
- To have two staff members receive their CPA licensure by FY 2025 and one staff member receive their human resources training certificate.
- Work with the Capital Facilities Director and Economic Development Director to continue to formulate a strategic grant management pipeline that satisfies reporting and compliance requirements.
- Continue to develop funding packages for capital projects that are in the best interest of the Borough and the Citizens of Wrangell.



PERSONNEL:



FY 2021: 5 FTE

FY 2022: 5 FTE

FY 2023: 5 FTE

FY 2024: 6 FTE

PERFORMANCE METRICS:

REDUCED AUDIT FINDINGS

To reduce audit findings by no less than two findings a year until a clean audit is issued.

FY 2020: No Data	FY 2021: No Data	FY 2023: Reduced by 5
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GOVERNMENT FINANCE OFFICER'S ASSOCIATION BUDGET AWARD

To receive the GFOA Distinguished Budget Award.

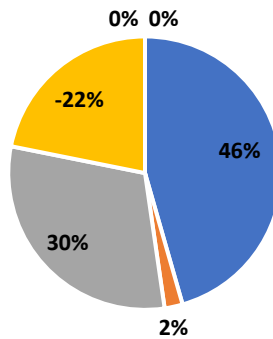
FY 2021: No Data	FY 2022: No Data	FY 2023: TBD
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SUMMARY OF EXPENDITURES BY TYPE

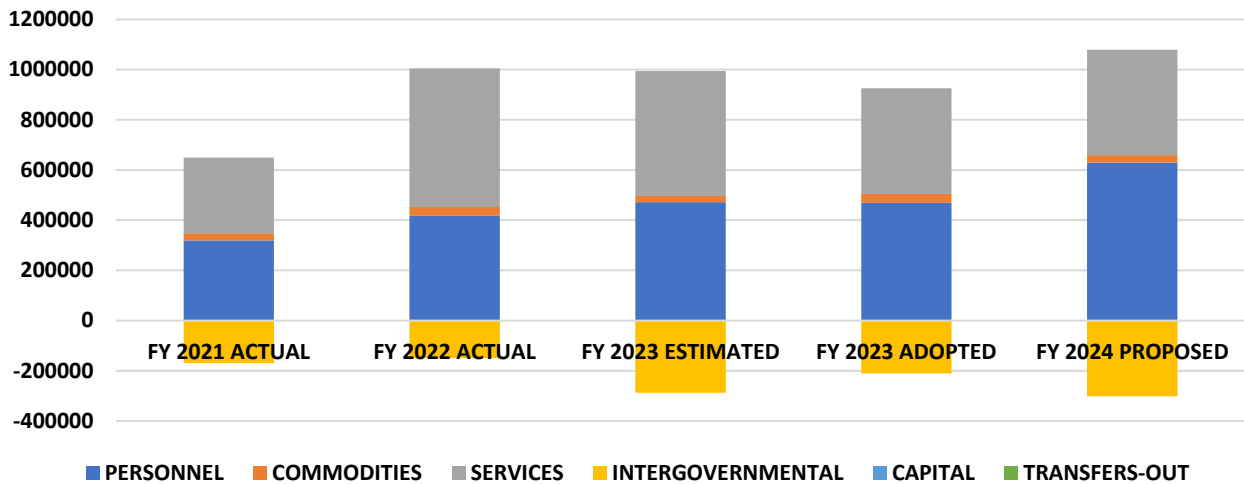
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	319,428	417,578	471,532	469,112	629,194
COMMODITIES	28,589	35,106	24,962	35,750	29,500
SERVICES	301,463	551,795	497,979	420,839	420,499
INTERGOVERNMENTAL	(169,551)	(149,129)	(287,255)	(210,416)	(301,664)
CAPITAL	-	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	479,929	855,349	707,217	715,284	777,529

FY 2024 BUDGET - ALLOCATION OF EXPENDITURES

■ PERSONNEL ■ COMMODITIES ■ SERVICES ■ INTERGOVERNMENTAL ■ CAPITAL ■ TRANSFERS-OUT



FINANCE EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #11000, Dept #003

GENERAL FUND
FINANCE DEPARTMENT
DETAIL OF EXPENDITURES

FINANCE GENERAL FUND EXPENDITURES		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
11000 003 6001	Salaries & Wages	\$ 204,325	\$ 244,010	\$ 301,025	\$ 305,569	\$ 414,337
11000 003 6005	Overtime	\$ -	\$ 3,784	\$ 383	\$ 5,000	\$ 4,331
11000 003 6100	Employer Costs	\$ 114,237	\$ 151,859	\$ 164,103	\$ 151,044	\$ 201,526
11000 003 6900	CARES Act COVID Payroll-Offset	\$ (9,220)	\$ -	\$ -	\$ -	\$ -
11000 003 7001	Materials & Supplies	\$ 8,850	\$ 12,447	\$ 7,507	\$ 10,400	\$ 9,500
11000 003 7002	Facility Repair & Maintenance	\$ 3,345	\$ 2,073	\$ 2,077	\$ 5,500	\$ 2,500
11000 003 7003	Custodial Supplies	\$ -	\$ 2,487	\$ 1,287	\$ 1,000	\$ 1,000
11000 003 7004	Postage & Shipping	\$ 9,492	\$ 6,934	\$ 9,994	\$ 10,000	\$ 11,000
11000 003 7008	Non-capital Equipment	\$ 667	\$ 3,142	\$ -	\$ 5,000	\$ -
11000 003 7009	Equipment Repair & Maintenance	\$ 1,320	\$ -	\$ -	\$ 1,000	\$ 1,000
11000 003 7011	Equipment Rental Expense	\$ 4,915	\$ 8,023	\$ 4,098	\$ 2,850	\$ 4,500
11219 003 70XX	CARES Act Off-set (Non-payroll Expenditures)	\$ (200)	\$ -	\$ -	\$ -	\$ -
11000 003 7199	Misc Expense	\$ 866	\$ 2,459	\$ 20	\$ -	\$ -
11000 003 7501	Utilities	\$ 13,295	\$ 13,522	\$ 10,131	\$ 14,900	\$ 16,400
11000 003 7502	Phone/Internet	\$ 13,953	\$ 14,165	\$ 13,501	\$ 14,500	\$ 16,108
11000 003 7503	Information Technology	\$ 104,471	\$ 176,121	\$ 195,000	\$ 186,500	\$ 164,865
11000 003 7505	Travel, Training, and Professional Development	\$ -	\$ 15,466	\$ 6,000	\$ 7,500	\$ 9,000
11000 003 7506	Publications & Advertising	\$ 971	\$ -	\$ 2,000	\$ -	\$ -
11000 003 7507	Memberships & Dues	\$ 160	\$ -	\$ 415	\$ 300	\$ 520
11000 003 7508	Insurance	\$ 4,473	\$ 4,217	\$ 4,639	\$ 4,639	\$ 5,103
11000 003 7509	Bank & Credit Card Fees	\$ 74,977	\$ 160,159	\$ 76,608	\$ 75,000	\$ 75,000
11000 003 7519	Professional Services	\$ 72,441	\$ 41,538	\$ 1,750	\$ 10,000	\$ 12,504
11000 003 7540	Auditing Services	\$ 16,750	\$ 127,098	\$ 150,084	\$ 85,000	\$ 85,000
11000 003 7550	Property Assessment Services	\$ (32)	\$ 14,975	\$ 43,850	\$ 30,000	\$ 45,000
11000 003 7603	Charges from Finance	\$ (171,897)	\$ (171,897)	\$ (312,255)	\$ (237,255)	\$ (336,203)
11000 003 7621	Public Works Labor Charges	\$ -	\$ -	\$ -	\$ -	\$ -
11000 003 7629	Charges from Capital Facilities	\$ 11,766	\$ 22,768	\$ 25,000	\$ 26,839	\$ 34,539
11000 003 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
11000 003 7980	Bad Debt Expense	\$ 3	\$ -	\$ -	\$ -	\$ -
TOTAL FINANCE EXPENDITURES		\$ 479,929	\$ 855,349	\$ 707,217	\$ 715,284	\$ 777,529

JUSTIFICATION & EXPLANATION
 FINANCE DEPARTMENT

GL ACCT DESCRIPTION

6001 SALARIES & WAGES	
Finance Director Salary	\$ 118,450
Finance Director Vehicle Stipend	\$ 3,600
Borough Controller Salary	\$ 82,487
Accounting Generalist Salary	\$ 63,476
Accounting Generalist IT Stipend	\$ 3,600
Utilities Clerk Salary	\$ 50,659
Accounts Payable Clerk Salary	\$ 46,032
Property & Sales Tax Clerk Salary	\$ 46,032
TOTAL	\$ 414,337
6005 OVERTIME	
Accounting Generalist (100 hours OT)	\$ 2,280
ALL Clerks (40 hours OT)	\$ 2,051
TOTAL	\$ 4,331

61XX EMPLOYER COSTS		
	FICA, SBS AND MEDICARE (7.58%)	\$ 31,735
	STATE OF ALASKA PERS (22%)	\$ 92,107
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$ 77,684
	TOTAL	\$ 201,526

JUSTIFICATION & EXPLANATION
FINANCE DEPARTMENT CONTINUED

GL ACCT DESCRIPTION

-
- 7001 **MATERIALS & SUPPLIES** - VARIOUS CLEANING SUPPLIES & OFFICE SUPPLIES SUCH AS PRINTER PAPER & INK, LETTER HEAD, AND OTHER MISC. MATERIALS
 - 7002 **FACILITY REPAIR & MAINTENANCE** - ALLOTMENT FOR FACILITY ROOF REPAIRS & OTHER MISC. GENERAL MAINTENANCE
 - 7003 **CUSTODIAL SUPPLIES** - COST OF CLEANING AND BATHROOM SUPPLIES
 - 7004 **POSTAGE & SHIPPING** - COSTS TO MAIL NOTICES & OFFICIAL CORRESPONDENCE
 - 7008 **NON-CAPITAL EQUIPMENT** - ALLOTMENT FOR REPLACEMENT OFFICE EQUIPMENT
 - 7009 **EQUIPMENT REPAIR & MAINTENANCE** - ALLOTMENT FOR OFFICE EQUIPMENT REPAIRS AND UPKEEP
 - 7011 **EQUIPMENT RENTAL EXPENSE** - COST OF RENTING POSTAGE MACHINE
 - 7199 **CASH SHORTAGE** - ALLOTMENT FOR SMALL DISCREPANCIES IN CASH AMOUNTS
 - 7501 **UTILITIES** - WATER, SEWER, ELECTRIC, AND GARBAGE
 - 7502 **PHONE/INTERNET** - COSTS FOR PHONE LINES, INTERNET, AND FAX LINES
 - 7503 **INFORMATION TECHNOLOGY** - ANNUAL ALLOTMENT FOR BLACKPOINT, TEAM VIEWER, MARS, 365 EMAIL, BILL MASTER, ACCUFUND TECH SERVICES, AND IMPLEMENTATION OF CASELLE
 - 7505 **TRAVEL, TRAINING AND PROFESSIONAL DEVELOPMENT**- ANNUAL ALLOTMENT FOR TRAVEL TO AGFOA IN ANCHORAGE, GFOA NATIONAL, CASELLE TRAINING, AND CPA COURSES AND EXAMS
 - 7506 **PUBLICATIONS & ADVERTISING** - COST TO PUBLISH ADVERTISEMENTS AND NOTICES
 - 7507 **MEMBERSHIPS & DUES** - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL ORGANIZATIONS
 - 7508 **INSURANCE** - ALLOTMENT FOR PROPERTY & GENERAL LIABILITY INSURANCE
 - 7509 **BANK & CREDIT CARD FEES** - COST OF PROCESSING CREDIT CARD TRANSACTIONS
 - 7519 **PROFESSIONAL SERVICES** - ANNUAL ALLOTMENT FOR SERVICES INCLUDING CARPET CLEANING, FIRE SUPPRESSION SYSTEM TESTING, AND OPERATING FUND INVESTMENTS CUSTODIAN FEES
 - 7540 **AUDITING SERVICES** - COSTS FOR THE FY23 AUDIT
 - 7550 **PROPERTY ASSESSMENT SERVICES** - COST FOR CALENDAR YEAR 2024 ASSESSMENTS
 - 7603 **CHARGES FROM FINANCE** - ALLOTMENT FOR FINANCE DIRECTOR, ACCOUNTING GENERALIST, BOROUGH CONTROLLER, AND ACCOUNTING CLERK SERVICES AND SUPPORT AS WELL AS AUDIT EXPENSES AND CREDIT CARD FEES
 - 7621 **PUBLIC WORKS LABOR CHARGES** - ALLOTMENT FOR PUBLIC WORKS STAFF LABOR
 - 7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTENANCE, CUSTODIAL, AND MANAGEMENT SERVICES
 - 7900 **CAPITAL EXPENDITURES** - CAPITALIZABLE PURCHASES THAT ARE DEPRECIABLE AND INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS



GENERAL FUND: FIRE DEPARTMENT

PURPOSE:

The mission of the Fire Department is to provide the highest level of preservation of life and property at a reasonable cost, opportunity for growth and achievement for department members, and education and service to the public.

KEY ACCOMPLISHMENTS:

- Recertified 6 EMT 1's and 10 EMT 2's
- Celebrated 50 years of service for Assistant Chief Terry Bunes, 49 years of service Fire Chief Tim Bunes and 35 years for Captain John Taylor, (All still active within the department).
- Conducted tri-annual mutual aid, community Mass Casualty Drill with DOT.
- Participated with SEARHC for a small-scale Mass Casualty Drill.
- Community relations: conducted 4th of July fireworks display for the community.

LEVEL OF SERVICE AND BUDGET IMPACT:

The current proposed FY2024 budget allows the department to remain status quo. Attention will need to be on the travel and training portion of the budget to ensure volunteers are provided appropriate training for the duties they fulfill, to meet NFPA standards, State of Alaska, and ISO requirements.

DEPARTMENT GOALS:

- Increase public education to our culturally diverse community while focusing on children, the elderly, and seasonal public safety issues.
 - To increase number of public presentations RE: Fire Prevention and Safety
- Continue to actively seek grant opportunities to offset equipment purchases.
 - Replace aging apparatus
 - Upgrade handheld power tools
- Offer up to date training by bringing instructors into Wrangell to maximize the benefits to the department.
- Review and update our Standard Operating Procedures, (ongoing).
- Implement Training Records/ Learning Management System
 - System purchased and implemented 2021-22 (Migration to the system in its entirety, still in progress).

TRENDS AND FUTURE CHALLENGES:

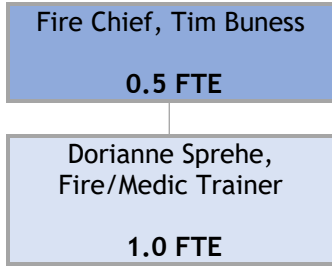
- Address recruitment and retention issues plaguing all volunteer organizations.
- Secure funding as costs increase exponentially for fire suppression apparatus.

PERSONNEL:

The department is currently staffed with one full-time Fire/Medic Trainer, one part-time Fire Chief, and 25 volunteer Fire and EMS providers. All may respond to any call for assistance, as we operate as an on call as available basis.

The department's run volume has remained consistent for Fire responses, averaging 35-40 calls and EMS runs varying between 280-380.

The department also responds to requests for Search and Rescue in and around Wrangell Borough. The Search and Rescue requests also vary between 15-20 calls annually.



FY 2022: 1.5 FTE

FY 2023: 1.5 FTE

FY 2024: 1.5 FTE

VOLUNTEERS:

- Captain, John Taylor
- Captain, Clay Hammer
- Captain, Jordan Bunes
- Lieutenant, Adam Sprehe
- Lieutenant, Zach Taylor
- Lieutenant, Dustin Johnson
- Anna Allen, CPR/First Responder
- Jacob Allen, CPR/First Responder
- James Benedict, Firefighter 2/ EMT 2
- Chris Bunes, EMT 2
- Lorne Cook, Firefighter 1/ EMT
- Bella Crowley, CPR/First Responder
- Scott Eastaugh, ARFF/CPR/First Responder
- Chris Guggenbickler, Firefighter 1/ EMT
- Coby Holder, CPR/First Responder
- James Leslie, CPR/First Responder
- Scott McAuliffe, Firefighter 1/ EMT 2/ ARFF
- Mikey Ottesen, EMT 2
- Steve Prysunka, EMT 2
- Ethan Robison, CPR/First Responder
- Brian Schwartz, CPR/First Responder
- Andrew Scambler, Firefighter 1/CPR/First responder
- Junior Volunteer, Carter Hammer



PERFORMANCE METRICS

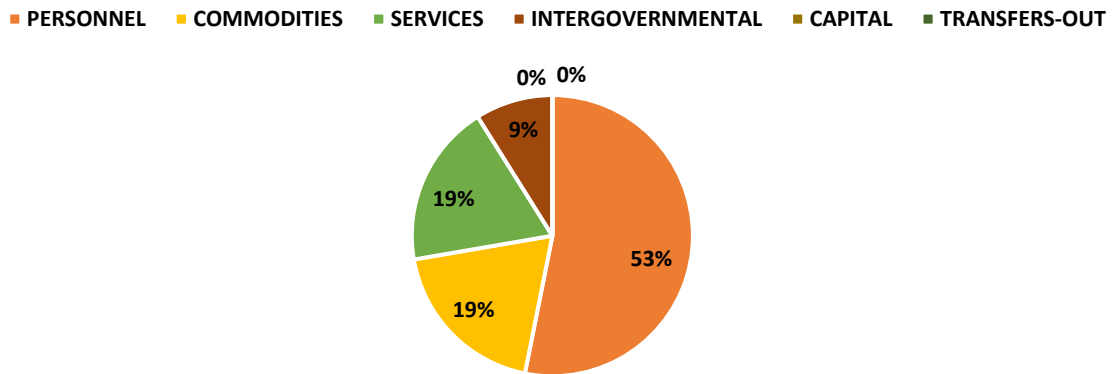
- Increase community risk reduction education classes and presentations. This will be achieved and measured through increasing presentations provided, and accounting for those figures in the coming year.
- Replacement of aging apparatus and equipment. Identified by successful grant applications or identification for alternatives to purchase this equipment.
- Offer additional training. This is measured through hours of training, new certification issued, or current certifications maintained.
- Review Standard Operating Procedures Annually
- Continued implementation of Learning Management System.
- Complete integration of training hours, courses, operating procedures and policies, and protocols into the system

SUMMARY OF EXPENDITURES

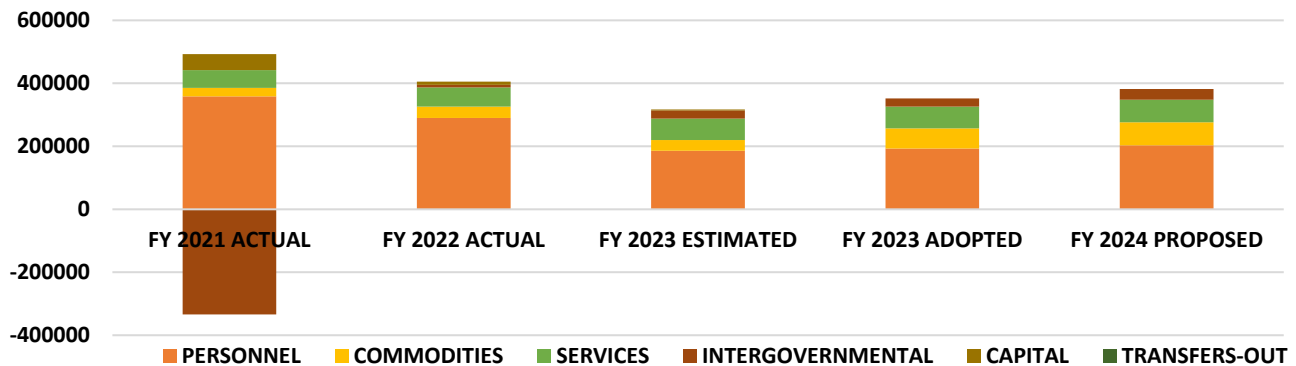
SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	358,398	289,871	185,783	192,786	202,983
COMMODITIES	27,122	35,905	33,932	64,175	73,175
SERVICES	56,174	60,899	67,953	69,151	71,793
INTERGOVERNMENTAL	(334,389)	8,468	25,754	25,754	34,057
CAPITAL	51,029	10,242	3,518	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	158,334	405,385	316,940	351,865	382,008

FY 2024 BUDGET - ALLOCATION OF EXPENDITURES



FIRE EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund #11000, Dept #12

GENERAL FUND
FIRE DEPARTMENT
 DETAIL OF EXPENDITURES

FIRE GENERAL FUND EXPENDITURES		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
11000 012 6001	Salaries & Wages	\$ 163,621	\$ 156,199	\$ 97,995	\$ 97,088	\$ 105,684
11000 012 6002	Temporary Wages	\$ 42,988	\$ -	\$ -	\$ -	\$ -
11000 012 6005	Overtime	\$ 31,621	\$ 17,015	\$ 11,538	\$ 6,334	\$ 7,984
11000 012 6100	Employer Costs	\$ 117,993	\$ 111,422	\$ 71,868	\$ 72,638	\$ 74,315
11219 012 6XXX	CARES Payroll Off-set	\$ (338,823)	\$ -	\$ -	\$ -	\$ -
11000 012 7001	Materials & Supplies	\$ 5,631	\$ 16,449	\$ 7,075	\$ 17,000	\$ 17,000
11000 012 7008	Non-capital Equipment	\$ 5,812	\$ 6,561	\$ 3,096	\$ 3,850	\$ 3,850
11000 012 7009	Equipment Repair & Maintenance	\$ 2,417	\$ 5,175	\$ 313	\$ 13,200	\$ 13,200
11000 012 7010	Vehicle Maintenance	\$ 8,190	\$ 7,351	\$ 18,664	\$ 15,000	\$ 19,000
11000 012 7100	Uniform, Gear & Clothing Allowance	\$ 4,539	\$ 80	\$ 1,737	\$ 10,125	\$ 15,125
11000 012 7110	Fire Prevention & Education	\$ 982	\$ 502	\$ -	\$ 1,000	\$ 1,000
11000 012 7112	Contribution for Fire Calls	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 7,500
11000 012 7113	Fire Substation Expense	\$ 531	\$ 290	\$ 47	\$ 2,000	\$ 2,000
11000 012 7501	Utilities	\$ 10,432	\$ 12,178	\$ 10,487	\$ 11,600	\$ 12,700
11000 012 7502	Phone/Internet	\$ 7,979	\$ 6,197	\$ 8,016	\$ 7,100	\$ 8,847
11000 012 7503	Information Technology	\$ -	\$ 1,020	\$ -	\$ -	\$ -
11000 012 7505	Travel, Training, and Professional Development	\$ 2,175	\$ 5,235	\$ 4,383	\$ 16,725	\$ 15,000
11000 012 7508	Insurance	\$ 30,280	\$ 34,500	\$ 42,951	\$ 42,951	\$ 41,746
11000 012 7590	Grant Expenditures	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
11000 012 7622	Charges from Garage	\$ 6,941	\$ 7,169	\$ 21,215	\$ 21,215	\$ 24,286
11000 012 7629	Charges from Capital Facilities	\$ 3,183	\$ 1,298	\$ 4,539	\$ 4,539	\$ 9,771
11000 012 7900	Capital Expenditures	\$ 51,029	\$ 10,242	\$ 3,518	\$ -	\$ -
11219 012 7XXX	CARES & FEMA Offset	\$ (5,690)	\$ -	\$ -	\$ -	\$ -
TOTAL FIRE DEPARTMENT EXPENDITURES		\$ 158,334	\$ 405,385	\$ 316,940	\$ 351,865	\$ 382,008

JUSTIFICATION & EXPLANATION
 FIRE DEPARTMENT

ACCT NO. ACCOUNT DESCRIPTION

6001 SALARIES & WAGES		
Fire Chief Salary (1,144 hours)		\$ 44,619
Firemedic/Trainer Salary		\$ 61,065
	TOTAL	\$ 105,684
6005 OVERTIME		
Firemedic Overtime (182 Hours @ 1.5 * 29.25)		TOTAL \$ 7,984
61XX EMPLOYER COSTS		
FICA, SBS AND MEDICARE (7.58%)		\$ 8,616
STATE OF ALASKA PERS (22%)		\$ 25,007
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$ 40,692
	TOTAL	\$ 74,315
6XXX CARES PAYROLL OFF-SET - ALL PAYROLL COSTS COVERED THROUGH CARES ACT FUNDING		
7001 MATERIALS & SUPPLIES - COSTS FOR OFFICE SUPPLIES, CLEANING SUPPLIES, FIREFIGHTING CLASS A FOAM, HAZMAT RESPONSE SUPPLIES, EQUIPMENT BLADES & CHAINS, FIREFIGHTING APPLIANCES & HARDWARE, BATTERIES		
7008 NON-CAPITAL EQUIPMENT - COSTS FOR RADIOS AND REPEATERS		
7009 EQUIPMENT REPAIR & MAINTENANCE - COSTS FOR RADIO MAINTENANCE, SMALL ENGINE REPAIR, COMPRESSOR MAINTENANCE, LADDER MAINTENANCE, HOSE & APPLIANCE REPAIR, CYLINDER HYDROSTATIC TESTING, AND OTHER MISC. EQUIPMENT REPAIR		
7010 VEHICLE MAINTENANCE - ALLOTMENT FOR PUBLIC WORKS FOR VEHICLE MAINTENANCE & REPAIR		
7100 UNIFORM, GEAR & CLOTHING - COST FOR TURNOUTS, HOODS, & HELMETS		
7110 FIRE PREVENTION & EDUCATION - COST FOR EDUCATION MATERIALS & SMOKE DETECTORS		

- 7112 **CONTRIBUTION FOR FIRE CALLS** - ANNUAL CONTRIBUTION FOR VOLUNTEERS
- 7113 **FIRE SUBSTATION EXPENSE** - ALLOTMENT FOR FACILITY MAINTENANCE OF 5.5 MILE SUBSTATION
- 7501 **UTILITIES** - WATER, SEWER, GARBAGE, ELECTRIC
- 7502 **PHONE/INTERNET** - ANNUAL ALLOTMENT FOR LANDLINES, FAX, AND INTERNET SERVICES
- 7503 **INFORMATION TECHNOLOGY** - ANNUAL ALLOTMENT FOR TECHNOLOGY SERVICES & SUPPORT
- 7505 **TRAVEL & TRAINING** - FIRE & EMS CONFERENCES, METHODS OF INSTRUCTION, VECTOR SOLUTIONS
- 7508 **INSURANCE** - VEHICLE & PROPERTY INSURANCE, SHOEMAKER SUBSTATION INSURANCE, VEHICLE INSURANCE FOR 2021 FREIGHTLINER, 1998 PIERCE, 1988 SEAGRAVE, & 1934 ANTIQUE FIRE TRUCKS
- 7590 **GRANT EXPENDITURES** - APEI SAFETY GRANT FIRE RADIOS
- 7622 **CHARGES FROM GARAGE** - ANNUAL ALLOTMENT FOR GARAGE LABOR
- 7629 **CHARGES FROM CAPITAL FACILITIES** - ANNUAL ALLOTMENT FOR SUBSTATION WORK FROM CAPITAL FACILITIES
- 7900 **CAPITAL EXPENDITURES** - EQUIPMENT AND/OR VEHICLES THAT ARE IN EXCESS OF \$5,000, CAPITALIZABLE, AND DEPRECIATED

- 7XXX **CARES & FEMA OFFSET** - NON-PAYROLL EXPENDITURES ELIGIBLE FOR REIMBURSEMENT THROUGH CARES ACT FUNDING



GENERAL FUND: POLICE & DISPATCH DEPARTMENTS

PURPOSE:

To Protect lives and property in our community and to maintain public order. To respect and protect the rights of all people fairly, impartially, and with concern and compassion.

KEY ACCOMPLISHMENTS:

- Hiring and on boarding of two new Officers and their completion of the Fairbanks Training Academy.
- Implemented body worn cameras and Narcan programs.
- Maintained participation in SEACAD program.
- Officers attended the Yearly In-service program with Juneau Police Department.
- Achieved greater jail contract funding from the State of Alaska to enhance our community jail and public safety building overall.

LEVEL OF SERVICE AND BUDGET IMPACT:

Budgeted resources are adequate to maintain the current level of service. The clerical position in the police department has had to devote most of their time to operating the Department of Motor Vehicle as the part time position has been unfilled. Sworn staffing levels have continued to struggle to cover assigned shifts due to the department being down two Officers which are currently being replaced.

DEPARTMENT GOALS:

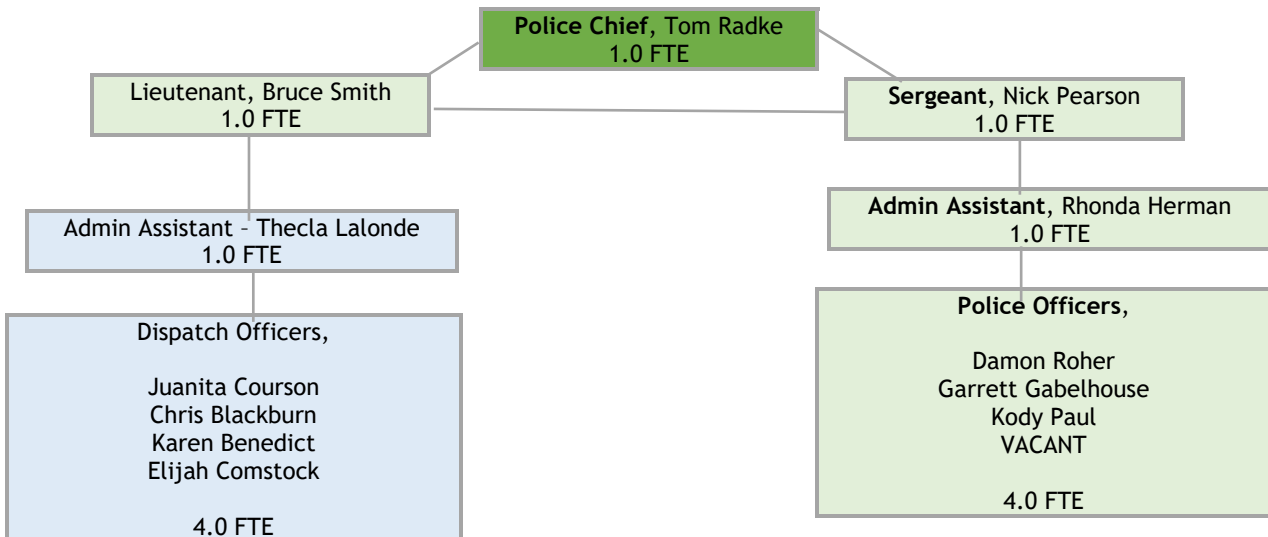
- To have the Department fully staffed.
- Conduct agency wide training on de-escalation training.
- Complete a review and destruction of old police records.
- Surplus items from the property room.
- To heighten school safety & security through a school resource officer program at WPSD.

TRENDS AND FUTURE CHALLENGES:

- Code Enforcement complaints are growing and becoming more time-consuming.
- Mental health calls for service have increased and are becoming more complex.
- The Public Safety Building needs a major remodeling and updating.

PERSONNEL:

Police Department:	<u>FY 2022:</u> 7.0 FTE	<u>FY 2023:</u> 7.0 FTE	<u>FY 2024:</u> 8.0 FTE
Dispatch Department:	<u>FY 2022:</u> 5.0 FTE	<u>FY 2023:</u> 5.0 FTE	<u>FY 2024:</u> 5.0 FTE



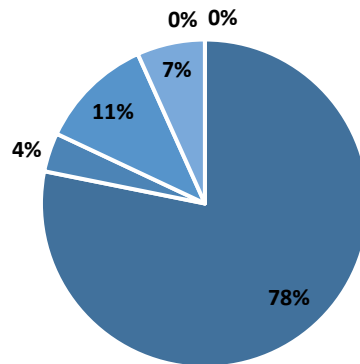
SUMMARY OF EXPENDITURES

SUMMARY OF EXPENDITURES BY TYPE

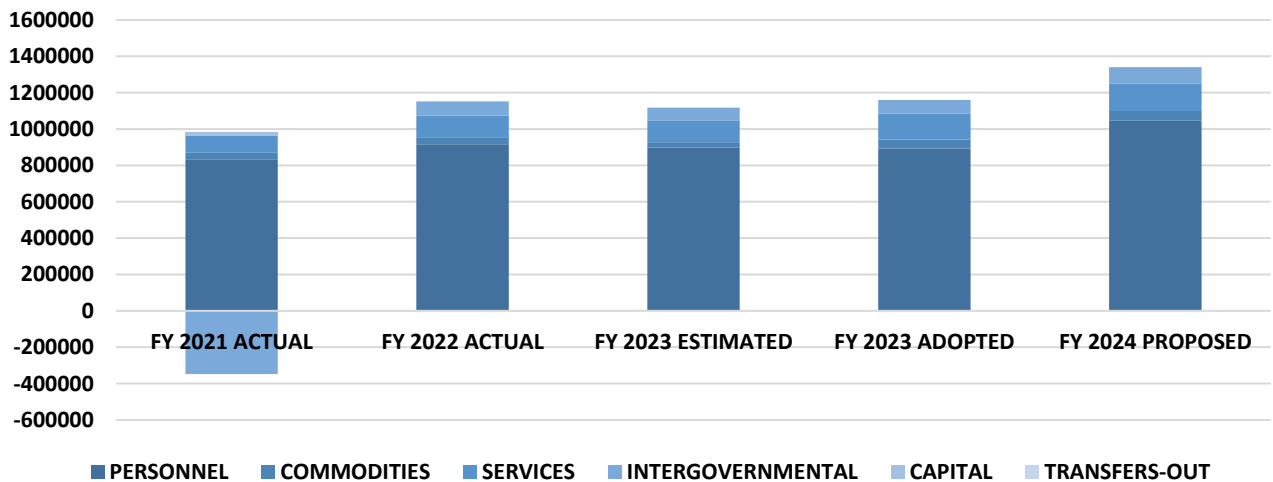
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	833,056	915,890	897,682	891,927	1,047,414
COMMODITIES	36,376	35,558	30,118	49,500	51,500
SERVICES	92,669	122,520	117,358	142,635	151,160
INTERGOVERNMENTAL	(347,664)	77,559	72,784	75,735	90,079
CAPITAL	16,100	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	630,537	1,151,526	1,117,941	1,159,796	1,340,153

FY 2024 BUDGET - ALLOCATION OF EXPENDITURES

PERSONNEL COMMODITIES SERVICES INTERGOVERNMENTAL CAPITAL TRANSFERS-OUT



POLICE EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund #11000, Dept #13

GENERAL FUND
POLICE DEPARTMENT
 DETAIL OF EXPENDITURES

POLICE GENERAL FUND EXPENDITURES	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
	ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
11000 013 6001 Salaries & Wages	\$ 459,009	\$ 507,597	\$ 495,036	\$ 525,724	\$ 598,193
11000 013 6005 Overtime	\$ 61,433	\$ 51,681	\$ 67,171	\$ 49,799	\$ 59,612
11000 013 6100 Employer Costs	\$ 303,893	\$ 337,348	\$ 288,074	\$ 269,005	\$ 359,609
11219 013 6XXX CARES Payroll Offset	\$ (385,988)	\$ -	\$ -	\$ -	\$ -
11000 013 7001 Materials & Supplies	\$ 6,235	\$ 3,407	\$ 2,323	\$ 6,000	\$ 6,000
11000 013 7004 Postage & Shipping	\$ -	\$ 397	\$ 594	\$ 2,000	\$ 1,000
11000 013 7008 Non-capital Equipment	\$ 1,836	\$ 5,142	\$ -	\$ 7,000	\$ 7,000
11000 013 7009 Equipment Repair & Maintenance	\$ 1,790	\$ 1,350	\$ 576	\$ 1,500	\$ 1,500
11000 013 7010 Vehicle Maintenance	\$ 10,086	\$ 5,837	\$ 11,000	\$ 11,000	\$ 14,000
11000 013 7012 Boat Maintenance & Repair	\$ 100	\$ 1,450	\$ 451	\$ 1,500	\$ 1,500
11000 013 7014 Vehicle Impound Expenses	\$ -	\$ 3,750	\$ -	\$ 5,000	\$ 5,000
11000 013 7100 Uniform, gear & clothing allowance	\$ 9,073	\$ 6,669	\$ 7,752	\$ 8,000	\$ 8,000
11000 013 7101 Criminal History Records	\$ 80	\$ 400	\$ 150	\$ -	\$ -
11000 013 7103 Ammunition	\$ 7,258	\$ 7,557	\$ 7,423	\$ 7,500	\$ 7,500
11000 013 7104 Special Investigations	\$ 6,551	\$ (534)	\$ -	\$ 2,500	\$ 2,500
11000 013 7105 Animal Control Expenses	\$ 209	\$ 108	\$ 403	\$ 1,000	\$ 1,000
11000 013 7501 Utilities	\$ -	\$ -	\$ -	\$ 200	\$ -
11000 013 7502 Phone/Internet	\$ 17,548	\$ 16,904	\$ 16,876	\$ 17,000	\$ 19,608
11000 013 7503 Information Technology	\$ 4,499	\$ 27,901	\$ 3,916	\$ 3,000	\$ 3,000
11000 013 7505 Travel, Training, and Professional Development	\$ 8,720	\$ 19,264	\$ 47,400	\$ 47,400	\$ 30,000
11000 013 7506 Publications & Advertising	\$ -	\$ -	\$ -	\$ 500	\$ 500
11000 013 7507 Memberships & Dues	\$ 525	\$ 375	\$ 375	\$ -	\$ -
11000 013 7508 Insurance	\$ 37,654	\$ 55,033	\$ 61,173	\$ 61,173	\$ 67,290
11000 013 7515 Permits, Inspections, Compliance	\$ 12	\$ -	\$ -	\$ -	\$ -
11000 013 7519 Police Professional Services Contractual	\$ 25,591	\$ 22,333	\$ 34,466	\$ 57,262	\$ 57,262
11000 013 7622 Charges from Garage	\$ 7,571	\$ 6,351	\$ 10,917	\$ 29,735	\$ 44,079
11000 013 7701 State of Alaska Share of DMV Services	\$ 30,124	\$ 70,228	\$ 61,392	\$ 45,000	\$ 45,000
11000 013 7702 State of Alaska Share of Citations	\$ 629	\$ 980	\$ 475	\$ 1,000	\$ 1,000
11000 013 7900 Capital Expenditures	\$ 16,100	\$ -	\$ -	\$ -	\$ -
TOTAL POLICE DEPARTMENT EXPENDITURES	\$ 630,537	\$ 1,151,526	\$ 1,117,941	\$ 1,159,796	\$ 1,340,153

JUSTIFICATION & EXPLANATION

POLICE DEPARTMENT

GL ACCT DESCRIPTION

6001 SALARIES & WAGES

Police Chief Salary	\$ 126,771
Police Lieutenant Salary	\$ 88,285
Police Sergeant Salary	\$ 71,232
Police Officer #1 Salary	\$ 68,277
Police Officer #2 Salary	\$ 60,630
Police Officer #3 Salary	\$ 63,237
Police Officer #4 Salary - VACANT	\$ 63,237
Administrative Assistant Salary	\$ 56,525
TOTAL	\$ 598,193

6005 OVERTIME

Police Lieutenant (250 hours @ 1.5 * \$42.28)	\$ 12,685
Police Sergeant (250 hours @ 1.5 * \$34.11)	\$ 10,234
Police Officer #1 (250 hours @ 1.5 * \$32.70)	\$ 9,810
Police Officer #2 (250 hours @ 1.5 * \$29.14)	\$ 8,711
Police Officer #3 (250 hours @ 1.5 * \$30.29)	\$ 9,086

Police Officer #4 (250 hours @1.5 * \$23.95) - VACANT	\$ 9,086
TOTAL	\$ 59,612
61XX EMPLOYER COSTS	
FICA, SBS AND MEDICARE (7.58%)	\$ 49,862
STATE OF ALASKA PERS (22%)	\$ 144,717
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$ 165,030
TOTAL	\$ 359,609
6225 POLICE RECRUITMENT - ANNUAL ALLOTMENT FOR POLICE RECRUITMENT EFFORTS	
7001 MATERIALS & SUPPLIES - VARIOUS CLEANING SUPPLIES & OFFICE SUPPLIES SUCH AS PRINTER PAPER & INK, LETTER HEAD, AND OTHER MISC. SUPPLIES	
7004 POSTAGE & SHIPPING - COSTS TO MAIL NOTICES & OFFICIAL CORRESPONDENCE	
7005 COMPUTER REPAIR & MAINTENANCE - ALLOTMENT FOR REPAIR & MAINTENANCE SERVICES TO COMPUTERS AND OTHER MISC. COMPUTER TECHNOLOGY	
7008 NON-CAPITAL EQUIPMENT - ALLOTMENT FOR NEW HANDHELD RADIOS	
7009 EQUIPMENT REPAIR & MAINTENANCE - ALLOTMENT FOR RADIO REPAIR	
7010 VEHICLE MAINTENANCE - ANNUAL ALLOTMENT FOR VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS	
7012 BOAT MAINTENANCE & REPAIR - ANNUAL ALLOTMENT FOR BOAT MAINTENANCE AND FUEL	
7014 VEHICLE IMPOUND EXPENSES - COSTS FOR TOWING IMPOUNDED VEHICLES AND MAINTAINING VEHICLE IMPOUND LOT	
7100 UNIFORM, GEAR, & CLOTHING ALLOWANCE - ANNUAL ALLOTMENT FOR EMPLOYEE CLOTHING ALLOWANCES AND MISC. GEAR REPLACEMENT	
7101 CRIMINAL HISTORY RECORDS - EXPENDITURES RELATED TO PROCESSING FEES FOR CRIMINAL RECORDS	
7103 AMMUNITION - ANNUAL ALLOTMENT FOR ROUNDS OF AMMUNITION	
7104 SPECIAL INVESTIGATIONS - ANNUAL ALLOTMENT FOR SPECIAL INVESTIGATION EFFORTS	
7105 ANIMAL CONTROL EXPENSES - ANNUAL ALLOTMENT FOR UPKEEP OF KENNEL & SUPPLIES SUCH AS FOOD	
7502 PHONE/INTERNET - COSTS FOR PHONE LINES, INTERNET, AND FAX LINES	
7503 INFORMATION TECHNOLOGY - COST FOR SERVER UPGRADE PROJECTS	
7505 TRAVEL, TRAINING, AND PROFESSIONAL DEVELOPMENT - COST FOR PLANE TICKETS, LODGING, AND PER DIEM TO	
7506 PUBLICATIONS & ADVERTISING - COST TO PUBLISH ADVERTISEMENTS, MAINLY FOR JOB OPENINGS	
7507 MEMBERSHIPS & DUES - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL	
7508 INSURANCE - ALLOTMENT FOR BUILDING & VEHICLE INSURANCE	
7513 TRAINING - ALLOTMENT FOR TRAINING WITH JUNEAU POLICE DEPARTMENT & POLICE ONLINE TRAINING	
7515 PERMITS, INSPECTIONS, COMPLIANCE - ALLOTMENT FOR REQUIRED INSPECTIONS & OTHER MISC. COMPLIANCE	
7519 POLICE PROFESSIONAL SERVICES CONTRACTUAL - ALLOTMENT FOR CONDUCTING BACKGROUND CHECKS, WESTEK SERVICE FOR RECORDER SYSTEM, TASER ANNUAL CONTRACT, AND OCS POSITION COST SHARE	
7622 CHARGES FROM GARAGE - ANNUAL ALLOTMENT FOR GARAGE LABOR	
7701 STATE OF ALASKA SHARE OF DMV SERVICES - THE BOROUGH'S HALF OF DMV SERVICE EXPENDITURES OWED TO THE STATE	
7702 STATE OF ALASKA SHARE OF CITATIONS - PORTION OF CITATIONS THAT IS OWED TO THE STATE	

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund #11000 Dept #014

GENERAL FUND
CORRECTIONS & DISPATCH
 DETAIL OF EXPENDITURES

CORRECTIONS & DISPATCH GENERAL FUND EXPENDITURES	FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
	ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
11000 014 6001 Salaries & Wages	\$ 265,119	\$ 243,165	\$ 249,232	\$ 250,864	\$ 257,815
11000 014 6005 Overtime	\$ 27,949	\$ 34,297	\$ 31,998	\$ 14,580	\$ 30,333
11000 014 6100 Employer Costs	\$ 178,812	\$ 190,199	\$ 157,721	\$ 152,353	\$ 160,339
11219 014 6XXX CARES Payroll Off-set	\$ (212,129)	\$ -	\$ -	\$ -	\$ -
11000 014 7001 Materials & Supplies	\$ 1,673	\$ 1,083	\$ 2,109	\$ 700	\$ 700
11000 014 7106 Prisoner Meals	\$ 4,308	\$ 5,579	\$ 6,000	\$ 3,000	\$ 3,000
11000 014 7502 Phone/Internet	\$ 1,209	\$ 432	\$ 308	\$ 1,250	\$ 541
11000 014 7503 Information Technology	\$ 4,000	\$ 2,000	\$ 1,421	\$ -	\$ -
11000 014 7505 Travel, Training, and Professional Development	\$ -	\$ 30	\$ -	\$ -	\$ -
TOTAL CORRECTIONS & DISPATCH EXPENDITURES	\$ 270,941	\$ 476,784	\$ 448,789	\$ 422,746	\$ 452,728

JUSTIFICATION & EXPLANATION
 CORRECTIONS & DISPATCH

GL ACCT DESCRIPTION

6001 SALARIES & WAGES

Corrections Supervisor Salary	\$ 62,260
Corrections Specialist #1 Salary	\$ 49,986
Corrections Specialist #2 Salary	\$ 46,315
Corrections Specialist #3 Salary	\$ 46,315
Corrections Specialist #4 Salary	\$ 52,940
TOTAL	\$ 257,815

6005 OVERTIME

Corrections Supervisor (50 hours @ \$29.82)	\$ 2,236
Corrections Specialist #1 (200 hours @ \$23.94)	\$ 7,182
Corrections Specialist #2 (200 hours @ \$22.18)	\$ 6,654
Corrections Specialist #3 (200 hours @ \$22.18)	\$ 6,654
Corrections Specialist #4 (200 hours @ \$25.35)	\$ 7,606
TOTAL	\$ 30,333

61XX EMPLOYER COSTS

FICA, SBS AND MEDICARE (7.58%)	\$ 21,842
STATE OF ALASKA PERS (22%)	\$ 63,393
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$ 75,104
TOTAL	\$ 160,339

7001 **MATERIALS & SUPPLIES** - ALLOTMENT FOR OFFICE SUPPLIES SUCH AS PRINTER PAPER, PRINTER INK, PENS, AND OTHER MISC. SUPPLIES

7106 **PRISONER MEALS** - ANNUAL ALLOTMENT FOR MEALS PRISONERS IN WRANGELL JAIL

7502 **PHONE/INTERNET** - COST OF PHONE LAND LINE, INTERNET SERVICE, AND FAX LINE

7503 **INFORMATION TECHNOLOGY** - COST FOR SERVER SUPPORT & OTHER MISC. TECH SERVICES

7505 **TRAVEL, TRAINING AND PROFESSIONAL DEVELOPMENT** - ALLOTMENT FOR TRAVEL FOR MISC. TRAININGS

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund #11000 Dept #015

GENERAL FUND
PUBLIC SAFETY BUILDING
 DETAIL OF EXPENDITURES

PUBLIC SAFETY BUILDING GENERAL FUND EXPENDITURES		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
11000 015 7001	Materials & Supplies	\$ 938	\$ -	\$ -	\$ -	\$ -
11000 015 7002	Facility Repair & Maintenance	\$ 81,924	\$ 16,711	\$ 10,234	\$ 36,000	\$ 31,100
11000 015 7003	Custodial Supplies	\$ 790	\$ 3,451	\$ 1,387	\$ 2,000	\$ 1,500
11000 015 7017	Heating Fuel	\$ -	\$ 3,156	\$ -	\$ 3,500	\$ 5,000
11000 015 7501	Utilities	\$ 102,709	\$ 89,806	\$ 67,418	\$ 111,900	\$ 90,000
11000 015 7502	Phone/Internet	\$ 2,599	\$ 2,349	\$ 2,075	\$ 2,500	\$ 2,629
11000 015 7508	Insurance	\$ -	\$ 17,316	\$ 19,048	\$ 19,048	\$ 20,953
11000 015 7510	Engineering	\$ -	\$ 2,941	\$ 148	\$ 5,000	\$ -
11000 015 7519	Professional/Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
11000 015 7621	Public Works Labor Charges	\$ -	\$ -	\$ 3,000	\$ 9,871	\$ 10,545
11000 015 7629	Charges from Capital Facilities	\$ 52,628	\$ 54,568	\$ 50,000	\$ 133,345	\$ 108,722
11000 015 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PSB EXPENDITURES		\$ 241,588	\$ 190,299	\$ 153,310	\$ 323,163	\$ 270,449

JUSTIFICATION & EXPLANATION
 PUBLIC SAFETY BUILDING

GL ACCT DESCRIPTION

- 6001 **SALARIES & WAGES** - THERE ARE NO SALARIES & WAGES ASSOCIATED WITH THE PUBLIC SAEFTY BUILDING
- 6002 **TEMPORARY WAGES** - THERE ARE NO TEMPORARY WAGES ASSOICATED WITH THE PUBLIC SAFETY BUILDING
- 61XX **EMPLOYER COSTS**- THERE ARE NO EMPLOYER COSTS DIRECTLY ASSOCATED WITH THE PUBLIC SAEFTY BUIDLING
- 7001 **MATERIALS & SUPPLIES** - VARIOUS MAINTENANCE SUPPLIES
- 7002 **FACILITY REPAIR & MAINTENANCE** - COSTS FOR FIRE SUPPRESSION SYSTEMS INSPECTIONS, PREVENTATIVE & NON-
PREVENTATIVE BUILDING MAINTENANCE, AND ELEVATOR INSPECTION
- 7003 **CUSTODIAL SUPPLIES** - COSTS FOR PAPER GOODS, CLEANING AGENTS, TRASH BAGS, CARPET CLEANING SERVICES, AND
OTHER MISC. CUSTODIAL SUPPLIES
- 7005 **COMPUTER REPAIR & MAINTENANCE** - ALLOTMENT FOR REPAIR & MAINTENANCE SERVICES TO COMPUTERS AND OTHER
MISC. COMPUTER TECHNOLOGY
- 7010 **VEHICLE MAINTENANCE** - ANNUAL ALLOTMENT FOR VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS
- 7501 **UTILITIES** - ELECTRIC, WATER, SEWER, GARBAGE
- 7502 **PHONE/INTERNET** - ANNUAL ALLOTMENT FOR CUSTOMS OFFICE INTERNET & PHONE LINE FOR THE ELEVATOR
- 7508 **INSURANCE** - ALLOTMENT FOR BUILDING INSURANCE
- 7510 **ENGINEERING** - ALLOTMENT FOR ENGINEERING ASSISTANCE AS NEEDED
- 7519 **PROFESSIONAL/CONTRACTUAL SERVICES** - SUPPLEMENTAL ENGINEERING SERVICES FOR OVERHAUL OF PUBLIC SAFETY
BUILDING
- 7621 **PUBLIC WORKS LABOR CHARGES** - ALLOTMENT FOR PUBLIC WORKS LABOR TO MAINTAIN GENERATOR
- 7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTANENCE, CUSTODIAL, AND
MANAGEMENT SERVICES



GENERAL FUND: PUBLIC WORKS, STREETS, GARAGE & CEMETERY DEPARTMENTS

PURPOSE:

To provide the residents, businesses, and visitors of the Borough with high-quality, efficient, and responsive general government services, including utility support, cemetery management and road, property and building maintenance.

KEY ACCOMPLISHMENTS:

- Maintained a fully staffed department.
- Performed numerous road repairs and patches to get by until a comprehensive road project is achievable.
- Performed various safety and professional training courses, enhancing staff’s development and skill set.
- Installed and prepared the downtown bathroom area prior to the tour season.
- Plowed streets efficiently and effectively.
- Onboarded a new assistant mechanic in the city shop to aid in equipment.
- Columbarium installed at sunset gardens cemetery with phase I expansion design complete.

LEVEL OF SERVICE AND BUDGET IMPACT:

Budgeted resources are adequate to maintain the current level of service. The budgeted vacuum truck is critical to minimizing risk and continuing operations effectively.

DEPARTMENT GOALS:

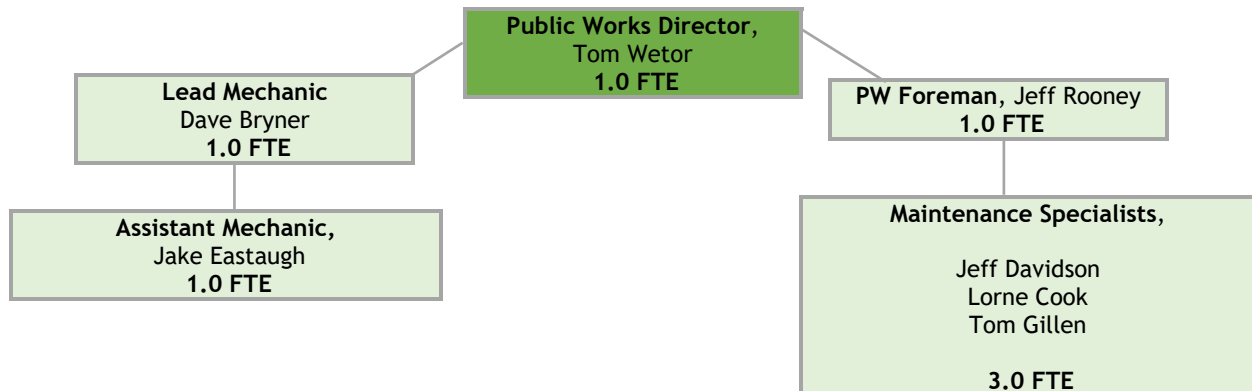
- To have the Department fully staffed.
- Continue providing professional development opportunities to enhance workplace safety and skill in each of the sub departments.
- To help formulate a comprehensive road capital project plan from the perspective of using in-house labor to address underground infrastructure in concurrence with a project.
- Recapitalize the vehicle fleet and surplus items no longer needed.

TRENDS AND FUTURE CHALLENGES:

- Addressing underground collection and distribution infrastructure.
- Catching up with deferred maintenance of roads.
- Optimizing the use of current capital equipment before incurring maintenance expenses that outweigh the cost of asset replacement.

PERSONNEL:

Public Works Department:	<u>FY 2022:</u> 6.0 FTE	<u>FY 2023:</u> 6.0 FTE	<u>FY 2024:</u> 6.0 FTE
Garage Department:	<u>FY 2022:</u> 1.0 FTE	<u>FY 2023:</u> 2.0 FTE	<u>FY 2024:</u> 2.0 FTE



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 11000, Dept 021

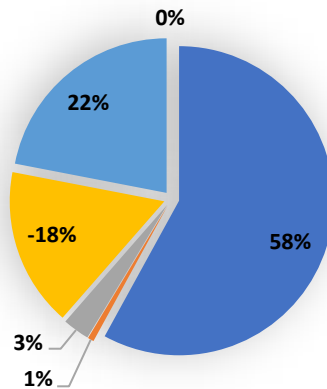
GENERAL FUND
PUBLIC WORKS DEPARTMENT
 SUMMARY OF EXPENDITURES

SUMMARY OF EXPENDITURES BY TYPE

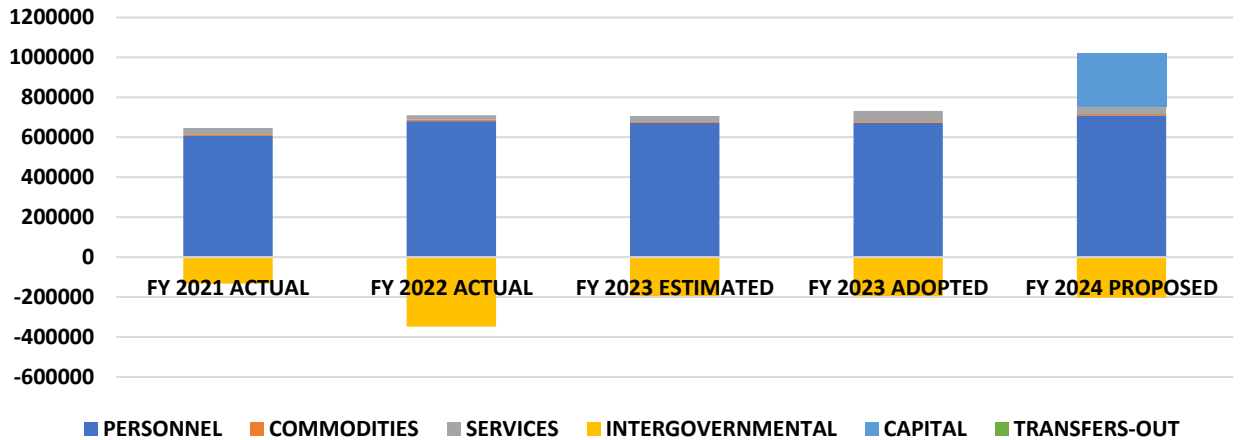
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	605,714	680,544	671,292	673,048	708,991
COMMODITIES	6,156	7,405	5,539	7,700	7,700
SERVICES	34,116	22,274	29,656	51,345	34,455
INTERGOVERNMENTAL	(132,236)	(347,660)	(195,144)	(195,144)	(203,048)
CAPITAL	-	-	-	-	268,551
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	513,749	362,563	511,343	536,948	816,649

FY 2024 BUDGET - ALLOCATION OF EXPENDITURES

■ PERSONNEL ■ COMMODITIES ■ SERVICES ■ INTERGOVERNMENTAL ■ CAPITAL ■ TRANSFERS-OUT



PUBLIC WORKS EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #11000, Dept #021

GENERAL FUND
PUBLIC WORKS DEPARTMENT
DETAIL OF EXPENDITURES

PUBLIC WORKS GENERAL FUND EXPENDITURES		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
11000 021 6001	Salaries & Wages	\$ 338,719	\$ 354,835	\$ 387,862	\$ 365,480	\$ 372,567
11000 021 6002	Temporary Wages	\$ 668	\$ -	\$ -	\$ -	\$ -
11000 021 6005	Overtime	\$ 25,438	\$ 50,259	\$ 53,298	\$ 66,530	\$ 63,446
11000 021 6100	Employer Cost	\$ 240,567	\$ 275,450	\$ 230,069	\$ 230,119	\$ 266,978
11219 021 6XXX	CARES Payroll Off-set	\$ (3,873)	\$ -	\$ -	\$ -	\$ -
11000 021 7001	Materials & Supplies	\$ 1,769	\$ 1,530	\$ 3,780	\$ 3,000	\$ 3,000
11000 021 7002	Facility Repair & Maintenance	\$ 60	\$ 3,347	\$ -	\$ 1,000	\$ 1,000
11000 021 7008	Non-Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
11000 021 7010	Vehicle Maintenance	\$ 3,412	\$ 399	\$ -	\$ -	\$ -
11000 021 7018	Miscellaneous Tools	\$ 40	\$ -	\$ -	\$ 1,200	\$ 1,200
11000 021 7100	Uniform, gear & clothing allowance	\$ 875	\$ 2,129	\$ 1,759	\$ 2,500	\$ 2,500
11000 021 7502	Phone/Internet	\$ 6,378	\$ 4,879	\$ 4,785	\$ 4,000	\$ 6,331
11000 021 7503	Information Technology	\$ -	\$ 48	\$ 3,421	\$ 1,500	\$ 3,000
11000 021 7505	Travel, Training, and Professional Development	\$ 323	\$ -	\$ 62	\$ 10,920	\$ 6,000
11000 021 7506	Publications & Advertising	\$ 399	\$ -	\$ -	\$ -	\$ -
11000 021 7507	Dues & Subscriptions	\$ -	\$ -	\$ -	\$ 550	\$ 550
11000 021 7508	Insurance	\$ 26,590	\$ 16,177	\$ 17,795	\$ 17,795	\$ 19,574
11000 021 7515	Permits, Inspections & Compliance	\$ -	\$ -	\$ -	\$ -	\$ -
11000 021 7519	Professional Services	\$ 748	\$ 1,170	\$ 3,656	\$ 27,500	\$ 5,000
11000 021 7621	Public Works Labor Charges	\$ (128,826)	\$ (351,161)	\$ (197,414)	\$ (197,414)	\$ (210,897)
11000 021 7622	Charges from Garage	\$ -	\$ -	\$ -	\$ -	\$ -
11000 021 7629	Charges from Capital Facilities	\$ 463	\$ 3,501	\$ 2,269	\$ 2,269	\$ 7,849
11000 021 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 268,551
TOTAL PUBLIC WORKS EXPENDITURES		\$ 513,749	\$ 362,563	\$ 511,343	\$ 536,948	\$ 816,649

JUSTIFICATION & EXPLANATION
PUBLIC WORKS DEPARTMENT

GL ACCT DESCRIPTION

6001 SALARIES & WAGES			
Public Works Director Salary		\$	90,914
Public Works Director Vehicle Stipend		\$	3,600
Public Works Foreman Salary		\$	78,212
PW Administrative Assistant Salary (1/2 time)		\$	25,308
Maintenance Specialist I Salary		\$	50,953
Maintenance Specialist II Salary		\$	64,476
Maintenance Specialist III Salary		\$	60,305
TOTAL		\$	373,767

6005 OVERTIME		OT	ACTING	STANDBY	TOTAL
Public Works Foreman OT/Acting/Standby		\$ 14,984	\$ 5,170	\$ 5,120	\$ 24,068
Maintenance Specialist I OT/Standby		\$ 7,661	\$ -	\$ 3,200	\$ 10,209
Maintenance Specialist II OT/Standby		\$ 8,717	\$ -	\$ 3,200	\$ 17,526
Maintenance Specialist III OT/Acting/Standby		\$ 10,675	\$ 4,603	\$ 3,200	\$ 11,642
TOTAL		\$ 42,037	\$ 9,773	\$ 14,720	\$ 63,446

JUSTIFICATION & EXPLANATION
PUBLIC WORKS DEPARTMENT CONTINUED

GL ACCT DESCRIPTION

61XX EMPLOYER COSTS		
FICA, SBS AND MEDICARE (7.58%)	\$	33,141
STATE OF ALASKA PERS (22%)	\$	96,187
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	138,005
TOTAL	\$	267,333
7001 MATERIALS & SUPPLIES - ALLOTMENT FOR OFFICE SUPPLIES, CLEANING SUPPLIES, TAPE MEASURERS, THERMOMETERS, WRANGELL CLEANUP DAY SUPPLIES, AND OTHER MISC. EQUIPMENT & SUPPLIES		
7002 FACILITY REPAIR & MAINTENANCE - ALLOTMENT FOR MISC. PW FACILITY REPAIRS & MAINT.		
7008 NON-CAPITAL EQUIPMENT - ALLOTMENT FOR A FIELD COMPUTER FOR DIRECTOR		
7009 EQUIPMENT REPAIR & MAINTENANCE - ALLOTMENT FOR MISC. EQUIPMENT REPAIR & MAINTENANCE		
7010 VEHICLE MAINTENANCE - ANNUAL ALLOTMENT FOR DEPT VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS		
7018 MISCELLANEOUS TOOLS - ALLOTMENT FOR TOOLS SUCH AS FLASHLIGHTS, HAND TOOLS, MISC TOOLS FOR WATER, SEWER, STREETS, EQUIPMENT & SYSTEMS		
7110 UNIFORM, GEAR & CLOTHING ALLOWANCE - ALLOTMENT FOR CLOTHING ALLOWANCE FOR FOUR EMPLOYEES, HIGH VISABILITY RAIN GEAR, AND OTHER MISC. PPE		
7502 PHONE/INTERNET - ALLOTMENT FOR PHONE LAND LINES, INTERNET SERVICE, AND CELL PHONES FOR CALL OUTS & STANDBY		
7505 TRAVEL, TRAINING AND PROFESSIONAL DEVELOPMENT - ALLOTMENT FOR STAFF TRAVEL, CDL RENEWAL AND CEU/CERTIFICATION RENEWALS		
7506 PUBLICATIONS & ADVERTISING - ALLOTMENT FOR MISC. PUBLICATIONS AND JOB ADVERTISEMENTS		
7507 DUES & SUBSCRIPTIONS - ALLOTMENT FOR SAFETY MEETINGS SERVICES		
7508 INSURANCE - ALLOTMENT FOR VEHICLE AND BUILDING INSURANCE		
7515 PERMITS, INSPECTIONS & COMPLIANCE - ALLOTMENT FOR REQUIRED INSPECTIONS & OTHER MISC. COMPLIANCE REQUIREMENTS		
7519 PROFESSIONAL SERVICES - ALLOTMENT FOR SURVEY WORK AND PRE-EMPLOYMENT/RANDOM DRUG TESTS		
7621 PUBLIC WORKS LABOR CHARGES - COST OF HOURS LOGGED TO STREET MAINTENANCE BY PUBLIC WORKS		
7622 CHARGES FROM GARAGE - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR		
7629 CHARGES FROM CAPITAL FACILITIES - ALLOTMENT FOR CAPITAL FACILITIES MAINTENANCE, CUSTODIAL, AND MANAGEMENT SERVICES		
7900 CAPITAL EXPENDITURES - OPERATIONAL EQUIPMENT & VEHICLES ABOVE \$5,000 THAT ARE CAPITALIZED AND DEPRECIATED OVER A PREDETERMINED USEFUL LIFE; VAC TRUCK		

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 11000, Dept 022

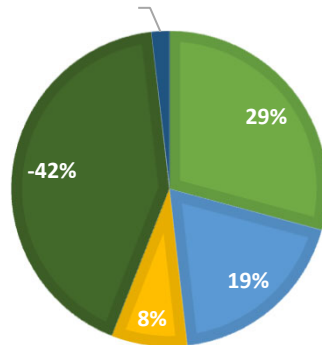
GENERAL FUND
GARAGE DEPARTMENT
 SUMMARY OF EXPENDITURES

SUMMARY OF EXPENDITURES BY TYPE

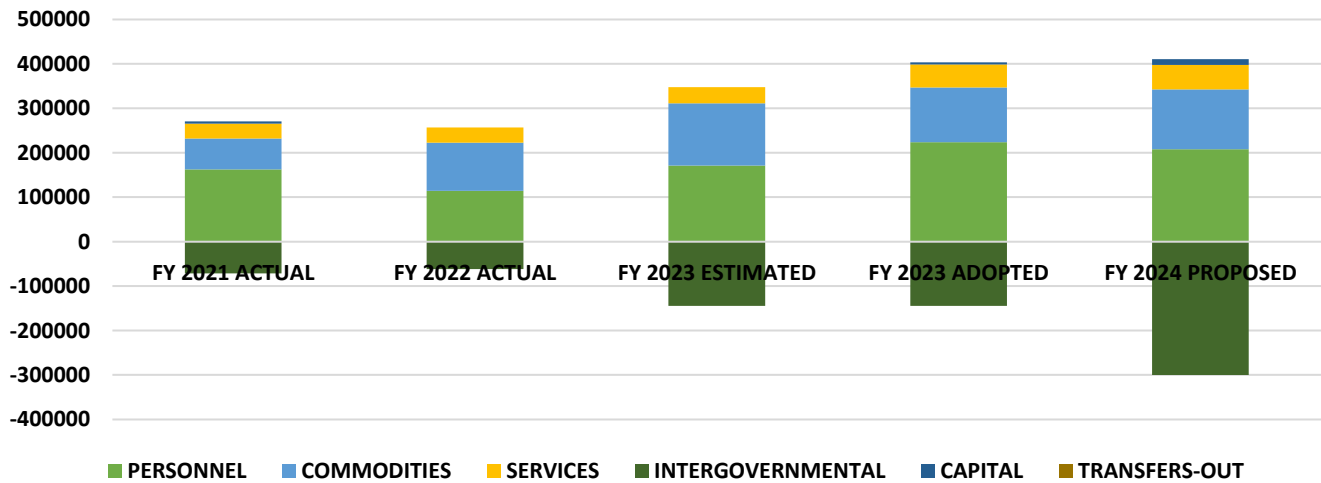
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	162,496	114,040	171,073	223,490	207,666
COMMODITIES	69,230	108,478	140,048	123,217	134,840
SERVICES	33,534	34,203	36,349	51,692	55,044
INTERGOVERNMENTAL	(71,625)	(61,979)	(144,596)	(144,596)	(300,197)
CAPITAL	5,199	-	-	5,000	13,000
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	198,835	194,742	202,875	258,803	110,353

FY 2024 BUDGET - ALLOCATION OF EXPENDITURES

■ PERSONNEL ■ COMMODITIES ■ SERVICES ■ INTERGOVERNMENTAL ■ CAPITAL ■ TRANSFERS-OUT



GARAGE EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund #11000, Dept #022

GENERAL FUND
GARAGE DEPARTMENT
 DETAIL OF EXPENDITURES

GARAGE GENERAL FUND EXPENDITURES		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
11000 022 6001	Salaries & Wages	\$ 97,809	\$ 63,110	\$ 109,217	\$ 122,390	\$ 125,823
11000 022 6005	Overtime	\$ 933	\$ 1,942	\$ 589	\$ 5,223	\$ 5,223
11000 022 6100	Employer Costs	\$ 63,754	\$ 48,988	\$ 59,877	\$ 92,241	\$ 71,620
11219 022 6XXX	COVID Payroll Off-set	\$ (1,172)	\$ -	\$ -	\$ -	\$ -
11000 022 7001	Materials & Supplies	\$ 7,514	\$ 7,421	\$ 3,476	\$ 7,200	\$ 7,200
11000 022 7002	Facility Repair & Maintenance	\$ 925	\$ 346	\$ 1,151	\$ 10,000	\$ 10,000
11000 022 7010	Vehicle Maintenance	\$ 321	\$ 155	\$ -	\$ 1,500	\$ 1,500
11000 022 7015	Fuel - Automotive	\$ 55,652	\$ 89,674	\$ 120,567	\$ 94,517	\$ 99,640
11000 022 7017	Fuel - Heating	\$ 2,529	\$ 7,206	\$ 11,636	\$ 5,000	\$ 12,000
11000 022 7018	Miscellaneous Tools	\$ 1,909	\$ 3,174	\$ 3,102	\$ 3,500	\$ 3,500
11000 022 7100	Clothing & Gear	\$ 380	\$ 503	\$ 116	\$ 1,500	\$ 1,000
11000 022 7501	Utilities	\$ 22,995	\$ 24,786	\$ 25,209	\$ 25,200	\$ 27,700
11000 022 7502	Phone/Internet	\$ 443	\$ 1,690	\$ 1,333	\$ 1,900	\$ 2,298
11000 022 7503	Information Technology	\$ 5,227	\$ 2,643	\$ 4,072	\$ 9,850	\$ 9,850
11000 022 7505	Travel, Training, and Professional Development	\$ -	\$ -	\$ 1,390	\$ 3,635	\$ 5,000
11000 022 7507	Membership & Dues	\$ 60	\$ -	\$ -	\$ -	\$ -
11000 022 7508	Insurance	\$ 2,494	\$ 4,129	\$ 4,542	\$ 4,542	\$ 4,996
11000 022 7515	Health & Safety Permits, Inspections, Compliance	\$ 1,862	\$ 955	\$ -	\$ 2,000	\$ 2,000
11000 022 7519	Professional/Contractual Services	\$ 453	\$ -	\$ 1,193	\$ 8,200	\$ 8,200
11000 022 7621	Public Works Labor Charges	\$ 923	\$ 8,693	\$ 1,974	\$ 1,974	\$ 2,109
11000 022 7622	Charges from Garage	\$ (71,414)	\$ (70,672)	\$ (146,570)	\$ (146,570)	\$ (302,306)
11000 022 7629	Charges from Capital Facilities	\$ 39	\$ -	\$ -	\$ -	\$ -
11000 022 7900	Capital Expenditures	\$ 5,199	\$ -	\$ -	\$ 5,000	\$ 13,000
TOTAL GARAGE EXPENDITURES		\$ 198,835	\$ 194,742	\$ 202,875	\$ 258,803	\$ 110,353

JUSTIFICATION & EXPLANATION
 PUBLIC WORKS DEPARTMENT

GL ACCT DESCRIPTION

6001 SALARIES & WAGES		
Lead Mechanic Salary		\$ 70,993
Assistant Mechanic Salary		\$ 54,830
	TOTAL	\$ 125,823
6005 OVERTIME		
Lead Mechanic OT		\$ 3,203
Assistant Mechanic OT		\$ 2,021
	TOTAL	\$ 5,223
61XX EMPLOYER COSTS		
FICA, SBS AND MEDICARE (7.58%)		\$ 9,933
STATE OF ALASKA PERS (22%)		\$ 28,830
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$ 32,857
	TOTAL	\$ 71,620

- 7001 **MATERIALS & SUPPLIES** - ALLOTMENT FOR OFFICE SUPPLIES, CLEANING SUPPLIES, TAPE MEASURERS, THERMOMETERS, WRANGELL CLEAN-UP DAY SUPPLIES, AND OTHER MISC. EQUIPMENT & SUPPLIES
- 7002 **FACILITY REPAIR & MAINTENANCE** - ALLOTMENT FOR MISC. PW FACILITY REPAIRS & MAINTENANCE
- 7010 **VEHICLE MAINTENANCE** - ANNUAL ALLOTMENT FOR DEPT VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS
- 7015 **FUEL-** AUTOMATIVE FUEL FOR VEHICLES AND OTHER OPERATIONAL EQUIPMENT
- 7017 **FUEL-HEATING** - HEATING OIL AND DIESEL FOR EQUIPMENT
- 7018 **MISCELLANEOUS TOOLS** - ALLOTMENT FOR TOOLS SUCH AS FLASHLIGHTS, HAND TOOLS, MISC TOOLS FOR WATER, SEWER, STREETS, EQUIPMENT & SYSTEMS
- 7100 **UNIFORM, GEAR & CLOTHING ALLOWANCE** - ALLOTMENT FOR CLOTHING ALLOWANCE FOR TWO EMPLOYEES, HIGH VISABILITY RAIN GEAR, AND OTHER MISC. PPE
- 7501 **UTILITIES** - WATER, SEWER, GARBAGE, & ELEC. FOR CITY BUILDINGS

7502 **PHONE/INTERNET** - ALLOTMENT FOR PHONE LAND LINES, INTERNET SERVICE, AND CELL PHONES FOR CALL OUTS & STANDBY

7503 **INFORMATION TECHNOLOGY** - ANNUAL ALLOTMENT FOR TECHNOLOGY SERVICES & SUPPORT

7505 **TRAVEL & TRAINING** - ALLOTMENT FOR STAFF TRAVEL AND TRAINING COSTS RELATED TO CDL RENEWALS AND CEU/CERTIFICATION RENEWALS

7506 **PUBLICATIONS & ADVERTISING** - ALLOTMENT FOR MISC. PUBLICATIONS AND JOB ADVERTISEMENTS

7507 **DUES & SUBSCRIPTIONS** - ALLOTMENT FOR SAFETY MEETINGS SERVICES

7508 **INSURANCE** - ALLOTMENT FOR VEHICLE AND BUILDING INSURANCE

7515 **PERMITS, INSPECTIONS & COMPLIANCE** - ALLOTMENT FOR REQUIRED INSPECTIONS & OTHER MISC. COMPLIANCE REQUIREMENTS

7519 **PROFESSIONAL SERVICES** - ALLOTMENT FOR SURVEY WORK AND PRE-EMPLOYMENT/RANDOM DRUG TESTS

7621 **PUBLIC WORKS LABOR CHARGES** - COST OF HOURS LOGGED TO STREET MAINTENANCE BY PUBLIC WORKS

7622 **CHARGES FROM GARAGE** - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR

7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTENANCE, CUSTODIAL, AND MANAGEMENT SERVICES

7900 **CAPITAL EXPENDITURES** - ALLOTMENT FOR FUEL TRACKING SYSTEM & HYDRAULIC PRESS

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 11000, Dept 024

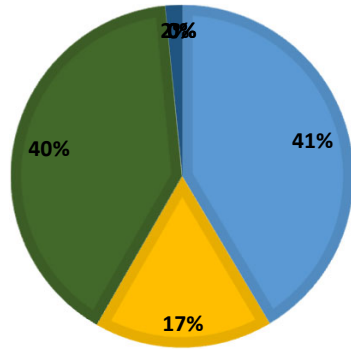
GENERAL FUND
STREETS DEPARTMENT
SUMMARY OF EXPENDITURES

SUMMARY OF EXPENDITURES BY TYPE

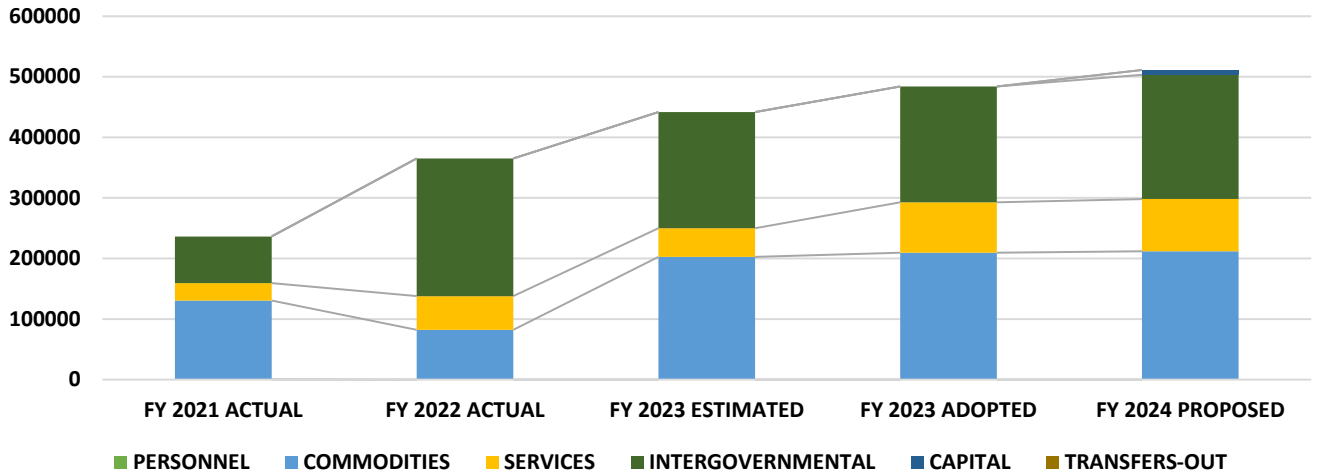
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	360	-	-	-	-
COMMODITIES	130,093	82,233	202,628	209,575	212,000
SERVICES	28,835	55,538	47,432	82,900	86,100
INTERGOVERNMENTAL	77,056	227,356	191,511	191,511	205,206
CAPITAL	-	-	-	-	8,000
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	236,344	365,127	441,571	483,986	511,306

FY 2024 BUDGET - ALLOCATION OF EXPENDITURES

PERSONNEL COMMODITIES SERVICES INTERGOVERNMENTAL CAPITAL TRANSFERS-OUT



STREETS EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund #11000, Dept #024

GENERAL FUND
STREETS DEPARTMENT
 DETAIL OF EXPENDITURES

STREETS GENERAL FUND EXPENITURES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
11000 024 7001	Materials & Supplies	\$ 1,540	\$ 4,892	\$ 4,491	\$ 1,000	\$ 3,000
11000 024 7008	Non-Capital Equipment	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
11000 024 7009	Equipment Repair & Maintenance	\$ 2,289	\$ -	\$ -	\$ -	\$ -
11000 024 7010	Vehicle Maintenance	\$ 51,644	\$ 37,062	\$ 55,767	\$ 69,575	\$ 60,000
11000 024 7011	Equipment Rental Expense	\$ -	\$ -	\$ 11,250	\$ 15,000	\$ 15,000
11000 024 7030	Maintenance Materials & Supplies	\$ 74,620	\$ 40,279	\$ 131,120	\$ 100,000	\$ 125,000
11000 024 7033	Street Lighting Maintenance	\$ -	\$ -	\$ -	\$ 20,000	\$ 5,000
11000 024 7501	Utilities	\$ 28,835	\$ 31,566	\$ 33,587	\$ 32,900	\$ 36,100
11000 024 7505	Travel, Training, and Professional Development	\$ 360	\$ -	\$ -	\$ -	\$ -
11000 024 7519	Professional/Contractual Services	\$ -	\$ 23,972	\$ 13,845	\$ 50,000	\$ 50,000
11000 024 7621	Public Works Labor Charges	\$ 56,632	\$ 211,277	\$ 118,448	\$ 118,448	\$ 126,538
11000 024 7622	Charges from Garage	\$ 20,114	\$ 15,322	\$ 73,063	\$ 73,063	\$ 78,667
11000 024 7629	Charges from Capital Facilities	\$ 309	\$ 757	\$ -	\$ -	\$ -
11000 024 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 8,000
TOTAL STREETS EXPENDITURES		\$ 236,344	\$ 365,127	\$ 441,571	\$ 483,986	\$ 511,306

JUSTIFICATION & EXPLANATION
 STREETS DEPARTMENT

GL ACCT	DESCRIPTION
7001	MATERIALS & SUPPLIES - VARIOUS MAINTENANCE SUPPLIES
7008	NON-CAPITAL EQUIPMENT - ALLOTMENT FOR NEW CONTAINER FOR SNOW CHEMICALS
7009	EQUIPMENT REPAIR & MAINTENANCE - ALLOTMENT FOR MISC. EQUIPMENT REPAIR & MAINTENANCE
7010	VEHICLE MAINTENANCE - ANNUAL ALLOTMENT FOR VEHICLE TIRES, OIL CHANGES, AND OTHER MISC. BASIC REPAIRS
7011	EQUIPMENT RENTAL EXPENSE - ALLOTMENT FOR RENTALS OF EXCAVATOR & LOADER AS NEEDED
7030	MAINTENANCE MATERIALS & SUPPLIES - ALLOTMENT FOR D1 & OTHER MATERIALS, SANDING & SNOW REMOVAL MATERIALS, MAG CHLORIDE, CULVERT MATERIALS, LOCALLY PURCHASED HARDWARE & TOOLS, PLYWOOD, WIRE MESH, SHOVELS, AND OTHER MISC. MAINTENANCE MATERIALS & SUPPLIES
7033	STREET LIGHTING - ESTIMATED ALLOTMENT FOR NEW LED LIGHT FIXTURES TO REPLACE SODIUMS
7501	UTILITIES - ELECTRIC, WATER, SEWER, GARBAGE
7505	TRAVEL, TRAINING AND PROFESSIONAL DEVELOPMENT - ALLOTMENT FOR TRAINING FOR EQUIPMENT USE AND OTHER MISC. TRAININGS
7519	PROFESSIONAL/CONTRACTUAL SERVICES - ALLOTMENT FOR CONTRACTUAL STREET WORK & CRACK SEALING OF FRONT ST. & SHOEMAKER LOOP
7621	PUBLIC WORKS LABOR CHARGES - ALLOTMENT FOR PUBLIC WORKS LABOR
7622	CHARGES FROM GARAGE - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR
7629	CHARGES FROM CAPITAL FACILITIES - ALLOTMENT FOR CAPITAL FACILITIES MAINTANENCE, CUSTODIAL, AND MANAGEMENT SERVICES
7900	CAPITAL EXPENDITURES - OPERATIONAL EQUIPMENT & VEHICLES ABOVE \$5,000 THAT ARE CAPITALIZED AND DEPRECIATED OVER A PREDETERMINED USEFUL LIFE

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #11000, Dept #026

GENERAL FUND
CEMETERY DEPARTMENT
DETAIL OF EXPENDITURES

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	PROPOSED	PROPOSED
CEMETERY GENERAL FUND REVENUES						
11000 026 4330	Cemetery Services	\$ 1,890	\$ 6,327	\$ 8,238	\$ 3,000	\$ 3,000
11000 026 4335	Cemetery Plot Sales	\$ 588	\$ 1,540	\$ 1,562	\$ 1,650	\$ 1,650
TOTAL CEMETARY REVENUES		\$ 2,478	\$ 7,867	\$ 9,799	\$ 4,650	\$ 4,650
CEMETERY GENERAL FUND EXPENDITURES						
11000 026 7001	Materials & Supplies	\$ 265	\$ 2,451	\$ 2,382	\$ 2,000	\$ 3,000
11000 026 7621	Public Works Labor Charges	\$ (600)	\$ 3,829	\$ 1,974	\$ 1,974	\$ 2,109
11000 026 7629	Charges from Capital Fac. Facilities	\$ -	\$ -	\$ -	\$ -	\$ -
11000 026 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CEMETARY EXPENDITURES		\$ (335)	\$ 6,280	\$ 4,357	\$ 3,974	\$ 5,109
Total Cemetery Revenues		\$ 2,478	\$ 7,867	\$ 9,799	\$ 4,650	\$ 4,650
Total Cemetery Expenditures		\$ 335	\$ (6,280)	\$ (4,357)	\$ (3,974)	\$ (5,109)
Total Surplus (Deficit)		\$ 2,813	\$ 1,586	\$ 5,443	\$ 676	\$ (459)

JUSTIFICATION & EXPLANATION

CEMETERY

GL ACCT DESCRIPTION

- 4330 **CEMETERY SERVICES** - REVENUE RELATED TO CEMETERY SERVICE FEES
- 4335 **CEMETERY PLOT SALES** - REVENUE FROM CEMETERY PLOT SALES
- 7001 **MATERIALS & SUPPLIES** - COST OF PLYWOOD & MISC. HARDWARE FOR SHORING UP GRAVE PLOTS & INSTALLING NICHE PLATES
- 7621 **PUBLIC WORKS LABOR** - ALLOTMENT FOR PW LABOR FOR EXCAVATION AND COVERING GRAVE PLOTS, OPENING & CLOSING COLUMBARIUM NICHEs, INSTALLING NICHE PLATES & INSTALLING HEADSTONES
- 7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTANENCE, CUSTODIAL, AND MANAGEMENT SERVICES
- 7900 **CAPITAL EXPENDITURES** - OPERATIONAL EQUIPMENT & VEHICLES ABOVE \$5,000 THAT ARE CAPITALIZED AND DEPRECIATED OVER A PREDETERMINED USEFUL LIFE



GENERAL FUND: CAPITAL FACILITIES DEPARTMENT

PURPOSE:

The mission of the Capital Facilities Department is one of multiple facets.

- The mission of the Building Official division is to provide quality service that safeguards life, health, property, and public welfare by regulating the construction of all buildings/structures within the Borough. The department is responsible for the administration of building codes.
- The mission of the Facilities Maintenance division is to provide quality maintenance and repair, to Borough-owned buildings with a commitment to ensuring safe, reliable, and sustainable facilities for employees, residents, businesses, and visitors of the Borough.
- The Capital Improvement Program (CIP) for Capital Projects division provides a planned schedule of public improvements, outlining present and future priorities which enhance the life, health, safety, and welfare of the residents of Wrangell. A capital improvement project is defined as any expenditure for buildings, infrastructure, land acquisition, plan, or project in which the cost exceeds \$25,000 and the estimated useful life is greater than one year.

KEY ACCOMPLISHMENTS:

- The Building Official division issued sixteen (16) building permits to date during this fiscal year.
- The Facilities Maintenance division relied on one full time maintenance staff with responsibility for nineteen (19) buildings (not including pavilions and stand-alone bathrooms for Parks and Harbors) that have a combined area of 172,000+ square feet. Our department is responsible for activities relating to the maintenance, repairs, equipment operation, construction, and improvements for the Borough's buildings. Our department continues to ensure that the buildings meet federal, state, and local requirements, for life and safety inspections and permits related to boilers, hot water heaters, pressure vessels, fire alarms, fire sprinklers, backflow devices, and elevator maintenance and testing. The addition of a second maintenance staff has significantly improved maintenance accomplishments over the past one month.
- The Capital Improvement Program (CIP) for Capital Projects division saw the completion of ten (10) capital projects during this fiscal year. Another seventeen (17) projects are in the final stages of the planning and design phase nearing the construction phase before the end of the FY2023, and another twelve (12) projects will continue into the FY2024 fiscal year through the design and construction phases.

LEVEL OF SERVICE AND BUDGET IMPACT:

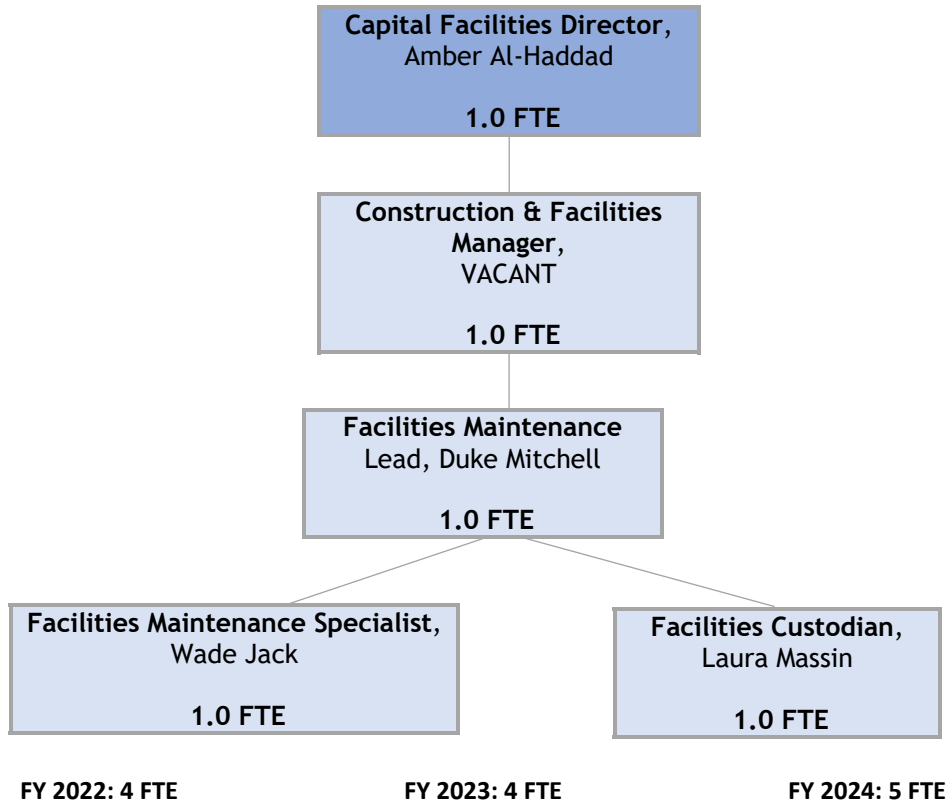
The FY2024 budget presented maintains department funding for wages and operating expenditures similar to FY23, with the exception of an increase to travel and training for building official training and additional travel as needed for pursuit of infrastructure funding and development.

GOALS AND NEW INITIATIVES:

Work with the Finance Director to build out multi-year CIP capital projects and major maintenance budgets, and continue to pursue grant-funded programs for priority projects.

- Continue to address facility preventive maintenance needs and priority deficiencies while defining lifecycle needs as a portfolio-wide capital improvement funding strategy which will provide the intelligence needed to plan and budget for the "keep-up costs" for our facilities.
- Update the building codes to align with State of Alaska standards. Obtain adequate training for building officials based on newly adopted codes.

PERSONNEL:



PERFORMANCE METRICS:

PROJECTS IN DESIGN PHASE			
To set a target of having no less than 5 capital projects in the design and planning phase at year-end.			
FY 2021: No Data	FY 2022: No Data	FY 2023: 12	
PROJECTS IN CONSTRUCTION PHASE			
To set a target of having no less than 2 capital projects in the construction phase at year-end.			
FY 2021: No Data	FY 2022: No Data	FY 2023: 17	
PROJECTS COMPLETE			
To complete no less than 2 capital projects in the fiscal period.			
FY 2021: 6	FY 2022: 5	FY 2023: 10	

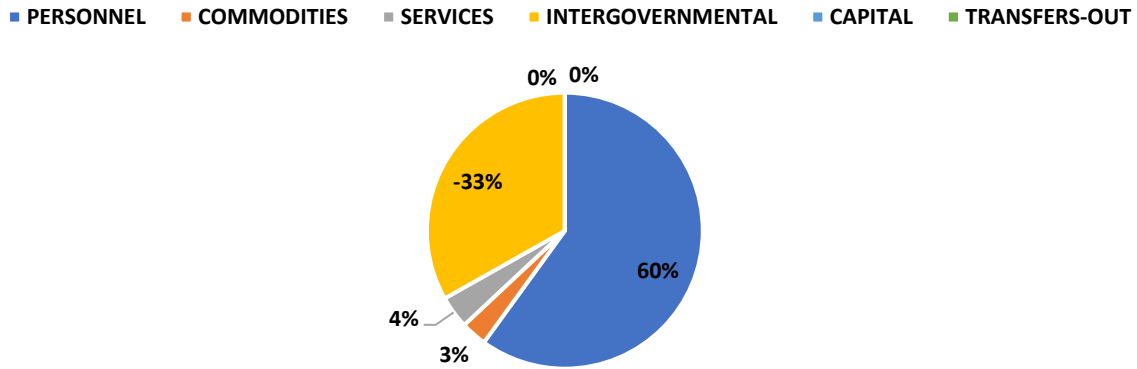
CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 11000, Dept 029

GENERAL FUND
CAPITAL FACILITIES DEPARTMENT
 SUMMARY OF EXPENDITURES

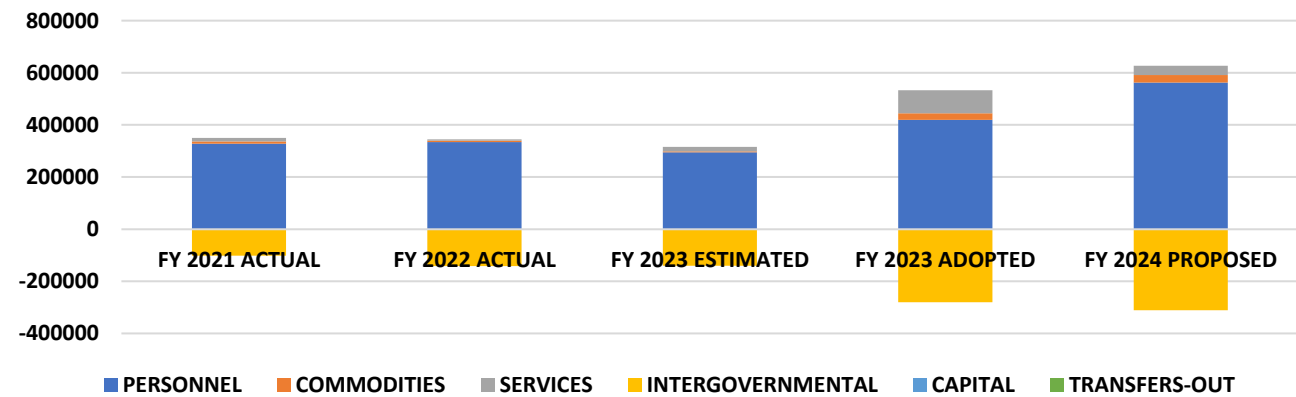
SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	327,911	333,992	294,724	419,107	562,544
COMMODITIES	8,686	5,423	3,934	25,085	28,500
SERVICES	13,047	4,855	16,790	88,335	35,679
INTERGOVERNMENTAL	(101,998)	(141,381)	(140,657)	(280,202)	(311,115)
CAPITAL	-	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	247,645	202,889	174,791	252,325	315,607

FY 2023 BUDGET - ALLOCATION OF EXPENDITURES



CAPITAL FACILITIES EXPENDITURES BY FISCAL YEAR



CAPITAL FACILITIES GENERAL FUND EXPENDITURES		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
11000 029 6001	Salaries & Wages	\$ 202,532	\$ 199,051	\$ 195,679	\$ 250,511	\$ 344,853
11000 029 6005	Overtime	\$ 8,132	\$ 1,149	\$ 1,390	\$ 8,677	\$ 6,403
11000 029 61XX	Employer Costs	\$ 116,966	\$ 132,962	\$ 96,230	\$ 155,309	\$ 191,668
11219 029 6XXX	CARES Payroll Off-set	\$ (5,998)	\$ -	\$ -	\$ -	\$ -
11000 029 7001	Materials & Supplies	\$ 5,056	\$ 1,395	\$ 701	\$ 6,635	\$ 9,000
11000 029 7002	Facility Repair & Maintenance	\$ 1,876	\$ 1,837	\$ 194	\$ 12,500	\$ 7,500
11000 029 7008	Non-Capital Equipment	\$ 1,061	\$ 761	\$ -	\$ -	\$ 5,000
11000 029 7010	Vehicle Maintenance & Repair	\$ 258	\$ 622	\$ 3,039	\$ 3,450	\$ 3,500
11000 029 7017	Fuel	\$ -	\$ -	\$ -	\$ -	\$ -
11000 029 7100	Clothing & Gear	\$ 434	\$ 808	\$ -	\$ 2,500	\$ 3,500
11000 029 7501	Utilities	\$ 350	\$ -	\$ -	\$ -	\$ -
11000 029 7502	Phone/Internet	\$ 3,345	\$ 2,016	\$ 3,634	\$ 4,500	\$ 5,500
11000 029 7503	Information Technology	\$ 6,907	\$ 491	\$ 4,909	\$ 3,650	\$ 4,075
11000 029 7505	Travel, Training, and Professional Development	\$ 280	\$ 829	\$ 1,425	\$ 4,610	\$ 19,620
11000 029 7506	Publications & Advertising	\$ -	\$ 228	\$ 542	\$ -	\$ 3,700
11000 029 7508	Insurance	\$ 2,404	\$ 1,987	\$ 2,185	\$ 2,185	\$ 2,404
11000 029 7519	Professional Services	\$ 41	\$ 133	\$ 5,519	\$ 78,000	\$ 20,000
11000 029 7622	Charges from Garage	\$ 1,673	\$ 972	\$ 9,343	\$ 9,343	\$ 5,033
11000 029 7629	Charges from Capital Facilities	\$ (97,673)	\$ (142,353)	\$ (150,000)	\$ (289,545)	\$ (316,148)
11000 029 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL FACILITIES EXPENDITURES		\$ 247,645	\$ 202,889	\$ 174,791	\$ 252,325	\$ 315,607

JUSTIFICATION & EXPLANATION
 CAPITAL FACILITIES DEPARTMENT

GL ACCT DESCRIPTION

6001	SALARIES & WAGES					
	Capital Facilities Director Salary					\$ 104,198
	Capital Facilities Director Vehicle Stipend					\$ 3,600
	Construction & Facilities Manager Salary					\$ 69,490
	Construction & Facilities Manager Vehicle Stipend					\$ 3,600
	Facilities Custodian Salary					\$ 38,538
	Facilities Custodian Vehicle Stipend					\$ 3,600
	Facilities Maintenance Lead Salary					\$ 66,995
	Facilities Maintenance Specialist Salary					\$ 54,831
	TOTAL					\$ 344,853
6005	OVERTIME					
	Facilities Maintenance Lead					\$ 3,464
	Facilities Maintenance Specialist					\$ 2,939
	TOTAL					\$ 6,403
61XX	EMPLOYER COSTS					
	FICA, SBS AND MEDICARE (7.58%)					\$ 26,625
	STATE OF ALASKA PERS (22%)					\$ 77,276
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION					\$ 87,766
	TOTAL					\$ 191,668
7001	MATERIALS & SUPPLIES - ALLOTMENT FOR OFFICE SUPPLIES & EXPENDABLE MAINTENANCE MATERIALS AND HAND TOOLS USED ACROSS BOROUGH FACILITIES					
7002	FACILITY REPAIR & MAINTENANCE - ALLOTMENT FOR SENIOR CENTER GEN. MAINTENANCE AND MAINTENANCE ON PEDESTRIAN STAIRWELL CORRIDOR					
7008	NON-CAPITAL EQUIPMENT - ALLOTMENT FOR COMPUTER, LAPTOP AND OFFICE FURNITURE FOR THE NEW CONSTRUCTION & FACILITIES MANAGER POSITION					
7010	VEHICLE MAINTENANCE - ANNUAL ALLOTMENT FOR MAINTENANCE ON TWO DEPARTMENT VEHICLES AND TWO MAN LIFTS					
7017	FUEL - COST OF FUEL FOR DEPARTMENT VEHICLES & EQUIPMENT					
7018	MISCELLANEOUS TOOLS - ALLOTMENT FOR MISC. TOOLS SUCH AS HAND TOOLS, BATTERIES, ENGINEERING TOOLS, ETC.					
7100	CLOTHING & GEAR - ALLOTMENT FOR CLOTHING ALLOWANCE FOR TWO IBEW-MEMBER EMPLOYEES & SAFETY ITEMS FOR CREW, INCLUDING HIGH VISIBILITY VESTS, HEARING & EYE PROTECTION, AND OTHER MISC. PPE					
7501	UTILITIES - ELECTRIC, WATER, SEWER, GARBAGE (THE DEPARTMENT IS NOT INCURRING THESE EXPENSES AS THEY ARE HOUSED IN					
7502	PHONE/INTERNET - ANNUAL ALLOTMENT FOR MOBILE PHONE LINES, LTE SERVICE ON TWO MAINTENANCE TABLETS, OFFICE PHONE SERVICES, AND LONG DISTANCE CALL ESTIMATES					
7503	INFORMATION TECHNOLOGY - ALLOTMENT FOR CMMS SUBSCRIPTION & ZOOM SUBSCRIPTION					
7505	TRAVEL, TRAINING AND PROFESSIONAL DEVELOPMENT - ALLOTMENT FOR DIRECTOR AND STAFF TRAVEL & TRAINING					
7506	PUBLICATIONS & ADVERTISING - ALLOTMENT FOR MISC. PUBLICATIONS SUCH AS BUILDING CODE INFORMATION, PERMITS AND FOR EMPLOYMENT ADVERTISING					
7508	INSURANCE - ANNUAL COST OF VEHICLE INSURANCE					
7519	PROFESSIONAL SERVICES - COSTS FOR ENGINEERING (CONTINGENCY) AND ADDITIONAL CONTRACT PROJECT MANAGEMENT WORK					
7622	CHARGES FROM GARAGE - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR					
7629	CHARGES FROM CAPITAL FACILITIES - ANNUAL CHARGES FOR MAINTENANCE & CUSTODIAL LABOR FROM CAPITAL FACILITIES TO ALL OTHER BOROUGH FACILITIES					



GENERAL FUND: ECONOMIC DEVELOPMENT DEPARTMENT

PURPOSE:

Economic Development works to create a healthy, diversified economy with a stable tax base that supports good streets, public facilities, and infrastructure, and will preserve and capitalize on its natural beauty, history, and cultural diversity. New industries are welcomed that create a diverse economic base while existing industries and small businesses shall be supported to remain strong and viable.

Planning and Zoning seeks to build a sustainable and vibrant community; facilitate public engagement; assist in strategic community, organizational and land use planning; and develop policies to support the goals and objectives of the Borough for the promotion of the interest, health, safety, comfort, convenience and welfare of the borough.

KEY ACCOMPLISHMENTS:

- Six-Mile-Deep Water Port Town Hall and Public Survey
- Approval and onboarding of the Marketing and Community Development Coordinator Position
- Established department, staff and board workplans
- Received award of the Thriving Communities Grant
- Established zones and code for the Alder Top Village Subdivision
- Provide support for all boards and commissions.
- Create plan for alternate exit route from Pat's Lake road to the Spurr road

LEVEL OF SERVICE AND BUDGET IMPACT:

Budgeted resources are adequate to meet the current level of service. Increased funds were requested to build the Borough's marketing and community development plans. To address larger projects, such as professional services to update the Boroughs Comprehensive Plan and Zoning Code and Community Addressing, additional funding will need to be secured.

GOALS AND NEW INITIATIVES:

- Encourage business development in order to diversify the economy so that Wrangell is not dependent on a single employer or industry
- Support and promote infrastructure development that enables economic growth
- Support our education system and opportunities
- Maintain communication with existing businesses and community
- Support increased transportation access to Wrangell

TRENDS AND FUTURE ISSUES:

Wrangell's economic trends and investment projects require a stable workforce and viable funding sources to combat the following challenges:

- Increased cost of goods and transportation
- Available state and federal money
- Increased infrastructure costs
- Several years of critical project construction
- Worker shortages ongoing, aging workforce and outmigration of residents



- Childcare availability
- Increased travel and tourism
- Oil price and revenue uncertainty
- Reduced funding for education

PERFORMANCE METRICS:

- To ensure community engagement and communication is successful, the department will establish a schedule for creative and educational content to be published in various media outlets. This includes storytelling through various media outlets to educate and inform the public on department functions, project construction, employee spotlights and partnership recognition.
- To ensure the Borough is strengthening agency partnerships, the department will engage stakeholder groups in planning development through private and public meetings, focus groups and general information sharing. Partners include but are not limited to, the Wrangell Cooperative Association, USFS Wrangell Ranger District, Chamber of Commerce, Wrangell Public Schools and other Borough Departments.
- To promote business and infrastructure development, the department will establish a long-range plan for the Six-Mile-Deep Water Port development with an intentional public engagement process. Another key component for diversification includes creating actionable steps to update the Boroughs Comprehensive Plan.



PERSONNEL:

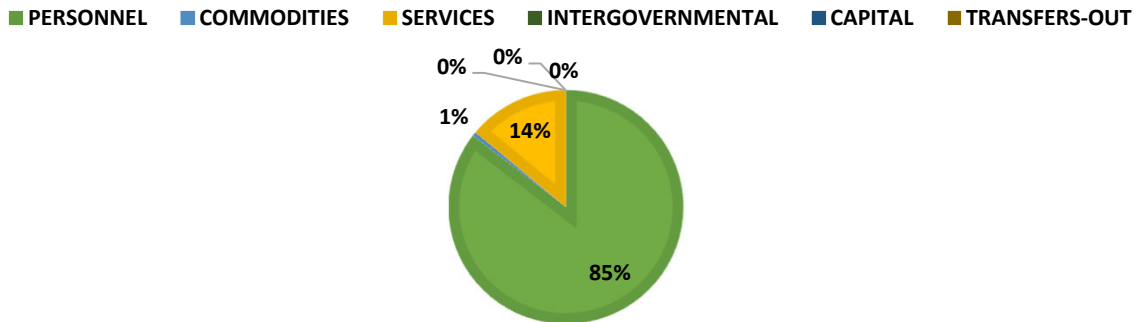
- Kate Thomas, Economic Development Director (FTE)
- Matt Henson, Marketing and Community Development Coordinator (FTE)
 - The department’s coordinator position was approved in January 2023. The position was filled in March. Previously there was only one employee in the Economic Development department.



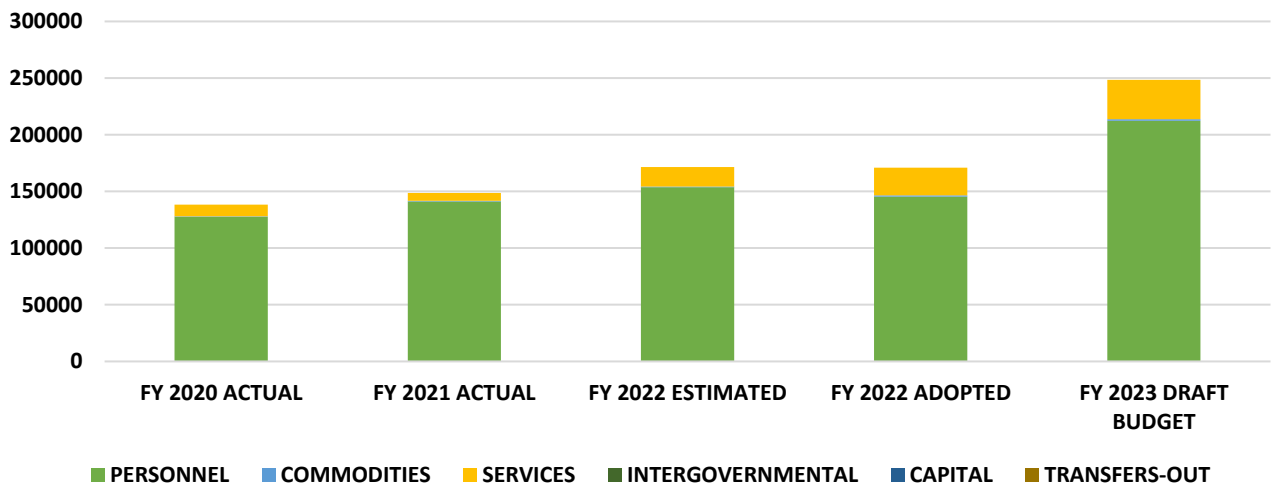
SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET
PERSONNEL	127,624	141,153	153,716	145,349	212,301
COMMODITIES	319	475	548	1,100	1,350
SERVICES	10,322	6,985	17,212	24,410	34,730
INTERGOVERNMENTAL	-	-	-	-	-
CAPITAL	-	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	138,265	148,614	171,475	170,859	248,381

FY 2024 BUDGET - ALLOCATION OF EXPENDITURES



ECONOMIC DEVELOPMENT EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund #11000 Dept #032

GENERAL FUND
ECONOMIC DEVELOPMENT DEPARTMENT
 DETAIL OF EXPENDITURES

ECONOMIC DEVELOPMENT GENERAL FUND EXPENDITURES		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
11000 032 6001	Salaries & Wages	\$ 88,379	\$ 94,433	\$ 107,848	\$ 95,671	\$ 138,262
11000 032 61XX	Employer Costs	\$ 39,166	\$ 45,683	\$ 39,912	\$ 37,979	\$ 60,739
11000 032 7001	Materials & Supplies	\$ 319	\$ 384	\$ 535	\$ 500	\$ 750
11000 032 7004	Postage & Shipping	\$ -	\$ 92	\$ 13	\$ 600	\$ 600
11000 032 7502	Phone/Internet	\$ -	\$ -	\$ 881	\$ 705	\$ 705
11000 032 7503	Information Technology	\$ 2,400	\$ 2,960	\$ 4,706	\$ 2,380	\$ 5,000
11000 032 7505	Travel & Training	\$ 79	\$ 1,037	\$ 5,956	\$ 11,699	\$ 13,300
11000 032 7506	Publications & Advertising	\$ 294	\$ -	\$ -	\$ 600	\$ 600
11000 032 7507	Memberships & Dues	\$ 941	\$ 929	\$ 569	\$ 1,425	\$ 1,425
11000 032 7508	Insurance	\$ 1,570	\$ -	\$ -	\$ -	\$ -
11000 032 7511	Surveying	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
11000 032 7519	Professional Services Contractual	\$ 1,500	\$ 925	\$ 9,703	\$ 11,300	\$ 19,000
11000 032 7570	Tourism Industry Expenses	\$ 3,616	\$ 2,171	\$ 1,353	\$ 4,000	\$ 4,000
11000 032 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & TRANSFERS OUT		\$ 138,265	\$ 148,614	\$ 211,387	\$ 170,859	\$ 248,381

JUSTIFICATION & EXPLANATION
 ECONOMIC DEVELOPMENT

GL ACCT DESCRIPTION		
6001 SALARIES & WAGES		
Economic Development Director Salary		\$ 88,826
Economic Development Vehicle Stipend		\$ 3,600
Marketing & Community Development Coordinator Salary		\$ 45,837
TOTAL		\$ 138,262
61XX EMPLOYER COSTS		
FICA, SBS AND MEDICARE (7.58%)		\$ 10,480
STATE OF ALASKA PERS (22%)		\$ 30,418
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$ 19,841
TOTAL		\$ 60,739
7001 MATERIALS & SUPPLIES - VARIOUS OFFICE SUPPLIES SUCH AS PRINTER PAPER & INK, THUMBDRIVES, CALENDARS AND OTHER MISC. SUPPLIES		
7004 POSTAGE & SHIPPING - ALLOTMENT FOR MAILINGS SUCH AS PLANNING AND ZONING MEETING NOTICES, OFFICIAL CORRESPONDENCE		
7502 PHONE/INTERNET - ANNUAL ALLOTMENT FOR PHONE LANDLINE, INTERNET SERVICE, AND CELL PHONE		
7503 INFORMATION TECHNOLOGY - ALLOTMENT FOR COMPUTER SOFTWARES, WEB DOMAINS & LICENSES, AND OTHER MISC. SOFTWARE AND PROGRAMMING.		
7505 TRAVEL & TRAINING - ALLOTMENT FOR TRAVEL AND REGISTRATION FOR TRAINING CONFERENCES & OTHER MISC. PROFESSIONAL DEVELOPMENT OPPORTUNITIES.		
7506 PUBLICATIONS & ADVERTISING - COST TO PUBLISH ADVERTISEMENTS		
7507 MEMBERSHIPS & DUES - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL ORGANIZATIONS		
7511 SURVEYING - ALLOTMENT FOR LAND SURVEY SERVICES		
7519 PROFESSIONAL SERVICES CONTRACTUAL - GIS MAPPING CONTRACT EXPENSES & ECONOMIC CONDITIONS REPORT, BCA REPORTS FOR GRANTS		
7570 TOURISM INDUSTRY EXPENSES - ALLOTMENT FOR BUILDING AND MAINTAINING TOURISM PROGRAMS		
7900 CAPITAL EXPENDITURES - CAPITAL EXPENSES (ABOVE \$5,000) INCURRED SPECIFIC TO ADMINISTRATION OPERATIONS		

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund #11000, Dept #033

GENERAL FUND
COMMUNITY CONTRIBUTIONS
 DETAIL OF EXPENDITURES

		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
COMMUNITY CONTRIBUTIONS						
11000 033 7507	Memberships & Dues	\$ -	\$ -	\$ -	\$ -	\$ -
11000 033 7629	Charges from Capital Facilities	\$ 96	\$ -	\$ -	\$ -	\$ -
11000 033 7820	Senior Citizen Program Expenditures	\$ 11,500	\$ 11,500	\$ 13,000	\$ 13,000	\$ 13,500
11000 033 7822	Contribution to Chamber of Commerce	\$ 23,000	\$ 23,000	\$ 27,000	\$ 27,000	\$ -
11000 033 7823	Contribution to Local Radio	\$ 8,500	\$ 8,500	\$ 10,000	\$ 10,000	\$ 10,000
11000 033 7826	Contribution to Volunteer Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -
11000 033 7829	Misc. Community Promotion	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COMMUNITY CONTRIBUTIONS		\$ 43,096	\$ 43,000	\$ 50,000	\$ 50,000	\$ 23,500

JUSTIFICATION & EXPLANATION

GL ACCT DESCRIPTION

- 7507 **MEMBERSHIPS & DUES** - SUBSCRIPTIONS TO NEWSPAPERS, MAGAZINES, AND DUES TO PROFESSIONAL ORGANIZATIONS.
- 7621 **PW LABOR CHARGES** - LABOR CHARGE BILLED WHEN NEW WATER OR SEWER INSTALLATIONS ARE DONE, OR OTHER SEWER WORK CHARGED.
- 7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTANENCE, CUSTODIAL, AND MANAGEMENT SERVICES.
- 7820 **SENIOR CITIZEN PROGRAM EXPENDITURES** - CASH CONTRIBUTION OF \$13,500 TO HELP FUND MEALS AND OTHER ACTIVITES AND EXPENSES OF RUNNING THE SENIOR CENTER.
- 7822 **CONTRIBUTION TO CHAMBER OF COMMERCE**- CASH CONTRIBUTION TO THE CHAMBER OF COMMERCE FOR COMMUNITY EVENTS AND PROMOTIONAL ACTIVITES
- 7823 **CONTRIBUTION TO LOCAL RADIO** - \$12,500



GENERAL FUND: LIBRARY DEPARTMENT

PURPOSE:

The primary mission of the Irene Ingle Public Library is to develop, maintain, and facilitate the use of and collection of books and other materials responsive to the diverse and constantly changing informational needs.

KEY ACCOMPLISHMENTS:

In FY 2023 the library was successful in achieving the following goals:

- Replacement of the library’s 4 public computers with an IMLS grant
- Completed an inventory of the library’s entire collection
- Replacement of the library’s carpet
- Transitioned back to in person toddler story time
- Successfully hosted the very popular Summer Reading Program

LEVEL OF SERVICE AND BUDGET IMPACT:

While the library has been able to operate at full capacity with fewer staff than in previous years, this has had a negative impact on the number of programs it can offer to the community. However, despite the challenges of being short-staffed, the library has continued to provide high-quality services to its patrons. This reflects the library’s commitment to serving the community of Wrangell and making sure that everyone has access to the resources they need. It’s also a reminder of the importance of libraries in our society and the incredible value they provide to our communities.



GOALS AND NEW INITIATIVES:

The library as among its goals for the upcoming year:

- Replace damaged front door hardware
- Complete painting of Library exterior
- Complete digitization of the Wrangell Sentinel from 1957 to present
- Expand teen and adult programming

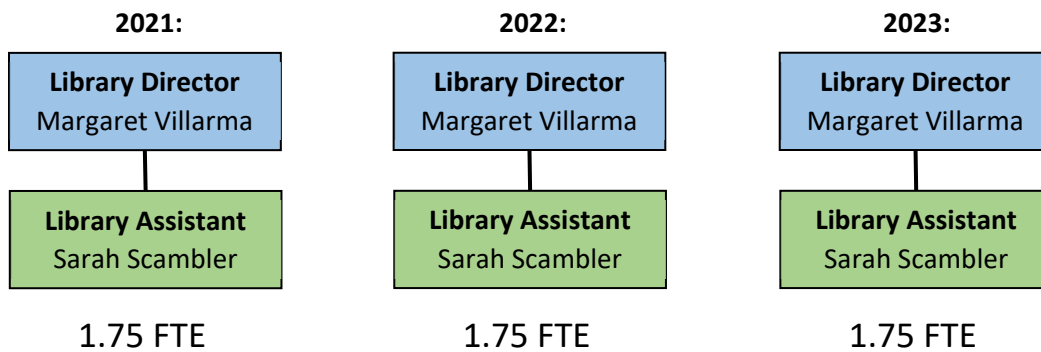
TRENDS AND FUTURE ISSUES:

In a survey conducted in November 2022, the community of Wrangell indicated a desire to have the library open several mornings per week, and to increase the programming options available to both adults and children.

PERFORMANCE METRICS:

The library’s performance is measured by yearly monitoring of annual attendance, program attendance, public computer and Wi-Fi usage, the library collection totals, and circulation totals of both library and electronic materials. This data is collected both through the library’s automation system, and the manual counting of patrons and program participants. This data is compared to data from previous years to provide valuable insights into the trends and changes in the library’s performance and processes over time. This allows library staff to identify areas of improvement or decline, track progress toward goals, and make informed decisions.

PERSONNEL:



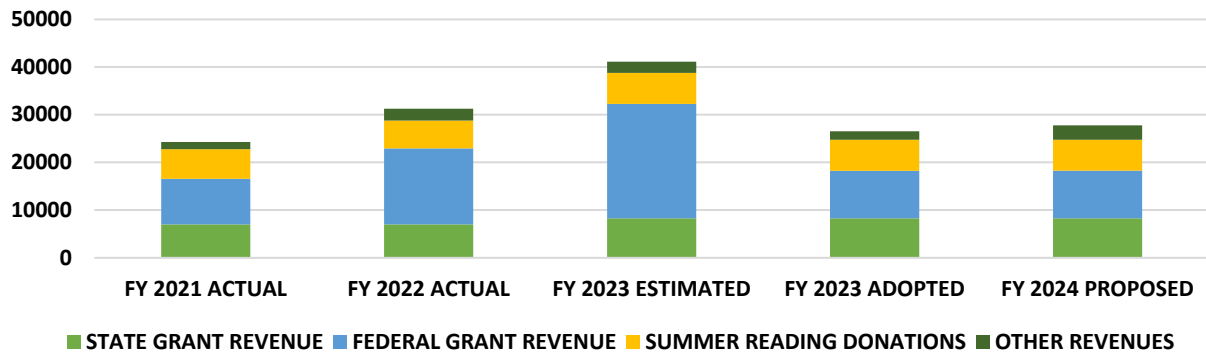
CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 11000, Dept 034

GENERAL FUND
LIBRARY DEPARTMENT
SUMMARY OF EXPENDITURES

SUMMARY OF REVENUES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
STATE GRANT REVENUE	7,000	7,000	8,250	8,250	8,250
FEDERAL GRANT REVENUE	9,550	15,916	24,018	9,978	10,000
SUMMER READING DONATIONS	6,221	5,840	6,500	6,500	6,500
OTHER REVENUES	1,510	2,495	2,350	1,800	3,000
TOTAL REVENUES	24,281	31,251	41,118	26,528	27,750

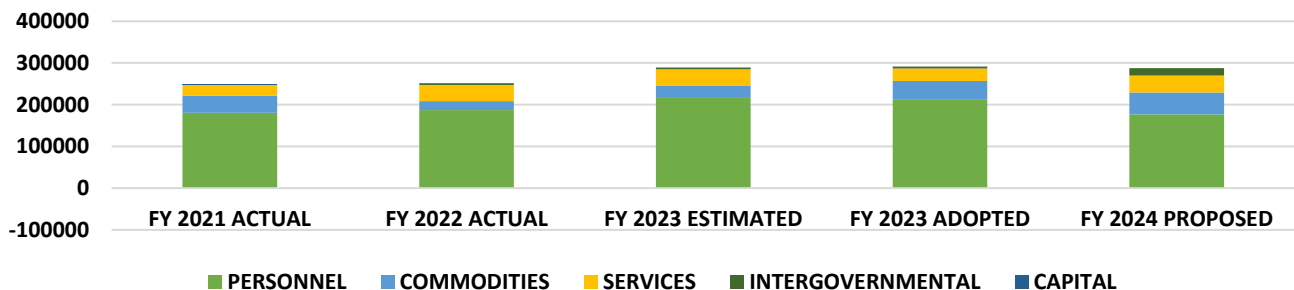
LIBRARY REVENUES BY FISCAL YEAR



SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	180,231	186,991	215,961	212,943	176,472
COMMODITIES	40,911	21,265	28,895	43,615	52,511
SERVICES	27,793	38,823	39,640	29,948	40,614
INTERGOVERNMENTAL	(2,202)	4,253	4,539	4,539	17,773
CAPITAL	168	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
TOTAL EXPENDITURES	246,900	251,332	289,035	291,045	287,371

LIBRARY EXPENDITURES BY FISCAL YEAR



**CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET**

Fund #11000 & 11180 (Library Consolidated)

**GENERAL FUND
LIBRARY DEPARTMENT**

DETAIL OF REVENUES & EXPENDITURES

		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	PROPOSED
LIBRARY GENERAL FUND REVENUES						
11000 034 4590	Library State Grant Revenue	\$ 7,000	\$ 7,000	\$ 8,250	\$ 8,250	\$ 8,250
11000 034 4595	Library Miscellaneous Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
11000 034 4599	Library Federal Grant Revenue	\$ 9,550	\$ 15,916	\$ 24,018	\$ 9,978	\$ 10,000
11000 034 4604	Miscellaneous Revenue	\$ 1,510	\$ 2,495	\$ 2,350	\$ 1,800	\$ 3,000
11180 034 4690	Summer Reading Program Donations	\$ 6,221	\$ 5,840	\$ 6,500	\$ 6,500	\$ 6,500
TOTAL LIBRARY REVENUES		\$ 24,281	\$ 31,251	\$ 41,118	\$ 26,528	\$ 27,750

LIBRARY GENERAL FUND EXPENDITURES

11000 034 6001	Salaries & Wages	\$ 104,162	\$ 97,885	\$ 132,113	\$ 121,767	\$ 92,664
11000 034 6002	Temporary Wages	\$ -	\$ 13,156	\$ 14,040	\$ 9,000	\$ 15,000
11000 034 6100	Employer Costs	\$ 76,069	\$ 75,950	\$ 67,241	\$ 79,886	\$ 65,269
11219 034 6XXX	CARES Payroll Off-set	\$ (2,705)	\$ -	\$ -	\$ -	\$ -
11000 034 7001	Materials & Supplies	\$ 9,980	\$ 2,702	\$ 1,833	\$ 5,000	\$ 5,000
11000 034 7002	Facility Repair & Maintenance	\$ 3,184	\$ 3,309	\$ 655	\$ 11,000	\$ 11,000
11000 034 7003	Custodial Supplies	\$ 322	\$ 526	\$ 144	\$ 600	\$ 600
11000 034 7004	Postage & Shipping	\$ 233	\$ 699	\$ 2,264	\$ 1,100	\$ -
11000 034 7120	Library Books	\$ 22,682	\$ 14,030	\$ 17,500	\$ 19,415	\$ 29,411
11180 034 7121	Summer Reading Program Expenditures	\$ 4,510	\$ -	\$ 6,500	\$ 6,500	\$ 6,500
11000 034 7501	Utilities	\$ 9,293	\$ 9,817	\$ 7,662	\$ 10,400	\$ 11,400
11000 034 7502	Phone/Internet	\$ 2,650	\$ 3,184	\$ 3,116	\$ 3,000	\$ 3,230
11000 034 7503	Information Technology	\$ 8,836	\$ 10,817	\$ 20,653	\$ 8,426	\$ 17,105
11000 034 7505	Travel, Training, and Professional Development	\$ -	\$ -	\$ 2,567	\$ 2,290	\$ 3,540
11000 034 7507	Memberships & Dues	\$ -	\$ 450	\$ 638	\$ 550	\$ 550
11000 034 7508	Insurance	\$ 7,014	\$ 6,883	\$ 7,572	\$ 7,572	\$ 8,329
11000 034 7519	Professional Services Contractual	\$ -	\$ 7,672	\$ -	\$ -	\$ -
11000 034 7621	Public Works Labor Charges	\$ -	\$ -	\$ -	\$ -	\$ -
11000 034 7629	Charges from Capital Facilities	\$ 502	\$ 4,253	\$ 4,539	\$ 4,539	\$ 17,773
11000 034 7900	Capital Expenditures	\$ 168	\$ -	\$ -	\$ -	\$ -
TOTAL LIBRARY EXPENDITURES		\$ 246,900	\$ 251,332	\$ 289,035	\$ 291,045	\$ 287,371

Total Library Revenues \$ 24,281 \$ 31,251 \$ 41,118 \$ 26,528 \$ 27,750

Total Library Expenditures \$ (246,900) \$ (251,332) \$ (289,035) \$ (291,045) \$ (287,371)

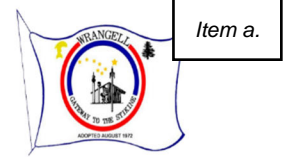
Total Operating Surplus (Deficit) \$ (222,619) \$ (220,081) \$ (247,916) \$ (264,517) \$ (259,621)

JUSTIFICATION & EXPLANATION

LIBRARY DEPARTMENT

ACCT NO.	ACCOUNT DESCRIPTION		
4590	LIBRARY STATE GRANT REVENUE - GRANT REVENUE RECEIVED FROM THE STATE OF ALASKA OR IS ISSUED FROM THE STATE AND PASSED THROUGH ANOTHER ORGANIZATION; PUBLIC LIBRARY ASSISTANCE GRANT		
4595	LIBRARY MISCELLANEOUS GRANT REVENUE - ALL OTHER GRANT REVENUE THAT DOES NOT ORIGINATE FROM A FEDERAL OR STATE ENTITY		
4599	LIBRARY FEDERAL GRANT REVENUE - GRANT REVENUE RECEIVED FROM THE FEDERAL GOVERNMENT OR IS ISSUED FROM A FEDERAL AGENCY AND PASSES THROUGH ANOTHER ORGANIZATION		
4604	MISCELLANEOUS REVENUE - ALL OTHER REVENUE DERIVED FROM LIBRARY OPERATIONS, INCLUDING BUT NOT LIMITED TO COPIER AND OVERDUE BOOK REVENUE		
4690	SUMMER READING PROGRAM DONATIONS - DONATIONS RECEIVED FOR THE SUMMER READING PROGRAM		
6001	SALARIES & WAGES		
	LIBRARY DIRECTOR		\$ 53,560
	LIBRARY ASSISTANT II		\$ 39,104
	TOTAL		\$ 92,664
6002	TEMPORARY WAGES - ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP		

6100	EMPLOYER COSTS		
	FICA, SBS AND MEDICARE (7.58%)	\$	7,024
	STATE OF ALASKA PERS (22%)	\$	20,386
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	37,859
		TOTAL	\$ 65,269
6XXX	CARES PAYROLL OFF-SET - THE TOTAL AMOUNT OF WAGES AND BENEFITS THAT WERE ELIGIBLE FOR CARES ACT REIMBURSEMENT		
7001	MATERIALS AND SUPPLIES - OFFICE PRODUCTS SUCH AS COPY PAPER, COMPUTER PAPER, LETTER HEAD, RIBBONS, BOOK COVERS, REPAIR BOOK BINDINGS, PRINTER INK, ETC.		
7002	FACILITY REPAIR & MAINTENANCE - LABOR & MATERIALS TO MAINTAIN THE BUILDING, FURNACE, LIGHTS, PAINT, WINDOWS, AND DOORS		
7003	CUSTODIAL SUPPLIES - JANITORIAL RELATED SUPPLIES SUCH AS DISINFECTING SOLUTIONS, TRASH BAGS, ANTIBACTERIAL SOAPS, FACIAL TISSUES, ETC.		
7004	POSTAGE & SHIPPING - INCLUDES COST OF MAILING INTERLIBRARY LOAN RETURNS, RECYCLED BOOKS, LIBRARY OVERDUES & FINES, LIBRARY EVENT NOTICES, AND OTHER MISC. MAIL FROM THE LIBRARY		
7120	LIBRARY BOOKS - COSTS FOR BOOKS, NEWSPAPER SUBSCRIPTIONS, AND MAGAZINE SUBSCRIPTIONS		
7121	SUMMER READING PROGRAM AWARDS - CASH PRIZES FOR SUMMER READING PROGRAM PARTICIPANTS		
7501	UTILITIES - WATER, GARBAGE, SEWER, AND ELECTRIC HEAT FOR LIBRARY BUILDING		
7502	PHONE/INTERNET - THE TOTAL AMOUNT OF MONTHLY INTERNET AND PHONE BILLS, FAX LINE, AND DIRECTOR CELL PHONE REIMBURSEMENT		
7503	INFORMATION TECHNOLOGY - COSTS INCLUDE SERVER SUPPORT, PRINTER & SCANNER SUPPORT, AV ACCESS, SMART SHIELD, ONLINE ACQUISITIONS, ENHANCED CONTENT RENEWAL, SIP COMMUNICATION SOFTWARE, AND KNOWLEDGE IMAGING CENTER SUPPORT		
7505	TRAVEL & TRAINING - COST OF TRAVEL FOR THE ALASKA LIBRARY CONFERENCE AND ATTENDING OTHER CONTINUING AND PROFESSIONAL EDUCATION EVENTS		
7507	MEMBERSHIPS & DUES - COSTS OF MEMBERSHIPS & DUES FOR ALASKA LIBRARY ASSOCIATION AND AMERICAN LIBRARY ASSOCIATION		
7508	INSURANCE - ALLOCATED INSURANCE POLICY EXPENDITURE FOR THE LIBRARY FACILITY		
7519	PROFESSIONAL SERVICES CONTRACTUAL - ANNUALIZED COST OF JANITORIAL SERVICE FOR THE LIBRARY		
7621	CHARGES FROM PUBLIC WORKS - COSTS INCURRED BY THE LIBRARY FOR PUBLIC WORKS LABOR		
7629	CHARGES FROM CAPITAL FACILITIES - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
7900	CAPITAL EQUIPMENT - CAPITAL EXPENDITURES INCURRED SPECIFIC TO LIBRARY OPERATIONS		



SPECIAL REVENUE FUNDS

PURPOSE STATEMENT:

Governmental Accounting Standards Board (GASB) Statement 54 outlines the use of a special revenue fund by the government to resolve any ambiguities between a special revenue fund and other funds. GASB Statement 54 states that government entities should use special revenue funds to account for certain revenues from specific sources whose use is restricted to specific activities other than serving debts or capital projects.

The City and Borough of Wrangell has established several special revenue funds over time. The revenues are restricted to their original purpose, and any purpose amended by the Assembly thereafter.

Note: While subsidized by the General Fund, the Nolan Center and Parks and Recreation are deemed special revenue type funds as they each have dependency on investments that are restricted for their use only. The Nolan Center has the James & Elsie Nolan Trust and Parks, and Recreation has principal invested in the Permanent Fund. Investment income is material for both funds and therefore they are not considered General Fund departments in this budget or on the Annual Comprehensive Financial Report (ACFR).

The following are the City and Borough of Wrangell’s Special Revenue Funds:

SPECIAL REVENUE FUNDS PRESENTED

Borough Organization Fund	911 Surcharge Revenue Fund
Permanent Fund	Nolan Center Fund
Sales Tax Fund	Parks & Recreation Fund
Secure Rural Schools	WPSD Local Contribution Fund
Transient Tax Fund	Marian Glenz Fund
Birdfest Fund	Economic Recovery Fund



SPECIAL REVENUE FUND *Fund Descriptions*

- ④ **PERMANENT FUND** **FUND #20000**
The Permanent Fund was established after a vote of the citizens that directed the Borough to put aside five million dollars of the Economic Recovery Funds for the purpose of establishing a trust to assist in funding the General Fund. Since inception, the Permanent Fund has continued to reinvest the majority of its investment earnings. The Borough’s long-term investment plan is to continue to build the Permanent Fund so sustainably higher investment income can be disbursed to the General Fund and capital projects.

- ④ **NOLAN CENTER FUND** **FUND #21xxx**
This fund accounts for the revenues and expenditures for running the Nolan Center and its three departments: the museum, the civic center, and the theater.

- ④ **SALES TAX FUND** **FUND #22000**
This fund accounts for sales tax revenue, which as of the third quarter of FY 2022 will be allocated eighty percent to the General Fund and twenty percent to the WPSD Local Contribution Fund.

- ④ **PARKS & RECREATION FUND** **FUND #24xxx**
This fund accounts for the operations and maintenance of Borough parks, the community swimming pool, and the recreation center. Funded by General Fund contributions, user fees, and interest income from a one-million-dollar endowment.

- ④ **SECURE SCHOOLS FUND** **FUND #25xxx**
This fund is established to provide for the receipt and subsequent use of National Forest Receipt monies for roads and education. In recent history, the SRS funds provided by the USDA-Forest Service have served as the majority or the entirety of the Borough’s local contribution to the Wrangell Public School District.

- ④ **WRANGELL PUBLIC SCHOOL DISTRICT LOCAL CONTRIBUTION FUND** **FUND #26000**
Developed in the third quarter of FY 2022, the Wrangell Public School District (WPSD) Local Contribution fund houses twenty percent of gross sales tax revenues. This fund is in conformity with ordinance 1023, which adopts a new methodology of allocating sales tax. The funds can be used as the Borough’s local contribution to schools or to address school facility maintenance.



- TRANSIENT TAX FUND** **FUND #28000**
 This fund accounts for transient occupancy tax revenue, which is used to develop and implement a visitor industry program.
- COMMERCIAL PASSENGER VESSEL (CPV) FUND** **FUND #28010**
 This fund accounts for Borough funds received from the State of Alaska commercial passenger vessel (CPV) tax and to ensure that expenditures of funds from that tax are only expended for authorized purposes. Authorized purposes include those purposes which are linked to the impacts of the commercial passenger vessels and the passengers who are subject to the tax.
- MARIEN GLENZ FUND** **FUND #28020**
 In FY 2018, Marian Glenz donated \$50,000 as part of her estate to the City and Borough of Wrangell’s Convention & Visitors Bureau. The donation is accounted for specifically in the Marian Glenz fund that is exclusively for the promotion of Wrangell.
- BIRDFEST FUND** **FUND #28030**
 The Birdfest Fund special revenue fund was created to record all USDA-Forest Service grant revenues and expenditures related to promoting and hosting the Stikine River Bird Festival.
- BOROUGH ORZANIZATION FUND** **FUND #11110**
 This fund will account for the one-time revenues received from the State of Alaska to transition into a borough and will also account for those expenditures that it takes to make that transition.
- HOSPITAL LEGACY FUND** **FUND #11125**
 This fund was created after the Old Wrangell Medical Center was decommissioned. Revenue derived from SEARHC Medicare cost reimbursements is used for maintenance and formulating a plan to sell or revise the purpose of the facility to benefit the Borough.
- 911 SURCHARGE FUND** **FUND #11130**
 This fund houses all revenue earned from 911 surcharge revenue received from wireline and wireless telephone providers for support of an enhanced 911 system. The funds are limited to improving 911 system support in the Borough.
- ECONOMIC RECOVERY FUND** **FUND #53000**
 This fund accounts for the direct payments made to the City by the U.S. Department of Agriculture for the purpose of economic assistance. Included in the budget is a comprehensive accounting of all revenues and all expenditures since inception.

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund 20000 (Permanent Fund Consolidated)

SPECIAL REVENUE TYPE
PERMANENT FUND
 SUMMARY OF REVENUES & EXPENDITURES

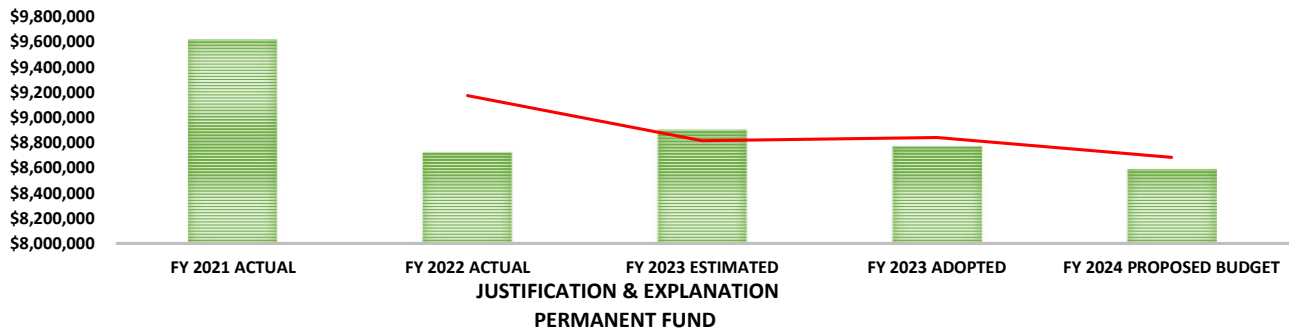
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED BUDGET
PERMANENT FUND REVENUES						
20000 000 4371	Cold Storage Lease	\$ (33,735)	\$ 10,980	\$ 31,930	\$ 35,880	\$ 36,239
20000 000 4550	Investment Income (Loss)	\$ 1,673,891	\$ (905,482)	\$ 150,000	\$ 264,329	\$ (400,000)
20000 000 4650	Land & Lot Sales (Tidelands)	\$ -	\$ -	\$ -	\$ -	\$ 50,000
TOTAL REVENUES		\$ 1,640,156	\$ (894,502)	\$ 181,930	\$ 300,209	\$ (313,761)

PERMANENT FUND EXPENDITURES & TRANSFERS-OUT						
20000 000 8910	Transfer To General Fund	\$ -	\$ -	\$ -	\$ 250,000	\$ -
20000 000 8924	Transfer To Parks & Recreation	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & TRANSFERS-OUT		\$ -	\$ -	\$ -	\$ 250,000	\$ -

Special Revenue Fund: Permanent Fund	BEGINNING FUND BALANCE (7/1/20XX)	\$ 7,980,088	\$ 9,620,244	\$ 8,725,742	\$ 8,725,742	\$ 8,907,672
	CHANGE IN NET POSITION	\$ 1,640,156	\$ (894,502)	\$ 181,930	\$ 50,209	\$ (313,761)
	ENDING FUND BALANCE (6/30/XXXX)	\$ 9,620,244	\$ 8,725,742	\$ 8,907,672	\$ 8,775,951	\$ 8,593,911
APCM Investment Allocation	UNRESTRICTED BALANCE	\$ 9,276,695	\$ 8,368,870	\$ 8,543,115		\$ 8,194,626
	RESTRICTED FOR P&R	\$ 1,371,195	\$ 1,237,009	\$ 1,262,764		\$ 1,211,253
	TOTAL FUND BALANCE	\$ 10,647,890	\$ 9,605,879	\$ 9,805,879		\$ 9,405,879

*Any variance from the unrestricted permanent fund balance and the APCM investment allocation is a result of lease revenue and tideland sales that have not yet been contributed to APCM and are therefore still part of the central treasury

PERMANENT FUND BALANCE BY FISCAL YEAR



GL ACCT DESCRIPTION

- 4371 COLD STORAGE LEASE** - PROCEEDS FROM THE COLD STORAGE FACILITY LEASE. THE COLD STORAGE FACILITY WAS PARTIALLY FUNDED BY THE PERMANENT FUND WHEN IT WAS INITIALLY BUILD. THE PROCEEDS FROM LEASING THE FACILITY ARE TO BE INVESTED BACK INTO THE PERMANENT FUND
- 4550 INVESTMENT INCOME** - THE CHANGE IN FAIR MARKET VALUE IN THE PERMANENT FUND FROM 7/1/20XX TO 6/30/20XX
- 8910 TRANSFER TO GENERAL FUND** - INTERFUND TRANSFER FROM THE PERMANENT FUND TO THE GENERAL FUND
- 8924 TRANSFER TO PARKS & RECREATION** - INTERFUND TRANSFER FROM THE PERMANENT FUND TO PARKS AND RECREATION



SPECIAL REVENUE FUNDS: NOLAN CENTER

PURPOSE:

The Nolan Center and Wrangell Museum continues to record and represent the history, heritage and people of Wrangell for the purposes of educating and informing the community and summer visitors. We also aim to provide a meeting place and venue for the people of Wrangell and other visitors to use for hosting events of any size, providing culture, entertainment, socialization, and education for the citizens of Wrangell. The Nolan Center continues to fulfill its dual mission of historical preservation and access along with its functions as the civic center of Wrangell.

KEY ACCOMPLISHMENTS:

With the COVID-19 pandemic ending, the 2022/2023 season brought visitors back! Sales of merchandise and day passes to the museum were well above previous years, signaling an end to the downturn of summertime tourists. Concurrently, the Nolan Center has aimed to exit pandemic-inhibited operations and return to full-time staffing with frequent public events.

In September 2022, the Nolan Center hosted the Southeast Alaska Native clan conference, Sharing Our Knowledge. Hundreds of visitors from around the state came to Wrangell to attend the four-day-long event featuring speakers, academic lecturers, storytellers, dancers, and more. During this conference, master carver and craftsman Steve Brown performed restoration work on the Khichadi clan's Frog Hat, a valued heirloom currently on loaned display in the museum.

The museum remains committed to preserving and displaying the history of the peoples of Wrangell, with regularly rotating displays in the lobby showcasing various aspects of the town's history. Of note is our current display of various pieces of work by local carver William "Bill" Churchill, loaned to the museum by his daughter.

The Nolan Center has also brought back the performing arts, hosting a production of the classic musical *The Sound of Music* in December of 2022. While much of the work was performed by volunteers (and of course the actors), we were proud to host the show for two sold out performances. Next month, the troupe will perform a production of *Annie*, which will hopefully be a similar success.

The Nolan Center intends to increase the tempo with which we host smaller-scale events planned and executed by the staff of the center. Recently, an anime convention was organized by Nolan Center Coordinator, Michael Bahleda. Among the attractions were group crafts and hobbies as well as the showing of several films. This event attracted over seventy paying customers at \$10 an entrance, demonstrating high demand for further events of this type.

LEVEL OF SERVICE AND BUDGET IMPACT:

The Nolan Center can operate at its current level of service given our current budgeted resources. Three staff members are sufficient to operate the facility with a wide range of hours to accommodate events at any time without incurring undue overtime expenses.

We continue to seek external revenue sources for projects outside of regular operations, particularly museum upgrades or capital improvements. Grants are our foremost source of this revenue: the museum has recently secured a Tier 1 capital improvement grant from the Rasmussen Foundation to help pay for audio/visual exhibit upgrades.





In the coming months a few other grant opportunities will become available, particularly the Alaska State Museum’s Grant-in-Aid program and round two of the MA Collections Management Fund, both of which will provide opportunities to possibly expand the museum’s array of display cases. Larger federal grants will be pursued in our continuing effort to construct a shelter for the M/V Chugach.

GOALS AND NEW INITIATIVES:

The museum currently has one large-scale collection concern, that being the M/V Chugach. Securing funding to begin construction of the planned shelter is a top priority, both to preserve it from damage and to open the boat to visitors. The Chugach project will likely be the focus of grant applications to programs with larger awards or matching-fund requirements.

Additionally, the Nolan Center will create a strategic plan to generate new revenues in order for the facility to operate with little to no General Fund support.

TRENDS AND FUTURE ISSUES:

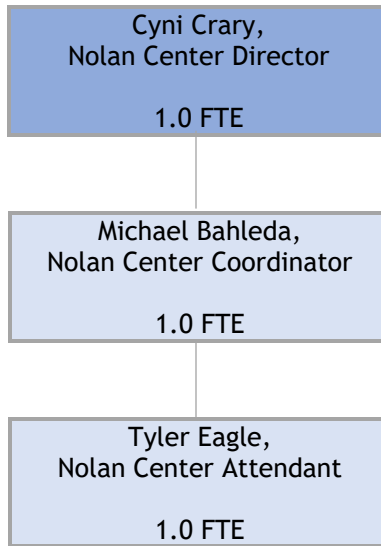
We are actively working with our Capital Facilities team on a few major projects, including fixing a roof leak and settling damage to our outer storage building. We are also replacing our theater curtains and shades in the civic center.

The addition of the new tourism coordinator position also opens new options. A possible project would be the installation of permanent museum advertisements around town to ensure all visitors are aware of the Nolan Center and museum.

PERFORMANCE METRICS:

- Number of scheduled events organized by Nolan Center staff, and revenue brought in from those events.
- Grants and external funding opportunities applied for and/or awarded.
- Number of independent visitors brought in outside of orchestrated tours.

PERSONNEL:



FY 2021: 2 FTE

FY 2022: 2 FTE

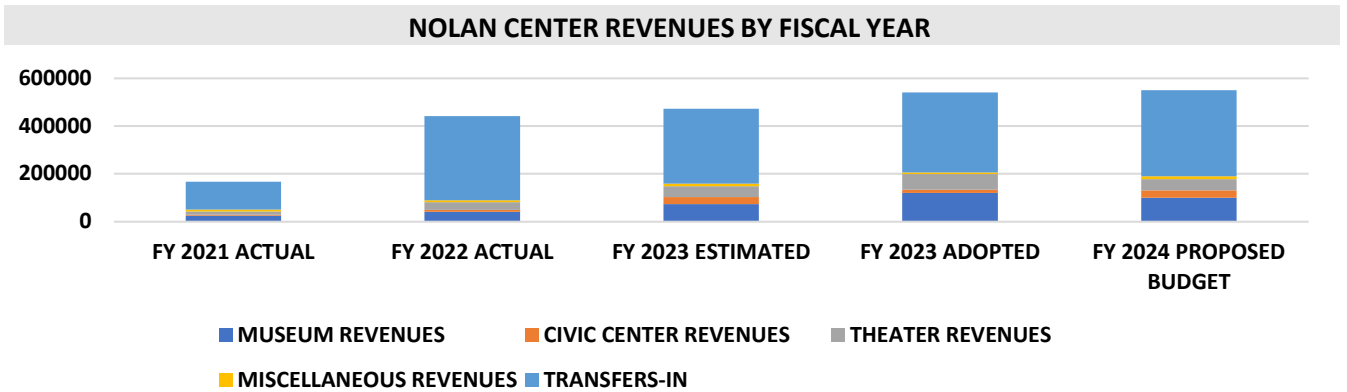
FY 2023: 3 FTE

FY 2024: 3 FTE

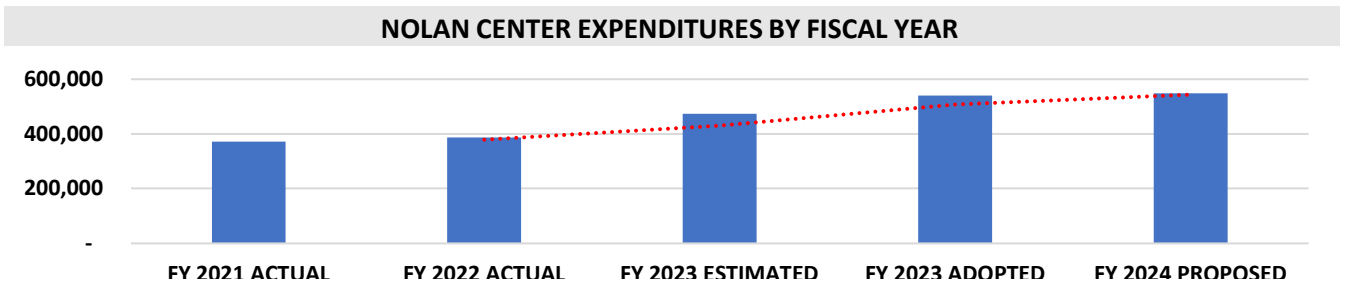
CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 21XXX (Nolan Center Consolidated)

SPECIAL REVENUE TYPE
NOLAN CENTER
 SUMMARY OF REVENUES & EXPENDITURES

SUMMARY OF REVENUES BY TYPE					
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
MUSEUM REVENUES	25,196	41,231	73,300	120,000	100,000
CIVIC CENTER REVENUES	2,947	7,096	28,411	13,000	30,000
THEATER REVENUES	13,263	32,672	46,525	65,000	47,500
MISCELLANEOUS REVENUES	8,190	8,108	10,434	8,000	12,000
TRANSFERS-IN	117,000	351,519	313,229	334,077	359,284
TOTAL REVENUE & TRANSFERS-IN	\$ 166,596	\$ 440,626	\$ 471,900	\$ 540,077	\$ 548,784



SUMMARY OF EXPENDITURES BY TYPE					
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL EXPENDITURES					
PERSONNEL	137,986	156,446	218,662	246,324	266,577
COMMODITIES	51,237	26,280	10,500	37,500	23,500
SERVICES	129,398	130,879	115,115	117,375	124,285
INTERGOVERNMENTAL	13,733	32,425	49,929	49,929	44,922
CAPITAL	-	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
DEPARTMENT SPECIFIC EXPENDITURES					
MUSEUM EXPENDITURES	29,023	15,442	50,067	56,500	55,500
CIVIC CENTER EXPENDITURES	3,773	2,025	4,018	3,000	4,000
THEATER EXPENDITURES	6,486	23,064	24,563	30,000	30,000
TOTAL EXPENDITURES	371,635	386,560	472,853	540,627	548,784



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #21XXX (Nolan Center Consolidated)

SPECIAL REVENUE FUND TYPE
NOLAN CENTER
DETAIL OF REVENUES & EXPENDITURES

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED BUDGET
NOLAN CENTER REVENUES & TRANSFERS-IN						
21000 125 4101	PERS On-behalf Revenue	\$ 5,996	\$ 8,108	\$ 10,000	\$ 6,000	\$ 9,000
21000 125 4910	Nolan Center Transfer from General Fund	\$ 117,000	\$ 242,519	\$ 51,229	\$ 237,077	\$ 347,284
21000 125 4912	Transfer from Investments (J&E Nolan Endowment)	\$ -	\$ 85,000	\$ 250,000	\$ 85,000	\$ -
21000 125 4928	Transfer from Transient Tax Fund	\$ -	\$ 24,000	\$ 12,000	\$ 12,000	\$ 12,000
21010 121 4690	Museum Donations	\$ 2,195	\$ -	\$ 434	\$ 2,000	\$ 3,000
21010 121 4701	Museum Admissions General	\$ 1,224	\$ 8,706	\$ 14,388	\$ 5,000	\$ 15,000
21010 121 4702	Museum Admission Tours	\$ -	\$ 112	\$ 11,361	\$ 35,000	\$ 25,000
21010 121 4703	Museum Sales of Merchandise & Concessions	\$ 23,972	\$ 32,414	\$ 47,551	\$ 80,000	\$ 60,000
21000 122 4600	Miscellaneous Revenues	\$ 521	\$ 20,697	\$ 954	\$ 550	\$ -
21020 122 4705	Facility Rental	\$ 1,885	\$ 5,799	\$ 18,917	\$ 10,000	\$ 15,000
21020 122 4708	Event Revenue	\$ 1,062	\$ 1,297	\$ 9,494	\$ 3,000	\$ 15,000
21030 123 4701	Admissions/User Fees	\$ 3,860	\$ 15,078	\$ 19,027	\$ 30,000	\$ 17,500
21030 123 4703	Sales of Merchandise & Concessions	\$ 9,403	\$ 17,594	\$ 27,498	\$ 35,000	\$ 30,000
TOTAL REVENUES & TRANSFERS-IN		\$ 167,117	\$ 461,323	\$ 472,853	\$ 540,627	\$ 548,784
GENERAL OPERATING EXPENDITURES						
21000 125 6001	Salaries & Wages	\$ 84,221	\$ 98,773	\$ 139,204	\$ 152,816	\$ 165,222
21000 125 6002	Temporary Wages	\$ 12,091	\$ 8,643	\$ 9,303	\$ 15,000	\$ 10,000
21000 125 6005	Overtime	\$ 259	\$ 537	\$ 88	\$ -	\$ -
21000 125 6XXX	Employer Costs	\$ 41,414	\$ 48,493	\$ 70,023	\$ 76,007	\$ 89,355
21000 125 7001	Materials & Supplies	\$ 2,164	\$ 2,277	\$ 1,673	\$ 1,000	\$ 1,500
21000 125 7002	Facility Repair & Maintenance	\$ 45,744	\$ 15,642	\$ 4,763	\$ 28,000	\$ 15,000
21000 125 7003	Custodial Supplies	\$ 462	\$ 1,562	\$ 873	\$ 2,500	\$ 1,000
21000 125 7004	Postage & Shipping	\$ 109	\$ 157	\$ 441	\$ 500	\$ 500
21000 125 7008	Non-capital Equipment	\$ -	\$ -	\$ 1,338	\$ 1,000	\$ 1,000
21000 125 7009	Equipment Repair & Maintenance	\$ 757	\$ 432	\$ 1,411	\$ 1,000	\$ 1,000
21000 125 7017	Fuel & Oil - Heating	\$ 2,001	\$ 6,210	\$ -	\$ 3,500	\$ 3,500
21000 125 7501	Utilities	\$ 73,131	\$ 76,328	\$ 71,096	\$ 70,000	\$ 74,385
21000 125 7502	Phone/Internet	\$ 7,719	\$ 8,132	\$ 7,741	\$ 8,000	\$ 8,968
21000 125 7503	Information Technology	\$ 296	\$ 274	\$ 1,712	\$ 1,000	\$ 2,000
21000 125 7505	Travel & Training	\$ -	\$ -	\$ 44	\$ 2,500	\$ 2,000
21000 125 7506	Publications & Advertising	\$ 2,585	\$ 3,793	\$ 1,761	\$ 2,500	\$ 2,000
21000 125 7507	Memberships and Dues	\$ 1,956	\$ 1,133	\$ 3,035	\$ 2,000	\$ 1,000
21000 125 7508	Insurance	\$ 34,881	\$ 20,522	\$ 22,575	\$ 22,575	\$ 24,832
21010 121 7509	Credit card processing & bank fees	\$ 563	\$ 1,000	\$ 175	\$ 1,000	\$ 1,000
21020 122 7515	Permits, Inspections & Compliance	\$ 580	\$ 580	\$ -	\$ 700	\$ 500
21000 125 7519	Professional Services Contractual	\$ 7,687	\$ 19,116	\$ 7,020	\$ 9,600	\$ 9,600
21000 125 7629	Charges from Capital Facilities	\$ 13,733	\$ 32,425	\$ 49,929	\$ 49,929	\$ 44,922
21000 125 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL OPERATING EXPENDITURES		\$ 332,353	\$ 346,029	\$ 394,205	\$ 451,127	\$ 459,284
MUSEUM OPERATING EXPENDITURES						
21010 121 7050	Concessions & Merchandise for Resale	\$ 25,644	\$ 14,631	\$ 50,000	\$ 50,000	\$ 50,000
21010 121 7055	Museum Exhibits	\$ 3,229	\$ 811	\$ -	\$ 5,000	\$ 5,000
21010 121 7577	Asset Preservation & Management	\$ 150	\$ -	\$ 67	\$ 1,500	\$ 500
TOTAL MUSEUM OPERATING EXPENDITURES		\$ 29,023	\$ 15,442	\$ 50,067	\$ 56,500	\$ 55,500
CIVIC CENTER OPERATING EXPENDITURES						
21020 122 7052	Event Expenditures	\$ 3,773	\$ 2,025	\$ 4,018	\$ 3,000	\$ 4,000
TOTAL CIVIC CENTER OPERATING EXPENDITURES		\$ 3,773	\$ 2,025	\$ 4,018	\$ 3,000	\$ 4,000
THEATER OPERATING EXPENSES						
21030 123 7050	Concessions & Merchandise for Resale	\$ 2,113	\$ 9,746	\$ 11,039	\$ 12,000	\$ 12,000
21030 123 7830	Film Expense	\$ 4,373	\$ 13,318	\$ 13,524	\$ 18,000	\$ 18,000
Total		\$ 6,486	\$ 23,064	\$ 24,563	\$ 30,000	\$ 30,000
TOTAL OPERATING EXPENDITURES		\$ 371,635	\$ 386,560	\$ 472,853	\$ 540,627	\$ 548,784
Total Operating Revenues		\$ 167,117	\$ 461,323	\$ 472,853	\$ 540,627	\$ 548,784
Total Operating Expenses		\$ 371,635	\$ 386,560	\$ 472,853	\$ 540,627	\$ 548,784
Change in Net Position		\$ (204,518)	\$ 74,763	\$ (0)	\$ (0)	\$ (0)

SPECIAL REVENUE FUND: NOLAN CENTER CIP FUND

Fund #21300

Project Description	GL Account	Account Description	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 PROPOSED
PROJECT: 21001 NC Generator Upgrades	21300 120 4999 43 21001	2020 SHSP (DHS) Grant Revenue	\$ 136,220	\$ 320,000	\$ 183,780
	21300 120 9999 43 21001	NC Standby Generator Upgrades (2020 SHSP Grant Expenditures)	\$ 136,220	\$ 320,000	\$ 183,780
	Resources available over resources used		\$ -	\$ -	\$ -
PROJECT: 21002 NC Roof Repairs	21300 125 4910 00 21002	Transfers from General Fund	\$ -	\$ 250,000	\$ 268,750
	21300 125 9999 00 21002	Nolan Center Roof Repairs Expenses	\$ -	\$ 250,000	\$ 268,750
	Resources available over resources used		\$ -	\$ -	\$ -
PROJECT: 21003 NC Storage Building Settlement	21300 125 4910 00 21003	Transfers from General Fund	\$ 8,340	\$ 110,000	\$ 101,660
	21300 125 9999 00 21003	NC Storage Building Settlement Repairs Expenses	\$ 8,340	\$ 110,000	\$ 101,660
	Resources available over resources used		\$ -	\$ -	\$ -

JUSTIFICATION & EXPLANATION
NOLAN CENTER

GL ACCT DESCRIPTION

4101 PERS ON-BEHALF REVENUE - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS

4910 NOLAN CENTER TRANSFER FROM GENERAL FUND - ALLOTMENT FOR THE NOLAN CENTER FROM THE GENERAL FUND

4912 TRANSFER FROM INVESTMENTS (J&E NOLAN ENDOWMENT) - ALLOTMENT FOR NOLAN CENTER FROM ENDOWMENT

4922 NOLAN CENTER TRANSFER FROM SALES TAX FUND - ALLOTMENT FOR NOLAN CENTER FROM SALES TAX FUND

4928 TRANSFER FROM TRANSIENT TAX FUND - ALLOTMENT FOR NOLAN CENTER FROM TRANSIENT TAX FUND

4690 MUSEUM DONATIONS - DONATIONS RECEIVED FOR MUSEUM OPERATIONS AND EVENTS

4701 MUSEUM ADMISSIONS/USER FEES - REVENUE FROM MUSEUM ADMISSIONS & FACILITY USER FEES

4703 MUSEUM SALES OF MERCHANDISE & CONCESSIONS - REVENUE FROM GIFT SHOP SALES

4550 INTEREST INCOME - THE ALLOCATION OF INVESTMENT INCOME FROM THE BARNES TOTEM TRUST AND THE PORTION OF NOLAN CENTER CASH INVESTED IN THE CENTRAL TREASURY

4705 FACILITY RENTAL - REVENUE GENERATED FROM THE RENTAL OF THE CIVIC CENTER (I.E. HOSTED BY EXTERNAL PARTY)

4708 EVENT REVENUE - REVENUE FROM EVENTS HOSTED BY THE NOLAN CENTER, SUCH AS COMMUNITY MARKETS & CONCERTS

6001 SALARIES & WAGES

NOLAN CENTER DIRECTOR	\$	76,544
NOLAN CENTER VEHICLE STIPEND	\$	3,000
NOLAN CENTER COORDINATOR	\$	40,797
NOLAN CENTER ATTENDANT	\$	44,881
TOTAL	\$	165,222

6002 TEMPORARY WAGES - ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP.

6XXX EMPLOYER COSTS

FICA, SBS AND MEDICARE (7.58%)	\$	12,524
STATE OF ALASKA PERS (22%)	\$	36,349
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	40,483
TOTAL	\$	89,355

7001 MATERIALS AND SUPPLIES - OFFICE PRODUCTS SUCH AS COPY PAPER, PRINTER PAPER, PRINTER INK, AND OTHER MISC. ITEMS PURCHASED

7002 FACILITY REPAIR & MAINTENANCE - LABOR & MATERIALS TO MAINTAIN THE BUILDING, FURNACE, LIGHTS, PIAN, WINDOWS, AND DOORS

7003

CUSTODIAL SUPPLIES - JANITORIAL RELATED SUPPLIES SUCH AS DISINFECTING SOLUTIONS, TRASH BAGS, ANTIBACTERIAL SOAPS, FACIAL TISSUES, ETC.

7004 POSTAGE & SHIPPING - INCLUDES COST OF POSTAGE FOR MUSEUM MAILINGS

7008 NON-CAPITAL EQUIPMENT - SPEAKERS, MICROPHONES, AND OTHER ITEMS FOR EVENTS THAT ARE NOT CAPITALIZED BASED ON THE NATURE AND AMOUNT OF THE EXPENDITURE

7009 EQUIPMENT REPAIR & MAINTENANCE - COST TO MAINTAIN COMPUTERS, COPIERS, AND OTHER MISC. OFFICE, THEATER, AND GIFT SHOP EQUIPMENT

7017 FUEL & OIL-HEATING - HEATING OIL AND DIESEL FOR STANDBY GENERATOR

7501 UTILITIES - WATER, GARBAGE, SEWER, AND ELECTRIC HEAT FOR NOLAN CENTER BUILDING

7502

PHONE/INTERNET - THE TOTAL AMOUNT OF MONTHLY INTERNET AND PHONE BILLS, FAX LINE, AND DIRECTOR CELL PHONE REIMBURSEMENT

7503

INFORMATION TECHNOLOGY - COSTS INCLUDE SERVER SUPPORT, PRINTER & SCANNER SUPPORT, AND OTHER MISC. TECHNOLOGY SUPPORT

7505 TRAVEL & TRAINING - TRAINING AND TRAVEL FOR GRANT WRITING AND AN ANNUAL MUSEUM CONFERENCE

7506 PUBLICATIONS & ADVERTISING - COST TO ADVERTISE & PROMOTE MUSEUM AND VARIOUS EVENTS AT NOLAN CENTER

7507 MEMBERSHIPS & DUES - COSTS OF MEMBERSHIPS & DUES FOR PROGRAMS USED WITHIN MUSEUM AND VISITOR'S CENTER

7508 INSURANCE - ALLOCATED INSURANCE POLICY EXPENDITURE FOR THE NOLAN CENTER FACILITY

7509 CREDIT CARD PROCESSING & BANK FEES - AMOUNTS COLLECTED BY BANK FOR USING CREDIT CARDS

7515 PERMITS, INSPECTIONS & COMPLIANCE - COSTS FOR PERMITS & INSPECTIONS TO KEEP FACILITY IN COMPLIANCE WITH HEALTH & SAFETY REGULATIONS

7519 PROFESSIONAL SERVICES CONTRACTUAL - ANNUALIZED COST OF JANITORIAL SERVICE FOR THE NOLAN CENTER

7629 CHARGES FROM CAPITAL FACILITIES - STAFF LABOR COSTS FOR CAPITAL FACILITIES

7900 CAPITAL EXPENDITURES - OPERATIONAL UPGRADES TO INFRASTRUCTURE OR THE PURCHASE OF EQUIPMENT THAT IS CAPITALIZED BASED UPON THE NATURE AND THE AMOUNT OF THE PURCHASE

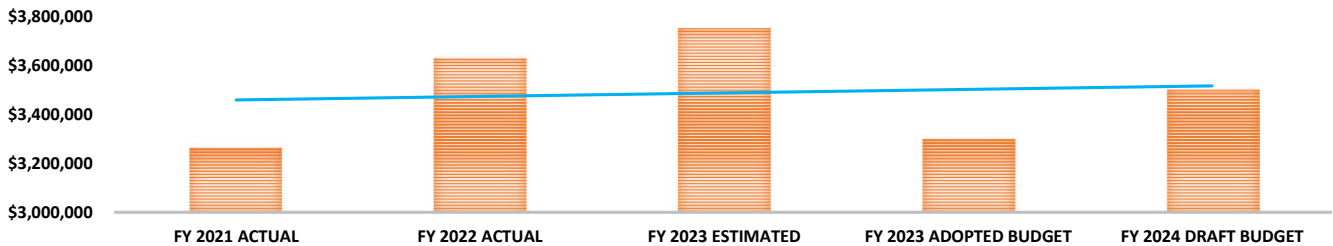
CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #22XXX (Sales Tax Fund Consolidated)

SPECIAL REVENUE FUND TYPE
SALES TAX FUND
 DETAIL OF EXPENDITURES

SALES TAX FUND REVENUES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
22000 000 4020	Sales Tax Revenue	\$ 3,264,910	\$ 3,627,288	\$ 3,750,000	\$ 3,300,000	\$ 3,500,000
22000 000 4025	Penalties & Interest	\$ -	\$ -	\$ -	\$ 10,000	\$ -
TRANSFERS-OUT (ALLOCATIONS)						
22000 000 8910	Transfer to General Fund (80%)			\$ 3,000,000	\$ 2,648,000	\$ 2,800,000
22000 000 8921	Transfer to WPS Contribution Fund (20%)			\$ 750,000	\$ 662,000	\$ 700,000
22000 000 8900	Transfer to Residential Construction Fund	\$ -	\$ -	\$ -	\$ -	\$ 1,533,123

Note: Sales Tax proceeds were formerly divided into sales tax subfunds for streets and health, sanitation and education. Upon adoption of Ordinance 1023 in FY 2022, sales tax is now allocated to the WPSD Contribution Fund (20%) and the General Fund (80%). The Sales Tax Special Revenue Fund shall maintain a fund balance of zero post allocation.

SALES TAX REVENUE BY FISCAL YEAR



JUSTIFICATION & EXPLANATION
 SALES TAX FUND

GL ACCT DESCRIPTION

- 4020 **SALES TAX REVENUE** - GROSS SALES TAX COLLECTED PURSUANT TO CHAPTER 5.08 OF THE WRANGELL MUNICIPAL CODE.
- 4025 **PENALTIES AND INTEREST** - P&I RECORDED PURSUANT TO SECTION 5.08.100 OF THE WRANGELL MUNICIPAL CODE
- 8910 **TRANSFER TO GENERAL FUND** - THE AMOUNT TRANSFERRED TO THE GENERAL FUND AS DICTATED BY SECTION 5.08.070 OF THE WRANGELL MUNICIPAL CODE
- 8910 **TRANSFER TO GENERAL FUND** - THE AMOUNT TRANSFERRED TO THE GENERAL FUND AS DICTATED BY SECTION 5.08.070 OF THE WRANGELL MUNICIPAL CODE
- 8921 **TRANSFER TO WPS** - THE AMOUNT TRANSFERRED TO THE WRANGELL PUBLIC SCHOOL DISTRICT AS REQUIRED BY SECTION 5.08.070 OF THE WRANGELL MUNICIPAL CODE



SPECIAL REVENUE FUND: PARKS & RECREATION

PURPOSE:

To support active and healthy lifestyles by providing a variety of quality programs, activities, facilities, and parks.

KEY ACCOMPLISHMENTS:

- Approved strategic plan, creating a guideline for operations, and establishing overall goals
- Community Collaborations Clean-Up: development, planning and facilitation
- Facilitated the Jr. Lifeguard training program, working with Wrangell Public School District
- Weight room equipment update: rogue racks, plate weights dumbbells and barbells
- Increased community volunteerism, bolstering community program options
- Boosted community center programming, activities and regular hours, increasing access
- Improved branding, logo and social media presence, improving visibility
- New director and recreation & aquatics coordinator
- Developed, coordinated and facilitated two MUSIC IN THE PARKS events
- Undergoing: HVAC system replacement
- Surplus system improvements, developed to reduce excess storage, increase usable space and maintain a safe, clutter free environment

LEVEL OF SERVICE AND BUDGET IMPACT:

- Reduced temporary wages in FY 24 will potentially limit programming and activities
- Adding a full-time parks position will ensure park & facility maintenance goals are met
- Grant funding will help offset budget shortfalls, securing future programming

GOALS AND NEW INITIATIVES:

- Hire a full-time parks maintenance employee
- Explore grant funding opportunities for increased recreation & aquatics programming
- Increase community access to recreation programming and activities by expanding volunteer program
- Improve collaborative efforts within the CBW, and amongst community agencies & organizations
- Develop a volunteer program to enhance programming, increase activities and create social connection opportunities for all ages
- Create an in-house surplus system, reducing storage, improving facility access, safety and aesthetics
- Redesign employee training program, increasing efficiency, improving patron & employee safety, boosting staff morale, competency and confidence
- Bolster aquatics programming by collaborating with local swim club

TRENDS AND FUTURE ISSUES:

- High employee turn-over rate increases operating costs and strain on management

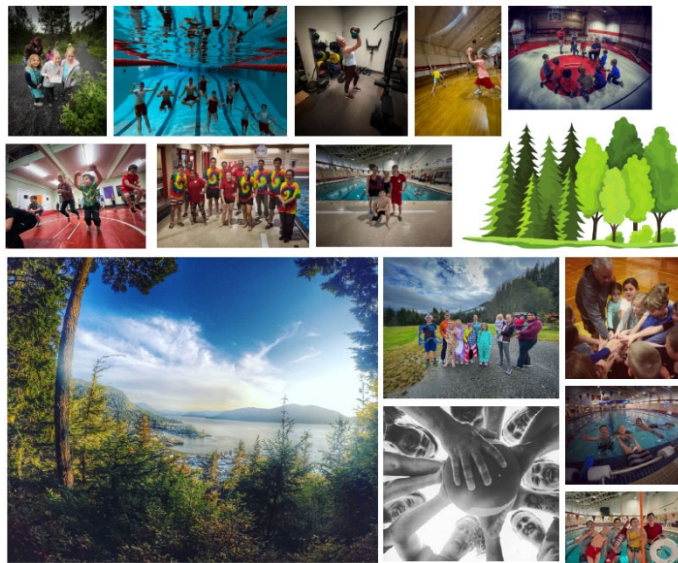
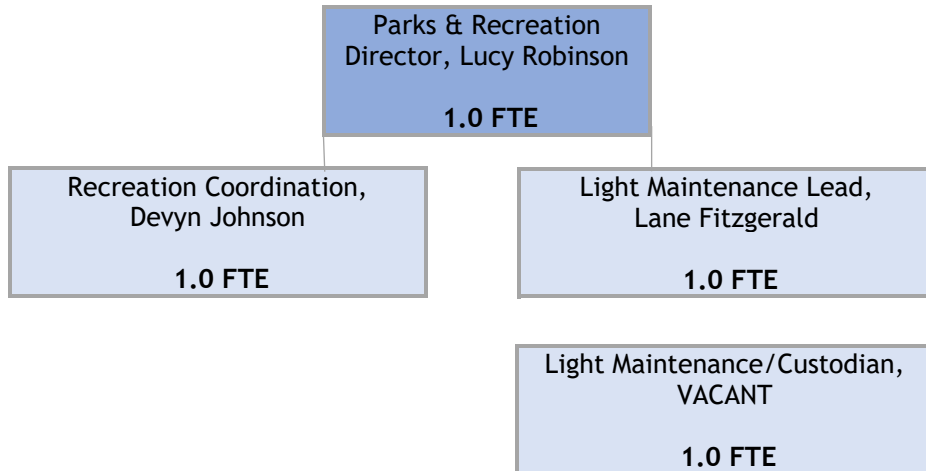


- Increased vandalism and destruction to park structures and equipment place increased pressure on our parks staff, and negatively impacts the budget - reducing opportunities for improvements
- Improved interest in health & wellness
- Increased local engagement and volunteerism

PERFORMANCE METRICS:

- Provide objectives and goals to the P&R advisory board, report accomplishments and goal status
- Reassess strategic plan, which outlines establish objectives and goals
- Seek community feedback by way of survey tools, public forums and general communication
- Address incident trends, consistent issues and concerns throughout the year, evaluating cause and creating solutions

PERSONNEL:



**CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET**

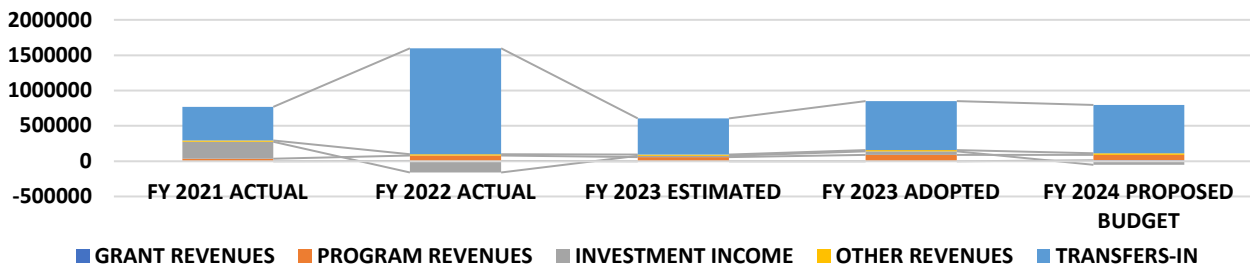
Fund 24XXX (Parks & Recreation Consolidated)

**SPECIAL REVENUE TYPE
PARKS AND RECREATION**

SUMMARY OF REVENUES & EXPENDITURES

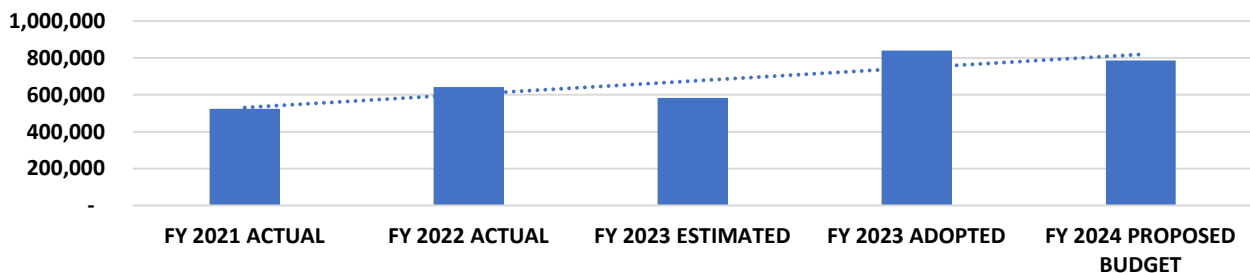
SUMMARY OF REVENUES BY TYPE					
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
GRANT REVENUES	-	4,730	-	-	14,000
PROGRAM REVENUES	33,167	76,317	57,443	87,100	74,000
INVESTMENT INCOME	242,090	(161,277)	19,316	50,000	(51,510)
OTHER REVENUES	18,363	15,654	15,938	21,054	23,500
TRANSFERS-IN	477,177	1,500,402	513,340	692,824	685,219
TOTAL REVENUE & TRANSFERS-IN	\$ 770,797	\$ 1,435,826	\$ 606,037	\$ 850,978	\$ 745,209

PARKS & RECREATION REVENUES BY FISCAL YEAR



SUMMARY OF EXPENDITURES BY TYPE					
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL EXPENDITURES					
PERSONNEL	316,855	359,314	334,055	412,792	369,591
COMMODITIES	13,280	18,124	15,347	44,700	20,500
SERVICES	49,723	33,907	34,822	48,886	42,590
INTERGOVERNMENTAL	16,230	9,076	26,399	26,399	28,737
CAPITAL	-	-	-	-	-
TRANSFERS-OUT	-	-	-	-	-
DEPARTMENT SPECIFIC EXPENDITURES					
POOL EXPENDITURES	100,165	158,440	122,252	222,000	226,800
PARKS CENTER EXPENDITURES	17,713	48,037	41,060	51,200	38,500
RECREATION EXPENDITURES	10,797	15,822	9,926	34,000	59,000
TOTAL EXPENDITURES	524,764	642,720	583,860	839,978	785,718

PARKS & RECREATION EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 24XXX (Consolidated P&R)

SPECIAL REVENUE FUND TYPE
PARKS & RECREATION
DETAIL OF REVENUES & EXPENDITURES

REVENUES & TRANSFERS-IN		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 DRAFT BUDGET
24000 000 4101	State Of AK Share Of PERS	\$ 10,504	\$ 13,227	\$ 10,504	\$ 10,504	\$ 12,000
24000 000 4550	Interest Income	\$ 242,090	\$ (161,277)	\$ 19,316	\$ 50,000	\$ (51,510)
24000 140 4690	Donations & Sponsorships	\$ 7,455	\$ 655	\$ 1,984	\$ 6,800	\$ 6,000
24000 140 4703	Merchandise & Concessions	\$ 332	\$ 1,820	\$ 1,744	\$ 1,000	\$ 1,000
24000 140 4712	Fee Assistance Donations	\$ 300	\$ 385	\$ 1,694	\$ 750	\$ 2,500
24000 140 4716	Community Contractor Revenue	\$ (228)	\$ (433)	\$ 13	\$ 2,000	\$ 2,000
24000 140 4900	Transfer from Other Fund	\$ -	\$ 10,104	\$ -	\$ -	\$ -
24000 140 4910	Transfer From General Fund	\$ 447,177	\$ 1,490,298	\$ 513,340	\$ 692,824	\$ 685,219
24000 140 4922	Transfer From Sales Tax Fund	\$ 30,000	\$ -	\$ -	\$ -	\$ -
24010 141 4702	Pool Program Revenues	\$ 28,805	\$ 52,521	\$ 40,996	\$ 53,600	\$ 50,000
24010 141 4705	Pool Reservations	\$ 535	\$ 5,084	\$ 2,711	\$ 5,000	\$ 5,000
24020 142 4705	Parks Reservations	\$ 211	\$ 2,735	\$ 1,245	\$ 1,500	\$ 2,500
24030 143 4702	Recreation Program Revenues	\$ 2,076	\$ 12,210	\$ 10,616	\$ 21,000	\$ 12,000
24030 143 4705	Recreation Reservations	\$ 1,540	\$ 3,768	\$ 1,875	\$ 6,000	\$ 4,500
24000 000 4600	Miscellaneous Revenue	\$ -	\$ 4,730	\$ -	\$ -	\$ -
24300 000 4590	State Grant Revenue	\$ -	\$ -	\$ 1,866	\$ -	\$ -
24300 000 4595	Miscellaneous Grants	\$ -	\$ -	\$ -	\$ -	\$ 14,000
TOTAL REVENUES & TRANSFERS-IN		\$ 770,797	\$ 1,435,826	\$ 607,903	\$ 850,978	\$ 745,209

GENERAL OPERATING EXPENDITURES

24000 140 6001	Salaries & Wages	\$ 138,253	\$ 162,759	\$ 170,501	\$ 172,476	\$ 208,918
24000 140 6002	Temporary Wages	\$ 83,440	\$ 95,664	\$ 78,522	\$ 151,000	\$ 50,000
24000 140 6005	Overtime	\$ 2,715	\$ 1,891	\$ 2,844	\$ 6,000	\$ 6,000
24000 140 6100	Employer Costs	\$ 93,245	\$ 97,521	\$ 82,729	\$ 85,826	\$ 107,173
24000 140 7630	Community Contractor Expenses	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400
24000 140 7001	Materials & Supplies	\$ 10,421	\$ 15,435	\$ 11,643	\$ 33,000	\$ 15,000
24000 140 7010	Vehicle Maintenance	\$ 2,859	\$ 2,201	\$ 1,704	\$ 9,200	\$ 3,000
24000 140 7050	Concessions & Merchandise for Resale	\$ -	\$ -	\$ -	\$ 500	\$ 500
24000 140 7100	Uniform, Gear & Clothing	\$ -	\$ 489	\$ 2,000	\$ 2,000	\$ 2,000
24000 140 7502	Phone & Internet	\$ 7,487	\$ 8,035	\$ 8,670	\$ 11,100	\$ 9,277
24000 140 7503	Information Technology	\$ 4,665	\$ 7,003	\$ 4,154	\$ 6,980	\$ 6,900
24000 140 7505	Travel & Training	\$ 1,674	\$ 2,520	\$ 3,771	\$ 10,750	\$ 4,500
24000 140 7506	Publications & Advertising	\$ 971	\$ 1,026	\$ 59	\$ 2,000	\$ 2,000
24000 140 7507	Memberships & Dues	\$ -	\$ 239	\$ 505	\$ 935	\$ 1,020
24000 140 7508	Insurance	\$ 35,897	\$ 16,110	\$ 17,721	\$ 17,721	\$ 19,494
24000 140 7509	Bank & Credit Card Fees	\$ 1,423	\$ 3,029	\$ 1,823	\$ 3,000	\$ 3,000
24000 140 7515	Permits, Inspections & Compliance	\$ 1,918	\$ 3,371	\$ 2,302	\$ 3,490	\$ 3,500
24000 140 7519	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
24000 140 7621	Charges from Public Works	\$ -	\$ -	\$ -	\$ -	\$ -
24000 140 7622	Charges from Garage	\$ 5,331	\$ 4,016	\$ 8,244	\$ 8,244	\$ 8,244
24000 140 7629	Charges from Capital Facilities	\$ 10,899	\$ 5,060	\$ 18,156	\$ 18,156	\$ 20,494
TOTAL GENERAL OPERATING EXPENDITURES		\$ 401,197	\$ 426,368	\$ 415,348	\$ 543,778	\$ 472,418

SWIMMING POOL OPERATING EXPENDITURES

24010 141 7002	Facility Repair & Maintenance	\$ 8,610	\$ 10,519	\$ 13,506	\$ 29,000	\$ 17,000
24010 141 7008	Non-capital Equipment	\$ 1,638	\$ 7,819	\$ 10,709	\$ 15,000	\$ 1,000
24010 141 7009	Equipment Repair & Maintenance	\$ 240	\$ 5,165	\$ 1,689	\$ 10,000	\$ 5,000
24010 141 7021	Water Treatment Chemicals	\$ 18,245	\$ 15,913	\$ 6,348	\$ 25,000	\$ 27,500
24010 141 7501	Pool Utilities	\$ 71,433	\$ 119,024	\$ 90,000	\$ 133,000	\$ 146,300
24010 141 7900	Pool Capital Expenditures	\$ -	\$ -	\$ -	\$ 10,000	\$ 30,000
TOTAL SWIMMING POOL OPERATING		\$ 100,165	\$ 158,440	\$ 122,252	\$ 222,000	\$ 226,800

PARKS OPERATING EXPENDITURES

24020 142 7002	Facility Maintenance	\$ 3,041	\$ 31,824	\$ 21,358	\$ 25,200	\$ 20,000
24020 142 7008	Non-capital Equipment	\$ 1,301	\$ 3,778	\$ 1,573	\$ -	\$ 2,500
24020 142 7009	Equipment Repair & Maintenance	\$ 70	\$ 958	\$ 3,170	\$ 2,000	\$ 2,000
24020 142 7501	Utilities	\$ 13,302	\$ 11,477	\$ 7,282	\$ 14,000	\$ 14,000
24020 142 7900	Parks Capital Expenditures	\$ -	\$ -	\$ 7,678	\$ 10,000	\$ -
TOTAL PARKS OPERATING EXPENDITURES		\$ 17,713	\$ 48,037	\$ 41,060	\$ 51,200	\$ 38,500

COMMUNITY CENTER OPERATING EXPENDITURES

24030 143 7002	Facility Repair & Maintenance	\$ 2,899	\$ 5,448	\$ 2,074	\$ 19,000	\$ 47,500
24030 143 7008	Non-capital Equipment	\$ 38	\$ 1,358	\$ 290	\$ 1,500	\$ -
24030 143 7009	Equipment Repair & Maintenance	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
24030 143 7501	Utilities	\$ 7,861	\$ 9,016	\$ 7,562	\$ 12,000	\$ 10,000
24030 143 7900	Recreation Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COMMUNITY CENTER EXPENDITURES		\$ 10,797	\$ 15,822	\$ 9,926	\$ 34,000	\$ 59,000

TOTAL OPERATING EXPENDITURES	\$ 529,873	\$ 648,666	\$ 588,586	\$ 850,978	\$ 796,718
TOTAL REVENUES & TRANSFERS-IN	\$ 770,797	\$ 1,435,826	\$ 607,903	\$ 850,978	\$ 745,209
TOTAL EXPENDITURES	\$ 529,873	\$ 648,666	\$ 588,586	\$ 850,978	\$ 796,718
P&R SURPLUS (DEFICIT)	\$ 240,924	\$ 787,160	\$ 19,317	\$ 0	\$ (51,510)

SPECIAL REVENUE FUND: PARKS & RECREATION CIP FUND

Fund #24300

Project Description	GL Account	Account Description	FY 2023	FY 2023	FY 2024 DRAFT
			ESTIMATED	ADOPTED	BUDGET
PROJECT: 24003	24300 000 4910 00 24003	Transfer from General Fund	\$ 10,713	\$ 12,000	\$ -
Pool Lighting Upgrades	24300 000 9999 00 24003	Pool Lighting Replacement Project Expenditures	\$ 10,713	\$ 12,000	\$ -
		Resources available over resources used	\$ -	\$ -	\$ -
PROJECT: 24004	24300 000 4978 00 24004	Transfer from CPV Fund (Cash Match for Grant)	\$ -	\$ 100,000	\$ 113,002
Mt. Dewey Trail Expansion	24300 000 4999 48 24004	FLAP Grant Revenue for Mt. Dewey Extension	\$ 160,581	\$ 994,579	\$ 833,998
	24300 142 9999 48 24004	FLAP Grant Expenditures for Mt. Dewey Extension	\$ 160,581	\$ 1,094,579	\$ 947,000
		Resources available over resources used	\$ -	\$ -	\$ -
PROJECT: 24006	24300 000 4999 50 24006	DCRA-LGLR Grant Revenue	\$ -	\$ 175,000	\$ 175,000
Swimming Pool Siding & Birck Column Façade Replacement	24300 000 4910 00 24006	Transfer from General Fund	\$ 22,907	\$ -	\$ 202,093
	24300 141 9999 50 24006	Pool Siding Replacement (DCRA - Grant Expenditures)	\$ 22,907	\$ 175,000	\$ 377,093
		Resources available over resources used	\$ -	\$ -	\$ -
PROJECT: 24007	24300 000 4910 00 24007	Transfer from General Fund	\$ 540	\$ 75,000	\$ 80,085
City Park Pavillion Fire Place Repair	24300 142 9999 00 24007	City Park Pavillion Fire Place Repair Expenditures	\$ 540	\$ 75,000	\$ 80,085
		Resources available over resources used	\$ -	\$ -	\$ -
PROJECT: 24008	24300 000 4999 11 24008	CDBG-CV Grant Revenue	\$ 411,156	\$ 806,712	\$ 395,556
Pool HVAC Upgrades	24300 000 9999 11 24008	CDBG-CV Grant Expenditures (Pool HVAC)	\$ 411,156	\$ 806,712	\$ 395,556
		Resources available over resources used	\$ -	\$ -	\$ -
PROJECT: 24009	24300 000 4910 00 24009	Transfer from General Fund	\$ 30,000	\$ 30,000	\$ -
Pool Leak Repair	24300 000 9999 00 24009	Pool Leak Project Repair Expenditures	\$ 30,000	\$ 30,000	\$ -
		Resources available over resources used	\$ -	\$ -	\$ -
PROJECT: 24010	24300 000 4999 24 24010	DHS & EM 2021 Disaster Grant Revenue	\$ -	\$ -	\$ 120,000
City Park Pavillion Replacement Project	24300 000 9999 24 24010	City Park Pavillion Replacement Project	\$ -	\$ -	\$ 120,000
		Resources available over resources used	\$ -	\$ -	\$ -
SUMMARY		TOTAL TRANSFERS FROM GF FOR CIP	\$ 64,160	\$ 117,000	\$ 282,178
		TOTAL BUDGETED CIP EXPENDITURES	\$ 635,897	\$ 2,193,291	\$ 1,919,734

JUSTIFICATION & EXPLANATION

PARKS & RECREATION FUND

GL ACCT DESCRIPTION

- 140 4101 PERS ON-BEHALF REVENUE - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS
- 000 4550 INTEREST INCOME - INTEREST FROM CENTRAL TREASURY GAINS AND INVESTMENT INCOME FROM P&R PRINCIPAL IN THE PERMANENT FUND
- 140 4690 DONATIONS & SPONSORSHIPS - REVENUE FROM DONATIONS & SPONSORSHIPS
- 140 4703 MERCHANDISE & CONCESSIONS - REVENUE FROM SALES OF MERCHANDISE
- 140 4712 FEE ASSISTANCE DONATIONS - DONATIONS TO COVER MEMBER ADMISSION FEES TO PROGRAMS
- 140 4716 COMMUNITY CONTRACTOR REVENUE - REVENUE SHARED FROM CONTRACTORS
- 140 4910 TRANSFER FROM GENERAL FUND - ANNUAL ALLOTMENT TRANSFERRED TO P&R FROM GENERAL FUND
- 140 4922 TRANSFER FROM SALES TAX FUND - ANNUAL ALLOTMENT TRANSFERRED TO P&R FROM SALES TAX FUND
- 140 4920 TRANSFER FROM PERMANENT FUND - ANNUAL ALLOTMENT TRANSFERRED TO P&R FROM PERMANENT FUND
- 141 4702 POOL PROGRAM REVENUES - REVENUE FROM SWIM LESSONS, LAP SWIM, WATER AEROBICS, AND OTHER MISC. POOL PROGRAMS
- 141 4705 POOL RESERVATIONS - REVENUE FROM RENTAL OF POOL FACILITY
- 142 4705 PARKS RESERVATIONS - REVENUE FROM RENTAL OF RV PARKS
- 143 4702 RECREATION PROGRAM REVENUES - REVENUES FROM PICKLEBALL, TOT GYM, JIU JITSU, VOLLEYBALL, ARCHERY, AND OTHER MISC. RECREATIONAL PROGRAMS
- 143 4705 RECREATIONAL RESERVATIONS - REVENUES FROM PARK & FACILITY RESERVATIONS SUCH AS CITY PARK & SHOEMAKER SHELTERS, COVERED PLAYGROUND, WRANGELL COMMUNITY CENTER FACILITY
- 000 4590 STATE GRANT REVENUE - GRANT REVENUES RECEIVED FROM THE STATE OF ALASKA
- 000 4595 MISCELLANEOUS GRANTS - REVENUE FROM MISC. GRANTS
- 000 4599 FEDERAL GRANT REVENUE - GRANT REVENUES RECEIVED FROM THE FEDERAL GOVERNMENT OR THAT ARE INITIALLY FUNDED THROUGH THE FEDERAL GOVERNMENT AND THEN PASSED THROUGH THE STATE

140 6001	SALARIES & WAGES		
	PARKS AND RECREATION DIRECTOR SALARY	\$	69,170
	RECREATION COORDINATOR SALARY	\$	39,254
	CUSTODIAN/LIGHT MAINTENANCE SALARY	\$	52,984
	PARKS AND RECREATION MAINTENANCE SPECIALIST SALARY	\$	47,509
	TOTAL	\$	208,918
140 6005	OVERTIME		
	RECREATION COORDINATOR OT	\$	3,000
	PARKS AND RECREATION MAINTENANCE SPECIALIST OT	\$	3,000
	TOTAL	\$	6,000
140 6100	PERSONNEL BENEFITS		
	FICA, SBS AND MEDICARE (7.58%)	\$	16,291
	STATE OF ALASKA PERS (22%)	\$	47,282
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	43,600
	TOTAL	\$	107,173
140 7001	MATERIALS & SUPPLIES - OFFICE SUPPLIES FOR POOL OFFICE, CLEANING SUPPLIES FOR LOCKER ROOMS, MISC. SUPPLIES FOR POOL, PARKS, AND RECREATION FACILITIES		
140 7630	COMMUNITY CONTRACTOR EXPENSES - ANNUAL ALLOTMENT FOR HIRE OF COMMUNITY CONTRACTORS		
140 7004	POSTAGE & SHIPPING - INCLUDES COST OF POSTAGE FOR P&R MAILINGS		
140 7010	VEHICLE MAINTENANCE - COST OF P&R VEHICLE GENERAL MAINTENANCE		
140 7050	CONCESSIONS & MERCHANDISE FOR RESALE - COST OF CONCESSION & MERCHANDISE PURCHASE WITH INTENT FOR RESALE		
140 7100	UNIFORM, GEAR & CLOTHING - PPE SUCH AS EYE PROTECTION, RAIN GEAR, & EAR PROTECTION, POOL UNIFORM & SAFETY EQUIPMENT,		
140 7502	PHONE/INTERNET - ANNUAL ALLOTMENT FOR PHONE LANDLINE AND INTERNET SERVICE		
140 7503	INFORMATION TECHNOLOGY - ANNUAL ALLOTMENT FOR MICROSOFT OFFICE SUBSCRIPTION & TECHNOLOGY SUPPORT		
140 7508	INSURANCE - PROPERTY & VEHICLE INSURANCE		
140 7506	PUBLICATIONS & ADVERTISING - COST OF PUBLISHING NEWSPAPER ADS & AIRING RADIO ADS		
140 7507	DUES & SUBSCRIPTIONS - ANNUAL ALLOTMENT FOR PROGRAM DUES AND SUBSCRIPTIONS		
140 7509	BANK & CREDIT CARD FEES - BANK FEES FOR USING CREDIT CARDS		
140 7505	TRAVEL & TRAINING - LIFEGUARD TRAINING		
140 7515	PERMITS, INSPECTIONS & COMPLIANCE - ALLOTMENT FOR OPERATION PERMITS, HEALTH & SAFETY INSPECTIONS & COMPLIANCE		
140 7519	PROFESSIONAL SERVICES - ANNUAL ALLOTMENT FOR LEGAL SERVICES		
140 7621	CHARGES FROM PUBLIC WORKS - COSTS INCURRED BY P&R FOR PUBLIC WORKS LABOR		
140 7622	CHARGES FROM GARAGE - COSTS INCURRED BY P&R FOR GARAGE LABOR		
140 7629	CHARGES FROM CAPITAL FACILITIES - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
141 7002	FACILITY REPAIR & MAINTENANCE - COSTS FOR MAINTENANCE TO BUILDING HEATERS, LOCKER ROOM MAINTENANCE, POOL & BUILDING REPAIRS, AND OTHER MISC. GENERAL MAINTENANCE		
141 7008	NON-CAPITAL EQUIPMENT - EXERCISE EQUIPMENT, WEIGHTS, AND CHLORINATION SYSTEM		
141 7009	EQUIPMENT REPAIR & MAINTENANCE - POOL FILTER REPAIR & MAINTENANCE, WEIGHT ROOM & EXERCISE EQUIPMENT MAINTENANCE, AND OTHER MISC. EQUIPMENT MAINTENANCE		
141 7021	WATER TREATMENT CHEMICALS - ANNUAL ALLOTMENT FOR WATER TREATMENT FOR POOL FACILITY		
141 7501	POOL UTILITIES - WATER, SEWER, GARBAGE, AND ELECTRIC FOR POOL FACILITY		
141 7900	POOL CAPITAL EXPENDITURES - EQUIPMENT OVER \$5,000 IN VALUE THAT IS CAPITAL IN NATURE AND DEPRECIATED OVER AN ESTIMATED USEFUL LIFE		
142 7002	FACILITY MAINTENANCE - COSTS FOR REPAIR & MAINTENANCE TO PARK FACILITIES INCLUDING LAWN MAINTENANCE AND OTHER MISC.		
142 7008	NON-CAPITAL EQUIPMENT - MISCELLANEOUS EQUIPMENT BELOW \$5,000 USED TO PERFORM PARK MAINTENANCE		
142 7009	EQUIPMENT REPAIR & MAINTENANCE - COSTS FOR PARK EQUIPMENT REPAIRS, CLEANING, AND MAINTENANCE		
142 7501	UTILITIES - WATER, SEWER, AND ELECTRIC INTERDEPARTMENTAL BILLING		
142 7900	PARKS CAPITAL EXPENDITURES - COST OF COMMERCIAL LAWN MOWER		
143 7002	FACILITY MAINTENANCE - COSTS FOR REPAIR & MAINTENANCE TO COMMUNITY CENTER FACILITY		
143 7008	NON-CAPITAL EQUIPMENT - PICKLEBALL AND YOUTH SPORTS EQUIPMENT		
143 7009	EQUIPMENT REPAIR & MAINTENANCE - COSTS FOR COMMUNITY CENTER EQUIPMENT REPAIRS, CLEANING, AND MAINTENANCE		
143 7501	UTILITIES - WATER, SEWER, GARBAGE, ELECTRIC		
143 7900	RECREATION CAPITAL EXPENDITURES - EQUIPMENT OVER \$5,000 IN VALUE THAT IS CAPITAL IN NATURE AND DEPRECIATED OVER AN ESTIMATED USEFUL LIFE		

CITY AND BOROUGH OF WRANGELL
 2024 ANNUAL BUDGET
 Fund #25000 & 25300 (SRS Consolidated)

SPECIAL REVENUE FUND
 SECURE RURAL SCHOOLS FUND
 DETAIL OF EXPENDITURES

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
SRS REVENUES & TRANSFERS-IN						
25000 000 4170	Secure Rural Schools - Federal Payment	\$ 796,757	\$ 1,171,313	\$ 807,880	\$ 1,112,747	\$ 750,000
25000 000 4550	Interest Income	\$ -	\$ -	\$ 68,233	\$ -	\$ 90,977
TOTAL REVENUES & TRANSFERS-IN		\$ 796,757	\$ 1,171,313	\$ 876,113	\$ 1,112,747	\$ 840,977
SRS EXPENDITURES & TRANSFERS-OUT						
25000 000 7825	Contribution To Wrangell Public Schools	\$ 1,300,000	\$ 1,303,069	\$ 876,140	\$ 876,140	\$ 900,000
25000 000 8990	Transfer to SRS Capital Project Fund		\$ 40,449	\$ 67,679	\$ 531,640	\$ 668,684
TOTAL EXPENDITURES & TRANSFERS-OUT		\$ 1,300,000	\$ 1,343,517	\$ 943,820	\$ 1,407,780	\$ 1,568,684
TOTAL REVENUES		\$ 796,757	\$ 1,171,313	\$ 876,113	\$ 1,112,747	\$ 840,977
TOTAL EXPENDITURES		\$ (1,300,000)	\$ (1,343,517)	\$ (943,820)	\$ (1,407,780)	\$ (1,568,684)
CHANGE IN NET POSITION		\$ (503,243)	\$ (172,204)	\$ (67,707)	\$ (295,033)	\$ (727,706)
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 2,936,427	\$ 2,433,184	\$ 2,260,980	\$ 2,193,273	\$ 2,193,273
CHANGE IN NET POSITION		\$ (503,243)	\$ (172,204)	\$ (67,707)	\$ (295,033)	\$ (727,706)
ENDING RESERVE BALANCE (6/30/XXXX)		\$ 2,433,184	\$ 2,260,980	\$ 2,193,273	\$ 1,898,239	\$ 1,465,566

SPECIAL REVENUE FUND: SECURE RURAL SCHOOLS FUND CIP FUND

Fund # 25300

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
SRS REVENUES & TRANSFERS-IN						
25300 000 4925 00 00000	Transfer from SRS Fund	\$ -	\$ 40,449	\$ 67,679	\$ 531,640	\$ 668,684
25300 000 4600 00 00000	Reimbursement from WPSD	\$ -	\$ -	\$ -	\$ -	\$ 300,500
25300 000 4999 00 25001	CDBG HS Fire Alarm Grant	\$ -	\$ -	\$ 35,480	\$ 459,251	\$ 423,771
TOTAL REVENUES & TRANSFERS-IN		\$ -	\$ 40,449	\$ 103,160	\$ 990,891	\$ 1,392,955
SRS EXPENDITURES & TRANSFERS-OUT						
25300 101 9999 00 25001	HS Fire Alarm Project Expenses (#25001)	\$ -	\$ 40,249	\$ 35,480	\$ 587,001	\$ 738,370
25300 101 9999 00 25002	HS Sidewalk Repairs (#25002)		\$ 200	\$ 59,832	\$ 62,801	\$ -
25300 000 9999 00 25003	HS Elevator Modernization (#25003)	\$ -	\$ -	\$ -	\$ 173,890	\$ 186,932
25300 101 9999 00 25004	Under Ground Storage Project (#25004)	\$ -	\$ -	\$ 7,847	\$ 175,000	\$ 167,153
25300 101 9999 00 25005	School Condition Survey					\$ 300,500
TOTAL EXPENDITURES & TRANSFERS-OUT		\$ -	\$ 40,449	\$ 103,160	\$ 823,692	\$ 1,392,955
CHANGE IN NET POSITION		\$ -	\$ -	\$ -	\$ 167,199	\$ -
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 31,385	\$ 31,385	\$ 31,385	\$ 31,385	\$ 31,385
CHANGE IN NET POSITION		\$ -	\$ -	\$ -	\$ 167,199	\$ -
ENDING RESERVE BALANCE (6/30/XXXX)		\$ 31,385	\$ 31,385	\$ 31,385	\$ 198,584	\$ 31,385

CITY AND BOROUGH OF WRANGELL
 2023 ANNUAL BUDGET
 Fund #26000

SPECIAL REVENUE FUND
 WPSD LOCAL CONTRIBUTION FUND
 DETAIL OF EXPENDITURES

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 DRAFT BUDGET	FY 2024 DRAFT BUDGET
WPSD LOCAL CONTRIBUTION REVENUES & TRANSFERS-IN						
26000 000 4922	Transfer from Sales Tax (20%)	-	\$ 725,458	\$ 750,000	\$ 662,000	\$ 700,000
26000 000 4550	Interest Income	-	\$ -	\$ 7,541	\$ -	\$ 10,054
	TOTAL REVENUES & TRANSFERS-IN	\$ -	\$ 725,458	\$ 757,541	\$ 662,000	\$ 710,054
WPSD LOCAL CONTRIBUTION EXPENDITURES & TRANSFERS-OUT						
26000 000 7825	Contribution To Wrangell Public Schools	-	-	\$ 741,489	\$ 741,489	\$ 700,000
	TOTAL REVENUES & TRANSFERS-IN	-	\$ 725,458	\$ 757,541	\$ 662,000	\$ 710,054
	TOTAL EXPENDITURES & TRANSFERS-OUT	-	-	\$ 741,489	\$ 741,489	\$ 700,000
	CHANGE IN NET POSITION	-	\$ 725,458	\$ 16,052	\$ (79,489)	\$ 10,054
	BEGINNING RESERVE BALANCE (7/1/20XX)	\$ -	\$ -	\$ 725,458	\$ 662,000	\$ 741,509
	CHANGE IN NET POSITION	\$ -	\$ 725,458	\$ 16,052	\$ (79,489)	\$ 10,054
	ENDING RESERVE BALANCE (6/30/XXXX)	\$ -	\$ 725,458	\$ 741,509	\$ 582,511	\$ 751,563

JUSTIFICATION & EXPLANATION

WPSD LOCAL CONTRIBUTION FUND

GL ACCT DESCRIPTION

- 4922 **TRANSFER FROM SALES TAX** - THE ALLOCATION OF 20% OF GROSS SALES TAX PER SECTION 5.08.070 OF THE WRANGELL MUNICIPAL CODE
- 7825 **CONTRIBUTION TO WPS-** THE AMOUNT THE BOROUGH CONTRIBUTES TO THE WRANGELL PUBLIC SCHOOL DISTRICT FOR OPERATIONS



SPECIAL REVENUE FUND: TRANSIENT TAX

PURPOSE:

To increase a healthy mix of independent travelers, cruise ship passengers, business travelers and destination visitors to Wrangell, while maintaining the small-town quality of life for residents.

KEY ACCOMPLISHMENTS:

- Collaborated with Borough Departments to develop a new bathroom site downtown.
- Completed and approved the Tourism Best Management Practices.
- Partnered with Parks and Recreation to promote stewardship through the Community Collaborations event.
- Began first steps of implementing the Travel Wrangell brand into socials and printed media.
- Collaborated with the Wrangell Sentinel to craft the 2023 Wrangell Travel Guide.

LEVEL OF SERVICE AND BUDGET IMPACT:

An increased funding package has been requested to build Wrangell's digital marketing plan and modernize systems, enabling staff to meet the goals and objectives set by the departments workplan.

GOALS AND NEW INITIATIVES:

- Build an online presence to reflect the Travel Wrangell brand and encourage more foot passengers.
- Increase community and stakeholder engagement to ensure industry growth in a manner that is economically, socially and environmentally sustainable.
- Launch the Tourism Best Management Practices and manage relationships with participants in an intentional and routine manner.
- Increase digital marketing promotions and advertisements through the efforts of the coordinator position.
- Develop an industry strategic plan that can be used as a catalyst for community economic growth.

TRENDS AND FUTURE ISSUES:

Statewide trends are showing that Alaska's tourism industry is stable and on the trajectory of growth following the pandemic. Local trends in travel and tourism are very promising. Sufficient and sustainable services, excursions and amenities are critical to the vitality of the industry.

- Tourism is the second largest employer in the state of Alaska
- Air travel passenger traffic is up from 2021
- Local growth in available beds to support independent travelers
- Wrangell's tourism industry is increasing following the pandemic
- State investment in Outdoor Recreation Plans

- Federal investment in the Alaska Marine Highway System
- Local need to enhance hospitality services and excursions to sufficiently serve visitors

PERFORMANCE METRICS:

- To ensure a successful Tourism Management program, the department will track participation, deploy regular communication with stakeholders and seek end of the season feedback to drive improvements for the following year.
- To ensure growth in non-cruise related travel to Wrangell, the department staff will build its digital media presence and monitor travel data trends drawn from mobile application services and google analytics.
- To ensure a strategic plan is developed specific to the industry, the department will work with regional Destination Marketing Organizations to better understand how other communities are combating the challenges typical of industry growth.



PERSONNEL

- Kate Thomas, Economic Development Director (FTE)
- Matt Henson, Marketing and Community Development Coordinator (FTE)
 - The department’s coordinator position was approved in January 2023. The position was filled in March. Previously there was only one employee in the Economic Development department.
- *Same staff as Economic Development



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund 28000

SPECIAL REVENUE TYPE
TRANSIENT TAX FUND
 SUMMARY OF REVENUES & EXPENDITURES

		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024
		ACTUAL	ACTUAL	ESTIMATED	DRAFT	DRAFT
TRANSIENT TAX REVENUES					BUDGET	BUDGET
28000 000 4080	Bed (Transient) Tax	\$ 30,661	\$ 61,261	\$ 62,000	\$ 55,000	\$ 57,500
28000 000 4085	Bed Tax Penalties & Interest	\$ -	\$ -	\$ -	\$ 1,000	\$ -
28000 000 4550	Interest Income	\$ -	\$ -	\$ 8,184	\$ -	\$ 10,912
28000 000 4606	Ad Revenue	\$ 6,561	\$ 125	\$ -	\$ 6,000	\$ 6,000
TOTAL TRANSIENT TAX REVENUES		\$ 37,222	\$ 61,386	\$ 70,184	\$ 62,000	\$ 74,412
TRANSIENT TAX EXPENDITURES						
28000 000 7001	Materials & Supplies	\$ 92	\$ 130	\$ 18	\$ 720	\$ 1,500
28000 000 7004	Postage & Shipping	\$ 196	\$ 2,174	\$ 100	\$ 5,200	\$ 7,000
28000 000 7502	Phone/Internet	\$ 753	\$ 696	\$ 528	\$ 1,430	\$ 759
28000 000 7503	Information Technology	\$ 512	\$ 1,311	\$ 1,082	\$ 1,590	\$ 3,350
28000 000 7505	Travel & Training	\$ -	\$ 9,873	\$ 5,673	\$ 13,585	\$ 24,000
28000 000 7506	Publications & Advertising	\$ 7,093	\$ 8,022	\$ 3,192	\$ 14,000	\$ 42,500
28000 000 7507	Memberships & Dues	\$ 2,050	\$ 1,175	\$ 175	\$ 3,650	\$ 3,900
28000 000 7519	Professional Services Contractual	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 13,000
28000 000 7576	Promotional	\$ 18,073	\$ 9,144	\$ 6,780	\$ 20,150	\$ 26,450
28000 000 8921	Transfer to Nolan Center	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
TOTAL TRANSIENT TAX EXPENDITURES		\$ 28,769	\$ 44,525	\$ 32,548	\$ 75,325	\$ 134,459
TOTAL REVENUES		\$ 37,222	\$ 61,386	\$ 70,184	\$ 62,000	\$ 74,412
TOTAL EXPENDITURES		\$ (28,769)	\$ (44,525)	\$ (32,548)	\$ (75,325)	\$ (134,459)
CHANGE IN NET POSITION		\$ 8,452	\$ 16,861	\$ 37,636	\$ (13,325)	\$ (60,047)
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 130,313	\$ 138,765	\$ 155,627	\$ 167,798	\$ 193,262
CHANGE IN NET POSITION		\$ 8,452	\$ 16,861	\$ 37,636	\$ (13,325)	\$ (60,047)
ENDING RESERVE BALANCE (6/30/20XX)		\$ 138,765	\$ 155,627	\$ 193,262	\$ 154,473	\$ 133,215

JUSTIFICATION & EXPLANATION
 TRANSIENT TAX

ACCT NO.	ACCOUNT DESCRIPTION
4080	BED (TRANSIENT) TAX - REVENUE FROM TRANSIENT TAX REMITTANCE
4085	BED TAX PENALTIES & INTEREST - REVENUE FROM DELINQUENT TRANSIENT TAX REMITTANCE FEES
4606	AD REVENUE - ALL REVENUE RECEIVED FROM TRAVEL/TOURIST ADVERTISEMENTS
7001	MATERIALS & SUPPLIES - COSTS FOR OFFICE SUPPLIES, SUCH AS PRINTER INK & MISC. PAPER, CARDS, & FOLDERS
7004	POSTAGE & SHIPPING - COST OF POSTAGE FOR TRAVEL PLANNERS AND SHIPMENT OF BOAT SHOW MATERIALS TO SEATTLE
7502	PHONE/INTERNET - ANNUAL ALLOTMENT FOR VISITOR CENTER PHONE, 1-800- LINE, AND TBMP MESSAGE MACHINE
7503	INFORMATION TECHNOLOGY - COSTS INCLUDE CANVA, HOOTSUITE, DROPBOX, AND WEBSITE DOMAIN REGISTRATIONS
7505	TRAVEL & TRAINING - ALLOTMENT FOR SEATTLE BOAT SHOW, ALASKA MEDIA ROADSHOW, DMA WEST TECH SUMMIT, ATIA ANNUAL CONFERENCE
7506	PUBLICATIONS & ADVERTISING - ALLOTMENT FOR VARIOUS ADVERTISING OUTLETS, SUCH AS ATIA TRAVEL PLANNER, TRAVEL GUIDE BREATH OF BEAR, ALASKA MAGAZINE, FACEBOOK, INSTAGRAM, & MORE
7507	MEMBERSHIP & DUES - INCLUDES MEMBERSHIP & SUBSCRIPTION COSTS FOR SATC, JCVB, ATIA, DMA WEST, ANCHORAGE, & KTN
7519	PROFESSIONAL SERVICES CONTRACTUAL - COST OF AD DESIGN SERVICES
7576	PROMOTIONAL - ALL EXPENSES INCURRED RELATED TO THE PROMOTION OF ACTIVITES AND EVENTS ASSOCIATED WITH TOURISM AND VISITING WRANGELL
8921	TRANSFER TO NOLAN CENTER - ANNUAL ALLOTMENT TRANSFERRED TO NOLAN CENTER FUND



SPECIAL REVENUE FUND: COMMERCIAL PASSENGER VESSEL (CPV) FUND

PURPOSE:

Commercial Passenger Vessel (CPV) Excise Tax funds are received annually from the State of Alaska's Department of Revenue. The CPV excise tax was formally adopted by the state in December of 2006. The tax is imposed on passengers traveling on commercial passenger vessels providing overnight accommodations that anchor or moor on the state's marine waters with the intent to allow passengers to embark or disembark. The tax is only imposed on voyages in excess of 72 hours in State of Alaska waters. The current rate of CPV excise tax is \$34.50 for each passenger and the total tax is distributed to municipalities based the Department of Revenue's formula for allocation.



KEY ACCOMPLISHMENTS:

- Engaged Cruise agencies in the Tourism Best Management Practices program.
- Developed additional downtown amenities to support the visitor industry.
- Coordinated pre and post season meetings with Charter operators.

LEVEL OF SERVICE AND BUDGET IMPACT:

Budgeted resources are adequate to meet the current level of service. Capital funds from the CPV account have been earmarked to address maintenance needs of Petroglyph Beach viewing platform. The cultural site is a popular attraction for visitors and critical to operator operations and excursions.

GOALS AND NEW INITIATIVES:

- Support local business expansion to meet the demands of increased cruise ship port calls.
- Ensure all visiting cruise agencies are participants of the Wrangell Tourism Best Management Practices.
- Increase community and stakeholder engagement to ensure industry growth in a manner that is economically, socially and environmentally sustainable.

TRENDS AND FUTURE ISSUES:

- Increase in mid to large ship port calls.
- Cruise passengers are predicted to account for 90% of Wrangell's overall visitor population.
- Need to enhance local hospitality services and excursions to sufficiently serve visitors.



PERFORMANCE METRICS:

- To ensure a successful Tourism Management program, department staff will track participation, deploy regular communication with stakeholders and seek end of the season feedback to drive improvements for the following year.
- To ensure sustainable growth in the cruise sector of the travel industry, staff will develop long range strategic plans to support Wrangell’s authenticity and visitor thresholds.

PERSONNEL:

- Kate Thomas, Economic Development Director (FTE)
- Matt Henson, Marketing and Community Development Coordinator (FTE)
 - The department’s coordinator position was approved in January 2023. The position was filled in March. Previously there was only one employee in the Economic Development department.
- *Same staff as Economic Development

Economic Development
Director, Kate Thomas
1.0 FTE

Marketing & Community
Development Coordinator,
Matthew Henson
1.0 FTE

CITY AND BOROUGH OF WRANGELL
 2024 ANNUAL BUDGET
 Fund 28010

SPECIAL REVENUE TYPE
 COMMERCIAL PASSENGER VESSELS (CPV) FUND
 SUMMARY OF REVENUES & EXPENDITURES

CPV FUND REVENUES		FY 2021	FY 2022	FY 2023	FY 2023 ADOPTED	FY 2024 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	BUDGET	BUDGET
28010 000 4180	CPV Excise Share Revenue	\$ 58,660	\$ 58,660	\$ 36,695	\$ 50,000	\$ 50,000
28010 000 4550	Interest Income	\$ -	\$ -	\$ 14,354	\$ -	\$ 19,139
TOTAL REVENUES		\$ 58,660	\$ 58,660	\$ 51,049	\$ 50,000	\$ 69,139

CPV FUND EXPENDITURES		FY 2021	FY 2022	FY 2023	FY 2023 ADOPTED	FY 2024 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	BUDGET	BUDGET
28010 000 7001	Materials & Supplies	\$ 4,421	\$ 1,238	\$ -	\$ 3,500	\$ 4,500
28010 000 7519	Professional/Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
28010 000 7900	Capital Expenditures	\$ 1,046	\$ -	\$ 20,756	\$ 100,000	\$ 50,000
28010 000 8990	Transfer to Parks and Recreation CIP Fund	\$ -	\$ -	\$ -	\$ 100,000	\$ 113,002
TOTAL EXPENDITURES		\$ 5,467	\$ 1,238	\$ 20,756	\$ 203,500	\$ 167,502

TOTAL CHANGE IN NET POSITION	\$ 53,193	\$ 57,422	\$ 30,294	\$ (53,500)	\$ (98,363)
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BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 200,307	\$ 253,500	\$ 310,922	\$ 310,922	\$ 341,216
CHANGE IN NET POSITION	\$ 53,193	\$ 57,422	\$ 30,294	\$ (53,500)	\$ (98,363)
ENDING RESERVE BALANCE (6/30/20XX)	\$ 253,500	\$ 310,922	\$ 341,216	\$ 258,660	\$ 242,853

JUSTIFICATION & EXPLANATION
 COMMERCIAL PASSENGER VESSEL FUND

ACCT NO. ACCOUNT DESCRIPTION

- 4180 **CPV EXCISE SHARE REVENUE** - ALL REVENUES DERIVED FROM THE IMPOSITION OF AN EXCISE TAX ON COMMERCIAL PASSENGER VESSELS. PASSENGERS TRAVELING ON QUALIFIED COMMERCIAL PASSENGER VESSELS ARE LIABLE FOR THE TAX. THE ALASKA STATE DEPARTMENT OF REVENUE DEPOSITS ALL PROCEEDS FROM THE TAX AND THE LEGISLATURE MAKES APPROPRIATIONS TO MUNICIPALITIES ON ANNUAL BASIS (I.E. THE MUNICIPAL SHARE).
- 7001 **MATERIALS & SUPPLIES** - FLOWERS, MULCH, PLANTERS AND OTHER LANDSCAPING MATERIALS TO CLEAN THE DOWN TOWN FLOWER BEDS AND LANDSCAPING (I.E. BULB-OUTS)
- 7519 **PROFESSIONAL/CONTRACTUAL SERVICES** - THOSE SERVICE EXPENDITURES THAT ARE DIRECTLY OR INDIRECTLY ASSOCIATED WITH TRAVEL AND TOURISM FROM COMMERCIAL PASSENGER VESSELS
- 7900 **CAPITAL EXPENDITURES** - EXPENDITURES ABOVE \$5,000 THAT ARE CAPITALIZABLE AND ARE ASSOCIATED WITH TRAVEL AND TOURISM FROM COMMERCIAL PASSENGER VESSELS
- 8924 **TRANSFER TO PARKS AND RECREATION** - TRANSFER TO PARKS AND RECREATION IN ORDER TO SUPPLEMENT THE MT. DEWEY TRAIL EXTENSION PROJECT.

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 28020

SPECIAL REVENUE FUNDS
MARIAN GLENZ FUND
 SUMMARY OF REVENUES & EXPENDITURES

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
MARIAN GLENZ FUND REVENUES					
28020 000 4690 Marian Glenz Donation	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
MARIAN GLENZ FUND EXPENDITURES					
28020 000 7590 Grant Expenditures	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
TOTAL EXPENDITURES	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
CHANGE IN NET POSITION	\$ -	\$ -	\$ (10,000)	\$ (10,000)	\$ (10,000)
BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 31,832	\$ 31,832	\$ 31,832	\$ 31,832	\$ 21,832
CHANGE IN NET POSITION	\$ -	\$ -	\$ (10,000)	\$ (10,000)	\$ (10,000)
ENDING RESERVE BALANCE (6/30/XXXX)	\$ 31,832	\$ 31,832	\$ 21,832	\$ 21,832	\$ 11,832

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 28030

SPECIAL REVENUE FUNDS
BIRDFEST FUND
 SUMMARY OF REVENUES & EXPENDITURES

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
BIRDFEST FUND REVENUES					
28030 000 4592 Birdfest Revenue	\$ 9,565	\$ 6,127	\$ 2,591	\$ 8,000	\$ 8,000
TOTAL REVENUES	\$ 9,565	\$ 6,127	\$ 2,591	\$ 8,000	\$ 8,000
BIRDFEST FUND EXPENDITURES					
28030 000 7590 Grant Expenditures	\$ 3,273	\$ 6,127	\$ 2,591	\$ 8,000	\$ 8,000
TOTAL EXPENDITURES	\$ 3,273	\$ 6,127	\$ 2,591	\$ 8,000	\$ 8,000
CHANGE IN NET POSITION	\$ 6,292	\$ -	\$ -	\$ -	\$ -
BEGINNING RESERVE BALANCE (7/1/20XX)	\$ (4,315)	\$ 1,977	\$ 1,977	\$ 1,977	\$ 1,977
CHANGE IN NET POSITION	\$ 6,292	\$ -	\$ -	\$ -	\$ -
ENDING RESERVE BALANCE (6/30/XXXX)	\$ 1,977	\$ 1,977	\$ 1,977	\$ 1,977	\$ 1,977

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 11110

SPECIAL REVENUE TYPE
BOROUGH ORGANIZATION FUND
 SUMMARY OF REVENUES & EXPENDITURES

BOROUGH ORGANIZATION FUND REVENUES & TRANSFERS-IN	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
11110 000 4550 Interest Income	\$ -	\$ -	\$ -		
11110 000 4650 Land & Lot Sales	\$ -	\$ -	\$ -	\$ -	\$ 100,000
11110 000 4910 Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ 100,000

BOROUGH ORGANIZATION FUND EXPENSES	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
11110 000 7511 Surveying/Timber Cruise Expense	\$ -	\$ -	\$ -	\$ 150,000	\$ 312,497
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 150,000	\$ 312,497

TOTAL CHANGE IN NET POSITION \$ - \$ - \$ - \$ (150,000) \$ (212,497)

BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 312,497	\$ 312,497	\$ 312,497	\$ 312,497	\$ 312,497
CHANGE IN NET POSITION	\$ -	\$ -	\$ -	\$ (150,000)	\$ (212,497)
ENDING RESERVE BALANCE (6/30/20XX)	\$ 312,497	\$ 312,497	\$ 312,497	\$ 162,497	\$ 100,000

JUSTIFICATION & EXPLANATION
 BOROUGH ORGANIZATION FUND

GL ACCT DESCRIPTION

- 4650 **LAND & LOT SALES** - PROCEEDS FROM SALE OF MUNICIPAL ENTITLEMENT PROPERTIES
- 4910 **TRANSFER FROM GENERAL FUND** - RESOURCES ALLOCATED FROM THE GENERAL FUND TO THE BOROUGH ORGANIZATION FUND
- 7511 **SURVEYING/TIMBER CRUISE EXPENSE** - EXPENSES RELATED TO SURVEYING MUNICIPAL ENTITLEMENT LANDS AND EXECUTING TIMBER CRUISES THROUGH A CONTRACTOR

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 11125

MISCELLANEOUS FUNDS
HOSPITAL LEGACY FUND
 SUMMARY OF REVENUES & EXPENDITURES

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
HOSPITAL LEGACY FUND REVENUES						
11125 000 4095	Hospital Revenue	\$ 52,313	\$ 51,339	\$ -	\$ -	\$ -
11125 000 4910	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
11125 000 4380	Surplus & Material Sales	\$ -	\$ 2,292	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ 52,313	\$ 53,631	\$ -	\$ -	\$ -
HOSPITAL LEGACY FUND EXPENDITURES						
11125 000 7002	Facilities Repair and Maintenance	\$ 2,321	\$ 8,216	\$ 4,755	\$ -	\$ 2,500
11125 000 7017	Heating Fuel	\$ 7,204	\$ 33,504	\$ 39,118	\$ 35,000	\$ 37,500
11125 000 7501	Utilities	\$ 3,090	\$ 21,820	\$ 15,970	\$ -	\$ 20,211
11125 000 7508	Insurance	\$ -	\$ 28,901	\$ 3,184	\$ 3,184	\$ 3,502
11125 000 7519	Professional Services Contractual	\$ 1,104	\$ 20,851	\$ 634	\$ 15,000	\$ 41,531
11125 000 7621	Charges from Garage	\$ -	\$ -	\$ -	\$ -	\$ -
11125 000 7629	Charges from Capital Facilities	\$ 4,168	\$ 22,277	\$ 16,368	\$ 24,964	\$ 17,058
11125 000 7920	Miscellaneous Expense	\$ 352	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 18,239	\$ 135,569	\$ 80,030	\$ 78,148	\$ 122,302
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 318,344	\$ 284,270	\$ 202,332	\$ 202,332	\$ 122,302
CHANGE IN NET POSITION		\$ 34,074	\$ (81,938)	\$ (80,030)	\$ (78,148)	\$ (122,302)
ENDING RESERVE BALANCE (6/30/XXXX)		\$ 284,270	\$ 202,332	\$ 122,302	\$ 124,184	\$ (0)

JUSTIFICATION & EXPLANATION
HOSPITAL LEGACY FUND

GL ACCT DESCRIPTION

- 4095 **HOSPITAL REVENUE** - REVENUE COLLECTED FROM SOUTHEAST REGIONAL HEALTH CONSORTIUM FOR MEDICARE COST REIMBURSEMENT
- 4910 **TRANSFER FROM GENERAL FUND** - FUNDS TRANSFERRED FROM THE GENERAL FUND TO THE HOSPITAL LEGACY FUND
- 7002 **FACILITY REPAIR & MAINTENANCE** - MATERIALS & SUPPLIES TO MAINTAIN THE OLD WRANGELL MEDICAL CENTER BUILDING
- 7501 **UTILITIES** - COST OF ANY UTILITY SERVICES NEEDED AT THE OLD WRANGELL MEDICAL CENTER
- 7508 **INSURANCE** - PROPERTY INSURANCE FOR THE OLD WRANGELL MEDICAL CENTER
- 7519 **PROFESSIONAL SERVICES CONTRACTUAL** - INSPECTIONS, CONTINGENCY AND ENVIRONMENTAL REMEDIATION WORK AT THE OLD WRANGELL MEDICAL CENTER SITE
- 7622 **CHARGES FROM GARAGE** - COSTS FOR LABOR FROM GARAGE FOR VEHICLE & EQUIPMENT MAINTENANCE & REPAIR
- 7629 **CHARGES FROM CAPITAL FACILITIES** - ALLOTMENT FOR CAPITAL FACILITIES MAINTENANCE, CUSTODIAL, AND MANAGEMENT SERVICES
- 7920 **MISCELLANEOUS EXPENSE** - IMMATERIAL EXPENSES THAT DO NOT FIT IN THE CAPTIONS IDENTIFIED ABOVE

Item a.

CITY AND BOROUGH OF WRANGELL
 2024 ANNUAL BUDGET
 Fund #: 11130

SPECIAL REVENUE TYPE
 911 SURCHARGE REVENUE
 SUMMARY OF REVENUES & EXPENDITURES

		FY 2021	FY 2022	FY 2023	FY 2023	FY 2024 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	ADOPTED	BUDGET
					BUDGET	
911 SURCHARGE FUND REVENUES & TRANSFERS-IN						
11130 000 4350	911 Surcharge Revenue	\$ -	\$ 48,742	\$ 45,000	\$ 45,000	\$ 45,000
	TOTAL REVENUES	\$ -	\$ 48,742	\$ 45,000	\$ 45,000	\$ 45,000
911 SURCHARGE FUND EXPENDITURES						
11130 000 7503	Information Technology	\$ -	\$ 23,784	\$ -	\$ 24,000	\$ -
11130 000 7519	Professional Services Contr.	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ -	\$ 23,784	\$ -	\$ 24,000	\$ -
	TOTAL CHANGE IN NET POSITION	\$ -	\$ 24,958	\$ 45,000	\$ 21,000	\$ 45,000
	BEGINNING RESERVE BALANCE (7/1/20XX)	\$ -	\$ -	\$ 24,958	\$ 24,958	\$ 69,958
	CHANGE IN NET POSITION	\$ -	\$ 24,958	\$ 45,000	\$ 21,000	\$ 45,000
	ENDING RESERVE BALANCE (6/30/20XX)	\$ -	\$ 24,958	\$ 69,958	\$ 45,958	\$ 114,958

JUSTIFICATION & EXPLANATION

911 SURCHARGE REVENUE

GL ACCT DESCRIPTION

4350 **911 SURCHARGE REVENUE** - THE 911 SURCHARGE REVENUE REMITTED FROM WIRED AND WIRELESS TELEPHONE PROVIDERS TO THE BOROUGH FOR SUPPORTING AND MAINTAINING THE 911 SYSTEM
 7503 **INFORMATION TECHNOLOGY**- 911 SYSTEM SOFTWARE AND HARDWARE EXPENSES
 7519 **PROFESSIONAL SERVICES CONTRACTUAL** - CONTRACTUAL EXPENSES FOR SOFTWARE & HARDWARE IMPLEMENTATION

154

SPECIAL REVENUE FUNDS | 911 SURCHARGE FUND

103

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund #: 53000

SPECIAL REVENUE TYPE
ECONOMIC RECOVERY FUND
 SUMMARY OF REVENUES & EXPENDITURES

ERF REVENUES & TRANSFERS-IN		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
53000 000 4910	Transfer from General Fund	\$ -	\$ -	\$ 1,159,043	\$ -	\$ -
TOTAL REVENUES		\$ -	\$ -	\$ 1,159,043	\$ -	\$ -
ERF FUND EXPENDITURES						
53000 000 7519	Professional Services Contractual	\$ -	\$ -	\$ -	\$ -	\$ -
53000 000 7550	Property Assessment Services	\$ -	\$ 23,310	\$ -	\$ -	\$ -
53000 000 7950	Property Acquisition Expense	\$ -	\$ 2,464,178	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ 2,464,178	\$ -	\$ -	\$ -
TOTAL CHANGE IN NET POSITION		\$ -	\$ (2,464,178)	\$ 1,159,043	\$ -	\$ -
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 1,353,445	\$ 1,353,445	\$ (1,110,733)	\$ 48,310	\$ 48,310
CHANGE IN NET POSITION		\$ -	\$ (2,464,178)	\$ 1,159,043	\$ -	\$ -
ENDING RESERVE BALANCE (6/30/20XX)		\$ 1,353,445	\$ (1,110,733)	\$ 48,310	\$ 48,310	\$ 48,310

JUSTIFICATION & EXPLANATION
ECONOMIC RECOVERY FUND

ACCT NO. ACCOUNT DESCRIPTION

- 4910 **TRANSFER FROM GENERAL FUND** - RESOURCES ALLOCATED FROM THE GENERAL FUND TO THE ECONOMIC RECOVERY FUND FOR THE PURCHASE OF THE 6-MILE OLD MILL PROPERTY
- 7519 **PROFESSIONAL SERVICES CONTRACTUAL**- CONTRACTUAL SERVICE EXPENSES RELATED TO MILL PROPERTY DEVELOPMENT
- 7950 **PROPERTY ACQUISITION EXPENSE**- THE COST OF ACQUIRING THE OLD MILL SITE PROPERTY



CONSTRUCTION FUNDS SUMMARY

OVERVIEW:

The City and Borough of Wrangell has a specific methodology for tracking and accounting for capital projects. All governmental and enterprise funds maintain their own sub-CIP fund that is consolidated at fiscal year-end. This helps identify the true activity taking place in each fund.

Aside from this structure, there are two standalone construction funds that serve a specific purpose - the Residential Construction Fund and the Industrial Construction Fund.



PURPOSE:

- **RESIDENTIAL CONSTRUCTION FUND-** The Residential Construction Fund (RCF) was established on January 14th, 1992, by Resolution 01-92-420. The fund was designed to be a revolving fund for the development for residential lands. The revenues derived from the sale of residential lots is to be put into this dedicated fund for the purpose of providing seed money for upcoming residential development.
- **INDUSTRIAL CONSTRUCTION FUND-** The Industrial Construction Fund (ICF) was established on December 10, 1991 by Resolution 12-91-418. The fund was designed to be a revolving fund for the development of industrial lands. The revenues derived from the sale of industrial lots are to be put into this dedicated fund for the purpose of providing seed money for the next industrial development.

MAJOR PROJECTS IN FY 2024:

- Alder Top (former Institute Property) Phase I Project - RCF
- 5th & 6th Avenue Road Construction - ICF
- 6-Mile Mill Site Phase I ESA - ICF
- Wilcox Environmental Assessment - ICF

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 50000

CONSTRUCTION FUNDS
RESIDENTIAL CONSTRUCTION FUND
SUMMARY OF REVENUES & EXPENDITURES

RESIDENTIAL CONSTRUCTION FUND REVENUES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
50000 000 4550	Interest Income	\$ -	\$ -	\$ 13,196	\$ 1,500	\$ 17,595
50000 000 4650	Land & lot sales	\$ 32,632	\$ 196,406	\$ 315,078	\$ -	\$ -
50000 000 4900	Transfer from Other Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,206,123
TOTAL REVENUES		\$ 32,632	\$ 196,406	\$ 328,274	\$ 1,500	\$ 2,223,718
RESIDENTIAL CONSTRUCTION FUND EXPENDITURES						
50000 000 7506	Publications & Advertising	\$ -	\$ 297	\$ -	\$ -	\$ -
50000 000 7519	Professional Services Contractual	\$ 122,541	\$ 56,311	\$ 1,991	\$ 50,000	\$ 50,000
50000 000 9999 00 50001	Alder Top Phase I Project Expenses	\$ -	\$ -	\$ 195,207	\$ -	\$ 2,206,123
TOTAL EXPENDITURES		\$ 122,541	\$ 56,608	\$ 197,198	\$ 50,000	\$ 2,256,123
CHANGE IN NET POSITION		\$ (89,909)	\$ 139,797	\$ 131,076	\$ (48,500)	\$ (32,405)
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 137,554	\$ 47,645	\$ 187,442	\$ 187,442	\$ 318,518
CHANGE IN NET POSITION		\$ (89,909)	\$ 139,797	\$ 131,076	\$ (48,500)	\$ (32,405)
ENDING RESERVE BALANCE (6/30/XXXX)		\$ 47,645	\$ 187,442	\$ 318,518	\$ 172,421	\$ 286,113

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 52000

CONSTRUCTION FUNDS
INDUSTRIAL CONSTRUCTION FUND
SUMMARY OF REVENUES & EXPENDITURES

INDUSTRIAL CONSTRUCTION FUND REVENUES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
52000 000 4550	Interest Income	\$ 2,515	\$ 2,466	\$ 1,947	\$ 4,500	\$ 4,250
52000 000 4650	Land & lot sales	\$ -	\$ 271,000	\$ 271,000	\$ 8,000	\$ -
52000 000 4651	Recovered Foreclosure Costs	\$ 1,380	\$ 3,828	\$ 3,367	\$ -	\$ -
TOTAL REVENUES		\$ 3,895	\$ 277,294	\$ 276,314	\$ 12,500	\$ 4,250
INDUSTRIAL CONSTRUCTION FUND EXPENDITURES						
52000 000 7501	Utilities	\$ 485	\$ 43	\$ 4,160	\$ -	\$ -
52000 000 7506	Publications	\$ -	\$ 403	\$ -	\$ -	\$ -
52000 000 7515	Permits, Inspections & Compliance	\$ 4,303	\$ 37,041	\$ -	\$ -	\$ 15,000
52000 000 7519	Professional Services Contractual	\$ 15,385	\$ 113,139	\$ 20,452	\$ 15,000	\$ 50,000
52000 000 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
52000 000 9999 00 52001	5th and 6th Ave Construction	\$ -	\$ -	\$ -	\$ -	\$ 236,500
52000 000 9999 00 52002	6-Mile Mill Site Phase I ESA	\$ -	\$ -	\$ -	\$ -	\$ 5,037
52000 000 9999 00 52003	Wilcox Environmental Assessment	\$ -	\$ -	\$ -	\$ -	\$ 21,655
TOTAL EXPENDITURES		\$ 20,173	\$ 150,626	\$ 24,611	\$ 15,000	\$ 328,192
BEGINNING RESERVE BALANCE (7/1/20XX)		\$ 351,957	\$ 335,680	\$ 462,348	\$ 462,348	\$ 714,051
CHANGE IN NET POSITION		\$ (16,278)	\$ 126,668	\$ 251,703	\$ (2,500)	\$ (323,942)
ENDING RESERVE BALANCE (6/30/XXXX)		\$ 335,679	\$ 462,348	\$ 714,051	\$ 459,848	\$ 390,109



DEBT SERVICE FUND SUMMARY

OVERVIEW:

Debt in a governmental entity is an effective financial management tool. Active debt management provides fiscal advantages to the City and Borough of Wrangell and its citizens. Debt can serve several different purposes.

- It is useful in matching costs to benefits of public assets.
- As an economic development tool, it allows governments to build and acquire assets that would not otherwise be able to be built or acquired. It provides for all residents, current and future, to participate in the funding of a shared asset such as a park or street.
- Debt eliminates the need for governments to build up large reserve balances to build or acquire assets.

In other words, debt is not something that should be avoided or eliminated. Rather, debt is something that should be used and managed effectively. Debt can be mismanaged, however. Overuse of debt places a burden on the financial resources of the Borough and its taxpayers. Thus, it is important to create policies and follow practices to ensure debt is used wisely. Debt management is a critical component of the City and Borough of Wrangell financial operations. The Borough takes an active role in managing its debt. This is done through a variety of means including: debt management policies, bond ratings, comprehensive planning for future bond issues, and management of existing and proposed debt levels, and legal debt margins, and debt service payments. This section of the budget provides an analysis of each of these factors.

OUTSTANDING GOVERNMENTAL DEBT:

2023 SERIES I GENERAL OBLIGATION BONDS - \$3,500,000 - The City and Borough of Wrangell issued general obligation bond debt in the amount of \$3,500,000 in February 2023. Proceeds from the bond will be leveraged as matching dollars for the successful Department of Education and Early Child Development (DEED) CIP major maintenance grant. The combined funds will be used to replace the external shell of the High School and Middle School while also addressing structural components. If the pursuit of the DEED CIP major maintenance grant fails, the Borough will reduce the scope of work commensurate to \$3,500,000.

CITY AND BOROUGH OF WRANGELL
 2024 ANNUAL BUDGET
 Fund 16000

DEBT SERVICE FUND
 GOVERNMENTAL ACTIVITIES
 SUMMARY OF REVENUES & EXPENDITURES

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
DEBT SERVICE FUND REVENUES & TRANSFERS-IN						
16000 000 4593	GO Bond Revenue	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -
16000 000 4591 14 00000	State School Bond Reimbursement	\$ -	\$ 291,566	\$ -	\$ -	\$ -
16000 000 4910	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
16000 000 4922	Transfer from Sales Tax Fund	\$ 266,875	\$ -	\$ -	\$ -	\$ -
16000 000 5550	Interest Income (AMLIP)	\$ -	\$ -	\$ 46,667	\$ -	\$ 140,000
TOTAL REVENUES		\$ 266,875	\$ 291,566	\$ 3,546,667	\$ -	\$ 140,000

DEBT SERVICE FUND EXPENDITURES						
16000 000 7800	2011 School Bond Principal	\$ 235,000	\$ -	\$ -	\$ -	\$ -
16000 000 7801	2011 School Bond Interest	\$ 5,875	\$ -	\$ -	\$ -	\$ -
16000 000 7800	2015 School Bond Principal	\$ 25,000	\$ -	\$ -	\$ -	\$ -
16000 000 7801	2015 School Bond Interest	\$ 1,000	\$ -	\$ -	\$ -	\$ -
16000 000 7800	2023 General Obligation Bond Principal	\$ -	\$ -	\$ -	\$ -	\$ 95,000
16000 000 7801	2023 General Obligation Bond Interest	\$ -	\$ -	\$ 45,639	\$ -	\$ 152,625
TOTAL EXPENDITURES		\$ 266,875	\$ -	\$ 45,639	\$ -	\$ 247,625

BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 7,556	\$ 7,556	\$ 299,122	\$ 299,122	\$ 3,800,150
CHANGE IN NET POSITION	\$ -	\$ 291,566	\$ 3,501,028	\$ -	\$ (107,625)
ENDING RESERVE BALANCE (6/30/XXXX)	\$ 7,556	\$ 299,122	\$ 3,800,150	\$ 299,122	\$ 3,692,525

JUSTIFICATION & EXPLANATION
 DEBT SERVICE FUND

GL ACCT DESCRIPTION

- 4951 **STATE SCHOOL BOND DEBT REIMBURSEMENT** - PORTION OF SCHOOL BOND DEBT THAT IS REIMBURSED BY THE STATE OF ALASKA EACH FISCAL YEAR
- 4910 **TRANSFER FROM GENERAL FUND** - FUNDS TRANSFERRED FROM GENERAL FUND PROPERTY TAX REVENUES TO COVER GENERAL OBLIGATION BOND DEBT SERVICE
- 4922 **TRANSFER FROM SALES TAX** - FUNDS TRANSFERRED FROM THE SALES TAX FUND TO COVER GENERAL OBLIGATION BOND DEBT SERVICE
- 7800 **GENERAL OBLIGATION BOND PRINCIPAL**- PRINCIPAL PAYMENT FOR EACH DEBT INSTRUMENT (BOND PROCEEDS/NUMBER OF PAYMENT PERIODS)
- 7801 **GENERAL OBLIGATION BOND INTEREST**- INTEREST PAYMENT ON EACH DEBT SERVICE INSTRUMENT (OUTSTANDING PRINCIPAL * INTEREST RATE)



ENTERPRISE FUNDS

PURPOSE STATEMENT:

Enterprise funds capture the business-like activities within the City and Borough of Wrangell. An enterprise fund is a separate accounting and financial reporting mechanism for which revenues and expenditures are segregated into a fund with financial statements separate from all other governmental activities. An enterprise fund identifies the total direct and indirect costs to provide the service and the sources and amounts of revenues that support the service for which a fee is charged in exchange for service. Enterprise funds should be as self-sustaining as possible and user fees and rates should absorb operational expenses and capital outlay.

The City and Borough of Wrangell has four major enterprise funds and one non-major enterprise fund:

- 70000 - Wrangell Municipal Light & Power Fund**
- 72000 - Water Fund**
- 74000 - Port & Harbors Fund**
- 76000 - Sewer/Wastewater Fund**
- 78000 - Sanitation Fund**

All enterprise funds have CIP sub-funds that house all capital project activity related to that fund. They maintain a separate reserve balance from the operating fund. The annual budget reflects both the operating and the CIP budgets for each enterprise fund. Consolidating both the operating and CIP funds, forms the consolidated enterprise fund which is reported on the City and Borough of Wrangell's Annual Comprehensive Financial Report (ACFR).



ENTERPRISE FUNDS: WRANGELL MUNICIPAL LIGHT & POWER

PURPOSE:

WML&P's mission is to safely deliver reliable and affordable electrical power to the residents and businesses of the City and Borough of Wrangell.

KEY ACCOMPLISHMENTS:

- Unit #5 Center Section Rebuild - Complete
- Unit #5 Controls System Upgrade - Complete
- EMD Generator Baseline Inspection(s) - Complete
- Purchase 3 each, 3-Megawatt Transformers
- AMI Metering Bids

LEVEL OF SERVICE AND BUDGET IMPACT:

- WML&P has been able to maintain a high level of Service to the Community of Wrangell; however, inflation and supply-chain issues have had a detrimental impact on the FY23 Budget. This has affected several budget line items, particularly our Generation - Equipment Repair line item.
- Stand-by Time

GOALS AND NEW INITIATIVES:

- Implementation of a new AMI Metering System
- Expansion of Capacity: Move from an 8-Megawatt System to a 12-Megawatt System
- Disposition of one or more of WML&P's spare generator(s)

TRENDS AND FUTURE ISSUES:

- Advent of a new Metering System
- Advent of a new accounting software - Caselle
- Inventory Challenges

PERFORMANCE METRICS:

- AMI - Establish a timeline for implementation once contract is awarded.
- Expansion of Capacity - Establish a timeline for installation of new Transformers once Transformer delivery dates are published.
- Select one generator over the other one by July 1. Work to dispose of the unit not selected by August 1



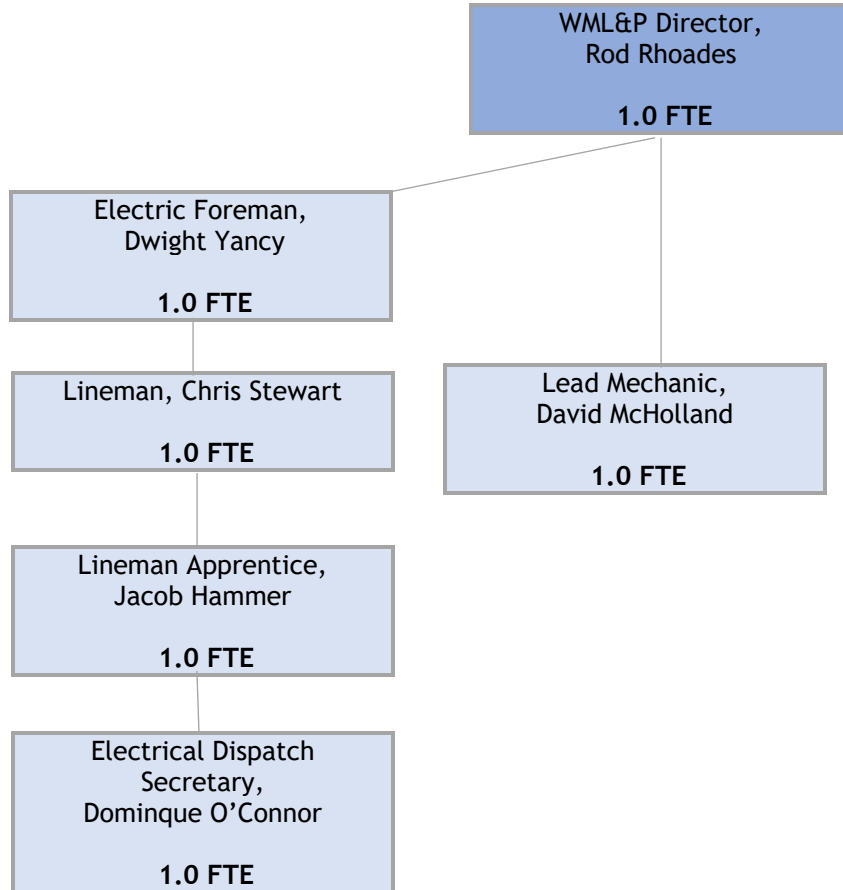


PERSONNEL

FY 2021: 6 FTE

FY 2022: 6 FTE

FY 2023: 6 FTE

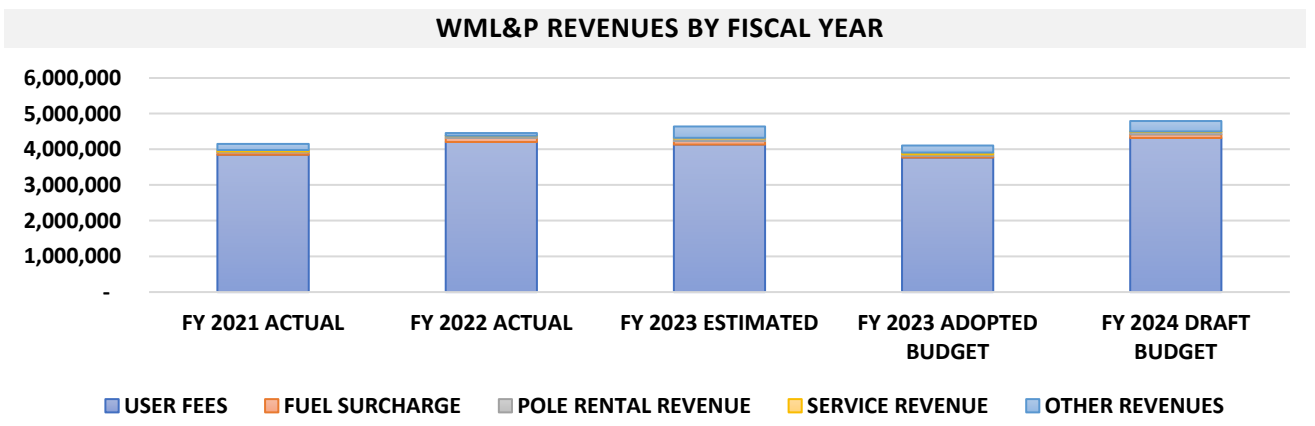


CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 70000

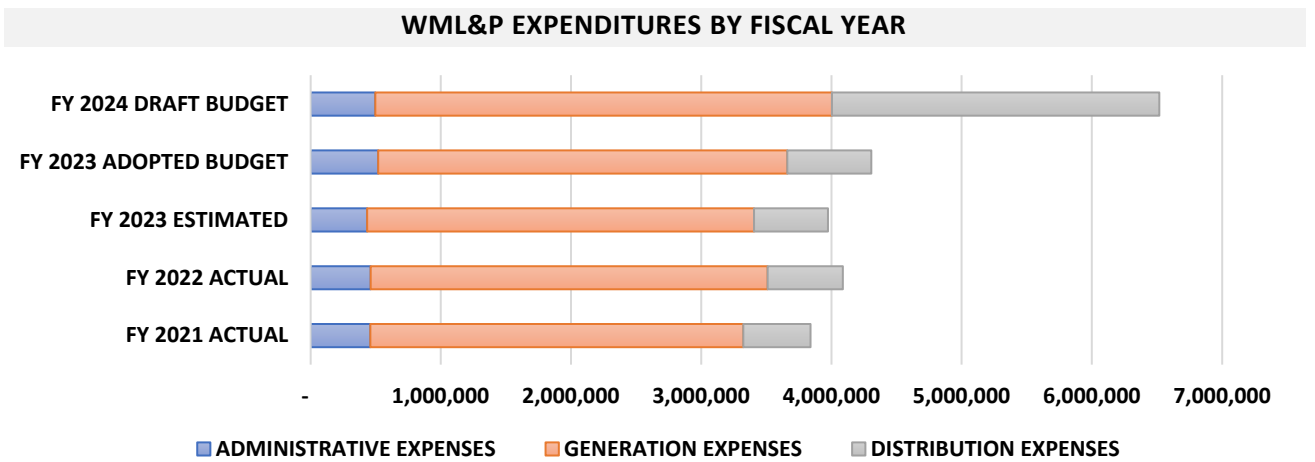
ENTERPRISE FUND TYPE
WML&P FUND

SUMMARY OF REVENUES & EXPENDITURES

SUMMARY OF REVENUES BY TYPE					
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
USER FEES	3,845,682	4,205,443	4,133,663	3,770,000	4,319,678
FUEL SURCHARGE	67,860	110,378	99,203	45,000	100,000
POLE RENTAL REVENUE	26,620	57,660	70,230	46,000	70,230
SERVICE REVENUE	42,475	6,275	18,750	51,000	10,000
OTHER REVENUES	168,843	77,471	320,314	195,321	291,500
TOTAL REVENUE & TRANSFERS-IN	\$ 4,151,480	\$ 4,457,227	\$ 4,642,160	\$ 4,107,321	\$ 4,791,408



SUMMARY OF EXPENDITURES BY TYPE					
CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
ADMINISTRATIVE EXPENSES	458,975	461,428	434,692	518,829	497,313
GENERATION EXPENSES	2,864,410	3,048,804	2,970,336	3,141,720	3,505,949
DISTRIBUTION EXPENSES	515,594	576,509	567,461	645,642	2,514,858
TRANSFERS-OUT	-	-	-	-	90,000
TOTAL EXPENDITURES	3,838,978	4,086,740	3,972,490	4,306,191	6,518,120



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund #70000

ENTERPRISE FUNDS
ELECTRIC FUND
 DETAIL OF REVENUES & EXPENDITURES

ELECTRIC FUND REVENUES		FY 2021	FY 2022	FY 2023	FY 2023 ADOPTED	FY 2024 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	BUDGET	BUDGET
70000 200 4101	PERS On-behalf Revenue	\$ 37,023	\$ 40,485	\$ 41,113	\$ 41,113	\$ 35,000
70000 200 5010	Residential Kwh Sales	\$ 1,768,535	\$ 1,857,450	\$ 1,824,458	\$ 1,620,000	\$ 1,906,558
70000 200 5011	Small Commercial Kwh Sales	\$ 1,358,040	\$ 1,425,147	\$ 1,414,452	\$ 1,300,000	\$ 1,478,102
70000 200 5012	Large Commercial Kwh Sales	\$ 719,107	\$ 922,846	\$ 894,753	\$ 850,000	\$ 935,017
70000 200 5015	Fuel Surcharge	\$ 67,860	\$ 110,378	\$ 99,203	\$ 45,000	\$ 100,000
70000 200 5018	Labor Charges	\$ 20,632	\$ 975	\$ 5,350	\$ 5,000	\$ 5,000
70000 200 5020	Electric fees & permits	\$ 1,405	\$ 7,505	\$ 4,769	\$ 4,000	\$ 5,000
70000 200 5021	Write-offs from Collections	\$ 51	\$ -	\$ -	\$ 1,500	\$ 2,000
70000 200 5022	Service Charges	\$ 21,843	\$ 5,300	\$ 13,400	\$ 46,000	\$ 5,000
70000 200 5029	Write-off's Collected at City Hall	\$ 3,825	\$ 2,156	\$ 1,956	\$ -	\$ 1,000
70000 200 5030	Equipment Rental	\$ 3,025	\$ 200	\$ -	\$ 7,600	\$ 1,000
70000 200 5031	Pole Rental	\$ 26,620	\$ 57,660	\$ 70,230	\$ 46,000	\$ 70,230
70000 200 5032	Late Fees	\$ 13,193	\$ 19,038	\$ 15,393	\$ 10,000	\$ 12,500
70000 200 5033	Investment income	\$ -	\$ -	\$ 166,906	\$ 3,000	\$ 150,000
70000 200 5034	Material Sales	\$ 22,076	\$ 8,087	\$ 8,096	\$ 54,000	\$ 7,000
70000 200 5035	SEAPA Rebate	\$ -	\$ -	\$ -	\$ -	\$ -
70000 200 5036	PERS Termination Liability	\$ 88,245	\$ -	\$ 82,081	\$ 74,108	\$ 78,000
TOTAL WML&P REVENUES		\$ 4,151,480	\$ 4,457,227	\$ 4,642,160	\$ 4,107,321	\$ 4,791,408

ELECTRIC FUND ADMINISTRATIVE EXPENSES		FY 2021	FY 2022	FY 2023	FY 2023 ADOPTED	FY 2024 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	BUDGET	BUDGET
70000 201 6001	Salaries & Wages	\$ 116,991	\$ 135,430	\$ 144,548	\$ 148,433	\$ 153,858
70000 201 6002	Temporary Wages	\$ 310	\$ -	\$ -	\$ -	\$ -
70000 201 6005	Overtime	\$ -	\$ 420	\$ 45	\$ 533	\$ 143
70000 201 62XX	Employer Costs	\$ 130,906	\$ 120,962	\$ 80,705	\$ 110,320	\$ 97,550
70000 201 7001	Materials & Supplies	\$ 3,912	\$ 4,310	\$ 8,454	\$ 3,685	\$ 7,500
70000 201 7002	Facility Repair & Maintenance	\$ -	\$ 990	\$ 6	\$ 3,500	\$ 2,500
70000 201 7008	Non-Capital Equipment	\$ -	\$ -	\$ -	\$ 4,700	\$ 250
70000 201 7010	Vehicle Maintenance	\$ -	\$ -	\$ 260	\$ 6,000	\$ -
70000 201 7100	Uniform, gear & clothing allowance	\$ 400	\$ 880	\$ -	\$ 400	\$ 500
70000 201 7501	Utilities	\$ -	\$ -	\$ 25,000	\$ 37,500	\$ 30,000
70000 201 7502	Phone/Internet	\$ 7,052	\$ 6,725	\$ 7,083	\$ 5,130	\$ 6,535
70000 201 7503	Information Technology	\$ 655	\$ 4,705	\$ 987	\$ 5,210	\$ 700
70000 202 7004	Postage & Shipping	\$ -	\$ 450	\$ -	\$ -	\$ 1,500
70000 201 7505	Travel & Training	\$ -	\$ 336	\$ -	\$ -	\$ 2,000
70000 201 7506	Publications & Advertising	\$ 236	\$ 368	\$ -	\$ 800	\$ 1,500
70000 201 7507	Dues & Subscriptions	\$ -	\$ -	\$ -	\$ 550	\$ 550
70000 201 7508	Insurance	\$ 56,633	\$ 43,485	\$ 7,771	\$ 24,000	\$ 52,617
70000 201 7509	Bank & Credit Card Fees	\$ 4,164	\$ -	\$ -	\$ 1,500	\$ 1,500
70000 201 7510	Engineering	\$ 1,190	\$ 2,142	\$ -	\$ 3,000	\$ 10,000
70000 201 7515	Health & Safety Compliance	\$ 720	\$ 425	\$ 206	\$ 500	\$ 1,000
70000 201 7603	Charges from Finance	\$ 51,822	\$ 36,342	\$ 80,260	\$ 80,260	\$ 118,431
70000 201 7622	Charges from Garage	\$ -	\$ -	\$ -	\$ 1,000	\$ -
70000 201 7629	Charges from Capital Facilities	\$ 2,256	\$ 5,054	\$ -	\$ 7,700	\$ 8,678
70000 201 7851	PERS Termination Liability Payment	\$ 81,729	\$ 78,404	\$ 79,368	\$ 74,108	\$ -
70000 201 7900	Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
70000 201 7980	Bad Debt Expense	\$ -	\$ 20,000	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE EXPENSES		\$ 458,975	\$ 461,428	\$ 434,692	\$ 518,829	\$ 497,313

ELECTRIC FUND GENERATION EXPENSES		FY 2021	FY 2022	FY 2023	FY 2023 ADOPTED	FY 2024 DRAFT
		ACTUAL	ACTUAL	ESTIMATED	BUDGET	BUDGET
70000 202 6001	Salaries & Wages	\$ 73,566	\$ -	\$ 19,702	\$ 125,382	\$ 69,659
70000 202 6005	Overtime	\$ 6,168	\$ -	\$ 407	\$ 8,136	\$ 4,003
70000 202 62XX	Employer Costs	\$ 30,964	\$ 2,295	\$ 6,864	\$ 72,230	\$ 40,711
70000 202 7001	Materials & Supplies	\$ 17,286	\$ 2,764	\$ 2,335	\$ 5,675	\$ 6,750
70000 202 7002	Facility Repair & Maintenance	\$ 3,454	\$ 3,011	\$ 967	\$ 12,750	\$ 12,000
70000 202 7004	Postage & Shipping	\$ 112	\$ 450	\$ -	\$ -	\$ 7,500
70000 202 7008	Non-Capital Equipment	\$ -	\$ -	\$ -	\$ 2,500	\$ 1,900
70000 202 7009	Equipment Repair & Maintenance	\$ 32,345	\$ 26,275	\$ 48,322	\$ 73,630	\$ 61,000

70000 202 7016	Fuel & Oil - Generation	\$ 230,430	\$ 255,836	\$ 53,482	\$ 220,000	\$ 347,000
70000 202 7017	Fuel - Heating	\$ 638	\$ 1,545	\$ 7,369	\$ -	\$ -
70000 202 7018	Miscellaneous Tools	\$ -	\$ -	\$ 718	\$ 1,750	\$ 5,000
70000 202 7100	Uniform, gear & clothing allowance	\$ -	\$ -	\$ 625	\$ 1,200	\$ 900
70000 202 7501	Utilities	\$ 2,280	\$ 2,280	\$ 231	\$ 10,000	\$ 12,500
70000 202 7505	Travel & Training	\$ -	\$ -	\$ -	\$ -	\$ 6,000
70000 202 7508	Insurance	\$ -	\$ -	\$ -	\$ -	\$ 14,472
70000 202 7510	Engineering	\$ -	\$ -	\$ -	\$ -	\$ -
70000 202 7515	Permits, Inspections & Compliance	\$ 507	\$ 121	\$ 393	\$ 767	\$ 500
70000 202 7519	Professional Services Contractual	\$ -	\$ 10,926	\$ 239	\$ -	\$ 5,000
70000 202 7629	Charges from Capital Facilities	\$ 534	\$ 5,594	\$ -	\$ 7,700	\$ 11,053
70000 202 7850	Hydroelectric Power Purchases	\$ 2,461,045	\$ 2,737,708	\$ 2,828,684	\$ 2,600,000	\$ 2,900,000
70000 202 7900	Capital Equipment	\$ 5,078	\$ -	\$ -	\$ -	\$ -
TOTAL GENERATION EXPENSES		\$ 2,864,410	\$ 3,048,804	\$ 2,970,336	\$ 3,141,720	\$ 3,505,949

ELECTRIC FUND DISTRIBUTION EXPENSES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
70000 203 6001	Salaries & Wages	\$ 275,260	\$ 289,133	\$ 290,336	\$ 251,226	\$ 243,338
70000 203 6005	Overtime	\$ 14,096	\$ 33,973	\$ 15,247	\$ 56,179	\$ 28,730
70000 203 62XX	Employer Costs	\$ 181,810	\$ 210,276	\$ 126,425	\$ 211,756	\$ 153,566
70000 203 7001	Materials & Supplies	\$ 4,317	\$ 9,597	\$ 13,750	\$ 12,750	\$ 25,000
70000 203 7004	Postage & Shipping	\$ 63	\$ 11,807	\$ 4,652	\$ -	\$ 10,000
70000 203 7008	Non-Capital Equipment (under \$5000)	\$ -	\$ -	\$ -	\$ 2,500	\$ -
70000 203 7009	Equipment Repair & Maintenance	\$ 182	\$ -	\$ 2,282	\$ 600	\$ 600
70000 203 7010	Vehicle Maintenance	\$ 3,834	\$ 14,390	\$ 3,974	\$ 10,150	\$ 11,000
70000 203 7018	Miscellaneous Tools	\$ -	\$ -	\$ 5,953	\$ -	\$ 1,000
70000 203 7033	Street lighting	\$ -	\$ 41	\$ 7,969	\$ 4,200	\$ 6,500
70000 203 7100	Uniform, gear & clothing allowance	\$ 1,149	\$ 1,398	\$ 1,657	\$ 1,200	\$ 1,500
70000 203 7501	Utilities	\$ 1,017	\$ 1,017	\$ -	\$ -	\$ -
70000 203 7502	Phone/Internet	\$ -	\$ -	\$ -	\$ 706	\$ -
70000 203 7505	Travel & Training	\$ 897	\$ -	\$ -	\$ 175	\$ 17,000
70000 203 7515	Permits, Inspections & Compliance	\$ 1,981	\$ 2,862	\$ 699	\$ 3,700	\$ 3,100
70000 203 7519	Professional Services Contractual	\$ 63	\$ 2,925	\$ 229	\$ -	\$ -
70000 203 7621	Public Works Labor Charges	\$ -	\$ -	\$ -	\$ -	\$ -
70000 203 7622	Charges from Garage	\$ 3,473	\$ 6,085	\$ 10,500	\$ 10,500	\$ 24,151
70000 203 7900	Capital Equipment	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -
70000 203 7910	Utility Poles	\$ 14,697	\$ -	\$ 6,000	\$ 6,000	\$ 15,000
70000 203 7911	Transformers	\$ 509	\$ -	\$ 3,606	\$ 3,900	\$ 18,000
70000 203 7912	Electric Line	\$ -	\$ -	\$ 43,504	\$ 6,500	\$ 30,000
70000 203 7913	Meters	\$ 12,246	\$ (6,995)	\$ 678	\$ 33,600	\$ 15,000
70000 000 8900	Transfer to Residential Construction Fund	\$ -	\$ -	\$ -	\$ -	\$ 90,000
70000 000 8990	Transfer to WML&P CIP Fund	\$ -	\$ -	\$ -	\$ -	\$ 1,911,374
TOTAL DISTRIBUTION EXPENSES		\$ 515,594	\$ 576,509	\$ 567,461	\$ 645,642	\$ 2,604,858

TOTAL REVENUES \$ 4,151,480 \$ 4,457,227 \$ 4,642,160 \$ 4,107,321 \$ 4,791,408

TOTAL EXPENSES \$ (3,838,978) \$ (4,086,740) \$ (3,972,490) \$ (4,306,191) \$ (6,608,120)

TOTAL REVENUES OVER (EXPENSES) \$ 312,501 \$ 370,486 \$ 669,670 \$ (198,870) \$ (1,816,712)

BEGINNING RESERVE BALANCE (7/1/20XX) N/A N/A \$ 2,775,010 \$ 3,444,680 \$ 3,444,680

CHANGE IN NET POSITION N/A N/A \$ 669,670 \$ (198,870) \$ (1,816,712)

ENDING RESERVE BALANCE (6/30/20XX) \$ - \$ - \$ 3,444,680 \$ 3,245,810 \$ 1,627,968

ENTERPRISE FUND: WML&P CIP FUND

Fund #70300

Project Description	GL Account	Account Description	FY2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 DRAFT BUDGET
PROJECT: 70006	70300 000 4970 00 70006	Transfers from WML&P Operating Fund	\$ 9,000	\$ 159,374	\$ 150,374
GENERATOR UNIT #5 IMPROVEMENTS	70300 202 9999 00 70006	Generator Unit #5 Improvemnts	\$ 9,000	\$ 159,374	\$ 150,374
Resources available over resources used					
PROJECT: 70007 AMI METERING	70300 000 4970 00 70007	Transfers from WML&P Operating Fund	\$ -	\$ 750,000	\$ 500,000
	70300 202 9999 00 70007	AMI Metering System Implementation Project	\$ -	\$ 750,000	\$ 500,000
Resources available over resources used					
PROJECT: 70008 12 MW Power Plant Upgrade	70300 000 4970 00 70008	Transfers from WML&P Operating Fund	\$ 9,000	\$ 570,000	\$ 561,000
	70300 203 9999 00 70008	12 MW Power Plant Upgrades	\$ 9,000	\$ 570,000	\$ 561,000
Resources available over resources used					
PROJECT: 70009	70300 000 4970 00 70009	Transfers from WML&P Operating Fund	\$ -	\$ 1,033,936	\$ 700,000

GENERATION BUILDING REHAB DESIGN	70300 203 9999 00 70009	Design for Power Generation Building Rehab	\$ -	\$ 960,000	\$ 700,000
Resources available over resources used			\$ -	\$ -	0

BEGINNING RESERVE BALANCE (7/1/20XX)	\$ (97,756)	\$ (97,756)	\$ (97,756)
CHANGE IN NET POSITION	\$ -	\$ 73,936	\$ -
ENDING RESERVE BALANCE (6/30/20XX)	\$ (97,756)	\$ (23,820)	\$ (97,756)

JUSTIFICATION & EXPLANATION

WML&P FUND

GL ACCT DESCRIPTION

- 200 4101 **PERS ON-BEHALF REVENUE** - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS
- 000 5022 **SERVICE CHARGES** - REVENUES DERIVED FROM CHARGES FOR SERVICES INCLUDING CONNECTION AND
- 200 5010 **RESIDENTIAL KWH SALES** - REVENUE FROM RESIDENTIAL ELECTRIC USE
- 200 5011 **SMALL COMMERCIAL KWH SALES** - REVENUE FROM SMALL COMMERCIAL ELECTRIC USE
- 200 5012 **LARGE COMMERCIAL KWH SALES** - REVENUE FROM LARGE COMMERCIAL ELECTRIC USE
- 200 5015 **FUEL SURCHARGE** - SURCHARGE APPLIED TO CUSTOMER ACCOUNTS WHEN RUNNING DIESEL GENERATORS IN THE EVENT OF DISRUPTIONS TO SEAPA POWER
- 200 5018 **LABOR CHARGES** - REVENUE FROM CONNECT AND DISCONNECT FEES
- 200 5020 **ELECTRIC FEES & PERMITS** - REVENUES DERIVED FROM PERMIT SALES
- 200 5021 **WRITE-OFFS FROM COLLECTIONS** - THOSE REVENUES EARNED THAT WERE PREVIOUSLY WRITTEN OFF AND THEN SUBSEQUENTLY RECEIVED THROUGH COLLECTION AGENCY EFFORTS
- 200 5022 **SERVICE CHARGES** - CHARGES FOR SERVICES PERFORMED BY WML&P STAFF FOR CITIZENS
- 200 5029 **WRITE-OFFS COLLECTED AT CITY HALL** - PREVIOUSLY WRITTEN OFF DELINQUENT ACCOUNTS THAT WERE THEN SUBSEQUENTLY COLLECTED AT CITY HALL
- 200 5030 **EQUIPMENT RENTAL** - REVENUE DERIVED FROM RENTING OUT EQUIPMENT
- 200 5031 **POLE RENTAL** - REVENUE FROM GCI & AP&T POLE RENTALS
- 200 5032 **LATE FEES** - REVENUE COLLECTED FROM LATE PAYMENT PENALTIES AND INTEREST
- 200 5033 **INTEREST INCOME** - THE ALLOCATION OF INVESTMENT INCOME FROM THE THE PORTION OF WML&P CASH INVESTED IN THE CENTRAL TREASURY
- 200 5034 **MATERIAL SALES** - REVENUE RECEIVED FROM MATERIAL SALES TO PRIVATE ENTITIES
- 200 5035 **SEAPA REBATE** - KICK-BACK FOR PREVIOUS SEAPA OVERCHARGES OR REALLOCATION OF POWER ALONG THIS DISTRIBUTION CHAIN THAT FORCES THE BOROUGH TO RUN DIESELS
- 200 5036 **PERS TERMINATION LIABILITY REIMBURSEMENT** - REIMBURSEMENT FOR THE BURDEN ASSOCIATED WITH TERMINATING A PERS POSITION

JUSTIFICATION & EXPLANATION

WML&P FUND CONTINUED

GL ACCT DESCRIPTION

- 201 6001 **SALARIES & WAGES**
 - WML&P DIRECTOR SALARY \$ 104,198
 - WML&P ADMINISTRATIVE ASSISTANT \$ 49,660
 - TOTAL \$ 153,858**
- 201 6005 **OVERTIME**
 - WML&P ADMINISTRATIVE ASSISTANT (4hrs @\$35.67) \$ 143
 - TOTAL \$ 143**
- 201 6100 **EMPLOYER COSTS**
 - FICA, SBS AND MEDICARE (7.58%) \$ 11,673
 - STATE OF ALASKA PERS (22%) \$ 33,880
 - GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION \$ 51,997
 - TOTAL \$ 97,550**
- 201 7001 **MATERIALS & SUPPLIES** - OFFICE SUPPLIES SUCH AS PRINTER PAPER, ENVELOPES, PENS, PRINTER INK, ETC. CLEANING SUPPLIES, CALENDERS, AND OTHER MISC. OFFICE SUPPLIES
- 201 7002 **FACILITY REPAIR & MAINTENANCE** - COSTS FOR GENERAL FACILITY MAINTENANCE
- 201 7008 **NON-CAPITAL EQUIPMENT** - COST OF NEW COMPUTER
- 201 7010 **VEHICLE MAINTENANCE** - COST OF ADMIN TRUCK GENERAL MAINTENANCE
- 201 7100 **UNIFORM, GEAR & CLOTHING ALLOWANCE** - CLOTHING ALLOWANCE FOR ONE EMPLOYEE
- 201 7501 **UTILITIES** - WATER, SEWER, ELECTRIC FOR WMLP ADMIN BUILDING
- 201 7502 **PHONE/INTERNET** - ANNUAL ALLOTMENT FOR PHONE LANDLINE, INTERNET SERVICE, AND CELL PHONE SERVICES
- 201 7503 **INFORMATION TECHNOLOGY** - ANNUAL ALLOTMENT FOR MICROSOFT OFFICE SUBSCRIPTION & ITRON METERING
- 201 7505 **TRAVEL & TRAINING** - EXCEL ONLINE TRAINING & METER TRAINING
- 201 7506 **PUBLICATIONS & ADVERTISING** - COST OF PUBLISHING NEWSPAPER ADS & AIRING RADIO ADS
- 201 7507 **DUES & SUBSCRIPTIONS** - ANNUAL ALLOTMENT FOR SAFETY MEETINGS SERVICES
- 201 7508 **INSURANCE** - PROPERTY & VEHICLE INSURANCE
- 201 7509 **BANK & CREDIT CARD FEES** - BANK FEES FOR USING CREDIT CARDS
- 201 7510 **ENGINEERING** - EPS ENGINEERING CONTINGENCY
- 201 7515 **HEALTH & SAFETY COMPLIANCE** - OSHA COMPLIANCE

201 7540	AUDITING SERVICES - ALLOCATION OF ANNUAL AUDIT EXPENSE		
201 7603	CHARGES FROM FINANCE - TOTAL ANNUAL CHARGES FROM FINANCE FOR STAFF SERVICES, UTILITY BILLING, BILLING MATERIALS, AUDITING SERVICES AND CREDIT CARD FEES		
201 7622	CHARGES FROM GARAGE - COSTS INCURRED BY THE WMLP FOR GARAGE LABOR		
201 7629	CHARGES FROM CAPITAL FACILITIES - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
201 7851	PERS TERMINATION LIABILITY PAYMENT - ONGOING BURDEN OF PREVIOUS PERS POSITION BEING ELIMINATED		
202 6001	SALARIES & WAGES		
	Mechanic Leadman Salary	\$	69,659
	TOTAL	\$	69,659
202 6005	OVERTIME		
	Mechanic Leadman OT (80hrs @ 1.5 * \$33.36)	\$	4,003
	TOTAL	\$	4,003
202 62XX	EMPLOYER COSTS		
	FICA, SBS AND MEDICARE (7.58%)	\$	5,584
	STATE OF ALASKA PERS (22%)	\$	16,206
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	18,921
	TOTAL	\$	40,711
202 7001	MATERIALS & SUPPLIES - COSTS FOR FUEL FILTERS, OIL FILTERS, GASKETS, AND OTHER MISC. REPAIR SUPPLIES		
202 7002	FACILITY REPAIR & MAINTENANCE - COSTS FOR MAINTENANCE BUILDING HEATER, RADIATOR ADJUSTMENT, ROOF REPAIRS, EXHAUST FAN INSTALLATION, FIRE SUPPRESSION SYSTEM, AND OTHER MISC. GENERAL MAINTENANCE		
202 7004	POSTAGE & SHIPPING - INCLUDES COST OF POSTAGE FOR WMLP MAILINGS		
202 7008	NON-CAPITAL EQUIPMENT (UNDER \$5000) - NO EXPENDITURES CURRENTLY BUDGETED		

JUSTIFICATION & EXPLANATION
WML&P FUND CONTINUED

GL ACCT DESCRIPTION

202 7009	EQUIPMENT REPAIR & MAINTENANCE - OVERHEAD CRANE, EMD PIPING AND CONTINGENCY		
202 7016	FUEL & OIL - GENERATION - COSTS FOR DIESEL FUEL, ENGINE OIL, AND COOLANT FOR DIESEL RUN		
202 7017	FUEL - HEATING - COST FOR HEATING FUEL FOR THE WML&P FACILITY		
202 7018	MISCELLANEOUS TOOLS - MISCELLANEOUS HAND TOOLS		
202 7100	UNIFORM, GEAR & CLOTHING ALLOWANCE - PPE SUCH AS HIGH VISABILITY RAINGEAR & CLOTHING ALLOWANCE FOR THE ONE GERNATION DEPARTMENT EMPLOYEE		
202 7505	TRAVEL & TRAINING - COST FOR EMD TRAINING		
202 7510	ENGINEERING - NO EXPENDITURES BUDGETED		
202 7515	PERMITS, INSPECTIONS & COMPLIANCE - ALLOTMENT FOR EPA AIR QUALITY PERMIT AND FIRE EXTINGUISHER SERVICES		
202 7519	PROFESSIONAL SERVICES		
	CONTRACTUAL - AMI SYSTEM		
202 7629	CHARGES FROM CAPITAL FACILITIES - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
202 7850	HYDROELECTRIC POWER PURCHASES - POWER PURCHASES FROM SEAPA		
202 7900	CAPITAL EQUIPMENT - NO EXPENDITURES BUDGETED		
203 6001	SALARIES & WAGES		
	Electric Line Foreman Salary	\$	98,317
	Electric Lineman Salary	\$	83,549
	Electric Lineman Salary	\$	61,472
	TOTAL	\$	243,338
203 6005	OVERTIME		
		OT	ACTING
	Electric Line Foreman OT, Standby, and Acting	\$ 5,650	\$ 6,346
	Electric Lineman OT, Standby	\$ 3,201	\$ -
	Electric Lineman OT	\$ 3,533	\$ -
	TOTAL	\$ 12,384	\$ 6,346
203 62XX	EMPLOYER COSTS		
	FICA, SBS AND MEDICARE (7.58%)	\$	20,623
	STATE OF ALASKA PERS (22%)	\$	59,855
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	73,088
	TOTAL	\$	153,566
203 7001	MATERIALS & SUPPLIES - COSTS FOR MISC. LINE DISTRIBUTION SUPPLIES, CHAINSAW GAS & OIL, GLOVES, AND OTHER MISC. SUPPLIES		
203 7004	POSTAGE & SHIPPING - INCLUDES COST OF POSTAGE FOR WMLP MAILINGS		
203 7008	NON-CAPITAL EQUIPMENT (UNDER \$5000) - NO EXPENDITURES BUDGETED		
203 7009	EQUIPMENT REPAIR & MAINTENANCE - ALLOTMENT FOR CHAINSAW REPAIRS		
203 7010	VEHICLE MAINTENANCE - ALLOTMENT FOR REPAIRS ON THREE LINE TRUCKS & DMV TAG RENEWALS		
203 7018	MISCELLANEOUS TOOLS - ALLOTMENT FOR MISC. TOOLS		
203 7033	STREET LIGHTING - REPLUNISHING INVENTORY STOCKS FOR STREET LIGHT ARMS AND LED FIXTURES		
203 7100	UNIFORM, GEAR & CLOTHING ALLOWANCE - ALLOTMENT FOR CLOTHING ALLOWANCE FOR THREE EMPLOYEES		
203 7502	PHONE/INTERNET - COST FOR ONE CELL PHONE		

- 203 7505 **TRAVEL & TRAINING** - ALLOTMENT FOR ARC FLASH COURSE TRAINING AND FLAGGING TRAINING COURSE
- 203 7515 **PERMITS, INSPECTIONS & COMPLIANCE** - ALLOTMENT FOR LINEMAN CERTIFICATION RENEWALS, HOT GLOVE TESTING, MANLIFT SAFETY INSPECTIONS, AND HOT STICK TESTING
- 203 7519 **PROFESSIONAL SERVICES CONTRACTUAL** - NO EXPENDITURES BUDGETED
- 203 7621 **PUBLIC WORKS LABOR CHARGES** - COSTS INCURRED BY WMLP FOR PUBLIC WORKS LABOR
- 203 7622 **CHARGES FROM GARAGE** - COSTS INCURRED BY WMLP FOR GARAGE LABOR
- 203 7629 **CHARGES FROM CAPITAL FACILITIES** - STAFF LABOR COSTS FOR CAPITAL FACILITIES
- 203 7900 **CAPITAL EQUIPMENT** - ALLOTMENT FOR A WOOD CHIPPER
- 203 7910 **UTILITY POLES** - ALLOTMENT FOR FIVE 30 FOOT POLES AND FIVE 35 FOOT POLES
- 203 7911 **TRANSFORMERS** - ALLOTMENT FOR 15 KVA TRANSFORMERS
- 203 7912 **ELECTRIC LINE** - ALLOTMENT FOR 18 ROLLS OF VARIOUS WIRE GRADES
- 203 7913 **METERS** - COST OF PURCHASING AMI METERS



ENTERPRISE FUNDS: WATER FUND

PURPOSE:

The Water Department provides potable water in compliance with all state and federal regulations and ensures the system is operated economically and provides reliable service to the residents of Wrangell.

KEY ACCOMPLISHMENTS:

- The Water Department assisted the Capital Facilities Director in finishing the planning and designing phase of the Water Treatment Plant project.
- Maintained compliance with all state and federal regulatory requirements.
- Performed numerous repairs to the water distribution system.
- Expanded the plan for a phase I metering project.



LEVEL OF SERVICE AND BUDGET IMPACT:

While further financial assistance from State and Federal agencies will be required to address the deferred maintenance of the collection, treatment and distribution systems, the FY 2024 budget provides sufficient resources to achieve the goals of the department.

GOALS AND NEW INITIATIVES:

- To adequately staff the Water Department in anticipation of the new water treatment plant facility being constructed as well as prepare for retiring personnel.
- Increase personnel coverage of operations on weekends.
- New navigate and assist the Capital Facilities department in preparing for and executing the water treatment plant project.

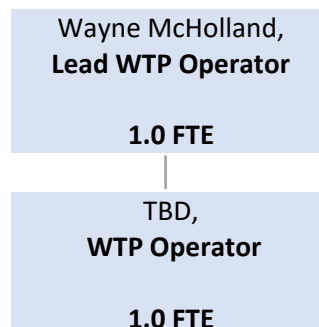
TRENDS AND FUTURE ISSUES:

- Increased State and Federal quality standards
- Overburdened engineering firms has slowed water projects in the planning phase I
- A plan for underground infrastructure overhauls and maintenance in conjunction with material road projects must be coordinated.

PERFORMANCE METRICS:

- In FY 2024, the Water Department will track end users, the amount of commercial meters installed, and status of the Water Treatment Plant construction.

PERSONNEL:



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
 Fund 72000

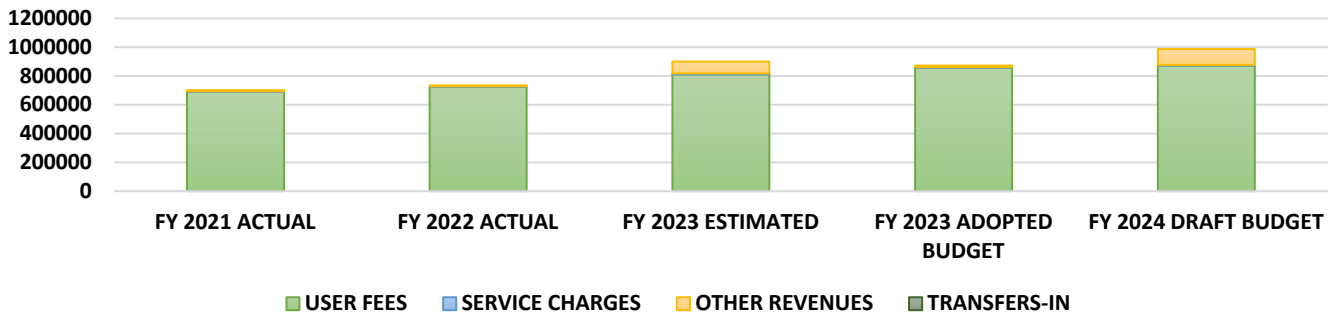
ENTERPRISE FUND TYPE
WATER FUND

SUMMARY OF REVENUES & EXPENDITURES

SUMMARY OF REVENUES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
USER FEES	688,255	722,824	810,964	858,000	871,786
SERVICE CHARGES	4,450	4,350	6,176	3,000	5,000
OTHER REVENUES	8,668	7,422	82,814	10,661	109,919
TRANSFERS-IN	-	-	-	-	-
TOTAL REVENUE & TRANSFERS-IN	\$ 701,374	\$ 734,596	\$ 899,955	\$ 871,661	\$ 986,705

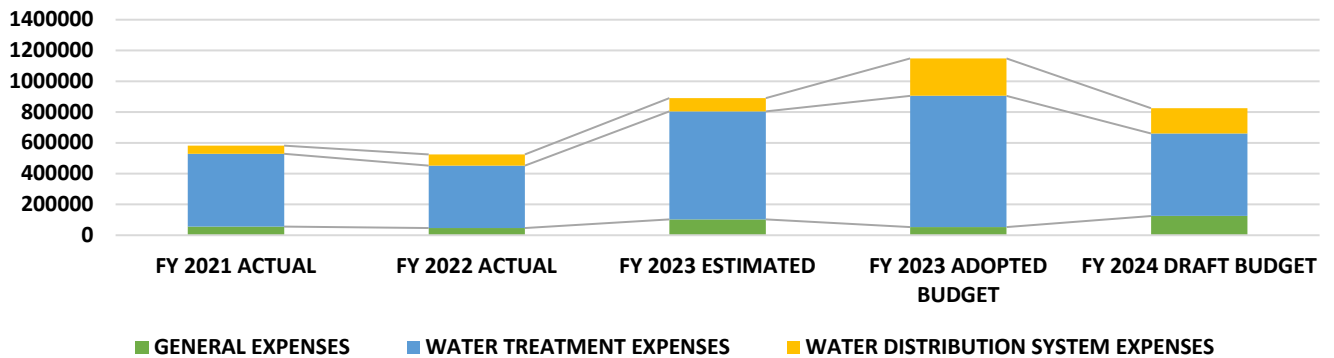
WATER REVENUES BY FISCAL YEAR



SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
GENERAL EXPENSES	55,323	46,920	102,379	52,805	125,025
WATER TREATMENT EXPENSES	473,693	405,096	701,940	852,872	536,273
WATER DISTRIBUTION SYSTEM EXPENSES	52,659	72,390	86,515	242,600	163,277
TRANSFERS-OUT	-	-	-	-	278,000
TOTAL EXPENDITURES	581,675	524,405	890,834	1,148,277	824,574

WATER FUND EXPENSES BY FISCAL YEAR



**CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #72000**

**ENTERPRISE FUNDS
WATER FUND
DETAIL OF REVENUES & EXPENDITURES**

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED BUDGET
WATER FUND REVENUES						
72000 000 4101	PERS On-behalf Revenue	\$ 8,668	\$ 7,422	\$ 6,000	\$ 6,000	\$ 7,500
72000 300 5110	Water Sales	\$ 688,255	\$ 722,824	\$ 810,964	\$ 858,000	\$ 871,786
72000 300 5118	Labor Charges	\$ 4,450	\$ 4,350	\$ 6,176	\$ 3,000	\$ 5,000
72000 300 5149	Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
72000 300 5550	Interest Revenue	\$ -	\$ -	\$ 76,814	\$ 4,661	\$ 102,419
TOTAL REVENUES		\$ 701,374	\$ 734,596	\$ 899,955	\$ 871,661	\$ 986,705

WATER FUND GENERAL EXPENSES						
72000 301 7508	Insurance	\$ 12,329	\$ 7,853	\$ 8,638	\$ 8,638	\$ 9,502
72000 301 7603	Charges from Finance	\$ 39,919	\$ 36,342	\$ 40,833	\$ 40,833	\$ 60,483
72000 301 7802	Revenue Bond Principal	\$ 2,555	\$ 356	\$ 51,078	\$ 2,627	\$ 51,268
72000 301 7803	Revenue Bond Interest	\$ 520	\$ 2,370	\$ 1,830	\$ 707	\$ 3,772
TOTAL GENERAL EXPENSES		\$ 55,323	\$ 46,920	\$ 102,379	\$ 52,805	\$ 125,025

WATER TREATMENT OPERATING EXPENSES						
72000 302 6001	Salaries & Wages	\$ 98,778	\$ 100,762	\$ 93,640	\$ 59,175	\$ 139,375
72000 302 6002	Temporary Wages	\$ 4,052	\$ -	\$ -	\$ -	\$ -
72000 302 6005	Overtime	\$ 15,316	\$ 20,317	\$ 25,439	\$ 8,842	\$ 22,915
72000 302 6100	Employer Costs	\$ 80,471	\$ 72,374	\$ 49,615	\$ 30,885	\$ 85,560
72000 302 7001	Materials & Supplies	\$ 12,576	\$ 12,652	\$ 18,246	\$ 12,000	\$ 11,500
72000 302 7002	Facility Repair & Maintenance	\$ 16,996	\$ 4,523	\$ 166,454	\$ 15,000	\$ 15,000
72000 302 7008	Non-Capital Expense	\$ -	\$ -	\$ -	\$ -	\$ 1,500
72000 302 7009	Equipment Repair & Maintenance	\$ 25,109	\$ 3,968	\$ 4,851	\$ 10,000	\$ 10,000
72000 302 7010	Vehicle Maintenance	\$ 3,072	\$ 2,327	\$ 3,958	\$ 6,325	\$ 6,500
72000 302 7011	Equipment Rental Expense	\$ -	\$ -	\$ -	\$ -	\$ -
72000 302 7021	Water Treatment Chemicals	\$ 29,756	\$ 26,939	\$ 23,533	\$ 41,000	\$ 46,000
72000 302 7100	Uniform, Gear & Clothing Allowance	\$ 200	\$ 632	\$ 160	\$ 1,250	\$ 1,250
72000 302 7025	Water System Maintenance	\$ 277	\$ 624	\$ -	\$ -	\$ -
72000 302 7501	Utilities	\$ 101,745	\$ 107,810	\$ 107,618	\$ 115,000	\$ 122,094
72000 302 7502	Phone/Internet	\$ 3,645	\$ 3,924	\$ 4,029	\$ 3,396	\$ 3,592
72000 302 7505	Travel & Training	\$ 591	\$ 1,007	\$ 513	\$ 2,000	\$ 5,000
72000 302 7506	Publications & Advertising	\$ -	\$ -	\$ -	\$ 500	\$ 500
72000 302 7515	Permits, Inspections & Compliance	\$ 20,285	\$ 10,491	\$ 10,854	\$ 16,000	\$ 16,000
72000 302 7519	Professional Services Contractual	\$ 54,349	\$ 10,000	\$ 2,500	\$ 15,000	\$ 35,000
72000 302 7621	Public Works Labor Charges	\$ 5,013	\$ 16,952	\$ -	\$ -	\$ -
72000 302 7622	Charges from Garage	\$ 1,121	\$ 996	\$ 7,298	\$ 7,298	\$ 8,087
72000 302 7629	Charges from Capital Facilities	\$ 141	\$ 910	\$ 2,269	\$ 2,269	\$ 6,400
72000 302 7900	Capital Expenditures	\$ 200	\$ 7,888	\$ 33,571	\$ 60,000	\$ -
72000 000 8990	Transfer to Water CIP Fund	\$ -	\$ -	\$ 147,392	\$ 446,931	\$ -
TOTAL WATER TREATMENT EXPENSES		\$ 473,693	\$ 405,096	\$ 701,940	\$ 852,872	\$ 536,273

DISTRIBUTION OPERATING EXPENSES						
72000 303 7025	Distribution System Maintenance	\$ 8,671	\$ 24,001	\$ 18,915	\$ 45,000	\$ 45,000
72000 303 7519	Professional Services Contractual	\$ -	\$ 11,000	\$ -	\$ -	\$ -
72000 303 7621	Public Works Labor Charges	\$ 43,989	\$ 37,389	\$ 67,600	\$ 67,600	\$ 43,277
72000 303 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ 130,000	\$ 75,000
72000 303 8900	Transfer to Residential Construction Fund	\$ -	\$ -	\$ -	\$ -	\$ 278,000
TOTAL DISTRIBUTION EXPENSES		\$ 52,659	\$ 72,390	\$ 86,515	\$ 242,600	\$ 441,277
TOTAL REVENUES		\$ 701,374	\$ 734,596	\$ 899,955	\$ 871,661	\$ 986,705
TOTAL EXPENSES		\$ 581,675	\$ 524,405	\$ 890,834	\$ 1,148,277	\$ 1,102,574
REVENUES OVER (EXPENSES)		\$ 119,698	\$ 210,191	\$ 9,121	\$ (276,616)	\$ (115,868)
BEGINNING RESERVE BALANCE (7/1/20XX)						
		\$ 194,296	\$ 313,994	\$ 524,185	\$ 705,697	\$ 533,306
CHANGE IN NET POSITION		\$ 119,698	\$ 210,191	\$ 9,121	\$ (276,616)	\$ (115,868)
ENDING RESERVE BALANCE		\$ 313,994	\$ 524,185	\$ 533,306	\$ 429,081	\$ 417,437

Project Description	GL Account	Account Description	FY 2023	FY 2023	FY 2024 DRAFT
			ESTIMATED	ADOPTED	BUDGET
PROJECT: 72001 WTP PROJECT	72300 000 4972 00 72001	Transfer from Water Operating Fund (Loan and Local \$)	\$ -	\$ 296,719	\$ 3,821,000
	72300 000 9999 00 72001	Borough Funded WTP Project Expenses	\$ -	\$ -	\$ 3,940,000
	72300 000 4999 50 72001	ARPA/SLFRF Grant Revenue	\$ 950,675	\$ 603,963	\$ 140,897
	72300 302 9999 50 72001	WTP Project Expenses	\$ 950,675	\$ 900,682	\$ 140,897
	72300 000 4999 46 72001	EDA Grant Revenue	\$ -	\$ -	\$ 2,996,953
	72300 000 9999 46 72001	EDA Grant Expenditures	\$ -	\$ -	\$ 2,996,953
	72300 000 4999 40 72001	USDA Grant Revenue	\$ -	\$ -	\$ 3,121,000
	72300 000 9999 40 72001	USDA Grant Expenditures	\$ -	\$ -	\$ 3,121,000
	72300 000 4999 11 72001	WTP Congressional Appropriation Grant Revenue	\$ -	\$ -	\$ 4,100,000
	72300 000 9999 11 72001	WTP Congressional Appropriation Grant Expenditures	\$ -	\$ -	\$ 4,100,000
Resources available over resources (used)			-	\$ -	\$ (119,000)
PROJECT: 72002 RESERVOIR BYPASS PROJECT	72300 000 4999 11 72002	DCCED - Reservoir Bypass Grant Revenue	\$ 45,000	\$ 250,000	\$ 275,000
	72300 000 9999 11 72002	DCCED - Reservoir Bypass Grant Expenditures	\$ 45,000	\$ 250,000	\$ 275,000
	72300 000 4999 50 72002	LATCF - Grant Revenues	\$ -	\$ -	\$ 1,233,000
	72300 000 9999 50 72002	LATCF - Grant Expenditures	\$ -	\$ -	\$ 1,233,000
	72300 000 4999 44 72002	EPA - CDS Grant Revenue	\$ -	\$ -	\$ 2,080,000
	72300 000 9999 44 72002	EPA - CDS Grant Expenditures	\$ -	\$ -	\$ 2,080,000
Resources available over resources (used)			\$ -	\$ -	\$ -
PROJECT: 72005 UPPER DAMN STABILITY ANALYSIS	72300 000 4972 00 72005	Transfer from Water Operating Fund	\$ 147,392	\$ 150,212	\$ -
	72300 302 9999 00 72005	Upper Damn Stability Project Expenses	\$ 147,392	\$ 150,212	\$ 17,736
	Resources available over resources (used)			-	\$ (0)
BEGINNING RESERVE BALANCE (7/1/20XX)		N/A	N/A \$ 752,133	\$ 752,133	\$ 752,133
CHANGE IN NET POSITION		N/A	N/A -	\$ (0)	\$ (136,736)
ENDING RESERVE BALANCE (6/30/20XX)			\$ 752,133	\$ 752,132	\$ 615,396

JUSTIFICATION & EXPLANATION
WATER FUND

GL ACCT DESCRIPTION

4101	PERS ON-BEHALF REVENUE - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS		
5110	WATER SALES - REVENUE FROM WATER SALES		
5118	LABOR CHARGES - REVENUE FROM CONNECTION FEES		
5149	OTHER REVENUES - MATERIAL SALES AND ALL OTHER MMATERIAL REVENUE STREAMS		
5550	INTEREST INCOME - THE ALLOCATION OF INVESTMENT INCOME FROM THETHE PORTION OF WATER FUND CASH INVESTED IN THE CENTRAL TREASURY		
7508	INSURANCE - VEHICLE AND BUILDING INSURANCE		
7509	BANK & CREDIT CARD FEES - BANK FEES FOR USING CREDIT CARDS		
7540	AUDITING SERVICES - ALLOCATION OF ANNUAL AUDIT EXPENSE		
7603	CHARGES FROM FINANCE - ANNUAL CHARGES FROM FINANCE FOR STAFF SERVICES, UTILITY BILLING, AND BILLING MATERIALS		
7802	REVENUE BOND PRINCIPAL - PRINCIPAL PAYMENTS ON DEC WATER REVENUE BOND		
7803	REVENUE BOND INTEREST - INTEREST PAYMENTS ON DEC WATER REVENUE BOND		
6001	SALARIES & WAGES		
	Water Treatment Plant Operator Salary	\$	78,212
	Water Treatment Plant Operator Overlap	\$	31,010
	Water Operator Salary (1/2)	\$	30,152
	TOTAL	\$	139,375
6005	OVERTIME		
	Water Treatment Plant Operator OT	\$	11,687
	Water Treatment Plant Operator Overlap OT	\$	2,228
	Water Operator OT and Acting	\$	9,000
	TOTAL	\$	22,915
6100	EMPLOYER COSTS		
	FICA, SBS AND MEDICARE (7.58%)	\$	12,302
	STATE OF ALASKA PERS (22%)	\$	35,704
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	37,555
	TOTAL	\$	85,560
7001	MATERIALS & SUPPLIES - VARIOUS OFFICE SUPPLIES & CLEANING SUPPLIES, LABORATORY SUPPLIES, SMALL TOOLS & PARTS, AND A UV254 FIELD METER FOR DBP		
7002	FACILITY REPAIR & MAINTENANCE - MATERIALS & SUPPLIES TO MAINTAIN THE WATER TREATMENT PLANT BUILDINGS, TANKS, RESERVOIRS, DAMS, & MECHANICAL EQUIPMENT		
7009	EQUIPMENT REPAIR & MAINTENANCE - OZONE, COMPRESSORS, PUMPS, FILTERS, DOSING EQUIPMENT AND BASIC MAINTENANCE		
7010	VEHICLE MAINTENANCE - COST OF MATERIALS & REPAIRS TO WATER TREATMENT PLANT VEHICLES & THEIR EQUIPMENT		

- 7021 **WATER TREATMENT CHEMICALS** - INCLUDES COST OF SALT, CAUSTIC SODA, CALCIUM CHLORIDE, AND SHIPPING FOR THESE ITEMS
- 7100 **UNIFORM, GEAR & CLOTHING ALLOWANCE** - MISC. PPE SUCH AS HIGH VISABILITY RAIN GEAR, FACE SHIELDS, GLOVES, ETC, AND CLOTHING ALLOWANCE PER EMPLOYEE
- 7501 **UTILITIES** - ELECTRICITY TO OPERATE THE WATER TREATMENT PLANT
- 7502 **PHONE/INTERNET** - ANNUAL ALLOTMENT FOR PHONE LANDLINE, INTERNET SERVICE, AND CELL PHONE

- 7505 **TRAVEL & TRAINING** - COST FOR CONFINED SPACE ENTRY TRAINING
- 7506 **PUBLICATIONS & ADVERTISING** - COST OF PUBLISHING NEWSPAPER ADS & AIRING RADIO ADS
- 7515 **PERMITS, INSPECTIONS, & COMPLIANCE** - COST OF SUPPLIES FOR WATER COMPLIANCE TESTS REQUIRED BY THE DEC, & SHIPPING SAMPLES TO VARIOUS LOCATIONS FOR TESTING
- 7519 **PROFESSIONAL SERVICES CONTRACTUAL** - INSPECTIONS AND CONTINGENCY
- 7621 **PUBLIC WORKS LABOR CHARGES** - COSTS INCURRED BY THE WATER DEPARTMENT FOR PUBLIC WORKS LABOR

- 7622 **CHARGES FROM GARAGE** - COSTS INCURRED BY THE WATER DEPARTMENT FOR GARAGE LABOR
- 7629 **CHARGES FROM CAPITAL FACILITIES** - STAFF LABOR COSTS FOR CAPITAL FACILITIES
- 303 7025 **DISTRIBUTION SYSTEM MAINTENANCE** - COST OF PIPES, VALVES, CLAMPS, AND OTHER MISC. PARTS FOR REPAIR



ENTERPRISE FUNDS: PORTS & HARBORS

PURPOSE:

The Harbor Department's mission is to promote safe and efficient vessel moorage and to manage and develop the Ports and Harbors of Wrangell to stimulate economic growth for the development of Wrangell, while also enhancing the quality of life in the community of Wrangell.

KEY ACCOMPLISHMENTS:

- Wrangell Ports accommodated over 75 cruise ships.
- The Marine Service Center serviced almost 300 vessels from 24' to 106' in length.
- Completed Ports T-Dock above and below water piling and dock condition assessment.
- Completed automated payment system for Harbor cranes.
- Meyers Chuck Design Started/Complete early 2024.
- Port Security camera project design complete.

LEVEL OF SERVICE AND BUDGET IMPACT:

Budgeted resources are adequate to meet the current level of service.

GOALS AND NEW INITIATIVES:

The Wrangell Ports and Harbors has among its goals for fiscal year 2024.

- Complete Meyers Chuck harbor dock replacement if state passes grant funding.
- Finish port security camera project.
- Implement auto pay options for our customers.
- Complete anode protection project for Heritage Harbor, Concrete Tee Dock and Marine Service Center Pier.
- Continue Derelict vessel disposal.

TRENDS AND FUTURE ISSUES:

- Continuing to see higher demand for transient moorage.
- Need for creating more 30' and 40' boat stalls.
- Continued growth in cruise ship industry and tourism.
- The need to relocate the barge ramp and barge companies to a less congested space.

PERFORMANCE METRICS:

- Timeframe milestones: Track progress towards the Harbor goals by setting clear timelines and milestones for each project.
- Budget tracking: Measure progress in terms of the budget/cost of each project and ensure that they are staying within their allocated amount.
- Completion percentage: Measure the percentage completion of each project, which can help the team stay focused and motivated to reach the finish line.
- Customer awareness and satisfaction: Letting harbor customers know about the auto-pay options signals progress towards completion and reduces customer-handling of invoices. Gathering feedback from customers (on the customer options for instance) can help measure progress and effectiveness.

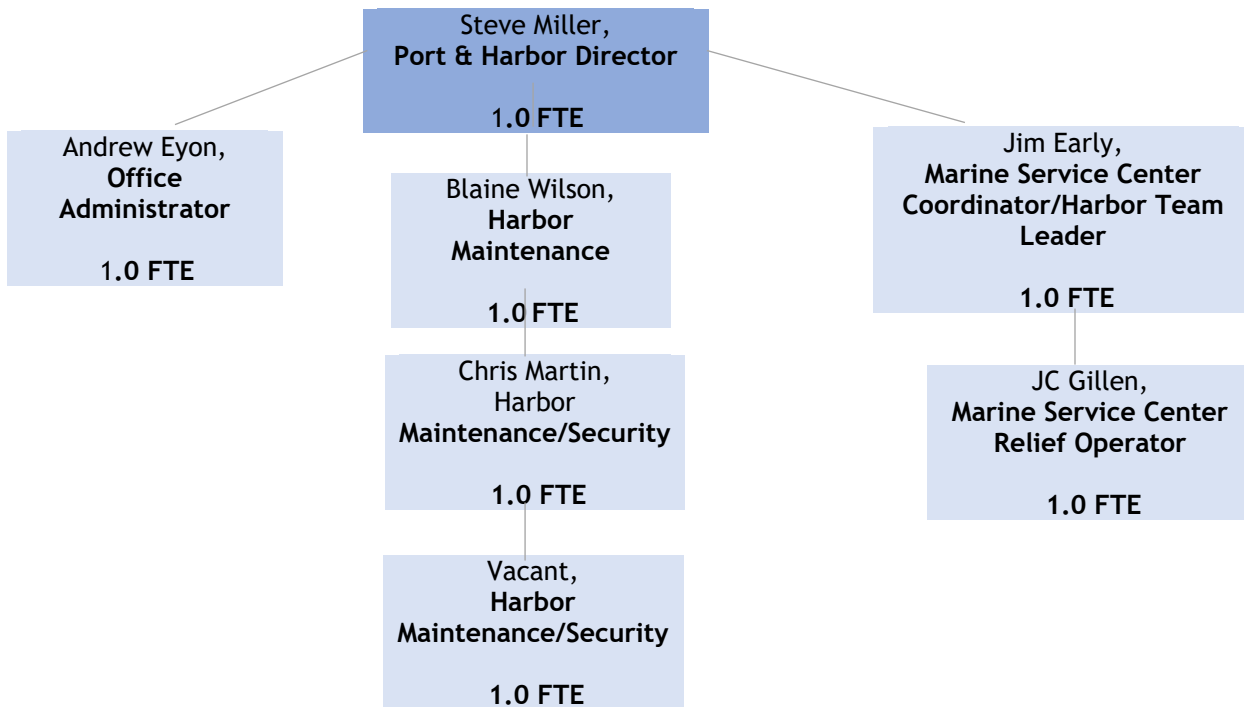


PERSONNEL:

FY 2021: 6 FTE

FY 2022: 6 FTE

FY 2023: 7 FTE



**CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET**

Fund 74000

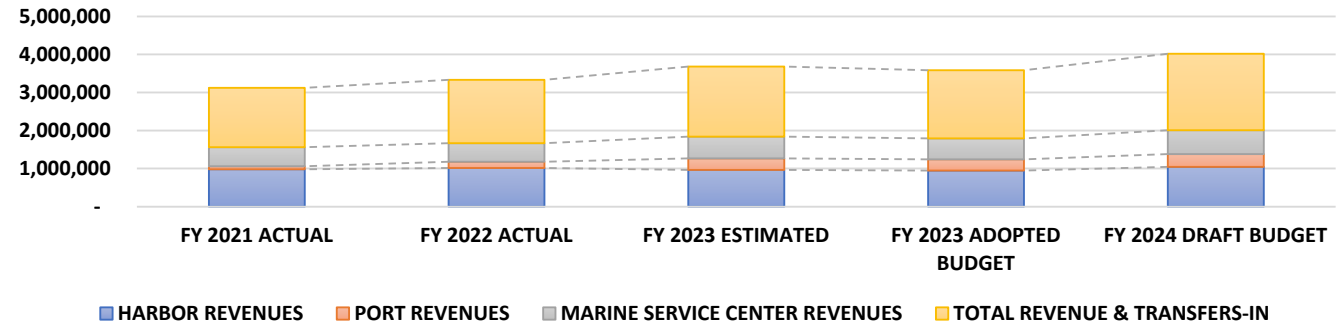
**ENTERPRISE FUND TYPE
PORT & HARBORS**

SUMMARY OF REVENUES & EXPENDITURES

SUMMARY OF REVENUES BY SUBFUND

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
HARBOR REVENUES	982,936	1,014,480	964,097	949,940	1,047,218
PORT REVENUES	80,713	167,362	302,331	292,776	332,756
MARINE SERVICE CENTER REVENUES	498,270	484,527	574,176	549,479	628,988
TOTAL REVENUE & TRANSFERS-IN	\$ 1,561,919	\$ 1,666,369	\$ 1,840,604	\$ 1,792,195	\$ 2,008,963

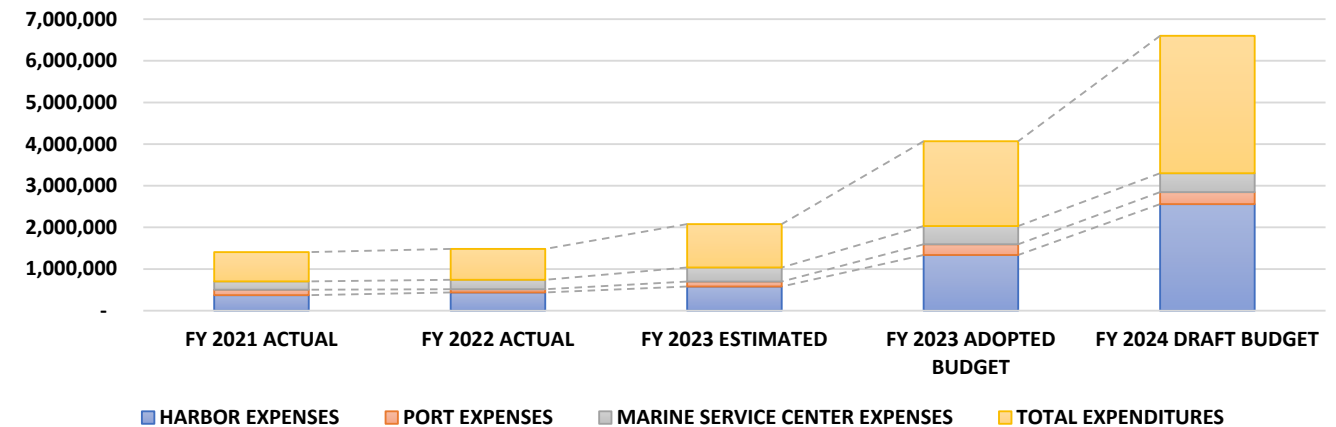
HARBOR REVENUES BY FISCAL YEAR



SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
HARBOR EXPENSES	374,066	441,296	580,629	1,339,706	2,560,534
PORT EXPENSES	129,773	76,389	120,648	254,941	285,789
MARINE SERVICE CENTER EXPENSES	200,811	224,654	337,688	439,701	454,054
TOTAL EXPENDITURES	704,650	742,339	1,038,965	2,034,348	3,300,377

HARBOR FUND EXPENSES BY FISCAL YEAR



**CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #74000**

**ENTERPRISE FUNDS
PORT & HARBORS ADMINISTRATIVE DEPARTMENT
DETAIL OF EXPENDITURES**

HARBOR ADMINISTRATIVE EXPENSES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED BUDGET
74000 401 6001	Salaries & Wages	\$ 136,022	\$ 123,308	\$ 129,151	\$ 159,146	\$ 154,373
74000 401 6002	Temporary Wages	\$ 6,859	\$ 7,355	\$ 20,269	\$ -	\$ -
74000 401 6005	Overtime	\$ 891	\$ 690	\$ 811	\$ 1,591	\$ 1,338
74000 401 6XXX	Employer Costs	\$ 101,573	\$ 105,480	\$ 59,047	\$ 86,590	\$ 77,609
74000 401 7001	Materials & Supplies	\$ 5,070	\$ 4,570	\$ 4,823	\$ 5,700	\$ 5,700
74000 401 7002	Facility Repair & Maintenance	\$ 1,247	\$ 2,357	\$ 1,789	\$ 19,950	\$ 20,000
74000 401 7010	Vehicle Repair & Maintenance	\$ 9,492	\$ 5,285	\$ 11,465	\$ 17,250	\$ 1,000
74000 401 7502	Phone/Internet	\$ 8,896	\$ 7,405	\$ 7,039	\$ 7,000	\$ 9,026
74000 401 7503	Information Technology	\$ 2,642	\$ 1,324	\$ 2,841	\$ 1,222	\$ 1,500
74000 401 7505	Travel & Training	\$ (3)	\$ 7,758	\$ 6,361	\$ 9,650	\$ 9,650
74000 401 7506	Publications & Advertising	\$ 1,603	\$ 3,107	\$ 5,530	\$ 4,800	\$ 5,000
74000 401 7507	Memberships & Dues	\$ 703	\$ 265	\$ 1,163	\$ 1,400	\$ 2,200
74000 401 7508	Insurance Expense	\$ 78,396	\$ 38,891	\$ 22,223	\$ 22,223	\$ 47,058
74000 401 7519	Professional Services Contractual	\$ 34,224	\$ 19,339	\$ 5,503	\$ 11,500	\$ 10,000
74000 401 7576	Promotional	\$ 3,519	\$ 3,026	\$ 4,704	\$ 4,500	\$ 5,000
74000 401 7603	Charges from Finance	\$ 37,477	\$ 26,530	\$ 42,530	\$ 42,530	\$ 50,127
74000 401 7622	Charges from Garage	\$ 6,548	\$ -	\$ 34,440	\$ 34,440	\$ 45,156
74000 401 7629	Charges from Capital Facilities	\$ 264	\$ 2,389	\$ 2,269	\$ 2,269	\$ 7,242
TOTAL ADMINISTRATIVE		\$ 435,424	\$ 359,079	\$ 361,959	\$ 437,240	\$ 451,979

Allocation of Harbor Administrative

50% Harbor Allocation	\$ (217,712)	\$ (179,539)	\$ (180,980)	\$ (218,620)	\$ (225,990)
20% Port Allocation	\$ (87,085)	\$ (71,816)	\$ (72,392)	\$ (87,448)	\$ (90,396)
30% Service Center Allocation	\$ (130,627)	\$ (107,724)	\$ (108,588)	\$ (131,172)	\$ (135,594)
	\$ (435,424)	\$ (359,079)	\$ (361,959)	\$ (437,240)	\$ (451,979)

Note: There is no cash balance for fund 74000 as all expenses are allocated to the three revenue generating harbor funds (i.e. Harbor Fund, Port Fund, and Marine Service Center Fund)

**JUSTIFICATION & EXPLANATION
PORT & HARBORS - ADMINISTRATION**

GL ACCT DESCRIPTION

6001 SALARIES & WAGES			
Harbor Master Salary		\$	104,198
Harbor Master Vehicle Stipend		\$	3,600
Harbor Administrative Assistant Salary		\$	46,575
	TOTAL	\$	154,373
6002 ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP			
6005 OVERTIME			
Harbor Administrative Assistant	40 Hours @ 1.5 * 23.78	\$	1,338
6100 EMPLOYER COSTS			
FICA, SBS AND MEDICARE (7.58%)		\$	34,257
STATE OF ALASKA PERS (22%)		\$	11,803
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$	31,550
	TOTAL	\$	77,609
7001 MATERIALS & SUPPLIES - RESTROOM SUPPLIES, CLEANING SUPPLIES, AND OFFICE SUPPLIES SUCH AS PRINTER PAPER, PRINTER INK, ENVELOPES, AND OTHER MISC OFFICE SUPPLIES.			
7002 FACILITY REPAIR & MAINTENANCE - LABOR & MATERIALS TO MAINTAIN THE HARBOR BUILDING, SUCH AS DOOR & HARDWARE INSTALLATION, EYE WASH STATION UPGRADE, HEAT PUMP INSTALLATION, LIFE SAFETY AND FIRE SUPPRESSION MAINT. AND OTHER GENERAL MAINTENANCE AND REPAIRS			
7010 VEHICLE REPAIR & MAINTENANCE - MATERIAL TO REPAIR & MAINTAIN THE LOADER, BOAT LIFTS, WORK VAN, AND THREE TRUCKS			

- 7502 **PHONE/INTERNET** - THE TOTAL AMOUNT FOR MONTHLY INTERNET, PHONE BILLS, FAX LINE, AND DIRECTOR CELL PHONE REIMBURSEMENT
- 7503 **INFORMATION TECHNOLOGY** - COSTS INCLUDE SUPPORT FOR MARINE WARE SOFTWARES, ADOBE MONTHLY SUBSCRIPTION, AND AMAZON BUSINESS SUBSCRIPTION
- 7505 **TRAVEL & TRAINING** - COSTS OF TRAVEL FOR THE SEATTLE BOAT SHOW, MARINE EXPO, AND HARBORMASTER CONFERENCE
- 7506 **PUBLICATIONS & ADVERTISING** - COST TO ADVERTISE & PROMOTE HARBOR FACILITIES AND ANY MISC. ANNOUNCEMENTS
- 7507 **MEMBERSHIPS & DUES** - COST OF ANY MEMBERSHIPS & DUES
- 7508 **GENERAL INSURANCE EXPENSE** - COST OF LIABILITY AND VEHICLE INSURANCE
- 7509 **BANK & CREDIT CARD FEES** - AMOUNTS COLLECTED BY BANK FOR USING CREDIT CARDS
- 7519 **PROFESSIONAL SERVICES CONTRACTUAL** - COSTS FOR LEGAL SERVICES
- 7540 **AUDITING SERVICES** - COSTS FOR PROFESSIONAL AUDITING SERVICES
- 7576 **PROMOTIONAL** - COST OF REGISTRATION AND INCIDENTAL EXPENSES FOR MARINE EXPO AND SEATTLE BOAT SHOW
-
- 7603 **CHARGES FROM FINANCE** - STAFF LABOR COSTS FOR ADMINISTRATIVE & FINANCE WORK
- 7622 **CHARGES FROM GARAGE** - STAFF LABOR COSTS FOR VEHICLE MAINTENANCE & REPAIRS
- 7629 **CHARGES FROM CAPITAL FACILITIES** - STAFF LABOR COSTS FOR CAPITAL FACILITIES

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #74010

ENTERPRISE FUNDS
HARBOR FUND
DETAIL OF REVENUES & EXPENDITURES

HARBOR FUND REVENUES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
74010 000 4101	PERS On-behalf Revenue	\$ 11,661	\$ 11,581	\$ 11,750	\$ 11,750	\$ 12,000
74010 000 4190	Shared Fisheries Bus. Tax	\$ 2,127	\$ -	\$ -	\$ 1,500	\$ 3,000
74010 000 4191	Raw Fisheries Bus. Tax	\$ 201,119	\$ 284,469	\$ 119,611	\$ 220,000	\$ 206,300
74010 000 5200	Annual Stall Rent	\$ 596,052	\$ 532,981	\$ 565,863	\$ 550,000	\$ 622,449
74010 000 5201	Meyers Chuck Moorage	\$ 1,059	\$ 81	\$ 15	\$ 1,500	\$ 1,500
74010 000 5202	Transient Moorage	\$ 111,733	\$ 135,819	\$ 124,351	\$ 95,000	\$ 130,568
74010 000 5203	Transient Electrical Fees	\$ 11,199	\$ 13,484	\$ 26,450	\$ 10,500	\$ 27,773
74010 000 5204	Hoist Revenue	\$ -	\$ -	\$ -	\$ 10,000	\$ 7,500
74010 000 5205	Boat Launch Fees	\$ 9,430	\$ 9,640	\$ 5,525	\$ 8,500	\$ 5,801
74010 000 5206	Grid fees/Pressure Wash	\$ -	\$ -	\$ -	\$ -	\$ -
74010 000 5207	Garbage Charges*	\$ 258	\$ -	\$ -	\$ 500	\$ 100
74010 000 5208	Wait List Deposit	\$ -	\$ 50	\$ -	\$ -	\$ 50
74010 000 5209	Cruise Water Connection	\$ -	\$ 131	\$ 122	\$ -	\$ -
74010 000 5210	Penalties & Late Fees	\$ 7,534	\$ 3,130	\$ 421	\$ 8,000	\$ 8,000
74010 000 5212	Liveaboard Fees	\$ 9,341	\$ 16,830	\$ 18,168	\$ 12,500	\$ 19,077
74010 000 5221	Harbor Miscellaneous Expense`	\$ -	\$ 10	\$ 308	\$ -	\$ 100
74010 000 5224	Labor Charges	\$ 2,113	\$ 6,275	\$ 15,203	\$ 3,000	\$ 3,000
74010 000 5234	Material Sales	\$ -	\$ -	\$ -	\$ 2,000	\$ -
74010 000 5240	Storage*	\$ 19,309	\$ -	\$ -	\$ -	\$ -
74010 000 5550	Interest Income	\$ -	\$ -	\$ 76,308	\$ 15,190	\$ -
TOTAL HARBOR REVENUES		\$ 982,936	\$ 1,014,480	\$ 964,097	\$ 949,940	\$ 1,047,218

HARBOR FUND EXPENSES TRANSFERS-OUT

74010 000 6001	Salaries & Wages	\$ 96,109	\$ 101,923	\$ 121,051	\$ 90,913	\$ 91,847
74010 000 6002	Temporary Wages (Summer)	\$ 31,729	\$ 22,269	\$ 19,647	\$ 22,400	\$ 22,968
74010 000 6005	Overtime	\$ 5,816	\$ 5,425	\$ 5,575	\$ 4,023	\$ 6,598
74010 000 6100	Employer Costs	\$ 56,418	\$ 57,760	\$ 73,320	\$ 69,805	\$ 52,314
74010 000 7001	Materials & Supplies	\$ 3,524	\$ 4,352	\$ 7,253	\$ 7,000	\$ 7,000
74010 000 7002	Facility Repair & Maintenance	\$ 22,230	\$ 33,743	\$ 25,572	\$ 45,000	\$ 45,000
74010 000 7004	Postage and Shipping	\$ -	\$ 2,856	\$ 895	\$ -	\$ 2,000
74010 000 7008	Non-capital Equipment	\$ 292	\$ 6,035	\$ 4,491	\$ 6,000	\$ 4,000
74010 000 7009	Equipment Repair & Maintenance	\$ 5,282	\$ 5,347	\$ 3,569	\$ 7,200	\$ 5,000
74010 000 7010	Vehicle Maintenance	\$ 1,127	\$ 705	\$ 1,455	\$ 2,000	\$ 2,000
74010 000 7013	Rental Expense (parking lot)	\$ 460	\$ 6,023	\$ 6,023	\$ 6,023	\$ 6,023
74010 000 7015	Fuel Expense	\$ 619	\$ 585	\$ 901	\$ 2,125	\$ 1,500
74010 000 7100	Uniform, gear & clothing allowance	\$ 1,548	\$ 1,534	\$ 1,084	\$ 2,000	\$ 1,500
74010 000 7501	Utilities	\$ 74,318	\$ 80,249	\$ 32,908	\$ 110,000	\$ 35,054
74010 000 7505	Travel & Training	\$ -	\$ 512	\$ 368	\$ 500	\$ 500
74010 000 7507	Memberships & Dues	\$ -	\$ 150	\$ -	\$ -	\$ 150
74010 000 7519	Professional Services	\$ 6,598	\$ -	\$ -	\$ 25,000	\$ 10,000
74010 000 7556	Harbors Property Lease	\$ 5,783	\$ -	\$ 6,024	\$ 6,024	\$ 6,024
74010 000 7515	Permits, Inspections & Compliance	\$ -	\$ -	\$ -	\$ -	\$ -
74010 000 7601	Charges from Harbor Administration	\$ 50,934	\$ -	\$ 180,980	\$ 218,620	\$ 225,990
74010 000 7622	Charges from Garage	\$ -	\$ 12,003	\$ -	\$ -	\$ -
74010 000 7860	Derelict vessel disposal	\$ 423	\$ 15,186	\$ 8,638	\$ 25,000	\$ 25,000
74010 000 7861	Harbor Hoist Expenditures*	\$ 1,353	\$ 14,640	\$ 3,272	\$ 30,000	\$ 7,500
74010 000 7862	Meyers Chuck Expenditures	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
74010 000 7900	Capital Expenditures	\$ 220	\$ -	\$ -	\$ 30,000	\$ 30,000
74010 000 7980	Bad Debt Expense	\$ 9,285	\$ 70,000	\$ 37,605	\$ 10,000	\$ 25,000
74010 000 8900	Transfer (out) to Other Port & Harbor Fund	\$ -	\$ -	\$ 40,000	\$ 615,073	\$ 1,942,566
TOTAL HARBOR EXPENSES		\$ 374,066	\$ 441,296	\$ 580,629	\$ 1,339,706	\$ 2,560,534

HARBOR REVENUES	\$ 982,936	\$ 1,014,480	\$ 964,097	\$ 949,940	\$ 1,047,218
HARBOR EXPENSES & TRANSFERS-OUT	\$ (374,066)	\$ (441,296)	\$ (580,629)	\$ (1,339,706)	\$ (2,560,534)
REVENUES OVER (EXPENSES)	\$ 608,870	\$ 573,184	\$ 383,467	\$ (389,765)	\$ (1,513,316)

CONSOLIDATED FUND BALANCE	BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 518,897	\$ 1,376,166	\$ 2,300,196	\$ 2,300,196	\$ 3,192,997
	CHANGE IN NET POSITION	\$ 857,269	\$ 924,029	\$ 801,639	\$ (242,153)	\$ (1,291,414)
	ENDING RESERVE BALANCE (6/30/20XX)	\$ 1,376,166	\$ 2,300,196	\$ 3,192,997	\$ 2,058,043	\$ 1,901,582

Project Description	GL Account	Account Description	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED BUDGET
PROJECT: 74005 Meyer's Chuck Float Replacement Project	74300 000 4974 00 74005	Transfers from Harbors Operating Fund	\$ 40,000	\$ 615,073	\$ 292,566
	74300 000 9999 00 74005	Meyer's Chuck Float Replacement Expenditures	\$ 40,000	\$ 307,566	\$ 292,566
	Resources available over resources used		\$ -	\$ 307,507	\$ -
PROJECT: 74006 P&H Security System Project	74300 000 4999 43 74006	2020 SHSP Grant Revenue (DHS)	\$ 149,638	\$ 149,638	\$ 687,272
	74300 000 9999 43 74006	Port & Harbor Security Camera Grant Expenditures (DHS)	\$ 149,638	\$ 149,638	\$ 687,272
	Resources available over resources used				\$ -
PROJECT: 74007-09 T-Dock, Heritage, and MSC Anode Project	74300 000 4974 00 74007-74009	Transfers from Harbors Operating Fund	\$ -	\$ -	\$ 1,650,000
	74300 000 9999 00 74007-74009	T-Dock, Heritage, and MSC Anode Project Expenses	\$ -	\$ -	\$ 1,650,000
BEGINNING RESERVE BALANCE (7/1/20XX)		N/A	N/A \$ 47,796	\$ 47,796	\$ 47,796
CHANGE IN NET POSITION		N/A	N/A \$ -	\$ 307,507	\$ -
ENDING RESERVE BALANCE (6/30/20XX)		\$ -	\$ -	\$ 47,796	\$ 355,303

JUSTIFICATION & EXPLANATION
HARBOR FUND

GL ACCT DESCRIPTION

4101 PERS ON-BEHALF REVENUE - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS		
4190 SHARED FISHERIES BUS. TAX - REVENUE SHARE OF FISH TAX FOR HARVEST WITHIN FISHERIES MANAGEMENT AREA 18. THE PAYMENT IS RECEIVED BY THE DEPARTMENT OF COMMERCE COMMUNITY AND ECONOMIC DEVELOPMENT (DCCED)		
4191 RAW FISHERIES BUS TAX - THE BOROUGH'S SHARE OF FISH TAX DISTRIBUTED BY THE ALASKA STATE DEPARTMENT OF REVENUE		
5200 ANNUAL STALL RENT - REVENUE FROM ANNUAL STALL RENTALS		
5201 MEYERS CHUCK MOORAGE - REVENUE FROM MOORAGE AT MEYERS CHUCK		
5202 TRANSIENT MOORAGE - REVENUE FROM ALL TRANSIENT MOORAGE		
5203 TRANSIENT ELECTRICAL FEES - REVENUE FROM ELECTRICAL USE AT TRANSIENT DOCKS		
5204 HOIST REVENUE - REVENUE FROM USE OF HOIST		
5205 BOAT LAUNCH FEES - SALES OF BOAT LAUNCH PERMITS		
5206 GRID FEES/PRESSURE WASH - REVENUE FROM USE OF GRIDS		
5207 GARBAGE CHARGES - CASH RECEIPTS FOR DISPOSING OF CUSTOMER TRASH		
5208 WAIT LIST DEPOSIT - REVENUE FROM ANNUAL STALL WAIT LIST DEPOSITS		
5210 PENALTIES & LATE FEES - PENALITES AND INTEREST ON DELINQUENT ACCOUNTS		
5212 LIVEABOARD FEES - REVENUE FROM MONTHLY LIVEABOARD FEES		
5224 LABOR CHARGES - REVENUE FROM BOAT TOWING SERVICES, PUMP-OUTS, IMPOUND LABOR FEES, AND OTHER MISC. SERVICES THAT REQUIRE LABOR		
5234 MATERIAL SALES - REVENUE FROM SALE OF MISC. OLD/EXTRA MATERIALS		
5240 STORAGE - REVENUE FROM HARBOR FACILITY STORAGE FEES		
5550 INTEREST INCOME - INTEREST INCOME ALLOCATION FROM THE CENTRAL TREASURY ON A PRORATED BASIS (AVERAGE PERCENTAGE OF CASH HELD WITH THE TREASURY)		
6001 SALARIES & WAGES		
Harbor Maintenance/Security Salary		\$ 50,008
Harbor Maintenance/Security Salary		\$ 41,840
	TOTAL	\$ 91,847
6002 ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP		
6005 OVERTIME		
Harbor Team Leader OT (100 hrs * \$35.93)		\$ 3,593
Harbor Maintenance/Security Salary (100 hrs * \$30.06)		\$ 3,006
	TOTAL	\$ 6,598
6100 EMPLOYER COSTS		
FICA, SBS AND MEDICARE (7.58%)		\$ 7,462
STATE OF ALASKA PERS (22%)		\$ 21,658
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$ 23,194
	TOTAL	\$ 52,314
7001 MATERIALS & SUPPLIES - RESTROOM SUPPLIES AND VARIOUS REPAIR MATERIALS SUCH AS LOCKS, FASTENERS, AND NAILS		

JUSTIFICATION & EXPLANATION
HARBOR FUND CONTINUED

GL ACCT DESCRIPTION

7002 **FACILITY REPAIR & MAINTENANCE** - LABOR & MATERIALS TO MAINTAIN DOCKS AND EQUIPMENT, SUCH AS LUMBER, CONCRETE, ELECTRICIAN FEES, HARDWARE, PAINT, CONTRACTOR FEES, METAL, SIGNAGE, AND OTHER MISC. REPAIR & MAINTENANCE MATERIALS

7008 **NON CAPITAL EQUIPMENT** - COST OF REPLACING FIRE EXTINGUISHERS

7009 **EQUIPMENT REPAIR & MAINTENANCE** - FOR RECERTIFICATION OF DRY-CHEM FIRE EXTINGUISHERS AND CONTINGENCY REPAIR NEEDS

7010 **VEHICLE MAINTENANCE** - TO REPAIR & MAINTAIN THE LOADER, BOAT LIFTS, WORK VAN, AND THREE TRUCKS

7011 **RENTAL EXPENSE** - RENTAL EXPENSES FOR MAN LIFT, BOOM TRUCK, AND OTHER MISC. EQUIPMENT FOR MAINTENANCE PURPOSES

7015 **FUEL EXPENSE** - FUEL FOR HARBOR BOATS, HARBOR TRUCKS, SAWS, 4 WHEELERS, OIL AND LUBE FOR PUMPS, AND OTHER MISC. EQUIPMENT THAT REQUIRES FUEL

7100 **UNIFORM, GEAR & CLOTHING ALLOWANCE** - HARBOR ATTIRE AS UNIFORM, WORK CLOTHING ALLOWANCE, AND MISC. PPE

7501 **UTILITIES** - WATER, SEWER, GARBAGE, AND ELECTRICAL

7505 **TRAVEL & TRAINING** - STAFF CPR TRAINING, TRAVEL TO HARBORMASTER CONFERENCE, FISH EXPO, AND SEATTLE BOAT SHOW

7519 **PROFESSIONAL SERVICES CONTRACTUAL** - COSTS FOR PRESSURE WASHING CONTINGENCY

7556 **HARBORS PROPERTY LEASE** - LEASE OF ANY PRIVATE PROPERTY FOR HARBOR OPERATIONAL USE

7515 **PERMITS, INSPECTIONS & COMPLIANCE** - COST OF PERMITS & INSPECTIONS TO KEEP FACILITY IN COMPLIANCE WITH HEALTH & SAFETY REGULATIONS

7601 **CHARGES FROM HARBOR ADMINISTRATION** - COST COVERS HARBOR'S PORTION OF OFFICE OPERATION EXPENSES

7622 **CHARGES FROM GARAGE** - STAFF LABOR COSTS FOR VEHICLE MAINTENANCE & REPAIRS

7629 **CHARGES FROM CAPITAL FACILITIES** - STAFF LABOR COSTS FOR CAPITAL FACILITIES

7860 **DERELICT VESSEL DISPOSAL** - COSTS ASSOCIATED WITH BREAKING DOWN AND DISPOSING OF DERELICT VESSELS

7861 **HARBOR HOIST EXPENDITURES** - COST FOR NEW HOIST OPERATING SYSTEM, ANNUAL SUPPORT FOR HOIST SYSTEM, RECERTIFICATION OF HOISTS, WIRE, HOSES, OIL, AND MISC. OTHER REPAIR SUPPLIES

7862 **MEYERS CHUCK EXPENDITURES** - MISC. REPAIR AND MAINTENANCE SUPPLIES FOR MEYERS CHUCK DOCK AND FACILITY

7900 **CAPITAL EXPENDITURES** - PURCHASE OF USED TRUCK TO REPLACE PICKUP #72

**CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #74020**

**ENTERPRISE FUNDS
PORT FUND
DETAIL OF REVENUES & EXPENDITURES**

PORT FUND REVENUES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED BUDGET
74020 000 4101	PERS On-behalf Revenue	\$ 4,664	\$ 4,632	\$ 4,700	\$ 4,700	\$ 5,000
74020 000 5110	Port Water Sales	\$ -	\$ 840	\$ 77	\$ -	\$ -
74020 000 5224	Labor Charges	\$ 9,912	\$ 2,401	\$ 4,846	\$ 12,500	\$ 5,210
74020 000 5240	Storage	\$ 9,511	\$ 61,193	\$ 67,262	\$ 60,000	\$ 72,307
74020 000 5241	Wharfage	\$ 25,863	\$ 20,798	\$ 25,046	\$ 30,000	\$ 26,924
74020 000 5242	Dockage	\$ 27,942	\$ 52,671	\$ 76,258	\$ 70,000	\$ 81,977
74020 000 5243	Port Development Fees	\$ 2,460	\$ 23,209	\$ 36,206	\$ 30,000	\$ 38,921
74020 000 5244	Port Transient Fees	\$ -	\$ -	\$ -	\$ 500	\$ -
74020 000 5245	Cruise Garbage & Water Charges	\$ 362	\$ 1,618	\$ 3,684	\$ 4,000	\$ 3,960
74020 000 5246	Commercial Passenger Wharfage	\$ -	\$ -	\$ 53,730	\$ 75,000	\$ 57,760
74020 000 5550	Interest Revenue	\$ -	\$ -	\$ 30,523	\$ 6,076	\$ 40,698
TOTAL REVENUES		\$ 80,713	\$ 167,362	\$ 302,331	\$ 292,776	\$ 332,756

PORT FUND EXPENSES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED BUDGET
74020 000 6001	Salaries & Wages	\$ 30,631	\$ 28,691	\$ 8,668	\$ 42,643	\$ 41,840
74020 000 6002	Temporary Wages	\$ 8,422	\$ 4,586	\$ 4,534	\$ -	\$ -
74020 000 6005	Overtime	\$ 2,207	\$ 1,600	\$ 2,874	\$ 1,225	\$ 1,202
74020 000 6100	Employer Costs	\$ 17,321	\$ 15,636	\$ 4,541	\$ 31,911	\$ 42,483
74020 000 7001	Materials & Supplies	\$ 1,297	\$ 2,718	\$ 1,513	\$ 3,000	\$ 3,000
74020 000 7002	Facility Repair & Maintenance	\$ 9,993	\$ 10,964	\$ 22,762	\$ 26,000	\$ 25,000
74020 000 7009	Equipment Repair & Maintenance	\$ 275	\$ 555	\$ 17	\$ 3,000	\$ 3,000
74020 000 7010	Vehicle Maintenance	\$ 20	\$ -	\$ 101	\$ 1,000	\$ 1,000
74020 000 7015	Fuel - Automotive	\$ 31	\$ -	\$ -	\$ 1,875	\$ 1,500
74020 000 7100	Uniform/Clothing Allowance	\$ 861	\$ -	\$ 125	\$ 1,700	\$ 1,200
74020 000 7501	Utilities	\$ 5,517	\$ 5,320	\$ 1,902	\$ 9,000	\$ 2,571
74020 000 7505	Travel & Training	\$ -	\$ 125	\$ -	\$ -	\$ 100
74020 000 7508	Insurance	\$ 6,195	\$ 6,195	\$ -	\$ -	\$ 7,496
74020 000 7519	Professional Services Contractual	\$ -	\$ -	\$ 1,219	\$ 50,000	\$ 65,000
74020 000 7601	Charges from Harbor Administration	\$ 47,002	\$ -	\$ 72,392	\$ 83,587	\$ 90,396
74020 000 7900	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES		\$ 129,773	\$ 76,389	\$ 120,648	\$ 254,941	\$ 285,789

PORT FUND REVENUES	\$ 80,713	\$ 167,362	\$ 302,331	\$ 292,776	\$ 332,756
PORT FUND EXPENSES	\$ (129,773)	\$ (76,389)	\$ (120,648)	\$ (254,941)	\$ (285,789)
REVENUES OVER (EXPENSES)	\$ (49,060)	\$ 90,972	\$ 181,683	\$ 37,835	\$ 46,968

**JUSTIFICATION & EXPLANATION
PORT FUND**

GL ACCT DESCRIPTION

- 4101 **PERS ON-BEHALF REVENUE** - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER
- 5224 **LABOR CHARGES** - REVENUE FROM BARGE LANDINGS, AFTER HOURS CALL OUTS AND OTHER MISC. LABOR SERVICES
- 5240 **STORAGE** - REVENUE FROM STORAGE IN PORT AREAS
- 5241 **WHARFAGE** - REVENUE FROM WHARFAGE/USE OF BARGE RAMP
- 5242 **DOCKAGE** - REVENUE FROM DOCKAGE/USE OF CRUISE SHIP DOCK
- 5243 **PORT DEVELOPMENT FEES** - CRUISE FEES - IN ADDITION TO DOCKAGE - FOR USE OF FACILITIES
- 5244 **PORT TRANSIENT FEES** - CRUISE FEES FOR USE OF SUMMER FLOAT OR OTHER TRANSIENT FLOATS

- 5245 **CRUISE GARBAGE & WATER CHARGES** - REVENUE FROM WATER HOOKUP FEES, WATER PURCHASE, AND GARBAGE PICKUP FROM CRUISE SHIPS

JUSTIFICATION & EXPLANATION

PORT FUND CONTINUED

GL ACCT DESCRIPTION

5246	COMMERCIAL PASSENGER WHARFAGE - REVENUE GENERATED FROM PASSENGER WHARFAGE FEES CHARGED TO CRUISELINES FOR PASSENGERS STEPPING OFF THE SHIP OR LIGHTERING (\$5 FOR TIE-UP/\$3 FOR LIGHTERING)		
5550	INTEREST INCOME - INTEREST INCOME ALLOCATION FROM THE CENTRAL TREASURY ON A PRORATED BASIS (AVERAGE		
6001	SALARIES & WAGES		
	Port Security Specialist Salary		\$ 41,840
		TOTAL	\$ 41,840
6002	ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP		
6005	OVERTIME		
	Port Security Specialist OT (40hrs * \$30.06)		\$ 1,202
		TOTAL	\$ 1,202
6100	EMPLOYER COSTS		
	FICA, SBS AND MEDICARE (7.58%)		\$ 3,263
	STATE OF ALASKA PERS (22%)		\$ 9,469
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$ 29,752
		TOTAL	\$ 42,483
7001	MATERIALS & SUPPLIES - LUMBER AND VARIOUS REPAIR MATERIALS SUCH AS FASTENERS, HARDWARE, SIGNS, ETC.		
7002	FACILITY REPAIR & MAINTENANCE - LABOR & MATERIALS TO MAINTAIN SUMMER FLOATS AND BARGE RAMP FACILITY,		
7009	EQUIPMENT REPAIR & MAINTENANCE - FOR HAND ROOL REPAIR & MAINTENANCE, AND SAW COMPRESSOR MAINTENANCE		
7010	VEHICLE MAINTENANCE - TO REPAIR & MAINTAIN VEHICLES USED WITHIN THE PORT FACILITY		
7015	FUEL EXPENSE - FUEL FOR HARBOR BOATS, PORT & HARBOR TRUCKS, SAWS, 4 WHEELERS, OIL AND LUBE FOR PUMPS,		
7100	UNIFORM, GEAR & CLOTHING ALLOWANCE - HARBOR ATTIRE AS UNIFORM, WORK CLOTHING ALLOWANCE, AND MISC.		
7501	UTILITIES - WATER, GARBAGE, AND ELECTRICAL		
7505	TRAVEL & TRAINING - STAFF CPR TRAINING		
7508	INSURANCE - COST OF INSURANCE FOR PORT FACILITIES		
7519	PROFESSIONAL SERVICES CONTRACTUAL - COST OF CONTRACTOR SERVICES FOR EVALUATING PORT FACILITY ADJACENT TO THE MARINE SERVICE CENTER		
7601	CHARGES FROM HARBOR ADMINISTRATION - COST COVERS HARBOR'S PORTION OF OFFICE OPERATION EXPENSES		
7900	CAPITAL EXPENDITURES - SECURITY SYSTEM FOR PORT FACILITIES		

CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #74030

ENTERPRISE FUNDS
MARINE SERVICE CENTER FUND
DETAIL OF REVENUES & EXPENDITURES

		FY 2021	FY 2022	FY 2023 ESTIMATED	FY 2023	FY 2024
		ACTUAL	ACTUAL		ADOPTED	PROPOSED
MARINE SERVICE CENTER REVENUES						BUDGET
74030 000 4101	PERS On-behalf Revenue	\$ 6,996	\$ 6,949	\$ 7,050	\$ 7,050	\$ 7,500
74030 000 4974	Transfer from Port & Harbors	\$ -	\$ -	\$ -	\$ -	\$ -
74030 000 5224	Labor Charges	\$ -	\$ -	\$ -	\$ -	\$ -
74030 000 5234	Surplus & Material Sales	\$ (2,193)	\$ -	\$ -	\$ -	\$ -
74030 000 5240	Yard Storage	\$ 38,612	\$ 10,087	\$ 26,051	\$ 10,000	\$ 28,005
74030 000 5250	Travel Lift Fees	\$ 201,349	\$ 204,193	\$ 161,537	\$ 185,000	\$ 173,652
74030 000 5251	Environmental Fees	\$ 2,094	\$ 2,010	\$ 9,388	\$ 10,000	\$ 10,092
74030 000 5253	Long-term Storage	\$ 111,698	\$ 92,562	\$ 112,604	\$ 135,726	\$ 121,049
74030 000 5254	Work-area Storage	\$ 64,975	\$ 93,113	\$ 135,433	\$ 115,600	\$ 145,591
74030 000 5255	Electric Revenue	\$ 12,308	\$ 12,132	\$ 15,292	\$ 12,500	\$ 16,439
74030 000 5256	Yard Leases	\$ 59,908	\$ 61,081	\$ 59,915	\$ 71,103	\$ 64,409
74030 000 5258	Travel Lift Inspection	\$ 2,523	\$ 2,400	\$ 1,122	\$ 2,500	\$ 1,206
74030 000 5259	Mobile Boat Lift Deposit	\$ -	\$ -	\$ -	\$ -	\$ -
74030 000 5550	Interest Revenue	\$ -	\$ -	\$ 45,785	\$ -	\$ 61,047
TOTAL MSC REVENUES		\$ 498,270	\$ 484,527	\$ 574,176	\$ 549,479	\$ 628,988

MARINE SERVICE CENTER EXPENSES						
74030 000 6001	Salaries & Wages	\$ 55,962	\$ 56,874	\$ 101,374	\$ 110,834	\$ 116,124
74030 000 6002	Temporary Wages	\$ -	\$ 3,717	\$ 1,563	\$ -	\$ -
74030 000 6005	Overtime	\$ 2,978	\$ 6,977	\$ 4,934	\$ 3,185	\$ 12,734
74030 000 6100	Employer Costs	\$ 29,496	\$ 31,217	\$ 31,285	\$ 75,909	\$ 50,474
74030 000 7001	Materials & Supplies	\$ 3,545	\$ 2,057	\$ 1,877	\$ 7,000	\$ 5,000
74030 000 7002	Facility Repair & Maintenance	\$ 12,736	\$ 12,305	\$ 2,091	\$ 15,000	\$ 15,000
74030 000 7004	Postage & Shipping	\$ -	\$ 5,055	\$ 262	\$ -	\$ -
74030 000 7008	Non-Capital Equipment*	\$ -	\$ 4,798	\$ 401	\$ 8,000	\$ 8,000
74030 000 7010	Equipment Repair & Maint.	\$ 1,847	\$ 40,498	\$ 27,949	\$ 25,000	\$ 25,000
74030 000 7009	Vehicle Maintenance	\$ 5,016	\$ 367	\$ 5,268	\$ 6,000	\$ 6,000
74030 000 7015	Fuel - Automotive	\$ 6,074	\$ 9,560	\$ 7,460	\$ 9,100	\$ 9,100
74030 000 7100	Uniform, Gear, Clothing	\$ 154	\$ 498	\$ -	\$ 1,600	\$ 1,200
74030 000 7501	Utilities	\$ 15,626	\$ 12,121	\$ 14,270	\$ 18,000	\$ 14,871
74030 000 7505	Travel & Training	\$ -	\$ -	\$ -	\$ 300	\$ 300
74030 000 7507	Memberships & Dues	\$ -	\$ -	\$ -	\$ 750	\$ 750
74030 000 7508	Insurance	\$ -	\$ 18,721	\$ 20,593	\$ 3,644	\$ 22,653
74030 000 7519	Professional/Contractual Services	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
74030 000 7562	Penalties & Interest	\$ 17,750	\$ -	\$ -	\$ -	\$ -
74030 000 7601	Charges from Administration	\$ 47,003	\$ -	\$ 108,588	\$ 125,380	\$ 136,848
74030 000 7860	Derelict Vessel Disposal	\$ 2,595	\$ 14,890	\$ 9,775	\$ 25,000	\$ 25,000
74030 000 7900	Capital Equipment	\$ 29	\$ -	\$ -	\$ -	\$ -
TOTAL MSC EXPENSES		\$ 200,811	\$ 224,654	\$ 337,688	\$ 439,701	\$ 454,054

MSC REVENUES	\$ 498,270	\$ 484,527	\$ 574,176	\$ 549,479	\$ 628,988
MSC EXPENSES	\$ 200,811	\$ 224,654	\$ 337,688	\$ 439,701	\$ 454,054
REVENUES OVER (EXPENSES)	\$ 297,459	\$ 259,873	\$ 236,488	\$ 109,778	\$ 174,934

JUSTIFICATION & EXPLANATION
MARINE SERVICE CENTER

GL ACCT DESCRIPTION

- 4101 **PERS ON-BEHALF REVENUE** - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO
- 4974 **TRANSFER FROM PORT & HARBORS** - ALLOTMENT FOR MSC FROM PORT & HARBORS FUND
- 5224 **LABOR CHARGES** - REVENUE FROM TRAVEL LIFT CALL OUTS AND PUMP OUTS OF DERELICT VESSELS IN MSC, AND OTHER MISC. SERVICES THAT REQUIRE LABOR
- 5234 **SURPLUS & MATERIALS SALES** - REVENUE FROM PUBLIC SURPLUS AND SALE OF MISC. OLD/EXTRA MATERIALS

- 5240 **YARD STORAGE** - REVENUE FROM STORAGE OF EQUIPMENT, TRAILERS, MATERIALS, ETC. BY MSC USERS & VENDORS WHILE WORKING ON VESSELS
- 5250 **TRAVEL LIFT FEES** - REVENUE FROM ROUND TRIPS (BOAT HAUL OUT & LAUNCH) BY TRAVEL LIFT IN MSC
- 5251 **ENVIRONMENTAL FEES** - \$1/FOOT ENVIRONMENTAL FEE PER VESSEL LIFT
- 5253 **LONG-TERM STORAGE** - DAILY SPACE RENT OF VESSELS PLACED IN LONG-TERM STORAGE
- 5254 **WORK-AREA STORAGE** - DAILY SPACE RENT OF VESSELS PLACED IN WORK-AREA/MSC YARD
- 5255 **ELECTRIC REVENUE** - DAILY ELECTRIC FEES CHARGED TO VESSEL OWNERS USING ELECTRICITY IN THE WORK-AREA/MSC YARD

- 5256 **YARD LEASES** - MONTHLY RENT OF MSC YARD SPACES LEASED BY VENDORS
- 5258 **TRAVEL LIFT INSPECTION** - REVENUE FROM 2 HOUR INSPECTION HAUL OUTS
- 5259 **MOBILE BOAT LIFT DEPOSIT** - DEPOSIT FOR SCHEDULED HAUL-OUT DATE
- 5550 **INTEREST INCOME** - INTEREST INCOME ALLOCATION FROM THE CENTRAL TREASURY ON A PRORATED BASIS (AVERAGE PERCENTAGE OF CASH HELD WITH THE TREASURY)

6001 SALARIES & WAGES			
Marine Service Center Lead Salary		\$	65,139
Marine Service Center Relief Operator Salary		\$	50,985
	TOTAL	\$	116,124

6002 ALL NON-REGULAR EMPLOYEE WAGES FOR TEMPORARY HELP

6005 OVERTIME			OT	ACTING
Marine Service Center Lead Salary OT (40hrs * \$46.80) / Acting (100hrs*39.66)			1,872	3,966
Marine Service Center Maintenance Salary OT (80hrs *34.61) / Acting (100hrs * 39.66)			2,930	3,966
	TOTAL	\$	4,802	\$ 7,932

6100 EMPLOYER COSTS			
FICA, SBS AND MEDICARE (7.58%)		\$	9,767
STATE OF ALASKA PERS (22%)		\$	28,349
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION		\$	12,358
	TOTAL	\$	50,475

- 7001 **MATERIALS & SUPPLIES** - CLEANING SUPPLIES FOR RESTROOM FACILITIES, BLOCKING EQUIPMENT, AND OTHER MISC. MSC SUPPLIES
- 7002 **FACILITY REPAIR & MAINTENANCE** - LABOR & MATERIALS TO MAINTAIN MSC, INCLUDING ROCK, CONCRETE REPAIR, UTILITY REPAIRS, RESTROOM FACILITY UPKEEP, AND FILTRATION SYSTEM & BUILDING MAINTENANCE
- 7008 **NON-CAPITAL EQUIPMENT** - COST OF NEW BOAT STANDS
- 7010 **EQUIPMENT REPAIR & MAINTENANCE** - LABOR & MATERIALS TO MAINTAIN MSC EQUIPMENT INCLUDING LIFT STRAPS, LIFT INSPECTIONS, AND MISC REPAIRS/HYDRAULIC RAM REPAIRS
- 7009 **VEHICLE MAINTENANCE** - COST OF MSC VEHICLE CLEANING & MAINTENANCE
- 7015 **FUEL - AUTOMOTIVE** - COSTS OF FUEL FOR VEHICLES USED IN THE MSC
- 7100 **UNIFORM, GEAR, CLOTHING** - COSTS OF CLOTHING ALLOWANCE, PERSONAL PROTECTIVE EQUIPMENT, AND MSC YARD ATTIRE

- 7501 **UTILITIES** - WATER, SEWER, GARBAGE, AND ELECTRIC FOR MSC FACILITIES
- 7505 **TRAVEL & TRAINING** - COSTS FOR CPR TRAINING & FORKLIFT TRAINING
- 7507 **MEMBERSHIPS & DUES** - COSTS FOR UFA MEMBERSHIP
- 7508 **INSURANCE** - TRAVEL LIFT INSURANCE
- 7519 **PROFESSIONAL/CONTRACTUAL SERVICES** - COSTS FOR LEGAL SERVICES
- 7601 **CHARGES FROM ADMINISTRATION** - ACCOUNTS FOR 30% OF ALLOCATED HARBOR ADMINISTRATIVE EXPENSES, SEE ADMIN BUDGET FOR BREAKDOWN
- 7860 **DERELICT VESSEL DISPOSAL** - COSTS TO PROPERLY DISPOSE OF DERELICT VESSELS FROM MSC



ENTERPRISE FUNDS: SEWER/WASTEWATER FUND

PURPOSE:

The Sewer Department provides wastewater handling in compliance with all State and Federal regulations and ensures the system is operated economically and provides reliable service to the residents of Wrangell.

KEY ACCOMPLISHMENTS:

- Assisted in launching design work for the wastewater treatment plant second phase of disinfection to be required by the EPA.
- Performed numerous repairs to the sewer collection system and lift stations.
- Professionally developed personnel by participating in several safety trainings.
- Adequately adjusted rates to address future capital needs.



LEVEL OF SERVICE AND BUDGET IMPACT:

While further financial assistance from State and Federal agencies will be required to address the deferred maintenance of the collection and treatment systems, the FY 2024 budget provides sufficient resources to achieve the goals of the department.

GOALS AND NEW INITIATIVES:

- To adequately staff the Sewer Department in anticipation of retiring personnel.
- Continue to plan and prepare for implementation of disinfection treatment stage at the Wastewater Treatment Plant.
- Continue to conduct smoke testing to reduce flows and better maintain the collection system.

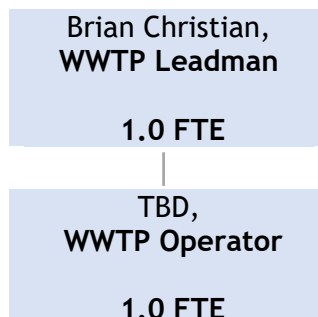
TRENDS AND FUTURE ISSUES:

- Increased State and Federal quality standards.
- Overburdened engineering firms have slowed sewer projects in the planning phase.
- A plan for underground infrastructure overhauls and maintenance in conjunction with material road projects must be coordinated.

PERFORMANCE METRICS:

- In FY 2024, the Sewer Department will track users and progress towards a revitalized wastewater treatment system that will satisfy upcoming federal mandates.

PERSONNEL:



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund 76000

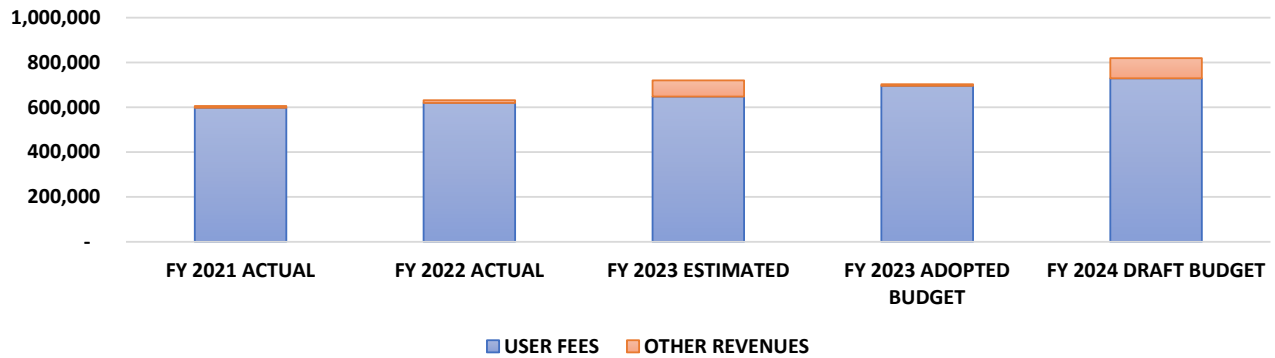
ENTERPRISE FUND TYPE
SEWER FUND

SUMMARY OF REVENUES & EXPENDITURES

SUMMARY OF REVENUES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
USER FEES	598,144	619,097	647,983	695,750	728,980
OTHER REVENUES	7,883	12,292	71,907	7,000	90,209
TOTAL REVENUE & TRANSFERS-IN	\$ 606,027	\$ 631,389	\$ 719,889	\$ 702,750	\$ 819,189

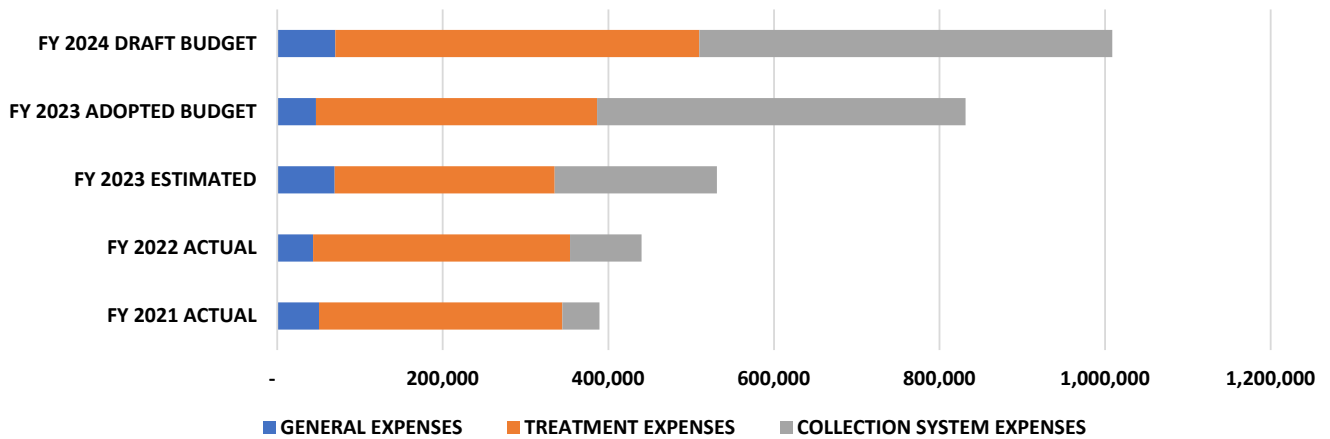
SEWER REVENUES BY FISCAL YEAR



SUMMARY OF EXPENDITURES BY TYPE

CATEGORY	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED BUDGET	FY 2024 DRAFT BUDGET
GENERAL EXPENSES	50,293	43,301	69,373	46,628	70,135
TREATMENT EXPENSES	294,061	310,442	265,728	339,751	439,665
COLLECTION SYSTEM EXPENSES	44,889	86,365	195,954	445,169	498,905
TRANSFER OUT	-	-	-	-	305,000
TOTAL EXPENDITURES	389,243	440,108	531,055	831,548	1,008,705

SEWER EXPENDITURES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
2024 ANNUAL BUDGET
Fund #76000

ENTERPRISE FUNDS
SEWER FUND
DETAIL OF REVENUES & EXPENDITURES

SEWER FUND REVENUES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
76000 000 4101	PERS On-behalf Revenue	\$ 7,883	\$ 12,292	\$ 9,000	\$ 7,000	\$ 7,000
76000 500 5301	User Fees	\$ 598,144	\$ 619,097	\$ 647,983	\$ 695,750	\$ 728,980
76000 500 4600	Miscellaneous Revenues	\$ -	\$ -	\$ 500	\$ -	\$ -
76000 500 5550	Interest Revenue	\$ -	\$ -	\$ 62,407	\$ -	\$ 83,209
TOTAL SEWER REVENUES		\$ 606,027	\$ 631,389	\$ 719,889	\$ 702,750	\$ 819,189

SEWER FUND ADMINISTRATIVE EXPENSES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
76000 501 7508	Insurance	\$ 6,404	\$ 6,930	\$ 7,623	\$ 7,623	\$ 8,385
76000 501 7603	Charges from Finance	\$ 42,245	\$ 36,342	\$ 58,504	\$ 35,760	\$ 58,504
76000 501 7802	Revenue Bond Principal	\$ -	\$ -	\$ 1,714	\$ 1,714	\$ 1,730
76000 501 7803	Revenue Bond Interest	\$ 1,644	\$ 30	\$ 1,532	\$ 1,532	\$ 1,516
TOTAL ADMINISTRATIVE EXPENSES		\$ 50,293	\$ 43,301	\$ 69,373	\$ 46,628	\$ 70,135

TREATMENT PLANT EXPENSES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
76000 502 6001	Salaries & Wages	\$ 111,243	\$ 109,425	\$ 119,034	\$ 107,799	\$ 139,375
76000 502 6005	Overtime	\$ 8,809	\$ 11,395	\$ 5,308	\$ 13,791	\$ 22,926
76000 502 6100	Employer Costs	\$ 75,326	\$ 86,445	\$ 31,369	\$ 52,698	\$ 93,714
76000 502 7001	Materials & Supplies	\$ 6,299	\$ 5,537	\$ 8,940	\$ 7,500	\$ 9,500
76000 502 7002	Facility Repair & Maintenance	\$ 10,372	\$ 2,341	\$ 92	\$ 7,500	\$ 12,500
76000 502 7004	Postage and Shipping	\$ -	\$ 6,091	\$ 3,122	\$ -	\$ -
76000 502 7010	Vehicle Maintenance	\$ 396	\$ 3,904	\$ 2,564	\$ 5,060	\$ 5,000
76000 502 7015	Fuel & Oil - Automotive	\$ -	\$ -	\$ -	\$ 2,900	\$ 2,900
76000 502 7025	WTP System Equipment & Maintenance	\$ -	\$ 71	\$ 615	\$ 15,000	\$ 7,500
76000 502 7100	Uniform, Gear & Clothing Allowance	\$ 505	\$ 976	\$ 657	\$ 1,250	\$ 1,250
76000 502 7501	Utilities	\$ 58,159	\$ 58,997	\$ 60,045	\$ 60,000	\$ 61,446
76000 502 7502	Phone/Internet	\$ 3,568	\$ 2,719	\$ 2,781	\$ 3,631	\$ 3,193
76000 502 7505	Travel & Training	\$ 100	\$ 650	\$ -	\$ -	\$ -
76000 502 7515	Permits, Inspections & Compliance	\$ 16,972	\$ 16,310	\$ 18,115	\$ 15,600	\$ 15,600
76000 502 7517	Freight & Shipping	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
76000 502 7519	Professional/Contractual Services	\$ -	\$ 214	\$ -	\$ 25,000	\$ 25,000
76000 502 7621	Public Works Labor Charges	\$ 549	\$ -	\$ -	\$ 4,935	\$ 21,090
76000 502 7622	Charges from Garage	\$ 1,689	\$ 2,589	\$ 10,816	\$ 10,816	\$ 8,073
76000 502 7629	Charges from Capital Facilities	\$ 75	\$ 1,549	\$ 2,269	\$ 2,269	\$ 6,599
76000 502 7900	Capital Expenses	\$ -	\$ 1,229	\$ -	\$ -	\$ -
TREATMENT PLANT EXPENSES		\$ 294,061	\$ 310,442	\$ 265,728	\$ 339,751	\$ 439,665

COLLECTION SYSTEM EXPENSES		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED
76000 503 6001	Salaries & Wages	\$ 1,572	\$ 4,073	\$ 149	\$ -	\$ -
76000 503 6005	Overtime	\$ 198	\$ 320	\$ 149	\$ -	\$ -
76000 503 6100	Employer Costs	\$ 1,710	\$ 3,325	\$ 192	\$ -	\$ -
76000 503 7025	Collection System Maintenance	\$ 25,706	\$ 70,088	\$ 145,660	\$ 127,000	\$ 117,000
76000 503 7621	Public Works Labor Charges	\$ 15,156	\$ 8,559	\$ 14,806	\$ 14,806	\$ 21,090
76000 503 7900	Capital Expenses	\$ 546	\$ -	\$ -	\$ 25,000	\$ 75,000
76000 503 8900	Transfer to Residential Construction Fund	\$ -	\$ -	\$ -	\$ -	\$ 305,000
76000 503 8990	Transfer to Sewer CIP Fund	\$ -	\$ -	\$ 35,000	\$ 278,363	\$ 285,815
COLLECTION SYSTEM EXPENSES		\$ 44,889	\$ 86,365	\$ 195,954	\$ 445,169	\$ 803,905

TOTAL REVENUES	\$ 606,027	\$ 631,389	\$ 719,889	\$ 702,750	\$ 819,189
TOTAL EXPENSES	\$ (389,243)	\$ (440,108)	\$ (531,055)	\$ (831,548)	\$ (1,313,705)
TOTAL CHANGE IN NET POSITION	\$ 216,784	\$ 191,281	\$ 188,834	\$ (128,798)	\$ (494,515)
BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 773,378	\$ 990,162	\$ 1,181,443	\$ 1,389,670	\$ 1,389,670
CHANGE IN NET POSITION	\$ 216,784	\$ 191,281	\$ 188,834	\$ (128,798)	\$ (494,515)
ENDING RESERVE BALANCE (6/30/20XX)	\$ 990,162	\$ 1,181,443	\$ 1,389,670	\$ 1,260,872	\$ 895,155

ENTERPRISE FUND: SEWER CIP FUND

Fund #76300

Project Description	GL Account	Account Description	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 DRAFT BUDGET
PROJECT: 76002	76300 000 4976 00 76002	Transfers from Sewer Operating Fund	\$ -	\$ 285,815	\$ 260,000
NODE 8 PUMP STATION REHABILITATION	76300 503 9999 00 76002	Node 8 Sewer Pump Station Rehabilitation	\$ -	\$ 260,000	\$ 260,000
Resources available over resources used			\$ -	\$ 25,815	\$ -

PROJECT: 76006 WMC LIFT STATION PROJECT	76300 000 4999 11 76006	DCCED Hospital Grant Revenue	\$ 298,819	\$ 298,819	\$ -
	76300 503 9999 11 76006	DCCED Hospital Grant Expenditures (WMC Lift	\$ 298,819	\$ 298,819	\$ -
Resources available over resources used			\$ -	\$ -	\$ -
PROJECT: 76007 WWTP DISINFECTION PROJECT	76300 000 4999 00 76007	Transfer from Sewer Operating Fund	\$ 14,185	\$ 35,000	\$ 25,815
	76300 503 9999 00 76007	WWTP Disinfection Capital Project	\$ 14,185	\$ 35,000	\$ 25,815
Resources available over resources used					

BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 18,231	\$ 18,231	\$ 18,231
CHANGE IN NET POSITION	\$ -	\$ 25,815	\$ -
ENDING RESERVE BALANCE (6/30/20XX)	\$ 18,231	\$ 44,047	\$ 18,231

JUSTIFICATION & EXPLANATION
SEWER FUND

GL ACCT DESCRIPTION

4101	PERS ON-BEHALF REVENUE - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS		
5301	USER FEES - ANNUAL REVENUE FROM USER FEES		
4600	MISCELLANEOUS REVENUES - ALL OTHER REVENUES OUTSIDE OF PERS, USER FEES AND INVESTMENT INCOME. THIS WILL INCLUDE		
5550	INTEREST INCOME - THE ALLOCATION OF INVESTMENT INCOME FROM THE BARNES TOTEM TRUST AND THE PORTION OF SEWER FUND CASH		
7508	INSURANCE - VEHICLE AND BUILDING INSURANCE		
7509	BANK & CREDIT CARD FEES - BANK FEES FOR USING CREDIT CARDS		
7603	CHARGES FROM FINANCE - TOTAL ANNUAL CHARGES FROM FINANCE FOR STAFF SERVICES, UTILITY BILLING, BILLING MATERIALS, AUDITING SERVICES AND CREDIT CARD FEES		
7802	REVENUE BOND PRINCIPAL - PRINCIPAL PAYMENTS ON 2017 USDA SEWER REVENUE BOND		
7803	REVENUE BOND INTEREST - INTEREST PAYMENTS ON 2017 USDA SEWER REVENUE BOND		
6001	SALARIES & WAGES		
	Wastewater Leadman Salary	\$	78,212
	Wastewater Leadman Overlap	\$	31,010
	Wastewater Operator Salary (1/2)	\$	30,152
	TOTAL	\$	139,375
6005	OVERTIME		
	Wastewater Leadman OT, Standby	\$	11,687
	Wastewater Leadman Overlap OT	\$	2,228
	Wastewater Operator OT, Standby, Acting	\$	9,011
	TOTAL	\$	22,926
6100	EMPLOYER COSTS		
	FICA, SBS AND MEDICARE (7.58%)	\$	12,302
	STATE OF ALASKA PERS (22%)	\$	35,706
	GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	45,706
	TOTAL	\$	93,714
7001	MATERIALS & SUPPLIES - OFFICE SUPPLIES SUCH AS PRINTER PAPER & PRINTER INK, CLEANING SUPPLIES, LABORTAORY SUPPLIES, SMALL TOOLS & PARTS, AND FUEL FOR MAINTENANCE SUPPLIES SUCH AS PRESSURE WASHERS & WEED EATERS		
7002	FACILITY REPAIR & MAINTENANCE - COST OF MATERIALS & SUPPLIES TO MAINTAIN WWT BUILDING, LAGOONS, AND MECHANICAL EQUIPMENT		
7010	VEHICLE MAINTENANCE - COST OF MATERIALS & REPAIRS TO ALL SEWER FACILITY VEHICLES & THEIR EQUIPMENT		
7015	FUEL & OIL - AUTOMOTIVE - COST OF VEHICLE FUEL AND FUEL FOR TWO STANDBY GENERATORS		
502 7025	WTP SYSTEM EQUIPMENT & MAINTENANCE - COST OF DEWATER BAGS AND MATERIALS FOR THE WATER TREATMENT PLANT		
503 7025	COLLECTION SYSTEM MAINTENANCE - COST OF MATERIALS TO REPAIR & MAINTAIN THE SEWER COLLECTION SYSTEM, SPARE PARTS AND		
7100	UNIFORM, GEAR & CLOTHING ALLOWANCE - PPE SUCH AS EAR PROTECTION, FACE SHIELDS, SAFETY GLASSES, HIGH VISIBILITY RAIN GEAR,		
7501	UTILITIES - WATER, SEWER, GARBAGE, AND ELECTRIC FOR THE TREATMETN PLANT AND PUMP STATIONS		
7502	PHONE/INTERNET - ANNUAL ALLOTMENT FOR PHONE LANDLINE AND INTERNET SERVICE		
7505	TRAVEL & TRAINING - COST OF ONLINE CEU TRAINING & INDIVIDUAL STAFF TRAININGS		
7515	PERMITS, INSPECTIONS, & COMPLIANCE - COST FOR QUARTERLY COMPLIANCE TESTING & SUPPLIES, AS WELL AS DEC ANNUAL FEE FOR DOMESTIC WATER SYSTEMS		
7517	FREIGHT & SHIPPING - MISC. FREIGHT & SHIPPING COSTS		
7519	PROFESSIONAL SERVICES CONTRACTUAL - ENGINEERING FOR LIFT STATION UPGRADES		
7621	PUBLIC WORKS LABOR CHARGES - COSTS INCURRED BY THE SEWER DEPARTMENT FOR PUBLIC WORKS LABOR		
7622	CHARGES FROM GARAGE - COSTS INCURRED BY THE SEWER DEPARTMENT FOR GARAGE LABOR		
7629	CHARGES FROM CAPITAL FACILITIES - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
7900	CAPITAL EXPENDITURES - SCREEN PUMP BASKET		



ENTERPRISE FUNDS: SANITATION FUND

PURPOSE:

The purpose of the Sanitation Department is to provide quality collection services of garbage, solid waste, and brush disposal to Wrangell residents with a professional, courteous, and efficient staff.

KEY ACCOMPLISHMENTS:

- Operations have been adjusted to maximize bailer efficiency with current transfer station layout.
- Funding provided by unrestricted reserves and the Denali Commission has allowed the Borough to continue planning and design of the transfer station loading dock.
- Successfully onboarded a new employee at the solid waste transfer station expanding operating hours for Wrangell residents.
- Procured a new garbage truck and placed it into serve at no cost to users as a result of the Finance Department achieving funding through the Department of Community, Commerce and Economic Development's (DCCED) Local Government Lost Revenue Grant (LGLR Grant).



LEVEL OF SERVICE AND BUDGET IMPACT:

The current budget adequately supports the Sanitation Funds operations.

GOALS AND NEW INITIATIVES:

- Begin construction of SWTS loading dock in FY 2024.
- Prepare for using a scale at the SWTS facility.
- Find a tire shredder solution to reduce the tire burden at the sanitation facility.
- Replace oldest garbage truck in fleet by the end of FY 2025.

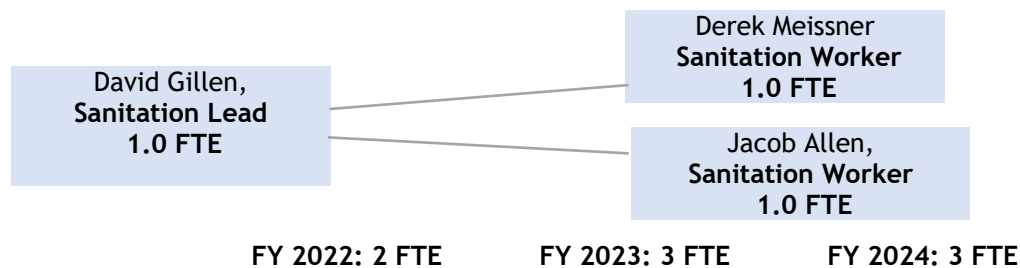
TRENDS AND FUTURE ISSUES:

- Overburdened engineering firms have slowed project development.
- Retrofitting bailer to the new loading dock design.
- Solutions for citizens desiring less/more pick-up frequency.
- Increased cost of waste shipment and disposal.

PERFORMANCE METRICS:

- In FY 2024, the Sanitation Department will track users and progress towards a new loading dock facility and other capital equipment necessary to continue operations.

PERSONNEL:



CITY AND BOROUGH OF WRANGELL
 2024 ANNUAL BUDGET
 Fund #78000

ENTERPRISE FUNDS
 SANITATION FUND
 DETAIL OF REVENUES & EXPENDITURES

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED BUDGET
SANITATION FUND REVENUES						
78000 000 4101	PERS On-behalf Revenue	\$ 7,451	\$ 8,898	\$ 11,000	\$ 7,353	\$ 10,000
78000 600 5401	User Fees	\$ 593,990	\$ 637,906	\$ 816,912	\$ 886,982	\$ 841,420
78000 600 5410	Landfill Revenue	\$ 44,277	\$ 35,575	\$ 46,849	\$ 35,000	\$ 45,000
78000 600 5415	Recycle Revenue	\$ 24,982	\$ 20,336	\$ -	\$ 18,147	\$ 5,000
78000 600 5550	Interest Revenue	\$ -	\$ -	\$ 41,768	\$ 4,500	\$ 55,691
78000 600 4999	DCRA-LGLR Grant Revenue (Garbage Truck)	\$ -	\$ -	\$ 296,027	\$ 294,785	\$ -
TOTAL SANITATION REVENUES		\$ 670,700	\$ 702,714	\$ 1,212,556	\$ 1,246,767	\$ 957,111

SANITATION FUND ADMINISTRATIVE EXPENSES						
78000 601 7505	Travel & Training	\$ 180	\$ -	\$ -	\$ 2,000	\$ 10,000
78000 601 7508	Insurance	\$ 12,546	\$ 13,077	\$ 9,130	\$ 11,110	\$ 10,043
78000 601 7603	Charges from Finance	\$ 37,405	\$ 36,341	\$ 35,760	\$ 35,760	\$ 52,507
TOTAL ADMINISTRATIVE EXPENSES		\$ 50,131	\$ 49,418	\$ 44,890	\$ 48,869	\$ 72,550

SANITATION FUND COLLECTION EXPENSES						
78000 602 6001	Salaries & Wages	\$ 62,744	\$ 57,933	\$ 78,350	\$ 53,614	\$ 54,656
78000 602 6005	Overtime	\$ 974	\$ 2,218	\$ 1,797	\$ 3,081	\$ 3,141
78000 602 6100	Employer Costs	\$ 48,711	\$ 48,039	\$ 52,999	\$ 47,965	\$ 35,520
78000 602 7001	Materials & Supplies	\$ 50	\$ 108	\$ 95	\$ 500	\$ 500
78000 602 7004	Postage	\$ -	\$ 3,133	\$ 13,182	\$ -	\$ -
78000 602 7010	Vehicle Maintenance	\$ 20,052	\$ 21,701	\$ 37,927	\$ 36,800	\$ 50,000
78000 602 7015	Fuel & Oil - Automotive	\$ -	\$ 599	\$ -	\$ 17,000	\$ 17,000
78000 602 7100	Uniform, Gear & Clothing Allowance	\$ 53	\$ 873	\$ 539	\$ 1,500	\$ 1,500
78000 602 7621	Public Works Labor Charges	\$ 6,301	\$ 64,462	\$ 4,500	\$ 4,500	\$ 6,327
78000 602 7622	Charges from Garage	\$ 13,201	\$ 7,928	\$ 30,300	\$ 30,300	\$ 57,506
78000 602 7844	Dumpsters	\$ 16,113	\$ 11,562	\$ 3,156	\$ 15,000	\$ 15,000
TOTAL COLLECTION EXPENSES		\$ 168,201	\$ 218,555	\$ 222,845	\$ 210,260	\$ 241,151

SANITATION FUND SOLID WASTE TRANSFER STATION EXPENSES						
78000 603 6001	Salaries & Wages	\$ 58,285	\$ 50,545	\$ 63,148	\$ 101,727	\$ 105,207
78000 603 6002	Temporary Wages	\$ -	\$ 9,221	\$ -	\$ -	\$ -
78000 603 6005	Overtime	\$ 3,586	\$ 3,977	\$ 2,110	\$ 5,846	\$ 6,046
78000 603 6100	Employer Costs	\$ 41,911	\$ 39,952	\$ 39,211	\$ 82,980	\$ 66,209
78000 603 7001	Materials & Supplies	\$ 2,008	\$ 2,831	\$ 2,221	\$ 3,000	\$ 3,000
78000 603 7002	Facility Repair & Maintenance	\$ 2,356	\$ 2,081	\$ 3,545	\$ 4,700	\$ 4,700
78000 603 7004	Postage and Shipping	\$ -	\$ 1,408	\$ 4,245	\$ -	\$ -
78000 603 7008	Non-capital Equipment	\$ 317	\$ -	\$ -	\$ -	\$ -
78000 603 7010	Vehicle Maintenance	\$ 1,153	\$ 9,552	\$ 3,262	\$ 5,100	\$ 21,000
78000 603 7011	Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -
78000 603 7018	Miscellaneous Tools	\$ 454	\$ -	\$ -	\$ -	\$ -
78000 603 7501	Utilities	\$ 5,718	\$ 7,067	\$ 4,302	\$ 7,000	\$ 5,125
78000 603 7502	Phone/Internet	\$ 1,244	\$ 1,792	\$ 1,445	\$ 1,248	\$ 1,608
78000 603 7515	Permits, Inspections & Compliance	\$ 1,452	\$ 1,692	\$ 1,003	\$ 1,000	\$ 1,000
78000 603 7519	Professional Services Contractual	\$ 740	\$ 13,498	\$ -	\$ 14,240	\$ 8,250
78000 603 7621	Public Works Labor Charges	\$ -	\$ -	\$ 5,922	\$ 5,922	\$ 6,327
78000 603 7622	Charges from Garage	\$ -	\$ 7,240	\$ -	\$ -	\$ -
78000 603 7629	Charges from Capital Facilities	\$ 605	\$ 2,228	\$ 4,539	\$ 4,539	\$ 7,829
78000 603 7840	Solid Waste Shipping & Disposal	\$ 269,107	\$ 239,249	\$ 263,260	\$ 280,000	\$ 385,000
78000 603 7841	Hazardous Waste Management	\$ -	\$ -	\$ -	\$ 23,000	\$ 26,000
78000 603 7842	Recycle Costs	\$ 39,117	\$ 21,505	\$ 10,890	\$ 28,120	\$ 28,000
78000 603 7900	Capital Expenditures	\$ -	\$ 1,229	\$ 299,210	\$ 294,785	\$ 50,000
78000 603 8990	Transfer to Capital Projects Fund	\$ -	\$ -	\$ 24,000	\$ 117,400	\$ 229,552
TOTAL SOLID WASTE TRANSFER STATION EXPENSES		\$ 428,053	\$ 415,066	\$ 732,314	\$ 980,608	\$ 954,852

TOTAL REVENUES	\$ 670,700	\$ 702,714	\$ 1,212,556	\$ 1,246,767	\$ 957,111
TOTAL EXPENSES	\$ 646,384	\$ 683,038	\$ 1,000,049	\$ 1,239,737	\$ 1,268,553
TOTAL CHANGE IN NET POSITION	\$ 24,316	\$ 19,676	\$ 212,508	\$ 7,030	\$ (311,442)

BEGINNING RESERVE BALANCE (7/1/20XX)	\$ 66,961	\$ 91,277	\$ 110,952	\$ 110,952	\$ 323,460
CHANGE IN NET POSITION	\$ 24,316	\$ 19,676	\$ 212,508	\$ 7,030	\$ (311,442)
ENDING RESERVE BALANCE (6/30/20XX)	\$ 91,277	\$ 110,952	\$ 323,460	\$ 117,982	\$ 12,017

Project Description	GL Account	Account Description	FY 2023 ESTIMATED	FY 2023 ADOPTED	FY 2024 PROPOSED BUDGET
PROJECT: 78003 SWTS LOADING DOCK	78300 000 4999 00 78003	Denali Commission SWTS Loading Dock Grant Revenue	\$ -	\$ -	\$ 250,000
	78300 000 4999 00 78003	Transfers from Sanitation Operating Fund	\$ 24,000	\$ 117,400	\$ 229,552
	78300 603 9999 00 78003	SWTS Loading Dock Project Expenses	\$ 24,000	\$ 391,499	\$ 479,552
Resources available over resources used			\$ -	\$ (274,099)	\$ -
BEGINNING RESERVE BALANCE (7/1/20XX)			\$ 613,538	\$ 613,538	\$ 613,538
CHANGE IN NET POSITION			\$ -	\$ (274,099)	\$ -
ENDING RESERVE BALANCE (6/30/20XX)			\$ 613,538	\$ 339,439	\$ 613,538

JUSTIFICATION & EXPLANATION
SANITATION FUND

GL ACCT DESCRIPTION

4101 PERS ON-BEHALF REVENUE - REVENUE RECEIVED BY THE STATE OF ALASKA TO SUPPLEMENT EMPLOYER CONTRIBUTIONS TO PERS RETIREMENTS		
5401 USER FEES - ANNUAL REVENUE FROM USER FEES		
5410 LANDFILL REVENUE - ANNUAL REVENUE FROM LANDFILL FEES		
5415 RECYCLE REVENUE - REVENUE FROM RECYCLING		
5550 INTEREST INCOME - THE ALLOCATION OF INVESTMENT INCOME FROM THE PORTION OF SANITATION FUND CASH INVESTED		
7505 TRAVEL & TRAINING - FOR BALER TRAINING IN PETERSBURG		
7508 INSURANCE - VEHICLE AND BUILDING INSURANCE		
7509 BANK & CREDIT CARD FEES - BANK FEES FOR USING CREDIT CARDS		
7603 CHARGES FROM FINANCE - TOTAL ANNUAL CHARGES FROM FINANCE FOR STAFF SERVICES, UTILITY BILLING, BILLING MATERIALS, AUDITING SERVICES AND CREDIT CARD FEES		
6001 SALARIES & WAGES		
Sanitation Worker (Collection) Salary	\$	54,656
Sanitation Lead (Transfer Station) Salary	\$	61,456
Sanitation Worker (Transfer Station) Salary	\$	43,751
TOTAL	\$	159,864
6005 OVERTIME		
Sanitation Worker (Collection) OT - 80hrs @ \$39.26	\$	3,141
Sanitation Worker (Transfer Station) OT - 80hrs @ \$44.15	\$	3,532
Sanitation Worker (Transfer Station) OT 80hrs @ \$31.43	\$	2,514
TOTAL	\$	9,188
6100 EMPLOYER COSTS		
FICA, SBS AND MEDICARE (7.58%)	\$	4,381
STATE OF ALASKA PERS (22%)	\$	12,715
GROUP HEALTH, LIFE INSURANCE, WORKERS COMPENSATION	\$	18,424
TOTAL	\$	35,520
7001 MATERIALS & SUPPLIES - COST OF VARIOUS OFFICE SUPPLIES SUCH AS PRINTER PAPER, RECEIPT PAPERS, PENS, ETC.		
7002 FACILITY REPAIR & MAINTENANCE - COSTS OF ROCK AND GRAVEL FOR MAINTAINING ROAD TO LANDFILL AND OTHER MISC. MAINTENANCE NEEDS		
7008 NON-CAPITAL EQUIPMENT - NO EXPENSES BUDGETED		
7010 VEHICLE MAINTENANCE - FOR PARTS & LABOR TO MAINTAIN & REPAIR TWO GARBAGE TRUCKS		
7015 FUEL & OIL - AUTOMOTIVE - FUEL FOR GARBAGE TRUCKS		
7100 UNIFORM, GEAR & CLOTHING ALLOWANCE - PPE SUCH AS RUBBER GLOVES, SAFETY GLASSES, EAR PROTECTION, HIGH VISABILITY RAIN GEAR, AS WELL AS A CLOTHING ALLOWANCE PER EMPLOYEE		
7501 UTILITIES - WATER, SEWER, AND ELECTRICAL		
7502 PHONE/INTERNET - ANNUAL ALLOTMENT FOR PHONE LANDLINE AND INTERNET SERVICE		
7515 PERMITS, INSPECTIONS, & COMPLIANCE - COST FOR QUARTERLY COMPLIANCE TESTING & SUPPLIES, AS WELL AS DEC ANNUAL FEE FOR DOMESTIC WATER SYSTEMS		
7519 PROFESSIONAL SERVICES CONTRACTUAL - COST FOR BALER TECHNICAL SUPPORT & CDL RANDOM DRUG TESTING		
7621 PUBLIC WORKS LABOR CHARGES - COSTS INCURRED BY THE SANITATION DEPARTMENT FOR PUBLIC WORKS LABOR		
7622 CHARGES FROM GARAGE - COSTS INCURRED BY THE SANITATION DEPARTMENT FOR GARAGE LABOR TO REPAIR GARBAGE TRUCKS		
7629 CHARGES FROM CAPITAL FACILITIES - STAFF LABOR COSTS FOR CAPITAL FACILITIES		
7840 SOLID WASTE SHIPPING & DISPOSAL - COSTS FOR SHIPPING & DISPOSAL OF MSW TO REPUBLIC SERVICES, SHIPPING COSTS FOR TIRE SHEAR & 3 MONTH TIRE REMOVAL PROCESS		

7841 **HAZARDOUS WASTE MANAGEMENT** - FREON DISPOSAL COSTS, COSTS TO COLLECT, SHIP, AND DISPOSE OF HHW,
ENVIRONMENTAL CONSULTANTS FEE INCLUDED
7842 **RECYCLE COSTS** - RECYCLING MATERIALS & SUPPLIES, BINS FOR SHIPPING METALS
7844 **DUMPSTERS** - DUMPSTERS, 48 GALLON CANS, AND HARDWARE FOR GARBAGE CAN LIDS
7900 **CAPITAL EXPENDITURES** - NO CAPITAL EXPENDITURES IN THE OPERATING FUND HAVE BEEN BUDGETED



SCHEDULE OF BUDGET APPENDICIES:

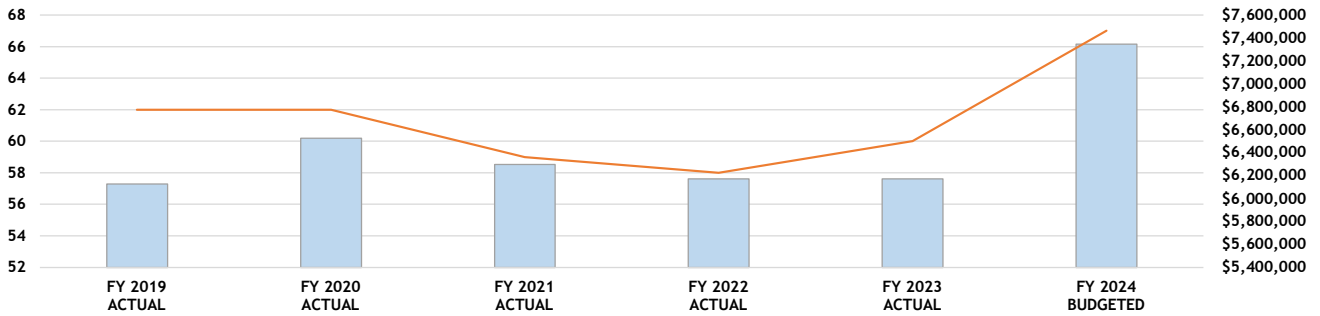
- **APPENDIX 1:** PERMANENT EMPLOYEE & PAYROLL HISTORICAL FIGURES
- **APPENDIX 2:** PROPERTY TAX ANALYSIS, ASSESSMENT CERTIFICATION, AND ASSEMBLY REPORT
- **APPENDIX 3:** SALES TAX HISTORICAL ANALYSIS
- **APPENDIX 4:** FUTURE DEBT SERVICE
- **APPENDIX 5:** CAPITAL PROJECT SUMMARY AND PROJECT DESCRIPTIONS



SUMMARY OF PERMANENT EMPLOYEES W/ BENEFITS

DEPARTMENT	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGETED
ADMINISTRATION	1	1	1	1	1	1
CLERK	1	1	1	1	1	1
FINANCE	5	5	4	5	5	6
FIRE/EMS	2	2	2	2	2	2
POLICE	8	7	7	7	7	8
DISPATCH	5	6	6	5	5	5
PUBLIC WORKS	6	8	6	6	6	6
GARAGE	3	1	1	1	2	2
CAPITAL FACILITIES	4	4	5	4	4	5
ECO DEV / P&Z	1	1	1	1	1	2
LIBRARY	3	3	2	2	2	2
NOLAN CENTER	2	2	2	2	3	3
PARKS & RECREATION	3	3	3	3	3	4
LIGHT & POWER	6	6	6	6	6	6
WATER	2	2	2	2	1.5	2
PORT / HARBOR	6	6	6	6	6	7
SEWER	2	2	2	2	1.5	2
SANITATION	2	2	2	2	3	3
TOTAL PERMANENT EMPLOYEES W/ BENEFITS	62	62	59	58	60	67
PERMANENT EMPLOYEE PAYROLL COST	\$ 5,753,901	\$ 6,233,230	\$ 6,078,885	\$ 5,932,224	\$ 6,058,114	\$ 7,260,971
TEMPORARY EMPLOYEE PAYROLL COST	\$ 371,553	\$ 292,905	\$ 217,092	\$ 238,019	\$ 113,166	\$ 84,108
TOTAL PAYROLL COST	\$ 6,125,454	\$ 6,526,135	\$ 6,295,977	\$ 6,170,243	\$ 6,171,280	\$ 7,345,079
GROWTH Y/Y	n/a	6.54%	-3.53%	-2.00%	0.02%	19.02%

TOTAL PAYROLL COST & FTEs BY FISCAL YEAR



THE SUMMARY ABOVE INDICATES THE AMOUNT OF PERMANENT (BENEFITED) EMPLOYEES BUDGETED FOR FY 2024 OPERATIONS. THIS IS DIFFERENT FROM FULL TIME EQUIVALENT (FTE) COUNT DISPLAYED ON EACH DEPARTMENT'S COVER PAGE AS FTE INDICATES THE NUMBER OF EMPLOYEES WORKING A 40-HOUR WORK WEEK WHILE PERMANENT EMPLOYEES COULD BE PRESCRIBED LESS WORKING HOURS DEPENDING ON THE NATURE OF THEIR POSITION.

IN ADDITION TO THE ABOVE PERMANENT EMPLOYEES WITH BENEFITS, THE BOROUGH EMPLOYS TEMPORARY EMPLOYEES IN VARIOUS DEPARTMENTS FOR SUCH THINGS AS LIFEGUARDS, THEATER WORKERS, SUMMER PARK MAINTENANCE, OFFICE RELIEF WORK, HARBOR SUMMER WORKERS, LIGHT DEPT. BRUSH CUTTERS AND VARIOUS OTHER WORKERS AS NEEDED FOR FILL IN AND SPECIAL SHORT TERM PROJECTS.

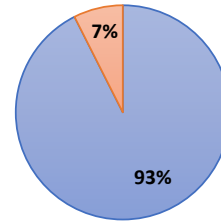
Property Tax Revenue for FY 2024			
	Assessed Value	MR/1000	Tax Revenue
Inside Service	207,980,100	0.975%	2,027,805.98
Outside Service	16,784,400	0.400%	67,137.60
Total Property Taxes	224,764,500		2,094,944

Inside Service Area		Outside Service Area	
Mill Rate	9.75	Mill Rate	4.00
Taxable Property:		Taxable Property:	
Land:	64,183,200	Land:	10,904,000
Improvements:	143,796,900	Improvements:	5,880,400
Total	207,980,100	Total	16,784,400
Value per Inside Mill	21,331,292	Value per Outside Mill	4,196,100

Weighted Average Per Mill Value:	
Total Taxable Property	
Inside Service Area	207,980,100 A
Outside Service Area	16,784,400 B
Total	224,764,500 C
WAMR = (A/C*12.75) + (B/C*4)	9.55
WAVPM = C/WAMR	23,530,752

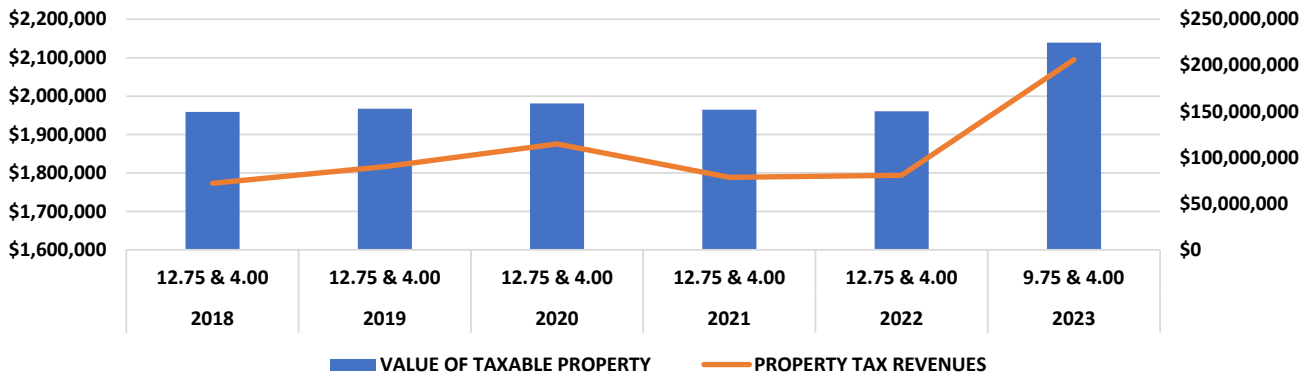
Taxable Property Value by Service Area

Inside Service Area Outside Service Area



TAX YEAR	MILL RATE	VALUE OF TAXABLE PROPERTY	PROPERTY TAX REVENUES
2018	12.75 & 4.00	\$149,469,100	\$1,773,430
2019	12.75 & 4.00	\$153,079,000	\$1,816,352
2020	12.75 & 4.00	\$158,912,300	\$1,875,663
2021	12.75 & 4.00	\$151,893,600	\$1,788,487
2022	12.75 & 4.00	\$150,129,400	\$1,793,864
2023	9.75 & 4.00	\$224,764,500	\$2,094,944

PROPERTY TAX HISTORICAL ANALYSIS





**CITY & BOROUGH
OF WRANGELL**

(907) 874-2381
P.O. Box 531,
Wrangell, AK 99929

mfvillarma@wrangell.com
www.wrangell.com

Item a.

May 17, 2023

To whom it may concern:

CERTIFICATION

2023 Real Property Tax Roll

I, Mason F. Villarma, Finance Director for The City and Borough of Wrangell, Alaska do hereby certify the following assessed values for Tax Year 2023 on behalf of Michael C. Renfro, Contract Assessor, of the Appraisal Company of Alaska:

Total Assessed

Land	\$111,236,300
Improvements	\$267,589,500
TOTAL	\$378,825,800

Less Exemptions

Municipal Owned	\$56,778,700
Senior	\$40,097,800
Disabled Veteran	\$ 1,304,100
Fire Suppression	\$24,800
Other (State, Federal, Church)	\$55,855,900
TOTAL NON TAXABLE	<\$154,061,300>

TOTAL TAXABLE ASSESSED VALUE **\$224,764,500**

Sincerely,

Mason Villarma
Finance Director
City and Borough of Wrangell

2023 City and Borough of Wrangell Assessment Roll

Prepared By Mason Villarma

Item a.

03/13/2023

Total Assessment

	\$378,825,800	Total
	\$111,236,300	Land
	\$267,589,500	Improvements
Taxable inside Services Area	1,608	
	\$207,980,100	Total
	\$64,183,200	Land
	\$143,796,956	Improvements
Taxable Outside Services Area	408	
	\$16,784,400	Total
	\$10,904,000	Land
	\$5,880,400	Improvements
Total Taxable Property		
	\$224,764,500	Total
	\$75,087,200	Land
	\$149,677,356	Improvements

Non-Taxable Property Totals

Municipal Owned	314	\$-56,778,700
Senior Citizen Exemptions	311	\$-40,097,800
Disabled Vet	9	\$-1,304,100
Fire Suppression	5	\$-24,800
All Other Exemptions <small>State, Federal, Church</small>	264	\$-55,855,900
Total Non-Taxable Property	903	\$-154,061,300

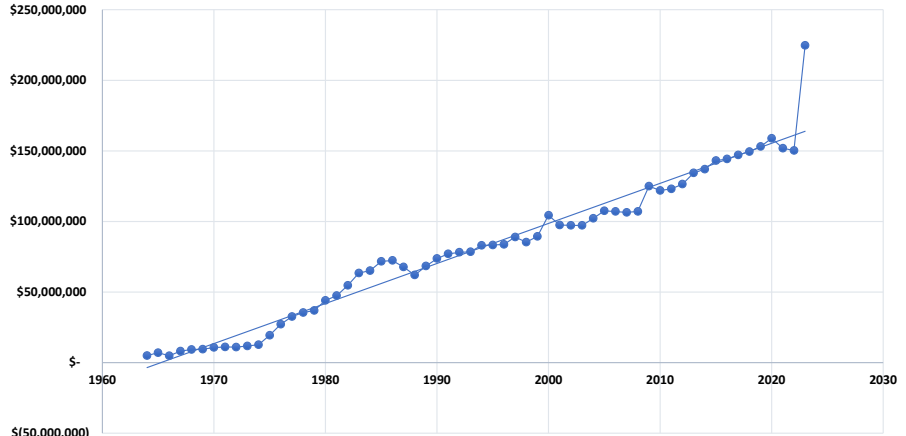
APPENDIX II | ASSESSMENT ASSEMBLY REPORT



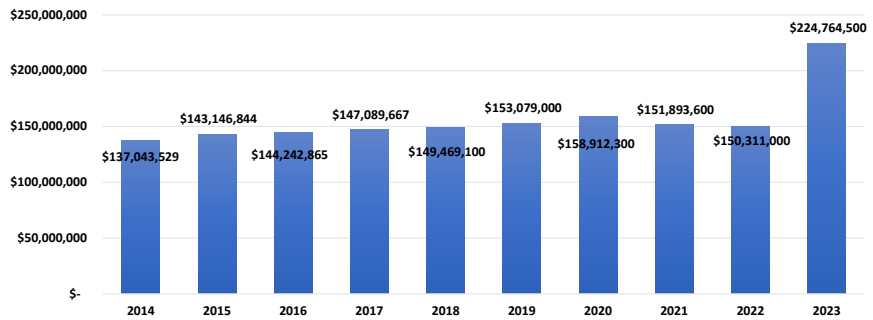
HISTORICAL ASSESSMENT VALUES & MILL RATE

Tax Year	Assessed Value	Service Area Mill Rate	Outside Service Area Mill Rate
1964	\$ 4,992,681	21.00	N/A
1965	\$ 6,970,965	17.50	N/A
1966	\$ 4,774,406	19.00	N/A
1967	\$ 8,140,928	20.00	N/A
1968	\$ 9,263,922	20.00	N/A
1969	\$ 9,520,141	20.00	N/A
1970	\$ 10,675,128	18.00	N/A
1971	\$ 11,030,024	18.00	N/A
1972	\$ 10,986,166	18.00	N/A
1973	\$ 11,707,500	18.00	N/A
1974	\$ 12,621,904	19.40	N/A
1975	\$ 19,354,805	12.90	N/A
1976	\$ 27,165,729	12.90	N/A
1977	\$ 32,582,703	11.90	N/A
1978	\$ 35,454,087	14.90	N/A
1979	\$ 36,955,342	14.90	N/A
1980	\$ 44,022,246	12.90	N/A
1981	\$ 47,412,284	7.20	N/A
1982	\$ 54,737,723	6.20	N/A
1983	\$ 63,443,902	3.20	N/A
1984	\$ 65,139,118	5.60	N/A
1985	\$ 71,744,827	8.00	N/A
1986	\$ 72,348,169	12.50	N/A
1987	\$ 67,797,763	12.50	N/A
1988	\$ 62,031,434	11.00	N/A
1989	\$ 68,372,049	9.00	N/A
1990	\$ 73,717,114	9.00	N/A
1991	\$ 77,027,746	9.00	N/A
1992	\$ 78,135,521	9.00	N/A
1993	\$ 78,499,195	10.00	N/A
1994	\$ 83,056,656	10.00	N/A
1995	\$ 83,292,081	10.00	N/A
1996	\$ 83,752,046	10.00	N/A
1997	\$ 88,926,348	10.00	N/A
1998	\$ 85,346,976	10.00	N/A
1999	\$ 89,456,936	12.00	N/A
2000	\$ 104,365,100	12.00	N/A
2001	\$ 97,434,310	10.00	N/A
2002	\$ 97,241,474	10.00	N/A
2003	\$ 97,185,596	12.00	N/A
2004	\$ 102,160,888	12.00	N/A
2005	\$ 107,558,963	12.00	N/A
2006	\$ 107,045,137	12.00	N/A
2007	\$ 106,450,637	12.75	N/A
2008	\$ 107,113,113	12.75	N/A
2009	\$ 125,018,898	12.75	4.00
2010	\$ 121,950,067	12.75	4.00
2011	\$ 123,105,720	12.75	4.00
2012	\$ 126,422,574	12.75	4.00
2013	\$ 134,366,782	12.75	4.00
2014	\$ 137,043,529	12.75	4.00
2015	\$ 143,146,844	12.75	4.00
2016	\$ 144,242,865	12.75	4.00
2017	\$ 147,089,667	12.75	4.00
2018	\$ 149,469,100	12.75	4.00
2019	\$ 153,079,000	12.75	4.00
2020	\$ 158,912,300	12.75	4.00
2021	\$ 151,893,600	12.75	4.00
2022	\$ 150,311,000	12.75	4.00
2023	\$ 224,764,500	9.75	4.00

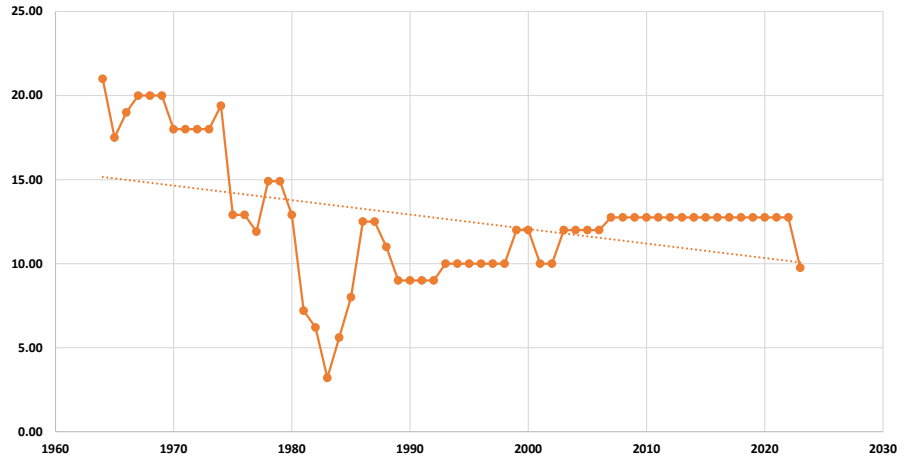
Assessed Value of Taxable Property (Historical)



CBW 10-YR ASSESSMENT HISTORY



CBW Adopted Mill Rate History





HISTORICAL SALES TAX REVENUE

Year	Tax Rate	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Revenue	Increase from PY
FY1995	7%	\$529,546	\$487,366	\$368,675	\$465,540	\$1,851,127	n/a
FY1996	7%	\$496,654	\$421,420	\$350,957	\$447,296	\$1,716,327	-7.3%
FY1997	7%	\$457,240	\$396,856	\$248,007	\$354,518	\$1,456,621	-15.1%
FY1998	7%	\$346,661	\$291,048	\$244,846	\$318,698	\$1,201,253	-17.5%
FY1999	7%	\$333,893	\$296,527	\$336,849	\$506,274	\$1,473,543	22.7%
FY2000	7%	\$512,850	\$439,626	\$389,246	\$500,618	\$1,842,340	25.0%
FY2001	7%	\$525,998	\$469,637	\$385,170	\$495,026	\$1,875,831	1.8%
FY2002	7%	\$526,995	\$451,193	\$363,005	\$465,904	\$1,807,097	-3.7%
FY2003	7%	\$493,820	\$434,721	\$356,469	\$472,293	\$1,757,303	-2.8%
FY2004	7%	\$526,703	\$409,916	\$373,305	\$556,537	\$1,866,461	6.2%
FY2005	7%	\$614,333	\$369,003	\$477,628	\$558,864	\$2,019,828	8.2%
FY2006	7%	\$613,706	\$474,372	\$418,968	\$583,586	\$2,090,632	3.5%
FY2007	7%	\$600,607	\$495,929	\$433,716	\$603,515	\$2,133,767	2.1%
FY2008	7%	\$699,196	\$568,352	\$476,560	\$613,203	\$2,357,311	10.5%
FY2009	7%	\$693,206	\$532,058	\$447,493	\$585,815	\$2,258,572	-4.2%
FY2010	7%	\$652,047	\$490,201	\$451,707	\$602,274	\$2,196,229	-2.8%
FY2011	7%	\$629,083	\$542,860	\$475,814	\$635,300	\$2,283,057	4.0%
FY2012	7%	\$744,137	\$553,631	\$495,827	\$670,084	\$2,463,679	7.9%
FY2013	7%	\$767,360	\$548,522	\$488,951	\$678,672	\$2,483,505	0.8%
FY2014	7%	\$705,145	\$768,295	\$565,197	\$558,897	\$2,597,534	4.6%
FY2015	7%	\$751,765	\$803,017	\$602,714	\$523,939	\$2,681,435	3.2%
FY2016	7%	\$766,613	\$791,052	\$579,668	\$512,831	\$2,650,164	-1.2%
FY2017	7%	\$727,983	\$767,539	\$570,930	\$542,667	\$2,609,119	-1.5%
FY2018	7%	\$803,093	\$574,863	\$541,133	\$701,176	\$2,620,265	0.4%
FY 2019	7%	\$883,372	\$586,356	\$544,692	\$835,583	\$2,850,003	8.8%
FY 2020 *	7%	\$851,296	\$837,770	\$734,594	\$636,698	\$3,060,358	7.4%
FY 2021	7%	\$830,704	\$869,678	\$775,268	\$789,259	\$3,264,910	6.7%
FY 2022	7%	\$912,940	\$872,255	\$960,772	\$881,321	\$3,627,288	11.1%
FY 2023	7%	\$1,139,140	\$894,412	\$851,945	\$864,503	\$3,750,000	3.4%

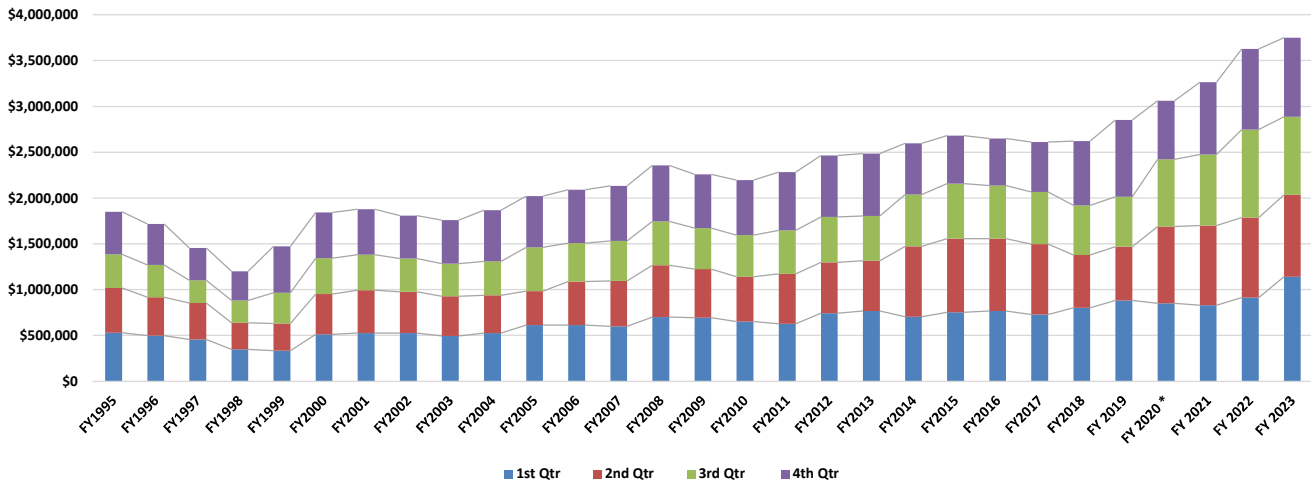
Source: City and Borough of Wrangell - Finance Department

Tickmark Legend

* For the fiscal year identified, the quarterly sales tax collections are disclosed on a cash basis as opposed to a modified accrual basis. Sales tax revenues are reported using a modified accrual basis of accounting on the Annual Comprehensive Financial Report audited by BDO.

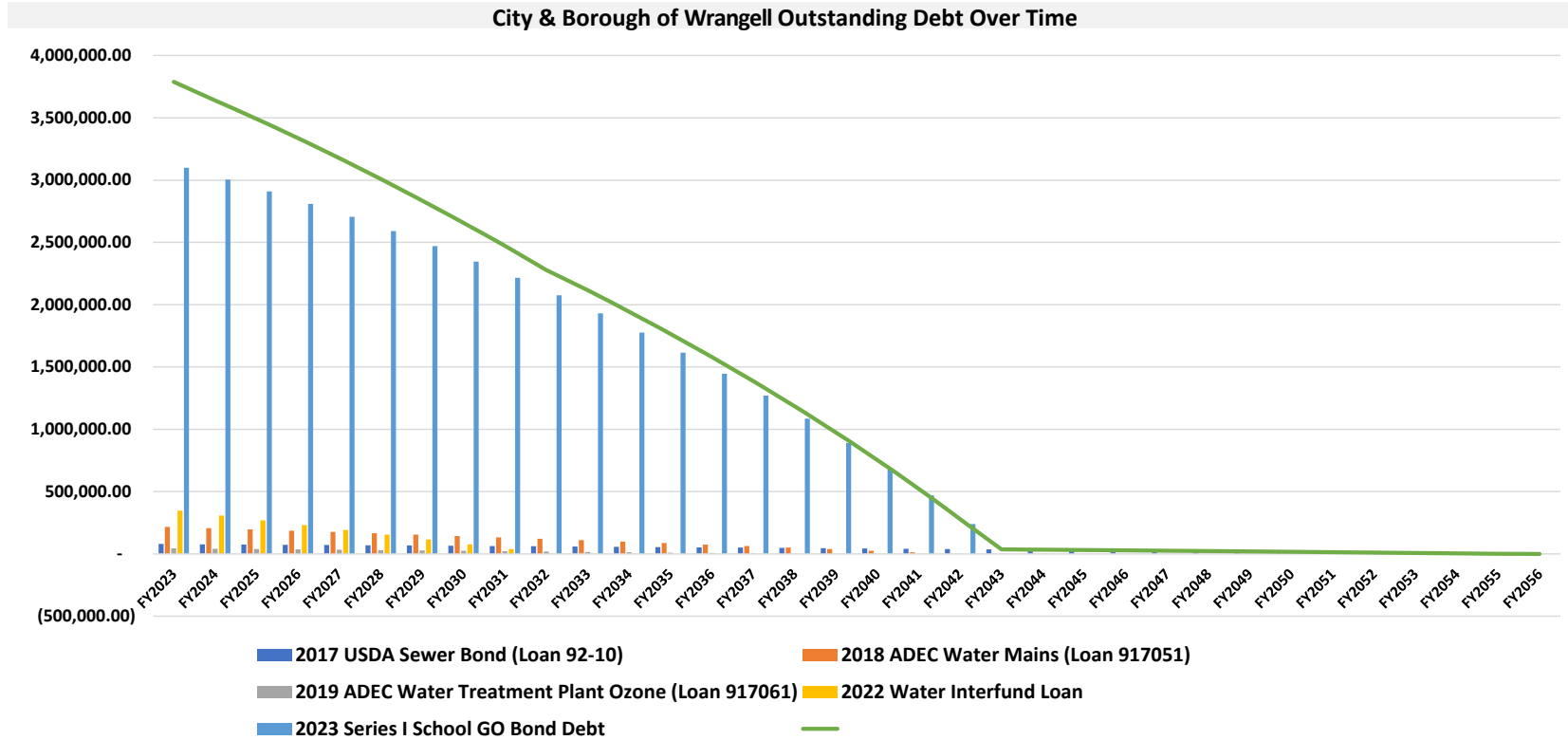
unaudited

SALES TAX HISTORICAL PERFORMANCE BY PERIOD



CITY & BOROUGH OF WRANGELL OUTSTANDING DEBT SUMMARY

ID	Debt Instrument	Year of Maturity	Lending Agency	Original Principal Amount	FY 24 Balance - Beginning	Principal Due in FY 2024	Interest Due in FY 2024	Total Payments Due	FY 24 Ending Balance
1	2017 USDA Sewer Bond (Loan 92-10)	2057	United States Department of Agriculture - RD	\$ 91,000	\$ 80,409	\$ 1,746	\$ 1,516	\$ 3,262	\$ 78,662
2	2018 ADEC Water Mains (Loan 917051)	2041	Alaska Department of Environmental Conservation	\$ 226,710	\$ 216,906	\$ 9,804	\$ 3,401	\$ 13,205	\$ 207,101
3	2019 ADEC Water Treatment Plant Ozone (Loan 917061)	2038	Alaska Department of Environmental Conservation	\$ 57,251	\$ 44,487	\$ 2,627	\$ 707	\$ 3,334	\$ 41,860
4	2022 Water Interfund Loan	2032	City & Borough of Wrangell - General Fund	\$ 385,000		\$ 38,500	\$ -	\$ 38,500	\$ (38,500)
5	2023 Series I School GO Bond Debt	2042	Alaska Municipal Bond Bank Authority	\$ 3,500,000	\$ 3,500,000	\$ 95,000	\$ 123,139	\$ 218,139	\$ 3,405,000



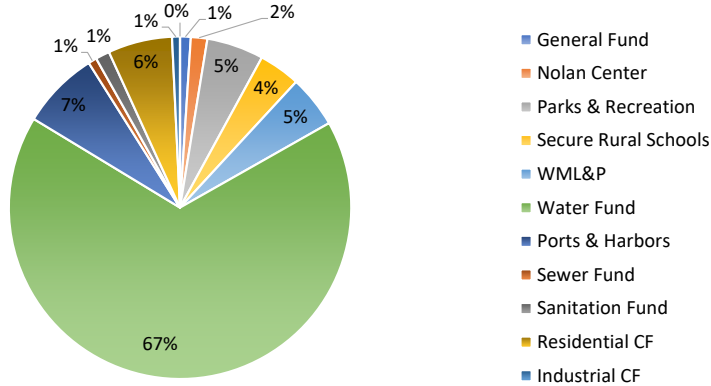
FY 2024 CAPITAL PROJECTS BUDGET SUMMARY

Fund	Project #	Project Title	Budgeted in FY23	Projected Costs for			Grants and Donations	Loans	Borough Funded (Re)allocations	Total CBW (Re)allocation for FY24 Capital Budget
				FY24 (hard costs or 7.5% increase, as projected need)	Estimated Spend in FY23	FY24 Capital Projects Total Cost				
General Fund CIP 11300	11005	PW Yard Environmental Assessment	\$ 51,451	\$ 55,310	\$ 1,387	\$ 53,923	\$ -	\$ -	\$ 53,923	\$ 53,923
	11006	North Country Trailhead Access Road Project (FHA- FLAP Grant)	\$ 55,656	\$ 55,656	\$ -	\$ 55,656	\$ 55,656	\$ -	\$ -	\$ 55,656
	11012	Sunset Garden Columbarium and Cemetery Expansion	\$ 70,670	\$ 70,670	\$ 46,566	\$ 24,104	\$ -	\$ -	\$ 24,104	\$ 24,104
	11013	Heritage Harbor Resurfacing	\$ 47,586	\$ 47,586	\$ 30,634	\$ 16,952	\$ -	\$ -	\$ 16,952	\$ 16,952
	11014	PSB Underground Storage Tank (UST) Replacement	\$ 175,000	\$ 175,000	\$ 8,636	\$ 166,364	\$ -	\$ -	\$ 166,364	\$ 166,364
	11015	Mt. Dewey Slope Geotechnical Analysis	\$ 62,162	\$ 62,162	\$ 48,475	\$ 13,687	\$ -	\$ -	\$ 13,687	\$ 13,687
	11016	Airport Standby Generator Electrical Connectivity	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ 30,000
			\$ 492,525	\$ 496,384	\$ 135,698	\$ 360,686	\$ 55,656	\$ -	\$ 305,030	\$ 360,686
Nolan Center CIP 21300	21001	Nolan Center Standby Generator Upgrades (2020 DHS-SHSP Grant)	\$ 320,000	\$ 320,000	\$ 136,220	\$ 183,780	\$ 183,780	\$ -	\$ -	\$ 183,780
	21002	Nolan Center Roof Repairs	\$ 250,000	\$ 268,750	\$ -	\$ 268,750	\$ -	\$ -	\$ 268,750	\$ 268,750
	21003	Nolan Center Storage Building Settlement Repairs	\$ 110,000	\$ 110,000	\$ 8,340	\$ 101,660	\$ -	\$ -	\$ 101,660	\$ 101,660
			\$ 680,000	\$ 698,750	\$ 144,560	\$ 554,190	\$ 183,780	\$ -	\$ 370,410	\$ 554,190
Parks & Recreation CIP 24300	24004	Mt. Dewey Trail Extension	\$ 1,094,579	\$ 947,000	\$ 159,210	\$ 947,000	\$ 833,998	\$ -	\$ 113,002	\$ 947,000
	24006	Swimming Pool Siding & Brick Façade Replacement (DCRA Grant)	\$ 175,000	\$ 400,000	\$ 22,907	\$ 377,093	\$ 175,000	\$ -	\$ 202,093	\$ 377,093
	24007	City Park Pavillion Fire Place Repair	\$ 75,000	\$ 80,625	\$ 540	\$ 80,085	\$ -	\$ -	\$ 80,085	\$ 80,085
	24008	Pool HVAC / DDC Upgrades (CDBG-CV Grant)	\$ 806,712	\$ 806,712	\$ 411,156	\$ 395,556	\$ 395,556	\$ -	\$ -	\$ 395,556
	24010	City Park Pavillion Replacement	\$ -	\$ 120,000	\$ -	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ 120,000
		\$ 2,151,291	\$ 2,354,337	\$ 593,813	\$ 1,919,734	\$ 1,524,554	\$ -	\$ 395,180	\$ 1,919,734	
Secure Rural Schools CIP 25300	25001	High School Fire Alarm Project (CDBG Grant)	\$ 773,984	\$ 738,370	\$ 35,480	\$ 738,370	\$ 423,771	\$ -	\$ 314,599	\$ 738,370
	25003	High School Elevator Modernization	\$ 173,890	\$ 186,932	\$ -	\$ 186,932	\$ -	\$ -	\$ 186,932	\$ 186,932
	25004	High School Underground Storage Tank (UST) Replacement	\$ 175,000	\$ 175,000	\$ 7,847	\$ 167,153	\$ -	\$ -	\$ 167,153	\$ 167,153
	25005	Schools Condition Survey	\$ 293,361	\$ 300,500	\$ -	\$ 300,500	\$ 300,500	\$ -	\$ -	\$ 300,500
			\$ 1,416,235	\$ 1,400,802	\$ 43,327	\$ 1,392,955	\$ 724,271	\$ -	\$ 668,684	\$ 1,392,955
WML&P CIP 70300	70007	AMI Metering System Implementation	\$ 750,000	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ 500,000
	70008	12 MW Power Plant Upgrade	\$ 570,000	\$ 570,000	\$ 9,000	\$ 561,000	\$ -	\$ -	\$ 561,000	\$ 561,000
	70009	Generation Building Rehabilitation Design	\$ 960,000	\$ 700,000	\$ -	\$ 700,000	\$ -	\$ -	\$ 700,000	\$ 700,000
			\$ 2,280,000	\$ 1,770,000	\$ 9,000	\$ 1,761,000	\$ -	\$ -	\$ 1,761,000	\$ 1,761,000
Water Fund CIP 72300	72001	Water Treatment Plant	\$ 950,675	\$ -	\$ 950,675	\$ 20,000,000	\$ 10,358,850	\$ 3,821,000	\$ 119,000	\$ 14,298,850
	72002	Reservoir Bypass	\$ 3,844,711	\$ 3,844,711	\$ -	\$ 3,844,711	\$ 3,588,000	\$ -	\$ -	\$ 3,588,000
	72005	Upper Dam Stabilization Analysis	\$ 165,128	\$ 165,128	\$ 147,392	\$ 17,736	\$ -	\$ -	\$ 17,736	\$ 17,736
			\$ 4,960,514	\$ 4,009,839	\$ 1,098,067	\$ 23,862,447	\$ 13,946,850	\$ 3,821,000	\$ 136,736	\$ 17,904,586
Ports & Harbor CIP 74300	74005	Meyers Chuck Float Replacement	\$ 307,566	\$ 332,566	\$ 40,000	\$ 292,566	\$ -	\$ -	\$ 292,566	\$ 292,566
	74006	Port & Harbor Security System Project (2020 DHS-SHSP Grant)	\$ 836,910	\$ 836,910	\$ 149,638	\$ 687,272	\$ 687,272	\$ -	\$ -	\$ 687,272
	74007-9	T-Dock, Heritage Harbor, and MSC Anode Project	\$ -	\$ 1,650,000	\$ -	\$ 1,650,000	\$ -	\$ 1,650,000	\$ -	\$ 1,650,000
			\$ 1,144,476	\$ 2,819,476	\$ 189,638	\$ 2,629,838	\$ 687,272	\$ 1,650,000	\$ 292,566	\$ 2,629,838
Sewer Fund CIP 76300	76002	Node 8 Pump Station Rehabilitation	\$ 260,000	\$ 260,000	\$ -	\$ 260,000	\$ -	\$ -	\$ 260,000	\$ 260,000
	76007	WWTP Disinfection Facility	\$ 40,000	\$ 40,000	\$ 14,185	\$ 25,815	\$ -	\$ -	\$ 25,815	\$ 25,815
			\$ 300,000	\$ 300,000	\$ 14,185	\$ 285,815	\$ -	\$ -	\$ 285,815	\$ 285,815
Sanitation CIP 78300	78003	Loading Dock - Solid Waste Transfer Station	\$ 468,000	\$ 503,100	\$ 23,548	\$ 479,552	\$ 250,000	\$ -	\$ 229,552	\$ 479,552
Res Constr CIP 50300	50001	Alder Top Subdivision Road & Utilities, Phase I	\$ 2,354,530	\$ 2,354,530	\$ 195,207	\$ 2,159,324	\$ -	\$ -	\$ 2,206,123	\$ 2,206,123
Indust Constr CIP 52300	52001	5th and 6th Ave Construction	\$ 220,000	\$ 236,500	\$ -	\$ 236,500	\$ -	\$ -	\$ 236,500	\$ 236,500
	52002	6-Mile Mill Site Phase I ESA	\$ 18,598	\$ 18,598	\$ 13,561	\$ 5,037	\$ -	\$ -	\$ 5,037	\$ 5,037
	52003	Wilcox Environmental Assessment	\$ 20,737	\$ 22,292	\$ 638	\$ 21,655	\$ -	\$ -	\$ 21,655	\$ 21,655
			\$ 259,335	\$ 277,390	\$ 14,199	\$ 263,192	\$ -	\$ -	\$ 263,192	\$ 263,192
MISC CIP 	n/a	Old WMC Environmental Remediation (Hospital Legacy Fund)	\$ 7,150	\$ 7,686	\$ 534	\$ 7,152	\$ -	\$ -	\$ 7,152	\$ 7,152
			\$ 16,514,056	\$ 16,992,294	\$ 2,461,774	\$ 35,675,885	\$ 17,372,383	\$ 5,471,000	\$ 6,921,440	\$ 29,764,823

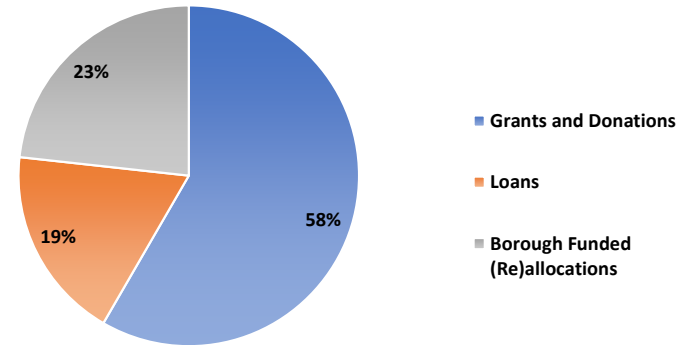


CAPITAL PROJECTS BY FUND, TYPE & AMOUNT

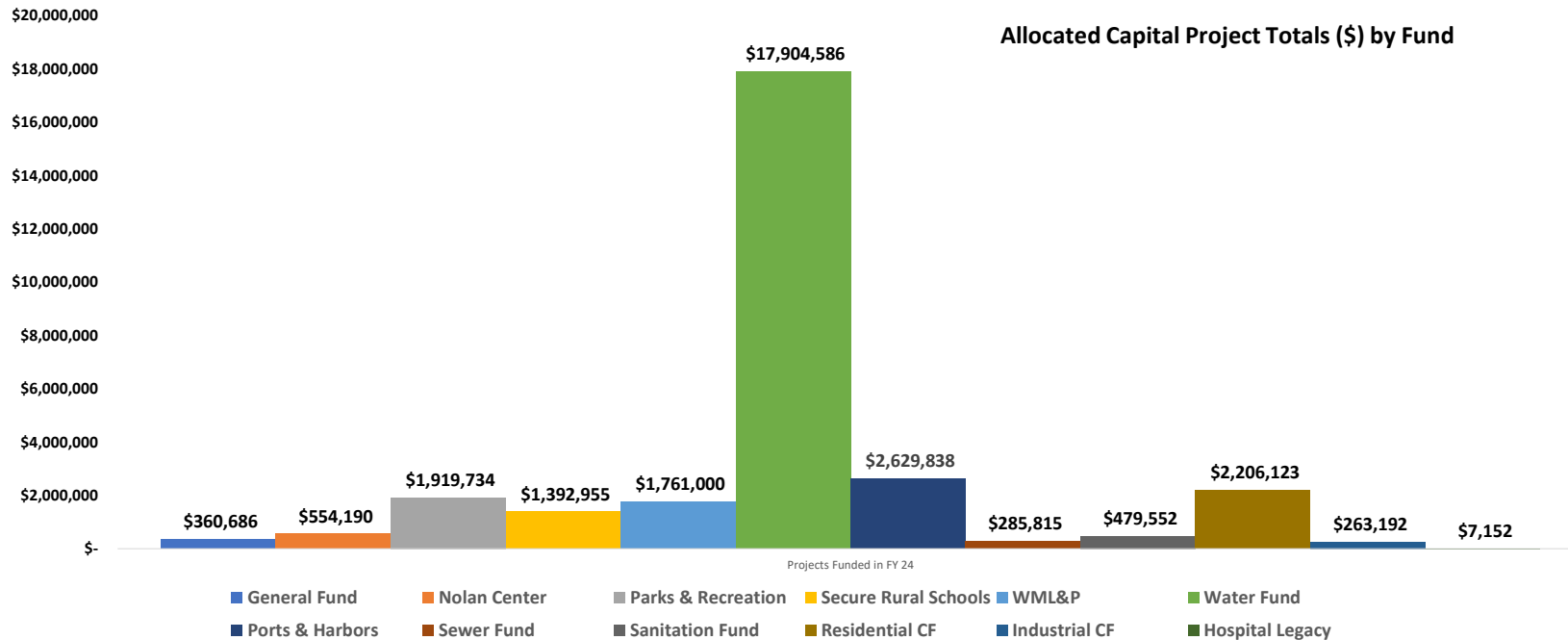
Total Value of Projects Under Management By Fund



Allocated Project Funding By Type



Allocated Capital Project Totals (\$) by Fund



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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 27, 2023
	<u>Agenda Section</u>	13

ORDINANCE No. 1044 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.05.020 – ORDER OF BUSINESS IN THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required:	
FY 23:	
Amount Budgeted:	
Account Number:	
Account Name:	

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. Ord 1044 2. Agenda (example)

RECOMMENDATION MOTION:

RECOMMENDATION MOTION:
Move to Approve first reading of Ordinance 1044 and move to a second reading with a Public Hearing to be held on July 25, 2023.

SUMMARY STATEMENT:

This ordinance is being brought forward because when there is a presentation on the regular assembly meeting agenda, it is currently done before the roll call is taken. I believe that this is improper. The quorum should be established before any presentation or business of the assembly.

I have attached a sample agenda so that you can see what it will look like.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1044

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH
OF WRANGELL, ALASKA, AMENDING CHAPTER 3.05.020 – ORDER
OF BUSINESS IN THE WRANGELL MUNICIPAL CODE

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

SEC. 1. Action. Section 3.05.020 – Order of business, is hereby amended repeal and replace Section 3.05.020 (A through B) – Order of business, in the Wrangell Municipal Code as follows:

3.05.020 Order of business.

A. Call to Order. The mayor shall call the meeting to order at 6:00 p.m. in the Borough Assembly Chambers. If a work session is scheduled preceding the regular assembly meeting, publication shall be made on the website and posted at City Hall and the post office that the regular assembly meeting shall begin at 7:00 p.m.

1. Pledge of Allegiance.
2. Roll Call. The borough clerk shall conduct a roll call of each elected and duly qualified member of the assembly. The roll call will result in a record entry of those present or absent from the meeting. The roll call is primarily used to determine if sufficient members are present to conduct a meeting.

B. Ceremonial matters. Community presentations, proclamations, awards, certificates of service, guest introductions. Presentations shall be limited to 10 minutes. Presenters are encouraged to submit written presentations and exhibits in advance. Any such materials shall be given to the borough clerk for distribution to the assembly. Presenters shall not distribute materials to the public or address the public directly.

...

SEC. 2. Severability. If any provision of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to all other persons or circumstances shall not be affected thereby.

SEC. 3. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 4. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: _____, 2023

PASSED IN SECOND READING: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City and Borough of Wrangell
Borough Assembly Meeting
AGENDA



DATE
6:00 PM

Location: Borough Assembly Chambers

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member _____
- b. ROLL CALL

2. CEREMONIAL MATTERS

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

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

a.

7. BOROUGH MANAGER'S REPORT

8. BOROUGH CLERK'S REPORT

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

11. PUBLIC HEARING

12. UNFINISHED BUSINESS

13. NEW BUSINESS

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

15. EXECUTIVE SESSION

16. ADJOURNMENT

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	6/27/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 06-23-1788 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER/WASTE WATER TREATMENT PLANT APPRENTICE POSITION

SUBMITTED BY:

Tom Wetor, Public Works Director

FISCAL NOTE:

Expenditure Required: \$		
FY 21: \$	FY 22: \$	FY23: \$
Amount Budgeted:		
	FY23\$	
Account Number(s):		
	72000 302 6001	
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		
	\$	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 06-23-1788. 2. W/WW Apprentice Job Description 2023 final. 3. Water Apprentice Position job description (exhibit A)

RECOMMENDATION MOTION:

Move to approve Resolution No. 06-23-1788.

SUMMARY STATEMENT:

While reviewing job descriptions in the water/wastewater department it was appropriate to look at all of the job descriptions to ensure they are up to date. The apprentice and operator level I positions required minimal changes.

The biggest change for the apprentice position is the addition of basic IT skills and ensuring training and call outs as a part of the job description.

The biggest change to the operator level I is the changes to the schedule from Monday through Friday to Thursday through Monday.

No changes to grade or compensation are included in this update.

Please refer to the job description attached for the changes in the Water/Wastewater Treatment Plant Apprentice Position. Updates can be seen in track changes.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-23-1788

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER/WASTEWATER TREATMENT PLANT APPRENTICE POSITION

WHEREAS, the Water/Waste Water Treatment Plant Apprentice position has been reviewed, and the proposed job description more accurately reflects the actual duties, responsibilities, and qualifications for the Water/Waste water Treatment Plant Apprentice position; and

WHEREAS, the rate of pay for the Water/Waste water Treatment Plant Apprentice position is a grade 15 with the pay range from \$21.08 to \$26.52; and

WHEREAS, the rate of pay for the Water/Waste water Treatment Plant Apprentice position will not change; and

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

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

Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities, and qualifications for the Water/Wastewater Treatment Plant Apprentice position.

Section 2. The amended job description Water/Wastewater Treatment Plant Apprentice position will be effective as of June 28th, 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 27th day of June 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell Position Description

Position: Water/Wastewater Trt. Plt. Apprentice	Position Number:
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: <u>Lead Water and Lead Wastewater Operator and the</u> Director of Public Works	Salary Grade: 15

Summary

Primarily responsible for the operation, maintenance and repair of the City’s water treatment plant and wastewater treatment plant, reservoirs, lagoons, lift stations, and pump stations.

Reports to Wastewater Leadman and Water Leadman on both water and wastewater treatment plant repair and maintenance. Occasionally works with Public Works department on sewer or water repair. May be required to assist Public Works crew in special projects ~~and winter road maintenance.~~

Distinguishing Career Features

The Water/Wastewater Treatment Plant Apprentice position is the introductory position in the City and Borough of Wrangell’s water and wastewater treatment positions. Advancement to Water/Wastewater Treatment Operator is upon receiving both the Wastewater Treatment Level I and Water Treatment Level I certifications and a letter of competency on water and wastewater treatment plant operations from both water and wastewater department lead men. An Apprentice operator will be under the Maintenance Specialist pay scale until promotion.

Essential Duties and Responsibilities

- Personally operate, repair, and maintain the City’s water treatment plant, pressure reduction valves, tanks, and water pumps.
- Personally operate, repair, and maintain the City’s wastewater treatment plant, lagoons, lift stations and pump stations.
- Typically works a Monday through Friday schedule.
- Occasionally assist crews in sewer, water and road maintenance, repair and minor alterations.
- Responsible for the proper and safe use and maintenance of all assigned city equipment.
- Adjust the operation of the water and wastewater treatment plant to meet changing low conditions for peak efficiencies of operation. Ensure that water quality standards are being met.
- Performs laboratory tests and chemical analyses of drinking water and wastewater as required. Records temperature, turbidity, color, flow rate, pH, oxygen demand, fecal coliform and chlorine residual.
- Required to maintain logs, reports and records of water and wastewater treatment plant operations and maintenance and adjust control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- Performs other related work as required.
- Must have basic computer skills, including use of Microsoft’s Word, Excel and Outlook programs and the aptitude to learn the SCADA and other technical components of either treatment process.
- Performs other job related duties and responsibilities that support the overall objective of the position, or as assigned by the Water/Wastewater Lead or the Public Works Director.
- This position is subject to call out or call back for emergencies or staff shortages in order

to facilitate or sustain operations.

- Participates in all job related training and required safety training; promotes continuous improvement of workplace safety and environmental practices

Qualifications

Knowledge and Skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- ~~Requires the ability to work as contributing member of a team, work productively and cooperatively with supervisors, other CBW employees, external customers, and vendors, and convey a positive image of the City. Ability to speak effectively with customers and other employees of the organization.~~
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply commonsense understanding to carry out detailed ~~but uninvolved~~ written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Abilities

Frequently required to:

- Stand
- Walk
- Use hands to finger, handle, or feel objects, tools or controls
- Reach with hands and arms
- Climb or balance
- Talk or hear

Frequently required to sit, stoop, kneel, crouch or crawl.

Frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Education and Experience

Must have high school diploma or general education degree (GED), or one year related experience and/or training or equivalent combination of education and experience.

Must be able to obtain an Alaska Department of Environmental Conservation Level I certification in both water and wastewater treatment within 1-1/2 years.

Licenses and Certificates

Requires a valid driver's license. ~~Must have or must obtain within 6 months, an Alaska~~

~~Class B Commercial Driver's License (CDL) with tanker endorsement.~~

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation. May regularly work in outside weather conditions and is regularly exposed to extreme cold. Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. Noise level in the work environment is usually moderate.

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

Position Description

Position: Water/Wastewater Trt. Plt. Apprentice	Position Number:
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: <u>Lead Water and Lead Wastewater Operator and the Director of Public Works</u>	Salary Grade: 15

Summary

Primarily responsible for the operation, maintenance and repair of the City’s water treatment plant and wastewater treatment plant, reservoirs, lagoons, lift stations, and pump stations.

Reports to Wastewater Leadman and Water Leadman on both water and wastewater treatment plant repair and maintenance. Occasionally works with Public Works department on sewer or water repair. May be required to assist Public Works crew in special projects ~~and winter road maintenance.~~

Commented [JG1]: Did you want to have a primary lead for this?

Distinguishing Career Features

The Water/Wastewater Treatment Plant Apprentice position is the introductory position in the City and Borough of Wrangell’s water and wastewater treatment positions. Advancement to Water/Wastewater Treatment Operator is upon receiving both the Wastewater Treatment Level I and Water Treatment Level I certifications and a letter of competency on water and wastewater treatment plant operations from both water and wastewater department lead men. An Apprentice operator will be under the Maintenance Specialist pay scale until promotion.

Essential Duties and Responsibilities

- Personally operate, repair, and maintain the City’s water treatment plant, pressure reduction valves, tanks, and water pumps.
- Personally operate, repair, and maintain the City’s wastewater treatment plant, lagoons, lift stations and pump stations.
- Typically works a Monday through Friday schedule.
- Occasionally assist crews in sewer, water and road maintenance, repair and minor alterations.
- Responsible for the proper and safe use and maintenance of all assigned city equipment.
- Adjust the operation of the water and wastewater treatment plant to meet changing low conditions for peak efficiencies of operation. Ensure that water quality standards are being met.
- Performs laboratory tests and chemical analyses of drinking water and wastewater as required. Records temperature, turbidity, color, flow rate, pH, oxygen demand, fecal coliform and chlorine residual.
- Required to maintain logs, reports and records of water and wastewater treatment plant operations and maintenance and adjust control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- Performs other related work as required.
- Must have basic computer skills, including use of Microsoft’s Word, Excel and Outlook programs and the aptitude to learn the SCADA and other technical components of either treatment process.
- Performs other job related duties and responsibilities that support the overall objective of the position, or as assigned by the Water/Wastewater Lead or the Public Works Director.
- This position is subject to call out or call back for emergencies or staff shortages in order

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to facilitate or sustain operations.

- Participates in all job related training and required safety training; promotes continuous improvement of workplace safety and environmental practices

Qualifications

Knowledge and Skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- ~~Requires the ability to work as contributing member of a team, work productively and cooperatively with supervisors, other CBW employees, external customers, and vendors, and convey a positive image of the City. Ability to speak effectively with customers and other employees of the organization.~~
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply commonsense understanding to carry out detailed ~~but uninvolved~~ written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

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Physical Abilities

Frequently required to:

- Stand
- Walk
- Use hands to finger, handle, or fell objects, tools or controls
- Reach with hands and arms
- Climb or balance
- Talk or hear

Frequently required to sit, stoop, kneel, crouch or crawl.

Frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Education and Experience

Must have high school diploma or general education degree (GED), or one year related experience and/or training or equivalent combination of education and experience.

Must be able to obtain an Alaska Department of Environmental Conservation Level I certification in both water and wastewater treatment within 1-1/2 years.

Licenses and Certificates

~~Requires a valid driver's license. Must have or must obtain within 6 months, an Alaska~~

~~Class B Commercial Driver's License (CDL) with tanker endorsement.~~

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation. May regularly work in outside weather conditions and is regularly exposed to extreme cold. Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. Noise level in the work environment is usually moderate.

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, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	6/27/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 06-23-1789 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER/WASTE WATER TREATMENT OPERATOR LEVEL I POSITION

<u>SUBMITTED BY:</u>
Tom Wetor, Public Works Director

<u>FISCAL NOTE:</u>		
Expenditure Required: \$		
FY 21: \$	FY 22: \$	FY23: \$
Amount Budgeted:		
	FY23\$	
Account Number(s):		
	72000 302 6001	
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		
	\$	

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

ATTACHMENTS: 1. Resolution No. 06-23-1789. 2. W/WW Treatment Operator level I Job Description

RECOMMENDATION MOTION:
Move to approve Resolution No. 06-23-1789.

SUMMARY STATEMENT:

While reviewing job descriptions in the water/wastewater department it was appropriate to look at all of the job descriptions to ensure they are up to date. The apprentice and operator level I positions required minimal changes.

The biggest change for the apprentice position is the addition of basic IT skills and ensuring training and call outs as a part of the job description.

The biggest change to the operator level I is the changes to the schedule from Monday through Friday to Thursday through Monday. Additionally, the job description identifies the certification requirements for promotion to Operator Level II.

No changes to grade or compensation are included in this update.

Please refer to the job description attached for the changes in the Water/Wastewater Treatment Plant Apprentice Position. Updates can be seen in track changes.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-23-1789

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER/WASTEWATER TREATMENT OPERATOR LEVEL I POSITION

WHEREAS, the Water/Waste Water Treatment Operator Level I position has been reviewed, and the proposed job description more accurately reflects the actual duties, responsibilities, and qualifications for the Water/Waste water Treatment Operator Level I position; and

WHEREAS, the rate of pay for the Water/Waste water Treatment Operator Level I position is a grade 19 with the pay range from \$25.26 to \$31.80; and

WHEREAS, the rate of pay for the Water/Waste water Treatment Operator Level I position will not change; and

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

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

Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities, and qualifications for the Water/Wastewater Treatment Operator Level I position.

Section 2. The amended job description Water/Wastewater Treatment Operator Level I position will be effective as of June 28th, 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 27th day of June 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Water/Wastewater Treatment Operator <u>Level 1</u>	Type: Permanent, Full-Time
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: <u>Lead Water and Wastewater Operator and the Public Works Director</u>	Salary Grade: 19

Summary

Water/Wastewater Treatment Operator is responsible for the operation, maintenance and repair of the Borough’s water treatment plant and wastewater treatment plant, reservoirs, lagoons, lift stations, pump stations and related equipment.

Distinguishing Career Features

~~Primarily R~~eports to ~~the~~ Wastewater Treatment Operator Lead when working in the wastewater department and Water Treatment Operator Lead when working at the water department. on both water and wastewater repair and maintenance. Occasionally works with Public Works department on sewer or water repair. May be required to assist Public Works crew in special projects ~~and winter road maintenance.~~ Works independently and cooperatively with others. Works closely with and under the supervision of the Water Treatment Lead and the Wastewater Treatment Lead.

The Water Treatment Operator Level I position is the second position in the City and Borough of Wrangell’s water and wastewater treatment positions. Advancement to Water/Wastewater Treatment Operator Level 2 is upon receiving both the Wastewater Treatment Level 2 and Water Treatment Level 3 certifications and a letter of competency on water and wastewater treatment plant operations from both water and wastewater department lead men. is the second step on the multi-stage Water/Wastewater Treatment Operator career path. The Water Treatment Operator is more experienced than the Water/Wastewater Treatment Operator Apprentice.

Essential Duties and Responsibilities

- Personally operates, repairs, and maintains the City’s water treatment plant, pressure reducing valves, tanks, reservoirs, and dams. Performs work needed to be done to ensure efficient operation of water infrastructure including water treatment plant operation, water storage tank maintenance, and reservoir and dam maintenance. Performs daily operation, maintenance, testing and reporting of the water treatment facilities. Required to maintain logs, reports, and records of water treatment plant operations and maintenance.
- Performs laboratory tests and chemical analysis of influent and treated water as required. Records temperature, turbidity, color, flow rate, pH, chlorine residual, and other data as required by regulations or to verify the proper operation of the water treatment plant. Adjusts the operation of the water treatment plant to meet changing flow conditions for peak efficiencies of operation. Maintains and adjusts control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- Typically works a Thursday through Monday schedule.
- Personally operates, repairs, and maintains the City’s wastewater treatment plant, lagoons, lift stations and pump stations. Perform daily checks of the wastewater treatment process and periodic checks of pump stations. Performs work needed to be done to ensure efficient operations of wastewater infrastructure including wastewater

Water/Wastewater Treatment Operator

Rev. 11-2016

treatment plant operation and sewer lift and pump station maintenance.

- Tends influent pumps, blowers, feed pumps, dry and wet chemical feeders, aerators, diffusers, wet wells, and other equipment used to decontaminate wastewater; reads and records effluent flow and temperatures. Inspects, maintains and cleans aeration and sedimentation basins, filters, weirs, vaults, and mechanical screens. Collects samples of influent and treated water and completes chemical laboratory tests and analysis in the process of treatment of water/wastewater. Determines and performs sludge wasting from aeration basin.
- Follows established guidelines in operation of high pressure pumps, chemical generation and injection systems, slow sand filters, and roughing filters. Inspects city reservoirs and water tanks.
- Occasionally assists crews in sewer, water and road maintenance, repair and minor alterations.
- Responsible for the proper and safe use and maintenance of all assigned City equipment.
- Performs proper operation of the water and wastewater plants to ensure that the water quality standards are being met for compliance with all pertinent federal, state, and local regulations.
- Assesses equipment and supply needs for water and wastewater department operation and projects. Obtains pricing and recommends purchases of supplies.
- Adjust the operation of the wastewater and water treatment plants to meet changing flow conditions for peak efficiencies of operation. Ensure that the water quality standards are being met.
- Performs laboratory tests and chemical analyses of drinking water and wastewater as required. Records temperature, turbidity, color, flow rate, pH, oxygen demand, fecal coliform, chlorine residual, and other data as required by regulations or to verify the proper operation of the water or wastewater treatment plants.
- Required to maintain logs, reports and records of water and wastewater treatment plant operations and maintenance and to adjust control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- May discuss with customers problems with water quality, excessive consumption or special problems with treated water.
- This position is subject to call-out or call-back at any time due to staff shortages or emergencies in order to facilitate and sustain plant operations. Must be willing to work odd hours as required by the work environment.
- This position requires the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.
- This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.
- Participates in all job related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- Performs other job-related work as required and assigned.

Qualifications

Knowledge and Skills

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Water/Wastewater Treatment Operator

Rev. 11-2016

- Must have knowledge and operating experience in plant operations, chemistry related to plant operation, water production and water/wastewater treatment processes.
- Must have knowledge and operating experience of basic lab equipment such as turbidimeters, p/h meters, colorimeters, pumps, and other small equipment.
- Must have knowledge and operating experience of all aspects of the water treatment plant, characteristics of water, proper maintenance procedure in accordance with local, state and federal laws regulating water treatment plant operations, including Safe Drinking Water Act, Enhanced Surface Water Treatment Rule and Disinfectant/Disinfection By-Products Rule.
- Must have knowledge and be able to monitor Supervisory Control And Data Acquisition (SCADA) systems in order to ensure proper plant operation.
- Must have basic computer skills, including use of Microsoft's Word, Excel and Outlook programs.
- Must have knowledge of all pertinent state and federal rules governing the treatment of water.
- ~~Will be required to participate in job related training and safety training as it is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.~~

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▪ **Abilities**

- Ability to read and interpret documents such as project specifications and drawings, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.
- Ability to perform basic math up to geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to use common hand tools to operate equipment and perform maintenance tasks.
- Ability to apply commonsense understanding to carry out detailed ~~but uninvolved~~ written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to adapt to situations that frequently are not anticipated or planned for.

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▪ **Physical Abilities**

- Frequently required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds of equipment, drums, and chemicals for distances of 20 feet or more with the assistance of a hand cart or power equipment.
- Requires near and far visual acuity to drive, read and write, read detailed drawings and perform repair work.
- Sufficient auditory ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background are courses in water treatment and water works practice and at least one year of experience in the operations and maintenance of a Class II water treatment facility and a Class I wastewater treatment facility.
- Must have an understanding of the workings of water distribution systems and their components, to include meter installation and operation and all facets of water sampling for ADEC and EPA requirements.
- Must have an understanding of wastewater collections systems to include pump

Water/Wastewater Treatment Operator

Rev. 11-2016

maintenance and repairs and basic trouble shooting of said systems.

- Must have sufficient skills necessary to operate related equipment effectively, safely, and responsibly.
- Requires a minimum high school diploma or general education degree (GED), and possess the ability to clearly read, write, and speak English. One year of college or technical level classes related to water technology is preferred.

- **Licenses and Certificates**

Must have an Alaska Department of Environmental Conservation Level I certification in both water and wastewater treatment and must maintain through employment. Must be responsible for acquiring ADEC-required Continuing Education Units (CEUs) to maintain certifications. The cost for required certification renewals and their associated CEUs shall be paid by the Employer.

Requires a valid Alaska Driver's License.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from observing physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold. Will frequently work near moving mechanical part and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderated.

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, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	6/27/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 06-23-1790 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE CREATION OF THE JOB DESCRIPTION FOR THE WATER/WASTEWATER TREATMENT OPERATOR LEVEL II POSITION

SUBMITTED BY:

Tom Wetor, Public Works Director

FISCAL NOTE:

Expenditure Required: \$		
FY 21: \$	FY 22: \$	FY23: \$
Amount Budgeted:		
	FY23\$	
Account Number(s):		
	72000 302 6001	
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		
	\$	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 06-23-1790. 2. W/WW Operator Level II Position Justification Explanation 3. W/WW operator level II Job Description

RECOMMENDATION MOTION:

Move to approve Resolution No. 06-23-1790.

SUMMARY STATEMENT:

Please review the attached documents for an explanation and justification for the creation of this position.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-23-1790

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE ADDITION OF THE WATER/WASTEWATER TREATMENT OPERATOR LEVEL II POSITION

WHEREAS, the addition of this position allows the for the Water Department to adequately staff the department and reflects the increase in certification requirements to operate a higher level facility, and

WHEREAS, the addition of this position is a result of the reorganization of the Water Department and changes expected with construction of a new water treatment plant; and

WHEREAS, the rate of pay for the Water/Waste Water Level II Operator Position is a grade 21 with the pay range from \$27.50 to \$34.67; and

WHEREAS, this position has been reviewed, and the job description accurately reflects actual duties, responsibilities, and qualifications for this position; and

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

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

Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities, and qualifications for the Water/Wastewater Treatment Operator Level II Position.

Section 2. The new job description and wage table for the Water/Wastewater Treatment Operator Level II Position will be effective as of June 28th, 2023

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 27th day of June 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell Position Description

Position: Water/Wastewater Treatment Operator <u>Level II</u>	Type: Permanent, Full-Time
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: <u>Lead Water and Wastewater Operator and the Public Works Director</u>	Salary Grade: 19 <u>21</u>

Summary

Water/Wastewater Treatment Operator is responsible for the operation, maintenance and repair of the Borough’s water treatment plant and wastewater treatment plant, reservoirs, lagoons, lift stations, pump stations and related equipment.

Distinguishing Career Features

Reports to Wastewater Treatment Operator Lead when working in the Waste Water Department and the Water Treatment Operator Lead when working in the Water Department on both ~~water and wastewater~~ repair and maintenance. Occasionally works with Public Works department on sewer or water repair. May be required to assist Public Works crew in special projects ~~and winter road maintenance~~. Works independently and cooperatively with others. Works closely with and under the supervision of the Water Treatment Lead and the Wastewater Treatment Lead.

The Water Treatment Operator is the ~~second~~ third step on the multi-stage Water/Wastewater Treatment Operator career path. The Water Treatment Operator Level II is more experienced than the Water/Wastewater Treatment Operator Apprentice and Level I operator.

Essential Duties and Responsibilities

- Personally operates, repairs, and maintains the City’s water treatment plant, pressure reducing valves, tanks, reservoirs, and dams. Performs work needed to be done to ensure efficient operation of water infrastructure including water treatment plant operation, water storage tank maintenance, and reservoir and dam maintenance. Performs daily operation, maintenance, testing and reporting of the water treatment facilities. Required to maintain logs, reports, and records of water treatment plant operations and maintenance.
- Performs laboratory tests and chemical analysis of influent and treated water as required. Records temperature, turbidity, color, flow rate, pH, chlorine residual, and other data as required by regulations or to verify the proper operation of the water treatment plant. Adjusts the operation of the water treatment plant to meet changing flow conditions for peak efficiencies of operation. Maintains and adjusts control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- Typically works a Thursday through Monday schedule.
- Personally operates, repairs, and maintains the City’s wastewater treatment plant, lagoons, lift stations and pump stations. Perform daily checks of the wastewater treatment process and periodic checks of pump stations. Performs work needed to be done to ensure efficient operations of wastewater infrastructure including wastewater treatment plant operation and sewer lift and pump station maintenance.
- Tends influent pumps, blowers, feed pumps, dry and wet chemical feeders, aerators, diffusers, wet wells, and other equipment used to decontaminate wastewater; reads and records effluent flow and temperatures. Inspects, maintains and cleans aeration and sedimentation basins, filters, weirs, vaults, and mechanical screens. Collects samples of

influent and treated water and completes chemical laboratory tests and analysis in the process of treatment of water/wastewater. Determines and performs sludge wasting from aeration basin.

- Follows established guidelines in operation of high pressure pumps, chemical generation and injection systems, slow sand filters, and roughing filters. Inspects city reservoirs and water tanks.
- Occasionally assists crews in sewer, water and road maintenance, repair and minor alterations.
- Responsible for the proper and safe use and maintenance of all assigned City equipment.
- Performs proper operation of the water and wastewater plants to ensure that the water quality standards are being met for compliance with all pertinent federal, state, and local regulations.
- Assesses equipment and supply needs for water and wastewater department operation and projects. Obtains pricing and recommends purchases of supplies.
- Adjust the operation of the wastewater and water treatment plants to meet changing flow conditions for peak efficiencies of operation. Ensure that the water quality standards are being met.
- Performs laboratory tests and chemical analyses of drinking water and wastewater as required. Records temperature, turbidity, color, flow rate, pH, oxygen demand, fecal coliform, chlorine residual, and other data as required by regulations or to verify the proper operation of the water or wastewater treatment plants.
- Required to maintain logs, reports and records of water and wastewater treatment plant operations and maintenance and to adjust control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- May discuss with customers problems with water quality, excessive consumption or special problems with treated water.
- This position is subject to call-out or call-back at any time due to staff shortages or emergencies in order to facilitate and sustain plant operations. Must be willing to work odd hours as required by the work environment.
- This position requires the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.
- This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.
- Participates in all job related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- Performs other job-related work as required and assigned.

Qualifications

▪ Knowledge and Skills

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have knowledge and operating experience in plant operations, chemistry related to plant operation, water production and water/wastewater treatment processes.
- Must have knowledge and operating experience of basic lab equipment such as turbidimeters, p/h meters, colorimeters, pumps, and other small equipment.
- Must have knowledge and operating experience of all aspects of the water treatment

plant, characteristics of water, proper maintenance procedure in accordance with local, state and federal laws regulating water treatment plant operations, including Safe Drinking Water Act, Enhanced Surface Water Treatment Rule and Disinfectant/Disinfection By-Products Rule.

- Must have knowledge and be able to monitor Supervisory Control And Data Acquisition (SCADA) systems in order to ensure proper plant operation.
- Must have basic computer skills, including use of Microsoft's Word, Excel and Outlook programs.
- Must have knowledge of all pertinent state and federal rules governing the treatment of water.
- Will be required to participate in job related training and safety training as it is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.
-

▪ **Abilities**

- Ability to read and interpret documents such as project specifications and drawings, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.
- Ability to perform basic math up to geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to use common hand tools to operate equipment and perform maintenance tasks.
- Ability to apply commonsense understanding to carry out detailed ~~but-uninvolved~~ written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

▪ **Physical Abilities**

- Frequently required to stand, walk, use hands to finger, handle, or fell objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds of equipment, drums, and chemicals for distances of 20 feet or more with the assistance of a hand cart or power equipment.
- Requires near and far visual acuity to drive, read and write, read detailed drawings and perform repair work.
- Sufficient auditory ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background are courses in water treatment and water works practice and at least one year of experience in the operations and maintenance of a Class ~~H-III~~ water treatment facility and a Class ~~I-II~~ wastewater treatment facility.
- Must have an understanding of the workings of water distribution systems and their components, to include meter installation and operation and all facets of water sampling for ADEC and EPA requirements.
- Must have an understanding of wastewater collections systems to include pump maintenance and repairs and basic trouble shooting of said systems.
- Must have sufficient skills necessary to operate related equipment effectively, safely, and responsibly.
- Requires a minimum high school diploma or general education degree (GED), and possess the ability to clearly read, write, and speak English. One year of college or technical level classes related to water technology is preferred.

- **Licenses and Certificates**

Must have an Alaska Department of Environmental Conservation Level II certification in ~~both water and~~ wastewater treatment and an ADEC Level III Certification in Water Treatment and must maintain through employment.

Must be responsible for acquiring ADEC-required Continuing Education Units (CEUs) to maintain certifications. The cost for required certification renewals and their associated CEUs shall be paid by the Employer.

Requires a valid Alaska Driver's License.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from observing physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold. Will frequently work near moving mechanical part and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderated.

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 and Borough of Wrangell: Public Works Department
Water and Waste Water Restructure Proposal
June 2023**

For a number of years Wrangell has maintained minimal staffing levels in the Water and Wastewater Departments. Currently there are 3 staff for both locations, there is a lead in each department and then an operator who splits their time between the two locations. This has created a number of challenges over the years to maintain operations, coverage and stay in compliance with governing agencies.

There have been instances over the years where one staff is out on vacation and another staff has gotten sick or had a family emergency. During these instances there is only one staff to manage two full time facilities. This puts the city at risk and makes it very challenging to address anything significant if it were to come up. In 2020 we had an instance where we planned ahead, there was an emergency that came up and we were down to one staff for over a week. During this instance the City hired Northern Utility Services to come in and operate our water plant for us. The expense for this service was \$2,000 a day. In total our bill was \$11,000 for 5.5 days of coverage. If we do not have a certified operator available to respond to an issue we are out of compliance and this also increases the risk of having a disruption to services.

In addition, there can be numerous call outs between the two facilities. With minimal staff this contributes to burn out and stress surrounding being able to be out of service as someone always has to be available. Furthermore, we have had instances in the last couple of years where monitoring equipment has failed at one of the plants. This requires staff to personally check on the facility at a frequency of every four hours, for 24 hours a day. We have had issues with our SCADA system, our chlorine and our weir freezing that has required this level of oversight. This requires staff to work a normal full day to maintain regular operations while also having to check on the plant all through the night for extended periods of time. These kinds of issues contribute to high overtime and call out expenses.

Right now we are in the process of trying to build a new water plant and that project has recently gone out to bid. At the same time we are also being mandated to implement disinfection for our wastewater treatment plant. The new DAF system for water treatment has more mechanical pieces and chemical needs than our current slow sand filters. The list below is straight from the ADEC website and lists our current plant classification. Below that is our expected point value that has been developed by the DOWL engineering team for what the new plant classification will look like. Next is our wastewater plant ADEC plant classification as well as the amounts assigned to disinfection.

Wrangell WTP Classification

The current classification scoring system for the selected facility is shown below. You may also [return to search results](#).

Facility Name: Wrangell Water Treatment System
Location: Wrangell
Owner/Employer: Wrangell, City of
Type of Facility: Water Treatment
Classification Level: Class 2

Water treatment systems are classified according to a point rating system. Point values are recognized for each of the various components found in a treatment plant. Points are totaled once all components have been recognized. The total number of points determines the classification of the water treatment system. [Click here to view the entire list of components for which points can be counted for water treatment.](#) The specific components that have been recognized toward the classification of this water treatment system are as follows:

Score Category	Score
Size (Peak day design capacity, gallons per day) - 1,000,001 - 5,000,000	16
Water Supply Source - Surface water	6
Pretreatment - Roughing filter: Gravel or rock filter	4
Adjustment and Corrosion Control - pH adjustment	3
Filtration - Slow sand	4
Disinfection - Liquid and powdered hypochlorites	3
Disinfection - Additional points if hypochlorites are generated on-site	2
Ozonation - Ozonation with on-site generation of pure oxygen	5
Storage - Water storage tank, for achieving CT	3
Total	46

Total Score	System Classification
1-30	Class 1
31-55	Class 2
56-75	Class 3
>75	Class 4

DOWL**TECHNICAL MEMORANDUM (NEW DAF WTP ADEC CLASSIFICATION)****July 12th, 2022**

The following is an explanation of the Alaska DEC classification points system, which, in my opinion, gives the new treatment plant a final score of 68 (a Class 3 plant).

From 18 AAC 74.120 (b) – Classification of water and wastewater systems, section (e): Points Item

16- Design Capacity range 1 to 5 MGD (2.26 MGD design capacity)

6- Water supply source: surface water

3- Adjustment and control – pH Adjustment

3- Adjustment and control – corrosion inhibitor

5- Coagulation – primary coagulant

3- Coagulation – filter aid

16- Sedimentation or clarification – dissolved air floatation system*

* This is an opinion based on example provided from AK DEC document Water System Classification Information, page 24, showing a DAF unit is a complete system that includes the DAF (16pts), Mechanical flocculator (8 pts), and Mechanical mixers (5 pts).

8- Filtration – granular media (multimedia)

3- Disinfection – liquid and powdered hypochlorites

2- Disinfection – additional points if hypochlorites are generated on site

3- Water storage tank (three points for less than 1M gallons)

0.0- On-site treatment of system sludge or backwash – discharge to sewer or other off-site treatment**

** Excludes backwash surge tank (2 points for discharge to on-site pond, septic tank, or lagoon)

68 points total (class 3 facility is 56-75 points)

Wrangell WWTP Classification

The current classification scoring system for the selected facility is shown below. You may also [return to search results](#).

Facility Name: Wrangell Wastewater Treatment System
Location: Wrangell
Owner/Employer: Wrangell, City of
Type of Facility: Wastewater Treatment
Classification Level: Class 1

Wastewater treatment systems are classified according to a point rating system. Point values are recognized for each of the various components found in a treatment plant. Points are totaled once all components have been recognized. The total number of points determines the classification of the wastewater treatment system. [Click here to view the entire list of components for which points can be counted for wastewater treatment.](#) The specific components that have been recognized toward the classification of this wastewater treatment system are as follows:

Score Category	Score
Size (Peak day design capacity, gallons per day) - 1,000,001 - 5,000,000	16
Pretreatment - Mechanically cleaned screens	2
Secondary Treatment - Aerated lagoon	8
Advanced Waste Treatment - Polishing pond or effluent flow equalization	2
Solids Disposal - Off-site disposal	1
Total	29

Total Score	System Classification
1-30	Class 1
31-55	Class 2
56-75	Class 3
>75	Class 4

ADEC Point value for disinfection

Disinfection - Ultraviolet light	3
----------------------------------	---

OR

Disinfection - Liquid and powdered hypochlorites	3
Disinfection - Dechlorination with dechlorination agents other than gas	3

Whether we go with UV light or chlorination/dechlorination at the waste water plant we will be over 30 points and therefor a class 2 facility.

Construction of a new water plant is going to require a great deal of oversight due to how the new plant will be integrated into the old plant. Our design has done a great job at repurposing the existing water plant buildings to reduce the need for new construction. The consequence of this plan is that many items of the old plant will need to be taken offline to be repurposed for the new plant. This will require temporary systems to be put into place and a detailed plan with ADEC to ensure we are meeting water quality standards. This is expected to require a significant amount of attention from staff. Disinfection at the wastewater plant may not require as much involvement as the water plant however it will still be an increase on the current work load to work through the design, construction and commissioning process.

While we will save some time with a new water plant on no longer needing to plunge filters, there is going to be increased maintenance with more moving parts and a higher level of oversight needed for the increase in chemical dosing. In the wastewater department the disinfection process itself will require more maintenance than the current system. There is also going to be a significant increase in testing needs to stay in compliance with our new permit that will further strain resources in waste water.

We have been able to get by thus far largely due to the level of experience in our staff team and their ability to trouble shoot issues and keep us in operation. The ability to troubleshoot issues as they come up reduces the likelihood of compounding incidents.

Our Wastewater Lead Bryan Christian is retiring at the end of August this year after 30 years with the Borough.

Our Water Lead Wayne Mcholland is retiring at the end of September after 22 years with the Borough.

This fall we will be losing over 50 years of experience running these two facilities right at the same time the biggest changes in 20 years are happening at each facility. Brian and Wayne know these facilities better than anyone on staff and this will be a major loss for the City.

Even with the experience of our staff there have still been a handful of deferred maintenance projects over the years that also need to be addressed. For example the flume for our water source going into the upper reservoir is old and in need of repair. Only having three staff has limited our ability to tackle some of these deferred maintenance projects.

After taking into consideration all of these concerns on the horizon the department is proposing that we add a new operator position to the water department so that we have 2 full time operators and a lead for each location. Our existing structure is as follows

- **Apprentice** (Grade 15: entry level position that allows us to hire someone with minimal experience and train them up)
- **Operator** (Grade 19: promotion upon acquiring water and wastewater treatment certifications. Currently only required to have level 1 treatment licenses which is insufficient for this person to fill in as an acting lead)
- **Lead** (grade 23: Must carry level 2 treatment licenses)

With the new water plant expected to go to a level 3 facility the proposal is to add an operator level II position. Promotion from operator level 1 to operator level 2 would be possible once someone has acquired a level 2 wastewater treatment license and a level 3 water treatment license. Considering the time needed just to be able to qualify for a level 3 license, the increased responsibility and difficulty of work, it is necessary to put this position at a higher grade than Operator Level I. Putting Operator Level 2 at a grade 21 is more reflective of the increased complexity to the knowledge and skill required to run a facility at that level. It takes 4 years of full time work in water treatment just to qualify to be able to take the test for the level 3 water treatment license. 4 years of full time work is similar to someone needing a degree for a position. It is not possible to hire someone into these positions off the street with no experience as they would not be able to have the licensure needed. Below is a chart from ADEC on the time needed to qualify for the different levels of licensure.

	Operator Level									
	Provisional		1		2		3		4	
System Type	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.
Wastewater Collection	12	**	12	1	12	3	13	4	13	6
Wastewater Treatment	12	**	12	1	12	3	14	4	16	4
Water Distribution	12	**	12	1	12	3	13	4	13	6
Water Treatment	12	**	12	1	12	3	14	4	16	4

A fourth position would provide some breathing room to address the concerns listed above. Another advantage would be moving towards having 7 day a week coverage at each facility. This would provide better oversight of operations which should result in better quality services as well as reducing the call out needs of each department. This new proposal includes the lead positions remaining on a Monday through Friday schedule but it would switch the operator positions to a Thursday through Monday schedule. This schedule would allow for the best continuity while also maintaining space for oversight and training. The majority of our surrounding communities, including Petersburg, have 7 day a week coverage in their water and wastewater departments.

Common practice requires employee compensation to be considered if there is an increase in licensure needs. With the water plant jumping to a level 3 facility this requires us to take a look at the water lead position as well. Throughout this process a number of other communities in Alaska and specifically Southeast Alaska were researched to understand how differences in licensure are typically compensated. On average, an increase in licensure is typically associated with about a \$3 an hour increase in pay. This proposal is to increase the water lead from a grade 23 to a grade 25. This is reflective of a \$3 an hr raise. Below is a breakdown of how each department would be structured under this plan.

Water

- Lead water operator (the new plant will be a level 3 facility)
 - o Grade 25 (new grade category): \$32.19- \$40.63
 - o M-F schedule

- Operator Level 2- water operator level 3 and WW operator level 2 (this is a new position and a new classification)
 - o Grade 21: \$27.50- \$34.67
 - o Th-M schedule

- Operator Level 1- Operator level 1 and 2 Wt and WWT license
 - o Grade 19: \$25.26- \$31.80
 - o Th-M schedule

- Apprentice- entry level
 - o Grade 15: \$21.08-\$26.52
 - o M-F schedule

Waste Water

- Lead WW operator (no changes being proposed at this time)
 - o Grade 23: \$29.70- \$37.46

- M-F schedule
- Operator Level 1- level 1 and level 2 WWT and WT license
 - Grade 19: \$25.26- \$31.80
 - Th-M schedule
- Apprentice- entry level
 - Grade 15: \$21.08- \$26.52
 - M-F schedule

To clarify there are 5 job descriptions here but there would only 4 positions. Ideally we would have operators and leads however the apprentice position is necessary to keep as it allows us more flexibility in who we hire. This is critical considering the difficulty in finding qualified applicants.

Industries across the state as well as across the nation are experiencing worker shortages. Failure to fill operator positions with skilled staff would pose serious challenges for critical infrastructure services. As a community, Wrangell cannot afford to have lapses in our water or sewer department as it would have a serious impact on the health and safety of residents. Throughout this process several communities were contacted to get an understanding of if they are experiencing similar issues and if so how are they dealing with them.

- In Haines, staff received a 15% wage increase in 2022. During that same year they had 5 staff move on from their Public Works Department to pursue higher paying positions elsewhere. Staff in Haines reported that this has gutted their institutional knowledge and put a serious strain on the remaining staff. It was reported that they are hiring people into positions with minimal experience as a result and this has dramatically increased their need for training and has slowed overall operations.
- In Petersburg staff reported serious challenges filling positions, specifically in the last 3 years. Petersburg has been able to maintain a core group of staff however they have had 3 positions turn over in the last year and a half. The most recent advertisement had 1, underqualified applicant for a position that would have had 10 applicants 20 years ago. Petersburg is currently in negotiations on their collective bargaining agreement and therefor were not able to share any insights as to the compensation for any of their positions.

Wrangell needs to remain competitive, if we do not we will have difficulty attracting and retaining quality, experienced staff. After speaking with several other utility departments in

Southeast Alaska it seems as though many communities are in similar positions in terms of filling positions and retaining staff.

From our analysis it was found that Wrangell W/WW operators are currently paid more than Petersburg and Craig for the same classifications. With Haines, Wrangell pays less on the beginner level but pays higher on the more advanced classifications. Juneau, Ketchikan, Sitka and Skagway pay more. The numbers in the chart below came from the Alaska Municipal League FY 2023 Alaska Local Government Salary and Benefit Survey. Another aspect to point out with this analysis is the number of operators. Petersburg has 6 operators and Craig has 5 when compared to Wrangell's 3. So, while we pay more than Petersburg and Craig currently, they have significantly more resources in staff for their water and wastewater departments.

If we do not add a position we are left with few options. We would likely have to significantly increase our professional services budget so that an outside entity could be brought in. An outside entity may be able to keep operations going for a short time however they are not the most familiar with our system and will be limited in certain tasks or bigger maintenance projects as a result. Our other option would be to spend significantly in capital expenses to repair, simplify or automate more of the system. If we are not able to remain competitive and fill these positions with qualified applicants our options will look similar to the options listed for not adding a fourth operator.

In order to ensure the success of our water and wastewater department we have to be proactive and address these concerns now. These modifications and our ability to pay for them are included/reflected in the FY 2024 budget.

W/WW Operator Compensation Comparison 2023										
Location	Wrangell	Petersburg	Craig	Haines	Ketchikan	Skagway	Sitka	Juneau	Cordova	Dillingham
Level 1	21.08- 26.52	19.45-23.36	17.17- 20.19	23.21-31.76	28.32- 38.17	32.59- 55.58	N/A	N/A	24.12- 33.81	25.17-26.71
level 2	25.26- 31.80	22.05- 26.25	20.20- 23.22	24.58- 33.13	31.29- 42.19	N/A	30.00- 37.00	27.91- 44.53	26.46- 37.12	28.34- 30.07
level 3	N/A	26.35- 31.02	23.21- 26.21	25.62- 34.17	N/A	N/A	31.00- 40.00	31.77- 50.73	N/A	N/A
level 4	N/A	26.99- 31.74	N/A	26.68- 35.23	N/A	N/A	N/A	33.90- 54.15	N/A	N/A
Supervisor/lead	29.70- 37.46	30.54- 35.68	N/A	28.51- 37.06	33.89- 45.64	36.82- 62.80	52.96- 74.83	38.64- 61.63	27.73- 40.57	N/A
# of operators	3	6	5	3	7	3	7	12	5	2
	Proposed Wrg									
W/WW Apprentice	21.08-26.52									
W/WW Op Level I	25.26- 31.80									
W/WW Op level II	27.50- 34.67									
WW Lead	29.70-37.46									
W Lead	32.19- 40.63									
WTP classification	2, new 3	3	2, 1, 1	2 N/A	2, 1	2, 2, 2				1
WWTP classification	1, new 2	3	2	2, 2	2	2, 3, 2			2	1

To review there are a number of challenges on the horizon in our water and wastewater departments. A new water plant, implementation of disinfection, staff retiring, deferred maintenance, coverage- call outs- overtime and our ability to remain competitive.

The current proposal

- adds a 4th operator to our W/WW departments. This position is also a higher level operator position to account for the increase in certification and treatment process requirements for the water department
- it changes the grade and increases the wage for the WT lead position to account for the increase in certification and treatment process requirements for the water department
- allows for 7 day a week coverage. Leads work Monday-Friday. Operators work Thursday-Monday. This would allow for better coverage and monitoring of each location. Overlap with the leads provides continuity as well as training. Tasks that require 2 people
- Operators- spend time in each department for most diverse skill set and coverage.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	6/27/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 06-23-1791 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE BY ADDING THE WATER/WASTEWATER OPERATOR LEVEL II POSITION

SUBMITTED BY:

Tom Wetor, Public Works Director

FISCAL NOTE:

Expenditure Required: \$		
FY 21: \$	FY 22: \$	FY23: \$
Amount Budgeted:		
	FY23\$	
Account Number(s):		
	72000 302 6001	
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		
	\$	

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

ATTACHMENTS: 1. Resolution No. 06-23-1791. 2. Union Wage & Grade Table 3. W/WW Operator Level II Position Justification Explanation 4. W/WW operator level II Job Description

RECOMMENDATION MOTION:

Move to approve Resolution No. 06-23-1791.

SUMMARY STATEMENT:

In order to reflect the increase in certification requirements and the associated experience and skill required, a new position needs to be added to the wage and grade table. At grade 21, the Operator Level II position will be about a \$3 an hr increase over the operator level I position which is an average increase for requiring a higher level certification to operate.

Please review the attached documents for an explanation and justification for the creation of this position and amendment to the Union Wage and Grade Table.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-23-1791

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE BY ADDING THE WATER/WASTEWATER TREATMENT OPERATOR LEVEL II POSITION

WHEREAS, with the increases in operator certification requirements, a new water plant, and requirements for operating the new plant, it is the desire of Staff and the Borough Assembly to restructure the staffing in the Water Department; and

WHEREAS, with the addition of the Water/Wastewater Treatment Operator Level II job description, creating the position at a grade 21, the Union Wage and Grade table requires amending; and

WHEREAS, with the addition of the Water/Wastewater Treatment Operator Level II, placed at a grade 21 with a pay range from \$27.50 to \$34.67 per hour, the Union Wage and Grade table requires amending; and

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

Section 1. The attached Exhibit "A" is the Union Wage and Grade Table, reflecting the changes for the following positions.

Section 2. The change to the Union Wage and Grade Table adds the Water/Wastewater Treatment Operator Level II and places this position at a grade 21.

Section 3. The changes to the Union Wage and Grade Table will be effective as of June 28th, 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 27th day of June 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Wage Scale, IBEW-represented positions, July 1, 2021 to June 30, 2024

City & Borough of Wrangell IBEW W&G Table		Steps												
Grade	Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13
13	Harbor Maintenance/Security	19.30	19.66	20.04	20.42	20.81	21.22	21.63	22.05	22.46	22.91	23.35	23.80	24.26
14	Sanitation Worker	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.40	24.88	25.36
14	Trainee	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.40	24.88	25.36
15	Administrative Assistant-Harbors	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
15	Water Trt. Plt. Apprentice	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
15	Custodian - Light Maintenance	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
16	Electrical Dispatch Secretary	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.68	27.20	27.73
16	Sanitation Operator	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.68	27.20	27.73
17	Port & Harbor Maintenance	23.07	23.50	23.95	24.42	24.90	25.38	25.86	26.38	26.89	27.41	27.95	28.49	29.04
17	Marine Service Center Relief Operator	23.07	23.50	23.95	24.42	24.90	25.38	25.86	26.38	26.89	27.41	27.95	28.49	29.04
19	Mechanic	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Diesel Electric Mechanic Assistant	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Sanitation Lead	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Maint. Specialist II/Heavy Equip Operator	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Water/Wastewater Treatment Operator	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Marine Service Center & Harbor Team Leader	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
20	Power Generation Mechanic/Operator	26.47	26.98	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.72	33.36
20	Maint. Specialist III/Heavy Equip Operator	26.47	26.98	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.72	33.36
21	Water / Wastewater Treatment Operator - Level II	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.71	33.34	34.00	34.67
23	Public Works Foreman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Water Treatment Leadman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Wastewater Treatment Leadman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Mechanic Lead	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Facility Maintenance Specialist Lead	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
25	Water Treatment Operator Lead	32.19	32.81	33.47	34.11	34.77	35.47	36.15	36.87	37.59	38.33	39.08	39.85	40.63
27	Electrical Lineman	34.94	35.62	36.31	37.04	37.76	38.49	39.25	40.01	40.81	41.61	42.42	43.25	44.10
29	Electrical Line Foreman	38.01	38.77	39.51	40.31	41.09	41.90	42.72	43.56	44.41	45.29	46.18	47.09	48.01
Lineman Apprentice		50%	55%	60%	65%	75%	80%	85%	90%	100%				
		17.47	19.59	21.79	24.07	28.32	30.80	33.37	36.01	40.81				
		7/1/2022	12/30/2022	6/30/2023	12/30/2023	7/1/2024	#####	7/1/2025	#####	6/30/2026				

**City and Borough of Wrangell: Public Works Department
Water and Waste Water Restructure Proposal
June 2023**

For a number of years Wrangell has maintained minimal staffing levels in the Water and Wastewater Departments. Currently there are 3 staff for both locations, there is a lead in each department and then an operator who splits their time between the two locations. This has created a number of challenges over the years to maintain operations, coverage and stay in compliance with governing agencies.

There have been instances over the years where one staff is out on vacation and another staff has gotten sick or had a family emergency. During these instances there is only one staff to manage two full time facilities. This puts the city at risk and makes it very challenging to address anything significant if it were to come up. In 2020 we had an instance where we planned ahead, there was an emergency that came up and we were down to one staff for over a week. During this instance the City hired Northern Utility Services to come in and operate our water plant for us. The expense for this service was \$2,000 a day. In total our bill was \$11,000 for 5.5 days of coverage. If we do not have a certified operator available to respond to an issue we are out of compliance and this also increases the risk of having a disruption to services.

In addition, there can be numerous call outs between the two facilities. With minimal staff this contributes to burn out and stress surrounding being able to be out of service as someone always has to be available. Furthermore, we have had instances in the last couple of years where monitoring equipment has failed at one of the plants. This requires staff to personally check on the facility at a frequency of every four hours, for 24 hours a day. We have had issues with our SCADA system, our chlorine and our weir freezing that has required this level of oversight. This requires staff to work a normal full day to maintain regular operations while also having to check on the plant all through the night for extended periods of time. These kinds of issues contribute to high overtime and call out expenses.

Right now we are in the process of trying to build a new water plant and that project has recently gone out to bid. At the same time we are also being mandated to implement disinfection for our wastewater treatment plant. The new DAF system for water treatment has more mechanical pieces and chemical needs than our current slow sand filters. The list below is straight from the ADEC website and lists our current plant classification. Below that is our expected point value that has been developed by the DOWL engineering team for what the new plant classification will look like. Next is our wastewater plant ADEC plant classification as well as the amounts assigned to disinfection.

Wrangell WTP Classification

The current classification scoring system for the selected facility is shown below. You may also [return to search results](#).

Facility Name: Wrangell Water Treatment System
Location: Wrangell
Owner/Employer: Wrangell, City of
Type of Facility: Water Treatment
Classification Level: Class 2

Water treatment systems are classified according to a point rating system. Point values are recognized for each of the various components found in a treatment plant. Points are totaled once all components have been recognized. The total number of points determines the classification of the water treatment system. [Click here to view the entire list of components for which points can be counted for water treatment.](#) The specific components that have been recognized toward the classification of this water treatment system are as follows:

Score Category	Score
Size (Peak day design capacity, gallons per day) - 1,000,001 - 5,000,000	16
Water Supply Source - Surface water	6
Pretreatment - Roughing filter: Gravel or rock filter	4
Adjustment and Corrosion Control - pH adjustment	3
Filtration - Slow sand	4
Disinfection - Liquid and powdered hypochlorites	3
Disinfection - Additional points if hypochlorites are generated on-site	2
Ozonation - Ozonation with on-site generation of pure oxygen	5
Storage - Water storage tank, for achieving CT	3
Total	46

Total Score	System Classification
1-30	Class 1
31-55	Class 2
56-75	Class 3
>75	Class 4

DOWL**TECHNICAL MEMORANDUM (NEW DAF WTP ADEC CLASSIFICATION)****July 12th, 2022**

The following is an explanation of the Alaska DEC classification points system, which, in my opinion, gives the new treatment plant a final score of 68 (a Class 3 plant).

From 18 AAC 74.120 (b) – Classification of water and wastewater systems, section (e): Points Item

16- Design Capacity range 1 to 5 MGD (2.26 MGD design capacity)

6- Water supply source: surface water

3- Adjustment and control – pH Adjustment

3- Adjustment and control – corrosion inhibitor

5- Coagulation – primary coagulant

3- Coagulation – filter aid

16- Sedimentation or clarification – dissolved air floatation system*

* This is an opinion based on example provided from AK DEC document Water System Classification Information, page 24, showing a DAF unit is a complete system that includes the DAF (16pts), Mechanical flocculator (8 pts), and Mechanical mixers (5 pts).

8- Filtration – granular media (multimedia)

3- Disinfection – liquid and powdered hypochlorites

2- Disinfection – additional points if hypochlorites are generated on site

3- Water storage tank (three points for less than 1M gallons)

0.0- On-site treatment of system sludge or backwash – discharge to sewer or other off-site treatment**

** Excludes backwash surge tank (2 points for discharge to on-site pond, septic tank, or lagoon)

68 points total (class 3 facility is 56-75 points)

Wrangell WWTP Classification

The current classification scoring system for the selected facility is shown below. You may also [return to search results](#).

Facility Name: Wrangell Wastewater Treatment System
Location: Wrangell
Owner/Employer: Wrangell, City of
Type of Facility: Wastewater Treatment
Classification Level: Class 1

Wastewater treatment systems are classified according to a point rating system. Point values are recognized for each of the various components found in a treatment plant. Points are totaled once all components have been recognized. The total number of points determines the classification of the wastewater treatment system. [Click here to view the entire list of components for which points can be counted for wastewater treatment.](#) The specific components that have been recognized toward the classification of this wastewater treatment system are as follows:

Score Category	Score
Size (Peak day design capacity, gallons per day) - 1,000,001 - 5,000,000	16
Pretreatment - Mechanically cleaned screens	2
Secondary Treatment - Aerated lagoon	8
Advanced Waste Treatment - Polishing pond or effluent flow equalization	2
Solids Disposal - Off-site disposal	1
Total	29

Total Score System Classification

1-30 Class 1
31-55 Class 2
56-75 Class 3
>75 Class 4

ADEC Point value for disinfection

Disinfection - Ultraviolet light	3
----------------------------------	---

OR

Disinfection - Liquid and powdered hypochlorites	3
Disinfection - Dechlorination with dechlorination agents other than gas	3

Whether we go with UV light or chlorination/dechlorination at the waste water plant we will be over 30 points and therefor a class 2 facility.

Construction of a new water plant is going to require a great deal of oversight due to how the new plant will be integrated into the old plant. Our design has done a great job at repurposing the existing water plant buildings to reduce the need for new construction. The consequence of this plan is that many items of the old plant will need to be taken offline to be repurposed for the new plant. This will require temporary systems to be put into place and a detailed plan with ADEC to ensure we are meeting water quality standards. This is expected to require a significant amount of attention from staff. Disinfection at the wastewater plant may not require as much involvement as the water plant however it will still be an increase on the current work load to work through the design, construction and commissioning process.

While we will save some time with a new water plant on no longer needing to plunge filters, there is going to be increased maintenance with more moving parts and a higher level of oversight needed for the increase in chemical dosing. In the wastewater department the disinfection process itself will require more maintenance than the current system. There is also going to be a significant increase in testing needs to stay in compliance with our new permit that will further strain resources in waste water.

We have been able to get by thus far largely due to the level of experience in our staff team and their ability to trouble shoot issues and keep us in operation. The ability to troubleshoot issues as they come up reduces the likelihood of compounding incidents.

Our Wastewater Lead Bryan Christian is retiring at the end of August this year after 30 years with the Borough.

Our Water Lead Wayne Mcholland is retiring at the end of September after 22 years with the Borough.

This fall we will be losing over 50 years of experience running these two facilities right at the same time the biggest changes in 20 years are happening at each facility. Brian and Wayne know these facilities better than anyone on staff and this will be a major loss for the City.

Even with the experience of our staff there have still been a handful of deferred maintenance projects over the years that also need to be addressed. For example the flume for our water source going into the upper reservoir is old and in need of repair. Only having three staff has limited our ability to tackle some of these deferred maintenance projects.

After taking into consideration all of these concerns on the horizon the department is proposing that we add a new operator position to the water department so that we have 2 full time operators and a lead for each location. Our existing structure is as follows

- **Apprentice** (Grade 15: entry level position that allows us to hire someone with minimal experience and train them up)
- **Operator** (Grade 19: promotion upon acquiring water and wastewater treatment certifications. Currently only required to have level 1 treatment licenses which is insufficient for this person to fill in as an acting lead)
- **Lead** (grade 23: Must carry level 2 treatment licenses)

With the new water plant expected to go to a level 3 facility the proposal is to add an operator level II position. Promotion from operator level 1 to operator level 2 would be possible once someone has acquired a level 2 wastewater treatment license and a level 3 water treatment license. Considering the time needed just to be able to qualify for a level 3 license, the increased responsibility and difficulty of work, it is necessary to put this position at a higher grade than Operator Level I. Putting Operator Level 2 at a grade 21 is more reflective of the increased complexity to the knowledge and skill required to run a facility at that level. It takes 4 years of full time work in water treatment just to qualify to be able to take the test for the level 3 water treatment license. 4 years of full time work is similar to someone needing a degree for a position. It is not possible to hire someone into these positions off the street with no experience as they would not be able to have the licensure needed. Below is a chart from ADEC on the time needed to qualify for the different levels of licensure.

	Operator Level									
	Provisional		1		2		3		4	
System Type	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.
Wastewater Collection	12	**	12	1	12	3	13	4	13	6
Wastewater Treatment	12	**	12	1	12	3	14	4	16	4
Water Distribution	12	**	12	1	12	3	13	4	13	6
Water Treatment	12	**	12	1	12	3	14	4	16	4

A fourth position would provide some breathing room to address the concerns listed above. Another advantage would be moving towards having 7 day a week coverage at each facility. This would provide better oversight of operations which should result in better quality services as well as reducing the call out needs of each department. This new proposal includes the lead positions remaining on a Monday through Friday schedule but it would switch the operator positions to a Thursday through Monday schedule. This schedule would allow for the best continuity while also maintaining space for oversight and training. The majority of our surrounding communities, including Petersburg, have 7 day a week coverage in their water and wastewater departments.

Common practice requires employee compensation to be considered if there is an increase in licensure needs. With the water plant jumping to a level 3 facility this requires us to take a look at the water lead position as well. Throughout this process a number of other communities in Alaska and specifically Southeast Alaska were researched to understand how differences in licensure are typically compensated. On average, an increase in licensure is typically associated with about a \$3 an hour increase in pay. This proposal is to increase the water lead from a grade 23 to a grade 25. This is reflective of a \$3 an hr raise. Below is a breakdown of how each department would be structured under this plan.

Water

- Lead water operator (the new plant will be a level 3 facility)
 - o Grade 25 (new grade category): \$32.19- \$40.63
 - o M-F schedule

- Operator Level 2- water operator level 3 and WW operator level 2 (this is a new position and a new classification)
 - o Grade 21: \$27.50- \$34.67
 - o Th-M schedule

- Operator Level 1- Operator level 1 and 2 Wt and WWT license
 - o Grade 19: \$25.26- \$31.80
 - o Th-M schedule

- Apprentice- entry level
 - o Grade 15: \$21.08-\$26.52
 - o M-F schedule

Waste Water

- Lead WW operator (no changes being proposed at this time)
 - o Grade 23: \$29.70- \$37.46

- M-F schedule
- Operator Level 1- level 1 and level 2 WWT and WT license
 - Grade 19: \$25.26- \$31.80
 - Th-M schedule
- Apprentice- entry level
 - Grade 15: \$21.08- \$26.52
 - M-F schedule

To clarify there are 5 job descriptions here but there would only 4 positions. Ideally we would have operators and leads however the apprentice position is necessary to keep as it allows us more flexibility in who we hire. This is critical considering the difficulty in finding qualified applicants.

Industries across the state as well as across the nation are experiencing worker shortages. Failure to fill operator positions with skilled staff would pose serious challenges for critical infrastructure services. As a community, Wrangell cannot afford to have lapses in our water or sewer department as it would have a serious impact on the health and safety of residents. Throughout this process several communities were contacted to get an understanding of if they are experiencing similar issues and if so how are they dealing with them.

- In Haines, staff received a 15% wage increase in 2022. During that same year they had 5 staff move on from their Public Works Department to pursue higher paying positions elsewhere. Staff in Haines reported that this has gutted their institutional knowledge and put a serious strain on the remaining staff. It was reported that they are hiring people into positions with minimal experience as a result and this has dramatically increased their need for training and has slowed overall operations.
- In Petersburg staff reported serious challenges filling positions, specifically in the last 3 years. Petersburg has been able to maintain a core group of staff however they have had 3 positions turn over in the last year and a half. The most recent advertisement had 1, underqualified applicant for a position that would have had 10 applicants 20 years ago. Petersburg is currently in negotiations on their collective bargaining agreement and therefor were not able to share any insights as to the compensation for any of their positions.

Wrangell needs to remain competitive, if we do not we will have difficulty attracting and retaining quality, experienced staff. After speaking with several other utility departments in

Southeast Alaska it seems as though many communities are in similar positions in terms of filling positions and retaining staff.

From our analysis it was found that Wrangell W/WW operators are currently paid more than Petersburg and Craig for the same classifications. With Haines, Wrangell pays less on the beginner level but pays higher on the more advanced classifications. Juneau, Ketchikan, Sitka and Skagway pay more. The numbers in the chart below came from the Alaska Municipal League FY 2023 Alaska Local Government Salary and Benefit Survey. Another aspect to point out with this analysis is the number of operators. Petersburg has 6 operators and Craig has 5 when compared to Wrangell's 3. So, while we pay more than Petersburg and Craig currently, they have significantly more resources in staff for their water and wastewater departments.

If we do not add a position we are left with few options. We would likely have to significantly increase our professional services budget so that an outside entity could be brought in. An outside entity may be able to keep operations going for a short time however they are not the most familiar with our system and will be limited in certain tasks or bigger maintenance projects as a result. Our other option would be to spend significantly in capital expenses to repair, simplify or automate more of the system. If we are not able to remain competitive and fill these positions with qualified applicants our options will look similar to the options listed for not adding a fourth operator.

In order to ensure the success of our water and wastewater department we have to be proactive and address these concerns now. These modifications and our ability to pay for them are included/reflected in the FY 2024 budget.

W/WW Operator Compensation Comparison 2023										
Location	Wrangell	Petersburg	Craig	Haines	Ketchikan	Skagway	Sitka	Juneau	Cordova	Dillingham
Level 1	21.08- 26.52	19.45-23.36	17.17- 20.19	23.21-31.76	28.32- 38.17	32.59- 55.58	N/A	N/A	24.12- 33.81	25.17-26.71
level 2	25.26- 31.80	22.05- 26.25	20.20- 23.22	24.58- 33.13	31.29- 42.19	N/A	30.00- 37.00	27.91- 44.53	26.46- 37.12	28.34- 30.07
level 3	N/A	26.35- 31.02	23.21- 26.21	25.62- 34.17	N/A	N/A	31.00- 40.00	31.77- 50.73	N/A	N/A
level 4	N/A	26.99- 31.74	N/A	26.68- 35.23	N/A	N/A	N/A	33.90- 54.15	N/A	N/A
Supervisor/lead	29.70- 37.46	30.54- 35.68	N/A	28.51- 37.06	33.89- 45.64	36.82- 62.80	52.96- 74.83	38.64- 61.63	27.73- 40.57	N/A
# of operators	3	6	5	3	7	3	7	12	5	2
	Proposed Wrg									
W/WW Apprentice	21.08-26.52									
W/WW Op Level I	25.26- 31.80									
W/WW Op level II	27.50- 34.67									
WW Lead	29.70-37.46									
W Lead	32.19- 40.63									
WTP classification	2, new 3	3	2, 1, 1	2 N/A	2, 1	2, 2, 2				1
WWTP classification	1, new 2	3	2	2, 2	2	2, 3, 2			2	1

To review there are a number of challenges on the horizon in our water and wastewater departments. A new water plant, implementation of disinfection, staff retiring, deferred maintenance, coverage- call outs- overtime and our ability to remain competitive.

The current proposal

- adds a 4th operator to our W/WW departments. This position is also a higher level operator position to account for the increase in certification and treatment process requirements for the water department
- it changes the grade and increases the wage for the WT lead position to account for the increase in certification and treatment process requirements for the water department
- allows for 7 day a week coverage. Leads work Monday-Friday. Operators work Thursday-Monday. This would allow for better coverage and monitoring of each location. Overlap with the leads provides continuity as well as training. Tasks that require 2 people
- Operators- spend time in each department for most diverse skill set and coverage.

City & Borough of Wrangell **Position Description**

Position: Water/Wastewater Treatment Operator <u>Level II</u>	Type: Permanent, Full-Time
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: <u>Lead Water and Wastewater Operator and the Public Works Director</u>	Salary Grade: 19 <u>21</u>

Summary

Water/Wastewater Treatment Operator is responsible for the operation, maintenance and repair of the Borough’s water treatment plant and wastewater treatment plant, reservoirs, lagoons, lift stations, pump stations and related equipment.

Distinguishing Career Features

Reports to Wastewater Treatment Operator Lead when working in the Waste Water Department and the Water Treatment Operator Lead when working in the Water Department on both ~~water and wastewater~~ repair and maintenance. Occasionally works with Public Works department on sewer or water repair. May be required to assist Public Works crew in special projects ~~and winter road maintenance~~. Works independently and cooperatively with others. Works closely with and under the supervision of the Water Treatment Lead and the Wastewater Treatment Lead.

The Water Treatment Operator is the ~~second~~ third step on the multi-stage Water/Wastewater Treatment Operator career path. The Water Treatment Operator Level II is more experienced than the Water/Wastewater Treatment Operator Apprentice and Level I operator.

Essential Duties and Responsibilities

- Personally operates, repairs, and maintains the City’s water treatment plant, pressure reducing valves, tanks, reservoirs, and dams. Performs work needed to be done to ensure efficient operation of water infrastructure including water treatment plant operation, water storage tank maintenance, and reservoir and dam maintenance. Performs daily operation, maintenance, testing and reporting of the water treatment facilities. Required to maintain logs, reports, and records of water treatment plant operations and maintenance.
- Performs laboratory tests and chemical analysis of influent and treated water as required. Records temperature, turbidity, color, flow rate, pH, chlorine residual, and other data as required by regulations or to verify the proper operation of the water treatment plant. Adjusts the operation of the water treatment plant to meet changing flow conditions for peak efficiencies of operation. Maintains and adjusts control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- Typically works a Thursday through Monday schedule.
- Personally operates, repairs, and maintains the City’s wastewater treatment plant, lagoons, lift stations and pump stations. Perform daily checks of the wastewater treatment process and periodic checks of pump stations. Performs work needed to be done to ensure efficient operations of wastewater infrastructure including wastewater treatment plant operation and sewer lift and pump station maintenance.
- Tends influent pumps, blowers, feed pumps, dry and wet chemical feeders, aerators, diffusers, wet wells, and other equipment used to decontaminate wastewater; reads and records effluent flow and temperatures. Inspects, maintains and cleans aeration and sedimentation basins, filters, weirs, vaults, and mechanical screens. Collects samples of

influent and treated water and completes chemical laboratory tests and analysis in the process of treatment of water/wastewater. Determines and performs sludge wasting from aeration basin.

- Follows established guidelines in operation of high pressure pumps, chemical generation and injection systems, slow sand filters, and roughing filters. Inspects city reservoirs and water tanks.
- Occasionally assists crews in sewer, water and road maintenance, repair and minor alterations.
- Responsible for the proper and safe use and maintenance of all assigned City equipment.
- Performs proper operation of the water and wastewater plants to ensure that the water quality standards are being met for compliance with all pertinent federal, state, and local regulations.
- Assesses equipment and supply needs for water and wastewater department operation and projects. Obtains pricing and recommends purchases of supplies.
- Adjust the operation of the wastewater and water treatment plants to meet changing flow conditions for peak efficiencies of operation. Ensure that the water quality standards are being met.
- Performs laboratory tests and chemical analyses of drinking water and wastewater as required. Records temperature, turbidity, color, flow rate, pH, oxygen demand, fecal coliform, chlorine residual, and other data as required by regulations or to verify the proper operation of the water or wastewater treatment plants.
- Required to maintain logs, reports and records of water and wastewater treatment plant operations and maintenance and to adjust control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- May discuss with customers problems with water quality, excessive consumption or special problems with treated water.
- This position is subject to call-out or call-back at any time due to staff shortages or emergencies in order to facilitate and sustain plant operations. Must be willing to work odd hours as required by the work environment.
- This position requires the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.
- This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.
- Participates in all job related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- Performs other job-related work as required and assigned.

Qualifications

▪ Knowledge and Skills

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have knowledge and operating experience in plant operations, chemistry related to plant operation, water production and water/wastewater treatment processes.
- Must have knowledge and operating experience of basic lab equipment such as turbidimeters, p/h meters, colorimeters, pumps, and other small equipment.
- Must have knowledge and operating experience of all aspects of the water treatment

plant, characteristics of water, proper maintenance procedure in accordance with local, state and federal laws regulating water treatment plant operations, including Safe Drinking Water Act, Enhanced Surface Water Treatment Rule and Disinfectant/Disinfection By-Products Rule.

- Must have knowledge and be able to monitor Supervisory Control And Data Acquisition (SCADA) systems in order to ensure proper plant operation.
- Must have basic computer skills, including use of Microsoft's Word, Excel and Outlook programs.
- Must have knowledge of all pertinent state and federal rules governing the treatment of water.
- Will be required to participate in job related training and safety training as it is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.
-

▪ **Abilities**

- Ability to read and interpret documents such as project specifications and drawings, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.
- Ability to perform basic math up to geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to use common hand tools to operate equipment and perform maintenance tasks.
- Ability to apply commonsense understanding to carry out detailed ~~but-uninvolved~~ written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

▪ **Physical Abilities**

- Frequently required to stand, walk, use hands to finger, handle, or fell objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds of equipment, drums, and chemicals for distances of 20 feet or more with the assistance of a hand cart or power equipment.
- Requires near and far visual acuity to drive, read and write, read detailed drawings and perform repair work.
- Sufficient auditory ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background are courses in water treatment and water works practice and at least one year of experience in the operations and maintenance of a Class ~~H-III~~ water treatment facility and a Class ~~I-II~~ wastewater treatment facility.
- Must have an understanding of the workings of water distribution systems and their components, to include meter installation and operation and all facets of water sampling for ADEC and EPA requirements.
- Must have an understanding of wastewater collections systems to include pump maintenance and repairs and basic trouble shooting of said systems.
- Must have sufficient skills necessary to operate related equipment effectively, safely, and responsibly.
- Requires a minimum high school diploma or general education degree (GED), and possess the ability to clearly read, write, and speak English. One year of college or technical level classes related to water technology is preferred.

- **Licenses and Certificates**

Must have an Alaska Department of Environmental Conservation Level II certification in ~~both water and~~ wastewater treatment and an ADEC Level III Certification in Water Treatment and must maintain through employment.

Must be responsible for acquiring ADEC-required Continuing Education Units (CEUs) to maintain certifications. The cost for required certification renewals and their associated CEUs shall be paid by the Employer.

Requires a valid Alaska Driver's License.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from observing physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold. Will frequently work near moving mechanical part and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderated.

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, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	6/27/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 06-23-1792 THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER TREATMENT OPERATOR LEAD POSITION

SUBMITTED BY:

Tom Wetor, Public Works Director

FISCAL NOTE:

Expenditure Required: \$

FY 21: \$	FY 22: \$	FY23: \$
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Amount Budgeted:

FY23\$

Account Number(s):

72000 302 6001

Account Name(s):

Unencumbered Balance(s) (prior to expenditure):

\$

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 06-23-1792. 2. Water Lead Operator Compensation Adjustment Justification. 3. Water Lead Operator Job Description

RECOMMENDATION MOTION:

Move to approve Resolution No. 06-23-1792.

SUMMARY STATEMENT:

Please refer to the Water Lead Operator Compensation Adjustment description and the job description attached for the changes in the Water Treatment Lead Operator Position. Updates can be seen in track changes.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-23-1792

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER TREATMENT OPERATOR LEAD POSITION

WHEREAS, the Water Treatment Operator Lead position has been reviewed, and the proposed job description more accurately reflects the actual duties, responsibilities, and qualifications for the Water Treatment Operator Lead position; and

WHEREAS, the current rate of pay for the Water Treatment Operator Lead position is a grade 23; and

WHEREAS, the proposed rate of pay for the Water Treatment Operator Lead position is a grade 25 with the pay range from \$32.19 to \$40.63; and

WHEREAS, with the updated duties for the Water Treatment Operator Lead position, the range of pay has been adjusted; and

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

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

Section 1. The attached Exhibit "A" includes the job description which describe the updated duties, responsibilities, and qualifications for the Water Treatment Operator Lead position.

Section 2. The amended job description for the Water Treatment Operator Lead position will be effective as of June 28th, 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 27th day of June 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Water Treatment Operator Lead	Type: Permanent, Full-Time
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: Director of Public Works & Capital Projects	Salary Grade: 23 25

Summary

The Water Treatment Operator Lead is responsible for the day-to-day operation of the City's surface water treatment plant, the water supply reservoirs and related equipment, either personally or through subordinate staff.

Responsibilities include performing process control sample collection, sample analysis, and modifying chemical and physical parameters in order to adjust the treatment process. A Water Treatment Operator Lead collects samples of influent and effluent at various stages of processing to ensure high quality drinking water.

Works daily with Wastewater Treatment Operator Lead/~~Lead II~~ and Operators on both water and wastewater repair and maintenance of collection system pump stations, pumps and related equipment as needed.

Occasionally works with Public Works Department on sewer or water repair. May be required to assist Public Works crew in special projects and winter road maintenance.— Works independently and cooperatively with others. Works closely with and under the supervision of the Public Works Director ~~and/or the Public Works Forman.~~

Distinguishing Career Features

The Water Treatment Operator Lead is the ~~third~~ ~~last~~ ~~final~~ step on the multi-stage Water/Wastewater Treatment Operator career path. The Water Treatment Operator Lead is ~~usually more experienced than~~ ~~supervises~~ the Water/Wastewater Treatment Operator and the Water/Wastewater Treatment Apprentice and provides leadership, mentorship and training to other operational staff, and serves in a lead capacity for operations.

The Water Treatment Operator Lead works directly on projects and closely supervises employees, primarily in the water department, but occasionally in the wastewater department as needed. Responsibilities include planning and implementing work, appraising performance, addressing complaints and resolving problems.

Essential Duties and Responsibilities

- Operates and maintains the City's Water Treatment Plant, reservoirs and storage tanks.
- Ensures that required water treatment permits are kept current.
- ~~Typically works a Monday through Friday schedule.~~
- Coordinates work and personally assists subordinates to ensure proper operation of the water plant to maintain compliance with all pertinent federal, state, and local regulations.
- Works cooperatively with various government agencies involved in the regulation of drinking water permits and operations. Inspects work in progress ~~and for~~ ~~through~~

Water Treatment Operator Lead

Rev. 11-2016

completion for compliance with codes, specifications, workmanship and safe work practices.

- Assists Public Works with operation, maintenance, testing and reporting of municipal water distribution and wastewater collection systems.
- Assesses equipment and supply needs for water and wastewater department operation and projects.
- Obtains pricing and recommends purchases of supplies to the Director of Public Works.
- Responsible for and directs the training of water/wastewater apprentices and operators.
- Oversees the training, continuing education, and maintenance of required licensing and certifications of supervised employees.
- Assists wastewater personnel in the maintenance and repair of lift stations and pumps relevant to the operation of the wastewater collection system.
- Occasionally assists crews in sewer, water and road maintenance, repair and minor alterations.
- Assists the Public Works Director in setting adequate budget levels for the Water Department. Coordinates and assists in work needed to be done to ensure efficient operation of water infrastructure including water treatment plant operation, water storage tank maintenance, and reservoir and dam maintenance.
- Follows established guidelines in operation of high pressure pumps, chemical generation and injection systems, slow sand filters, and roughing filters. Inspects city reservoirs and water tanks.
- Monitors water treatment plant operation for compliance with codes, specifications, workmanship maintenance and safe work practices.
- Participates in all job related training, ~~and~~ required safety training and ensures that all staff are performing work in a safe manner; promotes continuous improvement of workplace safety and environmental practices. Responsible for the daily operation, maintenance, testing and reporting of the water treatment facilities.
- Responsible for the proper, ~~and~~ safe use and maintenance of all assigned city equipment.
- Adjusts the operation of the water treatment plant to meet changing flow conditions for peak efficiencies of operation. Ensures that water quality standards are being met to the highest extent possible, considering possible limitations of the treatment plant.
- Performs laboratory tests and chemical analysis of influent and treated water as required. Records temperature, turbidity, color, flow rate, pH, chlorine residual, and other data as required by regulations ~~and~~ or to verify the proper operation of the water treatment plant.
- Required to maintain logs, reports, and records of water treatment plant operations and maintenance.
- Maintains and adjusts control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- Responsible for the operation of the wastewater treatment plant when the Wastewater Treatment Operator Lead is not available, or as needed for wastewater systems training purposes.
- May ~~be required to discuss~~ ~~communicate problems~~ with customers ~~related to~~ ~~problems with~~ water quality, excessive consumption or special problems with treated water.
- Evaluates and revises water department methods and procedures to maximize safety and operational efficiency.
- Supervises and trains lower-level employees.
- This position is subject to call-out or call-back at any time due to staff shortages or emergencies in order to facilitate and sustain plant operations. Must be willing to work odd hours as required by the work environment.
- This position requires the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.

Water Treatment Operator Lead

Rev. 11-2016

- This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual ~~basis.~~~~Performs~~~~basis.~~ Performs other job-related duties and responsibilities as required and assigned by the Public Works Director.

Qualifications

▪ **Knowledge and Skills**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have knowledge and operating experience in plant operations, chemistry related to plant operation, water production and water/wastewater treatment processes.
- Must have knowledge and operating experience of basic lab equipment such as turbidimeters, p/h meters, colorimeters, pumps, and other small equipment.
- Must have knowledge and operating experience of all aspects of the water treatment plant, characteristics of water, proper maintenance procedure in accordance with local, state and federal laws regulating water treatment plant operations, including Safe Drinking Water Act, Enhanced Surface Water Treatment Rule and Disinfectant/Disinfection By-Products Rule.
- The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have knowledge of and meet OSHA regulations as they apply to water treatment personnel and OSHA guidelines related to large water treatment facilities.
- Must have knowledge and be able to monitor Supervisory Control And Data Acquisition (SCADA) systems in order to ensure proper plant operation.
- Must have basic computer skills, including use of Microsoft's Word, Excel and Outlook programs.
- Must have knowledge of all pertinent state and federal rules governing the treatment of water.
- Will be required to participate in other job related training and safety training as it is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.
- Must have sufficient knowledge of wastewater treatment plant operations and maintenance to operate the wastewater treatment plant when the Wastewater Treatment Operator Lead is not available.

▪ **Abilities**

- Ability to read and interpret documents such as project specifications and drawings, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.
- Ability to perform basic math up to basic geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to apply commonsense understanding to carry out detailed ~~but uninvolved~~ written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to use common hand tools to operate equipment and perform maintenance tasks.
- Ability to adapt to situations that frequently are not anticipated or planned for.

- **Physical Abilities**

- Frequently required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds of equipment, drums, and chemicals for distances of 20 feet or more with the assistance of a hand cart or power equipment.
- Sufficient auditory ability to carry on conversations in person and over the phone.
- Requires near and far visual acuity to drive, read and write, read detailed drawings and perform repair work.

- **Education and Experience**

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background are courses in water treatment and water works practice and four years of progressively responsible experience in the operations and maintenance of a Class ~~II-III~~ water treatment facility.
- Must have an understanding of the workings of water distribution systems and their components, to include meter installation and operation and all facets of water sampling for ADEC and EPA requirements.
- Must have an understanding of wastewater collections systems to include pump maintenance and repairs and basic trouble shooting of said systems.
- Must have sufficient skills necessary to operate related equipment effectively, safely, and responsibly.
- Requires a minimum high school diploma or general education degree (GED), and possess the ability to clearly read, write, and speak English. One year of college or technical level classes related to water technology is preferred.

- **Licenses and Certificates**

- Must have an Alaska Department of Environmental Conservation Level ~~II- III~~ certification in water treatment and must maintain a Level ~~II- III~~ through employment.
- Must have an Alaska Department of Environmental Conservation Level ~~I-II~~ certification in wastewater treatment within ~~one-two~~ years of employment and must maintain through employment.
- Must have ~~or be able to obtain within a reasonable timeframe, a~~ State of Alaska DEC level I certifications for water distribution and for wastewater collection and must ~~be able to~~ maintain both through employment.
- Must be responsible for acquiring ADEC-required Continuing Education Units (CEUs) to maintain certifications.
- The cost for required certification renewals and their associated CEUs shall be paid by the Employer.

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▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from observing physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold. Will frequently work near moving mechanical parts and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderated.

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.

Signatures inserted on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee Signature

Date

Supervisor or Department Head

Date

**City and Borough of Wrangell: Public Works Department
Water and Waste Water Restructure Proposal
June 2023**

For a number of years Wrangell has maintained minimal staffing levels in the Water and Wastewater Departments. Currently there are 3 staff for both locations, there is a lead in each department and then an operator who splits their time between the two locations. This has created a number of challenges over the years to maintain operations, coverage and stay in compliance with governing agencies.

There have been instances over the years where one staff is out on vacation and another staff has gotten sick or had a family emergency. During these instances there is only one staff to manage two full time facilities. This puts the city at risk and makes it very challenging to address anything significant if it were to come up. In 2020 we had an instance where we planned ahead, there was an emergency that came up and we were down to one staff for over a week. During this instance the City hired Northern Utility Services to come in and operate our water plant for us. The expense for this service was \$2,000 a day. In total our bill was \$11,000 for 5.5 days of coverage. If we do not have a certified operator available to respond to an issue we are out of compliance and this also increases the risk of having a disruption to services.

In addition, there can be numerous call outs between the two facilities. With minimal staff this contributes to burn out and stress surrounding being able to be out of service as someone always has to be available. Furthermore, we have had instances in the last couple of years where monitoring equipment has failed at one of the plants. This requires staff to personally check on the facility at a frequency of every four hours, for 24 hours a day. We have had issues with our SCADA system, our chlorine and our weir freezing that has required this level of oversight. This requires staff to work a normal full day to maintain regular operations while also having to check on the plant all through the night for extended periods of time. These kinds of issues contribute to high overtime and call out expenses.

Right now we are in the process of trying to build a new water plant and that project has recently gone out to bid. At the same time we are also being mandated to implement disinfection for our wastewater treatment plant. The new DAF system for water treatment has more mechanical pieces and chemical needs than our current slow sand filters. The list below is straight from the ADEC website and lists our current plant classification. Below that is our expected point value that has been developed by the DOWL engineering team for what the new plant classification will look like. Next is our wastewater plant ADEC plant classification as well as the amounts assigned to disinfection.

Wrangell WTP Classification

The current classification scoring system for the selected facility is shown below. You may also [return to search results](#).

Facility Name: Wrangell Water Treatment System
Location: Wrangell
Owner/Employer: Wrangell, City of
Type of Facility: Water Treatment
Classification Level: Class 2

Water treatment systems are classified according to a point rating system. Point values are recognized for each of the various components found in a treatment plant. Points are totaled once all components have been recognized. The total number of points determines the classification of the water treatment system. [Click here to view the entire list of components for which points can be counted for water treatment.](#) The specific components that have been recognized toward the classification of this water treatment system are as follows:

Score Category	Score
Size (Peak day design capacity, gallons per day) - 1,000,001 - 5,000,000	16
Water Supply Source - Surface water	6
Pretreatment - Roughing filter: Gravel or rock filter	4
Adjustment and Corrosion Control - pH adjustment	3
Filtration - Slow sand	4
Disinfection - Liquid and powdered hypochlorites	3
Disinfection - Additional points if hypochlorites are generated on-site	2
Ozonation - Ozonation with on-site generation of pure oxygen	5
Storage - Water storage tank, for achieving CT	3
Total	46

Total Score	System Classification
1-30	Class 1
31-55	Class 2
56-75	Class 3
>75	Class 4

DOWL**TECHNICAL MEMORANDUM (NEW DAF WTP ADEC CLASSIFICATION)****July 12th, 2022**

The following is an explanation of the Alaska DEC classification points system, which, in my opinion, gives the new treatment plant a final score of 68 (a Class 3 plant).

From 18 AAC 74.120 (b) – Classification of water and wastewater systems, section (e): Points Item

16- Design Capacity range 1 to 5 MGD (2.26 MGD design capacity)

6- Water supply source: surface water

3- Adjustment and control – pH Adjustment

3- Adjustment and control – corrosion inhibitor

5- Coagulation – primary coagulant

3- Coagulation – filter aid

16- Sedimentation or clarification – dissolved air floatation system*

* This is an opinion based on example provided from AK DEC document Water System Classification Information, page 24, showing a DAF unit is a complete system that includes the DAF (16pts), Mechanical flocculator (8 pts), and Mechanical mixers (5 pts).

8- Filtration – granular media (multimedia)

3- Disinfection – liquid and powdered hypochlorites

2- Disinfection – additional points if hypochlorites are generated on site

3- Water storage tank (three points for less than 1M gallons)

0.0- On-site treatment of system sludge or backwash – discharge to sewer or other off-site treatment**

** Excludes backwash surge tank (2 points for discharge to on-site pond, septic tank, or lagoon)

68 points total (class 3 facility is 56-75 points)

Wrangell WWTP Classification

The current classification scoring system for the selected facility is shown below. You may also [return to search results](#).

Facility Name: Wrangell Wastewater Treatment System
Location: Wrangell
Owner/Employer: Wrangell, City of
Type of Facility: Wastewater Treatment
Classification Level: Class 1

Wastewater treatment systems are classified according to a point rating system. Point values are recognized for each of the various components found in a treatment plant. Points are totaled once all components have been recognized. The total number of points determines the classification of the wastewater treatment system. [Click here to view the entire list of components for which points can be counted for wastewater treatment.](#) The specific components that have been recognized toward the classification of this wastewater treatment system are as follows:

Score Category	Score
Size (Peak day design capacity, gallons per day) - 1,000,001 - 5,000,000	16
Pretreatment - Mechanically cleaned screens	2
Secondary Treatment - Aerated lagoon	8
Advanced Waste Treatment - Polishing pond or effluent flow equalization	2
Solids Disposal - Off-site disposal	1
Total	29

Total Score System Classification

1-30 Class 1
 31-55 Class 2
 56-75 Class 3
 >75 Class 4

ADEC Point value for disinfection

Disinfection - Ultraviolet light	3
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OR

Disinfection - Liquid and powdered hypochlorites	3
Disinfection - Dechlorination with dechlorination agents other than gas	3

Whether we go with UV light or chlorination/dechlorination at the waste water plant we will be over 30 points and therefor a class 2 facility.

Construction of a new water plant is going to require a great deal of oversight due to how the new plant will be integrated into the old plant. Our design has done a great job at repurposing the existing water plant buildings to reduce the need for new construction. The consequence of this plan is that many items of the old plant will need to be taken offline to be repurposed for the new plant. This will require temporary systems to be put into place and a detailed plan with ADEC to ensure we are meeting water quality standards. This is expected to require a significant amount of attention from staff. Disinfection at the wastewater plant may not require as much involvement as the water plant however it will still be an increase on the current work load to work through the design, construction and commissioning process.

While we will save some time with a new water plant on no longer needing to plunge filters, there is going to be increased maintenance with more moving parts and a higher level of oversight needed for the increase in chemical dosing. In the wastewater department the disinfection process itself will require more maintenance than the current system. There is also going to be a significant increase in testing needs to stay in compliance with our new permit that will further strain resources in waste water.

We have been able to get by thus far largely due to the level of experience in our staff team and their ability to trouble shoot issues and keep us in operation. The ability to troubleshoot issues as they come up reduces the likelihood of compounding incidents.

Our Wastewater Lead Bryan Christian is retiring at the end of August this year after 30 years with the Borough.

Our Water Lead Wayne Mcholland is retiring at the end of September after 22 years with the Borough.

This fall we will be losing over 50 years of experience running these two facilities right at the same time the biggest changes in 20 years are happening at each facility. Brian and Wayne know these facilities better than anyone on staff and this will be a major loss for the City.

Even with the experience of our staff there have still been a handful of deferred maintenance projects over the years that also need to be addressed. For example the flume for our water source going into the upper reservoir is old and in need of repair. Only having three staff has limited our ability to tackle some of these deferred maintenance projects.

After taking into consideration all of these concerns on the horizon the department is proposing that we add a new operator position to the water department so that we have 2 full time operators and a lead for each location. Our existing structure is as follows

- **Apprentice** (Grade 15: entry level position that allows us to hire someone with minimal experience and train them up)
- **Operator** (Grade 19: promotion upon acquiring water and wastewater treatment certifications. Currently only required to have level 1 treatment licenses which is insufficient for this person to fill in as an acting lead)
- **Lead** (grade 23: Must carry level 2 treatment licenses)

With the new water plant expected to go to a level 3 facility the proposal is to add an operator level II position. Promotion from operator level 1 to operator level 2 would be possible once someone has acquired a level 2 wastewater treatment license and a level 3 water treatment license. Considering the time needed just to be able to qualify for a level 3 license, the increased responsibility and difficulty of work, it is necessary to put this position at a higher grade than Operator Level I. Putting Operator Level 2 at a grade 21 is more reflective of the increased complexity to the knowledge and skill required to run a facility at that level. It takes 4 years of full time work in water treatment just to qualify to be able to take the test for the level 3 water treatment license. 4 years of full time work is similar to someone needing a degree for a position. It is not possible to hire someone into these positions off the street with no experience as they would not be able to have the licensure needed. Below is a chart from ADEC on the time needed to qualify for the different levels of licensure.

	Operator Level									
	Provisional		1		2		3		4	
System Type	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.
Wastewater Collection	12	**	12	1	12	3	13	4	13	6
Wastewater Treatment	12	**	12	1	12	3	14	4	16	4
Water Distribution	12	**	12	1	12	3	13	4	13	6
Water Treatment	12	**	12	1	12	3	14	4	16	4

A fourth position would provide some breathing room to address the concerns listed above. Another advantage would be moving towards having 7 day a week coverage at each facility. This would provide better oversight of operations which should result in better quality services as well as reducing the call out needs of each department. This new proposal includes the lead positions remaining on a Monday through Friday schedule but it would switch the operator positions to a Thursday through Monday schedule. This schedule would allow for the best continuity while also maintaining space for oversight and training. The majority of our surrounding communities, including Petersburg, have 7 day a week coverage in their water and wastewater departments.

Common practice requires employee compensation to be considered if there is an increase in licensure needs. With the water plant jumping to a level 3 facility this requires us to take a look at the water lead position as well. Throughout this process a number of other communities in Alaska and specifically Southeast Alaska were researched to understand how differences in licensure are typically compensated. On average, an increase in licensure is typically associated with about a \$3 an hour increase in pay. This proposal is to increase the water lead from a grade 23 to a grade 25. This is reflective of a \$3 an hr raise. Below is a breakdown of how each department would be structured under this plan.

Water

- Lead water operator (the new plant will be a level 3 facility)
 - o Grade 25 (new grade category): \$32.19- \$40.63
 - o M-F schedule

- Operator Level 2- water operator level 3 and WW operator level 2 (this is a new position and a new classification)
 - o Grade 21: \$27.50- \$34.67
 - o Th-M schedule

- Operator Level 1- Operator level 1 and 2 Wt and WWT license
 - o Grade 19: \$25.26- \$31.80
 - o Th-M schedule

- Apprentice- entry level
 - o Grade 15: \$21.08-\$26.52
 - o M-F schedule

Waste Water

- Lead WW operator (no changes being proposed at this time)
 - o Grade 23: \$29.70- \$37.46

- M-F schedule
- Operator Level 1- level 1 and level 2 WWT and WT license
 - Grade 19: \$25.26- \$31.80
 - Th-M schedule
- Apprentice- entry level
 - Grade 15: \$21.08- \$26.52
 - M-F schedule

To clarify there are 5 job descriptions here but there would only 4 positions. Ideally we would have operators and leads however the apprentice position is necessary to keep as it allows us more flexibility in who we hire. This is critical considering the difficulty in finding qualified applicants.

Industries across the state as well as across the nation are experiencing worker shortages. Failure to fill operator positions with skilled staff would pose serious challenges for critical infrastructure services. As a community, Wrangell cannot afford to have lapses in our water or sewer department as it would have a serious impact on the health and safety of residents. Throughout this process several communities were contacted to get an understanding of if they are experiencing similar issues and if so how are they dealing with them.

- In Haines, staff received a 15% wage increase in 2022. During that same year they had 5 staff move on from their Public Works Department to pursue higher paying positions elsewhere. Staff in Haines reported that this has gutted their institutional knowledge and put a serious strain on the remaining staff. It was reported that they are hiring people into positions with minimal experience as a result and this has dramatically increased their need for training and has slowed overall operations.
- In Petersburg staff reported serious challenges filling positions, specifically in the last 3 years. Petersburg has been able to maintain a core group of staff however they have had 3 positions turn over in the last year and a half. The most recent advertisement had 1, underqualified applicant for a position that would have had 10 applicants 20 years ago. Petersburg is currently in negotiations on their collective bargaining agreement and therefor were not able to share any insights as to the compensation for any of their positions.

Wrangell needs to remain competitive, if we do not we will have difficulty attracting and retaining quality, experienced staff. After speaking with several other utility departments in

Southeast Alaska it seems as though many communities are in similar positions in terms of filling positions and retaining staff.

From our analysis it was found that Wrangell W/WW operators are currently paid more than Petersburg and Craig for the same classifications. With Haines, Wrangell pays less on the beginner level but pays higher on the more advanced classifications. Juneau, Ketchikan, Sitka and Skagway pay more. The numbers in the chart below came from the Alaska Municipal League FY 2023 Alaska Local Government Salary and Benefit Survey. Another aspect to point out with this analysis is the number of operators. Petersburg has 6 operators and Craig has 5 when compared to Wrangell's 3. So, while we pay more than Petersburg and Craig currently, they have significantly more resources in staff for their water and wastewater departments.

If we do not add a position we are left with few options. We would likely have to significantly increase our professional services budget so that an outside entity could be brought in. An outside entity may be able to keep operations going for a short time however they are not the most familiar with our system and will be limited in certain tasks or bigger maintenance projects as a result. Our other option would be to spend significantly in capital expenses to repair, simplify or automate more of the system. If we are not able to remain competitive and fill these positions with qualified applicants our options will look similar to the options listed for not adding a fourth operator.

In order to ensure the success of our water and wastewater department we have to be proactive and address these concerns now. These modifications and our ability to pay for them are included/reflected in the FY 2024 budget.

W/WW Operator Compensation Comparison 2023										
Location	Wrangell	Petersburg	Craig	Haines	Ketchikan	Skagway	Sitka	Juneau	Cordova	Dillingham
Level 1	21.08- 26.52	19.45-23.36	17.17- 20.19	23.21-31.76	28.32- 38.17	32.59- 55.58	N/A	N/A	24.12- 33.81	25.17-26.71
level 2	25.26- 31.80	22.05- 26.25	20.20- 23.22	24.58- 33.13	31.29- 42.19	N/A	30.00- 37.00	27.91- 44.53	26.46- 37.12	28.34- 30.07
level 3	N/A	26.35- 31.02	23.21- 26.21	25.62- 34.17	N/A	N/A	31.00- 40.00	31.77- 50.73	N/A	N/A
level 4	N/A	26.99- 31.74	N/A	26.68- 35.23	N/A	N/A	N/A	33.90- 54.15	N/A	N/A
Supervisor/lead	29.70- 37.46	30.54- 35.68	N/A	28.51- 37.06	33.89- 45.64	36.82- 62.80	52.96- 74.83	38.64- 61.63	27.73- 40.57	N/A
# of operators	3	6	5	3	7	3	7	12	5	2
	Proposed Wrg									
W/WW Apprentice	21.08-26.52									
W/WW Op Level I	25.26- 31.80									
W/WW Op level II	27.50- 34.67									
WW Lead	29.70-37.46									
W Lead	32.19- 40.63									
WTP classification	2, new 3	3	2, 1, 1	2 N/A	2, 1	2, 2, 2				1
WWTP classification	1, new 2	3	2	2, 2	2	2, 3, 2			2	1

To review there are a number of challenges on the horizon in our water and wastewater departments. A new water plant, implementation of disinfection, staff retiring, deferred maintenance, coverage- call outs- overtime and our ability to remain competitive.

The current proposal

- adds a 4th operator to our W/WW departments. This position is also a higher level operator position to account for the increase in certification and treatment process requirements for the water department
- it changes the grade and increases the wage for the WT lead position to account for the increase in certification and treatment process requirements for the water department
- allows for 7 day a week coverage. Leads work Monday-Friday. Operators work Thursday-Monday. This would allow for better coverage and monitoring of each location. Overlap with the leads provides continuity as well as training. Tasks that require 2 people
- Operators- spend time in each department for most diverse skill set and coverage.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	6/27/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 06-23-1793 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE AMENDING THE WATER TREATMENT OPERATOR LEAD POSITION

SUBMITTED BY:

Tom Wetor, Public Works Director

FISCAL NOTE:

Expenditure Required: \$		
FY 21: \$	FY 22: \$	FY23: \$
Amount Budgeted:		
	FY23\$	
Account Number(s):		
	72000 302 6001	
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		
	\$	

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

ATTACHMENTS: 1. Resolution No. 06-23-1793. 2. Union W&G Table 3. Water/WW restructure operator level II and Lead changes justification 2023 4. Water Treatment Lead 2023.final

RECOMMENDATION MOTION:

Move to approve Resolution No. 06-23-1793.

SUMMARY STATEMENT:

The new water treatment plant will be a level 3 plant which will require the lead to go from a level 2 certification to a level 3 certification. With the increases in operator certification requirements, a new water plant, and requirements for operating the new plant, it is the desire to restructure the staffing in the Water Department, and the amendment of the Water Treatment Operator Lead job description, amending the position to a grade 25, and the Union Wage and Grade table.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-23-1793

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE BY AMENDING THE WATER TREATMENT OPERATOR LEAD POSITION

WHEREAS, with the increases in operator certification requirements, a new water plant, and requirements for operating the new plant, it is the desire of Staff and the Borough Assembly to restructure the staffing in the Water Department; and

WHEREAS, with the amendment of the Water Treatment Operator Lead job description, amending the position from a grade 23 to a grade 25 with a pay range from \$32.19 to \$40.63, the Union Wage and Grade table requires amending; and

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

Section 1. The attached Exhibit "A" is the Union Wage and Grade Table, reflecting the changes for the following positions.

Section 2. The change to the Union Wage and Grade Table moves the Water Treatment Operator Lead and places this position at grade 25.

Section 3. The changes to the Union Wage and Grade Table will be effective as of June 28th, 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 27th day of June 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Water Treatment Operator Lead	Type: Permanent, Full-Time
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: Director of Public Works & Capital Projects	Salary Grade: 23 25

Summary

The Water Treatment Operator Lead is responsible for the day-to-day operation of the City’s surface water treatment plant, the water supply reservoirs and related equipment, either personally or through subordinate staff.

Responsibilities include performing process control sample collection, sample analysis, and modifying chemical and physical parameters in order to adjust the treatment process. A Water Treatment Operator Lead collects samples of influent and effluent at various stages of processing to ensure high quality drinking water.

Works daily with Wastewater Treatment Operator Lead/~~Lead II~~ and Operators on both water and wastewater repair and maintenance of collection system pump stations, pumps and related equipment as needed.

Occasionally works with Public Works Department on sewer or water repair. May be required to assist Public Works crew in special projects and winter road maintenance.— Works independently and cooperatively with others. Works closely with and under the supervision of the Public Works Director ~~and/or the Public Works Forman.~~

Distinguishing Career Features

The Water Treatment Operator Lead is the ~~third~~ last ~~final~~ step on the multi-stage Water/Wastewater Treatment Operator career path. The Water Treatment Operator Lead is ~~usually more experienced than~~ supervises the Water/Wastewater Treatment Operator and the Water/Wastewater Treatment Apprentice and provides leadership, mentorship and training to other operational staff, and serves in a lead capacity for operations.

The Water Treatment Operator Lead works directly on projects and closely supervises employees, primarily in the water department, but occasionally in the wastewater department as needed. Responsibilities include planning and implementing work, appraising performance, addressing complaints and resolving problems.

Essential Duties and Responsibilities

- Operates and maintains the City’s Water Treatment Plant, reservoirs and storage tanks.
- Ensures that required water treatment permits are kept current.
- Typically works a Monday through Friday schedule.
- Coordinates work and personally assists subordinates to ensure proper operation of the water plant to maintain compliance with all pertinent federal, state, and local regulations.
- Works cooperatively with various government agencies involved in the regulation of drinking water permits and operations. Inspects work in progress ~~and for~~ through

completion for compliance with codes, specifications, workmanship and safe work practices.

- Assists Public Works with operation, maintenance, testing and reporting of municipal water distribution and wastewater collection systems.
- Assesses equipment and supply needs for water and wastewater department operation and projects.
- Obtains pricing and recommends purchases of supplies to the Director of Public Works.
- Responsible for and directs the training of water/wastewater apprentices and operators.
- Oversees the training, continuing education, and maintenance of required licensing and certifications of supervised employees.
- Assists wastewater personnel in the maintenance and repair of lift stations and pumps relevant to the operation of the wastewater collection system.
- Occasionally assists crews in sewer, water and road maintenance, repair and minor alterations.
- Assists the Public Works Director in setting adequate budget levels for the Water Department. Coordinates and assists in work needed to be done to ensure efficient operation of water infrastructure including water treatment plant operation, water storage tank maintenance, and reservoir and dam maintenance.
- Follows established guidelines in operation of high pressure pumps, chemical generation and injection systems, slow sand filters, and roughing filters. Inspects city reservoirs and water tanks.
- Monitors water treatment plant operation for compliance with codes, specifications, workmanship maintenance and safe work practices.
- Participates in all job related training, ~~and~~ required safety training and ensures that all staff are performing work in a safe manner; promotes continuous improvement of workplace safety and environmental practices. Responsible for the daily operation, maintenance, testing and reporting of the water treatment facilities.
- Responsible for the proper, ~~and~~ safe use and maintenance of all assigned city equipment.
- Adjusts the operation of the water treatment plant to meet changing flow conditions for peak efficiencies of operation. Ensures that water quality standards are being met to the highest extent possible, considering possible limitations of the treatment plant.
- Performs laboratory tests and chemical analysis of influent and treated water as required. Records temperature, turbidity, color, flow rate, pH, chlorine residual, and other data as required by regulations ~~and~~/or to verify the proper operation of the water treatment plant.
- Required to maintain logs, reports, and records of water treatment plant operations and maintenance.
- Maintains and adjusts control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- Responsible for the operation of the wastewater treatment plant when the Wastewater Treatment Operator Lead is not available, or as needed for wastewater systems training purposes.
- May ~~be required to discuss~~ communicate problems with customers ~~related to~~ problems with water quality, excessive consumption or special problems with treated water.
- Evaluates and revises water department methods and procedures to maximize safety and operational efficiency.
- Supervises and trains lower-level employees.
- This position is subject to call-out or call-back at any time due to staff shortages or emergencies in order to facilitate and sustain plant operations. Must be willing to work odd hours as required by the work environment.
- This position requires the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.

Water Treatment Operator Lead

Rev. 11-2016

- This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual ~~basis.~~~~Performs~~~~basis.~~ Performs other job-related duties and responsibilities as required and assigned by the Public Works Director.

Qualifications

▪ **Knowledge and Skills**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have knowledge and operating experience in plant operations, chemistry related to plant operation, water production and water/wastewater treatment processes.
- Must have knowledge and operating experience of basic lab equipment such as turbidimeters, p/h meters, colorimeters, pumps, and other small equipment.
- Must have knowledge and operating experience of all aspects of the water treatment plant, characteristics of water, proper maintenance procedure in accordance with local, state and federal laws regulating water treatment plant operations, including Safe Drinking Water Act, Enhanced Surface Water Treatment Rule and Disinfectant/Disinfection By-Products Rule.
- The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have knowledge of and meet OSHA regulations as they apply to water treatment personnel and OSHA guidelines related to large water treatment facilities.
- Must have knowledge and be able to monitor Supervisory Control And Data Acquisition (SCADA) systems in order to ensure proper plant operation.
- Must have basic computer skills, including use of Microsoft's Word, Excel and Outlook programs.
- Must have knowledge of all pertinent state and federal rules governing the treatment of water.
- Will be required to participate in other job related training and safety training as it is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.
- Must have sufficient knowledge of wastewater treatment plant operations and maintenance to operate the wastewater treatment plant when the Wastewater Treatment Operator Lead is not available.

▪ **Abilities**

- Ability to read and interpret documents such as project specifications and drawings, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.
- Ability to perform basic math up to basic geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to apply commonsense understanding to carry out detailed ~~but uninvolved~~ written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to use common hand tools to operate equipment and perform maintenance tasks.
- Ability to adapt to situations that frequently are not anticipated or planned for.

- **Physical Abilities**

- Frequently required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds of equipment, drums, and chemicals for distances of 20 feet or more with the assistance of a hand cart or power equipment.
- Sufficient auditory ability to carry on conversations in person and over the phone.
- Requires near and far visual acuity to drive, read and write, read detailed drawings and perform repair work.

- **Education and Experience**

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background are courses in water treatment and water works practice and four years of progressively responsible experience in the operations and maintenance of a Class ~~II-III~~ water treatment facility.
- Must have an understanding of the workings of water distribution systems and their components, to include meter installation and operation and all facets of water sampling for ADEC and EPA requirements.
- Must have an understanding of wastewater collections systems to include pump maintenance and repairs and basic trouble shooting of said systems.
- Must have sufficient skills necessary to operate related equipment effectively, safely, and responsibly.
- Requires a minimum high school diploma or general education degree (GED), and possess the ability to clearly read, write, and speak English. One year of college or technical level classes related to water technology is preferred.

- **Licenses and Certificates**

- Must have an Alaska Department of Environmental Conservation Level ~~II- III~~ certification in water treatment and must maintain a Level ~~II- III~~ through employment.
- Must have an Alaska Department of Environmental Conservation Level ~~I-II~~ certification in wastewater treatment within ~~one-two~~ years of employment and must maintain through employment.
- Must have ~~or be able to obtain within a reasonable timeframe, a~~ State of Alaska DEC level I certifications for water distribution and for wastewater collection and must ~~be able to~~ maintain both through employment.
- Must be responsible for acquiring ADEC-required Continuing Education Units (CEUs) to maintain certifications.
- The cost for required certification renewals and their associated CEUs shall be paid by the Employer.

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▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from observing physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold. Will frequently work near moving mechanical parts and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderated.

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.

Signatures inserted on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee Signature

Date

Supervisor or Department Head

Date

Wage Scale, IBEW-represented positions, July 1, 2021 to June 30, 2024

City & Borough of Wrangell IBEW W&G Table		Steps												
Grade	Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13
13	Harbor Maintenance/Security	19.30	19.66	20.04	20.42	20.81	21.22	21.63	22.05	22.46	22.91	23.35	23.80	24.26
14	Sanitation Worker	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.40	24.88	25.36
14	Trainee	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.40	24.88	25.36
15	Administrative Assistant-Harbors	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
15	Water Trt. Plt. Apprentice	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
15	Custodian - Light Maintenance	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
16	Electrical Dispatch Secretary	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.68	27.20	27.73
16	Sanitation Operator	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.68	27.20	27.73
17	Port & Harbor Maintenance	23.07	23.50	23.95	24.42	24.90	25.38	25.86	26.38	26.89	27.41	27.95	28.49	29.04
17	Marine Service Center Relief Operator	23.07	23.50	23.95	24.42	24.90	25.38	25.86	26.38	26.89	27.41	27.95	28.49	29.04
19	Mechanic	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Diesel Electric Mechanic Assistant	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Sanitation Lead	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Maint. Specialist II/Heavy Equip Operator	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Water/Wastewater Treatment Operator	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Marine Service Center & Harbor Team Leader	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
20	Power Generation Mechanic/Operator	26.47	26.98	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.72	33.36
20	Maint. Specialist III/Heavy Equip Operator	26.47	26.98	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.72	33.36
21	Water / Wastewater Treatment Operator - Level II	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.71	33.34	34.00	34.67
23	Public Works Foreman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Water Treatment Leadman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Wastewater Treatment Leadman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Mechanic Lead	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Facility Maintenance Specialist Lead	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
25	Water Treatment Operator Lead	32.19	32.81	33.47	34.11	34.77	35.47	36.15	36.87	37.59	38.33	39.08	39.85	40.63
27	Electrical Lineman	34.94	35.62	36.31	37.04	37.76	38.49	39.25	40.01	40.81	41.61	42.42	43.25	44.10
29	Electrical Line Foreman	38.01	38.77	39.51	40.31	41.09	41.90	42.72	43.56	44.41	45.29	46.18	47.09	48.01

Lineman Apprentice 50% 55% 60% 65% 75% 80% 85% 90% 100%
 17.47 19.59 21.79 24.07 28.32 30.80 33.37 36.01 40.81
 7/1/2022 12/30/2022 6/30/2023 12/30/2023 7/1/2024 ##### 7/1/2025 ##### 6/30/2026

**City and Borough of Wrangell: Public Works Department
Water and Waste Water Restructure Proposal
June 2023**

For a number of years Wrangell has maintained minimal staffing levels in the Water and Wastewater Departments. Currently there are 3 staff for both locations, there is a lead in each department and then an operator who splits their time between the two locations. This has created a number of challenges over the years to maintain operations, coverage and stay in compliance with governing agencies.

There have been instances over the years where one staff is out on vacation and another staff has gotten sick or had a family emergency. During these instances there is only one staff to manage two full time facilities. This puts the city at risk and makes it very challenging to address anything significant if it were to come up. In 2020 we had an instance where we planned ahead, there was an emergency that came up and we were down to one staff for over a week. During this instance the City hired Northern Utility Services to come in and operate our water plant for us. The expense for this service was \$2,000 a day. In total our bill was \$11,000 for 5.5 days of coverage. If we do not have a certified operator available to respond to an issue we are out of compliance and this also increases the risk of having a disruption to services.

In addition, there can be numerous call outs between the two facilities. With minimal staff this contributes to burn out and stress surrounding being able to be out of service as someone always has to be available. Furthermore, we have had instances in the last couple of years where monitoring equipment has failed at one of the plants. This requires staff to personally check on the facility at a frequency of every four hours, for 24 hours a day. We have had issues with our SCADA system, our chlorine and our weir freezing that has required this level of oversight. This requires staff to work a normal full day to maintain regular operations while also having to check on the plant all through the night for extended periods of time. These kinds of issues contribute to high overtime and call out expenses.

Right now we are in the process of trying to build a new water plant and that project has recently gone out to bid. At the same time we are also being mandated to implement disinfection for our wastewater treatment plant. The new DAF system for water treatment has more mechanical pieces and chemical needs than our current slow sand filters. The list below is straight from the ADEC website and lists our current plant classification. Below that is our expected point value that has been developed by the DOWL engineering team for what the new plant classification will look like. Next is our wastewater plant ADEC plant classification as well as the amounts assigned to disinfection.

Wrangell WTP Classification

The current classification scoring system for the selected facility is shown below. You may also [return to search results](#).

Facility Name: Wrangell Water Treatment System
Location: Wrangell
Owner/Employer: Wrangell, City of
Type of Facility: Water Treatment
Classification Level: Class 2

Water treatment systems are classified according to a point rating system. Point values are recognized for each of the various components found in a treatment plant. Points are totaled once all components have been recognized. The total number of points determines the classification of the water treatment system. [Click here to view the entire list of components for which points can be counted for water treatment.](#) The specific components that have been recognized toward the classification of this water treatment system are as follows:

Score Category	Score
Size (Peak day design capacity, gallons per day) - 1,000,001 - 5,000,000	16
Water Supply Source - Surface water	6
Pretreatment - Roughing filter: Gravel or rock filter	4
Adjustment and Corrosion Control - pH adjustment	3
Filtration - Slow sand	4
Disinfection - Liquid and powdered hypochlorites	3
Disinfection - Additional points if hypochlorites are generated on-site	2
Ozonation - Ozonation with on-site generation of pure oxygen	5
Storage - Water storage tank, for achieving CT	3
Total	46

Total Score	System Classification
1-30	Class 1
31-55	Class 2
56-75	Class 3
>75	Class 4

DOWL**TECHNICAL MEMORANDUM (NEW DAF WTP ADEC CLASSIFICATION)****July 12th, 2022**

The following is an explanation of the Alaska DEC classification points system, which, in my opinion, gives the new treatment plant a final score of 68 (a Class 3 plant).

From 18 AAC 74.120 (b) – Classification of water and wastewater systems, section (e): Points Item

16- Design Capacity range 1 to 5 MGD (2.26 MGD design capacity)

6- Water supply source: surface water

3- Adjustment and control – pH Adjustment

3- Adjustment and control – corrosion inhibitor

5- Coagulation – primary coagulant

3- Coagulation – filter aid

16- Sedimentation or clarification – dissolved air floatation system*

* This is an opinion based on example provided from AK DEC document Water System Classification Information, page 24, showing a DAF unit is a complete system that includes the DAF (16pts), Mechanical flocculator (8 pts), and Mechanical mixers (5 pts).

8- Filtration – granular media (multimedia)

3- Disinfection – liquid and powdered hypochlorites

2- Disinfection – additional points if hypochlorites are generated on site

3- Water storage tank (three points for less than 1M gallons)

0.0- On-site treatment of system sludge or backwash – discharge to sewer or other off-site treatment**

** Excludes backwash surge tank (2 points for discharge to on-site pond, septic tank, or lagoon)

68 points total (class 3 facility is 56-75 points)

Wrangell WWTP Classification

The current classification scoring system for the selected facility is shown below. You may also [return to search results](#).

Facility Name: Wrangell Wastewater Treatment System
Location: Wrangell
Owner/Employer: Wrangell, City of
Type of Facility: Wastewater Treatment
Classification Level: Class 1

Wastewater treatment systems are classified according to a point rating system. Point values are recognized for each of the various components found in a treatment plant. Points are totaled once all components have been recognized. The total number of points determines the classification of the wastewater treatment system. [Click here to view the entire list of components for which points can be counted for wastewater treatment.](#) The specific components that have been recognized toward the classification of this wastewater treatment system are as follows:

Score Category	Score
Size (Peak day design capacity, gallons per day) - 1,000,001 - 5,000,000	16
Pretreatment - Mechanically cleaned screens	2
Secondary Treatment - Aerated lagoon	8
Advanced Waste Treatment - Polishing pond or effluent flow equalization	2
Solids Disposal - Off-site disposal	1
Total	29

Total Score	System Classification
1-30	Class 1
31-55	Class 2
56-75	Class 3
>75	Class 4

ADEC Point value for disinfection

Disinfection - Ultraviolet light	3
----------------------------------	---

OR

Disinfection - Liquid and powdered hypochlorites	3
Disinfection - Dechlorination with dechlorination agents other than gas	3

Whether we go with UV light or chlorination/dechlorination at the waste water plant we will be over 30 points and therefor a class 2 facility.

Construction of a new water plant is going to require a great deal of oversight due to how the new plant will be integrated into the old plant. Our design has done a great job at repurposing the existing water plant buildings to reduce the need for new construction. The consequence of this plan is that many items of the old plant will need to be taken offline to be repurposed for the new plant. This will require temporary systems to be put into place and a detailed plan with ADEC to ensure we are meeting water quality standards. This is expected to require a significant amount of attention from staff. Disinfection at the wastewater plant may not require as much involvement as the water plant however it will still be an increase on the current work load to work through the design, construction and commissioning process.

While we will save some time with a new water plant on no longer needing to plunge filters, there is going to be increased maintenance with more moving parts and a higher level of oversight needed for the increase in chemical dosing. In the wastewater department the disinfection process itself will require more maintenance than the current system. There is also going to be a significant increase in testing needs to stay in compliance with our new permit that will further strain resources in waste water.

We have been able to get by thus far largely due to the level of experience in our staff team and their ability to trouble shoot issues and keep us in operation. The ability to troubleshoot issues as they come up reduces the likelihood of compounding incidents.

Our Wastewater Lead Bryan Christian is retiring at the end of August this year after 30 years with the Borough.

Our Water Lead Wayne Mcholland is retiring at the end of September after 22 years with the Borough.

This fall we will be losing over 50 years of experience running these two facilities right at the same time the biggest changes in 20 years are happening at each facility. Brian and Wayne know these facilities better than anyone on staff and this will be a major loss for the City.

Even with the experience of our staff there have still been a handful of deferred maintenance projects over the years that also need to be addressed. For example the flume for our water source going into the upper reservoir is old and in need of repair. Only having three staff has limited our ability to tackle some of these deferred maintenance projects.

After taking into consideration all of these concerns on the horizon the department is proposing that we add a new operator position to the water department so that we have 2 full time operators and a lead for each location. Our existing structure is as follows

- **Apprentice** (Grade 15: entry level position that allows us to hire someone with minimal experience and train them up)
- **Operator** (Grade 19: promotion upon acquiring water and wastewater treatment certifications. Currently only required to have level 1 treatment licenses which is insufficient for this person to fill in as an acting lead)
- **Lead** (grade 23: Must carry level 2 treatment licenses)

With the new water plant expected to go to a level 3 facility the proposal is to add an operator level II position. Promotion from operator level 1 to operator level 2 would be possible once someone has acquired a level 2 wastewater treatment license and a level 3 water treatment license. Considering the time needed just to be able to qualify for a level 3 license, the increased responsibility and difficulty of work, it is necessary to put this position at a higher grade than Operator Level I. Putting Operator Level 2 at a grade 21 is more reflective of the increased complexity to the knowledge and skill required to run a facility at that level. It takes 4 years of full time work in water treatment just to qualify to be able to take the test for the level 3 water treatment license. 4 years of full time work is similar to someone needing a degree for a position. It is not possible to hire someone into these positions off the street with no experience as they would not be able to have the licensure needed. Below is a chart from ADEC on the time needed to qualify for the different levels of licensure.

	Operator Level									
	Provisional		1		2		3		4	
System Type	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.	Ed.	Op. Exp.
Wastewater Collection	12	**	12	1	12	3	13	4	13	6
Wastewater Treatment	12	**	12	1	12	3	14	4	16	4
Water Distribution	12	**	12	1	12	3	13	4	13	6
Water Treatment	12	**	12	1	12	3	14	4	16	4

A fourth position would provide some breathing room to address the concerns listed above. Another advantage would be moving towards having 7 day a week coverage at each facility. This would provide better oversight of operations which should result in better quality services as well as reducing the call out needs of each department. This new proposal includes the lead positions remaining on a Monday through Friday schedule but it would switch the operator positions to a Thursday through Monday schedule. This schedule would allow for the best continuity while also maintaining space for oversight and training. The majority of our surrounding communities, including Petersburg, have 7 day a week coverage in their water and wastewater departments.

Common practice requires employee compensation to be considered if there is an increase in licensure needs. With the water plant jumping to a level 3 facility this requires us to take a look at the water lead position as well. Throughout this process a number of other communities in Alaska and specifically Southeast Alaska were researched to understand how differences in licensure are typically compensated. On average, an increase in licensure is typically associated with about a \$3 an hour increase in pay. This proposal is to increase the water lead from a grade 23 to a grade 25. This is reflective of a \$3 an hr raise. Below is a breakdown of how each department would be structured under this plan.

Water

- Lead water operator (the new plant will be a level 3 facility)
 - o Grade 25 (new grade category): \$32.19- \$40.63
 - o M-F schedule

- Operator Level 2- water operator level 3 and WW operator level 2 (this is a new position and a new classification)
 - o Grade 21: \$27.50- \$34.67
 - o Th-M schedule

- Operator Level 1- Operator level 1 and 2 Wt and WWT license
 - o Grade 19: \$25.26- \$31.80
 - o Th-M schedule

- Apprentice- entry level
 - o Grade 15: \$21.08-\$26.52
 - o M-F schedule

Waste Water

- Lead WW operator (no changes being proposed at this time)
 - o Grade 23: \$29.70- \$37.46

- M-F schedule
- Operator Level 1- level 1 and level 2 WWT and WT license
 - Grade 19: \$25.26- \$31.80
 - Th-M schedule
- Apprentice- entry level
 - Grade 15: \$21.08- \$26.52
 - M-F schedule

To clarify there are 5 job descriptions here but there would only 4 positions. Ideally we would have operators and leads however the apprentice position is necessary to keep as it allows us more flexibility in who we hire. This is critical considering the difficulty in finding qualified applicants.

Industries across the state as well as across the nation are experiencing worker shortages. Failure to fill operator positions with skilled staff would pose serious challenges for critical infrastructure services. As a community, Wrangell cannot afford to have lapses in our water or sewer department as it would have a serious impact on the health and safety of residents. Throughout this process several communities were contacted to get an understanding of if they are experiencing similar issues and if so how are they dealing with them.

- In Haines, staff received a 15% wage increase in 2022. During that same year they had 5 staff move on from their Public Works Department to pursue higher paying positions elsewhere. Staff in Haines reported that this has gutted their institutional knowledge and put a serious strain on the remaining staff. It was reported that they are hiring people into positions with minimal experience as a result and this has dramatically increased their need for training and has slowed overall operations.
- In Petersburg staff reported serious challenges filling positions, specifically in the last 3 years. Petersburg has been able to maintain a core group of staff however they have had 3 positions turn over in the last year and a half. The most recent advertisement had 1, underqualified applicant for a position that would have had 10 applicants 20 years ago. Petersburg is currently in negotiations on their collective bargaining agreement and therefor were not able to share any insights as to the compensation for any of their positions.

Wrangell needs to remain competitive, if we do not we will have difficulty attracting and retaining quality, experienced staff. After speaking with several other utility departments in

Southeast Alaska it seems as though many communities are in similar positions in terms of filling positions and retaining staff.

From our analysis it was found that Wrangell W/WW operators are currently paid more than Petersburg and Craig for the same classifications. With Haines, Wrangell pays less on the beginner level but pays higher on the more advanced classifications. Juneau, Ketchikan, Sitka and Skagway pay more. The numbers in the chart below came from the Alaska Municipal League FY 2023 Alaska Local Government Salary and Benefit Survey. Another aspect to point out with this analysis is the number of operators. Petersburg has 6 operators and Craig has 5 when compared to Wrangell's 3. So, while we pay more than Petersburg and Craig currently, they have significantly more resources in staff for their water and wastewater departments.

If we do not add a position we are left with few options. We would likely have to significantly increase our professional services budget so that an outside entity could be brought in. An outside entity may be able to keep operations going for a short time however they are not the most familiar with our system and will be limited in certain tasks or bigger maintenance projects as a result. Our other option would be to spend significantly in capital expenses to repair, simplify or automate more of the system. If we are not able to remain competitive and fill these positions with qualified applicants our options will look similar to the options listed for not adding a fourth operator.

In order to ensure the success of our water and wastewater department we have to be proactive and address these concerns now. These modifications and our ability to pay for them are included/reflected in the FY 2024 budget.

W/WW Operator Compensation Comparison 2023										
Location	Wrangell	Petersburg	Craig	Haines	Ketchikan	Skagway	Sitka	Juneau	Cordova	Dillingham
Level 1	21.08- 26.52	19.45-23.36	17.17- 20.19	23.21-31.76	28.32- 38.17	32.59- 55.58	N/A	N/A	24.12- 33.81	25.17-26.71
level 2	25.26- 31.80	22.05- 26.25	20.20- 23.22	24.58- 33.13	31.29- 42.19	N/A	30.00- 37.00	27.91- 44.53	26.46- 37.12	28.34- 30.07
level 3	N/A	26.35- 31.02	23.21- 26.21	25.62- 34.17	N/A	N/A	31.00- 40.00	31.77- 50.73	N/A	N/A
level 4	N/A	26.99- 31.74	N/A	26.68- 35.23	N/A	N/A	N/A	33.90- 54.15	N/A	N/A
Supervisor/lead	29.70- 37.46	30.54- 35.68	N/A	28.51- 37.06	33.89- 45.64	36.82- 62.80	52.96- 74.83	38.64- 61.63	27.73- 40.57	N/A
# of operators	3	6	5	3	7	3	7	12	5	2
	Proposed Wrg									
W/WW Apprentice	21.08-26.52									
W/WW Op Level I	25.26- 31.80									
W/WW Op level II	27.50- 34.67									
WW Lead	29.70-37.46									
W Lead	32.19- 40.63									
WTP classification	2, new 3	3	2, 1, 1	2 N/A	2, 1	2, 2, 2				1
WWTP classification	1, new 2	3	2	2, 2	2	2, 3, 2			2	1

To review there are a number of challenges on the horizon in our water and wastewater departments. A new water plant, implementation of disinfection, staff retiring, deferred maintenance, coverage- call outs- overtime and our ability to remain competitive.

The current proposal

- adds a 4th operator to our W/WW departments. This position is also a higher level operator position to account for the increase in certification and treatment process requirements for the water department
- it changes the grade and increases the wage for the WT lead position to account for the increase in certification and treatment process requirements for the water department
- allows for 7 day a week coverage. Leads work Monday-Friday. Operators work Thursday-Monday. This would allow for better coverage and monitoring of each location. Overlap with the leads provides continuity as well as training. Tasks that require 2 people
- Operators- spend time in each department for most diverse skill set and coverage.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	6/27/2023
	<u>Agenda Section</u>	13

Approval of a Contract Extension for Transportation and Disposal of MSW with Republic Services

SUBMITTED BY:

Tom Wetor, Public Works Director

FISCAL NOTE:

Expenditure Required: \$		
FY 22: \$290,000	FY 23: \$280,000	FY24: \$385,000
Amount Budgeted:		
FY23\$		
Account Number(s):		
78000 603 7840		
Account Name(s):		
Solid waste shipping and disposal		
Unencumbered Balance(s) (prior to expenditure):		
\$		

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. 2023 Republic Contract Agreement. 2. 2023 Waste Management Quote. 3. *Prior Extension* 2018 Republic Contract Agreement. 4. *Original* 2013 Republic Contract Agreement

RECOMMENDATION MOTION:

Move to Approve a Contract Extension for Transportation and Disposal of MSW with Republic Services.

SUMMARY STATEMENT:

Our contract with Republic Services for transportation and disposal of MSW expires at the end of July of 2023 and is in need of being extended.

Due to the drastic price increases in Republic's costs staff contacted two other companies in early April that operate in Southeast Alaska to get a quote on their rates (Waste Connections and Waste Management operate in Juneau) for transportation and disposal of MSW. Waste Management was the only company to provide a quote. The primary reason for Republic's large increases are being attributed to increases they are seeing from AML and the railroads for transportation as well as overall inflation since our last contract extension in 2018. Below is a comparison of the costs associated with these rates.

Rate comparison: 30-ton container

- Republic- \$5,280 per container (\$176 per ton x 30 tons)
- WM- \$5,876 per container (\$4,400 container min + \$37.20 per ton (X 30) + \$360 demurrage charge)

In the quote WM lists demurrage charges at \$18 per day. It is common for us to have a 30 day turn around on containers. WM did communicate that they would be willing to cap this charge at \$360 (instead of possibly being as high as \$540).

Something to note is the fact that we rarely meet the 30-ton minimum that is listed in the contract for Republic. Over the last couple of years, we have averaged closer to 26 tons. There are several reasons for this. One is the loading dock. In many places they have a loading dock and can load bales as they go. Often there are open spaces in the containers, so it is easier to fill these voids by loading as you go with a fixed loading dock. In Wrangell we wait until we have a full container of bales and then load the container as quickly as we can with a portable steel ramp to open the tipping floor back up to customers. Once we have a loading dock in place (hopefully this summer, we should be able to bring this average up a little bit. Another issue is loading the final bale into the container. The containers have a lip around the door, meaning the door opening is not the same size as the container. We have been unable to get the last bale into the containers as we are loading them with a forklift and off a portable ramp. This isn't sufficient to jam the last bale in under the lip. In Petersburg they use a front-end loader to jam the last bale in. We have also maxed out the size of the bales we are able to make with the adjustments that can be made on the baler. Addressing the loading dock or the equipment used to load bales could bring our average to be closer to 28-29 tons.

With a more realistic average of 26 tons the MSW transportation and disposal expense comes in with

- Republic at \$5,280 per container
- WM at \$5,727.20 per container. (\$4,400 container minimum + \$37.20 per ton (X 26) + \$360 demurrage charge)

We asked Republic if they would drop the minimum container weight since we are only above 26 tons on approximately 15% of our containers we ship out. They said they could lower the minimum weight but would have to increase the per ton fee by \$10. Considering we have some containers that weigh more than 28 tons this would mitigate most of the cost savings. Overall, when looking at container weights over the last 2 years since we started baling, we would likely only save less than \$500 but we would also increase our risk of possibly going over. As a result, it seemed prudent to stick with the 30-ton minimum.

Republic Contract Options

- \$176 per ton (30-ton minimum) = \$5,280 for a 26–30-ton container.
- \$186 per ton (28-ton minimum= \$5,580 for a 30-ton container, \$5,208 for a 26- 28-ton container (28-ton min X \$186 per ton = \$5,208).

While we could save \$72 on containers that are underweight, we would lose \$300 for containers that are overweight. Having only a handful of containers go overweight would wipe out any savings. If we had more containers, an average of over 28 tons than what we have seen the last 2 years, we would actually increase costs.

In a given year we should save approximately \$25,000 by sticking with Republic. It is worth pointing out 2 other concerns specifically with the WM quote. One being that the liability for any incidental release while in transit with WM is the responsibility of the individual community whereas with Republic, they shoulder that liability. The second is that Republic has a built-in rate increase whereas WM reserves the right to raise rates at any time. Having a set rate allows for more certainty and ability to plan out year after year. WM could raise rates next week or next year and that increase could exceed the 5.5% Republic has built in.

We have requested that the Republic contract is written for a 2- or 3-year option. This was done because a number of other communities including Petersburg and Ketchikan's contracts are up in 2 years. This will give us the best opportunity to explore teaming up with some of our neighbors to try and advocate for better rates. During this time the department plans to work with SEASWA on a regional planning initiative to examine if there are any other opportunities for reducing the burden of MSW disposal in SE AK.

Republic Services comes in at a cheaper rate than WM. Therefore it is the recommendation of the department to stick with Republic Services for transportation and disposal of MSW as they have a better rate, and we already have a working relationship with them.

The increase to our MSW transportation and disposal expense is reflected in the FY 2024 budget.



Sustainability in Action

Mr. Jeff Good
City Manager
City and Burrough of Wrangell
PO Box 531
Wrangell, AK 99929

Dear Jeff,

Republic Services is pleased to extend the current Municipal Solid Waste and Transportation and Disposal Agreement between Wrangell (City) and Republic Services for an additional two-year period with the inclusion of the mutually negotiated terms.

Here are the new terms of your contract:

- The new rate will include a 30-ton container minimum, and a per ton rate of \$176.
- The new rate will commence beginning on August 1, 2023.
- Republic will continue to pass through to the City AML’s fuel recovery charges.
- The annual PI beginning on August 1 of 2024 will be a fixed 5.5%.
- The City will have the ability to unilaterally exercise an additional one year extension to this agreement and must be communicated to Republic by February 1, of 2025.
- Once this contract has been completed either after two or three years, the City will be required to utilize its own containers for solid waste disposal and transport.

We are looking forward to continuing our partnership with Wrangell and please contact Steve Gilmore if you have any additional questions.

Republic Services

Wrangell

By: 
Ryan Lawler, Northwest Area President

By: _____
On Behalf of Wrangell



Quote number: 5525
Date: 6/9/2023

Tom Wetor
City and Borough of Wrangell
205 Brueger St
Wrangell, AK, 99929
Office: (907) 660-7833
Mobile:
email: twetor@wrangell.com

Exhibit A - Confidential

Regarding: Wrangell MSW Quote

Dear Tom,

Thank you for considering WM for your Industrial and Hazardous Waste needs. We appreciate your business and look forward to providing you with the best waste services in the industry. The attached quotation is based on our discussions regarding your service needs as summarized below.

Scope of Service

- WM will provide Transportation and Disposal of Waste Materials from site.

This quotation is made subject to: (1) the terms and conditions of WM's standard Industrial Waste Service Agreement, which shall be executed by the parties in connection with performing the services described above, (2) the proper submittal of an acceptable Generator Waste Profile Sheet(s), which must be submitted to and approved by an authorized WM facility, including any analytical data requested by WM regarding the waste stream.

WM is a recognized leader in the waste disposal business with the ability to manage the quoted services at or through our permitted and licensed facilities. To accept this proposal and initiate project start, please contact the Technical Service Center at (800) 963-4776 or your Account Manager at the number below.

Sincerely,

Troy Tyacke

Troy Tyacke
Industrial Account Manager
360-507-6613 tyacke@wm.com

PRICE SCHEDULE

Disposal Pricing

Code / Description	Price	Unit	Facility
LF01 <i>Non Hazardous Solids for direct landfill</i>	\$42.00	Ton	Construction Debris
LF01 <i>Non Hazardous Solids for direct landfill</i>	\$37.20	Ton	MSW/CRL

Transportation Pricing

Code / Description	Price	Unit	Minimum
BCONT4N <i>40' Intermodal Non-Hazardous Transportation</i>	\$4,400.00	Per load	
BCONT01 <i>40 or 48 foot container</i>	\$18.00	Per day	

Assessorial

Fees and Taxes

- \$1.89/ton ODEQ Comingle / Beneficial Use Tax
- \$85.00 profile fee charged to each profile submitted.

General Conditions

1. Pricing is contingent upon waste profile acceptance as proposed.
2. Your acceptance of these terms creates a binding agreement. Your tender or delivery to company of the industrial waste described in the company approved profile sheet and confirmation letter shall constitute your acceptance of these terms.
3. All charges except tax are subject to a variable fuel surcharge. Surcharge calculation is based on the national diesel average as reported by the Energy Information Administration of the US Department of Energy in its Weekly On-Highway Diesel Index.
4. Railroad schedules are dictated by the corresponding Railroad. WM will not be liable for any charges resulting in delays caused by the Railroad.
5. Pricing in this proposal is valid for a term of 30 days from the date listed above. Upon acceptance, terms of the mutually negotiated agreement will apply.
6. Material with a density < 75 pounds/cubic foot will be billed by the cubic yard.
7. Unless otherwise noted, applicable state, local and federal taxes are not included in the enclosed
8. Waste removal scheduling is dependent upon available equipment at the time of project startup.
9. Unless otherwise noted, a 10-ton/yard disposal and/or transportation minimum will apply to all bulk disposal rates at Columbia Ridge or Chemical Waste Management.
10. Unless otherwise noted, a 1-ton disposal minimum applies at all other Subtitle D landfills not listed above.
11. Demurrage charges of \$200/hr will be assessed on delays exceeding ½ hour load and unload time.
12. Rinsate from tanker washout will be invoiced at quoted disposal rates.
13. Certificates of disposal (other than TSCA waste) will be charged \$35.00/cert if noted at the time of profile generation.
14. Standard profile approval time is 2-5 days. 1 day expedited approval available for an additional fee of \$500.



- 15. Transportation ordered, but not used will be invoiced at cost plus 15%.
- 16. Expedited delivery of manifests, LDR's or other paperwork will be \$100.
- 17. It is the generators responsibility to deliver DOT compliant loads to WM Rail Reload Facilities. Non compliant loads will be remedied or rejected at customers expense.
- 18. Incidental release of hazardous material, fines and associated clean-up costs, will be charged at cost plus 10%.
- 19. Rail pricing does not include demurrage, retention, car-hire, cleanout, or other fees. In the event these items arise, additional charges may apply.
- 20. Due to an increase in pricing volatility from our suppliers, WM reserves the right to adjust our rates as necessary in accordance with the terms and conditions outlined in our mutually accepted Industrial or Master Service Agreement.

Special Conditions

Max weight per load is 31-net tons
Current Fuel Surcharge for week of June 5th is 8.55%

Waste Category Definitions

LF01	Must pass paint filter test, non regulated, non-TSCA, no friable asbestos, debris must be less than 2ft x 2ft x 2ft, for comingle disposal
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1600 127th Ave. NE
Bellevue, WA 98005
www.republicservices.com

June 15, 2018

Amber Al-Haddad
Public Works Director
City & Borough of Wrangell
PO Box 531
Wrangell, Alaska 99929

Subject: Extension of MSW Transport & Disposal Agreement

Dear Amber,

Republic Services is please to extend the current Municipal Solid Waste Transport and Disposal Agreement between the City of Wrangell and Republic Services for an additional Five (5) year period with the inclusion of the following mutually negotiated terms.

Republic Services will maintain the current disposal rate of \$62.20 per ton and increase the base transportation rate to \$58.83, plus applicable fuel sur charge to provide a true up to current rates provided by Alaska Marine Lines for barge service from the Wrangell, AK to Seattle, WA.

Republic Services will implement a combined base Transportation and Disposal rate of \$121.03 beginning on July 30th, 2018.

An annual price increase to the combined Transportation and Disposal rates utilizing the Water/Sewer/Trash consumer Price Index as published by the U.S. Department of Labor, Bureau of Labor Statistics will commence beginning July 1st, 2019.

We are looking forward to continuing our partnership with the City of Wrangell.

Republic Services



By: _____
Gregg Brummer, Northwest Area President

City of Wrangell

By: _____
On Behalf of Wrangell, Alaska

MUNICIPAL SOLID WASTE TRANSPORT AND DISPOSAL AGREEMENT

THIS MUNICIPAL SOLID WASTE TRANSPORT AND DISPOSAL AGREEMENT (the "Agreement") is made as of the 30th day of July, 2013 by and between the City and Borough of Wrangell, an Alaska borough (the "Borough") and Regional Disposal Company ("RDC"), a state of Washington general partnership.

1. Purpose. Borough and RDC enter into this Agreement to establish terms and conditions under which Borough engages RDC to transport and dispose of municipal solid waste generated and to recycle recyclable materials within the Borough or received at Borough solid waste handling facilities.

2. Borough's Obligations. The Borough's obligations under this Agreement include the following:

- a. The Borough shall pay service fees to RDC in accordance with Section 5 below, and shall exercise reasonable best efforts to ensure that all Acceptable Waste (as defined below) generated or disposed of within the Borough or received at any Borough solid waste handling facility (other than recyclable solid waste retained by the Borough for recycling purposes) is directed to RDC under this Agreement.
- b. The Borough shall load municipal solid waste into the containers provided by RDC for that purpose. The Borough shall care for the containers provided by RDC and be responsible for any damage that occurs to them during the Borough's use or possession of the containers, excluding damage normally resulting from ordinary use or damage caused by forces or actions outside of the control of the Borough.
- c. The Borough shall deliver to RDC loads containing in each instance only either (1) Acceptable Waste, or (2) Recyclable Materials. "Acceptable Waste" means municipal solid waste, including garbage, rubbish, refuse, paper and cardboard, plant and grass clippings, commercial, industrial, demolition and construction wastes, woodwastes, septage screenings, and discarded small household appliances (i.e., of a size capable of being lifted by a person of average strength). The term "Acceptable Waste", however, does not include "Excluded Waste", which for purposes of this Agreement means (1) any hazardous materials, wastes or substances; toxic substances, wastes or pollutants; contaminants; pollutants; infectious wastes; highly flammable substances; explosives; medical wastes; radioactive wastes; sewage sludge; liquid wastes; special wastes; and dangerous wastes, each as defined by applicable federal, state, or local laws or regulations or permit conditions, including but not limited to 40 C.F.R. Part 261 and Washington Administrative Code Ch. 173-303, and (2) any other waste that may not be disposed of at RDC's Roosevelt Regional Landfill under federal, state or local law, regulation, rule, code, permit or permit condition. "Recyclable Materials" means those solid wastes that are separated for and susceptible to recycling or reuse and for which there exists a market for such purposes (such as papers, metals and glass), and that are identified as recyclable material pursuant to a local comprehensive solid waste

management plan. The term includes materials that are included in the definition of recyclable materials set forth in RCW 70.95.030 or regulations promulgated thereunder, as such definition and regulations may be changed from time to time. The term "Recyclable Materials", however, does not include Excluded Waste. Loads that are tendered as loads of Recyclable Materials, but that contain more than an insignificant amount of Acceptable Waste that does not qualify as Recyclable Materials, shall at RDC's option be treated as loads of Acceptable Waste.

- d. The Borough shall minimize the possibility that Excluded Waste is loaded into containers of either Acceptable Waste or Recyclable Materials delivered to RDC, and shall encourage source separation of Recyclable Materials, by adherence to the provisions of its operating plan that are designed to achieve those purposes.
3. RDC's Obligations. RDC shall:
 - a. make available at the Borough's designated loading site sufficient numbers of intermodal shipping containers for transport by RDC of loads of Acceptable Waste and loads of Recyclable Materials, pursuant to this Agreement;
 - b. arrange for the transport of container loads of Acceptable Waste to its facility in Roosevelt, Washington, where it will dispose of such Acceptable Waste;
 - c. arrange for the transport of container loads of Recyclable Material to one or more RDC facilities within the state of Washington, where RDC will process and sell the Recyclable Material.
 - d. provide all of the facilities, equipment, and personnel necessary for such work, and perform the work in compliance with generally accepted industry practices and all applicable local, state, and federal regulations; and
 - e. take possession and control of loads of Acceptable Waste delivered by the Borough to RDC or its subcontractor for transportation and disposal, and of loads of Recyclable Material delivered by the Borough to RDC or RDC's subcontractor for transportation, processing and sale. Title to Acceptable Waste delivered to RDC shall become the property of RDC upon RDC's acceptance of tender of loaded containers for shipment at the Borough's transfer facility or at such other location as the Borough reasonably may designate as the point of delivery. To and liability for any Excluded Waste (including but not limited to any household hazardous waste and small quantity generator hazardous waste that is included in containers delivered to RDC despite the Borough's attempts to prevent its inclusion) shall not pass to RDC unless and until RDC has so commingled such Excluded Waste with other materials that the Borough no longer with reasonable certainty can be proven to be the source of such Excluded Waste; and if it is discovered in any instance that Excluded Waste has been delivered, RDC shall be free to dispose of such Excluded Waste in such lawful manner as RDC may elect at the expense of the Borough. This provision in no

manner relieves the Borough of its obligation to tender only loads of Acceptable Waste as specified in Section 2(c) of this Agreement.

4. RDC's Covenants and Warranties. RDC warrants and represents that it has the business, professional, and technical expertise to transport and dispose of the Borough's municipal solid waste and shall at all times do so in a prudent and workmanlike manner. Furthermore, RDC warrants and represents that it has all the governmental authorizations, licenses and permits necessary to perform this agreement and that it has the equipment, disposal facility and employee resources required to perform this Agreement, and such equipment and disposal facility shall, at all times relevant to the performance of services hereunder, be maintained in a good and safe condition and fit for use as required. RDC covenants and warrants that it has performed all the necessary partnership actions to approve, execute, and perform this contract as detailed herein.

5. Billing and Payment.

a. Billing. RDC shall provide to the Borough, by the fifteenth (15th) day of each month, a statement in a format that is mutually agreeable to RDC and Borough detailing the number of containers handled and the weight of each container of the Borough's waste accepted by RDC in the preceding month. The method of determining tonnage of Acceptable Material shipped shall be by certified scale at the Roosevelt Regional Landfill in Roosevelt, Washington. The method of determining tonnage of Recyclable Material shipped shall be by certified scale at the Rabanco Recycling Center in Seattle. Tonnage shall be determined to the nearest 1/100th ton.

b. Service Fee.

i. The service fees payable to RDC for its services pursuant to this Agreement initially shall be:

For loads of Acceptable Waste the service fee payable to RDC shall be:

- Transportation Component: \$43.45 per ton of Acceptable Waste delivered by the Borough to RDC, but not less than \$1,129.70 for each forty-foot container and not less than \$1,216.60 for each forty-eight foot container; *plus*
- Transportation Fuel Surcharge: A per-load fuel surcharge equal in amount to the per-load fuel surcharge payable by RDC to its transportation subcontractor; *plus*
- Disposal Component: \$57.50 per ton of Acceptable Waste delivered by the Borough to RDC, but not less than \$1,495.00 for each container.

For loads of Recyclable Materials the service fee payable to RDC shall be the total of the following two components:

- Transportation Component: \$43.45 per ton of Recyclable Materials delivered by the Borough to RDC, but not less than \$1,129.70 for each forty-foot container and not less than \$1,216.60 for each forty-eight foot container; *plus*
- Transportation Fuel Surcharge: A per-load fuel surcharge equal in amount to the per-load fuel surcharge payable by RDC to its transportation subcontractor; *plus*
- Recycling Component: \$51.50 per ton for all Recyclable Materials delivered by the Borough to RDC.
- Recycling Processing Component: \$30.00 per ton of Recyclable Materials delivered in the case of any Recyclable Material that is commingled and requires separation by RDC.

The amount payable as per-load Transportation Fuel Surcharges shall be subject to adjustment on a quarterly basis. Transportation Fuel Surcharges shall be based on the average daily price of fuel for the immediately preceding quarter, and the Transportation Fuel Surcharge (which is calculated as a percentage of the transportation fee payable by RDC to its transportation subcontractor for transport of loads of the Borough's Acceptable Waste or Recyclable Materials) will be determined by a fuel surcharge table that is made a part of RDC's subcontract with its transportation subcontractor. RDC shall make available to the Borough such documentation as the Borough reasonably may require for the purpose of verifying the Transportation Fuel Surcharges billed by RDC to the Borough for loads of Acceptable Waste and Recyclable Materials transported pursuant to this Agreement do not exceed sums payable by RDC as fuel surcharges to its transportation subcontractor.

- ii. RDC will accept loaded containers of Acceptable Waste or of Recyclable Materials having a net weight of up to thirty-three (33) tons. If the Borough tenders and RDC accepts loaded containers exceeding thirty-three (33) tons net weight, the service fee for the tonnage in a loaded container in excess of thirty-three (33) tons shall be one hundred twenty-five percent (125%) of the otherwise applicable service fee (exclusive of Transportation Fuel Surcharges). The increased fee for tonnage in a loaded container in excess of thirty-three (33) tons is to compensate RDC for the wear resulting from excess weight.
- iii. The Borough shall remit payment by the thirtieth (30th) day following the date of RDC's billing statement. RDC may charge and Borough shall pay a service charge of one and one-half percent per month or the maximum rate permitted by law, whichever is less, on any amounts paid after such thirty (30) day period, which amount will be prorated for any partial month in which payment remains overdue. Borough shall also pay all reasonable costs of collection, including attorney's fees, incurred by RDC in the collection of amounts owing but not paid by Borough within such thirty (30) day period. Except as otherwise specifically

stated herein, all prices and charges set forth herein are inclusive of all federal, state, and local taxes levied on the transportation and disposal of municipal solid waste.

- iv. RDC shall pay the Borough one hundred percent (100%) of sums collected by RDC from the sale of Recyclable Materials received by RDC from the Borough pursuant to this Agreement, net of any excise taxes (including but not limited to sales taxes, use taxes or business and occupation taxes) that RDC is required to pay or remit to any federal, state or local jurisdiction on account of its sale of such Recyclable Materials. Such payment will be based on RDC's actual prices for sales of Recyclable Materials and will be credited against RDC's fees for recycling services provided pursuant to this Agreement. RDC's actual price for sales of Recyclable Materials will be based on the average price for RDC's sale of all such Recyclable Material (by commodity category) during the month in which the Recyclable Material is received.
- c. Price Adjustment for Inflation. Each of the service fees specified in Section 5(b) above and components thereof (including the per-load minimums specified in Section 5(b), but not including Transportation Fuel Surcharges), shall be adjusted annually on July 1 of each year, commencing July 1, 2013, based on the percentage change in the Consumer Price Index for all urban consumers (CPI-U) for the Seattle-Tacoma-Bremerton area, all items (1982-84 = 100), in accordance with the following formula:

$$AA = BSF * (1 + [(CPI_y / CPI_o) - 1] * 0.95)$$

where:

AA = the adjusted amount of the applicable Disposal Component, Recycling Component, Recycling Processing Component, Transportation Component, or per-load minimum;

BSF = the applicable initial amount of such Disposal Component, Recycling Component, Recycling Processing Component, Transportation Component, or per-load minimum specified in Section 5(b)(i) above;

CPI_y = the CPI for the month of April most recently preceding the date on which the adjustment is to be effective (e.g., CPI_y would be the CPI for April 2013 in the case of the adjustment to take effect on July 1, 2013, and would be the CPI for April 2014 in the case of the adjustment to take effect on July 1, 2014); and

CPI_o = the CPI for April 2012 (which the parties acknowledge to be 237.931).

If the United States Department of Labor ceases to publish a CPI index for the Seattle-Tacoma-Bremerton area, then its most comparable index encompassing the Puget Sound Region or the State shall be used, and if such indices are unavailable, a similar index reasonably determined by both RDC and Borough shall be used.

Attached to this Agreement are illustrative examples of the way in which the formula expressed above is to be applied.

d. Price Adjustment for Change in Law. RDC may, after obtaining Borough's approval, which approval may not be unreasonably withheld, increase a service fee by one hundred percent (100%) of RDC's reasonable actual increased costs of performing the services for which it charges the service fee due to a change in law. For purposes of this section, a "change in law" includes new laws, regulations, ordinances of general application and modifications of them; new decisions of tribunals, either judicial or administrative, and any modifications of them; or the imposition of any material conditions on the renewal of any permit, license or approval which makes the transportation, storage, land application or other management of municipal solid waste more burdensome financially than under the requirements in effect at the Effective Date (as defined below). Such increase in either or both of RDC's service fees may occur only for reasonable costs that are actually incurred, and shall not be allowed for any cost increases that are in any way attributable to activities outside of the ordinary performance of this Agreement by or within the control of RDC or its subcontractors, employees, or agents.

6. Term and Extension. The term of this Agreement shall be five (5) years, commencing on July 1, 2013 (the "Effective Date"). Effective as of the day that follows any date on which this Agreement otherwise would expire, this Agreement automatically shall extend for a new five-year period under the same provisions and for the same service fees in accordance with Section 5 of this Agreement (as previously adjusted pursuant to Section 5(c) and/or Section 5(d)), unless either party provides written notice of its election to terminate this Agreement as of the end of the then-current period at least twelve (12) months prior to the end of such period. The immediately preceding sentence shall apply both in the case of the initially contemplated five-year term, and at the end of any one or more five-year extension terms.

7. Insurance. At all times during the term of this Agreement, RDC shall maintain an insurance policy, regardless of what insurance Borough may maintain; and, provide limits of liability of not less than \$2,000,000 combined single limit bodily injury and property damage; and, provide for not less than thirty (30) days advance written notice to Borough regarding any material changes to the policy. The Borough will be included as an additional insured on RDC's policy. It is further agreed that an ACORD form of Certificate of Insurance showing all of the required coverages and endorsements shall be provided to Borough, upon the Borough's written request.

8. Permits; Records. Each party shall maintain all necessary permits and approvals for its facilities and under this Agreement; all in accordance with law. These records shall be available for each parties' copying and review upon seven (7) days written notice.

9. Termination; Default.

a. RDC may terminate this Agreement upon giving Borough written notice if:

i. Borough fails to make any payment required hereunder within thirty (30) days after receiving notice of nonpayment from RDC, unless the Borough has a legitimate reason for the delay;

- ii. Borough breaches any material representation or warranty set forth herein;
 - iii. Borough defaults in the performance of any other material obligation under this Agreement and fails to cure such default within thirty (30) days after receiving written notice thereof from RDC; or
 - iv. The Borough unreasonably withholds its consent to a fee adjustment request by RDC pursuant to Section 5(d) above (attributable to changes in law).
- b. The Borough may terminate this Agreement upon giving RDC written notice if:
- i. RDC breaches any material representation or warranty set forth herein;
 - ii. RDC defaults in the performance of any other material obligation under this Agreement and fails to cure such default within thirty (30) days after receiving written notice thereof from Borough; or
 - iii. RDC fails to comply with any federal, state or local laws, rules, orders or ordinances, or regulations that pertain to the transportation or disposal of the municipal solid waste and fails to cure such non-compliance within thirty (30) days after receiving written notice from the appropriate agency or court; or
- c. The Borough may terminate this Agreement upon thirty (30) days written notice to the other if price adjustments pursuant to Section 5(d) above (attributable to changes in law) cause the aggregate service fees payable by the Borough to RDC under this Agreement to increase by more than ten percent (10%) in any one year, or by more than twenty-five percent (25%) over the life of this Agreement (when compared against the aggregate service fees that would be payable in the absence of any price adjustments pursuant to Section 5(d) above).
- d. The Borough may terminate this Agreement upon thirty (30) days written notice to RDC if the amount of all Transportation Surcharges reflected on any invoice by RDC to the Borough exceeds forty percent (40%) of the amount of all Transportation Components reflected on the same invoice, and if the Borough's 30-day notice of termination is given within ninety (90) days following the Borough's receipt of the invoice.
- e. Either party may terminate this Agreement as provided for by Section 15 (dealing with force majeure events).

A termination by either party of this Agreement shall not affect the parties' respective rights and obligations to each other with respect to Acceptable Waste and Recyclable Materials delivered to RDC prior to the effective date of termination.

10. Indemnification.

- a. RDC agrees to defend, indemnify and hold Borough harmless from and against any and all claims, demands, causes of action, damages, liabilities, losses, expenses, penalties and costs of defense relative thereto, including legal fees, ("Losses") caused by or resulting from either RDC's breach of this Agreement or by its negligence in performing it.
- b. Borough agrees to defend, indemnify and hold RDC harmless from and against any and all Losses caused by or resulting from either the Borough's breach of this Agreement or the Borough's negligence in performing it.

Notwithstanding any other provision herein, obligations created by this section shall survive the Agreement.

11. Compliance with Laws. Borough and RDC shall each fully comply with all applicable laws, ordinances, decisions, orders, rules or regulations of any government or governmental agency pertaining to its handling, transportation, or disposal of the Borough's waste.

12. Disputes; Governing Law; Venue.

- a. Disputes. In an attempt to resolve any outstanding dispute between the parties, representatives from RDC and the Borough shall meet and a good faith efforts attempt shall made to resolve the dispute.
- b. Jurisdiction; Venue. The parties agree that proper venue for any litigation arising out of or relating to this Agreement may be either the the Federal District Court for the Western District of Washington (or the King County Superior Court, if the matter is one as to which a federal court would not have subject matter jurisdiction), or the Federal District Court for the District of Alaska (or the Alaska First Judicial District Court, if the matter is one as to which a federal court would not have subject matter jurisdiction), and each of the parties submits to the jurisdiction of each of such courts in any such action.
- c. Governing Law. Regardless of venue, this Agreement shall be construed and interpreted in accordance with the internal laws of the State of Alaska.

13. Unenforceability. If any part of the Agreement is declared to be invalid or unenforceable, the rest of the Agreement shall remain binding.

14. Independent Contractor. Each party hereto is and shall perform this Agreement as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither party nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the other party.

15. Force Majeure. Should either party be prevented wholly, or in part, from performing its respective obligations under this Agreement by a cause reasonably outside of and beyond the control of the party affected thereby, including but not limited to war, government regulation, restriction or action, strike, lockout, accidents, storms, earthquake, fire, acts of god or public enemy or any similar cause beyond the control of the parties, then such party shall be excused hereunder during the time and to the extent that the performance of such obligation are so prevented, and such party shall have no liability whatsoever for any damages, consequential or otherwise, resulting therefrom. After either party's performance has been suspended for a period of at least three months due to a force majeure event, the other party may terminate the agreement at any time before performance resumes by providing written notice to the other party.

16. Non-Waiver. Either party's failure to enforce its rights under any provision of this Agreement shall not be construed to be a waiver of that provision. No waiver of any breach of this Agreement shall be held to be a waiver of any other breach.

17. Notices. All notices required under this Agreement shall be personally delivered or mailed by certified or registered mail, postage prepaid as follows:

If to Borough, addressed to:

Carl Johnson, Public Works Director
City and Borough of Wrangell
PO Box 531
Wrangell, AK 99929

with a copy to:

Borough Manager
City and Borough of Wrangell
PO Box 531
Wrangell, AK 99929

If to RDC, addressed to:

Matt Henry, General Manager
Regional Disposal Company
54 South Dawson Street
Seattle, WA 98134

with a copy to:

Contracts Compliance Officer
Regional Disposal Company
200 — 112th Avenue NE, Suite 300
Bellevue, WA 98004

or to such other address as any party shall specify by written notice so given. Notices shall be deemed to have been given and received as of the date so delivered or three (3) business days after being deposited in the U.S. mail.

18. Entire Agreement; Amendment. This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes any and all other communications, representations, proposals, understandings or agreements, either written or oral, between the parties with respect to such subject matter. This Agreement may not be modified or amended, in whole or in part, except by a writing signed by both parties.

19. Counterparts. This Agreement may be executed in separate counterparts, each of which is part of a single contract. A party's transmission to the other by fax, email or other electronic means of the transmitting party's signature on this Agreement shall be effective as an acceptance of this Agreement by the transmitting party, with the same force and effect as the delivery of an executed original.

The Rest Of This Page Is Intentionally Left Blank – Signature Page Follows

WHEREFORE, the parties have executed this Agreement as of the date first written above.

REGIONAL DISPOSAL COMPANY
By WJR Environmental, Inc.,
Managing Partner

The City and Borough of Wrangell, ALASKA

By: [Signature]
Name: Mike Hunter
Title: Vice President

By: [Signature]
Name: Timothy D. Rooney
Title: Borough Manager

EXAMPLES OF CPI CALCULATION

(For Illustrative Purposes Only, To Demonstrate The Application Of The Adjustment Formula –
Not Intended As An Assurance Or Prediction Of Future Changes In CPI)

If:

- (1) BSF (the initial dollar amount of a given component subject to adjustment) were to be \$100.00
- (2) The CPI for the month of April 2013 were to be 243.641

Then, applying the formula, which is:

$$AA = BSF * (1 + [(CPI_y / CPI_o) - 1] * 0.95)$$

where:

AA = the adjusted amount of the applicable Disposal Component, Recycling Component, Recycling Processing Component, Transportation Component, or per-load minimum;

BSF = the applicable initial amount of such Disposal Component, Recycling Component, Recycling Processing Component, Transportation Component, or per-load minimum specified in Section 5(b)(i) above;

CPI_y = the CPI for the month of April most recently preceding the date on which the adjustment is to be effective (e.g., CPI_y would be the CPI for April 2013 in the case of the adjustment to take effect on July 1, 2013); and

CPI_o = the CPI for April 2012 (which the parties acknowledge to be 237.931).

the adjusted amount of that particular component beginning July 1, 2013 would be:

$$\$100.00 * (1 + [(243.641 \div 237.931) - 1] * 0.95) =$$

$$\$100.00 * (1 + [(1.023998554 - 1) * 0.95]) =$$

$$\$100.00 * (1 + [0.023998554 * 0.95]) =$$

$$\$100.00 * (1 + 0.022798626) =$$

$$\$100.00 * 1.022798626 =$$

$$\underline{\underline{\$102.2798626 \text{ (rounds to } \$102.28\text{)}}}$$

* * *

Now, suppose that the CPI for April 2014 were to be 250.501. In that case, the adjusted amount of that same component effective as of July 1, 2015 (the second annual CPI adjustment) would be:

$$\$100.00 * (1 + \{(\{250.501/237.931\} - 1) * 0.95\}) =$$

$$\$100.00 * (1 + \{(1.052830442 - 1) * 0.95\}) =$$

$$\$100.00 * (1 + \{0.052830442 * 0.95\}) =$$

$$\$100.00 * (1 + 0.05018892) =$$

$$\$100.00 * 1.05018892 =$$

$$\underline{\underline{\$105.018892 \text{ (rounds to } \$105.02\text{)}}}$$

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 27, 2023
	<u>Agenda Section</u>	13

APPROVAL OF THE CONSENT TO ASSIGNMENT, ACCEPTANCE OF ASSIGNMENT AND BILL OF SALE TRANSFERRING THE WRANGELL AIRPORT LEASE ADA-50185 FROM THE WRANGELL GOLF CLUB, INC. TO THE CITY AND BOROUGH OF WRANGELL

SUBMITTED BY:

Kate Thomas, Economic Development Director

FISCAL NOTE:

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

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Consent to Assignment, Acceptance of the Assignment, Assignment of the Agreement, Sales Contract & Bill of Sale; 2. Original Lease ADA-50185 and associated Supplements

RECOMMENDATION MOTION:
Move to Approve Consent to Assignment, Acceptance of Assignment and Bill of Sale transferring the Wrangell Airport Lease ADA-50185 from the Wrangell Golf Club, Inc. to the City and Borough of Wrangell.

SUMMARY STATEMENT: The City and Borough of Wrangell is working collaboratively with the Wrangell Golf Club, Inc. to assume the position of primary lease holder for the Wrangell

Airport Land (Lease ADA-50185) that currently houses the golf course. The purpose of this initiative is to partner with Muskeg Meadows to further economic and recreation opportunities for the community. This process falls under the State of Alaska Department of Transportation and Public Facilities, Statewide Aviation and Rural Airport Leasing program.

The Consent to Assignment, Acceptance of Assignment and Bill of Sale transferring ownership of the current lease from the Golf Club to the Borough is the first of a three-part approval process under the Borough Assembly. This step initiates the transition of ownership of the original lease (original lease and supplements attached herein) from one party to another.

Under review from the Federal Aviation Association (FAA) is an application from the Borough requesting a new lease for land, otherwise known as Wrangell Airport Parcel B, where the golf course exists. Following approval from the FAA, the State Aviation office will initiate a new lease with terms specific to the Borough, waiving fees associated with the lease and allowing for a sublease. A legal review of the lease and sublease will take place prior to Assembly action.

In summary the three-part process allows for the following: assignment of original lease from the Wrangell Golf Club, inc. to the City and Borough of Wrangell, establishment of a new lease for Wrangell Airport Land under the City and Borough of Wrangell ownership, and issuance of a sublease from the City and Borough of Wrangell to the Wrangell Golf Club, Inc. as the secondary lease holder.

CONSENT TO ASSIGNMENT

The State of Alaska, Lessor in Lease ADA-50185, described as Parcel B, at the Wrangell Airport, by and through the Southcoast Region, Statewide Aviation Leasing, Department of Transportation and Public Facilities, whose physical address is 6858 Glacier Highway, Juneau, Alaska, 99801 and whose mailing address is PO Box 112505, Juneau, AK 99811-2505, consents to the assignment of the right, title, and interest of Wrangell Golf Club Inc, Lessee, whose address is PO Box 2199, Wrangell, AK 99929, in the above-referenced lease to the City and Borough of Wrangell, whose address is PO Box 531, Wrangell, AK 99929.

This consent is given subject to the following conditions and limitations:

1. If there is a conflict between Lease ADA-50185 and the Assignment, or its underlying documents, the terms of the lease govern.
2. Nothing in the Assignment or its underlying documents will operate to grant the Assignee greater rights, or obligate the Lessor to greater obligations, than the respective rights and obligations set out in Lease ADA-50185.

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

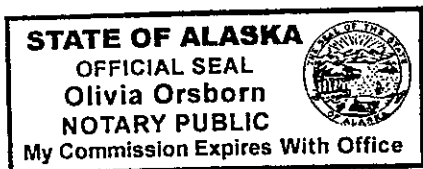



Sharyn Augustine
Southcoast Region Aviation Leasing Chief

STATE OF ALASKA)
FIRST JUDICIAL DISTRICT)ss.

THIS IS TO CERTIFY that on this 25th day of May, 2023 before me, the undersigned Notary Public, duly commissioned and sworn as such, personally appeared Sharyn Augustine, known to me and to me known to be the Chief, Southcoast Region, Statewide Aviation Leasing, Department of Transportation and Public Facilities, and she acknowledged to me that she executed the foregoing instrument freely and voluntarily on behalf of the State of Alaska, Department of Transportation and Public Facilities, for the uses and purposes therein set forth and that she is authorized by said State of Alaska so to do.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year first written above.




Notary Public in and for the State of Alaska
My Commission Expires: w/office

ACCEPTANCE OF ASSIGNMENT

City and Borough of Wrangell

City and Borough of Wrangell, as Assignee, whose address is P.O. Box 531, Wrangell, AK 99929 does hereby accept the assignment of Lease ADA-50185 for leased land described as 33 Acre Golf Course on the Wrangell Airport, from Wrangell Golf Club, Inc., and agrees to keep and perform all terms, conditions, covenants, and provisions of said lease. The Assignee's phone number is 907-874-2381, cell number is 707-779-9504 and e-mail address is jgood@wrangell.com.

Assignee accepts responsibility for all of Assignor's obligations under Lease ADA-50185, including environmental liability and responsibility.

Assignee's intended uses of the leased land: To sublease the land to Wrangell Golf Club, Inc for the operation of a Golf Course and to partner with Wrangell Parks and Recreation Department and Economic Development Department for future outdoor activities and tourism.

Dated this 17 day of May, 2023

ASSIGNEES:

[Signature]
(Signature)

Jeff Good, Borough Manager

AND

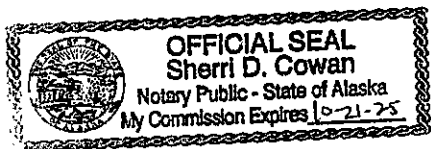
[Signature]
(Signature)

Kristina Woodbury, President

STATE OF Alaska)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this 17 day of May, 2023 before me, the undersigned, a Notary Public in and for the State of Alaska, or an agent duly authorized by law as such, personally appeared Kristina Woodbury Jeff Good, known to me to be an officer of the above mentioned agency and who acknowledged before me that he or she executed the foregoing instrument freely and voluntarily for and on behalf of the agency, with full knowledge of its contents, and with full authorization by the agency to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.



[Signature]
Notary Public in and for the State of Alaska
My Commission Expires: 10-21-2023

ASSIGNMENT OF AGREEMENT

Wrangell Golf Club, Inc.

Wrangell Golf Club, Inc., Assignor, whose address is P.O. Box 2199, Wrangell, Alaska 99929, in consideration of \$1.00 dollars and other sufficient consideration paid by City and Borough of Wrangell, Assignee, whose address is P.O. Box 531, Wrangell, Alaska 99929, does hereby assign, transfer and set over to the Assignee all of the Assignor's right, title, and interest in and to that certain lease dated the 10th day of May, 2023, known as Lease ADA-50185.

Dated this 17 day of May, 2023

ASSIGNOR:

(Corporate Seal)

[Handwritten Signature]
(Signature)
Kristina Woodbury
(Typed/Printed Name and Title)

STATE OF Alaska)
First Judicial District) ss.

THIS IS TO CERTIFY that on this 17 day of May, 2023, before me, the undersigned, a Notary Public in and for the State of Alaska, or an agent duly authorized by law as such, personally appeared Kristina Woodbury, known to me to be an officer of the above mentioned corporation and who acknowledged before me that he or she executed the foregoing instrument freely and voluntarily for and on behalf of the corporation, with full knowledge of its contents, and with full authorization by the corporation to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.



[Handwritten Signature]
Notary Public in and for the State of Alaska
My Commission Expires: 10-21-2025

Lease Assignment for Wrangell Airport Property

Wrangell Golf Course Inc.
P.O. Box 2199
Wrangell, Alaska 99929
muskegmeadows@gmail.com
907-874-4653

SALES CONTRACT & BILL OF SALE

THIS Sales Contract & Bill of Sale is issued by Wrangell Golf Club, Inc. whose address is P.O. Box 2199, Wrangell, Alaska 99929, to the City and Borough of Wrangell whose address is P.O. Box 531, Wrangell, Alaska 99929 for all improvements including buildings and fuel tanks located on Parcel B (# 01-008-200) at the Wrangell Airport, within the First Judicial District, Alaska.

NOW, THEREFORE, effective May 10, 2023 the Seller conveys all its rights, title and interest in the Wrangell Airport improvements on Parcel B to the City and Borough of Wrangell, for \$1.00 and other consideration, on an "as-is, where-is" basis and without warranty, separate and apart from the land and subject to the Purchaser receiving, via Lease Assignment, the rights, title and interest of Lease ADA-50185 with the State of Alaska, Department of Transportation and Public Facilities, Statewide Aviation Leasing (Lessor).

SELLER

Kristina Woodbury

(Authorized Signature)

STATE OF Alaska) ss.
First Judicial District }

THIS IS TO CERTIFY that on this 17 day of May, 2023, before me, the undersigned, a Notary Public in and for the State of Alaska, or an agent duly authorized by law as such, personally appeared Kristina Woodbury, known to me to be a representative of the above mentioned Seller and who acknowledged before me that he/she executed the foregoing instrument freely and voluntarily for and on behalf of the Seller, with full knowledge of its contents, and with full authorization by the Seller to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

Sherri D. Cowan

Notary Public in and for the State of Alaska
My Commission Expires: 10-21-2025

PURCHASER

Jeff Good

(Authorized Signature)

STATE OF Alaska) ss.
First Judicial District }

THIS IS TO CERTIFY that on this 17 day of May, 2023, before me, the undersigned, a Notary Public in and for the State of Alaska, or an agent duly authorized by law as such, personally appeared Jeff Good, known to me to be a representative of the above mentioned Purchaser and who acknowledged before me that he/she executed the foregoing instrument freely and voluntarily for and on behalf of the Purchaser, with full knowledge of its contents, & with full authorization by the Purchaser to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

Sherri D. Cowan

Notary Public in and for the State of Alaska
My Commission Expires: 10-21-2025



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

WRANGELL AIRPORT

LEASE NO. ADA-50185

LEASE AGREEMENT
LAND

This 15th day of May 1995, the State of Alaska, Department of Transportation and Public Facilities, hereinafter called the Lessor, whose address is 6860 Glacier Highway, Juneau, Alaska 99801-7999; and Wrangell Golf Club Inc., hereinafter called the Lessee, whose address is P.O. Box 1409, Wrangell, Alaska 99929, do enter into this Agreement including exhibit(s) and signature page(s), and agree as follows:

A. BASIC PROVISIONS

PREMISES

1. The Lessor leases to the Lessee, and the Lessee leases from the Lessor, the following described property, hereinafter called the "Premises", located on the Wrangell Airport Lands, hereinafter referred to as the "Airport", in the Juneau Recording District, First Judicial District, Juneau, Alaska: approximately 35 acres of Wrangell Airport land as shown on attached Exhibit.

AUTHORIZED USE

2. This land lease agreement is issued for the following authorized uses:

Construction and maintenance of a golf course for the purpose of golf, cross country skiing, hiking, nature viewing, intramural golf for the public schools.

TERM

3. The term of this agreement is 20 years, from the 1st day of June, 1995, to the 1st day of June, 2015.

RENT

4. (a) The annual rental for the Premises will be \$ 5,250 (35 acres @ \$ 150 per acre), in advance of the first day of each year of the term specified in Basic Provision No. 3. The rent shall be prorated for additional year in the term, with first rent to begin on the 1st day of June, 1995. Any additional fees will be specified in Special Covenants herein. All payments required by this lease must be made in U.S. currency.
 - (b) Checks, bank drafts, or postal money orders are to be made payable to the State of Alaska and delivered to Accounting Section, Department of Transportation and Public Facilities, 6860 Glacier Highway, Juneau, Alaska 99801-7999, or any other address which the Lessor may designate in writing.
 - (c) All unpaid rents and fees will accrue interest at 10.5% per annum beginning thirty (30) days after payment is due.
 - (d) Any payment due and not received accrues interest from the due date until paid in full at the highest allowable lawful contract rate in Alaska, as defined by Alaska Statute 45.45.010 or as amended. Interest on disputed amounts may not be charged to the Lessee if the dispute is resolved in the Lessee's favor.

- (e) Lessee acknowledges that the late payment of rent, or any other fee, or late submittal of the required certified activity report, causes the Lessor to incur costs not contemplated by this agreement, and it is difficult to determine the exact amount of those costs. Therefore, if any report, rent, fee, or other amount due the Lessor is received by the Lessor after the due date, an administrative fee of \$50.00 shall be added to the payment due, and the total amount becomes immediately due and payable to the Lessor.
- (f) Any rent, charge, fee, or other consideration which is due and unpaid at the expiration, termination, or cancellation of this lease will be a charge against the Lessee and his property, real or personal.
- (g) The Lessor may increase or decrease the rents or fees payable under the agreement subject to the following:
- (h) During the first five years of the term stated in Basic Provision No. 3, the Lessor may neither increase nor decrease the rent fees payable under this lease. At any time after the end of the fifth year of the lease term, the Lessor may, in its sole discretion, increase or decrease the rents or fees, provided that the Lessor may neither increase nor decrease the rents or fees more than once in any 12 month period. Any change is effective upon written notice to the Lessee. If the Lessee believes that the changed rent exceeds the fair market rent for the Premises, the Lessee may appeal to the Lessor according to the following procedures:
- (i) The Lessee must pay the changed rent beginning on the effective date stated in the Lessor's rent change notice and continue paying the changed rent throughout the appeal process.
 - (ii) Within 30 days after the date of the Lessor's written notice of the rent increase or decrease, the Lessee must submit a written appeal to the Lessor. The appeal must include the name, address, telephone number and professional qualifications of the real estate appraiser the Lessee intends to retain to perform a fair market rent appraisal of the Premises.
 - (iii) The Lessor will review the appraiser's qualifications and approve or disapprove the appraiser in writing to the Lessee. If the Lessor's written disapproval to continue the appeal by submitting the name, address, phone number, and professional qualifications of another appraiser.
 - (iv) If the Lessor approves the Lessee's appraiser, the Lessee shall, at the Lessee's sole expense cause the Premises to be appraised according to appraisal instructions furnished by the Lessor. The written appraisal must be received by the Lessor within 90 days following the date of the Lessor's written approval of the Lessee's appraiser.
 - (v) The Lessor will review the appraisal for conformance with the appraisal instructions and issue a written approval or rejection to the Lessee. Upon approval of the appraisal, the fair market rent determined by the appraisal will be the rent for the Premises, retroactive to the effective date of the Lessor's rent change notice. Rejection of the appraisal by the Lessor will constitute a denial of the Lessee's appeal.
 - (vi) The Lessor has no obligation to appraise the Premises under any circumstances.

Any increase or decrease must be consistent with applicable statutes or regulations, including AD 02.15.090 and 17 AAC 40.340(a), and any amendments. It is the Lessor's intent that any rent established under this basic provision will not exceed fair market rental as determined by a qualified real estate appraiser in an appraisal approved by the Lessor.

however, the Lessor is under no obligation to appraise the Premises under any circumstances .

B. GENERAL COVENANTS

IMPROVEMENT

1. Any construction on the Premises must be neat, presentable, and compatible with its use and surroundings. Before placing fill material or beginning construction of any improvements on the Premises, the Lessee must first obtain the written approval of the Lessor in the form of an approved building permit. Detailed drawings of the proposed development on the Premises must be submitted to the Lessor. If a building is contemplated, the Lessee must also submit comprehensive structural drawings showing front and side elevation views and floor plan, materials to be used, dimensions, elevations, the location of all proposed utility lines, and any additional data requested by the Lessor. The Lessor will review and approve or disapprove the proposed construction. Approval will not be withheld except where proposed construction does not comply with valid engineering principles, fire or building codes, generally recognized principles of sound airport development, or the proposed construction is inconsistent with the purposes of this lease. The Lessee shall submit to the Lessor evidence of the Lessee's compliance with the Federal Aviation Regulations, 14 CFR Part 77, and all other municipal, state, or federal regulations governing construction of improvements on the airport.

The Lessee, within thirty (30) days after completion of construction or placement of improvements upon the Premises, shall deliver to the Lessor an as-built drawing showing the location and dimensions of the location and dimensions of the improvements, giving bearings and distances to an established survey point. Furthermore, if the Lessee constructs underground improvements, the Lessee shall appropriately mark the surface of the land with adequate surface markers. The type quantity, and distance between such markers will be subject to the approval of the Lessor.

LIVING QUARTERS

2. Unless specifically authorized by this lease or amendment thereto, the establishment or maintenance of any kind of temporary or permanent living quarters on the Premises for the Lessee, the Lessee's officers, employees, guests, or the general public is expressly prohibited.

MAINTENANCE AND CONSTRUCTION

3. (a) The Lessee shall keep the Premises and all improvements neat and presentable at the Lessee's own expense. The Lessee shall not strip, waste, or remove any material from the Premises without the prior written permission of the Lessor.

- (b) At no cost to the Lessor, all structures on the Premises must be painted, finished, or covered with a permanent exterior surface and be maintained by the Lessee.
- (c) At no cost to the Lessor, the Lessee shall provide for all utilities, services, and maintenance (including snow removal) as is necessary to facilitate the Lessee's use of the Premises.
- (d) The disposal on the airport of waste materials generated by the Lessee, including slash, overburden, and construction waste, is prohibited, unless authorized in writing by the Lessor.
- (e) The Lessee agrees to coordinate his snow removal and maintenance activities on the Airport with the Lessor's Airport personnel. The Lessee further agrees to comply with all reasonable decisions and directions of the Lessor's airport management personnel regarding snow removal, maintenance, and general use of the airport by the Lessee.

DISPOSITION OF IMPROVEMENTS

- 4. (a) Within sixty (60) days following the effective date of the expiration, termination, or cancellation of this lease or any renewal thereof, improvements or other property, real or personal, owned by the Lessee on the Premises must either:
 - (i) be removed by the Lessee if required by the Lessor or desired by the Lessee and if, in the Lessor's opinion, removal will not cause injury or damage to the Premises; or
 - (ii) with the Lessor's consent, be sold to the succeeding Lessee.
- (b) The Lessor may grant additional time for the removal of improvements if hardship is established by the Lessee.
- (c) Title to any improvements or other property owned by the Lessee which is not disposed of pursuant to General Covenant No. 4 will vest in the Lessor.

HAZARDOUS MATERIAL

- 5. (a) If fuel or any other hazardous materials are handled on the Premises, the Lessee agrees to have properly trained personnel and adequate procedures for safely storing, dispensing, and otherwise handling fuel or hazardous materials in accordance with the National Fire Protection Code and all applicable federal, state, and local laws.
- (b) In the event of a hazardous material spill on the Premises, the Lessee shall immediately notify the Lessor and act promptly to contain the hazardous material spill, repair any damage, absorb and clean up the spill area, and restore the Premises to a condition satisfactory to the Lessor and otherwise comply with the applicable portions of Title 17 and Title 18 of the Alaska Administrative Code.
- (c) Unless otherwise stipulated by this lease or amendment thereto, all bulk fuel on the Premises must be stored in above ground fuel storage tanks installed and plumbed according to the National Fire Protection Code and all applicable federal, state, and local laws.
- (d) Unless specifically authorized by this lease or amendment thereto, the sale of aviation fuel or lubricating oil on the Premises is prohibited.

LIABILITY

- 6. The Lessee shall indemnify, defend, and hold the Lessor harmless from any liability, action, claim, suit, loss property damage or personal injury of whatever kind resulting from or arising out of any act of commission or omission by the Lessee, his agents, employees, or customers or arising from or connected with the Lessee's use and occupation of the Premises or the exercise of the rights and privileges granted by this lease.

ENVIRONMENTAL INDEMNIFICATION BY LESSEE

- 7. If the presence of Hazardous Material on the Premises, except those which may have been deposited prior to this agreement, results in the contamination of the Premises or other properties, or if contamination of the Premises or other properties by Hazardous Material otherwise occurs from the Lessee's operations on the Premises, the Lessee shall indemnify, defend, and hold the Lessor harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities, or losses, including, but not limited to, sums paid in settlement of claims, attorney's fees, consultant fees, and expert fees, which arise during or after the term of this permit as a result of such contamination. This indemnification of the Lessor by the Lessee includes, but is not limited to, costs incurred in connection with any investigation of site conditions or any cleanup, remediation, removal, or restorative work required by any federal, state, or local governmental agency because of Hazardous Material present in the soil or ground water on or under the Premises or other affected properties. Without limiting the foregoing, if the presence of any Hazardous Material, except those which may have been deposited prior to this agreement, on the Premises results in any contamination of the Premises or other properties, the Lessee shall promptly take all actions, at its sole expense, as are necessary to remediate the contamination and restore the area.

Contamination, remediation and restoration of the affected area must meet all applicable local, state, and federal laws and regulations and must meet the requirements of all governing regulatory authorities.

Contamination, remediation and restoration of the affected area must not adversely impact the maintenance, operations, and future development of the Airport as determined by the Lessor. The Lessor's determination shall be consistent with reasonable airport planning.

Prior to but within 60 days of the expiration, termination or cancellation of this lease, the Lessee shall perform an environmental assessment to determine if any contamination to soils or ground water has occurred as result of Lessee's use of the Premises. The environmental assessment shall be performed as set forth as follows:

- a. Ground boring, field excavation, or stream sampling will be used to obtain soil and/or water samples to be sent to a laboratory for analysis.
- b. Test borings or excavations shall be done at a minimum of five (5) locations on the Premises.
- c. Samples will be taken from all locations where test borings or excavations take place.
- d. Current practices for taking, storing and transporting soil and/or water samples will be used.
- e. All samples will be sent to an analytical laboratory for analysis to determine if contamination is present.

- f. The final data report from the laboratory shall be submitted to the Lessor prior to the cancellation, termination or expiration of the lease.

INSURANCE

8. (a) At no expense to the Lessor, the Lessee shall secure and keep in force during the term of this lease adequate insurance to protect both the Lessor and the Lessee against comprehensive public liability and property damage in no less than the following amounts:
- (i) property damage arising from one occurrence in the amount of not less than \$50,000; and
 - (ii) personal injury or death in an amount of not less than \$100,000 per person and \$300,000 per occurrence.
- (b) The Lessee shall provide the Lessor with proof of insurance coverage in the form of an insurance policy or a certificate of insurance. All insurance required by this covenant must:
- (i) name the Lessor as an additional assured;
 - (ii) provide that the Lessor be notified at least thirty (30) days prior to any termination, cancellation, or material change in the insurance coverage; and
 - (iii) include a waiver of subrogation by which the insurer waives all rights of subrogation against the Lessor for payments made under the policy.
- (c) The requirement of insurance coverage does not relieve the Lessee of any other obligations under this agreement.
- (d) The Lessee agrees that the coverage limits may be increased and the insurance requirements may be revised after thirty (30) days advance written notice by the State.

RENEWAL

9. In order to renew this lease, the Lessee must file a written application with the Lessor at least thirty (30) days before the expiration of the lease. The application must state the purpose of the renewal and any other information which the Lessor may require. Any filing fees or deposits which the Lessor then requires must be submitted with the application for renewal. The filing of an application which fully conforms to the requirements stated herein will extend the term of this lease on a month to month basis until one of the following occurs:
- (a) a lease renewal document is executed by both parties;
 - (b) the Lessor sends the Lessee written notice that the request for renewal has been rejected, stating the reasons for rejection; or
 - (c) the Lessor sends written notice to the Lessee that by law, regulation, or the public interest, the Lessor is required to offer the lease at public auction.

HOLDING OVER

- 10. If the Lessee holds over and remains in possession of the Premises after the expiration of this agreement without a written renewal, the holding over will not operate as a renewal or extension of the term of this agreement but only creates a tenancy from month to month, regardless of any rent payments accepted by the Lessor. The Lessee's obligations for performance under this lease will continue until the month-to-month tenancy is terminated by the Lessor. The Lessor may terminate the tenancy at any time by giving the Lessee at least ten (10) days prior written notice.

ASSIGNMENT OR SUBLEASE

- 11. The Lessee may not assign nor sublet, either by grant or implication, the whole or any part of the Premises or any improvements thereon without the written consent of the Lessor. Any proposed assignment, lease, or sublease must be submitted to the Lessor for approval in five (5), each bearing the original notarized signature of all parties. All covenants and provisions in this agreement extend to and bind the legal representatives, successors, and assigns of the parties.

CONDEMNATION

- 12. If the Premises are condemned by any proper authority, the term of this lease will end on the date the Lessee is required to surrender possession of the Premises. The Lessor is entitled to all the condemnation proceeds except the Lessee will be paid the portion of the proceeds attributable to the fair market value of any improvements placed on the Premises by the Lessee according to the provisions of 17 AAC 40.330, amended. Rent will also be adjusted according to the provisions of 17 AAC 40.330, as amended.

CANCELLATION

- 13. The Lessor may cancel this lease and recover possession of the Premises by giving the Lessee thirty (30) days prior written notice upon the happening of any of the events listed below, unless the breach is cured within said thirty (30) days:
 - (a) The Lessee's failure to pay when due the rents or fees specified in this lease, including any increases made pursuant to this lease;
 - (b) the return for insufficient funds of checks for payment of rents or fees;
 - (c) the use of the Premises by the Lessee for any purpose not authorized by this lease;
 - (d) the filing of a petition in bankruptcy by or against the Lessee;
 - (e) the entry by any court of a judgment of insolvency against the Lessee;
 - (f) the appointment of a trustee or receiver for the Lessee's assets in a proceeding brought by or against the Lessee;
 - (g) the failure of the Lessee to perform any provision or covenant in this lease.

VACATION

- 14. At the expiration, cancellation or termination of this lease, the Lessee must peaceably and quietly vacate the Premises and return possession to the Lessor. The Premises must be left in a clean, neat, and presentable condition to the satisfaction of the Lessor.

CANCELLATION BY LESSEE

- 15. The Lessee may cancel this lease by giving the Lessor at least thirty (30) days advanced written notice, provided however that if the Lessee's interest is encumbered by a mortgage or assignment for security, such cancellation shall not be effective without the written consent of the mortgagee or assignee delivered to the Lessor.

EASEMENTS

- 16. The Lessor reserves the right to make grants to third parties or reserve to the Lessor easements or rights-of-way through, on, or above the Premises, provided that no such easements or rights-of-way may be granted or reserved which unreasonably interferes with the Lessee's use of the Premises.

RESERVATION OF RIGHTS

- 17. The Lessor specifically reserves the right to grant to others the rights and privileges not specifically and exclusively granted to the Lessee. The rights and privileges granted to the Lessee in this lease are the only rights and privileges granted to the Lessee by this lease. The Lessee has no easements, rights or privileges, express or implied, other than those specifically granted by this lease.

DISCRIMINATION

- 18. The Lessee covenants and agrees that discrimination on the grounds of race, color, religion, national origin, ancestry, age, or sex will not be permitted against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or state law. The Lessee recognizes the right of the Lessor to take any action necessary to enforce this covenant, including actions required pursuant to any federal or state law.

AFFIRMATIVE ACTION

- 19. The Lessee agrees that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person will be excluded from participating in any employment activities covered by 14 CFR Part 152, Subpart E on the grounds of race, creed, color, national origin, or sex. The Lessee hereby agrees that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by said subpart. The Lessee further agrees that it will require that its covered suborganization(s) provide assurance to the Lessor to the same effect that they will also undertake affirmative action programs and require assurances from their suborganizations, as required by 14 CFR Part 152, Subpart E.

RADIO INTERFERENCE

- 20. At the Lessor's request, the Lessee shall discontinue the use of any machine or device which may interfere with any government operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

EXECUTION BY LESSOR

- 21. This lease is of no effect until it has been signed by the Commissioner of the Department of Transportation and Public Facilities or his designated representative.

LAWS AND TAXES

- 22. This lease is issued subject to all requirements of the laws and regulations of the State of Alaska relating to the leasing of lands and facilities and the granting of privileges at State airports.

At no expense to the Lessor, the Lessee will conduct all activities or business authorized by this lease in compliance with all federal, state, and local laws, ordinances, rules and regulations now or hereafter in force which apply to the activities or business authorized herein or to the use, care, operation, maintenance, and protection of the Airport, including but not limited to matters of health, safety, sanitation, and pollution. The Lessee must obtain all necessary licenses and permits, pay all taxes and special assessments lawfully imposed upon the Premises, and pay any other fees and charges assessed under applicable public statutes or ordinances.

In any dispute between the parties, the laws of the State of Alaska will govern and any lawsuit must be brought in the courts of the State of Alaska. The Lessee agrees to notify the Lessor of any claim, demand, or lawsuit arising out of the Lessee's occupation or use of the Premises. Upon the Lessor's request the Lessee will cooperate and assist in the investigation and litigation of any claim, demand, or lawsuit affecting the Premises.

The Lessor makes no specific warranties, express or implied, concerning the title or condition of the property, including survey, access, or suitability for any use, including those uses authorized by this lease. The Lessee takes the Premises subject to any and all of the covenants, terms, and conditions affecting the Lessor's title to the Premises.

LIENS

- 23. The Lessee shall keep the Premises free of all liens, pay all costs for labor and materials arising out of any construction or improvements by the Lessee on the Premises, and hold the Lessor harmless from liability for any liens, including costs and attorney fees. By this provision, the Lessor does not recognize that it is in any way liable for any liens on the Premises.

NO WAIVER

- 24. The failure of the Lessor to insist in any one or more instances upon the strict performance by the Lessee of any provision or covenant in this lease may not be considered as a waiver or relinquishment for the future, but the provision or covenant will continue in full force. The waiver by the Lessor of any provision or covenant in this lease cannot be enforced or relied upon unless the waiver is in writing signed on behalf of Lessor.

MODIFICATION

- 25. The Lessor may modify this lease to meet the revised requirements of federal or state grants or to conform to the requirements of any revenue bond covenant to which the State of Alaska is a party, provided that a modification may not act to reduce the rights or privileges granted the Lessee by this lease nor act to cause the Lessee financial loss.

VALIDITY OF PARTS

- 26. If any provision or covenant of this lease is declared to be invalid by a court of competent jurisdiction, the remaining covenants and provisions will continue in full force.

INTERRELATIONSHIP OF PROVISIONS

- 27. The basic provisions, general covenants, special covenants, supplements, addendum's, and drawings attached as exhibits are essential parts of this lease and are intended to be co-operative, to provide for the use of the Premises, and to describe the respective rights and obligations of the parties to this agreement. In case of a discrepancy, figured dimensions govern over scaled dimensions unless obviously incorrect. Special covenants govern over basic provisions, both of which govern over general covenants.

NATURAL DISASTERS

- 28. In the event any cause which is not due to the fault or negligence of either Lessee or Lessor renders the Premises unusable and makes the performance of this lease impossible, this agreement may be terminated by either party upon written notice to the other party. Causes include, but are not restricted to, acts of God or the public enemy, acts of the United States, fires, floods, epidemics, quarantine restrictions, or strike.

NOTICES

- 29. Any notice required by this agreement must be hand delivered or sent by registered or certified mail to the appropriate party at the address set forth on page one of this lease or to any other address which the parties subsequently designate in writing.

INTEGRATION AND MERGER

- 30. This agreement sets forth all the terms, conditions, and agreements of the parties and supersedes any previous understandings or agreements regarding the Premises whether oral or written. No modification or amendment of this lease is effective unless in writing and signed by both the parties.

NATIONAL EMERGENCY

31. In case of any national emergency declared by the federal government, the Lessee may not hold the Lessor liable for any inability to perform any part of this agreement as a result of the national emergency.

APPROVAL BY LESSOR

32. Any approvals required of the Lessor by this lease will not be unreasonably withheld.

INGRESS, EGRESS

33. The Lessor reserves the right of ingress to and egress from the Premises and the right to enter any part of the Premises, including buildings thereon, for the purpose of inspection at any reasonable time. Except in the case of an emergency, all inspections will be coordinated with the Lessee in order to minimize interference with the Lessee's activities on the Premises.

C. SPECIAL COVENANTS

1. Any storage of fuel and/or hazardous materials on the property is hereby prohibited and the Lessee agrees not to store fuel and/or hazardous materials on the site.
2. Use of Premises for outside storage of junk, inoperative equipment, salvage aircraft parts, or trash or debris of whatever kind is prohibited.
3. The Lessee shall provide adequate auto parking space on the leased premises for the needs of his business. The parking of vehicles owned and/or operated by the Lessee, his employees, customers, and guests shall be limited to the premises and to such other areas on the airport as may be designated in writing by the Lessor.
4. Lessee agrees to cause the Premises to be surveyed by a land surveyor registered in the State of Alaska. The survey must be conducted at no expense to the Lessor and must establish the boundaries of the Premises, placing permanent markers at the corners. Lessee agrees to submit a plat of the survey, signed and stamped by the surveyor, to the Lessor on or before September 1, 1995. The survey plat must conform to the Lessor's reasonable requirements, must use the centerline of the airport runway as the basis of bearings and must show survey documents recovered, survey monuments set, and bearings and distances between monuments. Following approval of the plat by the Lessor, the Lessor and Lessee will execute a supplement to this lease which will modify the Premises description as necessary to conform to the survey.
5. The Lessee shall install and maintain 3 strand, barbed wire addition on top of the existing airport fence which runs parallel to the leased area. The additional wire shall be installed at a 45 degree angle toward the golf course area.
6. The Lessee shall be responsible for damage to and repair of the airport fence which runs parallel to the leased area during the lease term.
7. The Lessee shall install and maintain signs on the airport fence every 100 feet. The signs shall be according to the Lessor's specifications.

- 8. The Lessee understands and agrees that firearms are prohibited on the leased premises and will undertake the necessary measures to prevent use of firearms on the premises. Use of firearms for hunting and/or target practice will not be authorized by the Lessor.
- 9. The Lessee agrees to keep the premises clean of any garbage, waste or other contamination resulting in the use of the premises, and to take other reasonable measures necessary to prevent the attraction of birds to the vicinity of the premises.
- 10. General Covenant No. 5, Hazardous Materials, does not apply to slash and overburden generated on site during the initial facility construction.

ORIGINAL LEASE

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year stated in the acknowledgments below.

LESSEE Wrangell Golf Club, Inc.
By: Lloyd M. Hartshorn, President

STATE OF ALASKA)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this ____ day of _____, 19____, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared _____ known to me and to me known to be the person(s) named in and who executed the foregoing instrument, and _____, acknowledged to me that _____ executed the foregoing instrument freely and voluntarily with full knowledge of its contents, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

Notary Public in and for Alaska
My Commission Expires: _____

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

Merrill
Notary - My Comm. Expires _____

STATE OF ALASKA)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this 6th day of June, 1995, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared James H. Merrill known to me and to me known to be the Acting Regional Director of Southeast Region, Department of Transportation and Public Facilities, for the uses and purposes therein set forth and that he is authorized by said State of Alaska so to do.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year first written above.

[Signature]
Notary Public in and for Alaska
My Commission Expires: 6/24/97

ACKNOWLEDGMENT

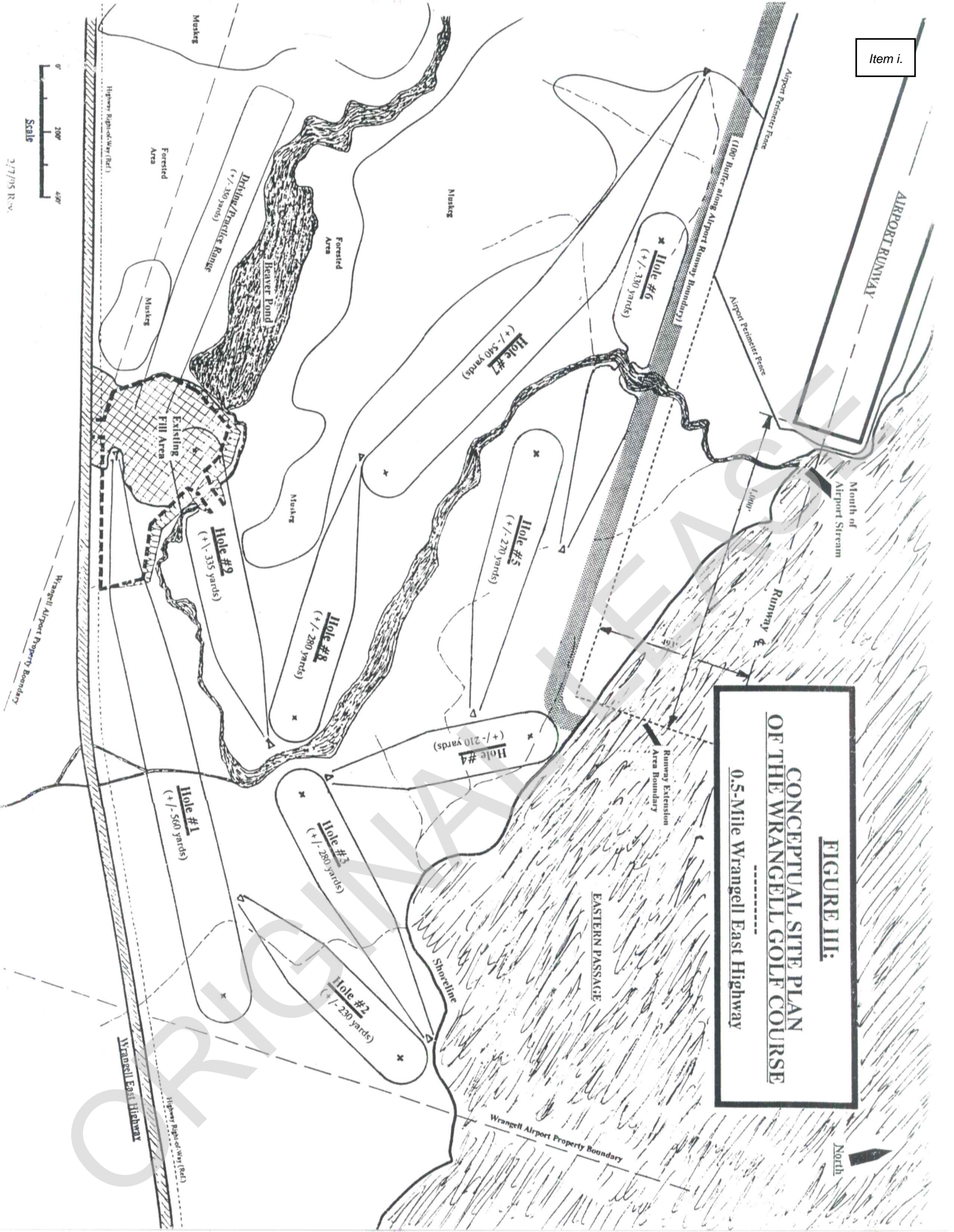
STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on the 2nd day of June, 1995, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared LLOYD M. HARTSHORN, to me known and known to me to be the identical individual described in and who executed the within and foregoing Lease Agreement as President of Wrangell Golf Club, Inc. and he acknowledged to me that he signed the same as President of Wrangell Golf Club, Inc. in the name of and for and on behalf of said corporation, freely and voluntarily and by authority of its Board of Directors for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND and official seal the day and year last above written.

Kenneth M. Taylor
Notary Public for Alaska
My Commission Expires: 7/31/96

ORIGINAL



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
AIRPORT LEASING

SUPPLEMENT NO. 1

AIRPORT: WRANGELL AIRPORT

ADA-50185

THIS SUPPLEMENT to Lease No. ADA-50185, made and entered into this 1st day of January, 1998, by and between the State of Alaska, Department of Transportation and Public Facilities, hereinafter referred to as the Lessor, whose address is 6860 Glacier Highway, Juneau, Alaska 99801-7999 and Wrangell Golf Club, Inc., hereinafter referred to as the Lessee, whose address is P. O. Box 1409, Wrangell, Alaska 99929,

WITNESSETH:

WHEREAS, on the 15th day of May, 1995, the parties hereto entered into a principal agreement, designated as Lease No. ADA-50185 covering the following:

Approximately 35 acres of Wrangell Airport land as shown on attached Exhibit.

WHEREAS, the Lessee desires to extend or amend the above described principal agreement; and

WHEREAS, the parties find it will be to their mutual advantage to extend, supplement, amend, or revise said contract;

NOW, THEREFORE, in consideration of the foregoing, the said contract is hereby extended, supplemented, amended or revised in the following particulars only, viz:

- 1. Basic Provision No. 1, PREMISES, of the principal agreement is hereby amended to read as follows:

Approximately 33 acres of Wrangell Airport land as shown on Exhibit "A" attached hereto and made a part thereof.

- 2. Basic Provision No. 2, AUTHORIZED USE, of the principal agreement is hereby amended to read as follows:

Maintenance of a golf course for the purpose of golf, cross country skiing, hiking, nature viewing, intramural golf for the public schools; storage of groundskeeping tools, supplies and equipment in a temporary structure; overflow parking of vehicles.

- 3. Basic Provision No. 4(a), RENT, of the principal agreement is hereby amended to read as follows:

The annual rental for the Premises will be \$4,950.00 (33 acres @ \$150.00 per acre), in advance of the first day of each year of the term specified in Basic Provision No. 3.

4. General Covenant No. 1, IMPROVEMENT, is hereby added and amended to read as follows:

No building or other permanent structure may be constructed or placed within twenty (20) feet of any boundary line of the Premises. In addition, no building or other permanent structure may be constructed or placed within 50 feet of any boundary line of the Premises which fronts on a landing strip, taxiway, or apron.

5. General Covenant No. 5 (a), (b) and (c), HAZARDOUS MATERIAL, are hereby amended to read as follows:

HAZARDOUS SUBSTANCE

- (a) The term "hazardous substance" as used in this agreement means any hazardous waste, substance, or material as defined by any appropriate federal, state, or local statute or regulation.
- (b) If hazardous substances are handled on the Premises, the Lessee agrees to have properly trained personnel and adequate procedures for safely storing, dispensing, and otherwise handling fuel or hazardous materials in accordance with the National Fire Protection Code and all applicable federal, state, and local laws.
- (c) In the event of a hazardous material spill on the Premises, the Lessee shall immediately notify the Lessor and act promptly to contain the hazardous material spill, repair any damage, absorb and clean up the spill area, and restore the Premises to a condition satisfactory to the Lessor and otherwise comply with the applicable portions of Title 17 and Title 18 of the Alaska Administrative Code.

6. General Covenant No. 7, ENVIRONMENTAL INDEMNIFICATION BY LESSEE, is hereby amended to read as follows:

If contamination of the Premises or other properties, by Hazardous Substances otherwise occurs from the Lessee's operations on the Premises, the Lessee shall indemnify, defend, and hold the Lessor harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities, or losses, including, but not limited to, sums paid in settlement of claims, attorney's fees, consultant fees, and expert fees, which arise during or after the term of this permit as a result of such contamination. This indemnification of the Lessor by the Lessee includes, but is not limited to, costs incurred in connection with any investigation of site conditions or any cleanup, remediation, removal, or restorative work required by any federal, state or local governmental agency because of Hazardous Substances present in the soil or ground water on or under the Premises or other affected properties. Without limiting the foregoing, if the presence of any Hazardous Substances on the Premises results in any contamination of the Premises or other properties, the Lessee shall promptly take all actions, at its sole expense, as are necessary to remediate the contamination and restore the area.

7. General Covenant No. 8 (a)(i) and (ii), INSURANCE, are hereby amended to read as follows:
- (a) At no expense to the Lessor, the Lessee shall secure and keep in force during the term of this lease adequate insurance to protect both the Lessor and the Lessee against comprehensive public liability and property damage in no less than the following amounts:
 - (i) Property damage arising from one occurrence in the amount of not less than \$500,000; and
 - (ii) Personal injury or death in an amount of not less than \$500,000 per person and \$500,000 per occurrence.
8. Special Covenant No. 11, FUEL DISPENSING REQUIREMENTS, is hereby added to read as follows:
- All bulk fuel on the Premises must be stored in aboveground fuel storage tanks installed and plumbed according to the National Fire Protection Code and all applicable federal, state, and local laws. The use of drums or barrels for storage of aviation fuel on the Premises is prohibited.
9. Special Covenant No. 12, ENVIRONMENTAL AUDIT COVENANT, is hereby added to read as follows:
- Lessee shall provide Lessor all investigative data, test results, reports, and any other information gathered or analyzed as part of or in relation to any environmental site assessment, characterization or audit which Lessee performs or causes to be performed on the premises after the starting date of this lease. The Lessee shall submit the data, results, report(s) or information to the Lessor within 60 days following the date on which it becomes available to the Lessee.
10. Special Covenant No. 13, REMEDIATION, is hereby added to read as follows:
- Remediation and restoration of the affected area must meet all applicable local, state, and federal laws and regulations and must meet the requirements of all governing regulatory authorities.

The effective day of this Supplement No. 1 is September 1, 1998.

ALL OTHER TERMS, PROVISIONS, AND COVENANTS REMAIN UNCHANGED.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year stated in the acknowledgments below.

LESSEE: Warren B Edgley
President

STATE OF Alaska)
)ss.
15r)
(Judicial District or County)

THIS IS TO CERTIFY that on this 19 day of January, 1999, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Warren B Edgley, known to me to be an officer of the above mentioned corporation and who acknowledged before me that he or she executed the foregoing instrument for and on behalf of the corporation, with full authorization by the corporation to do so; and that the corporate seal affixed to this instrument is the corporate seal of the corporation.

IN WITNESS WHEREOF, I have hereunto signed and affixed my official seal the day and year above written.



Heather Feller
Notary Public in and for Alaska
My Commission Expires: 12-19-2001

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

[Signature]

STATE OF ALASKA)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this 22nd day of January, 1999, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared Linda Keikkala, known to me and to me known to be the Chief, Leasing and Property Management, of Southeast Region, Department of Transportation and Public Facilities, for the uses and purposes therein set forth and that she is authorized by said State of Alaska so to do.

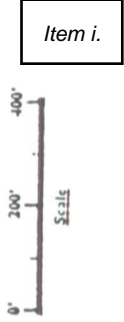
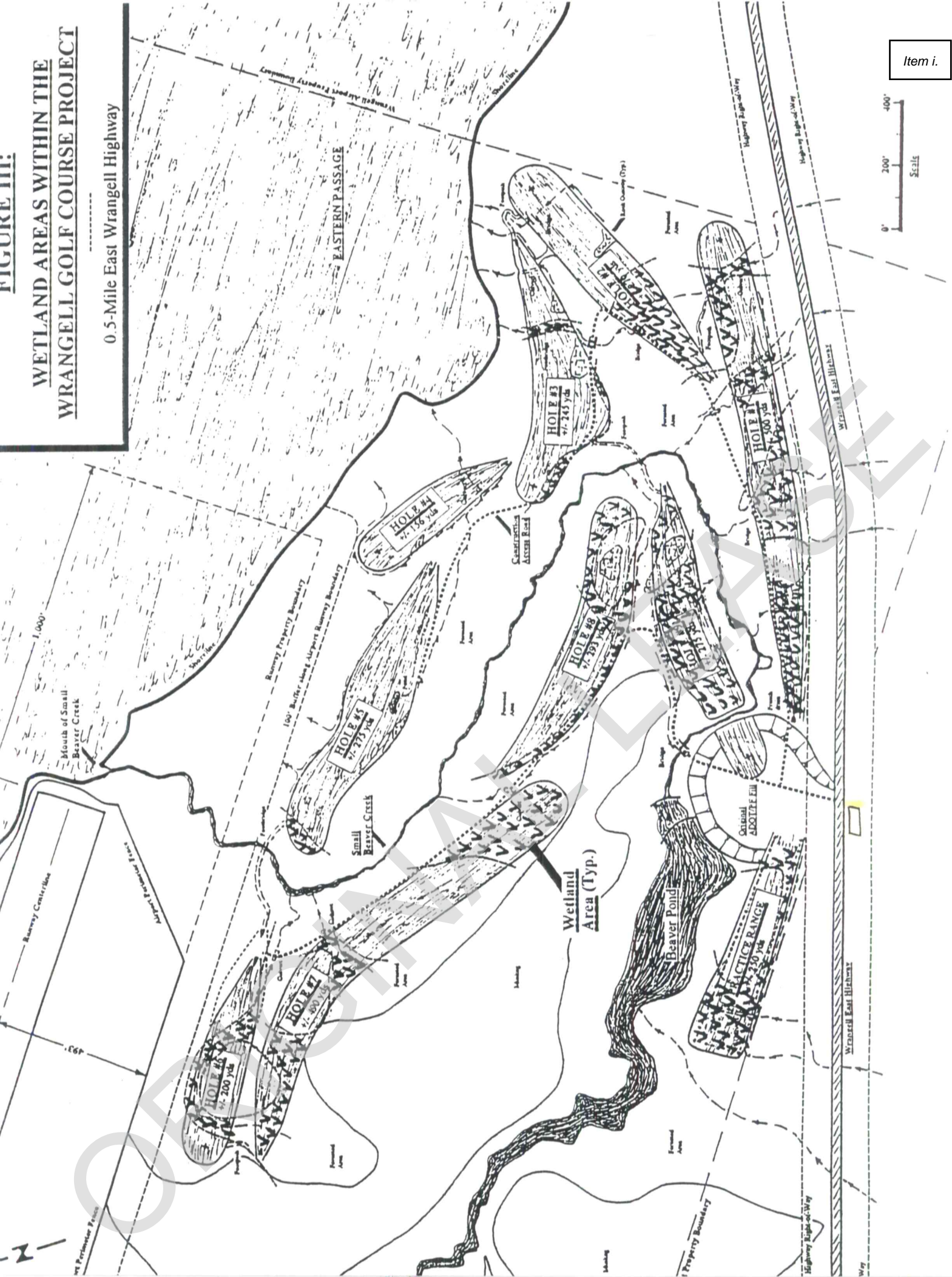
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year first written above.



Jennifer D. Caviness
Notary Public in and for Alaska
My Commission Expires: 07/24/2002

WETLAND AREAS WITHIN THE WRANGELL GOLF COURSE PROJECT

0.5-Mile East Wrangell Highway



Item i.

**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
AIRPORT LEASING**

SUPPLEMENT NO. 2

WRANGELL AIRPORT

ADA-50185

THIS SUPPLEMENT to Lease No. **ADA-50185**, entered by and between the State of Alaska, Department of Transportation and Public Facilities, whose address is 6860 Glacier Highway, Juneau, Alaska, 99801, hereinafter referred to as the Lessor, and **Wrangell Golf Club, Inc.**, whose address is **P.O. Box 2199, Wrangell, Alaska 99929**, hereinafter referred to as the Lessee, do enter into this agreement including exhibit(s) and signature page(s), and agree as follows:

WITNESSETH:

WHEREAS, on the **15th** day of **May, 1995**, the parties hereto entered into a principal agreement, designated as Lease Agreement **ADA-50185** and amended by Supplement No. 1 effective September 1, 1998, covering the following:

Approximately 33 acres of Wrangell Airport land as shown on attached Exhibit.

WHEREAS, the Lessee desires to extend or amend the above described principal agreement; and

WHEREAS, the parties find it will be to their mutual advantage to extend, supplement, amend, or revise said contract;

NOW, THEREFORE, in consideration of the foregoing, the said contract is hereby extended, supplemented, amended or revised in the following particulars only, viz:

1. Basic Provisions No. 4, **Rent**, is hereby amended as follows:

In lieu of rent for the period June 1, 2004 to June 1, 2005, the Lessee agrees to remove, cut, and control brush, trees, bushes, and other vegetation within areas designated on attached Exhibit A or as agreed to by the Lessor and Lessee and in accordance with Special Covenants.

Lessee shall have the option to renew this rent provision for the period June 1, 2005 to June 1, 2006 and June 1, 2006 to June 1, 2007 by giving the Lessor notice no later than April 1, 2005 and April 1, 2006 respectively.

2. SPECIAL COVENANTS TO SUPPLEMENT NO. 2

A. Completion of Work

The work performed by Lessee in lieu of rent shall be completed no later than June 1 of each lease period. Lessor and Lessee agree that in the event the work is not completed by June 1 of each period under this agreement, including option to renew, Lessee shall be responsible

for payment of rent as specified in Lease Agreement ADA 50185 and as amended by Supplement No. 1.

B. Description of Work

The work consists of clearing all trees, brush, bushes, and debris from all designated areas as directed by the Wrangell Airport Manager. The general clearing requirements include clearing a 10-foot wide area adjacent to the airport fence in the designated areas shown on attached Exhibit A. Trees, brush, and bushes shall be cut to a height of not more than 6 inches above the surrounding ground. Vegetation sticking through the fence mesh shall be cleared or cut.

C. Tools

Lessee shall provide all tools, safety materials and equipment necessary to complete the clearing of all trees, brush, bushes, and debris from the designated area.

D. Safety

Lessee acknowledges that safety is of paramount importance in the execution of the work under this agreement and that brush cutting is a hazardous activity. The Lessee shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The Lessee shall train its workers in safety precautions and implement and enforce the necessary safety measures. Lessee further agrees that no person under 18 years of age shall be allowed to perform work under this agreement.

E. Project Management

Lessee agrees that the work performed under this agreement shall be coordinated with the Wrangell Airport Manager. Lessor and Lessee agree that all work areas and the scope of required activities shall be defined by the Wrangell Airport Manager.

F. Indemnification

The Lessee shall indemnify, save harmless, and defend the Lessor and its agents and employees from all claims or actions for injuries or damage sustained by any person or property arising directly or indirectly from the Lessee's performance of this agreement.

The effective date of this Supplement No. 2 is **January 1, 2004**.

ALL OTHER TERMS, PROVISIONS, AND COVENANTS REMAIN UNCHANGED.

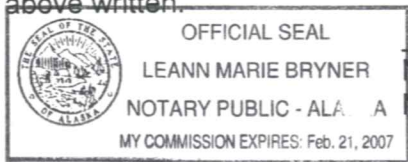
IN WITNESS WHEREOF, the parties hereto have set their hands the day and year stated in the acknowledgments below.

LESSEE: Leonard C Angerman

STATE OF ALASKA)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this 28 day of November, 2003, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Leonard C Angerman, known to me to be an officer of the above mentioned corporation and who acknowledged before me that he or she executed the foregoing instrument for and on behalf of the corporation, with full authorization by the corporation to do so; and that the corporate seal affixed to this instrument is the corporate seal of the corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.



Leann Marie Bryner
Notary Public in and for Alaska
My Commission Expires: Feb 21, 2007

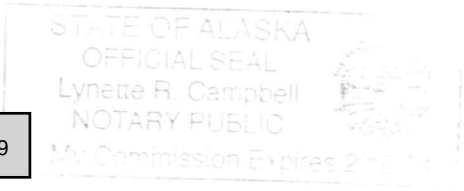
STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

[Signature]

STATE OF ALASKA)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this 30th day of January, 2003, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared Linda Keikkala, known to me and to me known to be the Operations Chief of Southeast Region, Department of Transportation and Public Facilities, for the uses and purposes therein set forth and that she is authorized by said State of Alaska so to do.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year first written above.



Lynette R. Campbell
Notary Public in and for Alaska
My Commission Expires: _____

EASTERN PASSAGE

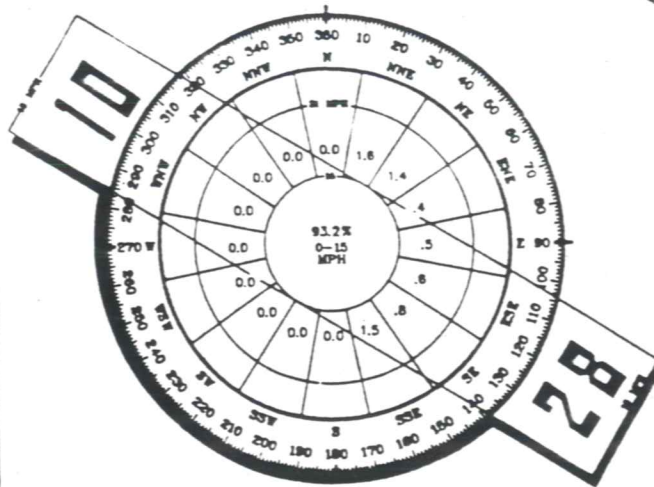
EXISTING RUNWAY PROTECTION ZONE
500' x 1700' x 1010'
20:1 VISUAL APPROACH

NO THRESHOLD STING
SURFACE OR OFZ
OBJECT PENETRATIONS

END OF ZONE 1
Approx. 3500 LF

END OF ZONE 2
Approx. 4000 LF

EASTERN PASSAGE



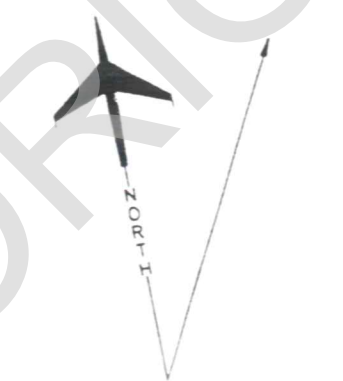
SOURCE
Division of Aviation
Point Height Anemometer Station
Wrangell Airport
Wrangell, Alaska
November 1963 - November 1964

WIND COVERAGE	
15 MPH	96.00%
Runway 10-28	96.00%

Priority 1
Zone 1
Approx. 3500 LF
Ten feet wide

Priority 2
Zone 2
Approx. 4000 LF
Ten feet wide

LEGEND		
EXISTING	FUTURE	DESCRIPTION
---	---	AIRPORT PROPERTY LINE
●	●	AIRPORT REFERENCE POINT (ARP)
⊙	⊙	AIRPORT ROTATING BEACON
▬	▬	BUILDING CONSTRUCTION
---	---	BUILDING RESTRICTION LINE (BRL)
---	---	DRAINAGE
---	---	FACILITY CONSTRUCTION
---	---	FENCING
---	---	NAVIGATIONAL AID INSTALLATION
---	---	ROADS
---	---	SHORELINE
---	---	RUNWAY END IDENTIFICATION LIGHTS (REIL)
---	---	RUNWAY THRESHOLD LIGHTS
---	---	SECTION CORNER
---	---	SEGMENTED CIRCLE/WIND INDICATOR
---	---	TOPOGRAPHIC CONTOURS (See General Note 4)
---	---	WIND INDICATOR (Lighted)
---	---	SURVEY MONUMENT



CITY OF WRANGELL

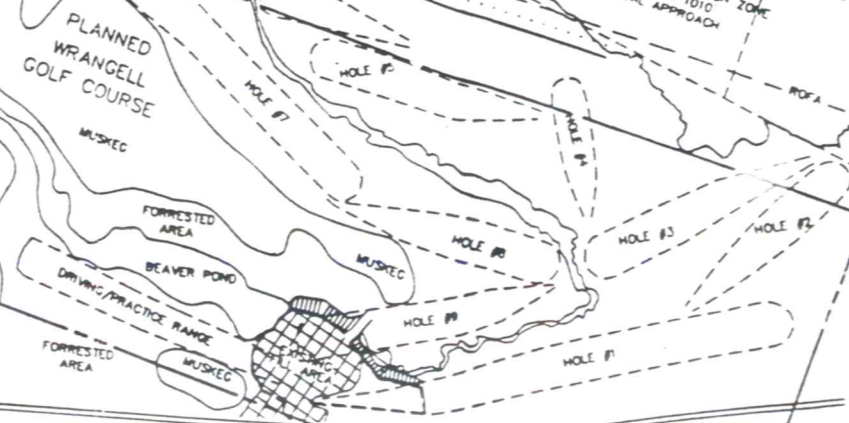


EXHIBIT A

**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
AIRPORT LEASING**

SUPPLEMENT NO. 3

WRANGELL AIRPORT

ADA 50185

THIS SUPPLEMENT to Lease No. **ADA-50185**, entered into by and between the State of Alaska, Department of Transportation and Public Facilities, whose address is 6860 Glacier Highway, Juneau, Alaska, 99801, hereinafter referred to as the Lessor, and **Wrangell Golf Club, Inc.**, whose address is **P. O. Box 2199, Wrangell, Alaska 99929** hereinafter referred to as the Lessee, do enter into this agreement including exhibit(s) and signature page(s), and agree as follows:

WITNESSETH:

WHEREAS, on the **15th** day of **May, 1995**, the parties hereto entered into a principal agreement, designated as Lease Agreement **ADA-50185** covering the following:

Approximately 33 acres of Wrangell Airport land as shown on attached Exhibit.

WHEREAS, the Lessee desires to extend or amend the above described principal agreement; and

WHEREAS, the parties find it will be to their mutual advantage to extend, supplement, amend, or revise said contract;

NOW, THEREFORE, in consideration of the foregoing, the said contract is hereby extended, supplemented, amended or revised in the following particulars only, viz:

1. Special Covenant No. 14 Living Quarters, is hereby added to read as follows:

Notwithstanding General Covenant No.2, the Lessee is granted the authorization to establish and maintain living quarters on the premises for the purpose of security and management.

The effective date of this Supplement No. 3 is **January 1, 2004**.

ALL OTHER TERMS, PROVISIONS, AND COVENANTS REMAIN UNCHANGED.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year stated in the acknowledgments below.

LESSEE: Leonard C Angerman
President

STATE OF ALASKA)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this 28 day of November, 2003, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Leonard C Angerman, known to me to be an officer of the above mentioned corporation and who acknowledged before me that he or she executed the foregoing instrument for and on behalf of the corporation, with full authorization by the corporation to do so; and that the corporate seal affixed to this instrument is the corporate seal of the corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

Leann Marie Bryner
Notary Public in and for Alaska
My Commission Expires: Feb 21, 2007



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

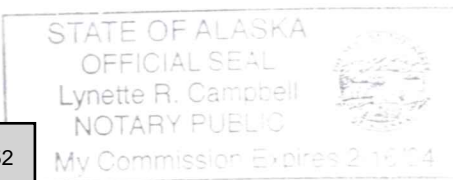
[Signature]

STATE OF ALASKA)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this 30th day of January, 2003, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared Linda Keikkala, known to me and to me known to be the Operations Chief of Southeast Region, Department of Transportation and Public Facilities, for the uses and purposes therein set forth and that she is authorized by said State of Alaska so to do.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year first written above.

Lynette R. Campbell
Notary Public in and for Alaska
My Commission Expires: _____



**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
AIRPORT LEASING**

SUPPLEMENT NO. 4

WRANGELL AIRPORT

ADA-50185

THIS SUPPLEMENT to Lease No. **ADA-50185**, entered by and between the State of Alaska, Department of Transportation and Public Facilities, whose address is 6860 Glacier Highway, Juneau, Alaska, 99801, hereinafter referred to as the Lessor, and **Wrangell Golf Club, Inc.**, whose address is **P.O. Box 2199, Wrangell, Alaska 99929**, hereinafter referred to as the Lessee, do enter into this agreement including exhibit(s) and signature page(s), and agree as follows:

WITNESSETH:

WHEREAS, on the **15th** day of **May, 1995**, the parties hereto entered into a principal agreement, designated as Lease Agreement **ADA-50185**, covering the following:

Approximately 33 acres of Wrangell Airport land.

WHEREAS, the Lessee desires to extend or amend the above described principal agreement; and

WHEREAS, the parties find it will be to their mutual advantage to extend, supplement, amend, or revise said contract;

NOW, THEREFORE, in consideration of the foregoing, the said contract is hereby extended, supplemented, amended or revised in the following particulars only, viz:

1. Basic Provisions No. 4, **Rent**, is hereby amended as follows:

In lieu of rent for the period June 1, 2004 to June 1, 2010, the Lessee agrees to remove, cut, and control brush, trees, bushes, and other vegetation within areas designated on attached Exhibit A or as agreed to by the Lessor and Lessee, and in accordance with Special Covenant No. 11.

2. SPECIAL COVENANTS TO SUPPLEMENT NO. 2 are hereby deleted.

3. Special Covenant No. 11 is hereby added as follows:

11. The work performed by Lessee in lieu of rent shall be completed no later than June 1 of each lease period. Lessor and Lessee agree that in the event the work is not completed by June 1 of each period under this agreement, Lessee shall be responsible for payment of rent

as specified in Lease Agreement ADA 50185 and as amended by Supplement No. 1.

A. **Description of Work**—The work consists of clearing all trees, brush, bushes, and debris from all designated areas as directed by the Wrangell Airport Manager. The general clearing requirements include clearing a 10-foot wide area adjacent to the airport fence in the designated areas shown on attached Exhibit A. Trees, brush, and bushes shall be cut to a height of not more than 6 inches above the surrounding ground. Vegetation sticking through the fence mesh shall be cleared or cut.

B. **Tools**—Lessee shall provide all tools, safety materials and equipment necessary to complete the clearing of all trees, brush, bushes, and debris from the designated area.

C. **Safety**—Lessee acknowledges that safety is of paramount importance in the execution of the work under this agreement and that brush cutting is a hazardous activity. The Lessee shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The Lessee shall train its workers in safety precautions and implement and enforce the necessary safety measures. Lessee further agrees that no person under 18 years of age shall be allowed to perform work under this agreement.

C. **Project Management**—Lessee agrees that the work performed under this agreement shall be coordinated with the Wrangell Airport Manager. Lessor and Lessee agree that all work areas and the scope of required activities shall be defined by the Wrangell Airport Manager.

D. **Indemnification**—The Lessee shall indemnify, save harmless, and defend the Lessor and its agents and employees from all claims or actions for injuries or damage sustained by any person or property arising directly or indirectly from the Lessee's performance of this agreement.

The effective date of this Supplement No. 4 is June 1, 2006.

ALL OTHER TERMS, PROVISIONS, AND COVENANTS REMAIN UNCHANGED.

PLANNING 1-1-1937
 FROM IMPROVED 1-4-1937 OR 1-10-1937
 PREVIOUS VERSION DATE: APRIL 10, 1986
 THE SURFACE AREA IS 2,447,000
 W-R-A-N-G-E-L-L
 WRANGELL AIRPORT

LEGEND	
EXISTING	FUTURE
ALIGNED PROPOSED LANE	PROPOSED LANE
EXISTING ASPHALT DRIVEWAY	PROPOSED ASPHALT DRIVEWAY
EXISTING CONCRETE DRIVEWAY	PROPOSED CONCRETE DRIVEWAY
EXISTING DIRT DRIVEWAY	PROPOSED DIRT DRIVEWAY
EXISTING GRAVEL DRIVEWAY	PROPOSED GRAVEL DRIVEWAY
EXISTING DRIVEWAY UNDER CONSTRUCTION	PROPOSED DRIVEWAY UNDER CONSTRUCTION
EXISTING DRIVEWAY TO BE DEMOLISHED	PROPOSED DRIVEWAY TO BE DEMOLISHED
EXISTING DRIVEWAY TO BE RECONSTRUCTED	PROPOSED DRIVEWAY TO BE RECONSTRUCTED
EXISTING DRIVEWAY TO BE REPAIRED	PROPOSED DRIVEWAY TO BE REPAIRED
EXISTING DRIVEWAY TO BE REFINISHED	PROPOSED DRIVEWAY TO BE REFINISHED
EXISTING DRIVEWAY TO BE REPLACED	PROPOSED DRIVEWAY TO BE REPLACED
EXISTING DRIVEWAY TO BE RESURFACED	PROPOSED DRIVEWAY TO BE RESURFACED
EXISTING DRIVEWAY TO BE RECONSTRUCTED AND REFINISHED	PROPOSED DRIVEWAY TO BE RECONSTRUCTED AND REFINISHED
EXISTING DRIVEWAY TO BE RECONSTRUCTED AND REPAIRED	PROPOSED DRIVEWAY TO BE RECONSTRUCTED AND REPAIRED
EXISTING DRIVEWAY TO BE RECONSTRUCTED AND REPLACED	PROPOSED DRIVEWAY TO BE RECONSTRUCTED AND REPLACED
EXISTING DRIVEWAY TO BE RECONSTRUCTED AND REFINISHED AND REPAIRED	PROPOSED DRIVEWAY TO BE RECONSTRUCTED AND REFINISHED AND REPAIRED
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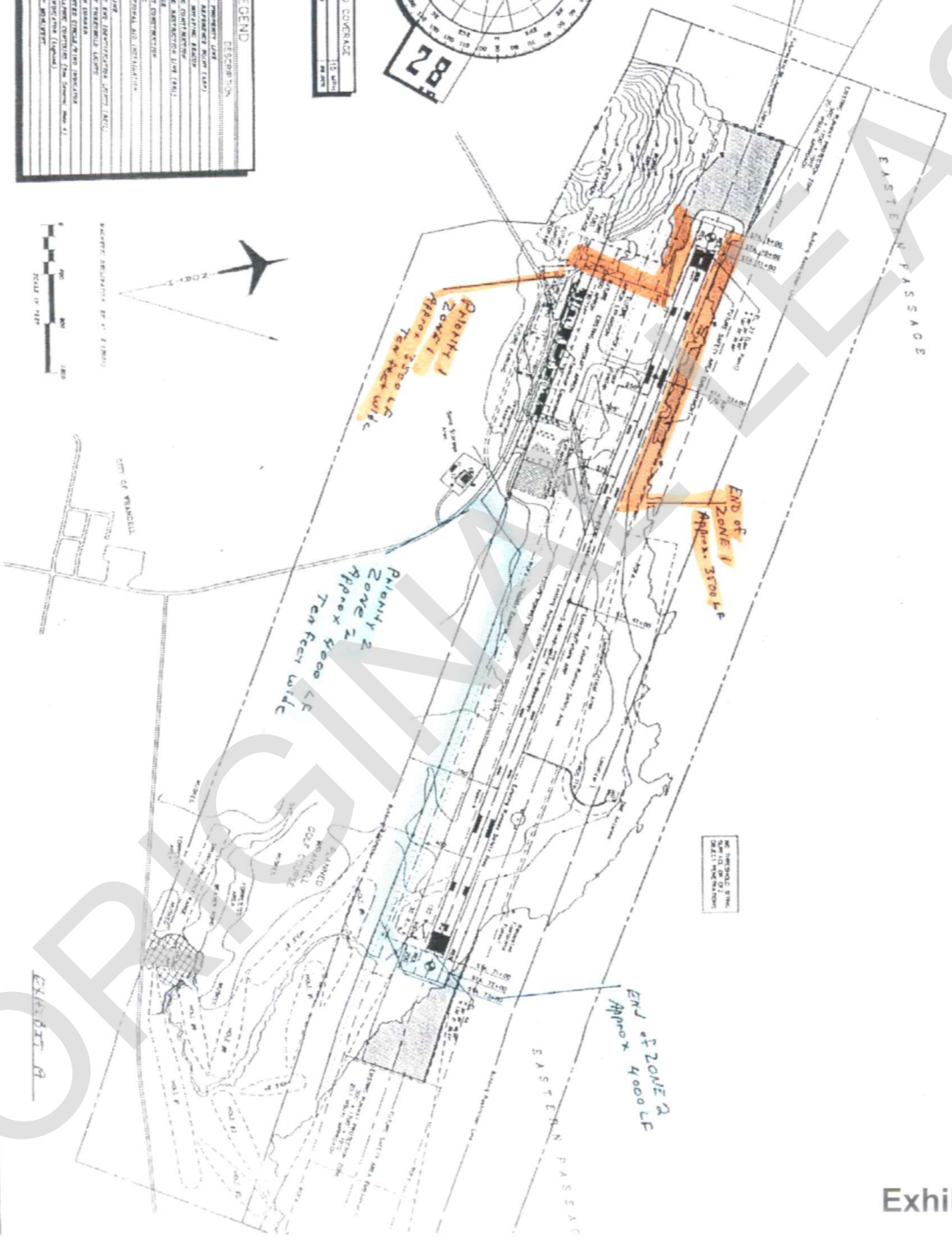
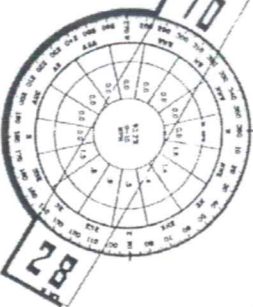
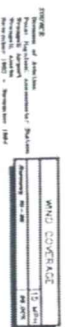


Exhibit A

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year stated in the acknowledgments below.

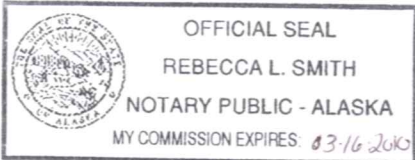
LESSEE: Wrangell Golf Club, Inc.

Leonard C Angerman President

STATE OF ALASKA)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this 15 day of June, 2006, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Leonard C Angerman, known to me to be an officer of the above mentioned corporation and who acknowledged before me that he or she executed the foregoing instrument for and on behalf of the corporation, with full authorization by the corporation to do so; and that the corporate seal affixed to this instrument is the corporate seal of the corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.



Rebecca Smith
Notary Public in and for Alaska
My Commission Expires: March 16, 2010

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

Lynette Campbell

STATE OF ALASKA)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this 20th day of June, 2003, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared Lynette Campbell, known to me and to me known to be the Chief, Juneau Office of Aviation Leasing, Department of Transportation and Public Facilities, for the uses and purposes therein set forth and that she is authorized by said State of Alaska so to do.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year first written above.



State of Alaska
Notary Public
KELLY HARP
My Commission Expires with office

Kelly Harp
Notary Public in and for Alaska
My Commission Expires: with office

**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
AIRPORT LEASING**

SUPPLEMENT 5

WRANGELL AIRPORT

ADA-50185

THIS SUPPLEMENT to Lease ADA-50185, entered by and between the State of Alaska, Department of Transportation and Public Facilities (Lessor), whose physical address is 6860 Glacier Highway, Juneau, Alaska, 99801, and whose mailing address is PO Box 112506, Juneau, Alaska, 99811-2506, and Wrangell Golf Club Inc (Lessee), whose address is PO Box 2199, Wrangell, Alaska, 99929, do enter into this agreement including exhibit(s) and signature page(s), and agree as follows:

RECITALS:

- (a) On May 15, 1995, the parties hereto entered into a principal agreement, designated as Lease Agreement ADA-50185, covering the following:
- Approximately 35 acres of Wrangell Airport land.
- (b) On January 22, 1999, Supplement 1 was executed which amended the Premises description to 33 acres of land and added storage of tools and equipment to the authorized uses; and
- (c) Supplement 2 was executed on January 30, 2003, amending the Rent provision to allow for work in lieu of rent and adding the Special Covenants describing the nature of the work in lieu of rent. This provision expired in June 2007; and
- (d) Supplement 3 was executed on January 30, 2003, adding Special Covenant 14 authorizing caretaker living quarters on the Premises; and
- (e) On June 20, 2006, Supplement 4 was executed which renewed the work in lieu of rent provision added in Supplement 2. This renewal expires in June 2010; and
- (f) The Lessee desires to extend or amend the above described principal agreement; and

Wrangell Airport

1 of 6

Initials: *Bej*
ADA-50185

- (g) The parties find it will be to their mutual advantage to extend, supplement, amend, or revise said contract;

NOW, THEREFORE, in consideration of the foregoing, the said contract is hereby extended, supplemented, amended or revised in the following particulars only, viz:

- (1) Basic Provisions 4, Rent, is hereby amended as follows:

(A) RENT

1. The rent for the Premises is \$4,950 per year, calculated at the rate of \$150 per acre per year ($\$150 \times 33 \text{ acres} = \$4,950$) payable annually in arrears of the first day of each year of the term of this Lease as specified in Article IV (Term). Any additional fees are specified elsewhere in this Lease. All payments required by this Lease must be made in U.S. dollars.
2. In lieu of rent for the period June 1, 2010 to June 1, 2015, the Lessee agrees to remove, cut and control brush, trees, bushes and other vegetation within areas designated by the Wrangell Airport Manager in accordance with Special Covenant 11 included in this Supplement.
3. Checks, bank drafts, or postal money orders are to be made payable to the State of Alaska and delivered to Accounts Receivable, Southeast Region, Department of Transportation and Public Facilities, in person or by courier at 3132 Channel Drive, Juneau, Alaska or by US Postal Service (mail) at PO Box 112500, Juneau, Alaska 99811-2500, or any other address the Lessor may designate in writing.
4. Beginning the day payment is due, all unpaid rents, charges, and fees required under this Lease will accrue interest at the rate of 10.5% per annum. Interest on disputed amounts will not be charged to the Lessee if the dispute is resolved in the Lessee's favor.
5. In addition to the interest, the Lessor will charge an administrative fee of \$50.00 each time the Lessor issues a late notice to the Lessee for failure to pay when due a payment of rent by the date required in the Lease.
6. Lessee acknowledges that Lessor's billing statements are provided only as a courtesy. The Lessee is obligated to pay all rents and fees when due, with or without a billing statement.

Wrangell Airport

2 of 6

Initials: BA

ADA-50185

7. Any rent, charge, fee, or other consideration which is due and unpaid at the expiration, termination, or cancellation of this Lease will be a lien against the Lessee's property, real or personal.
8. The Lessee will pay all reasonable actual expenses, costs, and attorney fees Lessor may incur, with or without formal action, to enforce, defend, or protect this Lease or Lessor's rights under this Lease, including any expense incurred with respect to environmental compliance, bankruptcy or any proceeding that involves the Lessee, the Lease, the Premises, improvements or personal property on the Premises. The Lessee will make payment within 30 days of the date of each notice from Lessor of any amounts payable under this provision.

(B) RENT ADJUSTMENT

1. During the first five years of the term stated in Basic Provision 3, Term, the Lessor may not change the rate of the rent or the fees payable under this lease. At any time after the end of the first five years of the lease term, the Lessor may, in its sole discretion, increase or decrease the rate of the rent or the fees payable, provided that the Lessor may not change the rate of the rent or the fees payable more than once in any 12-month period. Any change is effective 30 days after the date of the Lessor's notice of rent adjustment. If the Lessee believes that the changed rent exceeds the fair market rent for the Premises, the Lessee may protest to the Lessor according to 17 AAC 45.297.
2. The Lessee must pay the changed rent beginning on the effective date stated in the Lessor's rent adjustment notice and continue paying the adjusted rent throughout the protest process.
3. The Lessor has no obligation to appraise the Premises under any circumstances.

(2) Special Covenant 11 is hereby revised as follows:

(A) TIMELINESS OF WORK

The work performed by the Lessee in lieu of rent shall be completed no later than June 1 of each lease period. Lessor and Lessee agree that in the event the work is not completed by June 1 of each period under this agreement, Lessee shall be responsible for payment of rent as

Wrangell Airport

3 of 6

Initials:


 ADA-50185

specified in Lease Agreement ADA-50185 Basic Provision 4, (A) RENT, included in this Supplement.

(B) SCOPE OF WORK

At the beginning of each lease year, the required amount of hours of work to be performed by the Lessee in lieu of rent for that year will be calculated as the current annual rent for that year divided by the prevailing Basic Hourly Rate (BHR) of pay for Brush Cutters from the most recent Alaska Department of Labor Laborers' & Mechanics' Minimum Rates of Pay pamphlet.

(C) DESCRIPTION OF WORK

The work consists of clearing all trees, brush, bushes and debris from designated areas directed by the Wrangell Airport Manager. The general clearing requirements include clearing a 10-foot wide area adjacent to the airport fence in designated areas. Trees and brush shall be cut to a height of not more than 6 inches above the surrounding ground. Vegetation sticking through the fence mesh shall be cleared or cut without damage to the fence.

(C) TOOLS

Lessee shall provide all tools, safety materials and equipment necessary to complete the clearing of all trees, brush and debris from the designated area.

(D) SAFETY

Lessee acknowledges that safety is of paramount importance in the execution of the work under this agreement. The Lessee shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. The Lessee shall train it's workers in safety precautions and implement and enforce the necessary safety measures. Lessee further agrees that no person under 18 years of age shall be allowed to perform work under this agreement.

Wrangell Airport

4 of 6

Initials:


ADA-50185

(E) PROJECT MANAGEMENT

Lessee agrees that the work performed under this agreement shall be coordinated with the Wrangell Airport Manager. Lessor and Lessee agree that all work areas and the scope of required activities shall be defined by the Wrangell Airport Manager.

(F) INDEMNIFICATION

The Lessee shall indemnify, save harmless and defend the Lessor and it's agents and employees from all claims or actions for injuries or damage sustained by any person or property arising directly or indirectly from the Lessee's performance of this agreement.

The effective date of this Supplement 5 is June 1, 2010.

ALL OTHER TERMS, PROVISIONS, AND COVENANTS REMAIN UNCHANGED.

Wrangell Airport

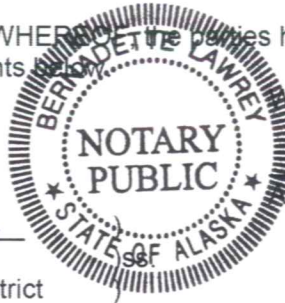
5 of 6

Initials:



ADA-50185

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year stated in the acknowledgments.



WRANGELL GOLF CLUB INC
Brian Lee Smith president
AUTHORIZED SIGNATORY

STATE OF Alaska
1st Judicial District

THIS IS TO CERTIFY that on this 14th day of August, 2009, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Brian Lee Smith, known to me to be an officer of the above mentioned corporation and who acknowledged before me that he or she executed the foregoing instrument freely and voluntarily for and on behalf of the corporation, with full knowledge of its contents, and full authorization by the corporation to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

Bernadette Lawrey
Notary Public in and for the State of Alaska
My Commission Expires: 9/15/10

STATE OF ALASKA
DEPARTMENT TRANSPORTATION
AND PUBLIC FACILITIES

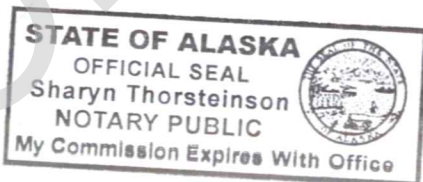
Lynette Campbell

STATE OF ALASKA)
)ss.
First Judicial District)

THIS IS TO CERTIFY that on this 14th day of August, 2009, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared Lynette Campbell, known to me and to me known to be the Chief, Southeast Region, Aviation Leasing, Department of Transportation and Public Facilities, for the uses and purposes therein set forth and that she is authorized by said State of Alaska so to do.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year first written above.

Sharyn Thorsteinson
Notary Public in and for Alaska
My Commission Expires: w/office



Wrangell Airport

Initials: BSL
ADA-50185

**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
AIRPORT LEASING**

SUPPLEMENT 6

WRANGELL AIRPORT

ADA-50185

THIS SUPPLEMENT to Lease ADA-50185, entered into by and between the State of Alaska, Department of Transportation and Public Facilities, whose physical address is 6858 Glacier Highway, Juneau, Alaska, 99801 and whose mailing address is PO Box 112505, Juneau, Alaska, 99811-2505, hereinafter referred to as the Lessor, and Wrangell Golf Club Inc, whose address is PO Box 2199, Wrangell, Alaska, 99929-2199, hereinafter referred to as the Lessee, do enter into this agreement including exhibit(s) and signature page(s), and agree as follows:

RECITALS:

- (a) On May 15, 1995, the parties hereto entered into a principal agreement, designated as Lease Agreement ADA-50185, covering approximately 35 acres of Wrangell Airport land.
- (b) On January 22, 1999, Supplement 1 was executed which amended the Premises description to 33 acres of land and added storage of tools and equipment to the authorized uses; and
- (c) Supplement 2 was executed on January 30, 2003, amending the Rent provision to allow for work in lieu of rent and adding the Special Covenants describing the nature of the work in lieu of rent. This provision expired in June 2007; and
- (d) Supplement 3 was executed on January 30, 2003, adding Special Covenant 14 authorizing caretaker living quarters on the Premises; and
- (e) On June 20, 2006, Supplement 4 was executed which renewed the work in lieu of rent provision added in Supplement 2. This renewal expired in June 2010; and
- (f) On August 19, 2009, Supplement 5 was executed which renewed the work in lieu of rent provision added in Supplement 2. This renewal expires on June 1, 2015 when the Lease term also expires; and

WHEREAS, the Lessee desires to extend or amend the above described principal agreement; and

Wrangell Airport
Wrangell Golf Club Inc

Page 1 of 3

Initials Bd
Supplement 6 - ADA-50185

WHEREAS, the parties find it will be to their mutual advantage to extend, supplement, amend, or revise said contract;

NOW, THEREFORE, in consideration of the foregoing, the said contract is hereby extended, supplemented, amended or revised in the following particulars only, viz:

- (1) Basic Provision 3 (Term) is hereby added to as follows:

The term of this agreement is extended five years to expire June 1, 2020.

- (2) Basic Provisions 4 (Rent), Section A (Rent), paragraphs (1) and (2) (as amended under Supplement 5) are hereby amended as follows:

(A) RENT

- 1. The rent for the Premises is \$4,950 per year, calculated at the rate of \$150 per acre per year ($\$150 \times 33 \text{ acres} = \$4,950$) payable annually in arrears of the first day of each year of the term of this Lease as specified in Article IV (Term). Any additional fees are specified elsewhere in this Lease. All payments required by this Lease must be made in U.S. dollars.
- 2. In lieu of rent for the period June 1, 2015 to June 1, 2020, the Lessee agrees to remove, cut and control brush, trees, bushes and other vegetation within areas designated by the Wrangell Airport Manager in accordance with Special Covenant 11 included in Supplement 5.

The effective date of this Supplement 6 is June 1, 2015.

ALL OTHER TERMS, PROVISIONS, AND COVENANTS REMAIN UNCHANGED.

Wrangell Airport
Wrangell Golf Club Inc

Initials BJ
Supplement 6 - ADA-50185

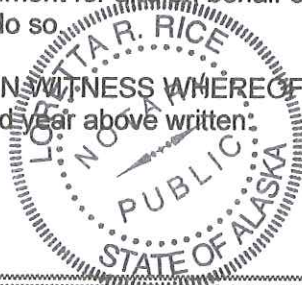
IN WITNESS WHEREOF, the parties hereto have set their hands the day and year stated in the acknowledgments below.

WRANGELL GOLF CLUB INC

Brian Lee Smith
AUTHORIZED SIGNATORY
Brian Lee Smith

STATE OF Alaska)
1st Judicial District)ss.
)

THIS IS TO CERTIFY that on this 4 day of MAY, 2015, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Brian Lee Smith, known to me to be an officer of the above mentioned corporation and who acknowledged before me that he or she executed the foregoing instrument for and on behalf of the corporation, with full authorization by the corporation to do so



IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written:

J. Rice
Notary Public in and for the State of Alaska
My Commission Expires: 04-12-19

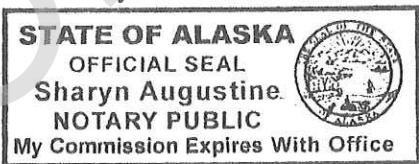
STATE OF ALASKA
DEPARTMENT TRANSPORTATION
AND PUBLIC FACILITIES

Lynette Campbell

STATE OF ALASKA)
First Judicial District)ss.
)

THIS IS TO CERTIFY that on this 29th day of May, 2015, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared Lynette Campbell, known to me and to me known to be the Chief, Southeast Region, Statewide Aviation Leasing, Department of Transportation and Public Facilities, for the uses and purposes therein set forth and that she is authorized by said State of Alaska so to do.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year first written above.



Wrangell Airport
Wrangell Golf Club Inc

Sharyn Augustine
Notary Public in and for Alaska
My Commission Expires: w/office

Initials BSJ

**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

SUPPLEMENT 7

WRANGELL AIRPORT

LEASE ADA-50185

THIS SUPPLEMENT to Lease ADA-50185, is entered into by and between the State of Alaska, Department of Transportation and Public Facilities, whose physical address is 6858 Glacier Highway, Juneau, Alaska, 99801 and whose mailing address is PO Box 112505, Juneau, Alaska, 99811-2505, referred to as the Lessor, and Wrangell Golf Club Inc, whose address is PO Box 2199, Wrangell, Alaska, 99929-2199, referred to as the Lessee, including exhibit(s) and signature page(s), and the parties hereto agree as follows:

RECITALS:

1. Lease ADA-50185, dated May 15, 1995, was executed between the Lessor and the Lessee for 35 acres of land for "construction and maintenance of a golf course for the purpose of golf, cross country skiing, hiking, nature viewing, intramural golf for the public schools"; and
2. The community non-profit Wrangell Golf Club Inc constructed the golf course from 1995-1999; and
3. Supplement 1, Lease ADA-50185, effective September 1, 1998, amended the Premises to 33 acres of land, added regulatory language to the Lease and amended the authorized uses to include "storage of grounds keeping tools, supplies and equipment in a temporary structure; overflow parking of vehicles"; and
4. Supplement 2, effective January 1, 2004, amended the Rent provision to allow for work in lieu of rent and added the Special Covenants describing the nature of the work in lieu of rent. This provision expired in June 2007; and
4. Supplement 3, effective January 1, 2004, added Special Covenant 14 authorizing caretaker living quarters on the Premises; and
5. Supplement 4, effective June 1, 2006, renewed the work in lieu of rent provision added in Supplement 2 to expire June 2010; and Supplement 5, effective June 1, 2010, renewed the work in lieu of rent provision to expire June 1, 2015; and Supplement 6, effective June 1, 2015, renewed the work in lieu of rent provision to expire on June 1, 2020; and
7. The Lessee has been paying "work in lieu of rent" based on a Rent Appraisal conducted in 1994. The Lessee has agreed to conduct a new Rent Appraisal within the next two years; and
8. The Lessee desires to extend or amend the above described principal agreement; and

Wrangell Airport
Wrangell Golf Club

Page 1 of 3

Initials EW
Supplement 7 - ADA-50185

9. The parties find it will be to their mutual advantage to extend, supplement, amend, or revise said contract.

NOW, in consideration of the foregoing, Lease ADA-50185 is hereby extended, supplemented, amended or revised in the following particulars only, viz.:

- I. Basic Provision 3 (Term) is hereby replaced in its entirety as follows:

The term of this agreement is 27 years from Jun 1, 1995, to June 1, 2022.

- II. Basic Provisions 4 (Rent), Section A (Rent), Paragraphs (1) and (2) (as amended under Supplement 5) are hereby replaced in entirety as follows:

(A) RENT

1. The rent for the Premises is \$4,950 per year, calculated at the rate of \$150 per acre per year ($\$150 \times 33 \text{ acres} = \$4,950$) payable annually in arrears of the first day of each year of the term of this Lease as specified in Article IV (Term). Any additional fees are specified elsewhere in this Lease. All payments required by this Lease must be made in U.S. dollars.
2. In lieu of rent for the period June 1, 2020 to June 1, 2022, the Lessee agrees to remove, cut and control brush, trees, bushes and other vegetation within areas designated by the Wrangell Airport Manager in accordance with Special Covenant 11 included in Supplement 5.

- III. Special Covenants 12 & 13 are hereby added as follows:

12. The Lessee and Lessor agree and acknowledge that the Premises has not had a rent appraisal since 1994 and that Lessee does not believe the Wrangell Airport rental rates set out in regulation are applicable to the Premises. Lessee agrees, by June 1, 2022, to submit a written rent appraisal of fair market rent for the Premises, completed by an appraiser certified under AS 08.87 as a general real estate appraiser. This appraisal will be the basis for fair market rent of the Premises.
13. Lessee acknowledges that the authorized uses under Lease ADA-50185 are non-aeronautical in nature and that Lessor has not yet obtained the concurrence of the Federal Aviation Administration (FAA) for the non-aeronautical use. Lessee agrees to cooperate with the Lessor by providing information to the Lessor as Lessor obtains FAA concurrence for this non-aeronautical use.

The effective date of this Supplement 7 is June 1, 2020.

ALL OTHER TERMS, PROVISIONS, AND COVENANTS REMAIN UNCHANGED.

Wrangell Airport
Wrangell Golf Club

Page 2 of 3

Initials KW
Supplement 7 - ADA-50185

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year stated in the acknowledgments below.

K. Woodbury
 AUTHORIZED SIGNATORY
 LESSEE WRANGELL GOLF CLUB INC

STATE OF Alaska)ss.
1st Judicial District)

THIS IS TO CERTIFY that on this 7th day of October, 2020, before me, the undersigned, a Notary Public in and for the State of Alaska, or an agent duly authorized by law as such, personally appeared Kristina Woodbury, known to me to be an officer of the above mentioned corporation and who acknowledged before me that he or she executed the foregoing instrument freely and voluntarily for and on behalf of the corporation, with full knowledge of its contents, and with full authorization by the corporation to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.



Mary Svenson
 Notary Public in and for the State of Alaska
 My Commission Expires: 11-15-2020

STATE OF ALASKA
 DEPARTMENT TRANSPORTATION
 AND PUBLIC FACILITIES

SEE ATTACHED

STATE OF ALASKA)ss.
 Fourth Judicial District)

THIS IS TO CERTIFY that on this _____ day of _____, 2020, before me, the undersigned, a Notary Public in and for the State of Alaska, or an agent duly authorized by law as such, personally appeared Penelope Adler, known to me to be the Chief, Northern Region Office, Statewide Aviation Leasing, Department of Transportation and Public Facilities, for the uses and purposes therein set forth and that she is authorized by said State of Alaska so to do.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year first written above.

 Notary Public in and for Alaska
 My Commission Expires: _____

Wrangell Airport
Wrangell Golf Club

Initials KW
Supplement 7 - ADA-50185

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year stated in the acknowledgments below.

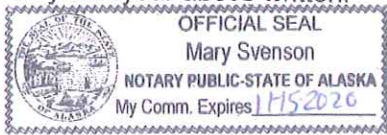
STATE OF Alaska)ss.
1st Judicial District)

K Woodbury
AUTHORIZED SIGNATORY
LESSEE WRANGELL GOLF CLUB INC

SEE ATTACHED
DRAFT

THIS IS TO CERTIFY that on this 7th day of October, 2020, before me, the undersigned, a Notary Public in and for the State of Alaska, or an agent duly authorized by law as such, personally appeared Kristina Woodbury, known to me to be an officer of the above mentioned corporation and who acknowledged before me that he or she executed the foregoing instrument freely and voluntarily for and on behalf of the corporation, with full knowledge of its contents, and with full authorization by the corporation to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.



Mary Svenson
Notary Public in and for the State of Alaska
My Commission Expires: 11-15-2020

STATE OF ALASKA
DEPARTMENT TRANSPORTATION
AND PUBLIC FACILITIES

STATE OF ALASKA)ss.
Fourth Judicial District)

Penelope Adler
Penelope Adler

THIS IS TO CERTIFY that on this 26th day of October, 2020, before me, the undersigned, a Notary Public in and for the State of Alaska, or an agent duly authorized by law as such, personally appeared Penelope Adler, known to me to be the Chief, Northern Region Office, Statewide Aviation Leasing, Department of Transportation and Public Facilities, for the uses and purposes therein set forth and that she is authorized by said State of Alaska so to do.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year first written above.



Jennifer Schatz
Notary Public in and for Alaska
My Commission Expires: with office

Wrangell Airport
Wrangell Golf Club

Initials KW
Supplement 7 - ADA-50185

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 27, 2023
	<u>Agenda Section</u>	13

Approval of a contract award pursuant to Wrangell Municipal Code 5.10.050, E. to True North Sustainable Development Solutions for Archeological Monitoring of the Alder Top Village Subdivision Site Work Project

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$118,290		
FY 21: \$	FY 22: \$	FY23: \$118,290
Amount Budgeted:		
Account Number(s):		
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		
		\$2,096,487

Reviews/Approvals/Recommendations

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

ATTACHMENTS:

1. True North Sustainable Development Solutions Cost Estimate dated 6/14/2023
2. Department of the Army Permit # POA-2021-00196
3. True North Sustainable Development Solutions prepared 2023 Archeological Monitoring and Inadvertent Discoveries Plan for the Wrangell Institute Subdivision Development Project

RECOMMENDATION MOTION:

Move to approve a contract award pursuant to Wrangell Municipal Code 5.10.050, E. to True North Sustainable Development Solutions for Archeological Monitoring of the Alder Top Village Subdivision Site Work Project.

SUMMARY STATEMENT:

Pursuant to Wrangell Municipal Code 5.10.050, E. When competitive bidding or quotations are not required, Section E. Contractual services of a professional nature, such as legal, engineering, architectural, and medical services, administration recommends entering into a contract with True North Sustainable Development Solutions (TNSDS) to perform the archeological investigations and archeological monitoring during the Alder Top Village Subdivision Site Work project, as required by the special condition of the US Army Corps of Engineers permit #POA-2021-00196 (copy attached) for ground disturbing activities and activities involving placing fill in 3.36 acres of wetlands.

True North Sustainable Development Solutions (TNSDS), was hired by R&M Engineering, under the engineering design contract for this subdivision development project, to assist in coordination with permitting through the State Historical Preservation Office (SHPO) and the US Army Corps of Engineers by developing the archeological monitoring and cultural discoveries plan (copy attached).

Having developed the plan, administration proposes to utilize TNSDS services for the in-field archeological monitoring work. TNSDS is required to be on site during all ground disturbing activities and will work alongside the site work contractor for both the archaeological pre-investigation task and the archeological monitoring during construction activities.

The TNSDS fee for the archaeological pre-investigation is based on an hourly rate as shown in their attached cost estimate, assuming two archeologists on site during this task. The hours for the final report for both tasks results, as well as expenses for airfare, lodging, transportation and per diem are also included in the cost estimate. The cost estimated for this work is \$70,290.

The TNSDS fee for the monitoring during clearing and grubbing and placement of roadway construction activities will be based on a daily rate for one archeologist to be on site during the general construction work at a rate of \$1,600 per day, which includes the necessary daily lodging, transportation, and per diem. It is unknown the total cost of this task at this time. An approximation of four weeks of archeological monitoring for this task is \$48,000 and subject to modifications based on actual time required for monitoring.

Administration recommends approving a contract in the amount of \$118,290 for the archaeological pre-investigation and archaeological monitoring during construction activities.

COST ESTIMATE PER TASK

FIRM: TNSDS		CLIENT: City and Borough of Wrangell					
PROJECT: Alder Top Village Pre Archaeological investigations and Archaeological Monitoring							
DATE: 06/14/2023							
METHOD OF PAYMENT: Project Estimate				PREPARED BY: Robert L. Meinhardt			
TASK DESCRIPTION	Principal Consultant	Cultural Resources Project Manager	Project Archaeologist/GIS	Project Archaeologist	Project Architectural Historian	Cultural Resources Technician	TOTAL
Task 1: Project Admin/Pre-planning/Permitting/Coordination	16	18	8				42.0
Task 2: Literature Review and Background Research			10	16			26.0
Task 3: Pre Investigation Survey			60	60			120.0
Task 4: Archaeological Monitor (\$1600/day rate)							0.0
Task 5: Data Synthesis/GIS		8	40	20			68.0
Task 6: Draft Pre Investigations and Archaeological Monitor Report	12	28	10	120			170.0
Task 7: Final Pre Investigations and Archaeological Monitor Report	8	8	8	20			44.0
TOTAL LABOR HOURS	36	62	136	236	0	0	470
LABOR RATES (\$/hr)	\$175.00	\$145.00	\$125.00	\$125.00	\$125.00	\$75.00	
LABOR COSTS (\$)	\$6,300.00	\$8,990.00	\$17,000.00	\$29,500.00	\$0.00	\$0.00	\$61,790.00
EXPENSES		Assumptions:					
ITEMS	UNIT PRICE	<ul style="list-style-type: none"> - Assumes pre investigations and archaeological monitoring will not require SCRIP from OHA. - Assumes two project archaeologists for pre investigations and one archaeological monitor for project duration. - Assumes no curatorial or collection analysis included in cost. Contract mod required for collection permits, curatorial agreement(s), and collection analysis. - Assumes lead agency responsible for consultation. TNSDS to provide pre investigations and archaeological monitor report of findings with recommendations to client for the purposes of agency consultation. - Assumes one revision request in cost. Additional revision requests will require contract modification. - Archaeological monitor day rate (\$1,600/day rate) includes lodging, local transportation, and per diem for one archaeological monitor. 					
Airfare	\$4,000						
Lodging (Pre Investigation Survey Only)	\$2,000						
Local Transportation (Pre Investigations Survey Only)	\$1,000						
Per Diem (Pre Investigations Survey Only)	\$1,500						
						TOTAL LABOR	\$61,790.00
						TOTAL EXPENSES	\$8,500.00
Total Expenses (\$)	\$8,500					TOTAL PROJECT COST	\$70,290.00



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

February 17, 2023

Regulatory Division
POA-2021-00196

Mr. Jeff Good, Borough Manager
City and Borough of Wrangell
205 Brueger Street
Wrangell, Alaska 99929

Dear Mr. Good:

Enclosed is the signed Department of the Army (DA) permit, file number POA-2021-00196, Zimovia Strait, which authorizes the construction of infrastructure and roads for access to future single-family residential lots. The project site is located at Latitude 56.4160° N., Longitude 132.3423° W.; at the Wrangell Institute site in Wrangell, Alaska. Also enclosed is a Notice of Authorization which should be posted in a prominent location near the authorized work.

If changes to the plans or location of the work are necessary for any reason, plans must be submitted to us immediately. Federal law requires approval of any changes before construction begins.

Nothing in this letter excuses you from compliance with other Federal, state, or local statutes, ordinances, or regulations.

Please contact me via email at roberta.k.budnik@usace.army.mil, by mail at the address above, by phone at (907) 753-2785, or toll free from within Alaska at (800) 478-2712, if you have questions or to request a hard copy of this letter and enclosures. For more information about the Regulatory Program, please visit our website at www.poa.usace.army.mil/Missions/Regulatory.

Sincerely,

Roberta K. Budnik
Project Manager

Enclosures



This notice of authorization must be conspicuously displayed at the site of work.

**United States Army Corps of Engineers
ZIMOVIA STRAIT**

A permit to: Place up to 11,400 cubic yards of fill into 3.36-acres of wetlands to construct roads (4,200 feet total, 44.7 feet wide), for access to single family residential lots. Water lines, fire hydrants, sewer lines, manholes and 20 power poles will be installed in the footprint of the road, except for 2008 feet of 1 sewer line. This will be installed in a 10 foot wide trench and will be backfilled with excavated material. Culverts will be installed at drainages and at 1 stream through the constructed road.

at: Latitude 56.4160° N., Longitude 132.3423° W.; at the Wrangell Institute site in Wrangell, Alaska.

has been issued to: City and Borough of Wrangell

on: February 17, 2023 **and expires:** February 29, 2028

Address of Permittee: 205 Brueger Street, Wrangell, Alaska 99929

Permit Number:

POA-2021-00196

Roberta K. Budnik

**FOR: District Commander
Roberta K. Budnik
Project Manager
REGULATORY DIVISION**

DEPARTMENT OF THE ARMY PERMIT

Permittee: City and Borough of Wrangell

Permit No.: POA-2021-00196

Issuing Office: U.S. Army Engineer District, Alaska

NOTE: The term "you" and its derivatives, as used in this permit, means the permittee or any future transferee. The term "this office" refers to the appropriate district or division office of the U.S. Army Corps of Engineers having jurisdiction over the permitted activity or the appropriate official of that office acting under the authority of the commanding officer.

You are authorized to perform work in accordance with the terms and conditions specified below.

Project Description: Discharge up to 11,400 cubic yards of shot rock material into 3.36 acres of wetlands in order to construct roads totaling 4,200-feet-long, 44.7-foot-wide, toe-to-toe, which will allow access to future single family residential lots. The road will include a 24-foot top width for driving, a 2-foot-wide gutter between the driving area and sidewalk, a 5-foot-wide sidewalk, and a 1.5:1 side slope embankment (approximately 5-foot-wide embankment). The project will also install water lines, fire hydrants, sewer lines, manholes and 20 wood power poles. These items will all be located within the footprint of the proposed road, except for 2,008 feet of one sewer line. This sewer line will be installed through multiple lots and in a 10-foot-wide trench. After installation, the trench will be backfilled with excavated material. Culverts will be installed at several drainages and at one stream through the constructed road to allow for the hydrology of the area to be maintained.

All work will be performed in accordance with the attached plan, sheets **1-16**, dated **April 12, 2021**.

Project Location: Latitude 56.4160° N., Longitude 132.3423° W.; at the Wrangell Institute site, in Wrangell, Alaska

Permit Conditions:

General Conditions:

1. The time limit for completing the work authorized ends on **February 29, 2028**. If you find that you need more time to complete the authorized activity, submit your request for a time extension to this office for consideration at least one month before the above date is reached.
2. You must maintain the activity authorized by this permit in conformance with the terms and conditions of this permit. You are not relieved of this requirement if you abandon the permitted activity, although you may make a good faith transfer to a third party in compliance with General Condition 4 below. Should you wish to cease to maintain the authorized activity or should you desire to abandon it without a good faith transfer, you must obtain a modification of this permit from this office, which may require restoration of the area.
3. If you discover any previously unknown historic or archeological remains while accomplishing the activity authorized by this permit, you must immediately notify this office of what you have found. We will initiate the Federal and State coordination required to determine if the remains warrant a recovery effort or if the site is eligible for listing in the National Register of Historic Places.
4. If you sell the property associated with this permit, you must obtain the signature of the new owner in the space provided and forward a copy of the permit to this office to validate the transfer of this authorization.

5. If a conditioned water quality certification has been issued for your project, you must comply with the conditions specified in the certification as special conditions to this permit. For your convenience, a copy of the certification is attached if it contains such conditions.

6. You must allow representatives from this office to inspect the authorized activity at any time deemed necessary to ensure that it is being or has been accomplished in accordance with the terms and conditions of your permit.

Special Conditions:

1. Erosion control measures shall remain in place and be maintained until all authorized work is completed and the work areas are stabilized. Immediately after completion of the final grading of the land surface, all slopes, land surfaces, and filled areas shall be stabilized using sod, degradable mats, barriers, or a combination of similar stabilizing materials to prevent erosion.

2. All excavated material being displaced shall be disposed of at an upland location.

3. No stockpiling of fill materials shall occur in wetlands or other waters of the U.S. that do not have DA authorization to be impacted.

4. Prior to commencing the work authorized by this permit, the Permittee shall fulfill compensatory mitigation requirements. As proposed by the Permittee and accepted by the Corps, the Permittee shall purchase 24.53 palustrine wetland credits from Natzuhini Bay Mitigation Bank for the loss of 3.36 acres of palustrine wetlands. You must email the signed credit transaction form to mitigationmanager@usace.army.mil and to Roberta Budnik at roberta.k.budnik@usace.army.mil upon completion of credit transaction (see form attached). If you are unable to complete this transaction, you are required to obtain a permit modification prior to commencing the work authorized by this permit for approval of an alternate mitigation method.

5. Ensure that an archaeological monitor who meets the Secretary of the Interior's Professional Qualification Standards for Archaeology is present during all ground disturbing activities occurring within the Permit Area. The monitoring must be conducted in accordance with a plan approved by the Corps. Construction of the project cannot proceed until the monitoring plan is submitted by the Permittee and approved by the Corps. The permittee has also agreed to implement monitoring of ground disturbing activities for the subdivision roads construction project occurring beyond the Permit Area (i.e., within the upland areas associated with the authorized project).

6. If human remains, historic resources, or archaeological resources are encountered during construction, all ground disturbing activities shall cease in the immediate area and you shall immediately (within one business day of discovery) notify the U.S. Army Corps of Engineers (Corps), Alaska District, Regulatory Office at (907) 753-2712 or Roberta Budnik at (970) 753-2785. Upon notification the Corps shall notify the appropriate Tribal Historic Preservation Office (THPO) and State Historic Preservation Office (SHPO). Based on the circumstances of the discovery, equity to all parties, and consideration of the public interest, the Corps may modify, suspend or revoke the permit in accordance with 33 CFR Part 325.7. After such notification, project activities on federal lands shall not resume without written authorization from the Corps. After such notification, project activities on tribal lands shall not resume without written authorization from the SHPO and the Corps.

7. Within 60 days of completion of the work authorized by this permit, the Permittee shall complete the attached "Self-Certification Statement of Compliance" form (Attached) and submit it to the Corps (U.S. Army Corps of Engineers, Regulatory Division, P.O. Box 6898 JBER, Alaska 99506-0898; or Roberta Budnik at roberta.k.budnik@usace.army.mil). In the event that the completed work deviates in any manner from the authorized work, the Permittee shall describe the deviations between the work authorized by this permit and the work as constructed on the "Self-Certification Statement of Compliance" form. The description of any deviations on the "Self-Certification Statement of Compliance" form does not constitute approval of any deviations by the Corps.

8. All contractors involved in this permitted activity shall be provided copies of this permit in its entirety. A copy shall remain on site at all times during construction.

Further Information:

1. Congressional Authorities: You have been authorized to undertake the activity described above pursuant to:

() Section 10 of the Rivers and Harbors Act of 1899 (33 U.S.C. 403).

(X) Section 404 of the Clean Water Act (33 U.S.C. 1344).

() Section 103 of the Marine Protection, Research, and Sanctuaries Act of 1972 (33 U.S.C. 1413).

2. Limits of this authorization.

a. This permit does not obviate the need to obtain other Federal, State, or local authorization required by law.

b. This permit does not grant any property rights or exclusive privileges.

c. This permit does not authorize any injury to the property or rights of others.

d. This permit does not authorize interference with any existing or proposed Federal project.

3. Limits of Federal Liability. In issuing this permit, the Federal Government does not assume any liability for the following:

a. Damages to the permitted project or uses thereof as a result of other permitted or unpermitted activities or from natural causes.

b. Damages to the permitted project or uses thereof as a result of current or future activities undertaken by or on behalf of the United States in the public interest.

c. Damages to persons, property, or to other permitted or unpermitted activities or structures caused by the activity authorized by this permit.

d. Design or construction deficiencies associated with the permitted work.

e. Damage claims associated with any future modification, suspension, or revocation of this permit.

4. Reliance on Applicant's Data: The determination of this office that issuance of this permit is not contrary to the public interest was made in reliance on the information you provided.

5. Reevaluation of Permit Decision. This office may reevaluate its decision on this permit at any time the circumstances warrant. Circumstances that could require a reevaluation include, but are not limited to, the following:

a. You fail to comply with the terms and conditions of this permit.

b. The information provided by you in support of your permit application proves to have been false, incomplete, or inaccurate (See 4 above).

c. Significant new information surfaces which this office did not consider in reaching the original public interest decision.

Such a reevaluation may result in a determination that it is appropriate to use the suspension, modification, and revocation procedures contained in 33 CFR 325.7 or enforcement procedures such as those contained in 33 CFR 326.4 and 326.5. The referenced enforcement procedures provide for the issuance of an administrative order requiring you to comply with the terms and conditions of your permit and for the initiation of legal action where appropriate. You will be required to pay for any corrective measures ordered by this office, and if you fail to comply with such directive, this office may in certain situations (such as those specified in 33 CFR 209.170) accomplish the corrective measures by contract or otherwise and bill you for the cost.

6. Extensions. General Condition 1 establishes a time limit for the completion of the activity authorized by this permit. Unless there are circumstances requiring either a prompt completion of the authorized activity or a reevaluation of the public interest decision, the Corps will normally give favorable consideration to a request for an extension of this time limit.

Your signature below, as permittee, indicates that you accept and agree to comply with the terms and conditions of this permit.

JW Dord Borough Manager
(PERMITTEE) AND TITLE

2/14/23
(DATE)

This permit becomes effective when the Federal official, designated to act for the Secretary of the Army, has signed below.

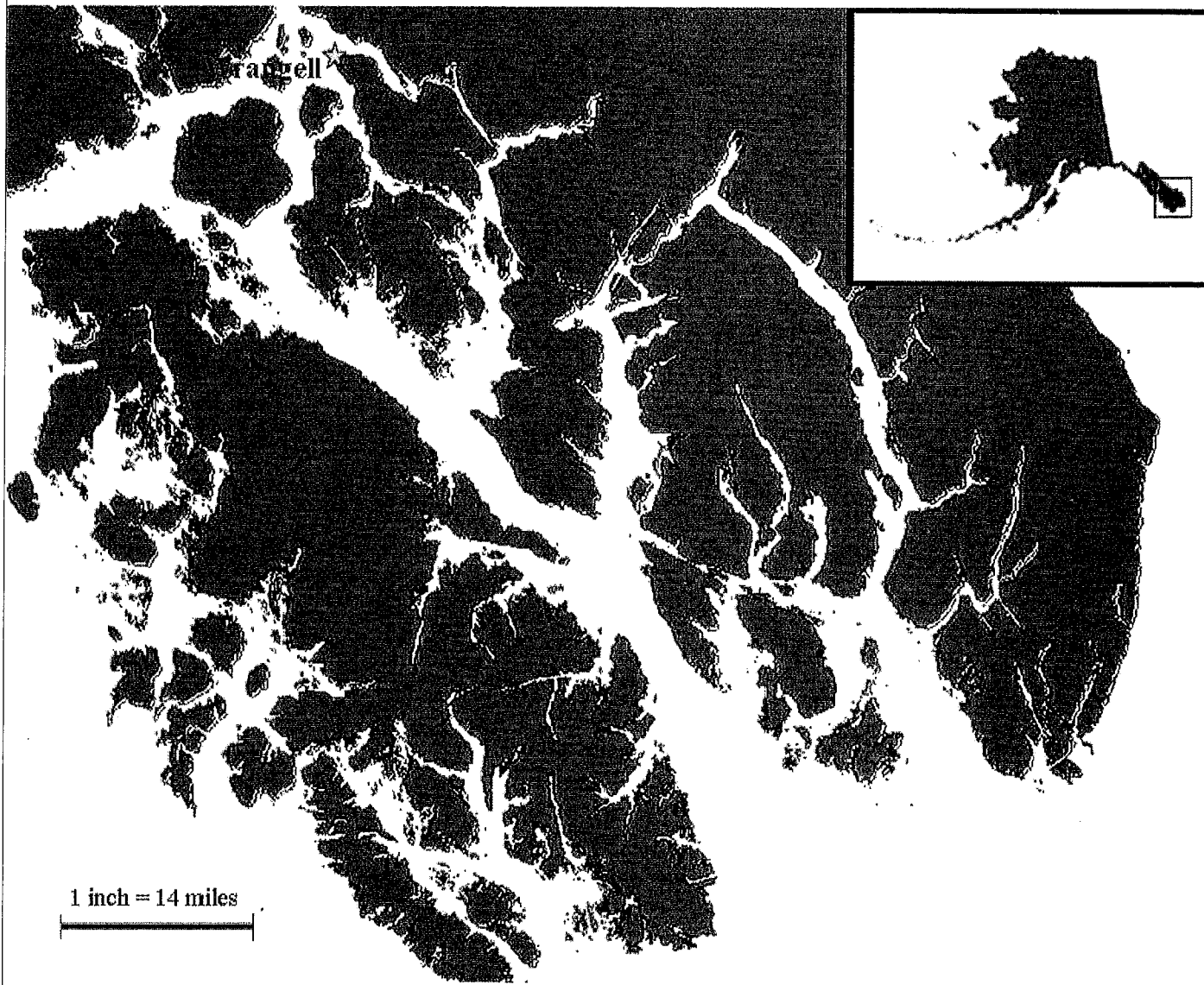
Roberta K. Budnik
FOR (DISTRICT COMMANDER)
Colonel Damon A. Delarosa
Roberta K. Budnik
South Branch, Regulatory Division

2/17/2023
(DATE)

When the structures or work authorized by this permit are still in existence at the time the property is transferred the terms and conditions of this permit will continue to be binding on the new owner(s) of the property. To validate the transfer of this permit and the associated liabilities associated with compliance with its terms and conditions have the transferee sign and date below.

(TRANSFEREE)

(DATE)



VICINITY MAP

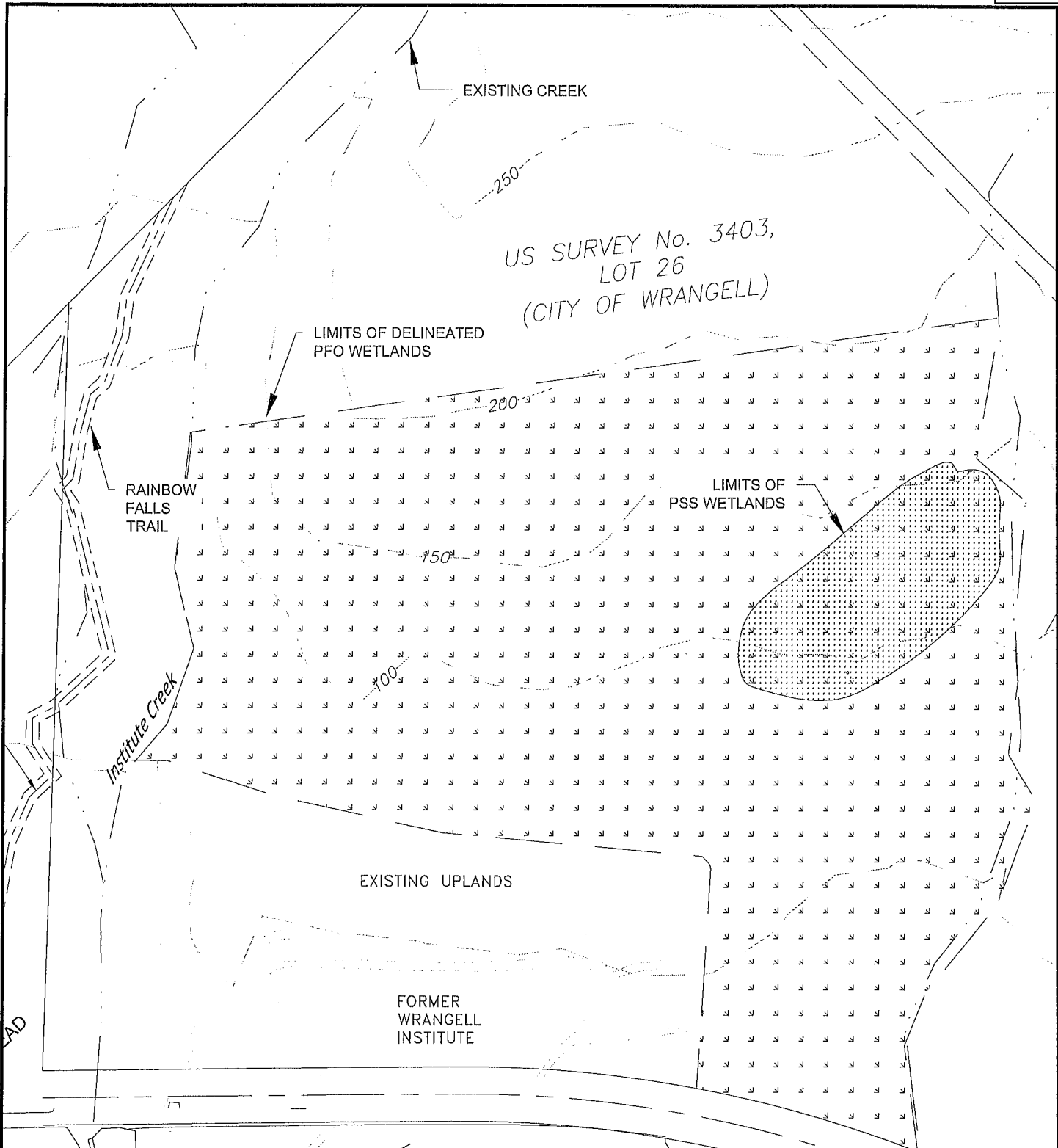
*APPLICATION BY: CITY AND
BOROUGH OF WRANGELL;
205 BRUEGER STREET
WRANGELL, AK 99929*

WRANGELL INSTITUTE DEVELOP.

AT: LOT 26, USS 3403, WRANGELL
LOCATED IN: T.63S., R.84E., SECTION 8&17
Lat 56.416006N, Long. 132.342288W

DATE: 4-12-21

SHEET 1



**EXISTING
CONDITIONS**

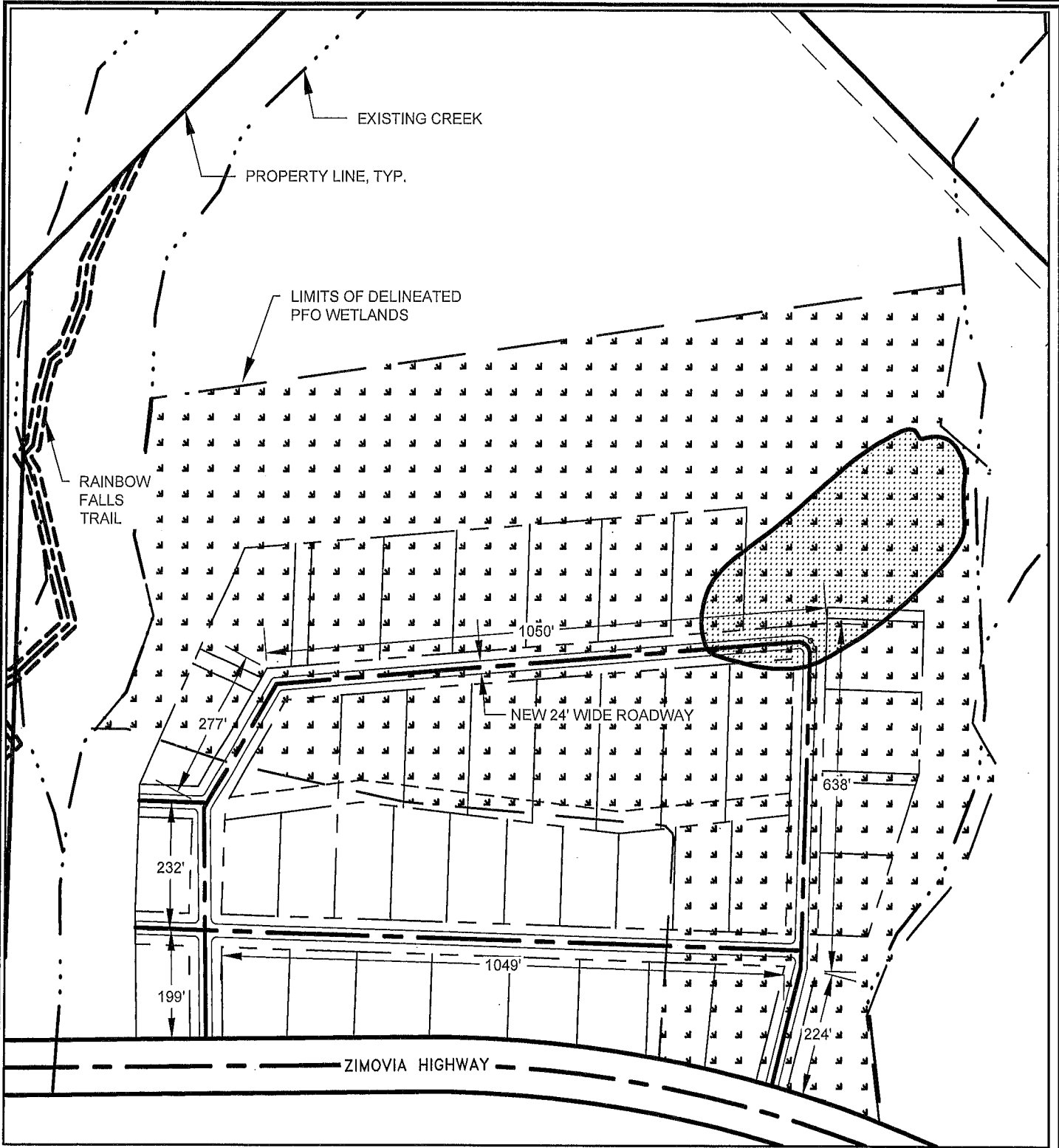
APPLICATION BY: CITY AND
BOROUGH OF WRANGELL;
205 BRUEGER STREET
WRANGELL, AK 99929

WRANGELL INSTITUTE DEVELOP.

AT: LOT 26, USS 3403, WRANGELL
LOCATED IN: T.63S., R.84E., SECTION 8&17
Lat 56.416006N, Long. 132.342288W

DATE: 4-12-21

SHEET **2**



PROJECT QUANTITIES
 4.0 AC PROJECT AREA
 3.0 AC WETLANDS IMPACTED

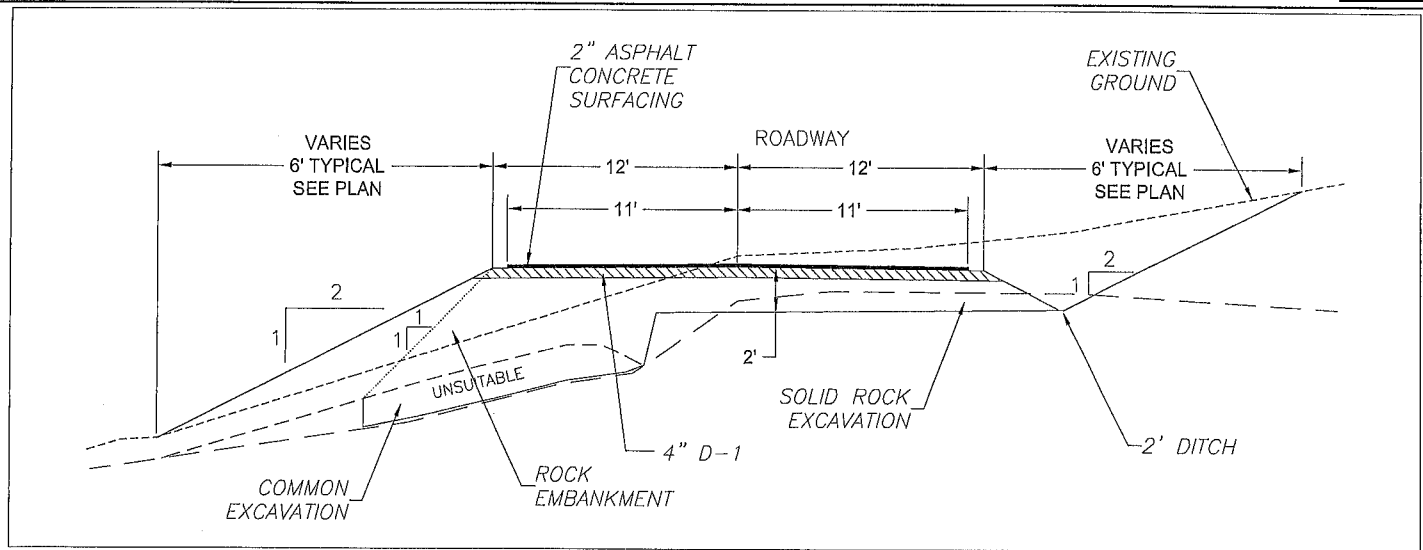
SITE PLAN

APPLICATION BY: CITY AND
 BOROUGH OF WRANGELL;
 205 BRUEGER STREET
 WRANGELL, AK 99929

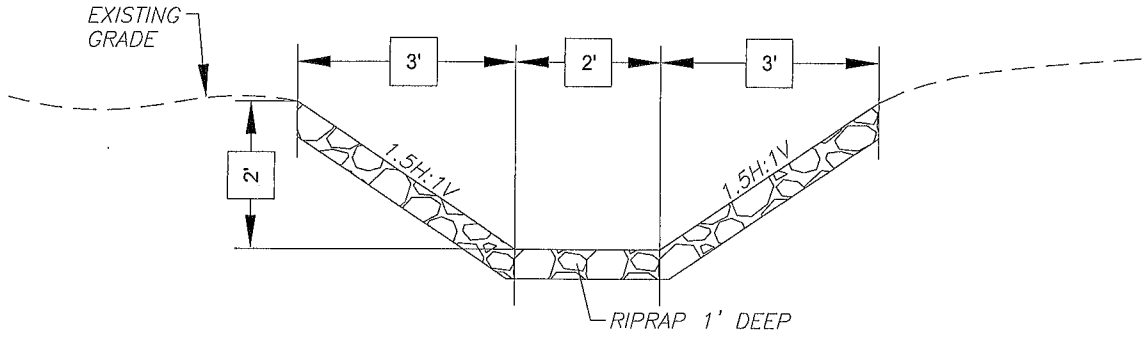
WRANGELL INSTITUTE DEVELOP.

AT: LOT 26, USS 3403, WRANGELL
 LOCATED IN: T.63S., R.84E., SECTION 8&17
 Lat 56.416006N, Long. 132.342288W

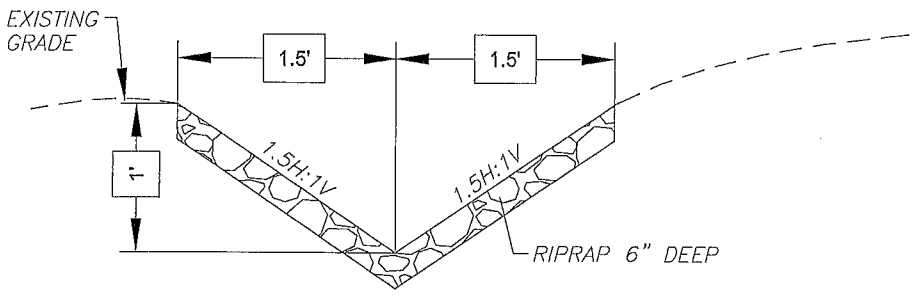
DATE: 4-12-21 SHEET 3



TYPICAL ROADWAY SECTION



TYPICAL INTERCEPTOR DITCH SECTION
NOT TO SCALE



TYPICAL VEE DITCH SECTION
NOT TO SCALE

TYPICAL SECTIONS

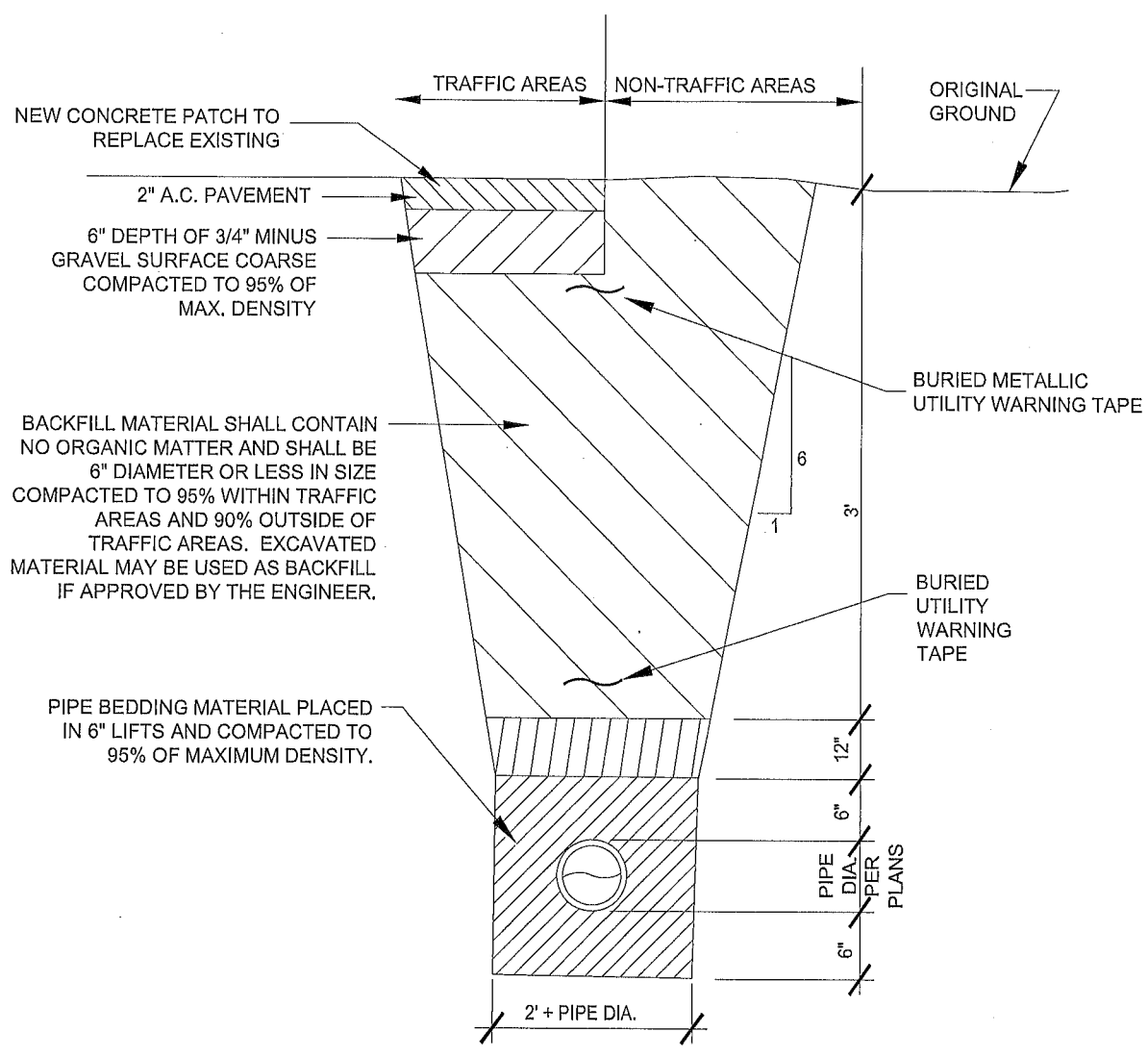
APPLICATION BY: CITY AND BOROUGH OF WRANGELL;
205 BRUEGER STREET
WRANGELL, AK 99929

WRANGELL INSTITUTE DEVELOP.

AT: LOT 26, USS 3403, WRANGELL
LOCATED IN: T.63S., R.84E., SECTION 8&17
Lat 56.416006N, Long. 132.342288W

DATE: 4-12-21

SHEET 4



TYPICAL TRENCH DETAIL

NOT TO SCALE

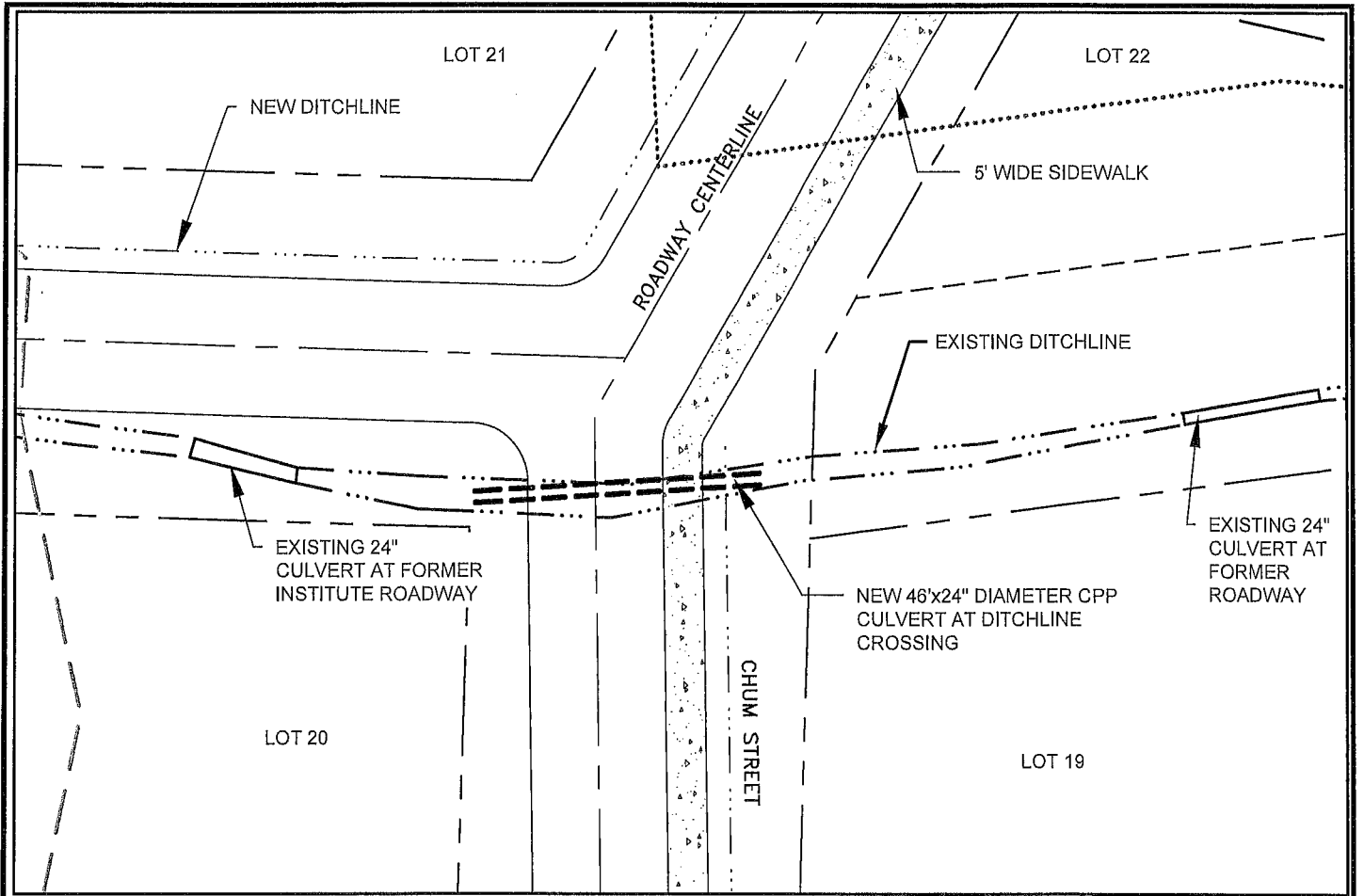
TYPICAL UTILITY TRENCH

APPLICATION BY: CITY AND BOROUGH OF WRANGELL;
205 BRUEGER STREET
WRANGELL, AK 99929

WRANGELL INSTITUTE DEVELOP.

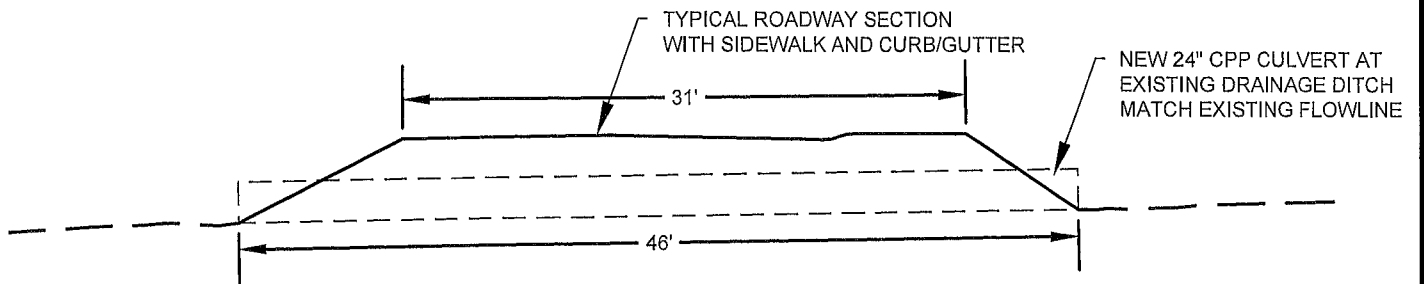
AT: LOT 26, USS 3403, WRANGELL
LOCATED IN: T.63S., R.84E., SECTION 8&17
Lat 56.416006N, Long. 132.342288W

DATE: 4-12-21 SHEET 5



STREAM CROSSING PLAN VIEW

1"=30'



STREAM CROSSING SECTION VIEW

NOT TO SCALE

STREAM CULVERT

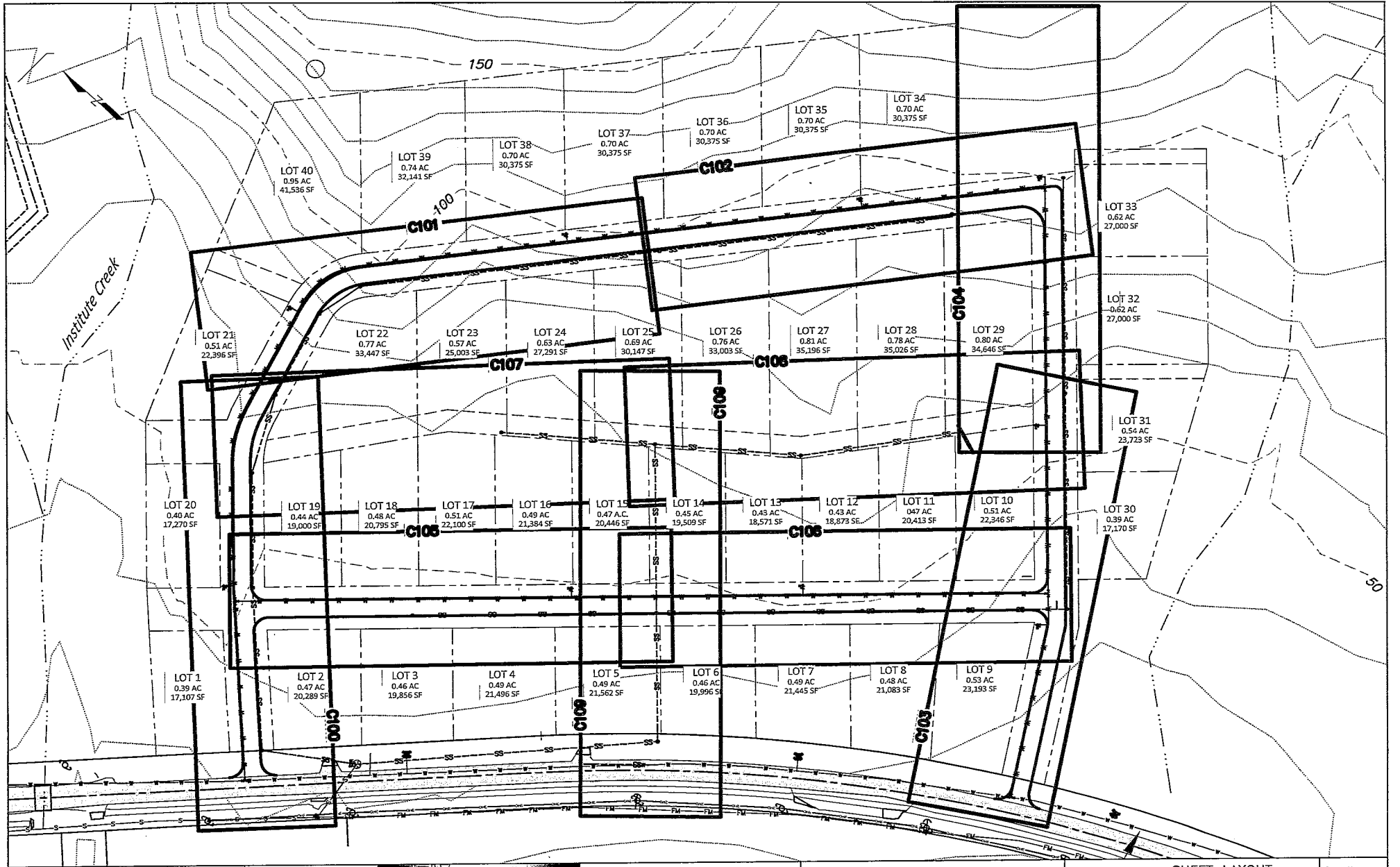
APPLICATION BY: CITY AND
BOROUGH OF WRANGELL;
205 BRUEGER STREET
WRANGELL, AK 99929

WRANGELL INSTITUTE DEVELOP.

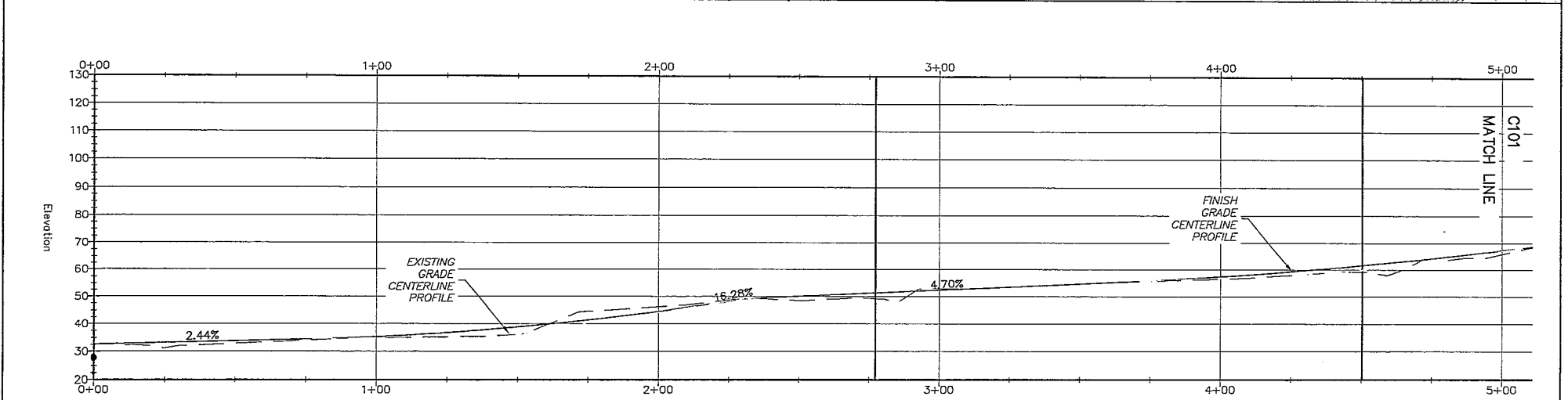
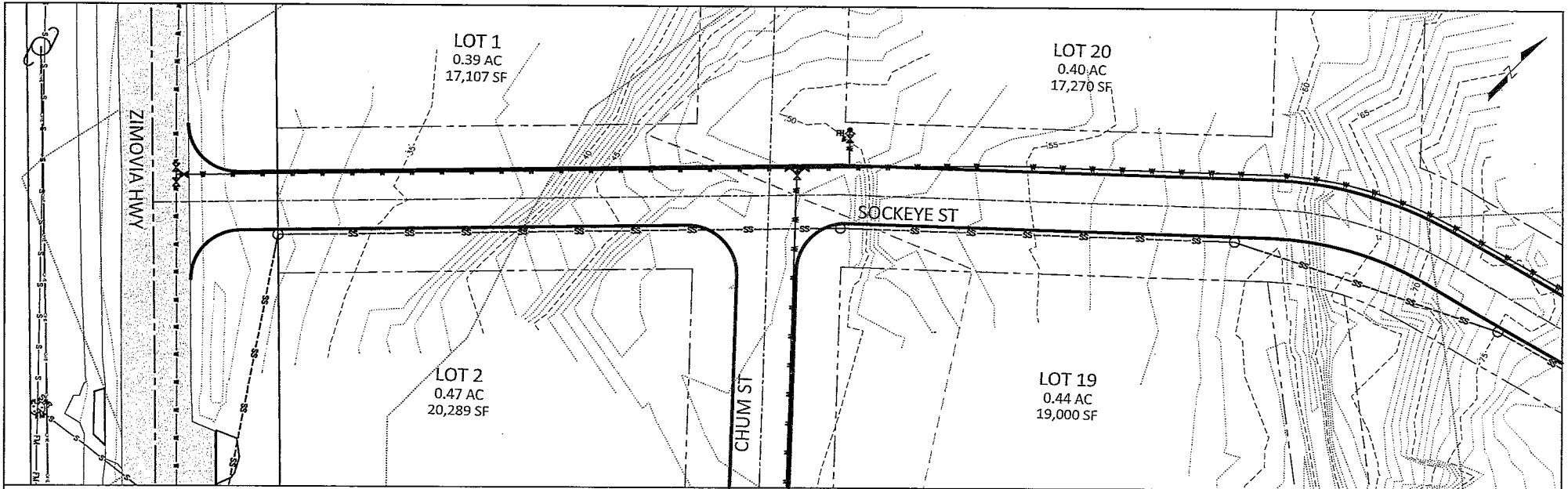
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LOCATED IN: T.63S., R.84E., SECTION 8&17
Lat 56.416006N, Long. 132.342288W

DATE: 4-27-21

SHEET 6



Designed: ARP	Approved:	 RAM ENGINEERING & ARCHITECTURE, INC. 7180 REVILLA ROAD, SUITE 300 KETCHIKAN, ALASKA 99901	Client: CITY OF WRANGELL	Project: WRANGELL INSTITUTE SUBDIVISION	Sheet Description: SHEET LAYOUT	Sheet No. C003
Drawn: ARP	Date: FEBRUARY, 2020					
Checked:	PROJECT #: 202725					

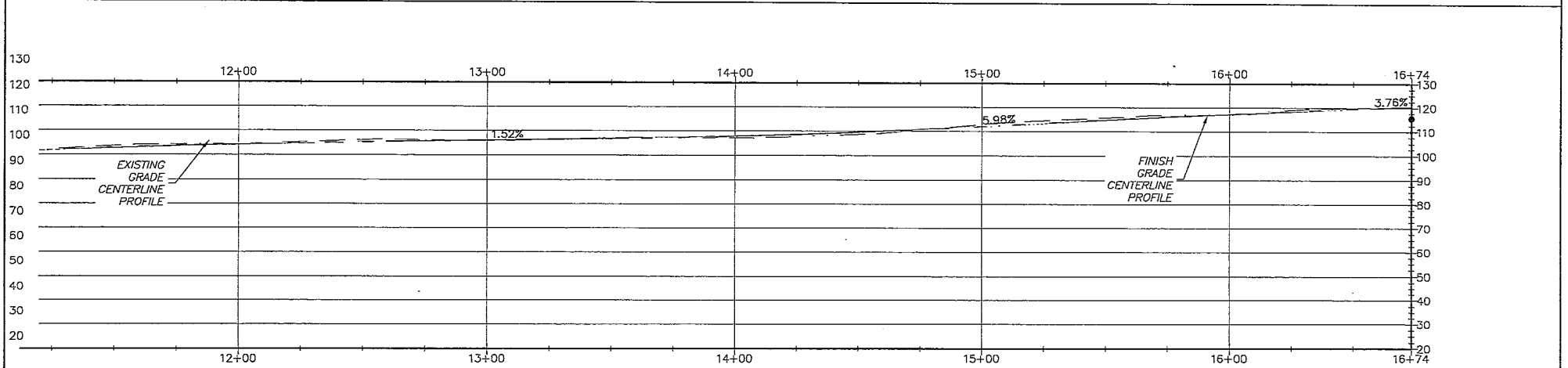
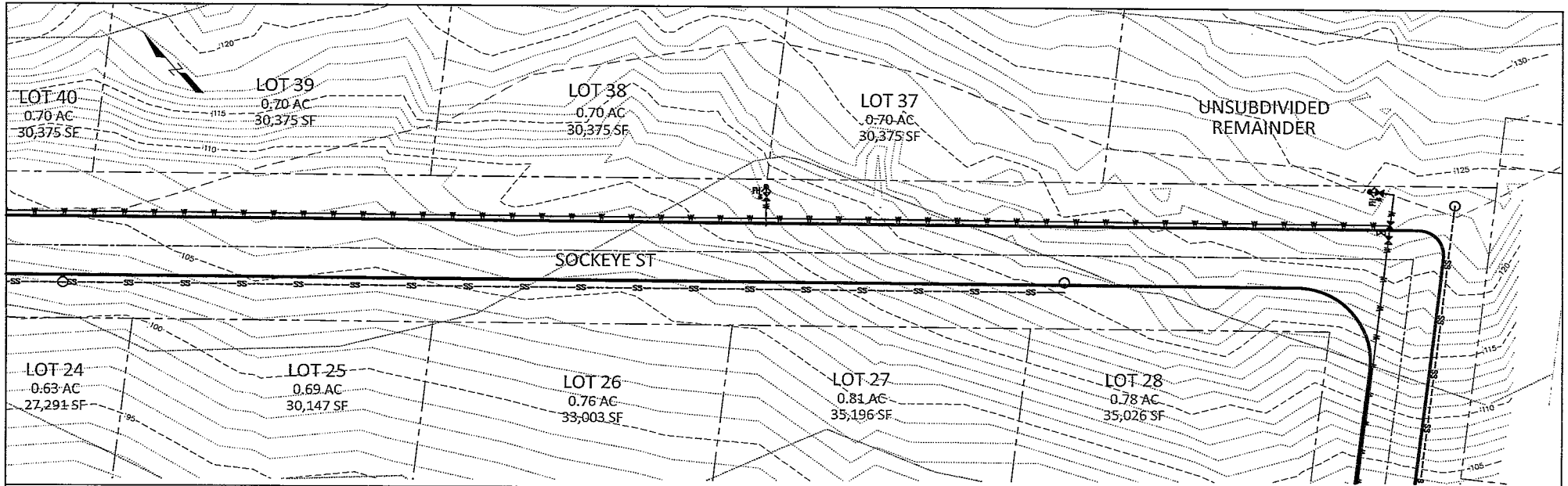


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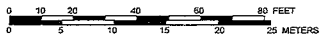


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Date	No.	Description	By					
		REVISION			PROJECT #: 202725			

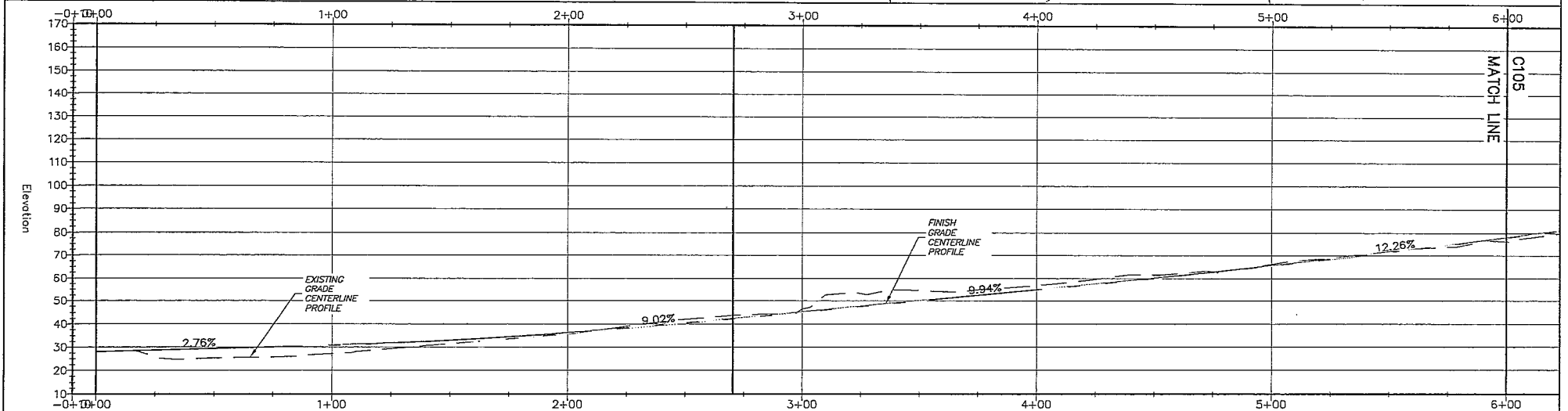
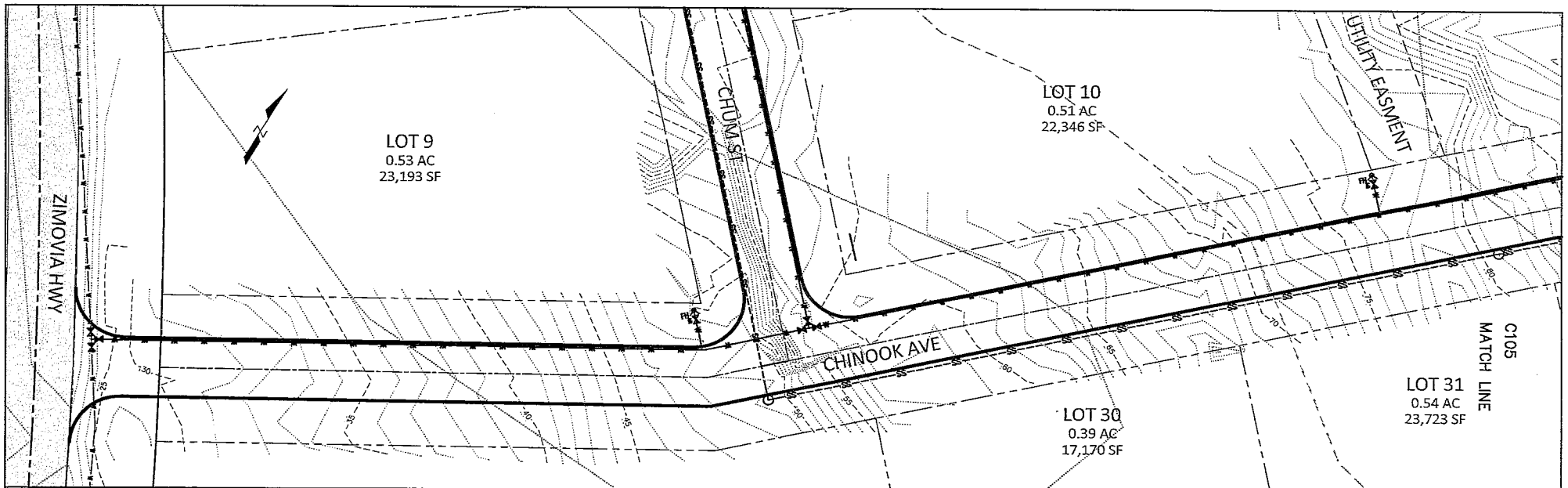


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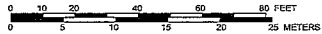


Designed: ARP		Approved:		 RAH ENGINEERING-KETCHIKAN, INC. 7150 REVILLA ROAD, SUITE 300 KETCHIKAN, ALASKA 99901	Client: CITY OF WRANGELL	Project: WRANGELL INSTITUTE SUBDIVISION	Sheet Description: SOCKEYE STREET PLAN AND PROFILE	Sheet No. C102
Date	No.	Description	By					

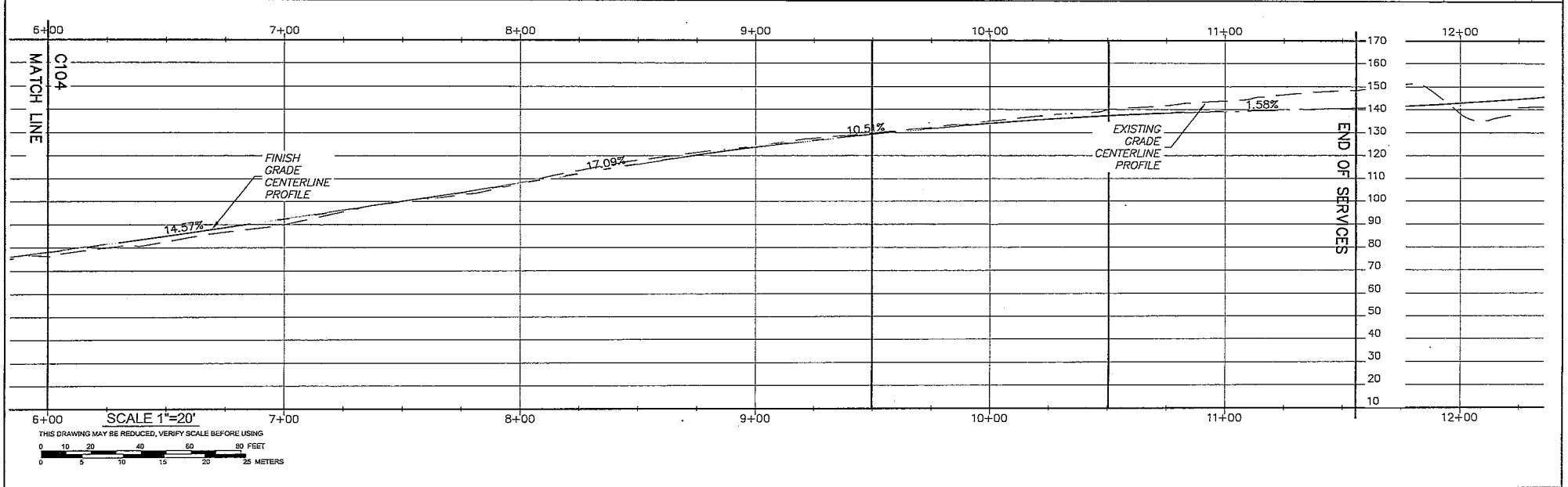
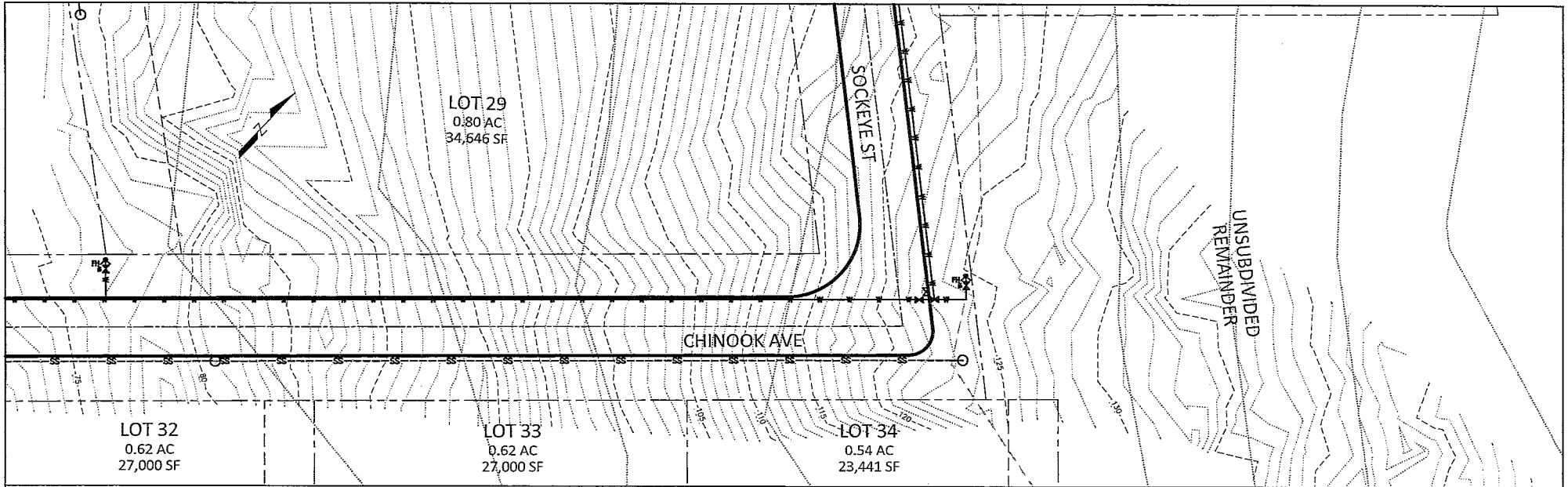


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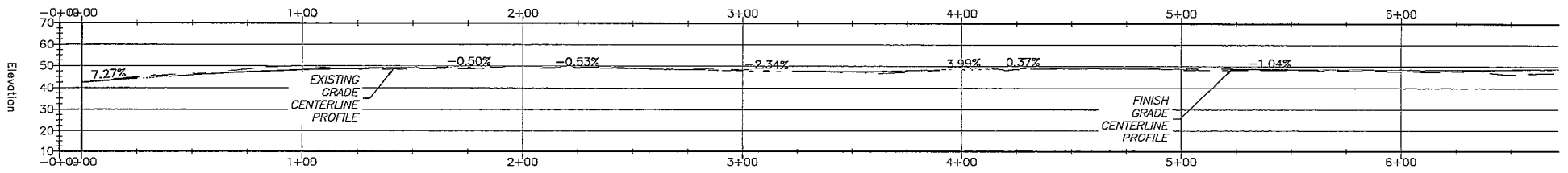
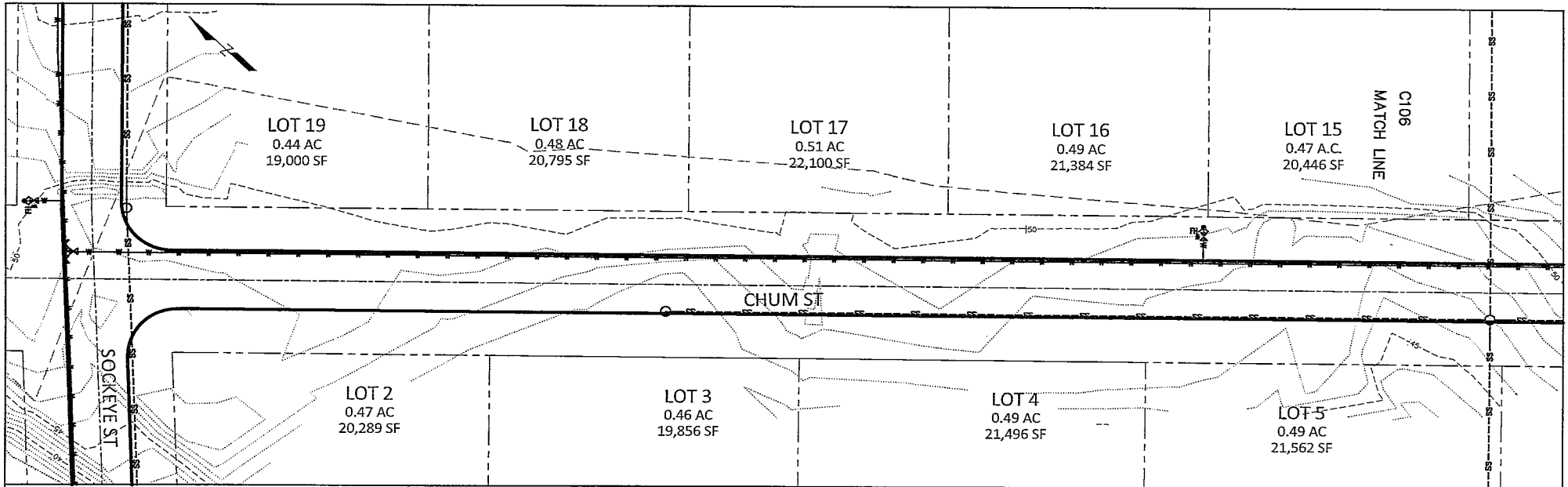
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Designed: ARP		Approved:			Client: CITY OF WRANGELL	Project: WRANGELL INSTITUTE SUBDIVISION	Sheet Description: CHINOOK AVE PLAN AND PROFILE	Sheet No. C103
Date	No.	Description	By					

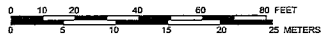


Design: ARP Drawn: ARP Date: FEBRUARY, 2020 Checked:		Approved:		Client: CITY OF WRANGELL		Project: WRANGELL INSTITUTE SUBDIVISION		Sheet Description: CHINOOK AVE PLAN AND PROFILE		Sheet No. C104	
REVISION		PROJECT #: 202725		RAM ENGINEERING-KETCHIKAN, INC. 7180 REVILLA ROAD, SUITE 300 KETCHIKAN, ALASKA 99901							

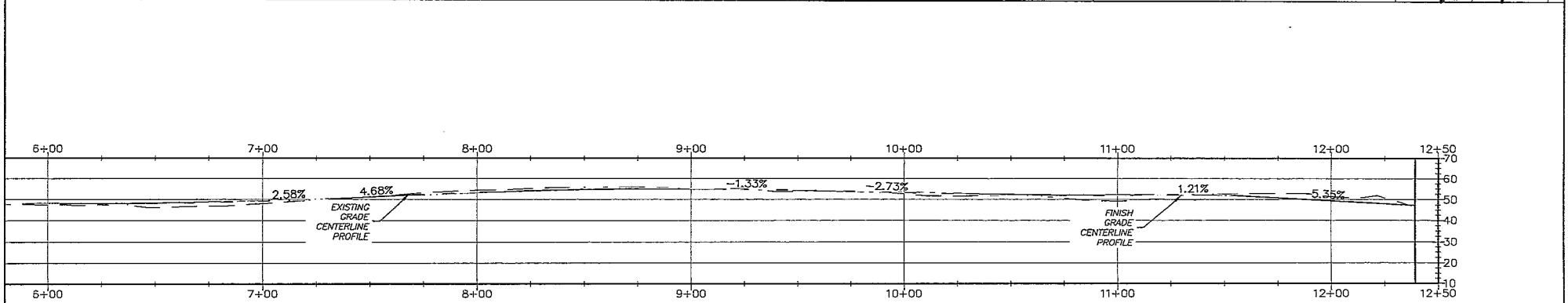
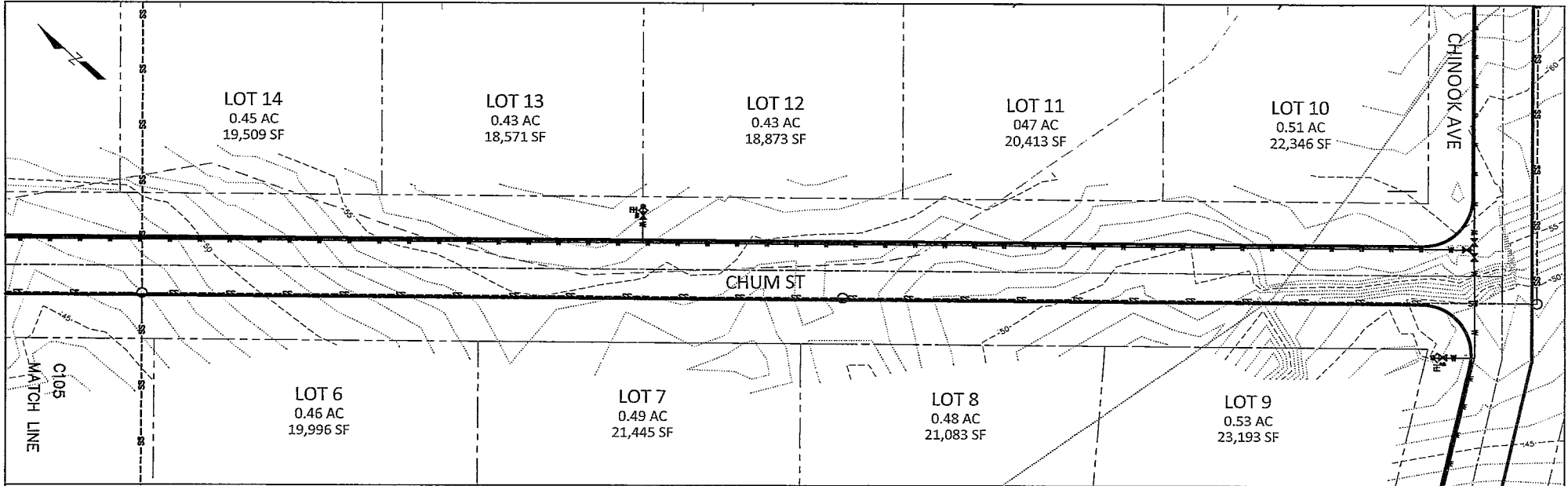


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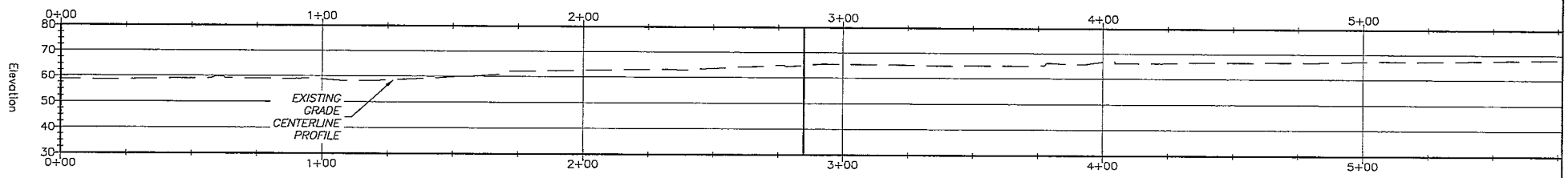
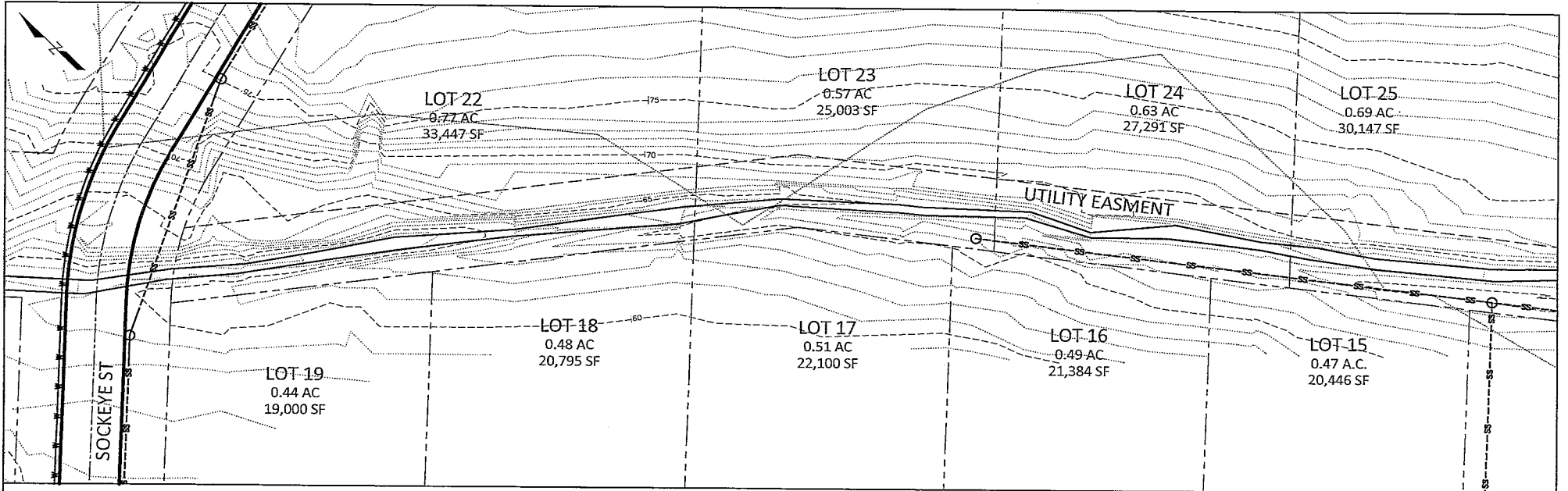


Designed: ARP		Approved:		 RAM ENGINEERING-KETCHIKAN, INC. 7180 REVILLA ROAD, SUITE 300 KETCHIKAN, ALASKA 99901	Client: CITY OF WRANGELL	Project: WRANGELL INSTITUTE SUBDIVISION	Sheet Description: CHUM STREET PLAN AND PROFILE	Sheet No. C105
Drawn: ARP		Date: FEBRUARY, 2020						
Date	No.	Description	By	Checked:	PROJECT #: 202725			



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Designed: ARP		Approved:		 R&M ENGINEERING-KETCHIKAN, INC. 7180 REVILLA ROAD, SUITE 300 KETCHIKAN, ALASKA 99901	Client: CITY OF WRANGELL	Project: WRANGELL INSTITUTE SUBDIVISION	Sheet Description: CHUM STREET PLAN AND PROFILE	Sheet No. C106
Drawn: ARP		Date: FEBRUARY, 2020						
Checked:		PROJECT #: 202725						

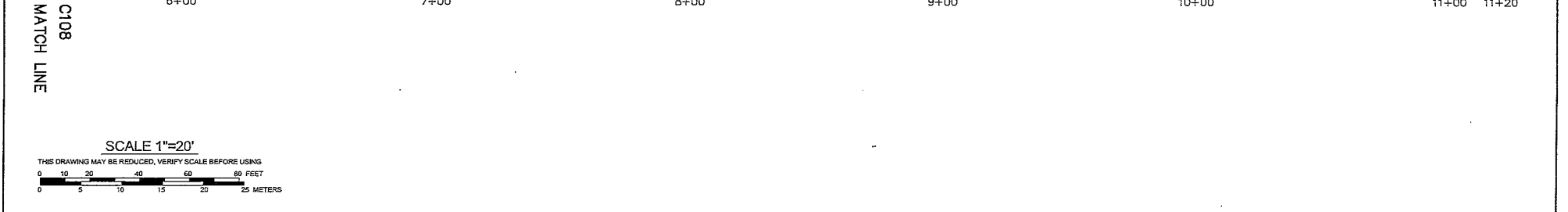
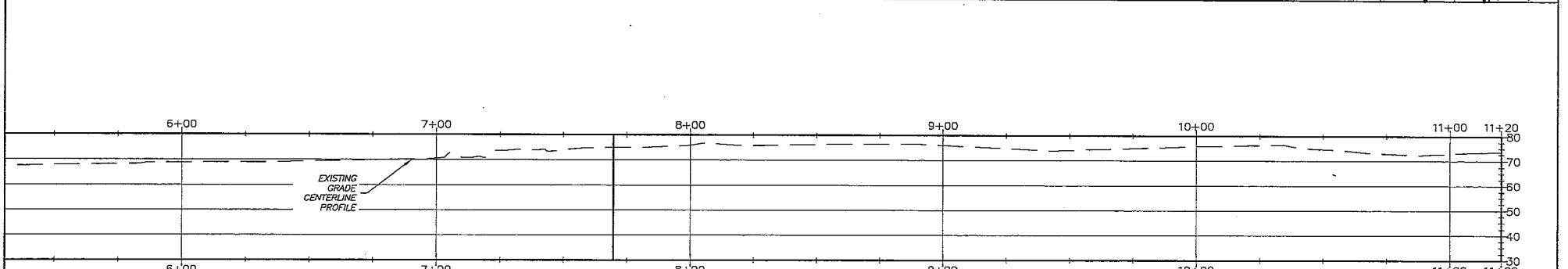
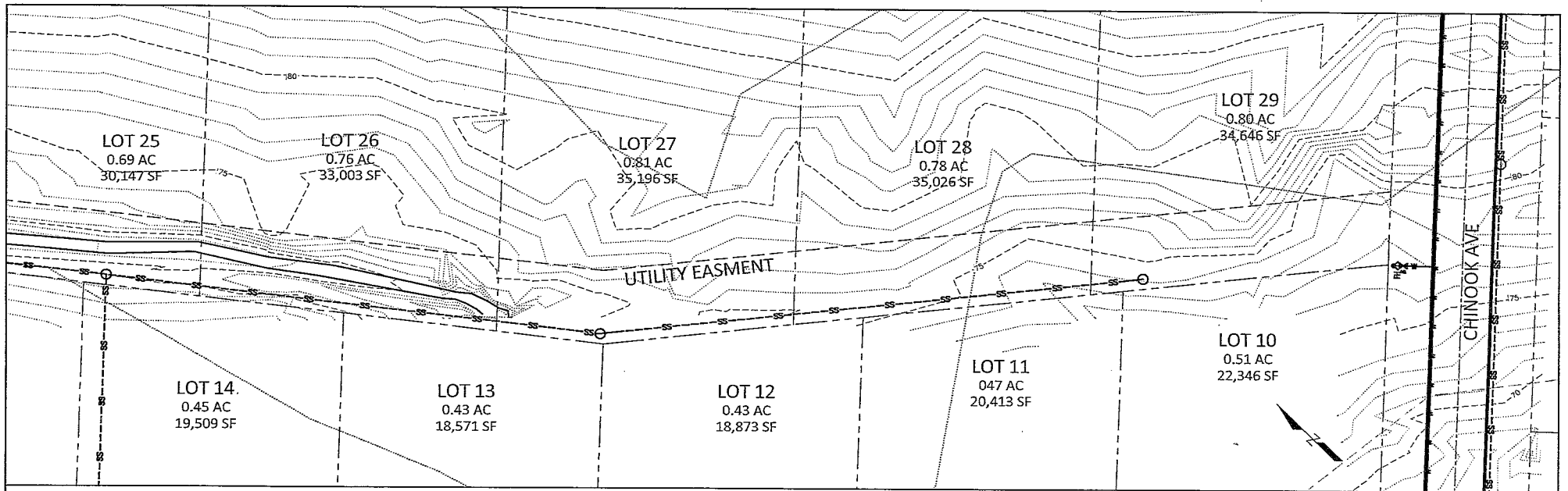


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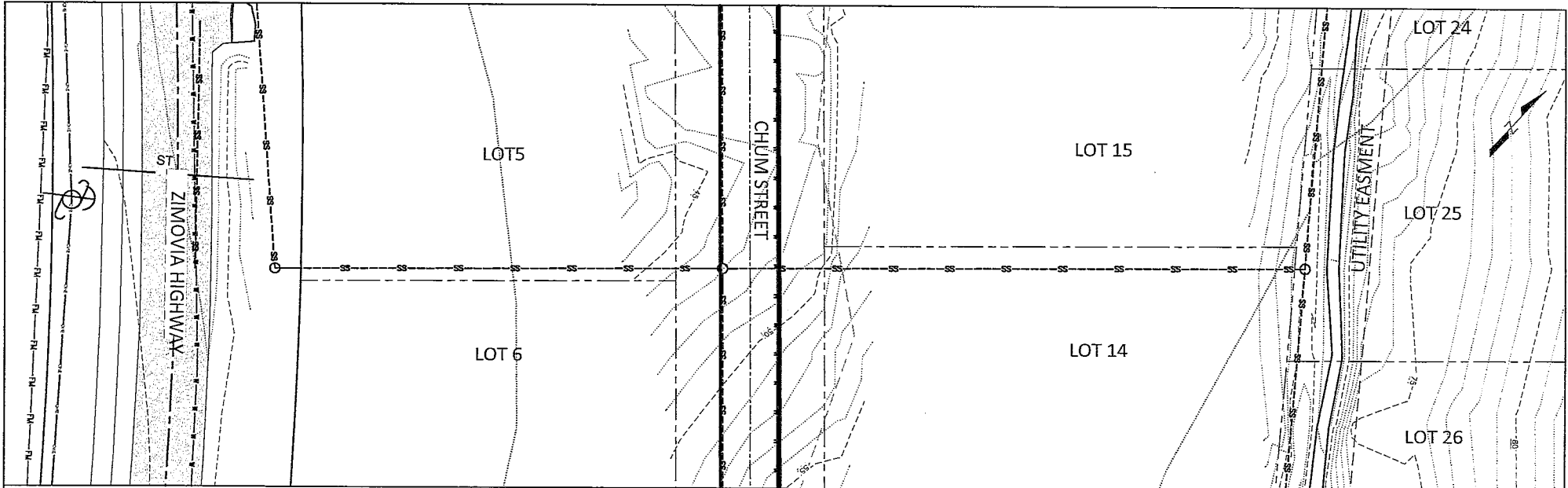
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0 10 20 40 60 80 FEET
0 5 10 15 20 25 METERS

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Designed: ARP	Approved:										
Drawn: ARP	Date: FEBRUARY, 2020										
Checked:	PROJECT #: 202725										

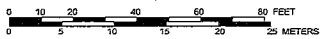



Designed: ARP	Approved:	 R&M ENGINEERING-KETCHIKAN, INC. 7180 REVILLA ROAD, SUITE 300 KETCHIKAN, ALASKA 99901	Client: CITY OF WRANGELL	Project: WRANGELL INSTITUTE SUBDIVISION	Sheet Description: CHUM STREET PLAN AND PROFILE	Sheet No. C108
Drawn: ARP	Date: FEBRUARY, 2020		PROJECT #: 202725			



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THIS DRAWING MAY BE REDUCED, VERIFY SCALE BEFORE USING



Designed: ARP Drawn: ARP Checked:		Approved: Date: FEBRUARY, 2020 PROJECT #: 202725		 RAM ENGINEERING—KETCHIKAN, INC. 7180 REVILLA ROAD, SUITE 300 KETCHIKAN, ALASKA 99901	Client: CITY OF WRANGELL	Project: WRANGELL INSTITUTE SUBDIVISION	Sheet Description: XXX PLAN AND PROFILE	Sheet No. C109
Date: No. Description REVISION								



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Environmental
Conservation
DIVISION OF WATER

Wastewater Discharge Authorization
Program

September 8, 2021

City and Borough of Wrangell
Attn: Lisa VonBargen, Manager
205 Brueger Street
Wrangell, Alaska 99929

555 Cordova Street
Anchorage, Alaska 99501-2617
Main: 907.269.6285
Fax: 907.334.2415
www.dec.alaska.gov/water/wwdp

Re: City and Borough of Wrangell, Wrangell Institute Development
POA-2021-00196, Zimovia Strait

Dear Ms. VonBargen:

In accordance with Section 401 of the Federal Clean Water Act of 1977 and provisions of the Alaska Water Quality Standards, the Department of Environmental Conservation (DEC) is issuing the enclosed water quality certification that the discharge from the proposed project will comply with water quality requirements for the placement of dredged and/or fill material in waters of the U.S., including wetlands and streams, associated with the development of land for single family residential lots in Wrangell, Alaska.

DEC regulations provide that any person who disagrees with this decision may request an informal review by the Division Director in accordance with 18 AAC 15.185 or an adjudicatory hearing in accordance with 18 AAC 15.195 – 18 AAC 15.340. An informal review request must be delivered to the Director, Division of Water, 555 Cordova Street, Anchorage, AK 99501, within 20 days of the permit decision. Visit <http://dec.alaska.gov/commish/review-guidance/> for information on Administrative Appeals of Department decisions.

An adjudicatory hearing request must be delivered to the Commissioner of the Department of Environmental Conservation, PO Box 111800, Juneau, AK 99811-1800; Location: 410 Willoughby Avenue, Suite 303, Juneau within 30 days of the permit decision. If a hearing is not requested within 30 days, the right to appeal is waived.

By copy of this letter we are advising the U.S. Army Corps of Engineers of our actions and enclosing a copy of the certification for their use.

Sincerely,

A handwritten signature in cursive script that reads "James Rypkema".

James Rypkema
Program Manager, Storm Water and Wetlands

Enclosure: 401 Water Quality Certificate

cc: (with encl.)
Roberta Butnik, USACE, Anchorage
Trevor Sande, R&M Engineering-Ketchikan

Kate Kanouse, ADF&G/Habitat, Anchorage
Juneau USFWS Field Office
Matt LaCroix, EPA AK Operations

STATE OF ALASKA
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
Water Quality Certification

In accordance with Section 401 of the Federal Clean Water Act (CWA) and the Alaska Water Quality Standards (18 AAC 70), a water quality certification is issued to the City and Borough of Wrangell (Attn: Lisa VonBargen) at 205 Brueger Street, Wrangell, Alaska 99929 that the discharge from the proposed project will comply with water quality requirements for the placement of dredged and/or fill material in waters of the U.S. including wetlands and streams in association with the development of land for single family residential lots in Wrangell, Alaska.

A state issued water quality certification is required under Section 401 because the proposed activity will be authorized by a U.S. Army Corps of Engineers permit (POA-2021-00196) and a discharge of pollutants to waters of the U.S. located in the State of Alaska may result from the proposed activity. Public notice of the application for this certification was given as required by 18 AAC 15.180 in the DEC Public Notice POA-2021-00196 posted from June 25 to July 25, 2021.

Project Description and Location

The applicant's stated purpose is to develop land for single family residential lots. The City and Borough of Wrangell's Comprehensive Plan indicated that privately offered residential lots or homes were not keeping up with demand for residential housing, and the Borough identified municipal owned lots that were suitable for single or multi-family residential lots. The proposed project area was identified and zoned for light residential use and the proposed development project would allow access to the 40 single family lots.

The proposed would discharge up to 11,400 cubic yards of shot rock material into 3.36 acres of wetlands to construct a 4,200-foot long, 44.7-foot wide toe-to-toe road which would allow access to the future single-family residential lots. The road would include a 24-foot top width for driving, a 2-foot wide gutter between the driving area and sidewalk, a 5-foot wide sidewalk, and a 1.5:1 side slope embankment (approximately 5-foot wide embankment). The proposed project would also install water lines, fire hydrants, sewer lines, manholes and 20 wood power poles. These items would all be located within the footprint of the proposed road, except for 2,008 linear feet of one sewer line. This sewer line would be installed through multiple lots and in a 10-foot wide trench. After installation, the trench would be backfilled with excavated material. Culverts would be installed at several drainages and at one stream through the constructed road to allow for the hydrology of the area to be maintained.

The proposed activity is located within Section 8 & 17, T. 63 S., R. 84 W., Copper River Meridian; Latitude 56.416006° N., Longitude -132.342288° W.; in Wrangell, Alaska.

Antidegradation Analysis Finding

Pursuant to the Department's Antidegradation Policy and Implementation Methods at 18 AAC 70.015 and 18 AAC 70.016, DEC finds that the project would comply with the requirements for Tiers 1 and 2 regarding water quality impacts to receiving water immediately surrounding the dredge or fill material pursuant to the Corps evaluation and findings of no significant degradation under 33 U.S.C. 1344 and under 40 CFR 230. The use of appropriate best management practices and erosion and sediment control measures would adequately protect the existing water uses and the level of water quality necessary to protect existing uses. Any potential water quality degradation is expected to be temporary and limited and necessary to accommodate important social and/or economic development in the area.

Conditions Necessary to Ensure Compliance with Water Quality Standards or Other Appropriate Water Quality Requirements of State Law

The Department of Environmental Conservation (DEC) reviewed the application and certifies that there is reasonable assurance that the proposed activity, as well as any discharge which may result, will comply with applicable provisions of Section 401 of the CWA and the Alaska Water Quality Standards, 18 AAC 70, provided that the following additional measures are adhered to.

Pursuant to 18 AAC 70.020(a) and the Toxics and Other Deleterious Organic and Inorganic Substances in 18 AAC 70.020(b), the following conditions are designed to reduce pollutants from construction activity to ensure compliance with the applicable water quality standards.

Pollutants/Toxics

1. Fuel storage and handling activities for equipment must be sited and conducted so there is no petroleum contamination of the ground, subsurface, or surface waterbodies.
2. During construction, spill response equipment and supplies such as sorbent pads shall be available and used immediately to contain and cleanup oil, fuel, hydraulic fluid, antifreeze, or other pollutant spills. Any spill amount must be reported in accordance with Discharge Notification and Reporting Requirements (AS 46.03.755 and 18 AAC 75 Article 3). The applicant must contact by telephone the DEC Area Response Team for Southeast Alaska 907-465-5340 during work hours or 1-800-478-9300 after hours. Also, the applicant must contact by telephone the National Response Center at 1-800-424-8802.
3. Construction equipment shall not be operated below the ordinary high-water mark if equipment is leaking fuel, oil, hydraulic fluid, or any other hazardous material. Equipment shall be inspected and recorded in a log daily for leaks. If leaks are found, the equipment shall not be used and pulled from service until the leak is repaired.
4. Fill material (including dredge material) must be clean soil, sand, gravel or rock, free from petroleum products and toxic contaminants in toxic amounts.

Turbidity, Erosion and Sediment Control

5. Runoff discharged to surface water (including wetlands) from a construction site disturbing one or more acres must be covered under Alaska's General Permit for Storm Water Discharges from Large and Small Construction Activities in Alaska (CGP, AKR100000, 18 AAC 83). The CGP requires the development and implementation of a Storm Water Pollution Prevention Plan (SWPPP). For projects that disturb more than five acres, this SWPPP must also be submitted to DEC prior to construction along with the Notice of Intent (NOI). For more information see DEC's website for the CGP at <http://dec.alaska.gov/water/wastewater/stormwater/construction>, or call 907-269-6285.
6. Excavated or fill material, including overburden, shall be placed so that it is stable, meaning after placement the material does not show signs of excessive erosion. Indicators of excess erosion include gullyng, head cutting, caving, block slippage, material sloughing, etc. The material must be contained with siltation best management practices (BMPs) to preclude reentry into any waters of the U.S., which includes wetlands.
7. Include the following BMPs to handle storm water and total storm water volume discharges as they apply to the site:
 - a. Divert storm water from off-site around the site so that it does not flow onto the project site and cause erosion of exposed soils;

- b. Slow down or contain storm water that may collect and concentrate within a site and cause erosion of exposed soils;
- c. Place velocity dissipation devices (e.g., check dams, sediment traps, or riprap) along the length of any conveyance channel to provide a non-erosive flow velocity. Also place velocity dissipation devices where discharges from the conveyance channel or structure join a water course to prevent erosion and to protect the channel embankment, outlet, adjacent stream bank slopes, and downstream waters.

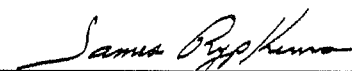
Vegetation Protection and Restoration

- 8. All work areas, material access routes, and surrounding wetlands involved in the construction project shall be clearly delineated and marked in such a way that equipment operators do not operate outside of the marked areas.
- 9. Natural drainage patterns shall be maintained, to the extent practicable, without introducing ponding or drying.
- 10. Any disturbed ground and exposed soil not covered with fill must be stabilized and re-vegetated with endemic species, grasses, or other suitable vegetation in an appropriate manner to minimize erosion and sedimentation, so that a durable vegetative cover is established in a timely manner.

General

- 11. DEC coordinates with several regulatory programs to review the impacts of mining operations. A Section 401 Certification does not release the applicant from obtaining all necessary federal, state, and local permits, nor does it limit more restrictive requirements set through any such program. It does not eliminate, waive, or vary the applicant's obligation to comply with all state water statutes and rules through construction, installation, and operation of the project or mitigation, including, but not limited to the APDES permitting program 18 AAC 83 and 18 AAC 72.
- 12. USACE has stated that projects shall be reviewed under the federal rules in place at the time the application is received. This project and its mitigation were reviewed under the federal and state statutes and laws in place at the time the application was received. If the USACE determines any part or condition of this Certification is not lawful or is waived and unenforceable, the determination shall apply only to the part or condition so determined. The determination shall not apply to nor invalidate any remaining parts or conditions of this Certification. If the USACE makes such a determination, the applicant remains responsible for meeting state water quality statutes and rules, and if a violation occurs, may be subject to state enforcement (18 AAC 70.010).
- 13. This Certification does not release the applicant from any liability, penalty, or duty imposed by Alaska or federal statutes, regulations, rules or local ordinances, and it does not convey a property right or an exclusive privilege.
- 14. If your project is not completed by the time limit specified under USACE Permit and will continue, or for a modification of the USACE permit, you must submit an application for renewal of this certification at least 60 days before the expiration date or any deadline established by USACE for certification action on the modification, or 60 days before the proposed effective date of the modification, whichever is sooner. (18 AAC 15.120(b), 18 AAC 15.130, 18 AAC 15.180).

Date: September 8, 2021



 James Rypkema, Program Manager
 Storm Water and Wetlands

SELF-CERTIFICATION STATEMENT OF COMPLIANCE

Permit Number: POA-2021-00196

Permittee's Name & Address (please print or type): City and Borough of Wrangell, 205 Brueger Street, Wrangell, AK 99929

Telephone Number: _____

Location of the Work: Latitude 56.4160° N., Longitude 132.3423° W.; at the Wrangell Institute site; in Wrangell, Alaska

Date Work Started: _____ Date Work Completed: _____

PROPERTY IS INACCESSIBLE WITHOUT PRIOR NOTIFICATION: YES _____ NO _____
TO SCHEDULE AN INSPECTION PLEASE CONTACT _____
AT _____

Description of the Work (e.g. bank stabilization, residential or commercial filling, docks, dredging, etc.): _____

Acreage or Square Feet of Impacts to Waters of the United States: _____

Describe Mitigation completed (if applicable): _____

Describe any Deviations from Permit (attach drawing(s) depicting the deviations):

I certify that all work and mitigation (if applicable) was done in accordance with the limitations and conditions as described in the permit. Any deviations as described above are depicted on the attached drawing(s).

Signature of Permittee

Full Name of Permittee (printed or typed)

Date

TNSDS

true north sustainable development solutions

2023 ARCHAEOLOGICAL MONITORING AND INADVERTENT DISCOVERIES PLAN FOR THE WRANGELL INSTITUTE SUBDIVISION DEVELOPMENT PROJECT

PREPARED FOR:

***R&M Engineering-Ketchikan, Inc., on behalf of
the City and Borough of Wrangell***

PREPARED BY:

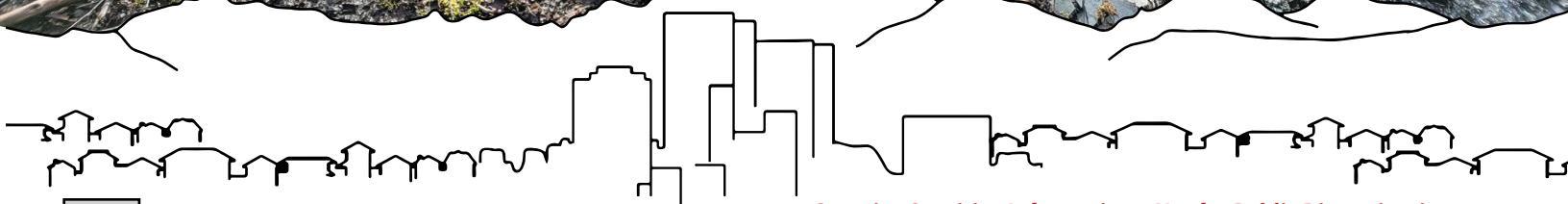
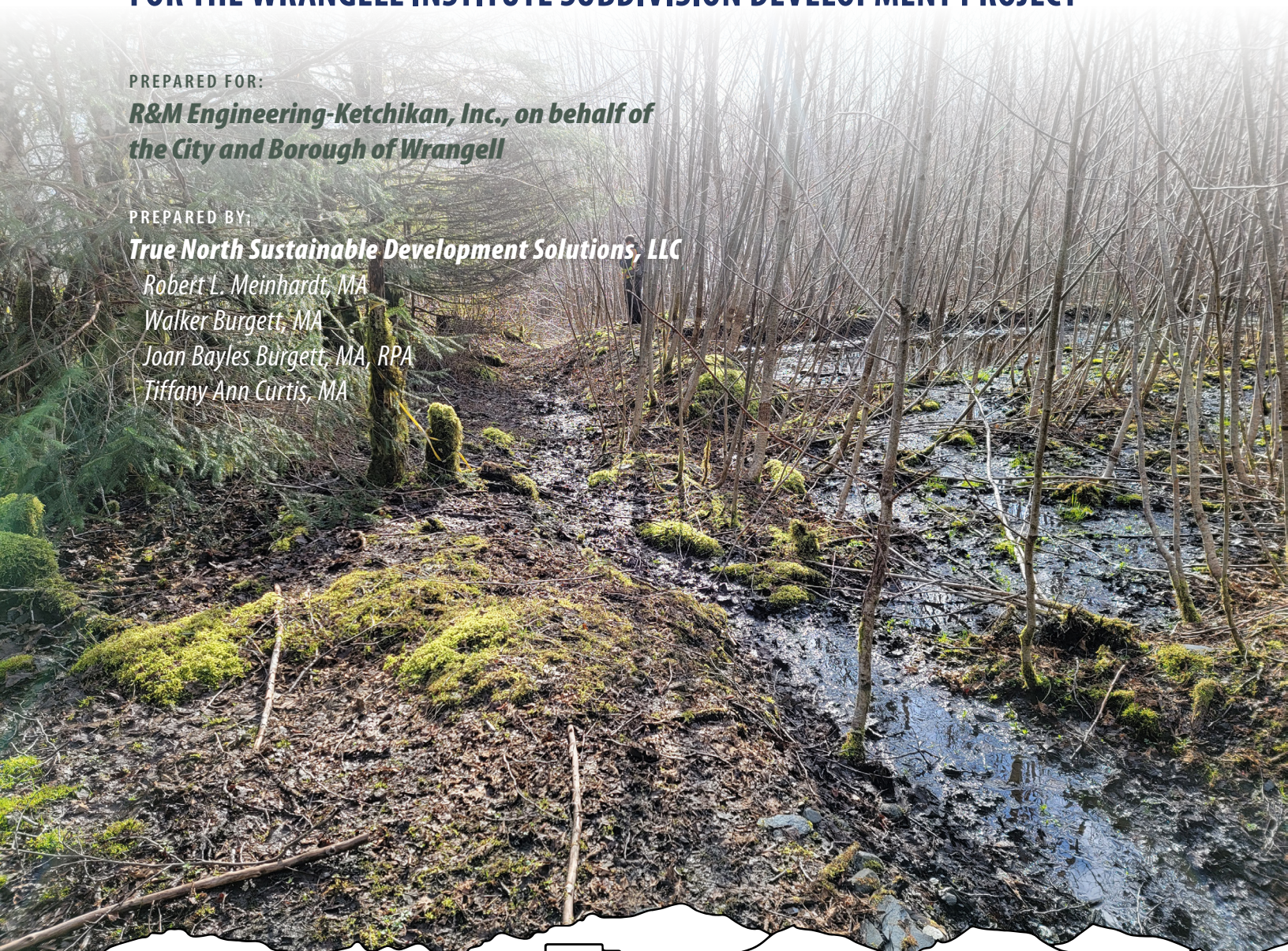
True North Sustainable Development Solutions, LLC

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Joan Bayles Burgett, MA, RPA

Tiffany Ann Curtis, MA



Contains Sensitive Information – Not for Public Dissemination

TABLE OF CONTENTS

ACRONYMS/ABBREVIATIONS 3

INTRODUCTION 4

 Project Description4

 Project and Location.....5

PROPOSED AREA OF POTENTIAL EFFECTS (APE) 6

AREAS PROPOSED FOR ON-SITE MONITORING..... 7

ARCHAEOLOGICAL MONITORING PLAN 8

 Pre-Monitoring Protocol9

 Construction Monitoring11

 Tribal Monitoring Participation.....12

INADVERTANT DISCOVERY PLAN 12

 Discovery12

 Initial Notification and Stop-Work Event12

 Human Remains13

INADVERTENT DISCOVERY OF HUMAN REMAINS 13

CONSULTATION 14

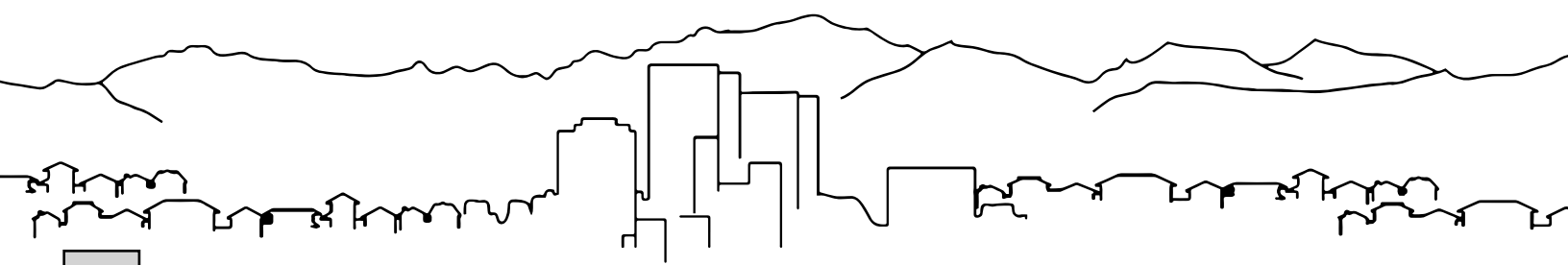
COLLECTION AND CURATION..... 16

REPORTING..... 17

 Daily and Weekly Reporting 17

 Final Reporting..... 17

REFERENCES..... 18



ACRONYMS/ABBREVIATIONS

2022 Report	<i>2022 Report of Cultural Resources Investigation of the Wrangell Institute Property located in Wrangell, Alaska with Recommendations to the US Army Corps of Engineers (USACE) for Compliance with Section 106 of the National Historic Preservation Act of 1966 and its Implementing Regulations 36CFR§800</i>
ADCCED	Alaska Department of Commerce, Community, and Economic Development
AHPA	Alaska Historic Preservation Act
AHRS	Alaska Historic Resource Survey
APE	Area of Potential Effect
ARPA	Archaeological Resources Protection Act
AS	Alaska Statute
ASME	Alaska State Medical Examiner
AST	Alaska State Troopers
CFR	Code of Federal Regulations
GPS	Global Positioning System
IBS	Integrated Business Suite
KECS	Kai Environmental Consulting Services
NAGPRA	Native American Graves and Repatriation Act
NHPA	National Historic Preservation Act
NRHP	National Register of Historic Places
OHA	State Office of History and Archaeology
Project	Wrangell Institute Property Neighborhood Development Project
RMEK	R&M Engineering-Ketchikan, Inc.
SHPO	State Historic Preservation Officer
SOI	US Secretary of the Interior
TCP	Traditional Cultural Property
TNSDS	True North Sustainable Development Solutions, LLC.
UAMN	University of Alaska Museum of the North
USACE	United States Army Corps of Engineers
WIP	Wrangell Institute Property
Workplan	<i>2022 Cultural Resources Desktop Review and Workplan for the Cultural Resources Investigation and Survey of the Wrangell Institute Property</i>

INTRODUCTION

Project Description

R&M Engineering-Ketchikan, Inc. (RMEK) contracted True North Sustainable Development Solutions, LLC, (TNSDS) to provide cultural resources management assessment and support for the Wrangell Institute Property (WIP) Subdivision Development Project (Project). The WIP is a 134-acre parcel that abuts Zimovia Highway approximately 5-miles south of the modern town of Wrangell, Alaska. The Wrangell Institute (PET-00039) closed in 1975 and the buildings were demolished in 2001 (AHRS, OHA 2023). The City and Borough of Wrangell currently owns the property and per their 2017 document titled *Wrangell Institute Property Master Plan* are going to develop the area into a vibrant, mixed-use neighborhood known locally as the “Alder Top Village Subdivision” (City and Borough of Wrangell 2017).

The United States Army Corps of Engineers (USACE) is responsible for permitting the planned development of the property and as such the Project is considered a federal undertaking subject to an agency review per Section 106 of the National Historic Preservation Act (NHPA) of 1966 and its implementing regulations found in 36CFR§800. The USACE permit covers the entire area located within the larger WIP intended for development of the proposed subdivision. This monitoring and inadvertent discovery plan is developed by TNSDS to fulfill part of RMEK and the City and Borough of Wrangell’s responsibilities to the Project per Section 106. The scope of this monitoring plan is for Phase I and Phase II for the subdivision development.

The Project plans to develop the subdivision in seven phases which have been outlined by the City and Borough of Wrangell in the Master Plan document mentioned previously (City and Borough of Wrangell 2017). The seven phases are summarized as:

- Phase 1 - Medium Density Residential: 5 acres, 20 lots and roadway and utility construction;
- Phase 2 - Medium and Low Density Residential: 34 acres, 22 lots, and roadway and utility construction;
- Phase 3 - Commercial/High Density Residential: 33.5 acres, 3 lots (two smaller lots and one 20-acre parcel), and roadway and utility construction;
- Phase 4 - Low Density Residential: 9 acres, 7 lots, and roadway and utility construction;
- Phase 5 - Low Density Residential: 9 acres, 9 lots, and roadway and utility construction;
- Phase 6 - Medium Density/Cottage Housing: 5 acres, 10 lots, and roadway and utility construction; and
- Phase 7 - Low Density Residential: 22.5 acres; 18 lots and roadway and utility construction.

A cultural resources survey and assessment per Section 106 of NHPA was conducted by TNSDS in April of 2022 and was reported upon in the document titled, *2022 Report of Cultural Resources Investigation of the Wrangell Institute Property located in Wrangell, Alaska, with Recommendations to the US Army Corps of Engineers (USACE) for Compliance with Section 106 of the National Historic Preservation Act of 1966 and its Implementing Regulations 36CFR§800* (2022 Report) (Meinhardt et al. 2022). TNSDS performed an intensive pedestrian survey including sub-surface testing of the entire 40-acre *Institute Subdivision* area with focus on the proposed roadways and creek drainages within the WIP. TNSDS also conducted a visual survey of the remaining 100+-acres of the WIP extended study area. This was completed in an effort to assess the probability of encountering archaeological resources along with the potential for inadvertent discovery of human remains across the entirety of the Project study area to aid with the development of this monitoring plan.

During background research conducted by TNSDS in 2022, it was discovered that the former Wrangell Institute (PET-00039) was originally constructed at the known location of the prehistoric Tlingit, Red Alder Top Village site (Thornton 2012). There is no Alaska Historic Resource Survey (AHRS) designation for this site and as to date no material evidence of it has been found. The exact location of the village within the WIP area of potential effect (APE) or extended study area is also not known at this time but could possibly be found anywhere within the Project footprint. The field work completed in 2022 by TNSDS and reported upon in the 2022 Report resulted in a recommendation that an archaeological monitor be present during Project construction, with special attention to ground-disturbing activities in the vicinity of the central creek drainage, the potentially historic trash dump, and the rectangular depressions identified as possible former building foundations of the Wrangell Institute (PET-00039). This monitoring and inadvertent discovery plan is developed as a result of and in accordance with those recommendations.

Project and Location

Wrangell Island is located in Southeast Alaska, five miles south of the city of Wrangell, which is located on the northern tip of the island with the same name (Figure 1). The island is one of a thousand islands making up the Alexander Archipelago that constitutes insular Southeast Alaska. With Wrangell Island found in the approximate center of the “Alaska Panhandle;” it lies 700 miles south-east of Anchorage and 150 miles south of Juneau, half-way between Anchorage and Seattle (ADCCED 2023).

Wrangell Island is located within the boundaries of the Tongass National Forest; the world’s largest temperate rain forest. Mild winters with snow, cool rainy summers and year-round rainfall generally characterize the climate. Inland areas can be subject to extreme ranges in temperature with coastal areas being insulated against such extremes by the ocean’s proximity (Smith 2014). Although rain falls throughout the year, May through August can be a noticeable dry period (Slaughter 2015; Smith 2014).

The Tongass National Forest is a vast temperate rain-forest that blankets Southeast Alaska. It extends from the Copper River Delta in the north down to southern Oregon in the south. Anthropological literature refers to this area as the Northwest Coast. The area once contained “a large number of distinct, but similar, aboriginal cultures” (Slaughter 2015; pg. 7). The Alaska “panhandle” region stretches, likewise from the Copper River delta and Malaspina Forelands south to the Queen Charlotte Islands in a narrow arc (Clarus 2005; Slaughter 2015; Smith 2014). The Chugach, Wrangell-St Elias and Coast Mountain ranges bound the inland side of this area; demarcating this zone as being radically different from the other side of the mountains in climate, vegetation, and fauna (Clarus 2005). The insular coastal strip experiences the relatively mild climate of a temperate rain forest coupled with rich marine life. This strip can be further broken down into two separate coastal environments – an outer coast and an inner coast. The sheltered coastline of Alaska’s “Inside Passage” is separated

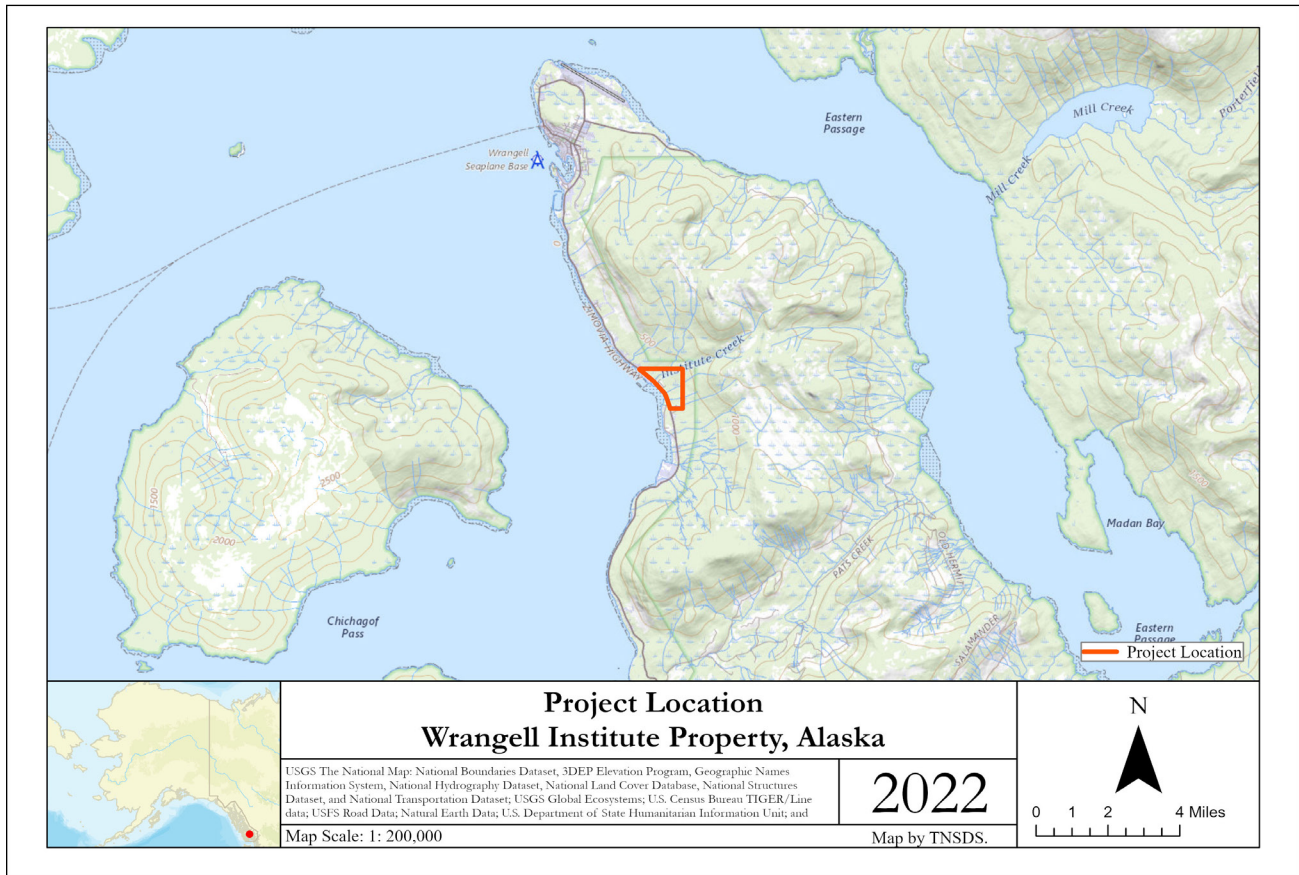


Figure 1. Project location (©TNSDS 2022).

from the open ocean by the islands of the Alexander Archipelago. This area has long offered human inhabitants protection from the open ocean coupled with ample subsistence opportunities as it still does today (Clarus 2005; Slaughter 2015; Smith 2014).

PROPOSED AREA OF POTENTIAL EFFECTS (APE)

The APE for this Project is a 32.4-acre area within the Wrangell Institute Property owned by the City and Borough of Wrangell. The remainder of the 134-acre property is defined as the expanded study area (Figure 2). The proposed APE is the area designated under the USACE permit regarding wetlands delineation. The wetlands survey was conducted by Kai Environmental Consulting Services (KECS) in 2020, covering 46.2 acres similar in placement and size to the APE defined for this

undertaking pursuant to 36 CFR §800. The proposed APE was subject to intensive archaeological survey and was further defined into five survey zones per the 2022 *Cultural Resources Desktop Review and Workplan for the Cultural Resources Investigation and Survey of the Wrangell Institute Property* (Workplan) (Figure 3) (Meinhardt, et al. 2022).

The APE is situated five miles south of the city of Wrangell along the Zimovia Highway. The highway creates the western boundary of the APE, while the rest of the APE is surrounded by the remaining 134-acre WIP (Figure 2). The Alaska Mental Health Trust Land Office owns land bordering the expanded study area to the east and parts of the north and south boundaries. Additional land owned by the City and Borough of Wrangell borders the expanded study area in the northwest corner, while private residences border the area in the southwest corner (Figure 2).

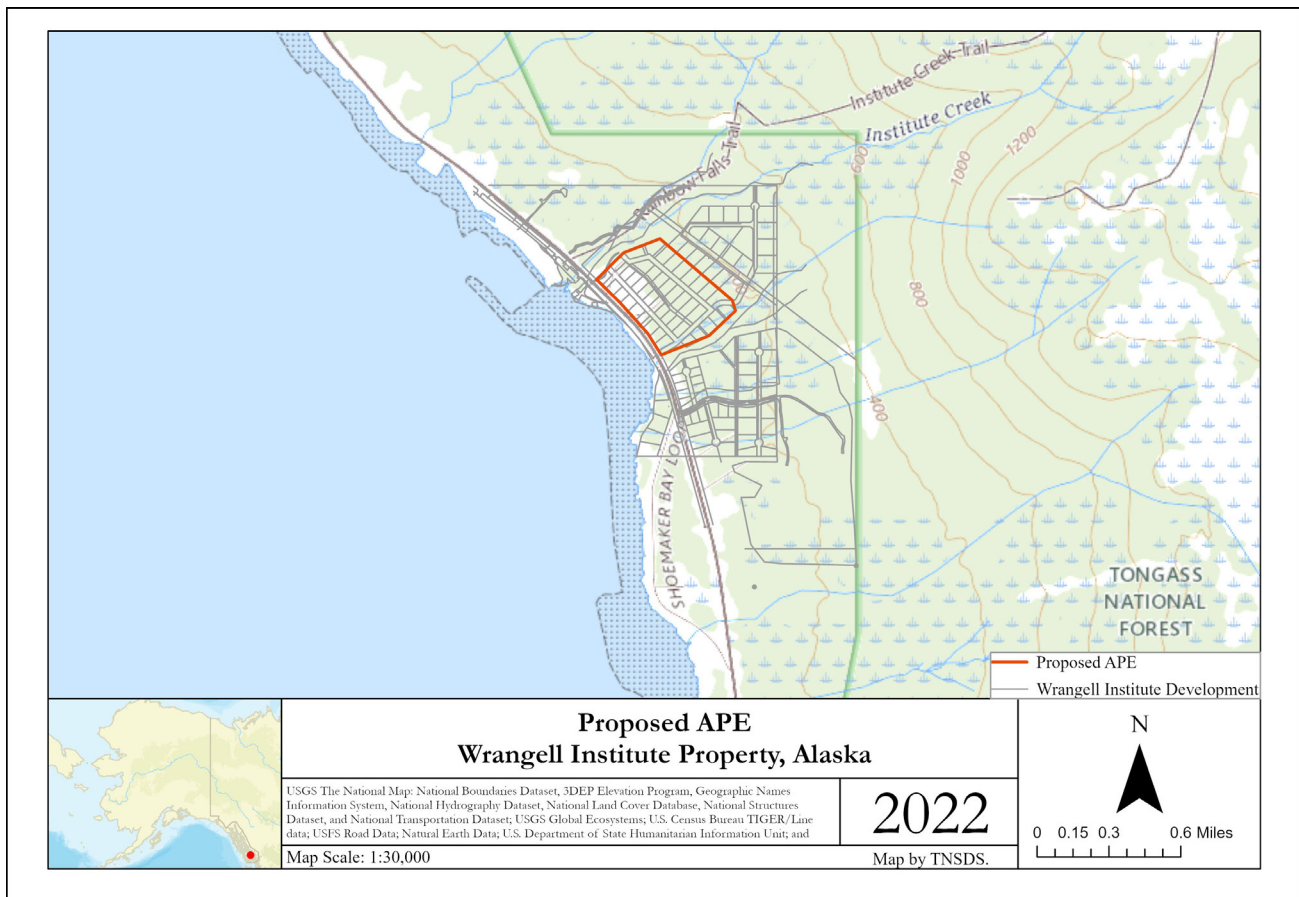


Figure 2. Expanded Study Area and Proposed APE (©TNSDS 2022).

The expanded study area is covered by productive forest land. What is not productive forest land is either wetlands, forested wetlands and/or bogs that developed on poorly drained till (Smith 2014). The tree biome consists of Western hemlock and Sitka spruce that dominate along with smaller numbers of yellow and red cedar, Lodgepole pine and Black cottonwood. The largest trees present are the Sitka spruce, and they can sometimes attain heights of over 200 feet (60 meters) (Clarus 2005; Slaughter 2015; Smith 2014). Muskeg patches of sphagnum moss and sedges are found consistently in wet areas. The understory in the area is comprised of alders and devil’s club along with a variety of berries, ferns, skunk cabbages and other moisture-loving plants growing through a thick layer of moss (Clarus 2005; Slaughter 2015; Smith 2014). Currently, the proposed APE is heavily vegetated with alders growing where buildings once stood and creeping over the trash site and the few former roadways and access points that are left.

AREAS PROPOSED FOR ON-SITE MONITORING

Due to the culturally sensitive nature of not only the known historic site (Wrangell Institute, PET-00039) but the possible subsurface prehistoric village site Red Alder Top Village, it is recommended that ground-disturbing activities, especially those in or near the central creek drainage feature which extends through Zones 2 and 4, the rectangular depressions, and the trash dump feature. These areas translate into Survey Zones 1, 2, 4 and 5 of the Workplan (Figure 3, Figure 4) (Meinhardt et al. 2022). Survey Zone 3 is considered low potential for encountering cultural material due to the distance from any water or water access points or the historic/prehistoric trail system as well as the sloped terrain. It is also considered low potential for the distance to the known location of the former Wrangell Institute (PET-00039). It is important to note, however, that low potential does not suggest zero potential for discoveries and, therefore, an inadvertent discovery plan for ground-disturbing activities in this area will be followed.

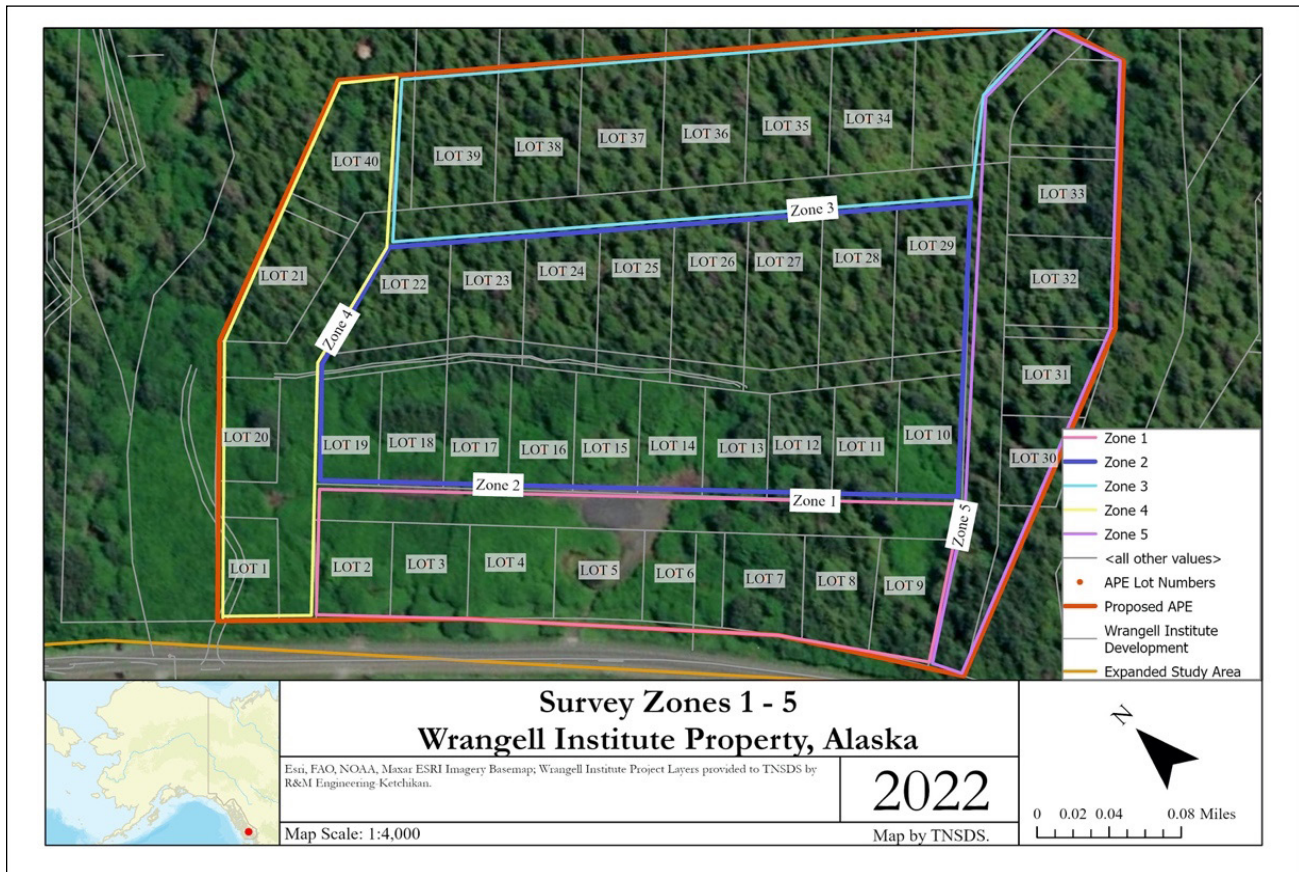


Figure 3. Survey Zones 1 – 5 (©TNSDS 2022).

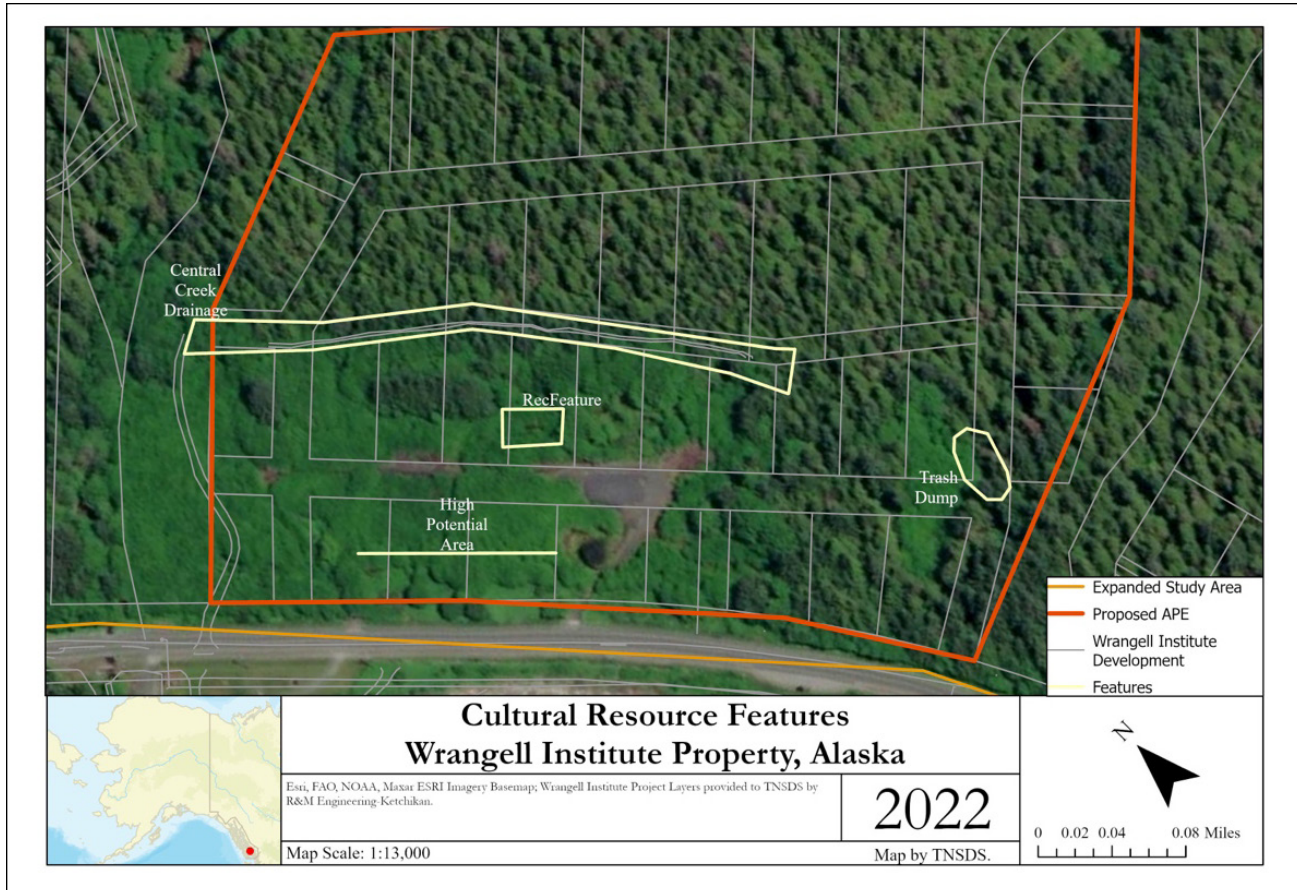


Figure 4. Feature and potential cultural resources sensitivity areas (©TNSDS 2022).

Monitoring tree removal activities at the trash dump site (Survey Zone 5) will allow the on-site archaeologist to better assess the nature of the trash dump feature before it is cleared for Project ground-disturbing activities. Further documentation and recordation might be warranted with better access to the underlying deposit or scatter. A tentative date of circa 1960s can be found in the 2022 Report based on surface finds that were visible through the thick understory and deadfall (Meinhardt et al. 2022). The central creek drainage feature and the rectangular depression (former building outlines PET-00039) were also identified in the 2022 Report as locations to specifically monitor. Due to the unknown nature of the location of the possible prehistoric Tlingit Alder Top Village site, it is also recommended that all ground-disturbing activities, especially subsurface activities be monitored throughout the portion of the APE nearest Institute Creek, Rainbow Falls, and Shoemaker Bay, and the northwest area of the APE (Survey Zones 1, 2 and 4).

Monitoring is also recommended to include Survey Zone 3 and the expanded study area if ground-disturbing activities are to be conducted (Meinhardt et al 2022).

ARCHAEOLOGICAL MONITORING PLAN

Archaeological monitoring is the stationing of a Secretary of Interior (SOI)-qualified archaeologist on a construction site to watch for evidence of archaeological materials as the construction proceeds. Work conducted under the monitoring and inadvertent discoveries plan is to be carried out by or under the direct supervision of a person or persons meeting, at a minimum, the SOI Professional Qualifications Standards for Archaeologists (48 FR 44738-44739). Field methods and documentation are to be consistent with SOI Standards and Guidelines for Archaeological Documentation (48 FR 44734-44737), the Alaska Office of History and Archaeology's (OHA) Standards and Guidelines for investigating and reporting

archaeological and historic properties in Alaska (Historic Preservation Series Number 11), and Monitoring Guidelines (Historic Preservation Series Number 15). All documentation, data recovery, evaluation, and reporting of cultural resource materials as described for these protocols will follow and meet current professional standards and the SOI Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44716).

For the purposes of this monitoring plan, *cultural resources*, refer to any sites, buildings, structures, and/or districts that may be eligible for inclusion in the National Register of Historic Places (NRHP) and, therefore, constitute historic properties pursuant to Section 106 of the NHPA and its implementing regulations (36CFR§800). This includes indigenous features and artifacts, such as round or rectangular structural pit features, basketry, projectile points, stone tools, hearths, concentrations of modified bone, beads, cache pits, fire-cracked rock, pottery, and shell ornaments. Other features may include cemeteries, cultural landscapes and/or traditional cultural properties (TCP) along with historic-era features and artifacts such as building foundations and historic debris. Although graves and/or burials do not constitute historic properties per Section 106 of the NHPA, for the purposes of this plan, they are considered cultural resources. Visible indications of cultural resources may be observed during construction around cleared ground surfaces and vegetation removal.

Pre-Monitoring Protocol

Due to the timing and nature of construction, pre-monitoring protocol was agreed upon to allow an archaeological monitor to inspect areas during the grubbing and clearing phase of construction that could not be observed during pedestrian archaeological survey carried out in 2022. The first phase of construction involves the grubbing and clearing of vegetation within the four roadway corridors. An archaeological monitor will be present for the duration of grubbing and clearing for the roadways. Such pre-monitoring protocol will afford the archaeological monitor the opportunity to examine debris from the trash dump located in the easternmost roadway. This trash dump was covered by large fallen trees and vegetation and was unable to be fully inspected during the initial survey. Additionally, an archaeological monitor will be present for the subsurface excava-

tions for utility lines as depicted in Figure 5. Utilities will not be installed at the time of earth-moving activities but will serve as an inspection of subsurface materials in line with utility installation depths. This will also allow for the investigation of two potential features previously identified which include the possible foundation near Lot 15 as well as the central creek drainage. As shown in Figure 5, pre-monitoring will occur at intended utility locations running east to west on the southern edge of the central creek drainage, north to south through Lots 14 and 6.

The goals of pre-monitoring an archaeological investigation include being able to further investigate and evaluate potential archaeological resources previously identified by the archaeological survey within the Project APE while it is being cleared and conducting further archaeological investigations in Project construction and clearing limit areas not previously surveyed by or unable to be accessed during the archaeological survey.

The archaeological contractor will provide a recommendation of NRHP eligibility for each archaeological resource previously identified by the archaeological survey and any newly identified archaeological resources identified during the pre-monitoring archaeological investigations that are determined to be eligible for the NRHP. NRHP eligibility recommendations will include a discussion about eligibility criteria and integrity following National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation.

The archaeological contractor will draft a treatment plan for each NRHP-eligible archaeological resource type, such as cache pits, pit-houses, and culturally modified trees, identified during the pre-monitoring archaeological investigations if an adverse effect cannot be avoided, a Memorandum of Agreement (MOA) will be developed and executed to resolve the adverse effect.

The treatment plan will serve as a research design for data recovery that meets OHA standards and shall include, but not be limited to, details on methods of artifact and feature excavation; artifact and feature collection and curation; and securing and protecting artifact and feature discoveries from natural and human disturbances. The treatment plan will be implemented for each archaeological resource recommended eligible for inclusion in the NRHP before construction during the pre-monitor-

ing archaeological investigations phase. Treatment plans for each archaeological resource type will serve as a treatment plan model for archaeological resources of a similar type discovered during construction. The treatment plan must be reviewed and approved by the City and Borough of Wrangell, SHPO, and Wrangell Cooperative Association. Once approved, the treatment plan will be implemented before construction disturbance.

Based on the results of the pre-monitoring archaeological investigations, the archaeological monitor will draft a Summary Investigation report when each archaeological investigation (including determining if archaeological resources are potentially NRHP-eligible) has terminated. This Investigation report will include an explanation and evidence why an archaeological investigation was initiated, why it was terminated and include recommendations of NRHP eligibility, recommendations to avoid an adverse effect, and the draft treatment plan for further

archaeological investigations, if applicable. The Summary Investigation report for pre-monitoring activities will be included in the final monitoring report.

The report will summarize the pre-monitoring archaeological investigation activities (detailing the overall effort and describing locations where investigations occurred with any relevant field observations) and will include archaeological background and contextual information; a description of the archaeological sites investigated, maps showing the locations of investigations and archaeological sites investigated; archaeological monitoring methods; results (with an artifact catalog, photographs, photologs, archaeological description, decisions made and justification, site maps, site forms), conclusions/recommendations, and references. Appendices will include treatment plans if needed, field forms, and relevant correspondences.

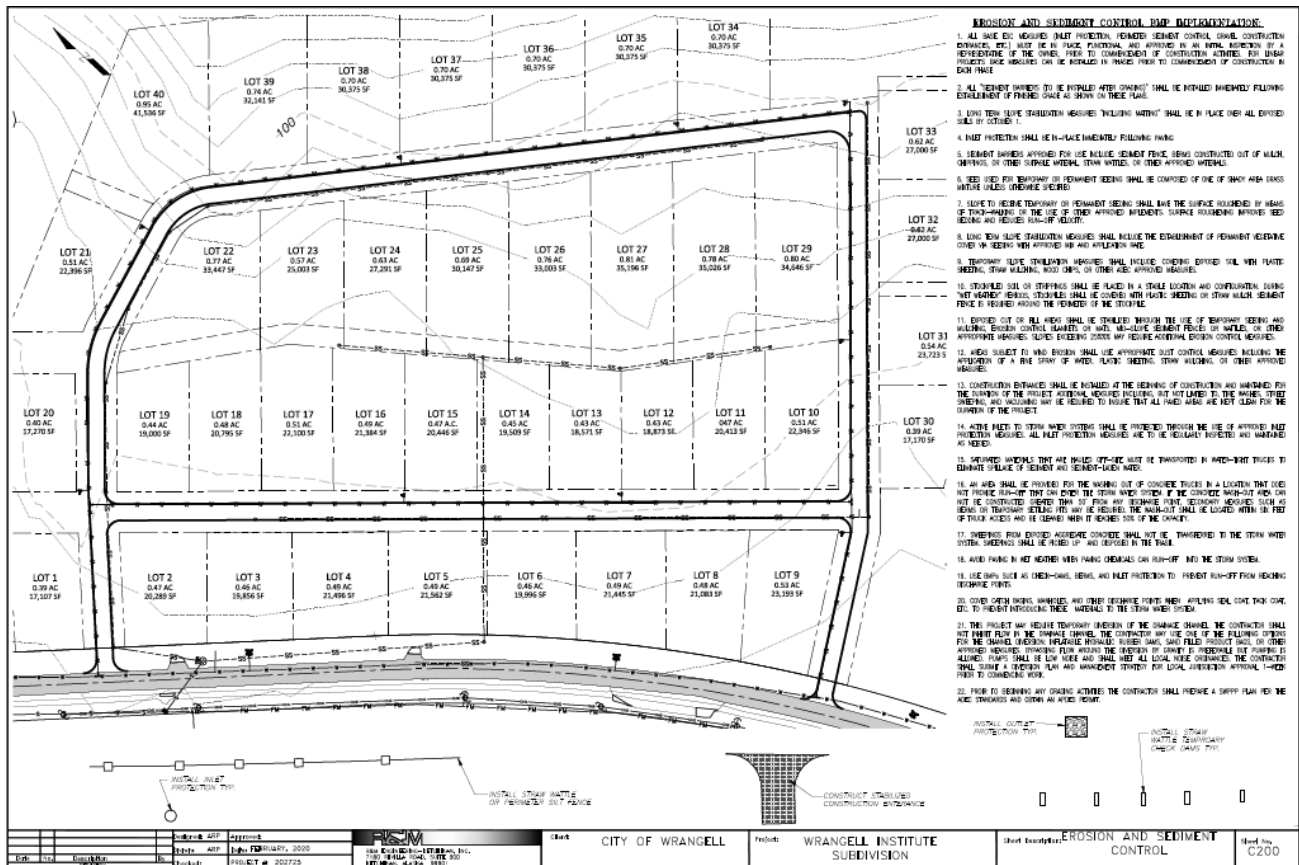


Figure 5. Subsurface utilities map for pre-monitoring.

Construction Monitoring

The archaeological monitor will meet the SOIs standards for an archaeologist as listed in the *Secretary of Interior's Professional Qualification Standards* (36CFR§61). The supervising archaeologist must be present at the job site for the duration of the monitoring protocol for this Project. This includes all grubbing and clearing of roadways as well as pre-monitoring of subsurface utility locations. Prior to construction, the construction crew will be briefed on the cultural sensitivity of the area as well as the inadvertent discovery plan. Construction monitoring will involve the following activities and tasks:

- Archaeological monitor will take part in safety briefings as required by the construction contractor;
- Contractor will inform the archaeological monitor when and where ground disturbing activities are scheduled;
- Monitoring schedule will be determined daily based on construction activities for that day;
- Archaeological monitor will proceed ahead of ground clearing for a close inspection of the areas warranting vegetation removal and inspect the ground surface after vegetation has been removed;
- Archaeological monitor will inspect any excavated soils for cultural resources as they are removed;
- Archaeological monitor will record daily construction activities and monitoring observations in a Daily Memo, including Global Positioning System (GPS) waypoints and a photo log that corresponds to daily photographic documentation;
- If the archaeological monitor believes cultural resources and/or human remains have been encountered during excavation or ground disturbing activities, the monitor will halt work in the vicinity of the find in order to assess or confirm the nature of the discovery;
- Archaeological monitor shall record relevant cultural material at the discovery site in accordance with professional standards (site overview, features, and artifacts will be photographed, and stratigraphic profiles along with soil/sediment descriptions will be prepared for subsurface exposures);
- Inadvertent discoveries or affected historic properties will be documented on scaled site plans and site location maps;
- Inadvertent discoveries or affected historic properties will also be recorded using GPS units;
- Subsurface testing may be conducted through test probes to determine the extent of subsurface deposits or to delineate boundaries, as necessary;
- Artifacts collected from the surface and test probes will be analyzed and catalogued;
- In the event that cultural resources have been encountered, a Stop-Work Event will be initiated (see Stop-Work Event below for further instruction), the archaeological monitor will notify RMEK, USACE, Wrangell Cooperative Association, SHPO, and any other consulting parties of the find through the established Chain of Contact;
- In the event that human remains have been encountered, a Stop-Work Event will be initiated (see Stop-Work Event below for further instruction), the archaeological monitor will notify the Alaska State Troopers (AST), Alaska State Medical Examiner (ASME), RMEK, USACE, Wrangell Cooperative Association, SHPO, appropriate local officials, and any other consulting parties using the established Chain of Contact information provided within;
- Archaeological monitor will create a flagged buffer zone of at least fifty (50) feet around any cultural resources to help ensure that the resources remain in place and are protected from disturbance until a determination of eligibility has been completed, and the federal agency has received concurrence with the finding from SHPO;
- A similar buffer distance will be used for human remains and/or associated funerary objects to assure they remain in place and are protected from disturbance until their final disposition is determined; and
- If contractors or subcontractors suspect cultural resources/human remains have been encountered during ground-disturbing activities occurring in areas outside of the recommended archeological monitoring areas, the contractors or subcontractors will halt work immediately in the vicinity of the find and notify the archaeological monitor.

Tribal Monitoring Participation

Tribal monitors or observers are individuals with local Tribal and Cultural knowledge and who work directly with the monitoring archaeologist to reduce the potential for inadvertent discoveries and affecting historic properties and/or human burials/unmarked graves. The Wrangell Cooperative Association is the local Tribal contact for this Project and has been invited to participate on an as-available basis.

INADVERTANT DISCOVERY PLAN

Discovery

Should cultural resources or human remains be discovered during monitoring activities, a Stop-Work Event will be initiated. If an archaeologist is not present or a discovery was made in an area deemed unnecessary for archaeological monitoring, the supervising construction foremen should proceed with consultation as outlined below. The archaeological monitor will request the temporary cessation of ground-disturbing activities to determine the nature of the find. Identified cultural resources will be assessed for context and significance. However, all cultural resources recovered from a subterranean context will be given a GPS waypoint, photographed, and recorded in the daily monitoring report. When possible, the stratigraphic position and depth below surface will be recorded as well. Treatment of human remains is detailed further below in the Inadvertent Discovery of Human Remains section. The initial examination will determine what the discovery is and if the find is determined to be cultural, a Stop-Work event shall occur and, if the resource is determined not to be cultural, then construction may resume.

Initial Notification and Stop-Work Event

In the event cultural resources or human remains are uncovered during the implementation of ground-disturbing activities within the Project area, work will be stopped in the discovery area and all necessary steps will be taken to protect the resources as discovered and outlined in the Methods section. The Chain of Contact, as described later in this document, will be notified immediately and construction activities will be suspended in the discovery area until the nature and extent of the resources can be determined. The duration of the Stop-

Work event is entirely dependent on the nature of the find itself. Large features or loci with high artifact density can take from one to three days to fully excavate and document. The archaeological monitor will record the newly identified cultural resources with the following methods, at a minimum, to provide information necessary for the written notification and, if necessary, inform the treatment plan:

- provenience will be recorded and tied into a surface GPS point on the discovery area;
- archaeological materials will be mapped and photographed with scale;
- artifacts will be photographed and described after recovered from field;
- detailed inventory of the artifacts and samples;
- limited testing if appropriate (shovel tests, excavation units etc.) and associated documentation of profiles and results; and
- description of the disturbance and the measures enacted to prevent further damage.

In accordance with OHA's guidance in Historic Preservation Series Number 16, written notification incorporates any updates, clarifications, and new information about the discovery obtained through the archaeological monitor's field documentation. The Principal Consultant will send out the written notification to the SHPO, City and Borough of Wrangell, RMEK, USACE, and Wrangell Cooperative Association as well as other consulting parties as appropriate. In addition to the information recorded above under documentation, the written notification should include a description of the discovery, including any updates since the initial notification. Notification should also describe any steps taken to understand the discovery, such as photographs, tests, profiles, and collection. Mapping information will also be documented to understand the relationship of the discovery to the Project and surrounding properties. A consideration of whether the Stop-Work area needs to be enlarged will also be included. Included in the notification will be information on NRHP eligibility and assessment of effect, to the extent these are known. As a streamlining measure, after an SOI-qualified archaeologist confirms that the find is cultural and establishes the boundaries of the

discovery site, the archaeological monitor may assume an archaeological resource is eligible for inclusion in the NRHP under Criterion D and, if proposing this path, indicate this in the written notification. Alternatively, the archaeological monitor may opt to have the cultural resource formally assessed for NRHP eligibility using established NRHP Criteria (36 CFR 800.4(c)). If sufficient information is available at the time of written notification, the determination of eligibility will be included.

If NRHP eligibility cannot be established at the time of the written notification, a field work/treatment plan to gather necessary information to make the determination will be developed in consultation with the City and Borough of Wrangell, SHPO, REMAK, USACE, Wrangell Cooperative Association, and other consulting parties as appropriate. Should archaeological investigations be required by the plan, the investigations will be implemented prior to any continued construction at the discovery site. The City and Borough of Wrangell will provide the NRHP evaluation report to the SHPO, and other consulting parties as appropriate, in follow up consultation.

Human Remains

The Alaska Historic Preservation Act (AHPA) protects human remains of any ethnicity or antiquity within the state of Alaska (AS 41.35.200). This law also applies to grave goods and any associated funerary items. When an archaeological monitor is present and human remains are inadvertently encountered, the first action requires the archaeological monitor to immediately stop any ground-disturbing activity in the area and a Stop-Work Event be initiated. This is followed by the archaeological monitor's collection of a GPS waypoint of the exact location followed by the immediate notification of the Chain of Contact and law enforcement. (For Contact information please see Table 1 and Table 2). For detailed instructions of protocol please see section entitled Inadvertent Discovery of Human Remains.

While ground disturbing activities are halted at the location of the find, other construction not requiring monitoring can continue. Once an understanding of the scene is established, this will be communicated to the interested parties found in the Chain of Contact. Consultation is allotted as much as three days to recommend the appropriate treatment for the remains.

INADVERTENT DISCOVERY OF HUMAN REMAINS

The treatment of human remains following inadvertent discovery on lands managed by a federal or state agency is governed by federal laws, land status, post-mortem interval (time since death), and biological/cultural affiliation. Inadvertent discoveries on Tribal lands will follow the same protocol. First and foremost, the site of discovered remains should be regarded as a potential "crime scene" until a person with appropriate expertise and authority determines otherwise. Several laws are applicable to the discovery of human remains on state lands. Specifically, the law states that the ASME has jurisdiction over all human remains in the state *regardless of age* (emphasis added).

Alaska Statute (AS) 12.65.5 requires immediate notification of a peace officer of the state (Police, Village Public Safety Officer, or AST and the ASME) when death has "been caused by unknown or criminal means, during the commission of a crime, or by suicide, accident, or poisoning." The AST has interpreted notification procedures as applicable *to all remains, including ancient remains* (emphasis added).

AS 11.46.482(a)(3), applies to all lands in Alaska and makes the "intentional and unauthorized destruction or removal of any human remains or the intentional disturbance of a grave" a class C felony. Also, applicable to all lands in Alaska, AS 18.50.250 requires permits for the transport, disinterment, and reinterment of human remains. Guidance and permits are available from the Health Analytics and Vital Records Department of the State of Alaska.

Only applicable on State lands, AS 41.35.200 makes the disturbance of "historic, prehistoric and archaeological resources" (including graves per the definition) a class A misdemeanor.

Pertaining to Federal lands and Federal trust lands, 16US-C470ee of the Archaeological Resources Protection Act (ARPA) indicates that the unauthorized destruction or removal of archaeological human remains (i.e., more than 100 years old) is a violation of the act. If human remains found on Federal or Federal trust lands are determined to be Native American, their treatment and disposition are also governed by the Native American Graves and Re-

patriation Act (NAGPRA) of 1990. (PL101-601; 25USC3001-30013; 104Stat.3048-3058; 43CFRS10). NAGPRA also applies to Native American human remains from any lands if the remains are curated in any institution that receives federal funds.

A specific plan of action is required in the event human remains are uncovered during ground-disturbing activities. The contractor is responsible for taking the necessary action to protect the discovery site. The following steps will be taken if human remains, or suspected human remains, are discovered:

- work will be stopped at once and a 10-meter (30 foot) buffer erected around the site;
- law enforcement and the Chain of Contact will be notified;
- archaeological monitor will survey the surrounding 20-meter area for any associated finds;
- access to the site will be restricted until appropriate reporting and consultation has occurred;
- remains will be covered with a tarpaulin to prevent exposure to elements and unauthorized viewing;
- remains will be treated with respect and dignity at all times; and
- remains will stay in situ until cleared for collection by appropriate authority.

The contractor or archaeological monitor will protect and ensure the integrity of the remains until the AST and ASME relieve the archaeologist of their duties. AST and ASME will review the remains for the determination of if the remains are of a forensic nature and/or are subject to

a criminal investigation. When and if the AST or ASME has declared that the human remains are not forensic, the archaeological monitor will provide additional written notification via email to the City and Borough of Wrangell, RMEK, USACE, Wrangell Cooperative Association, and other consulting parties and this notice will incorporate any updates, clarifications, and new information about the discovery obtained from the AST or ASME. After this notification, a treatment plan will be developed in consultation with consulting parties.

CONSULTATION

The initial discovery of any cultural resources or human remains during monitoring will activate the notification of the Chain of Contact outlined in Table 1 and Table 2 below. The archaeological monitor will notify the Principal Consultant of the finding(s). This will double as a request for directives on how to proceed. The Principal Consultant will first contact the City and Borough and Wrangell, RMEK, USACE, SHPO and the Wrangell Cooperative Association who is the Tribal representative for this Project, as deemed necessary. This contact will offer the consulting parties an idea of the conditions and materials recovered from the excavations and may offer what is to be expected with subsequent excavations. Once the agencies and the Tribal Representatives are contacted, the monitor will assess the significance of any subsequent findings in order to keep Project construction moving forward as much as possible. In the case of future significant findings, the archaeological monitor may provide recommendations for a treatment plan to be reviewed by TNSDS Principal Consultant to obtain input from the agencies and Tribal Representatives.

TABLE 1. CHAIN OF CONTACT INFORMATION			
Title	Name/Company	Phone Number	Email Address
Principal Consultant	Rob Meinhardt TNSDS	907-841-4096	robert.meinhardt@truenorthsds.com
President	Trevor Sande R&M Engineering-Ketchikan	907-617-1441	trevorsande@rmketchikan.com
Capital Facilities Director	Amber Al-Haddad City and Borough of Wrangell	907-874-3902	aal-haddad@wrangell.com
Project Manager	Roberta "Birdie" Budnik US Army Corps of Engineers	907-753-2785	roberta.k.budnik@usace.army.mil
Tribal Administrator	Esther Reese Wrangell Cooperative Association		wcatribe@gmail.com
State Archaeologist	Richard VanderHoek Office of History and Archaeology	907-269-8728 907-269-8700	richard.vanderhoek@alaska.gov oha.revcomp@alaska.gov

TABLE 2. HUMAN REMAINS ADDITIONAL CONTACT INFORMATION			
Title	Name/Company	Phone Number	Email Address
Alaska State Troopers	Missing Persons Bureau	907-269-5511	Dps.missing.persons@alaska.gov
	Lt. Paul Fussey Alaska State Troopers	907-269-5682	paul.fussey@alaska.edu
	Malia Miller*	907-269-5038	malia.miller@alaska.gov <i>*after contact by phone, send email with relevant information and photos to Lt. Fussey and Malia Miller</i>
Alaska State Medical Examiner	Reporting on Death Hotline	907-334-2356 888-332-3273	
Alaska Chief Medical Examiner	Dr. Gary Zientek, MD	907-334-2200	gary.zientek@alaska.gov
Operations Manager	Anne Waisanen	907-334-2202	Anne.waisanen@alaska.gov

COLLECTION AND CURATION

Significant cultural resources may be collected for curation when observed or encountered either on the surface or in a subsurface context. The items recovered from the Project will be bagged in curatorial-approved, plastic-zipped bags with data written on the bag's surface to include: TNSDS artifact number, GPS waypoint number, date, collector's initials, material type, name of object (if identifiable) and quantity of items within the bag. All recovered items will be recorded on a Project collections form and in a daily report and upon the termination of the Project will be handed over to the responsible party as determined during consultation. Since there is an abundance of debris within the Project location, collected artifacts must be of museum quality and have the potential to add previously unknown cultural context to the Project area.

If artifacts are collected during the Project, they are the property of the City and Borough of Wrangell. All recovered artifacts will be curated at the Wrangell Museum. Communication of any findings will be carried out on site prior to transport. If curation is required and a scope modification is approved, artifact analysis will occur on site. The artifacts will be transported from the field using hard cased containers and will be individually contained for preservation purposes.

Post-field artifact analysis will include a detailed narrative of the artifacts, if possible, a date or date range for the item(s) will also be provided. All artifacts will be photographed, measured, and weighed as part of the analysis. Artifact cleaning prior to curation will be appropriate to the type and condition of the artifact. Artifacts will be lightly dry brushed to remove excess soil sediments but will not be subject to wet cleaning.

Individual archival 4 mil zip-lock polyethylene bags will be used to store artifacts. They will be marked with the catalog number written in black Sharpie marker on the white block of the bag. Archival boxes with protective archival foam or tissue will be used to store all other artifacts.

Post-field artifact analysis and documentation will align with the standards for curation as set forth by the University of Alaska Museum of the North (UAMN), unless otherwise specified. The standards were developed by UAMN for collections to be sent to them but will be ad-

justed to send any artifacts collected as part of this Project to the Wrangell Museum. The standards for curation at UAMN can be found at:

https://www.uaf.edu/museum/collections/archaeo/pdfs/Curation-Guidelines_2016.pdf

During post-field analysis TNSDS will contact the Wrangell Museum Curator to receive accession numbers to the collection. The following information will be provided to register the collection and accession numbers:

- Site Name
- AHRs Site Number
- Principal Investigator
- Year of Investigation
- Project Name
- Sponsoring Organization
- Permitting Agency
- Land Management Agency or Landowner
- Agency Unit
- Number of specimens in the collection
- Estimate of cubic footage of properly packaged artifacts and documentation
- Summary of the collection

An Artifact Catalog will be completed by TNSDS and will be electronically submitted to the Wrangell Museum at the time of the collection. UAMN has developed a Catalog Template that will be used to create an Excel spreadsheet for the Archaeology Catalog. The Archaeology Catalog will contain the following information:

- Accession Number (if available)
- Catalog Number (if available, otherwise use field catalog number)
- Object Name
- Material Type
- Provenience
- Field Number
- Excavator
- Date of Excavation
- Lot Count (when applicable)
- Lot Weight (when applicable)

In accordance with UAMN curation guidelines, TNSDS will submit the following documentation to accompany the collection:

- An inventory of all records included with the collection;
- A catalog of all recovered artifacts in both hard copy and digital Excel format;
- A copy of the final Project report;
- Copies of associated Project permits;
- A statement describing any laboratory and field procedures used on the collection;
- A report of any analysis conducted on the artifacts and if analysis was destructive (if applicable);
- A list of artifacts with conservation treatments conducted or needing conservation treatments; and
- A photograph catalog, stored in polyester film sleeves and placed in archival binders or folders.

After the final monitoring report has been completed and reviewed by all necessary agencies, it will be printed and included with the submittal of artifacts to the Wrangell Museum.

Artifacts will not leave the Wrangell area, if required, curation of artifacts will occur on site. As such materials for curation may include but are not limited to Hollinger acid-free Records Storage Boxes and tissue paper shall be provided by the City and Borough of Wrangell or the Wrangell Museum.

Within one month of the delivery, Wrangell Museum will review the collection and submit a Letter of Review or Email to the Principal Consultant. The Letter of Review certifies the collection is in compliance with Wrangell Museum Curatorial Guidelines or will detail issues with the collection to be addressed. Once the collection is in full compliance, an invoice will be sent for processing and curation fees. This curation section was given as an example of the State of Alaska's artifact repositories (UAMN) standards for curation. The City and Borough of Wrangell requests that artifacts be sent to the Wrangell Museum in the same standards of curation as provided by UAMN and outlined above.

REPORTING

TNSDS will be responsible for informing the Project proponents of the ground-disturbing activities and any resulting finds. In addition to any verbal alerts, when significant cultural finds are encountered, along with any subsequent consultation, TNSDS will also complete daily and weekly reports and a final pre-monitoring and monitoring report of any cultural resource findings.

Daily and Weekly Reporting

Daily and weekly reports will document the setting, type and duration of construction each day, along with machine operators, supervisors and any site visitors encountered. Additionally, the reports will note all cultural resource finds, and specifically will note any collected finds. These reports will include waypoints of the general vicinity of the construction, any excavation, and for any finds. Overview photographs of the area will be taken along with stratigraphic profile and artifact photographs.

Daily reports are an internal management tool for TNSDS. They are available upon request and will be provided as an appendix to the final report. At the end of each week, a weekly report will be created by referencing the daily reports to summarize the week's construction and finds (if any). The weekly reports will be delivered to RMEK by TNSDS.

Final Reporting

TNSDS will provide a draft of the final report which will include a comprehensive description of the archaeological monitoring during construction of the Project. This will be done within 60 days of the completion of the construction monitoring for the Project, with an additional thirty (30) days estimated for comments from agencies and consulting parties.

The report will contain Project descriptions, methods, and results of monitoring. The report will also provide recommendations for inclusion in the NRHP, if necessary, and an assessment of the Project effects on historic properties pursuant to Section 106 of the NHPA and its implementing regulations (36CFR§800). The daily and weekly archaeological monitoring reports will be included in the appendices as well as any treatment plans that may result from pre-monitoring.

REFERENCES

Alaska Department of Commerce, Community and Economic Development (ADCED)

2022 Community Profile: Wrangell. Accessed March 2022. Available at <https://dced.maps.arcgis.com/apps/mapjournal/index.html?appid=0e605d3849a1471>.

Alaska Office of History and Archaeology (OHA)

2023 Integrated Business Suite (IBS) Portal. Digital database available with online limited access. Division of Parks and Outdoor Recreation, Office of History and Archaeology, Anchorage, Alaska.

City and Borough of Wrangell

2017 *Wrangell Institute Property Master Plan*. Provided to TNSDS by R&M Engineering-Ketchikan. Available online at https://www.wrangell.com/sites/default/files/fileattachments/economic_development/page/3735/final_plan-april_26_2017_wrangell_institute_master_plan.pdf.

Clarus Environmental, LLC.

2005 *Final Cultural Resources Survey Wrangell, Alaska*. For the Army National Guard, Wrangell, Alaska.

Kai Environmental Consulting Services (KECS)

2020 Wrangell Institute Development Wetland Delineation Report. Prepared for R&M Engineering on behalf of the City and Borough of Wrangell. Provided to TNSDS by R&M Engineering-Ketchikan.

Meinhardt, Robert L., Walker Burgett, Joan Bayles Burgett and Tiffany Ann Curtis

2022a *2022 Report of Cultural Resources Investigation of the Wrangell Institute Property located in Wrangell, Alaska with Recommendations to the US Army Corps of Engineers (USACE) for Compliance with Section 106 of the National Historic Preservation Act of 1966 and its Implementing Regulations 36CFR§800*. (2022 Report)

2022b *2022 Cultural Resources Desktop Review and Workplan for the Cultural Resources Investigation and Survey of the Wrangell Institute Property*. (Workplan)

Slaughter, Dale

2015 *Cultural Resource Survey of Portions of the Tye Electrical Transmission Line Serving Petersburg and Wrangell, Alaska*. Northern Land Use Research Alaska, LLC.

Smith, Jane

2014 *Cultural Resource Investigations for the Starfish Timber Sale, Anita Bay, Etolin Island, Alaska*. Project 930201A, USDA Forest Service, Stikine Area, Wrangell Ranger District.

Thorton, Thomas F.

2012 *Haa Leelk's Has Aani Saax'u', Our Grandparent's Names on the Land*. Sealaska Heritage Institute. University of Washington Press, Seattle Washington.

University of Alaska Museum of the North (UAMN)

2021 Curation Guidelines. Revised 2016. Available at https://www.uaf.edu/museum/collections/archaeo/pdfs/Curation-Guidelines_2016.pdf. Accessed December 2021.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	06/27/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 06-23-1794 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, WRITING OFF SPECIFIC PROPERTY TAXES FOR TAX YEARS 2017-2022 FOR MULTIPLE PROPERTY OWNERS, DUE TO MANIFEST CLERICAL ERRORS

SUBMITTED BY:

Jeff Good, Borough Manager
Mason Villarma, Finance Director

FISCAL NOTE:

Expenditure Required: \$ _____

FY 21: \$	FY 22: \$	FY23: \$

Amount Budgeted:

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Account Number(s):

	11000 000 1210 00 00000
	11000 000 4010 00 00000

Account Name(s):

	Property Tax A/R Property Tax Revenue
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Unencumbered Balance(s) (prior to expenditure):

	See Agenda Statement
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1) Resolution No. 06-23-1794 2) Exhibit A

RECOMMENDATION MOTION:
Move to approve Resolution No. 06-23-1794.

SUMMARY STATEMENT:

This resolution seeks to write off property taxes charged to persons and/or organizations that are exempt from property taxes or should have not been billed due to other circumstances. The

attached Exhibit A, shows all property tax values being written off by tax year, owner and amount with a short description of why they are being written off. Each property tax value is being written off because in the respective tax year it should not have been billed for one of the following reasons:

- 1) The property owner of the land was a State entity.
- 2) The property owner of the land has an underlying agreement or contract in effect precluding them from property tax payment.
- 3) The property owner was a leaseholder that cancelled the lease and was continued to be charged.
- 4) The property owner had a trailer or mobile home that did not exist in the tax year identified.

See Exhibit A for further details.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-23-1794

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, WRITING OFF SPECIFIC PROPERTY TAXES FOR TAX YEARS 2017-2022 FOR MULTIPLE PROPERTY OWNERS, DUE TO MANIFEST CLERICAL ERRORS

WHEREAS, the City and Borough of Wrangell exempts all property exempt from taxation as prescribed by Alaska law; and

WHEREAS, State owned land is therefore exempt from property taxes; and

WHEREAS, the Borough also exempts certain lands from property taxes with underlying agreements in effect; and

WHEREAS, the Borough cannot charge property taxes on property such as trailers that do not exist, and

WHEREAS, from 2018-2022 specific cases indicative of the circumstance above have been charged property taxes; and

WHEREAS, in accordance with WMC 5.04, such taxation is in appropriate and are the result of manifest clerical errors; and

WHEREAS, Alaska Statute 29.45.500 (c) allows a governing body to correct manifest clerical errors to the assessment roll at any time.

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

Section 1. The property taxes initially charged to each owner depicted in the attached Exhibit A are written off from the Borough’s property tax accounts receivable.

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

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 27th day of June 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

RESOLUTION 06-23-1794 - EXHIBIT A

Prepared by: Robert Marshall, Accounting Generalist
 Approved by: Mason Villarma, Finance Director
 Date: 6/27/2023

Property No	Owner	Tax	Tax Year	Comments
71-280-1028	Aitken, Vanessa G	51.00	2017	Trailer gone
71-340-1034	Padgett, Caleb	205.28	2017	Trailer gone
08-320-080	Clark, Janice & Hayden, Gregory	70.00	2017	Owned by Alaska Mental Health Trust (nontaxable entity)
71-330-1000	Padgett, Caleb	107.10	2017	Trailer gone
71-370-1037	Vanderbunte, James	118.58	2017	Trailer gone
04-002-321	Trust Land Office	122.40	2018	Nontaxable entity
72-450-2046	Vacant	12.75	2018	Vacant property, no owner attached to bill for amount due
02-023-750	Masskills Seafoods, Lessee, Tony Massin DBA	33.15	2018	Lease cancelled
08-320-080	Clark, Janice & Hayden, Gregory	70.00	2018	Owned by Alaska Mental Health Trust (nontaxable entity)
72-140-2014	James, Theadosa D	62.48	2018	Duplicate property card, manifest error
71-250-1025	Macias, Robert	90.53	2018	Trailer gone
71-330-1000	Padgett, Caleb	108.38	2018	Trailer gone
71-370-1037	Vanderbunte, James	121.13	2018	Trailer gone
04-002-321	Trust Land Office	122.40	2019	Nontaxable entity
03-009-308	Gillen Jr, James C	1,272.45	2019	Written confirmation from city stating property taxes were paid and current
03-002-301	Holder, Laura	604.35	2019	Property purchased by nontaxable entity. Trailer on property was removed, and should'nt of been included in taxable value
02-023-750	Masskills Seafoods, Lessee, Tony Massin DBA	367.20	2019	Lease cancelled
08-320-080	Clark, Janice & Hayden, Gregory	70.00	2019	Owned by Alaska Mental Health Trust (nontaxable entity)
72-140-2014	James, Theadosa D	62.48	2019	Duplicate property card, manifest error
71-250-1025	Macias, Robert	90.53	2019	Trailer gone
71-330-1000	Padgett, Caleb	108.38	2019	Trailer gone
71-370-1037	Vanderbunte, James	121.13	2019	Trailer gone
04-002-321	Trust Land Office	122.40	2020	Nontaxable entity
08-320-080	Alaska Mental Health Trust	140.00	2020	Nontaxable entity
71-110-1011	Vacant	281.78	2020	Vacant property, no owner attached to bill for amount due
72-450-2046	Vacant	12.75	2020	Vacant property, no owner attached to bill for amount due
75-150-1015	Ritchie, Laven	127.50	2020	Trailer gone
05-040-600	Trust Land Office	256.40	2020	Nontaxable entity
02-023-750	Masskills Seafoods, Lessee, Tony Massin DBA	367.20	2020	Lease cancelled
10-600-100	AK Div Mining & Land	4.00	2020	Nontaxable entity
10-600-200	AK Div Mining & Land	18.00	2020	Nontaxable entity
72-140-2014	James, Theadosa D	62.48	2020	Duplicate property card, manifest error
71-250-1025	Macias, Robert	90.53	2020	Trailer gone
71-370-1037	Vanderbunte, James	121.13	2020	Trailer gone
04-002-321	Trust Land Office	122.40	2021	Nontaxable entity
01-005-625	Mazzocchetti, ATTN: MS	334.05	2021	State held lease
03-005-260	Tlingit Haida Regional Housing Authority	158.10	2021	Nontaxable entity
08-320-080	Alaska Mental Health Trust	70.00	2021	Nontaxable entity
71-110-1011	Vacant	442.43	2021	Vacant property, no owner attached to bill for amount due
72-140-2014	James, Theadosa D	62.48	2021	Duplicate property card, manifest error
71-250-1025	Macias, Robert	90.53	2021	Trailer gone
71-330-1000	Padgett, Caleb	232.05	2021	Trailer gone
71-370-1037	Vanderbunte, James	121.13	2021	Trailer gone
03-010-212	DB AK Enterprises LLC	1,600.13	2022	Payment made during contract purchase. City of Wrangell current owner
03-010-214	DB AK Enterprises LLC	1,600.13	2022	Payment made during contract purchase. City of Wrangell current owner
03-010-216	DB AK Enterprises LLC	1,832.18	2022	Payment made during contract purchase. City of Wrangell current owner

03-010-218	DB AK Enterprises LLC	5,449.35	2022 Payment made during contract purchase. City of Wrangell current owner
03-010-220	DB AK Enterprises LLC	4,737.90	2022 Payment made during contract purchase. City of Wrangell current owner
03-010-999	DB AK Enterprises LLC	1,122.00	2022 Payment made during contract purchase. City of Wrangell current owner
03-011-100	DB AK Enterprises LLC	1,124.55	2022 Payment made during contract purchase. City of Wrangell current owner
03-011-150	DB AK Enterprises LLC	3,409.35	2022 Payment made during contract purchase. City of Wrangell current owner
03-011-152	DB AK Enterprises LLC	2,046.38	2022 Payment made during contract purchase. City of Wrangell current owner
04-002-321	Trust Land Office	122.40	2022 Nontaxable entity
03-005-260	Tlingit Haida Regional Housing Authority	1,693.20	2022 Nontaxable entity
03-010-129	DB AK Enterprises LLC	532.95	2022 Payment made during contract purchase. City of Wrangell Current owner
03-010-135	DB AK Enterprises LLC	56.10	2022 Payment made during contract purchase. City of Wrangell Current owner
08-320-080	Alaska Mental Health Trust	70.00	2022 Nontaxable entity
71-110-1011	Vacant	442.43	2022 Vacant property, no owner attached to bill for amount due
02-023-750	Masskills Seafoods, Lessee, Tony Massin DBA	188.70	2022 Lease cancelled
72-140-2014	James, Theadosa D	62.48	2022 Duplicate property card, manifest error
71-250-1025	Macias, Robert	90.53	2022 Trailer gone
71-330-1000	Padgett, Caleb	232.05	2022 Trailer gone
71-370-1037	Vanderbunte, James	121.13	2022 Trailer gone
		33,762.98	

Tax Years

2017	551.96
2018	620.82
2019	2,818.92
2020	1,604.17
2021	1,633.17
2022	26,533.94
Total	33,762.98